



Module 1 – ProjectPro Basic

Chapter 10

TIME AND MATERIAL

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ProjectPro Basic – Time and Material

TIME AND MATERIAL

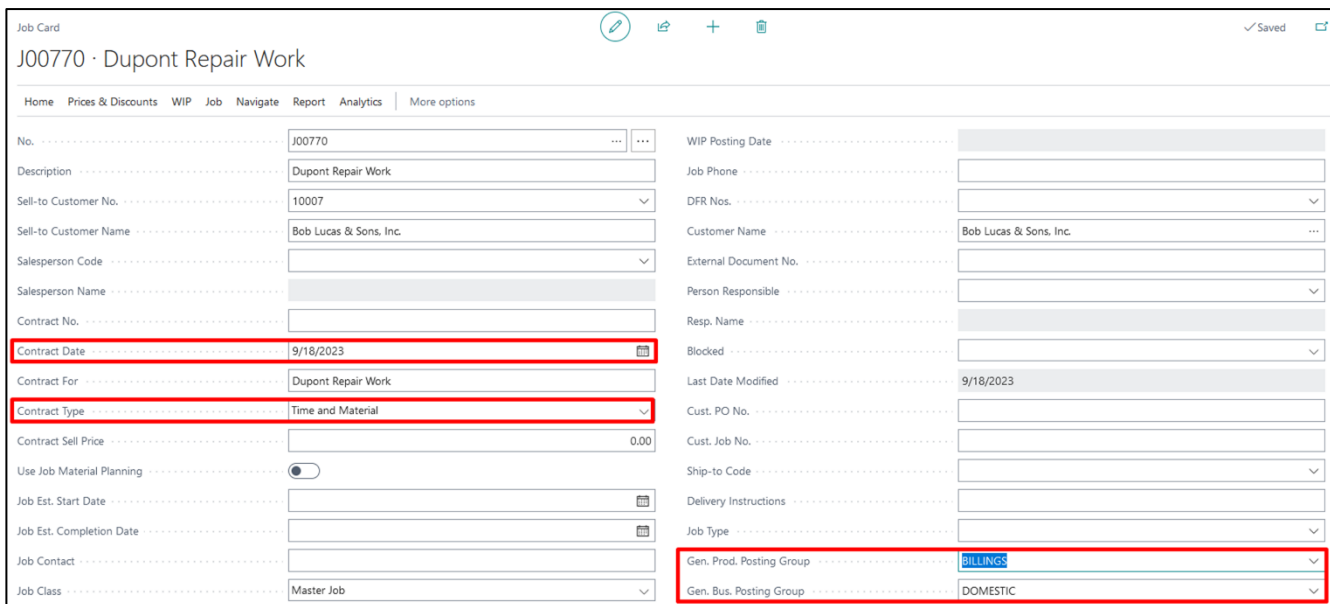
Time and Material (T&M) are a contract in which the project owner agrees to pay the contractor based upon the time spent by the contractor's employees and subcontractors to perform the work, and for materials used in the construction (plus the contractor's mark up on costs incurred), no matter how much work is required to complete construction. Time and Material is generally used in projects in which it is not possible to accurately estimate the size of the project, or when it is expected that the project requirements would most likely change.

1. Defining the Job

Setting up a T&M job is like setting up a fixed price job in ProjectPro. Many of the fields are the same, however, there are some fields that differ.

When you have a T&M job, a few fields you will need to focus on are:

- Contract Date – Always populate the contract date of the Job.
- Contract Type – Choose the contract type as “Time and Material” for a T&M job.
- Gen. Business Posting Group – Define the general business posting group to which the postings should be directed to for a particular job. This is particularly important for purchase Type of “G/L Account” to pass along the “Revenue Account” from the Gen. Business Posting Group.



Job Card		✓ Saved	
J00770 · Dupont Repair Work			
Home Prices & Discounts WIP Job Navigate Report Analytics More options			
No.	J00770	WIP Posting Date	
Description	Dupont Repair Work	Job Phone	
Sell-to Customer No.	10007	DFR Nos.	
Sell-to Customer Name	Bob Lucas & Sons, Inc.	Customer Name	Bob Lucas & Sons, Inc.
Salesperson Code		External Document No.	
Salesperson Name		Person Responsible	
Contract No.		Resp. Name	
Contract Date	9/18/2023	Blocked	
Contract For	Dupont Repair Work	Last Date Modified	9/18/2023
Contract Type	Time and Material	Cust. PO No.	
Contract Sell Price	0.00	Cust. Job No.	
Use Job Material Planning	<input checked="" type="checkbox"/>	Ship-to Code	
Job Est. Start Date		Delivery Instructions	
Job Est. Completion Date		Job Type	
Job Contact		Gen. Prod. Posting Group	BILLINGS
Job Class	Master Job	Gen. Bus. Posting Group	DOMESTIC

Continue filling in the rest of the Job Info section as you normally would for any job.

Next, under the Constants/Manager fast tab of the job card.

- Status – Status of the job should be set to Open.
- Time and Material – Time and material option should be toggled “ON”.

Once you select “Time and Material”, ProjectPro will automatically turn on “Allow Budget/Billable Lines” “Apply Usage link” and set the Line Type to “Both Budget and Billable”. This will create the “Job Planning Lines” for both the Budgets and Billable with the “Budgeted Costs” matching each “Actual Job Cost” entry. And the “Billable” values will be created as well for future job sales invoicing.

ProjectPro Basic – Time and Material

Job Card Saved

J00770 · Dupont Repair Work

Home Prices & Discounts WIP Job Navigate Report Analytics More options

Constants/Manager Show Less

Completion Date		Use % Billing Format	<input type="checkbox"/>
Job Calendar Code		Progress Billing No.	
Status	Open	Progress Billing CO:	<input type="checkbox"/>
Revenue Recognized	<input type="checkbox"/>	WIP Method	POC
Tax Liabile	<input type="checkbox"/>	WIP Posting Method	Per Job
Tax Group Code		Job Posting Date	
Tax Area Code	BUFFALO, NY	Recognition Date	
Use Tax	<input type="checkbox"/>	Time And Material	<input checked="" type="checkbox"/>
Tax Bus. Posting Group		Indirect Burden Type	
Line Type	Both Budget and Billable	Requires Certified Payroll	<input type="checkbox"/>
Run Batch Open Job Backlog		Unit of Measure	
Run Batch Open Job Backlog	<input type="checkbox"/>	Apply Usage Link	<input checked="" type="checkbox"/>
Open Job Backlog	0.00	% of Overdue Planning Lines	0.00
Job Posting Group	COM	Forecast Type	% of Budget
Tax Prod. Posting Group		Billing Day of Month	
Allow Budget/Billable Lines	<input checked="" type="checkbox"/>		

2. Defining the Job Task Lines

Once you have completed the Job Card setup, make sure to add the Job Task Lines that will be used on this job. If you have assigned default Job Tasks, you will see they have automatically populated with the new Job Card creation.

Job Card Saved

J00770 · Dupont Repair Work

Home Prices & Discounts WIP Job Navigate Report Analytics More options

[Job Planning Lines](#)
[Job Task Lines](#)
[Progress Billings](#)
[Create Warehouse Pick](#)
[Crews](#)
[Links](#)
[Job Segments](#)

[Next](#)
[Job Material Planning](#)
[Custom Reports](#)
[Draws](#)
[Job Task Line Worksheet](#)
[APO Links](#)
[Post Prepayment Invoice...](#)

[Previous](#)
[Subcontracts](#)
[Create Inventory Pick](#)
[Job Forecast Worksheet](#)
[Job Task Totals](#)
[Job Contacts](#)
[Post and Print Prepm. Invoice...](#)

J00770 · Dupont Repair Work Saved

Job Task Lines Search + New Edit List Delete Home Job Task WIP Reports Actions Related Reports Automate Fewer options

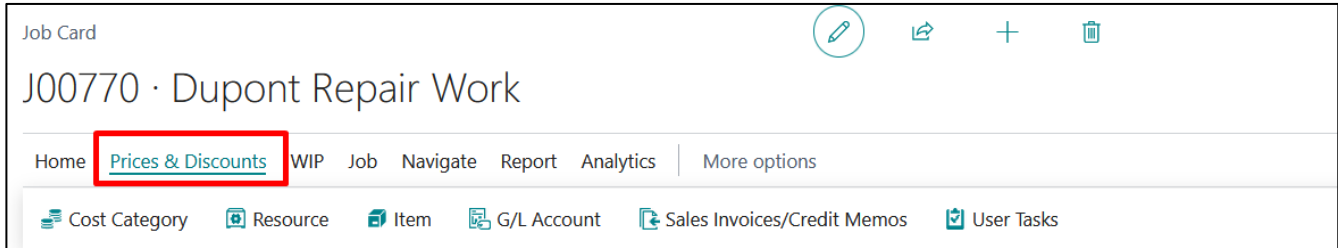
XML Import Copy Lines Create Sales Invoice... Split Planning Lines... User Tasks

Job Task No.	Description	Job Task Type	Work Units	Work Unit of Measure	Fore... By Tasks Total	Forecasted Completed Cost Over-ride	Totaling	Budget (Total Cost)	Actual (Total Cost)	Billable (Total Price)
01	General Requirements	Heading	0.00		<input type="checkbox"/>			-	-	
01-32	Construction Progress Docu...	Begin-Total	0.00		<input type="checkbox"/>			-	-	
01-32-43	Purchase Order Tracking	Posting	0.00		<input type="checkbox"/>			-	-	
01-99	General Req Total	End-Total	0.00		<input type="checkbox"/>		01-32..01-99	-	-	
CONTRACTS	Contracts	Posting	0.00		<input type="checkbox"/>			-	-	
TOTAL	Total	Total	0.00		<input type="checkbox"/>		..total	-	-	

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3. Defining Prices

To define the markup to be used or the fixed cost/price to use when posting transactions, we use the Prices option from the job card ribbon.



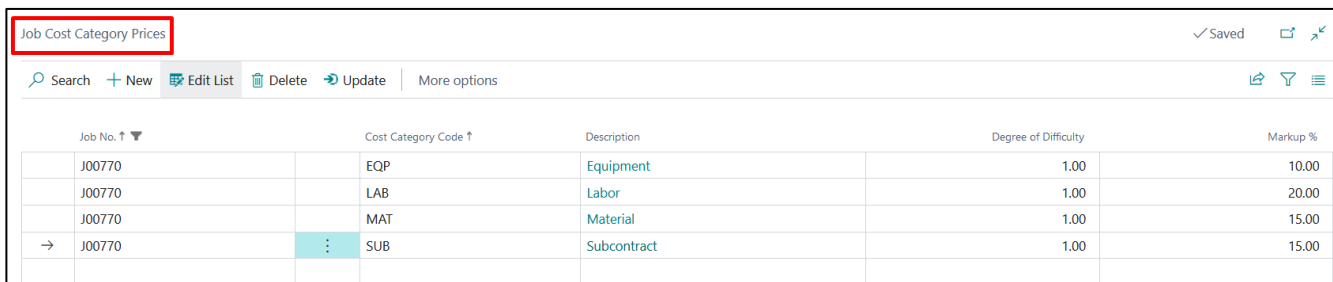
Depending on your business process, you may choose to assign a markup based on cost categories, or Resources/Items. If using special labor rates, then select “Resources” and add “Resource Group” with rates per hour.

Note: Usually a company will use “Resource” for Labor and use “Cost Category” markup % for Materials, Subcontractors, Equipment and Others.

a) Job Cost Category Prices

To use markups by Cost Categories, select the Cost Category option from the Prices & Discounts section.

From here, you will select each of the cost categories you will be utilizing on the job and assign the appropriate markup for each. As an example, below, there are several different categories with markups assigned for each.



Job No. ↓	Cost Category Code ↑	Description	Degree of Difficulty	Markup %
J00770	EQP	Equipment	1.00	10.00
J00770	LAB	Labor	1.00	20.00
J00770	MAT	Material	1.00	15.00
→ J00770	SUB	Subcontract	1.00	15.00

Once completed, any cost postings to those cost categories will automatically result in a billable line reflecting the corresponding markup.

If you are using the Resources/Items option, you will set each up separately.

b) Job Resource Cost/Prices

To set up your resources, select the **Resources** option from the Prices & Discounts section. Since it is uncommon to know the exact resources of who will be working on the job at the time of set up, it is a good practice to set up your resource cost and markup using Resource Groups.

Note: You will need to ensure each of your resources are assigned to a resource group on the resource card.

On this screen you will set up the following:

1. Job Task No. – Only fill this in if your entries are task no. specific. Otherwise, not necessary.
2. Skill Class Code – If applicable
3. Code – This is the Resource Group that you are defining.
4. Unit of Measure Code – Select the appropriate UOM.

ProjectPro Basic – Time and Material

5. Work Type Code – Specify if you are charging different rates based on different employee shifts.
6. Unit Cost – Enter the cost to be charged for this resource group.
7. Markup% – Enter the Markup you are charging for this resource group.
8. Unit Price – This will be automatically updated after your cost and mark-up are entered.
9. Cost Type – Specifies the cost type as Fixed or % Extra or LCY Extra.
10. Line Discount % - Define the line discount percentage, if any.
11. Description – This is automatically entered based on your Code.

If you use resource Type “ALL”, also populate the “Work Type Code”. Employees belonging to this Work Type Code will use employee default Cost.

c) Job G/L Account Cost/Prices

To set up Cost/Price for G/L Accounts, enter Job Task No., G/L Account/s and the Markup %. In the below example, G/L Account 4020 (Cost of Materials) has a 20% Markup, which when entered it the field got zeroed out and transferred to “Unit Cost Factor” field.

4. Creating Purchase Order

The next step is to create a Purchase Order using G/L and Job Cost Category and Post. Make sure you have the Job Price fields showing in the Purchase Order Lines. This reflects the Markups that have been set in the Cost/Price Tables.

Note: Because this is a Time and Material Job, the Line Type will automatically be “Both Budget and Billable”.

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After posting the Purchase Order, review the Planning Lines. The Budget and Billable lines have been split to reflect the Costs and Prices of your Purchase Order.

Posted Purchase Invoice

PPI-10103 · Contractors Depot

Home Print/Send Invoice Incoming Document More options

Update Document Find entries... Correct

Lines Manage Line

New Line Delete Line

Type	No.	Job No.	Item Reference No.	Gen. Bus. Posting Group	Gen. Prod. Posting Group	Description	Quantity	Unit of Measure Code	Direct Unit Cost Excl. Tax	Unit Price (\$)	Tax Area Code	Tax Group Code	Line Disc
Item	CT002002	J00770		DOMESTIC	MATERIAL	2 cu ft. 1/4HP Concrete Mixer	1	EA	350.00	385.00		NT	
Item	CT003003	J00770		DOMESTIC	MATERIAL	95 cu. ft. 8HP Concrete Mixer	1	EA	423.00	465.30		NT	
G/L Account	40200	J00770		DOMESTIC	BILLINGS	Sales -Projects -Governmental	1		10,000.00	0.00		NT	
G/L Account	40300	J00770		DOMESTIC	BILLINGS	Sales -Projects -Residential	1		5,000.00	0.00		NT	

Invoice Discount Amount Excl. Tax 0.00 Total Tax (USD) 0.00

Total Excl. Tax (USD) 15,773.00 Total Incl. Tax (USD) 15,773.00

5. Posting Labor to Job Journal

a) Manual Entries

For T&M job, the job journal entries must be created with Line Type selected as “Both Budget and Billable”, as below.

Job Journals

Batch Name DEFAULT

Manage Home Prepare Line More options

Post Reconcile Stage All Items... Reverse Labor Entries...

Entry Type	Line Type	Posting Date	Document No.	Job No.	Job Task No.	Type	No.	Description	Job Cost Category	Unit of Measure Code	Work Type Code	Skill Class	Quantity	Unit Cost	Total Cost	Unit Price
Usage	Both Budg...	9/21/2023	J00770	J00770	01-32-43	Resource	R0010	David Gordon	LAB	HR	REGULAR	PM	10	100.00	1,000.00	120.00
Usage	Both Budg...	9/21/2023	J00770	J00770	01-32-43	Resource	R0020	David Miller	LAB	HR	REGULAR	LABR	15	80.00	1,200.00	96.00
Usage	Both Budg...	9/21/2023	J00770	J00770	01-32-43	Resource	R0040	Jack Smith	LAB	HR	REGULAR	LABR	20	45.00	900.00	54.00

Once the journal is posted, the entries are updated as the Job Planning Lines on the Job, see below.

J00770 Dupont Repair Work 01-32-43 Purchase Order Tracking

Job Planning Lines Search + New Edit List Delete Home Report More options

Line Job Description	Job Task No. ↑	Line Type	Planning Date	Contract Forecast Date	Planned Delivery Date	Document No.	Type ▼	No.	Description	Cost Category	Progress Billing Method	Quantity	Unit Cost	Total Cost	Unit Price
Dupont Repair Work	01-32-43	Both Budg...	9/21/2023	9/18/2023		J00770	Resource	R0010	David Gordon	LAB	%	10	100.00	1,000.00	120.00
Dupont Repair Work	01-32-43	Both Budg...	9/21/2023	9/18/2023		J00770	Resource	R0020	David Miller	LAB	%	15	80.00	1,200.00	96.00
Dupont Repair Work	01-32-43	Both Budg...	9/21/2023	9/18/2023		J00770	Resource	R0040	Jack Smith	LAB	%	20	45.00	900.00	54.00

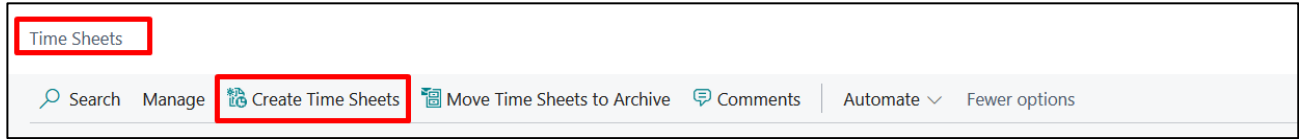
b) Time Sheet Entries

You can also post the labor hours and rates through time sheet functionality:

- Create Multiple Project based time sheets.
- Submit the time sheet.
- Approval authority can approve the time sheets.
- From job journal suggest the time sheets for the given period and job.

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- Post the Job Journal and revisit the Job planning lines to check the impact.



- Click on the **Create Time Sheets** button from ribbon, to create the time sheet and fill in the relevant details required for filling in the timesheet.

Create Time Sheets

Use default values from Last used options and filters

Options

Starting Date 10/2/2023

No. of Weeks 1

Create Lines From Job Planning ...

Filter: Resource

× No. R0040

× Type Person

+ Filter...

- Select the Starting Date, No. of Weeks and then select the Resource No. filter and the Type of the Resource to generate the time sheet.

Time Sheet
✓ Saved

October 2, 2023 (Week 40)

Home [Prepare](#) | Automate | Fewer options

General Show less

No. TS2529	Resource No. R0040
Starting Date 10/2/2023	Description Week 40
Ending Date 10/8/2023	

Lines | Manage [Line](#)

Type	Status	Work Description	Crew code	Lead crew	Segment Code	Resource Name	Skill Class	Resource No.	Rejected Remark
→ Job	Open								

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- Select the Type as Job, and then click on Activity Details to enter any required information.

Time Sheet Line Job Detail - TS2529 · 10000

Job No.

Job Task No.

Work Description

Work Type Code

Chargeable

Skill Class

- Select Job No, Job Task No, Description and Work Type Code.
- Select the Skill Class for time sheet entry.

Time Sheet Saved

October 2, 2023 (Week 40)

Home [Prepare](#) Automate Fewer options

Copy lines from previous time sheet Create lines from job planning

General Show less

No. Resource No.

Starting Date Description

Ending Date

Lines | Manage **Line**

Reopen Time Sheet Allocation Activity Details Dimensions Comments

Type	Resource Name	Skill Class	Resource No.	Rejected Remark	Union Code	2 Mon	3 Tue	4 Wed	5 Thu	6 Fri	7 Sat	8 Sun	Total
→ Job	Jack Smith		R0040			8	8	8	8	8			40

- Enter respective hours that you want to log in for respective days for a respective resource.
- Click on Process → Submit, to submit your timesheet.
- Search for “Manager Time Sheets” using search option, to approve the time sheets submitted by the resource. The approval manager can be defined on the resource card.

Manager Time Sheets

Search Manage Move Time Sheets to Archive Comments Related Automate Fewer options

No.	Starting Date	Ending Date	Description	Resource No.	Total	Open	Submitted	Approved	Rejected	Open Exists	Sub... Exists	Reje... Exists	App... Exists
TS2529	10/2/2023	10/8/2023	Week 40	R0040	40.00	40.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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- Click on **Edit Time Sheet** option from ribbon and edit the time sheet that are pending for approval from Manager Time Sheet. Once the time sheet has been entered, manager can either Approve/Reject/Reopen the time sheet.

Time Sheet ✓ Saved

October 2, 2023 (Week 40)

Reopen Approve Reject Comments | Automate ▼ Fewer options

General Show less

No. TS2529 Resource No. R0040
 Starting Date 10/2/2023 Description Week 40
 Ending Date 10/8/2023

Lines | Manage Line 🔗 📄
New Line Delete Line 🔗

Type	Status	Work Description	Resource Name	Skill Class	Resource No.	2 Mon	3 Tue	4 Wed	5 Thu	6 Fri	7 Sat	8 Sun	Total	Crew code
→ Job	Submitted	Purchase Order Tracking	Jack Smith		R0040	8	8	8	8	8			40	

- All approved time sheets can be suggested while in the job journal for final posting of a job. Search for Job journal or can select the same from Role Center.

Job Journals 🔗

Batch Name DEFAULT

Manage Home Prepare Line | More options 🔗

Suggest Lines from Time Sheets... Calc. Remaining Usage...

- On Job Journals, click on Actions → Functions → Suggest Lines from Time Sheets. Using this option, pull in all the approved time sheets to job journal lines.

Suggest Job Jnl. Lines 🔗 ✕

Options

Starting Date 10/2/2023 📅

Ending Date 10/6/2023 📅

Resource No. Filter R0040 ▼

Job No. Filter J00770 ▼

Job Task No. Filter 01-32-43 ...

OK
Cancel

ProjectPro Basic – Time and Material

- Click on OK to populate lines on Job Journal. Check all the journal lines and Post from Post/Print section from the ribbon.

Job Journals

Batch Name: DEFAULT

Manage Home Prepare Line More options

Entry Type	Line Type	Posting Date	Document No.	Job No.	Job Task No.	Type	No.	Description	Job Cost Category	Unit of Measure Code	Work Type Code	Skill Class	Quantity	Unit Cost	Total Cost	Unit Price
Usage	Both Budg...	10/2/2023	TM-01	J00770	01-32-43	Resource	R0040	Purchase Order Tra...		HR	REGULAR		8	45.00	360.00	80.00
Usage	Both Budg...	10/3/2023	TM-01	J00770	01-32-43	Resource	R0040	Purchase Order Tra...		HR	REGULAR		8	45.00	360.00	80.00
Usage	Both Budg...	10/4/2023	TM-01	J00770	01-32-43	Resource	R0040	Purchase Order Tra...		HR	REGULAR		8	45.00	360.00	80.00
Usage	Both Budg...	10/5/2023	TM-01	J00770	01-32-43	Resource	R0040	Purchase Order Tra...		HR	REGULAR		8	45.00	360.00	80.00
Usage	Both Budg...	10/6/2023	TM-01	J00770	01-32-43	Resource	R0040	Purchase Order Tra...		HR	REGULAR		8	45.00	360.00	80.00

- Once the Job Journal is posted, check the impact on the related job's Job Planning Lines.

J00770 Dupont Repair Work 01-32-43 Purchase Order Tracking

Job Planning Lines

Line Job Description	Job Task No. ↑	Line Type	Planning Date	Contract Forecast Date	Planned Delivery Date	Document No. ▼	Type	No.	Description	Cost Category	Progress Billing Method	Quantity	Unit Cost	Total Cost	Unit Price
Dupont Repair Work	01-32-43	Both Budg...	10/2/2023	9/18/2023		TM-01	Resource	R0040	Purchase Order ...	LAB	%	7	45.00	315.00	54.00
Dupont Repair Work	01-32-43	Both Budg...	10/3/2023	9/18/2023		TM-01	Resource	R0040	Purchase Order ...	LAB	%	8	45.00	360.00	54.00
Dupont Repair Work	01-32-43	Both Budg...	10/4/2023	9/18/2023		TM-01	Resource	R0040	Purchase Order ...	LAB	%	8	45.00	360.00	54.00
Dupont Repair Work	01-32-43	Both Budg...	10/5/2023	9/18/2023		TM-01	Resource	R0040	Purchase Order ...	LAB	%	8	45.00	360.00	54.00
Dupont Repair Work	01-32-43	Both Budg...	10/6/2023	9/18/2023		TM-01	Resource	R0040	Purchase Order ...	LAB	%	8	45.00	360.00	54.00

Work Order Report

The main report for T&M job process is the Work Order report, which can be printed from the job card as below.

Job Card

J00770 · Dupont Repair Work

Home Prices & Discounts WIP Job Navigate Report Analytics Actions Related Automate Fewer options

General

No. J00770

Description Dupont Repair Work

Sell-to Customer No. 10007

Sell-to Customer Name Bob Lucas & Sons, Inc.

Salesperson Code

Salesperson Name

Contract No.

Job WIP Prepayment Schedule of Values Actual vs Budget Job Analysis **Print Work Order** Job Received not Invoiced

Date

Bob Lucas & Sons, Inc.

R0010

David Gordon

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		Work Order						
		J00770						
		Date: 9/21/2023						
ProjectPro Config. Co.								
1250 Pittsford Victor Road, Ste 310 Pittsford NY 14534								
Phone: 888-661-8967 Fax:								
Customer:	Bob Lucas & Sons, Inc.	Phone: 410-986-2478						
	457 Cold Spring Lane,							
	Baltimore							
Description:	Dupont Repair Work							
	Date	No.	Description	Skill Class Code	Work Type Code	Quantity	Rate	Total
Direct Job Expense	9/21/2023	40300	Sales -Projects -Residential			1.00	\$0.00	\$0.00
	9/21/2023	40200	Sales -Projects -Governmental			1.00	\$0.00	\$0.00
	Direct Job Expense Total						2.00	
Equipment	9/21/2023	CT002002	2 cu ft. 1/4HP Concrete Mixer			1.00	\$385.00	\$385.00
	9/21/2023	CT003003	95 cu. ft. 8HP Concrete Mixer			1.00	\$465.30	\$465.30
	Equipment Total						2.00	
Labor	9/21/2023	R0010	David Gordon	PM	REGULAR	10.00	\$120.00	\$1,200.00
	9/21/2023	R0020	David Miller	LABR	REGULAR	15.00	\$96.00	\$1,440.00
	9/21/2023	R0040	Jack Smith	LABR	REGULAR	20.00	\$54.00	\$1,080.00
	9/21/2023	R0040	Purchase Order Tracking		REGULAR	8.00	\$54.00	\$432.00
	9/21/2023	R0040	Purchase Order Tracking		REGULAR	8.00	\$54.00	\$432.00
	9/21/2023	R0040	Purchase Order Tracking		REGULAR	8.00	\$54.00	\$432.00
	9/21/2023	R0040	Purchase Order Tracking		REGULAR	8.00	\$54.00	\$432.00
	9/21/2023	R0040	Purchase Order Tracking		REGULAR	8.00	\$54.00	\$432.00
	9/21/2023	R0040	Purchase Order Tracking		REGULAR	8.00	\$54.00	\$432.00
Labor Total						85.00		\$5,880.00
Grand Total						89.00		\$6,730.30

6. Creating Sales Invoice

Create Sales Invoice from Jobs List Page. To review, edit and post, Go to Sales Invoice List Page.

The screenshot shows the 'Job Card' for 'J00770 · Dupont Repair Work'. At the top, there are icons for edit, share, add, and delete, along with a 'Saved' status and a refresh icon. Below the job title, there is a navigation bar with 'Home' selected, followed by 'Prices & Discounts', 'WIP', 'Job', 'Navigate', 'Report', 'Analytics', 'Actions', 'Related', 'Automate', and 'Fewer options'. A grid of action buttons is displayed below, including 'Task Lines', 'Progress Billings', 'Create Warehouse Pick', 'Crews', 'Links', 'Job Segments', 'Post Prepayment Credit Memo...', 'Material Planning', 'Custom Reports', 'Draws', 'Job Task Line Worksheet', 'APO Links', 'Post Prepayment Invoice...', and 'Post and Print Prepmt. Cr. Memo...'. The 'Create Job Sales Invoice' button is highlighted with a red box.

Note: Always enter Job No. when creating Sales Invoice from the Jobs List page, else it will create Sales Invoices for all of your jobs.

ProjectPro Basic – Time and Material

Job Create Sales Invoice ↶ ✕

Options

Posting Date 10/6/2023 📅

Create Invoice per Job ▼

Filter: Job Task

✕ Job Task No. 01-32-43

+ Filter...

Filter totals by:

✕ Planning Date Filter 10/06/23

+ Filter...

Schedule...
OK
Cancel

Posted Sales Invoice ✎ 📄 + 🗑️ ✓ Saved

PSI-20119 · Bob Lucas & Sons, Inc.

Home | Print/Send | Invoice | Incoming Document | Electronic Document | Report | More options

Update Document | Correct | Find entries... | Track Package | Change Payment Service

General Show more

No. PSI-20119	Canceled No	
Customer Bob Lucas & Sons, Inc.	Closed <input type="checkbox"/>	
Contact John Williams	Use % Billing Format <input type="checkbox"/>	
Posting Date 10/6/2023	Draw No.	
Due Date 10/6/2023	Job No. J00770	
Quote No.	Retention Document <input type="checkbox"/>	
Order No.	Multiple Retention on Lines <input type="checkbox"/>	

Lines | Manage | Line 🔗 📄

🔍 New Line | ✕ Delete Line 🔍

Type	No.	Item Reference No.	Gen. Bus. Posting Group	Gen. Prod. Posting Group	Description	Quantity	Unit of Measure Code	Unit Price Excl. Tax	Tax Area Code	Tax Group Code	Line Discount %	Line Amount Excl. Tax	Amount Including Tax	Retn App
→ Resource	40040		DOMESTIC	BILLINGS	Purchase Order Tracking	8	HR	39.28987	BUFFALO, NY	NT		314.32	314.32	
G/L Account	40200		DOMESTIC	BILLINGS	Sales -Projects -Governmental	1		72.759.02212	BUFFALO, NY	NT		72.759.02	72.759.02	

ProjectPro Basic – Time and Material

7. Additional Time & Material Job Methods

When setting up a T&M Job that has an established “Cost Budget”, the Job Planning Lines will be “Budget” only while the Line Type on the Job card will be set to “Billable” to create only the Billable job planning lines for future Job Sales Invoice.