



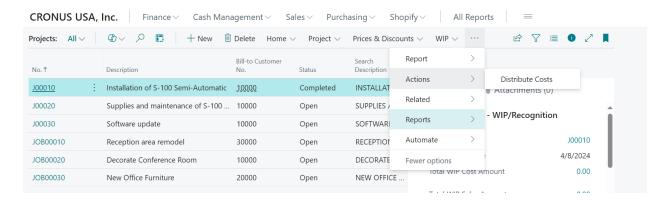
Calculate Project WIP

As a project progresses, materials, resources, and other expenses are consumed and must be posted to the project. Work in process (WIP) is a feature that enables you to estimate the financial value of projects in the general ledger during the progress of the project. You can determine the WIP amount that is to be posted to balance sheet accounts for the period end reporting by using the **Project Calculate WIP** batch project. Do this process as you would normally for your projects.

Distribute Costs

This process is done at the end of each month and upon closing of the project.

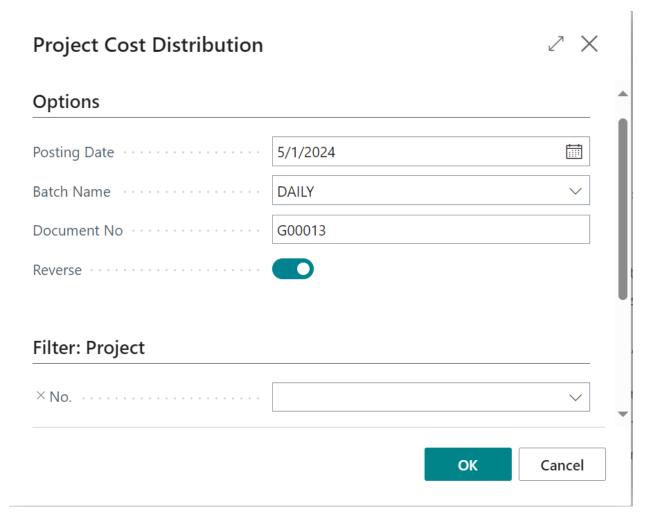
- 1. Navigate to **Projects**.
- 2. Choose Actions.
- 3. Select Distribute Cost.



4. A Project Cost Distribution form will be opened. In this window you can specify the posting date you want on the detail transaction created, specify the batch name that the transactions are created in, the starting document number that the transactions will use, and the reverse toggle if you wish to reverse the transactions after the initial posting. On the Project Cost Distribution form, you can enter in one project or use the standard filtering options.







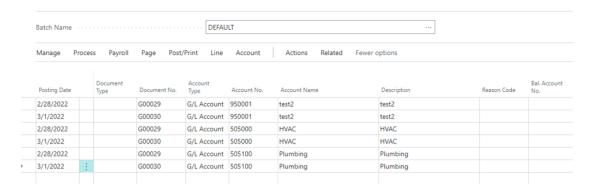
5. Click OK.

Note: If this is the completion entry (last one as project closes) you will not record a reversing entry.

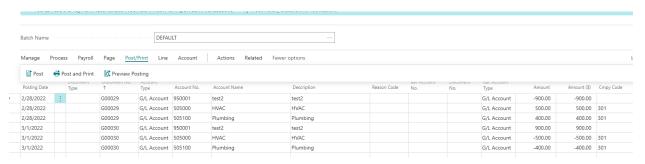
- 6. Navigate to General Journals
- 7. Select the Batch that was entered in the Project Cost Distribution form.







- 8. It is recommended to sort the posting date by date ascending or by Document No. Ascending.
- 9. Click the Post/Print Option from the header.



- 10. Click Post or Preview posting.
- 11. Click Yes.
- 12. Click OK if successful or fix any errors.

If you want to see the G/L ledger, navigate to the appropriate accounts.

