Implementation Checklists

Construction Edition
2026 R1

Acumatica
The Cloud ERP

Contents

Copyright **5**

Acumatica ERP Construction Edition **6**

Accounts Payable **7**

AP Bills: Implementation Checklist 7

AP Bill Payments: Implementation Checklist 8

AP Documents from PDFs: Implementation Checklist 9

Bill Prepayments: Implementation Checklist 10

Debit and Credit Adjustments: Implementation Checklist 11

Interbranch Bills Without Balancing: Implementation Checklist 12

Interbranch Bills with Balancing: Implementation Checklist 13

Check Reprinting: Implementation Checklist 15

Multiple Bill Payments: Implementation Checklist 16

Payments for a Shared Vendor: Implementation Checklist 17

Partial Payments: Implementation Checklist 18

Voiding Payments: Implementation Checklist 19

Payments with a Corporate Card: Implementation Checklist 20

Accounts Receivable **21**

AR Invoices: Implementation Checklist 21

AR Invoice Correction: Implementation Checklist 22

Auto-Applying Payments: Implementation Checklist 23

Refunds: Implementation Checklist 24

Interbranch Invoices with Balancing: Implementation Checklist 24

Interbranch Invoices Without Balancing: Implementation Checklist 26

Intercompany Sales: Implementation Checklist 27

Invoice Payments: Implementation Checklist 29

Invoice Prepayments: Implementation Checklist 30

Invoice with Combined Subaccounts: Implementation Checklist 30

Payments with Write-Offs: Implementation Checklist 32

Basic Company Configuration **34**

Preparing an Instance: Implementation Checklist 34

Company Without Branches: Implementation Checklist 34

Company with Branches that Do Not Require Balancing: Implementation Checklist 37

Company with Branches that Require Balancing: Implementation Checklist 40

Customers and Vendors **44**

Customer Statements: Implementation Checklist....44
Customer Visibility: Implementation Checklist....45
On-Demand Statements: Implementation Checklist....46
Regenerating Statements: Implementation Checklist....47
Vendor Visibility: Implementation Checklist....48
General Ledger....50
Adjusting Transactions: Implementation Checklist....50
Allocation Rules: Implementation Checklist....50
GL Transactions: Implementation Checklist....51
Interbranch Account Mapping: Implementation Checklist....52
Recurring Transactions: Implementation Checklist....52
Reversing Transactions: Implementation Checklist....53
Running of Allocations: Implementation Checklist....54
Splitting Transactions: Implementation Checklist....55
Transactions with Subaccounts: Implementation Checklist....56
Financial Periods....57
Financial Calendar Generation: Implementation Checklist....57
Financial Periods: Implementation Checklist....57
Opening Financial Periods: Implementation Checklist....58
Closing Financial Periods: Implementation Checklist....58
Project Accounting....60
Committed Costs: Implementation Checklist....60
Change Requests: Implementation Checklist....62
Employee Time Billing: Implementation Checklist....64
Expense Receipts with Corporate Cards: Implementation Checklist....65
Expense Returns to Corporate Cards: Implementation Checklist....66
Grouping Invoices: Implementation Checklist....67
Multicurrency Projects: Implementation Checklist....68
Overhead in the Project Budget: Implementation Checklist....69
Pro Forma Invoices: Implementation Checklist....70
Project Budget: Implementation Checklist....71
Project Budget Forecasts: Implementation Checklist....73
Project Expense Reclassification: Implementation Checklist....74
Project Inventory Tracking: Implementation Checklist....75
Project Inventory Tracking by Warehouse Location: Implementation Checklist....77
Project Quotes: Implementation Checklist....79

Project Templates and Common Tasks: Implementation Checklist 81
Project Transactions: Implementation Checklist 81
Purchases to the Project Site: Implementation Checklist 82
Purchases to the Project Site with a Receipt: Implementation Checklist 85
Purchasing Services for Projects: Implementation Checklist 87
Single-Tier Change Management: Implementation Checklist 88
Time Tracking Configuration: Implementation Checklist 90
Transaction Reclassification: Implementation Checklist 92
Vendor Payments for a Project: Implementation Checklist 92
WIP Labor Costs in Cost-Plus Projects: Implementation Checklist 94
WIP Labor Costs in Fixed-Price Projects: Implementation Checklist 95

Construction 97

AP Bills with Retainage: Implementation Checklist 97
AR Invoices with Retainage: Implementation Checklist 98
Budget Forecasts: Implementation Checklist 100
Compliance Documents: Implementation Checklist 100
Construction Project Budget: Implementation Checklist 101
Correction of a Bill for a Subcontract: Implementation Checklist 102
Daily Field Reports: Implementation Checklist 103
Drawing Logs: Implementation Checklist 105
Joint Payments: Implementation Checklist 106
Lien Waivers: Implementation Checklist 107
Photo Logs: Implementation Checklist 109
Pro Forma Invoice Correction: Implementation Checklist 110
Project Cost Projections: Implementation Checklist 111
Purchases with a Sales Tax: Implementation Checklist 113
Retainage with a Cap: Implementation Checklist 115
Requests for Information: Implementation Checklist 116
Subcontracts: Implementation Checklist 117
Submittals: Implementation Checklist 118
Unit Tracking in Projects: Implementation Checklist 119

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Acumatica ERP Construction Edition

You can refer to this guide when configuring business processes in Acumatica ERP Construction Edition. Each chapter of this guide is focused on the implementation of a particular functional area, and includes the implementation checklists that you use to make sure that the system is configured properly for performing particular business processes.

The checklists within each part of the guide are grouped by functional areas and are sorted in an alphabetical order.

Functional Areas

- *Accounts Payable*
- *Accounts Receivable*
- *Basic Company Configuration*
- *Customers and Vendors*
- *General Ledger*
- *Financial Periods*
- *Project Accounting*
- *Construction*

Accounts Payable

AP Bills: Implementation Checklist

To ensure that the system is configured properly for processing AP bills, make sure that the criteria listed in the table have been met in the system as described.

Form	Criteria to Check
Enable/Disable Features (CS100000)	Make sure the minimum set of features has been enabled as described in *Company Without Branches: General Information*, *Company with Branches that Do Not Require Balancing: General Information*, and *Company with Branches that Require Balancing: General Information*
Vendors (AP303000)	Verify the existence of the vendor accounts for the vendors for which you will create AP bills. For details, see *Vendors: Implementation Activity*.
Non-Stock Items (IN202000)	Verify the existence of non-stock items that can be used when creating AP bills. For details, see *Non-Stock Item: Implementation Activity*.

Settings That Affect the Workflow

You use accounts payable forms to record purchases you make on credit. The following settings and entities should be specified and defined, respectively:

- The following general ledger settings should be specified on the **Posting Settings** tab of the *General Ledger Preferences* (GL102000) form:
  - Make sure that the **Automatically Post on Release** check box is selected. This setting causes GL batches to be immediately posted after they are released.
  - Clear the **Generate Consolidated Batches** check box to cause every AP transaction you enter to be posted as an individual batch to the general ledger. (When this check box is selected, the system consolidates into a single batch all transactions in the same currency posted to the same period for all documents being released.)
- The following accounts payable settings should be specified on the **General** tab of the *Accounts Payable Preferences* (AP101000) form:
  - Select the **Hold Documents on Entry** check box in the **Data Entry Settings** section. This setting gives the created AP bills the *On Hold* status.
  - Clear the **Require Vendor Reference** check box in the **Data Entry Settings** section. This setting means that you do not have to enter a vendor reference number in the **Vendor Ref.** box when creating an AP bill on the *Bills and Adjustments* (AP301000) form.
  - Make sure that the **Automatically Post on Release** check box is selected in the **Posting Settings** section. This setting indicates that AP bills will be automatically posted to the general ledger once they are released.

With these settings specified and entities defined, users in your company can record and process documents in Acumatica ERP quickly and accurately, with a minimum of manual actions.

AP Bill Payments: Implementation Checklist

To ensure that the system is configured properly for paying AP bills, make sure that the criteria listed in the table have been met in the system as described.

Form	Criteria to Check	Notes
Enable/Disable Features (CS100000)	Make sure the minimal features have been enabled as described in *Company Without Branches: General Information*, *Company with Branches that Do Not Require Balancing: General Information*, or *Company with Branches that Require Balancing: General Information*.	
Vendors (AR303000)	Verify the existence of the vendor accounts for the vendors whose bills you will pay. For details, see *Vendors: Implementation Activity*.	
Payment Methods (CA204000)	Make sure that the *CHECK* payment method has been specified when creating a payment.	

Settings That Affect the Workflow

The following settings and entities should be specified and defined, respectively:

- The following general ledger settings should be specified on the **Posting Settings** tab of the *General Ledger Preferences* (GL102000) form:
  - Make sure that the **Automatically Post on Release** check box is selected. This setting causes GL batches to be immediately posted after they are released.
  - Clear the **Generate Consolidated Batches** check box to cause every AP transaction you enter to be posted as an individual batch to the general ledger. (When this check box is selected, the system consolidates into a single batch all transactions in the same currency posted to the same period for all documents being released.)
- The following accounts payable settings should be specified on the **General** tab of the *Accounts Payable Preferences* (AP101000) form:
  - Select the **Hold Documents on Entry** check box in the **Data Entry Settings** section. This setting gives the created checks the *On Hold* status.
  - Make sure that the **Automatically Post on Release** check box is selected in the **Posting Settings** section. This setting indicates that checks will be automatically posted to the general ledger once they are released.
- The following payment method settings should be specified for the payment method on the *Payment Methods* (CA204000) form:
  - Select the **Print Checks** option in the **Additional Processing** section on the **Settings for Use in AP** tab.

With these settings specified and entities defined, users in your company can record and process documents in Acumatica ERP quickly and accurately, with a minimum of manual actions.

AP Documents from PDFs: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for recognizing AP documents from PDF files, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you start recognizing AP documents from PDF files, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000) form	Make sure that the *AP Document Recognition Service* feature has been enabled. ⚠ The feature is not available in trial mode and can be enabled only if it is included in the license that is applied to the Acumatica ERP instance.
Email Accounts (SM204002) form	Make sure that a system email account is created with incoming mail processing activated and the **Submit to Incoming Documents** check box selected on the **Incoming Mail Processing** tab. ⚠ This configuration is needed only if you want automatically submit PDF attachments of incoming emails for recognition.
Rebuild Full-Text Entity Index (SM209500) form	Rebuild search indexes before you start using the *AP Document Recognition Service* feature. For details, see *Building Search Indexes*.

Project-Related Recognition Checklist

If you are planning to recognize project-related AP documents from PDF files, you make sure that the following additional configuration steps have been performed, as summarized in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000) form	Make sure that the following features are enabled: • *Recognition of Project-Related Documents* ⚠ The feature is not available in trial mode and can be enabled only if it is included in the license that is applied to the Acumatica ERP instance. • *Projects* • *Construction*

Form	Criteria to Check
Projects Preferences (PM101000) form, **General** tab	Make sure that the integration of project accounting and accounts payable is enabled—that is, the **AP** check box is selected in the **Visibility Settings** section on the *Projects Preferences* (PM101000) form.
Projects (PM101000) form, **Summary** tab	Make sure that for each project for which you plan to recognize AP documents, the **AP** check box is selected in the **Visibility Settings** section on the *Projects Preferences* (PM101000) form.

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that in your system, you perform instructions similar to those described in *AP Documents from PDFs: Process Activity*.

Bill Prepayments: Implementation Checklist

To ensure that the system is configured properly for processing prepayments, make sure that the criteria listed in the table have been met in the system as described.

Form	Criteria to Check	Notes
Enable/Disable Features (CS100000)	Make sure the minimal features have been enabled as described in *Company Without Branches: General Information*, *Company with Branches that Do Not Require Balancing: General Information*, and *Company with Branches that Require Balancing: General Information*.	
Vendors (AR303000)	Verify the existence of the vendor accounts for the vendors for which you will create and process prepayments. For details, see *Vendors: Implementation Activity*.	
Non-Stock Items (IN202000)	Verify the existence of non-stock items that can be used when creating prepayment requests. For details, see *Non-Stock Item: Implementation Activity*.	
Payment Methods (CA204000)	Make sure the *CHECK* payment method has been selected when paying a prepayment request.	

Implementation Notes

When deciding how many and which prepayment accounts to use to make it easier to track them in the system, you can select one or any of the following options:

- To use a single prepayment account for all prepayments (to all vendors)
- To specify the prepayment accounts for particular vendor classes
- To specify separate prepayment accounts for specific vendors

If you do not specify a separate account for prepayments, the vendor prepayments will be debited to the vendor AP account.

To assign the prepayment accounts, do the following:

1. On the *Vendor Classes* (AP201000) form, specify the prepayment account and subaccount for the default vendor class and for each of the other vendor classes. This will make it easy to create new vendor classes and new vendors with the proper prepayment account specified.
2. Use the *Vendors* (AP303000) form to specify the prepayment account and subaccount for each vendor.

Settings That Affect the Workflow

The following settings and entities should be specified and defined, respectively:

- The following general ledger settings should be specified on the **Posting Settings** tab of the *General Ledger Preferences* (GL102000) form:
  - Make sure that the **Automatically Post on Release** check box is selected. This setting causes GL batches to be immediately posted after they are released.
  - Clear the **Generate Consolidated Batches** check box to cause every AP transaction you enter to be posted as an individual batch to the general ledger. (When this check box is selected, the system consolidates into a single batch all transactions in the same currency posted to the same period for all documents being released.)
- The following accounts payable settings should be specified on the **General** tab of the *Accounts Payable Preferences* (AP101000) form:
  - Select the **Hold Documents on Entry** check box in the **Data Entry Settings** section. This setting gives the created checks the *On Hold* status.
  - Make sure that the **Automatically Post on Release** check box is selected in the **Posting Settings** section. This setting indicates that checks will be automatically posted to the general ledger once they are released.
- The following payment method settings should be specified for the payment method on the *Payment Methods* (CA204000) form:
  - Select the **Print Checks** option in the **Additional Processing** section on the **Settings for Use in AP** tab.

With these settings specified and entities defined, users in your company can record and process documents in Acumatica ERP quickly and accurately, with a minimum of manual actions.

Debit and Credit Adjustments: Implementation Checklist

To ensure that the system is configured properly for processing debit and credit adjustments, make sure that the criteria listed in the table have been met in the system as described.

Form	Criteria to Check	Notes
Enable/Disable Features (CS100000)	Make sure the minimal features have been enabled as described in *Company Without Branches: General Information*, *Company with Branches that Do Not Require Balancing: General Information*, and *Company with Branches that Require Balancing: General Information*.	

Form	Criteria to Check	Notes
Vendors (AP303000)	Verify the existence of the vendor accounts for the vendors for which you will create debit and credit adjustments. For details, see *Vendors: Implementation Activity*.	

Settings That Affect the Workflow

The following settings and entities should be specified and defined, respectively:

- The following general ledger settings should be specified on the **Posting Settings** tab of the *General Ledger Preferences* (GL102000) form:
  - Make sure that the **Automatically Post on Release** check box is selected. This setting causes GL batches to be immediately posted after they are released.
  - Clear the **Generate Consolidated Batches** check box to cause every AP transaction you enter to be posted as an individual batch to the general ledger. (When this check box is selected, the system consolidates into a single batch all transactions in the same currency posted to the same period for all documents being released.)
- The following accounts payable settings should be specified on the **General** tab of the *Accounts Payable Preferences* (AP101000) form:
  - Select the **Hold Documents on Entry** check box in the **Data Entry Settings** section. This setting gives the created debit and credit adjustments the *On Hold* status.
  - Clear the **Require Vendor Reference** check box in the **Data Entry Settings** section. This setting means that you do not have to enter a vendor reference number in the **Vendor Ref.** box when creating a debit or credit adjustment on the *Bills and Adjustments* (AP301000) form.
  - Make sure that the **Automatically Post on Release** check box is selected in the **Posting Settings** section. This setting indicates that debit and credit adjustments will be automatically posted to the general ledger once they are released.

With these settings specified and entities defined, users in your company can record and process documents in Acumatica ERP quickly and accurately, with a minimum of manual actions.

Interbranch Bills Without Balancing: Implementation Checklist

Before users begin processing AP bills between branches that do not require balancing, you must make sure that the system has been configured properly and that all required entities have been created, as described in the following table

Form	Settings to Check	Notes
Enable/Disable Features (CS100000) form	Make sure that the following features have been enabled: • *Standard Financials* • *Multibranch Support* • *Multicompany Support* • *Advanced Financials* • *Inter-Branch Transactions*	

Form	Settings to Check	Notes
Multiple forms	Make sure that the minimum configuration of the company has been performed.	
Chart of Accounts (GL202500) form	Check whether the necessary accounts have been created.	
Company Financial Calendar (GL201100) form	Be sure that the financial periods for which bills will be defined have a status of *Open*.	You can generate the necessary periods on the *Master Financial Calendar* (GL201000) form.
Vendors (AP303000) form	Ensure that all needed vendors—that is, all vendors for which AP bills between branches not requiring balancing may be created—have been defined in the system.	

Settings That Can Affect the Processing Workflow

The following settings on the *Accounts Payable Preferences* (AP101000) form can affect the processing workflow:

- If the **Automatically Post on Release** check box is selected, the system posts the appropriate transactions to the general ledger when AP documents are released. If this check box is cleared, you have to post the batch after you release the AP document.
- If the **Post Summary on Updating GL** check box is selected, AP documents are posted to the general ledger with summarized row amounts if particular criteria are met. That is, if multiple lines in an AP document specify the same account and branch, then in the GL batch, these rows are combined into one row (that is, one journal entry) with the summarized amount. If this check box is cleared, the lines of the AP document are not combined into one journal entry in the GL batch.
- If the **Hold Documents on Entry** check box is selected in the **Data Entry Settings** section, when new documents are entered, they are assigned the *On Hold* status. If the **Hold Documents on Entry** check box is cleared, the documents are assigned the *Balanced* status.
- If the **Validate Document Totals on Entry** check box is selected, the system adds the **Amount** box to the Summary area of the *Bills and Adjustments* (AP301000) form. To save a document with the *Balanced* status, you must enter the document total in this box after reviewing the document. If this check box is cleared, the system automatically validates the batch when the status of the batch is *Balanced*.
- If the **Require Vendor Reference** check box is selected, you must fill in the **Vendor Ref.** box on the *Bills and Adjustments* form. If this check box is cleared, you can leave the **Vendor Ref.** box blank.

Interbranch Bills with Balancing: Implementation Checklist

Before users begin processing AP bills between branches that require balancing, you must make sure that the system has been configured properly and that all required entities have been created, as described in the following table.

Form	Settings to Check	Notes
Enable/Disable Features (CS100000) form	Make sure that the following features have been enabled: • *Standard Financials* • *Multibranch Support* • *Multicompany Support* • *Advanced Financials* • *Inter-Branch Transactions*	
Multiple forms	Make sure that the minimum configuration of the company has been performed.	
Chart of Accounts (GL202500) form	Check whether the necessary accounts have been created.	
Inter-Branch Account Mapping (GL101010) form	Be sure that the account mapping rules have been specified for the branches.	For details on defining these rules, see *Interbranch Account Mapping: General Information*.
Company Financial Calendar (GL201100) form	Be sure that all financial periods for which AP bills for branches requiring balancing may occur have a status of *Open*.	You can generate the necessary periods on the *Master Financial Calendar* (GL201000) form.
Vendors (AP303000) form	Ensure that all vendors that may be specified in these AP bills are defined in the system.	

Settings That Can Affect the Processing Workflow

The following settings on the *Accounts Payable Preferences* (AP101000) form can affect the processing workflow:

- If the **Automatically Post on Release** check box is selected, the system posts the appropriate transactions to the general ledger when AP documents are released. If this check box is cleared, you have to post the batch after you release the AP document.
- If the **Post Summary on Updating GL** check box is selected, AP documents are posted to the general ledger with summarized row amounts if particular criteria are met. That is, if multiple lines in an AP document specify the same account and branch, then in the GL batch, these rows are combined into one row (that is, one journal entry) with the summarized amount. If this check box is cleared, the lines of the AP document are not combined into one journal entry in the GL batch.
- If the **Hold Documents on Entry** check box is selected in the **Data Entry Settings** section, when new documents are entered, they are assigned the *On Hold* status. If the **Hold Documents on Entry** check box is cleared, the documents are assigned the *Balanced* status.
- If the **Validate Document Totals on Entry** check box is selected, the system adds the **Amount** box to the Summary area of the *Bills and Adjustments* (AP301000) form. To save a document with the *Balanced* status, you must enter the document total in this box after reviewing the document. If this check box is cleared, the system automatically validates the batch when the status of the batch is *Balanced*.
- If the **Require Vendor Reference** check box is selected, you must fill in the **Vendor Ref.** box on the *Bills and Adjustments* form. If this check box is cleared, you can leave the **Vendor Ref.** box blank.

Check Reprinting: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for performing check reprinting, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially print and reprint checks, you make sure the settings have been specified and entities created, as summarized in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000)	Make sure the minimal features have been enabled as described in *Company Without Branches: General Information*, *Company with Branches that Do Not Require Balancing: General Information*, and *Company with Branches that Require Balancing: General Information*.
Payment Methods (CA204000)	Make sure that the *CHECK* payment method has been specified when creating a payment.

Settings That Affect the Workflow

You can affect the workflow of reprinting checks by specifying additional settings as follows:

- The following general ledger settings should be specified on the **Posting Settings** tab of the *General Ledger Preferences* (GL102000) form:
  - Make sure that the **Automatically Post on Release** check box is selected. This setting causes GL batches to be immediately posted after they are released.
  - Clear the **Generate Consolidated Batches** check box to cause every AP transaction you enter to be posted as an individual batch to the general ledger. (When this check box is selected, the system consolidates into a single batch all transactions in the same currency posted to the same period for all documents being released.)
- The following accounts payable settings should be specified on the **General** tab of the *Accounts Payable Preferences* (AP101000) form:
  - Select the **Hold Documents on Entry** check box in the **Data Entry Settings** section. This setting gives the created checks the *On Hold* status.
  - Make sure that the **Automatically Post on Release** check box is selected in the **Posting Settings** section. This setting indicates that checks will be automatically posted to the general ledger once they are released.
- The following payment method settings should be specified for the payment method on the *Payment Methods* (CA204000) form:
  - Select the **Print Checks** option in the **Additional Processing** section on the **Settings for Use in AP** tab.

Testing of Settings

To make sure that all settings are configured correctly, we recommend that you reprint checks as described in *Check Reprinting: Process Activity*.

Multiple Bill Payments: Implementation Checklist

To ensure that the system is configured properly for processing a payment of multiple bills, make sure that the criteria listed in the table have been met in the system as described.

Form	Criteria to Check	Notes
Enable/Disable Features (CS100000)	Make sure the minimal features have been enabled as described in *Company Without Branches: General Information*, *Company with Branches that Do Not Require Balancing: General Information*, and *Company with Branches that Require Balancing: General Information*.	
Vendors (AP303000)	Verify the existence of the vendor accounts for the vendors whose bills you want to pay with one payment. For details, see *Vendors: Implementation Activity*.	
Payment Methods (CA204000)	Make sure the *CHECK* payment method has been selected when creating a payment.	

Settings That Affect the Workflow

The following settings and entities should be specified and defined, respectively:

- The following general ledger settings should be specified on the **Posting Settings** tab of the *General Ledger Preferences* (GL102000) form:
  - Make sure that the **Automatically Post on Release** check box is selected. This setting causes GL batches to be immediately posted after they are released.
  - Clear the **Generate Consolidated Batches** check box to cause every AP transaction you enter to be posted as an individual batch to the general ledger. (When this check box is selected, the system consolidates into a single batch all transactions in the same currency posted to the same period for all documents being released.)
- The following accounts payable settings should be specified on the **General** tab of the *Accounts Payable Preferences* (AP101000) form:
  - Select the **Hold Documents on Entry** check box in the **Data Entry Settings** section. This setting gives the created payments the *On Hold* status.
  - Make sure that the **Automatically Post on Release** check box is selected in the **Posting Settings** section. This setting indicates that payments will be automatically posted to the general ledger once they are released.
- The following payment method settings should be specified for the payment method on the *Payment Methods* (CA204000) form:
  - Select the **Print Checks** option in the **Additional Processing** section on the **Settings for Use in AP** tab.
- The following vendor settings should be specified on the *Vendors* (AP303000) form:
  - For the vendor whose bills should be paid by separate payments, select the **Pay Separately** check box in the **Default Payment Settings** section of the **Payment** tab.

With these settings specified and entities defined, users in your company can record and process documents in Acumatica ERP quickly and accurately, with a minimum of manual actions.

Payments for a Shared Vendor: Implementation Checklist

Before users begin processing payments for a vendor shared between different companies, you must make sure that the system has been configured properly and that all required entities have been created, as described in the following table.

Form	Settings to Check	Notes
Enable/Disable Features (CS100000) form	Make sure that the following features have been enabled: • *Standard Financials* • *Multibranch Support* • *Multicompany Support*	
Multiple forms	Make sure that the minimum configuration of the companies has been performed.	
Chart of Accounts (GL202500) form	Check whether the necessary accounts have been created.	
Company Financial Calendar (GL201100) form	Make sure that all periods for which users may process payments for a shared vendor have a status of *Open*.	You can generate the necessary periods on the *Master Financial Calendar* (GL201000) form.
Vendors (AP303000) form	Ensure that all vendors for which shared payments from different companies may be processed are defined in the system. For these vendors, also be sure that no account has been specified in the **Cash Account** box of the **Payment** tab.	
Payment Methods (CA204000) form	Be sure that the necessary cash accounts have been defined as the default accounts for the branches in the payment methods of the vendor.	

Settings That Can Affect the Processing Workflow

The following settings on the *Accounts Payable Preferences* (AP101000) form can affect the processing workflow:

- If the **Automatically Post on Release** check box is selected, the system posts the appropriate transactions to the general ledger when AP documents are released. If this check box is cleared, you have to post the batch after you release the AP document.
- If the **Post Summary on Updating GL** check box is selected, AP documents are posted to the general ledger with summarized row amounts if particular criteria are met. That is, if multiple lines in an AP document specify the same account and branch, then in the GL batch, these rows are combined into one row (that is,

one journal entry) with the summarized amount. If this check box is cleared, the lines of the AP document are not combined into one journal entry in the GL batch.

- If the **Hold Documents on Entry** check box is selected in the **Data Entry Settings** section, when new documents are entered, they are assigned the *On Hold* status. If the **Hold Documents on Entry** check box is cleared, the documents are assigned the *Balanced* status.
- If the **Validate Document Totals on Entry** check box is selected, the system adds the **Amount** box to the Summary area of the *Bills and Adjustments* (AP301000) form. To save a document with the *Balanced* status, you must enter the document total in this box after reviewing the document. If this check box is cleared, the system automatically validates the batch when the status of the batch is *Balanced*.
- If the **Require Vendor Reference** check box is selected, you must fill in the **Vendor Ref.** box on the *Bills and Adjustments* form. If this check box is cleared, you can leave the **Vendor Ref.** box blank.

Partial Payments: Implementation Checklist

To ensure that the system is configured properly for paying AP bills, make sure that the criteria listed in the table have been met in the system as described.

Form	Criteria to Check	Notes
Enable/Disable Features (CS100000)	Make sure the minimal features have been enabled as described in *Company Without Branches: General Information*, *Company with Branches that Do Not Require Balancing: General Information*, or *Company with Branches that Require Balancing: General Information*.	
Vendors (AR303000)	Verify the existence of the vendor accounts for the vendors whose bills you will pay. For details, see *Vendors: Implementation Activity*.	
Payment Methods (CA204000)	Make sure that the *CHECK* payment method has been specified when creating a payment.	

Settings That Affect the Workflow

The following settings and entities should be specified and defined, respectively:

- The following general ledger settings should be specified on the **Posting Settings** tab of the *General Ledger Preferences* (GL102000) form:
  - Make sure that the **Automatically Post on Release** check box is selected. This setting causes GL batches to be immediately posted after they are released.
  - Clear the **Generate Consolidated Batches** check box to cause every AP transaction you enter to be posted as an individual batch to the general ledger. (When this check box is selected, the system consolidates into a single batch all transactions in the same currency posted to the same period for all documents being released.)
- The following accounts payable settings should be specified on the **General** tab of the *Accounts Payable Preferences* (AP101000) form:
  - Select the **Hold Documents on Entry** check box in the **Data Entry Settings** section. This setting gives the created checks the *On Hold* status.

    - Make sure that the **Automatically Post on Release** check box is selected in the **Posting Settings** section. This setting indicates that checks will be automatically posted to the general ledger once they are released.
- The following payment method settings should be specified for the payment method on the *Payment Methods* (CA204000) form:
    - Select the **Print Checks** option in the **Additional Processing** section on the **Settings for Use in AP** tab.

With these settings specified and entities defined, users in your company can record and process documents in Acumatica ERP quickly and accurately, with a minimum of manual actions.

Voiding Payments: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for voiding payments, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you void payments, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000)	Make sure the minimal features have been enabled as described in *Company Without Branches: General Information*, *Company with Branches that Do Not Require Balancing: General Information*, and *Company with Branches that Require Balancing: General Information*.
Vendors (AR303000)	Verify the existence of the vendor accounts for the vendors whose payments you want to void. For details, see *Vendors: Implementation Activity*.
Payment Methods (CA204000)	Make sure that the *CHECK* payment method has been specified when creating a payment.

Other Settings That Affect the Workflow

You can affect the workflow of payment voiding by specifying additional settings as follows:

- To cause GL batches to be immediately posted after they are released, select the **Automatically Post on Release** check box on the *General Ledger Preferences* (GL102000) form.
- To cause every AP transaction you enter to be posted as an individual batch to the general ledger, clear the **Generate Consolidated Batches** check box on the *General Ledger Preferences* form. (When this check box is selected, the system consolidates into a single batch all transactions in the same currency posted to the same period for all documents being released.)
- To give the created payments the *On Hold* status, select the **Hold Documents on Entry** check box in the **Data Entry Settings** section on the *Accounts Payable Preferences* (AP101000) form.
- Make sure that the **Automatically Post on Release** check box is selected in the **Posting Settings** section on the *Accounts Payable Preferences* form. This setting indicates that payments will be automatically posted to the general ledger once they are released.

Testing of Settings

To make sure that all settings are configured correctly, we recommend that you void a payment as described in *Voiding Payments: Process Activity*.

Payments with a Corporate Card: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for processing expenses with corporate cards, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially process expenses with the corporate cards, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Corporate Cards (CA202500)	Make sure that the corporate card has been configured. For more information, see *Corporate Cards: General Information*.
Vendors (AP303000)	Make sure that a vendor that represents the bank that issued the corporate credit card have been created. For this vendor, specify the accrued liability account as the **Expense Account**.

Other Settings That Affect the Workflow

You can affect the workflow of processing expenses with corporate credit cards by specifying additional settings as follows:

- The following general ledger settings should be specified on the **Posting Settings** tab of the *General Ledger Preferences* (GL102000) form:
  - Make sure that the **Automatically Post on Release** check box is selected. This setting causes GL batches to be immediately posted after they are released.
  - Clear the **Generate Consolidated Batches** check box to cause every AP transaction you enter to be posted as an individual batch to the general ledger. (When this check box is selected, the system consolidates into a single batch all transactions in the same currency posted to the same period for all documents being released.)
- The following accounts payable settings should be specified on the **General** tab of the *Accounts Payable Preferences* (AP101000) form:
  - Select the **Hold Documents on Entry** check box in the **Data Entry Settings** section. This setting gives the created payments the *On Hold* status.
  - Make sure that the **Automatically Post on Release** check box is selected in the **Posting Settings** section. This setting indicates that payments will be automatically posted to the general ledger once they are released.

Accounts Receivable

AR Invoices: Implementation Checklist

To ensure that the system has been configured properly for the processing of AR invoices, make sure that the criteria listed in the table have been met in the system as described.

Implementation Checklist

We recommend that before you initially process AR invoices, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Criteria to Check	Notes
Enable/Disable Features (CS100000)	Make sure the minimal features have been enabled, as described in *Company Without Branches: General Information*, *Company with Branches that Do Not Require Balancing: General Information*, and *Company with Branches that Require Balancing: General Information*.	
Customers (AR303000)	Be sure that the customer accounts for the customers for which you will create AR invoices have been defined.	
Non-Stock Items (IN202000), *Stock Items* (IN202500)	Verify the existence of non-stock items or stock items that can be used when you are creating AR invoices. For details, see *Non-Stock Item: Implementation Activity*.	

Settings That Affect the Workflow

In general, you use accounts receivable forms specifically for sales made on credit. The following settings and entities should be specified and defined, respectively:

- The following general ledger settings should be specified on the **General** tab (**Posting Settings** section) of the *General Ledger Preferences* (GL102000) form:
  - Make sure that the **Automatically Post on Release** check box is selected. This setting causes GL batches to be immediately posted after they are released.
  - Clear the **Generate Consolidated Batches** check box to cause every AR transaction you enter to be posted as an individual batch to the general ledger. (When this check box is selected, the system consolidates into a single batch all transactions in the same currency posted to the same period for all documents being released.)
- The following accounts receivable settings should be specified on the **General** tab of the *Accounts Receivable Preferences* (AR101000) form:
  - Select the **Hold Documents on Entry** check box in the **Data Entry Settings** section. This setting gives the created AR invoices the *On Hold* status.

- Clear the **Require Payment Reference on Entry** check box in the **Data Entry Settings** section. This setting means that you do not have to enter a payment reference number in the **Payment Ref.** box when creating a payment on the *Payments and Applications* (AR302000) form.
- Make sure that the **Automatically Post on Release** check box is selected in the **Posting Settings** section. This setting causes AR invoices to be automatically posted to the general ledger once they are released.

With these settings specified and entities defined, users in your company can record and process documents in Acumatica ERP quickly and accurately, with a minimum of manual actions.

AR Invoice Correction: Implementation Checklist

To ensure that the system is configured properly for creating and releasing credit and debit memos, make sure that the criteria listed in the table have been met in the system as described.

Form	Criteria to Check	Notes
Enable/Disable Features (CS100000)	Make sure the minimal features have been enabled as described in *Company Without Branches: General Information*, *Company with Branches that Do Not Require Balancing: General Information*, and *Company with Branches that Require Balancing: General Information*.	
Customers (AR303000)	Verify the existence of the customer accounts for the customers for which you will correct AR invoices by creating credit and debit memos. For details, see *Customers: Implementation Activity*.	

Settings That Affect the Workflow

The following settings and entities should be specified and defined, respectively:

- The following general ledger settings should be specified on the **Posting Settings** tab of the *General Ledger Preferences* (GL102000) form:
  - Make sure that the **Automatically Post on Release** check box is selected. This setting causes GL batches to be immediately posted after they are released.
  - Clear the **Generate Consolidated Batches** check box to cause every AR transaction you enter to be posted as an individual batch to the general ledger. (When this check box is selected, the system consolidates into a single batch all transactions in the same currency posted to the same period for all documents being released.)
- The following accounts receivable preferences settings should be specified on the **General** tab of the *Accounts Receivable Preferences* (AR101000) form:
  - Select the **Hold Documents on Entry** check box in the **Data Entry Settings** section. This setting gives the created AR invoices and credit memos the *On Hold* status.
  - Make sure that the **Automatically Post on Release** check box is selected in the **Posting Settings** section. This setting indicates that AR invoices and credit memos will be automatically posted to the general ledger once they are released.
  - Make sure that the **Use Credit Terms in Credit Memos** check box is cleared in the **Data Entry Settings** section. This setting indicates that credit memos cannot have credit terms and cash discounts applied to them.

With these settings specified and entities defined, users in your company can record and process documents in Acumatica ERP quickly and accurately, with a minimum of manual actions.

Auto-Applying Payments: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for performing auto-application of payments, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially auto-apply payments or prepayments to customer documents, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000)	Make sure the minimal features have been enabled as described in *Company Without Branches: General Information*, *Company with Branches that Do Not Require Balancing: General Information*, and *Company with Branches that Require Balancing: General Information*.
Statement Cycles (AR202800)	Make sure that the *End of Month* statement cycle has been configured.
Customers (AR303000)	Verify the existence of the customer accounts for the customers whose payments or prepayments you will auto-apply to documents. For details, see *Customers: Implementation Activity*. Make sure that the *EOM* statement cycle has been selected for the customer accounts in the **Statement Cycle ID** box in the **Financial Settings** section on the **Financial** tab of the current form.

Other Settings That Affect the Workflow

You can affect the workflow of the auto-application process by specifying additional settings on the **General Settings** tab of the *Accounts Receivable Preferences* (AR101000) form as follows:

- Select the **Hold Documents on Entry** check box in the **Data Entry Settings** section. This setting gives the created AR invoices and credit memos the *On Hold* status.
- Make sure that the **Automatically Post on Release** check box is selected in the **Posting Settings** section. This setting indicates that AR invoices and credit memos will be automatically posted to the general ledger once they are released.

Testing of Settings

To make sure that all settings are configured correctly, we recommend that you perform the auto-application process as described in *Auto-Applying Payments: Process Activity*.

Refunds: Implementation Checklist

To ensure that the system is configured properly for creating a refund, make sure that the criteria listed in the table have been met in the system as described.

Form	Criteria to Check	Notes
Enable/Disable Features (CS100000)	Make sure the minimal features have been enabled as described in *Company Without Branches: General Information*, *Company with Branches that Do Not Require Balancing: General Information*, and *Company with Branches that Require Balancing: General Information*.	
Customers (AR303000)	Verify the existence of the customer accounts for the customers whose refunds you will process. For details, see *Customers: Implementation Activity*.	

Settings That Affect the Workflow

The following settings and entities should be specified and defined, respectively:

- The following general ledger settings should be specified on the **Posting Settings** tab of the *General Ledger Preferences* (GL102000) form:
  - Make sure that the **Automatically Post on Release** check box is selected. This setting causes GL batches to be immediately posted after they are released.
  - Clear the **Generate Consolidated Batches** check box to cause every AR transaction you enter to be posted as an individual batch to the general ledger. (When this check box is selected, the system consolidates into a single batch all transactions in the same currency posted to the same period for all documents being released.)
- The following accounts receivable settings should be specified on the **General** tab of the *Accounts Receivable Preferences* (AR101000) form:
  - Select the **Hold Documents on Entry** check box in the **Data Entry Settings** section. This setting gives the created AR invoices and credit memos the *On Hold* status.
  - Make sure that the **Automatically Post on Release** check box is selected in the **Posting Settings** section. This setting indicates that AR invoices and credit memos will be automatically posted to the general ledger once they are released.
  - Clear the **Require Payment Reference on Entry** check box in the **Data Entry Settings** section. With this check box cleared, you do not have to fill in payment reference information in the **Payment Ref.** box on the *Payments and Applications* (AR302000) form.

With these settings specified and entities defined, users in your company can record and process documents in Acumatica ERP quickly and accurately, with a minimum of manual actions.

Interbranch Invoices with Balancing: Implementation Checklist

Before users begin processing invoices between branches that require balancing, you must make sure that the system has been configured properly and that all required entities have been created, as described in the following table.

Form	Settings to Check	Notes
Enable/Disable Features (CS100000) form	Make sure that the following features have been enabled: • *Standard Financials* • *Multi-Branch Support* • *Advanced Financials* • *Inter-Branch Transactions*	
	Make sure that the minimum configuration of the company has been performed.	
Chart of Accounts (GL202500) form	Check whether the necessary accounts have been created.	
Inter-Branch Account Mapping (GL101010) form	Be sure that the account mapping rules have been specified for the branches.	For details on defining these rules, see *Interbranch Account Mapping: General Information*.
Company Financial Calendar (GL201100) form	Be sure that the periods for which invoices will be defined have a status of *Open*.	You can generate the necessary periods on the *Master Financial Calendar* (GL201000) form.
Customers (AR303000) form	Be sure that the periods for which invoices will be defined have a status of *Open*.	

Settings That Can Affect the Processing Workflow

The following settings on the *Accounts Receivable Preferences* (AR101000) form can affect the processing workflow:

- If the **Automatically Post on Release** check box is selected, the system posts transactions to the general ledger when AR documents are released. If this check box is cleared, you have to post the batch after you release the AR document.
- If the **Post Summary on Updating GL** check box is selected, AR documents are posted to the general ledger with summarized row amounts if particular criteria are met. That is, if multiple lines in an AR document specify the same account and branch, then in the GL batch, these rows will be combined into one entry with the summarized amount. If this check box is cleared, the lines of the AR document will not be combined into one journal entry in the GL batch.
- If the **Hold Documents on Entry** check box is selected in the **Data Entry Settings** section, when new documents are entered, they are assigned the *On Hold* status. If the **Hold Documents on Entry** check box is cleared, the documents are assigned the *Balanced* status.
- If the **Validate Document Totals on Entry** check box is selected, the system adds the **Amount** box to the Summary area of the *Invoices and Memos* (AR301000) form. To save a document with the *Balanced* status, you must enter the document total in this box after reviewing the document. If this check box is cleared, the system automatically validates the batch when the status of the batch is *Balanced*.
- If the **Require Payment Reference on Entry** check box is selected, you must fill in the **Payment Ref.** box on the *Invoices and Memos* form. If this check box is cleared, you can leave the **Payment Ref.** box blank.
- If the **Require Invoice/Memo Printing Before Release** check box is selected, you must print an AR invoice or memo before release for those customers who prefer to receive printed copies of the documents. That is, if the **Print Invoices** check box is selected on the *Customers* (AR303000) form for a customer account,

each invoice is created with the *Pending Print* status. If this check box is cleared, you can release the invoice without printing.

- If the **Require Invoice/Memo Emailing Before Release** check box is selected, you must send an email with an AR invoice or memo before release for those customers who prefer to receive copies of the documents by email. That is, if the **Send Invoices by Email** check box is selected on the *Customers* form for a customer account, each invoice is created with the *Pending Email* status. If this check box is cleared, you can release the invoice without sending an email.

Interbranch Invoices Without Balancing: Implementation Checklist

Before users begin processing invoices between branches that do not require balancing,you must make sure that the system has been configured properly and that all required entities have been created, as described in the following table.

Form	Settings to Check	Notes
Enable/Disable Features (CS100000) form	Make sure that the following features have been enabled: • *Standard Financials* • *Multibranch Support* • *Multicompany Support* • *Advanced Financials* • *Inter-Branch Transactions*	
	Make sure that the minimum configuration of the company has been performed.	
Chart of Accounts (GL202500) form	Check whether the necessary accounts have been created.	
Company Financial Calendar (GL201100) form	Be sure that the periods for which invoices will be defined have a status of *Open*.	You can generate the necessary periods on the *Master Financial Calendar* (GL201000) form.
Customers (AR303000) form	Ensure that all needed customers—that is, all customers for which invoices between branches not requiring balancing may be created—have been defined in the system.	

Settings That Can Affect the Processing Workflow

The following settings on the *Accounts Receivable Preferences* (AR101000) form can affect the processing workflow:

- If the **Automatically Post on Release** check box is selected, the system posts transactions to the general ledger when AR documents are released. If this check box is cleared, you have to post the batch after you release the AR document.
- If the **Post Summary on Updating GL** check box is selected, AR documents are posted to the general ledger with summarized row amounts if particular criteria are met. That is, if multiple lines in an AR document specify the same account and branch, then in the GL batch, these rows will be combined into one entry with

the summarized amount. If this check box is cleared, the lines of the AR document will not be combined into one journal entry in the GL batch.

- If the **Hold Documents on Entry** check box is selected in the **Data Entry Settings** section, when new documents are entered, they are assigned the *On Hold* status. If the **Hold Documents on Entry** check box is cleared, the documents are assigned the *Balanced* status.
- If the **Validate Document Totals on Entry** check box is selected, the system adds the **Amount** box to the Summary area of the *Invoices and Memos* (AR301000) form. To save a document with the *Balanced* status, you must enter the document total in this box after reviewing the document. If this check box is cleared, the system automatically validates the batch when the status of the batch is *Balanced*.
- If the **Require Payment Reference on Entry** check box is selected, you must fill in the **Payment Ref.** box on the *Invoices and Memos* form. If this check box is cleared, you can leave the **Payment Ref.** box blank.
- If the **Require Invoice/Memo Printing Before Release** check box is selected, you must print an AR invoice or memo before release for those customers who prefer to receive printed copies of the documents. That is, if the **Print Invoices** check box is selected on the *Customers* (AR303000) form for a customer account, each invoice is created with the *Pending Print* status. If this check box is cleared, you can release the invoice without printing.
- If the **Require Invoice/Memo Emailing Before Release** check box is selected, you must send an email with an AR invoice or memo before release for those customers who prefer to receive copies of the documents by email. That is, if the **Send Invoices by Email** check box is selected on the *Customers* form for a customer account, each invoice is created with the *Pending Email* status. If this check box is cleared, you can release the invoice without sending an email.

Intercompany Sales: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for performing intercompany sales, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially perform intercompany sales, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000)	Make sure that the following features have been enabled: • *Standard Financials* • *Multibranch Support* • *Multicompany Support* • *Advanced Financials* • *Inter-Branch Transactions*
Companies (CS101500)	If you are going to extend as a customer or vendor any company that has the *Without Branches* company type, make sure that the company has been configured. For details, see *Company Without Branches: To Configure a Company Without Branches*.

Form	Criteria to Check
Branches (CS102000)	If you are going to extend as a customer or vendor any branches of companies with the *With Branches Not Requiring Balancing* or *With Branches Requiring Balancing* company type, make sure that the companies have been configured. For details, see *Company with Branches that Do Not Require Balancing: Implementation Activity* and *Company with Branches that Require Balancing: Implementation Activity*.
Customer Classes (AR201000)	Make sure that the customer class to be used for a customer extended from a company or branch has been defined. For details, see *Accounts Receivable: To Create a Customer Class*.
Vendor Classes (AP201000)	Make sure that the vendor class to be used for a vendor extended from a company or branch has been defined. For details, see *Accounts Payable: To Create a Vendor Class*.

Other Settings That Affect the Workflow

You can affect the workflow of intercompany sales by specifying additional settings as follows:

- To cause AR documents to be posted automatically, select the **Automatically Post on Release** check box on the **General Settings** tab (**Posting Settings** section) of the *Accounts Receivable Preferences* (AR101000) form.
- To cause the ID of the default customer class to be inserted automatically when a company or branch has been extended to be a customer, select a customer class ID in the **Default Customer Class ID** box on the **General Settings** tab (**Data Entry Settings** section) of the *Accounts Receivable Preferences* form. If this box is empty, you will have to specify a customer class for the new customer on the *Customers* (AR303000) form.
- To cause the system to insert a sales account from the customer location to an AR invoice, in the **Use Intercompany Sales Account From** box, select *Customer Location*. If *Inventory Item* is selected in this box, the system will insert the sales account specified in the **Sales Account** box on the **GL Accounts** tab of the *Non-Stock Items* (IN202000) form for non-stock items.
- To cause new documents to be assigned the *On Hold* status when they are created, select the **Hold Documents on Entry** check box on the **General Settings** tab (**Data Entry Settings** section) of the *Accounts Receivable Preferences* form. If the **Hold Documents on Entry** check box is cleared, the documents are assigned the *Balanced* status.
- To cause AP documents to be posted automatically, select the **Automatically Post on Release** check box on the **General Settings** tab (**Posting Settings** section) of the *Accounts Payable Preferences* (AP101000) form.
- To cause the ID of the default vendor class to be inserted automatically when a company or branch has been extended to be a vendor, select a vendor class ID in the **Default Vendor Class ID** box on the **General Settings** tab (**Data Entry Settings** section) of the *Accounts Payable Preferences* form. If this box is empty, you will have to specify a vendor class for the new vendor on the *Vendors* (AP303000) form.
- To cause the system to insert an expense account from the vendor location to an AP bill created from an AR invoice, in the **Use Intercompany Expense Account From** box, select *Vendor Location*. If *Inventory Item* is selected in this box, the system will insert the expense account specified in the **Expense Account** box on the **GL Accounts** tab of the *Non-Stock Items* (IN202000) form for non-stock items.
- To cause new documents to be assigned the *On Hold* status when they are created, select the **Hold Documents on Entry** check box on the **General Settings** tab (**Data Entry Settings** section) of the *Accounts Payable Preferences* form. If the **Hold Documents on Entry** check box is cleared, the documents are assigned the *Balanced* status.

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that in your system, you process intercompany sales by performing instructions similar to those described in *Intercompany Sales: To Process an Intercompany Invoice*, *Intercompany Sales: To Pay an Intercompany Bill*, and *Intercompany Sales: To Pay an Intercompany Invoice*.

Invoice Payments: Implementation Checklist

To ensure that the system is configured properly for creating a payment and applying it to an invoice, make sure that the criteria listed in the table have been met in the system as described.

Form	Criteria to Check	Notes
Enable/Disable Features (CS100000)	Make sure the minimal features have been enabled as described in *Company Without Branches: General Information*, *Company with Branches that Do Not Require Balancing: General Information*, and *Company with Branches that Require Balancing: General Information*.	
Customers (AR303000)	Verify the existence of the customer accounts for the customers whose invoices you will pay. For details, see *Customers: Implementation Activity*.	

Settings That Affect the Workflow

The following settings and entities should be specified and defined, respectively:

- The following general ledger settings should be specified on the **Posting Settings** tab of the *General Ledger Preferences* (GL102000) form:
  - Make sure that the **Automatically Post on Release** check box is selected. This setting causes GL batches to be immediately posted after they are released.
  - Clear the **Generate Consolidated Batches** check box to cause every AR transaction you enter to be posted as an individual batch to the general ledger. (When this check box is selected, the system consolidates into a single batch all transactions in the same currency posted to the same period for all documents being released.)
- The following accounts receivable settings should be specified on the **General Settings** tab of the *Accounts Receivable Preferences* (AR101000) form:
  - Select the **Hold Documents on Entry** check box in the **Data Entry Settings** section. This setting gives the created AR invoices and credit memos the *On Hold* status.
  - Make sure that the **Automatically Post on Release** check box is selected in the **Posting Settings** section. This setting indicates that AR invoices and credit memos will be automatically posted to the general ledger once they are released.
  - Clear the **Require Payment Reference on Entry** check box in the **Data Entry Settings** section. With this check box cleared, you do not have to fill in payment reference information in the **Payment Ref.** box on the *Payments and Applications* (AR302000) form.

With these settings specified and entities defined, users in your company can record and process documents in Acumatica ERP quickly and accurately, with a minimum of manual actions.

Invoice Prepayments: Implementation Checklist

To ensure that the system has been configured properly for the processing of prepayments, make sure that the criteria listed in the table have been met in the system as described.

Form	Criteria to Check	Notes
Enable/Disable Features (CS100000)	Make sure the minimal features have been enabled, as described in *Company Without Branches: General Information*, *Company with Branches that Do Not Require Balancing: General Information*, and *Company with Branches that Require Balancing: General Information*.	
Customers (AR303000)	Be sure that the customer accounts for the customers for which you will create and process prepayments have been defined.	

Settings That Affect the Workflow

In general, you use accounts receivable forms specifically for sales made on credit. The following settings and entities should be specified and defined, respectively:

- The following general ledger settings should be specified on the **Posting Settings** tab of the *General Ledger Preferences* (GL102000) form:
  - Make sure that the **Automatically Post on Release** check box is selected. This setting causes GL batches to be immediately posted after they are released.
  - Clear the **Generate Consolidated Batches** check box to cause every AR transaction you enter to be posted as an individual batch to the general ledger. (When this check box is selected, the system consolidates into a single batch all transactions in the same currency posted to the same period for all documents being released.)
- The following accounts receivable settings should be specified on the **General Settings** tab of the *Accounts Receivable Preferences* (AR101000) form:
  - Select the **Hold Documents on Entry** check box in the **Data Entry Settings** section. This setting gives the created prepayments the *On Hold* status.
  - Clear the **Require Payment Reference on Entry** check box in the **Data Entry Settings** section. This setting means that you do not have to enter a payment reference number in the **Payment Ref.** box when creating a prepayment on the *Payments and Applications* (AR302000) form.
  - Make sure that the **Automatically Post on Release** check box is selected in the **Posting Settings** section. This setting causes prepayments to be automatically posted to the general ledger once they are released.

With these settings specified and entities defined, users in your company can record and process documents in Acumatica ERP quickly and accurately, with a minimum of manual actions.

Invoice with Combined Subaccounts: Implementation Checklist

To ensure that the system has been configured properly for the processing of AR invoices, make sure that the criteria listed in the table have been met in the system as described.

Form	Criteria to Check	Notes
Enable/Disable Features (CS100000) form	Make sure the *Standard Financials* and *Subaccounts*(under *Advanced Financials*) features have been enabled.	
Multiple forms	Make sure that the minimum configuration of the company has been performed, as described in *Company Without Branches: General Information*, *Company with Branches that Do Not Require Balancing: General Information*, and *Company with Branches that Require Balancing: General Information*.	
Segmented Keys (CS202000) form, *Segment Values* (CS203000) form	Be sure that the *SUBACCOUNTS* segmented key has been configured to meet the company's business needs, as described in *Subaccounts: General Information*.	
Accounts Receivable Preferences (AR101000) form	Make sure that a proper subaccount mask has been specified for AR documents, as described in *Combined Subaccounts: To Define a Subaccount Mask for AR Documents*.	
Customers (AR303000)	Be sure that the customer accounts have been defined for the customers for which you will create AR invoices.	
Non-Stock Items (IN202000), *Stock Items* (IN202500)	Verify the existence of the non-stock items or stock items (or both) that will be used when you are creating AR invoices. For details, see *Non-Stock Item: Implementation Activity*.	

Settings That Affect the Workflow

For a streamlined workflow of processing AR invoices, we recommend that you specify various settings related to the general ledger and to accounts receivable.

Do the following on the **Posting Settings** tab of the *General Ledger Preferences* (GL102000) form:

- Make sure that the **Automatically Post on Release** check box is selected. This setting causes GL batches to be immediately posted after they are released.
- Clear the **Generate Consolidated Batches** check box to cause every AR transaction you enter to be posted as an individual batch to the general ledger. (When this check box is selected, the system consolidates into a single batch all transactions in the same currency posted to the same period for all documents being released.)

Do the following on the **General Settings** tab of the *Accounts Receivable Preferences* (AR101000) form:

- Select the **Hold Documents on Entry** check box in the **Data Entry Settings** section. This setting causes the system to assign the *On Hold* status to the created AR invoices.
- Clear the **Require Payment Reference on Entry** check box in the **Data Entry Settings** section. With this setting, users do not have to enter a payment reference number in the **Payment Ref.** box when creating an AR invoice on the *Invoices and Memos* (AR301000) form.

- Make sure that the **Automatically Post on Release** check box is selected in the **Posting Settings** section. This setting causes AR invoices to be automatically posted to the general ledger once they are released.

With these settings specified, users in your company can record and process documents in Acumatica ERP quickly and accurately, with a minimum of manual actions.

Payments with Write-Offs: Implementation Checklist

To ensure that the system is configured properly for creating a credit write-off when you process a payment, make sure that the criteria listed in the table have been met in the system as described.

Form	Criteria to Check	Notes
Enable/Disable Features (CS100000)	Make sure the basic features have been enabled, as described in *Company Without Branches: General Information*, *Company with Branches that Do Not Require Balancing: General Information*, and *Company with Branches that Require Balancing: General Information*.	
Customers (AR303000)	Verify the existence of the customer accounts for the customers whose payments you want to process. For details, see *Customers: Implementation Activity*. The needed customer accounts must be specified for write-offs in the **Financial Settings** section on the **Financial** tab as follows: • The **Enable Write-Offs** check box must be selected. • A **Write-Off Limit** value must be specified.	
Chart of Accounts (GL202500)	Verify the existence of the GL accounts to which the write-off amounts will be posted.	The account you use to post credit write-off amounts should be an *Income* account; the account you use to post balance write-off amounts should be an *Expense* account.
Reason Codes (CS211000)	Verify the existence of the reason codes to be used for write offs.	

Settings That Affect the Workflow

Be sure that the appropriate settings have been defined as follows:

- Do the following on the **Posting Settings** tab of the *General Ledger Preferences* (GL102000) form:
  - Make sure that the **Automatically Post on Release** check box is selected. This setting causes GL batches to be immediately posted after they are released.
  - Clear the **Generate Consolidated Batches** check box to cause every AR document you enter to be posted as an individual batch to the general ledger. (When this check box is selected, the system

consolidates into a single batch all transactions in the same currency posted to the same period for all documents being released.)

- On the **General Settings** tab of the *Accounts Receivable Preferences* (AR101000) form, do the following:
  - Select the **Hold Documents on Entry** check box in the **Data Entry Settings** section. This setting gives the created AR invoices and credit memos the *On Hold* status.
  - Make sure that the **Automatically Post on Release** check box is selected in the **Posting Settings** section. This setting indicates that AR invoices and credit memos will be automatically posted to the general ledger once they are released.
  - Clear the **Require Payment Reference on Entry** check box in the **Data Entry Settings** section. With this check box cleared, you do not have to fill in payment reference information in the **Payment Ref.** box on the *Payments and Applications* (AR302000) form.

With these settings specified, users in your company can record and process documents in Acumatica ERP quickly and accurately, with a minimum of manual actions.

Basic Company Configuration

Preparing an Instance: Implementation Checklist

You can use the tables in this topic to quickly check whether the preparation steps are being performed in Acumatica ERP. The following tables cover both mandatory and recommended preparation steps.

The person who performs the initial configuration uses the *admin* username and the initial password only until the accounts for the persons participating in implementation are created (in the last task of initial configuration). We recommend that after initial configuration, the users use their personal usernames and passwords to access the system.

Table: Mandatory Configuration

To ensure that the instance has been implemented properly, make sure that the necessary features have been enabled and the needed entities have been created, as listed in the following table.

Form	Criteria to Check
Enable/Disable Features (CS100000)	The default set of features has been enabled for the instance.
Activate License (SM201510)	A license key has been entered and activated. The license details are correct.

Table: Recommended Configuration

The settings listed in the following table can be specified to secure the process of implementation.

Form	Criteria to Check
Security Preferences (SM201060)	The system-wide security policy has been configured to ensure that access to the tenant in implementation is secure and to track activities performed with the tenant by people involved in the process.
Users (SM201010)	User accounts for people involved in the implementation have been created, by using the *Users* (SM201010) form. For each user, at least the following settings have been specified: • Username (login) • Initial password to be changed on the first sign-in • Email address • Set of predefined roles that allow access to all system resources

Company Without Branches: Implementation Checklist

You can use the tables in this topic to quickly check whether the basic company configuration steps are being performed in Acumatica ERP. The following tables cover both mandatory configuration steps and recommended configuration steps.

Table: Mandatory Configuration

To ensure that the basic configuration of a company has been implemented properly, make sure that the necessary features have been enabled and the needed entities have been created, as listed in the following table.

Form	Criteria to Check
Enable/Disable Features (CS100000) form	Make sure that the *Standard Financials* group of features has been enabled.
Companies (CS101500) form	Make sure that the necessary company has been created and that the necessary ledger has been created and assigned to it.
Chart of Accounts (GL202500) form	Make sure that the necessary accounts for performing financial operations have been added.
General Ledger Preferences (GL102000) form	Make sure that all necessary settings to use the general ledger functionality have been specified, including the YTD Net Income and Retained Earnings accounts.
Financial Year (GL101000) form	Make sure that the first financial year in which the company will operate has been added and the periods have been generated.
Company Financial Calendar (GL201100) form	Make sure that the periods in which the company will operate are open.
Cash Management Preferences (CA102000) form	Make sure that all necessary settings to use the cash management functionality have been specified, including the Cash-in-Transit account.
Cash Accounts (CA202000) form	Make sure that the necessary cash accounts to record cash entries and funds transfers have been created, and that the necessary entry types have been assigned to them.
Payment Methods (CA204000) form	Make sure that the payment methods to be used have been created and defined to use the proper accounts.
Entry Types (CA203000) form	Make sure that the necessary entry types for processing cash payments have been created and assigned to the related cash accounts.
Credit Terms (CS206500) form	Make sure that the needed credit terms—those that are commonly used by vendors in their relations with your company, and those that are used by your company in its relations with customers—have been created.
Vendor Classes (AP201000) form	Make sure that the default vendor class, which provides the default values for vendor accounts and for other vendor classes, has been created.
Accounts Payable Preferences (AP101000) form	Make sure that all necessary settings to use the accounts payable functionality have been specified.

Form	Criteria to Check
Statement Cycles (AR202800) form	Make sure that the necessary statement cycles, which will later be used to track customers' outstanding balances and send electronic or printed statements to the customers, have been created.
Customer Classes (AR201000) form	Make sure that the default customer class, which provides the default values for customer accounts and for other customer classes, has been created.
Accounts Receivable Preferences (AR101000) form	Make sure that all necessary settings to use the accounts receivable functionality have been specified.

Table: Recommended Configuration

The settings listed in the following table can be specified to simplify the process of creating entities in the system.

Form	Criteria to Check
General Ledger Preferences (GL102000) form	Make sure that the following settings have been specified: • The **Automatically Post on Release** check box is selected. • The **Hold Batches on Entry** check box is cleared.
Cash Management Preferences (CA102000) form	Make sure that the following settings have been specified: • The **Automatically Post to GL on Release** check box is selected. • The **Hold Transactions on Entry** check box is cleared. • The **Require Document Ref. Nbr. on Entry** check box is cleared.
Accounts Payable Preferences (AP101000) form	Make sure that the following settings have been specified: • The **Automatically Post on Release** check box is selected. • A vendor class, which will be used to provide default values for vendor accounts, is selected in the **Default Vendor Class ID** box. • The **Hold Documents on Entry** check box is cleared. • The **Require Approval of Bills Prior to Payment** check box is cleared. • The **Validate Document Totals on Entry** check box is cleared. • The **Require Vendor Reference** check box is cleared.

Form	Criteria to Check
Accounts Receivable Preferences (AR101000) form	Make sure that the following settings have been specified: • The **Automatically Post on Release** check box is selected. • A customer class, which will be used to provide default values for customer accounts, has been selected in the **Default Customer Class ID** box. • The **Hold Documents on Entry** check box is cleared. • The **Validate Document Totals on Entry** check box is cleared. • The **Require Payment Reference on Entry** check box is cleared.

Company with Branches that Do Not Require Balancing: Implementation Checklist

You can use the tables in this topic to quickly check whether the configuration steps for a company with branches that do not require balancing are being performed in Acumatica ERP. The following tables cover both the mandatory configuration steps and the recommended configuration steps.

Table: Mandatory Configuration

To ensure that the basic configuration of a company has been implemented properly, make sure that the necessary features have been enabled and the needed entities have been created, as listed in the following table.

Form	Things to Check	Notes
Enable/Disable Features (CS100000) form	Make sure that the *Standard Financials* group of features and the *Multibranch Support* and *Multicompany Support* features have been enabled.	
Companies (CS101500) form	Make sure that the necessary company has been created with the *With Branches Not Requiring Balancing* type and that the necessary ledger has been created and assigned to it.	
Branches (CS102000) form	Make sure that the branches of the company have been created.	
Chart of Accounts (GL202500) form	Make sure that the necessary accounts for performing financial operations have been added.	

Form	Things to Check	Notes
General Ledger Preferences (GL102000) form	Make sure that all necessary settings to use the general ledger functionality have been specified, including the YTD Net Income and Retained Earnings accounts.	
Financial Year (GL101000) form	Make sure that the first financial year in which the company will operate has been added and the periods have been generated.	
Company Financial Calendar (GL201100) form	Make sure that the periods in which the company will operate are open.	
Cash Management Preferences (CA102000) form	Make sure that all necessary settings to use the cash management functionality have been specified, including the Cash-in-Transit account.	
Cash Accounts (CA202000) form	Make sure that the necessary cash accounts to record cash entries and funds transfers have been created, and that the necessary entry types have been assigned to them.	
Payment Methods (CA204000) form	Make sure that the payment methods to be used have been created and have been defined to use the proper accounts.	
Entry Types (CA203000) form	Make sure that the necessary entry types for processing cash payments have been created and assigned to the related cash accounts.	
Credit Terms (CS206500) form	Make sure that the needed credit terms—those that are commonly used by vendors in their relations with your company, and those that are used by your company in its relations with customers—have been created.	
Vendor Classes (AP201000) form	Make sure that the default vendor class, which provides the default values for vendor accounts and for other vendor classes, has been created.	
Accounts Payable Preferences (AP101000) form	Make sure that all necessary settings to use the accounts payable functionality have been specified.	

Form	Things to Check	Notes
Statement Cycles (AR202800) form	Make sure that the necessary statement cycles, which will later be used to track customers' outstanding balances and send electronic or printed statements to the customers, have been created.	
Customer Classes (AR201000) form	Make sure that the default customer class, which provides the default values for customer accounts and for other customer classes, has been created.	
Accounts Receivable Preferences (AR101000) form	Make sure that all necessary settings to use the accounts receivable functionality have been specified.	

Table: Recommended Configuration

The settings listed in the following table can be specified to simplify the process of creating entities in the system.

Form	Things to Check	Notes
General Ledger Preferences (GL102000) form	Make sure that the following settings have been specified: • The **Automatically Post on Release** check box is selected. • The **Hold Batches on Entry** check box is cleared.	
Cash Management Preferences (CA102000) form	Make sure that the following settings have been specified: • The **Automatically Post to GL on Release** check box is selected. • The **Hold Transactions on Entry** check box is cleared. • The **Require Document Ref. Nbr. on Entry** check box is cleared.	

Form	Things to Check	Notes
Accounts Payable Preferences (AP101000) form	Make sure that the following settings have been specified: • The **Automatically Post on Release** check box is selected. • A vendor class, which will be used to provide default values for vendor accounts (and for other vendor classes), is selected in the **Default Vendor Class ID** box. • The **Hold Documents on Entry** check box is cleared. • The **Require Approval of Bills Prior to Payment** check box is cleared. • The **Validate Document Totals on Entry** check box is cleared. • The **Require Vendor Reference** check box is cleared.	
Accounts Receivable Preferences (AR101000) form	Make sure that the following settings have been specified: • The **Automatically Post on Release** check box is selected. • A customer class, which will be used to provide default values for customer accounts (and for other customer classes), has been selected in the **Default Customer Class ID** box. • The **Hold Documents on Entry** check box is cleared. • The **Validate Document Totals on Entry** check box is cleared. • The **Require Payment Reference on Entry** check box is cleared.	

Company with Branches that Require Balancing: Implementation Checklist

You can use the tables in this topic to quickly check whether the configuration steps for a company with branches that require balancing are being performed in Acumatica ERP. The following tables cover both the mandatory configuration steps and the recommended configuration steps.

Table: Mandatory Configuration

To ensure that the basic configuration of a company has been implemented properly, make sure that the necessary features have been enabled and the needed entities have been created, as listed in the following table.

Form	Things to Check	Notes
Enable/Disable Features (CS100000) form	Make sure that the *Standard Financials* group of features and the *Multibranch Support* and *Multicompany Support* features have been enabled.	
Companies (CS101500) form	Make sure that the necessary company has been created with the *With Branches Requiring Balancing* type and that the necessary ledger has been created and assigned to it.	
Branches (CS102000) form	Make sure that the branches of the company have been created.	
Chart of Accounts (GL202500) form	Make sure that the necessary accounts for performing financial operations have been added.	
General Ledger Preferences (GL102000) form	Make sure that all necessary settings to use the general ledger functionality have been specified, including the YTD Net Income and Retained Earnings accounts.	
Financial Year (GL101000) form	Make sure that the first financial year in which the company will operate has been added and the periods have been generated.	
Company Financial Calendar (GL201100) form	Make sure that the periods in which the company will operate are open.	
Cash Management Preferences (CA102000) form	Make sure that all necessary settings to use the cash management functionality have been specified, including the Cash-in-Transit account.	
Cash Accounts (CA202000) form	Make sure that the necessary cash accounts to record cash entries and funds transfers have been created, and that the necessary entry types have been assigned to them.	
Payment Methods (CA204000) form	Make sure that the payment methods to be used have been created and have been defined to use the proper accounts.	

Form	Things to Check	Notes
Entry Types (CA203000) form	Make sure that the necessary entry types for processing cash payments have been created and assigned to the related cash accounts.	
Credit Terms (CS206500) form	Make sure that the needed credit terms—those that are commonly used by vendors in their relations with your company, and those that are used by your company in its relations with customers—have been created.	
Vendor Classes (AP201000) form	Make sure that the default vendor class, which provides the default values for vendor accounts and for other vendor classes, has been created.	
Accounts Payable Preferences (AP101000) form	Make sure that all necessary settings to use the accounts payable functionality have been specified.	
Statement Cycles (AR202800) form	Make sure that the necessary statement cycles, which will later be used to track customers' outstanding balances and send electronic or printed statements to the customers, have been created.	
Customer Classes (AR201000) form	Make sure that the default customer class, which provides the default values for customer accounts and for other customer classes, has been created.	
Accounts Receivable Preferences (AR101000) form	Make sure that all necessary settings to use the accounts receivable functionality have been specified.	

Table: Recommended Configuration

The settings listed in the following table can be specified to simplify the process of creating entities in the system.

Form	Things to Check	Notes
General Ledger Preferences (GL102000) form	Make sure that the following settings have been specified: • The **Automatically Post on Release** check box is selected. • The **Hold Batches on Entry** check box is cleared.	

Form	Things to Check	Notes
Cash Management Preferences (CA102000) form	Make sure that the following settings have been specified: • The **Automatically Post to GL on Release** check box is selected. • The **Hold Transactions on Entry** check box is cleared. • The **Require Document Ref. Nbr. on Entry** check box is cleared.	
Accounts Payable Preferences (AP101000) form	Make sure that the following settings have been specified: • The **Automatically Post on Release** check box is selected. • A vendor class, which will be used to provide default values for vendor accounts (and for other vendor classes), is selected in the **Default Vendor Class ID** box. • The **Hold Documents on Entry** check box is cleared. • The **Require Approval of Bills Prior to Payment** check box is cleared. • The **Validate Document Totals on Entry** check box is cleared. • The **Require Vendor Reference** check box is cleared.	
Accounts Receivable Preferences (AR101000) form	Make sure that the following settings have been specified: • The **Automatically Post on Release** check box is selected. • A customer class, which will be used to provide default values for customer accounts (and for other customer classes), has been selected in the **Default Customer Class ID** box. • The **Hold Documents on Entry** check box is cleared. • The **Validate Document Totals on Entry** check box is cleared. • The **Require Payment Reference on Entry** check box is cleared.	

Customers and Vendors

Customer Statements: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for preparing customer statements.

Implementation Checklist

We recommend that before you initially prepare customer statements, you make sure settings have been specified and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Customer Classes (AR201000)	In the **Statement Type** box in the **Default Print and Email Settings** section on the **General Settings** tab, you specify what type of statement the customers assigned to this customer class prefer—balance-forward or open-item.
	You select the **Print Statements** check box if you want to make this customer's statements available for mass-printing on the *Print Statements* (AR503500) form.
	You select the **Send Statements By Email** check box if you want to make this customer's statements available for mass-emailing on the *Print Statements* form.
	You select the **Multi-Currency Statements** check box if you want this customer's statements to be created in multicurrency format. Such statements are displayed for mass-processing (printing or emailing) if the **Foreign Currency Statements** check box is selected on the *Print Statements* form. This check box becomes available if the *Multicurrency Accounting* feature has been enabled on the *Enable/Disable Features* (CS100000) form.
Statement Cycles (AR202800)	Make sure that the *End of Month* statement cycle that you want to use for preparing customer statements has been configured.
Customers (AR303000)	Make sure that the *EOM* statement cycle has been selected for the customer accounts in the **Statement Cycle ID** box in the **Financial Settings** section on the **Financial** tab of the current form.
Accounts Receivable Preferences (AR101000)	Make sure that on the **General** tab (**Consolidation Settings** section), the *For Each Branch* option is selected in the **Prepare Statements** box.

Testing of Settings

To make sure that all settings are configured correctly, we recommend that you prepare customer statements as described in *Customer Statements: Process Activity*.

Customer Visibility: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for restricting the visibility of customer records, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially restrict visibility of customer records, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000)	Make sure the minimal features have been enabled, as described in *Company Without Branches: General Information*, *Company with Branches that Do Not Require Balancing: General Information*, and *Company with Branches that Require Balancing: General Information*.
	Make sure that the *Multibranch Support* feature has been enabled, if you need to restrict the visibility of customer records for particular branches.
	Enable the *Customer and Vendor Visibility Restriction* feature to perform *Customer Visibility: To Restrict Visibility to a Company*.
	Enable the *Multicurrency Accounting* and *Multiple Base Currencies* features to perform *Customer Visibility: To Restrict Visibility to a New Company*.
Customer Classes (AR201000)	Be sure that the customer classes whose visibility you want to restrict have been defined.
Customers (AR303000)	Be sure that the customer accounts have been defined for the customers whose visibility you want to restrict.
Branches (CS102000)	Make sure that for each branch to which the visibility of any customers should be limited, the appropriate role associated with the branch is specified in the **Access Role** box (**Configuration Settings** section) on the **Branch Details** tab.
Companies (CS101500)	Make sure that for each company to which the visibility of any customers should be limited, the appropriate role associated with the company is specified in the **Access Role** box (**Configuration Settings** section) on the **Company Details** tab.
Users (SM201010) or *User Roles* (SM201005)	Make sure that the needed users have been assigned to the roles specified for branches and companies. For details, see *User Roles: General Information*.

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that in your system, you perform instructions similar to those described in *Customer Visibility: To Restrict Visibility to a Company* and *Customer Visibility: To Restrict Visibility to a New Company*.

On-Demand Statements: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for preparing on-demand customer statements.

Implementation Checklist

We recommend that before you initially prepare customer statements, you make sure settings have been specified and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Customer Classes (AR201000)	In the **Statement Type** box in the **Default Print and Email Settings** section on the **General Settings** tab, you specify what type of statement the customers assigned to this customer class prefer—balance-forward or open-item.
	You select the **Print Statements** check box if you want to make this customer's statements available for mass-printing on the *Print Statements* (AR503500) form.
	You select the **Send Statements By Email** check box if you want to make this customer's statements available for mass-emailing on the *Print Statements* form.
	You select the **Multi-Currency Statements** check box if you want this customer's statements to be created in multicurrency format. Such statements are displayed for mass-processing (printing or emailing) if the **Foreign Currency Statements** check box is selected on the *Print Statements* form. This check box becomes available if the *Multicurrency Accounting* feature has been enabled on the *Enable/Disable Features* (CS100000) form.
Statement Cycles (AR202800)	Make sure that the *End of Month* statement cycle that you want to use for preparing customer statements has been configured.
Customers (AR303000)	Make sure that the *EOM* statement cycle has been selected for the customer accounts in the **Statement Cycle ID** box in the **Financial Settings** section on the **Financial** tab of the current form. The statement type should be *Open Item*.
Accounts Receivable Preferences (AR101000)	Make sure that on the **General** tab (**Consolidation Settings** section), the *For Each Branch* option is selected in the **Prepare Statements** box.

Testing of Settings

To make sure that all settings are configured correctly, we recommend that you prepare on-demand statements as described in *On-Demand Statements: Process Activity*.

Regenerating Statements: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for regenerating customer statements and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you regenerate customer statements, you make sure settings have been specified and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Customer Classes (AR201000)	In the **Statement Type** box in the **Default Print and Email Settings** section on the **General Settings** tab, you specify what type of statement the customers assigned to this customer class prefer—balance-forward or open-item.
	You select the **Print Statements** check box if you want to make this customer's statements available for mass-printing on the *Print Statements* (AR503500) form.
	You select the **Send Statements By Email** check box if you want to make this customer's statements available for mass-emailing on the *Print Statements* form.
	You select the **Multi-Currency Statements** check box if you want this customer's statements to be created in multicurrency format. Such statements are displayed for mass-processing (printing or emailing) if the **Foreign Currency Statements** check box is selected on the *Print Statements* form. This check box becomes available if the *Multicurrency Accounting* feature has been enabled on the *Enable/Disable Features* (CS100000) form.
Statement Cycles (AR202800)	Make sure that the *End of Month* statement cycle that you want to use for preparing customer statements has been configured.
Customers (AR303000)	Make sure that the *EOM* statement cycle has been selected for the customer accounts in the **Statement Cycle ID** box in the **Financial Settings** section on the **Financial** tab of the current form.
Accounts Receivable Preferences (AR101000)	Make sure that on the **General** tab (**Consolidation Settings** section), the *For Each Branch* option is selected in the **Prepare Statements** box.

Other Settings That Affect the Workflow

You can affect the workflow of creating AR documents by specifying additional settings on the **General Settings** tab of the *Accounts Receivable Preferences* (AR101000) form as follows:

- Select the **Hold Documents on Entry** check box in the **Data Entry Settings** section. This setting gives the created AR invoices and credit memos the *On Hold* status.
- Make sure that the **Automatically Post on Release** check box is selected in the **Posting Settings** section. This setting indicates that AR invoices and credit memos will be automatically posted to the general ledger once they are released.

Testing of Settings

To make sure that all settings are configured correctly, we recommend that you regenerate customer statements as described in *Regeneration of Statements: Process Activity*.

Vendor Visibility: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for restricting the visibility of vendor records, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially restrict visibility of vendors, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000)	Make sure the minimal features have been enabled, as described in *Company Without Branches: General Information*, *Company with Branches that Do Not Require Balancing: General Information*, and *Company with Branches that Require Balancing: General Information*.
	Make sure that the *Multibranch Support*, *Multicompany Support*, and *Customer and Vendor Visibility Restriction* features have been enabled, if you need to restrict the visibility of vendor records for particular companies or branches. For details, see *Vendor Visibility: To Restrict Visibility to a Branch*.
	Enable the *Multibranch Support*, *Multicompany Support*, *Customer and Vendor Visibility Restriction*, *Multicurrency Accounting*, and *Multiple Base Currencies* features, if you need to restrict the visibility of vendor records for a particular company with the base currency different from the tenant's base currency. For details, see *Vendor Visibility: To Restrict Visibility to a New Company*.
Vendor Classes (AP201000)	Be sure that the vendor classes whose visibility you want to restrict have been defined.

Form	Criteria to Check
Vendors (AP303000)	Be sure that the vendor accounts have been defined for the vendors whose visibility you want to restrict.
Branches (CS102000)	Make sure that for each branch to which the visibility of any vendors should be limited, the appropriate role associated with the branch is specified in the **Access Role** box (**Configuration Settings** section) on the **Branch Details** tab.
Companies (CS101500)	Make sure that for each company to which the visibility of any vendor should be limited, the appropriate role associated with the company is specified in the **Access Role** box (**Configuration Settings** section) on the **Company Details** tab.
Users (SM201010) or *User Roles* (SM201005)	Make sure that the needed users have been assigned to the roles specified for branches and companies. For details, see *User Roles: General Information*.

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that in your system, you perform instructions similar to those described in *Vendor Visibility: To Restrict Visibility to a Branch* and *Vendor Visibility: To Restrict Visibility to a New Company*.

General Ledger

Adjusting Transactions: Implementation Checklist

Before users begin processing auto-reversing GL batches, you must make sure that the system has been configured properly and that all required entities have been created, as described in the following table.

Form	Settings to Validate	Notes
Enable/Disable Features (CS100000) form	Make sure the *Standard Financials* feature has been enabled.	
Multiple forms	Make sure that the system has been configured properly, as described in *Company Without Branches: General Information*.	
Chart of Accounts (GL202500) form	Check whether the necessary accounts have been created.	
Company Financial Calendar (GL201100) form	Be sure that the financial periods for which auto-reversing transactions will be created and the next periods have a status of *Open*.	You can generate the necessary periods on the *Master Financial Calendar* (GL201000) form.

Settings That Can Affect the Processing Workflow

The following settings on the *General Ledger Preferences* (GL102000) form can affect the processing workflow:

- If the *On Post* option is selected in the **Generate Reversing Entry** box, the system generates a reversing batch when the original batch is posted. If the *On Period Closing* option is selected, the system generates a reversing batch when a user closes the posting period related to the original batch.
- If the **Automatically Post on Release** check box is selected, the system posts batches on release. If this check box is cleared, you have to post the batches after release.
- If the **Hold Batches on Entry** check box is selected, a batch is saved with the *On Hold* status by default. If the batch is on hold, you should click **Remove Hold** on the toolbar of the *Journal Transactions* (GL301000) form for the batch so you can process it further. If the check box is cleared, the batch is saved with the *Balanced* status.
- If the **Validate Batch Control Totals on Entry** check box is selected, enter the batch control total before they save the batch on the *Journal Transactions* form. If this check box is cleared, the system automatically validates the batch when the status of the batch is *Balanced*.

Allocation Rules: Implementation Checklist

The following tables provide details that you can use to ensure that the system is configured properly for the creation of allocation rules.

Form	Things to Check	Notes
Enable/Disable Features (CS100000) form	Make sure that the *Standard Financials* and *General Ledger Allocation Templates* (under *Advanced Financials*) features have been enabled.	
Multiple forms	Make sure that the minimum configuration of the company has been performed and the general ledger functionality has been implemented, as described in *Company Without Branches: General Information Company with Branches that Do Not Require Balancing: General Information*, and *General Ledger: General Information*.	
Ledgers (GL201500) form	Make sure that the ledgers used for allocations have been created.	
Chart of Accounts (GL202500) form	Check whether the necessary accounts have been created, and create them if not.	

Additional Configuration to Confirm

If your company uses subaccounts, the subaccounts have to be configured, as described in *Subaccounts: Implementation Activity*.

GL Transactions: Implementation Checklist

Before users begin processing GL batches, you must make sure that the system has been configured properly and that all required entities have been created, as described in the following table

Form	Settings to Check	Notes
Enable/Disable Features (CS100000) form	Make sure the *Standard Financials* feature has been enabled.	
Multiple forms	Make sure that the minimum configuration of the company has been performed, as described in *Company Without Branches: General Information*.	
Chart of Accounts (GL202500) form	Check whether the necessary accounts have been created.	

Form	Settings to Check	Notes
Company Financial Calendar (GL201100) form	Be sure that the financial periods for which transactions will be created have a status of *Open*.	You can generate the necessary periods on the *Master Financial Calendar* (GL201000) form.

Settings That Can Affect the Processing Workflow

The settings on the *General Ledger Preferences* (GL102000) form can affect the processing workflow as follows:

- If the **Hold Batches on Entry** check box is selected, a batch is saved with the *On Hold* status by default. If the batch is on hold, you should click **Remove Hold** on the toolbar of the *Journal Transactions* (GL301000) form for the batch so that you can process it further. If the check box is cleared, the batch is saved with the *Balanced* status.
- If the **Validate Batch Control Totals on Entry** check box is selected, you have to enter the batch control total before you save the batch on the *Journal Transactions* form. If this check box is cleared and the status of the batch is *Balanced*, the system automatically validates the batch.
- If the **Automatically Post on Release** check box is selected, the system posts batches on release. If this check box is cleared, you have to post the batches after release.

Interbranch Account Mapping: Implementation Checklist

Before users begin to create intercompany and interbranch transactions, you must make sure that the system has been configured properly and that all required entities have been created, as described in the following table.

Form	Settings to Check	Notes
Enable/Disable Features (CS100000) form	Make sure that the following features have been enabled: • *Standard Financials* • *Inter-Branch Transactions*	
Companies (CS101500) form	Make sure that the necessary companies and branches have been configured and the necessary ledgers have been assigned.	
Inter-Branch Account Mapping (GL101010) form	Make sure that all the necessary account mapping rules have been defined.	

Recurring Transactions: Implementation Checklist

To ensure that the system is configured properly for creating recurring batches, make sure that the features and settings listed in the table are configured as described in the following table.

Form	Settings to Check	Notes
Enable/Disable Features (CS100000) form	Make sure the *Standard Financials* feature has been enabled.	
Multiple forms	Make sure that the minimum configuration of the company has been performed, as described in *Company Without Branches: General Information*.	
Chart of Accounts (GL202500) form	Check whether the necessary accounts have been created.	
Company Financial Calendar (GL201100) form	Be sure that the financial periods for which transactions will be created have a status of *Open*.	You can generate the necessary periods on the *Master Financial Calendar* (GL201000) form.

Settings That Affect Workflow

The following settings on the *General Ledger Preferences* (GL102000) form can affect the processing workflow:

- If the **Automatically Post on Release** check box is selected, the system posts batches on release. If this check box is cleared, you have to post the batches after release.
- If the **Hold Batches on Entry** check box is selected, a batch is saved with the *On Hold* status by default. If the batch is on hold, you should click **Remove Hold** on the toolbar of the *Journal Transactions* (GL301000) form for the batch so you can process it further. If the check box is cleared, the batch is saved with the *Balanced* status.
- If the **Validate Batch Control Totals on Entry** check box is selected, enter the batch control total before they save the batch on the *Journal Transactions* form. If this check box is cleared, the system automatically validates the batch when the status of the batch is *Balanced*.

Reversing Transactions: Implementation Checklist

Before users begin processing GL batches, you must make sure that the system has been configured properly and that all required entities have been created, as described in the following table.

Form	Settings to Validate	Notes
Enable/Disable Features (CS100000) form	Make sure the *Standard Financials* feature has been enabled.	
Multiple forms	Make sure that the minimum configuration of the company has been performed, as described in *Company Without Branches: General Information*.	

Settings That Can Affect the Processing Workflow

The settings on the *General Ledger Preferences* (GL102000) form can affect the processing workflow as follows:

- If the **Hold Batches on Entry** check box is selected, a batch is saved with the *On Hold* status by default. If the batch is on hold, you should click **Remove Hold** on the toolbar of the *Journal Transactions* (GL301000) form for the batch so that you can process it further. If the check box is cleared, the batch is saved with the *Balanced* status.
- If the **Validate Batch Control Totals on Entry** check box is selected, you have to enter the batch control total before you save the batch on the *Journal Transactions* form. If this check box is cleared and the status of the batch is *Balanced*, the system automatically validates the batch.
- If the **Automatically Post on Release** check box is selected, the system posts batches on release. If this check box is cleared, you have to post the batches after release.

Running of Allocations: Implementation Checklist

The following table provides details that you can use to ensure that the system is configured properly for the running of allocations.

Form	Things to Check	Notes
Enable/Disable Features (CS100000) form	Make sure that the *Standard Financials* and *General Ledger Allocation Templates* (under *Advanced Financials*) features have been enabled.	
Multiple forms	Make sure that the minimum configuration of the company has been performed, as described in *Company Without Branches: General Information*, *Company with Branches that Do Not Require Balancing: General Information*, and *Company with Branches that Require Balancing: General Information*.	
Company Financial Calendar (GL201100) form	Be sure that the financial periods for which allocations will be run have a status of *Open*.	You can generate the necessary periods on the *Master Financial Calendar* (GL201000) form.

Form	Things to Check	Notes
Allocations (GL204500) form	Make sure that the allocations that are going to be run have been created. For details, see *Allocation Rules: To Create an Allocation Rule That Uses a Fixed Ratio (Weight)*, *Allocation Rules: To Create an Allocation Rule That Uses a Fixed Ratio (Percentage)*, *Allocation Rules: To Create an Allocation Rule That Uses a Dynamic Ratio of the Period-to-Date Account Balances*, and *Allocation Rules: To Create an Allocation Rule Based on Budget Data*.	The system behavior when generating transactions that update the destination accounts depends on whether the **Allocate Source Accounts Separately** check box is selected on the **Allocation** tab. For the listed allocation rules, the **Allocate Source Accounts Separately** check box is cleared.

Splitting Transactions: Implementation Checklist

Before users begin splitting GL transactions, you must make sure that the system has been configured properly and that all required entities have been created, as described in the following table.

Form	Settings to Validate	Notes
Enable/Disable Features (CS100000) form	Make sure the *Standard Financials* feature has been enabled.	
Multiple forms	Make sure that the minimum configuration of the company has been performed, as described in *Company Without Branches: General Information*.	

Settings That Can Affect the Processing Workflow

The settings on the *General Ledger Preferences* (GL102000) form can affect the processing workflow as follows:

- If the **Hold Batches on Entry** check box is selected, a batch is saved with the *On Hold* status by default. If the batch is on hold, you should click **Remove Hold** on the toolbar of the *Journal Transactions* (GL301000) form for the batch so that you can process it further. If the check box is cleared, the batch is saved with the *Balanced* status.
- If the **Validate Batch Control Totals on Entry** check box is selected, you have to enter the batch control total before you save the batch on the *Journal Transactions* form. If this check box is cleared and the status of the batch is *Balanced*, the system automatically validates the batch.
- If the **Automatically Post on Release** check box is selected, the system posts batches on release. If this check box is cleared, you have to post the batches after release.

Transactions with Subaccounts: Implementation Checklist

Before users begin processing GL transactions with subaccounts, you must make sure that the system has been configured properly and that all required entities have been created, as described in the following table.

Form	Settings to Check	Notes
Enable/Disable Features (CS100000) form	Make sure the *Standard Financials* and *Subaccounts*(under *Advanced Financials*) features have been enabled.	
Multiple forms	Make sure that the minimum configuration of the company has been performed, as described in *Company Without Branches: General Information*.	
Chart of Accounts (GL202500) form	Check whether the necessary accounts have been created.	
Company Financial Calendar (GL201100) form	Be sure that the financial periods for which transactions will be created have a status of *Open*.	You can generate the necessary periods on the *Master Financial Calendar* (GL201000) form.
Segmented Keys (CS202000) form	Be sure that the *SUBACCOUNTS* segmented key has been configured to meet the company's business needs, as described in *Subaccounts: General Information*.	

Settings That Can Affect the Processing Workflow

The settings on the *General Ledger Preferences* (GL102000) form can affect the processing workflow as follows:

- If the **Hold Batches on Entry** check box is selected, a batch is saved with the *On Hold* status by default. If the batch is on hold, you should click **Remove Hold** on the toolbar of the *Journal Transactions* (GL301000) form for the batch so that you can process it further. If the check box is cleared, the batch is saved with the *Balanced* status.
- If the **Validate Batch Control Totals on Entry** check box is selected, you have to enter the batch control total before you save the batch on the *Journal Transactions* form. If this check box is cleared and the status of the batch is *Balanced*, the system automatically validates the batch.
- If the **Automatically Post on Release** check box is selected, the system posts batches on release. If this check box is cleared, you have to post the batches after release.

Financial Periods

Financial Calendar Generation: Implementation Checklist

Before users begin generating financial calendars, you must make sure that the system has been configured properly and that all required entities have been created, as described in the following table

Form	Settings to Validate	Notes
Enable/Disable Features (CS100000) form	Make sure the *Standard Financials* feature has been enabled.	
Multiple forms	Make sure that the minimum configuration of the company has been performed, as described in *Company Without Branches: General Information*.	

Financial Periods: Implementation Checklist

To ensure that the system has been configured properly for managing financial periods, make sure that the criteria listed in the table have been met in the system as described.

Form	Criteria to Check	Notes
Enable/Disable Features (CS100000)	Make sure the minimal features have been enabled, as described in *Company Without Branches: General Information*.	

Settings That Affect the Workflow

The following settings and entities should be specified and defined, respectively:

- The following common settings should be specified on the *Enable/Disable Features* (CS100000) form:
  - The *Multibranch Support* and *Multicompany Support* features should be enabled to maintain multiple companies in one tenant and multiple branches and to make it possible to enable *Centralized Period Management* feature.
  - The *Centralized Period Management* feature should be disabled to make it possible to open, close, and lock a particular financial period separately for each company within the tenant.
- The following general ledger settings should be specified on the **Posting Settings** tab of the *General Ledger Preferences* (GL102000) form:
  - Select the **Restrict Access to Closed Periods** check box to allow posting to closed periods to only users belonging to the *Financial Supervisor* role.
- The following settings should be specified on the *User Roles* (SM201005) form:
  - Make sure that the user you are going to use in the process activities later has been assigned to the *Financial Supervisor* role. Users assigned to this role can reopen *Closed* periods and unlock *Locked*

periods, and also post to closed periods even if the **Restrict Access to Closed Periods** check box is selected on the *General Ledger Preferences* form.

With these settings specified, users in your company can record and process documents in Acumatica ERP quickly and accurately, with a minimum of manual actions.

Opening Financial Periods: Implementation Checklist

To ensure that the system has been configured properly for the opening of financial periods, make sure that the criteria listed in the table have been met in the system as described.

Form	Criteria to Check	Notes
Enable/Disable Features (CS100000)	Make sure the minimal features have been enabled, as described in *Company Without Branches: General Information*.	
Master Financial Calendar (GL201000)	Make sure that the financial year for which you need to generate periods exists. For details, see *To Add the Next Financial Year and Generate Its Periods*.	

Settings That Affect the Workflow

The following settings and entities should be specified and defined, respectively:

- The following common settings should be specified on the *Enable/Disable Features* (CS100000) form:
  - The *Multibranch Support* and *Multicompany Support* features should be enabled to maintain multiple companies in one tenant and multiple branches and to make it possible to enable *Centralized Period Management* feature.
  - The *Centralized Period Management* feature should be disabled to make it possible to open, close, and lock a particular financial period separately for each company within the tenant.
- The following general ledger settings should be specified on the **Posting Settings** tab of the *General Ledger Preferences* (GL102000) form:
  - Select the **Restrict Access to Closed Periods** check box to allow posting to closed periods to only users belonging to the *Financial Supervisor* role.

With these settings specified, users in your company can record and process documents in Acumatica ERP quickly and accurately, with a minimum of manual actions.

Closing Financial Periods: Implementation Checklist

To ensure that the system has been configured properly for the closing of financial periods, make sure that the criteria listed in the table have been met in the system as described.

Form	Criteria to Check	Notes
Enable/Disable Features (CS100000)	Make sure the minimal features have been enabled, as described in *Company Without Branches: General Information*.	

Settings That Affect the Workflow

The following settings and entities should be specified and defined, respectively:

- The following common settings should be specified on the *Enable/Disable Features* (CS100000) form:
  - The *Multibranch Support* feature should be enabled to maintain multiple branches and to make it possible to enable *Centralized Period Management* feature.
  - The *Multicompany Support* feature should be enabled to maintain multiple companies within one tenant
  - The *Centralized Period Management* feature should be disabled to make it possible to open, close, and lock a particular financial period separately for each company within the tenant.
- The following general ledger settings should be specified on the **Posting Settings** tab of the *General Ledger Preferences* (GL102000) form:
  - Select the **Restrict Access to Closed Periods** check box to allow posting to closed periods to only users belonging to the *Financial Supervisor* role.
- The following settings should be specified on the *User Roles* (SM201005) form:
  - Make sure that the user you are going to use in the process activity later has been assigned to the *Financial Supervisor* role. Users assigned to this role can reopen *Closed* periods and unlock *Locked* periods, and also post to closed periods even if the **Restrict Access to Closed Periods** check box is selected on the *General Ledger Preferences* form.

With these settings specified, users in your company can record and process documents in Acumatica ERP quickly and accurately, with a minimum of manual actions.

Project Accounting

Committed Costs: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for processing cost commitments on projects, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially process cost commitments, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Tasks to Perform
Enable/Disable Features (CS100000) form	Make sure the following features are enabled: • *Inventory and Order Management*, if you want to process purchase orders with non-stock items and track them as cost commitments to projects • *Inventory*, if you want to process purchase orders with stock items and track them as cost commitments to projects • *Construction*, if you want to process subcontracts and track them as cost commitments to projects
Projects Preferences (PM101000) form	Make sure that all necessary settings related to project accounting have been specified. For more information about configuration steps that you have to perform before you can start accounting for projects, see *Basic Project Configuration: General Information*. Also, make sure that the **Internal Cost Commitment Tracking** check box is selected on the **General** tab (**General Settings** section).
Account Groups (PM201000) form	Make sure that all needed account groups have been configured and that for all the needed account groups of the *Expense* type, the **Create Commitment** check box is selected on the **Change Request Settings** tab.
Projects (PM301000) form	Make sure that the project has been created, as described in *Project Creation and Processing: General Information*.
Vendors (AP303000) form	Make sure that all needed vendors have been defined in the system, as described in *Vendors: General Information*. Also, make sure that the expense account of the vendor specified in the **Expense Account** box on the **GL Accounts** tab is mapped to an account group.

Form	Tasks to Perform
Non-Stock Items (IN202000) form	Make sure that all needed labor items, non-stock items, and services have been defined. For more information about labor items, non-stock items, and services, see *Labor Items: General Information*, *Non-Stock Items: General Information*, and *Service Items: General Information*, respectively. ⚠ Make sure that *Purchases* is selected in the **Post Cost to Expenses** box on the **Price/Cost** tab; otherwise, the expenses related to the non-stock item will not be recorded to the cost budget of the applicable project. Also, make sure that the following accounts are mapped to account groups of the *Expense* type: • The expense account of the item specified in the **Expense Account** box on the **GL Accounts** tab of the *Non-Stock Items* form • The expense account of the corresponding posting class specified in the **COGS/Expense Account** box on the **GL Accounts** tab of the *Posting Classes* form if the non-stock item requires receipt—that is, the **Require Receipt** check box is selected on the **General** tab (**Item Defaults** section) of the *Non-Stock Items* form
Stock Items (IN202500) form	Make sure that all stock items have been defined. For more information about stock items, see *Stock Items: General Information*. Also, make sure that the COGS account of the item specified in the **COGS Account** box on the **GL Accounts** tab of the *Stock Items* form is mapped to an account group of the *Expense* type. ⚠ We recommend that you not map the Inventory account (which is an account of the *Asset* type) to an account group of the *Expense* type. If you need to track stock items purchased for the project in the project cost budget, we recommend that you use the commitment tracking functionality. For more information, see *Tracking Cost Commitments*.

Other Settings That Affect the Workflow

You can affect the workflow of processing commitments by specifying additional settings as follows:

- To change the format of purchase order identifiers, adjust the *POORDER* numbering sequence on the *Numbering Sequences* (CS201010) form or create a new numbering sequence and select this sequence

in the **Regular Order Numbering Sequence** box on the **General** tab of the *Purchase Orders Preferences* (PO101000) form. For more information on numbering sequences, see *Use of Numbering Sequences*.

> ⚠ A user can create purchase orders by using the **Create Purchase Orders** button on the **Commitments** tab of the *Projects* (PM301000) form only if the numbering sequence that is used for numbering purchase orders is auto-numbered.

- To cause the system to automatically select a project task when a particular project is selected during the creation of a purchase order, select the **Default** check box on the **Tasks** tab of the *Projects* (PM301000) form for one of the tasks of the project.
- To avoid obligatory printing of created purchase orders, clear the **Print Orders** check box on the **Purchase Settings** tab (**Default Location Settings** section) of the *Vendors* (AP303000) form for all applicable vendors. (A user can still print any purchase order of the vendor, if needed.)
- To avoid obligatory emailing of created purchase orders, clear the **Send Orders by Email** check box on the **Purchase Settings** tab (**Default Location Settings** section) of the *Vendors* form for all applicable vendors. (A user can still email any purchase order of the vendor, if needed.)
- To cause the system to automatically release inventory receipts created on release of purchase receipts, select the **Release IN Documents Automatically** check box on the **General** tab (**Other** section) of the *Purchase Orders Preferences* PO101000 form.
- To cause the system to create purchase receipts with the *Balanced* status, clear the **Hold Receipts On Entry** check box on the **General** tab (**Other** section) of the *Purchase Orders Preferences* form.
- To cause the system to not copy non-stock lines of the *Service* type in purchase orders of the *Normal* type to purchase receipts and bill such lines directly from purchase orders, clear the **Process Service Lines from Normal Purchase Orders via Purchase Receipt** check box on the **General** tab (**Other** section) of the *Purchase Orders Preferences* form.
- To cause the system to not copy non-stock lines of the *Service* type in purchase orders of the *Drop-Ship* type to purchase receipts and bill such lines directly from purchase orders, clear the **Process Service Lines from Drop-Ship Purchase Orders via Purchase Receipt** check box on the **General** tab (**Other** section) of the *Purchase Orders Preferences* form.

With these settings specified, users in your company can process commitments quickly and accurately with a minimum of manual actions.

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that you perform instructions similar to those described in *Committed Costs: Process Activity*.

Change Requests: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for the processing of change requests, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially create change requests, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Tasks to Perform
Enable/Disable Features (CS100000) form	Make sure that the *Projects*, *Change Orders*, and *Change Requests* features are enabled.
Projects Preferences (PM101000) form	Make sure that all necessary settings related to project accounting have been specified. For more information about configuration steps that you have to perform before you can start accounting for projects, see *Basic Project Configuration: General Information*. Also, make sure that the default markups are specified on the **General** tab (**Markups** section). For more information about configuring markups, see *Change Requests: Configuration of Markups*.
Change Order Classes (PM203000) form	Make sure that all needed change order classes have been configured and the **Two-Tier Change Management** check box has been selected for these classes in the Summary area.
Account Groups (PM201000) form	Make sure that the default line markup is specified for all the needed account groups of the *Expense* type in the **Default Line Markup (%)** box on the **Change Request Settings** tab.
Non-Stock Items (IN202000) form	Make sure that the default price markup is specified for all the needed inventory items in the **Markup %** box on the **Price/Cost** tab (**Price Management** section).
Stock Items (IN202500) form	Make sure that the default price markup is specified for all the needed inventory items in the **Markup %** box on the **Price/Cost** tab (**Price Management** section).
Projects (PM301000) form	Make sure that the project has been created, as described in *Project Creation and Processing: General Information*. Also, make sure that the **Change Order Workflow** check box is selected on the **Summary** tab (**Project Properties** section) and the document markups are configured properly on the **Defaults** tab (**Document Markups** table).

Project Commitment Checklist

If you want to use the functionality of change requests to manage changes in commitments, make sure that all the needed features have been enabled and settings have been specified, as described in *Committed Costs: Implementation Checklist*.

Other Settings That Affect the Workflow

You can affect the workflow of managing changes in projects by specifying additional settings as follows:

- By default, the *CHANGERST* numbering sequence specifies that the change request identifier is an automatically generated numeric string of six digits, such as *000001*. To change the format of change request identifiers, adjust the *CHANGERST* numbering sequence on the *Numbering Sequences* (CS201010) form or create a new auto-numbered numbering sequence and select this sequence in the **Change Request Numbering Sequence** box on the **General** tab (**Numbering Sequence** section) of the *Projects Preferences* (PM101000) form. For more information on numbering sequences, see *Use of Numbering Sequences*.
- To allow users to create change requests by using the **Create Change Request** command on the More menu of the *Projects* (PM301000) form, for the numbering sequence used for change requests, clear the **Manual Numbering** check box in the Summary area of the *Numbering Sequences* form.
- To make it possible to create a change order for a change request selected on the *Change Requests* (PM308500) form, select the change order class that supports the two-tier change management in the **Default Change Order Class** box on the **General** tab (**General Settings** section) of the *Projects Preferences* form. That is, the selected change order class must have the **Two-Tier Change Management** check box selected on the *Change Order Classes* (PM203000) form.

  Even if the default change order class selected in the project accounting preferences does not support the two-tier change management, you still can add a change request to a change order by creating a change order directly on the *Change Orders* (PM308000) form, selecting for this change order a change order class that supports the two-tier change management, and adding the change request to the change order.

- To cause the system to automatically select a revenue account group for new estimation lines of a change request if there are multiple account groups of the *Income* type defined on the *Account Groups* (PM201000) form, specify the **Default Revenue Account Group** for account groups of the *Expense* type in the Summary area of the *Account Groups* form. For more information on account groups, see *Account Groups: General Information*.
- To cause the system to automatically select the **Creates Commitment** check box for a new estimation line with a particular account group selected on the *Change Requests* form, which results in creation of a commitment based on such an estimation line, select the **Creates Commitment** check box on the **Settings** tab of the *Account Groups* form for this account group. For example, it can be an account group to which you map the expense accounts of the services that a subcontractor usually provides.
- To cause the system to automatically consolidate revenue budget lines from change requests in a project task when they're added to a change order, select the **Consolidate Change Request Lines by Project Task** on the **General** tab (**General Settings** section) of the *Projects Preferences* form.

With these settings specified, users in your company can process change requests quickly and accurately with a minimum of manual actions.

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that you process a change request by performing instructions similar to those described in *Change Requests: Process Activity*.

Employee Time Billing: Implementation Checklist

To ensure that the system is configured properly for billing employee time spent for projects, make sure that the features and settings listed in the table are configured as described in the following table.

Form	Validation of Settings
Multiple forms	Make sure that all necessary settings of time tracking have been specified, as demonstrated in the examples of *Time Tracking Configuration: To Configure Time Tracking in Projects* and *Time Tracking Configuration: To Track Time with Time Activities*.
Non-Stock Items (IN202000), *Employees* (EP203000)	Create the needed labor items to represent project work and assign them to employees, as illustrated in the *Labor Items: To Configure a Labor Item*.
Labor Rates (PM209900)	Define labor cost rates for employees, as demonstrated in *Labor Items: To Define Labor Cost Rates*.
Projects (PM301000)	Make sure that the project has been created, as described in *Project Creation and Processing: General Information*, and that labor items are assigned to the appropriate project tasks on the **Tasks** tab.

Other Settings That Affect the Workflow

You can affect the workflow of time reporting by specifying additional settings as follows:

- To cause the system to require a particular employee to enter time cards, select the **Time Card is Required** check box on the *Employees* (EP203000) form. If the reporting of time with time activities is configured, the selection of this check box means that time activities can be released only within a time card.
- To cause the system to post project transactions that have been generated on release of time activities to the off-balance account group, select *Post PM to Off-Balance Account Group* in the **Posting Option for Non-Payroll Employee** box, and specify the account group of the *Off-Balance Type* in the **Off-Balance Account Group** on the *Time and Expenses Preferences* (EP101000) form.
- To cause project transactions to be automatically generated and released on release of time cards, select the **Automatically Release PM Documents** on the *Time and Expenses Preferences* (EP101000) form.
- To associate an earning type with a particular project or project task, on the *Earning Types* (EP102000) form, for an earning type, specify the project or project task in the **Default Project Code** box and **Default Task** box, respectively.
- To copy notes and attached documents from time cards to generated project transactions, select the **Copy Files to PM Documents** and **Copy Notes to PM Documents** check boxes on the *Time and Expenses Preferences* form.

Expense Receipts with Corporate Cards: Implementation Checklist

The following sections provide details that you can use to ensure that the system is configured properly for processing expense receipts with the corporate cards, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially process expense receipts with corporate cards, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Corporate Cards (CA202500)	The corporate card has been configured. For more information, see *Corporate Cards: General Information*.
Employees (EP203000) form	The employees who are going to use the corporate cards have been created. For more information, see *Employee Settings*.
Non-Stock Items (IN202000) form	The inventory items to be used in expense receipts have been created and the *Expense* type has been specified for the items.

Other Settings That Affect the Workflow

You can affect the workflow of processing expense receipts with the corporate cards by specifying additional settings on the *Time and Expenses Preferences* (EP101000) form, as follows:

- To make a newly created expense claim have the *On Hold* status by default, you select the **Hold Expense Claims on Entry** check box.
- To cause the system to automatically release corresponding accounts payable documents created on release of an expense claim, select the **Automatically Release AP Documents** check box.
- To cause the system to create a single cash purchase or cash return for each group of expense claim lines that are paid with a corporate card and have the same date, corporate card, reference number, and tax calculation mode, select the **Post Summarized Company Expenses by Corporate Card** check box. If the check box is cleared, which is the default state, the system creates a separate cash purchase (if the total amount of lines is positive or equals *0*) or cash return (if the total amount of lines is negative) for each expense claim line that is paid with a corporate card.
- To make the **Ref. Nbr.** box in the **Expense Details** section on the **Details** tab of the *Expense Receipts* (EP301010) form required, you select the **Require Ref. Nbr. in Expense Receipts** check box. If this check box is cleared, a value in the **Ref. Nbr.** box is not required.
- If approval of expense receipts is necessary, you create an approval map, and assign this map in the **Expense Receipt Approval Map** box. If approval notifications are necessary, you select a template in the **Expense Receipt Notification** box.
- If approval of expense claims is necessary, you create an approval map, and assign this map in the **Expense Claim Approval Map** box. If approval notifications are necessary, you select a template in the **Expense Claim Notification** box.

With these settings specified, users in your company can process expense receipts with corporate cards quickly and accurately with a minimum of manual actions.

Testing of Settings

To make sure that all settings are configured correctly, we recommend that you process expense receipts with corporate cards, as described in *Expense Receipts with Corporate Cards: To Claim Expenses for a Project*.

Expense Returns to Corporate Cards: Implementation Checklist

The following sections provide details that you can use to ensure that the system is configured properly for processing expense returns to corporate cards, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially process expense returns to corporate cards, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Corporate Cards (CA202500)	The corporate card has been configured. For more information, see *Corporate Cards: General Information*.
Employees (EP203000) form	The employees who are going to use the corporate cards have been created. For more information, see *Employee Settings*.
Non-Stock Items (IN202000) form	The inventory items to be used in expense receipts have been created, and the *Expense* type has been specified for the items.

Other Settings That Affect the Workflow

You can affect the workflow of processing expense returns to corporate cards by specifying additional settings on the *Time and Expenses Preferences* (EP101000) form, as follows:

- To cause the system to make a newly created expense claim have the *On Hold* status by default, select the **Hold Expense Claims on Entry** check box.
- To cause the system to create a single cash purchase or cash return for each group of expense claim lines that are paid with a corporate card and have the same date, corporate card, reference number, and tax calculation mode, select the **Post Summarized Company Expenses by Corporate Card** check box. If the check box is cleared, which is the default state, the system creates a separate cash purchase (if the total amount of lines is positive or equals *0*) or cash return (if the total amount of lines is negative) for each expense claim line that is paid with a corporate card.
- To make it optional to specify a value in the **Ref. Nbr.** box on the **Details** tab (**Expense Details** section) of the *Expense Receipts* (EP301010) form, clear the **Require Ref. Nbr. in Expense Receipts** check box. If this check box is selected, users must specify a value in the **Ref. Nbr.** box.
- To cause the system to automatically release corresponding accounts payable documents created on release of an expense claim, select the **Automatically Release AP Documents** check box.

With these settings specified, users in your company can process expense returns quickly and accurately with a minimum of manual actions.

Grouping Invoices: Implementation Checklist

To ensure that the system is configured properly for project billing, make sure that the features and settings listed in the table are configured as described in the following table.

Form	Validation of Settings
Enable/Disable Features (CS100000) form	Make sure that the **Projects** check box is selected.

Form	Validation of Settings
Projects Preferences (PM101000) form	Make sure that all necessary settings related to project accounting have been specified. For more information about configuration steps that you have to perform before you can start accounting for projects, see *Basic Project Configuration: General Information*.
Account Groups (PM201000) form	Make sure that all necessary account groups are configured.
Billing Rules (PM207000) form	Make sure that all necessary billing rules are configured. In each billing rule, make sure that the same **Invoice Group** is specified for the needed billing steps.
Projects (PM207000) form	Make sure that the following conditions are met: • The status of the project is *Active*, *Completed*, or *Suspended*. • The status of the project tasks of this project is *Active* or *Completed*. • A billing rule is assigned to each project task.

Other Settings That Affect Workflow

You can configure a project task so that it is billed separately. To do this, select the **Bill Separately** check box on the **Summary** tab (**Billing and Allocation Settings** section) of the *Project Tasks* (PM302000) form.

Multicurrency Projects: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for managing projects in different currencies, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you configure multicurrency projects, you make sure the needed features have been enabled and settings have been specified, as summarized in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000)	Make sure that the *Multicurrency Accounting* and *Multicurrency Projects* features have been enabled. Optionally, you may also want to enable the *Multiple Base Currencies* feature.
Currency Management Preferences (CM101000)	Make sure that the minimum required settings have been specified, as described in *Multicurrency Functionality: General Information*.
Currencies (CM202000)	Make sure that the foreign currencies in which you want to manage projects have been configured and activated for use in accounting.

Form	Criteria to Check
Currency Rates (CM301000)	Make sure that a currency rate for each currency to be used for projects has been defined, as described in *Configuration of Rate Types and Rates: General Information*.
Projects (PM301000)	Specify the following project settings: • In the **Project Currency** box on the **Summary** tab, the project currency to be used for project budget and accounting operations • In the **Currency Rate Type** on the **Summary** tab, the rate type to be used in the project • In the **Budget Currency Rate** box, the exchange rate from the project currency to base currency • In the **Billing Currency** box on the **Summary** tab, the currency in which the invoices will be prepared • If the project is related to a particular company branch, the branch in the **Branch** box on the **Summary** tab

Overhead in the Project Budget: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for considering the project overhead, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially consider the project overhead, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Tasks to Perform
Enable/Disable Features (CS100000) form	Make sure that the *Projects* feature is enabled.
Projects Preferences (PM101000) form	Make sure that all necessary settings related to project accounting have been specified. For more information about configuration steps that you have to perform before you can start accounting for projects, see *Basic Project Configuration: General Information*.
Account Groups (PM201000) form	Make sure that an account group of the *Expense* type for the overhead has been created. For details on configuring account groups, see *Account Groups: General Information*.
Allocation Rules (PM207500) form	Make sure that an allocation rule is configured as described in *Overhead in the Project Budget: Implementation Activity*.

Form	Tasks to Perform
Projects (PM301000)	Make sure that the project has been created, as described in *Project Creation and Processing: General Information*.

Other Settings That Affect the Workflow

To cause the system to automatically release allocation transactions, including allocation reversal transactions, select the **Automatically Release Allocations** check box on the **General** tab (**General Settings** section) of the *Projects Preferences* (PM101000) form.

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that in your system, you allocate projects by performing instructions similar to those described in *Overhead in the Project Budget: Process Activity*.

Pro Forma Invoices: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for processing pro forma invoices, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially process pro forma invoices, you make sure the needed settings have been specified and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Projects Preferences (PM101000) form	Make sure that all necessary settings related to project accounting have been specified. For more information about configuration steps that you have to perform before you can start accounting for projects, see *Basic Project Configuration: General Information*.
Billing Rules (PM207000) form	Make sure that all needed billing rules have been configured in the system. For more information about billing rules, see *Billing Rules: General Information*.
Projects (PM301000) form	Make sure that the project has been created and prepared for billing. For more details, see *Project Creation and Processing: General Information*. For each project for which you want to turn on the pro forma invoice workflow, make sure that the **Create Pro Forma on Billing** check box is selected on the **Summary** tab (**Billing and Allocation Settings** section).

Other Settings That Affect the Workflow

You can affect the workflow of processing pro forma invoices by specifying additional settings as follows:

- To change the format of pro forma invoice identifiers, adjust the *PROFORMA* numbering sequence on the *Numbering Sequences* (CS201010) form, or create a new numbering sequence and select this sequence in the **Pro Forma Numbering Sequence** box on the **General** tab (**Numbering Sequence** section) of the *Projects Preferences* (PM101000) form. For more information on numbering sequences, see *Use of Numbering Sequences*.

  > Pro forma invoice identifiers must be assigned only automatically. That is, the **Manual Numbering** check box must be cleared in the Summary area of the *Numbering Sequences* form for the numbering sequence used for pro forma invoices.

  By default, the *PROFORMA* numbering sequence specifies that the pro forma invoice identifier is an automatically generated numeric string of six digits, such as *000001*.
- To give accounts receivable invoices, including those created based on pro forma invoices, the *On Hold* status on creation, select the **Hold Documents on Entry** check box on the **General** tab (**Data Entry Settings** section) of the *Accounts Receivable Preferences* (AR101000) form.
- To make sending by email accounts receivable invoices optional, including those created based on pro forma invoices that have been agreed upon with the customer, clear the **Send Invoices by Email** check box on the **Billing Settings** tab (**Print and Email Settings** section) of the *Customers* (AR303000) form for applicable customers.
- To make printing accounts receivable invoices optional, including those created based on pro forma invoices that have been agreed upon with the customer, clear the **Print Invoices** check box on the **Billing Settings** tab (**Print and Email Settings** section) of the *Customers* form for applicable customers.
- To cause the system to automatically post general ledger transactions generated on release of all accounts receivable invoices, select the **Automatically Post on Release** check box on the **General** tab (**Posting Settings** section) of the *Accounts Receivable Preferences* form.
- To cause the system to post every accounts receivable document as an individual batch to the general ledger, clear the **Generate Consolidated Batches** check box in the **Posting Settings** section of the *General Ledger Preferences* (GL102000) form.

With these settings specified, users in your company can process pro forma invoices quickly and accurately with a minimum of manual actions.

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that in your system, you process a pro forma invoice by performing instructions similar to those described in *Pro Forma Invoices: To Process a Pro Forma Invoice for a Project*.

Project Budget: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for managing project budgets, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially manage project budgets, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Tasks to Perform	Notes
Enable/Disable Features (CS100000) form	Make sure that the *Projects* feature is enabled.	
Projects Preferences (PM101000) form	Make sure that all necessary settings related to project accounting have been specified. For more information about the configuration steps that you have to perform before you can start accounting for projects, see *Basic Project Configuration: General Information*.	If you are going to use inventory items in the revenue budget of your projects, on the **General** tab, select *Detailed* in the **Revenue Budget Update** box. With this option selected, if a transaction has an inventory item specified and the revenue budget has no line with this item, the system creates a new budget line with this item. With the *Summary* option selected (the default option), if such a line exists in the revenue budget, the system updates it with the empty item code (*N/A*) instead of the inventory item of the transaction. If no such line exists, the system creates a new budget line with the empty item code. The system updates the cost budget similarly based on the option selected in the **Cost Budget Update** box on the **General** tab.
Account Groups (PM201000) form	Make sure that all needed account groups have been configured. For more information about account groups, see *Account Groups: General Information*.	
Non-Stock Items (IN202000) form	Make sure that all needed labor items, non-stock items, and services have been defined. For more information, see *Labor Items: General Information*, *Non-Stock Items: General Information*, and *Service Items: General Information*, respectively.	⚠ Make sure that *Purchases* is selected in the **Post Cost to Expenses** box on the **Price/Cost** tab; otherwise, the expenses related to the non-stock item will not be recorded to the cost budget of the applicable project.

Form	Tasks to Perform	Notes
Projects (PM301000) form	Make sure that the project has been created, as described in *Project Creation and Processing: General Information*.	If you need to make the revenue budget more detailed by adding the inventory item to the budget structure, select *Task and Item* in the **Revenue Budget Level** box. With this setting, a user can select an inventory item in a revenue budget line. If you need to make the cost budget less detailed by excluding the inventory item from the budget structure, select *Task* in the **Cost Budget Level** box. With this setting, a user will not be able to select an inventory item in a cost budget line.

Other Settings That Affect the Workflow

You can affect the workflow of managing the project budget by specifying additional settings as follows:

- To allow a user to enter subcontract lines and purchase order lines related to a project if the project budget key in these lines was not initially specified in the cost budget of the project, select the **Allow Adding New Items on the Fly** check box on the *Projects* (PM301000) form.
- To cause the system to control whether an entered document is within the cost budget of a project, select *Show a Warning* in the **Budget Control** box on the **General** tab (**General Settings** section) of the *Projects Preferences* (PM101000) form.
- To change the default empty item code (<*N/A*>), which is selected in a project budget line to indicate that no specific item is associated with the line, specify the needed value in the **Empty Item Code** box on the **General** tab (**General Settings** section) of the *Projects Preferences* (PM101000) form.

With these settings specified, users in your company can manage the project budget quickly and accurately.

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that in your system, you manage the project budget by performing instructions similar to those described in *Project Budget: To Configure and Update the Budget*.

Project Budget Forecasts: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for creating project budget forecasts, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially create project budget forecasts, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Tasks to Perform
Enable/Disable Features (CS100000) form	Make sure that the *Projects* and *Budget Forecast* features are enabled.
Projects Preferences (PM101000) form	Make sure that all necessary settings related to project accounting have been specified. For more information about configuration steps that you have to perform before you can start accounting for projects, see *Basic Project Configuration: General Information*.
Projects (PM301000) form	Make sure that the project has been created, as described in *Project Creation and Processing: General Information*, the project budget is not locked, and the **Change Order Workflow** check box is cleared on the **Summary** tab (**Project Properties** section).

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that in your system, you create a project budget forecast by performing instructions similar to those described in *Project Budget Forecasts: Process Activity*.

Project Expense Reclassification: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for reclassifying project expenses.

Implementation Checklist

We recommend that before you reclassify project expenses, you make sure the needed features have been enabled, and settings have been specified, as summarized in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000) form	Make sure that the *Projects* feature is enabled.
Projects Preferences (PM101000) form	Make sure that all necessary settings related to project accounting have been specified. For more information about the configuration steps that you have to perform before you can start accounting for projects, see *Basic Project Configuration: General Information*.
Accounts Payable Preferences (AP101000)	Make sure that the **Allow Bill Reclassification** check box is selected. With this setting, the reclassification of bills can be performed in the system.
User Roles (SM201005)	Make sure that each user that will perform bill reclassification is assigned at least one of the following predefined roles: *Financial Supervisor* or *Project Accountant*.

Other Settings That Affect the Workflow

To cause the system to automatically post reversing batches generated by the system during the reclassification process, select the **Automatically Post on Release** check box on the **General** tab of the *Accounts Payable Preferences* (AP101000) form. This setting affects the workflow of expense reclassification in projects.

Project Inventory Tracking: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for tracking inventory for projects, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially start working with project inventory, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000)	Make sure that the following features are enabled: • *Inventory and Order Management* • *Inventory* • *Projects* • *Project-Specific Inventory*
Projects Preferences (PM101000)	Make sure that all necessary settings related to project accounting have been specified, as described in the *Basic Project Configuration: General Information*.
Account Groups (PM201000) form	Make sure that all needed account groups have been configured. For more information about account groups, see *Account Groups: General Information*. ⚠ We do not recommend mapping the Inventory account (which is an account of the *Asset* type) to an account group of the *Expense* type. If you need to track stock items purchased for the project in the project cost budget, use the commitment tracking functionality. For more information, see *Tracking Cost Commitments*.

Form	Criteria to Check
Stock Items (IN202500) form	Make sure that all stock items have been defined. For each stock item, you can specify the default source from which the item will be issued by selecting either *Project Stock* or *Free Stock* in the **Default Inventory Source for Projects** box on the **Inventory Planning** tab of the form. For more information about stock items, see *Stock Items: General Information*.
The **Summary** tab of the *Projects* (PM301000) form	Make sure that the necessary project and project tasks have been created. In the project settings, select the inventory tracking mode in the **Inventory Tracking** box on the **Summary** tab as follows: • Select *Track by Project Quantity and Cost* if you need to separate project inventory from free stock, reserve the items directly for the project, and track project-specific item cost. • Select *Track by Project Quantity* if you need to separate project inventory from free stock, reserve the items directly for the project, and track item cost by general cost calculation rules. Select the **Allow Issue from Free Stock** check box if you plan to use items that are not reserved for the project along with the project stock. For more information on creating a project, see *Project Creation and Processing: General Information*.

Disabling the Project-Specific Inventory Feature

If you need to disable the *Project-Specific Inventory* feature in a production system, you can do this on the *Enable/Disable Features* (CS100000) form after the following preparatory actions:

1. Completing (or canceling) all the documents that include stock items stored in the project inventory: sales orders and shipments, purchase orders and purchase receipts, and inventory transactions.
2. Cleaning up the project inventory. To do this, you need to move the items reserved for projects to free stock (that is, to the non-project code) or to projects linked to warehouse locations (that is, projects that have the *Track by Location* inventory tracking mode).

   > You can mass-transfer project stock to free stock on the *Transfer Project Inventory to Free Stock* (PM508000) form. For more information, see *Project Inventory Tracking: Mass Processing*.

3. Assigning all existing projects the *Track by Location* inventory tracking mode and linking them to particular warehouse locations.

Once the feature is disabled, the system will continue tracking inventory for projects using the only *Track by Location* mode. For more information, see *Project Inventory Tracking by Warehouse Location: General Information*.

Other Settings That Affect the Workflow

You can affect the workflow of sales and purchases of items for projects by specifying additional settings as follows:

- To cause the system to automatically select a project task when a particular project is selected during the creation of a purchase order, select the **Default** check box on the **Tasks** tab of the *Projects* (PM301000) form for one of the tasks of the project.
- To cause the system to include non-stock lines of the *Service* type in purchase receipts created from the purchase orders of the *Normal* type, select the **Process Service Lines from Normal Purchase Orders via Purchase Receipt** check box on the **General** tab (**Other** section) of the *Purchase Orders Preferences* (PO101000) form.
- To cause the system to track costs for the projects with the *Track by Project Quantity* inventory tracking mode by individual warehouse locations, select the **Cost Separately** check box for the needed warehouse locations on the **Locations** tab of the *Warehouses* (IN204000) form.

Project Inventory Tracking by Warehouse Location: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for tracking project inventory by location, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

Before you start working with a project and tracking project inventory by location, you should make sure that the project accounting functionality is configured and the project has the needed settings, as summarized in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000) form	Make sure that the *Projects* feature is enabled.
Account Groups (PM201000) form	Make sure that all needed account groups have been configured. For more information about account groups, see *Account Groups: General Information*.
Projects Preferences (PM101000) form	Make sure that all necessary settings related to project accounting have been specified, as described in the *Basic Project Configuration: General Information*.
Projects (PM301000)	Make sure that the necessary project and project tasks have been created. In the project settings, *Track by Location* needs to be selected in the **Inventory Tracking** box on the **Summary** tab. For more information on creating a project, see *Project Creation and Processing: General Information*.

Form	Criteria to Check
Warehouses (IN204000) form	Make sure that a separate location is created and associated with each project task for which you need to receive inventory items in a warehouse. (For a location associated with a project task, the **Cost Separately** check box is selected automatically.) We also recommend that you specify a higher **Pick Priority** value for project locations than for other locations, to avoid issuing project materials for other projects or to customers outside of projects.

Inventory and Order Management Checklist

We recommend that before you start working with a project and tracking project inventory by location, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Tasks to Perform
Enable/Disable Features (CS100000) form	Make sure that the following features are enabled: • *Inventory and Order Management* • *Inventory* • *Multiple Warehouses* • *Multiple Warehouse Locations*
Multiple forms	Make sure that the basic inventory and order management preferences have been configured, as described in *Configuration of Order Management: General Information*.
Stock Items (IN202500) form	Make sure that all stock items have been defined. For more information about stock items, see *Stock Items: General Information*. We recommend that you not map the inventory accrual account (which is an account of the *Asset* type) to an account group. If you need to track stock items purchased for the project in the project cost budget, we recommend that you use the commitment tracking functionality. For more information, see *Tracking Cost Commitments*.

Form	Tasks to Perform
Non-Stock Items (IN202000) form	Make sure that all non-stock items have been defined, as described in *Non-Stock Items: General Information*. Also, make sure that the expense account of the items is mapped to the appropriate account group. Make sure that *Purchases* is selected in the **Post Cost to Expenses** box on the **Price/Cost** tab; otherwise, the expenses related to the non-stock item will not be recorded to the cost budget of the applicable project.
Vendors (AP303000) form	Make sure that all needed vendors have been defined in the system, as described in *Vendors: General Information*.

Other Settings That Affect the Workflow

You can affect the workflow of sales and purchases of items for projects by specifying additional settings as follows:

- To cause the system to automatically select a project task when a particular project is selected during the creation of a purchase order, select the **Default** check box on the **Tasks** tab of the *Projects* (PM301000) form for one of the tasks of the project.
- To cause the system to include non-stock lines of the *Service* type in purchase receipts created from the purchase orders of the *Normal* type, select the **Process Service Lines from Normal Purchase Orders via Purchase Receipt** check box on the **General** tab (**Other** section) of the *Purchase Orders Preferences* (PO101000) form.

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that you perform instructions similar to those described in *Project Inventory Tracking by Warehouse Location: To Purchase Materials and Services for a Project*.

Project Quotes: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for the creation of project quotes and projects based on project quotes, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially create project quotes, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Tasks to Perform
Enable/Disable Features (CS100000) form	Make sure that the *Projects* and *Project Quotes* features are enabled.

Form	Tasks to Perform
Projects Preferences (PM101000) form	Make sure that all necessary settings related to project accounting have been specified. For more information about configuration steps that you have to perform before you can start accounting for projects, see *Basic Project Configuration: General Information*.
Project Templates (PM208000) form	Make sure that all needed project templates have been configured. For more information about project templates, see *Project Templates and Common Tasks: General Information*.
Business Account Classes (CR208000)	Make sure that business account classes with the necessary settings and attributes have been created, as described in *Defining Business Account Classes*.
Business Accounts (CR303000)	Make sure that business accounts with the necessary settings and attributes have been created, as described in *Creating Business Accounts*.

CRM Settings Checklist

If you want to use the functionality of opportunities to create project quotes, make sure that the needed features have been enabled and settings have been specified, as summarized in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000) form	Make sure that the *Customer Management* feature is enabled.
Customer Management Preferences (CR101000) form	Make sure that all necessary settings related to customer management have been specified.
Opportunity Classes (CR209000)	Make sure that opportunity classes with the necessary settings, attributes, and stages have been created, as described in *Defining Opportunity Classes*.

Other Settings That Affect the Workflow

You can affect the workflow of processing project quotes by specifying additional settings as follows:

- To change the format of project quote identifiers, adjust the *PMQUOTE* numbering sequence on the *Numbering Sequences* (CS201010) form or create a new numbering sequence and select this sequence in the **Quote Numbering Sequence** box on the **General** tab (**Numbering Sequence** section) of the *Projects Preferences* (PM101000) form. Project quote identifiers must be assigned only automatically. For more information on numbering sequences, see *Use of Numbering Sequences*.

  By default, the *PMQUOTE* numbering sequence specifies that the project quote identifier is an automatically generated alphanumeric string that starts with the *PQ* prefix and followed by six digits, such as *PQ000001*.
- To cause the system to automatically select a project template on creation of project quotes, select the project template in the **Default Quote Template** box on the **General** tab (**Default Settings** section) of the *Projects Preferences* form.
- To cause the system to automatically select the revenue account group for new estimation lines of a project quote if there are multiple income account groups defined on the *Account Groups* (PM201000) form, specify

the **Default Revenue Account Group** for expense account groups in the Summary area of the *Account Groups* form. For more information on account groups, see *Account Groups: General Information*.

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that in your system, you process a project quote by performing instructions similar to those described in *Project Quotes: To Process a Project Quote Based on an Opportunity*.

Project Templates and Common Tasks: Implementation Checklist

To ensure that the system is configured properly for creating project templates and common tasks, make sure that the features and settings listed in the table are configured as described in the following table.

Form	Task to Perform
Enable/Disable Features (CS100000) form	Make sure that the **Projects** check box is selected.
Projects Preferences (PM101000) form	Make sure that all necessary settings of project accounting have been specified.
Account Groups (PM201000) form	Make sure that all the necessary account groups have been configured.

Project Transactions: Implementation Checklist

The following sections provide details that you can use to ensure that the system is configured properly for processing project transactions, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially process project transactions, you make sure that the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Tasks to Perform
Projects Preferences (PM101000) form	Make sure that all necessary settings related to project accounting have been specified. For more information about configuration steps that you have to perform before you can start accounting for projects, see *Basic Project Configuration: General Information*.
Account Groups (PM201000) form	Make sure that all needed account groups have been configured and that all needed general ledger accounts are mapped to these groups. For more information about account groups, see *Account Groups: General Information*.

Form	Tasks to Perform
Projects (PM301000) form	Make sure that the project has been created. For more details, see *Project Creation and Processing: General Information*.
Non-Stock Items (IN202000) form	Make sure that all needed labor items, non-stock items, and services have been defined. For more information about labor items, non-stock items, and services, see *Labor Items: General Information*, *Non-Stock Items: General Information*, and *Service Items: General Information*, respectively.

Other Settings That Affect the Workflow

You can affect the workflow of processing project transactions by specifying additional settings as follows:

- To change the format of project transaction identifiers, adjust the *PMTRAN* numbering sequence on the *Numbering Sequences* (CS201010) form, or create a new numbering sequence and select this sequence in the **Transaction Numbering Sequence** box on the **General** tab (**Numbering Sequence** section) of the *Projects Preferences* (PM101000) form. For more information on numbering sequences, see *Use of Numbering Sequences*.

  > Project transaction identifiers must be assigned only automatically. That is, the **Manual Numbering** check box must be cleared in the Summary area of the *Numbering Sequences* form for the numbering sequence used for project transactions.

  By default, the *PMTRAN* numbering sequence specifies that the project transaction identifier is an automatically generated alphanumeric string that starts with the *PM* prefix and is followed by eight digits, such as *PM00000001*.
- To cause the system to post every document you enter as an individual batch to the general ledger, clear the **Generate Consolidated Batches** check box in the **Posting Settings** section of the *General Ledger Preferences* (GL102000) form.
- To make the system automatically associate additional project transactions that are generated (such as discounts or freight charges) with specific project tasks, map specific general ledger accounts to these project tasks within the project in the **Default Task for GL Account** section on the **Defaults** tab of the *Projects* form. For more information, see *Default Project Tasks in Record Lines*.

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that in your system, you process a project transaction by performing instructions similar to those described in *Project Transactions: Process Activity*.

Purchases to the Project Site: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for the processing of purchases for projects with drop shipping to the project site and without a purchase receipt, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

Before you initially process a project-related purchase with drop shipping to a project site (and without receipt processing), you should make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000) form	Make sure that the *Inventory and Order Management*, *Inventory* and *Projects* features are enabled.
Multiple forms	Make sure that all necessary settings related to order management have been specified, as described in *Configuration of Order Management: Implementation Activity*.
Vendors (AP303000) form	Make sure that all needed vendors have been configured, as described in *Vendors: Implementation Activity*.
Stock Items (IN202500) form	Make sure that the needed stock items have been configured, as described in *Stock Items: Implementation Activity*.
Non-Stock Items (IN202000) form	Make sure that the needed non-stock items have been configured, as described in *Non-Stock Items: Implementation Activity*.

Project Settings

Before you initially process a purchase for a project with drop shipping (and without receipt processing), you should make sure that the project accounting functionality is configured and the project has specific settings, as summarized in the following checklist.

Form	Criteria to Check
Projects Preferences (PM101000) form	Make sure that all necessary settings related to project accounting have been specified, as described in *Basic Project Configuration: General Information*. Also, select the **Internal Cost Commitment Tracking** check box to track purchase orders as project cost commitments and to see committed values in the project cost budget.

Form	Criteria to Check
Projects (PM301000)	Make sure that the necessary projects and project tasks have been created, and that the following settings have been specified for the projects on the **Defaults** tab: • **Drop-Ship Receipt Processing**: *Skip Receipt Generation* With this setting, items of any type added to a purchase order of the *Project Drop-Ship* type are processed without a purchase receipt. • **Record Drop-Ship Expense**: *On Bill Release* (inserted automatically when you select *Skip Receipt Generation*) With this setting, purchase expenses will be recorded to the project on release of the AP bill.

Other Settings That Affect the Workflow

You can affect the processing workflow by specifying additional settings as follows:

- To change the format of project drop-ship order identifiers, adjust the predefined *POORDER* numbering sequence on the *Numbering Sequences* (CS201010) form, or create a new numbering sequence and select this sequence in the **Regular Order Numbering Sequence** box on the **General** tab of the *Purchase Orders Preferences* (SC101000) form. For more information on numbering sequences, see *Use of Numbering Sequences*.

  > ⚠ A user can create project drop-ship orders by clicking the **Create Drop-Ship** button on the **Commitments** tab of the *Projects* (PM301000) form only if the numbering sequence that is used for numbering project drop-ship orders is automatically numbered.

- To create new projects so that the drop-ship purchases will be processed without receipts by default, select *Generate Receipt* in the **Drop-Ship Receipt Processing** box and *On Receipt Release* in the **Record Drop-Ship Expense** box on the *Projects Preferences* (PM101000) form and in the settings of the project templates on the *Project Templates* (PM208000) form.
- To reduce input errors when users enter orders, set up the validation of order totals by selecting the **For Project Drop-Ship Orders** check box in the **Validate Total on Entry** section of the *Purchase Orders Preferences* (PO101000) form.
- To cause the system to create accounts payable bills with the *Balanced* status, clear the **Hold Documents on Entry** check box on the **General** tab (**Data Entry Settings** section) of the *Accounts Payable Preferences* (AP101000) form.
- To cause the system to automatically post general ledger batches generated during the processing of purchase and accounts payable documents, select the **Automatically Post on Release** check box in the **Posting Settings** section on the *General Ledger Preferences* (GL102000) form.

With these settings specified, users in your company can process purchases for projects quickly and accurately with a minimum of manual actions.

Known Project Drop-Ship Limitations

The following limitations apply to the project drop-ship functionality:

- A project drop-ship order cannot be created from a change order or from a sales order.

- Landed costs cannot be applied to a project drop-ship order.

Purchases to the Project Site with a Receipt: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for the processing of purchases for projects with drop-shipping to the project site and with receipt processing, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

Before you initially process a project-related purchase to a project site with receipt processing, you should make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000) form	Make sure that the *Inventory and Order Management*, *Inventory*, and *Projects* features are enabled.
Multiple forms	Make sure that all necessary settings related to order management have been specified, as described in *Configuration of Order Management: Implementation Activity*.
Vendors (AP303000) form	Make sure that all needed vendors have been configured, as described in *Vendors: Implementation Activity*.
Stock Items (IN202500) form	Make sure that the needed stock items have been configured, as described in *Stock Items: Implementation Activity*.
Non-Stock Items (IN202000) form	Make sure that the needed non-stock items have been configured, as described in *Non-Stock Items: Implementation Activity*.

Project Settings

Before you initially process a purchase for a project with drop shipping and receipt processing, you should make sure that the project accounting functionality is configured and the project has specific settings, as summarized in the following checklist.

Form	Criteria to Check
Projects Preferences (PM101000) form	Make sure that all necessary settings related to project accounting have been specified, as described in *Basic Project Configuration: General Information*. Also, select the **Internal Cost Commitment Tracking** check box to track purchase orders as project cost commitments and to see committed values in the project cost budget.

Form	Criteria to Check
Projects (PM301000)	Make sure that the necessary projects and project tasks have been created, and that the following settings have been specified for the projects on the **Defaults** tab: • **Drop-Ship Receipt Processing**: *Generate Receipt* With this setting, the processing of a purchase order of the *Project Drop-Ship* type involves the processing of a purchase receipt. • **Record Drop-Ship Expense**: *On Receipt Release* With this setting, purchase expenses will be recorded to the project on release of the purchase receipt.

Other Settings That Affect the Workflow

You can affect the processing workflow by specifying additional settings as follows:

- To change the format of project drop-ship order identifiers, adjust the predefined *POORDER* numbering sequence on the *Numbering Sequences* (CS201010) form, or create a new numbering sequence and select this sequence in the **Regular Order Numbering Sequence** box on the **General** tab of the *Purchase Orders Preferences* (SC101000) form. For more information on numbering sequences, see *Use of Numbering Sequences*.

  A user can create project drop-ship orders by clicking the **Create Drop-Ship** button on the **Commitments** tab of the *Projects* (PM301000) form only if the numbering sequence that is used for numbering project drop-ship orders is automatically numbered.

- To record expenses to the project budget on release of the accounts payable bill, select *On Bill Release* in the **Record Drop-Ship Expense** box of the *Projects* (PM301000) form for the project.
- To create new projects so that the drop-ship purchases will be processed with receipts by default, select *Generate Receipt* in the **Drop-Ship Receipt Processing** box and *On Receipt Release* in the **Record Drop-Ship Expense** box on the *Projects Preferences* (PM101000) form and in the settings of the project templates on the *Project Templates* (PM208000) form.
- To reduce input errors when users enter orders, set up the validation of order totals by selecting the **For Project Drop-Ship Orders** check box in the **Validate Total on Entry** section of the *Purchase Orders Preferences* (PO101000) form.
- To cause the system to create accounts payable bills with the *Balanced* status, clear the **Hold Documents on Entry** check box on the **General** tab (**Data Entry Settings** section) of the *Accounts Payable Preferences* (AP101000) form.
- To cause the system to automatically post general ledger batches generated during the processing of purchase and accounts payable documents, select the **Automatically Post on Release** check box in the **Posting Settings** section on the *General Ledger Preferences* (GL102000) form.

With these settings specified, users in your company can process purchases on projects quickly and accurately with a minimum of manual actions.

Known Project Drop-Ship Limitations

The following limitations apply to the project drop-ship functionality:

- A project drop-ship order cannot be created from a change order or from a sales order.
- Landed costs cannot be applied to a project drop-ship order.

- The purchase price variance is always recorded in the bill transaction, regardless of the option that is specified in the **Allocation Mode** box on the *Purchase Orders Preferences* (PO101000) form.

Purchasing Services for Projects: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for processing purchases for projects with accounts payable bills, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially process purchases for projects with AP bills, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Tasks to Perform
Enable/Disable Features (CS100000) form	Make sure that the *Projects* feature is enabled.
Projects Preferences (PM101000) form	Make sure that all necessary settings related to project accounting have been specified. For more information about configuration steps that you have to perform before you can start accounting for projects, see *Basic Project Configuration: General Information*.
Projects (PM301000) form	Make sure that the project has been created, as described in *Project Creation and Processing: General Information*.
Non-Stock Items (IN202000) form	Make sure that all needed labor items, non-stock items, and services have been defined. Make sure that the **Require Receipt** check box is cleared in the **Item Defaults** section on the **General** tab. ⚠ Make sure that *Purchases* is selected in the **Post Cost to Expenses** box on the **Price/Cost** tab; otherwise, the expenses related to the non-stock item will not be recorded to the cost budget of the applicable project. For more information about labor items, non-stock items, and services, see *Labor Items: General Information*, *Non-Stock Items: General Information*, and *Service Items: General Information*, respectively.
Account Groups (PM201000) form	Make sure that all needed account groups have been configured. Also, make sure that the expense accounts of the inventory items specified in the **Expense Account** box on the **GL Accounts** tab of the *Non-Stock Items* form are mapped to the account groups. For more information about account groups, see *Account Groups: General Information*.

Form	Tasks to Perform
Vendors (AP303000) form	Make sure that all needed vendors have been defined in the system, as described in *Vendors: General Information*.

Other Settings That Affect the Workflow

You can affect the workflow of processing purchases for projects by specifying additional settings as follows:

- To cause the system to automatically select a project task when a particular project is selected during the creation of a bill, select the **Default** check box on the **Tasks** tab of the *Projects* (PM301000) form for one of the tasks of the project.
- To cause the system to create accounts payable bills with the *Balanced* status, clear the **Hold Documents on Entry** check box on the **General** tab (**Data Entry Settings** section) of the *Accounts Payable Preferences* (AP101000) form.
- To cause the system to automatically post general ledger batches generated during processing account payable documents, select the **Automatically Post on Release** check box in the **Posting Settings** section on the *General Ledger Preferences* (GL102000) form.

With these settings specified, users in your company can process purchases for projects with AP bills quickly and accurately with a minimum of manual actions.

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that you perform instructions similar to those described in *Purchasing Services for Projects: Process Activity*.

Single-Tier Change Management: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for the processing of change orders, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially create change orders, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Tasks to Perform	Notes
Enable/Disable Features (CS100000) form	Make sure that the *Projects* and *Change Orders* features are enabled.	

Form	Tasks to Perform	Notes
Projects Preferences (PM101000) form	Make sure that all necessary settings related to project accounting have been specified. For more information about configuration steps that you have to perform before you can start accounting for projects, see *Basic Project Configuration: General Information*.	
Change Order Classes (PM203000) form	Make sure that all needed change order classes have been configured, as described in *Change Orders for Commitments: To Create a Change Order Class*.	
Projects (PM301000) form	Make sure that the project has been created, as described in *Project Creation and Processing: General Information*. Also, make sure that the **Change Order Workflow** check box is selected on the **Summary** tab (**Project Properties** section).	If the **Internal Cost Commitment Tracking** check box is selected on the **General** tab (**General Settings** section) of the *Projects Preferences* (PM101000) form, and a project has related purchase orders, you can select the **Change Order Workflow** check box for the project if the project has no open related purchase order lines. That is, the status of the related purchase order lines of the project is only *Completed*, *Closed*, or *Canceled*.

Checklist for Project Commitments

If you want to use the functionality of change orders to manage changes in commitments, make sure that all the needed features have been enabled and settings have been specified, as described in *Committed Costs: Implementation Checklist*.

Other Settings That Affect the Workflow

You can affect the workflow of managing changes in projects by specifying additional settings as follows:

- To change the format of change order identifiers, adjust the *CHANGEORD* numbering sequence on the *Numbering Sequences* (CS201010) form or create a new auto-numbered sequence and select this sequence in the **Change Order Numbering Sequence** box on the **General** tab (**Numbering Sequence** section) of the *Projects Preferences* (PM101000) form. For more information on numbering sequences, see *Use of Numbering Sequences*.
- To allow users to create change orders by using the **Create Change Order** command on the More menu of the *Projects* (PM301000) form, clear the **Manual Numbering** check box in the Summary area of the *Numbering Sequences* form for the numbering sequence used for change orders.
- To cause the system to automatically select a change order class on creation of change orders, select the change order class in the **Default Change Order Class** box on the **General** tab (**General Settings** section) of the *Projects Preferences* form.

With these settings specified, users in your company can process change orders quickly and accurately with a minimum of manual actions.

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that you process a change order by performing instructions similar to those described in *Single-Tier Change Management: To Track Changes to the Project Budget* and *Change Orders for Commitments: Process Activity*.

Time Tracking Configuration: Implementation Checklist

The following sections provide details you can use to ensure that the time tracking functionality in the system is configured properly to be used in accounting for projects.

Prerequisite Configuration

To ensure that the prerequisite configuration has been implemented properly, make sure that the necessary entities have been defined,and settings have been specified, as described in the following checklist.

Form	Criteria to Check
Multiple forms	The minimum company settings have been specified, as described in *Company Without Branches: General Information*.
Earning Types (EP102000)	Additional earning types, if needed, have been defined in addition to the predefined earning types. Also, for the earning types that relate to the employee time to be billed within the project, the **Billable** check box will be selected. For information on earning types, see *Employee Time Entry: Time Activities*.
Employees (EP203000)	All employees for whom time will be tracked have been defined. For details, see *Employee Settings*.
Activity Types (CR102000) form	Activity types have been defined, if needed, in addition to those that are predefined in the system

Configuration of Reporting Time with Time Cards

To ensure that the basic time reporting configuration has been implemented properly and the employees will be able to log time spent on projects in time cards, make sure that the necessary features have been enabled, entities have been defined, and settings have been specified, as described in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000)	The *Advanced Financials* and *Projects* features are enabled.

Form	Criteria to Check
Time and Expenses Preferences (EP101000)	In the **Posting Option for Non-Payroll Employee** box (in the **Time Reporting Settings** section of the **General Settings** tab), *Post PM and GL Transactions* is selected, which means that on release of time cards and time activities, the system generates project accounting and general ledger transactions.
Projects Preferences (PO101000)	In the **Visibility Settings** section, the **Time Entries** and **Expenses** check boxes are selected. In the **Expense Account Source** and **Expense Accrual Account** boxes of the **Account Settings** section, the sources for the expense account and expense accrual account have been selected; these settings define the debit and credit accounts to be used in the project transactions generated on release of time cards.
Non-Stock Items (IN202000)	The labor items that are needed for all employees for all available earning types have been created, as illustrated in the *Labor Items: To Configure a Labor Item*.
Labor Rates (PM209900)	Labor cost rates for employees have been defined, as illustrated in *Labor Items: To Define Labor Cost Rates*.

Configuration of Reporting Time with Time Activities

To ensure that the employees will be able to log time with time activities, make sure that the necessary features have been enabled and settings have been specified, as described in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000)	The *Time Management* feature is enabled.
Activity Types (CR102000)	The **Track Time and Costs** check box is selected for the activity types for which you want to track billable time in projects.

Other Settings That Affect the Workflow

You can affect the workflow of time reporting by specifying additional settings as follows:

- To cause the system to require a particular employee to enter time cards, select the **Time Card is Required** check box on the *Employees* (EP203000) form. If the reporting of time with time activities is configured, the selection of this check box means that time activities can be released only within a time card.
- To cause the system to post project transactions that have been generated on release of time activities to the off-balance account group, select *Post PM to Off-Balance Account Group* in the **Posting Option for Non-Payroll Employee** box, and specify the account group of the *Off-Balance Type* in the **Off-Balance Account Group** on the *Time and Expenses Preferences* (EP101000) form.
- To cause project transactions to be automatically generated and released on release of time cards, select the **Automatically Release PM Documents** on the *Time and Expenses Preferences* (EP101000) form.

- To associate an earning type with a particular project or project task, on the *Earning Types* (EP102000) form, for an earning type, specify the project or project task in the **Default Project Code** box and **Default Task** box, respectively.
- To copy notes and attached documents from time cards to generated project transactions, select the **Copy Files to PM Documents** and **Copy Notes to PM Documents** check boxes on the *Time and Expenses Preferences* form.

Transaction Reclassification: Implementation Checklist

Before users begin reclassifying GL batches related to projects, you must make sure that the system has been configured properly, as described in the following table.

Form	Criteria to Check
Enable/Disable Features (CS100000) form	Make sure the *Standard Financials* and *Projects* features have been enabled.
Projects Preferences (PM101000) form	Make sure that all necessary settings related to project accounting have been specified. For more information about the configuration steps that you have to perform before you can start accounting for projects, see *Basic Project Configuration: General Information*.
User Roles (SM201005)	Make sure that each user that will perform reclassification of general ledger transactions related to projects is assigned the *Project Accountant* role.

Settings That Can Affect the Processing Workflow

The settings on the *General Ledger Preferences* (GL102000) form can affect the processing workflow as follows:

- If the **Hold Batches on Entry** check box is selected, a batch is saved with the *On Hold* status by default. If the batch is on hold, you should click **Remove Hold** on the toolbar of the *Journal Transactions* (GL301000) form for the batch so that you can process it further. If the check box is cleared, the batch is saved with the *Balanced* status.
- If the **Validate Batch Control Totals on Entry** check box is selected, you have to enter the batch control total before you save the batch on the *Journal Transactions* form. If this check box is cleared and the status of the batch is *Balanced*, the system automatically validates the batch.
- If the **Automatically Post on Release** check box is selected, the system posts batches on release. If this check box is cleared, you have to post the batches after release.

Vendor Payments for a Project: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for paying AP bills for a project, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you start preparing payments for AP bills, you make sure the needed settings have been specified and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Accounts Payable Preferences (AP101000)	Make sure that the accounts payable settings have been configured as described in *Accounts Payable: To Specify Accounts Payable Preferences*.
Vendors (AR303000)	Verify the existence of the vendor accounts for the vendors whose bills you will pay. For details, see *Vendors: Implementation Activity*.
Cash Accounts (CA202000)	Make sure that the cash account to be used in the payments has been configured as described in *Cash Management: To Create Cash Accounts*.
Payment Methods (CA204000)	Make sure that the payment method you will use has been configured as described in *Cash Management: To Create Cash Accounts*.
Projects (PM301000)	Make sure that the necessary project (that is, the project for which the vendor performed the billed work) has been created and necessary project tasks of this project are active.

Payment by Line Checklist

If you intend to pay individual lines of the vendor's bill or bills, make sure the needed features have been enabled and settings have been specified, as summarized in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000) form	Make sure that the *Payment Application by Line* feature is enabled.
Payment tab of the *Vendors* (AR303000) form	Be sure the **Pay by Line** check box is selected.

Other Settings That Affect the Workflow

You can affect the workflow of processing payments for AP bills by specifying additional settings as follows:

- To cause the system to generate separate payment documents for each bill of a particular vendor, select the **Pay Separately** check box on the **Payment** tab of the *Vendors* (AR303000) form.
- To cause the system to automatically post AP payments once they are released, select the **Automatically Post on Release** check box on the **General** tab of the *Accounts Payable Preferences* (AP101000) form.
- To cause AP payments to be created with the *On Hold* status, select the **Hold Documents on Entry** check box on the **General** tab of the *Accounts Payable Preferences* (AP101000) form.
- To cause the system to automatically post general ledger batches generated during the processing of payments, select the **Automatically Post on Release** check box on the *General Ledger Preferences* (GL102000) form. For information on processing general ledger batches, see *GL Transactions: General Information*.
- To make the system consolidate into one batch all generated transactions posted to the same period for all documents being released, select the **Generate Consolidated Batches** check box on the *General Ledger Preferences* form.

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that in your system, you perform instructions similar to those described in *Vendor Payments for a Project: To Process a Payment for Multiple Bills* and *Vendor Payments for a Project: To Process a Payment of Bill Lines*.

WIP Labor Costs in Cost-Plus Projects: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for billing a cost-plus projects with WIP costs, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially bill a cost-plus projects with WIP costs, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Tasks to Perform
Enable/Disable Features (CS100000) form	Make sure that the *Projects* feature is enabled.
Projects Preferences (PM101000) form	Make sure that all necessary settings related to project accounting have been specified. For more information about configuration steps that you have to perform before you can start accounting for projects, see *Basic Project Configuration: General Information*.
Chart of Accounts (GL202500) form	Make sure that an asset account for work in progress has been created. For details on configuring the chart of accounts, see *Chart of Accounts*.
Account Groups (PM201000) form	Make sure that an account group of the *Asset* type for work in progress has been created and the WIP account has been added to the account group. For details on configuring account groups, see *Account Groups: General Information*.
Allocation Rules (PM207500) form	Make sure that an allocation rule is configured as described in *WIP Labor Costs in Cost-Plus Projects: General Information*.
Billing Rules (PM207000) form	Make sure that all the needed billing rules have been configured to process allocation transactions posted to the WIP account group. For details on configuring billing rules, see *Billing Rules: General Information*.
Projects (PM301000)	Make sure that the project has been created, as described in *Project Creation and Processing: General Information*.

Other Settings That Affect the Workflow

To cause the system to automatically release allocation transactions, including allocation reversal transactions, select the **Automatically Release Allocations** check box on the **General** tab (**General Settings** section) of the *Projects Preferences* (PM101000) form.

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that in your system, you allocate projects by performing instructions similar to those described in *WIP Labor Costs in Cost-Plus Projects: Process Activity*.

WIP Labor Costs in Fixed-Price Projects: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for billing a cost-plus projects with WIP costs, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially bill a cost-plus projects with WIP costs, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Tasks to Perform
Enable/Disable Features (CS100000) form	Make sure that the *Projects* feature is enabled.
Projects Preferences (PM101000) form	Make sure that all necessary settings related to project accounting have been specified. For more information about configuration steps that you have to perform before you can start accounting for projects, see *Basic Project Configuration: General Information*.
Chart of Accounts (GL202500) form	Make sure that an asset account for work in progress has been created. For details on configuring the chart of accounts, see *Chart of Accounts*.
Account Groups (PM201000) form	Make sure that an account group of the *Asset* type for work in progress has been created and the WIP account has been added to the account group. For details on configuring account groups, see *Account Groups: General Information*.
Allocation Rules (PM207500) form	Make sure that an allocation rule is configured as described in *WIP Labor Costs in Fixed-Price Projects: General Information*.
Billing Rules (PM207000) form	Make sure that all the needed billing rules have been configured to process allocation transactions posted to the WIP account group. For details on configuring billing rules, see *Billing Rules: General Information*.

Form	Tasks to Perform
Projects (PM301000)	Make sure that the project has been created, as described in *Project Creation and Processing: General Information*.
Project Tasks (PM302000)	Make sure the WIP account group is selected for the project tasks in the **Non-Billable WIP Account Group** box on the **Summary** tab (**Billing and Allocation Settings** section).

Other Settings That Affect the Workflow

To cause the system to automatically release allocation transactions, including allocation reversal transactions, select the **Automatically Release Allocations** check box on the **General** tab (**General Settings** section) of the *Projects Preferences* (PM101000) form.

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that in your system, you allocate projects by performing instructions similar to those described in *WIP Labor Costs in Fixed-Price Projects: Process Activity*.

Construction

AP Bills with Retainage: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for processing AP bills with retainage, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you begin processing AP bills with retainage, you make sure that the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000) form	The following features have been enabled: • *Retainage Support* • *Payment Application by Line* • *Projects* • *Construction*
Vendors (AP303000) form	The vendor accounts for the vendors for which you will create AP bills have been defined. Also, make sure that the following retainage settings have been specified for each vendor: • On the **General** tab, the **Apply Retainage** check box is selected. Optionally, the default retainage percentage is specified in the **Retainage Percent** box. • On the **GL Accounts** tab, the **Retainage Payable Account** is specified. For details, see *AP Bills with Retainage: Configuration of the Default Retainage Settings*.
Projects (PM301000) form, **Summary** tab (**Retainage** section)	The necessary projects and their project tasks have been created. Also, make sure that the following retainage settings have been specified for the project: • The retainage mode is selected in the **Retainage Mode** box. • The **Retainage (%)** box contains the percent to be retained from the amount of the vendor's bill lines issued for the project.

Other Settings That Affect the Workflow

You can affect the workflow of processing AP bills with retainage by specifying additional settings as follows:

- The following general ledger settings should be specified on the **Posting Settings** tab of the *General Ledger Preferences* (GL102000) form:
  - To cause GL batches to be immediately posted after they are released, make sure that the **Automatically Post on Release** check box is selected.
  - To cause every AP transaction you enter to be posted as an individual batch to the general ledger, clear the **Generate Consolidated Batches** check box. (When this check box is selected, the system consolidates into a single batch all transactions in the same currency posted to the same period for all documents being released.)
- The following accounts payable settings should be specified on the **General** tab of the *Accounts Payable Preferences* (AP101000) form:
  - To give the created AP bills the *On Hold* status, select the **Hold Documents on Entry** check box in the **Data Entry Settings** section.
  - To direct the system to automatically remove retainage bills from hold as soon as they are created, clear the **Hold Documents on Entry** check box. With this check box cleared, retainage bills will get the *Pending Approval* status if approvals are set up in your system for the *Bill* document type, or the *Balanced* status if approvals are not used.
  - Clear the **Require Vendor Reference** check box in the **Data Entry Settings** section to prevent users from having to enter a vendor reference number in the **Vendor Ref.** box when creating an AP bill on the *Bills and Adjustments* (AP301000) form.
  - To cause AP bills to be automatically posted to the general ledger once they are released, make sure that the **Automatically Post on Release** check box is selected in the **Posting Settings** section.
  - If you want to retain the taxes calculated on the retained amount, select the **Retain Taxes** check box in the **Retainage Settings** section. If you want to pay full tax amount on the bill with retainage, leave this box cleared. For details on tax settings for bills with retainage, see *AP Bills with Retainage: Configuration of the Default Retainage Settings*.
  - If you want the system to automatically release retainage bills that you create on the *Release AP Retainage* (AP510000) form, you select the **Automatically Release Retainage Documents** check box.

AR Invoices with Retainage: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for processing AR invoices with retainage, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you begin processing AR invoices with retainage, you make sure that the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklists.

Form	Criteria to Check
Enable/Disable Features (CS100000) form	The following features have been enabled: • *Retainage Support* • *Payment Application by Line* • *Projects* • *Construction*

Form	Criteria to Check
Customers (AR303000) form	The customer accounts for the customers for which you will create AR invoices have been defined. Also, make sure that the following retainage settings have been specified for each customer: • On the **Financial** tab, the **Apply Retainage** check box is selected. Optionally, the default retainage percentage is specified in the **Retainage Percent** box. • On the **GL Accounts** tab, the **Retainage Receivable Account** is specified. For details, see *AR Invoices with Retainage: Configuration of the Default Retainage Settings*.
Projects (PM301000) form, **Summary** tab (**Retainage** section)	The necessary projects and their project tasks have been created. Also, make sure that the following retainage settings have been specified for the project: • The retainage mode is selected in the **Retainage Mode** box. • The **Retainage (%)** box contains the percent of the amount of an invoice issued for the project that is retained by the customer.

Other Settings That Affect the Workflow

You can affect the workflow of processing AR invoices with retainage as follows:

- The following general ledger settings should be specified on the **Posting Settings** section of the *General Ledger Preferences* (GL102000) form:
  - To cause GL batches to be immediately posted after they are released, make sure that the **Automatically Post on Release** check box is selected. This setting causes GL batches to be immediately posted after they are released.
  - To cause every AR transaction you enter to be posted as an individual batch to the general ledger, clear the **Generate Consolidated Batches** check box. (When this check box is selected, the system consolidates into a single batch all transactions in the same currency posted to the same period for all documents being released.)
- The following accounts receivable settings should be specified on the **General** tab of the *Accounts Receivable Preferences* (AR101000) form:
  - To give the created AR invoices the *On Hold* status, select the **Hold Documents on Entry** check box in the **Data Entry Settings** section.
  - To direct the system to automatically remove retainage documents from hold as soon as they are created, clear the **Hold Documents on Entry** check box. With this check box cleared, retainage documents will get the *Pending Approval* status if approvals are set up in your system for the needed document type, or the *Balanced* status if approvals are not used.
  - Clear the **Require Payment Reference on Entry** check box in the **Data Entry Settings** section to prevent users from having to enter a payment reference number in the **Payment Ref.** box when creating an AR invoice on the *Invoices and Memos* (AR301000) form.
  - To cause AR invoices to be automatically posted to the general ledger once they are released, make sure that the **Automatically Post on Release** check box is selected in the **Posting Settings** section.
  - If you want to retain the taxes calculated on the retained amount, you select the **Retain Taxes** check box in the **Retainage Settings** section. If you want the full tax amount to be paid on the invoice with

retainage, you leave this box cleared. For details on configuration of taxes with retainage, see *AR Invoices with Retainage: Configuration of the Default Retainage Settings*.

- If you want the system to automatically release retainage documents that you create on the *Release AR Retainage* (AR510000) form, select the **Automatically Release Retainage Documents** check box. To release them manually, you leave this check box cleared.

With these settings specified, users in your company can record and process documents in Acumatica ERP quickly and accurately, with a minimum of manual actions.

Budget Forecasts: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for working with budget forecasts, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

Before you begin creating project budget forecast, you should make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklists.

Table: Mandatory Settings

Form	Criteria to Check
Enable/Disable Features (CS100000) form	Make sure that the *Projects* and *Budget Forecast* features are enabled.
Projects (PM301000) form	Make sure that the necessary project has been created with the necessary budget lines.

Compliance Documents: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for tracking compliance, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially enter compliance documents, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000) form	Make sure that the *Construction* feature is enabled.
Compliance Preferences (CL301000) form	Make sure that the necessary attributes have been specified on the **Custom Attributes** tab, as described in *Compliance Documents: To Create Attributes for Compliance Documents*.
Projects (PM301000) form	Make sure that the projects for which compliance should be tracked have been created.

Form	Criteria to Check
Vendors (AP303000)	Verify the existence of the vendor accounts for the vendors and subcontractors for which you will create compliance documents. For details, see *Vendors: Implementation Activity*.
Customers (AR303000) form	Be sure that the customer accounts for the customers for which you will create compliance documents have been defined. For details, see *Customers: Implementation Activity*.

Construction Project Budget: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for managing budget in construction projects, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially manage project budgets, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Tasks to Perform
Enable/Disable Features (CS100000)	Make sure that the *Construction* and *Projects* features are enabled.
Projects Preferences (PM101000)	Make sure that all necessary settings related to project accounting have been specified. For more information about configuration steps that you have to perform before you can start accounting for projects, see *Basic Project Configuration: General Information*. Also make sure that *Summary* is selected in the **Revenue Budget Update** box and *Detailed* is selected in the **Cost Budget Update** box on the **General** tab.
Account Groups (PM201000)	Make sure that all needed account groups have been configured. For more information about account groups, see *Account Groups: General Information*
Projects (PM301000)	Make sure that the project has been created, as described in *Project Creation and Processing: General Information*. Also, make sure that *Task* is selected in the **Revenue Budget Level** box and *Task and Item* is selected in the **Cost Budget Level** box on the **Summary** tab (**Project Properties** section).

Other Settings That Affect the Workflow

You can affect the workflow of managing the project budget by specifying additional settings as follows:

- If you are going to use inventory items in the revenue budget of your projects, select *Detailed* in the **Revenue Budget Update** box on the **General** tab of the *Projects Preferences* (PM101000) form. With this option selected, if a transaction has an inventory item specified and the revenue budget has no line with the same inventory item, the system creates a new budget line with this item.

  With the *Summary* option selected (the default option), the system updates the revenue budget line with the empty item code (*N/A*) instead of the inventory item of the transaction if such a line exists; otherwise, a new budget line with the empty item code is created.

  Similarly, the system updates the cost budget based on the option selected in the **Cost Budget Update** box on the **General** tab (**General Settings** section).
- If you need to make the revenue budget more detailed by adding the inventory item to the budget structure, select *Task and Item* in the **Revenue Budget Level** box on the **Summary** tab (**Project Properties** section) of the *Projects* (PM301000) form. As a result, you will be able to select an inventory item in a revenue budget line.
- If you need to make the cost budget less detailed by excluding the inventory item from the budget structure, select *Task* in the **Cost Budget Level** box on the **Summary** tab (**Project Properties** section) of the *Projects* form. As a result, you will not be able to select an inventory item in a cost budget line.
- If you want to rename the default empty item code (<*N/A*>), change the value in the **Empty Item Code** box on the **General** tab of the *Projects Preferences* form. The default empty item code is selected in a project budget line to indicate that no specific item is associated with the line.
- To allow a user to enter subcontract lines and purchase order lines related to a project if these lines have not been initially specified in the cost budget of the project, select the **Allow Adding New Items on the Fly** check box on the *Projects* form.
- To cause the system to control whether an entered document is within the cost budget of a project, select *Show a Warning* in the **Budget Control** box on the **General** (**General Settings** section) tab of the *Projects Preferences*.

With these settings and entities specified, users in your company can manage the project budget quickly and accurately with a minimum of manual actions.

Correction of a Bill for a Subcontract: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for correcting billed values in subcontracts, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

Before you begin correcting subcontracts, you should make sure the needed settings have been specified and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000) form	The *Construction* feature is enabled (under *Projects* group of feature).

Form	Criteria to Check
Multiple forms	Make sure that all necessary settings related to project accounting have been specified as described in *Basic Project Configuration: Implementation Checklist*.
Accounts Payable Preferences (AP101000)	Make sure the accounts payable preferences have been specified as described in *Accounts Payable: To Specify Accounts Payable Preferences*.
Multiple forms	Make sure that all necessary settings related to subcontract processing have been specified as described in *Subcontracts: Implementation Checklist*.

Settings That Affect the Workflow

You can affect the workflow of working with subcontracts by specifying additional settings as follows:

- To change the format of debit adjustment identifiers, adjust the *APBILL* numbering sequence on the *Numbering Sequences* (CS201010) form, or create a new numbering sequence and select this sequence in the **Debit Adjustment Numbering Sequence** box on the **General** tab (**Numbering Settings** section) of the *Accounts Payable Preferences* (AP101000) form. For more information on numbering sequences, see *Use of Numbering Sequences*.
- To cause general ledger batches generated during the processing of debit adjustments to be posted automatically, select the **Automatically Post on Release** check box on the *General Ledger Preferences* (GL102000) form. For information on processing general ledger batches, see *GL Transactions: General Information*.
- To cause debit adjustments to be created with the *On Hold* status, select the **Hold Documents on Entry** check box on the **General** tab of the *Accounts Payable Preferences* (AP101000) form.
- To cause the system require entering unique vendor reference numbers in the **Vendor Ref.** box when creating a debit adjustment on the *Bills and Adjustments* (AP301000) form, select the **Require Vendor Reference** check box in the **Data Entry Settings** section on the **General** tab of the *Accounts Payable Preferences* (AP101000) form.
- To cause every processed accounts payable transaction to be posted as an individual batch to the general ledger, clear the **Generate Consolidated Batches** check box on the *General Ledger Preferences* form. (When this check box is selected, the system consolidates into a single batch all transactions in the same currency posted to the same period for all documents being released.)

Daily Field Reports: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for working with daily field reports, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

Before you begin working with the daily field reports, you should make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklists.

Table: Mandatory Settings

Form	Criteria to Check
Enable/Disable Features (CS100000) form	Make sure that the *Projects*, *Construction*, and *Construction Project Management* features are enabled.
Daily Field Reports tab of the *Project Management Preferences* (PJ101000) form	Make sure that all necessary settings related to daily field reports have been specified.
Projects (PM301000) form	Make sure that the necessary project has been created.
Employees (EP203000) form	Make sure that the employee account for the project manager has been created.

Table: Additional Settings

Form	Criteria to Check
Enable/Disable Features (CS100000) form	Make sure that the necessary features from the following list are enabled: • *Time Management*: To be able to track employee activities on the project site • *Change Orders*: To be able to add change orders to the daily field report • *Change Requests*: To be able to add change requests to the daily field report • *Expense Management*: To be able to add the expense receipts related to the report • *Weather Services*: To be able to load weather conditions in daily field reports from weather API services
Vendors (AP303000) form	If it is necessary to keep records about the subcontractor activities on the project site, make sure that accounts for all vendors that represent the necessary subcontractors have been created.
Contacts (CR302000) form	If it is necessary to send emails to the customer contacts, make sure that accounts for all necessary customer contacts have been created.

Approval Workflow Configuration

To make sure that an approval workflow is configured correctly for daily field reports, make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Tasks to Perform
Enable/Disable Features (CS100000) form	Make sure that the *Approval Workflow* feature is enabled.

Form	Tasks to Perform
Assignment and Approval Maps (EP205500) form	Make sure that an approval map for daily field reports has been created, as described in *Daily Field Reports: To Configure Approval for Daily Field Reports*.
Email Templates (SM204003) form	If an employee needs to receive notifications about a pending approval when daily field reports require approval from that employee, make sure that the notification template has been configured.
The **Daily Field Reports** tab of the *Project Management Preferences* (PJ101000) form	Make sure that the approval map for daily field reports is specified in the **DFR Approval Map** box. If an employee needs to receive notifications about daily field reports pending approval, make sure that the needed notification email is specified in the **DFR Approval Notification** box.

Other Settings That Affect the Workflow

You can affect the workflow of daily field reports by specifying additional settings as follows:

- To change the format of daily field report identifiers, adjust the *DFREPORT* numbering sequence on the *Numbering Sequences* (CS201010) form, or create a new numbering sequence and select this sequence in the **DFR Numbering Sequence** box on the **Daily Field Reports** tab of the *Project Management Preferences* (PJ101000) form. For more information on numbering sequences, see *Use of Numbering Sequences*.
- To modify the copy-paste settings of the daily field reports, on the **Copy Settings** tab of the *Project Management Preferences* form, select the **Override Copy-Paste Settings in Daily Field Reports** check box. Then you select or clear the check boxes on the tab to define whether the specified information will be copied from an original daily field report when you create a copy of a daily field report by using the standard **Copy** and **Paste** commands on the form toolbar of the *Daily Field Report* (PJ304000) form.
- To save revisions of a daily field report as PDF files, select the **Enable History Log** check box on the **Daily Field Reports** tab of the *Project Management Preferences* form. All new revisions of the daily field report will be saved as PDF files and listed on the **History** tab on the *Daily Field Report* form.

Drawing Logs: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for working with drawing logs, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

Before you begin working with drawing logs, you should make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000) form	Make sure that the *Projects*, *Construction*, and *Construction Project Management* features are enabled.

Form	Criteria to Check
Drawing Logs tab of the *Project Management Preferences* (PJ101000) form	Make sure that the necessary settings related to drawing logs have been specified.
Projects (PM301000) form	Make sure that the necessary project has been created.

Joint Payments: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for processing joint payments, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially processing joint payments, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000) form	Make sure that the *Construction* feature is enabled.
Vendors (AP303000)	Verify the existence of the vendor records for the main vendor and, optionally, for joint payees. For details, see *Vendors: Implementation Activity*.
Projects (PM301000) form	Make sure that the necessary project and project tasks have been created.
Non-Stock Items (IN202000)	Verify the existence of non-stock items that can be used when creating AP bills. For details, see *Labor Items: General Information*.

Settings That Affect the Workflow

You can affect the joint payment processing workflow by specifying additional system settings as follows:

- On the *Bills and Adjustments* (AP301000) form, for a particular bill with joint payees, you can select the **Pay by Line** check box. In this case, you will be able to specify for which line each payee will receive payment on the **Joint Payees** tab. On release of the related payment, the balance of the line will be decreased.

  If the **Pay by Line** check box is cleared, you specify the amount to be received by each joint payee and by the main vendor. On release of the related payment, the balance of the bill will be decreased.
- The following general ledger settings should be specified on the **Posting Settings** tab of the *General Ledger Preferences* (GL102000) form:
  - Make sure that the **Automatically Post on Release** check box is selected. This setting causes GL batches to be immediately posted after they are released.
  - Clear the **Generate Consolidated Batches** check box to cause every AP transaction you enter to be posted as an individual batch to the general ledger. (When this check box is selected, the system consolidates into a single batch all transactions in the same currency posted to the same period for all documents being released.)
- The following accounts payable settings should be specified on the **General** tab of the *Accounts Payable Preferences* (AP101000) form:

- Select the **Hold Documents on Entry** check box in the **Data Entry Settings** section. This setting gives the created AP bills the *On Hold* status.
- Clear the **Require Vendor Reference** check box in the **Data Entry Settings** section. This setting means that you do not have to enter a vendor reference number in the **Vendor Ref.** box when creating an AP bill on the *Bills and Adjustments* (AP301000) form.
- Make sure that the **Automatically Post on Release** check box is selected in the **Posting Settings** section. This setting indicates that AP bills will be automatically posted to the general ledger once they are released.

With these settings specified and entities defined, users in your company can record and process joint payments in Acumatica ERP quickly and accurately, with a minimum of manual actions.

Testing of Settings

To make sure that all settings are configured correctly, we recommend that you process joint payments, as described in *Joint Payments: Process Activity*.

Lien Waivers: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for sending lien waivers, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you start working with lien waivers, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000) form	Make sure that the *Construction* feature is enabled.
Compliance Preferences (CL301000) form	Make sure that you have selected the **Automatically Generate Lien Waivers** check box in the **Conditional Lien Waivers** section or **Unconditional Lien Waivers** section, depending on which type of lien waivers that you are going to issue. Also, review the following settings and update them, if needed: • In the **Through Date** box, leave *Posting Period End Date*, or select another option to specify the end date of the period for which the vendor signs a lien waiver. • In the **Calculate Amount By** box, leave *Commitment, Project*, or select another option to specify how the system will aggregate the payment amounts.

Form	Criteria to Check
Projects (PM301000) form	In the projects for which lien waivers should be tracked, make sure of the following on the **Lien Waiver Settings** tab: • In the **Through Date** box, you have specified the end date of the period for which the vendor signs a lien waiver for the project. • In the table, the vendor classes and minimum commitment amounts have been specified.
Vendors (AP303000)	For each vendor that requires the generation of lien waivers, make sure of the following: • On the **Financial** tab, the **Generate Lien Waivers Based on Project Settings** check box is selected. • On the **Mailing & Printing** tab, mailing settings have been configured, as illustrated in *Lien Waivers: To Configure Automatic Generation of Lien Waivers*.

Outstanding Lien Waiver Checklist

An outstanding lien waiver is a lien waiver that has not been marked as received and whose **Through Date** on the *Compliance Management* (CL401000) form is earlier than the current business date in the system. The following settings affect the processing of AP documents for which outstanding lien waivers exist.

Form	Criteria to Check
Compliance Preferences (CL301000) form	Make sure that the **Warn Users During AP Bill Entry** check box is selected if you want the system to show a warning indicating that outstanding lien waiver exists for a vendor when a user enters an accounts payable bill
Compliance Preferences (CL301000) form	Make sure that the **Warn Users During Bill Selection for Payment** check box is selected if you want the system to show a warning indicating that outstanding lien waiver exists for a bill when a user attempts to pay this bill.
Compliance Preferences (CL301000) form	Make sure that the **Prevent AP Bill Payment** check box is selected if you want to completely prevent the payment of bills for which linked outstanding lien waivers exist.

Other Settings That Affect the Workflow

You can affect the workflow of lien waiver generation by specifying additional settings as follows:

- To make the system automatically generate lien waivers on paying AP bills that are not related to project commitments (that is, to project-related purchase orders or subcontracts), select the **Generate for AP Documents Not Linked to Commitments** check box in the **Conditional Lien Waivers** section or the **Unconditional Lien Waivers** section of the *Compliance Preferences* (CL301000) form.

- To make the system generate lien waivers for the vendors of a particular vendor class automatically, select the **Generate Lien Waivers Based on Project Settings** check box for this vendor class on the **General** tab of the *Vendor Classes* (AP201000) form.
- To disable the generation of lien waivers for a particular vendor, clear the **Generate Lien Waivers Based on Project Settings** check box on the **Financial** tab of the *Vendors* (AP303000) form.

Photo Logs: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for working with photo logs, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

Before you begin working with photo logs, you should make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000) form	Make sure that the *Construction*, and *Construction Project Management* features are enabled.
Photo Logs tab of the *Project Management Preferences* (PJ101000) form	Make sure that statuses have been configured for photo logs. The *N/A* status, which is the only predefined status in the system, is specified by default for a new photo log. This status cannot be deleted, but you can change its name and description, if needed. For instructions, see *Photo Logs: Implementation Activity*.
File Upload Preferences (SM202550) form	Review the list of the supported image extensions on the form and add additional ones, if needed. After you have saved any changes to the file upload preferences, to apply the changes in the list of file extensions supported for upload, you must clear the system cache by clicking **Reset Caches** on the More menu of the *Apply Updates* (SM203510) form.
Projects (PM301000) form	Make sure that the necessary projects have been created.

Other Settings That Affect the Workflow

You can affect the workflow of daily field reports by specifying additional settings as follows:

- To change the format of photo log identifiers, adjust the *PHOTOLOG* numbering sequence on the *Numbering Sequences* (CS201010) form, or create a new numbering sequence and select this sequence in the **Photo Log Numbering Sequence** box on the **Photo Logs** tab of the *Project Management Preferences* (PJ101000) form. For more information on numbering sequences, see *Use of Numbering Sequences*.
- To change the format of photo identifiers, adjust the *PHOTO* numbering sequence on the *Numbering Sequences* (CS201010) form, or create a new numbering sequence and select this sequence in the **Photo**

Numbering Sequence box on the **Photo Logs** tab of the *Project Management Preferences* (PJ101000) form. For more information on numbering sequences, see *Use of Numbering Sequences*.

- To add the additional attributes that will be available for individual photos in a photo log, specify the list of attributes on the **Photo Logs** tab of the *Project Management Preferences* (PJ101000) form. When a user adds a photo in the photo log, the user specifies the appropriate attribute values for the photo.

Pro Forma Invoice Correction: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for correcting pro forma invoices, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially correct pro forma invoices, you make sure the needed settings have been specified and entities have been created, as summarized in the following checklist.

Form	Tasks to Perform
Enable/Disable Features (CS100000) form	Make sure that the *Projects* feature is enabled.
Projects Preferences (PM101000) form	Make sure that all necessary settings related to project accounting have been specified. For more information about configuration steps that you have to perform before you can start accounting for projects, see *Basic Project Configuration: General Information*.
Projects (PM301000) form	Make sure that the pro forma invoice to be corrected has no corresponding retainage invoices on the **Invoices** tab or these retainage invoices are reversed. For more information on retainage invoices, see *AR Invoices with Retainage: General Information*. Also, make sure that the invoice currency is the same as the project currency. For more information on multicurrency projects, see *Multicurrency Projects: General Information*.
Invoices and Memos (AR301000) form	Make sure that the accounts receivable document created on the release of the pro forma invoice has been released. If the status of the AR document is *On Hold* or *Balanced*, you can just delete the AR document and adjust the pro forma invoice in an ordinary way. Also, make sure that the AR document has no applied payments on the **Applications** tab, or all the applied payments are voided. For more information on payments, see *Invoice Payments: General Information*.

Form	Tasks to Perform
Customers (AR303000) form	Make sure that the default payment method and cash account are specified for the customer. For more information, see *Creating a Customer*.

Other Settings That Affect the Workflow

You can affect the workflow of correcting pro forma invoices by specifying additional settings as follows:

- To make sending by email accounts receivable invoices optional, including those created based on pro forma invoices that have been agreed upon with the customer, clear the **Send Invoices by Email** check box on the **Billing Settings** tab (**Print and Email Settings** section) of the *Customers* (AR303000) form for applicable customers.
- To make printing accounts receivable invoices optional, including those created based on pro forma invoices that have been agreed upon with the customer, clear the **Print Invoices** check box on the **Billing Settings** tab (**Print and Email Settings** section) of the *Customers* form for applicable customers.
- To cause the system to automatically post general ledger transactions generated on release of all accounts receivable invoices, select the **Automatically Post on Release** check box on the **General** tab (**Posting Settings** section) of the *Accounts Receivable Preferences* form.
- To cause the system to post every accounts receivable document as an individual batch to the general ledger, clear the **Generate Consolidated Batches** check box in the **Posting Settings** section of the *General Ledger Preferences* (GL102000) form.

With these settings specified, users in your company can correct pro forma invoices quickly and accurately with a minimum of manual actions.

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that in your system, you correct a pro forma invoice by performing instructions similar to those described in *Project Invoice Correction: To Correct a Closed Pro Forma Invoice*.

Project Cost Projections: Implementation Checklist

The following sections provide details that you can use to ensure that the system is configured properly for creating cost projections, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially create cost projection revisions, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000) form	The *Construction* feature is enabled.

Form	Criteria to Check
Projects Preferences (PM101000) form	All necessary settings related to project accounting have been specified. For more information about the configuration steps that you have to perform before you can start accounting for projects, see *Basic Project Configuration: General Information*.
Projects (PM301000) form	The needed projects have been created, as described in *Project Creation and Processing: General Information*.
Cost Projection Classes (PM203500) form	All needed cost projection classes have been configured, as described in *Project Cost Projections: To Create a Cost Projection Class*. The structure of the cost projection class must correspond to the structure of the project cost budget for which you are preparing a cost projection revision. If you plan to work with date-sensitive cost projections only, you do not need to create cost projection classes.

Approval Workflow Configuration

To make sure that an approval workflow is configured correctly for cost projections, make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist. For more information, see *Approval Configuration: General Information*.

Form	Criteria to Check
Enable/Disable Features (CS100000) form	The *Approval Workflow* feature is enabled.
Approval Maps (EP205015) form	An approval map for cost projections has been created.
Email Templates (SM204003) form	The notification template is configured (if you need employees to receive notifications about pending approvals when cost projections require their approval).

Form	Criteria to Check
The **Approval** tab of the *Projects Preferences* (PM101000) form	The approval map for cost projections with revisions has been specified in the **Cost Projection Approval Map** box. The notification template for cost projections with revisions has been specified in the **Cost Projection Approval Notification** box (if an employee needs to receive notifications about cost projections pending approval). Also, the approval map for date-sensitive cost projections has been specified in the **Cost Projection by Date Approval Map** box. Finally, the notification template for date-sensitive cost projections has been specified in the **Cost Projection Approval Notification** box (if an employee needs to receive notifications about date-sensitive cost projections pending approval).

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that in your system, you create a cost projection for a project by performing instructions similar to those described in *Project Cost Projections: To Prepare a Cost Projection Revision*.

Purchases with a Sales Tax: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for creating an AP bill with a sales tax applied automatically, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially create an AP bill with a sales tax applied automatically, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Chart of Accounts (GL202500) form	The tax-related accounts have been created.
Tax Zones(TX206000)	All needed tax zones have been created.
Tax Categories (TX205500)	The needed tax categories for all goods or services (which are represented as stock items and non-stock items in Acumatica ERP) that your company buys have been created.

Form	Criteria to Check
Taxes (TX205000)	The sales taxes that your company uses have been created. The settings for the tax include the tax rate, the tax calculation method, the tax validity period (if any), and other required parameters. The **Tax Expense** account specified on the **GL Accounts** tab must be mapped to an expense account group.
Vendors (AP303000)	For each tax agency to which you will submit tax reports, a vendor account with the **Vendor is Tax Agency** check box selected have been created. The needed vendors and subcontractors in the Accounts Payable subledger have been created. Depending on the geographical location of the purchase transaction, different taxes can be applied to the document. To define which taxes are applied in the location of your vendor, the appropriate tax zone to each new or existing vendor has to be assigned.
Stock Items(IN202500), *Non-Stock Items* (IN202000)	To calculate tax amounts in the documents in which you specify inventory IDs, the necessary stock items (for goods) and non-stock items (for services) have been created and associated with the appropriate tax category.

Other Settings That Affect the Workflow

The following settings and entities should be specified and defined, respectively:

- The following general ledger settings should be specified on the **Posting Settings** tab of the *General Ledger Preferences* (GL102000) form:
  - Make sure that the **Automatically Post on Release** check box is selected. This setting causes GL batches to be immediately posted after they are released.
  - Clear the **Generate Consolidated Batches** check box to cause every AP transaction you enter to be posted as an individual batch to the general ledger. (When this check box is selected, the system consolidates into a single batch all transactions in the same currency posted to the same period for all documents being released.)
- The following accounts payable settings should be specified on the **General** tab of the *Accounts Payable Preferences* (AP101000) form:
  - Select the **Hold Documents on Entry** check box in the **Data Entry Settings** section. This setting gives the created AP bills the *On Hold* status.
  - Clear the **Require Vendor Reference** check box in the **Data Entry Settings** section. This setting means that you do not have to enter a payment reference number in the **Vendor Ref.** box when creating an AP bill on the *Bills and Adjustments* (AP301000) form.
  - Make sure that the **Automatically Post on Release** check box is selected in the **Posting Settings** section. This setting causes AP bills to be automatically posted to the general ledger once they are released.

With these settings specified and entities defined, users in your company can record and process documents in Acumatica ERP quickly and accurately, with a minimum of manual actions.

Retainage with a Cap: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for billing projects with contract cap retainage, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially perform billing for projects with contract cap retainage, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000) form	Make sure that the following features are enabled: • *Projects* • *Construction* • *Retainage Support* • *Payment Application by Line*
Customers (AR303000) form	Make sure that the following retainage settings have been specified for the customer: • On the **General** tab, the **Apply Retainage** check box is selected, and the default retainage percentage is specified in the **Retainage Percent** box. • On the **GL Accounts** tab, the **Retainage Receivable Account** is specified.
Projects (PM301000) form, **Summary** tab	In a project, make sure that the **Create Pro Forma Invoice on Billing** check box is selected and the retainage settings are specified as follows: • *Contract Cap* is selected in the **Retainage Mode** box. • The percent of the amount of an invoice issued for the project that is retained by the customer is specified in the **Retainage (%)** box. • The contract cap (maximum retainage percentage and amount held for the project) is specified in the **Cap (%)** and **Cap Amount** boxes.

Other Settings That Affect the Workflow

You can affect the processing workflow by specifying additional system settings as follows:

- If the **Change Order Workflow** check box is selected for a project on the **Summary** tab (**Project Properties** section) of the *Projects* (PM301000) form, you can select the **Include CO** check box to make the system calculate the **Contract Total** and **Completed (%)** of the contract based on the revised revenue budget values (with change orders included in the calculation). Otherwise, only original budget values will be used for calculation.

- The following general ledger settings should be specified on the **Posting Settings** tab of the *General Ledger Preferences* (GL102000) form:
  - Make sure that the **Automatically Post on Release** check box is selected. This setting causes GL batches to be immediately posted after they are released.
  - Clear the **Generate Consolidated Batches** check box to cause every AR transaction you enter to be posted as an individual batch to the general ledger. (When this check box is selected, the system consolidates into a single batch all transactions in the same currency posted to the same period for all documents being released.)
- The following accounts receivable settings can be specified on the **General** tab of the *Accounts Receivable Preferences* (AR101000) form:
  - Select the **Hold Documents on Entry** check box in the **Data Entry Settings** section. This setting gives the created AR invoices the *On Hold* status.
  - Clear the **Require Payment Reference on Entry** check box in the **Data Entry Settings** section. This setting means that you do not have to enter a payment reference number in the **Payment Ref.** box when creating an AR invoice on the *Invoices and Memos* (AR301000) form.
  - Make sure that the **Automatically Post on Release** check box is selected in the **Posting Settings** section. This setting causes AR invoices to be automatically posted to the general ledger once they are released.
  - If you want to retain the taxes calculated on the retained amount, you select the **Retain Taxes** check box in the **Retainage Settings** section. If you want to pay full tax amount on the invoice with retainage, you leave this box cleared. For details on the configuration of taxes with retainage, see *AR Invoices with Retainage: Configuration of the Default Retainage Settings*.
  - If you want the system to automatically release retainage documents that you create on the *Release AR Retainage* (AR510000) form, you select the **Automatically Release Retainage Documents** check box. To release them manually, you leave this check box cleared.

  With these settings specified and entities defined, users in your company can record and process documents in Acumatica ERP quickly and accurately, with a minimum of manual actions.

Requests for Information: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for processing a request for information, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

Before you begin processing request for information, you should make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000) form	Make sure that the *Projects*, *Construction*, and *Construction Project Management* features are enabled.
Project Management Preferences (PJ101000) form	Make sure that all necessary settings related to request for information have been specified.
Projects (PM301000) form	Make sure that the necessary project has been created.

Form	Criteria to Check
Project Management Classes (PJ201000) form	If additional settings for a request for information (such as quantity days for an answer and attributes) are necessary to be predefined, make sure that the class with the necessary settings has been created.
Contacts (CR302000) form	Make sure that the needed contacts have been defined in the system.

Subcontracts: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for working with subcontracts, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you work with subcontracts, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Tasks to Perform
Enable/Disable Features (CS100000) form	Make sure the *Construction* feature is enabled.
Subcontracts Preferences (SC101000) form	Make sure the default settings are saved.
Projects (PM301000) form	Make sure that the project has been created and has the *Active* status. For more details, see *Project Creation and Processing: General Information*.
Non-Stock Items (IN202000) form	Make sure that the non-stock items that are going to be used in subcontracts have been defined in the system. In the item settings, the following settings should be specified: • On the **General** tab, the **Require Receipt** check box is cleared. For more information, see *Service Items: General Information*, *Labor Items: General Information*. • On the **Price/Cost** tab, *Purchases* is selected in the **Post Cost to Expenses On** box. For more information, see *Project Material Management: Accrual of the Non-Stock Item's Cost*.

Other Settings That Affect the Workflow

You can affect the workflow of working with subcontracts by specifying additional settings as follows:

- To change the format of subcontract identifiers, adjust the predefined *SUBCONTR* numbering sequence on the *Numbering Sequences* (CS201010) form, or create a new numbering sequence and select this sequence in the **Subcontract Numbering Sequence** box on the **General** tab of the *Subcontracts Preferences* (SC101000) form. For more information on numbering sequences, see *Use of Numbering Sequences*.

> A user can create subcontracts by using the **Create Subcontracts** button on the **Commitments** tab of the *Projects* (PM301000) form only if the numbering sequence that is used for numbering subcontracts is automatically numbered.

- To allow a user to enter project-related subcontract lines that have not been initially specified in a cost budget of a project, select the **Allow Adding New Items on the Fly** check box on the *Projects* form.
- To reduce input errors when users enter subcontracts, set up the validation of subcontract totals by selecting the **Validate Total on Entry** check box on the **General** tab of the *Subcontracts Preferences* form. If this check box is selected, when a user creates a new subcontract on the *Subcontracts* (SC301000) form, to take the subcontract off hold, the user must enter the subcontract total in the **Control Total** box after verifying the details of the subcontract.
- To turn on the approvals for subcontract, select the **Require Approval** check box on the **General** tab of the *Subcontracts Preferences* form and specify the approval map in the **Approval Map** box. For more information about configuring approvals, see *Approval Configuration: General Information*.

Submittals: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for processing submittals, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially process submittals, you make sure that the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000) form	The *Construction* and *Construction Project Management* features have been enabled.
Project Management Preferences (PJ101000) form	Make sure that all necessary settings related to submittals have been specified.
Projects (PM301000) form	The project for which the submittal is created has been defined, the project tasks have been created, and the project and its tasks have been activated.
Employees (EP203000) form	The necessary employee accounts for employees involved in the submittal process have been defined.
Contacts (CR302000) form	The necessary contacts involved in the submittal process have been created.

Other Settings That Affect the Workflow

You can affect submittals and their processing by specifying additional settings as follows:

- If you need to categorize the submittals, you can create submittal types on the **Submittals** tab of the *Project Management Preferences* (PJ101000) form, as described in *Submittals: Implementation Activity*.
- To change the format of the identifiers the system assigns to submittals, adjust the *SUBMITTAL* numbering sequence on the *Numbering Sequences* (CS201010) form, or create a new numbering sequence and select this sequence in the **Submittal Numbering Sequence** box on the **Submittals** tab of the *Project Management*

Preferences (PJ101000) form. For more information on numbering sequences, see *Use of Numbering Sequences*.

By default, the *SUBMITTAL* numbering sequence specifies that the submittal identifier is an automatically generated alphanumeric string that starts with the *SU* prefix and is followed by six digits, such as *SU-000001*.

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that in your system, you process a submittal by performing instructions similar to those described in *Submittals: Process Activity*.

Unit Tracking in Projects: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for tracking units used for projects by processing progress worksheets, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially start to create progress worksheets for projects, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000)	Make sure that the *Projects* and *Construction* features are enabled.
Multiple forms	Make sure that all necessary settings related to project accounting have been specified, as described in *Basic Project Configuration: General Information*.
Projects (PM301000) form	Make sure that the necessary project has been created. In each cost budget line on the **Cost Budget** tab, specify the appropriate option in the **Productivity Tracking** column: • *Template*: Select this option to include the line in a progress worksheet template that can be preloaded to a progress worksheet. • *Not Allowed* (default): Leave this option if the line should not be added to progress worksheets created for the project. • *On Demand*: Select this option to be able to manually add this line to a progress worksheet.

Daily Field Report Checklist

If you plan to create progress worksheets linked to daily field reports, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as described in *Daily Field Reports: Implementation Checklist*.

Approval Workflow Configuration

To make sure that an approval workflow is configured correctly for daily field reports, make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Tasks to Perform
Enable/Disable Features (CS100000) form	Make sure that the *Approval Workflow* feature is enabled.
Assignment and Approval Maps (EP205500) form	Make sure that an approval map for progress worksheets has been created.
Email Templates (SM204003) form	If an employee needs to receive notifications about a pending approval when progress worksheets require approval from that employee, make sure that the notification template is configured.
The **Approval** tab of the *Projects Preferences* (PM101000) form	Make sure that the approval map for progress worksheets is specified in the **Progress Worksheet Approval Map** box. If an employee needs to receive notifications about a progress worksheet that is pending approval, make sure that the needed notification email is specified in the **Progress Worksheet Approval Notification** box.

Other Settings That Affect the Workflow

To change the format of progress worksheet identifiers, adjust the *PROGRESSWS* numbering sequence on the *Numbering Sequences* (CS201010) form or create a new numbering sequence and select this sequence in the **Progress Worksheet Numbering Sequence** box on the **General** tab (**Numbering Sequence** section) of the *Projects Preferences* (PM101000) form.

For more information on numbering sequences, see *Use of Numbering Sequences*.