Project Category

Module Guide: Project Category

Module Location

Settings > Project > Project Category

Module Purpose

The **Project Category** module serves as fundamental master data that classifies the types of projects run by the company. Its main goal is to standardize projects based on their type (e.g., Asset Capitalization Projects, Research & Development Projects, Customer Projects) and automatically link each category to specific business rules, especially related to document numbering patterns and, most importantly, revenue accounting mappings.

1. Main View (Project Category List)

The main page displays all configured project categories in the system.

View Explanation

- **Filter**: Allows quick searching by **Category Code**.
- **Project Category List Table**:
  - **Category Code**: A unique code for each category, such as "CPHCH".

- **Category Name**: A descriptive name explaining the project type, for example, `CAPITALIZATION CIP MACHINE`.
- **Pattern Group Name**: Indicates the group of document numbering patterns that will be used.
- **Document Pattern**: Specifies the format or template of document numbering that will apply to all projects in this category.

- **Action Buttons**:
  - **New**: Opens the form to create a new project category.
  - **Delete**: Deletes the selected category.

2. Add Project Category Page

This form is the configuration center where each project category is defined and linked to the relevant accounting rules.

View Explanation

- **Basic Information**:
  - **Category Code**: A unique code for the new category.
  - **Category Name**: A descriptive name for the category.
  - **Pattern Group Name**: Selects the numbering pattern group.

- **Document Pattern**: Selects the specific document numbering template.

- **Account for Project Revenue**:
  - This is the most critical part of the module. Its function is to map the revenue generated from projects in this category to the correct **General Ledger (GL)** account.
  - The setup is done per **Available Currency**. For each currency (IDR, USD, EUR, etc.), the user must select the appropriate GL account from a dropdown list of accounts. This ensures that when there is project revenue, the system automatically knows where to journal it.

3. Steps to Create a Project Category

1. Collaborate with the Finance/Accounting team to determine the revenue accounts to be used.
2. From the main page, click the **New** button.
3. Fill in the **Category Code**, **Category Name**, and select a **Pattern Group** and **Document Pattern**.
4. In the **Account for Project Revenue** section, select the correct GL account for each relevant currency. You can check "All" to apply one account to all currencies if appropriate.
5. Click **Save**.

4. Integrated Workflow & Business Process

- **Project Creation**: When a new project is created, the user will be prompted to select a **Project Category**. This selection will automatically determine the document numbering pattern and, most importantly, the revenue journaling rules for the project.

- **Accounting Automation**: This is the most powerful integration. When the project team invoices clients and receives payments, the system will use the account mappings from this category to automatically journal revenue to the correct GL accounts. This eliminates manual entries, reduces errors, and ensures consistency in financial reporting.

- **Financial Analysis**: By grouping projects by category, the finance department can easily analyze portfolio performance. They can answer questions like, "What is the total revenue from 'Customer Projects' this quarter?" or "How does the profitability of 'Internal Projects' compare to 'External Projects'?".

5. Tips & Important Notes

- The configuration of the **Account for Project Revenue** is a very important step and must be done with the approval of the Accounting department to ensure financial compliance.

- Use clear and standard category names to make them easily understood by all departments (Sales, Project, Finance).

- Access to this module should be highly restricted to authorized personnel only (e.g., a System Administrator or

Finance Controller) due to its direct impact on the company's financial reports.

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