NIKŪ™

Niku 6 Financial Processing User's Guide

Enter book part number here

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1 Financial Processing Overview

This chapter describes how to access the Financial Processing features. This chapter includes the following information:

- “About Financial Processing” on page 2
- “Accessing Financial Processing From the Home Page” on page 5
- “Accessing Financial Processing From the Work Page” on page 6
- “Accessing Financial Processing Features From the Financial Processing Page” on page 7

About Financial Processing

Financial Processing is comprised of the following features:

- Chapter 2, “Voucher Entry,” beginning on page 9

  Voucher Entry is a centralized place to enter vouchers in to the system. It is a mini voucher system, where the user can enter time, materials, expenses and equipment, and assign them to resources, clients and projects with associated voucher numbers and vendor codes.

- Chapter 3, “Post to Work In Process (WIP),” beginning on page 21

  WIP controls the accounting phases of a transaction. The WIP Post is the most powerful phase gate in the system. Once a transaction has been posted to WIP, it has passed all validation criteria to be entered into the system. WIP is where all costs on a project are captured and capitalized. Transactions do not become available for processing in the accounting system until they are posted to WIP.

- Chapter 4, “Create WIP Adjustments,” beginning on page 29

  The purpose of WIP Adjustments is to make certain corrections to posted WIP transactions. WIP entries often represent committed items for which values may have been posted to General Ledger. Therefore, it is important that access to this feature be tightly controlled. The financial/accounting area of the company will normally administer access to Create WIP Adjustments.

- Chapter 5, “Approve WIP Adjustment,” beginning on page 49

  Approve WIP Adjustment enables a second level involved in determining if WIP adjustments are accurate and necessary. All WIP adjustments need to be approved.

- Chapter 6, “AR Integration,” beginning on page 63

  Posting to Accounts Receivable transfers invoice and credit memo information originating in Niku 6 to the AR module.

- Chapter 7, “Estimates To Complete (ETC) Processing,” beginning on page 69

  The RM-PM Link is the current integration between the project plan and the project accounting modules. The project plan collects ETCs and actuals. The relationship between the Budget, Actuals and ETCs is an intricate one.

- Chapter 8, “Revenue Recognition,” beginning on page 77

  Financial Management offers the capability to recognize revenue on a percentage of complete (POC) basis. For certain types of projects, primarily long-term contracts and retainers, this method of revenue recognition is required. Financial Management POC generates and records transactions that can be posted to the General Ledger for revenue recognition on projects where POC is appropriate. The revenue recognition transactions typically affect revenue and deferred revenue categories of General Ledger accounts.

- Chapter 9, “Transaction Archive,” beginning on page 85

  In order to optimize performance, customers need the ability to archive projects. The user may designate how often the company wants the transactions to be archived when creating a project. Project transactions can be archived automatically at the end of the project, a prompt can suggest archiving at the end of the project, or the user can select when to archive the project transactions. The users also need a method to access records that have been archived.

- Chapter 10, “Niku GL Integration,” beginning on page 93

  Niku integration to a GL module allows users to collect information for ongoing internal and client projects, and post transactions in summary from Niku to the GL. Transaction information available to be posted includes time, revenue, expenses, adjustments and costs.

- Chapter 11, “Niku Financial Integrations,” beginning on page 123

Niku Financial Integrations provides the same user interface when distributing costs to projects in Niku, whether accessed through an Accounts Payable (AP), Inventory (IV), or Purchase Order (PO) module, or directly. Niku Financial Integrations performs the tasks of distributing costs, generating reports and posting distributions by client, project, cost code, and employee from the third-party module to Revenue Niku.

Accessing Financial Processing From the Home Page

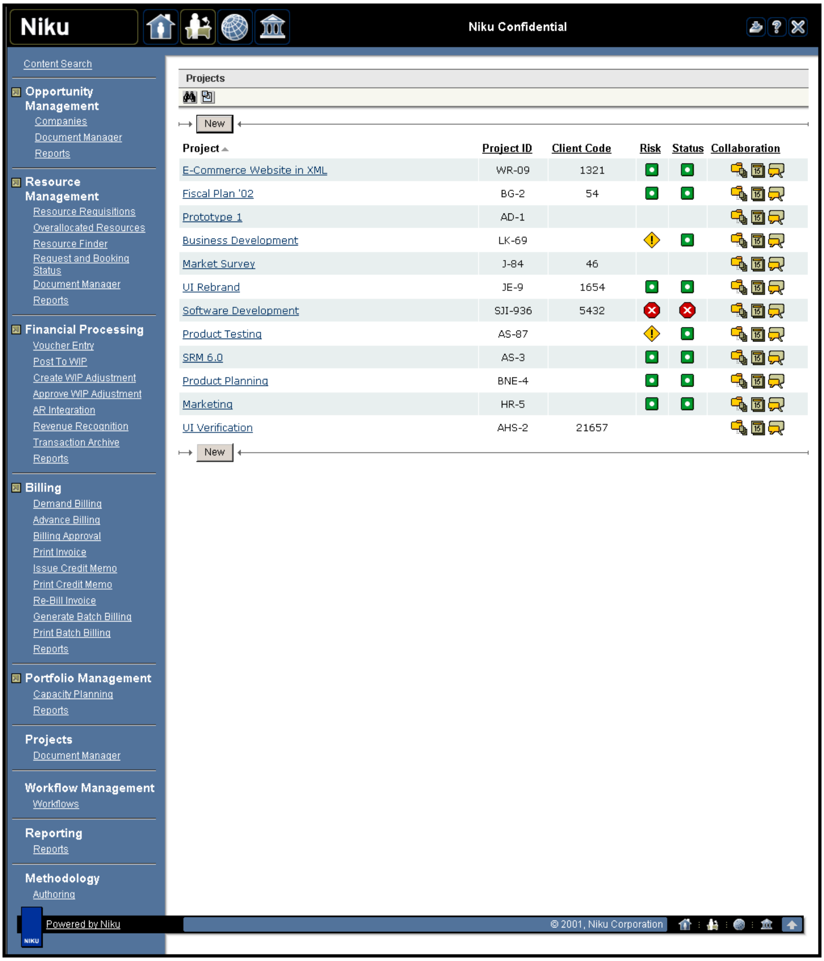
The Home Page enables you to navigate throughout the Niku 6 to include the Financial Processing features.

To access the Financial Processing features, log into Niku 6. From the Home Page, under Work, click Financial Processing. On the Financial Processing Page, click on the desired feature link on the left.

Accessing Financial Processing From the Work Page

The Financial Processing features can be accessed from the Work Page. The Work Page is accessed in two ways:

- From the Home Page, click on the launch button to the left of Work.
- You have been sent to the Work Page by completing / canceling a previous Financial Processing feature.



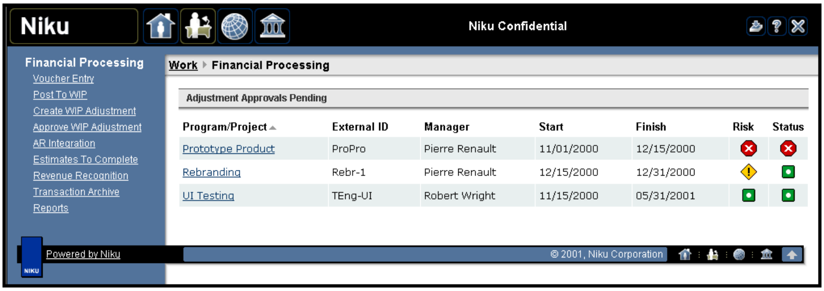
The Financial Processing features can be accessed directly on the Work Page by clicking the desired feature link on the left side of the Page under Financial Processing.

Accessing Financial Processing Features From the Financial Processing Page

The Financial Processing Page enables you to access any of the financial processing features. These features include:

- Voucher Entry
- Post to WIP
- Create WIP Adjustment
- Approve WIP Adjustment
- AR Integration
- Estimates to Complete
- Revenue Recognition
- Transaction Archive
- GL Integration
- Financial Integrations
- Reports

To view the Financial Processing Page from the Home Page, under Work click the <Financial Processing> Link.



You can get to a Financial Processing feature is by clicking the feature link on the left side of the Financial Processing Page.

2 Voucher Entry

This chapter describes how to view and create vouchers. This chapter includes the following information:

- “About Voucher Entry” on page 10
- “Voucher Entry Page” on page 11
- “Voucher Entry Detail Page” on page 16

About Voucher Entry

Voucher Entry is a centralized place to enter vouchers in to the system. It is a mini voucher system, where the user can enter time, materials, expenses and equipment, and assign them to resources, clients and projects with associated voucher numbers and vendor codes.

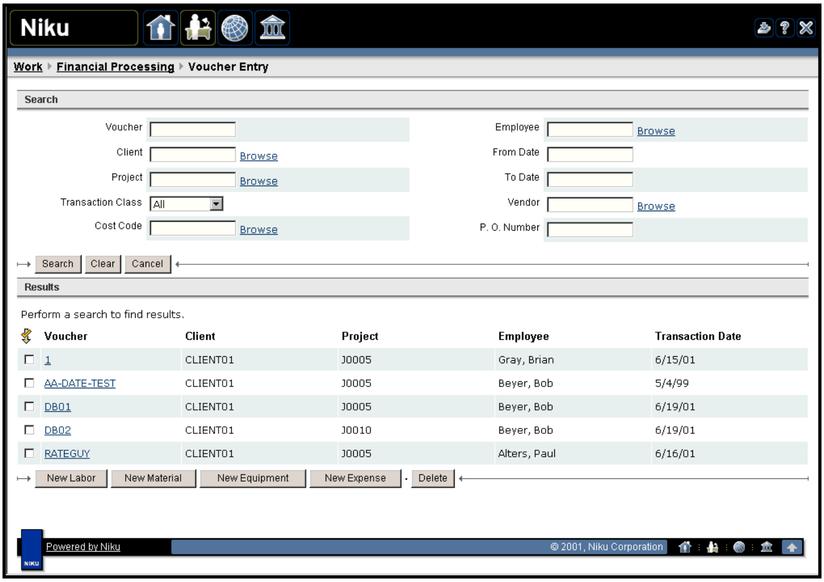
Voucher Entry Page

The Voucher Entry Page enables you to search for, create new and delete vouchers.

To view the Voucher Entry Page from the Home Page, under Work click Financial Processing ▸ Voucher Entry.

To view the Voucher Entry Page from the Work Page, under Financial Processing click the <Voucher Entry> Link.

To view the Voucher Entry Page from the Financial Processing Page, click the <Voucher Entry> Link.



The following table describes the items that appear on the Voucher Entry Page.

Item	Description
Search	Locates and displays results based on information entered in search attribute fields. The search results appear in the Results section on the Voucher Entry Page. See “How to Search for a Voucher” on page 14.
Clear	Clears the search attribute fields.
Cancel	Cancels the action and returns to the Financial Processing Page.
New Labor	Allows you to create a new voucher with a Transaction Class of Labor. See “How to Create a New Voucher” on page 14.
New Material	Allows you to create a new voucher with a Transaction Class of Material. See “How to Create a New Voucher” on page 14.
New Equipment	Allows you to create a new voucher with a Transaction Class of Equipment. See “How to Create a New Voucher” on page 14.
New Expense	Allows you to create a new voucher with a Transaction Class of Expenses. See “How to Create a New Voucher” on page 14.
Delete	Allows you to delete a voucher by selecting the Voucher checkbox and clicking <Delete>. See “How to Delete a Voucher” on page 15.
Browse (link)	Browse for an object or set of objects to include in the filtering criteria.
Client	The Client Code is a unique identifier for the client. Every client must have a Client Code
Project	Grouping of all services (work) and goods to be provided for a given job.

Item	Description
Cost Code	The services being performed or items being used to complete a given project. Cost Codes fall into one of four transaction classes: ◆ Labor ◆ Material ◆ Equipment ◆ Expense There is no limit to the number that can be defined.
From Date	Restricts the search results to include only those on or after the specified date.
To Date	Restricts the search results to include only those on or before the specified date.
Transaction Class	Transactions are organized into classes: ◆ Labor ◆ Materials ◆ Equipment ◆ Expense The Class field provides an identifier to the system to control how to process a given transaction. The user can define as many Transaction Types as required, for a given Transaction Class.
Site	
Employee	Individuals who enter time spent on performing their respective services for one or multiple projects.
Voucher	
Vendor	
PO #	Purchase Order Number.
Quantity	
Cost	
Voucher	

Item	Description
Client	The Client Code is a unique identifier for the client. Every client must have a Client Code
Project	Grouping of all services (work) and goods to be provided for a given job.
Resource	
Transaction Date	

How to Search for a Voucher

To do a Search:

1 In the Search section on the Voucher Entry Page, enter any of the search criteria.

2 Click <Search>.

3 The search results appear in the Results section on the Voucher Entry Page.

How to Create a New Voucher

To create a new Voucher:

1 Do a search. See “How to Search for a Voucher” on page 14.

2 Check the Results section of the Voucher Entry Page to make sure the voucher you want does not exist.

3 Click on <New Labor>, <New Material>, <New Equipment>, or <New Expense> (depending on the Transaction Class of the new voucher you want to create).

4 The Voucher Entry Detail Page appears. See “Voucher Entry Detail Page” on page 16.

How to Delete a Voucher

To delete a Voucher:

1. Do a search. See "How to Search for a Voucher" on page 14.
2. In the Results section of the Voucher Entry Page, select the Voucher you want to delete by clicking in the checkbox.
3. Click on <Delete>.
4. The Voucher is deleted.

How to View an Existing Voucher

To view an existing Voucher:

1. Do a search. See "How to Search for a Voucher" on page 14.
2. In the Results section of the Voucher Entry Page, under the Voucher column, click on the link of the Voucher you want to view.
3. The Voucher Entry Detail Page appears. See "Voucher Entry Detail Page" on page 16.

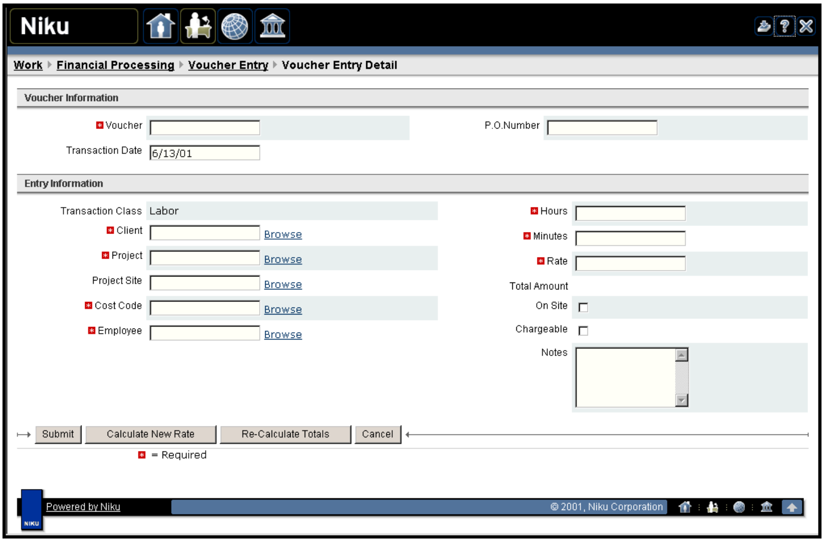
Voucher Entry Detail Page

The Voucher Entry Detail Page enables you to create a new voucher, view an existing voucher, calculate a new rate or recalculate totals.

To view the Voucher Entry Detail Page (for a new voucher) from the Home Page, under Work click Financial Processing ▸ Voucher Entry. Click on the <New Labor>, <New Material>, <New Equipment>, or <New Expense> button.

To view the Voucher Entry Detail Page (for a new voucher) from the Work Page, under Financial Processing click on Voucher Entry. Click on the <New Labor>, <New Material>, <New Equipment>, or <New Expense> button.

To view the Voucher Entry Detail Page (for an existing voucher) from the Voucher Entry Page, look in the Results section of the Voucher Entry Page. Under the Voucher column, click on the link of the Voucher you want to view.



The following table describes the items that appear on the Voucher Entry Detail Page.

Item	Description
Submit	Saves and submits a new voucher. See “How to Submit a New Voucher” on page 19. Note: Prior to submitting a new voucher, it can be modified during input by clicking the appropriate field and changing the attributes. Once a voucher has been submitted, it cannot be changed.
Calculate New Rate	Calculates the new rate after changes are made to the attribute fields. See “How to Calculate a New Rate” on page 19. Note: All required fields must be entered before calculating. The new rate is not saved unless the voucher is submitted.
Re-Calculate Totals	Re-calculates the total after changes are made to the attribute fields. See “How to Recalculate the Total” on page 19. Note: All required fields must be entered before recalculating. The new total is not saved unless the voucher is submitted.
Cancel	Cancels the action and returns to the Financial Processing Page.
Browse (link)	Browse for an object or set of objects to include in the filtering criteria.
Voucher	
Vendor	
PO #	Purchase Order Number.
Transaction Date	

<table>
<tr><th>Item</th><th>Description</th></tr>
<tr><td>Transaction Class</td><td>Transactions are organized into classes:
◆ Labor
◆ Materials
◆ Equipment
◆ Expense
The Class field provides an identifier to the system to control how to process a given transaction. The user can define as many Transaction Types as required, for a given Transaction Class.</td></tr>
<tr><td>Client</td><td>The Client Code is a unique identifier for the client. Every client must have a Client Code</td></tr>
<tr><td>Project</td><td>Grouping of all services (work) and goods to be provided for a given job.</td></tr>
<tr><td>Project Site</td><td></td></tr>
<tr><td>Cost Code</td><td>The services being performed or items being used to complete a given project. Cost Codes fall into one of four transaction classes:
◆ Labor
◆ Material
◆ Equipment
◆ Expense
There is no limit to the number that can be defined.</td></tr>
<tr><td>Resource</td><td></td></tr>
<tr><td>Quantity</td><td></td></tr>
<tr><td>Price</td><td></td></tr>
<tr><td>Cost</td><td></td></tr>
<tr><td>Total Amount</td><td></td></tr>
<tr><td>Chargeable</td><td>A transaction representing costs (labor, material, equipment, or expense) that may be billed to a client.</td></tr>
</table>

Item	Description
Total Amount	
Notes	

How to Submit a New Voucher

Note: Prior to submitting a new voucher, it can be modified during input by clicking the appropriate field and changing the attributes. Once a voucher has been submitted, it cannot be changed.

To create a new voucher:

1. Enter the data in the Voucher Information section.
2. Enter the data in the Entry Information section.
3. Click <Submit>.

How to Calculate a New Rate

Note: All required fields must be entered before calculating. The new rate is not saved unless the transaction is submitted. If you do not want to save this new rate, click <Cancel>.

To calculate a new rate:

1. Make the appropriate changes in the attribute fields:
2. Click <Calculate New Rate>.
3. If this transaction is to be submitted, click <Submit>.

How to Recalculate the Total

Note: All required fields must be entered before recalculating. The new total is not saved unless the transaction is submitted. If you do not want to save this new total, click <Cancel>.

To recalculate the total:

1. Make the appropriate changes in the attribute fields:

2. Click <Recalculate Total>.
3. If this transaction is to be submitted, click <Submit>.

3 Post to Work In Process (WIP)

This chapter describes how to post and preview Work In Process. This chapter includes the following information:

- "About Post to Work In Process" on page 22
- "Post to WIP Page" on page 23
- "Preview Page" on page 26

About Post to Work In Process

Work in Process (WIP) is the most important, fundamental concept in the project accounting domain. The set of tables that make up WIP contain every transaction that is entered into the accounting system.

WIP controls the accounting phases of a transaction. The WIP Post is the most powerful phase gate in the system. Once a transaction has been posted to WIP, it has passed all validation criteria to be entered into the system. WIP is where all costs on a project are captured and capitalized.

Transactions do not become available for processing in the accounting system until they are posted to WIP. The accounting staff are periodically required to post transaction to WIP so that they can perform billing, invoicing, posting to Accounts Receivable (AR), posting to General Ledger (GL) and WIP adjustments.

There are two types of postings:

- **Full Post** — Users who wish to post all accumulated transactions for a specified time period that have been entered into the system for project accounting purposes would choose to do a full post. A full posts would be performed if the total volume of transactions were relatively small. Users can preview the total number of transactions to be posted and decided to continue posting all the transactions.

- **Selective Post** — Users with large numbers of transactions to be posted may choose to do a selective post. A selective post allows flexibility to choose transaction types to post and/or locations, clients, projects and employees. This narrows down the amount of transactions to be posted at one time. This is also useful when there are small amounts of transactions that had not been entered in time during an accounting period.

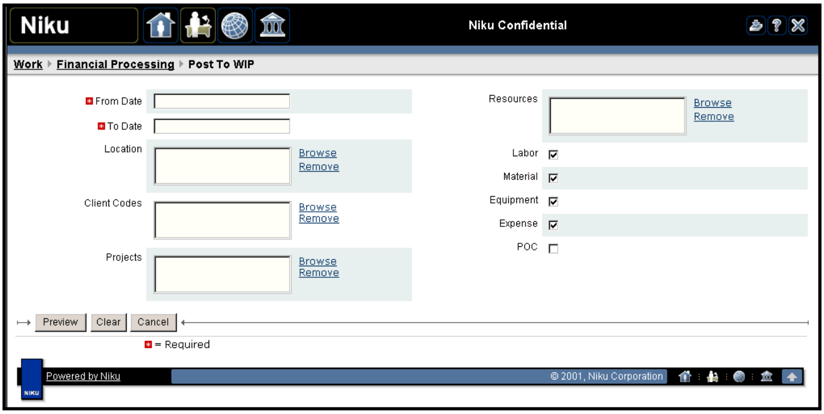
Post to WIP Page

The Post to WIP Page enables you to view transactions based on user entered criteria in order to perform a Post to WIP.

To view the Post to WIP Page from the Home Page, under Work click Financial Processing ▸ Post to WIP.

To view the Post to WIP Page from the Work Page, under Financial Processing click the <Post to WIP> Link.

To view the Post to WIP Page from the Financial Processing Page, click the <Post to WIP> Link.



The following table describes the items that appear on the Post to WIP Page.

Item	Description
Preview	Allows you to preview transactions based on information entered in the Post to WIP Page. See “How to Preview a Post” on page 24.
Clear	Clears all data fields.
Cancel	Cancels current action and takes you to the Financial Processing Page.

Item	Description
Browse (link)	Browse for an object or set of objects to include in the filtering criteria.
Remove (link)	Remove an object or set of objects from the filtering criteria.
From Date	Restricts the search results to include only those on or after the specified date.
To Date	Restricts the search results to include only those on or before the specified date.
Location	Each Client has at least one Location, but each Client may have multiple Locations. Usually refers to the various physical locations at which an Client performs business.
Client Code	The Client Code is a unique identifier for the client. Every client must have a Client Code
Projects	Grouping of all services (work) and goods to be provided for a given job.
Resources	
Labor	
Material	
Equipment	
Expense	
POC	Percentage Of Completion - A method of revenue recognition for certain types of projects, primarily long-term and retainer contracts, on a percent of completion basis

How to Preview a Post

To preview a Post:

1 Enter data in one or more of the fields in the Selective Post section.

Note: To view all transactions (to perform a full post), you only need to enter the From Date and To Date.

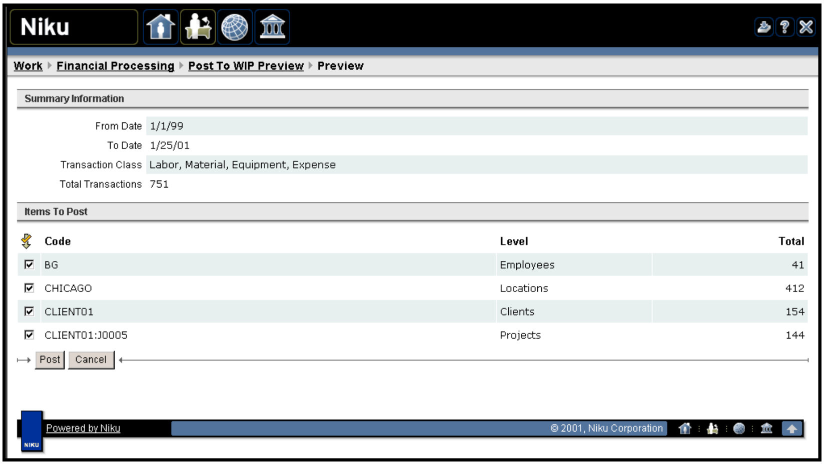
2 Click <Preview> and the Preview Page appears. See “Preview Page” on page 26.

Preview Page

The Preview Page enables you to select items to post from the previewed list.

To view the Preview Page from the Home Page, under Work click Financial Processing ▸ Post to WIP. Enter information in the fields and click <Preview>.

To view the Preview Page from the Work Page, under Financial Processing click the <Post to WIP> Link. Enter information in the fields and click <Preview>.



The following table describes the items that appear on the Preview Page.

Item	Description
Post	Posts all checkboxed items. See “How to Post Items” on page 27.
Cancel	Cancels action and takes you to the Post to WIP Page.
From Date	Restricts the search results to include only those on or after the specified date.

Item	Description
To Date	Restricts the search results to include only those on or before the specified date.
Transaction Class	Transactions are organized into classes: ◆ Labor ◆ Materials ◆ Equipment ◆ Expense The Class field provides an identifier to the system to control how to process a given transaction. The user can define as many Transaction Types as required, for a given Transaction Class.
Total Transactions	
Level	
Code	
Total	

How to Post Items

To Post selected items:

1. Click the checkbox for the transaction(s) that you want to post.
2. Click <Post>. The transactions are posted and the Post to WIP Page appears.

4 Create WIP Adjustments

This chapter describes how to modify, reverse or transfer a Work In Process (WIP). This chapter includes the following information:

- "About Create WIP Adjustments" on page 30
- "Create WIP Adjustment Page" on page 31
- "Modify Transaction Page (for Equipment, Expenses and Material)" on page 36
- "Modify Transaction Page (for Labor)" on page 40
- "Transfer Transaction Page" on page 44
- "Transfer Status Page" on page 47

About Create WIP Adjustments

The purpose of WIP Adjustments is to make certain corrections to posted WIP transactions. WIP entries often represent committed items for which values may have been posted to General Ledger. Therefore, it is important that access to this feature be tightly controlled. The financial/accounting area of the company will normally administer access to Create WIP Adjustments.

There are three types of WIP Adjustments: Modify, Reverse, and Transfer.

- Modify refers to changing the data within a transaction, such as the number of hours worked, the rate charged in a labor transaction, or the cost for a materials transaction.
- Reverse generates a transaction that cancels the original transaction, and provides a complete audit trail.
- Transfer occurs when a transaction or set of transactions is moved from one entity, client, cost code or employee to another at the same level of grouping. The transfer generates an automatic reversing entry along with the new replacement entry.

To ensure data integrity, when a WIP Adjustment is entered, the associated WIP transaction(s) are placed on hold until the WIP Adjustment has been approved. Therefore, WIP items awaiting WIP adjustment approval are not available for billing even though they are available for reporting.

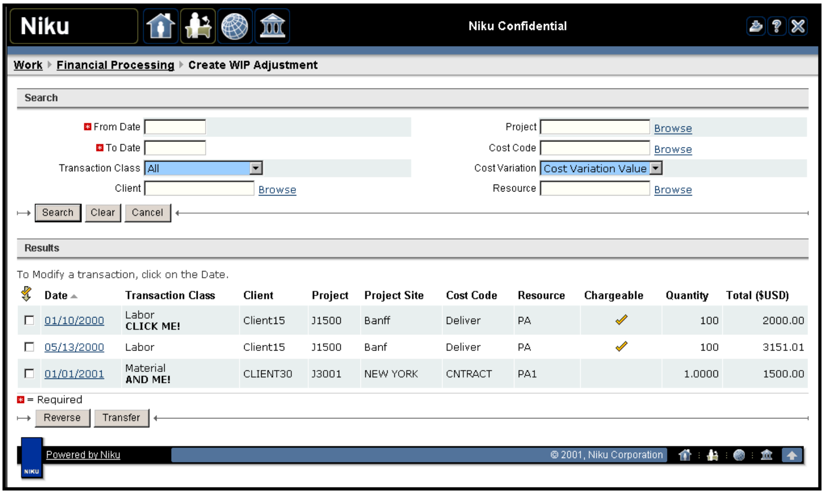
Create WIP Adjustment Page

The Create WIP Adjustment Page enables you to modify, reverse or transfer a WIP transaction.

To view the Create WIP Adjustment Page from the Home Page, under Work click Financial Processing ▸ Create WIP Adjustment.

To view the Create WIP Adjustment Page from the Work Page, under Financial Processing click the <Create WIP Adjustment> Link.

To view the Create WIP Adjustment Page from the Financial Processing Page, click the <Create WIP Adjustment> Link.



The following table describes the items that appear on the Create WIP Adjustment Page.

Item	Description
Search	Locates and displays results based on information entered in search attribute fields. The search results appear in the Results section on the Create WIP Adjustment Page. See “How to Search for a WIP Transaction” on page 34.
Clear	Clears the search attribute fields.
Cancel	Cancels the action and returns to the Financial Processing Page.
Modify	Allows you to modify a transaction by selecting the Transaction checkbox and clicking <Modify>. See “How to Modify a WIP Transaction” on page 34.
Reverse	Allows you to reverse a transaction by selecting the Transaction checkbox and clicking Reverse. See “How to Reverse a WIP Transaction” on page 34.
Transfer	Allows you to transfer a transaction by selecting the Transaction checkbox and clicking Transfer. See “How to Transfer a WIP Transaction” on page 35.
Browse (link)	Browse for an object or set of objects to include in the filtering criteria.
From Date	Restricts the search results to include only those on or after the specified date.
To Date	Restricts the search results to include only those on or before the specified date.

Item	Description
Transaction Class	Transactions are organized into classes: ◆ Labor ◆ Materials ◆ Equipment ◆ Expense The Class field provides an identifier to the system to control how to process a given transaction. The user can define as many Transaction Types as required, for a given Transaction Class.
Client	The Client Code is a unique identifier for the client. Every client must have a Client Code
Project	Grouping of all services (work) and goods to be provided for a given job.
Cost Code	The services being performed or items being used to complete a given project. Cost Codes fall into one of four transaction classes: ◆ Labor ◆ Material ◆ Equipment ◆ Expense There is no limit to the number that can be defined.
Cost Variation	
Resource	
Date	
Chargeable	A transaction representing costs (labor, material, equipment, or expense) that may be billed to a client.
Quantity	
Total	

How to Search for a WIP Transaction

To do a Search:

1. In the Search section on the Create WIP Adjustment Page, enter any of the search criteria.
2. Click <Search>.
3. The search results appear in the Results section on the Create WIP Adjustment Page.

How to Modify a WIP Transaction

To modify a WIP transaction:

1. Do a search. See “How to Search for a WIP Transaction” on page 34.
2. Click the <Date> Link next to the transaction that is to be modified.
3. The Modify Transaction Page appears. See “Modify Transaction Page (for Equipment, Expenses and Material)” on page 36 or “Modify Transaction Page (for Labor)” on page 40.

How to Reverse a WIP Transaction

Reverses to a transaction can be made if the following is true:

- It has been Posted
- It has been Approved
- It is not currently in the Adjustment process
- It has not been Billed or currently in the Billing process
- It has not been Reversed
- The project has not been closed

Once a transaction search has been completed, perform the following to reverse the transaction:

1. On the Create WIP Adjustment Page, click the checkbox next to the transaction(s) that are to be reversed.
2. Click <Reverse>.
3. The transaction is reversed and is no longer seen in the Results section of the Create WIP Adjustment Page.

How to Transfer a WIP Transaction

To transfer a WIP transaction:

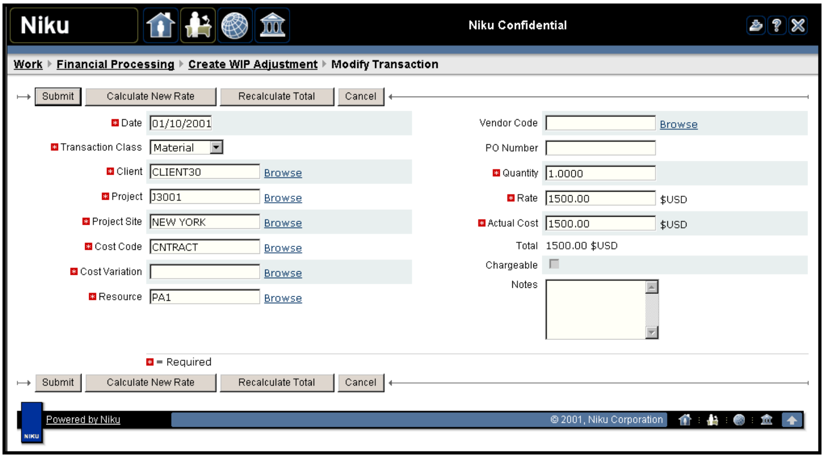
1. On the Create WIP Adjustment Page, click the checkbox next to the transaction(s) that are to be transferred.
2. Click <Transfer>.
3. The Transfer Transaction Page appears. See “Transfer Transaction Page” on page 44.

Modify Transaction Page (for Equipment, Expenses and Material)

The Modify Transaction Page enables you to make changes to a WIP transaction. Modifications or changes to a transaction can be made if the following is true:

- It has been Posted
- It has been Approved
- It is not currently in the Adjustment process
- It has not been Billed or currently in the Billing process
- It has not been Reversed
- The project has not been Closed

To view the Modify Transaction Page from the Create WIP Adjustment Page, click the <Date> Link in the Results section, next to the transaction that is to be modified.



The following table describes the items that appear on the Modify Transaction Page (for equipment, expenses and material).

Item	Description
Submit	Saves and submits a modified transaction. See “How to Submit a Modification” on page 38.
Calculate New Rate	Calculates the new rate after changes are made to the attribute fields. Note: The new rate is not saved unless the voucher is submitted.
Recalculate Total	Re-calculates the total after changes are made to the attribute fields. Note: The new total is not saved unless the voucher is submitted.
Cancel	Cancels the action and returns to the Create WIP Adjustment Page.
Browse (link)	Browse for an object or set of objects to include in the filtering criteria.
Date	
Transaction Class	Transactions are organized into classes: ◆ Labor ◆ Materials ◆ Equipment ◆ Expense The Class field provides an identifier to the system to control how to process a given transaction. The user can define as many Transaction Types as required, for a given Transaction Class.
Client	The Client Code is a unique identifier for the client. Every client must have a Client Code
Project	Grouping of all services (work) and goods to be provided for a given job.
Project Site	

Item	Description
Cost Code	The services being performed or items being used to complete a given project. Cost Codes fall into one of four transaction classes: ◆ Labor ◆ Material ◆ Equipment ◆ Expense There is no limit to the number that can be defined.
Cost Variation	
Resource	
Vendor Code	
PO Number	
Quantity	
Rate	
Actual Cost	
Total	
Chargeable	A transaction representing costs (labor, material, equipment, or expense) that may be billed to a client.
Notes	

How to Submit a Modification

To submit a modification:

1 Make the appropriate changes in the attribute fields.

2 If modifications were made that affect the rate or total, the <Calculate New Rate> and the <Recalculate Total> buttons must be clicked prior to submitting the modifications.

Note: If changes are made on screen that affect the rate or total, the new rate or new total will not take affect until the <Calculate New Rate> and the <Recalculate Total> buttons are clicked prior to submitting.

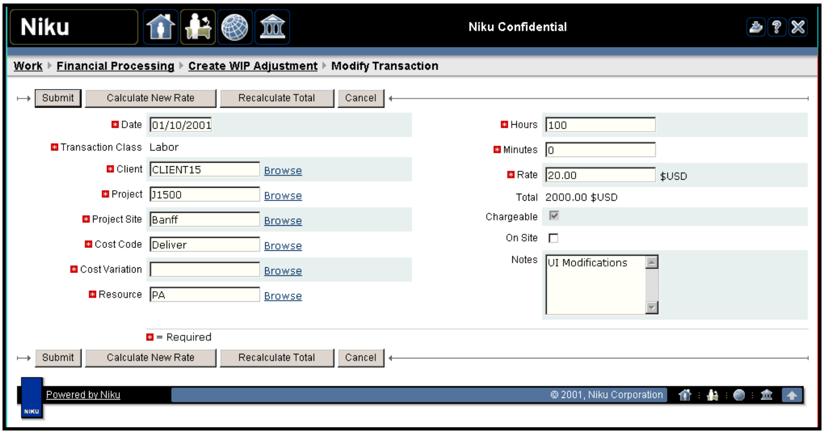
3 Click <Submit>.

Modify Transaction Page (for Labor)

The Modify Transaction Page enables you to make changes to a WIP transaction. Modifications or changes to a transaction can be made if the following is true:

- It has been Posted
- It has been Approved
- It is not currently in the Adjustment process
- It has not been Billed or currently in the Billing process
- It has not been Reversed
- The project has not been Closed

To view the Modify Transaction Page from the Create WIP Adjustment Page, click the <Date> Link in the Results section, next to the transaction that is to be modified.



The following table describes the items that appear on the Modify Transaction Page (for labor).

Item	Description
Submit	Saves and submits a modified transaction. See “How to Submit a Modification” on page 38.
Calculate New Rate	Calculates the new rate after changes are made to the attribute fields. Note: The new rate is not saved unless the voucher is submitted.
Recalculate Total	Re-calculates the total after changes are made to the attribute fields. Note: The new total is not saved unless the voucher is submitted.
Cancel	Cancels the action and returns to the Create WIP Adjustment Page.
Browse (link)	Browse for an object or set of objects to include in the filtering criteria.
Date	
Transaction Class	Transactions are organized into classes: ◆ Labor ◆ Materials ◆ Equipment ◆ Expense The Class field provides an identifier to the system to control how to process a given transaction. The user can define as many Transaction Types as required, for a given Transaction Class.
Client	The Client Code is a unique identifier for the client. Every client must have a Client Code
Project	Grouping of all services (work) and goods to be provided for a given job.
Project Site	

Item	Description
Cost Code	The services being performed or items being used to complete a given project. Cost Codes fall into one of four transaction classes: ◆ Labor ◆ Material ◆ Equipment ◆ Expense There is no limit to the number that can be defined.
Cost Variation	
Resource	
Hours	
Minutes	
Rate	
Total	
Chargeable	A transaction representing costs (labor, material, equipment, or expense) that may be billed to a client.
On Site	Indicates that the work was performed at the client’s location.
Notes	

How to Submit a Modification

To submit a modification:

1 Make the appropriate changes in the attribute fields.

2 If modifications were made that affect the rate or total, the <Calculate New Rate> and the <Recalculate Total> buttons must be clicked prior to submitting the modifications.

Note: If changes are made on screen that affect the rate or total, the new rate or new total will not take affect until the <Calculate New Rate> and the <Recalculate Total> buttons are clicked prior to submitting.

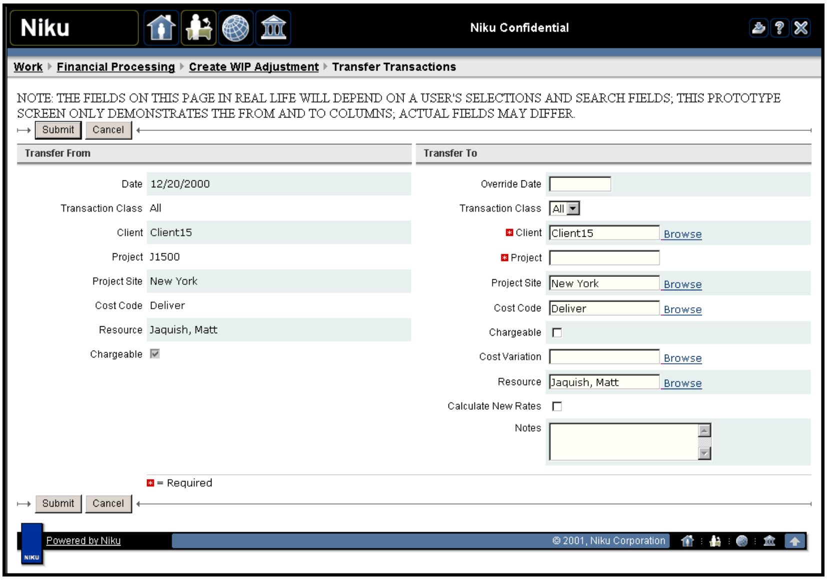
3 Click <Submit>.

Transfer Transaction Page

The Transfer Transaction Page allows you to transfer a WIP transaction. Transfers to a transaction can be made if the following is true:

- It has been Posted
- It has been Approved
- It is not currently in the Adjustment process
- It has not been Billed or currently in the Billing process
- It has not been Reversed
- The project has not been closed

To view the Transfer Transaction Page from the Create WIP Adjustment Page, click the checkbox next to the transaction that is to be transferred and click <Transfer>.



The following table describes the items that appear on the Transfer Transaction Page.

Item	Description
Submit	Saves and submits a transferred transaction. See “How to Submit a Transfer Transaction” on page 46.
Cancel	Cancels the action and returns to the Create WIP Adjustment Page.
Browse (link)	Browse for an object or set of objects to include in the filtering criteria.
Date	
Override Date	
Transaction Class	Transactions are organized into classes: ◆ Labor ◆ Materials ◆ Equipment ◆ Expense The Class field provides an identifier to the system to control how to process a given transaction. The user can define as many Transaction Types as required, for a given Transaction Class.
Client	The Client Code is a unique identifier for the client. Every client must have a Client Code
Project	Grouping of all services (work) and goods to be provided for a given job.
Project Site	
Cost Code	The services being performed or items being used to complete a given project. Cost Codes fall into one of four transaction classes: ◆ Labor ◆ Material ◆ Equipment ◆ Expense There is no limit to the number that can be defined.

Item	Description
Chargeable	A transaction representing costs (labor, material, equipment, or expense) that may be billed to a client.
Cost Variation	
Resource	
Calculate New Rates	
Notes	

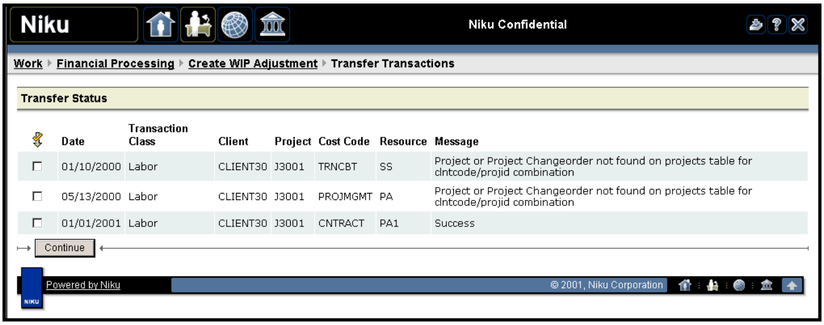
How to Submit a Transfer Transaction

To submit a transfer transaction:

1. Make the appropriate changes in the attribute fields:
2. Click <Submit>.
3. The Transfer Status Page appears. See “Transfer Status Page” on page 47.

Transfer Status Page

To view the Transfer Status Page from the Transfer Transaction Page, make the appropriate changes in the attribute fields and click <Submit>.



The following table describes the items that appear on the Transfer Status Page.

Item	Description
Continue	Returns you to the Create WIP Adjustment Page.
Date	
Transaction Class	Transactions are organized into classes: ◆ Labor ◆ Materials ◆ Equipment ◆ Expense The Class field provides an identifier to the system to control how to process a given transaction. The user can define as many Transaction Types as required, for a given Transaction Class.
Client	The Client Code is a unique identifier for the client. Every client must have a Client Code

Item	Description
Resource	
Message	

5 Approve WIP Adjustment

This chapter describes how to approve a Work In Process (WIP). This chapter includes the following information:

- "About Approve WIP Adjustment" on page 50
- "Approve WIP Adjustment Page" on page 51
- "Details Page (Transferred Transaction)" on page 56
- "Details Page (Reversed Transaction)" on page 59

About Approve WIP Adjustment

Approve WIP Adjustment enables a second level involved in determining if WIP adjustments are accurate and necessary. All WIP adjustments need to be approved.

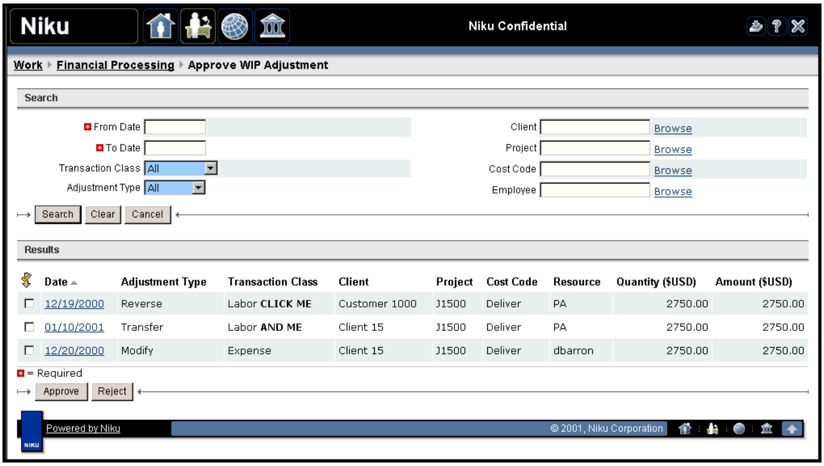
Approve WIP Adjustment Page

The Approve WIP Adjustment Page enables you to approve or reject a WIP adjustment.

To view the Approve WIP Adjustment Page from the Home Page, under Work click Financial Processing ▸ Approve WIP Adjustment.

To view the Approve WIP Adjustment Page from the Work Page, under Financial Processing, click <Approve WIP Adjustment> Link.

To view the Approve WIP Adjustment Page from the Financial Processing Page, click <Approve WIP Adjustment> Link.



The following table describes the items that appear on the Approve WIP Adjustment Page.

Item	Description
Search	Locates and displays results based on information entered in search attribute fields. The search results appear in the Results section on the Approve WIP Adjustment Page. See “How to Search for a WIP Adjustment” on page 54.
Clear	Clears the search attribute fields.

Item	Description
Cancel	Cancels the action and returns to the Financial Processing Page.
View	Allows you to view a WIP Adjustment by clicking the checkbox next to the Date by the Adjustment Type that you want to view. The Details Page appears. See “How to View a WIP Adjustment” on page 54.
Approve	Approves a WIP Adjustment transaction. See “How to Approve a WIP Adjustment (Without Viewing)” on page 54.
Reject	Rejects a WIP Adjustment transaction. See “How to Reject a WIP Adjustment (Without Viewing)” on page 55.
Browse (link)	Browse for an object or set of objects to include in the filtering criteria.
From Date	Restricts the search results to include only those on or after the specified date.
To Date	Restricts the search results to include only those on or before the specified date.
Transaction Class	Transactions are organized into classes: ◆ Labor ◆ Materials ◆ Equipment ◆ Expense The Class field provides an identifier to the system to control how to process a given transaction. The user can define as many Transaction Types as required, for a given Transaction Class.
Adjustment Type	
Client	The Client Code is a unique identifier for the client. Every client must have a Client Code
Project	Grouping of all services (work) and goods to be provided for a given job.

Item	Description
Cost Code	The services being performed or items being used to complete a given project. Cost Codes fall into one of four transaction classes: ◆ Labor ◆ Material ◆ Equipment ◆ Expense There is no limit to the number that can be defined.
Employee	Individuals who enter time spent on performing their respective services for one or multiple projects.
Date	
Adjustment Type	
Transaction Class	Transactions are organized into classes: ◆ Labor ◆ Materials ◆ Equipment ◆ Expense The Class field provides an identifier to the system to control how to process a given transaction. The user can define as many Transaction Types as required, for a given Transaction Class.
Client	The Client Code is a unique identifier for the client. Every client must have a Client Code
Project	Grouping of all services (work) and goods to be provided for a given job.
Resource	
Quantity	
Amount	

How to Search for a WIP Adjustment

To do a Search:

1. In the Search section on the Approve WIP Adjustment Page, enter any of the search criteria.
2. Click <Search>.
3. The search results appear in the Results section on the Approve WIP Adjustment Page.

How to View a WIP Adjustment

To view a WIP Adjustment:

1. Do a search. See “How to Search for a WIP Adjustment” on page 54.
2. In the Results section, click on the checkbox next to the Date by the Adjustment Type that you want to view.
3. The Details Page appears. See “Details Page (Transferred Transaction)” on page 56 or “Details Page (Reversed Transaction)” on page 59.

How to Approve a WIP Adjustment (Without Viewing)

To approve a WIP Adjustment:

1. In the Results section, click on the checkbox next to the Adjustment Type that you want to approve.

   Note: More than one checkbox can be selected. However, all selected will be approved.
2. Click <Approve>.
3. The selected WIP Adjustment is approved.
4. The WIP Adjustment is removed from the Results section of the Approve WIP Adjustment Page.

How to Reject a WIP Adjustment (Without Viewing)

To reject a WIP Adjustment:

1 In the Results section, click on the checkbox next to the Adjustment Type that you want to reject.

Note: More than one checkbox can be selected. However, all selected will be rejected.

2 Click <Reject>.

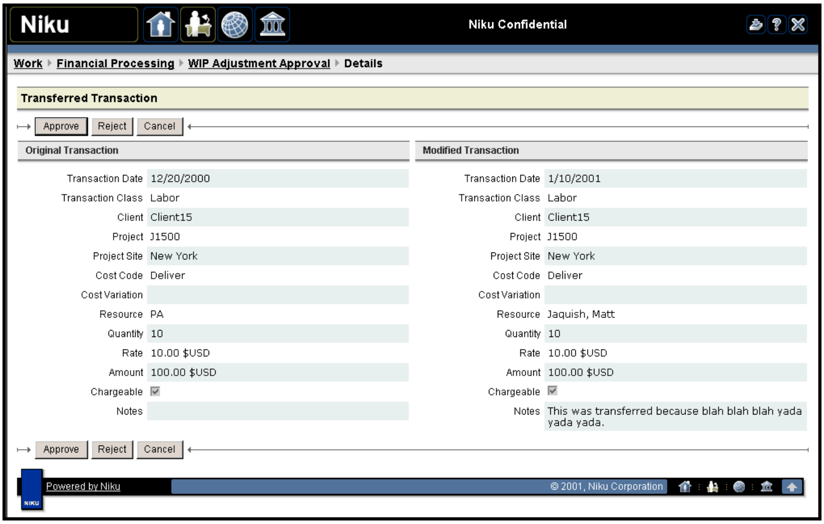
3 The selected WIP Adjustment is rejected.

4 The WIP Adjustment is removed from the Results section of the Approve WIP Adjustment Page.

Details Page (Transferred Transaction)

The Details Page displays WIP Adjustments that have been submitted for approval.

To view the Details Page from the Approve WIP Adjustment Page, click the <Date> Link next to the Adjustment Type in the Results section that you want to view.



The following table describes the items that appear on the Details Page for Transferred Transaction.

Item	Description
Approve	Approves a WIP Adjustment transaction. See “How to Approve a WIP Adjustment” on page 58.
Reject	Rejects a WIP Adjustment transaction. See “How to Reject a WIP Adjustment” on page 58.
Cancel	Cancels the action and returns to the WIP Adjustment Page.
Transaction Date	

Item	Description
Transaction Class	Transactions are organized into classes: ◆ Labor ◆ Materials ◆ Equipment ◆ Expense The Class field provides an identifier to the system to control how to process a given transaction. The user can define as many Transaction Types as required, for a given Transaction Class.
Client	The Client Code is a unique identifier for the client. Every client must have a Client Code
Project	Grouping of all services (work) and goods to be provided for a given job.
Project Site	
Cost Code	The services being performed or items being used to complete a given project. Cost Codes fall into one of four transaction classes: ◆ Labor ◆ Material ◆ Equipment ◆ Expense There is no limit to the number that can be defined.
Cost Variation	
Resource	
Quantity	
Rate	
Amount	
Chargeable	A transaction representing costs (labor, material, equipment, or expense) that may be billed to a client.
Notes	

How to Approve a WIP Adjustment

To approve a WIP Adjustment:

1. Review the information on the Details Page.
2. Click <Approve>.
3. The WIP Adjustment is approved.
4. The Approve WIP Adjustment Page appears and the WIP Adjustment is removed from the Results section.

How to Reject a WIP Adjustment

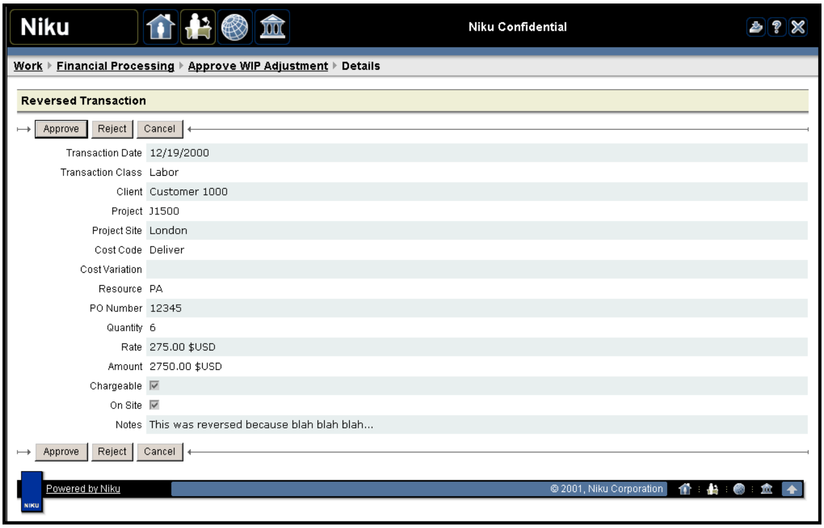
To reject a WIP Adjustment:

1. Review the information on the Details Page.
2. Click <Reject>.
3. The WIP Adjustment is rejected.
4. The Approve WIP Adjustment Page appears and the WIP Adjustment is removed from the Results section.

Details Page (Reversed Transaction)

The Details Page displays WIP Adjustments that have been submitted for approval.

To view the Details Page from the Approve WIP Adjustment Page, click the <Date> Link next to the Adjustment Type in the Results section that you want to view.



The following table describes the items that appear on the Details Page for Reversed Transaction.

Item	Description
Approve	Approves a WIP Adjustment transaction. See "How to Approve a WIP Adjustment" on page 61.
Reject	Rejects a WIP Adjustment transaction. See "How to Reject a WIP Adjustment" on page 61.
Cancel	Cancels the action and returns to the WIP Adjustment Page.
Transaction Date	

Item	Description
Transaction Class	Transactions are organized into classes: ◆ Labor ◆ Materials ◆ Equipment ◆ Expense The Class field provides an identifier to the system to control how to process a given transaction. The user can define as many Transaction Types as required, for a given Transaction Class.
Client	The Client Code is a unique identifier for the client. Every client must have a Client Code
Project	Grouping of all services (work) and goods to be provided for a given job.
Project Site	
Cost Code	The services being performed or items being used to complete a given project. Cost Codes fall into one of four transaction classes: ◆ Labor ◆ Material ◆ Equipment ◆ Expense There is no limit to the number that can be defined.
Cost Variation	
Resource	
PO Number	
Quantity	
Rate	
Amount	
Chargeable	A transaction representing costs (labor, material, equipment, or expense) that may be billed to a client.

Item	Description
On Site	Indicates that the work was performed at the client's location.
Notes	

How to Approve a WIP Adjustment

To approve a WIP Adjustment:

1. Review the information on the Details Page.
2. Click <Approve>.
3. The WIP Adjustment is approved.
4. The Approve WIP Adjustment Page appears and the WIP Adjustment is removed from the Results section.

How to Reject a WIP Adjustment

To reject a WIP Adjustment:

1. Review the information on the Details Page.
2. Click <Reject>.
3. The WIP Adjustment is rejected.
4. The Approve WIP Adjustment Page appears and the WIP Adjustment is removed from the Results section.

6 AR Integration

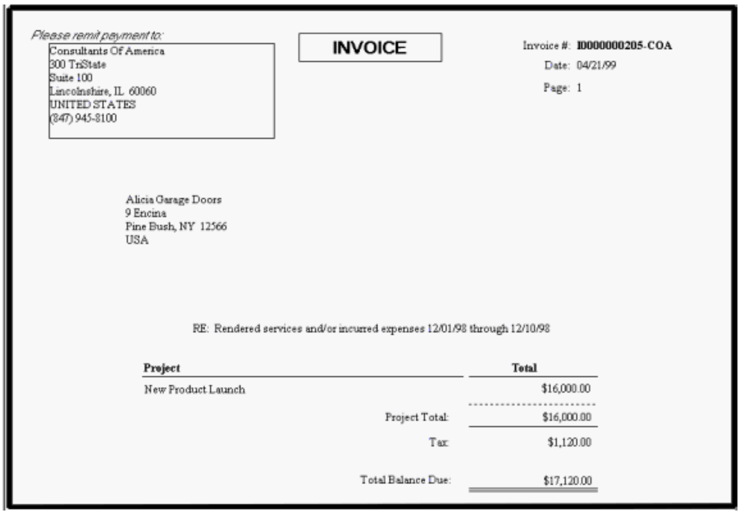
This chapter describes Accounts Receivable (AR) Integration. This chapter includes the following information:

- "About AR Integration" on page 64
- "AR Integration Page" on page 66

About AR Integration

Posting to AR transfers invoice and credit memo information originating in Niku 6 to the AR module. Niku 6 assigns the next available invoice and credit memo number based on the AR setup definition for assigning numbers. Standard invoice prefixes begin with the designation of I, followed by a sequential number then the three-digit entity code. Standard credit memo prefixes begin with the designation of C, followed by a sequential number then the three-digit entity code.

In the example below, the Niku 6 generated invoice has an invoice number of I0000000205-COA. This invoice is the first page of the document and is a summary. Detail pages can be optionally attached to the Niku 6 invoice to provide a detailed description of billing items, including the resource providing the work by date if required by the client or project.



Please remit payment to:

Consultants Of America
300 TriState
Suite 100
Lincolnshire, IL 60060
UNITED STATES
(847) 945-8100

INVOICE

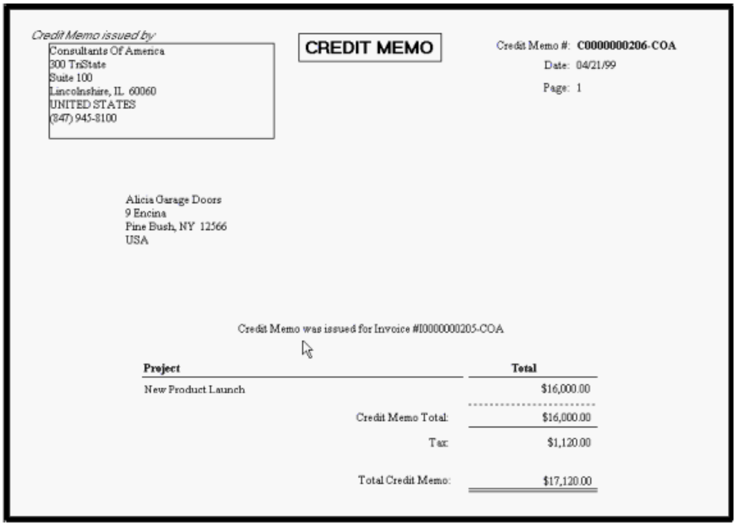
Invoice #: **I0000000205-COA**
Date: 04/21/99
Page: 1

Alicia Garage Doors
9 Encina
Pine Bush, NY 12566
USA

RE: Rendered services and/or incurred expenses 12/01/98 through 12/10/98

Project		**Total**
New Product Launch		$16,000.00
	Project Total:	$16,000.00
	Tax:	$1,120.00
	Total Balance Due:	$17,120.00

A credit memo will not be available to post to AR until the associated invoice has been posted in Acuity AR. A sample credit memo follows. Note that the Niku 6 document designation (similar to the invoice) is included on the credit memo.



Credit Memo issued by

Consultants Of America
300 TriState
Suite 100
Lincolnshire, IL 60060
UNITED STATES
(847) 945-8100

CREDIT MEMO

Credit Memo #: **C0000000206-COA**
Date: 04/21/99
Page: 1

Alicia Garage Doors
9 Encina
Pine Bush, NY 12566
USA

Credit Memo was issued for Invoice #I0000000205-COA

Project		**Total**
New Product Launch		$16,000.00
	Credit Memo Total:	$16,000.00
	Tax:	$1,120.00
	Total Credit Memo:	$17,120.00

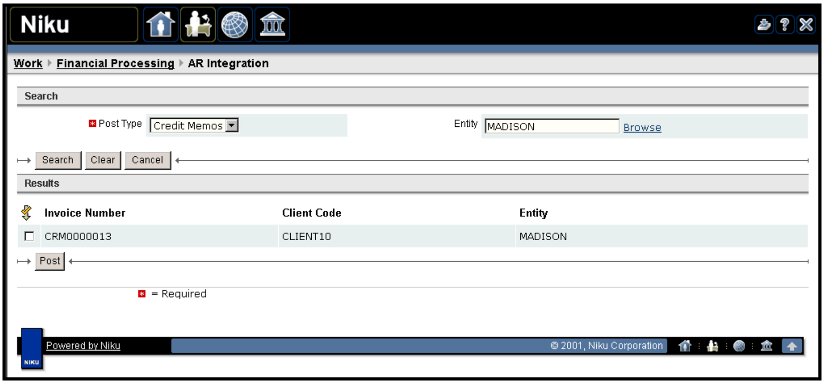
AR Integration Page

The AR Integration Page enables you to search for and post an invoice or credit memo to accounts receivable.

To view the AR Integration Page from the Home Page, under Work click Financial Processing ▸ AR Integration.

To view the AR Integration Page from the Work Page, under Financial Processing click the <AR Integration> Link.

To view the AR Integration Page from the Financial Processing Page, click the <AR Integration> Link.



The following table describes the items that appear on the AR Integration Page.

Item	Description
Search	Locates and displays results based on Post Type and Entity. The search results appear in the Results section on the AR Integration Page. See "How to Search for an Invoice/ Credit Memo" on page 67.
Clear	Clears the search attribute fields.
Cancel	Cancels the action and returns to the Financial Processing Page.

Item	Description
Post	Posts an Invoice/Credit Memo. See “How to Post to AR” on page 67.
Browse (link)	Browse for an object or set of objects to include in the filtering criteria.
Post Type	Invoice or Credit Memo.
Entity	
Invoice No	
Client Code	The Client Code is a unique identifier for the client. Every client must have a Client Code

How to Search for an Invoice/Credit Memo

To do a Search:

1. In the Search section on the AR Integration Page, select the Post Type (Invoices or Credit Memo) and Entity (specific Entity or All).

   Note: The entity displayed on the AR Integration Page is determined by the client’s location assignment. When the post is performed, the entity displayed should agree with 3-digit entity designation on document.

2. Click <Search>.

3. The search results appear in the Results section on the AR Integration Page.

How to Post to AR

To post to AR:

1. Do a search. See “How to Search for an Invoice/Credit Memo” on page 67.

2. In the Results section of the AR Integration Page, select the Invoice/Credit Memo you want to post by clicking in the checkbox.

3. Click on <Post>.

4 The Invoice / Credit Memo is posted to AR.

7 Estimates To Complete (ETC) Processing

This chapter describes Estimates To Complete (ETC) Processing. This chapter includes the following information:

- "About Estimates To Complete (ETC) Processing" on page 70
- "Estimates To Complete Page" on page 71
- "Edit Estimates To Complete Page" on page 73

About Estimates To Complete (ETC) Processing

The RM-PM Link is the current integration between the project plan and the project accounting modules. The project plan collects ETCs and actuals. The relationship between the Budget, Actuals and ETCs is an intricate one.

A project plan starts out with a total effort required to complete a job. At this point only estimates exist. As a result, total effort is equal to the estimates. Assuming the effort is constant, the estimates for a project are reduced by the actuals that entered the project plan.

If an ETC is increased, then the total effort for a project is increased. In the project accounting module, the sum of Actuals and ETC is used as another basis for Percentage of Completion (POC) revenue recognition. This allows the financial budget to be independent of total effort required to complete a project.

Changes to the project plan due to changes in actuals and ETCs are passed to project accounting as the basis for a budget revision. The accountant does not always want to update a financial budget due to an increase in total effort required to complete a project. The reason is that the accountant wants to measure the variance between the financial budget and the project plan. Using ETCs in conjunction with the budget allows the accountant to measure that variance.

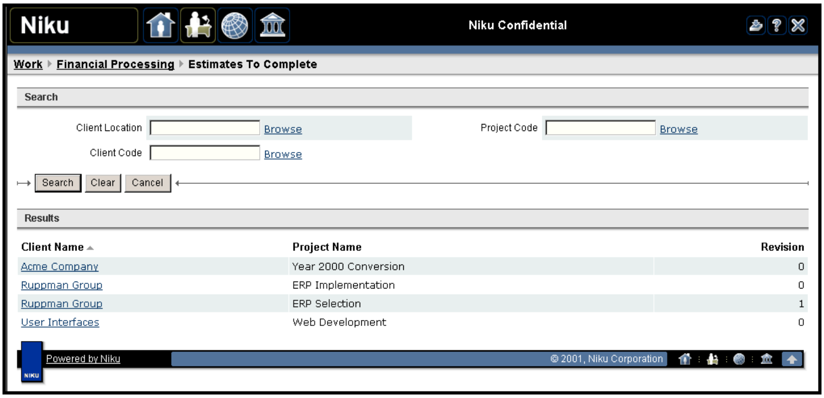
Estimates To Complete Page

The Estimates To Complete Page enables you to search for projects to review the Estimates to Complete.

To view the Estimates To Complete Page from the Home Page, under Work click Financial Processing ▸ Estimates To Complete.

To view the Estimates To Complete Page from the Work Page, under Financial Processing click the <Estimates To Complete> Link.

To view the Estimates To Complete Page from the Financial Processing Page, click the <Estimates To Complete> Link.



The following table describes the items that appear on the Estimates To Complete Page.

Item	Description
Search	Locates and displays results based on information entered in search attribute fields. The search results appear in the Results section on the Estimates To Complete Page. See “How to Search for a Transaction” on page 72.
Clear	Clears the search attribute fields.

Item	Description
Cancel	Cancels the action and returns to the Financial Processing Page.
Browse (link)	Browse for an object or set of objects to include in the filtering criteria.
Client Location	Each Client has at least one Location, but each Client may have multiple Locations. Usually refers to the various physical locations at which an Client performs business.
Client Code	The Client Code is a unique identifier for the client. Every client must have a Client Code
Project Code	The Project Code is an identifier for the project. Each project must have a Project Code.
Client Name	The name of the client.
Project Name	The name of the project.
Revision	The current budget revision for this project.

How to Search for a Transaction

To do a Search:

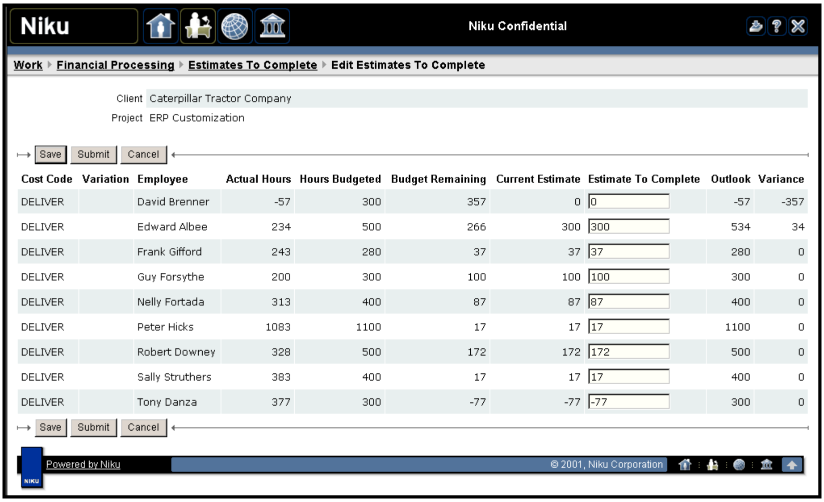
1. In the Search section on the Estimates To Complete Page, enter any of the search criteria.
2. Click <Search>.
3. The search results appear in the Results section on the Estimates To Complete Page.

Edit Estimates To Complete Page

The Edit Estimates To Complete Page enables you to adjust the Estimate To Complete and to save or submit the change.

To view the Edit Estimates To Complete Page from the Home Page, under Work click Financial Processing ▸ Estimates To Complete. Enter in the search criteria and click <Search>. Click on the <Client Name> Link.

To view the Edit Estimates To Complete Page from the Work Page, under Financial Processing click the <Estimates To Complete> Link. Enter in the search criteria and click <Search>. Click on the <Client Name> Link.



The following table describes the items that appear on the Edit Estimates To Complete Page.

Item	Description
Save	Saves the change to the Edit Estimates To Complete Page without submitting. See “How to Save an ETC Edit” on page 75.
Submit	Saves and submits an ETC edit. See “How to Submit an ETC Edit” on page 75.
Cancel	Cancels the action and returns to the Estimate To Complete Page.
Client	The Client Code is a unique identifier for the client. Every client must have a Client Code
Project	Grouping of all services (work) and goods to be provided for a given job.
Cost Code	The services being performed or items being used to complete a given project. Cost Codes fall into one of four transaction classes: ◆ Labor ◆ Material ◆ Equipment ◆ Expense There is no limit to the number that can be defined.
Variation	
Employee	Individuals who enter time spent on performing their respective services for one or multiple projects.
Actual Hours	The actual hours worked on this task.
Hours Budgeted	The amount of hours that were budgeted to work on this task.
Budget Remaining	The remaining budget after Actual Hours are subtracted from the Hours Budgeted.
Current Estimate	The current estimate of hours necessary to complete this task.
Estimate To Complete	The user’s estimate of the hours needed to complete this task.

Item	Description
Outlook	The sum of the Current Estimate and Actual Hours.
Variance	The Current Estimate less the Budget Remaining.

How to Save an ETC Edit

To save an ETC Edit:

1. Make the appropriate change in the Estimate To Complete Field.
2. Click <Save>.
3. The change is saved, but not submitted.

How to Submit an ETC Edit

To submit an ETC Edit:

1. Make the appropriate change in the Estimate To Complete Field.
2. Click <Submit>.
3. The change is submitted and the Estimate To Complete Page appears.

8 Revenue Recognition

This chapter describes Revenue Recognition. This chapter includes the following information:

- “About Revenue Recognition” on page 78
- “Revenue Recognition Page” on page 80
- “Revenue Recognition Worksheet Page” on page 83

About Revenue Recognition

Financial Management offers the capability to recognize revenue on a percentage of complete (POC) basis. For certain types of projects, primarily long-term contracts and retainers, this method of revenue recognition is required. Financial Management POC generates and records transactions that can be posted to the General Ledger for revenue recognition on projects where POC is appropriate. The revenue recognition transactions typically affect revenue and deferred revenue categories of General Ledger accounts. The following rules apply to POC Revenue Recognition:

- POC can only be used with budgeted contract or retainer projects.
- Financial Management's POC processing feature allows revenue recognition to be based on either the project's contract or budget amount. This selection is specified in Financial Management's Processing menu in Application in the System Administrator. If an entity has some projects that use POC based on contract and some projects that use POC based on budget, both options may be enabled. If both options are enabled, the choice of method is made at the project level during setup.
  - For projects that use the Contract Method, the only required input on the budget header screen is labor hours. All other budget entries are optional. When using the contract amount as the basis of revenue recognition, the total amount of revenue to be recognized for a project will EQUAL the amount of the contract for that project. When a project is setup, the value of the contract must be allocated by transaction class - labor, equipment, materials and expenses. This is done in the Contracts tab in Project Setup.
  - For projects that use the Budget Method budgets are assigned at the "Category" level for Expense and either at the "Category" or line item level for Labor, Materials and Equipment. When using the budget amount as the basis of revenue recognition, the total amount of revenue to be recognized for a project will EQUAL the sum of the four transaction classes - labor, equipment, materials and expenses from the budget header. The "Contingency" and Administrative Fees fields in the budget header will not be used in the calculation.

- For material and equipment POC transactions, the dollar amount incurred will equate to Cost + Mark-Up + Burden + Overhead.
- Budget revisions are supported.
- The Financial Management POC processing feature does not allow use of milestones as a basis of revenue recognition.

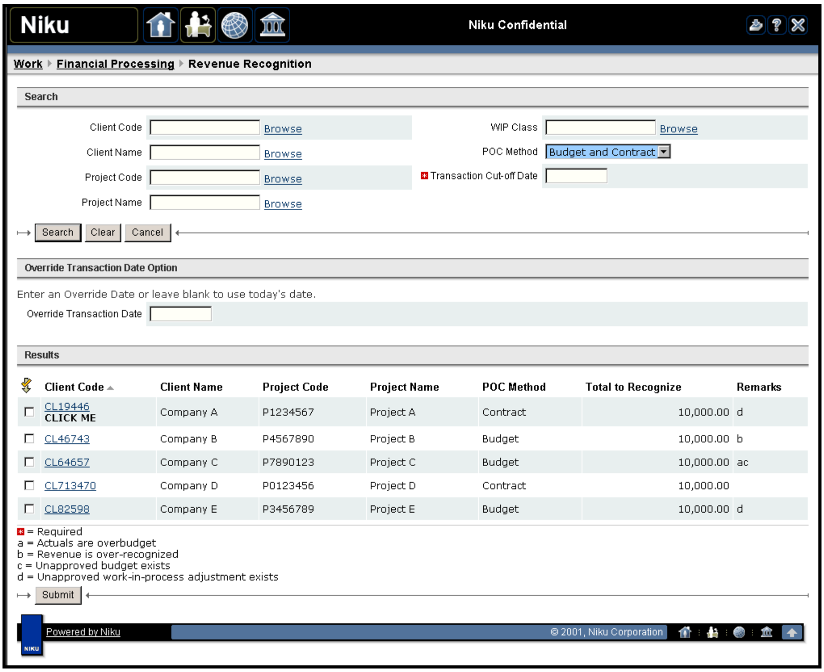
Revenue Recognition Page

The Revenue Recognition Page enables you to search for, view and submit transactions.

To view the Revenue Recognition Page from the Home Page, under Work click Financial Processing ▸ Revenue Recognition.

To view the Revenue Recognition Page the Work Page, under Financial Processing click the <Revenue Recognition> Link.

To view the Revenue Recognition Page the Financial Processing Page, click the <Revenue Recognition> Link.



The following table describes the items that appear on the Revenue Recognition Page.

Item	Description
Search	Locates and displays results based on information entered in search attribute fields. The search results appear in the Results section on the Revenue Recognition Page. See "How to Search for a Transaction" on page 82.
Clear	Clears the search attribute fields.
Cancel	Cancels the action and returns to the Financial Processing Page.
Submit	Submits a transaction. See "How to Submit a Transaction (Without Viewing)" on page 82.
Browse (link)	Browse for an object or set of objects to include in the filtering criteria.
Client Code	The Client Code is a unique identifier for the client. Every client must have a Client Code
Client Name	The name of the client.
Project Code	The Project Code is an identifier for the project. Each project must have a Project Code.
Project Name	The name of the project.
WIP Class	Primarily used for financial reporting of projects. WIP Class is used as a means of grouping Work In Process transactions for the General Ledger.
Total to Recognize	
Transaction Cut-off Date	
Override Transaction Date	
POC Method	
Remarks	

How to Search for a Transaction

To do a Search:

1. In the Search section on the Revenue Recognition Page, enter any of the search criteria.
2. Click <Search>.
3. The search results appear in the Results section on the Revenue Recognition Page.

How to Submit a Transaction (Without Viewing)

To submit a transaction without viewing:

1. Do a search. See “How to Search for a Transaction” on page 82.
2. In the Override Transaction Date Option section, enter the Override Transaction Date
3. In the Results section, click the checkbox next to the Client Code of the transaction that you want to submit.
4. Click <Submit>.

How to View a Transaction

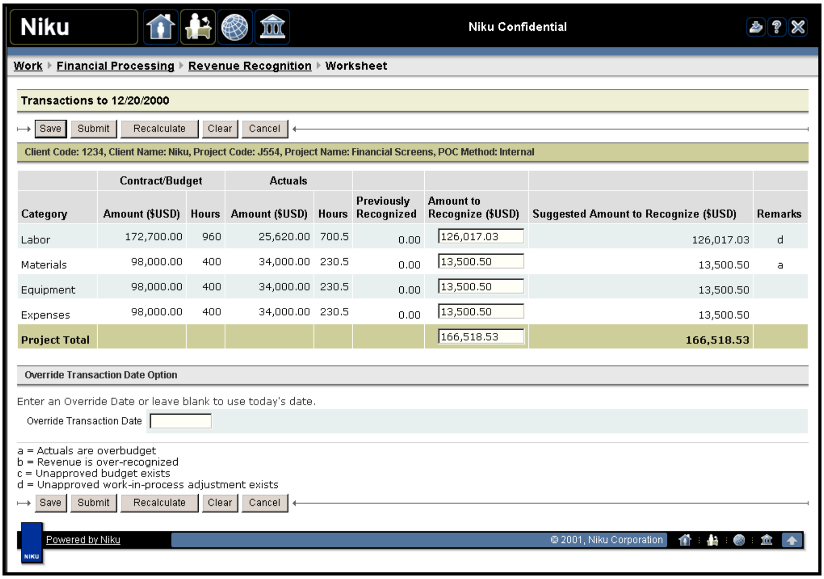
To view a transaction:

1. Do a search. See “How to Search for a Transaction” on page 82.
2. In the Results section, click the <Client Code> Link of the transaction that you want to view.
3. The Worksheet Page appears. See “Revenue Recognition Worksheet Page” on page 83.

Revenue Recognition Worksheet Page

The Revenue Recognition Worksheet Page enables you to search for, view and submit transactions.

To view the Revenue Recognition Worksheet Page from the Revenue Recognition Page, click the <Client Code> Link under the Results section of the invoice that is to be viewed.



The following table describes the items that appear on the Worksheet Page.

Item	Description
Submit	Saves and submits the worksheet. See “How to Submit a Transaction” on page 84.
Cancel	Cancels the action and returns to the Revenue Recognition Page.

How to Submit a Transaction

To submit a transaction:

1. Enter an Override Transaction Date.
2. Click <Submit>.
3. The transaction is submitted and the Revenue Recognition Page appears.

9 Transaction Archive

This chapter describes Transaction Archive. This chapter includes the following information:

- "About Transaction Archive" on page 86
- "Transaction Archive Page" on page 87
- "Preview Transaction Window" on page 90

About Transaction Archive

In order to optimize performance, customers need the ability to archive projects. The user may designate how often the company wants the transactions to be archived when creating a project. Project transactions can be archived automatically at the end of the project, a prompt can suggest archiving at the end of the project, or the user can select when to archive the project transactions. The users also need a method to access records that have been archived.

Prior to archiving transactions, the project or change order must be closed. All relevant processing must be complete for a project before it can be closed. For example, a non-internal project cannot be closed until all amounts in WIP are billed, matched or adjusted.

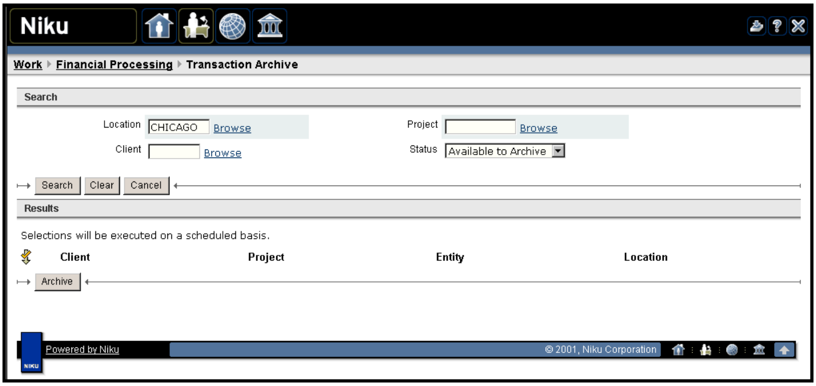
Transaction Archive Page

The Transaction Archive Page enables you to search for, archive, restore or preview transactions.

To view the Transaction Archive Page from the Home Page, under Work click Financial Processing ▸ Transaction Archive.

To view the Transaction Archive Page from the Work Page, under Financial Processing click the <Transaction Archive> Link.

To view the Transaction Archive Page from the Financial Processing Page, click the <Transaction Archive> Link.



The following table describes the items that appear on the Transaction Archive Page.

Item	Description
Search	Locates and displays results based on information entered in search attribute fields. The search results appear in the Results section on the Transaction Archive Page. See “How to Search for a Transaction” on page 88.
Clear	Clears the search attribute fields.
Cancel	Cancels the action and returns to the Financial Processing Page.

Item	Description
Archive	Archives a transaction. See “How to Archive a Transaction (Without Previewing)” on page 89.
Restore	Restores a transaction. See “How to Restore a Transaction (Without Previewing)” on page 89.
Browse (link)	Browse for an object or set of objects to include in the filtering criteria.
Location	Each Client has at least one Location, but each Client may have multiple Locations. Usually refers to the various physical locations at which an Client performs business.
Client	The Client Code is a unique identifier for the client. Every client must have a Client Code
Project	Grouping of all services (work) and goods to be provided for a given job.
Status	
Entity	

How to Search for a Transaction

To do a Search:

1. In the Search section on the Transaction Archive Page, enter any of the search criteria.
2. In the Status drop down box, choose “Available to Archive” or “Available to Restore”.
3. Click <Search>.
4. The search results appear in the Results section on the Transaction Archive Page.

How to Archive a Transaction (Without Previewing)

To archive a transaction:

1. Complete a search for a transaction to include the Status being selected for “Available to Archive”. See “How to Search for a Transaction” on page 88.
2. Click the <Radio Button> in the Results section for the transaction you want to archive.

   Note: Only one transaction at a time may be archived.
3. Click <Archive>.

How to Restore a Transaction (Without Previewing)

To restore a transaction:

1. Complete a search for a transaction to include the Status being selected for “Available to Restore”. See “How to Search for a Transaction” on page 88.
2. Click the <Radio Button> in the Results section for the transaction you want to restore.

   Note: Only one transaction at a time may be restored.
3. Click <Restore>.

How to Preview a Transaction

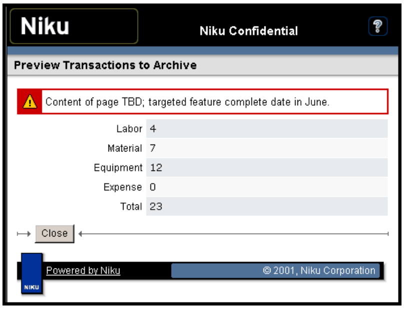
To preview a transaction:

1. Complete a search for a transaction to include the appropriate Status. See “How to Search for a Transaction” on page 88.
2. In the Results section of the Transaction Archive Page, click on the link in the Project column for the transaction you want to view.
3. The Preview Transaction pop-up window displays. See “Preview Transaction Window” on page 90.

Preview Transaction Window

The Preview Transaction Window enables you to view information on a transaction prior to archiving or restoring that transaction.

To view the Preview Transaction window from the Transaction Archive Page, search for a transaction, select one of the transactions in the Results section, and click <Preview>.



The following table describes the items that appear on the Preview Transaction Window.

Item	Description
Close	Closes the window.
Archive	Archives a transaction. See “How to Archive a Transaction” on page 91.
Restore	Restores a transaction. See “How to Restore a Transaction” on page 91.
Labor	
Material	
Equipment	
Expense	
Total	

How to Archive a Transaction

To archive a transaction:

1. Review the information on the Preview Transaction Window.
2. Click <Archive>.

How to Restore a Transaction

To restore a transaction:

1. Review the information on the Preview Transaction Window.
2. Click <Restore>.

10 Niku GL Integration

This chapter describes General Ledger (GL) Integration. This chapter includes the following information:

- "About Niku GL Integration" on page 94
- "GL Integration Window" on page 96
- "Examples of GL Distribution" on page 97
- "GL Column Hierarchy" on page 105
- "Define / Modify GL Distribution Rules" on page 108
- "Post to GL Process" on page 116
- "GL Reporting" on page 120

About Niku GL Integration

Seamless integration to third-party financial systems can be achieved by using Niku General Ledger (GL) Distributor. Niku GL Integration features Niku Corporation's powerful matrix technology offering users the ability to post transactions from Niku to a third-party's GL through user-assigned business rules, or generate reports used to create a manual journal entry in any financial package.

Niku integration to a GL module allows users to collect information for ongoing internal and client projects, and post transactions in summary from Niku to the GL. Transaction information available to be posted includes time, revenue, expenses, adjustments and costs.

Niku GL Integration has the ability to define the business rules, including exceptions, which determine how transaction information is grouped, analyzed and posted to the GL. Niku GL Integration provides the necessary flexibility to accommodate the GL account structure created for any company.

Niku GL Integration selects the appropriate GL account number by matching the information in a transaction to a two-part GL Distribution Rule Set. The first part selects the best match for the GL Hierarchy, while the second part identifies the GL accounts that post to GL.

The GL Column Hierarchy is typically performed by the user's company Financial Reporting Manager. It is a one-time setup. The Hierarchy is where classifications for transactions are assigned for the company. The Definitions are generally cross-referenced to the segments defined within the company's Chart of Accounts. GL integration with Niku can be based on a variety of factors. These factors include WIP Class, Project Class, Employee Class, Cost Code, Location and Department.

The second step is to define the Distribution Rules. These rules associate the GL account numbers, for which transactions will be generated, to the business processing rules in Niku.

The third step is the Post to GL. This process generates entries in the proper format for processing by the GL module. Users can specify which transactions are to be posted, or can select to have all transactions posted in a single session. All items posted to GL are posted in summary by GL account. This eliminates maintaining detail in both Niku and financial packages. Access to the supporting detail is available on request through Niku, allowing Niku to be a subsidiary ledger to the GL.

Reports can be selected at various points of the above processes. The user can also define customized reports to supply information unique to their processing needs. Reports can include information involving which items have been posted, are waiting to be posted, GL account number assignments for selected postings, and error listings of accounts not yet selected for posting.

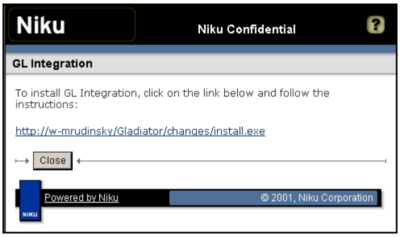
Niku GL Integration posts to the GL on an entity basis (i.e., company) and supports integration with multiple GL databases for a single Niku database.

GL Integration Window

To view the GL Integration Window from the Home Page, under Work click Financial Processing ▸ GL Integration.

To view the GL Integration Window from the Work Page, under Financial Processing, click the <GL Integration> Link.

To view the GL Integration Window from the Financial Processing Page, click the <GL Integration> Link.



The following table describes the items that appear on the GL Integration Window.

Item	Description
Install GL Integration Link	Click on the link to install GL Integration and follow the on-screen instructions.
Close	Closes the GL Integration Window.

Examples of GL Distribution

The following examples are presented to provide a quick feel for what is happens when rules are used to post transactions to the GL. More detail and specific procedures involving the GL hierarchy and distribution rules will follow this section.

Example 1:

The GL distributions for a transaction type are represented below.

The table assumes a hierarchy of Location (Level 1), Department (Level 2) and Client Class (Level 3). The Transactions table below (Table B) provides examples of transactions in WIP. The Distribution column in this table indicates which GL Distribution in the GL Distribution Table (Table A) would be used to post the transaction.

Table A: GL Distribution Table

Distribution	Location (Level 1)	Department (Level 2)	Client Class (Level 3)
1	New York	Sales	Large Co.
2	New York	Tax	Large Co.
3	New York	Tax	*
4	New York	*	Large Co.
5	New York	*	Small Co.
6	New York		*

Table B: Transactions

Transaction	Location	Department	Client Class	Distribution
A	New York	Sales	Large Co.	1
B	New York	Sales	Small Co.	5
C	New York	Tax	Large Co.	2
D	New York	Tax	Small Co.	3

Table B: Transactions

Transaction	Location	Department	Client Class	Distribution
E	New York	Consulting	Medium Co.	6
F	Detroit	Tax	Small Co.	None

The following is an analysis of proper distributions based on the distribution rules and sample transactions provided in the tables above in Example 1:

- Transaction A meets the criteria of Distribution 1, 4 and 6. Distribution 1 is an exact match of all columns, and therefore is chosen as the distribution. The exact match of Department overrides the wildcard match of Distribution 4. Distribution 6 is not as specific as Distribution 1, so Distribution 6 is not used for this transaction.

- Transaction B meets the criteria for distribution 5 and 6. Distribution 5 is chosen because it is more specific than Distribution 6, as the Location and Client Class are exact matches.

- Transaction C meets the criteria for Distribution 2, 3, 4 and 6. Distribution 2 is chosen for the distribution because it is an exact match on all three columns. The exact match of Client Class overrides the wildcard match of distribution 3. Distribution 4 is not as specific as Distribution 2, so Distribution 4 is not used for this transaction.

- Transaction D meets the criteria for distribution 3, 5 and 6. Distribution 3 is chosen over Distribution 5 because the exact match on Department is at a higher level of the hierarchy than that of the exact match on Client Class. Distribution 6 is less specific than 3 and 5, therefore it is ruled out.

- Transaction E meets the criteria of Distribution 6 only so is it used.

- Transaction F does not meet the criteria of any of the distribution. Therefore, it would show up on edit report as a transaction that cannot be posted.

Note: A specific module will override the * selector when matching distributions.

Example 2:

In addition to the transaction type and column hierarchy, the Chargeable Status and Project Type also determines matches between WIP transactions and the GL distribution. The GL Distribution form allows users to select whether they wish a distribution to apply to a chargeable transaction, non-chargeable transaction, internal project transaction or non-internal project transaction.

Table C displays a list of GL distributions for a Transaction Type of Labor and a column hierarchy of Entity. The table also displays WIP distributions and the GL Distribution that would apply to each record

Table C: Labor Distributions

Distribution	Transtype	Entity	Chrg	Non-Chrg	Int	Non-Int
1	LABOR	*	on			on
2	LABOR	*		on	on	
3	LABOR	*	on		on	

Transaction	Transtype	Entity	Chrg	ProjType	Distribution
A	LABOR	NY	YES	INTERNAL	
B	LABOR	NY	YES	STANDARD	
C	LABOR	NY	NO	INTERNAL	
D	LABOR	NY	NO	STANDARD	NONE

The following is an analysis of proper distributions based on the distribution rules and sample transactions provided in Table C of example 2:

Transaction A is chargeable and has an internal project type. Therefore, it matches GL distribution 3.

Transaction B is chargeable and has a standard project type (non-internal). Therefore, it matches GL distribution 1.

Transaction C is non-chargeable and has an internal project type. Therefore, it matches GL distribution 2.

Transaction D is chargeable and has a standard project type. There is no GL distribution set up for that combination. During a trail run this transaction would appear on the GL Exceptions report as unmatched. During an actual post, if the Name and Options selection “GL Flag No Match Do Not Post” is off, the transaction would appear on the GL Exceptions report as an exception. If the Name and Options selection “GL Flag No Match Do Not Post” is on during an actual post, the transactions would be flagged as Do Not Post. Do Not Post transactions are picked up for future GL posting sessions.

Example 3:

The default GL distribution for every transaction type defined for labor, materials, equipment and expenses consists of all Niku columns populated with the wildcard. The account number is populated with the debit and credit accounts defined for default entity. The percent (%) field defaults to 100 for the debit and credit entries. The source fields for the debit and credit defaults to “Total.” The Post to GL option should be checked if the default entity defined in Name and Options has the manual posting method checked. The Post to GL option always defaults off for the system-defined transtypes (e.g., ADJUST< DRMEMO...).

	Entity	Ext	Account Number	Percent	Source	Debit	Chg	Non-Ch	Internal	Non-Int.
	*	☐	1015-00-00-00	100.000	Total Amount	☑	☐	☑	☑	☐
	*	☐	2035-00-00-00	100.000	Total Amount	☐	☐	☑	☑	☐
*		☐		100.00		☑	☑	☐	☐	☑

The GL distribution for the Credit Memo, Adjustment, Debit Memo Voucher Adjustment and Matching Reversal transaction types contain an additional option (Reverse Original) on the GL Distributions form. If the Reverse Original Transaction option is selected, then any transaction with a transaction type of Adjustment, Matching Reversal, Debit Memo, Voucher Adjustment or Credit Memo that meets the column hierarchy can be distributed using the original transaction’s GL control records.

The debit lines change to credits, and the credit lines change to debits prior to GL distribution. This provides a reversal of the original entry. When the Reverse Original box is selected, any account information set up in the GL Account Distribution section is overridden. Multiple distributions can be defined for the Adjustment, Matching Reversals, Debit Memo, Voucher Adjustment and Credit Memo transaction types.

The user is capable of defining reversing distributions and non-reversing distributions within the Credit Memo and Adjustment transaction types.

The default distribution for Adjustments, Matching Reversals, Debit Memos, Voucher Adjustments or Credit Memos will have both the Post to GL and Reverse Original options off. The column hierarchy fields default to the wildcard (All). The Entity, Account Number, Percentage, Source, Debit, and Credit fields are disabled because they are not applicable if Post to GL is unchecked. The user can add more GL distributions or modify the default distribution.

The reversing of original transactions for Adjustments, Matching Reversals, Debit Memos, Voucher Adjustments and Credit Memos may have a performance impact on GL posting. Checking the column hierarchy will occur two times - once to find the adjustment class GL distribution and another time to find the GL distribution for the original transaction.

Example 4:

Niku GL Integration ensures the debits equal the credits (e.g., total is debited, amount and factor are credited or total debited and total is credited). Checks also are provided to make sure percentages are used consistently. The Valid Rule Types for Applying Percentages table below (Table D) shows the rules required for validating distribution percentages. Burden, Overhead, Total, Amount, Factor, Total Cost and AP Total Cost are percentages in Table D, and the sigma (?) of these fields is the summation of the percentages and not the summary of the values.

Table D shows the valid combinations of the source fields. Each source can be subdivided, provided that the percentages meet the rules outlined in the table. Warning messages will be displayed when the defined rules are violated.

Table D: Valid Rule Types for Applying Percentages

Debit	Credit	Rule
Total	Total	$^{\Sigma}$Total = $^{\Sigma}$Total
Total	Amount + Factor	$^{\Sigma}$Total = $^{\Sigma}$Amount + $^{\Sigma}$Factor
Mark-up	Mark-up	$^{\Sigma}$Mark-up = $^{\Sigma}$Mark-up
Bur + OH + Amt +Ftr	Total	$^{\Sigma}$Bur + $^{\Sigma}$OH + $^{\Sigma}$Amt + $^{\Sigma}$Ftr = $^{\Sigma T}$tl
Bur + OH + Amt +Ftr	Bur + OH + Amt +Ftr	$^{\Sigma}$Bur + $^{\Sigma}$OH + $^{\Sigma}$Amt + $^{\Sigma}$Ftr = $^{\Sigma}$Bur + $^{\Sigma}$OH + $^{\Sigma}$Amt + $^{\Sigma}$Ftr
Total Cost	Total Cost	$^{\Sigma}$Totalcost = $^{\Sigma}$Totalcost
APtotalcost	APtotalcost	$^{\Sigma}$APtotalcost = $^{\Sigma}$APtotalcost
Tax	Tax	$^{\Sigma}$Tax = $^{\Sigma}$Tax
Factor	Factor	$^{\Sigma}$Factor = $^{\Sigma}$Factor
Burden	Burden	$^{\Sigma}$Burden = $^{\Sigma}$Burden
Overhead	Overhead	$^{\Sigma}$OH = $^{\Sigma}$OH
Amount	Amount	$^{\Sigma}$Amount = $^{\Sigma}$Amount

The rules for applying percentages are applied to an Entity. A distribution between companies must have the debits and credits of company A balance and the debits and credits of company B balance. The Table E below illustrates how all the rules in Table D are applied on an Entity / Company basis.

Table E: How Debits and Credits Apply to Entities

Entity	%	Source	Debit	Credit
Company A	60	Total	X	
Company B	10	Total	X	
Company C	30	Total	X	

Table E: How Debits and Credits Apply to Entities

Entity	%	Source	Debit	Credit
Company A	60	Total		X
Company B	10	Total		X
Company C	30	Total		X
Company C	30	Amount	X	
Company C	30	Factor	X	
Company C	30	Total		X

The Percentage field can also be used for inter-department distributions. See the Inter-Department Distribution table below (Table F) for an example of how inter-department distributions can be implemented. The rules in Table D still apply to inter-departmental distributions. The columns in the hierarchy can determine when an inter-department distribution should be used.

Table G: Posting Costs to the GL

Account#	%	Source	Debit	Credit
123-dept A	60	Total Cost	X	
123-dept B	40	Total Cost	X	
456-dept A	60	Total Cost		X
456-dept B	40	Total Cost		X
321-dept A	100	APtotalcost	X	
654-dept A	100	APtotalcost		X
123-dept A	100	Total	X	
456-dept A	100	Amount		X
456-dept A	100	Burden		X

Table G: Posting Costs to the GL

Account#	%	Source	Debit	Credit
789-dept A	100	Factor		X
789-dept A	100	OH		X

Table G: Posting Costs to the GL

Account#	%	Source	Debit	Credit
123-dept A	60	Total Cost	X	
123-dept B	40	Total Cost	X	
456-dept A	60	Total Cost		X
456-dept B	40	Total Cost		X
321-dept A	100	APtotalcost	X	
654-dept A	100	APtotalcost		X
123-dept A	100	Total	X	
456-dept A	100	Amount		X
456-dept A	100	Burden		X
789-dept A	100	Factor		X
789-dept A	100	OH		X

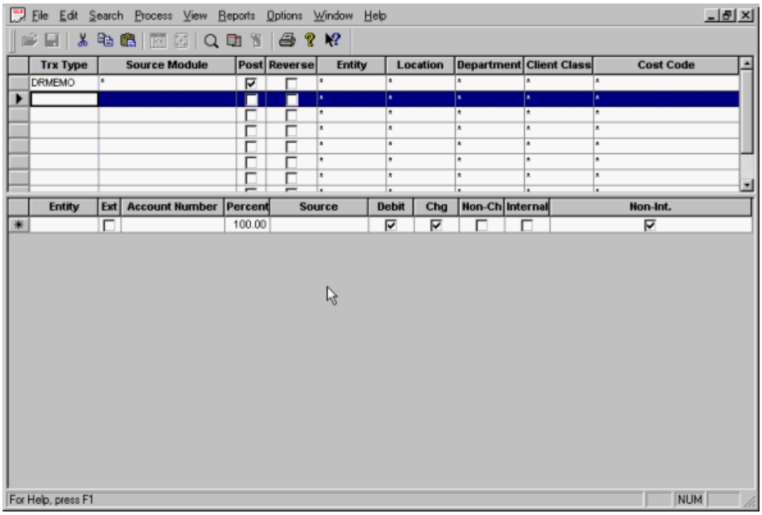
The transaction type definition determines if and how a transaction in the WIP table is to be posted to GL. The transaction type defines how the GL account is to be selected from the information contained in the WIP record. The user has the flexibility to define multiple transaction types for the transaction classes of labor, equipment, materials, and expenses.

The user can define multiple transaction types that have a transaction class of Labor. The user must map cost codes to the desired transaction type. Each of the transaction types defined with a transaction class of Labor can be posted using a different set of criteria. The transaction classes of Adjustments, Billing, Write-Ups and Write-Downs can only be mapped to a single transaction type. These transaction classes are internal to Niku, so the user has less flexibility with them.

GL Column Hierarchy

The GL Column Hierarchy establishes the first level of qualification criteria, at which transactions are evaluated for GL posting. This qualification is provided through the Hierarchy by defining the columns of a user-defined rules matrix, whereby each transaction is a row of the matrix that is evaluated against the columns.

The Column Hierarchy can be used to allocate revenue or cost transaction types to the company's departments or regions. Up to six Columns can be defined in the Hierarchy. It is not required to use all of the Columns for the complete hierarchy definition. Wildcard defaults can be assigned to any of the Columns to establish general rules requiring that only exceptions be keyed. The columns of **Entity**, **Location**, **Department**, **Client Class** and **Cost Code** were defined in the example below.



How to Work with GL Column Hierarchy Definition

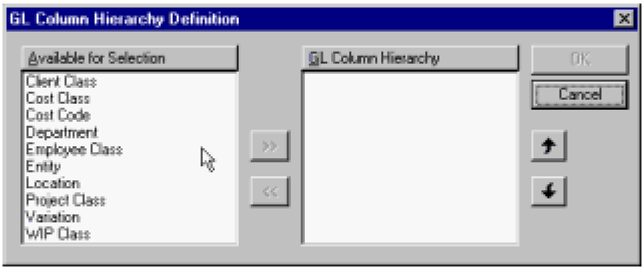
1 From the Start menu, select Programs ▸ Niku ▸ Niku GL Integration.

The Niku GL Integration Login screen appears.

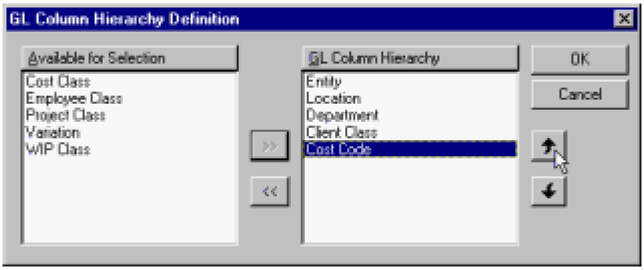
2 Enter a User ID and Password in the Login screen.

The Niku GL Integration dialog box appears.

3 From the Edit menu, select GL Column Hierarchy. The GL Column Hierarchy Definition dialog box appears.



4 Move the Column Headings listed in the Available For Selection box into the GL Column Hierarchy box by highlighting the desired fields (in predefined sort order), and clicking the right movement arrow button. If an incorrect selection is made, highlight the item in the GL Column Hierarchy box and click the left movement arrow button.



5 Continue column assignments until there are up to six column headings listed.

6 Review column order and verify that the desired hierarchy is defined. To relocate an item in the hierarchy, highlight the item and click on the up or down arrow to move the item.

7 Click <OK> to save the Hierarchy definition.

Note: Contact a Niku Consultant if there are any questions regarding the available selections.

Define/Modify GL Distribution Rules

GL Distribution Rules define the specific qualification and association of each class of transaction tracked by Niku. For example, a retainer bill may need to be posted to a different GL account than an invoice for a standard hourly project. Depending on how the hierarchy is defined, if the billing transaction has a location of “ABC” it may be posted to a different GL account than a similar billing transaction with a location of “DEF”. Up to six columns can be assigned, so a large number of transaction qualification combinations are available.

Niku allows the use of a wildcard (*) in columns, where applicable. This allows a user company to easily define general rules and detail only the exceptions to the rules, which minimizes setup entry. An example would be two companies with identical revenue account definition. A wildcard could be used in the Entity column and the one definition would apply to relevant transactions for both companies.

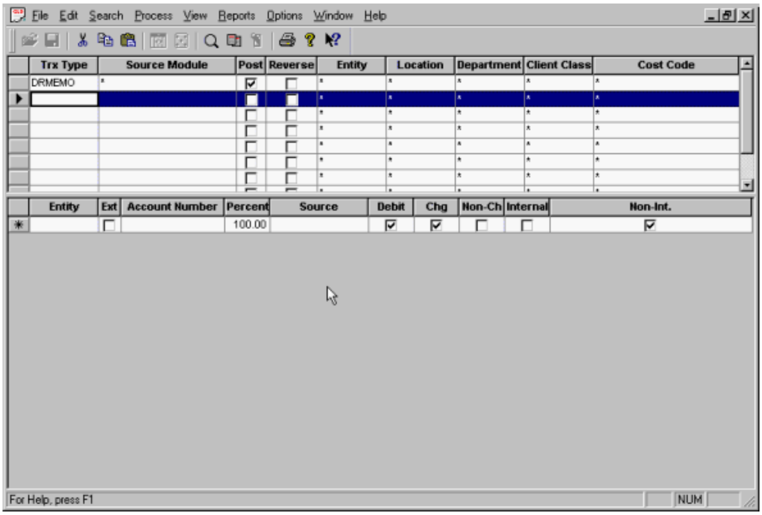
Each transaction type (e.g. time, costs, expense, billings) within Niku can have its own set of rules determining how transactions are posted to the GL. Each transaction has all the information required to post the transaction to the appropriate account. Additionally, transactions can be allocated via a percentage across multiple accounts. This allows, for example, three accounts (relating to WIP) to be debited with the offset entry going to a single credit account (Deferred Revenue).

The forms for defining Distribution Rules can be accessed directly from the Niku GL Integration module.

How to Define/Modify the Distribution Rules

1. From the Start menu, select Programs ▸ Niku ▸ Niku GL Integration.
2. The Niku GL Integration Login screen appears.
3. Enter a User ID and Password in the Login screen.
4. The Niku GL Integration dialog box appears.

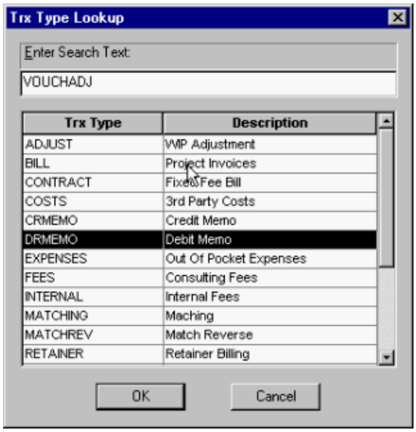
5 From the File menu, select Open. The GL Distributions form appears.



6 Review the list of GL Distributions on the top half of the form and click in an existing row of rules to modify a rule, or in a new row to define a new rule.

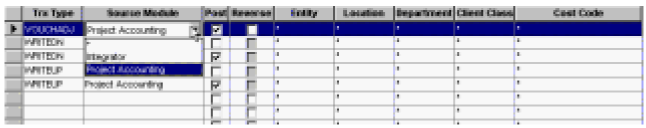
7 Click in each field to define / modify Distribution Rules using the following field definitions:

- Trx Type: click on the Lookup icon on the toolbar to select from the Transaction Types list. The Transaction Type is the key field for the Distribution Rules Set. Distributions are defined for each Transaction using the GL Column Hierarchy, which must be defined prior to defining Distribution Rules. Transaction Types are created in Niku.

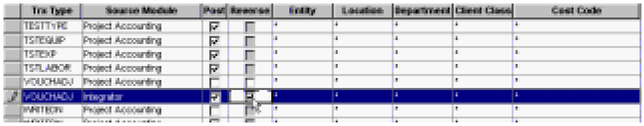


Note: Distribution Rules may be defined without selecting the Post option. These distributions will not post until the Post option is enabled.

- Source Module: click on the Source Module list, and then select Source Module. Specifying a Source Module provides the ability to define the GL Distribution of a transaction based on the module where it originated. Valid module selections are Project Accounting, Integrator, and Either (represented by the (*) option). Use the (*) option is if the source module is of no significance to the user. The Integrator option is only available for Transaction Types that may originate in the financial system (e.g., adjustment, debit memo, etc.).

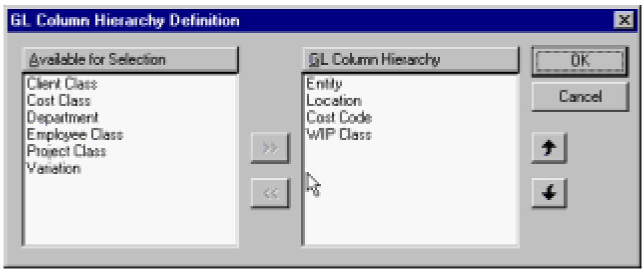


- Post: select box to enable or disable the Post function. If selected, the Post function will allow the transaction to be posted to the GL Database and activate the lower part of the form where additional fields identified later are entered.

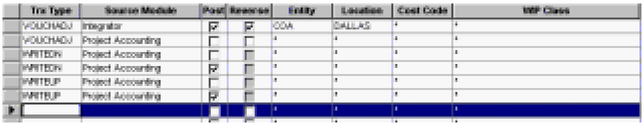


- Reverse: select box to distribute certain transactions using the original transaction GL control records. This option can be used for Adjustment, Matching Reversal, Debit Memo, Voucher Adjustment or Credit Memo transaction types that match the GL Column Hierarchy. The debit lines are changed to credits and vice versa prior to distribution to the GL. This provides a reversal of the original entry. Some combinations of transaction types and source modules will cause the Reverse option to appear inactive.

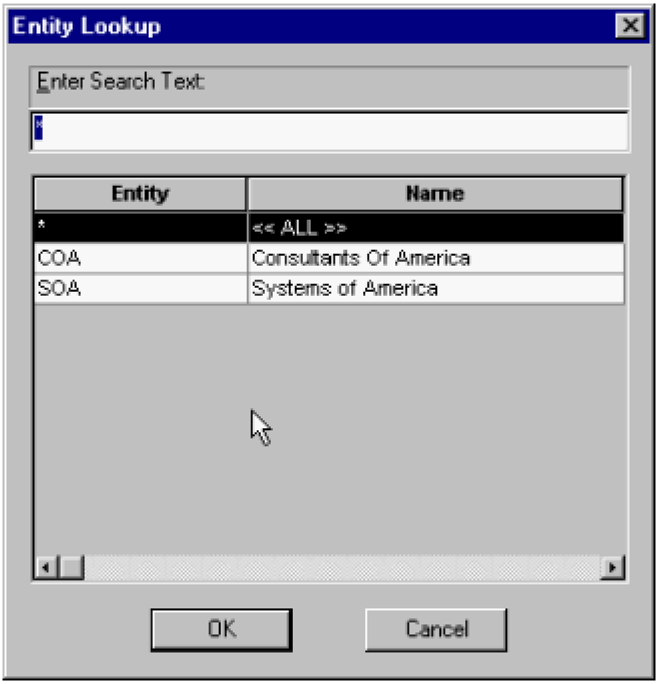
- GL Hierarchy Parameter: enter the appropriate values based on definitions set up in the GL Column Hierarchy. Enter an asterisk (*) as a wildcard parameter to accept any value.



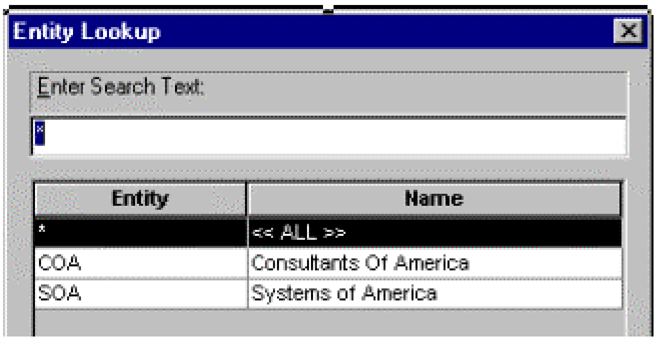
Note: Fields labeled “Entity” through “Non Int” are used in conjunction with the transaction type and GL Column Hierarchy to determine matches between WIP transactions and the GL distributions.



- Entity: click the Lookup icon on the toolbar to select an Entity from the Entity Lookup list. The selection will determine which database GL Integration posts to. Only entities with the GL Interface Posting Method set to Manual are on the list.

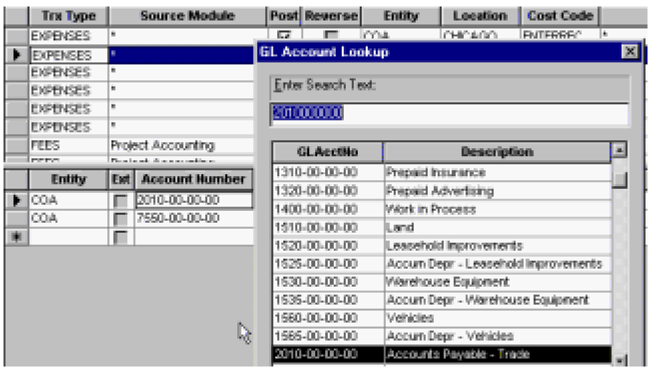


- Select the wildcard (*) from the list to indicate use of the Entity defined in the WIP Transaction Table. Use the wildcard if the Chart of Accounts is the same for all Entities. Otherwise, to accommodate differences in the Chart of Accounts, rules must be defined for each Entity, with a different account number for any given Transaction Class.

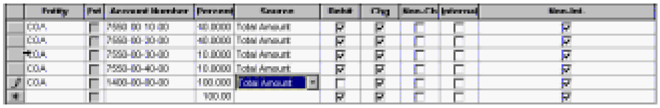


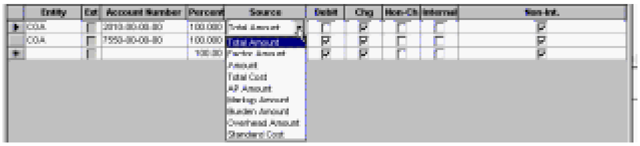
- Ext: select to activate or deactivate the use of the External GL Account. If activated, all reversals of prior GL postings will use the GL Account posted by the external accounting system.

- Account Number: click the Lookup icon on the toolbar to activate a zoom into the Chart of Accounts. Select an account number for the Distribution.

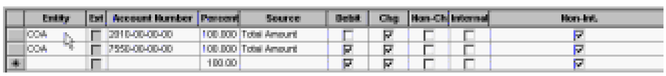


- Percent: click in the field, and then enter the transaction percent that is being posted to the selected account.
- Source: click the Lookup icon on the toolbar to select a source field in the WIP record used in posting for the dollar amount (e.g. Total). Other valid source fields are Amount, Factor, Total Cost, AP Total Cost, Burden, and Overhead and Mark-up. The transaction type determines which source fields are available.





- **Debit**: select to determine if the distribution will be posted as a debit, or posted as a credit.
- **Chg**: select to activate, or clear to deactivate the **chargeable** attribute. If activated, Niku will recognize the transaction as applying to a chargeable transaction.



- Non-Ch: select to activate, or clear to deactivate the non-chargeable attribute. If activated, Niku will recognize the transaction as applying to a non-chargeable transaction.

- Internal: select to activate, or clear to deactivate the internal attribute. If activated, Niku will recognize the transaction as applying to an internal project effort.

	Entity	Ext	Account Number	Percent	Source	Debit	Chg	Non-Ch	Internal	Non-Int.
	*	☐	1015-00-00-00	100.000	Total Amount	☑	☐	☑	☑	☐
	*	☐	2035-00-00-00	100.000	Total Amount	☐	☐	☑	☑	☐
*		☐		100.00		☑	☑	☐	☐	☑

- Non-Int: select to activate, or clear to deactivate the non-internal attribute. If activated, Niku will recognize the transaction as applying to an external project effort.

8 Create a new row and complete fields on lower part of form for each credit or additional debit entry using definitions above.

Note: The debits and credits must balance or the distributions will not save, when the Post option is selected.

9 Save and close form when all rows have been defined.

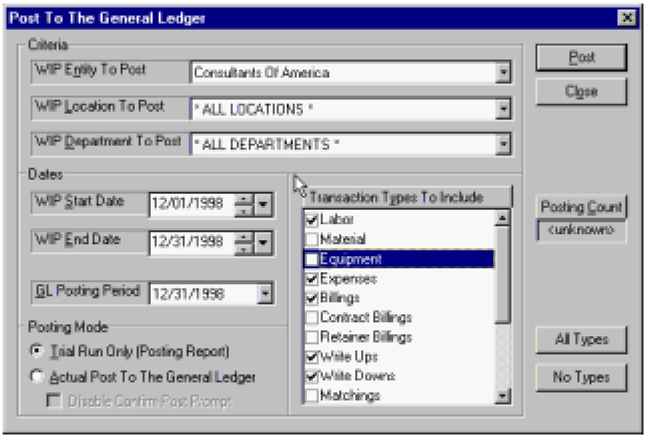
Note: Not all posting items are relevant to all integrations (i.e., Debit Memos).

Post to GL Process

Niku GL Integration generates entries in the proper format for processing by the GL module. The user can identify filters for the selection of transactions to be processed including WIP Entity, Location and Department, WIP Start and End Dates, and Transaction Types. Only those transaction types with rules defined in the GL Distributions Rules are processed. The user has the option of performing a Trial Run, which can be reviewed for accuracy before posting the transactions to the GL. Transactions having errors will not post. These transactions will be listed in the GL Exception Report. A prompt will allow the user to request the report during the Trial Run or GL Posting.

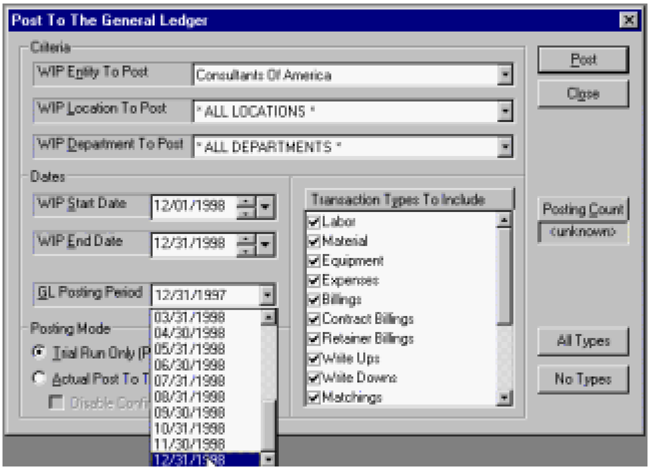
How to Post to GL

1 From the Process menu, select GL Post. The Post To The General Ledger form appears.



2 From the Criteria group lists, select Entity, Location and Department.

3 From the Dates group lists, select Start Date, End Date and GL Posting Period.

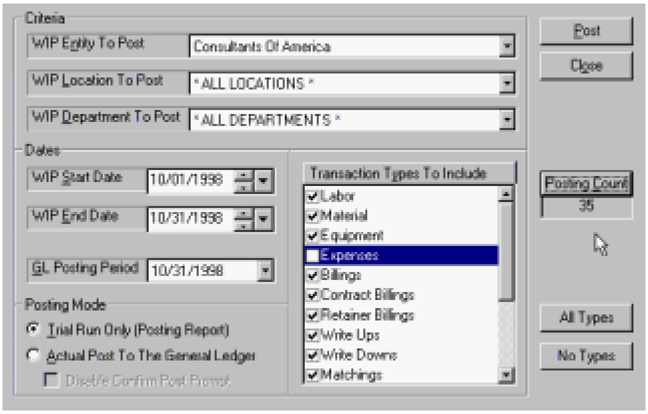


Note: The posting period date defaults to the ending date of the current period date defined in the GL database to which the selected entity is mapped.

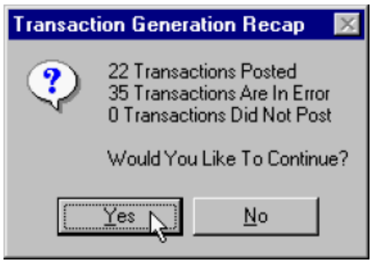
4 Select a Posting Mode group option.

Note: The Trial Run Only option is recommended to create a report so as to view the transactions prior to Posting. If doing an Actual Post, enable or disable a “Confirm Post” prompt by clicking the Disable Confirm Post Prompt option. If disabling the prompt, transactions will automatically Post to GL without notifying the user of errors or providing the option to cancel the posting.

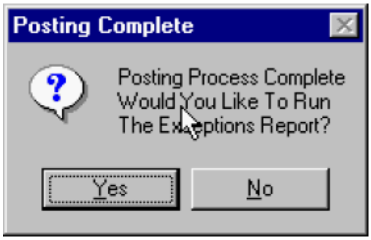
5 Click the Posting Count button. A count of Transactions to be posted appears.



6 Click the Post button to view or post the transactions selected. The Transaction Generation Recap dialog box appears.



7 Select <Yes> to continue to either generate the Trial Run report or post the transactions. If the Trial Run was selected, the Trial Run report will be generated and a prompt for the Exceptions Report appears. If Actual Post was selected, a message will display verifying the posting completed and a prompt to generate the Exceptions Report appears.



8 Select <Yes> to generate the report, or <No> to finish processing.

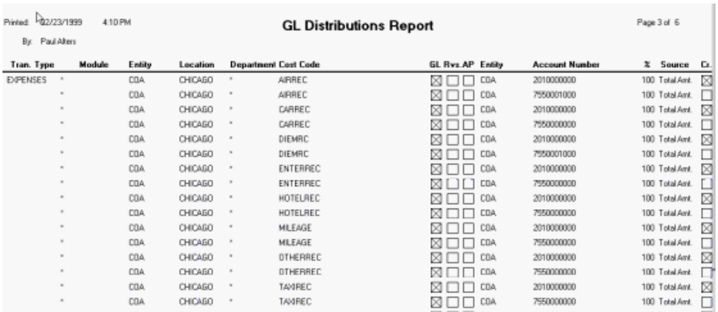
Note: A warning message displays after all selections are made and the user clicks the Post button. The message asks the user to continue with the Post or cancel the Post without change. This warning can be disabled by selecting the Disable Confirm Post Prompt option located on the Posting form.

GL Reporting

Through Niku GL Integration, a variety of reports can be generated to identify the flow of transactions between Niku and the GL. A brief description of each report follows.

GL Distributions Report

The GL Distributions Report is a detailed list of all defined distributions. This report can be generated from the Niku GL Integration Reports menu.



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GL Distributions Report

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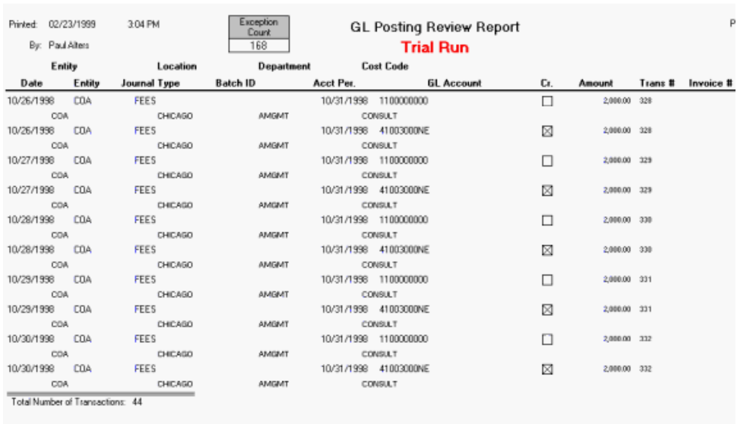
Tran. Type	Module	Entity	Location	Department	Cost Code	GL	Rvs.	AP	Entity	Account Number	%	Source	Cr.
EXPENSES	*	COA	CHICAGO	*	AIRREC	☒	☐	☐	COA	2010000000	100	Total Amt.	☒
	*	COA	CHICAGO	*	AIRREC	☒	☐	☐	COA	7550001000	100	Total Amt.	☐
	*	COA	CHICAGO	*	CARREC	☒	☐	☐	COA	2010000000	100	Total Amt.	☒
	*	COA	CHICAGO	*	CARREC	☒	☐	☐	COA	7550000000	100	Total Amt.	☐
	*	COA	CHICAGO	*	DIEMRC	☒	☐	☐	COA	2010000000	100	Total Amt.	☒
	*	COA	CHICAGO	*	DIEMRC	☒	☐	☐	COA	7550001000	100	Total Amt.	☐
	*	COA	CHICAGO	*	ENTERREC	☒	☐	☐	COA	2010000000	100	Total Amt.	☒
	*	COA	CHICAGO	*	ENTERREC	☒	☐	☐	COA	7550000000	100	Total Amt.	☐
	*	COA	CHICAGO	*	HOTELREC	☒	☐	☐	COA	2010000000	100	Total Amt.	☒
	*	COA	CHICAGO	*	HOTELREC	☒	☐	☐	COA	7550000000	100	Total Amt.	☐
	*	COA	CHICAGO	*	MILEAGE	☒	☐	☐	COA	2010000000	100	Total Amt.	☒
	*	COA	CHICAGO	*	MILEAGE	☒	☐	☐	COA	7550000000	100	Total Amt.	☐
	*	COA	CHICAGO	*	OTHERREC	☒	☐	☐	COA	2010000000	100	Total Amt.	☒
	*	COA	CHICAGO	*	OTHERREC	☒	☐	☐	COA	7550000000	100	Total Amt.	☐
	*	COA	CHICAGO	*	TAXIREC	☒	☐	☐	COA	2010000000	100	Total Amt.	☒
	*	COA	CHICAGO	*	TAXIREC	☒	☐	☐	COA	7550000000	100	Total Amt.	☐

GL Posting Review Report -Trial Run

The GL Posting Review Report - Trial Run is generated when the Trial Run option is selected from the post processing. This reports is a detailed listing of the transactions selected for posting, including identifying the journal type and GL account number. Generating the trial run provides a tool for reviewing transactions for accuracy before the items are posted to GL.



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Exception Count 168

GL Posting Review Report

Trial Run

P

	Entity	Location	Department	Cost Code					
Date	**Entity**	**Journal Type**	**Batch ID**	**Acct Per.**	**GL Account**	**Cr.**	**Amount**	**Trans #**	**Invoice #**
10/26/1998	COA	FEES		10/31/1998	1100000000	☐	2,000.00	328	
	COA	CHICAGO	AMGMT	CONSULT					
10/26/1998	COA	FEES		10/31/1998	41003000NE	☒	2,000.00	328	
	COA	CHICAGO	AMGMT	CONSULT					
10/27/1998	COA	FEES		10/31/1998	1100000000	☐	2,000.00	329	
	COA	CHICAGO	AMGMT	CONSULT					
10/27/1998	COA	FEES		10/31/1998	41003000NE	☒	2,000.00	329	
	COA	CHICAGO	AMGMT	CONSULT					
10/28/1998	COA	FEES		10/31/1998	1100000000	☐	2,000.00	330	
	COA	CHICAGO	AMGMT	CONSULT					
10/28/1998	COA	FEES		10/31/1998	41003000NE	☒	2,000.00	330	
	COA	CHICAGO	AMGMT	CONSULT					
10/29/1998	COA	FEES		10/31/1998	1100000000	☐	2,000.00	331	
	COA	CHICAGO	AMGMT	CONSULT					
10/29/1998	COA	FEES		10/31/1998	41003000NE	☒	2,000.00	331	
	COA	CHICAGO	AMGMT	CONSULT					
10/30/1998	COA	FEES		10/31/1998	1100000000	☐	2,000.00	332	
	COA	CHICAGO	AMGMT	CONSULT					
10/30/1998	COA	FEES		10/31/1998	41003000NE	☒	2,000.00	332	
	COA	CHICAGO	AMGMT	CONSULT					

Total Number of Transactions: 44

GL Posting Review/Exceptions Report

The posting process allows the user to generate a combined GL Posting Review / Exceptions Report from the posting process. The report has two parts. The first part, GL Posting Review, displays each item of a transaction selected for posting that posted successfully. The second part, GL Exceptions Report, displays each item of a transaction selected for posting that did not post and identifies the reason the transaction failed to post. Examples of exceptions preventing posting are no distribution setup, invalid GL account number, and debits do not equal credits.

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Trial Run

GL Exceptions Report

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	Entity		Location	Department		Cost Code		
Date	**Entity**	**Type**	**Period**	**Account No.**	**Cr.**	**Amount**	**Trans #**	**Error Message**
10/05/1998	COA	INTERNA	10/31/1998		☐	0.00	111	No Distribution setup for this transaction
	COA		CHICAGO	PROD		EDUCATE		
10/05/1998	COA	ADJUST	10/31/1998		☐	0.00	114	No Distribution setup for this transaction
	COA		CHICAGO	PROD		EDUCATE		
10/05/1998	COA	INTERNA	10/31/1998		☐	2,000.00	115	Invalid GL Account Number!
	COA		CHICAGO	PROD		EDUCATE		
10/05/1998	COA	INTERNA	10/31/1998		☒	2,000.00	115	Invalid GL Account Number!
	COA		CHICAGO	PROD		EDUCATE		
05/12/1998	COA	BILL	10/31/1998		☐	0.00	116	Invalid GL Account Number!
	COA		CHICAGO	PROD		STRATEGY		
05/12/1998	COA	BILL	10/31/1998		☐	1,081.31	116	Invalid GL Account Number!
	COA		CHICAGO	PROD		STRATEGY		
05/12/1998	COA	BILL	10/31/1998		☒	1,081.31	116	Invalid GL Account Number!

11 Niku Financial Integrations

This chapter describes Financial Integrations. This chapter includes the following information:

- “About Niku Financial Integrations” on page 124
- “Financial Integrations Window” on page 125
- “Niku Financial Integrations Setup” on page 126
- “Purchase Orders” on page 147
- “Accounts Payable” on page 152
- “Inventory” on page 155
- “Process Engine” on page 156

About Niku Financial Integrations

Niku Financial Integrations provides the same user interface when distributing costs to projects in Niku, whether accessed through an Accounts Payable (AP), Inventory (IV), or Purchase Order (PO) module, or directly. Niku Financial Integrations performs the tasks of distributing costs, generating reports and posting distributions by client, project, cost code, and employee from the third-party module to Revenue Niku.

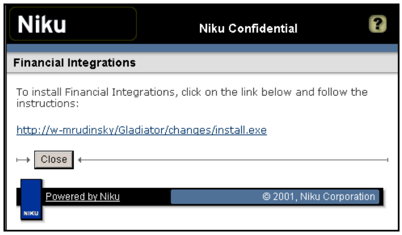
The Niku Financial Integrations functions are identical whether you're distributing a vendor voucher in an AP module, an inventory issue in an IV module, or assigning a PO module to one or more projects. The following is a walk-through of Niku Financial Integrations functionality. After this walk-through, a detailed description of AP, IV, and PO module processing is provided.

Financial Integrations Window

To view the Financial Integrations Window from the Home Page, under Work click Financial Processing ▸ Financial Integration.

To view the Financial Integrations Window from the Work Page, under Financial Processing click the <Financial Integration> Link.

To view the Financial Integrations Window from the Financial Processing Page, click the <Financial Integration> Link.



The following table describes the items that appear on the Financial Integrations Window.

Item	Description
Install Financial Integrations Window Link	Click on the link to install Financial Integrations Window and follow the on-screen instructions.
Close	Closes the Financial Integrations Window.

Niku Financial Integrations Setup

Niku Financial Integrations requires an initial setup that is a one-time process. There are two access methods available for ongoing use of the Niku Financial Integrations:

- The first and most common method to access Niku Financial Integrations is by clicking the Niku Financial Integrations icon while in an inventory issue, voucher or PO entry form. This will launch Niku Financial Integrations and allows for the line items on the document to be distributed to clients and projects at the point of initial entry.

- The second method is to directly access the Niku Financial Integrations application and process the distributions. This method is used when document assignment and posting of distributions are to be performed in batch.

The functions of the Niku Financial Integrations apply to the third-party AP, IV, and PO modules. They include:

- “Niku Financial Integrations One-Time Setup” on page 126
- “Other Setup Options” on page 131
- “Document Selection” on page 133
- “Posting Distributions” on page 138
- “Generating Vouchers from Expense Reports” on page 141
- “Reporting” on page 153

Niku Financial Integrations One-Time Setup

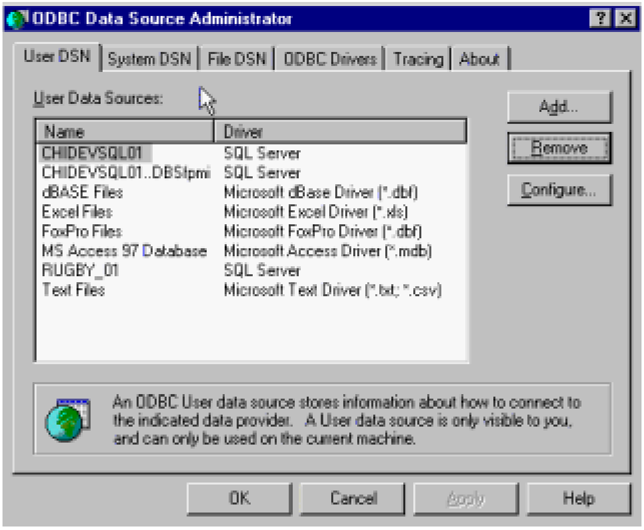
Before items can be processed using the Niku Financial Integrations, the setup needs to be completed. When Niku Financial Integrations is accessed directly from a third-party document, a default User ID of PA1 is assigned to control the security rights of the user. Niku Financial

Integrations cannot be launched from third-party documents if the default user is not defined. If internal security guidelines require limitations to user rights, the default needs to be defined within those guidelines in Niku. Normally, access would not be granted to the Posting and Process Engine menu options to AP, IV and PO clerks. The following procedure includes steps that are normally performed by a System Administrator.

How to Set Up Niku Financial Integrations

1. From the Start menu, select Programs ▸ Niku ▸ Niku Financial Integrations and the Niku Financial Integrations Login screen appears.
2. Click the Servers button and the Server Alias Maintenance dialog box appears.

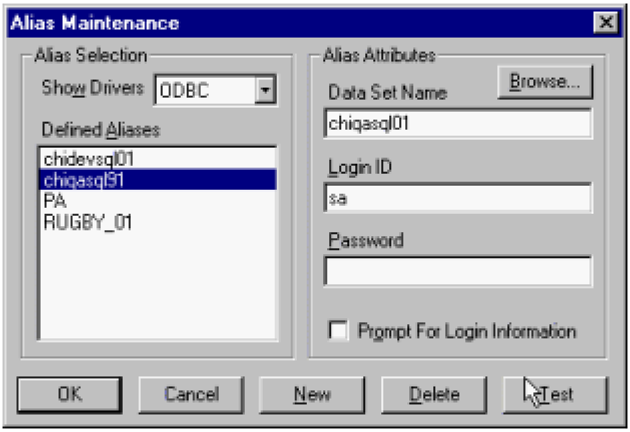
3 Click the ODBC button and the ODBC Data Source Administrator form appears.



Note: Be sure the server name is listed in the User Data Source section and is properly configured. If not, click the Add button and complete the setup before configuring Niku Financial Integrations to run on the server.

4 Click <OK> to exit and return to the Server Alias Maintenance dialog box.

5 Click the Aliases button and the Alias Maintenance form appears.



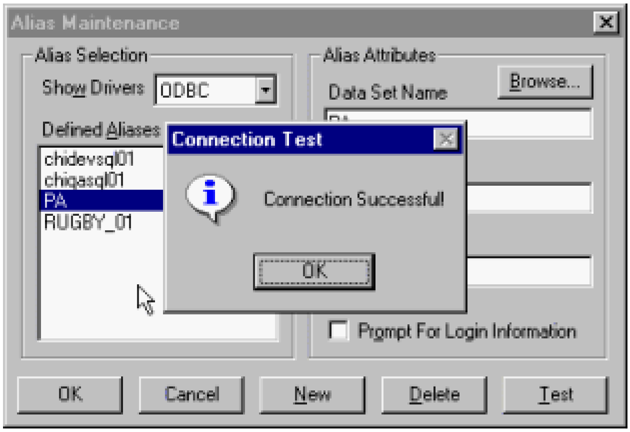
6 Select a defined Alias, or click the New button and the New Alias form appears.

7 Enter the Alias Name and verify the Driver Type is ODBC on the New Alias form.

Note: The Alias name must be the same as the Server name.

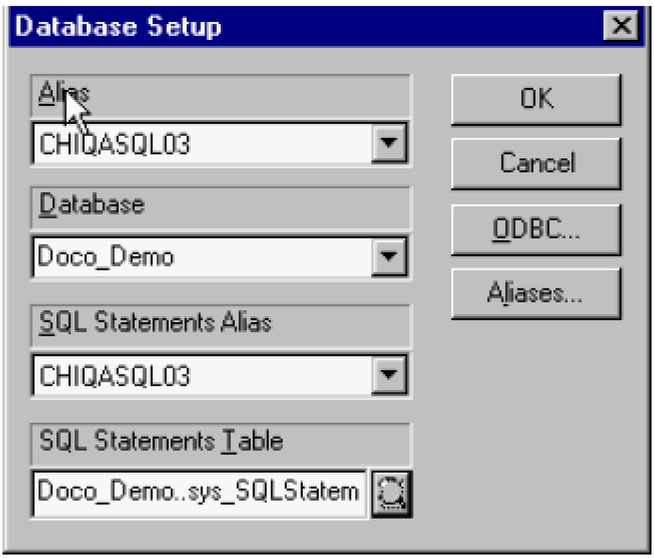
8 Click <OK> to return to the Alias Maintenance form.

9 Highlight the defined Alias and click the Test button to verify the connection to the database. A Connection Successful message will appear.



10 Enter the Data Set Name, Login ID, and Password of the Server.

11 Click <OK> to close the message and <OK> on the Alias Maintenance form to return to the Database Setup dialog box.



12 From the drop-down boxes, select Alias, Database, SQL Statement Alias, and SQL Statements Table and click <OK>. The Niku Financial Integrations Login screen appears.

13 Enter User ID and Password, click <OK> and the Niku Financial Integrations Menu screen appears.

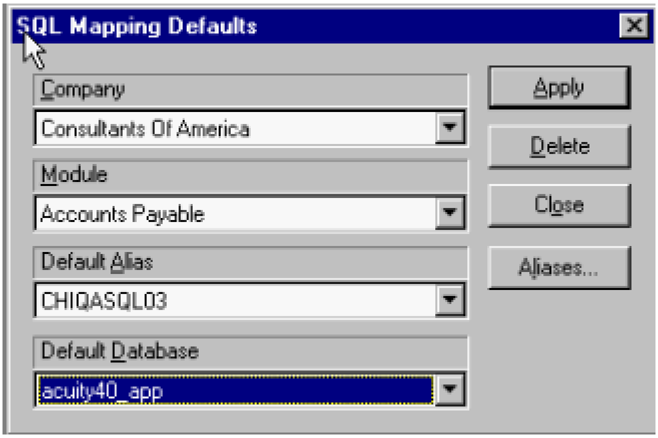
Other Setup Options

Other setup options which may require attention are identified in the following "How To" procedure.

How to Work with Other Setup Options

Mapping Defaults

1 From the Options menu in Niku Financial Integrations, select Mapping Defaults and the SQL Mapping Defaults dialog box appears.



2 From the drop-down lists, select Company, Module, Default Alias and Default Database.

3 Click the Apply button.

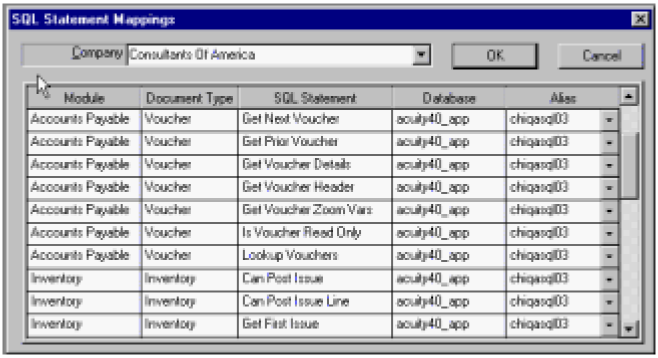
4 Continue setting up all combinations of Modules and Companies relevant to processing requirements.

5 Click **Close** and return to the **Niku Financial Integrations Menu** screen.

SQL Statement Mappings

1 If you have set up the mapping defaults, as described above, this mapping is already pre-loaded into the integration and requires no action on the part of the user. It is included as reference document if a condition occurs that may require its use.

2 From the Options menu of Niku Financial Integrations, select SQL Statement Mappings and the SQL Statement Mappings dialog box appears.



3 Verify the assignment of each defined Company to the selected Module, Document Type, SQL Statement, Database and Alias.

4 This step is especially important if the modules are on different databases.

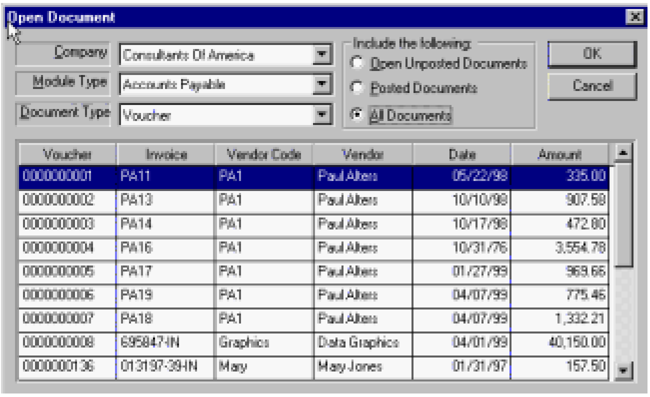
5 Click <OK> and return to the Niku Financial Integrations Menu screen.

Document Selection

This option only applies if the user wants to launch Niku Financial Integrations outside of the AP, IV or PO document. Other than the initial Open Document form, the application functions are identical as when accessed from integrated AP or PO modules.

How to Work with Document Selection

1. From the Start menu, select Programs ▸ Niku ▸ Niku Financial Integrations and the Niku Financial Integrations Login screen appears.
2. Enter User ID and Password.
3. Click the <OK> and the Niku Financial Integrations Menu screen appears.
4. From the File menu, select Open and the Open Document form appears.



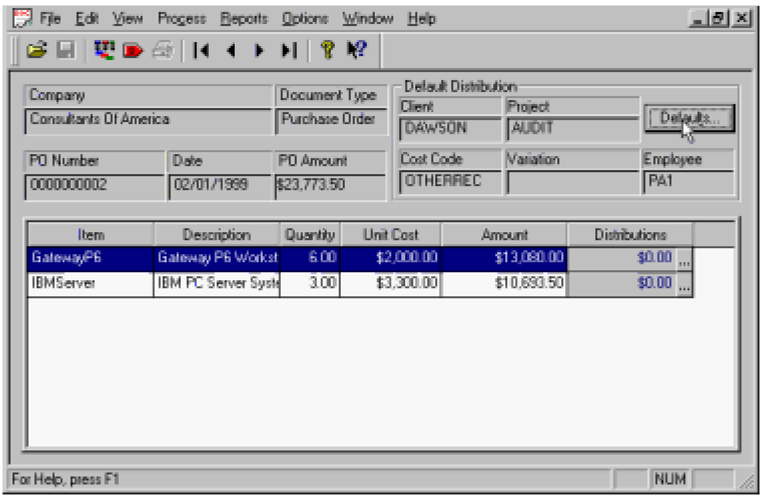
5. Select Company, Module Type, and Document Type, and one of the following options:
   - Open Unposted Documents
   - Posted Documents

- All Documents

A list of documents matching your selection criteria will appear in the bottom portion of the Open Document form.

Note: If no Companies have been setup, or if the connection has not been defined properly, you will receive an error message that no Companies have been set up. Refer to the Integrator Other Setup Options section above for detail on mapping defaults.

6 Highlight the appropriate document and click <OK> or double-click on a document and the Integrator Header form appears.

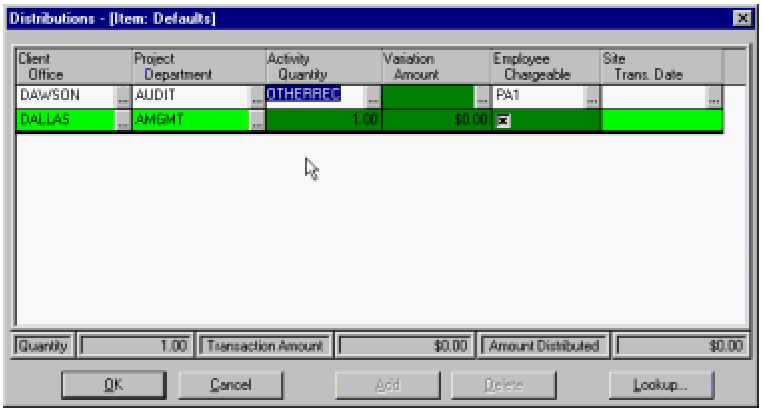


- Using the Default button you can assign a document to a Client, Project, Cost Code and automatically apply all line items to that default.

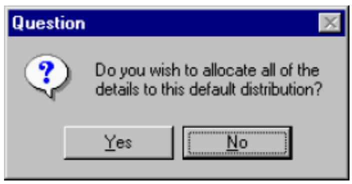
- If a voucher applies to multiple clients, projects, cost codes or employees then the assignments can be performed for each line as required.

- Optionally, a line item can be split across multiple Client, Project, Cost Code and Employee distributions.

7 Click the Defaults button to distribute a default client / project / cost code to all line items and the Distribution form appears.



8 Select the Client, Project, Cost Code, Variation and Employee to be defined as defaults and click <OK>. If no prior distributions exist for this document, a prompt will offer to allocate all items to default distribution.

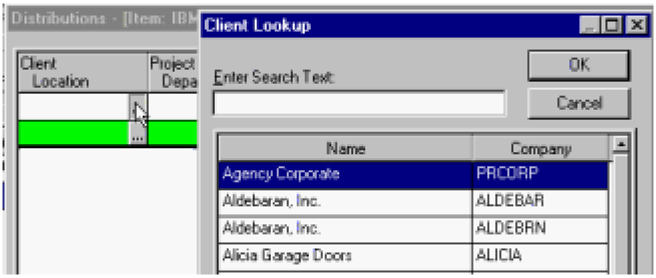


9 Click <Yes> to distribute the costs to the default. The costs will be distributed as defined and the Niku Financial Integrations Menu screen appears.

10 Click <No>, if you do not wish to distribute, and you will return to the Niku Financial Integrations Menu screen.

11 Click the Distributions Lookup button on a line item and the Distributions form appears.

12 Click the Client Lookup button and a list of clients with active projects will appear.



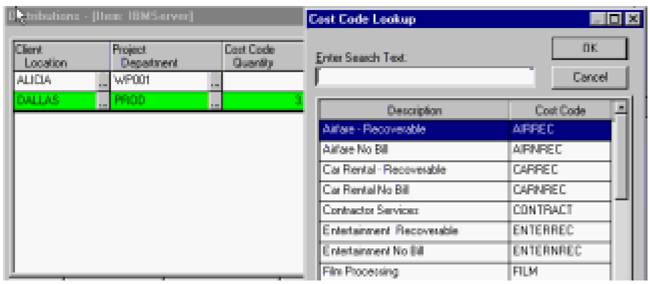
13 Highlight the appropriate client, click <OK> and return to the Distributions form.

14 Click the Project Lookup button and a list of projects for the selected client will appear.

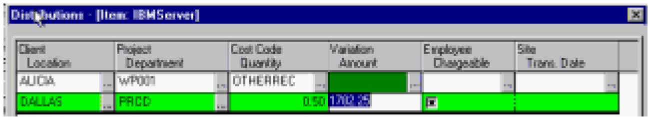
15 Highlight the appropriate project, click <OK> and return to the Distributions form.

Note: Once the client / project is selected, the location and department fields will be filled in using the project's location / department. These default values may be changed to pull a rate or a budgeted cost code from another location / department.

16 Click the Cost Code Lookup button and a list of available cost codes will appear.



17 Highlight the appropriate Cost Code (and variation, if applicable), click <OK> and return to the Distributions form.



18 Click the Employee Lookup button to select a chargeable employee and a list of employees will appear. If no employee is selected, the default employee is used.

19 Highlight the appropriate employee, click <OK> and return to the Distributions form.

20 Enter a quantity and the amount to be distributed will be allocated based on the quantity and actual cost.

Note: The quantity to be distributed is based on the definition in the financial system. A dozen is treated as a single unit, not 12 units.

21 Click the project Site Lookup button, if applicable, and a list of valid project sites appears.

22 Highlight the appropriate Site, click <OK> and return to the Distributions form.

23 Enter a Trans Date to assign the transaction a date. If no date is specified, the document date will be used as the Niku transaction date.

24 Repeat steps above until all amounts have been distributed.

Note: You may not distribute a quantity or an amount that is greater than the line item you are distributing. However, if the Niku Setup, Name & Option Allow Partial Distributions to Post option is ON, distributions less than the line item can be posted. To mark up the AP cost, you must define the appropriate Cost Plus or Cost Code Multiplier Rules in Niku. Refer to the Transaction Assignments chapter for instructions on defining mark-up rules.

Posting Distributions

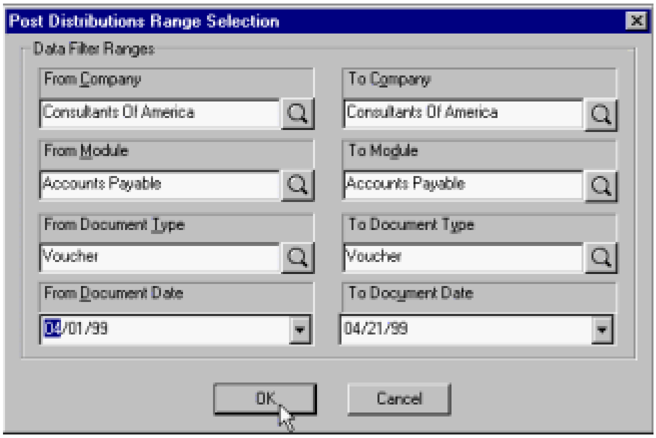
Once a document has been saved and posted in the third-party module, the distributions can be posted to Niku. Posting can be filtered by company, module, document type and date range. A Trial Run can be performed before posting the distributions. Once posting of distributions is complete, the transactions generated are available for posting to WIP in Niku.

Under the Process tab form in Niku Setup there is an option to Allow Partial Distributions to Post. If selected, Niku Financial Integrations will allow the user to post distributions of a document that has not been fully distributed. Once the distributions are posted, the items not previously distributed cannot be distributed. When the Trial Run or Post distributions is executed, a warning will be displayed notifying the user that the item has not been fully distributed. If the box is not selected, the Trial Run will return an error message that the document has not been fully distributed. When the Post is selected, this item will not post. Refer to Setup for instructions on implementing.

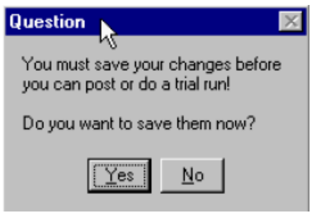
How to Post Distributions

1. From the Start menu, select Programs ▸ Niku ▸ Niku Financial Integrations and the Niku Financial Integrations Login screen appears.
2. Enter User ID and Password and click <OK>. The Niku Financial Integrations Menu screen appears.

3 From the Process menu, select Post Distributions and the Post Distributions Range Selection form appears.



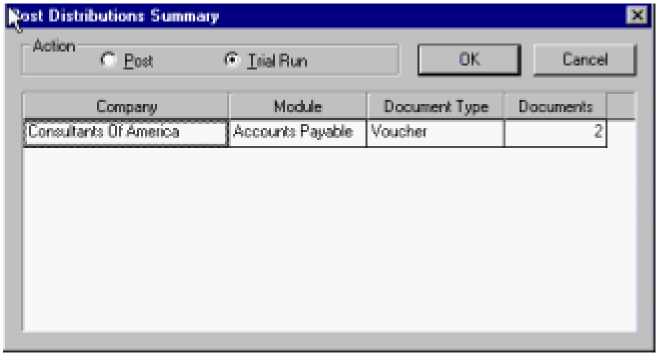
Note: If changes were not saved prior to accessing Post Distributions Range Selection form, a prompt to save appears. Click <Yes> to save.



4 Select the following filters using the appropriate **Lookup** buttons:

- From and To Company
- From and To Module
- From and To Document Type
- From and To Document Date

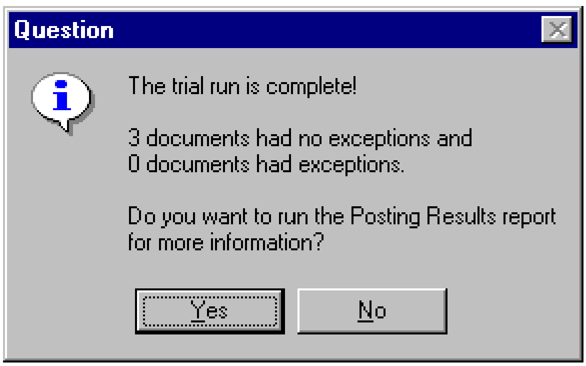
5 Click <OK> and the Post Distributions Summary dialog box appears. The items selected for posting will be recapped on this form.



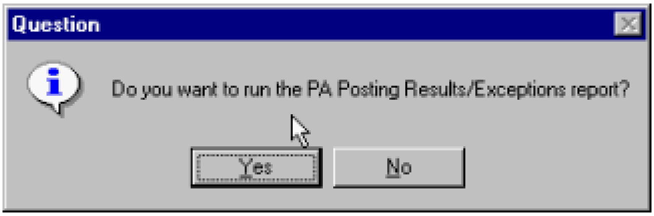
6 Select action by clicking the Trial Run or Post option.

Note: It is suggested that the user execute the Trial Run feature to generate a report to view the transactions prior to posting.

7 Click <OK> to either generate the Trial Run report or post the distributions. A prompt will display recapping the results of the Trial Run.



8 Click <Yes> to generate the Posting Results report or to post distributions, or <No> to return to the Post Distributions Range Selection form.



Note: If there are posting exceptions, a prompt will ask if you would like to generate the PA Posting Results/Exceptions Report.

Generating Vouchers from Expense Reports

The Process Engine is a tool used to generate an AP voucher from expense report transactions. While in Niku Financial Integrations, it is accessed from the Process menu and it operates in single-user mode. Only one user at a time may process transactions.

Niku provides two methods of processing the client/project distributions of expense report costs. The first method involves processing the distributions through the Niku Time and Expense modules (the default method), while the second method involves processing the distributions through Accounts Payable (AP). While on the Process tab of the Name & Options form in Niku Setup, clicking Allow Flow Through to AP enables the second method. The process flow of the two methods is as follows:

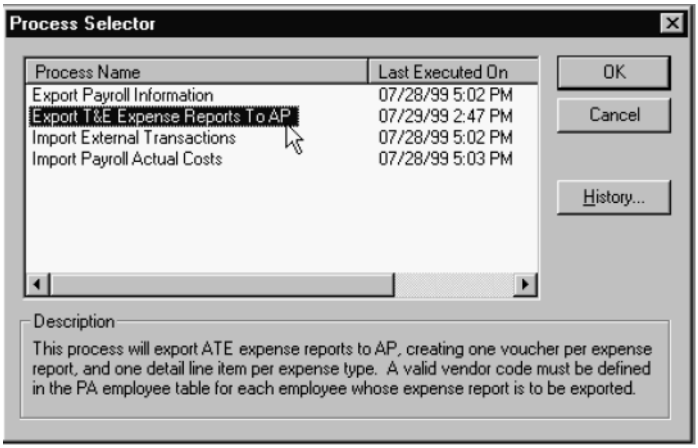
Allow Flow Through to AP disabled (the default setting):

The default for the flow of client/project distribution of expense report costs is through the Niku Time and Expense modules. The client/project distributions defined through the cost keys of the expense report generate transactions for processing billings. These transactions are posted to WIP and are then available for billing or matching. Since an expense report cannot be modified after it has been submitted, a change to a voucher requires a manual WIP adjustment to effect the change.

Allow Flow Through to AP enabled:

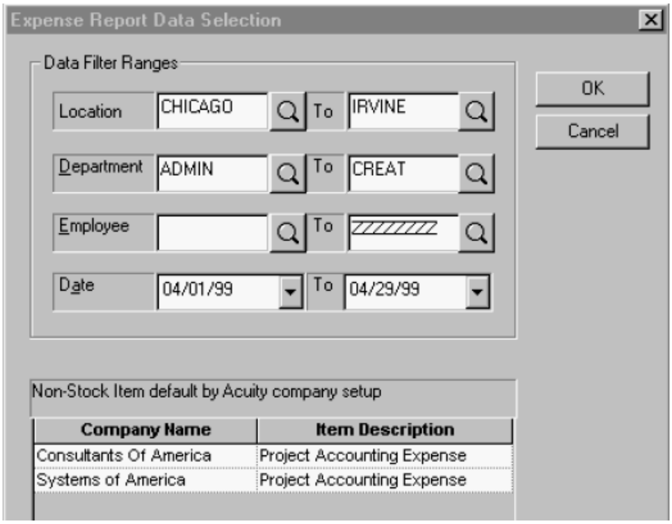
With this option enabled, the client / project distributions of expense report costs flow into Niku through AP. These distributions or the payable amounts can be modified in AP prior to the voucher being posted, thus eliminating the need for a manual WIP adjustment for a modification to a voucher.

The Process Selector dialog box allows selection of the Export T&E Expense Report to AP option. In addition to the Last Executed On date provided next to the Process Name, selection of History button provides an execution listing. The process Execution History provides the date, time and user each time the process has been performed. Select the Export T&E Expense Report to AP option and click <OK>.



The Expense Report Data Selection form appears. Select appropriate criteria and select <OK> to generate AP vouchers for expense reimbursement. The export function uses the employee’s location / department for filter criteria.

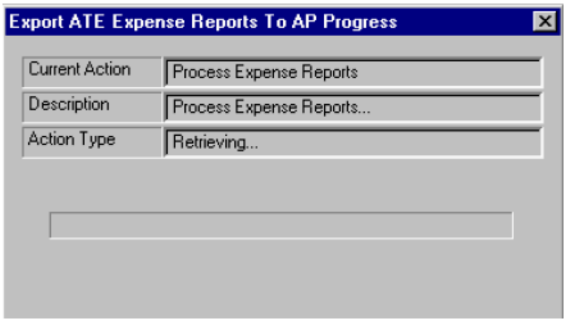
The export function uses the employee's location / department for filter criteria.



For an employee's expense reports to be available for posting to AP several setup steps must be performed. The employee must be assigned a location, whose entity has Active selected for the AP interface record. The vendor code selected in Niku Employees must be a valid vendor in the company AP module, and the employee's entity / location combination must match the third-party module company associated with the vendor code.

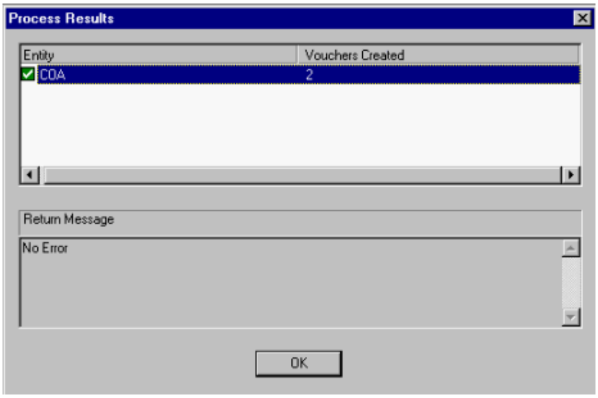
The Export T&E Expense Report to AP option generates one voucher for each expense report. The voucher has one line item for each collection of transactions by expense type. For example, if three transactions for the expense type Airfare are entered in expense entry then one line item for Airfare (which summarizes the airfare items) is generated on the voucher.

When exporting transactions, no status bar will appear on the screen. The hour glass changes back to a cursor when your processing is complete. If an error is encountered during processing, the entire batch of transactions being submitted is returned as “not processed” until the error is corrected.



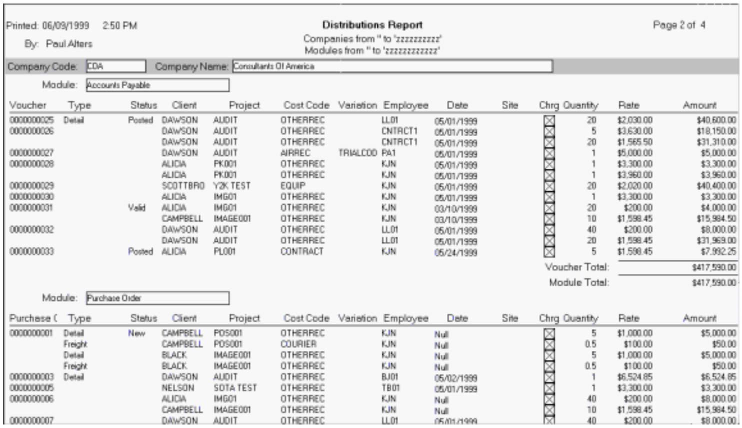
Only expense reports that have been submitted to Niku from within the Niku Time and Expenses modules are available for posting to AP. Additionally, the Check No field in the Reimbursement tab of the Expense Report Details form in Time & Expense must be blank for an expense report to be available for posting. For expense reports already reimbursed, either change the status to Paid or through Expense Report Details, enter a check number on the Reimbursement tab.

After the posting process is complete, a Process Results window will provide a summary of the posting results. Additional processing information can be viewed in the Return Message portion of the form by highlighting the desired row.



Reporting

Niku provides three standard reports as well as the ability to launch customized reports from within Niku Financial Integrations. The Distributions Report allows filtering of information presented by company and module with the option to include posted distributions matching the selected criteria. Information is displayed by company, module and document (e.g. voucher number) and reflects the status of the distribution in the Niku Financial Integrations table.



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Distributions Report

Companies from '' to 'zzzzzzzzzz'
Modules from '' to 'zzzzzzzzzzzz'

Page 2 of 4

By: Paul Alters

Company Code: CDA Company Name: Consultants Of America

Module: Accounts Payable

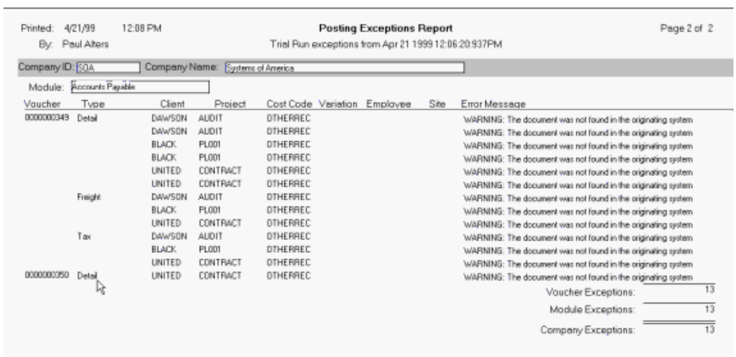
Voucher	Type	Status	Client	Project	Cost Code	Variation	Employee	Date	Site	Chrg	Quantity	Rate	Amount
0000000025	Detail	Posted	DAWSON	AUDIT	OTHERREC		LL01	05/01/1999		☒	20	$2,030.00	$40,600.00
0000000026			DAWSON	AUDIT	OTHERREC		CNTRCT1	05/01/1999		☒	5	$3,630.00	$18,150.00
			DAWSON	AUDIT	OTHERREC		CNTRCT1	05/01/1999		☒	20	$1,565.50	$31,310.00
0000000027			DAWSON	AUDIT	AIRREC	TRIALCOD	PA1	05/01/1999		☒	1	$5,000.00	$5,000.00
0000000028			ALICIA	PK001	OTHERREC		KJN	05/01/1999		☒	1	$3,300.00	$3,300.00
			ALICIA	PK001	OTHERREC		KJN	05/01/1999		☒	1	$3,960.00	$3,960.00
0000000029			SCOTTBRO	Y2K TEST	EQUIP		KJN	05/01/1999		☒	20	$2,020.00	$40,400.00
0000000030			ALICIA	IMG01	OTHERREC		KJN	05/01/1999		☒	1	$3,300.00	$3,300.00
0000000031		Valid	ALICIA	IMG01	OTHERREC		KJN	03/10/1999		☒	20	$200.00	$4,000.00
			CAMPBELL	IMAGE001	OTHERREC		KJN	03/10/1999		☒	10	$1,598.45	$15,984.50
0000000032			DAWSON	AUDIT	OTHERREC		LL01	05/01/1999		☒	40	$200.00	$8,000.00
			DAWSON	AUDIT	OTHERREC		LL01	05/01/1999		☒	20	$1,598.45	$31,969.00
0000000033		Posted	ALICIA	PL001	CONTRACT		KJN	05/24/1999		☒	5	$1,598.45	$7,992.25
											Voucher Total:		$417,590.00
											Module Total:		$417,590.00

Module: Purchase Order

Purchase (	Type	Status	Client	Project	Cost Code	Variation	Employee	Date	Site	Chrg	Quantity	Rate	Amount
0000000001	Detail	New	CAMPBELL	POS001	OTHERREC		KJN	Null		☒	5	$1,000.00	$5,000.00
	Freight		CAMPBELL	POS001	COURIER		KJN	Null		☒	0.5	$100.00	$50.00
	Detail		BLACK	IMAGE001	OTHERREC		KJN	Null		☒	5	$1,000.00	$5,000.00
	Freight		BLACK	IMAGE001	OTHERREC		KJN	Null		☒	0.5	$100.00	$50.00
0000000003	Detail		DAWSON	AUDIT	OTHERREC		BJ01	05/02/1999		☒	1	$6,524.85	$6,524.85
0000000005			NELSON	SOTA TEST	OTHERREC		TB01	05/01/1999		☒	1	$3,300.00	$3,300.00
0000000006			ALICIA	IMG01	OTHERREC		KJN	Null		☒	40	$200.00	$8,000.00
			CAMPBELL	IMAGE001	OTHERREC		KJN	Null		☒	10	$1,598.45	$15,984.50
0000000007			DAWSON	AUDIT	OTHERREC		LL01	05/01/1999		☒	40	$200.00	$8,000.00

The Committed Costs Report displays the Niku distributions of open Purchase Orders. An example is included in the Purchase Order section of this chapter.

The Posting Results selection displays the results of the last execution of the PA Distributions processing. The Valid Distribution section of the report displays the transactions that posted successfully. The Posting Exceptions section lists details for transactions that failed to post and provides a description of the error(s).



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Posting Exceptions Report

Trial Run exceptions from Apr 21 1999 12:06:20:937PM

Page 2 of 2

By: Paul Alters

Company ID: SOA Company Name: Systems of America

Module: Accounts Payable

Voucher	Type	Client	Project	Cost Code	Variation	Employee	Site	Error Message
0000000349	Detail	DAWSON	AUDIT	OTHERREC				WARNING: The document was not found in the originating system
		DAWSON	AUDIT	OTHERREC				WARNING: The document was not found in the originating system
		BLACK	PL001	OTHERREC				WARNING: The document was not found in the originating system
		BLACK	PL001	OTHERREC				WARNING: The document was not found in the originating system
		UNITED	CONTRACT	OTHERREC				WARNING: The document was not found in the originating system
		UNITED	CONTRACT	OTHERREC				WARNING: The document was not found in the originating system
	Freight	DAWSON	AUDIT	OTHERREC				WARNING: The document was not found in the originating system
		BLACK	PL001	OTHERREC				WARNING: The document was not found in the originating system
		UNITED	CONTRACT	OTHERREC				WARNING: The document was not found in the originating system
	Tax	DAWSON	AUDIT	OTHERREC				WARNING: The document was not found in the originating system
		BLACK	PL001	OTHERREC				WARNING: The document was not found in the originating system
		UNITED	CONTRACT	OTHERREC				WARNING: The document was not found in the originating system
0000000350	Detail	UNITED	CONTRACT	OTHERREC				WARNING: The document was not found in the originating system

Voucher Exceptions: 13
Module Exceptions: 13
Company Exceptions: 13

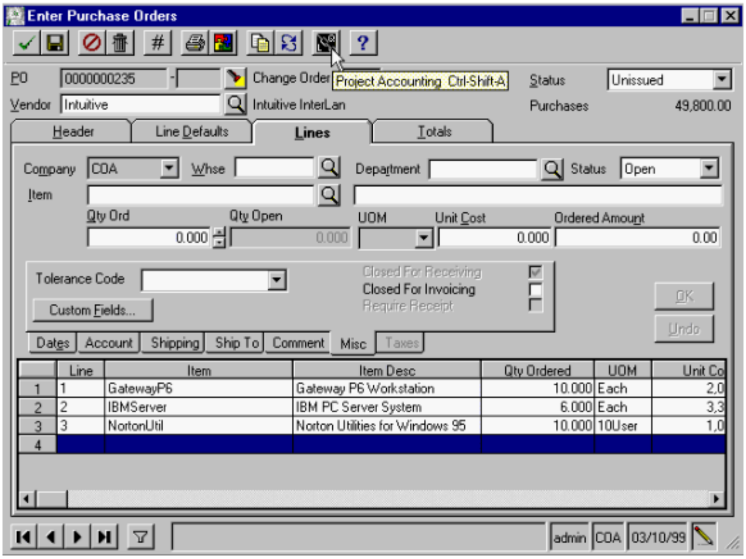
Purchase Orders

Purchase Orders (POs) are requests for items that may be related to projects tracked in Niku. These costs are not definite costs, therefore, the amounts are not posted to Niku. They must, however, be considered in monitoring the costs committed to a project. Niku provides these costs to be distributed to projects in the PO module. These distributed costs can be viewed in the Committed Costs Report. When AP vouchers are generated from the PO, the distributions transfer to the voucher. After the voucher has been generated, PO distributions will no longer appear in the Committed Cost Report. This section includes:

- Distributing PO Costs
- Committed Costs Report
- Processing PO

Distributing PO Costs

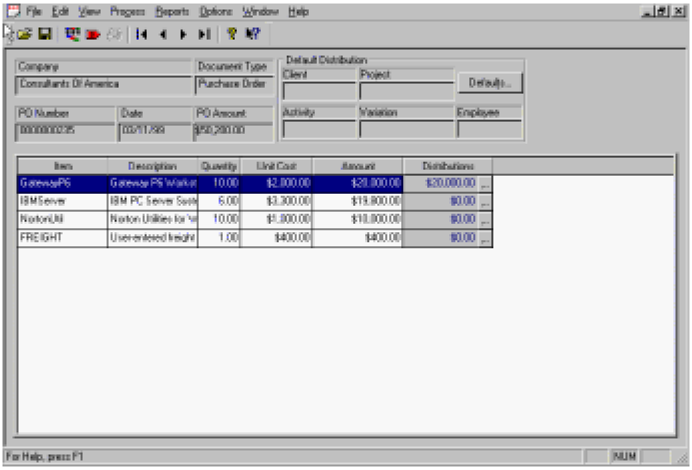
A PO entered in a third-party module must be saved before the costs can be distributed in Niku. Niku Financial Integrations is used to transfer PO information from the third-party module to projects in Niku. The Niku Financial Integrations is accessed via the Project Accounting icon on the toolbar of the Enter Purchase Orders form. PO costs can be distributed at the line item level to multiple Client / Project combinations. For ease of entry, defaults can be set up to distribute all amounts to one Client / Project for a particular PO.


Enter Purchase Orders
PO
0000000235
Change Order
Project Accounting Ctrl-Shift-A
Status
Unissued
Vendor
Intuitive
Intuitive InterLan
Purchases
49,800.00
Header
Line Defaults
Lines
Totals
Company
COA
Whse
Department
Status
Open
Item
Qty Ord
Qty Open
UOM
Unit Cost
Ordered Amount
0.000
0.000
0.000
0.00
Tolerance Code
Closed For Receiving
Closed For Invoicing
Require Receipt
Custom Fields...
OK
Undo
Dates
Account
Shipping
Ship To
Comment
Misc
Taxes
Line
Item
Item Desc
Qty Ordered
UOM
1
GatewayP6
Gateway P6 Workstation
10.000
Each
2
IBMServer
IBM PC Server System
6.000
Each
3
NortonUtil
Norton Utilities for Windows 95
10.000
10User
admin
COA
03/10/99

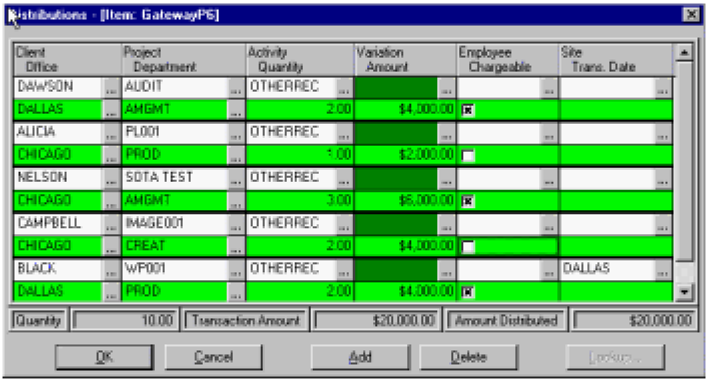
How to Work with PO Distributions

1 Select the appropriate PO while on the Enter Purchase Orders form.

2 Click the Integrator button and the Niku Financial Integrations Menu screen appears.



3 Highlight a line item record to be distributed and click the associated Lookup button. The Distributions form appears.



4 Enter Client, Project, Cost Code, Variation and Employee using the Lookup buttons.

5 Enter the project Site and Trans Date, and modify the Chargeable status if applicable.

6 Enter the quantity in the Quantity field.

7 Click <OK> to save and return to the Niku Financial Integrations Menu screen.

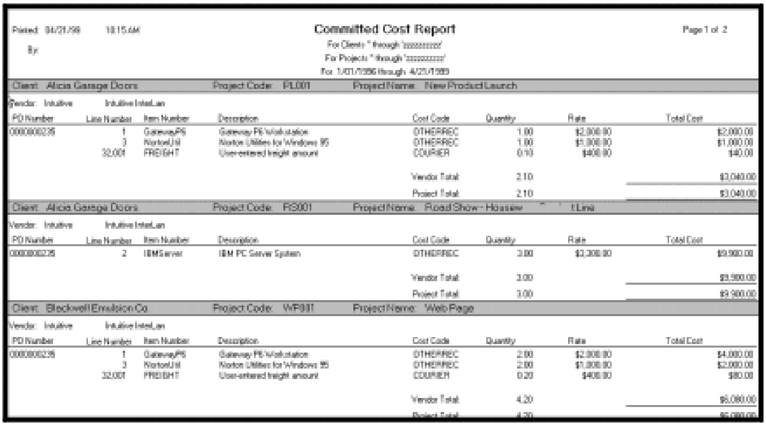
8 Repeat the steps above for each line item, as necessary.

9 Click the **Save** icon to save the distributions.

Note: Refer to the How to Work with Document Selection procedure in the Overview section for a detailed description of each of the fields listed above.

Committed Costs Reports

PO costs distributed to Niku can be monitored using the Committed Costs Report. This report identifies costs of items that have been requested and / or ordered, but have not been received. Records are grouped by client / project and are identified by PO number, line number and description.



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By:

Committed Cost Report
For Clients '' through 'zzzzzzzzzz'
For Projects '' through 'zzzzzzzzzz'
For 1/01/1996 through 4/21/1999

Page 1 of 2

Client: Alicia Garage Doors Project Code: PL001 Project Name: New Product Launch

Vendor: Intuitive Intuitive InteLan

PO Number	Line Number	Item Number	Description	Cost Code	Quantity	Rate	Total Cost
0000000235	1	GatewayPS	Gateway PS Workstation	OTHERREC	1.00	$2,000.00	$2,000.00
	3	NortonUtil	Norton Utilities for Windows 95	OTHERREC	1.00	$1,000.00	$1,000.00
	32,001	FREIGHT	User-entered freight amount	COURIER	0.10	$400.00	$40.00
				Vendor Total:	2.10		$3,040.00
				Project Total:	2.10		$3,040.00

Client: Alicia Garage Doors Project Code: RS001 Project Name: Road Show - Hossaw t Line

Vendor: Intuitive Intuitive InteLan

PO Number	Line Number	Item Number	Description	Cost Code	Quantity	Rate	Total Cost
0000000235	2	IBMServer	IBM PC Server System	OTHERREC	3.00	$3,300.00	$9,900.00
				Vendor Total:	3.00		$9,900.00
				Project Total:	3.00		$9,900.00

Client: Blackwell Emulsion Co. Project Code: WP001 Project Name: Web Page

Vendor: Intuitive Intuitive InteLan

PO Number	Line Number	Item Number	Description	Cost Code	Quantity	Rate	Total Cost
0000000235	1	GatewayPS	Gateway PS Workstation	OTHERREC	2.00	$2,000.00	$4,000.00
	3	NortonUtil	Norton Utilities for Windows 95	OTHERREC	2.00	$1,000.00	$2,000.00
	32,001	FREIGHT	User-entered freight amount	COURIER	0.20	$400.00	$80.00
				Vendor Total:	4.20		$6,080.00
				Project Total:	4.20		$6,080.00

Processing PO

The distributions assigned to a PO in Niku Financial Integrations follow the PO through the third-party module receiving and matching processes. When the PO generates a voucher, the distributions assigned to the PO are used to generate distributions for the voucher line items. If a partial shipment is received, distributions will be generated starting with the first distribution line and continuing until the received quantity is fully applied. Consequently, distributions should be entered in the same order they will be allocated to clients. Additionally, manual editing of the voucher distributions after the PO is generated is allowed. The remaining PO distributions may also be modified in Niku Financial Integrations to make adjustments.

The portion of a PO for which a voucher has been generated will no longer be displayed on the Committed Cost Report. Any remaining distributions for the PO will continue to be displayed as long as the PO retains an Open status. When the PO is Closed in the third-party module, no remaining distributions will be displayed.

Accounts Payable

Costs entered through Accounts Payable (AP) may be distributed to Niku using the Niku Financial Integrations. The items of an AP voucher may be distributed at the voucher or line item level.

Once the AP voucher has been posted in the third-party module, the distributions may be posted to Niku where any applicable mark-ups are applied to the costs. If the cost originated with a purchase order (PO), the cost distributions will flow through to the AP voucher. If a distributed voucher is deleted in the third-party module, a manual WIP adjustment is required in Niku. Recurring vouchers require each scheduled payment to be distributed. The rest of this section will cover:

- Distributing AP Vouchers
- Processing Vouchers Originating from a PO
- Posting Distributions
- Reporting

Distributing AP Vouchers

Costs may be distributed to projects in Niku at the time of recording a voucher. Once the voucher has been saved, the Niku Financial Integrations can be accessed to distribute the costs. The distributions may be modified until they are posted in Niku. Follow the procedure for entering distributions in the Niku Financial Integrations section.

Processing Vouchers Originating from a PO

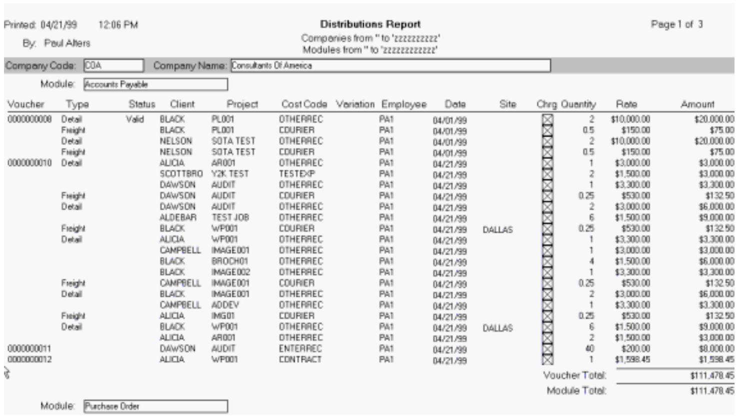
A PO must have a status of OPEN to be matched. The matching process reconciles the PO amounts to the amounts invoiced and received. Distributions entered in PO flow to the voucher through the matching process. Modifications can be made to the distributions before they are posted into Niku. Partial receipts are matched to distribution entries by the entry order of the line items on the PO.

Posting Distributions

A voucher must be posted in AP before the distributions can be posted to Niku. The posting process follows the same steps outlined in the Overview section.

Reporting

There are two basic reports available relating to AP posting. The first of these reports is the Distributions Report. The detail distribution transactions on this report are listed by company, module and document number (e.g., voucher number).



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By: Paul Alters

Distributions Report

Companies from '' to 'zzzzzzzzzz'

Modules from '' to 'zzzzzzzzzzzz'

Page 1 of 3

Company Code: COA Company Name: Consultants Of America

Module: Accounts Payable

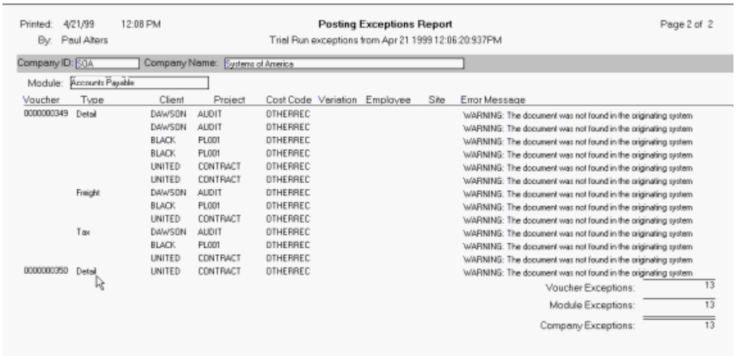
Voucher	Type	Status	Client	Project	Cost Code	Variation	Employee	Date	Site	Chrg	Quantity	Rate	Amount
0000000008	Detail	Valid	BLACK	PL001	OTHERREC		PA1	04/01/99		☒	2	$10,000.00	$20,000.00
	Freight		BLACK	PL001	COURIER		PA1	04/01/99		☒	0.5	$150.00	$75.00
	Detail		NELSON	SOTA TEST	OTHERREC		PA1	04/01/99		☒	2	$10,000.00	$20,000.00
	Freight		NELSON	SOTA TEST	COURIER		PA1	04/01/99		☒	0.5	$150.00	$75.00
0000000010	Detail		ALICIA	AR001	OTHERREC		PA1	04/21/99		☒	1	$3,000.00	$3,000.00
			SCOTTBRO	Y2K TEST	TESTEXP		PA1	04/21/99		☒	2	$1,500.00	$3,000.00
			DAWSON	AUDIT	OTHERREC		PA1	04/21/99		☒	1	$3,300.00	$3,300.00
	Freight		DAWSON	AUDIT	COURIER		PA1	04/21/99		☒	0.25	$530.00	$132.50
	Detail		DAWSON	AUDIT	OTHERREC		PA1	04/21/99		☒	2	$3,000.00	$6,000.00
			ALDEBAR	TEST JOB	OTHERREC		PA1	04/21/99		☒	6	$1,500.00	$9,000.00
	Freight		BLACK	WP001	COURIER		PA1	04/21/99	DALLAS	☒	0.25	$530.00	$132.50
	Detail		ALICIA	WP001	OTHERREC		PA1	04/21/99		☒	1	$3,300.00	$3,300.00
			CAMPBELL	IMAGE001	OTHERREC		PA1	04/21/99		☒	1	$3,000.00	$3,000.00
			BLACK	BROCH01	OTHERREC		PA1	04/21/99		☒	4	$1,500.00	$6,000.00
			BLACK	IMAGE002	OTHERREC		PA1	04/21/99		☒	1	$3,300.00	$3,300.00
	Freight		CAMPBELL	IMAGE001	COURIER		PA1	04/21/99		☒	0.25	$530.00	$132.50
	Detail		BLACK	IMAGE001	OTHERREC		PA1	04/21/99		☒	2	$3,000.00	$6,000.00
			CAMPBELL	ADDEV	OTHERREC		PA1	04/21/99		☒	1	$3,300.00	$3,300.00
	Freight		ALICIA	IMG01	COURIER		PA1	04/21/99		☒	0.25	$530.00	$132.50
	Detail		BLACK	WP001	OTHERREC		PA1	04/21/99	DALLAS	☒	6	$1,500.00	$9,000.00
			ALICIA	AR001	OTHERREC		PA1	04/21/99		☒	2	$1,500.00	$3,000.00
0000000011			DAWSON	AUDIT	ENTERREC		PA1	04/21/99		☒	40	$200.00	$8,000.00
0000000012			ALICIA	WP001	CONTRACT		PA1	04/21/99		☒	1	$1,598.45	$1,598.45

Voucher Total: $111,478.45

Module Total: $111,478.45

Module: Purchase Order

The second report, Posting Results, displays the results of the last posting run. The Valid Distribution section of the report displays the transactions that posted successfully. The Posting Exceptions section lists details for transactions that failed to post and provides a description of the error(s).



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Posting Exceptions Report

Trial Run exceptions from Apr 21 1999 12:06:20:937PM

Page 2 of 2

Company ID: SOA Company Name: Systems of America

Module: Accounts Payable

Voucher	Type	Client	Project	Cost Code	Variation	Employee	Site	Error Message
0000000349	Detail	DAWSON	AUDIT	OTHERREC				WARNING: The document was not found in the originating system
		DAWSON	AUDIT	OTHERREC				WARNING: The document was not found in the originating system
		BLACK	PL001	OTHERREC				WARNING: The document was not found in the originating system
		BLACK	PL001	OTHERREC				WARNING: The document was not found in the originating system
		UNITED	CONTRACT	OTHERREC				WARNING: The document was not found in the originating system
		UNITED	CONTRACT	OTHERREC				WARNING: The document was not found in the originating system
	Freight	DAWSON	AUDIT	OTHERREC				WARNING: The document was not found in the originating system
		BLACK	PL001	OTHERREC				WARNING: The document was not found in the originating system
		UNITED	CONTRACT	OTHERREC				WARNING: The document was not found in the originating system
	Tax	DAWSON	AUDIT	OTHERREC				WARNING: The document was not found in the originating system
		BLACK	PL001	OTHERREC				WARNING: The document was not found in the originating system
		UNITED	CONTRACT	OTHERREC				WARNING: The document was not found in the originating system
0000000350	Detail	UNITED	CONTRACT	OTHERREC				WARNING: The document was not found in the originating system

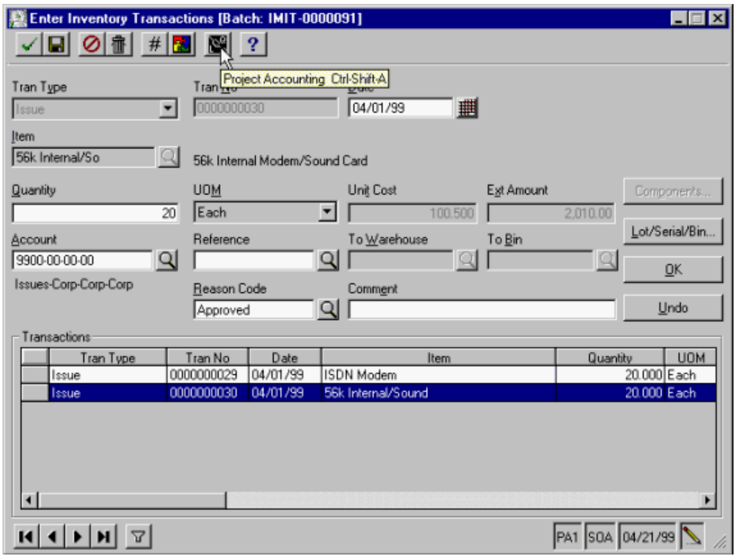
Voucher Exceptions: 13

Module Exceptions: 13

Company Exceptions: 13

Inventory

Inventory modules monitor items purchased for future sales. Items maintained in inventory can be allocated to projects through distributions. These items are taken out of inventory and distributed to projects when a transfer is processed. Items that are returned and restocked require a manual WIP adjustment in Niku to reverse the prior distributions. Refer to the Overview section above for details on entering distributions. Only IV issues may be distributed through the Niku Financial Integrations.



Process Engine

The Process Engine is used to launch procedures from Niku Financial Integrations. These procedures are used to import transactions into, or export transactions to, a specifically designed table in Niku. These tables can be accessed by clients to import/export the transactions to third-party accounting systems. There are three standard processes available in Niku.

This section presents detailed documentation for the following standard processes within Niku Financial Integrations:

- Export of Hours Process
- Import Costs from Payroll Process
- Import External Transactions Process

Export of Hours Process

The export process will allow companies to export data captured in the Niku Time and Expenses modules by a range of dates into a pre-defined table. This data may then be exported into virtually any third-party payroll system. The data will be collected from the ppa_WIP table and therefore will not be available until after time entries have been posted to WIP within Niku. This export will populate a new table in Niku entitled imp_WIPPayrollHoursExport. The data will then be available for an outside conversion routine that will make it available to the payroll systems import routine or a custom import routine. The layout for the imp_WIPPayrollHoursExport' table is outlined below:

Table Name = imp_WIPPayrollHoursExport

Column Name	Data Type	Null
ExportKey	Int	NOT NULL IDENTITY
EmplyCode	Varchar(10)	NOT NULL
EmplyName	Varchar(40)	NULL
EmplySSN	Varchar(20)	NULL
EmplyClass	Varchar(10)	Null

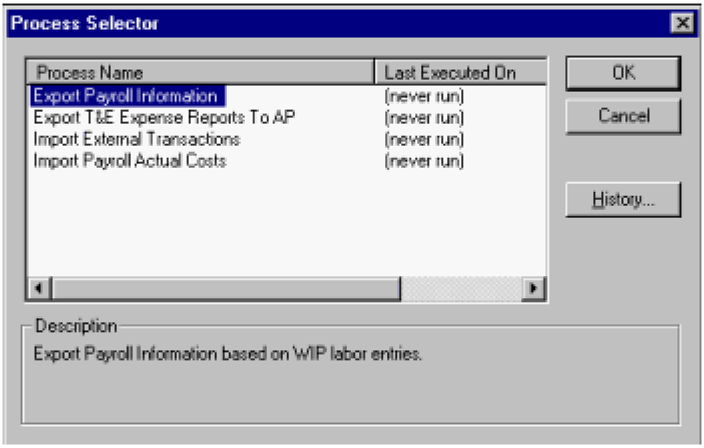
Table Name = imp_WIPPayrollHoursExport

Column Name	Data Type	Null
EmplyType	Varchar(10)	Null
EmplyStatus	Varchar(10)	Null
LocationID	Varchar(10)	Null
DepartCode	Varchar(10)	Null
EarningsType	Int	Null
EarningsCode	Varchar(255)	Null
Hours	Decimal(15,2)	Null
Imported	Tinyint	NOT NULL

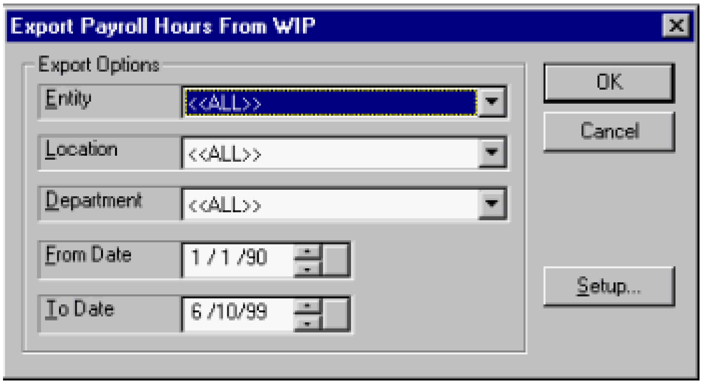
The Export Payroll Information Process resides in the Process Engine, which is located inside Niku Financial Integrations. The steps to run the process are outlined in the following procedure.

How to Work with the Export of Hours Process

1 From the Main menu in Niku Financial Integrations, select Process ▸ Process Engine. The Process Selector dialog box appears.



2 From the list box, select the Export Payroll Information Process and click <OK>. The Export Payroll Hours from WIP dialog box appears.



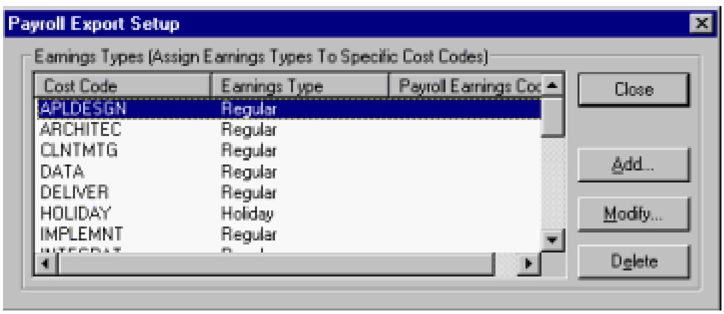
EXPORT OPTIONS

3 From the appropriate drop-down list boxes, select an entity, location, and department. The defaults for everything but the dates are set to ALL.

4 Select the From Date and To Date representing the Current Payroll Period.

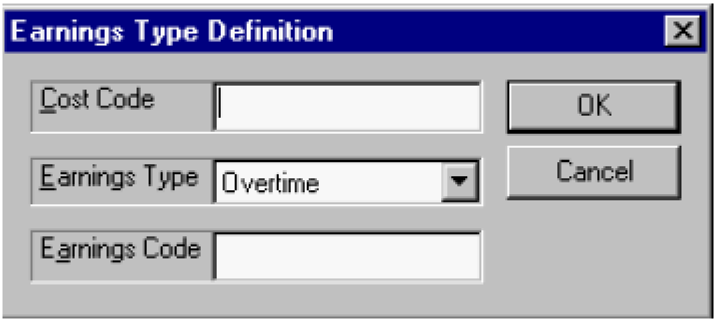
PAYROLL EXPORT SETUP

5 Click the Setup button and the Payroll Export Setup dialog box appears.



This dialog box allows you to map Cost Codes to specific pre-defined earnings types, and associate them with the exact Earnings Code existing within the specific third-party Payroll package to which you will exporting the imp_WIPPayrollHoursExport table.

Click the Add button to map to specific Cost Codes to the pre-defined Earnings Types (Regular Hours, OT Hours, DT Hours, Vacation hours, Sick Hours, Personal Hours, Jury Hours and Other Hours). The Earnings Type Definition form appears.



6 Enter a valid code in the Cost Code field (one that has been set up in Niku).

7 From the Earnings Type drop-down list, select one of the predetermined earnings types.

8 Enter a corresponding code in the Payroll Earnings Code field.

9 Click <OK> and the Payroll Export Setup dialog box reappears.

10 Click CLOSE to exit the Payroll Export Setup form.

11 Click <OK> on the Export Payroll Hours from WIP dialog box to run the Export.

Import Costs from Payroll Process

Costs associated with employees are usually held within a company’s payroll system. It is a time consuming task to calculate the actual cost for each employee and update the employee records in Niku. The Import

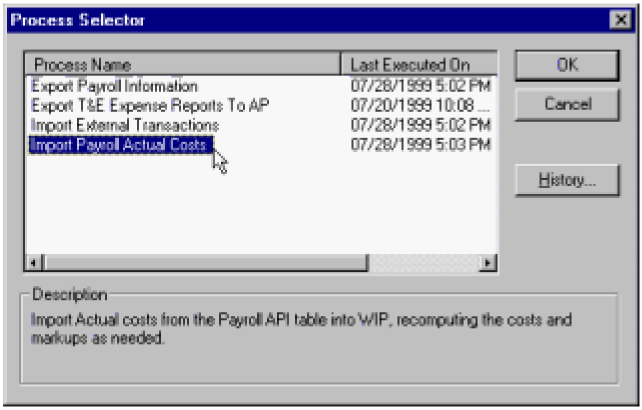
Costs from Payroll Process will allow companies to extract the cost data from their payroll system and to populate a new table in Niku. This table is entitled imp_PayrollActualCostsImport and its structure is as follows:

Column Name	Data Type	NULL	Req. Entry	Req. Value	Comment
PayrollImportKey	int	NOT NULL IDENTITY		None	Reserved, autoincrement key. Do not attempt to insert data into this column.
EmplyCode	Varchar(10)	NOT NULL	☑		Employee Code that this cost entry is for.
FromDate	Datetime	NOT NULL	☑		Beginning date of the period that this cost entry applies to.
ToDate	Datetime	NOT NULL	☑		Ending date of the period that this cost entry applies to.
ActualCost	Decimal(15, 2)	NOT NULL	☑		Actual cost amount for the employee for the specified period.
Imported	Tinyint	NOT NULL	☑	0	Flag indicating whether this cost entry has been imported into Project Accounting.
ErrorCode	int	NOT NULL	☑	0	0 if no error, else the error code corresponding to the error message in the table int_TransactionImportErrors

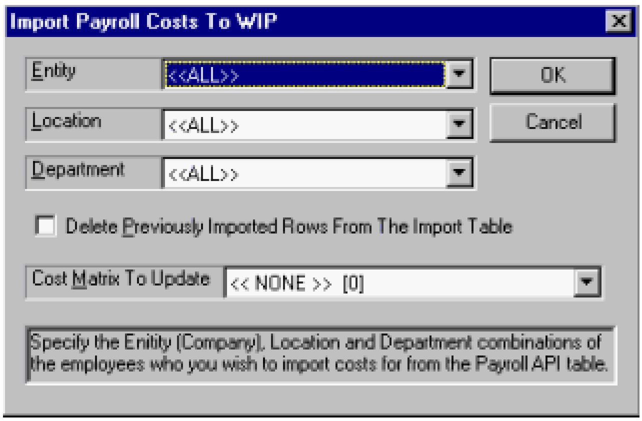
The actual costs entered in the imp_PayrollActualCostsImport table are then imported into WIP via the Process Engine import process.

How to Work with the Import Costs from Payroll Process

1 From the Main menu in Niku Financial Integrations, select Process ▸ Process Engine. The Process Selector dialog box appears.



2 From the list box, select the Import Payroll Actual Costs option and click on <OK>. The Import Payroll Costs To WIP form appears.



3 Select an entity, location and department from the appropriate drop-down list boxes.

4 Select the Delete Previously Imported Rows From The Import Table option to clear out old transactions

5 From the Cost Matrix To Update drop-down list, select the Cost Matrix that needs to be updated.

Note: This Matrix can only contain Employees. The process will create new rows in the matrix for the dates that are in the Import Table and updates the actual costs for each valid employee. It will, however, not update any wildcard information. If there is a rate column it will set the rate to 0. Standard and Actual Costs will be the same.

6 Click <OK> and the Payroll Import Exceptions report will automatically display items that failed to import.

Import External Transactions Process

The Import External Transactions process allows the upload of large volumes of transactions into Niku from multiple and varied data sources. For example, if photocopy charges are tracked from a third-party tracking system and telephone charges are received in a file format, this data can be imported in the import table. The Import External Transactions process uploads the data from the import table into Niku where is it available for further processing.

The import table that has been created in Niku is entitled imp_TransactionImport. The imp_TransactionImport table can be populated with any Labor, Material, Equipment or Expense transaction types. The transactions in the table are uploaded into the ppa_TransControl table of the designated Niku database. The transactions imported into ppa_TransControl will be assigned a source module of 50. The imp_TransactionImport table structure is presented in the table on the next page.

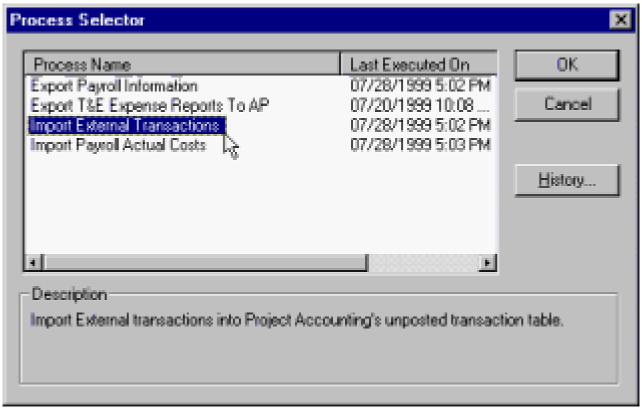
Column Name	Data Type	NULL	Req. Entry	Req. Value	Comment
TransImportKey	int	NOT NULL IDENTITY		None	Reserved, autoincrement key. Do not attempt to insert data into this column.
ExternalTransNo	int	NULL			Transaction number from source system (for reference only)
ExternalBatchID	varchar(20)	NULL			Batch number from source system (for reference only)
TransType	char(1)	NULL		L,M,Q, X	Computed by selected cost code or default cost code if cost code left blank.
TransDate	datetime	NOT NULL	☑		Date of the transaction
Quantity	decimal(15,4)	NULL			If not specified, defaults to 1
Rate	decimal(15,2)	NULL			Optional bill rate per unit
Cost	decimal(15,2)	NULL			Optional cost per unit
Chargeable	tinyint	NULL			Flag indicating whether this transaction is chargeable. If not specified, defaults from CostCode
OnSite	tinyint	NULL			Flag indicating whether this transaction occurred onsite. If not specified, defaults from CostCode
Notes	varchar(255)	NULL			Notes associated with this transaction
Client	varchar(10)	NOT NULL	☑		PA client code
Project	varchar(12)	NOT NULL	☑		PA project code
CostCode	varchar(10)	NULL			PA costcode. If blank, uses PA default CostCode.

Column Name	Data Type	NULL	Req. Entry	Req. Value	Comment
Variation	varchar(10)	NULL			PA costcodevariation, if any
EmplyCode	varchar(8)	NULL			PA employee code. If blank, uses PA default employee code
Site	varchar(10)	NULL			Project Site, if any. If none supplied, the default site for the project is substituted.
ImportStatus	char(1)	NOT NULL	☑	N	"N" for not imported, "I" for imported, "V" for validated or "E" for import error. When populating this table, the value should always be set to N.
ImportDate	datetime NULL	NULL		NULL	Date/Time that this transaction was imported into PA
ImportedBy	varchar(8)	NULL			NULL if not imported, else the user who imported them
ErrorCode	int	NOT NULL	☑	0	0 if no error, else the error code corresponding to the error message in the table int_TransactionImportErrors
WorkInt	int	NULL		NULL, 0	Reserved. This should be populated with zero or NULL.
WorkBuf	varchar(32)	NULL		NULL, " "	Reserved. This should be populated with NULL or blank (" ")

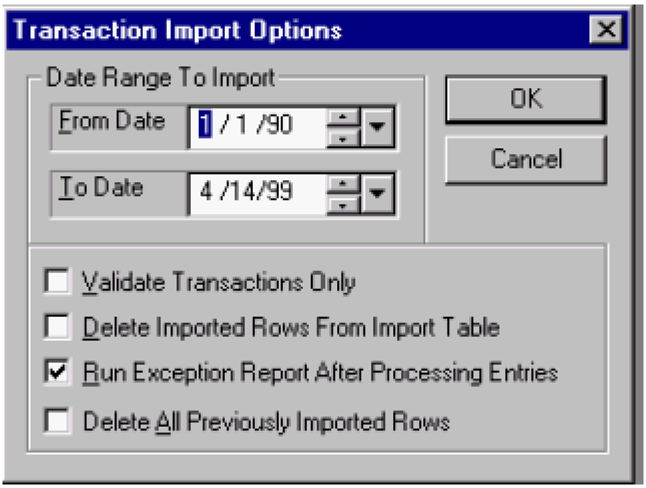
How to Work with the Import External Transaction Process

1 Populate the imp_TransactionImport table.

2 From the Main menu in Niku Financial Integrations, select Process ▸ Process Engine. The Process Selector dialog box appears.



3 From the list box, select the Import External Transactions option and click <OK>. The Transaction Import Options dialog box appears.



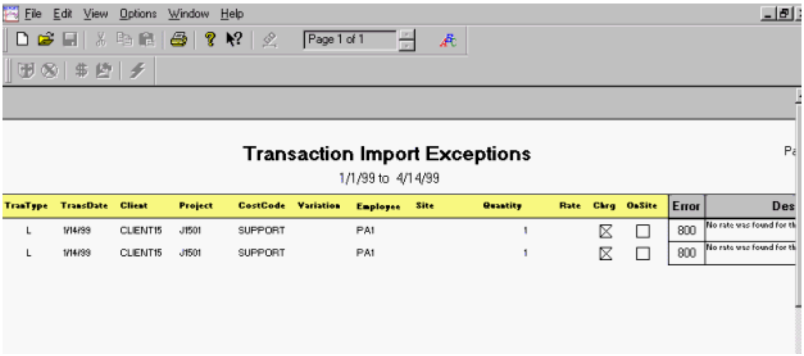
4 From the Date Range To Import fields, select the From and To Dates.

5 Select one or more of the following options:

- Validate Transactions Only (without importing)

- Delete Imported Rows From Import Table (delete transactions that are imported in this batch)
- Run Exception Report After Processing Entries (for errors analysis)
- Delete All Previously Imported Rows

6 Click <OK>. If the Run Exception Report After Processing Entries option was selected, the Transaction Import Exceptions report will automatically display a listing of errors encountered.



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