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In any business that relies on quoting, profitability comes down to completing the job within the estimated budget and time frame. Project lets you focus on getting the job done by automating the tedious areas of project quotation, giving you greater control of costing procedures.

By integrating with other Pronto Xi modules, you’ll be kept up to date with work orders, sales orders and service calls, minimising unforeseen costs.

Key functionalities include:
- Multiple cost centres and budgets per project
- Full Cost Breakdown Structure (CBS) for greater cost granularity
- Project Tasks and milestones deliver more control over project activities and deliverables
- Export Project Tasks to MS Project 2013 for visualisation and manual rescheduling
- Flexible progressive invoicing or via Claim Schedule
- Create Project parent/child hierarchies up to 20 levels deep
- Customisable profit take-up and release rules
- Flexible timesheet entry and integration with Pronto Xi Payroll

Intelligence

Keep your projects on track using Pronto Xi Business Dashboard for Project. Quickly identify how projects are performing and how they are likely to track over the medium and long term. Key performance metrics are included to help you gain this visibility at a glance:
- Project profit, income and costs per year
- Unpaid claims
- Claims to be submitted
- Claims to be certified
- In progress cost to complete by branch
- In progress project count
- Total contract amount by project type

An extended library of Business Intelligence metrics is also available. Pronto Xi Analytics Dimensions for Project provides a prebuilt hierarchical data format to allow effortless analysis and intuitive investigation with drill-up and drill-down data exploration. Pronto Xi Analytics Dashboards provide an extended library of prebuilt report and performance metrics to help further drive improved Project performance.

Steer clear of profit-eating administration costs by ensuring accurate quoting and cost management.

Pronto Xi Project
Smart money
Project workflow

When creating a quotation or responding to a tender, you can define a hierarchical Cost Breakdown Structure (CBS) for all related labour and materials. Simply apply margins to each element to formulate a detailed Claim Schedule, which can be used as the basis for billing. Project Tasks can then be set up to define the activities, resources and commitments required to carry out the project phases.

Once the project is in progress, costs incurred and income earned can be tracked. Full integration with other Pronto Xi modules like Accounts Payable and Purchasing allows you to record the project and cost category against any purchase order or supplier invoice.

Purchase Orders for required materials can be raised directly from the project budgets and applied to each relevant Task, ensuring that all commitments are managed in conjunction with the project activity or deliverable. Purchase Orders can be consolidated to help save on shipping costs and materials can be held in a dedicated warehouse until due on site.

Where items are to be built specifically to be consumed by the project, Pronto Xi Project can create Manufacturing Work Orders based on a standard Bill of Material or allow for customised configurations using the Pronto Xi ‘Sales Configurator’ tool.

Labour expenses and equipment hire is recorded through timesheet entry as Project is integrated with Pronto Xi Payroll and the Fixed Asset module. Where on costs are applicable, Pronto Xi Project automates the postings of Payroll On Costs to the project so that the true cost of a resource is accounted for.

Throughout the life of the project you can examine costs and income for each cost category or against the Master Item details referenced by the project. This means you can easily compare the information to your original budgets.

Project tightly controls variations to the original quotation. You can enter provisional variations, submit these to the customer, record them as rejected or approved and modify the budgets accordingly.

The Master Claim Schedule can also reflect these costs and income against the original item list or any items defined for the variations of the project.
Project types

A project can be any work undertaken by your company over any period of time. It is either performed for a customer defined in Pronto Xi Accounts Receivable or posted to a general ledger or fixed asset account.

Project allows for a number of project types, including:

• Contract
• Time and materials
• Asset Creation
• Enhancement
• General Ledger Cost
• Cost Tracking
• Warranty
• Rework
• Manufactured (requires Pronto Xi Manufacturing Management)
• Plant Maintenance (requires Pronto Xi Maintenance)
• Service (requires Pronto Xi Service)
Project lifecycles
A project goes through a number of stages between its creation and its completion, with each stage represented by a different ‘status’.

Raise a quotation
Quotations can be generated based on estimated costs, with the details of the customer and nature of the project recorded.

Modify quotation
At the negotiation or re-evaluation stage, quotations can be easily modified. If costs are incurred before the final sign-off of the budget, they are recorded before the project is moved to the status of ‘in progress’.

Accept/reject quotation
Once the quotation is raised, it must be either accepted or rejected. An accepted quotation becomes a project in progress, while a rejected quotation is archived as a lost quotation.

Setup
During the setup stage, initial project details can be captured. Some costs can be recorded against the project, and original cost estimates can be revised.

In progress
Once a project is in progress, costs incurred can be recorded against the project, invoices generated, variations processed and profit taken up.

Close the project
When a project is completed, the close-out operation calculates its final profit/loss (profit can be taken up to a nominated account in the general ledger) and its status is changed to ‘finished’.

The close-out operation is not reversible, although sub-projects can be attached to a closed parent project.
Close-out rules

Close-out rules and different posting rules can be set according to different types of projects and locations, affording flexibility to companies who need it.

For example, you can enforce ‘Contract’ projects to be fully invoiced to the contract value before close-out. However, you may prefer the invoiced value for ‘Time and Materials’ projects to be determined by their costs.

Up to 11 close-out rules can be applied to projects, including:

- Prevent closing if it is not fully invoiced according to contract value
- Prevent closing if purchase orders are not both received and invoiced
- Prevent closing if Work in Progress is not cleared
- Prevent closing until all variations are approved
- Run a system integrity check upon closing
- Use a defined method of profit take-up used at closure, or define that no profit take-up is used at all
Relationships between projects

Project allows you to build a hierarchy of projects for enquiry, reporting and invoicing purposes. Up to four levels in the hierarchy are available, with up to 20 levels of child projects available under the Grandparent/Parent hierarchy:

- **Grandparent** – These are the highest-level projects, available only for enquiry purposes. Pronto Xi rolls up the budgets and actuals of the lower-level projects attached.

- **Parent** – These projects can have sub-projects attached as lower-level projects, with the budgets and actuals rolled up to the parent project for enquiry and reporting. If invoicing of the customer is done at this level, costs from the parent and sub-projects are aggregated, mark-up is applied and the parent project is billed.

- **Child** – These are sub-projects that are attached to a parent project, but with their own budgets and scheduling. Costs may be posted directly to sub-projects, with invoicing done at the parent or child level.

- **Adult** – These are projects established independently, with no relationship to other projects.

Cost management:

**Cost Breakdown Structure (CBS)**

Project provides accurate and timely cost control of projects. The Cost Breakdown Structure (CBS) allows for a greater level of costing granularity, cost allocation and margin management.

This sequential framework of activities and their related costs mean that Project Managers can itemise and prioritise works within a Cost Category to assist in scoping, quoting and tendering of major or minor projects.

Multiple CBS levels can be linked to a Project Task to align material commitments and resource requirements with activity timeframes. Breaking down costs within a hierarchy structure of this type gives greater control when applying mark ups, factoring variations or managing project budget vs actual analysis.
To further ease the quoting process, Pronto Xi includes a ‘Copy to Claim Schedule’ option so that detailed cost structures can be passed directly to the Claim Schedule area. This ensures greater consistency across the project and delivers the foundation elements for quoting and invoicing that can include the lowest element within the cost hierarchy.

Other benefits include:
• Consolidation of multiple CBS structures when tendering for multi-site opportunities
• User defined CBS row colours for better visualisation and segment differentiation
• Upload CBS structures from MS Excel
• Automation of actual cost disbursement across CBS elements
• Ability to copy CBS structures from other projects
• Visibility of linked Task percentage complete
• Identify and minimise potential cost overruns while the project is in progress
• Generate more accurate quotations, cost tracking and/or service warranties

Cost categories
You can choose to group certain types of costs within a project into cost categories. Each category can then have separate budgets and cost totals assigned to it to assist with budgeting and analysis.

Variations
Variations to the original project can be made and/or managed using Project.

Costs
There are various ways you can incur direct costs against a project:
• Sub-contracting
• Purchasing
• Supplying inventory to the project
• Posting a supplier’s invoice
• Posting direct journals
• Using timesheets

Inventory can be issued to a project via a direct inventory issue, a sales order, a purchase order or a supplier invoice. A timesheet entry function records costs for both labour and equipment hire, including overhead cost generation. To record indirect costs, journal entries can be against projects using the journal functions of Pronto Xi Financials.

Monthly summary
Project stores data in monthly buckets each time a transaction is processed against a project. This dramatically increases the efficiency of enquiry functions.
Manage detailed budgets and cost allocation routines using the Cost Breakdown Structure.
Project Tasks

Project Tasks provide Project Managers with greater ability to manage projects by activity and duration. By attributing a Task to a specified element within the Project Cost Breakdown Structure (CBS), Pronto Xi Project brings budgeted cost estimates together with activity details necessary to get the job done on time and on budget.

Project Tasks deliver more accuracy and insight into the progress of a project by percentage completion and/or Status of each individual Task. Under a Task structure, Project Managers can plan and organise deliverables in accordance with critical milestones, ensuring that preliminary Tasks are complete before subsequent Tasks begin.

Importantly, Project Tasks delivers the framework needed to efficiently allocate resources – whether personnel/employee, plant or contractors – to Tasks whilst managing the communication between them.

So as timeframes change, and milestones are impacted, Pronto Xi Project can deliver the instant notifications required to keep all allocated resources fully informed.

Attach Purchase Orders, Material Requisitions, Resources and CBS elements to Tasks allowing for better tracking and commitment reconciliation at the activity level.

Project Task Calendar entries

You can email key project task details to allocated staff in advance of the scheduled work. You can also attach calendar appointments that include the project task details.

Other key features of Project Tasks include:

• Intuitive and logical Task workflow
• Export Tasks to MS Project for graphical visualisation and Task rescheduling
• A Rescheduling tool that automatically reschedules Task timeframes and Resources where capacity clashes are identified
• Copy a Task profile from an existing Project
• Linked Tasks to create dependencies so that a subsequent task may not commence until the predecessor task is complete
Visualise and reschedule planned Tasks using Microsoft Project, then import your final plan back to Pronto Project.
Scheduled project claims
Pronto Xi Project Claims Schedule creates invoices to bill a customer for a project and can be used to develop the project budget.

Customer claim entry
Once the project moves to the status of ‘in progress’, work begins and the project manager can raise claims to receive funds from the customer.

There are three claiming methods facilitated by the Claim Control function:
• Invoice Method – A direct invoicing method that doesn’t take into account any certification or Progress Claim
• Progress invoices – An invoice is based on cost for time and materials, defined project stage completion, or percentage completion
• Progress Claim – A sales order invoice is created, but the order back from invoicing and tax presentation is held until the claim is certified

Certification difference control claim
Various methods are available for certifying claim amounts. The Defer method records the difference as a separate amount on each claim item for later discussion with the customer and possible offset in the future.

Customer claim retention percentage
Retention percentages for the overall project and for each claim can be defined to ensure that the customer does not attempt to retain more than the agreed values.
Claim entry
Claims can be entered either manually or in bulk via an amount or percentage. These values can be defined against each master item or against any of the sub-total or grand-total lines of the claim, which will then be applied pro rata across the appropriate sections of the claim.

Claim lifecycle

Actions
Actions record the various events for a claim, including status changes and other manual events that can be entered to add value to the claim process. To assist project managers when reviewing a project, each action can have a set of notes to describe details, such as phone calls, letters and faxes.

Certification
A submitted claim is sent to the customer for their review and approval prior to them returning a Payment Advice. This document states the claimed, assessed, retention and any prepayment drawdown amounts defined by the customer. These details are entered against the claim via the certification process where any differences are recorded against the claim details.

Customer retention release
If the customer has retained any funds during the claim process, they can be requested for release via a Retention Release order. This can occur at any time during the project but typically happens near its finalisation.

Claims enquiry
The Claims Enquiry screen makes it easy to find claims by allowing a variety of powerful search parameters to be defined, including dates, status, types of claims and claims that have variations.
Income
As well as capturing incurred costs, Project records income earned. Income is recognised by posting an invoice in Pronto Xi Accounts Receivable, manually raising a sales order or generating a progress invoice or claim.

Invoice income category
Income transactions are posted to the project as a ‘credit’ in an income category. You can have multiple income categories on a project.

Progress invoices
As a consequence of recording costs against a project, Project calculates cost-based invoices for time and materials projects. Invoices can be generated in stages using an invoice schedule of either a fixed amount or a percentage complete.

Progress claim
This method creates a sales order invoice but holds the order back from invoicing and tax presentation until the claim is certified.
Progressive profit take-up is often used on long-term projects. Project uses a ‘percentage of completion’ method to determine the amount of profit to take. If none is taken up during the life of the project, 100% of the profit will be taken up when the project is closed.

Profit take-up methods
To suit different types of projects, there are four available methods for taking up profit:

- **Cost-based method** – assumes that the true completion status of a project is best measured using the actual costs as a percentage of the forecast cost
- **Sales-based method** – assumes that the true completion status of the project is the amount invoiced against the contract value
- **Actual-based method** – assumes a project is 100% complete and therefore takes up all actual values
- **Cost/Sales-based method** – uses the cost-based method to calculate the percentage complete, but does not allow you to take up more revenue than you have invoiced

Posting rules
Project allows you to set up different posting rules to Pronto Xi General Ledger based on user-definable fields and project types. This gives you the flexibility to ensure postings end up in the correct balance sheet or profit and loss statement according to your company’s general ledger requirements.

Project management tools

**Contacts and functions**
Communication between the project team and your customer is facilitated by the Contacts and Functions feature, which records the names and details of people associated with the project on both your and your customer’s side.

**Issue register**
The issue register provides a list of administrative events and activities that need to be held and performed on a project. Individuals can be assigned responsibility for the events and activities. To assist them, the My Issues function allows issues and actions across multiple projects to be reviewed and any that are becoming due can be shown in calendar view.
**Sub-contracting**

Project Sub-contractor is a sub-module providing a series of functions and controls to initiate and manage outsourced project tasks.

**Supplier agreements**

Sub-contractor or supplier agreements create a commitment for the project that can be broken down across multiple cost categories.

Project managers can capture details of the tasks performed by sub-contractors as:
- scheduled rates or lump sum payments
- retention percentages, currency codes, estimated start and end dates, and more

**Sub-contractor claims**

Claims for work performed by sub-contractors can be entered by either a summary or detail method. They are assessed based on the terms and conditions of the original sub-contractor agreement.

Entries include claimed and assessed amounts, reasons for any differences, retention amounts, tax amounts and percentage of labour. Project Sub-contractor automatically calculates the default retention amount, along with the tax component of the assessed amount.

Once all amounts are accepted, a claim or invoice is raised showing the claim number, amount, currency rate, date and pay-by date.

**Variations**

During the life of a sub-contractor agreement, either you or the sub-contractor may request changes to the terms or scope of work. Project Sub-contractor allows multiple variations to be made to agreements detailed during the claim entry process.

Sub-contractor retention release Held retentions can be released by the project manager at any point in the lifecycle of a sub-contractor agreement. Any retained funds are held in a separate general ledger account and when they are ready for release, Pronto Xi will automatically create a taxable payment for the supplier.

**Enquiry on sub-contractor agreements**

Given the number of sub-contracts and projects for which a single project manager may be responsible, it is important to have a powerful enquiry tool. With Project Sub-contractor, data can be filtered according to a wide range of criteria.

Agreements can also be filtered by type (such as lump sum, scheduled rates or supply), by status, by variation types or by claim types. These criteria are entered to select matching sub-contractors.

The enquiry tool also allows users to drill down into the detail of the record based on the criteria entered.
Construction Company using Pronto Xi

- Create Project
  - Select Supplier Quote
  - Create Subcontract Agreement

Shared Information

- Quote
  - Subcontract Agreement
  - Progress Claim
    - Assess Claim
    - Payment Advice
      - Payment Run
      - Cheque/EFT
      - Cash receipt

Subcontractor using Pronto Xi

- Review Tender / Request
  - Create Project
  - Create Master Budget
  - Set Project to In-Progress
    - Perform Work
      - Create Claim
      - Certify Claim
      - Cash receipt
      - Cheque/EFT
      - Payment Run
      - Retention Invoice
      - Retention Release
      - Cheque/EFT
      - Cash receipt
Project manager limits, security and credit checking

Project manager limits
Project Manager Limits enable you to set the amount (in budget or contract value) that a manager controls at the different stages of an individual project. You can also set an in-progress limit but not a completion limit if desired.

Branch masking
Users can be restricted to projects based on branch masking rules so that branch data remains secure.

Checking credit limits
Project can notify users if a project budget takes a customer over their credit limit. Users have the option to receive a warning message but allow the project to continue, or leave the project at the quotation status until approval to proceed is received from a credit officer.
Time recording and timesheet entry
Project has a user-friendly time recording function that allows organisations to record, track and authorise timesheets for work performed in Project and Service. Timesheet entry allows the project manager to record and report labour costs, hours and overheads against a project or service call.

With the Timesheet Control table, you can customise timesheet entry for your business’s needs. Some of the options include:
- Various methods of calculating cost rates
- Various methods of calculating charge-out rates
- Optional timesheet integration with Pronto Xi Payroll
- Choice of detail required for timesheet entry
- Posting of additional on-costs (eg. superannuation, personal/carer’s leave)
- Timesheet approval

Timesheet entry can be secured at different levels, allowing specified users to run reports or even maintain and set up timesheet control records. You can also set rates for overhead recovery against labour costs, and these can be automatically posted.

Equipment cost and charge-out rates and timesheets
An equipment resource may be assigned default cost and charge-out rates for different periods eg. day or week. When entering timesheet transactions against the equipment resource, the default cost and charge-out rates are easily posted to the Project Task or Service Call.

Project to Service call creation
Project Managers can now create individual or bulk service calls at any stage of the project from within Project Management.
Pronto Xi Tender Management

Pronto Xi Tender Management manages future prospects, tenders and the associated contracts with these projects.

With Tender Management, project managers have the ability to forecast probable contract values and margins on these tenders, current jobs and service contracts.

Once the tender has been won, all data flows seamlessly into the linked project. The following functions are available in Tender Management:

- Go/Win factor
- Build a detailed Cost Breakdown Structure to capture tender-related costs
- History of changes to tender
- Notes associated with tender or prospect
- To Do Register itemises responsibilities and timeframes
- Forecasting and phasing of sales and margins
- Tender and prospect reports
Dig Deeper.

Discover Diamonds.

Reveal insights to drive business decisions with Pronto iQ

prontoiq.com.au
The right call

We’re always ready to adapt Pronto Xi to perfectly fit your unique requirements.

For more information on what we can do for your business, contact us at 1300 PRONTO (1300 77 66 86) or find us at: www.pronto.net