

**Chapter 11 HotTubs Company**

1. The PROJECTS module is used to allocate revenues and expenses to one or more projects (jobs).
2. When entering Purchases and Services (PAYABLE), Sales (RECEIVABLES), and Payroll Expenses (EMPLOYEES & PAYROLL) to allocated project Revenue and Expense accounts, a company can control and manage the projects and their business more effectively.
3. The options for allocation of dollar amounts of divisions are:
  - a) Amount.
  - b) Percent.
  - c) Hours for payroll.
4. Most companies that use the Sage 50 Accounting PROJECTS module will allocate 100% of revenues and expenses to projects in order for the project's reports to equal the equivalent account on the Income Statement.
5. To correct an error in allocating amounts to projects, you could use one of two methods.
  - Use the Adjust a previously posted journal entry icon.
  - Make an exact reversal of the original entry, and then record a new or corrected entry.