



Using Project-Based Accounting in e-Procurement

The guidelines below provide basic information on using the new Project-Based Accounting function in the e-Procurement system, launched on June 19, 2006. Additional technical assistance is available by calling **1-866-526-9266** or emailing support@economicengine.com

Step One – Add Your Projects

Before you can begin allocating your awards, you need to create your projects in the system. To create a project:

1. On the left-hand menu, click on **Project-Based Accounting**
2. Click on the **Add Project** button
3. Enter the name of your project and address
4. Click on **Save Changes**

To create additional projects, repeat steps 2 through 4 until you have created all of your projects in the e-Procurement system. This is a one-time requirement, although you can add or make changes to projects at any time.

Step Two – Select Your Default Year

The system automatically tracks based on calendar year. If this is not your fiscal year, to change this from the default:

1. On the left-hand menu, click on **Project-Based Accounting**
2. Next to *Year To Date (YTD) Total Cost is 01/01/2006 through 12/31/2006*, click on **Change**
3. Select your **Starting Date** and **Ending Date**
4. Click **Save**

Step Three – Allocate Your Previous Awards

Now that you have created your projects, you will want to allocate awards you have previously awarded in the system. It is recommended that at a minimum you allocate the awards that you want to identify as part of your current fiscal year.

1. On the left-hand menu, click on **Buyer's Workbench**
2. Select the first bid that has been awarded that you want to allocate by clicking on the **Title** of bid
3. Click on the **Project-Based Accounting** button
4. Click on the relevant **Purchase Order Number**

If you are allocating an award to only one Project

1. Select the box next to each line item. A will appear when a line item has been selected.
2. At the bottom of the screen you will see an area that says *Line Item Information for Checked Line Items*

3. Under this area, select your **Delivery Date** – this determines the month and year the award shows up under in the system
4. Select the appropriate **Project** from the drop-down menu
5. Enter any **Notes** you wish
6. Click on **Save Information**

If you are allocating an award to more than one Project

1. Under the first line item awarded, click on **Add Project-Based Accounting information for this line item**
2. Select the **Delivery Date** for this item – this determines the month and year the award shows up under in the system
3. Select the **Project** using the drop-down menu
4. Add any **Specifications** you wish
5. Select the correct **Unit of Measure** using the drop-down menu
6. Enter the **Quantity** assigned to this project
7. Confirm the **Price** per unit
8. Enter any **Notes** you wish
9. If there is another Project to which part of this line item is being assigned, click on **Additional Project** and repeat steps 6 through 12
10. Once all projects associated with this line have been entered, click on **Save Information**
11. **Repeat Steps 5 through 14 for each additional line item in the award**

Repeat these steps as necessary to allocate your prior awards.

Step Three – Allocate Awards on Ongoing Basis

Once you have allocated your previous awards in the system, you will want to update your information each time you make an award in the system. To do so, follow the steps above under Step Three – Allocate Your Previous Awards

Additional Functions

Current additional functions in this area include the ability to create reports, revise award allocations and view audit trails. Information on each of these functions is below.

Creating Reports

Once you have allocated your awards in the system, you will be able to generate reports by project in the system. You will also be able to save these reports in Excel to your own system.

1. On the left-hand menu, click on **Project-Based Accounting**
2. Click on **View Activity Details** under the project you wish to create a report for
3. Select the **Starting Date** of the report period
4. Select the **Ending Date** of the report period
5. Click on **View Report**

6. If you want to save the report in Excel on your system, click on **Save as Excel File** and save the file under your preferred name on your own system

Revising Information

You can update information anytime in the system. To revise an award that has been allocated:

1. On the left-hand menu, click on **Buyer's Workbench**
2. Select the first bid that has been awarded that you want to allocate by clicking on the **Title** of bid
3. Click on the **Project-Based Accounting** button
4. Click on the relevant **Purchase Order Number**
5. Identify the line item you wish to revise, and click on **Edit Information** under that line item
6. Change the information as needed
7. Click on **Save Information**

Audit Trail

If you use the ability to revise allocation information in the system, you will be creating an audit trail. To view this audit trail:

1. On the left-hand menu, click on **Project-Based Accounting**
2. Under the project you wish to view, click on **View Activity Details**
3. Any line item that has been revised will have an option to click on **Award Revisions**
4. Clicking on **Award Revisions** will bring up a pop-up screen with the revision activity. This screen can be printed for your records.