

CREATING PROJECT TEMPLATES IN MAESTRO*

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Unit P02 - Project Management



Projects are at the heart of **maestro*** and are applied to all entities we wish to perform follow-ups on revenues and expenses in the software. It can be a construction project but also an equipment project, company department project, etc. It is therefore necessary to create projects to be able to perform transactions - since these are not generated by selecting a general ledger account but by selecting a project (P), an activity (A), and an expense group (G) that are associated to a general ledger account. That way, it is not necessary to create an endless chart of accounts that require the duplication of revenue and expense accounts for each project.

In **maestro***, a general ledger account can be charged amounts from different projects. It is the project (P), the activity (A), and the group (G), called PAG, that will allow to filter the amounts charged to this account.

Before even setting up the models necessary for the creation of a project in **maestro***, it is essential to deeply reflect on the company's project types, their structure, and write down the activities that make up said projects. Furthermore, Maestro favours the use of project templates, even for atypical and unique projects. In sum, using these project templates or models can make the creation of PAG so much easier and is a kind of prerequisite for the creation of new projects, hence the explanations to this effect in this document.

PREREQUISITES

- Creating a Company
- [General Ledger](#) (optional)

SUMMARY

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STEPS

Preparation

As previously mentioned, projects in **maestro*** are created using templates. However, when installing the software, these templates do not exist. The user must therefore create them first and set them up so they may meet the company's various needs in terms of projects. Furthermore, creating a project template essentially identifies, lists, and codifies revenue or expense activities and groups for the different project types and link them to a general ledger account. Let's remember that, in **maestro***, it is not the general ledger accounts that are used when entering transactions, but PAGs, who are then linked to general ledger accounts. Project templates can then be used to indicate activities and groups and make them reusable. Afterwards, whenever a project has to be created and added to **maestro***, the user will only have to select the applicable template, for which the activities and groups will have been identified. Finally, using project templates also makes it so projects with common characteristics are structured in a unique way - this standardization makes it possible to compare these projects when the time comes to compare revenues and expenses. It also contributes to reducing the number of mistakes made when entering data.

To speed up the work involved in creating the templates in the software, it is recommended to set up the activities and other characteristics in an *Excel* file in advance.

Setting Up a List of Activities

Most companies already have a list of project activities. This list is often inspired by the [Canadian National Master Construction Specification](#). Others get inspired by lists developed by estimators through time. Whatever it is, the activity list to integrate in **maestro*** will have to be the same for the whole company - new expenses will be charged in part due to these activities in the software.

To make this task easier, Maestro recommends to first list all of the company's activities in a file. These activities must not only be limited to those required for construction projects. Must also be included the activities that come from office work, administration, the warehouse, the garage, etc. In sum, all activities, whether they be directly linked to a project or not, must be listed and assigned a code or number. This number or code can be made up of maximum of 20 characters but, obviously, it is encouraged to make it shorter. It is also suggested to create a sequence which allows the possible addition of future activities between preexisting ones, to meet future needs.

Though the activities used can vary from one project to the other, it is strongly recommended to standardize them when possible. For example, the "gasoline" activity could apply to the gas used on construction project work sites, as well as for maintenance tasks or representation expenses. This simply goes to show that a same activity can be used in different contexts and projects.



Note that activities in **maestro*** are displayed and/or sorted alphanumerically. For **maestro*** to display these activities in the right order, they must be numbered the following way: 00001, 00010, 00100, etc.

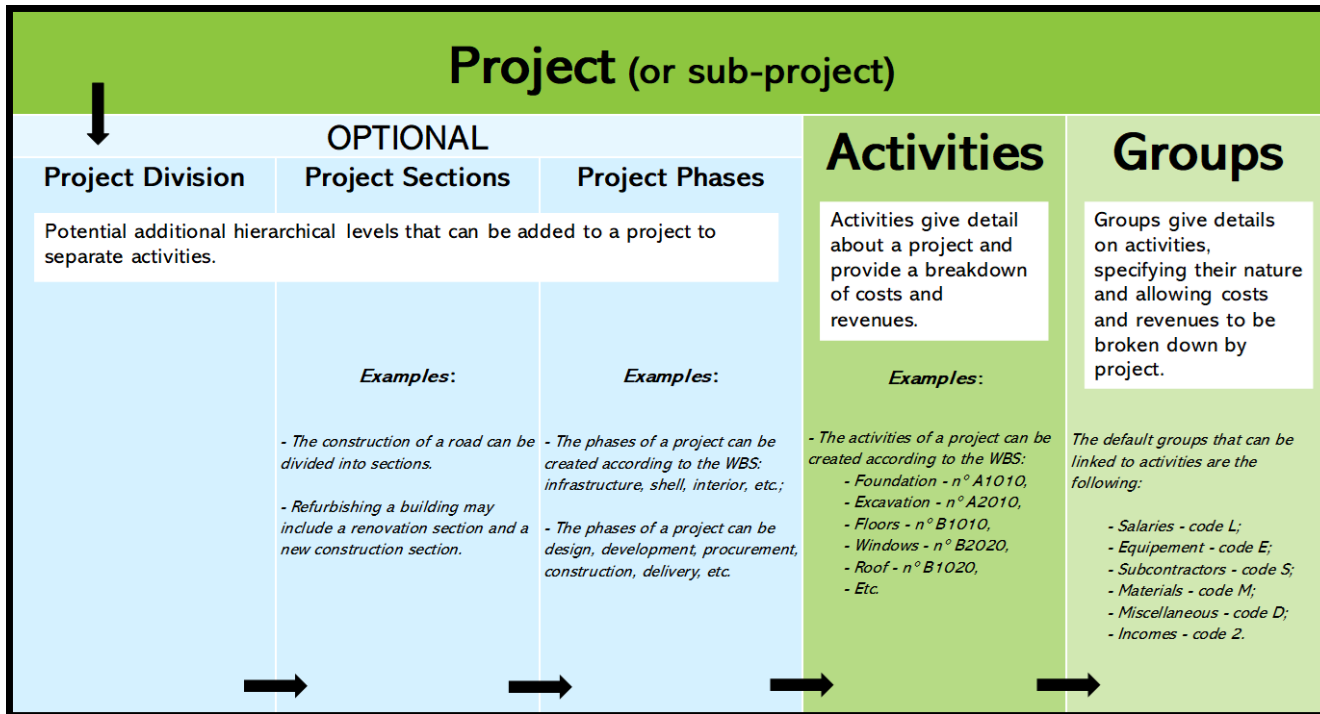
Furthermore, it is recommended to take the time to correctly number activities because if mistakes are made in the code, it will be impossible to modify them later in **maestro*** if transactions are linked to these activities.

Adding Phases, Sections, and Divisions to a List of Activities

TO VALIDATE

TO COMPLETE

Maestro* allows to insert, in a list of activities, phases, sections, and divisions. These allow to cut up a project, compartmentalize it, and group activities. It also gives the customer three additional levels to manage the incomes and expenses of a complex project. These levels can be used in the following increasing order: activity, phase, section, and division. Of course, using phases, sections, and divisions is optional, however the more varied the projects are, the more complex it can be to manage transaction entries. It is therefore important, from the start, to define the desired detail level of the project structures, keeping in mind the actual needs in relation to monitoring costs. For example, a company could decide to divide its activities into the following phases: *Project Development*, *Design*, *Layout*, *Procurement*, *Construction*, *Delivery*, etc. Other example: a company could decide to create a phase titled *Land and Related Costs*, in which would be integrated the *Acquisition*, *Legal Fees*, *Transfer Duties*, *Permits*, etc. activities.



The previous illustration represents the different PAG components:

- The mandatory components - activities linked to the project, as well as the groups which are linked to the activities.
- The optional components, which can be integrated to the PAG is needed - the project's divisions, sections and phases.

In the preparation *Excel* file (and later on in the **maestro*** templates) the phases, section, and divisions must also be coded, so they may be integrated in the logical sequence of activity numbers. Though revenue or expense transactions can be charged to phases, these are mostly used to make groupings.

	A	B	C
1			
2	Code	Type	Description
3	101000	PHASE	INFRASTRUCTURE
4	101005	Activity	Foundations
5	101010	Activity	Slab-on-ground
6	101015	Activity	Excavation
7	101020	Activity	Basement walls
8	101025	Activity	Drains
9	102000	PHASE	ENVELOPE
10	102005	Activity	Floors
11	102010	Activity	Roof
12	102015	Activity	Outside walls
13	102020	Activity	Windows and outside doors
14	103000	PHASE	INTERIOR
15	103005	Activity	Indoor walls
16	103010	Activity	Isolation
17	103015	Activity	Wiring
18	103020	Activity	Wood floors
19	103025	Activity	Carpet
20	103030	Activity	Ceramic
21	Etc.
22			

Example of an Excel File Used to Draw Up an Activity Chart for Projects WITH PHASES



Please refer to the [Extended Fields](#) document to find out how many characters can be entered in the different **maestro*** fields.

Notes:



As the use of **maestro*** usually involves revising the different chart of accounts, activities, etc., it may be necessary to review the coding of timesheets, if used, rethink how time worked is entered, and/or rework the templates used to calculate quotations.

Groups and Group Families

During the entry of all transactions in **maestro***, the user must specify the project to which the transaction is linked, the activity, and finally, the affected group. Indeed, groups are the last project components in **maestro***. They are used to specify the activity by identifying the nature of the expense or by indicating that it is an income. In sum, they allow the compilation of financial values according to their nature.

Six groups are readily made available in **maestro*** and can be linked to all activities, according to the company's needs¹. They correspond to each big expense and income families:

- Salary
- Equipment
- Subcontractor
- Materials
- Miscellaneous
- Income

That way, it will not be necessary to provide a *Tile* activity for labour and another *Tile* activity for materials. A single *Tile* activity must be created in **maestro*** and it is by selecting the expense group, in the transaction, that the transaction amount will be charged to the right general ledger account. In sum, the group further clarifies the nature of the transaction and allows for a greater analysis flexibility in **maestro*** reports. If activities can differ from one project to the other, groups always remain the same. It is possible, when needed and as explained later on in this document, to create additional groups to answer specific needs. These additional groups will make up sub-groups of the already-present six in **maestro*** (salary, equipment, subcontractor, materials, miscellaneous and income). That is also why we also say of these group that they make up group families - sub-groups or newly created groups will mandatorily be linked to one of these six group families (or initial groups in **maestro***).


At this stage of the process, it is not recommended to assign groups to the activities listed in the preparation *Excel* file. It will be possible to identify these groups later, directly in the **maestro*** templates.

¹More groups can be created in **maestro*** if needs be.

Notes:

Creating a Project Template

It is in the **Define Project Templates** option that can be created the PAG model structures, and the phases, sections, and divisions (if applicable) needed for the creation of projects. Indeed, creating project templates for project types that are regularly managed makes the creation of later projects easier, since the list of activities and structure have already been established. It is in fact recommended to always use the same list of activities for the same types of projects: this makes it easier for users to memorize the codes but, also, it makes it possible to compare costs and revenues between projects, project managers, etc. The transposition of these lists into project templates also limits the time needed to create projects in the software.

 **maestro*** > Projects > Maintenance > Project > **Define Project Templates**

 Online Help (FI) - [Define Project Templates](#)

For the Balance Sheet TO COMPLETE

As previously mentioned, all transactions in **maestro*** must be assigned a Project-Activity-Group (PAG). General ledger account numbers are never entered manually as such.

However, as it is sometimes necessary to perform correction entries, or entries to transfer an amount from a balance sheet account to another, a project must be created to this effect, to answer possible future needs. A project titled *Balance Sheet* must therefore be created in **maestro***. It will allow transactions related to asset, liability and capital ledger accounts while remaining true to the **maestro*** principle that the use of a PAG is mandatory. Furthermore, and even if this project must only be created once, it is still recommended to create it through the **Define Project Templates** option, to make the task easier. Unlike most projects that will subsequently be developed in the software, where activities will be linked to general ledger accounts, the activities of the *Balance Sheet* project (as well as the *Financial Statement* project) will be formed from the general ledger accounts. In this case, the activities of the balance sheet project template are, exceptionally, have the same names as the balance sheet accounts.

It is recommended, to create the balance sheet project's template, to first copy the chart of accounts in an *Excel* file, as illustrated below, on the right.

Importing the *Balance Sheet's* Project's Activities TO COMPLETE

1. In the **Define Project Templates** window, click on the **New** icon.
2. Enter a project description, for example *Balance Sheet*, in the **Description** field.
3. Click on the Import **GL Accounts** icon.
4. In the **Select a Record** window, click on the record's first account, press on the **Shift** key, then select the record's last account, so all active, passive, and capital accounts are highlighted.
5. Click on the **Select** button.
6. Back in the **Define Project Templates** window, the breakdown grid is now completed. The general ledger accounts are now displayed as activities for the *Balance Sheet* project.
7. Select the *Activity* value in the **Type** column for all lines where an activity is entered.
8. Click on the **Save** icon.



If the number of lines available in the grid is insufficient, in the **Define Project Template** window, click on the **Configuration** icon, then enter the maximum number of lines, greater than what was already entered.

Furthermore, every general ledger account added, or modified account labels in the chart of accounts will also have to be added or modified in the *Balance Sheet* or *Financial Statement* project template. DO NOT FORGET

Linking the Groups and General Ledgers to Activities TO COMPLETE

For each activity line in the grid there are six columns to specify the possible revenue and expense groups (**Material, Subcontractors, Miscellaneous, Labour, Equipment, Revenue**). Each group column is followed by a column titled **Inactive**.

In the particular case where the activities are balance sheet accounts, linking an activity to a revenue or expense group makes no sense. That is why, for the balance sheet project template, we will only enter the general ledger account corresponding to the activity in the *Miscellaneous* group field, since this has no impact during accounting. As for all other groups (**Material, Subcontractor, Labour, Equipment, and Revenue** columns), we will check the **Inactive** column.

Activities															
	Code	Description	Type	Material	Inactive	Sub	Inactive	Misc	Inactive	Labour	Inactive	Equipment	Inactive	Revenue	Inactive
17	1122	Frais payés d'avance - autres	Activity	0	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>	1122	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>
18	1123	Retenue sur contrat	Activity	0	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>	1123	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>
19	1130	Terrain	Activity	0	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>	1130	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>
20	1131	Bâtisse	Activity	0	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>	1131	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>
21	1132	Amort. acc. bâtisse	Activity	0	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>	1132	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>
22	1138	Equipement informatique	Activity	0	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>	1138	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>
23	1139	Amort. acc. equi. informatique	Activity	0	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>	1139	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>
24	1140	Materiel roulant - camions	Activity	0	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>	1140	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>
25	1141	Amort. accumule - camion	Activity	0	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>	1141	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>
26	1150	Outillage et instruments	Activity	0	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>	1150	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>
27	1151	Amort. acc. inst. & outillage	Activity	0	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>	1151	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>
28	1152	Système d'alarme	Activity	0	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>	1152	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>
29	1153	Amort. acc. système d'alarme	Activity	0	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>	1153	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>
30	1155	Ameublement de bureau	Activity	0	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>	1155	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>

Example of a project template for the balance sheet.
The different groups' **Inactive** columns (**Material**, **Subcontractor**, **Labour**, **Equipment**, and **Revenue**) are checked.



Do not forget to save your work before it is fully complete.

For the Financial Statements TO COMPLETE

The reasons and steps to create the initial *Financial Statement* project are the same as for the *Balance Sheet* project. It can be necessary, in some cases, to perform correction entries, or entries to transfer an amount from an expense or revenue account to another. A project titled *Financial Statements* must therefore be created in **maestro***. Once again, it is recommended to create a project template through the **Define Project Templates** option to make the process easier. As illustrated in the following right image, the *Financial Statements* project template's activities are exceptionally made up of revenue and expense accounts from the company's chart of accounts. Maestro recommends, once again, to copy these account numbers and descriptions in an *Excel* file before the creation of the template.

	A	B	C
1			
2	Code	Type	Description
3	101005	Activity	Foundations
4	101010	Activity	Slab-on-ground
5	101015	Activity	Excavation
6	101020	Activity	Basement walls
7	101025	Activity	Drains
8	102005	Activity	Floors
9	102010	Activity	Roof
10	102015	Activity	Outside walls
11	102020	Activity	Windows and outside doors
12	103005	Activity	Indoor walls
13	103010	Activity	Isolation
14	103015	Activity	Wiring
15	103020	Activity	Wood floors
16	103025	Activity	Carpet
17	103030	Activity	Ceramic
18	Etc.
19			

Example of Standard Activities Created for Projects in General that Will Be Linked to General Ledger Accounts

	A	B	C
1			
2	Code	Type	Description
3	40000	Activity	Revenues
4	41000	Activity	Sales discounts
5	45000	Activity	Interest revenues
6	49999	Activity	Internal revenues
7	50000	Activity	Cost of sold merchnadise
8	51000	Activity	Purchases
9	51150	Activity	Purchase discounts
10	52000	Activity	Work site salaries
11	52500	Activity	Fringe benefits
12	53000	Activity	Equipment
13	54000	Activity	Subcontractors
14	55000	Activity	Other fees
15	57000	Activity	motor vehicle fees
16	58000	Activity	Depreciation
17	59999	Activity	Internal expenses
18	Etc.
19			

Example of a Financial Statement Project's Activities, Corresponding to the General Ledger Accounts



The 99999 Interception Account

It is recommended to add the 99999 account to the list of revenue and expense accounts, which we will name *Interception Account*.

During the **maestro*** implementation, this account number is generally entered in the unused fields of the **Configuration** option, which are used to enter a general ledger account. If, some day or another, the company decides to use a **maestro*** functionality linked to one of these fields and the settings have not been updated, then the transaction amounts will be charged to the 99999 account and the account's balance will be visible in the financial statements. It will then be possible to make the corrections so the interception account is once again at 0.

It is of course recommended to adjust the interception account's number of 9s according to the amount of numbers that make up the company's chart of account's account numbers. The interception account could then also be 9999 or 999999 or some other, so as to harmonize with the other accounts.

Importing the *Statement of Account's Project's Activities* TO COMPLETE

The procedure is the same as the one used to create the [Balance Sheet](#) project's activities.

1. In the **Define Project Template** window, click on the **New** icon.
2. Enter the project description, i.e. *Financial Statement*, in the **Description** field.
3. Click on the **Import GL Accounts** icon.
4. In the **Select a Record** window, click on the first revenue account, press the **Shift** key, then select the last account in the chart (including account 99999 *Other* or *Redistribute*) so all revenue and liability accounts are highlighted.
5. Click on the **Select** button.
6. Back in the **Define Project Templates** window, the breakdown grid is now partially filled. The general ledger accounts now appear as activities for the *Financial Statement* account.
7. Select the *Activity* value in the **Type** column for every line where an activity is entered.
8. Click on the **Save** icon.



If the number of lines available in the grid is insufficient, in the **Define Project Template** option, click on the **Configuration** icon, then enter the number of lines corresponding to the number of revenue and liability accounts.

Furthermore, all general ledger accounts added or labeled as modified in the chart of accounts will also have to be added or modified in the *Balance Sheet* or *Financial Statement* projects to be used. DO NOT FORGET

Linking Groups and General Ledger Accounts to Activities TO COMPLETE

Let's remember that for each activity line in the grid, there are six columns to specify liability and revenue groups (**Material, Subcontractor, Miscellaneous, Labour, Equipment, Revenue**). Also, each group column is followed by one titled **Inactive**.

1. For each activity in the *Financial Statement* project template (a liability or revenue account from the chart of accounts), check the **Inactive** columns to exclude the liability or revenue groups that do not apply to the activity. This prevents transactions from being linked to it by mistake.
 - For example, for a labour account, we will for sure check the **Inactive** columns of the **Material**, **Subcontractor**, **Miscellaneous**, **Equipment**, and **Revenue** groups, but we will not check the **Inactive** column of the **Labour** group.
 - Second example, for a revenue account, we will make inactive the **Material**, **Subcontractor**, **Miscellaneous**, **Labour**, and **Equipment** groups but we will not check the **Inactive** box of the **Revenue** group.
2. Then specify, for all lines in the grid, the general ledger account that will have to be used for each active liability or revenue group for the activity.
3. Click on **Save**.

In the **Define Project Template** window, an **Account** section allows to enter a default general ledger for each liability/revenue groups. These general ledger account numbers will apply to active groups in the breakdown grid for which no account has been specified. Though this method may seem attractive at first sight, it is recommended, for more precision, to do the work for each activity in the grid. Identifying general accounts (or default ones) for liability groups is useful when, for a same liability account, a single general ledger account is linked and/or when there are only few exceptions. The latter would then be identified in the breakdown grid.

Accounts	
Material 10100	PETTY CASH
Subcontractors	Labour
Miscellaneous	Equipment
	Revenue
	A/R



DO NOT FORGET

Never leave an active field empty. Enter, when needed, an interception general ledger account, such as the 99999.

While on the subject, **maestro*** reads the fields in a very specific order when the time comes to determine which general ledger account to use. The most specific configuration is always prioritized to a more general one. View [the note](#) on this subject for more information.

Notes:



When importing content from *Excel* file in **maestro***, it is always the content in the first sheet (or tab) if the *Excel* file that is imported.

For a Customer Project

As previously mentioned, it is first recommended to list the activities and codify them in an *Excel* file. It is then a lot quicker to complete all the work and then import them in a project template to complete the liability and revenue groups. When importing content from *Excel* file in **maestro***, it is always the content in the first sheet (or tab) if the *Excel* file that is imported.

Importing Activities for a Customer Project TO COMPLETE

The import of activities for a customer project is an import through a copy-paste. For more information on this type of import, see the excerpt in the **Importing Data to maestro* Using an Excel File** of the [MAES02](#) training document.

1. In the **Define Project Template** window, click on the **New** icon.
2. Enter a general, but significant, project description in the **Description** field.
3. Hover the cursor above the breakdown grid and click on the right button.
4. Select **Transfer in Excel**. An Excel file opens, a copy of the breakdown grid in **maestro***.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	Code	Description	Type	Material	Inactive	Sub	Inactive	Misc	Inactive	Labour	Inactive	Equipment	Inactive	Revenue	Inactive	PBB Activity	WBS No.	Billable	Available in *MOBILE - Labour	Available in *MOBILE - Equipme
2				0		0		0		0		0		0			0	0		0
3																				

5. Copy the codes and activities from the *Excel* file, as previously suggested, in columns A and B (**Code** and **Description**) of the new file.
6. Enter *Activity* in column C (**Type**).
7. If so desired, insert lines to add phases, sections and divisions. It is recommended to enter the latter's description in capital letters to make it easier to read. For these added lines, replace *Activity* by *PHASE*, *SECTION*, or *DIVISION*.



Steps 8 and 9 can be completed in the *Excel* file or directly in **maestro***, once that file has been imported.

Six columns (D, F, H, J, L, and N) correspond to the six default **maestro*** groups. Each of them are followed by a column titled *Inactive*.

- The 0, displayed by default, means the *Inactive* value does not apply and that the previous column group's liabilities (or revenues) are charged to the activity (or phase, section, or division);
 - If 0 is replaced by 1 in the *Excel* file, this means group of the previous column is inactive and no liability (nor any revenue) of this nature will be applied to the activity (or phase, section, or division). This will prevent, among other things, transactions from being linked to a PAG by mistake.
8. Indicate, for each line in the file with an activity, a phase, a section, or a division, if the groups must be active or not by entering either 0 or 1 in the corresponding **Inactive** columns. For example, for a *labour-carpentry* activity, it is probable the user will enter 0 for the **Labour** group and 1 for all the other groups. Indeed, it is almost certain that all the expense amount charged to the *labour-carpentry* activity will be a labour expense, as it is almost certain that no material, equipment, or other expenses will apply to this activity.

Many recommend that inactive accounts should be identified first (1), so that 0 can be set everywhere else.

9. Then indicate, under each group with a 0 in the **Inactive** column, the general ledger account number to which must be charged the liability or revenue, for each activity.



As this job is quite long, don't forget to save your file from time to time!

10. Count the number of lines in your *Excel* file, including the lines dedicated to phases, sections, and divisions.
11. Once again click in the **Define Project Templates** window, in **maestro***, to add lines to the breakdown grid so the number of lines is more or equal to that of the *Excel* file. To do so, click on the **Configuration** icon. Enter the maximum number of lines desired and click on **Ok**.



It will be impossible to import the file in **maestro*** if the latter has more lines than the breakdown grid. If the number of available lines in the grid is insufficient, click on the **Configuration** icon, in the **Define Project Template** window, then enter the maximum number of lines desired.



The procedure to mass delete a continuous block of lines in a breakdown grid in **maestro*** is quite similar to the one used in to delete blocks of lines in an *Excel* file:

1. First click on the number of the first line to be deleted.
2. Press on the **Shift** key, then, keeping it pressed, click on the last line to delete - the portion of selected lines will then be highlighted in the grid.
3. Click on the right button of the mouse and select **Erase a Line**.

12. Make sure the breakdown grid in **maestro*** is actually empty and then *copy-paste* to *Excel* file's content to the **Define Project Template** window by selecting the exact number of lines.
13. Complete the breakdown grid values, if needed, as well as other columns, if applicable.

Define Project Templates
File Edit View Tools

List of Project Templates

Number	Description
1	Gabarit administration
2	Gabarit projet
3	Gabarit équipement usine
4	Gabarit Inventaire Inca
5	Gabarit Production
6	Gabarit véhicule
7	Formation dessins
8	Liberation syndicale
9	Gabarit pour test

Number
Description

Description Additional Fields Groups Default Values by Trade

Parameters

Accounts

Budget by Period
Overtime Calc

Material
Subcontractors
Miscellaneous

Labour
Equipment
Revenue
A/R

Activities

	Code	Description	Type	Material	Inactive	Sub	Inactive	Misc	Inactive	Labour	Inactive	Equipment	Inactive	Revenue	Inactive	PBB Acti vity	WBS No.
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
11																	
12																	

Notes:



To view all the columns that can be displayed in a breakdown grid, and to display or remove them, make a right-click when the cursor is hovered over the grid and select **Configuration**. This method is applicable in every **maestro*** grid.

Other Columns in this Grid and the Parameter Section

The **W/C-CSST**, **PBB Activity**, **Overtime Calc**, **Follow-up Type**, **WBS No.**, **Billable**, and **Available in *MOBILE** columns, as well as the **Budget by Period** and **Overtime Calc** parameters are explained in the [Time Management - Payroll](#) lesson plan, Construction Management Billing, and Mobile documents.

14. In the **Accounts** section, assign a default general ledger account to groups, if so desired. This account number will become the group's default general ledger account, for that template, and will apply to all activities for which this group is active but not specified in the breakdown grid.



When a liability and/or revenue transaction is performed in **maestro***, the software uses a predetermined sequence (also called *cascade*) to identify the general ledger account that will be charged.

1. **Maestro*** first considers the general ledger account linked to the group in the **Account Groups** option.
2. If no account is identified in the **Account Groups** option, the general ledger account entered for the activity and the group,



displayed in the breakdown grid of the project template, is taken into account.

3. If no specific account is entered, **maestro*** will then consider the general ledger account entered for the group in the **Account** section of the project template.
4. It is then at the project level, in the **Project Management** option, that **maestro*** will search for a general ledger account linked to the PAG.
5. Finally, if no general ledger account is identified through the previous research, **maestro*** will consider, as a last resort, the account entered in the **General Settings**.

Define Project Templates

File Edit View Tools

Icons: Save, Close, Print, Undo, Redo, Find, Copy, Paste, Settings, Help

List of Project Templates

Number	Description
1	Gabarit administration
2	Gabarit projet
3	gabarit equipement usine
4	Gabarit Inventaire Inca

Number: Description:

Default Values by Trade

	Trade		Shift	Sector	Annex	Union	
	Code	Description				Code	Description
1			▼		▼		
2			▼		▼		
3			▼		▼		
4			▼		▼		

15. Click on **Save**.



Although every project is different, certain companies carry out different types of projects of varying sizes. Through a global and common activity chart, it could be beneficial to create more than one project type template, as well as a reduced project template for smaller projects.

Since some liabilities are not charged to any construction project itself, and to follow up on the profitability of certain departments, some companies may decide to create internal projects. Indeed, it is not a rare occurrence to see projects with the title *Administration*, *Sales*, *Estimating*, or another, be created from a project template for the company's internal departments. Administrative costs, operational fees, training, and others could then be tracked specifically, be linked to a project, as well as be grouped into a single general ledger expense account.

Other projects could also be pieces of equipment or vehicles, for which we wish to individually evaluate profitability and/or track costs to then compare them to other equipment/vehicle projects. For example, a company may decide to create a project template with the following activities:

- Internal Revenues
- Gas
- Registration
- Reparations
- Insurance

This same company would then use this template, in the **Project Management** option, to create a project named *Weber CF2I Vibrating Plate*, for example. They would proceed the same way for each piece of equipment they want to track that way.

Finally, project template can be created for multiple and diverse entities. For example, a company who wishes to manage the loans of various pieces of equipment / machines could create a project template named *Machinery Loan Purchase*. Its activities would be each piece of equipment for which a loan is contracted. This would avoid adding a large number of general ledger accounts to track individual loans for each piece of equipment - a chart of accounts can quickly grow out of proportion! Furthermore, project templates could even be created to facilitate the management of the building in which the company is situated.

The steps to create such project templates are quite similar as those to create a *Financial Statement* project template. The difference: the selected general ledger accounts (which will become project activities) will be filtered to match those used in the project. Also, users will sometimes choose to create [additional groups](#) to those already present in **maestro*** to meet their needs.

Importing Activities for a Specific Project Template

1. In the **Define Project Templates** window, click on the **New** icon.
2. Enter a description in the field to this effect.

3. Click on the **Import GL Accounts** icon.
 - a. In the **Select a Record** window, click on the desired accounts, while holding down the **Ctrl** key, so as to highlight them all.
 - b. Click on the **Select** button.
 - c. Back in the **Define Project Templates** window, the breakdown grid will now be completed. The selected general ledger accounts will now be displayed as activities.

or

3. Hover the cursor over the breakdown grid and make a right click.
 - a. Select **Transfer to Excel**. An *Excel* file appears, a copy of the **maestro*** breakdown grid.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	Code	Description	Type	Material	Inactive	Sub	Inactive	Misc	Inactive	Labour	Inactive	Equipment	Inactive	Revenue	Inactive	PBB Activity	WBS No.	Billable	Available in *MOBILE - Labour	Available in *MOBILE - Equipme
2					0		0		0		0		0		0		0	0		0
3																				

- b. Enter or copy the codes and activities in columns A and B (**Code** and **Description**) of the new file.
 - c. Type **Activity** in column C (**Type**).
 - d. Copy-paste the *Excel* file content to the breakdown grid in the **Define Project Templates** window, selecting the exact number of lines.
4. Depending on the nature of the project template and the method used to import activities, complete the **Type** column fields and the groups, just as you would for customer project templates.
5. Click on **Save** once done.





For more information on the different data import methods in **maestro***, view section [Importing Data to maestro* Using an Excel File](#) in the training document titled [MAES02](#).

Notes:

Managing Groups and Families in maestro*

PAG structure groups in **maestro*** are managed through the **Define Cost Groups**² option. It is therefore possible to view in this option the six standard **maestro*** groups - those already set up and that correspond to the main expense and revenue groups.

 **maestro*** > Projects > Maintenance > Project > **Define Cost Groups**

1. To view the groups already available in **maestro***, click on the **Code** field in the **Define Cost Groups** window.
2. Then click on the  button (ellipsis) to view all created groups, which are:
 - Labour - L
 - Equipment - E
 - Subcontractor - S
 - Material - M
 - Miscellaneous - D
 - Revenue - 2


It is then possible to select of these codes to view all corresponding information in the window. Only the **Code**, **Description**, and **Type** fields are automatically completed.



Other than the **Available in *MOBILE** box, which can be checked if needed, **never enter a general ledger account number for these groups** created by default. The general ledger accounts must not only be linked to a group but also to an activity for a project. Entering a default general ledger account number for a group will limit the use of the group to this general ledger account only.

²Caution! Various options are dedicated to creating groups in **maestro***. However, these can be security groups, invoicing groups, user groups, etc. The option used to create the project PAG structures must be the one displayed in the **Maintenance** sub-module, of the **Projects** module.

It is possible to add groups to meet specific needs. For example, two methods could be used when making an installation with two different commercial activities and for which costs are also managed differently. The first approach could be to define specific activities for each project. The second could be to have target groups and limit the use of these groups by project. Indeed, it is possible in **maestro*** to limit access to certain groups³ in projects, so as to manage financial transaction entries and data. This situation is what frequently justifies the addition of new groups. The new group is selected in the project (through the **Project Management** option) and replaces the group entered in the project template. Finally, a company could need to have, for example, two expense groups for equipment: a first to *internal* equipment and a second of *external* equipment.

1. To create a new group, click on the **New** icon in the **Define Cost Groups** window.
2. Enter the new group code in the field to this effect and, if needed, view all existing groups using the  button.
3. Enter a description.
4. Then select an applicable group **Type** in the scroll-down menu.
5. Complete any other needed fields.




View the online help (F1) if needed - [Define Cost Groups](#)













6. Click on **Save**.
7. Click on **Quit**.

Notes:

³Individual group restrictions must be set up by the **maestro*** administrator. These individual restrictions are applied through the **Security Management** option. It is also possible to block a group from being used directly through the project template (in the **Group** tab). Thus, it will be impossible to use this said group in all projects created through this template.

 Define Cost Groups

File View Options Tools Template

Main Fields Additional Fields

Code	<input type="text"/>
French Description	<input type="text"/>
Description	<input type="text"/>
Type	Material
General Ledger Account	<input type="text"/>
Work In Progress Account	<input type="text"/>
Accrual Group	<input type="text"/>
Available in *MOBILE	<input type="checkbox"/>

Adding/Modifying the Value, the Group, the Activity of a Template in Use

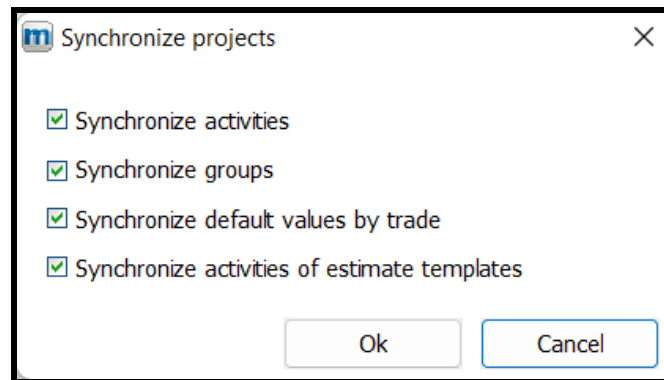
The account numbers, groups, activities, phases, sections, and divisions of a preexisting template, used for current projects, can be modified. **Maestro*** has a functionality called **Synchronize Projects Linked to Templates** that allows the application of modifications made to a template to projects that use said template. However, though it is possible to change the general ledger account names or numbers, it is impossible to delete them.



Remember! All added general accounts or modified account labels in the chart of accounts will also have to be added or modified in the project templates.

Using the Synchronize Projects Linked to Templates Functionality DO NOT FORGET

1. To use the previously described functionality, first select the template to be modified in the **List of Project Templates** section, **Define Project Templates** window.
2. Then make the desired changes and save the template once again.
3. Click on the **Synchronize Projects Linked to Templates** icon. The following window appears.



4. Then check the boxes that match the modified elements for which you want to update the projects. View the **Synchronize Projects Linked to Templates** section of the *Online Help (FI)* - **Define Project Templates** document for more information on each synchronization option.
5. Click on **Ok**.

The affected projects will now display the modified elements.



Note that the functionality to synchronize projects linked to templates allows to add and/or modify activities but it does not delete any activity. Thus, if activities are removed from a project template, these will remain in the list of activities of projects previously created with this template. If applicable, it will be necessary to access the **Project Management** option and open the affected projects one by one to delete the activity.

Notes:

CHECKLIST

Legend

Type	Description
C	Configurations to be completed
A	Approval or meeting with management
T	Tests and trial runs

Unit P02

No.	Type	Task	Employee	Due Date	Done
1	A	Know the manager's needs and expectations concerning project costs and financial statements.			✓
2	A	List the company's project types.			
3	A - C	In an <i>Excel</i> file, make a list of project activities, coded for each project types.			
4	A - C	Adding phases, sections, and divisions to project type templates, if applicable.			
5	C	Creating the necessary project templates in maestro* : <ul style="list-style-type: none"> • For each customer projects • For the balance sheet • For financial statements • For internal departments, if needed • For loans, equipment, and others. 			
6	T	Adding/modifying an activity, group, phase, section, or division to a preexisting template.			
7	A - C	Creating a new group for a group family.			

No.	Type	Task	Employee	Due Date	Done
8	C	Setting up the detail level for the display of general ledger entries.			
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					