Project Resources

Module Guide: Project Resources

Module Location

Settings > Project > Resources

Module Purpose

The **Project Resources** module is the configuration center for defining the human resources that can be allocated to projects, along with their cost settings and accounting mapping. Its purpose is to establish standard cost rates (usually per hour) for each employee and to ensure that every labor cost incurred from project activities can be automatically recorded and charged to the appropriate balance sheet or profit/loss account.

1. Main View (Project Resources List)

The main page displays a list of all resources (employees) that have been configured for project allocation.

View Explanation

- **Filter**: Allows searching for employees by **Employee Code** or **Resource Category**.
- **Resource List Table**:
    - **Employee Code & Employee Name**: The ID and name of the resource.

    - **Position**: The employee's title or role.
    - **Cost / Hour**: The hourly rate that will be charged when this employee works on a project.
- Currently, the table shows "...No data...", indicating that no resources have been configured yet.
- **Action Buttons**:
    - **Add Resource**: Opens the form to register a new employee as a project resource.
    - **Delete**: Deletes the selected resource data.

2. Add/Edit Resource Page

This form is the core of the module, where cost details and, most importantly, the accounting mappings for each resource are set.

View Explanation

- **Basic Information**:
    - **Employee**: A dropdown to select an employee from the employee master data.
    - **Cost / Hour**: A field to enter the employee’s standard hourly cost rate.
    - **Currency**: The choice of currency for the cost rate.
- **Project Request Account Settings**:

- This is the most crucial part, serving as a "bridge" to the accounting module. There are two main configuration blocks:

  - **Account for Internal Project Requests**: Defines the General Ledger (GL) account to be used for recording labor costs on internal projects (e.g., R&D projects, infrastructure repairs).

  - **Account for External Project Requests**: Defines the GL account for projects intended for external customers.

  - **Mapping per Currency**: Within each block, the user must map each type of transaction and currency to a specific GL account. This ensures that if there is a project cost transaction in a foreign currency (e.g., USD), the system knows which account to post it to.

3. Steps to Configure Project Resources

1. Ensure the employee is already registered in the **Employee Data** module.

2. Go to the **Project Resources** module, then click **Add Resource**.

3. Select an **Employee** from the list.

4. Fill in the **Cost / Hour** rate and select the **Currency**.

5. **Critical Step**: In collaboration with the Accounting department, perform the GL account mapping for each

currency and transaction type in the **Internal Project** and **External Project** blocks.

6. Click **Save Resource**.

4. Integrated Workflow & Business Process

- **Project Budgeting**: When creating a cost budget for a new project, the project manager will use the **Cost / Hour** rates from this module to estimate the total labor cost.

- **Actual Cost Recording**: When employees fill out their **timesheets** for project tasks, the system will automatically multiply the reported hours by the rates stored in this module to calculate the actual labor costs.

- **Automatic Accounting Journal Entries**: Based on the account mappings set here, the system will automatically create accounting journal entries. For example, for an external project, the labor cost will be recorded as a Debit to the Cost of Goods Sold (COGS) Project account and a Credit to the Salary Payable account.

- **Project Profitability Analysis**: By accurately recording resource costs, the company can analyze the profitability of each project by comparing the total project revenue with its total costs (including labor costs).

5. Tips & Important Notes

- The configuration of account mappings in this module **must** be done in collaboration with the Accounting and Finance teams to ensure all costs are recorded in the correct accounts according to company accounting standards.

- The accuracy of the **Cost / Hour** rates is vital for the accuracy of budgeting and project profitability analysis.
- Because this module contains sensitive cost data and complex accounting configurations, access to modify it should be highly restricted, ideally only for the **Cost Controller**, Senior Project Manager, or a System Administrator.

Revision #1
Created 23 October 2025 09:18:41 by Sayu
Updated 23 October 2025 09:21:26 by Sayu