ProServ

projects360

BI

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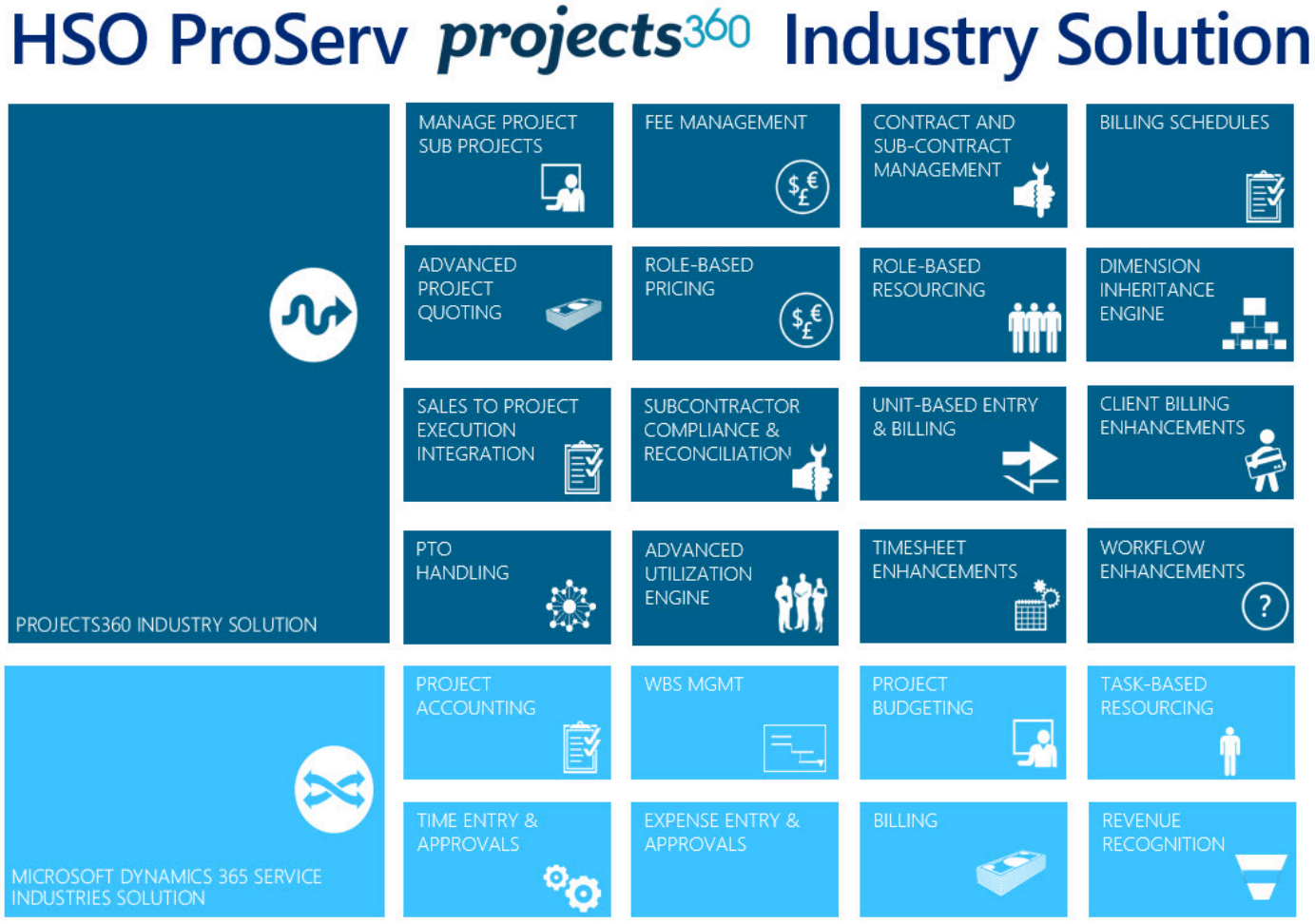
Introduction

HSO ProServ projects360 for Microsoft Dynamics 365

As a key component of HSO ProServ's industry strategy for project-driven organizations, we've developed a deep set of extensions to the Microsoft Dynamics 365 Finance and Operations service industries solution to provide best-in-class ERP capabilities, drive the adoption of industry best practices, and accelerate implementations of Dynamics 365 while also reducing your cost and risk.

For more information on HSO ProServ projects360 for Microsoft Dynamics 365, please write to us.



projects360 Features Manual

At the top of the page, a Version drop-down is available to select the version you are currently on, and the manual will only reflect features available on that version. On the left of the page, use the Table of contents to select a specific topic you are looking for. Also, when on a specific projects360 form within Dynamics 365 Finance and Operations, clicking the Help button will bring you back to the correct article(s) for that form.

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The topic areas included in the Feature Manual include:

- Workspaces
- Project Management
- Activity Management
- Resource Management
- Time Management
- Transaction Enhancements
- Invoicing Enhancements
- Reporting Enhancements
- PSA Integrations
- Quotation Enhancements
- Office 365

There is also a dedicated site for the projects360 BI Feature Manual.

- projects360 BI

Your Feedback is Welcome!

This feature manual provides detailed information on all the features available in projects360. It continuously updated as versions and features change. If you have any suggestions or any feedback pertaining to documentation, existing features, or new feature requests, please either comment on an article or email us.

Last modified: 8 March 2021

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What's New in Version 10.0.16

projects360 10.0.16 for Microsoft Dynamics 365 Finance & Operations introduces set of new features which includes Automatic transactions, WIP aging report by project. This release also includes of new feature and also few enhancements to existing features such as Fee management, Resourcing, Overtime, Utilization targets !

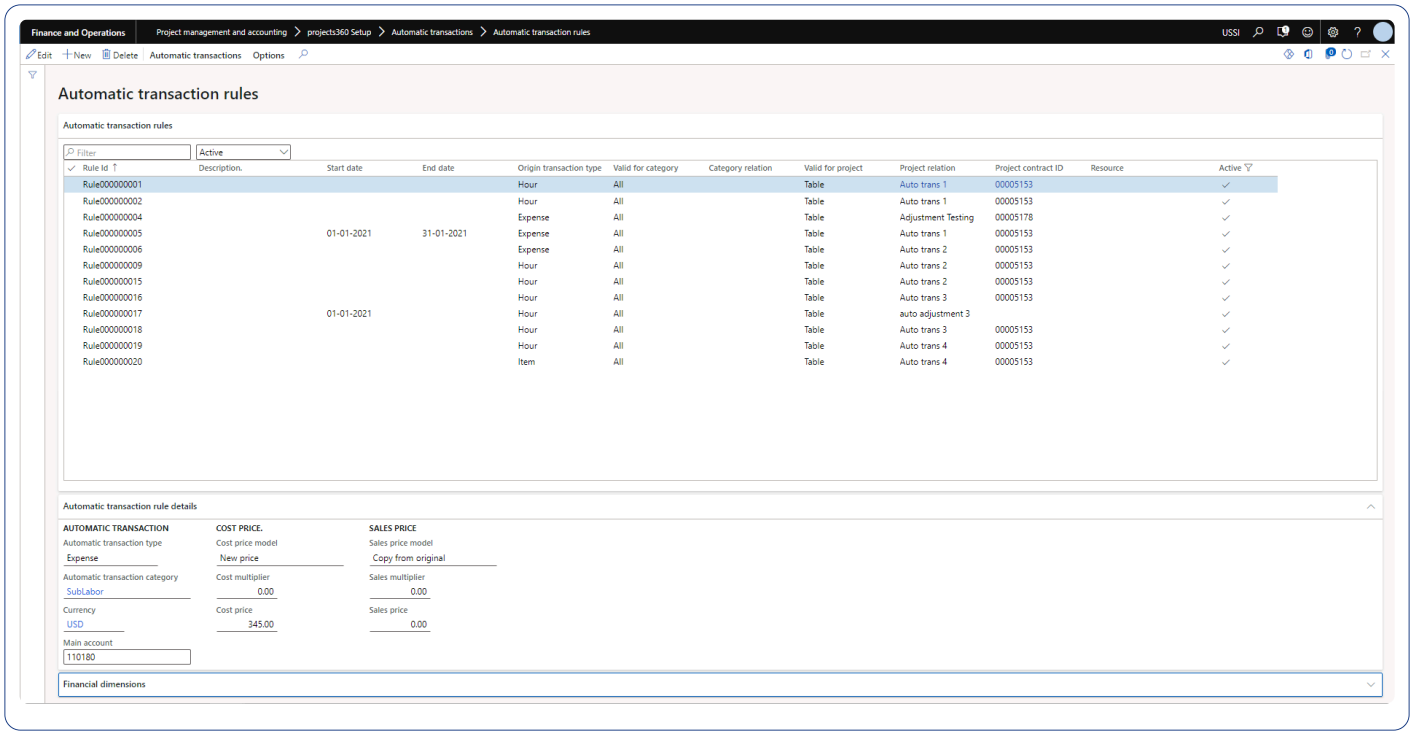
New Features

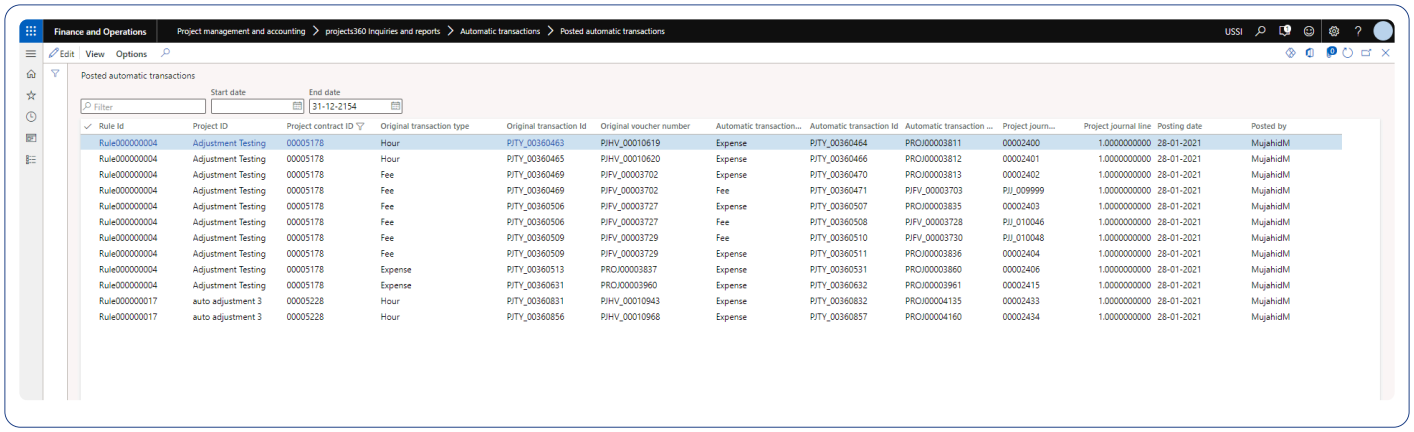
Automatic transactions

This new feature provides the ability to create project automatic transactions. Different rules can be setup to generate automatic transactions. Automatic project transactions will be created based on those defined rules either through manually or batch process.

Already created automatic transactions can be inquired from Posted automatic transactions new form.

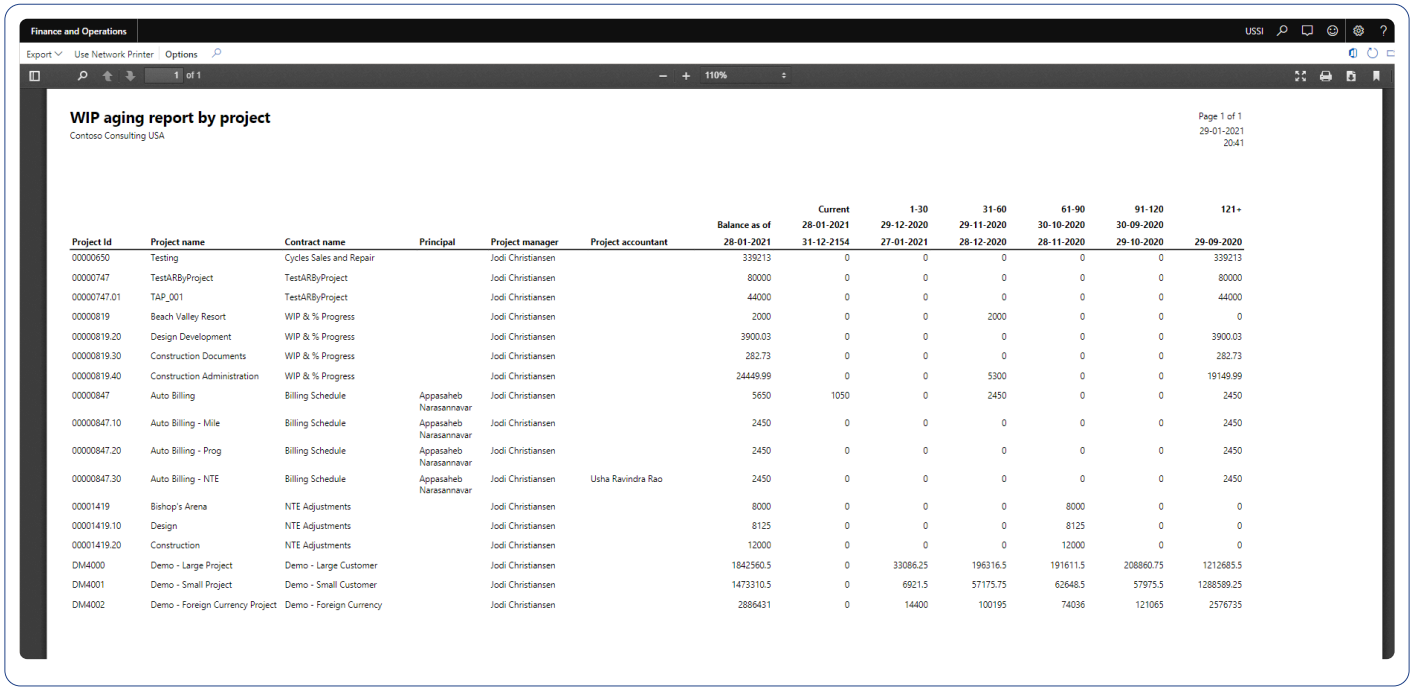
This feature will provide a more flexible alternative for current Microsoft indirect cost standard functionality.





WIP aging by project

The new “WIP aging by project” report will allow Project Managers and Project Accountants to get real time data about Work In Progress revenue balances by defined aging periods. This report will help in understanding how old the WIP is and take necessary actions to bill it to the client.



Project Id	Project name	Contract name	Principal	Project manager	Project accountant	Balance as of 28-01-2021	Current 31-12-2154	1-30 29-12-2020 27-01-2021	31-60 29-11-2020 28-12-2020	61-90 30-10-2020 28-11-2020	91-120 30-09-2020 29-10-2020	121+ 29-09-2020
00000650	Testing	Cycles Sales and Repair		Jodi Christiansen		339213	0	0	0	0	0	339213
00000747	TestARByProject	TestARByProject		Jodi Christiansen		80000	0	0	0	0	0	80000
00000747.01	TAP_001	TestARByProject		Jodi Christiansen		44000	0	0	0	0	0	44000
00000819	Beach Valley Resort	WIP & % Progress		Jodi Christiansen		2000	0	0	2000	0	0	0
00000819.20	Design Development	WIP & % Progress		Jodi Christiansen		3900.03	0	0	0	0	0	3900.03
00000819.30	Construction Documents	WIP & % Progress		Jodi Christiansen		282.73	0	0	0	0	0	282.73
00000819.40	Construction Administration	WIP & % Progress		Jodi Christiansen		24449.99	0	0	5300	0	0	19149.99
00000847	Auto Billing	Billing Schedule	Appasaheb Narasannavar	Jodi Christiansen		5650	1050	0	2450	0	0	2450
00000847.10	Auto Billing - Mile	Billing Schedule	Appasaheb Narasannavar	Jodi Christiansen		2450	0	0	0	0	0	2450
00000847.20	Auto Billing - Prog	Billing Schedule	Appasaheb Narasannavar	Jodi Christiansen		2450	0	0	0	0	0	2450
00000847.30	Auto Billing - NTE	Billing Schedule	Appasaheb Narasannavar	Jodi Christiansen	Usha Ravindra Rao	2450	0	0	0	0	0	2450
00001419	Bishop's Arena	NTE Adjustments		Jodi Christiansen		8000	0	0	0	8000	0	0
00001419.10	Design	NTE Adjustments		Jodi Christiansen		8125	0	0	0	8125	0	0
00001419.20	Construction	NTE Adjustments		Jodi Christiansen		12000	0	0	0	12000	0	0
DM4000	Demo - Large Project	Demo - Large Customer		Jodi Christiansen		1842560.5	0	33086.25	196316.5	191611.5	208860.75	1212685.5
DM4001	Demo - Small Project	Demo - Small Customer		Jodi Christiansen		1473310.5	0	6921.5	57175.75	62648.5	57975.5	1288589.25
DM4002	Demo - Foreign Currency Project	Demo - Foreign Currency		Jodi Christiansen		2886431	0	14400	100195	74036	121065	2576735

Administration fees

This new feature allows users to quickly enter an administration fee percentage directly in Fee management form.

A new billing rule will be automatically created invoicing administration fees to clients. Also, administration fees will be recalculated after any simple adjustment is posted while the invoice proposal is still open.

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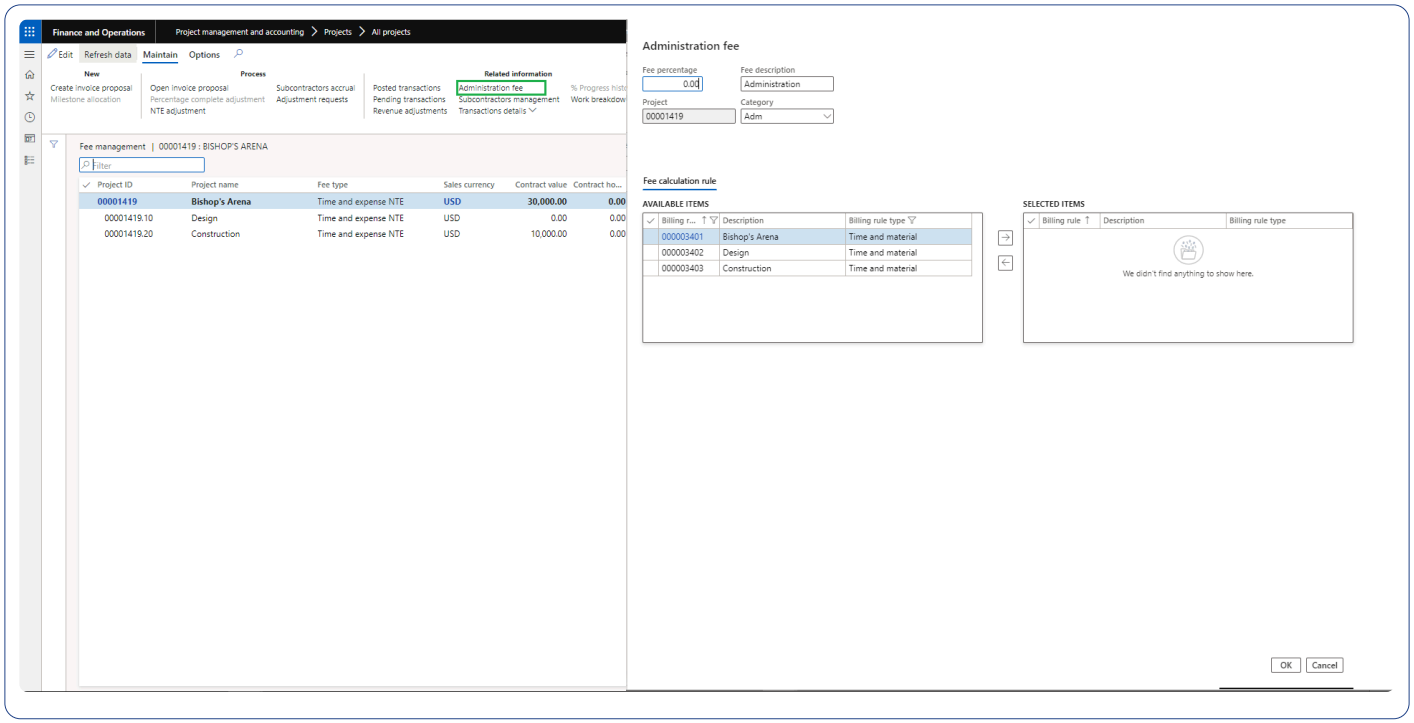
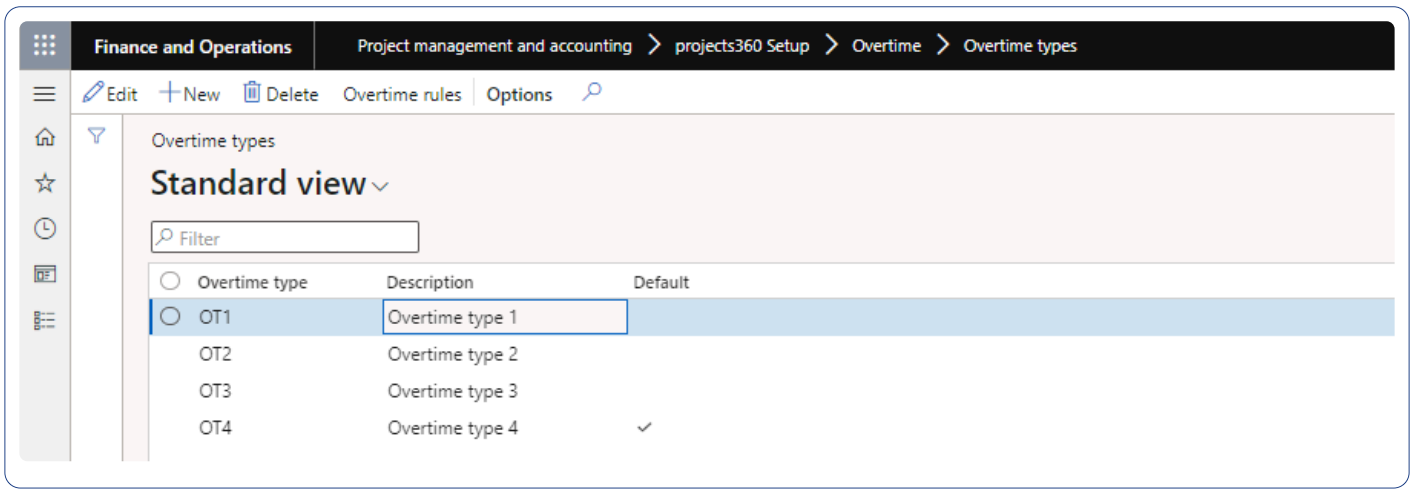


Overtime groups and rules

Overtime management has now become more robust with this new feature. We have introduced new settings such as overtime types, overtime groups and overtime rules.

These new enhancements will provide a flexible and configurable set of rules to help users creating overtime entries in timesheets.



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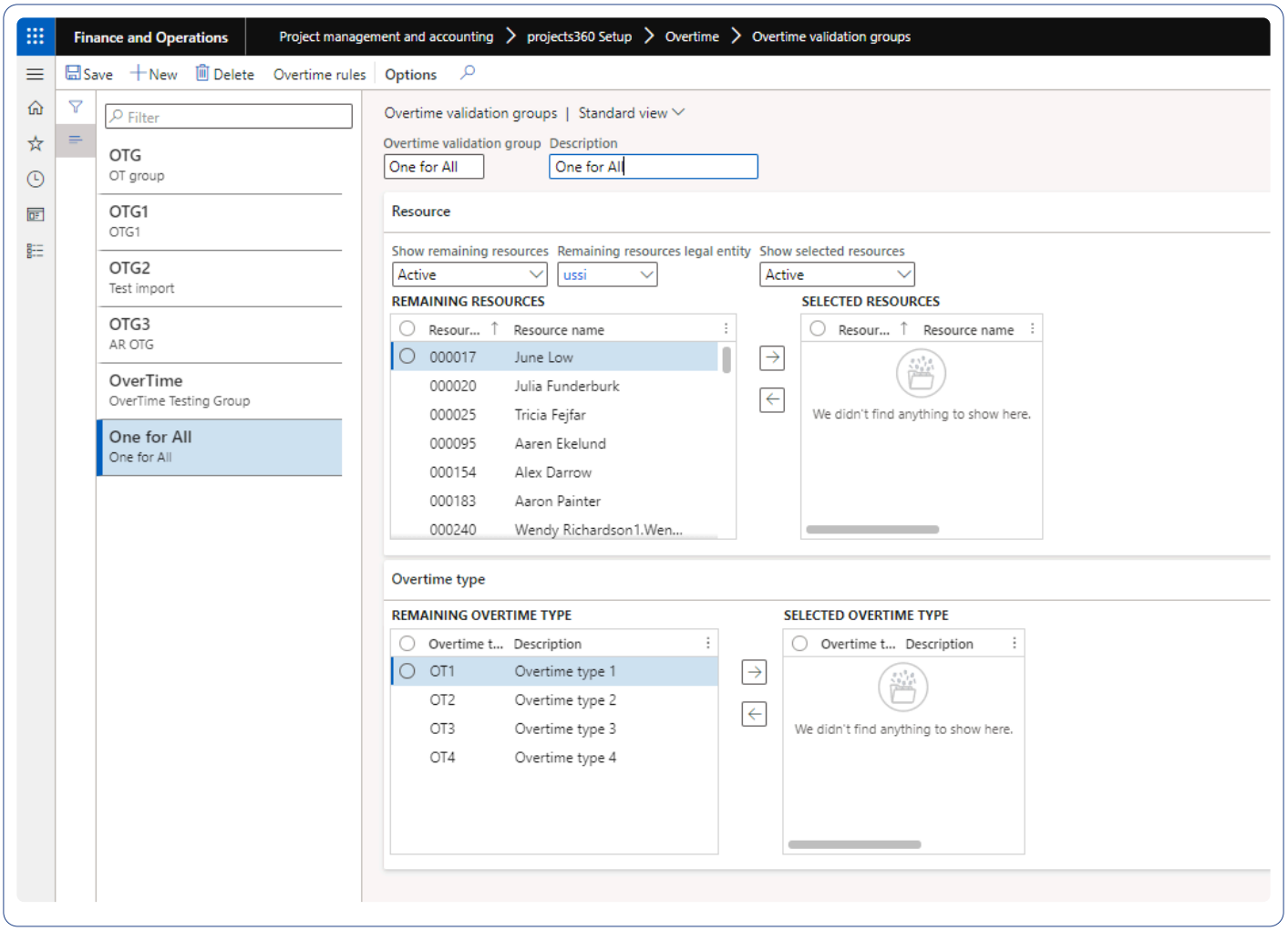
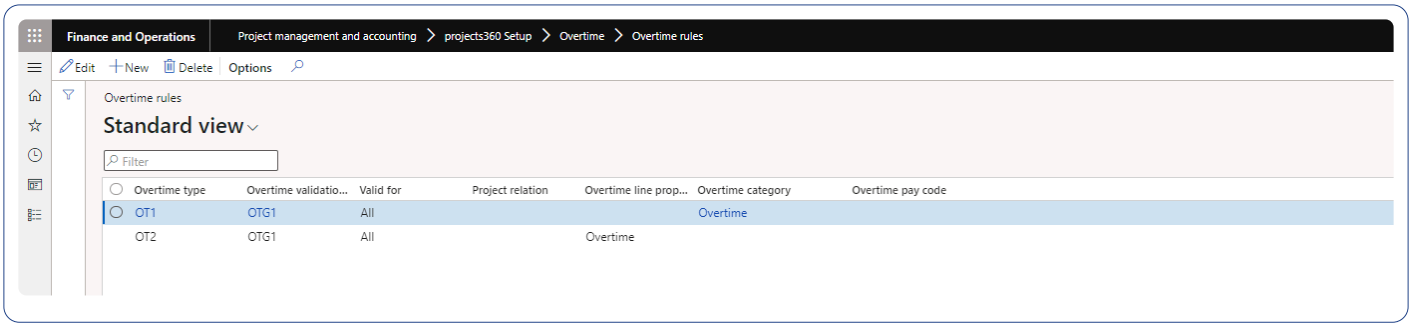


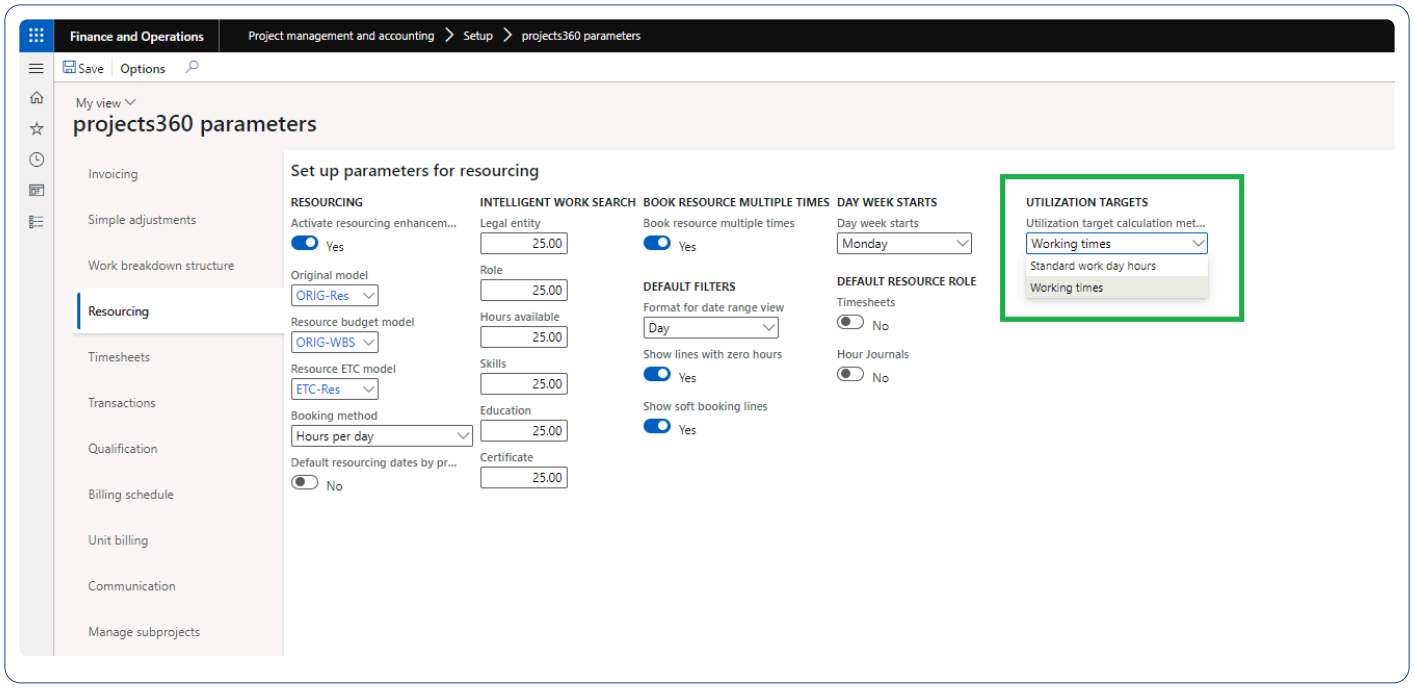


Features Enhanced

Utilization target

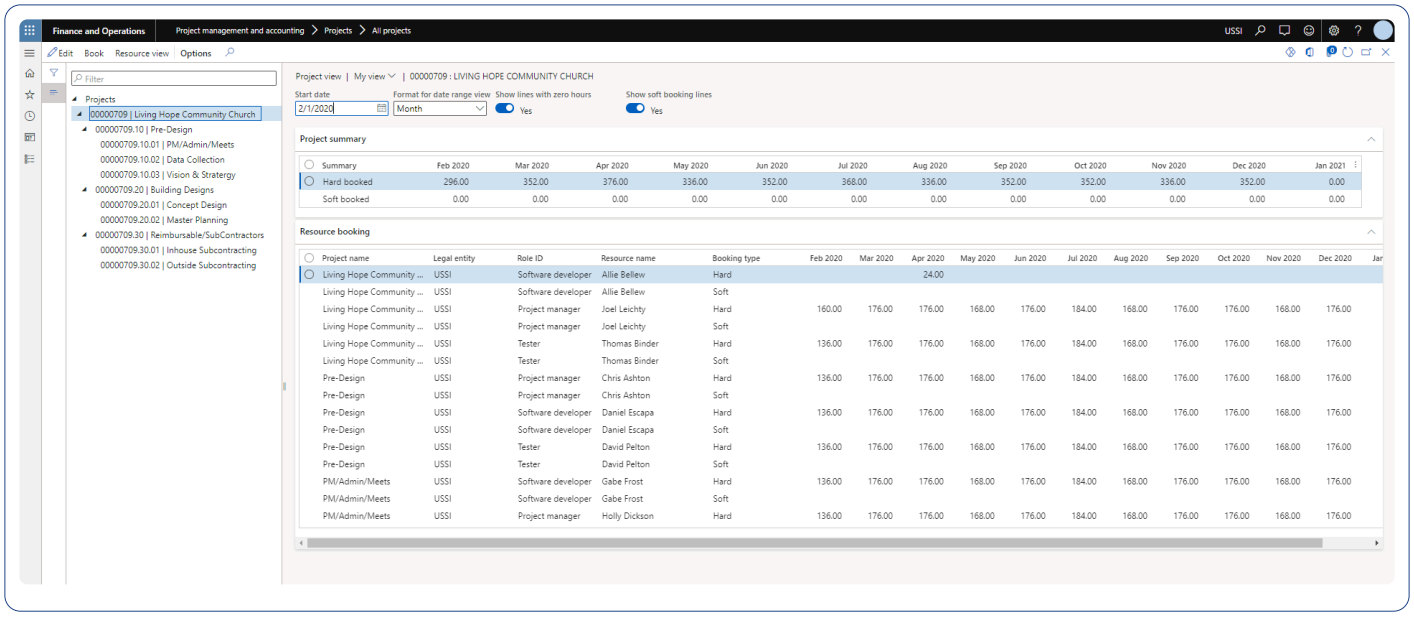
The Utilization target calculation has been enhanced to support various scenarios. Earlier utilization targets were calculated based on the standard work day in hours configured on the calendar. Now with the new enhancements, the utilization targets can be calculated based on the working hours for each day defined in

the working times. The desired calculation can be chosen via a projects360 parameter.



Resourcing

Project view form has been converted into a tree view. The data on the subprojects is rolled-up to parent project. Also the default sorting has been set to Project ID and then resource name.



Last modified: 29 January 2021

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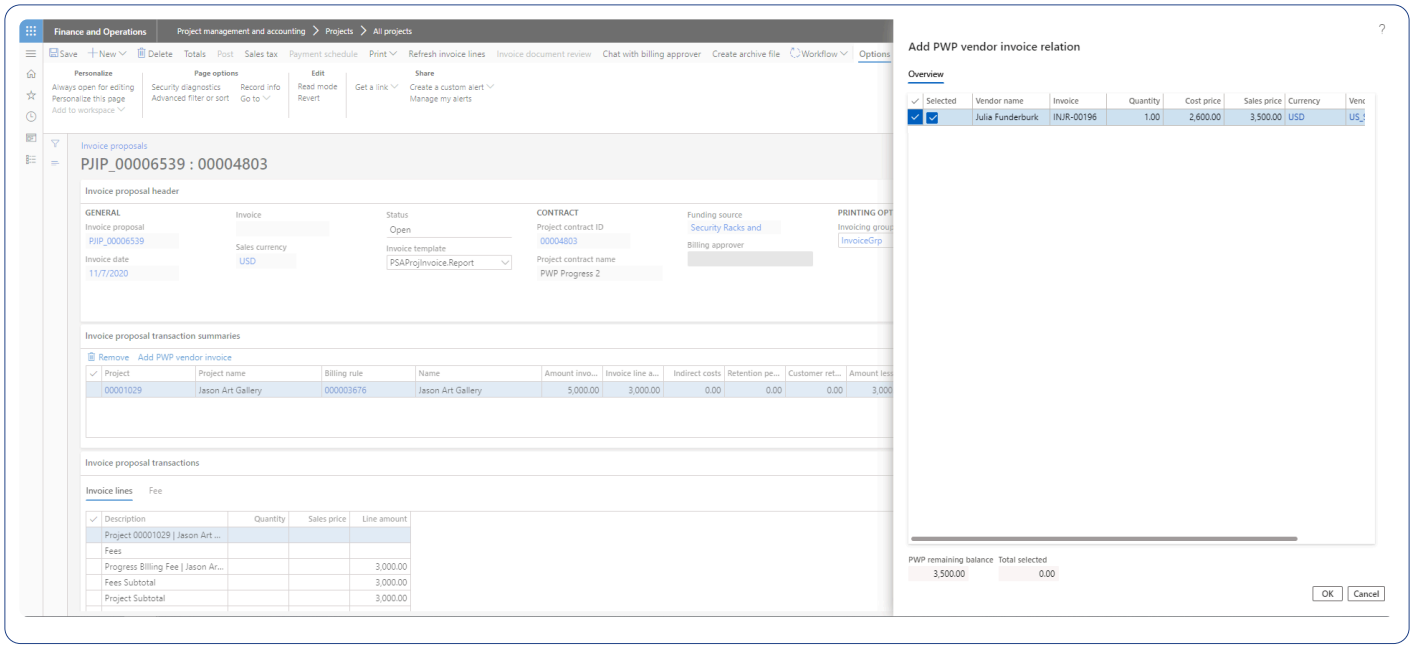
What's New in Version 10.0.14

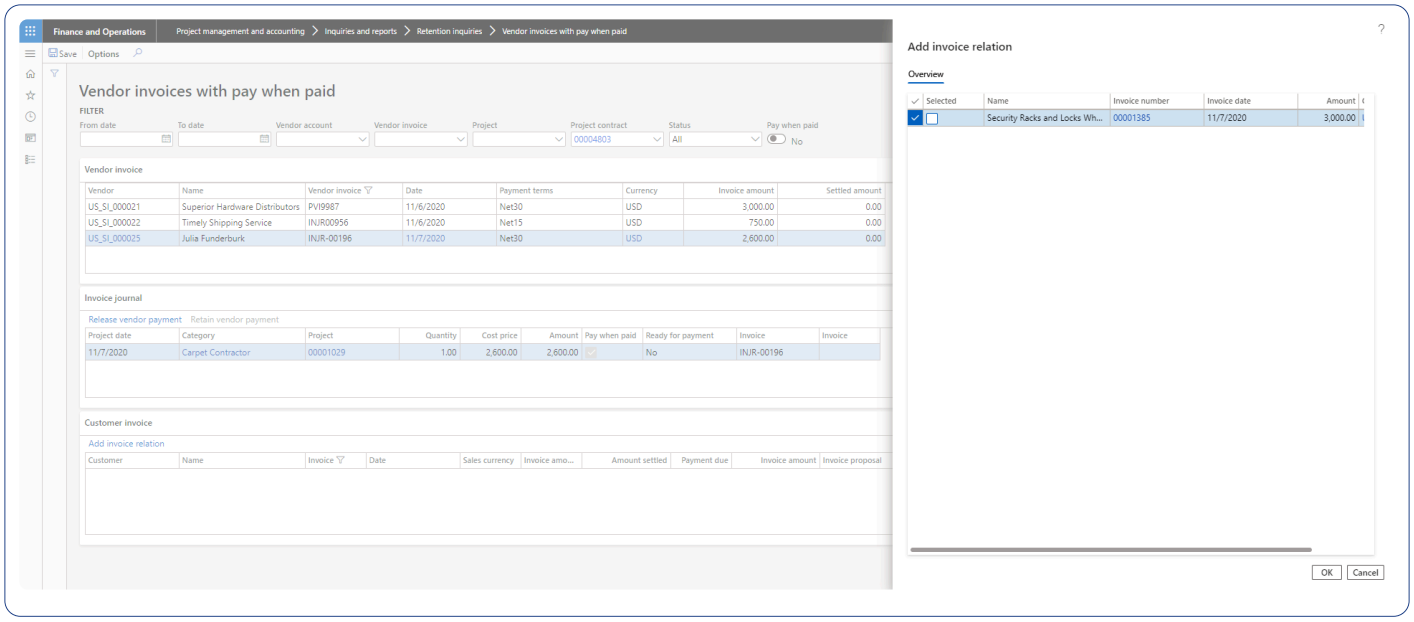
projects360 10.0.14 for Microsoft Dynamics 365 Finance & Operations introduces set of new features which includes Pay when paid process for Fixed fee and progress type of projects, Adjustment requests, Overtime entry . This release also includes whole lot of enhancements to existing features such as Quick project search, Fee management, Billing schedules, Resourcing, Invoice grouping, Invoice document review, Accounts receivable by project, Mobile app workspace, HR automated events !

New Features

Pay when paid process

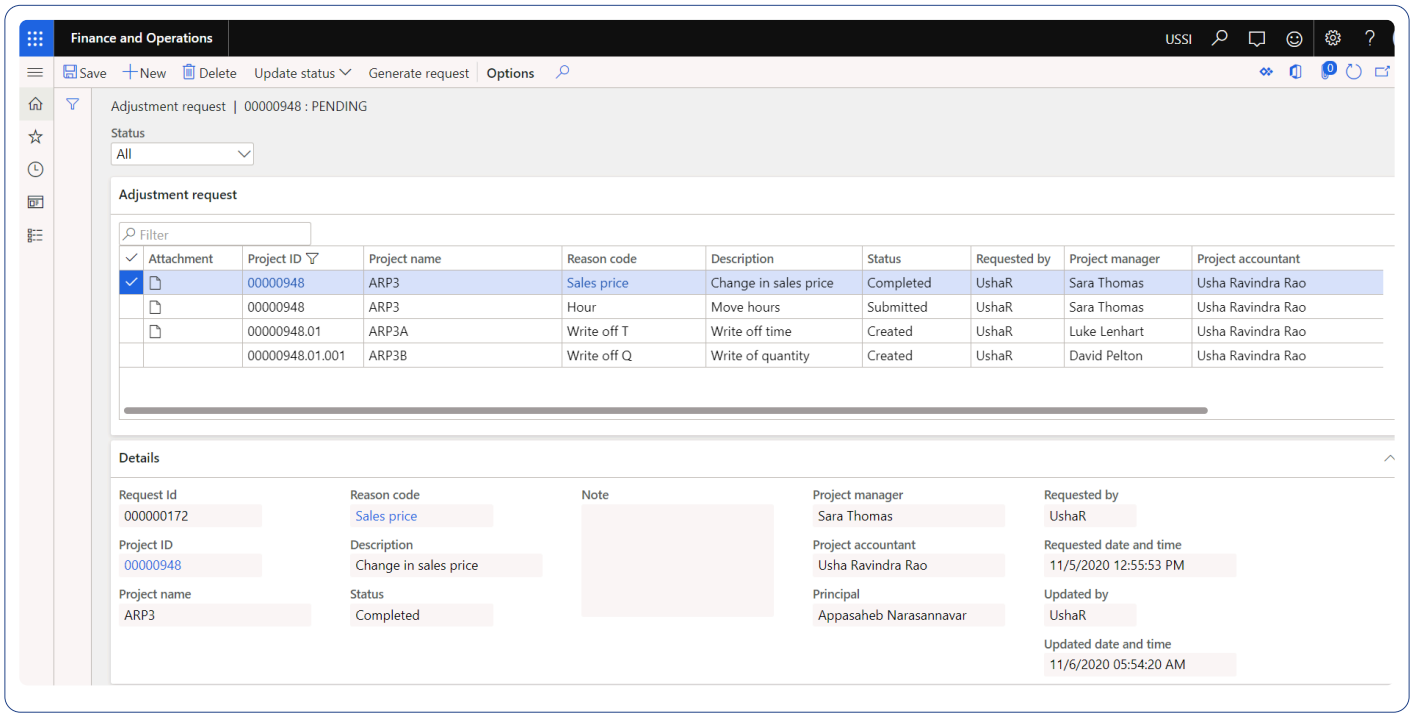
With this release we have pay when paid functionality available for fixed fee and progress projects. The vendor invoices can be associated to customer invoices either during the invoice proposal creation or from the Pay when paid form. The vendor invoices will be released for payment once the customer payments are received and it matches the pay when paid details entered on the project.





Adjustment requests

This new feature is designed to allow project managers to raise an adjustment request to project accountants. In this process project managers can raise a request on particular project and mark all the required adjustment actions on the posted transaction and attach the same file for project accountant review.



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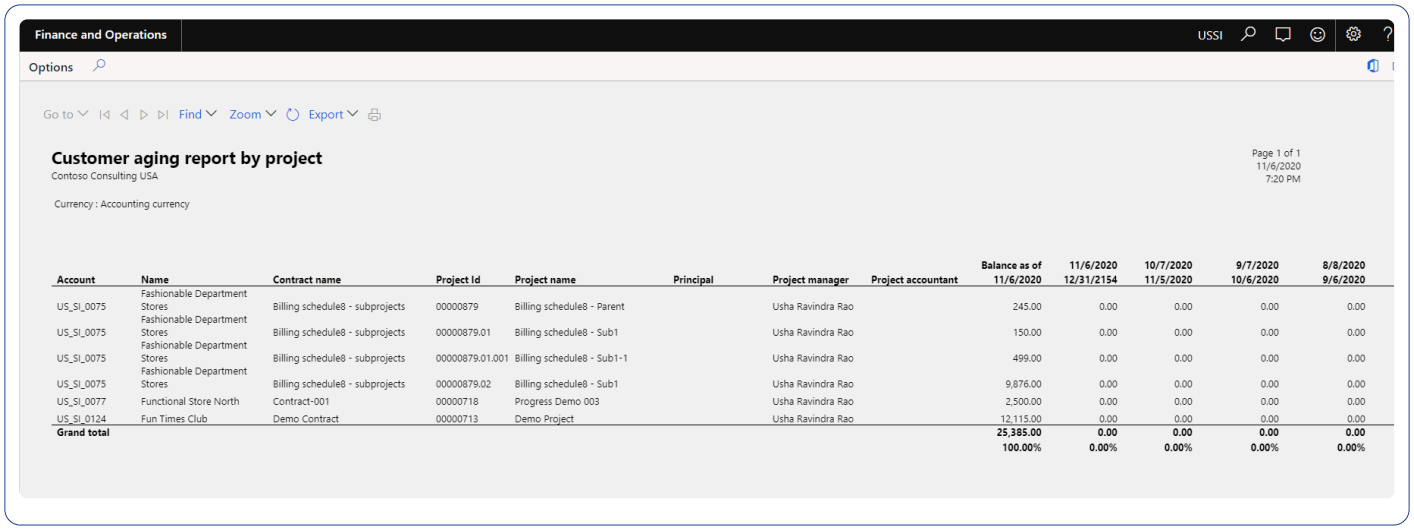
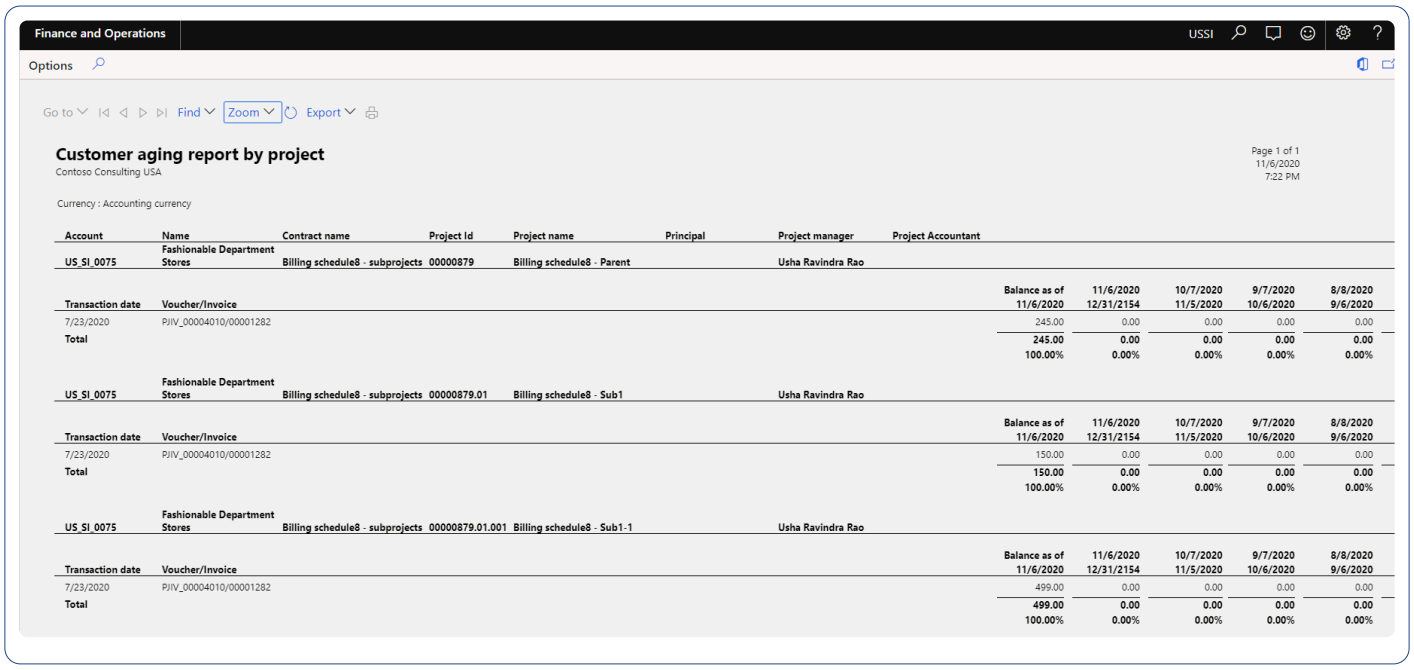
Customer aging by project report

New report is designed in line with the existing customer aging report which displays the customer balances grouped by project. We have added “Project Id” and “Project contract ID” available as criteria to filter the records.



Account	Name	Contract name	Project Id	Project name	Principal	Project manager	Project accountant	Balance as of 11/6/2020	11/6/2020 12/31/2154	10/7/2020 11/5/2020	9/7/2020 10/6/2020	8/8/2020 9/6/2020
US_SI_0075	Fashionable Department Stores	Billing schedule8 - subprojects	00000879	Billing schedule8 - Parent		Usha Ravindra Rao		245.00	0.00	0.00	0.00	0.00
US_SI_0075	Fashionable Department Stores	Billing schedule8 - subprojects	00000879.01	Billing schedule8 - Sub1		Usha Ravindra Rao		150.00	0.00	0.00	0.00	0.00
US_SI_0075	Fashionable Department Stores	Billing schedule8 - subprojects	00000879.01.001	Billing schedule8 - Sub1-1		Usha Ravindra Rao		499.00	0.00	0.00	0.00	0.00
US_SI_0075	Fashionable Department Stores	Billing schedule8 - subprojects	00000879.02	Billing schedule8 - Sub1		Usha Ravindra Rao		9,876.00	0.00	0.00	0.00	0.00
US_SI_0077	Functional Store North	Contract-001	00000718	Progress Demo 003		Usha Ravindra Rao		2,500.00	0.00	0.00	0.00	0.00
US_SI_0124	Fun Times Club	Demo Contract	00000713	Demo Project		Usha Ravindra Rao		12,115.00	0.00	0.00	0.00	0.00
Grand total								**25,385.00**	**0.00**	**0.00**	**0.00**	**0.00**
								100.00%	**0.00%**	**0.00%**	**0.00%**	**0.00%**



Account	Name	Contract name	Project Id	Project name	Principal	Project manager	Project Accountant
US_SI_0075	Fashionable Department Stores	Billing schedule8 - subprojects	00000879	Billing schedule8 - Parent		Usha Ravindra Rao	

Transaction date	Voucher/Invoice	Balance as of 11/6/2020	11/6/2020 12/31/2154	10/7/2020 11/5/2020	9/7/2020 10/6/2020	8/8/2020 9/6/2020
7/23/2020	PJIV_00004010/00001282	245.00	0.00	0.00	0.00	0.00
Total		**245.00**	**0.00**	**0.00**	**0.00**	**0.00**
		100.00%	**0.00%**	**0.00%**	**0.00%**	**0.00%**

Account	Name	Contract name	Project Id	Project name	Principal	Project manager	Project Accountant
US_SI_0075	Fashionable Department Stores	Billing schedule8 - subprojects	00000879.01	Billing schedule8 - Sub1		Usha Ravindra Rao	

Transaction date	Voucher/Invoice	Balance as of 11/6/2020	11/6/2020 12/31/2154	10/7/2020 11/5/2020	9/7/2020 10/6/2020	8/8/2020 9/6/2020
7/23/2020	PJIV_00004010/00001282	150.00	0.00	0.00	0.00	0.00
Total		**150.00**	**0.00**	**0.00**	**0.00**	**0.00**
		100.00%	**0.00%**	**0.00%**	**0.00%**	**0.00%**

Account	Name	Contract name	Project Id	Project name	Principal	Project manager	Project Accountant
US_SI_0075	Fashionable Department Stores	Billing schedule8 - subprojects	00000879.01.001	Billing schedule8 - Sub1-1		Usha Ravindra Rao	

Transaction date	Voucher/Invoice	Balance as of 11/6/2020	11/6/2020 12/31/2154	10/7/2020 11/5/2020	9/7/2020 10/6/2020	8/8/2020 9/6/2020
7/23/2020	PJIV_00004010/00001282	499.00	0.00	0.00	0.00	0.00
Total		**499.00**	**0.00**	**0.00**	**0.00**	**0.00**
		100.00%	**0.00%**	**0.00%**	**0.00%**	**0.00%**

Overtime entry

This new feature is designed to allow employees to enter overtime spent on the projects. This process helps to track the overtime spent by the employees and export the same information for the reporting purpose.

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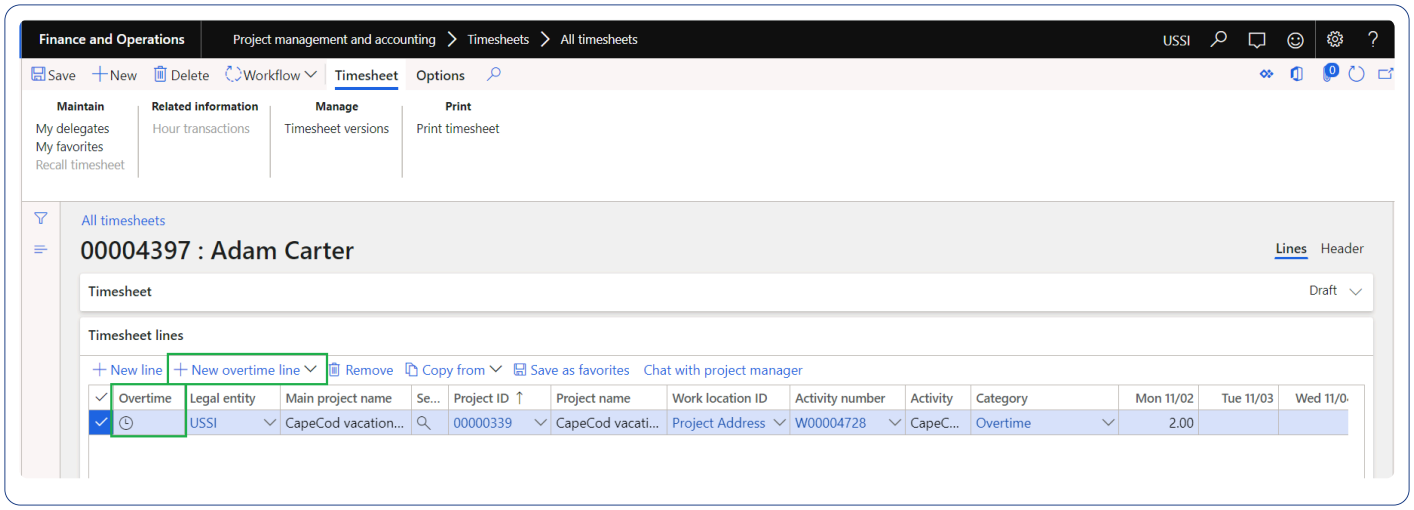
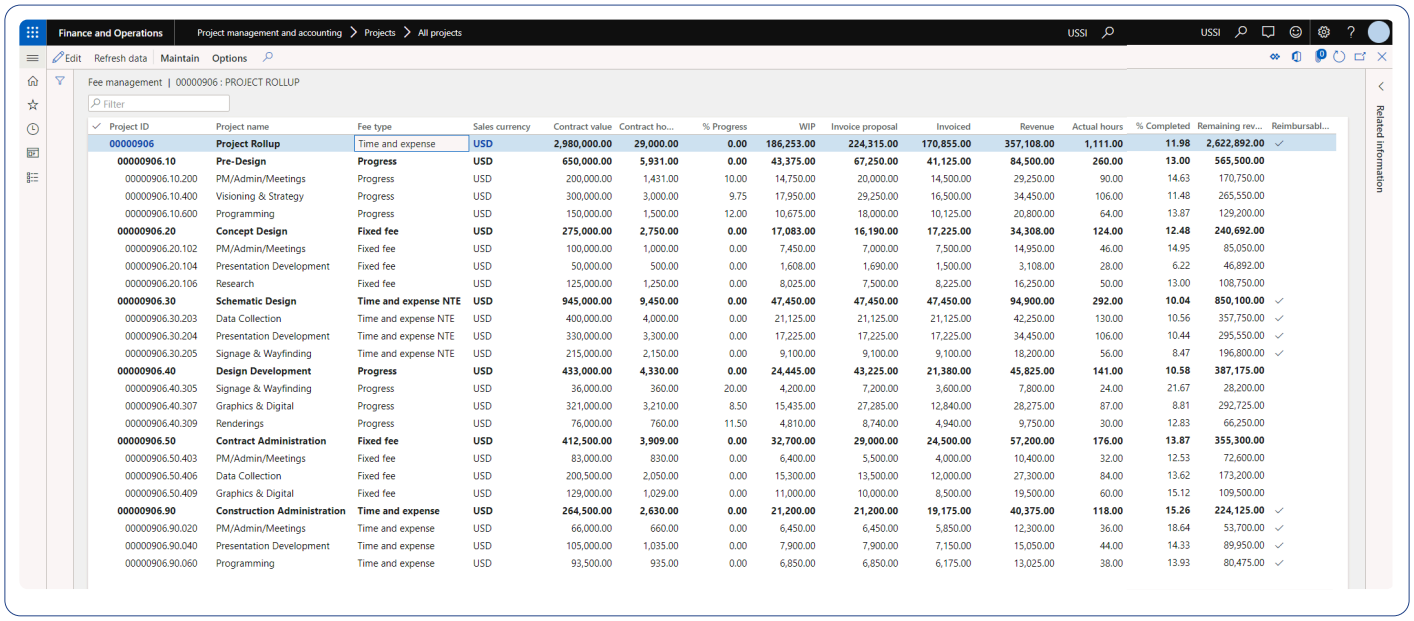


Features Enhanced

Fee Management Rollup

With the introduction of this new enhancement, users will now be able to see the project balances such as Contract hours, WIP, Invoice proposals, Invoice remaining balance etc. rolled up to the parent level. This functionality is controlled by parameter. There is also a parameter introduced to hide the projects with the fee type of none.



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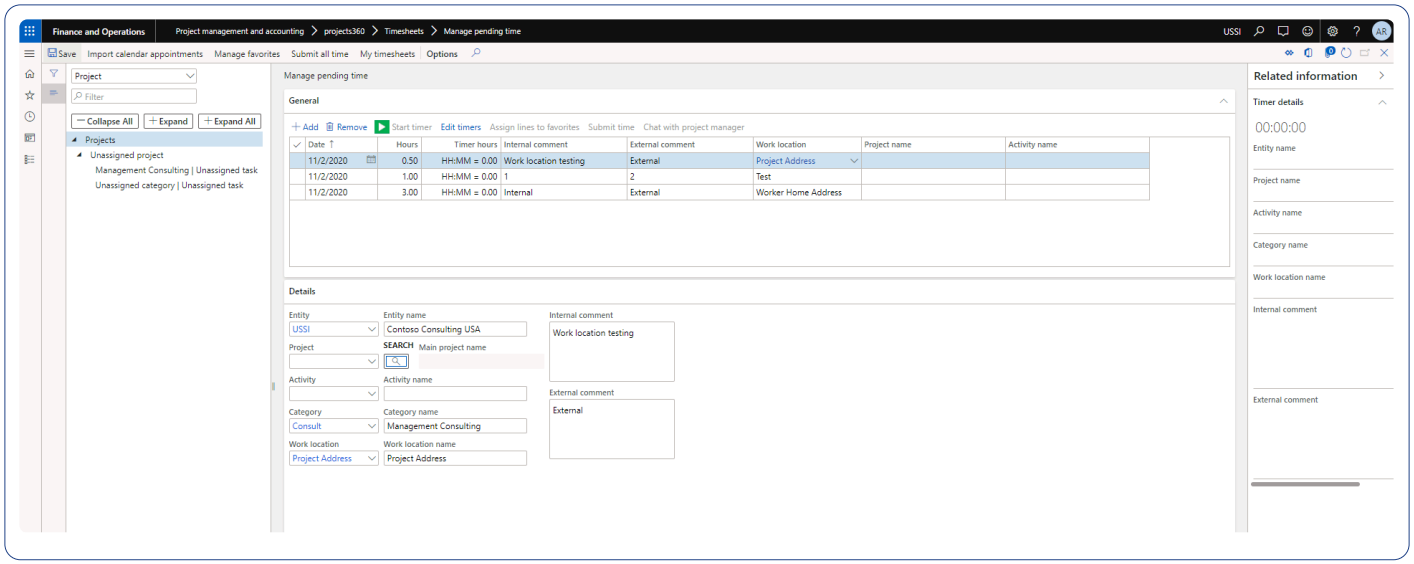
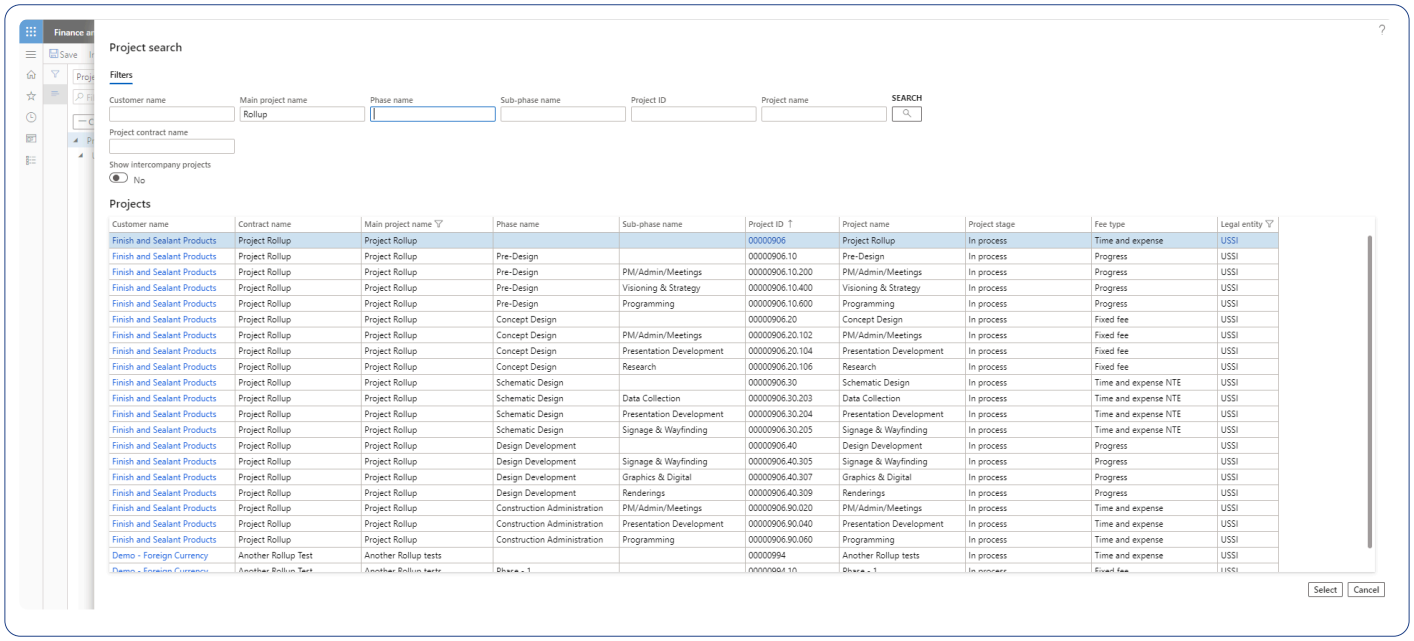
Quick project search

Quick search function is now available on the manage pending time form as well. This additional search functions will help in searching the projects faster and smoother for users on this form as well.





Billing schedule

Billing approver and Chat with Billing approver

We have introduced new field “Billing approver” and button “Chat with billing billing approver” on the Billing schedule details. In this process project accountant can chat with the billing approver to look into the submitted invoice proposal and revert back for changes so that the project accountant can proceed with posting of the invoice.

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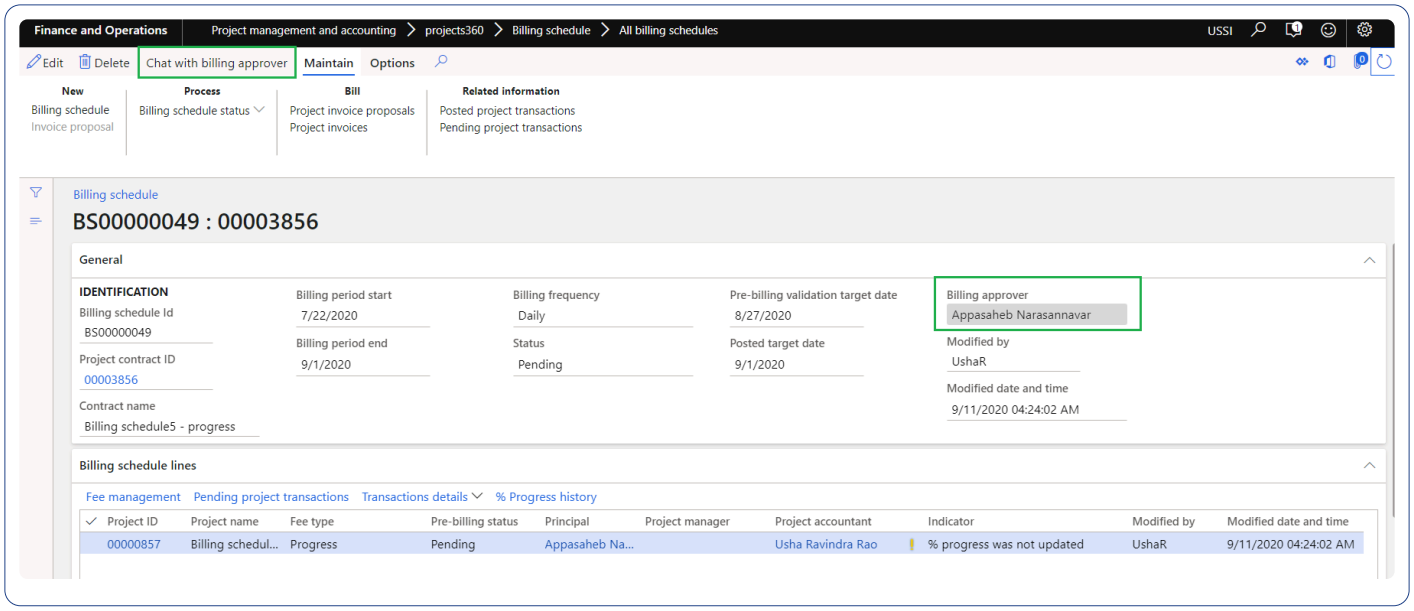
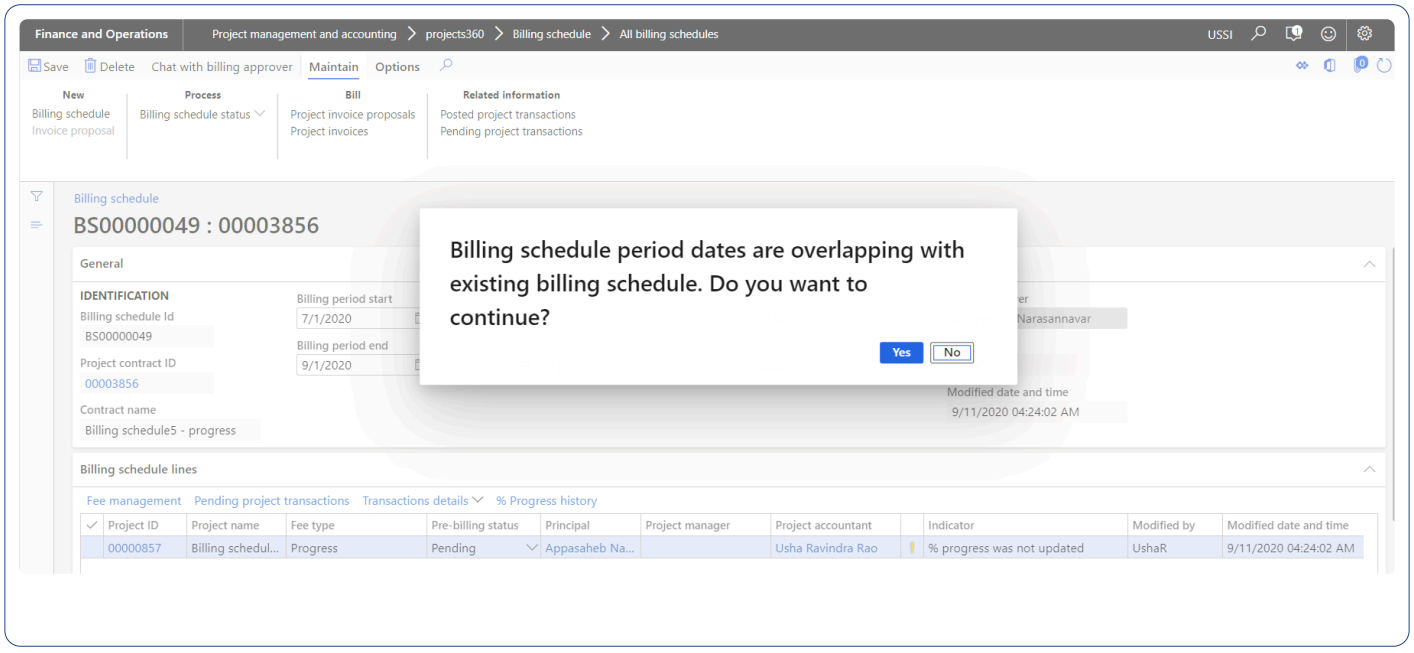


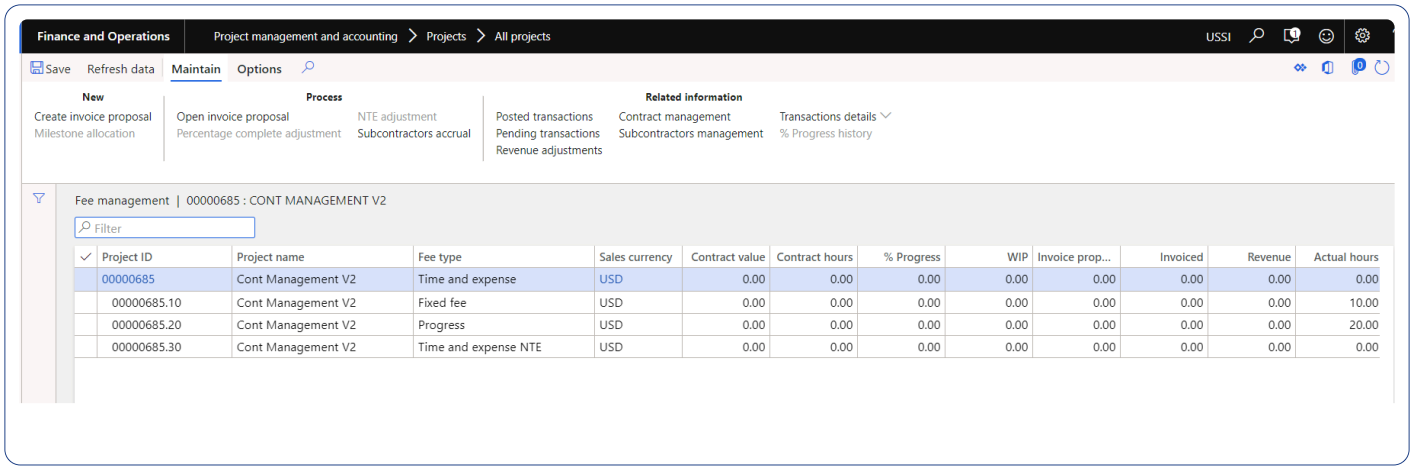
Ability to capture prior transaction on billing schedule

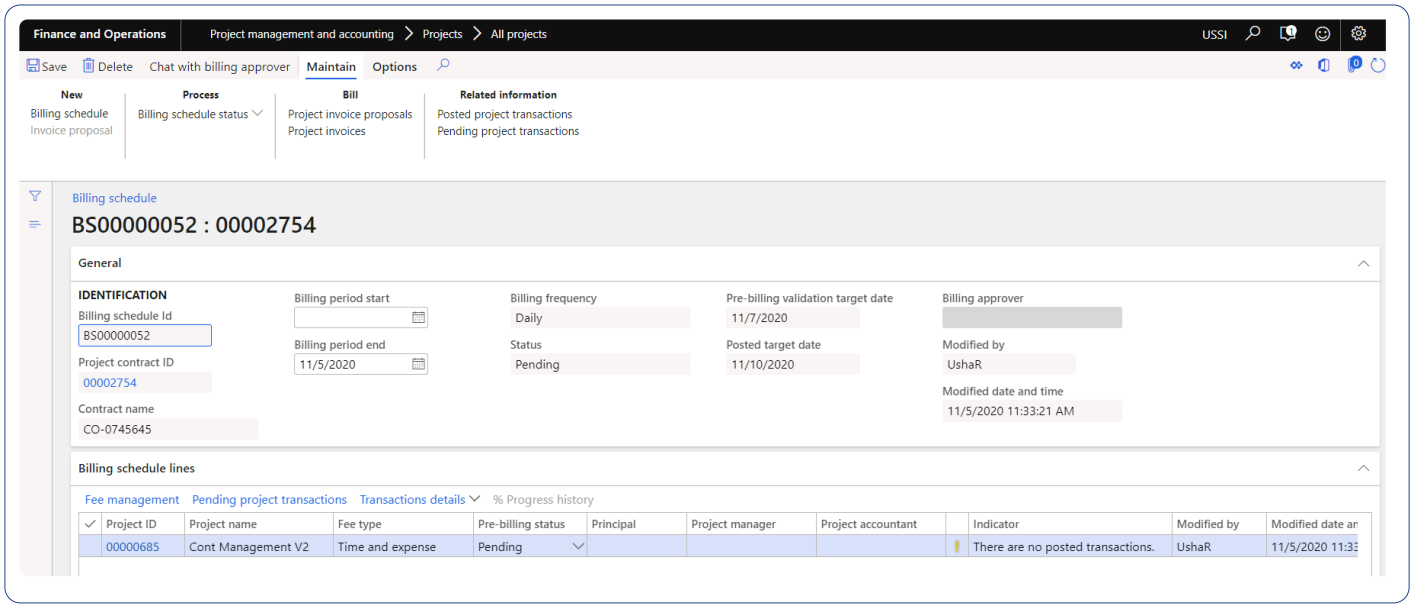
We have provided an option to the user to edit the billing schedule dates to include prior transactions in the billing schedule form. This helps users to include the corrected transactions where the project date might be different than the billing schedule date.



Billing schedule for Time and expense projects

In this enhancement, user will be able to generate the billing schedules without contract value for the projects with fee type Time and expense.

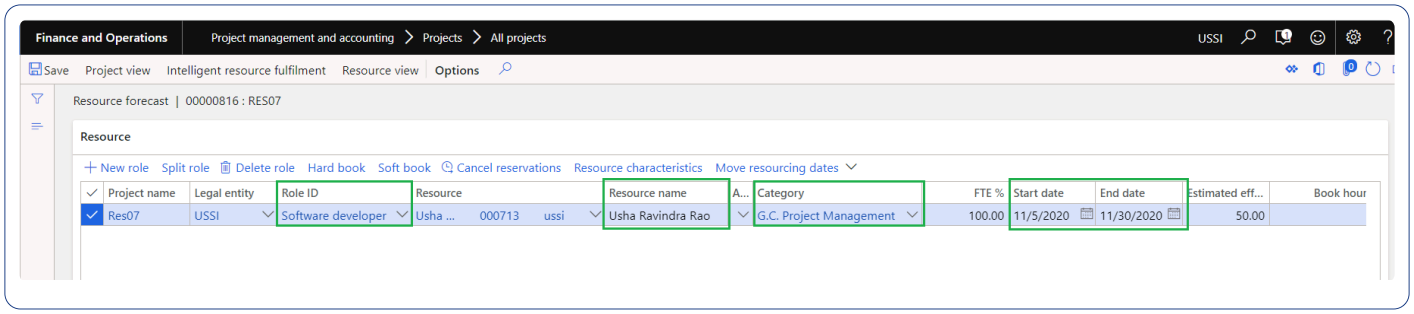


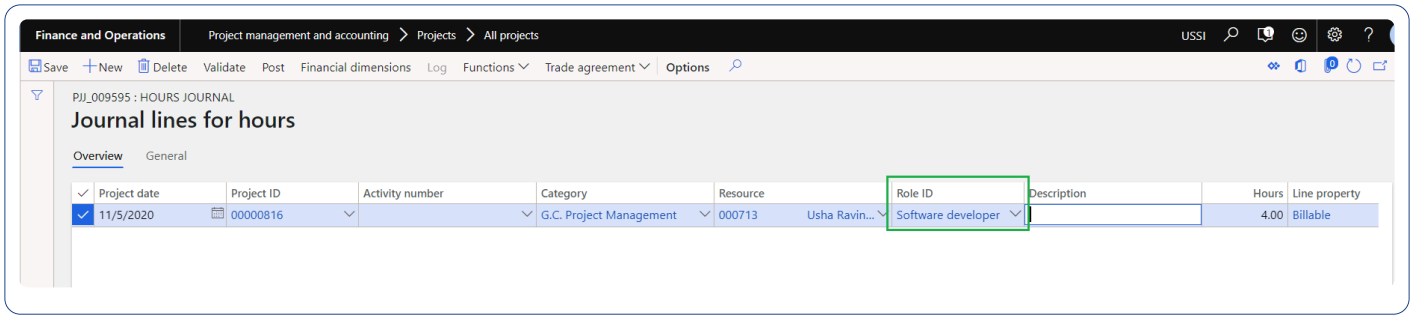


Resourcing

Default resource role from resource forecast lines

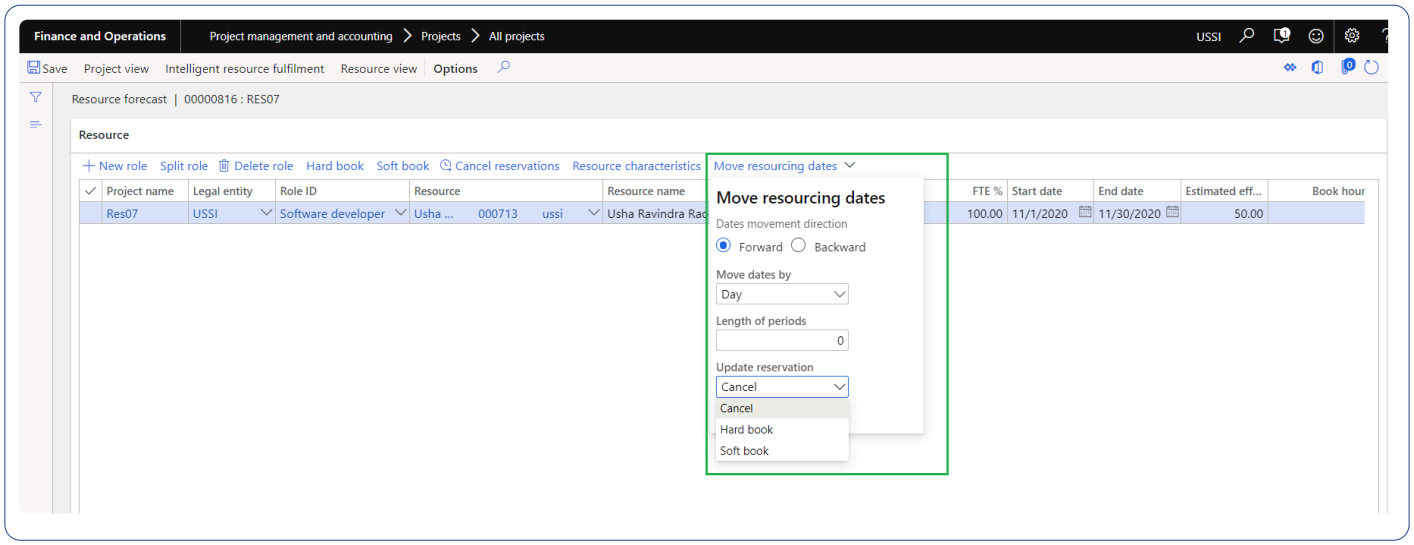
We have introduced a functionality to default role of the resource from the resource forecast lines when the hour journal is created for a project. Resource role for the timesheets and hour journal can be viewed on the posted transactions. This is based on the parameter control.





Move resource bookings

We have introduced an option to the user to move the resource bookings forward or backward by day, week, month or by year. this helps user for bulk movement of the resource bookings.



Default resourcing dates from project dates

In this enhancement, resourcing ‘Start date’ and ‘End date’ will be defaulted from the project actual dates or project dates based on the parameter.

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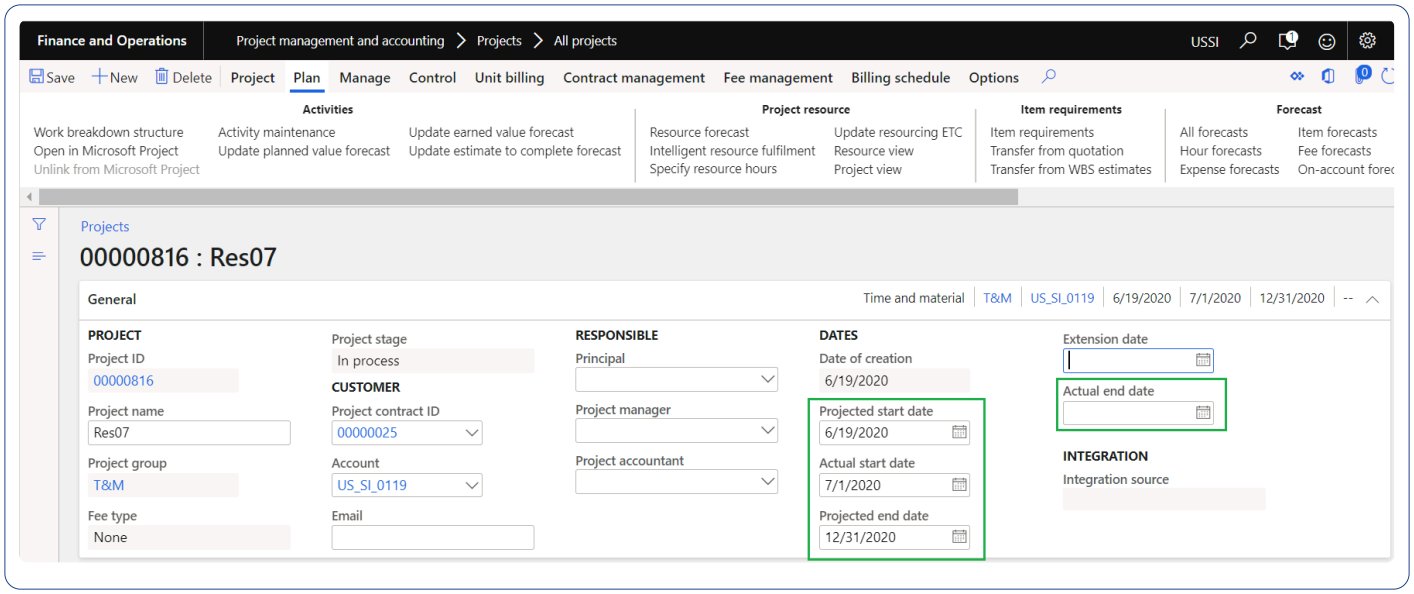
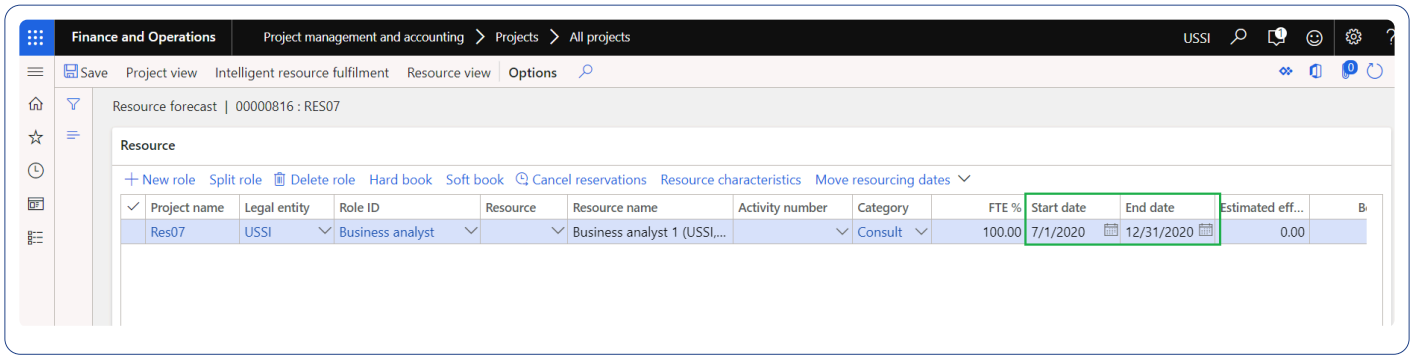
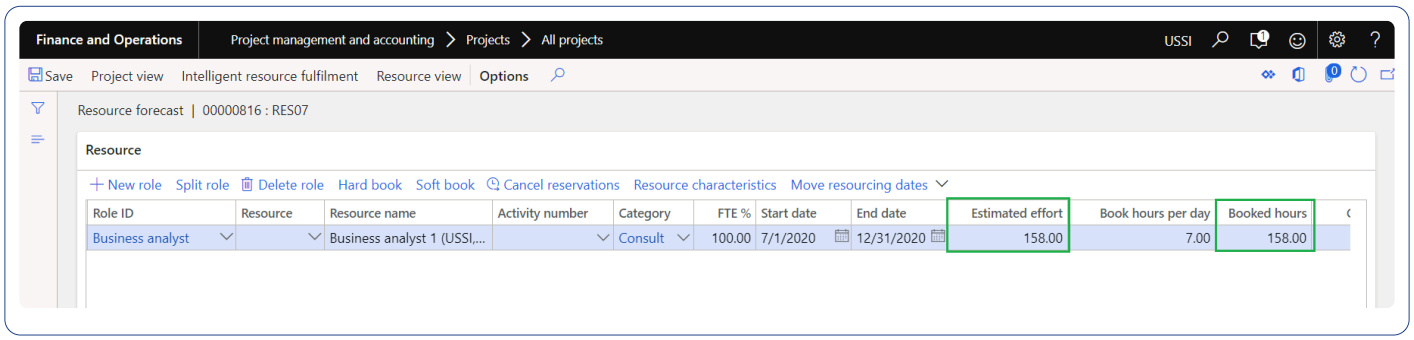




Book estimated effort

We have introduced an option to book the resources based on the estimated effort hours mentioned on the resource forecast lines or hours per day based on the parameters.



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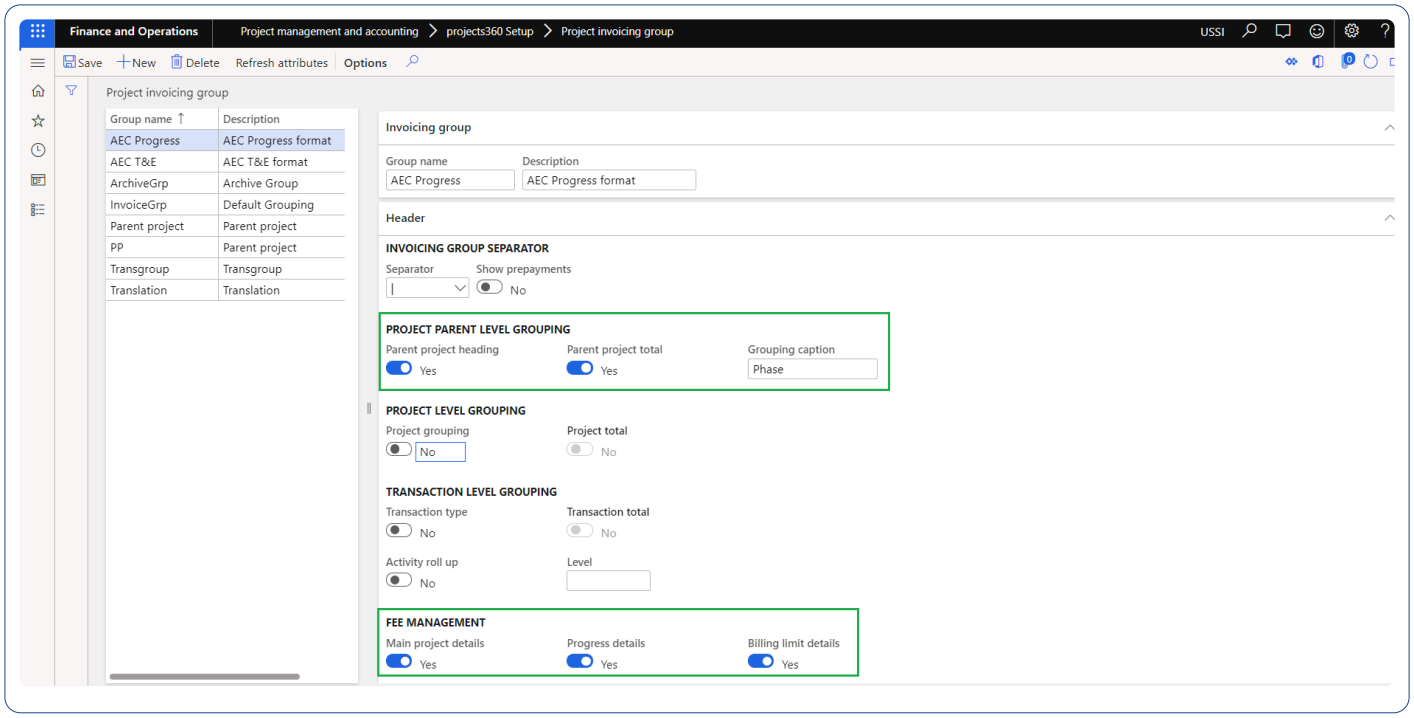
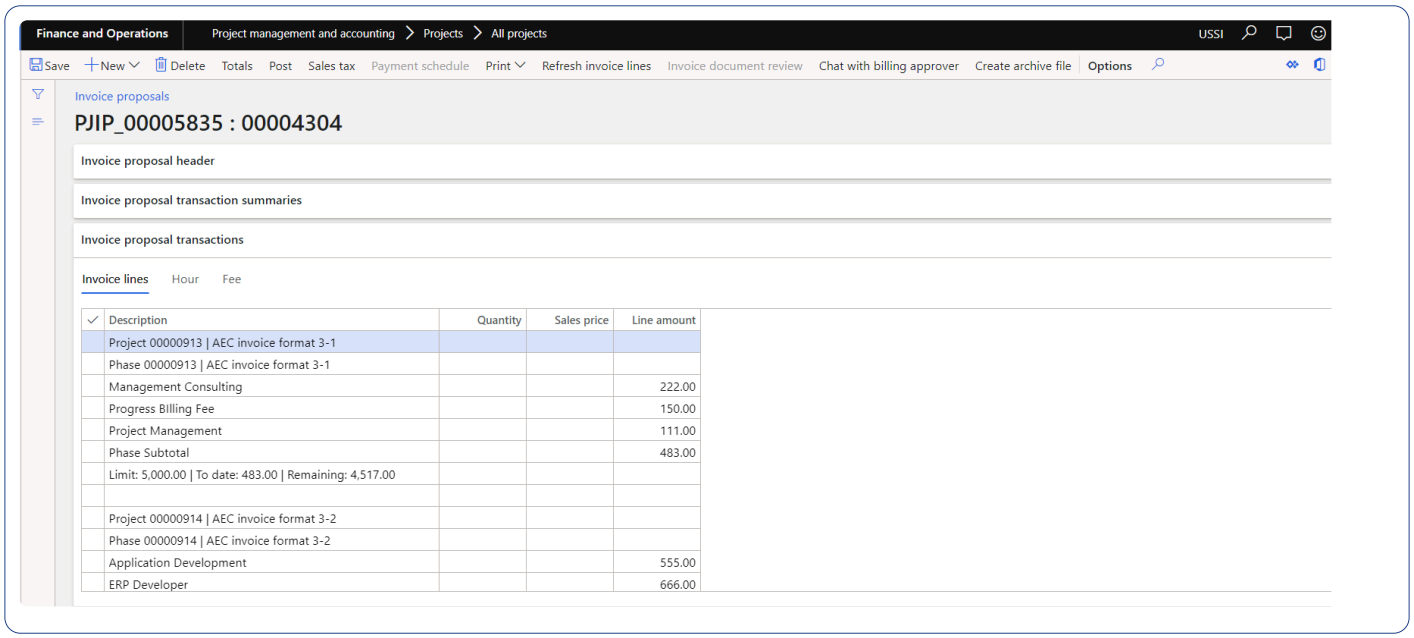
Invoicing

New invoice format

We have introduced new invoice format to cater all billing business scenarios such as Progress, Fixed and Time & Expenses. In this process, grouping can be based on the parent project with main project details and billing details. Same information is made available on the invoice report along with additional progress details. These enhancement is based on the fee management parameter.





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Pro forma invoice

Contoso Consulting USA
454 1st Street
Suite 99
Redmond, WA

NRN - 4205120900
VAT - 111549
98052
USA

Trendy Department Stores
Marlay Ave
Fontana, CA 92335
USA

Invoice number	Proforma-UshaR22989
Date	Sep 28, 2020
Customer account	US_SI_0114
Payment terms	Net 30 days
Customer PO	

Services ending Sep 28, 2020

00000913 | AEC invoice format 3-1

Phase	Contract value	% Progress	Earned	Pending billing	Current billing
AEC IF 1	1,000.00	11.10 %	111.00	0.00	111.00
AEC IF 2	1,500.00	10.00 %	150.00	0.00	150.00

00000914 | AEC invoice format 3-2

Phase	Contract value	% Progress	Earned	Pending billing	Current billing
AEC IF 3	1,400.00	39.64 %	555.00	0.00	555.00
AEC IF 4	1,800.00	37.00 %	666.00	0.00	666.00

Description	Quantity	Price	Amount
Project 00000913 | AEC invoice format 3-1			
Phase 00000913 | AEC invoice format 3-1			
Management Consulting			222.00
Progress Billing Fee			150.00
Project Management			111.00
Phase Subtotal			**483.00**
Limit: 5,000.00 | To date: 483.00 | Remaining: 4,517.00			

Invoice document review

In this enhancement, comments made on the invoice document review form will be displayed or ordered by date and time. This helps in tracking the exactly progress/changes the document has gone through during the invoicing process.

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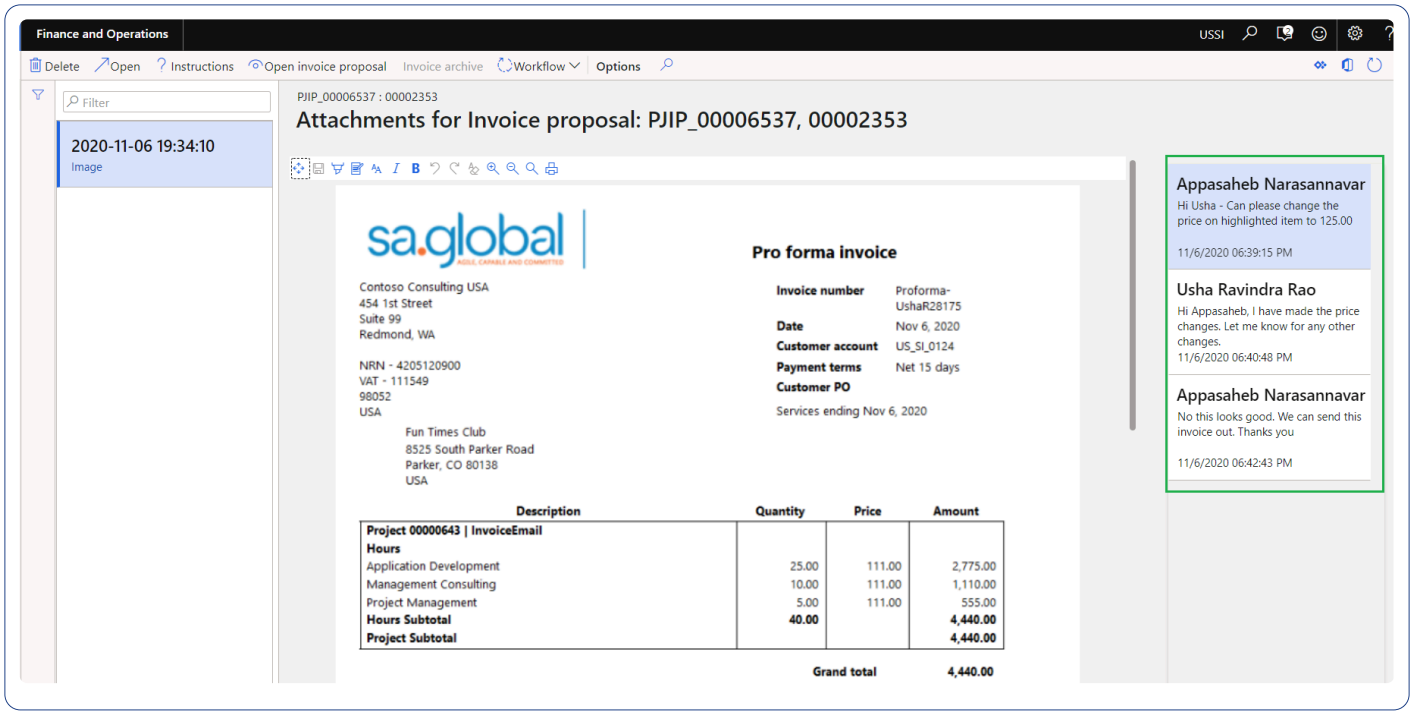
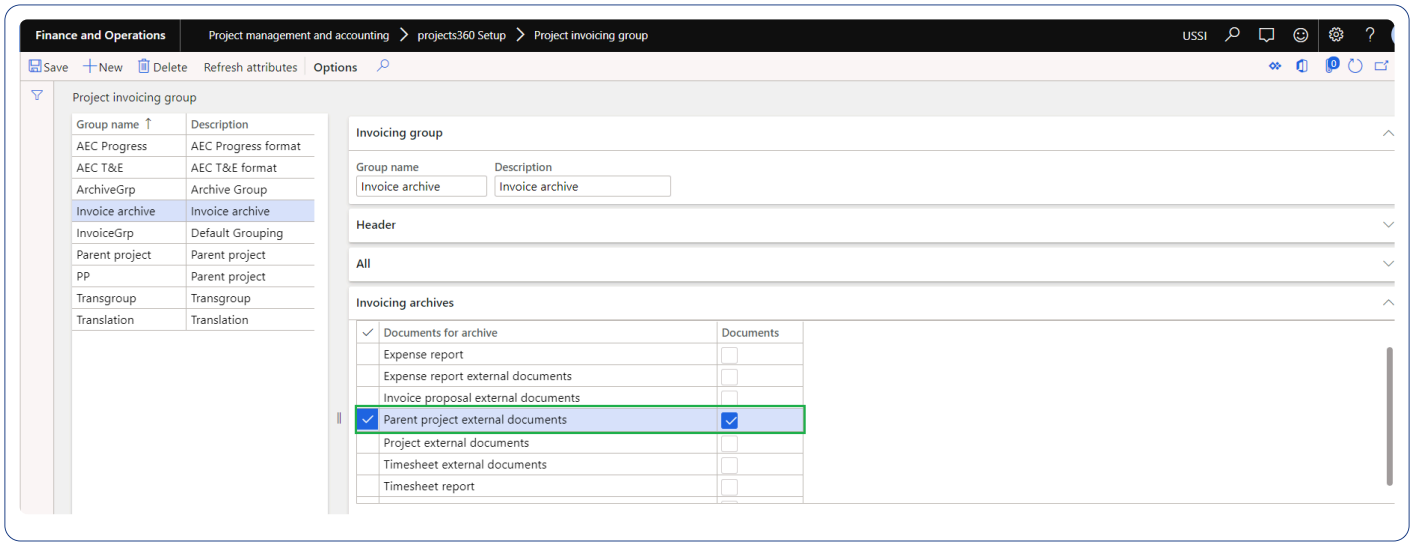


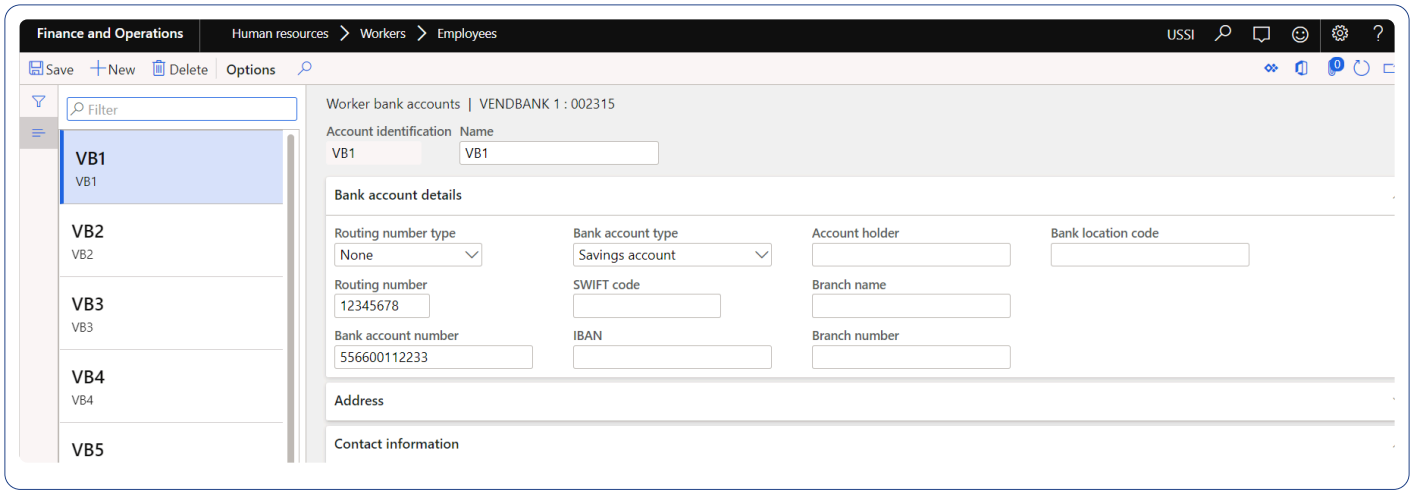
Invoice archive

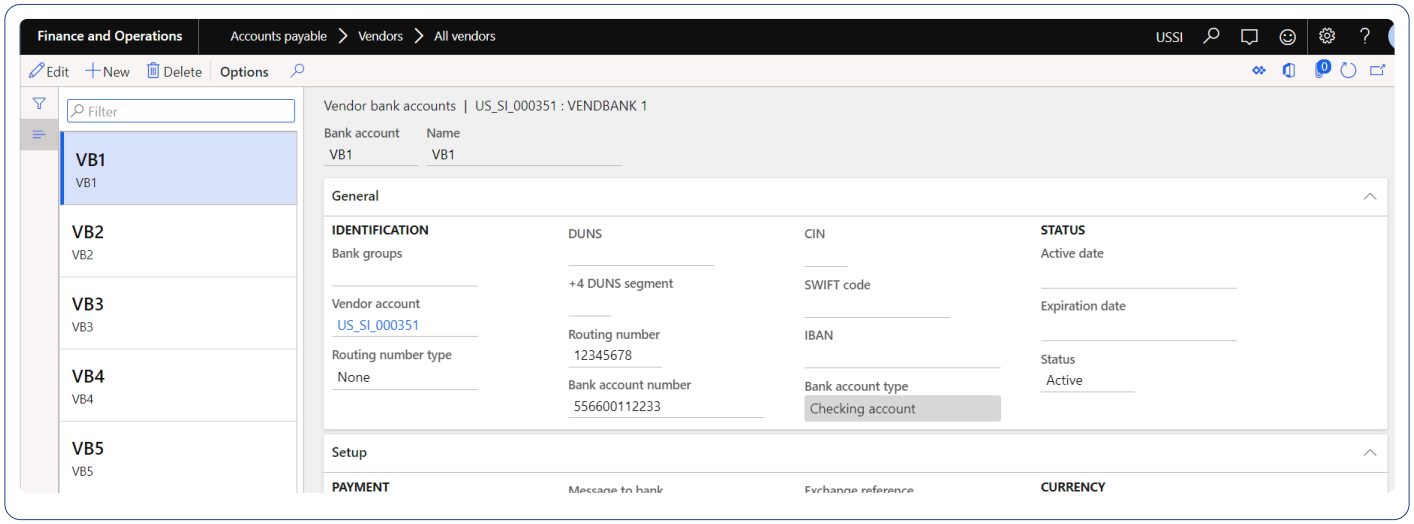
In typical A|E|C industries the actual work is tracked through the phases, but the all the contractual agreements/documents are available on the parent project. Since the parent project will never be part of the invoice proposal, important documents to be attached are missed while invoicing. To cater this scenario we have introduced functionality to include the attachments in the invoice archive that are attached on parent project/main project level. This is again a parameter controlled through the invoicing groups.



HR automated events

With this enhancement, when a bank information is added for an employee, the same bank information is automatically updated to the mapped vendor. This update can be controlled through a parameters. This automatic update runs every time a bank information is update on the vendor.





Work Location on Mobile Apps

With this enhancement we have added the work location field on the mobile apps. This field can be seen on the Microsoft Dynamics 365 project timesheet and manage pending workspace available on the Finance and operation mobile app. This enhancement will provide the ability to capture the work locations on the go through mobile devices.

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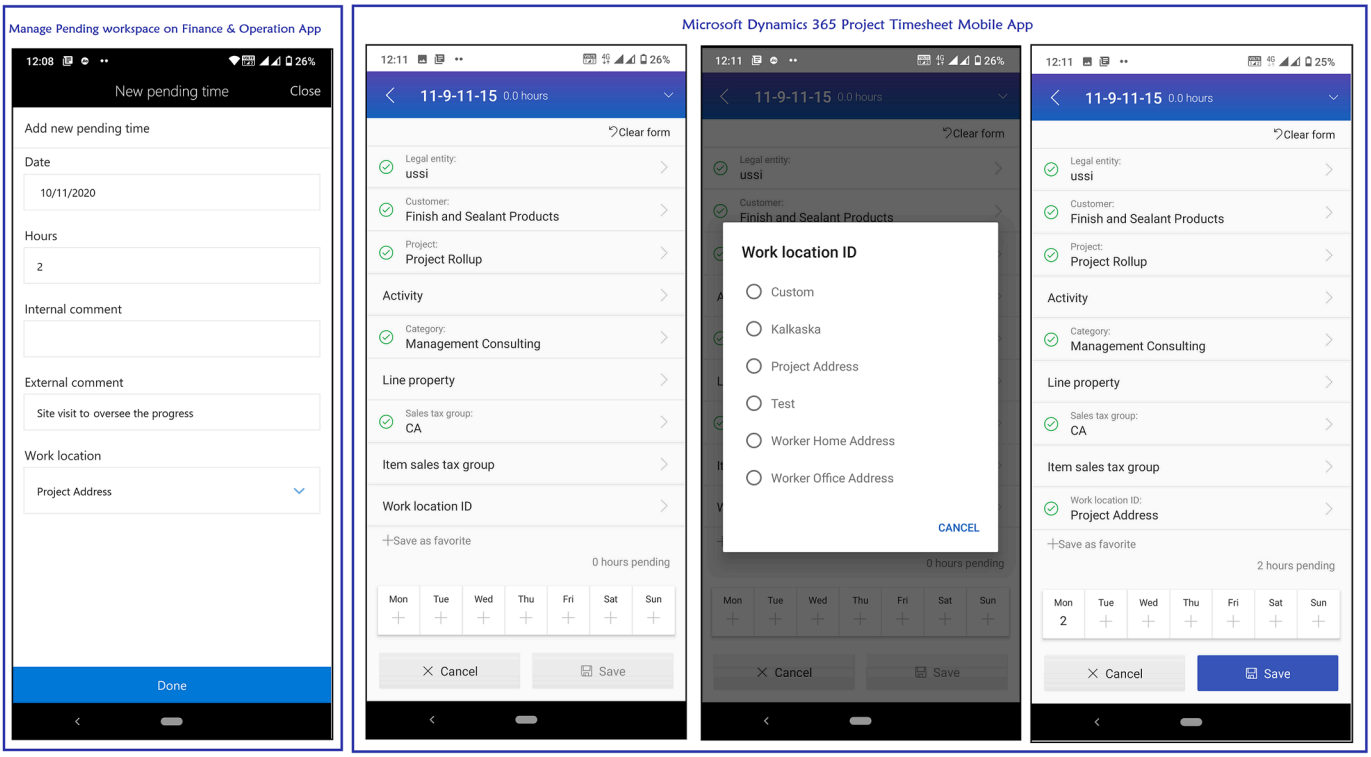

Last modified: 28 January 2021

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What's New in Version 10.0.12

projects360 10.0.12 for Microsoft Dynamics 365 Finance & Operations introduces set of new features which includes Quick project search, Subcontractor management, Billing schedules and Simple adjustments on posted transactions. This release also includes whole lot of enhancements to existing features such as Invoice archives, Resourcing, Fee management, Contract management and new data entities !

New Features

Quick project search

This new feature was desgined to allow users to quickly search any project on timesheets and expense reports through various filters such as Customer name, Contract name, Project name, etc.
"Quick project search" is configured in the projects360 parameters form. Once you turn on the Quick Project Search feature, a new search icon lights up on Timesheets and Expense reports for you to use. You can now quickly search the project to submit time or expense and this provides a quicker experience in submitting time and expense for your employees.

This is a key feature for A/E/C firms where large project structures are created with multiple levels of sub-projects and many of their sub-projects across different main projects have similar names.

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Setup for quick project search

Quick project search

Yes

Intercompany project search

Yes

FILTERS

Customer name

No

Project contract name

No

Project name - level 0

Yes

Project name - level 0 title

Main project name

Subproject name - level 1

Yes

Subproject name - level 1 title

Phase name

Subproject name - level 2

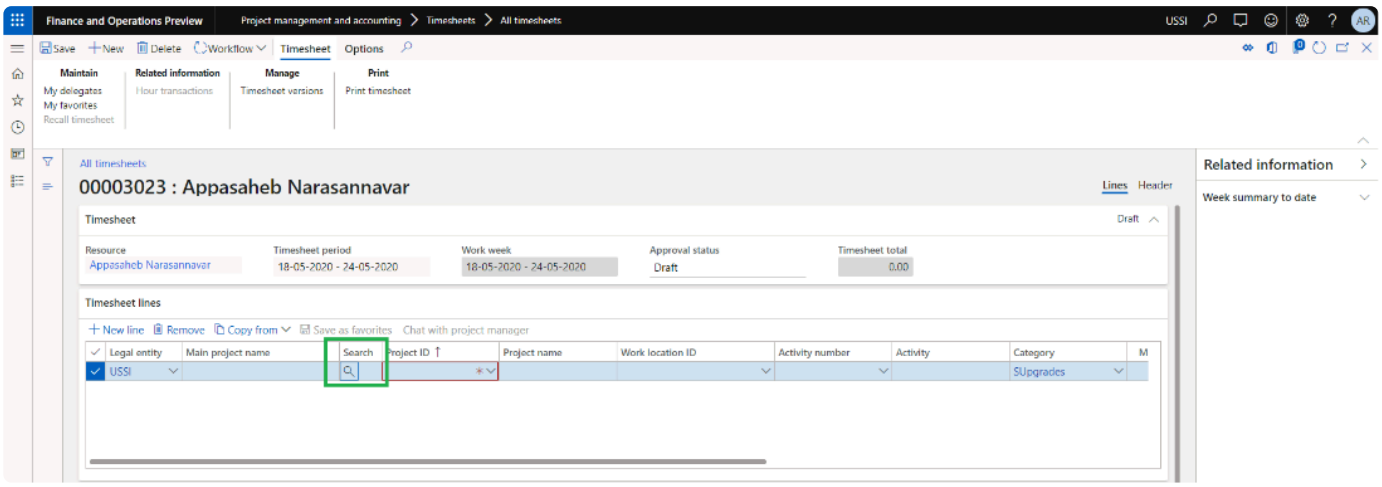
Yes

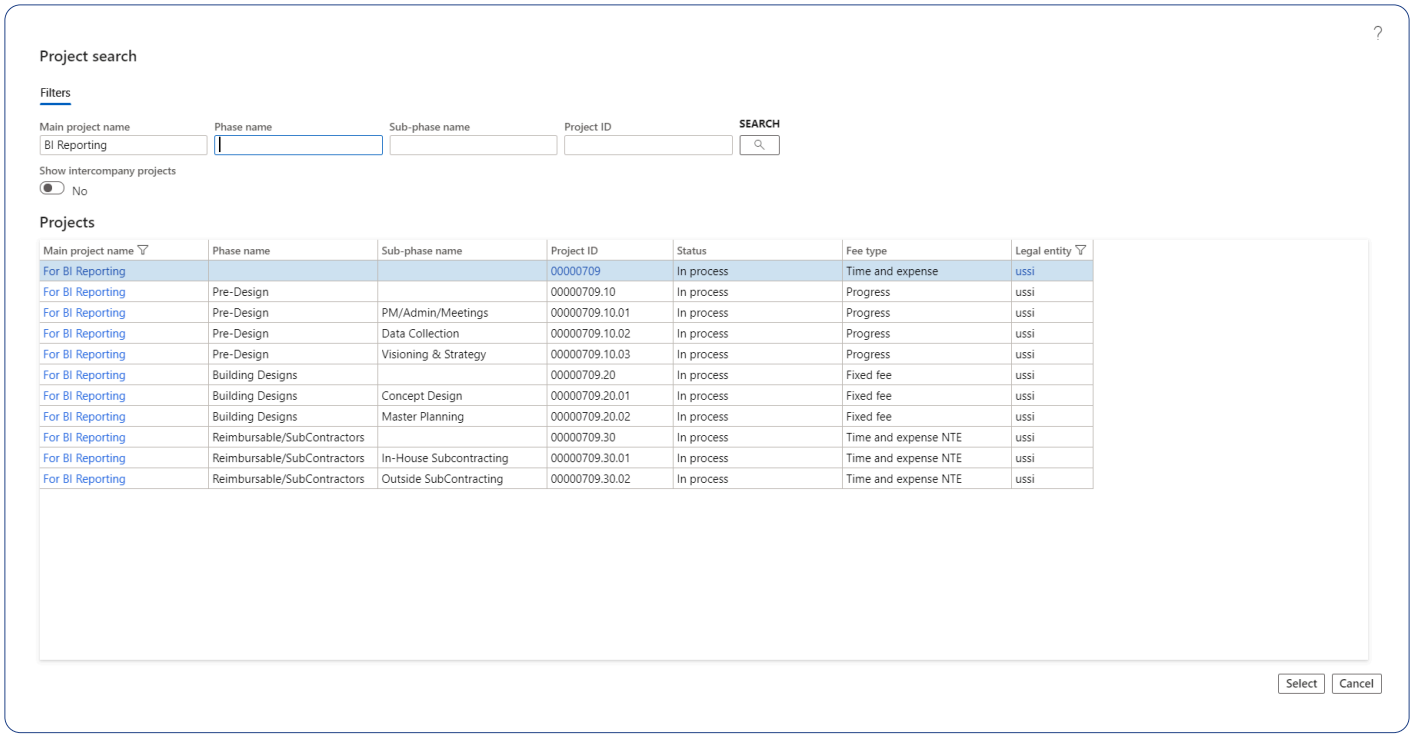
Subproject name - level 2 title

Sub-phase name

Project ID

Yes



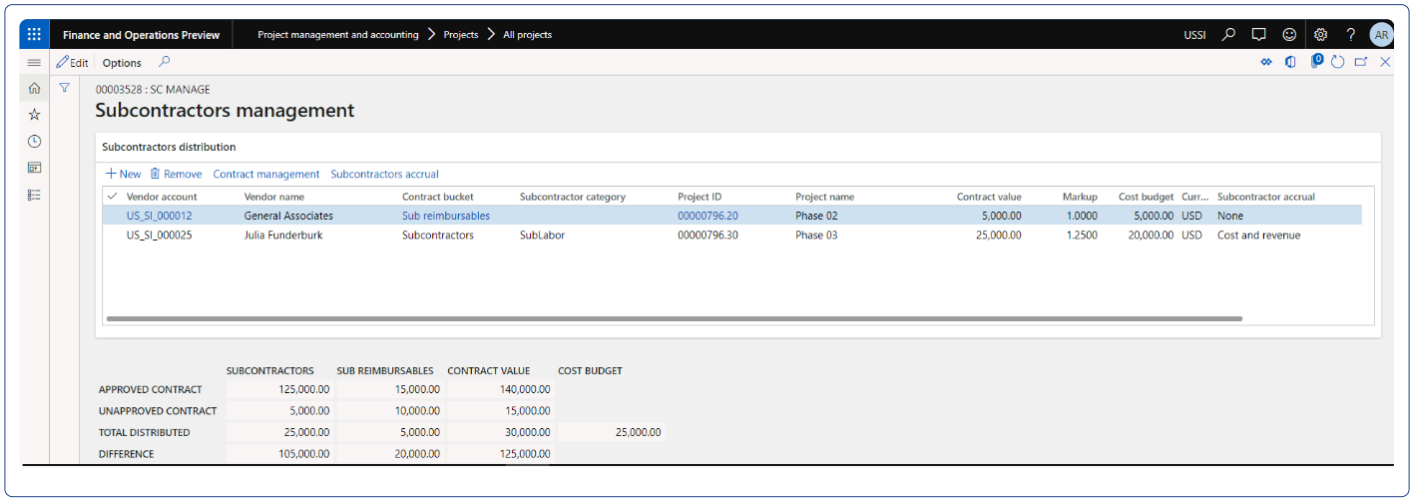


Read the Quick project seach article for more information.

Sub contractor management

Subcontractor management ensures consistency in how firms manage their subcontractors. This new feature enhances the existing “Contract management” experience allowing Project Accountants and Project Managers to distribute contract buckets across multiple subcontractors/vendors.

In addition, there is a new process and form available to calculate subcontractor accruals based on “% progress” entered from “Fee management”. On this new form users can review the accrual proposal and post them as expenses. Those accrued expenses can be reversed at a later stage.



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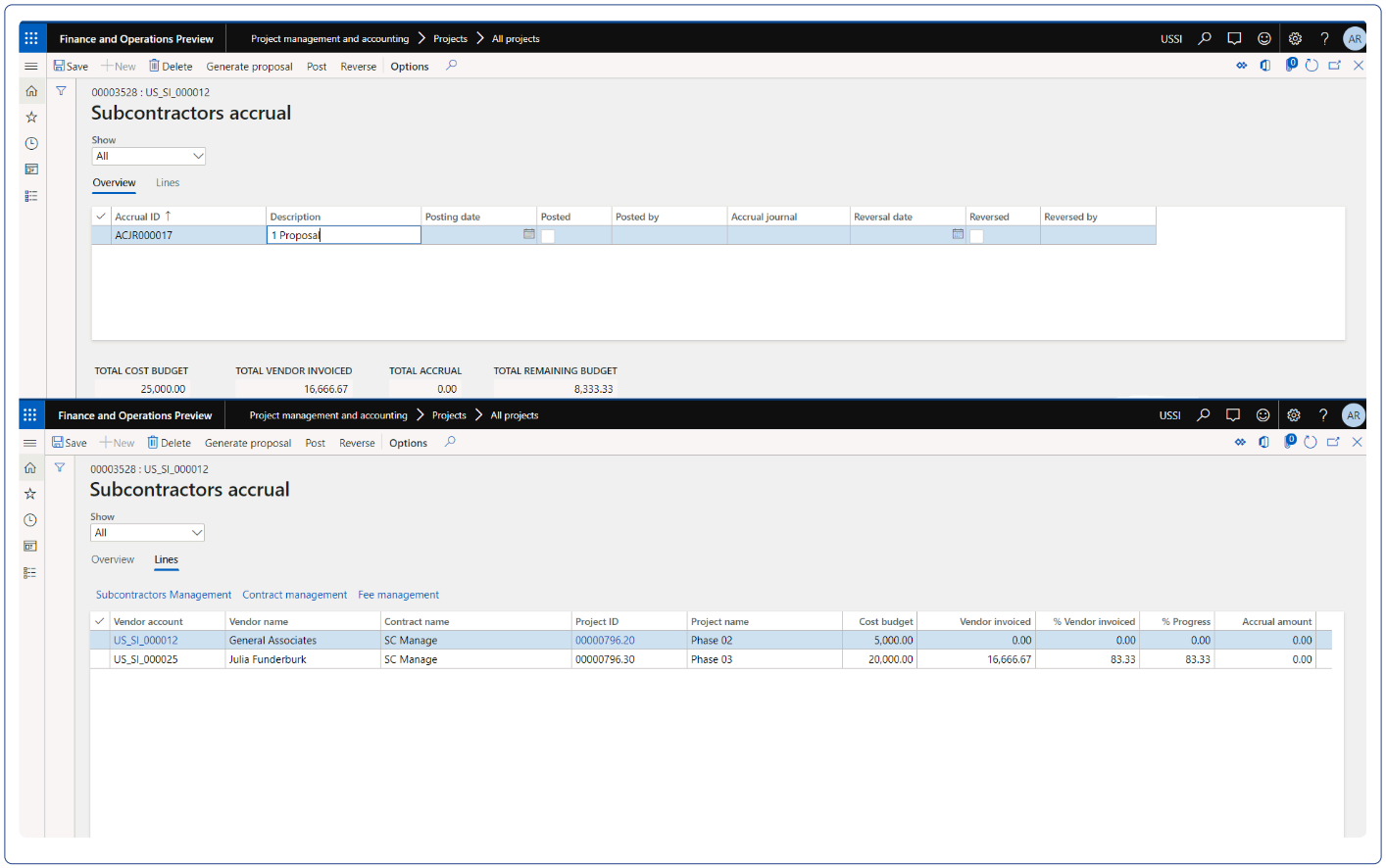

Billing schedule

Billing is one of the most crucial aspect of every business. If the invoices are not sent out on the timely basis, it can impact the business in negative way. To make the invoicing/billing process better, faster and smoother, we have introduced this feature.

This new functionality creates a billing schedules automatically through a configurable batch job on billing dues dates defined on the project contract. Project managers and projects accountants then can review the details on these billing schedules and get the invoices proposals created from the same form once the details are verified and confirmed.

This feature also provides a single page to review the status for each billing period, from here users can see if the invoices has already been created, if its pre-billing complete but invoice proposal not created or if it still pending for some reasons for a particular billing period. There are various indicators to quickly identify the billing periods needing attention.

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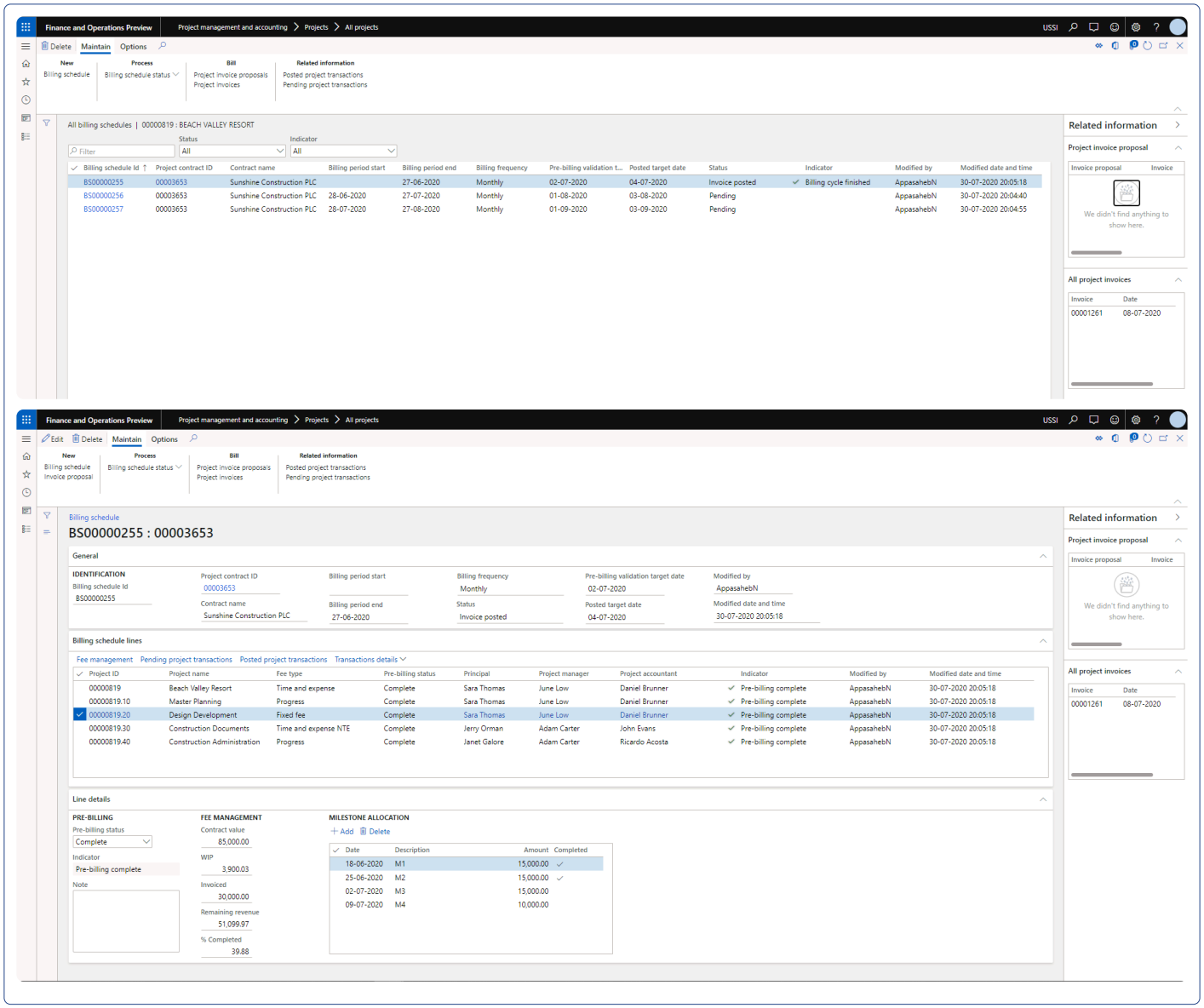

This feature is controlled through the parameter. The values configured on the parameters automatically defaults on the newly created project contracts. There is a data entity also to bring in these configurations for a larger set of project contracts.

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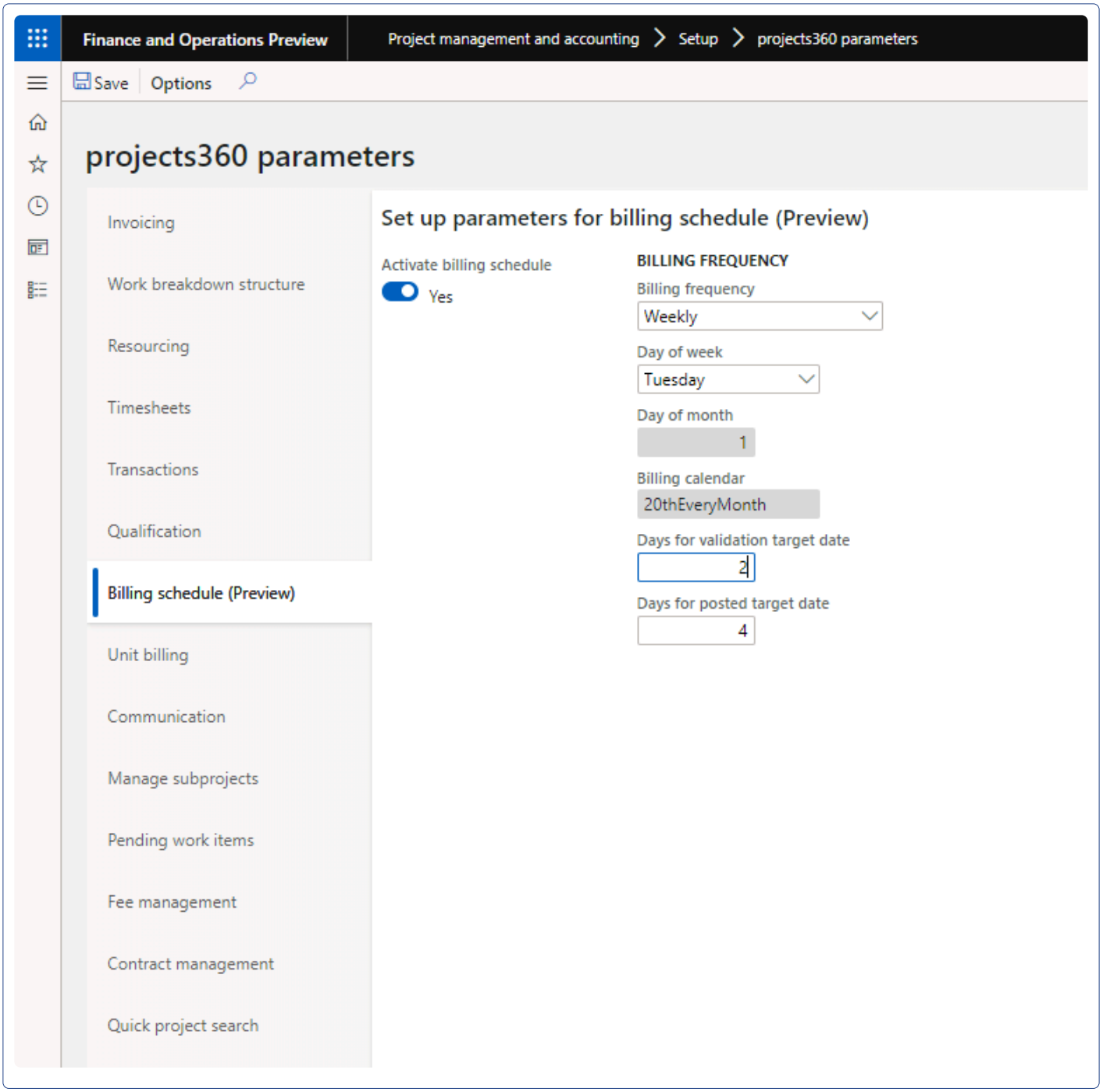

With introduction of this feature, users can quickly remove the selected projects and their respective transactions from within the invoice proposal. This will help in review and modify the invoice proposal quickly and hassle free.

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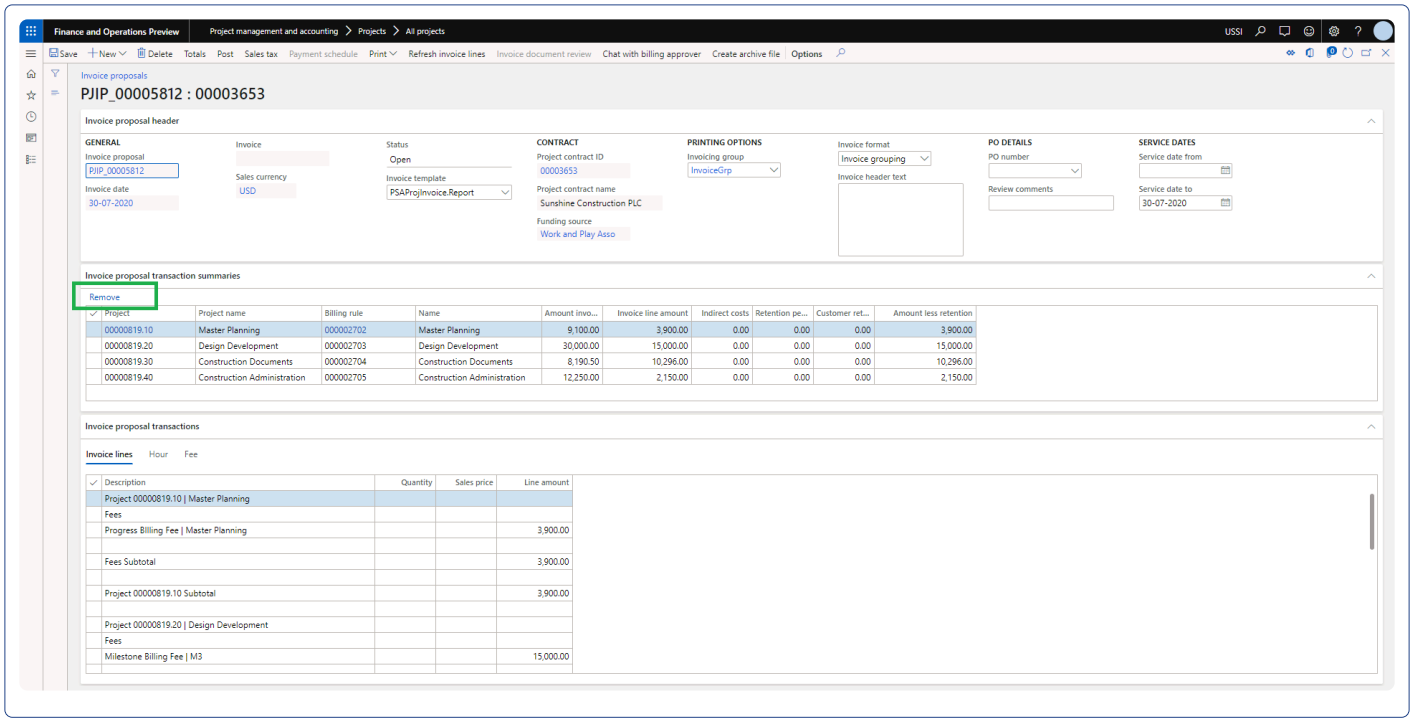

Read the Billing schedules article for more information.

Simple adjustments

Simple adjustment – Hour

This feature provides user the ability to perform adjustments on the hour transactions through transaction inquiry. User will be able to modify time, write off time fully or partially with the quantity of hours. This feature is controlled by the parameter.

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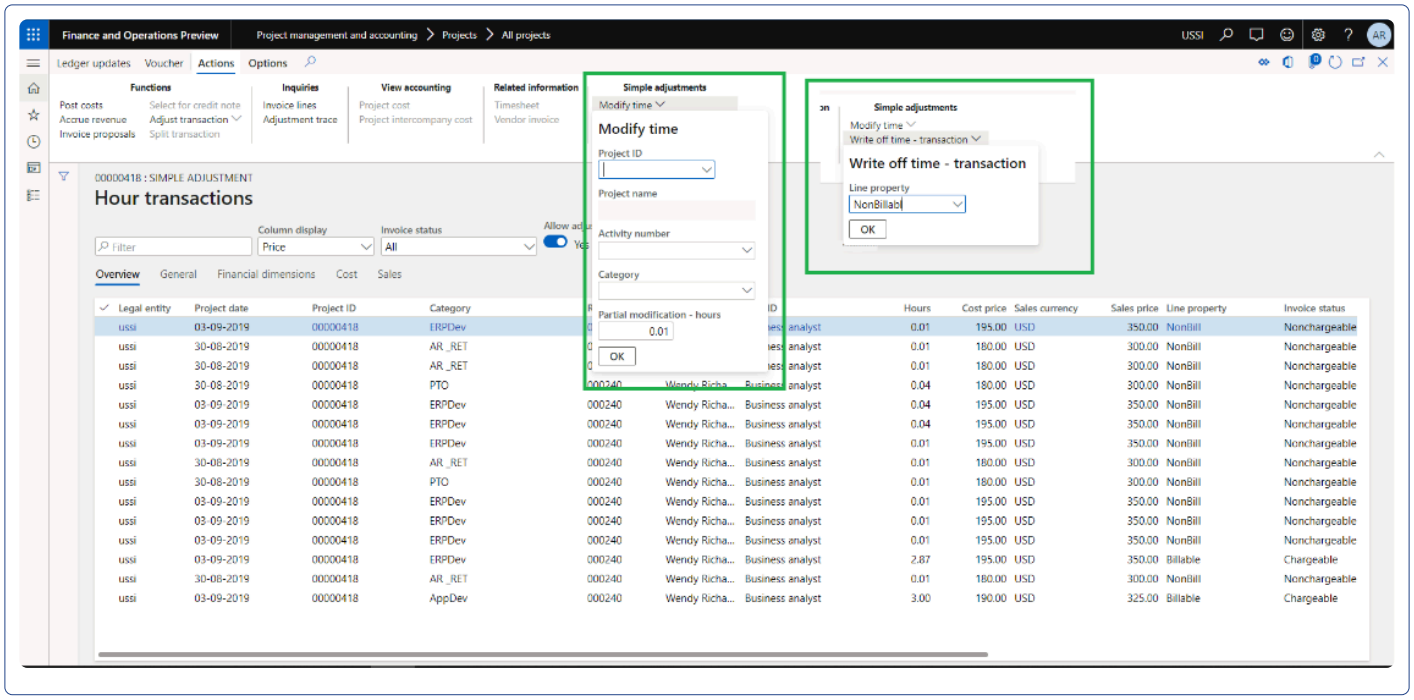
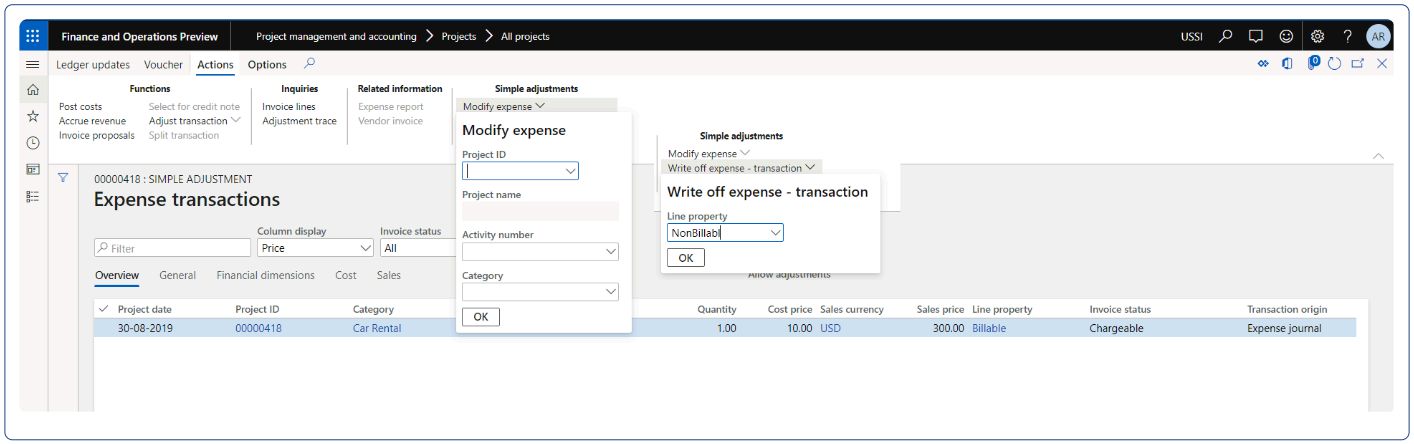


Simple adjustment – Expense

This feature provides user the ability to perform adjustments on the expense transactions through transaction inquiry. User will be able to modify expense, write off expense fully. This feature is controlled by the parameter.



Simple adjustment – Work location

This feature provides user the ability to perform adjustments on the hour transactions through transaction inquiry. User will be able to modify work location. This feature is controlled by the parameter.

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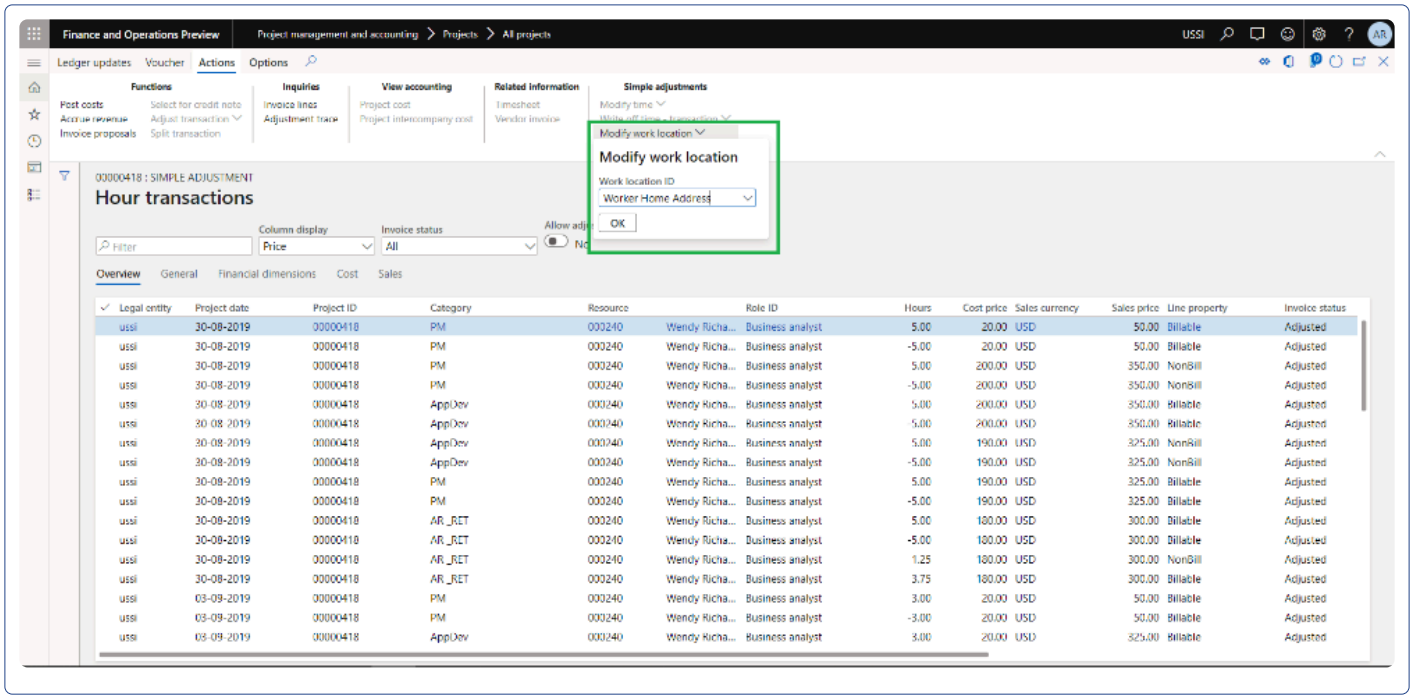

Read the Simple adjustments article for more information.

Data entities

HCM Person Education

A new data entity is available to import/integrate the employee education data from Talent or any other outside application to Dynamics 365 Finance and operations. This entity is also OData enabled.

Project Address

A new data entity is available to bulk update the project addresses. This entity is also OData enabled.

Project Invoices

A new data entity is available to export project invoices through OData.

Features Enhanced

HR automated events

Now using HR automated events you can set the ‘Payment Specification’ on vendor creation automatically while adding a new employee/contractor in the application. The default value can be specified on the HR

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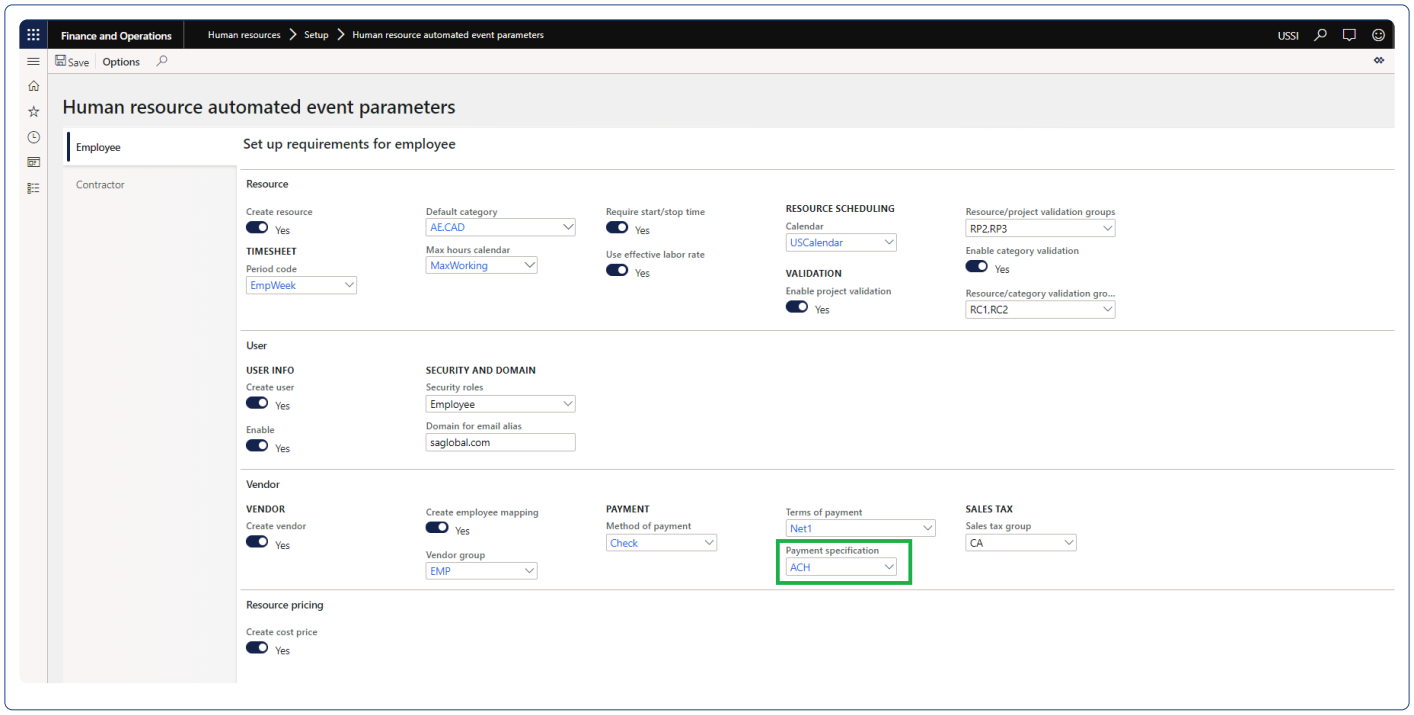
automated parameters and same is updated on the vendor record.



Comments on Timesheets and Pending time

With this new feature, you can define if comments are required on the timesheets and manage pending time forms. There are 4 different parameters, which can be activated on need basis. Timesheets won't be allowed to submit if the comments are mandatory and they haven't been entered. Similarly, on Manage pending time records won't transfer if the mandatory comments are missing.

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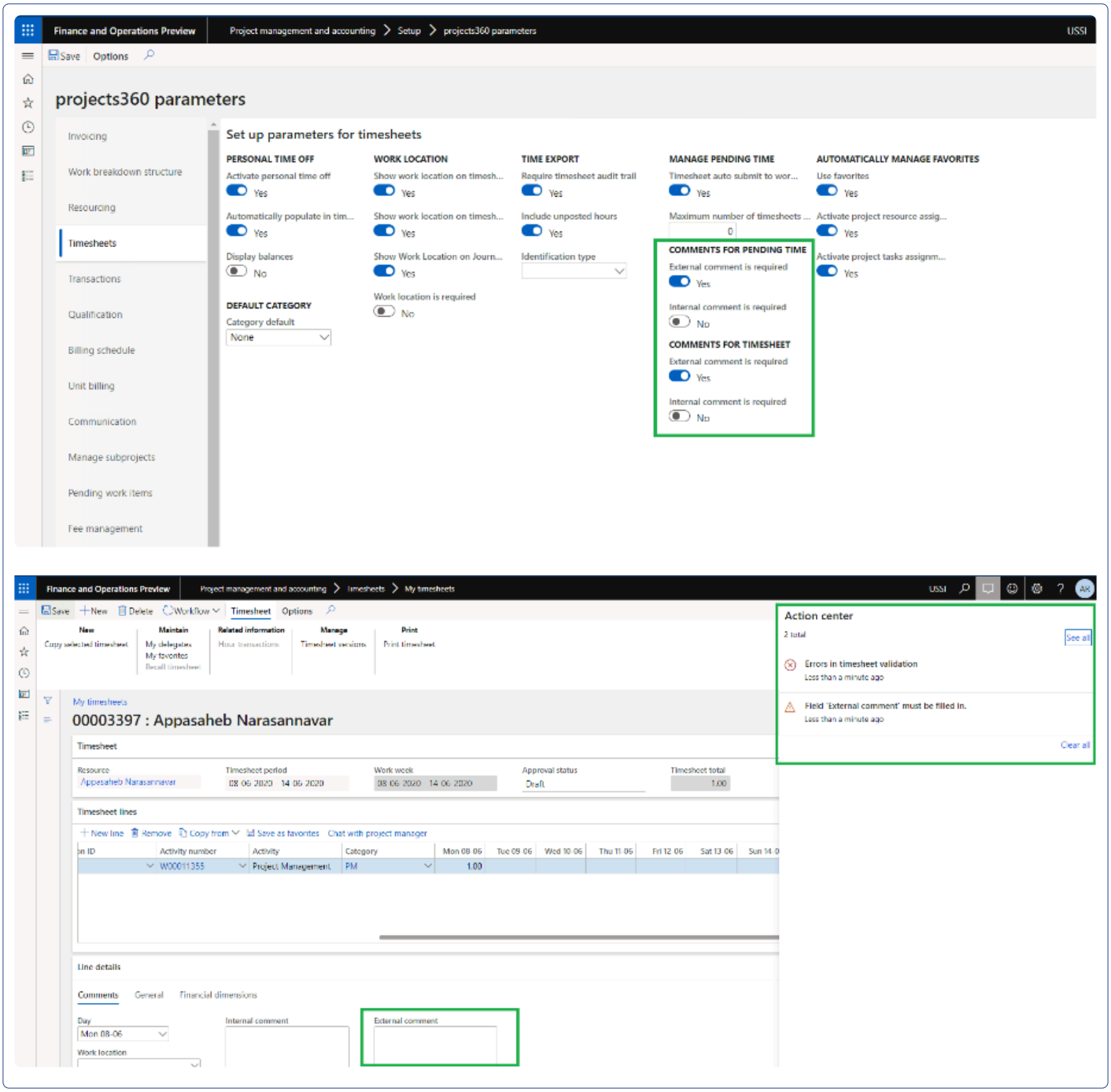

Invoice archives

Naming convention

A new enhanced naming convention is available to be used for backup documents attached to invoice proposals. This new naming convention re-arranges all backup files inside the zip folder in a more practical way.

A new parameter provides the ability to use this new enhanced naming convention or the previous existing

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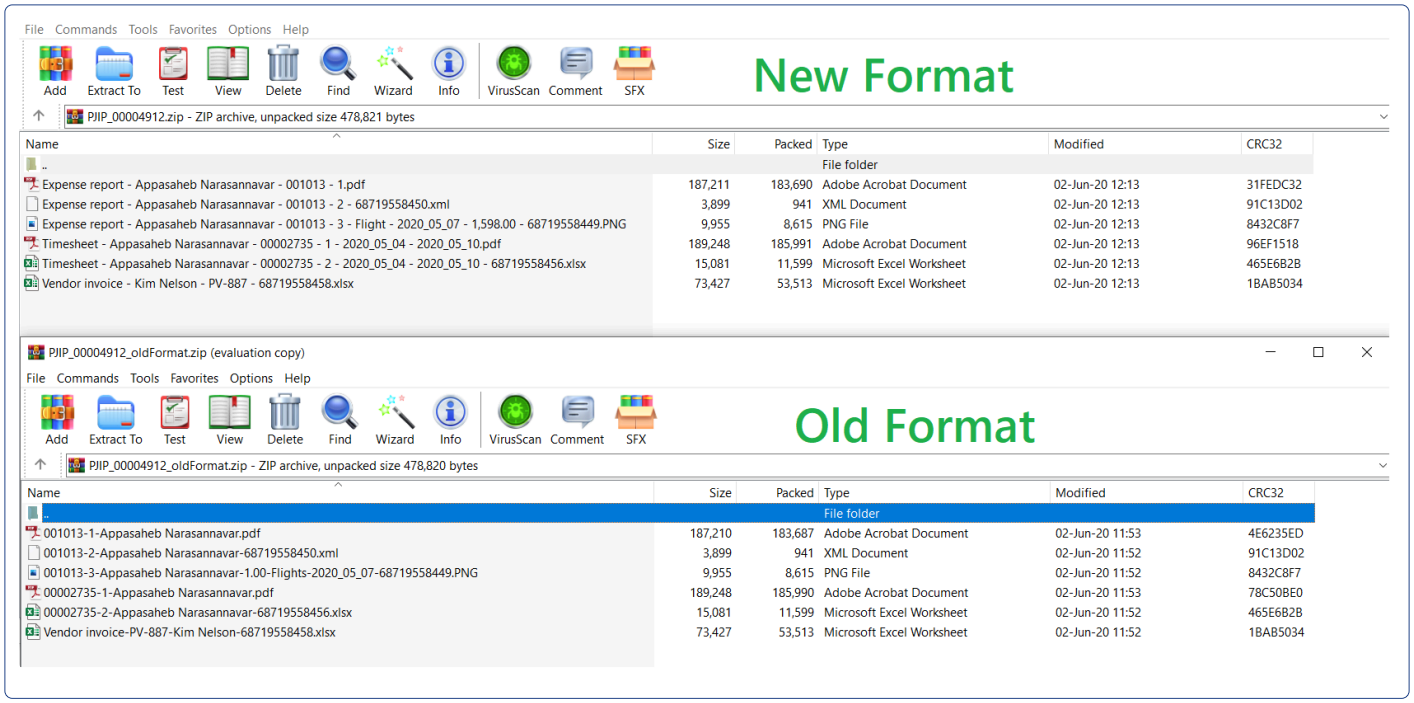
one. The new conventions follow below guidelines.



Invoice archive on Invoice document review

A new button ‘Invoice archives’ is available on Invoice document review form. This button will allow users to open or download the ZIP file generated as “Invoice archives”. This feature is controlled by the parameter.

Contract management

In this release we added the ability to view the contract total values based on the selected agreement line or for all contract agreement lines. This is will help users to quickly identify the undistributed contrat value from all the agreements.

Also from now on the agreement numbers will be unique for a project contract as compared to earlier where it was unique across the all project contract, so basically now a same agreement number can be used across multiple projects contract but same agreement number can be repeated more than once for the same contract.

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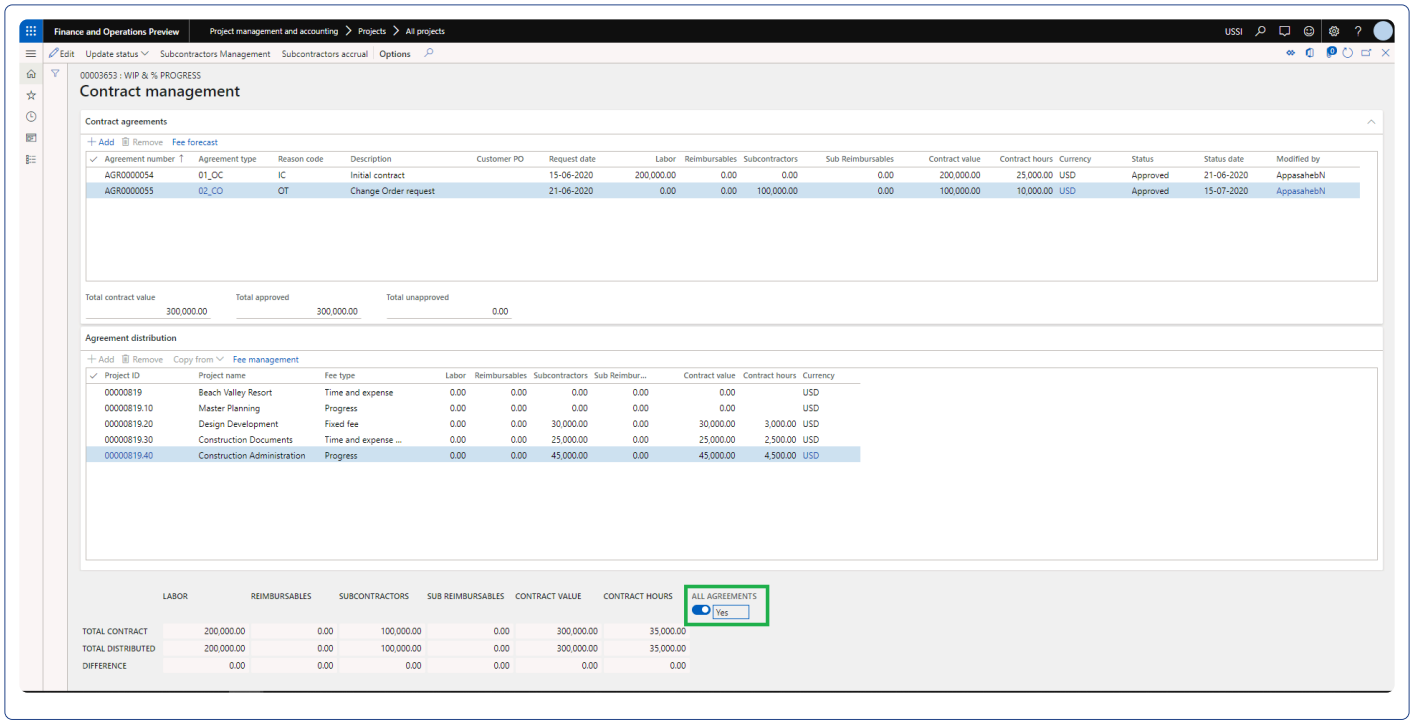
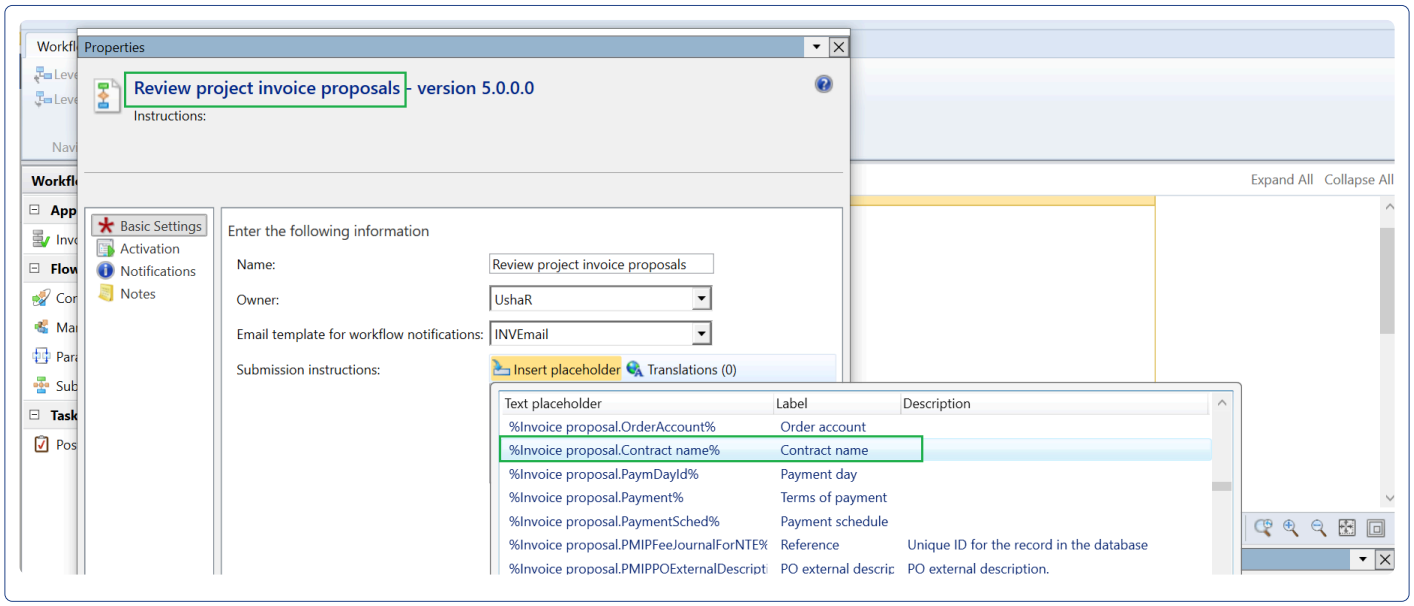


Workflow modification

We have introduced new placeholder ‘Contract name’ on the workflow which can be used in identifying the records during approval process. This is not controlled by the parameter.



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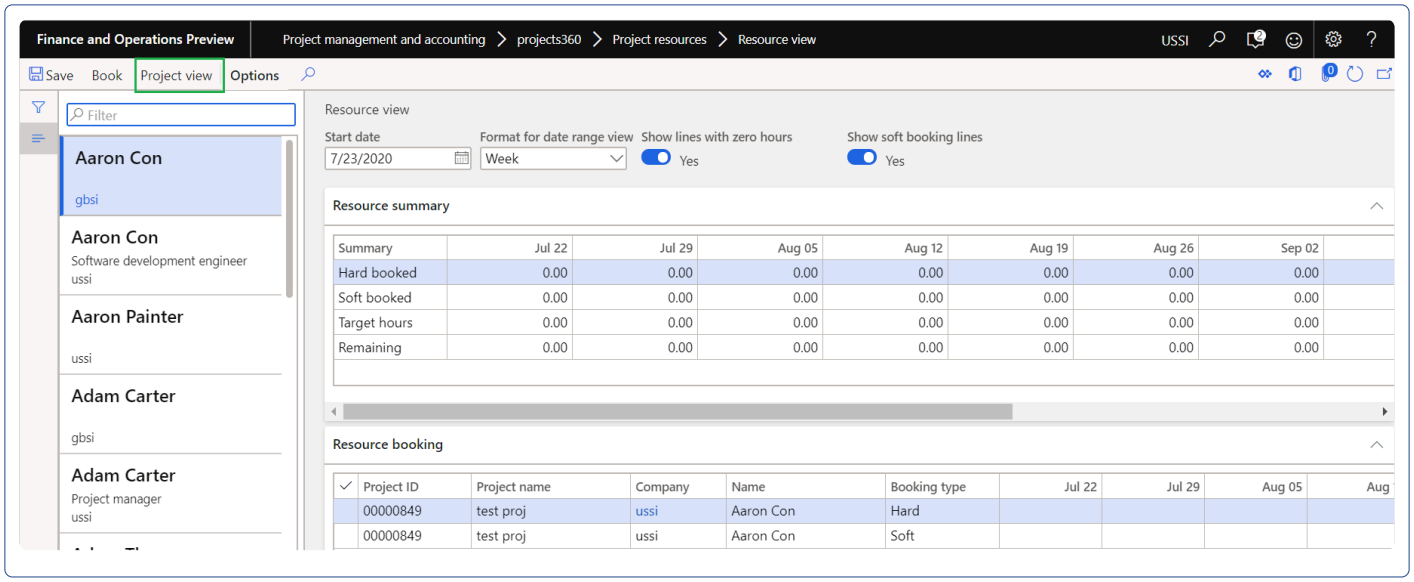
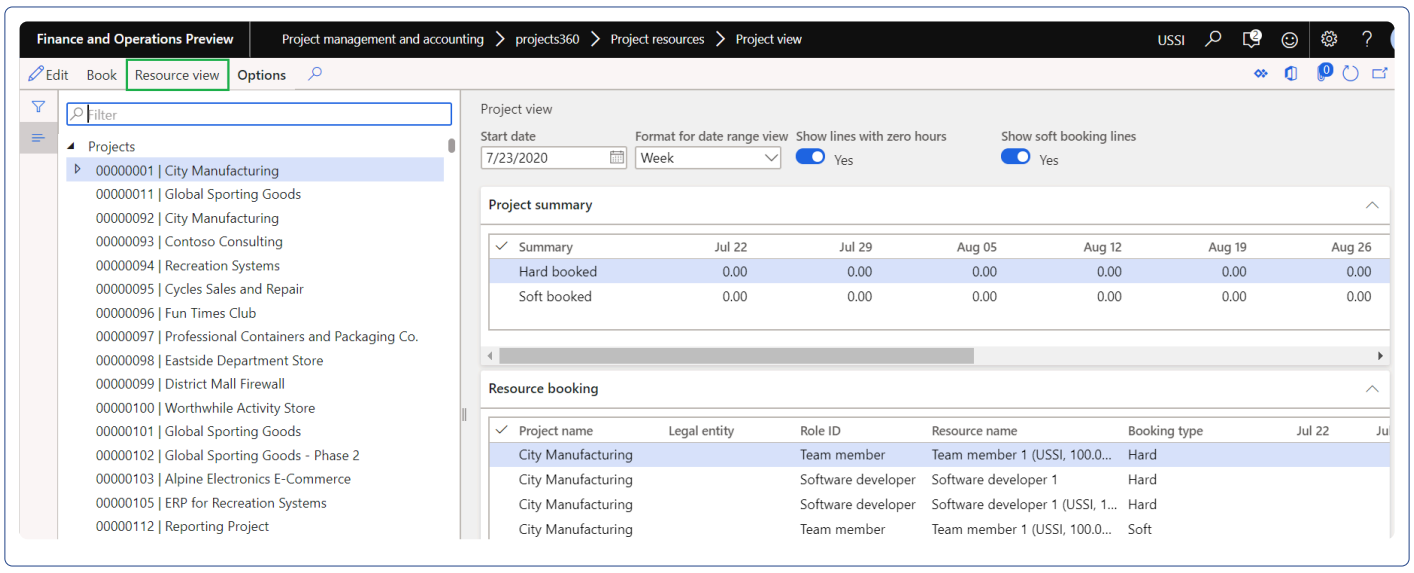
Resourcing

Resource view and Project view

We have introduced Resource view button on the Project view form which displays all the resource for the selected project. Project view button on the Resource view form displays all the projects where the resource is assigned to. This feature is not controlled by the parameter.





Additional filters on Resource view form

We have introduced additional filters ‘Name’, ‘Role’ and ‘Legal entity’ on the Resource view form to quickly search resource details. This feature is not controlled by the parameter.

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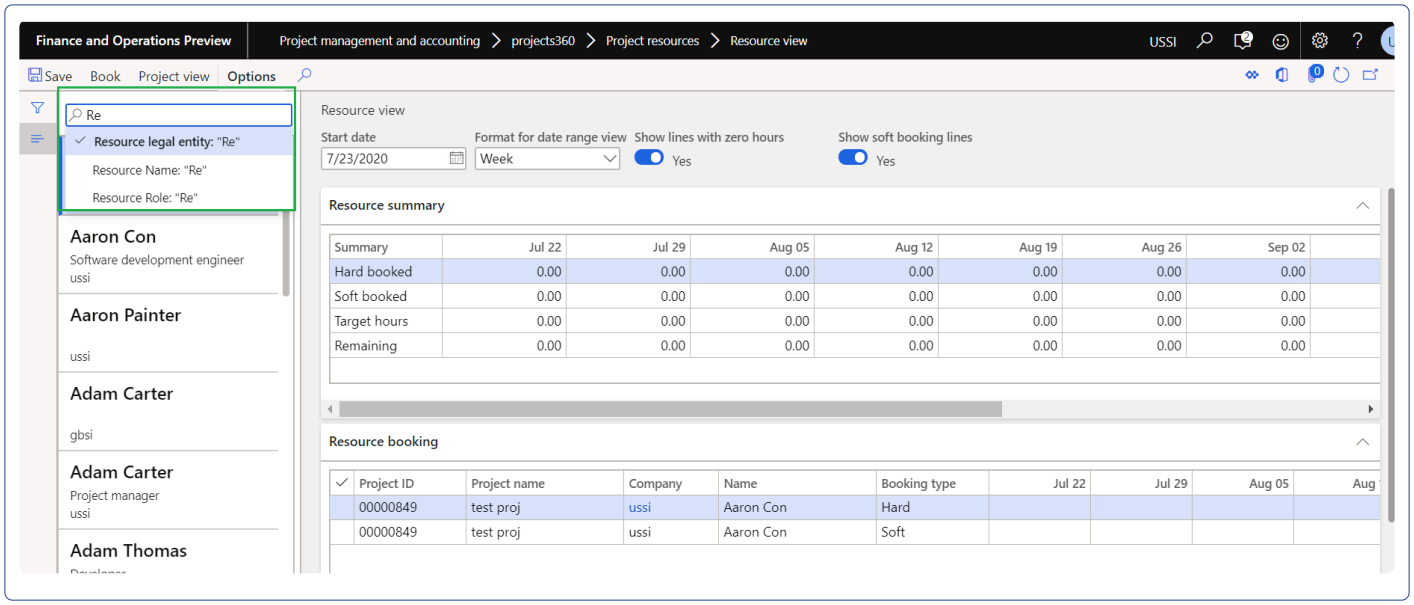
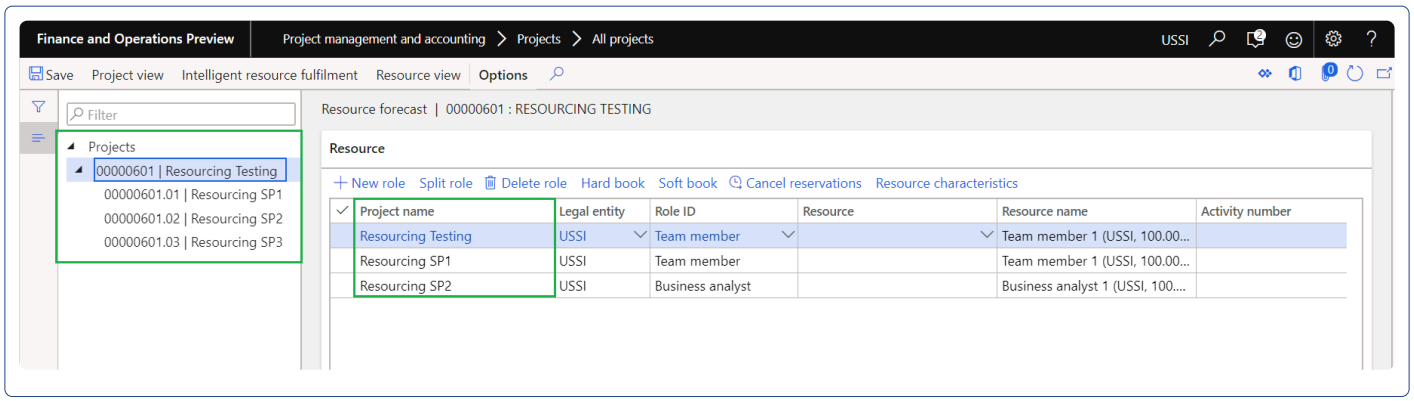


Sorting order on resource forecast form.

Now bookings on the resource forecast form will be sorted by project ID. This helps users to view all the resource forecast records for a project including subprojects. This feature is not controlled by the parameter.



Booking on Resource view and Project view

Previously after booking the resource on the project view and resource view curser used to point the first record always. Now we have made the curser to stay on the same record for which the booking is been made.

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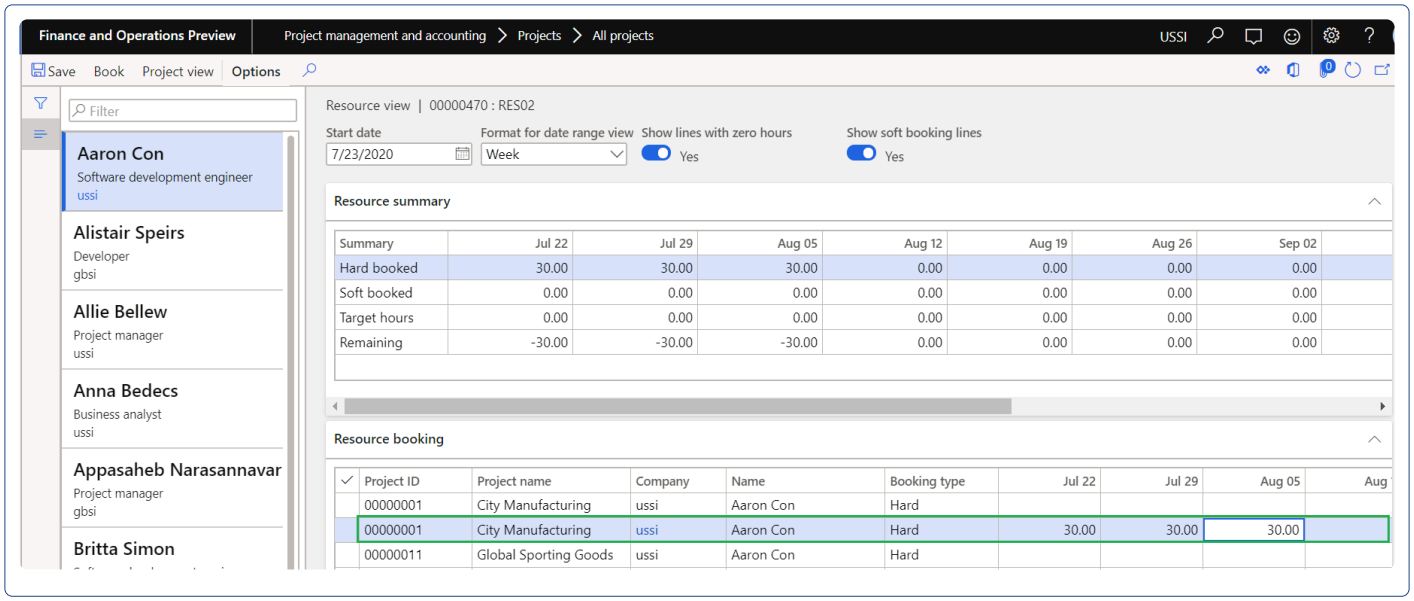
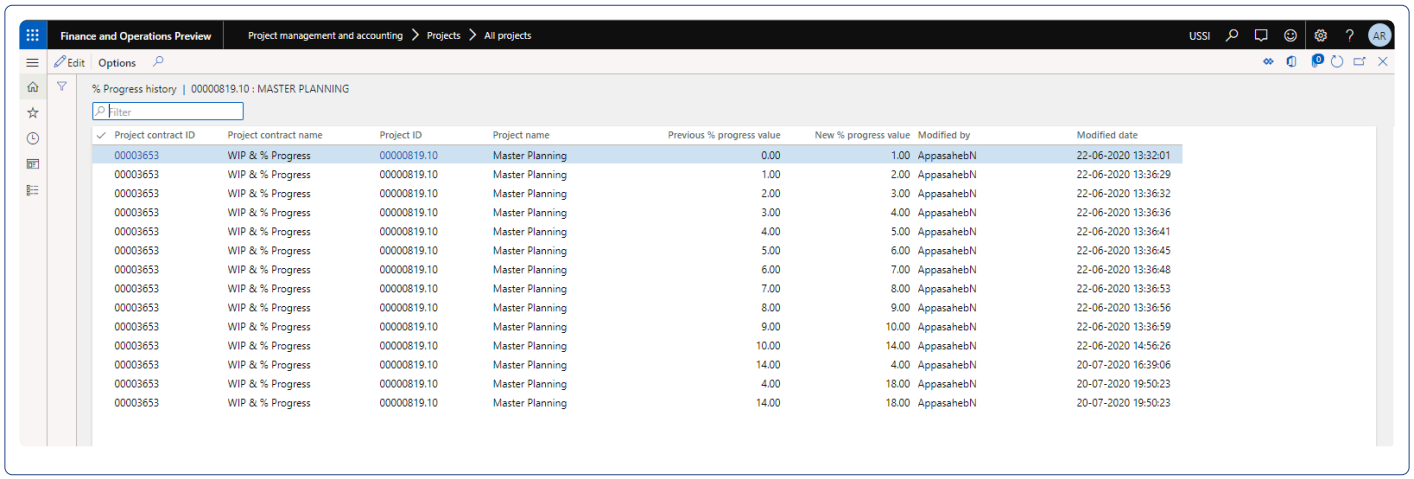


Resource role to the workspace

We have added project resource plan edit to access the ‘My resourcing assignment’ from the project task workspace.

Fee management

A new functionality is introduced to track the % progress field update on the fee management and billing schedules lines form. This will help in keeping track of when the last update to the % progress is made and who made the changes. Capturing this information also helps in generating the invoices using the billing schedules functionality



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Navigation

The "Project management and accounting" menu has been split up into multiple menus, giving Dynamics users an easier way to find related menu items. For example, everything related to managing the time entry process is grouped into the same "Timesheets" module. These task based menus will help users to find the required form quicker and improve their efficiency. This new structure also allows a tighter integration between projects360 menu items and parameters with standard Dynamics, making the experience seamless for end users.

No changes have been made to the old Project management and accounting menus.

Some of the dedicated task based menus introduced in projects360 are as follows. Select the links below to know more about specific menus:

[Resourcing Menu]
[Timesheet Menu]
[Personal Time Off]
[Project Billing Menu]

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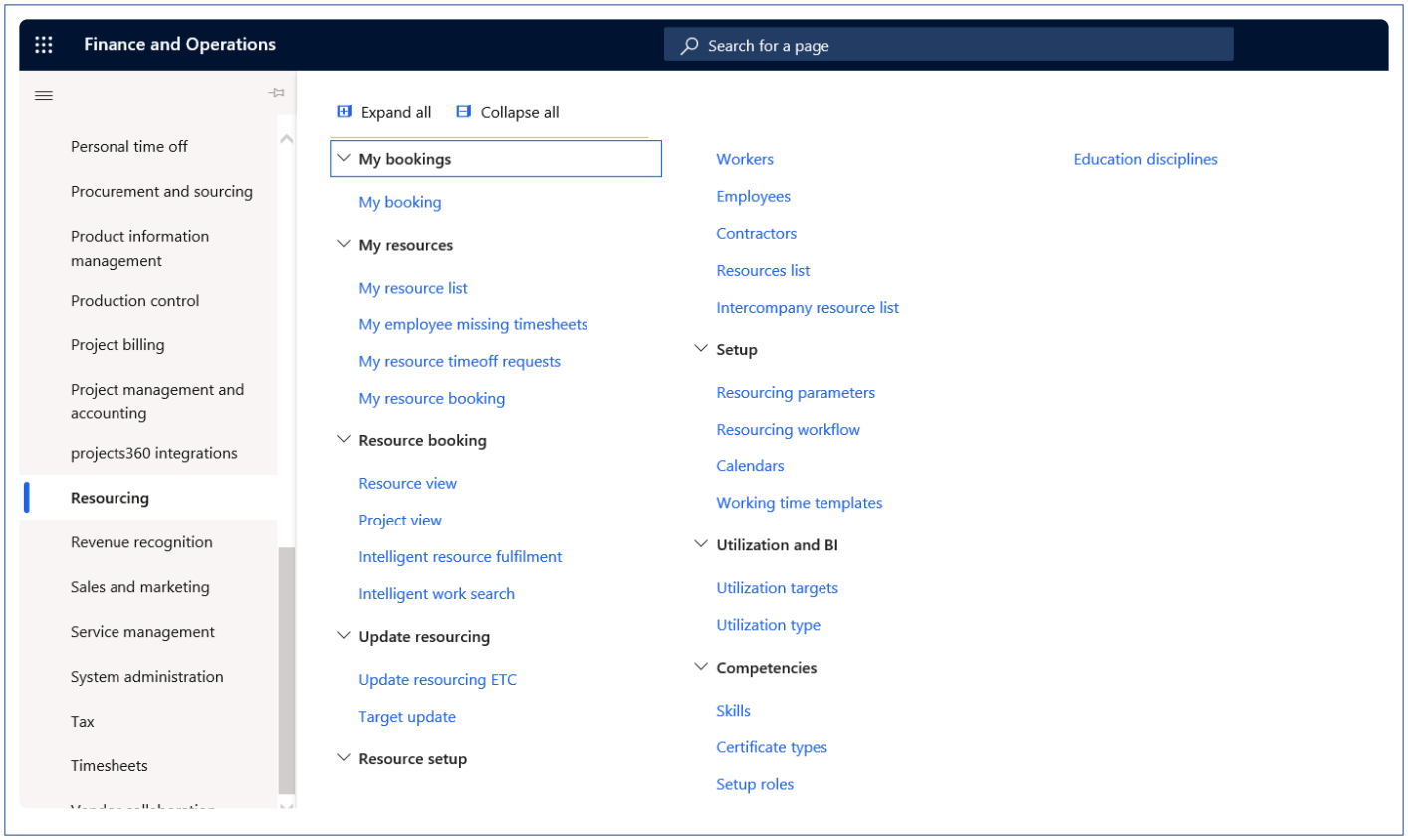
Resourcing menu

This sections details out the menu items added to the new resourcing menu.

Resourcing menu

A new Resourcing task based menu has all the menu items for managing the resourcing/booking process.



Below are the resourcing menu items added:

Menu item	Description
My booking	This is a new menu item which displays all the bookings of the logged in user.
My resource list	This is an existing menu item and displays the resource list where the logged in user is an timesheet approver.
My employee missing	Existing menu item pulled from project management and accounting module.

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timesheets	
My resource time off requests	Existing menu item pulled from project management and accounting module.
My resource booking	This is a new menu item which displays all the bookings of the logged in user along with the resources booking where the logged in user is an timesheet approver.
Resource view	Existing menu item pulled from project management and accounting module
Project view	Existing menu item pulled from project management and accounting module.
Intelligent resource fulfilment	Existing menu item pulled from project management and accounting module
Intelligent work search	Existing menu item pulled from project management and accounting module.
Update resourcing ETC	Existing menu item pulled from project management and accounting module
Target update	Existing menu item pulled from project management and accounting module.
Workers	Existing menu item pulled from human resource module.
Employees	Existing menu item pulled from human resource module.
Contractors	Existing menu item pulled from human resource module.
Resource list	Existing menu item pulled from project management and accounting module.
Intercompany resource list	This is a new menu item which displays all the intercompany resource lists.
Resourcing parameter	New form where all the related parameters are pulled in. Refer below section for more details.
Resourcing workflows	New form where only timesheet related workflows will be displayed. Refer below section for more details.
Calendars	Existing menu item pulled from organization administration module.
Working time templates	Existing menu item pulled from organization administration module.

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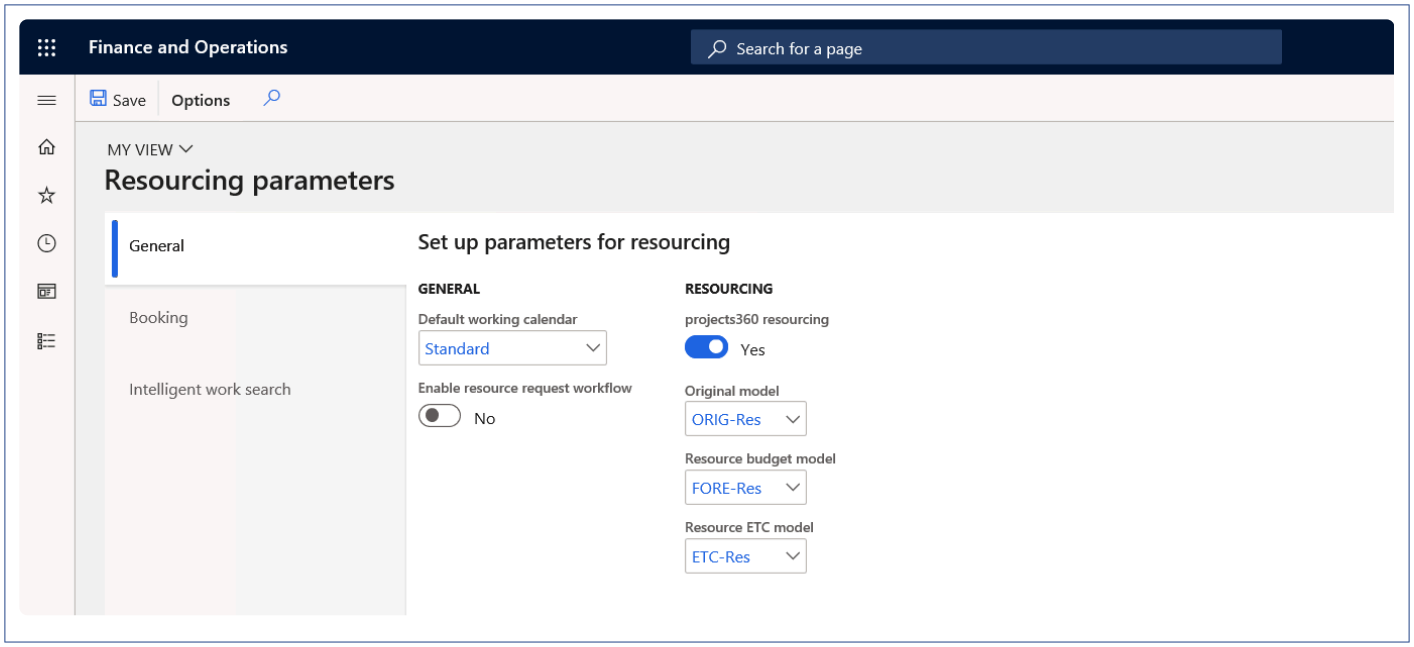
Utilization target	Existing menu item pulled from project management and accounting module.
Utilization type	Existing menu item pulled from project management and accounting module.
Skills	Existing menu item pulled from human resource module.
Certificate types	Existing menu item pulled from human resource module.
Setup roles	Existing menu item pulled from project management and accounting module.
Education disciplines	Existing menu item pulled from human resource module.

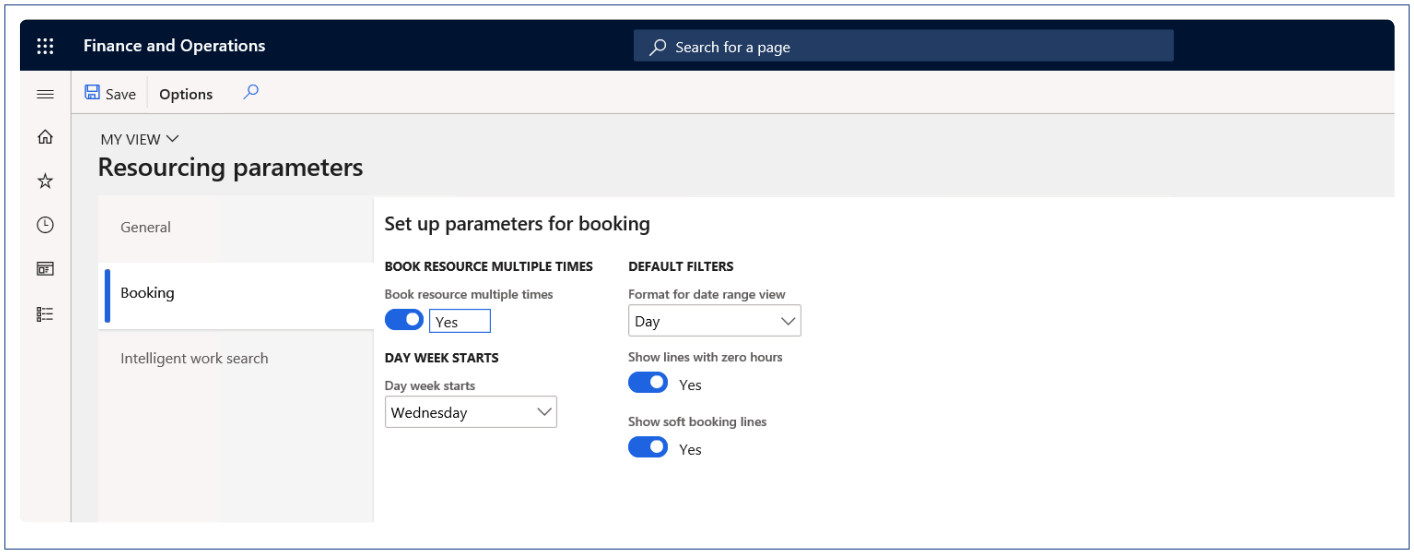
Resourcing parameters form

In the resourcing parameters form, we have added all the existing resourcing related fields including projects360 and standard fields for easier access to the user.

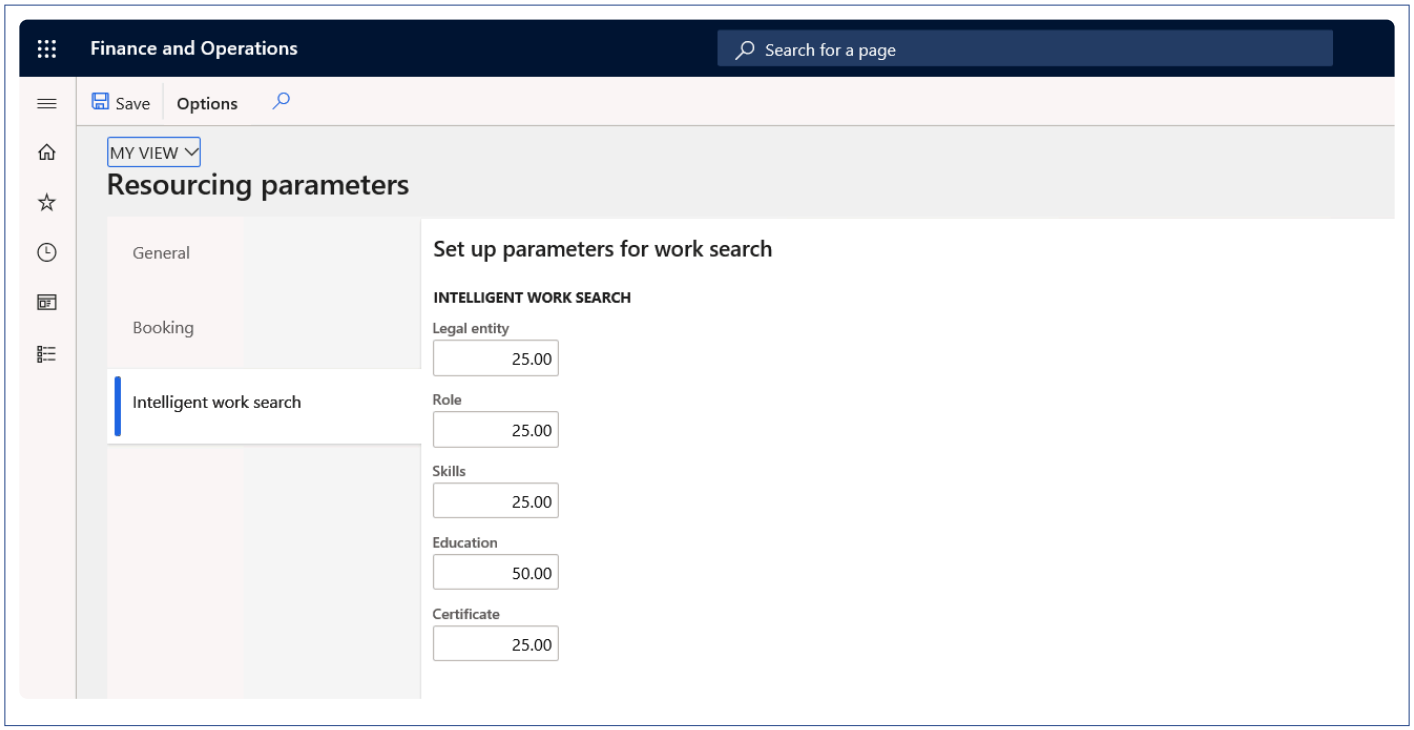
General tab



Booking tab



Intelligent work search tab



Resourcing workflow form

In the resourcing workflow form, we have added existing resourcing related workflow.

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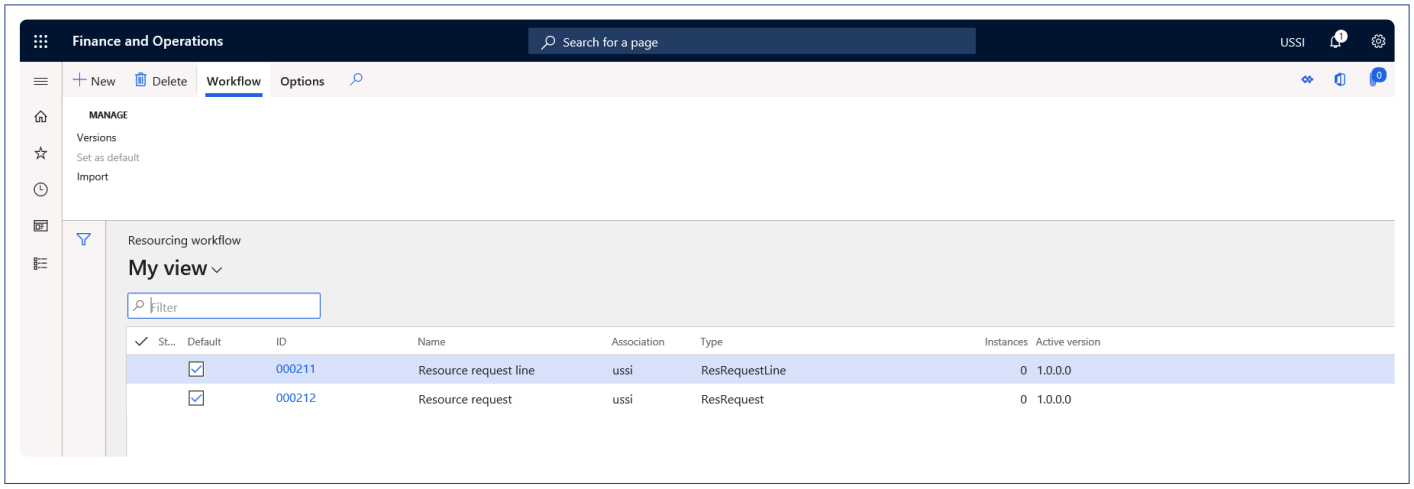

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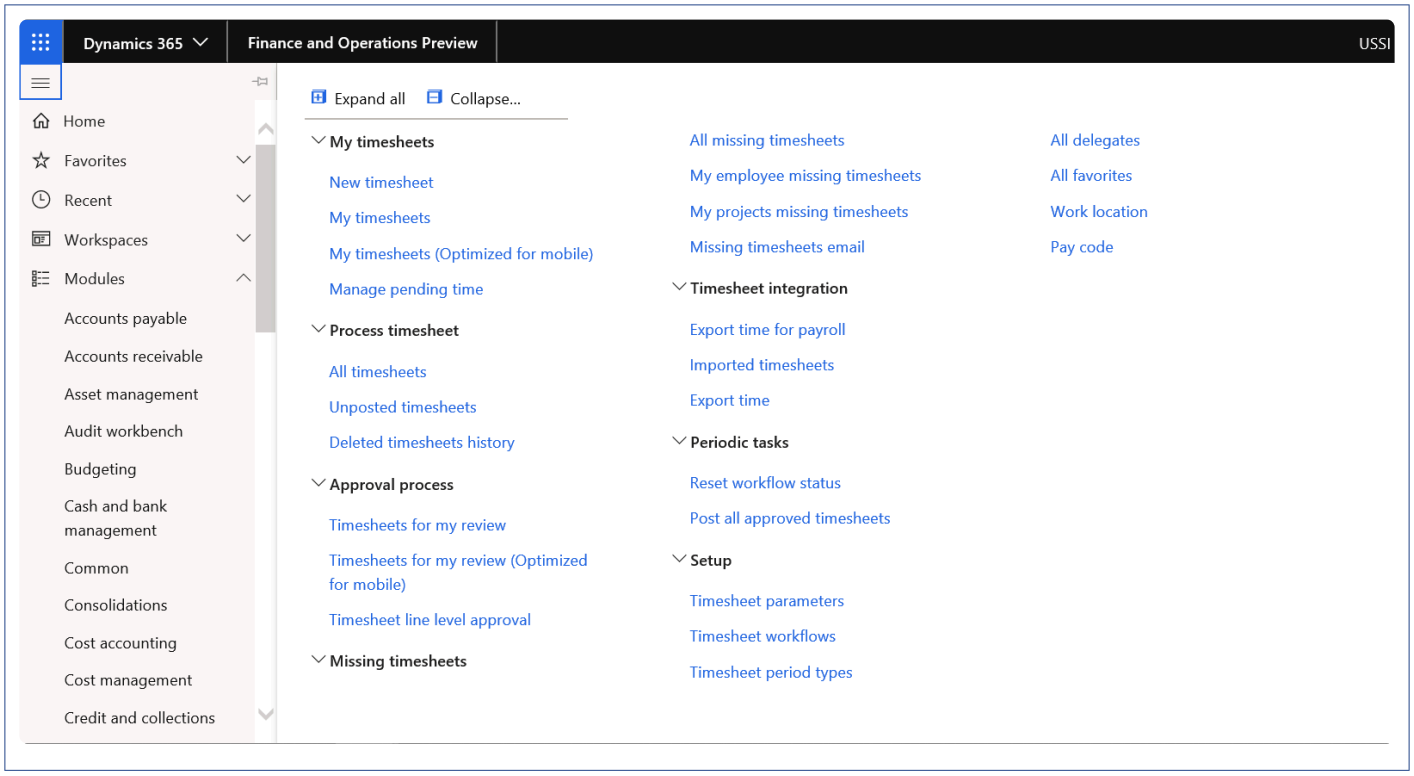
Timesheet menu

This sections details out the menu items added to the new timesheet menu.

Timesheet menu

A new Timesheet task based menu has all the menu items related to configuring, recording, posting, and managing late time.



Below are the timesheet menu items added:

Menu item	Description
New timesheet	This is a new menu item which allows to create a timesheet without navigating to My timesheets form.
My timesheets	Existing menu item pulled from project management and accounting module.
My timesheets (optimized for mobile)	Existing menu item pulled from project management and accounting module.

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Manage pending time	Existing menu item pulled from project management and accounting module.
All timesheets	Existing menu item pulled from project management and accounting module.
Unposted timesheets	Existing menu item pulled from project management and accounting module.
Deleted timesheet history	Existing menu item pulled from project management and accounting module.
Timesheets for my review	Existing menu item pulled from project management and accounting module.
Timesheets for my review (optimized for mobile)	Existing menu item pulled from project management and accounting module.
Timesheet line level approval	Existing menu item pulled from project management and accounting module.
All missing timesheets	Existing menu item pulled from project management and accounting module.
My employee missing timesheets	Existing menu item pulled from project management and accounting module.
My project missing timesheets	Existing menu item pulled from project management and accounting module.
Missing timesheet email	Existing menu item pulled from project management and accounting module.
Export time for payroll	Existing menu item pulled from project management and accounting module.
Imported timesheets	Existing menu item pulled from project management and accounting module.
Post all	Existing menu item pulled from project management and accounting module.

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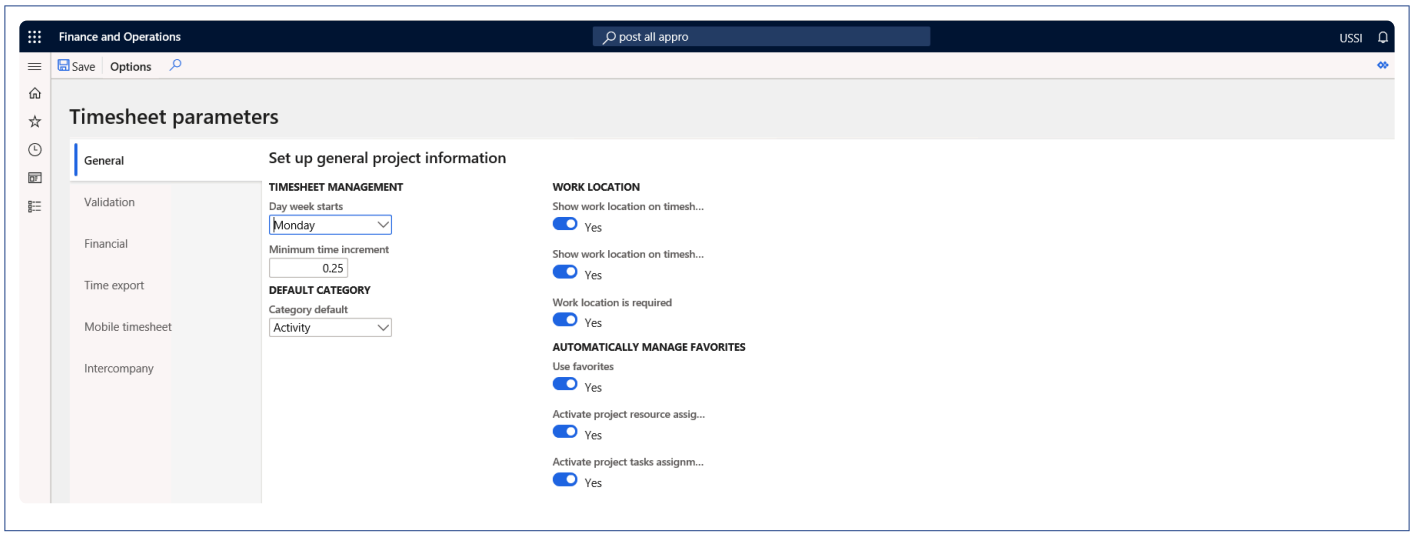
approved timesheets	
Timesheet parameters	New form where all the related parameters are pulled in. Refer below section for more details
Timesheet workflows	New form where only timesheet related workflows will be displayed. Refer below section for more details
Timesheet period types	Existing menu item pulled from project management and accounting module.
All delegates	Existing menu item pulled from project management and accounting module.
All favorites	Existing menu item pulled from project management and accounting module.
Work location	Existing menu item pulled from project management and accounting module.
Pay code	Existing menu item pulled from project management and accounting module.

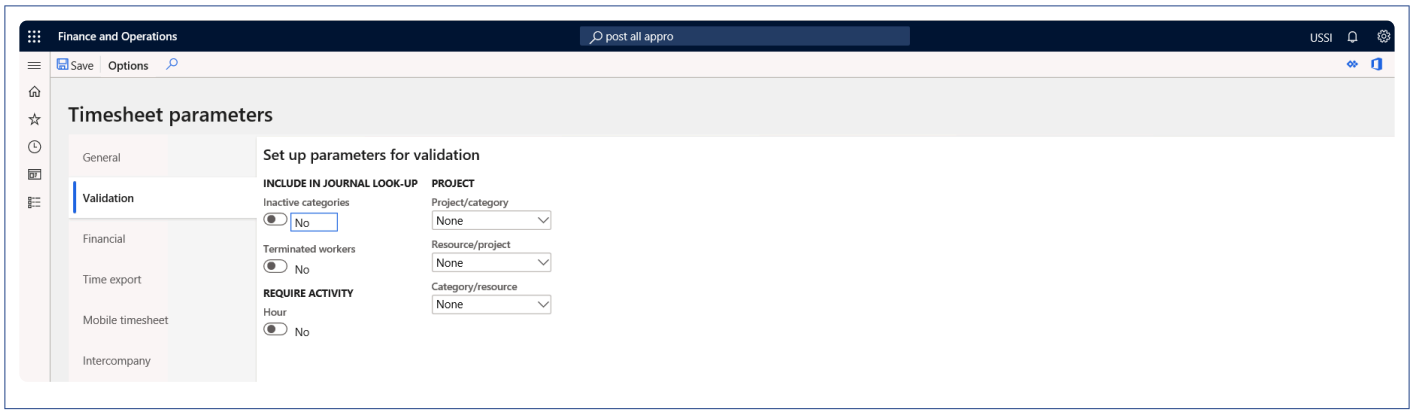
Timesheet parameters form

In the timesheet parameters form, we have added all the existing timesheet related fields including projects360 and standard fields for easier access to the user.

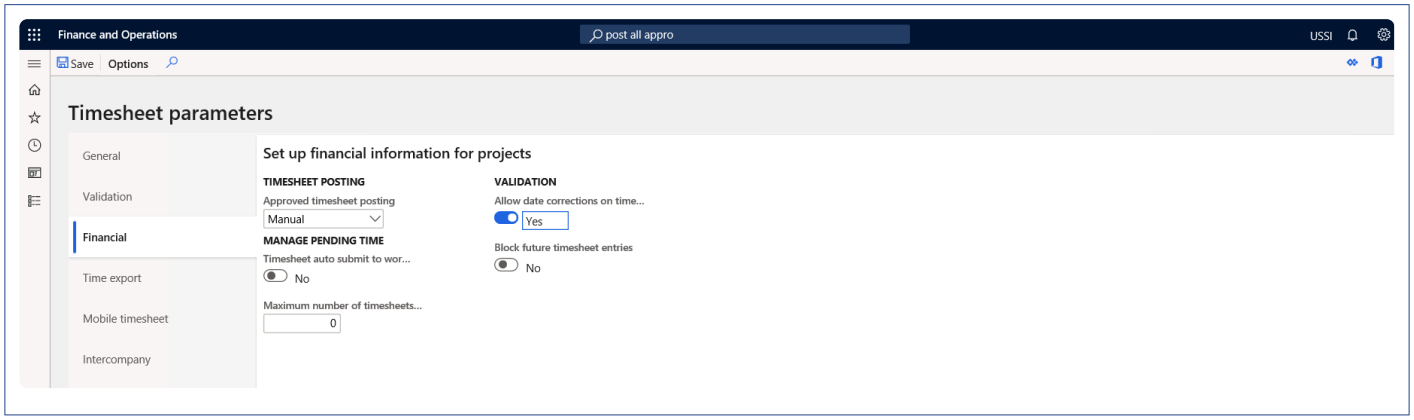
General tab



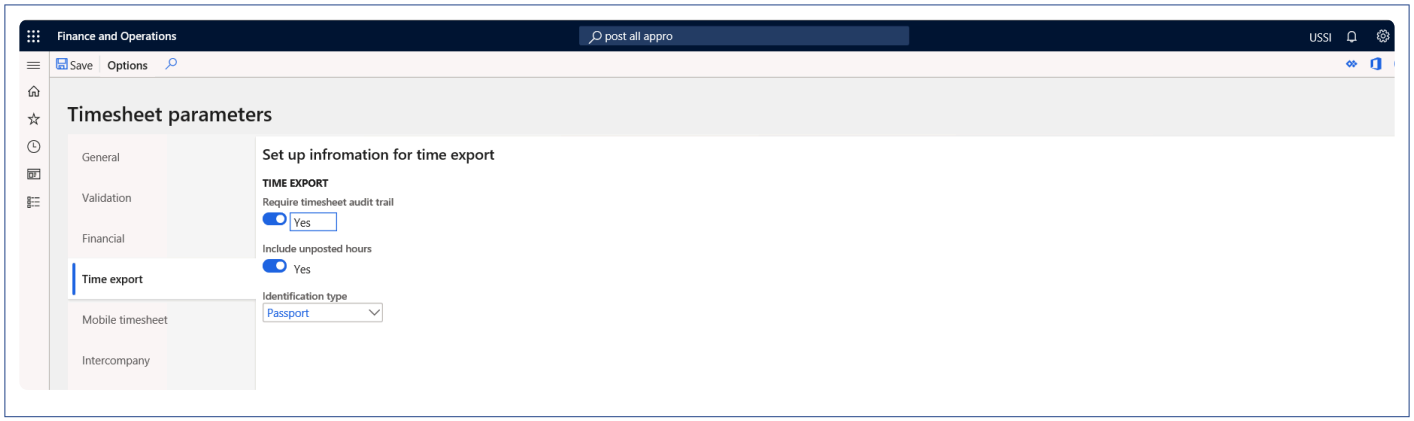
Validation tab



Financial tab



Time export tab



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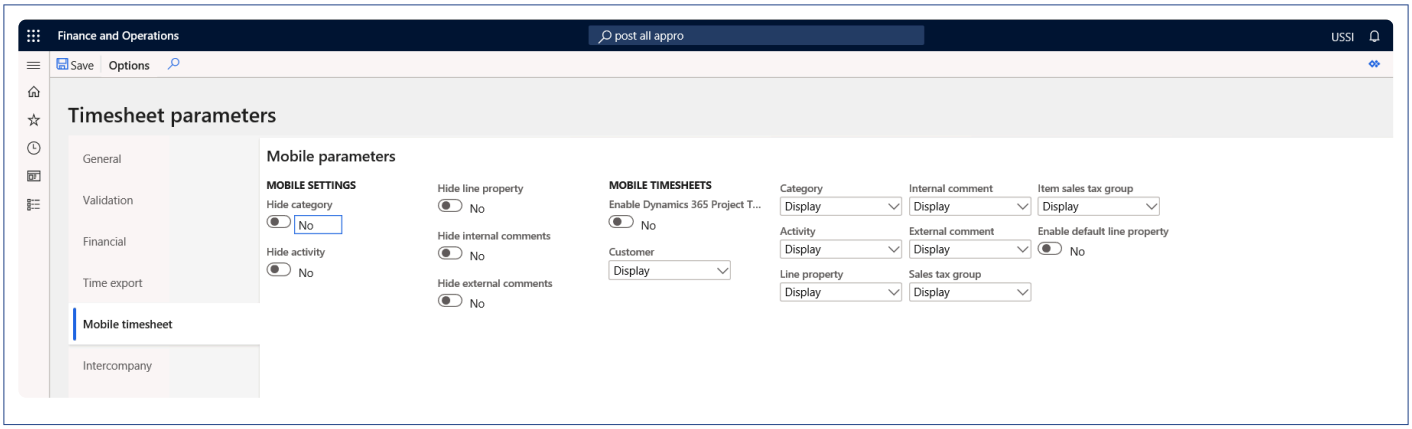
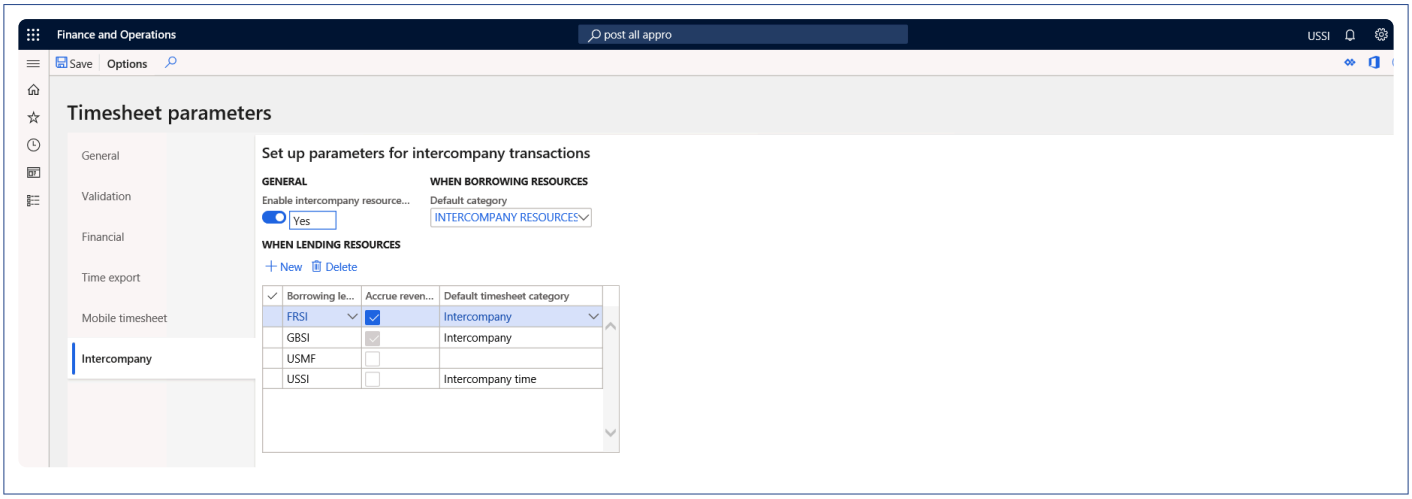
Mobile timesheet tab

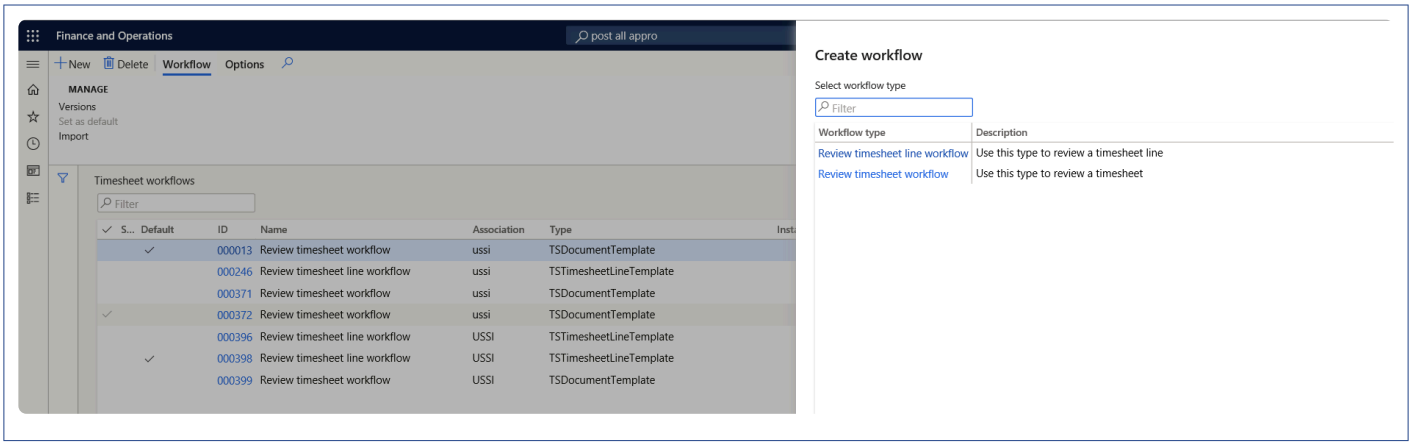


Intercompany tab



Timesheet workflow form

In the timesheet workflow form, we have added existing timesheet related workflows.



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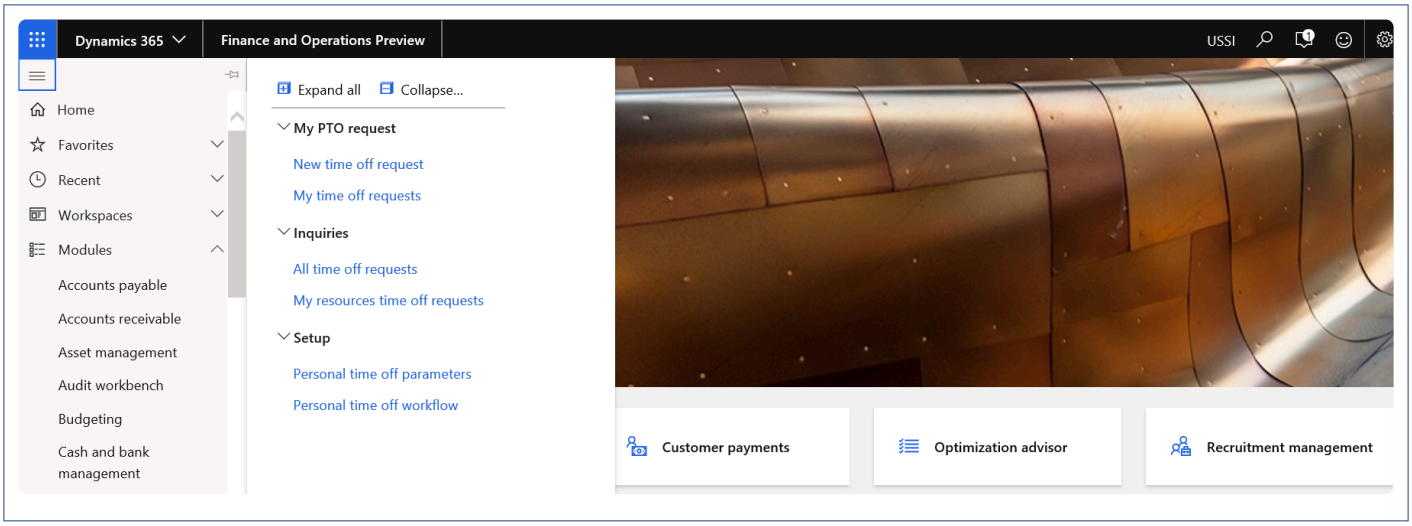
Personal time off menu

This sections details out the menu items added to the new personal time off menu.

Personal time off menu

A new Personal time off task based menu has all the menu items for managing the Personal time off process. Some menu item names have been updated from “PTO” to “Personal time off”, as PTO is not a universal term.



Below are the personal time off menu items added:

Menu item	Description
New time off request	This is a new menu item which allows to create a personal time off without navigating to My time off requests form.
My time off requests	Renamed the existing menu item ‘My personal time off requests from project management and accounting module and placed in this module.
All time off requests(optimized for mobile)	Renamed the existing menu item ‘Personal time off requests from project management and accounting module and placed in this module.
My resource time off requests	Existing menu item pulled from project management and accounting module.

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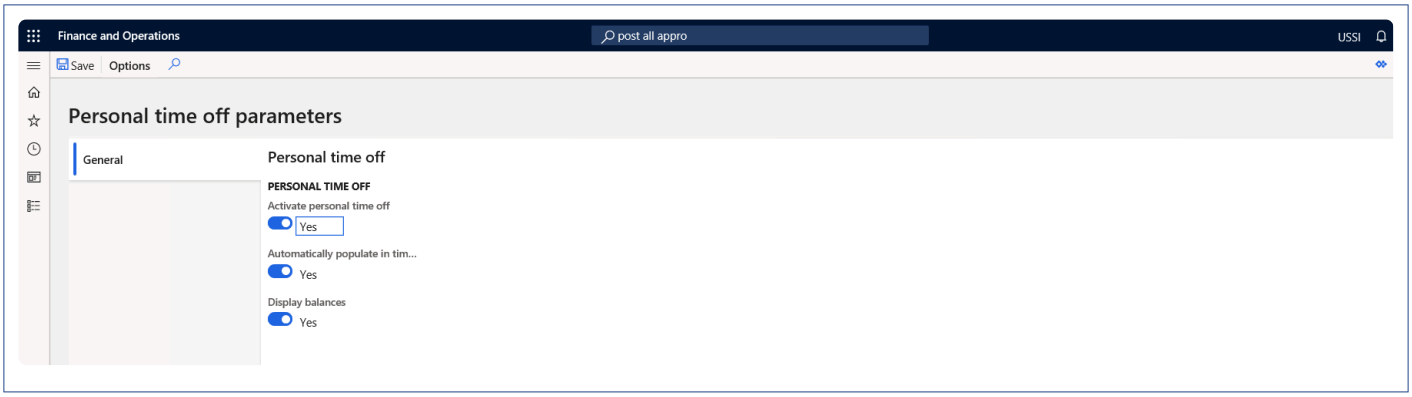
Personal time off parameters	New form where all the personal time off related parameters are pulled in. Refer below section for more details.
Personal time off workflows	New form where only timesheet related workflows will be displayed. Refer below section for more details

Personal time off parameters form

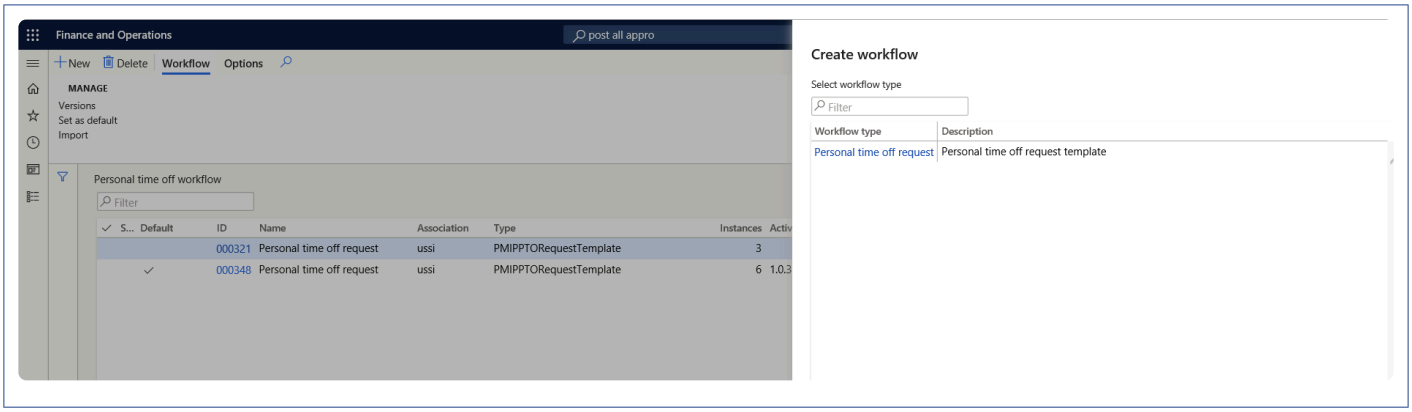
In the personal time off parameters form, we have added all the existing personal time off related fields for easier access to the user.

General tab



Personal time off workflow form

In the personal time off workflow form, we have added existing personal time off workflow.



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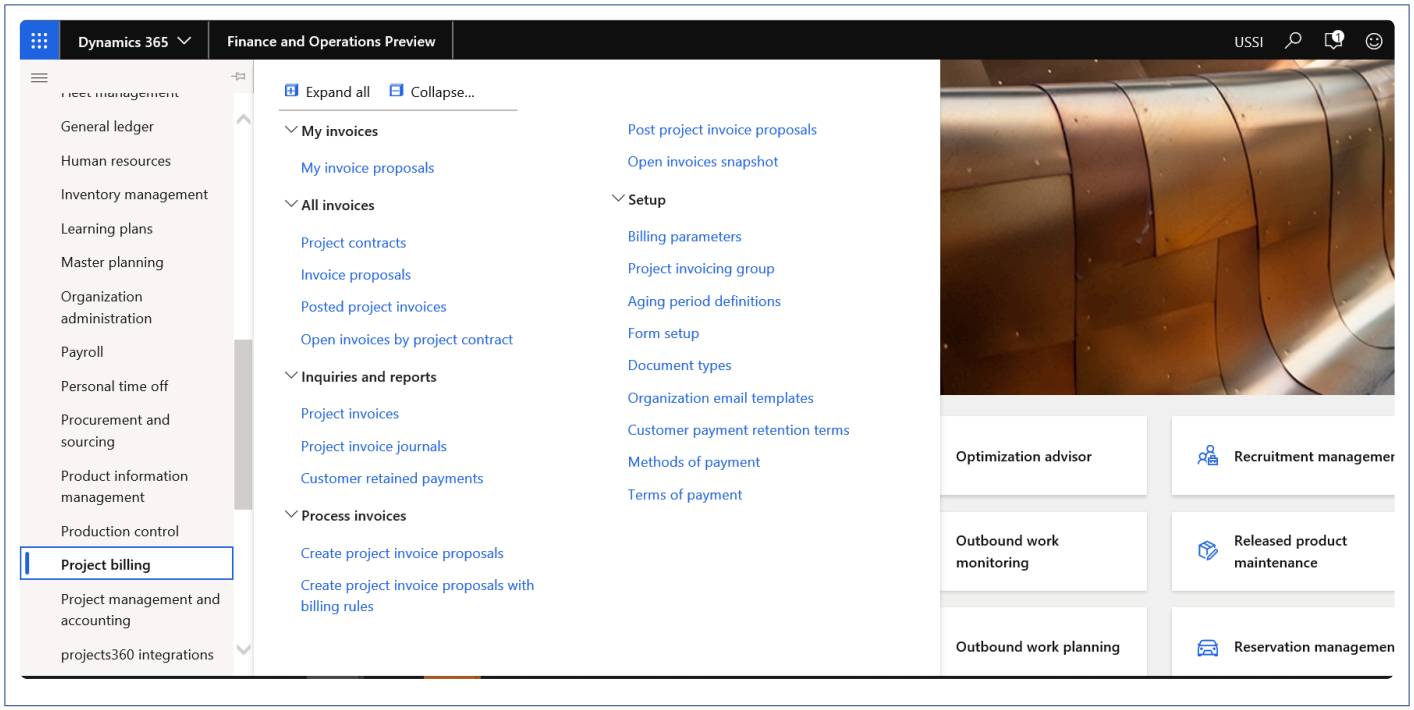
Project billing menu

This sections details out the menu items added to the new project billing menu.

Project billing menu

A new Project billing task based menu has all the menu items for managing the Billing process.



Below are the project billing menu items added:

Menu item	Description
My invoice proposal	This is a new menu item similar to the existing tile ‘My open invoice proposal’ from the project management and approval workspace.
Project contracts	Existing menu item pulled from project management and accounting module.
Invoice proposals	Renamed the existing menu item ‘Project invoice proposals’ from project management and accounting module and placed in this module.
Posted project invoices	Renamed the existing menu item ‘Project invoices’ from project management and accounting module and placed in this module.

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Open invoices by project contract	Renamed the existing menu item ‘Contract open invoices’ from project management and accounting module and placed in this module.
Project invoices	Existing menu item pulled from project management and accounting module
Project invoice journals	Existing menu item pulled from project management and accounting module.
Customer retained payments	Existing menu item pulled from project management and accounting module
Create project invoice proposal	Existing menu item pulled from project management and accounting module.
Create project invoice proposal with billing rules	Existing menu item pulled from project management and accounting module
Post project invoice proposals	Existing menu item pulled from project management and accounting module.
Open invoices snapshot	Renamed the existing menu item ‘Invoice aging snapshot’ from project management and accounting module and placed in this module
Billing parameters	New form where all the billing related parameters are pulled in. Refer below section for more details.
Billing workflows	New form where only billing related workflows will be displayed. Refer below section for more details
Project invoicing group	Existing menu item pulled from project management and accounting module.
Aging period definitions	Existing menu item pulled from project management and accounting module.
Forms setup	Existing menu item pulled from project management and accounting module.
Document types	Existing menu item pulled from project management and accounting module.

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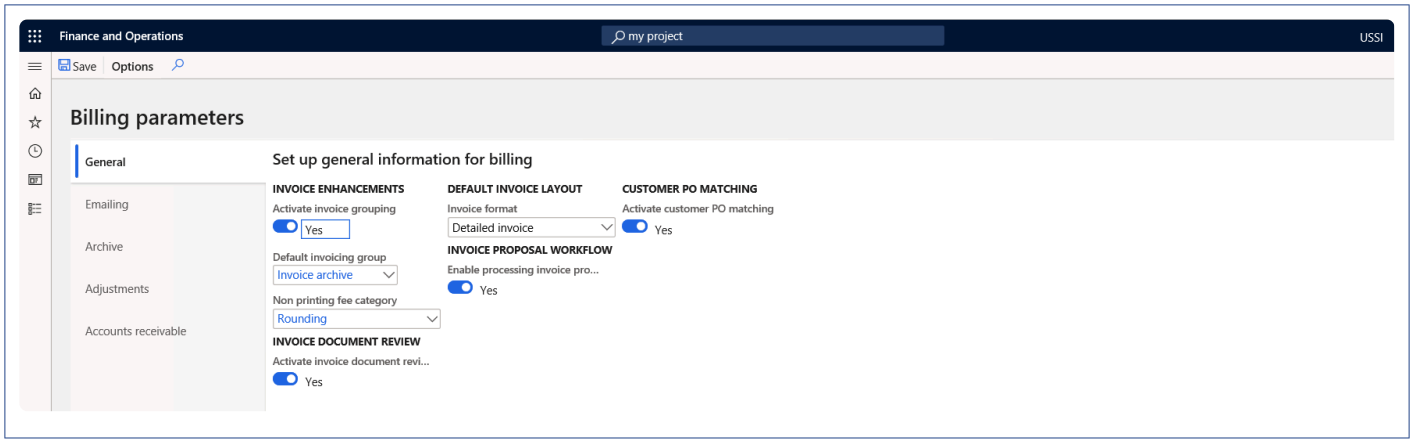
Organization email templates	Existing menu item pulled from project management and accounting module.
Customer payment retention terms	Existing menu item pulled from project management and accounting module.
Method of payment	Existing menu item pulled from project management and accounting module.
Terms of payment	Existing menu item pulled from project management and accounting module.

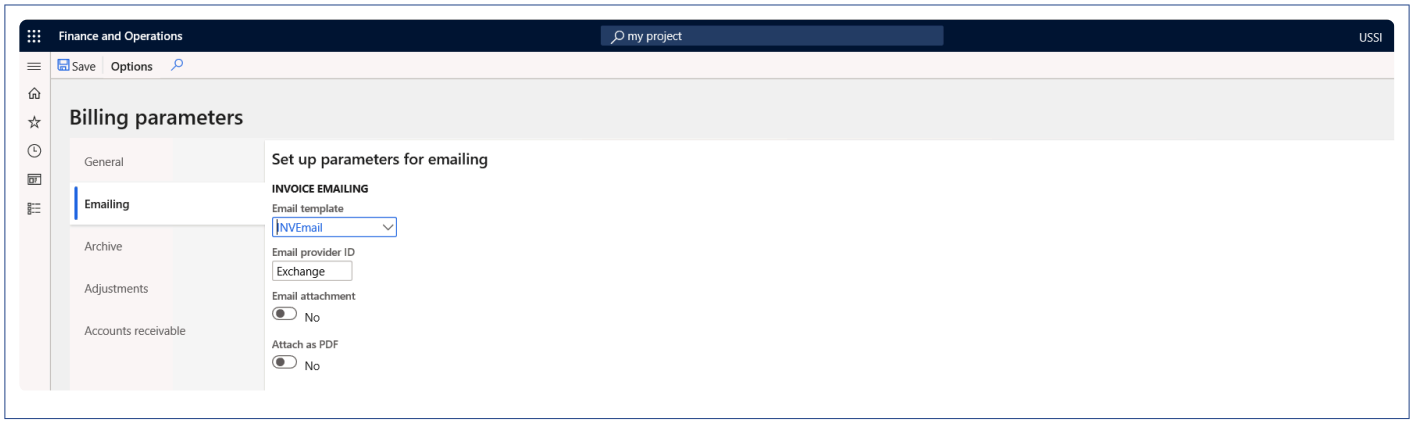
Billing parameters form

In the billing parameters form, we have added all the existing invoice related fields including projects360 and standard fields for easier access to the user.

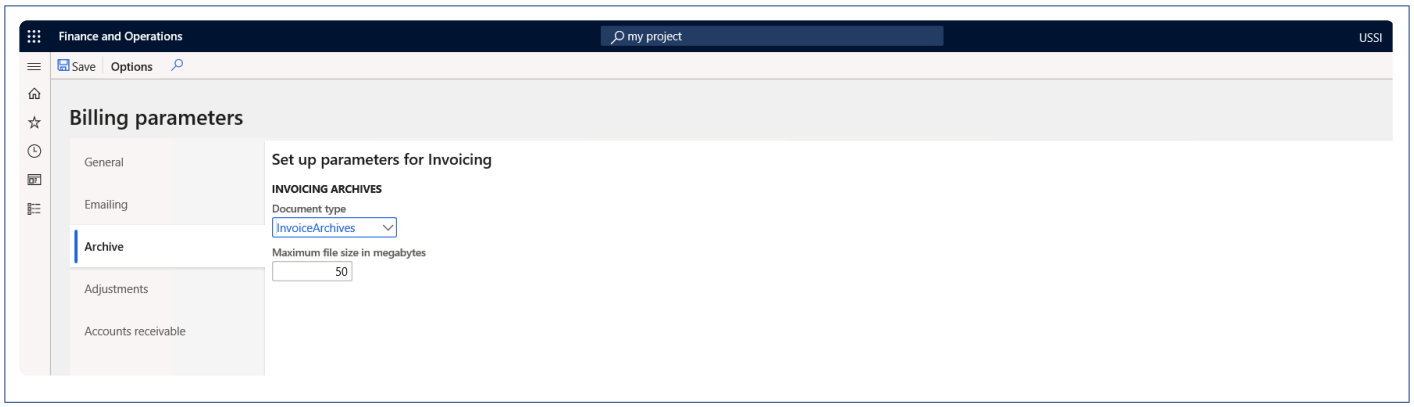
General tab



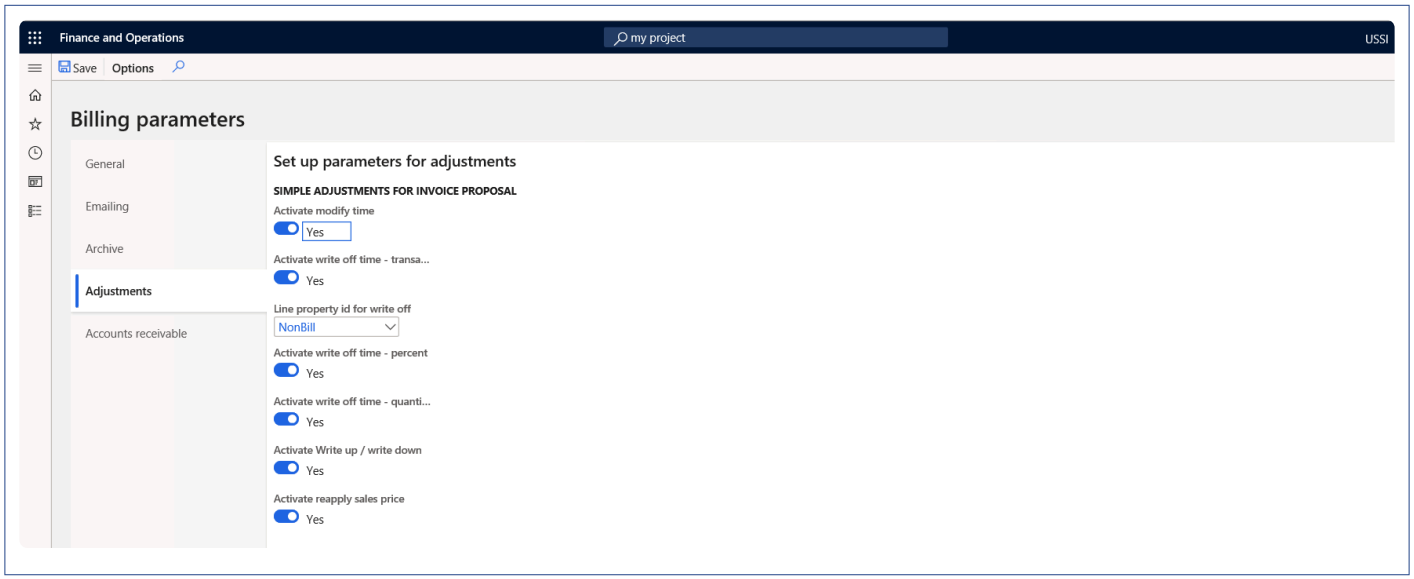
Emailing tab



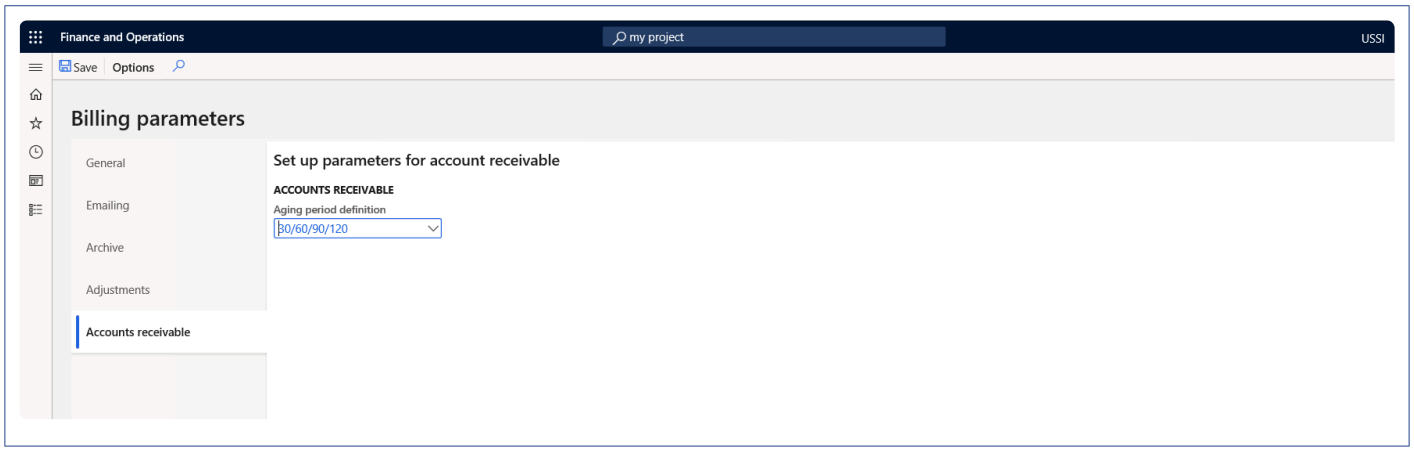
Archive tab



Adjustments tab



Accounts recievable tab



Billing workflow form

In the billing off workflow form, we have added existing invoice related workflow.

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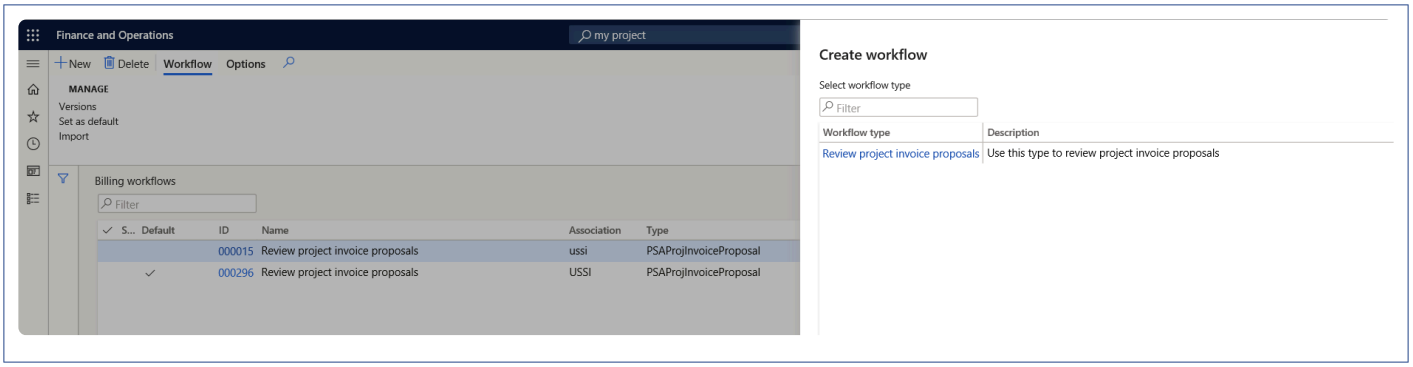

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Workspaces

In the latest Microsoft Dynamics 365 for Finance and Operations the dashboards have been replaced with Workspaces. Workspaces are used to create a quick access space to complete commonly used tasks, activities, and reports/inquiries. These workspaces are also mobile friendly and operate as tiles similar to other Microsoft applications.

Microsoft Dynamics 365 for Finance and Operations comes pre-loaded with several workspaces. However, individual users do have the ability to create their own workspaces, eliminating the need for development or customization to configure. With workspaces, you can get a bird's eye view of all your business processes and tasks in one central location, with quick links to commonly used operational and business functions, improving the efficiency and productivity of users. Also, Power BI can be embedded into your workspaces providing up-to-date views of your business.

Some of the projects360 workspaces are as follows. Select the links below to know more about specific workspace:

- **Project Management**
- **Sales & Marketing**
- **Project Tasks**
- **Global Project Administration**
- **Project Accounting**
- **Project Status**
- **Resource Management**

Select a feature to view more details about them.

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Introduction

This sections deals with the workspaces available out-of-the-box in the projects360 suite. These workspaces are role specific and based on the logged in user's role.

Workspace

Workspaces is a new concept in Microsoft Dynamics 365 for Finance and Operations, where this page is role specific and based on their roles, all the functionalities available for that role with respect to the module is available. For example, a Project manager would be more interested in his project timesheets, ability to create a new project, or review his transactions, so all of this is grouped into one workspace. Workspaces can be used to launch multiple pages from one place.

Sections of a Workspace

A typical Workspace can have the following sections as listed below:

1. Tiles section – Generally gives some statistical data. It either gives the count of the records or the information that the tile holds or allows the user to launch a list page or the related form to see more details.

2. List page section – This section is where several list pages and its related information is displayed. Above the list page are the buttons related to the list using different actions that can be performed or that can be navigated to another form.

3. Action pane buttons – Using these buttons, the users can create new records such as a new project in PM workspace, new timesheets in Project tasks workspace, etc., or open the list pages or related forms to see more details.

4. Power BI Section – This is a place where all the Power BI reports related to the role this workspace has access to are displayed. Users can embed Power BI into workspaces and get up-to-date and favorite reporting visualization of their business.

5. Links and Help section – This section contains all the help information or related help for the kind of data and information displayed on the workspace.

projects360 Workspaces:

The workspaces built as part of projects360 are as follows, select the links provided below to know more about a specific workspace:

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Project Management
Sales & Marketing
Project Tasks
Global Project Administration
Project Accounting
Project Status
Resource Management

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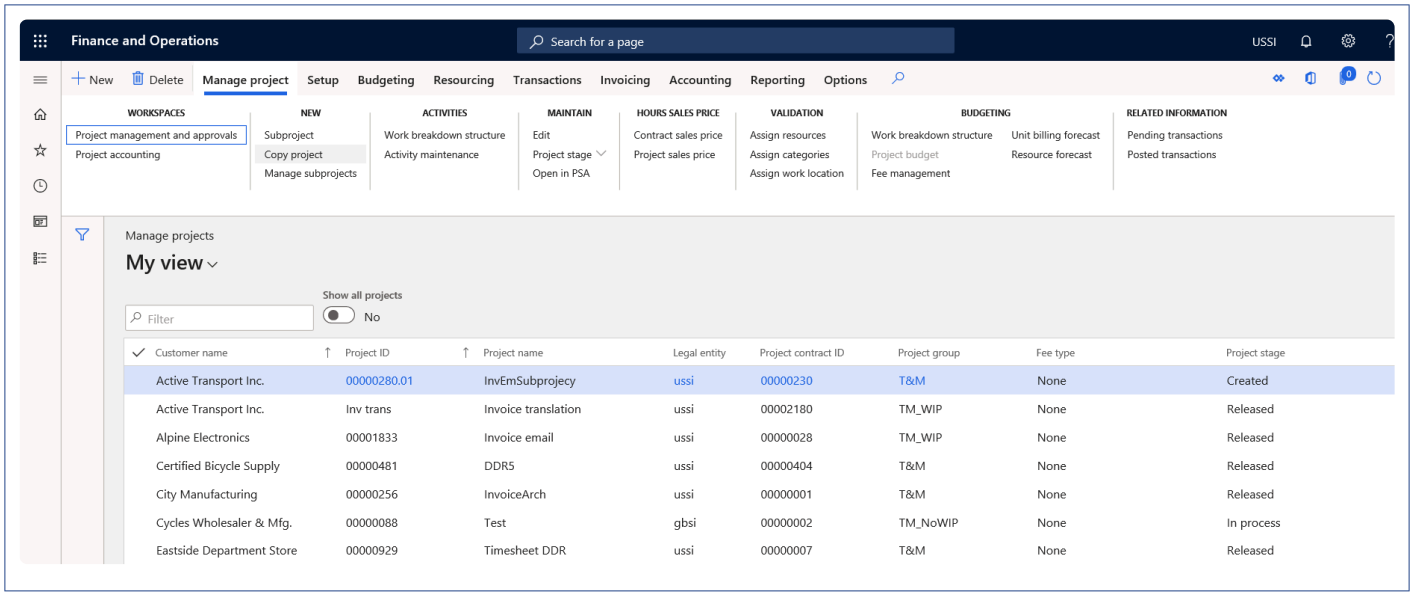
Manage Projects

The Manage Projects workspace is available to provide Project managers a faster experience to access common functions and information for the role. The ribbon bar has been rearranged with a focus on Project setup, Budgeting, Resourcing, and Invoicing, with key buttons from each of these features on the first tab.

Manage projects grid

When the project manager logs into the ‘Manage projects’ dashboard, he/she can view all the projects assigned to him/her including the inter-company projects. We have provided a filter to view all the projects other than the assigned ones to logged in user through ‘Show all projects’ checkbox.

The fields on the grid has been rearranged to view the projects based on the customer name and added ‘Project group’ and ‘Fee type’ to understand the nature of the project we are dealing with.



Details of the fields available on the Manage projects grid are as follows –

Button	Description
Customer name	Existing field pulled from projects form.
Project ID	Existing field pulled from projects form.
Project name	Existing field pulled from projects form
Legal entity	Existing field pulled from projects form

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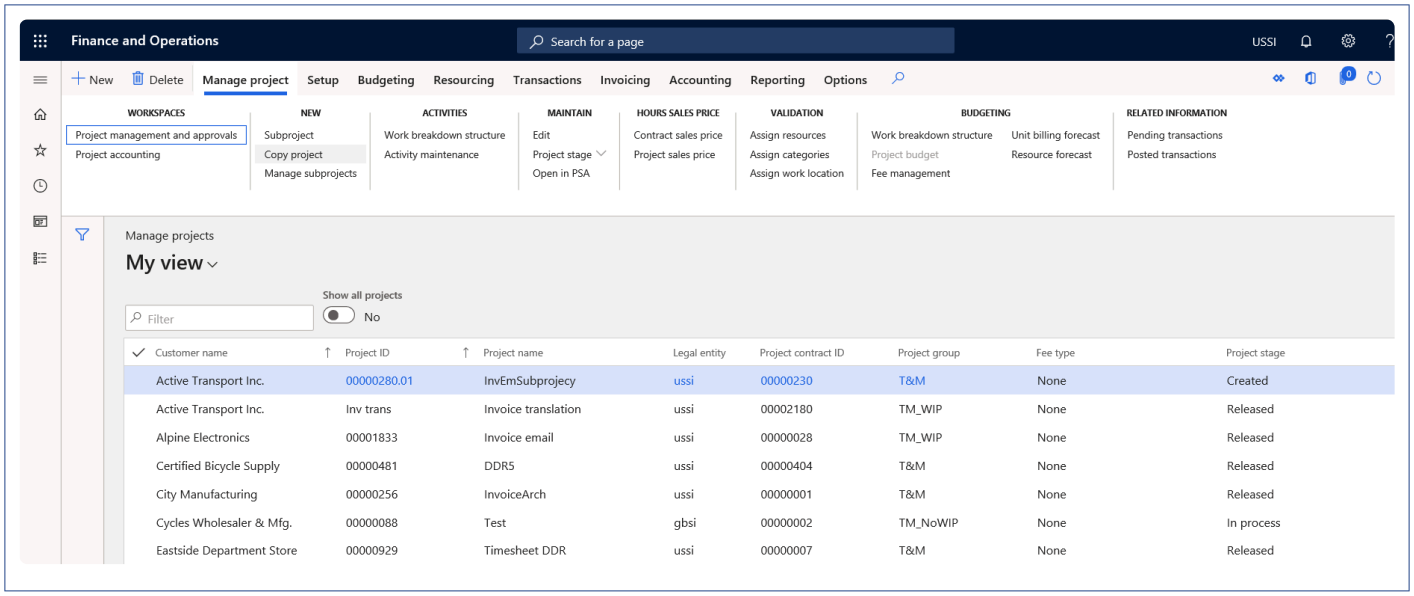
Project contract ID	Existing field pulled from projects form.
Project group	Existing field pulled from projects form
Fee type	Existing field pulled from projects form.
Project stage	Existing field pulled from projects form

Manage projects tab

All the action pane buttons which are related to key actions are placed on the ‘Manage project’ action pane tab.



Details of the buttons available on the Manage projects tab are as follows –

Button	Description
Project management and approvals	Existing workspace pulled from project management and accounting module.
Project accounting	Existing workspace pulled from project management and accounting module.
Subproject	Existing button pulled from projects form
Manage subprojects	Existing button pulled from projects form
Work breakdown structure	Existing button pulled from projects form.

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Activity maintenance	Existing button pulled from projects form
Edit	Existing button pulled from projects form.
Project stage	Existing button pulled from projects form
Open is PSA	Existing button pulled from projects form.
Contract sales price	Existing button pulled from project contracts form
Project sales price	Existing button pulled from projects form.
Assign resources	Existing button pulled from projects form
Assign categories	Existing button pulled from projects form.
Assign work location	Existing button pulled from projects form
Project budget	Existing button pulled from projects form.
Fee management	Existing button pulled from projects form
Unit billing forecast	Existing button pulled from projects form.
Resource forecast	Existing button pulled from projects form
Pending transaction	Existing button pulled from projects form.
Posted transaction	Existing button pulled from projects form

Setup tab

All the action pane buttons which are related to the basic setups are placed on the ‘Setup’ action pane tab.

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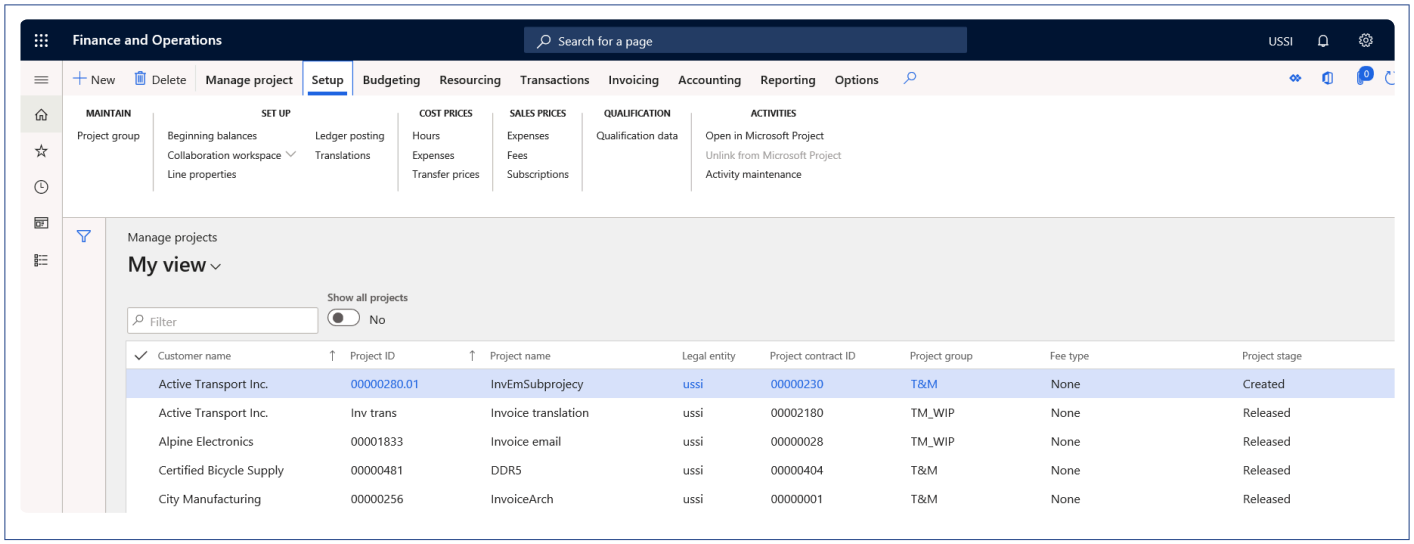

Details of the buttons available on the Setup tab are as follows –

Button	Description
Project group	Existing button pulled from projects form.
Beginning balance	Existing button pulled from projects form.
Collaboration workspace	Existing button pulled from projects form
Line properties	Existing button pulled from projects form
Ledger posting	Existing button pulled from projects form.
Translation	Existing button pulled from projects form
Hours	Existing button pulled from projects form.
Expenses	Existing button pulled from projects form
Transfer prices	Existing button pulled from projects form.
Expenses	Existing button pulled from project contracts form
Fee	Existing button pulled from projects form.
Subscriptions	Existing button pulled from projects form
Qualification data	Existing button pulled from projects form.
Open in Microsoft project	Existing button pulled from projects form
Unlink from Microsoft	Existing button pulled from projects form.

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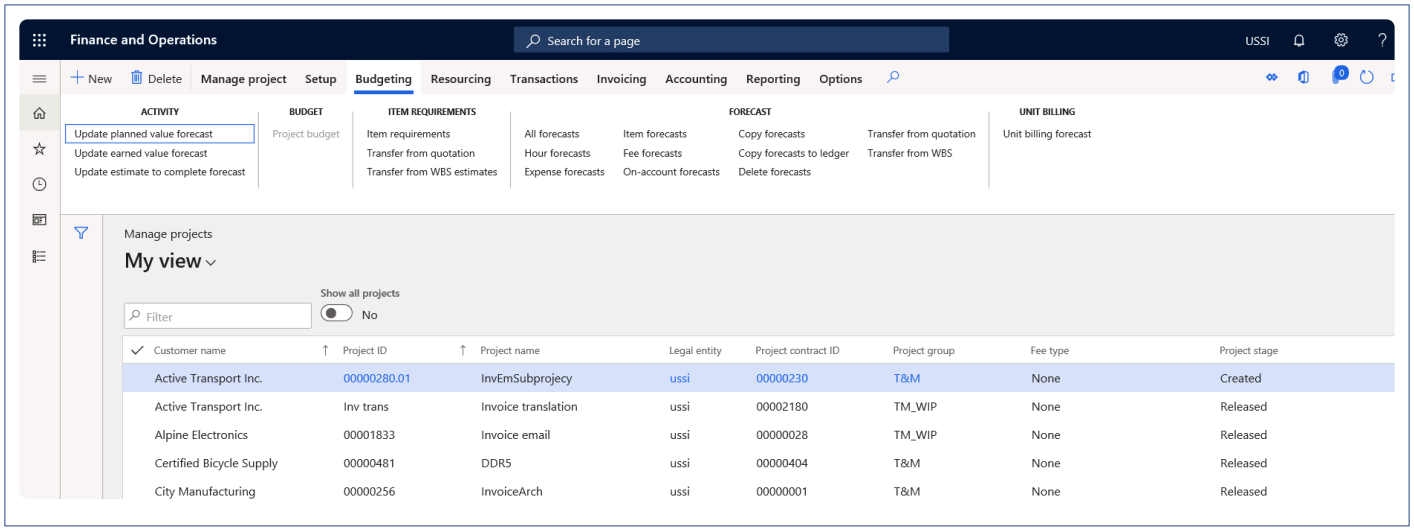
project	
Activity maintainence	Existing button pulled from projects form

Budgeting tab

All the action pane buttons which are related to the forecast and budgeting are placed on the ‘Budgeting’ action pane tab.



Details of the button available on the Budgeting tab are as follows –

Button	Description
Update planned value forecast	Existing button pulled from projects form.
Update earned value forecast	Existing button pulled from projects form.
Update estimate to complete forecast	Existing button pulled from projects form
Project budget	Existing button pulled from projects form
Item requirements	Existing button pulled from projects form.
Transfer from quotation	Existing button pulled from projects form
Transfer from WBS	Existing button pulled from projects form.

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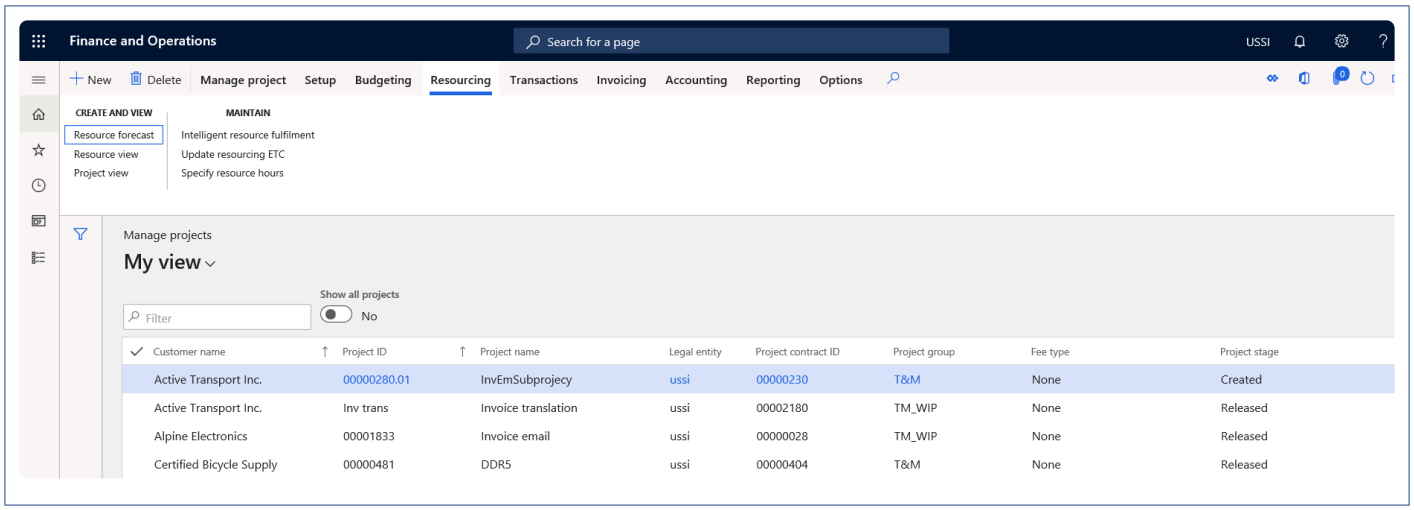
estimates	
All forecasts	Existing button pulled from projects form
Hour forecasts	Existing button pulled from projects form.
Expense forecasts	Existing button pulled from project form
Item forecasts	Existing button pulled from projects form.
Fee forecasts	Existing button pulled from projects form
on account forecasts	Existing button pulled from projects form.
Copy forecasts	Existing button pulled from projects form
Copy forecast to ledger	Existing button pulled from projects form.
Delete forecasts	Existing button pulled from projects form
Transfer from quotation	Existing button pulled from projects form.
Transfer from WBS	Existing button pulled from projects form
Unit billing forecast	Existing button pulled from projects form.

Resourcing tab

All the action pane buttons which are related to the resourcing and resource booking are placed on the ‘Resourcing’ action pane tab.

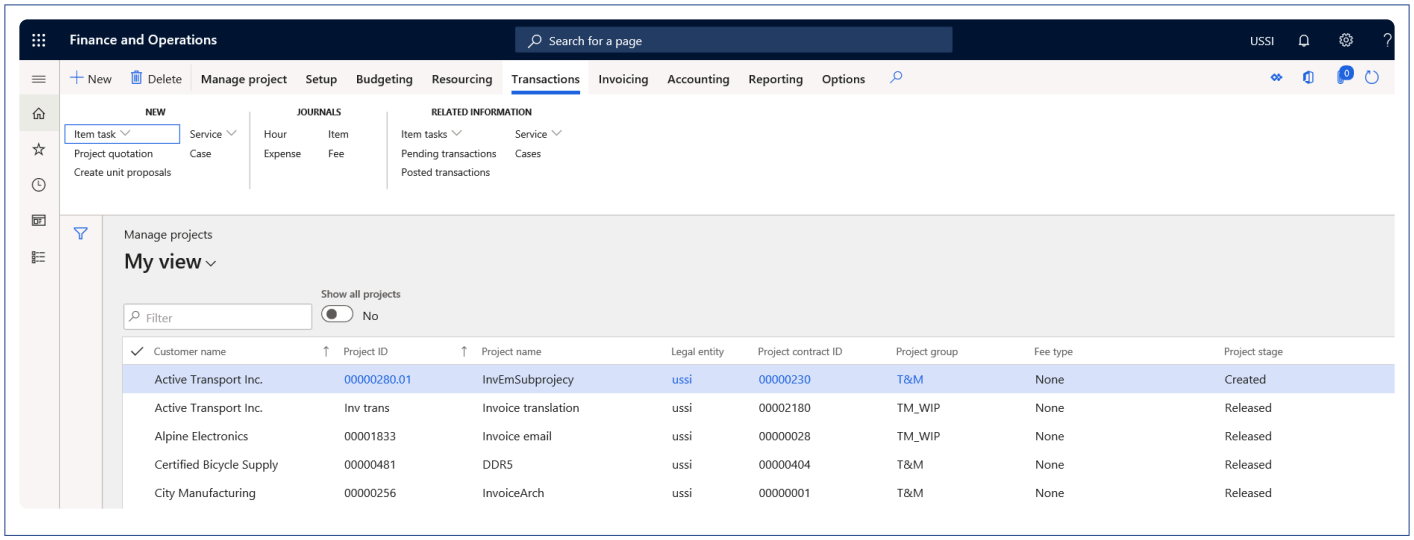


Details of the button available on the Resourcing tab are as follows –

Button	Description
Resource forecast	Existing button pulled from projects form.
Resource view	Existing button pulled from projects form.
Project view	Existing button pulled from projects form
Intelligent resource fulfilment	Existing button pulled from projects form
Update resourcing ETC	Existing button pulled from projects form.
Specify resource hours	Existing button pulled from projects form

Transactions tab

All the action pane buttons which are related to creation of transactions and related information are placed on the ‘Transactions’ action pane tab.



Details of the button available on the Transactions tab are as follows –

Button	Description
Item task	Existing button pulled from projects form.
Project quotation	Existing button pulled from projects form.
Create unit proposals	Existing button pulled from projects form

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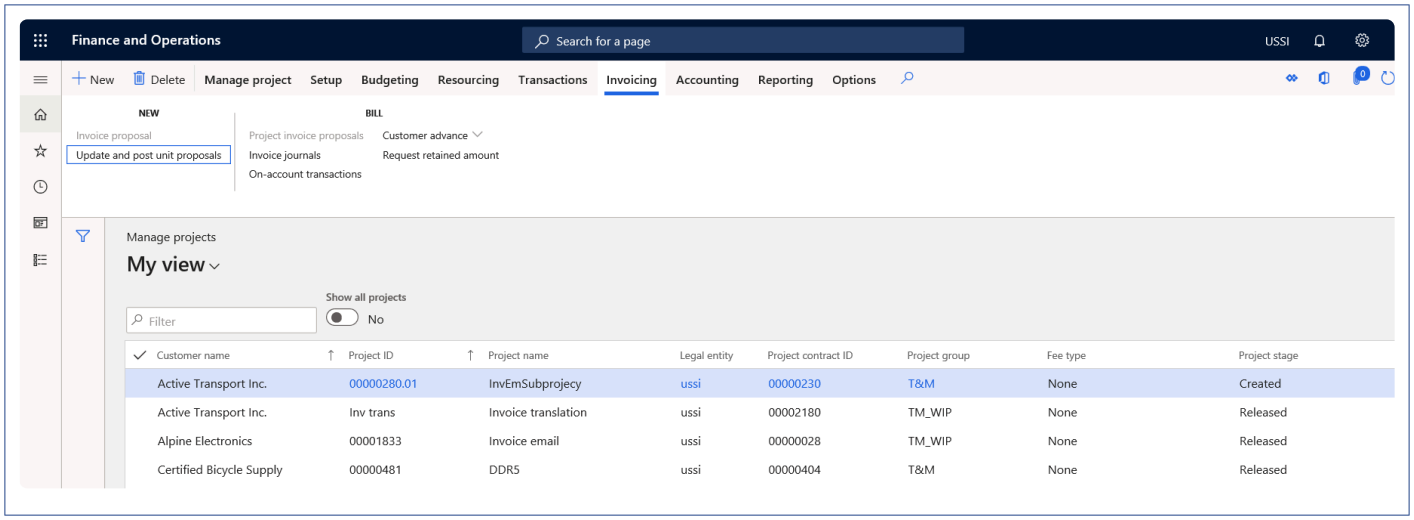
Service	Existing button pulled from projects form
Case	Existing button pulled from projects form.
Hours	Existing button pulled from projects form
Expense	Existing button pulled from projects form.
Item	Existing button pulled from projects form
Fee	Existing button pulled from projects form.
Item tasks	Existing button pulled from projects form
Pending transactions	Existing button pulled from projects form.
Posted transactions	Existing button pulled from projects form
Service	Existing button pulled from projects form.
Cases	Existing button pulled from projects form

Invoicing tab

All the action pane buttons which are related to invoicing are placed on the ‘Invoicing’ action pane tab.



Details of the button available on the Invoicing tab are as follows –

Button	Description
Invoice proposals	Existing button pulled from projects form.

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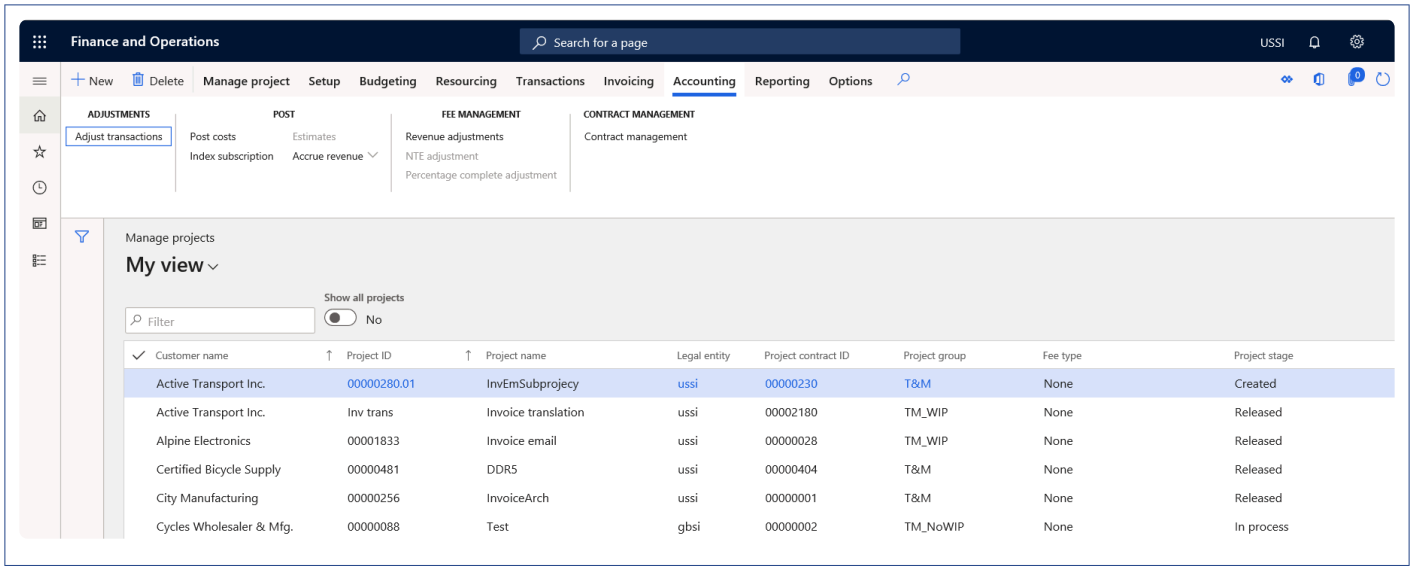
Update and post unit proposals	Existing button pulled from projects form.
Project invoice proposals	Existing button pulled from projects form
Invoice journals	Existing button pulled from projects form
On account transactions	Existing button pulled from projects form.
Customer advance	Existing button pulled from projects form
Requested retained amount	Existing button pulled from projects form.

Accounting tab

All the action pane buttons which are related to adjustment and Fee/contract management are placed on the 'Accounting' action pane tab.



Details of the button available on the Accounting tab are as follows –

Button	Description
Adjust transactions	Existing button pulled from projects form.
Post costs	Existing button pulled from projects form.
Index subscription	Existing button pulled from projects form

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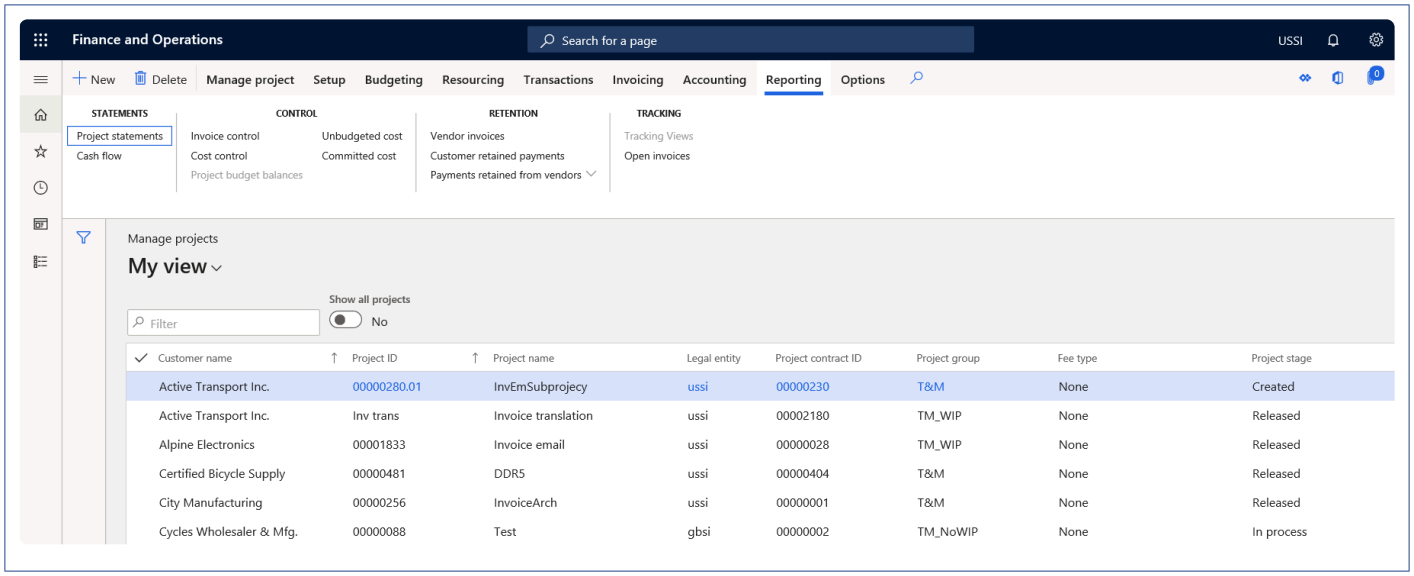
Estimates	Existing button pulled from projects form
Accrue revenue	Existing button pulled from projects form.
Revenue adjustments	Existing button pulled from projects form
NTE adjustment	Existing button pulled from projects form.
Percentage complete adjustment	Existing button pulled from projects form
Contract management	Existing button pulled from projects form.

Reporting tab

All the action pane buttons which are related to inquiries and reporting are placed on the ‘Reporting’ action pane tab.



Details of the button available on the Reporting tab are as follows –

Button	Description
Project statements	Existing button pulled from projects form.
Cash flow	Existing button pulled from projects form.
Invoice control	Existing button pulled from projects form
Cost control	Existing button pulled from projects form

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Project budget balances	Existing button pulled from projects form.
Unbudgeted cost	Existing button pulled from projects form
Committed cost	Existing button pulled from projects form.
Vendor invoices	Existing button pulled from projects form
Customer retained payments	Existing button pulled from projects form.
Payments retained from vendors	Existing button pulled from projects form
Tracking views	Existing button pulled from projects form.
Open invoices	Existing button pulled from projects form

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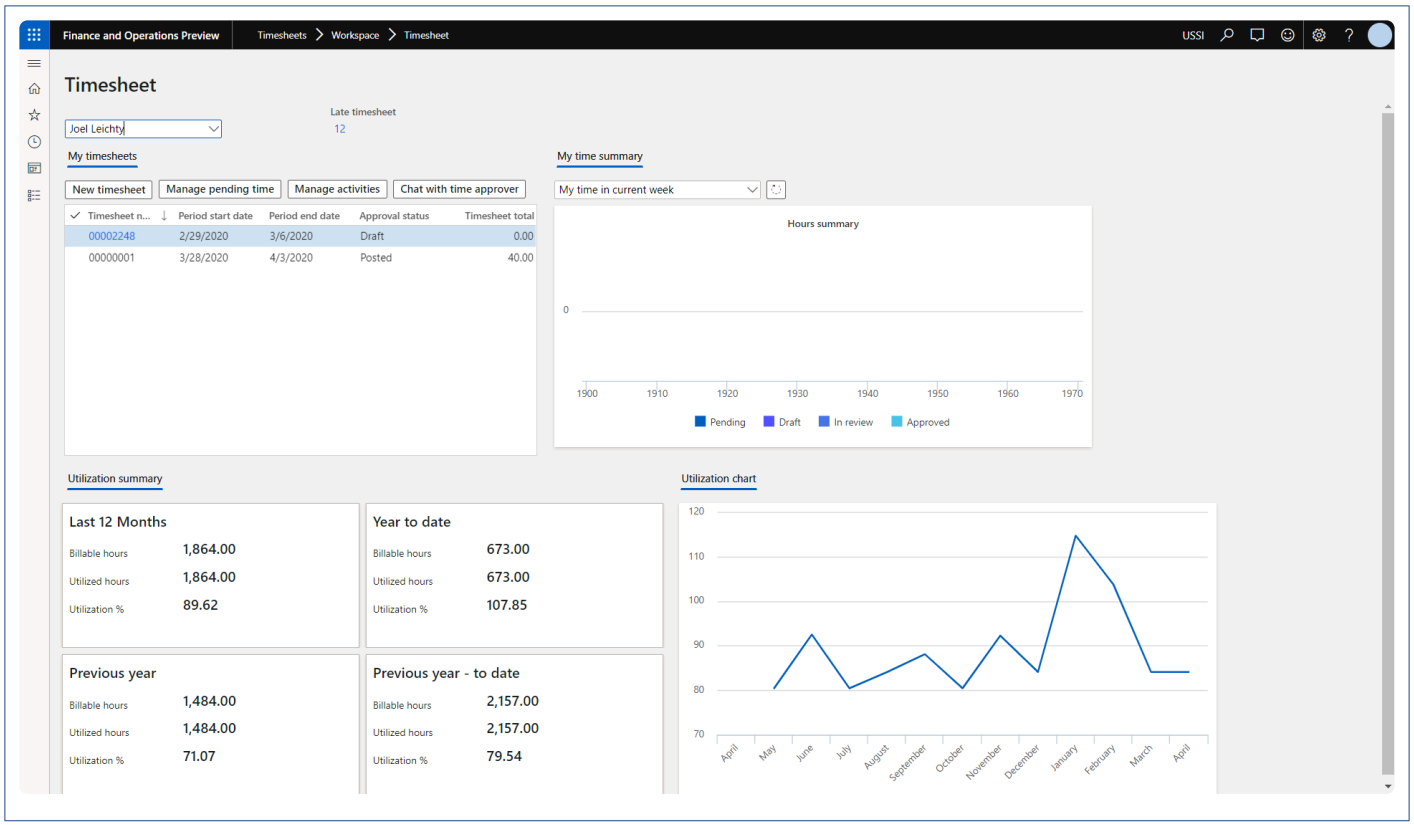
Timesheet

Intent of this Workspace

This workspace is intended for the project timesheets users. This task based workspace allows users to quickly navigate to manage pending time, timesheet and forms where timesheet related information can be configure or viewed. Also, there are few metrics on this workspace which helps us to analyze our own utilization data. The delegate functionality has been enabled on this form to quickly view and take actions for the people you are delegated to.



1. My timesheets

This section lists out all the recent timesheets for the logged in resource or the selected resource. These timesheets will be arranged in descending order by date. There are navigation buttons on top of the grid to enable quick navigation to the relevant forms. Details of some of the navigation options provided are as follows –

Buttons	Description
New Timesheet	Allows to quickly create timesheet by directly opening the new timesheet slide out form.

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Manage pending time	Allows to quickly open the manage pending time form, this button will not be visible for the delegated resource.
Manage activities	Allows to quickly open my project activities form, this button will not be visible for the delegated resource.
Chat with time approver	Allows to chat with the time approver for the selected line.

2. My time summary

This section shows the time entered by the logged-in or selected resource in various statuses. This visual picks the time from manage pending time and timesheets form. There are 2 options available on the drop-down on top of visual and can be selected to see the time entered for current or previous weeks. Also if you navigated to another form and coming back on this form, refresh button can be used to quickly refresh the visual.

The legends at the bottom of the visual can clicked to turn them on or off, hence these legends can be utilized as filters to see data in different statuses.

3. Utilization summary

This is a configurable visual showing the utilization data in four different boxes. Each box can be configured to show up on this form. Users need to setup the date interval codes on the timesheet parameters form in order to calculate and display data on this form. The number of boxes display here depends on how many is configured on the parameter as shown in the below visual.

3. Utilization chart

This visual shows the utilization data in a line graph for the logged-in or the selected resource. By default, the utilization data for last 12 months is shown here. A checkbox to turn off this visual is provided in the parameter as shown in the below visual.

The parameters for section 3 and 4 can be configured on the following location

Go to Timesheets > Setup > Timesheet parameters

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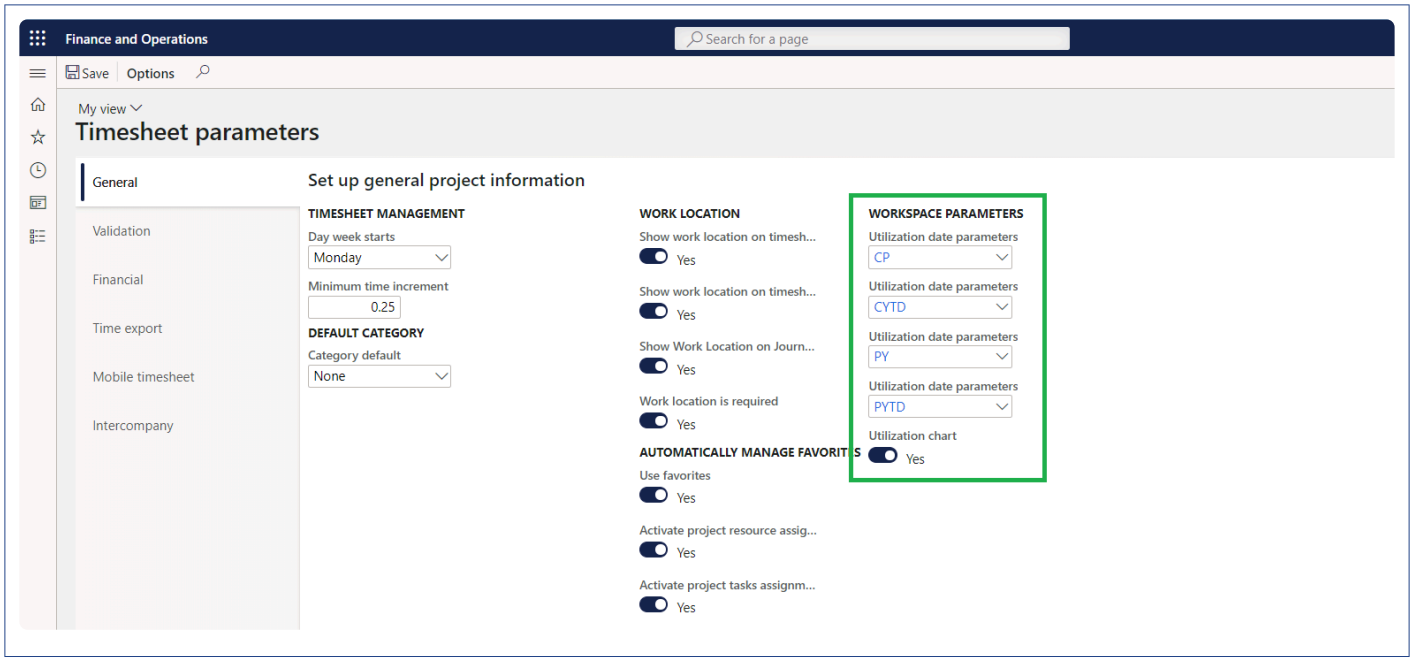

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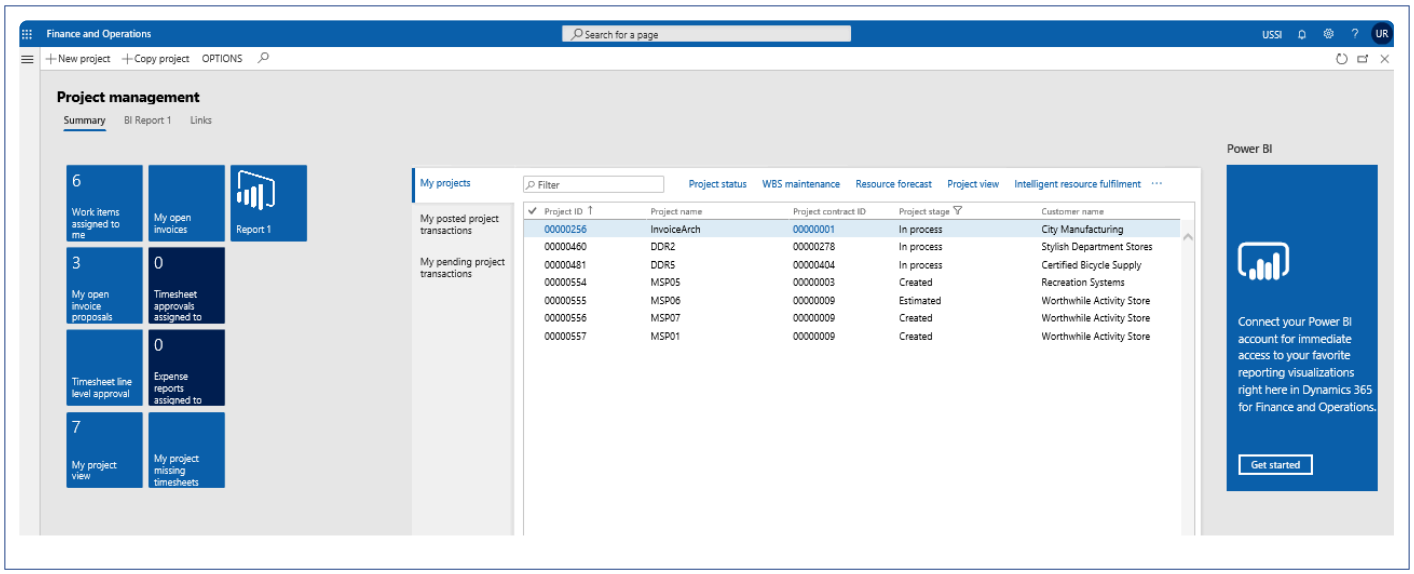
Project Management

Intent of this Workspace

This workspace is intended for the Project manager or project accountant roles, where the user will be able to review and act upon the items that they are expected to do in Microsoft Dynamics 365 finance and operations.

The PM can create a project, copy projects and review all the transactions that are posted and pending to be posted on the project. Users having the role of Service industry super user, Service industry view role, Project accountant and Project manager can access this workspace.



1. Tiles Section

Tiles	Description
Work items assigned to me	All kinds of documents waiting for the logged in user's approval are listed on this tile. The documents include timesheets, expense reports, invoice proposals, etc.
My open invoice proposals	All the invoice proposals created by the logged in user and are in unposted state are listed on this tile.
Timesheet line level approval	All the timesheets configured for line level approval and logged user defined as approver are listed on this tile.
My project view	Shows the details of each project where the logged in user is assigned as project manager. Details shown here are in terms of the project summary and project hours

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My open invoices	All the invoices created and posted by the logged in user are listed on this tile. Payments for these invoices are still outstanding. This tile is updated once the Invoice aging snapshot process is run.
Timesheet approvals assigned to me	All the timesheets assigned or delegated to the logged in user for approval are lisetd on this tile.
Expense reports assigned to me	All the expense reports assigned or delegated to the logged in user for approval are lisetd on this tile.
My project missing timesheets	All the timesheets missing i.e. not submitted by the resources assigned in the projects where the logged in user is defined as Project manager are listed on this tile.

2. List Page Section

List page	Description
My projects	List shows all the projects where the logged in user is assigned as the project manager.
My posted project transactions	All the posted transactions for the projects where logged in user is designated as project manager are listed on this tile. Posted transactions include fee, hour, expense, on-account and item types.
My pending project transactions	All the unposted transactions for the all the projects where logged in user is designated as project manager are listed on this tile. Posted transactions include fee, hour, expense, on-account and item types.

3. Power BI Section

Dynamics 365 for Finance and Operations offers the ability to pin Power BI visuals into workspaces, an important functionality that seamlessly integrates two important business management systems in one platform. The workspace is the place where the user interacts with Dynamics 365 system for operations tasks. In order to more efficiently carry out the task, pinning Power BI visuals provides instant insight without having to toggle between systems.

This sections shows all the Power BI visuals pinned by the users to this workspace.

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4. Links & Help Section

Links & Help	Description
All customers	Opens up the all customers list page.
All contracts	Opens up the project contracts list page.
All projects	Opens up the all projects list page.
Pending project transactions	Opens up the pending projects transcation list page, where all the pending transactions are displayed.
Posted project transactions	Opens up the posted projects transcation list page, where all the posted transactions are displayed.
Hour	Opens up the hour transactions list page, showing all the hour transactions posted as well unposted.
Expense	Opens up the expense transactions list page, showing all the expense transactions posted as well unposted.
Item	Opens up the item transactions list page, showing all the item transactions posted as well unposted.
Fee	Opens up the fee transactions list page, showing all the fee transactions posted as well unposted.
On-account	Opens up the on-account transactions list page, showing all the on-account transactions posted as well unposted.

5. List of Buttons

The below mentioned buttons are available on the selection of My projects list page on the workspace.

Button	Description
New projects	Use this button to create new projects from the workspace. Clicking on this button will open up the new project creation form. When the UI control parameter is set to True on projects360 integration parameters, then new projects button will redirect to PSA

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	environment to create new project.
Copy projects	Use this button to copy existing projects to create new projects from the workspace. Clicking on this button will open up the copy project wizard form.
Project status	Use this button to switch from project management workspace to project status workspace seamlessly. The Project status workspace opens with details of the project selected on the project management workspace.
WBS maintenance	Opens up the WBS maintenance form for the project selected in the My projects list page.
Resource forecast	Opens up the resource forecast form for the project selected in the My projects list page.
Project view	Opens up the project view form for the project selected in the My projects list page.
Intelligent resource fulfilment	Opens up the Intelligent resource fulfilment form for the project selected in the My projects list page.
Resource view	Opens up the resource view form for the project selected in the My projects list page.
Activity maintenance	Opens up the Activity maintenance form for the project selected in the My projects list page.

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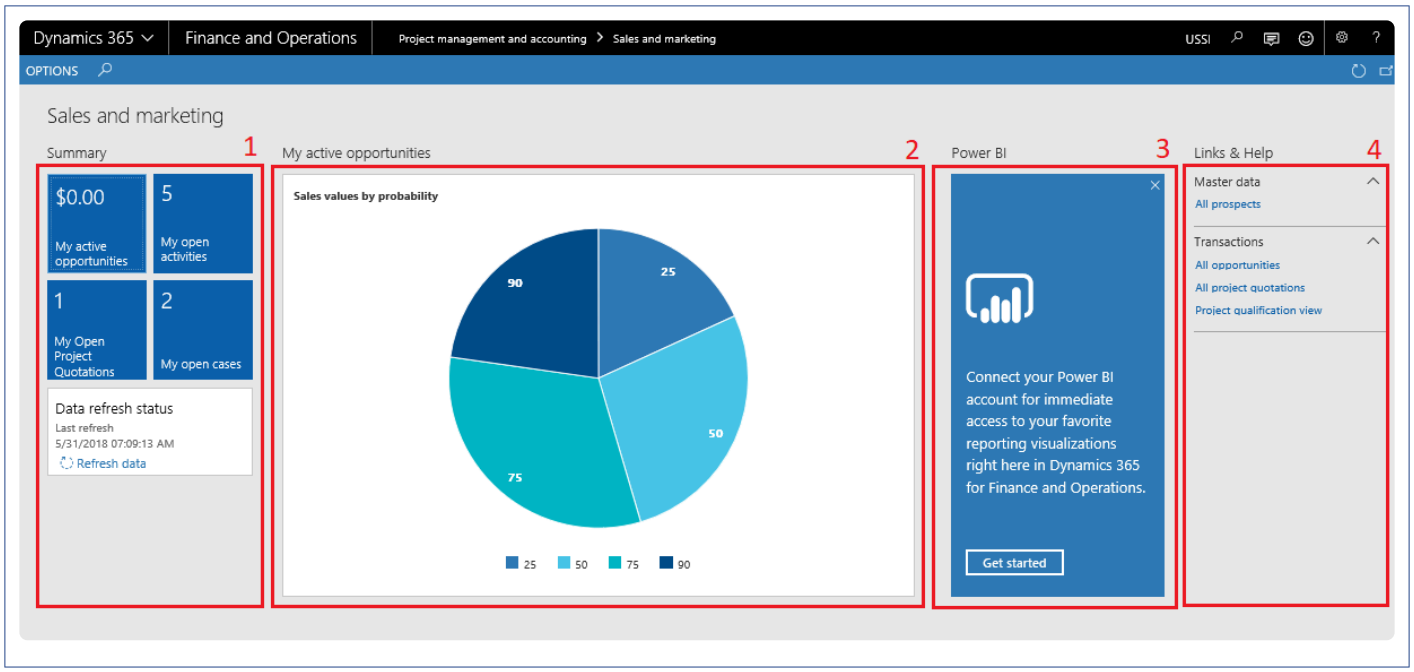
Sales and Marketing

Intent of this Workspace

This workspace is intended for the Sales manager and Service industry roles, that would be using the Sales and marketing module in [Microsoft Dynamics 365 for Finance and Operations](#).

The information on opportunities and project quotations will be available in this workspace. Project qualification data of a project also would be available on this workspace.



1. Tiles Section

Tiles	Description
My active opportunities	This tile lists all the active opportunities where the logged user is defined as the owner.
My open project quotations	This tile lists all the active project quotations where the logged user is defined as the responsible sales person.
My open activites	This tile lists all the open activities where the logged user is defined as the responsible party.
My open cases	This tile lists all the open cases where the logged user is defined as the responsible

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	employee.
Data refresh status	This tile shows when the last time data on this workspace was refreshed and allows the users to refresh data.

2. Graph Section

The middle section on this workspace shows a graph for the ‘My active opportunties’. This graph represents the information of each active opportunity in a pie format where the logged in user is assigned as the owner. Hovering on the pie share shows probability and estimated revenue information of the the selected pie. On this pie chart, data is grouped based on the probability information entered against each opportunity.

3. Power BI Section

Dynamics 365 for Finance and Operations offers the ability to pin Power BI visuals into workspaces, an important functionality that seamlessly integrates two important business management systems in one platform. The workspace is the place where the user interacts with Microsoft Dynamics 365 for Finance and Operations system for operations tasks. In order to more efficiently carry out the task, pinning Power BI visuals provides instant insight without having to toggle between systems.

This sections shows all the Power BI visuals pinned by the users to this workspace.

4. Links & Help Section:

Links & Help	Description
All prospects	Opens up the All prospects list page.
All oppurtunities	Opens up the All oppurtunities list page.
All project quotations	Opens up the Project quotations list page.
Project qualification view	Opens the project qualification view page. To know about the project qualification, please refer the Quotation enhancements in this manual

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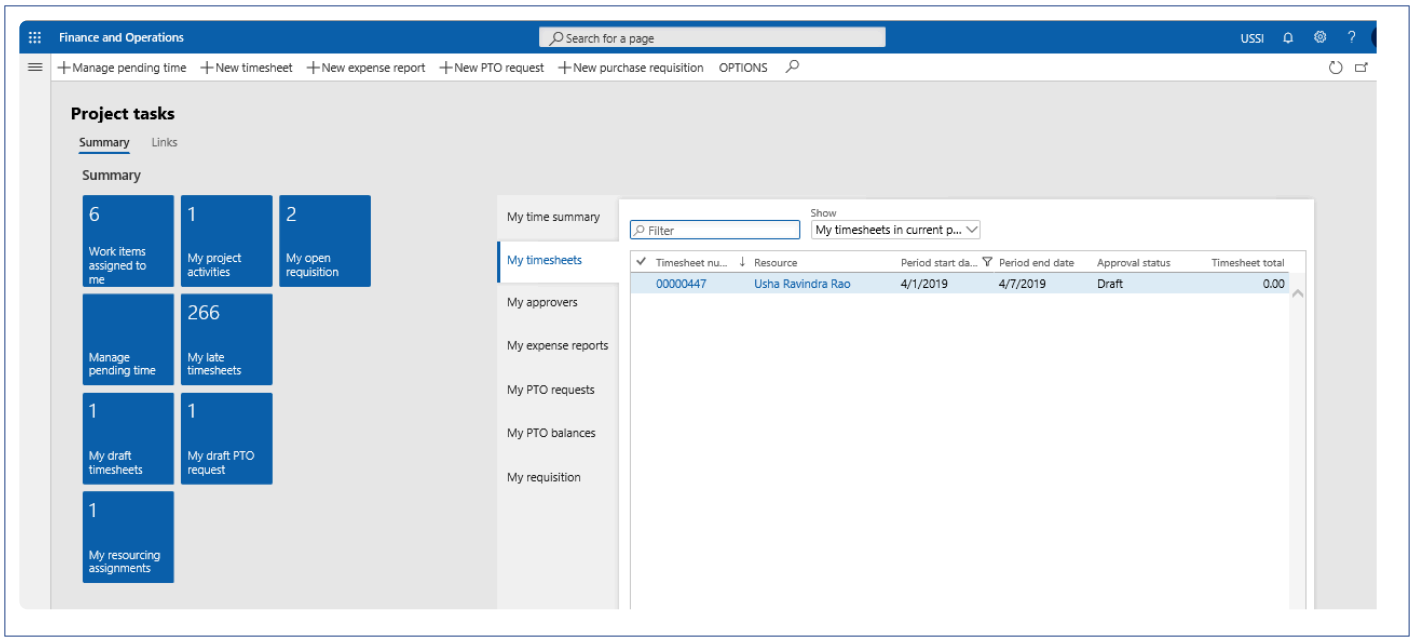
Project Tasks

Intent of this Workspace

The intention of this workspace is to assemble most commonly used projects related tasks and information in one place. Any user associated with an employee, project timesheet user, Service industry super user or Service industry view role will have access to this workspace.

Manage pending time, new timesheet, new expense report, new PTO request and new purchase requisition can be directly created from this workspace using the action buttons provided at the top the workspace.



1. Tiles Section

Tiles	Description
Work items assigned to me	All kinds of documents waiting for the logged in user's approval are listed on this tile. The documents could be a timesheets, expense reports, invoice proposals etc.
My late timesheets	For the all the periods where timesheets for the logged in user is not available are listed in this tile.
My draft PTO requests	All the PTO requests which are in draft status sumbitted by the logged user are displayed under this tile.
My open	All the requisitions created\submitted by the logged in user and are in the draft status are

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requisition	displayed under this tile.
My project activites	This tile lists all the project activities where the logged user is defined as the responsible.
My draft timesheets	All the timesheets created by the logged user and are in draft status are displayed under this tile.
My resourcing assignments	Shows the resource summary and the projects against which the logged in user is booked.
Manage pending time	Shows the resource pending time details of the logged in user.

2. List Page Section

List page	Description
My time summary	Shows graphical representation of the Pending, Draft, In review and Approved timesheets for the current and pervious week based selected option.
My timesheets	List shows all the timesheets with different statuses created by the logged in user. By default the selection is for the current period timsheet. User can change the dropdown to see timesheets for different periods and projects.
My approvers	List shows the approver assigned to the logged in user for different document types mainly timesheet, expense and requisition approvers.
My expense reports	List shows all the expense reports submitted by the logged in user.
My PTO requests	List shows all the PTO requests submitted by the logged in user.
My PTO balances	List shows the PTO balances for the logged in user as on a particular date mentioned as last column on the grid.
My requisition	List shows all the requisition submitted by the logged in user.

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3. Links & Help Section

Links & Help	Description
My timesheets	Opens up the my timesheet list page showing all the timesheets with different statuses created by the logged in user. By default the selection is for the current period timsheet. User can change the dropdown to see timesheets for different periods and projects.
Delegates	Opens up the My delegates page where delagated tasks for the logged in user can be seen.
Favorites	Opens up the My favorites page where all the favorites added by the logged in user can be seen.
Approval out of office delegation	Opens up the user options page where the logged in user can setup the delegation information.

4. List of Buttons

The below mentioned buttons are available on the selection of My project tasks list page on the workspace.

Button	Description
Manage pending time	Use this button to create new pending time from the workspace. Clicking on this button will open up the manage pending time creation form.
New timesheet	Use this button to create new timesheets from the workspace. Clicking on this button will open up the new timesheet creation form.
New expense report	Use this button to create new expense reports from the workspace. Clicking on this button will open up the new expense report creation form.
New PTO request	Use this button to create new PTO request from the workspace. Clicking on this button will open up the Personal timeoff creation form.
New purchase requisition	Use this button to create new purchase requisition from the workspace. Clicking on this button will open up the Create purchase requisition form.

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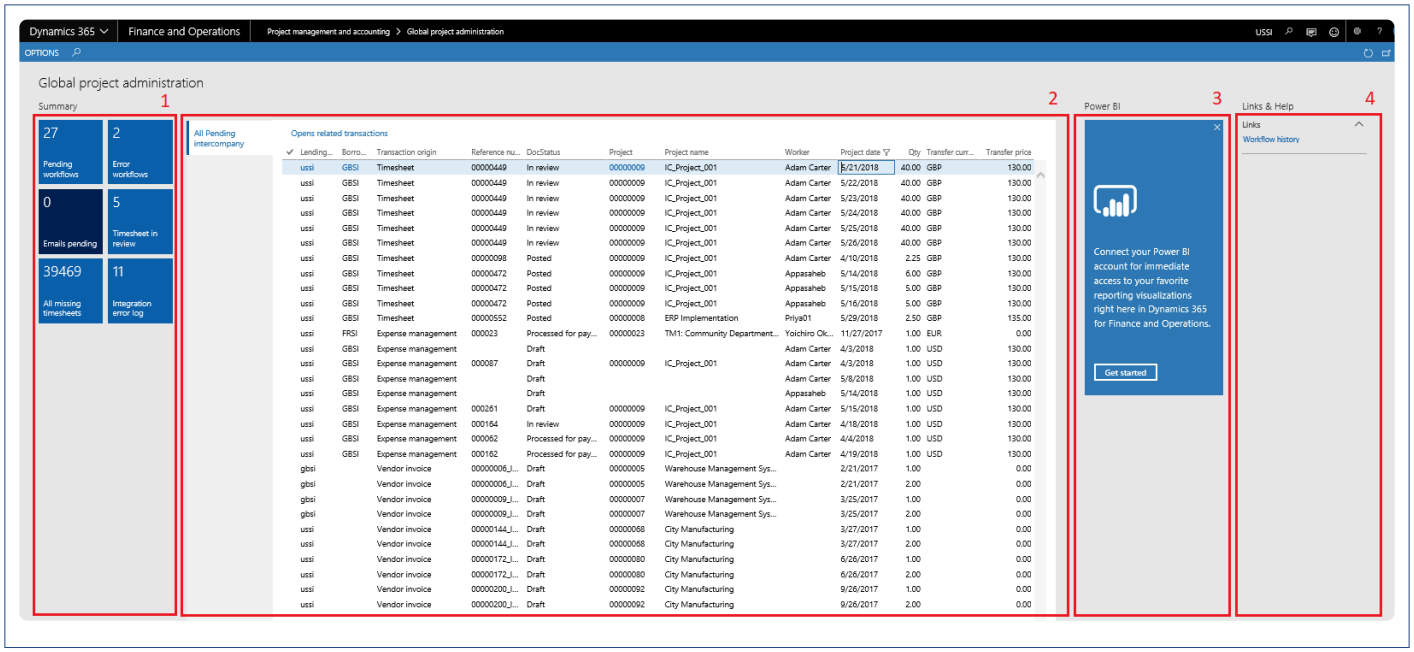
Global Project Administration

Intent of this Workspace

This workspace is created with an intention to review the inter-company transactions. The global project administrator, service industry super user and service industry view roles are associated with this workspace. The users assigned with these roles will be able to view inter-company invoices information available on this workspace and also inter-company projects related transactions are available to the user across legal entities, even if the transactions are in draft status.

The information that is made available on this workspace is workflows pending, timesheets in review and timesheets pending etc. Even the projects360 Integration log is available on this workspace to view the integration status.



1. Tiles Section

Tiles	Description
Pending workflows	All the pending workflow documents are displayed under this tile. This tile considers all the document types for which workflow is defined.
Emails pending	All the emails under the waiting and failed statuses are listed under this tile. Again this shows all the document types for which emails could be configured and sent.
All missing	All the timesheets missing i.e. not submitted by the resources in the application are

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timesheets	displayed under this tile.
Error workflows	This tile opens up the list page which shows all the workflows which are stopped due to some error.
Timesheet in review	This tile opens up the list page which shows all the timesheets which are in submitted and in-review state.
Integration error log	This tile opens up the list page which shows errors in Project Service Automation application (PSA) data integration to Microsoft Dynamics 365 finance and operations.

2. List Page Section

List page	Description
All pending intercompany	This list displays all the intercompany transactions. These transactions could be from timesheet, expense management and vendor invoice document types.

3. Power BI Section

Dynamics 365 for Finance and Operations offers the ability to pin Power BI visuals into workspaces, an important functionality that seamlessly integrates two important business management systems in one platform. The workspace is the place where the user interacts with Dynamics 365 system for operations tasks. In order to more efficiently carry out the task, pinning Power BI visuals provides instant insight without having to toggle between systems.

This sections shows all the Power BI visuals pinned by the users to this workspace.

4. Links & Help Section

Links & Help	Description
Error workflows	This tile opens up the list page which shows all the workflows which are stopped due to some error.

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5. List of Buttons

The below mentioned buttons are available on the selection of All pending inter-company list page on the workspace.

Button	Description
Open related transactions	Opens up the details of the selected record under the All pending inter-compnay list page.

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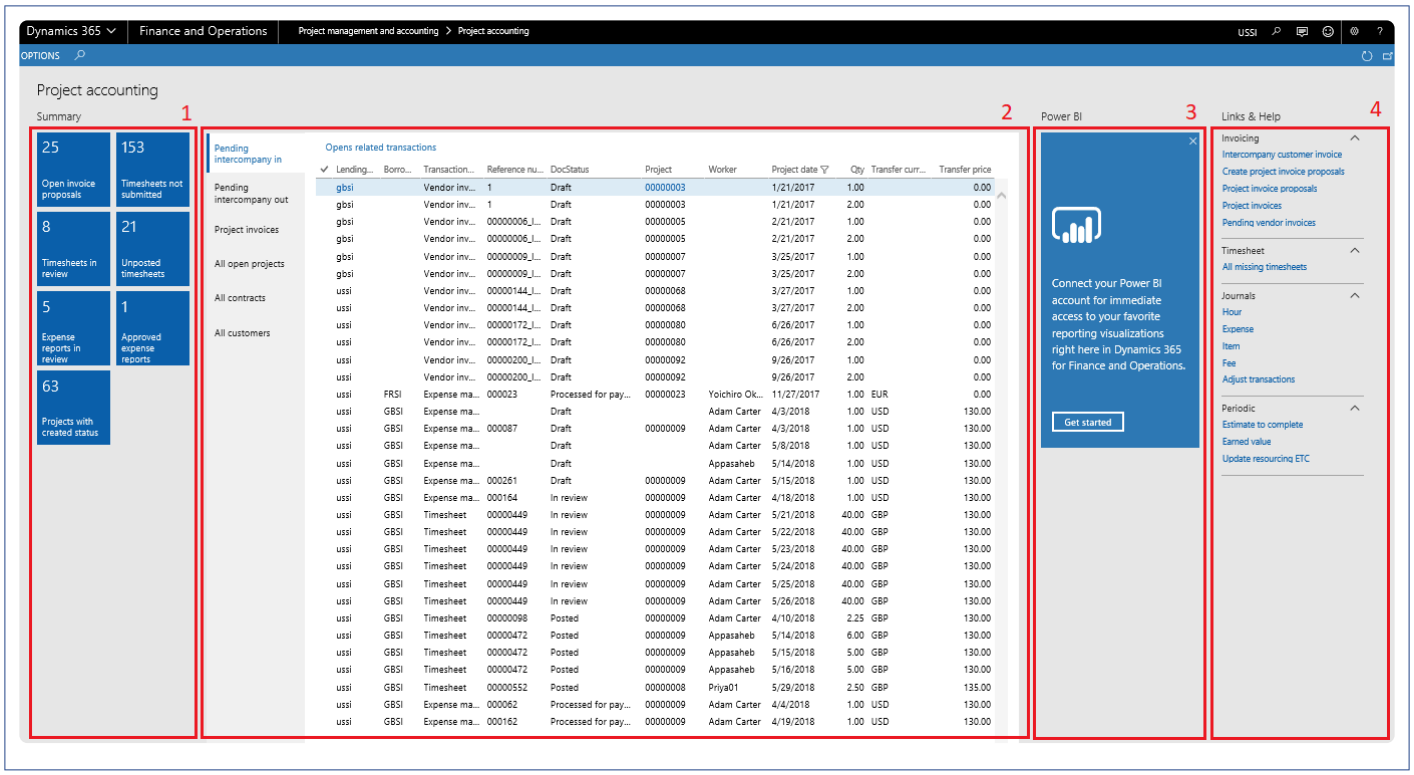
Project Accounting

Intent of this Workspace

The information provided on this workspace is mainly around project accounting. Project invoices which are open, timesheets not posted and expenses that are still in review or just approved are some of the information made available on this workspace. The project accountant can also access the intercompany invoices too.

Users having the role of Service industry super user, Service industry view role and Project accountant roles can access this workspace.



1. Tiles Section

Tiles	Description
Open invoice proposals	This tile displays all the invoices proposals which are in status other than the cancelled and invoiced.
Timesheets in review	This tile displays all the timesheets which are in-review status.
Expense reports	This tile displays all the expense reports which are in-review status.

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in review	
Projects with created status	This tile displays all the projects which are created status.
Timesheets not submitted	This tile displays all the timesheets which are either in the not created or draft status.
Unposted timesheets	This tile displays all the timesheets which are approved status but not yet posted.
Approved expense reports	This tile displays all the expense reports which are approved status.

2. List Page Section

List Page	Description
Pending inter-company in	This list displays all the incoming intercompany transactions i.e. borrowing company is the logged in company. These transactions could be from timesheet, expense management and vendor invoice document types.
Pending inter-company out	This list displays all the out going intercompany transactions i.e. lending company is the logged in company. These transactions could be from timesheet, expense management and vendor invoice document types.
Project invoices	This list displays all the project invoices in various statuses.
All open projects	This list displays all the projects in open status i.e. projects which are not in finished\closed state.
All contracts	This list displays all the contracts created in the application for the logged in legal entity.
All customers	This list displays all the customers created in the application.

3. Power BI Section

Microsoft Dynamics 365 for Finance and Operations offers the ability to pin Power BI visuals into workspaces, an important functionality that seamlessly integrates two important business management systems in one platform. The workspace is the place where the user interacts with Dynamics 365 system for operations tasks.

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In order to more efficiently carry out the task, pinning Power BI visuals provides instant insight without having to toggle between systems.

This sections shows all the Power BI visuals pinned by the users to this workspace.

4. Links & Help Section

Links & Help	Description
Inter-company customer invoice	Opens up the inter-company customer invoices form for the user to see all the inter-company customer invoices created.
Create project invoice proposals	Opens up the create invoice proposal form for the user to create the invoice proposal for a single or multiple projects together.
Project invoice proposal	Opens up the project invoice proposals form for the user to see all the invoice proposals created in the application and status they are currently in.
Project invoices	Opens up the project invoice form for the user to see all the project invoices created in the application and other details around these invoices.
Pending vendor invoices	Opens up the pending vendor invoices list page to view and take action on vendor invoices that have not yet been posted.
All missing timesheets	Opens up the All missing timesheets. This list page shows all the timesheets that have not been submitted by the resources in the application are displayed on this tile.
Hour journals	Opens up the hour journals list page, showing all the hour journals posted as well unposted. By default the form will display the unposted journals, user can change the filter on the form to see posted journals.
Expense journals	Opens up the expense journals list page, showing all the expense journals posted as well unposted. By default the form will display the unposted journals, user can change the filter on the form to see posted journals.
Item journals	Opens up the item journals list page, showing all the item journals posted as well unposted. By default the form will display the unposted journals, user can change the filter on the form to see posted journals.
Fee journals	Opens up the fee journals list page, showing all the fee journals posted as well unposted. By

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	default the form will display the unposted journals, user can change the filter on the form to see posted journals.
Adjust transactions	Opens up the adjustments form for user to create adjustment transactions. User can use filters to create adjustments for a specific project.
Estimate to complete	Opens up the estimate to complete process form to allow the user to run the process from this workspace.
Earned value	Opens up the earned value process form to allow the user to run the process from this workspace.
Update resourcing ETC	Opens up the update resourcing ETC process form to allow the user to run the process from this workspace.

5. List of Buttons

The below mentioned buttons are available on the selection of Pending inter-company in list page on the workspace.

Button	Description
Open related transactions	Opens up the details of the selected record under the All pending inter-company list page.

The below mentioned buttons are available on the selection of Pending inter-company list page on the workspace.

Button	Description
Open related transactions	Opens up the details of the selected record under the All pending inter-compnay list page.

The below mentioned buttons are available on the selection of All open projects list page on the workspace.

Button	Description
Open in PSA	If the selected project in the list is integrated from PSA, then this button provides you the ability to navigate to that record in the PSA environment.

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Project budget	This button opens up the project budget form to see and set up the project budget for the selected record on the list page.
Create invoice proposal	Opens up the create invoice proposal form to create the invoice proposals. User has to select project and project contract to create an invoice proposal.
Adjust transactions	Opens up the adjustments form for user to create adjustment transactions. User can use filters to create adjustments for a specific project.

The below mentioned buttons are available on the selection of All contracts list page on the workspace.

Button	Description
Open in PSA	If the selected contract in the list is integrated from PSA, then this button provides you the ability to navigate to that record in the PSA environment.
Create invoice proposal	Opens up the create invoice proposal form to create the invoice proposals. User has to select project and project contract to create an invoice proposal.
Adjust transactions	Opens up the adjustments form for user to create adjustment transactions. User can use filters to create adjustments for a specific project.

The below mentioned buttons are available on the selection of All customers list page on the workspace.

Button	Description
Quotations	Opens up the All quotations form to view the quotation information associated with the selected record.
Projects	Opens up the All Projects form to view the projects information associated with the selected record.
Transactions	Opens up the customer transactions form and shows the information associated with the selected record.
Project invoice	Opens up the project invoices form and displays the project invoices against the selected record.
Statements	Opens up the project statements form and displays the project statements against the selected record.
Open in PSA	If the selected customer in the list is integrated from PSA, then this button provides you the

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	ability to navigate to that record in the PSA environment.

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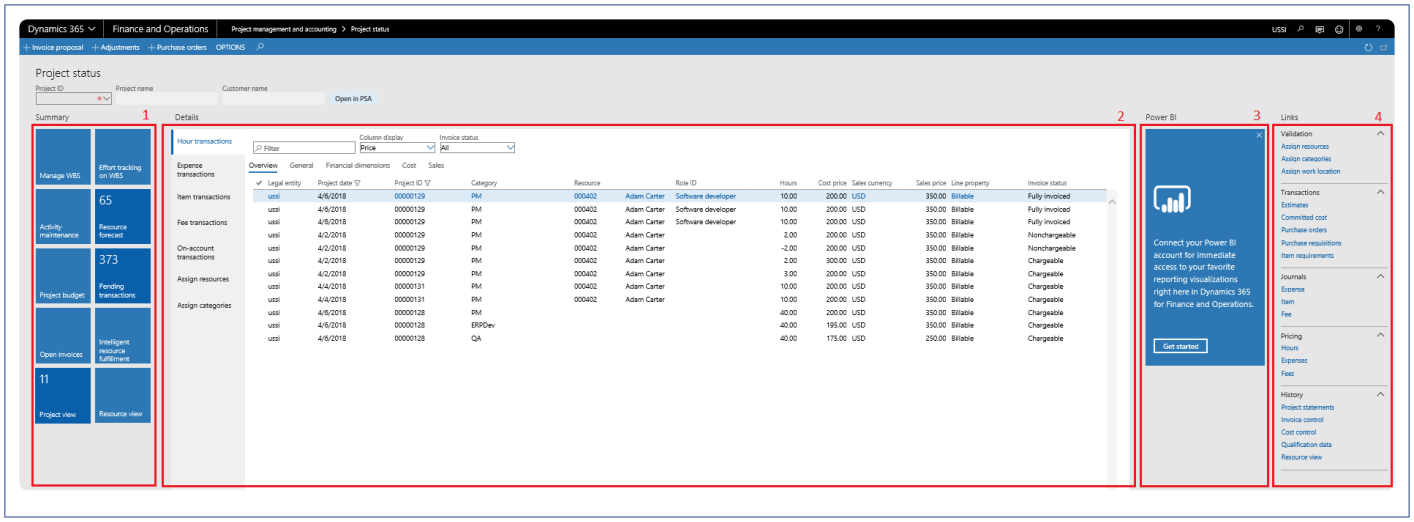
Project Status

Intent of this Workspace

This workspace is intended for the Project manager or project accountant roles, where the user will be able to review and act upon the items that are expected to be done in Microsoft Dynamics 365 for Finance and Operations. Users having the role of service industry super user, service industry view role, project accountant and project manager can access this workspace.

Using this workspace, the project accountant can create project transactions and bill the customer using invoice proposal, Project adjustment and Project purchase order and view the posted transaction for all transaction types against the project selected in drop-down list.

Project accountant can view the project details in PSA environment using “Open PSA” button if available project has been integrated from PSA application.



1. Tiles Section

Tiles	Description
Manage WBS	Using Manage WBS button user can create or edit the WBS line for selected project.
Effort tracking on WBS	Effort tracking on WBS Tiles will allow user to view project cost and effort tracking views that enable project accountant to keep on top of the progress for selected project.
Open Invoices	Open invoices displays the list of outstanding invoices list that shows the Customer details and the due date of payment.

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Intelligent resource fulfilment	Account manager can view and assign the resource onto the selected project line, after matching the skill set of the required role of the resource.
Activity maintenance	Using activity maintenance form, a project accountant can enter manually the activity code and Update financial dimensions in one shot by selecting multiple activity records. Activity records will be available as soon as the work breakdown structure is published for the very first time.
Resource forecast	Project manager/Project accountant can plan for resources who are required to complete the selected project, this tile shows the project resource plan budget.
Project view	Project view will display the current project's project view details, which is the list of planed and named resources booked on the project.
Resource View	Resource view form will display all assigned planed and named resource list for selected project, which will allow user to book soft and hard book time for the resource.
Project budget	Project budget will display the forecast budgeted project cost and revenue line which can control actual project transactions. Using project budget, an accountant can revise the budget if required.
Pending transaction	Pending transaction tiles will display all pending project transactions posted against the selected project. The user can create project transactions using journals button on pending project transaction form.

2. List Page Section

List Page	Description
Hour transactions	Hour transaction displays all the hours transactions posted for the selected project and user can to filter the transaction on all status'. This list shows the details of posted hour transactions.
Expense transactions	Expense transaction shows the list of expense transaction posted for selected project with different status. User can view all transaction details in general tab of the records.
Item transactions	Item transactions shows the list of all the item related transactions posted for selected project. User can view all transaction details in general tab of the records.

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Fee transaction	Fee transactions shows the list of all the Fee related transactions posted for selected project. Users can view all transaction details in general tab of the records.
On-account transactions	On-account transactions list shows the list of all posted Milestone and prepayment transactions list of the selected project. Users can view all transaction details in general tab of the records.
Assign resources	User can view the list of the resources which is assigned to the selected project.
Assign categories	Users can view the list of the category which is assigned to the selected project.

3. Power BI Section

Dynamics 365 for Finance and Operations offers the ability to pin Power BI visuals into workspaces, an important functionality that seamlessly integrates two important business management systems in one platform. The workspace is the place where the user interacts with Microsoft Dynamics 365 for Finance and Operations system for operations tasks. In order to more efficiently carry out the task, pinning Power BI visuals provides instant insight without having to toggle between systems.

This sections shows all the Power BI visuals pinned by the users to this workspace.

4. Links & Help Section

Links & Help	Descriptions
Assign resources	Using assigned resource link, a user can add the resource into the project and added resources will display in assigned resource list.
Assign categories	Using assigned category link, a user can add the categories into the project and added categories will display in assigned categories list.
Assign work location	Using this button, a user can assign a work location to a project to default into the project timesheet records.
Estimates	Using estimates button, users can view existing estimate and create new estimates for selected project.
Committed cost	Committed cost shows the list of committed cost lines on the selected project.

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Purchase orders	Using this button, a user can view all existing purchase orders and create new purchase orders.
Purchase requisitions	Using this button, a user can view all existing purchase requisitions and create new purchase requisitions.
Item requirements	Using this button, a user can view all existing item requirements and create new Item requirements.
Expense	Using the expense button, a user can create expense journals for the selected project.
Item	Using the item button, a user can create item journals for the selected project.
Fee	Using the fee button, a user can create fee journals for the selected project.
Hours	Using the hour button, a user can view the sales price for the selected project and can create new sales price if required.
Expenses	Using the expense button user can view the sales price for the selected project and can create new sales price if required.
Fees	Using the fee button, a user can view the sales price for the selected project and can create new sales prices if required.
Project statements	Using the project statement button, a user can have view the progress of the project.
Invoice Control	Using the cost control form, a user can calculate and view posted transactions. A posted transaction provides an overview of the amounts that have been invoiced and the amounts that remain to be invoiced.
Cost Control	Using this option, a user can control the cost that the organization incurs during project life cycle.
Qualification data	Users can view the qualification data which is associated with the Selected project.
Resource view	Using the resource view form, a user can view all the resources which are associated with the project and display the list of projects that the resource is booked on.

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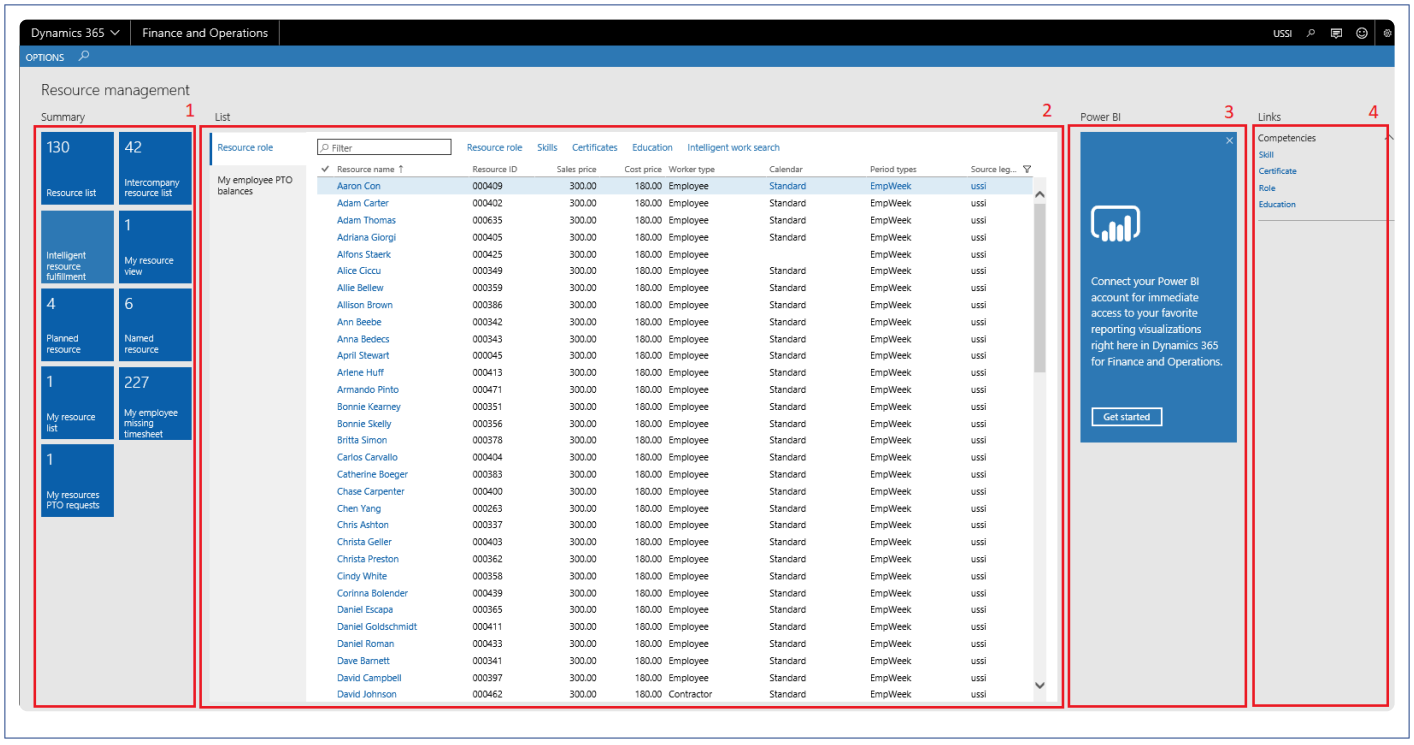
Resource Management

Intent of this Workspace

This workspace is intended for the resource manager roles, where the user will be able to review and act upon the items that are expected to be done in Microsoft Dynamics 365 for Finance and Operations.

The resource management workspaces allow the resource managers to view all the inter-company and non-Inter-company planned resource and named resource line. and based on resource competencies, find a matching resource and map with project competencies to schedule them into the project resource plan budget.

Users having the role of service industry super user, service industry view and resource manager role can access this workspace.



1. Tiles Section

Tiles	Description
Resource list	Resource list displays a count of all the resources in the current legal entity, Resource manager can define a role and required competencies for a resource, so that it's easy to match resources.

Intercompany resource list	Intercompany resource list displays a count of all the resources other than current legal entity, Resource manager can define a role and required competencies for a resource.
My resource list	My resource list displays the list of the records of resources for whom the logged in user is the approver. Resource managers can define a role and required competencies for the resources using this tile.
My employee missing timesheet	My employee missing timesheet displays the list of All missing timesheets and displays the records of employee's timesheets for whom the logged in user is the timesheet approver.
Intelligent resource fulfilment	Resource manager can view and assign the resource onto the selected project line, after matching the skill set of the required role of the resource.
My resource view	My resource view displays the list of the planned as well as named resources booking for whom the logged in user is the approver. Resource manager will be able to view and book them in this form
My resource PTO request	Resource manager can have access and view the Personal time off request for resource to whom the logged in user is the timesheet approver.
Planned resource	Planned resource displays the list of planned resource line which is assigned to project but there is no resource are assigned to the resource forecast line.
Named resource	Name resource form displays the booking of resources across projects. Resource managers will be able to view all the resources and the work assigned to them in this form.

2. List Page Section

List Page	Description
Resource role	Resource role list page displays all the resources and It also has the sales price, cost price, worker type, calendar, period types, and source legal entity. Logged in user can open the resource list form clicking on hyper link of resource name field and define a role required competencies for the selected resource.
My employee PTO balance	List shows the PTO balances for the resources for whom the logged in user is defined as the approver. PTO balances displayed are as of a particular date mentioned as last column on

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	the grid.

3. Power BI Section

Dynamics 365 for Finance and Operations offers the ability to pin Power BI visuals into workspaces, an important functionality that seamlessly integrates two important business management systems in one platform. The workspace is the place where the user interacts with Microsoft Dynamics 365 for Finance and Operations system for operations tasks. In order to more efficiently carry out the task, pinning Power BI visuals provides instant insight without having to toggle between systems.

This sections shows all the Power BI visuals pinned by the users to this workspace.

4. Links & Help Section

Links & Help	Description
Skill	Opens the page of skills and display all skills list.
Certificate	Opens the page of certificate types and displays all certificate list.
Role	Opens the resource role page and display all resource list.
Education	Opens the education disciplines page and displays the all education list.

5. List of Buttons

These buttons are available on the selection of Resource role list page on the workspace and not on My employee PTO balances.

Button	Description
Resource role	Use this button to define the roles that you want resources to fill in projects for your legal entity. Resource roles are descriptions of the primary types of tasks that a resource can perform during the project.
Skill	Using this form, resource managers can assign the skill set to the resource.
Certificate	Using this form, resource managers can assign the certificate detail to the resource as

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	required.
Education	Using this form, resource managers can assign and update education details of the resource.
Intelligent work search	The Intelligent work search form can be used for looking up work for the selected resource, resource manager can check required competencies match with the resource and assign the project to the respective resource.

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Project Management

All the features relating to projects360 project management have been grouped together in this section. The projects360 features that are grouped together in this section are:

- **Manage subprojects**

Select a feature to view more details about them.

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Manage Subprojects

This feature has been developed to create and maintain subprojects with an easier user interface. This feature allows creation of multiple sub projects in a single grid, eliminating the complex navigations while performing a similar task from standard form. All the projects created on this form are represented in hierarchical structure.

Details on the subproject including the dimensions, are defaulted from the parent projects and can be modified/edited before saving the record. There is new data entity introduced for easy excel import and maintenance for larger project structures.

A project tree totally can have up-to three levels that means a root project can have upto 2 child/sub-level projects and multiple sibling projects into it.

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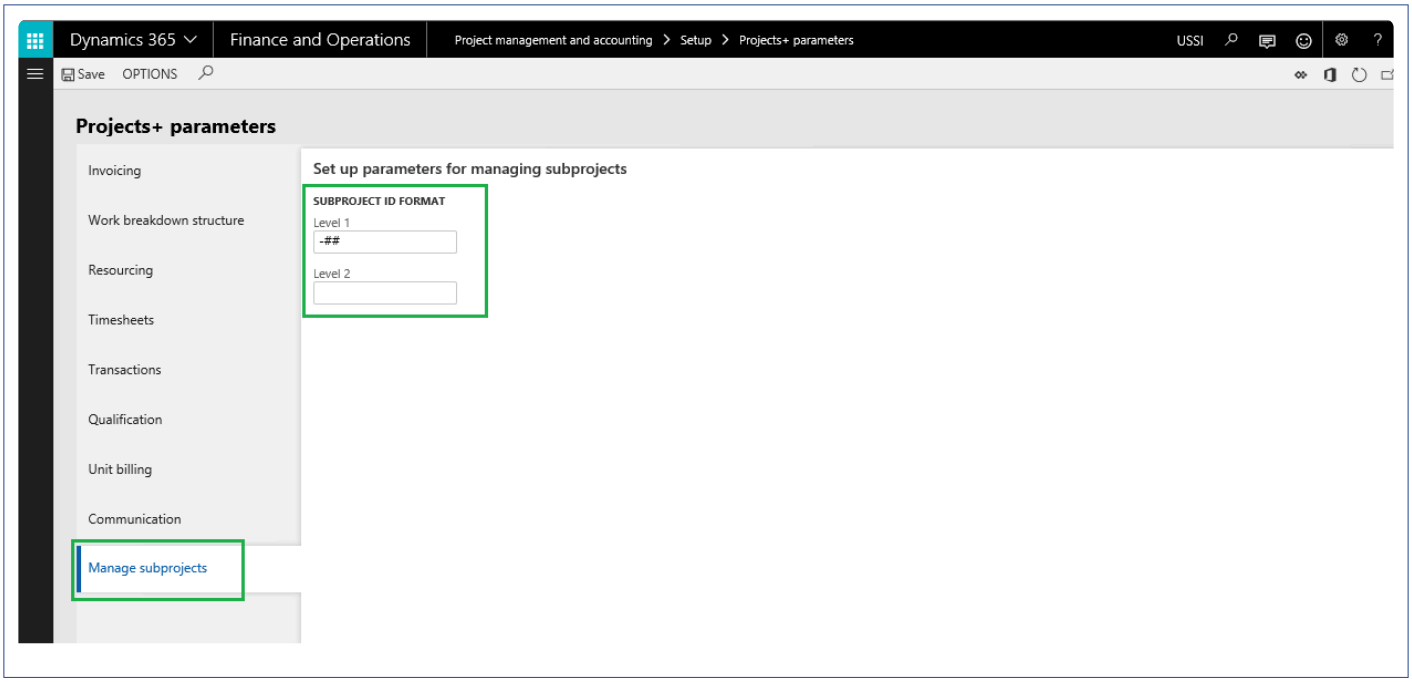
Configure Subproject

This sections details out the setups required to be configured in order to use the manage subprojects functionality.

Parameter Setup

In the projects360 parameters, under the Manage subprojects tab, ‘Level 1’ and ‘Level 2’ fields will be available to define the Subproject format.

Go to Project management and accounting > Setups > projects360 parameters > Manage subprojects tab



Fields	Description
Update references	This button is provided to update the Root project ID, Level 1 and Level 2 fields in the Proj table. We are providing this option as one time process to update all records after upgrading from previous versions. Once you are on the latest version, these fields will be automatically updated on create/update events on the projects. This process needs to be executed to show the right data on the manage subprojects data entity.
Level 1	This field represents the format of subproject at level 1. This field is same as the standard field ‘Default subproject ID format’ on the project accounting and management parameters.

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	Modifying the field on either places will reflect changes on the subsequent forms.
Level 2	This field represents the format of subproject at level 2. By default the field will be empty and user has to provide the format value. If this is left empty then the standard subproject format will be used.

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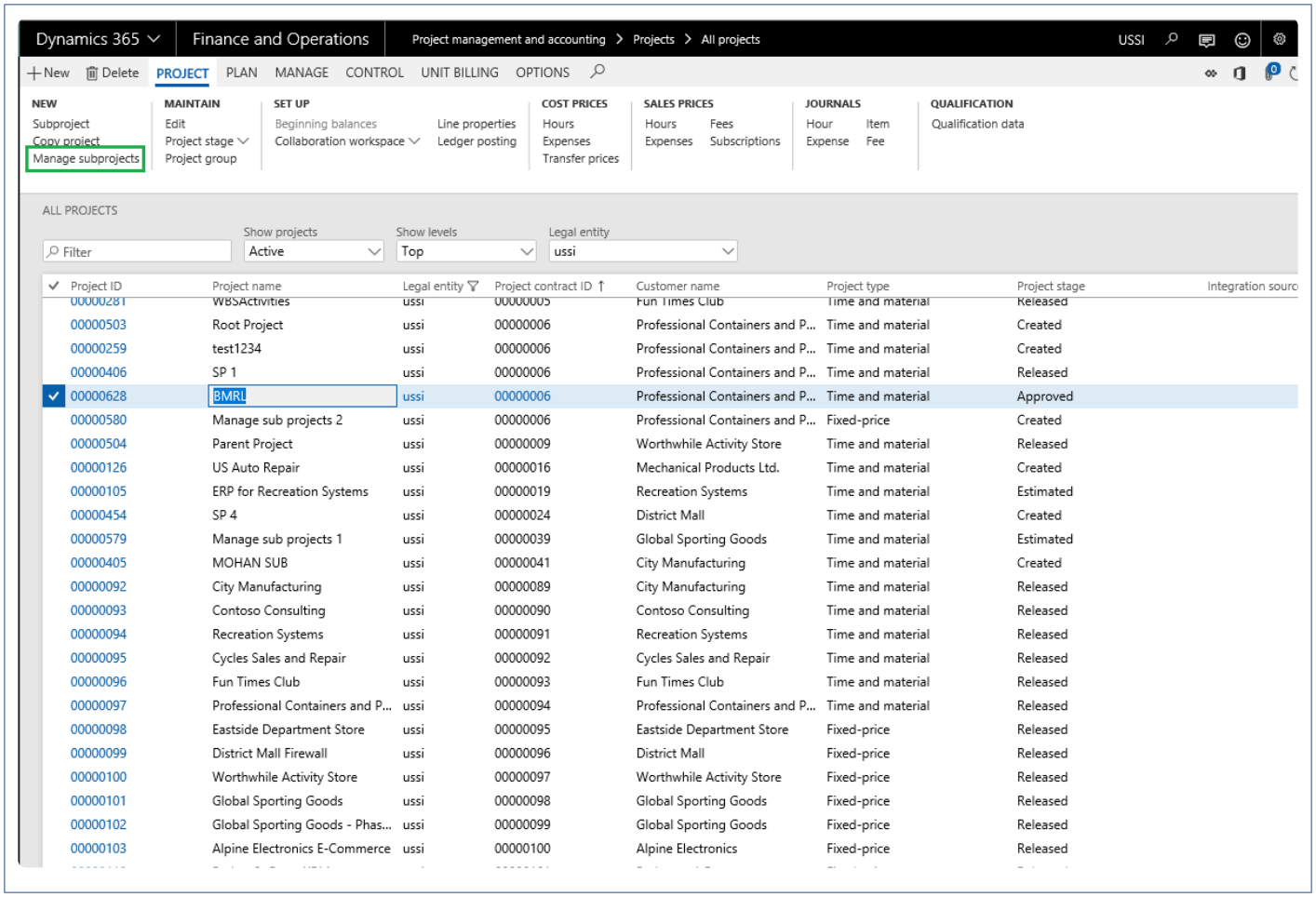
Create Subprojects

> *This sections details out the how the subprojects can be created and managed using the Manage subprojects form.*

New form has been introduced in the projects360 module for users to create and maintain subprojects from a single place. As and when users create the subprojects, values from the parent project is defaulted on to the child projects. All the defaulted values can be changed as desired by the users until the data is saved at least once. Once data is saved, only selected fields can be modified.

Go to Project management and accounting > All projects > New tab > Manage subprojects
Go to Manage projects workspace > Manage project > Manage subprojects



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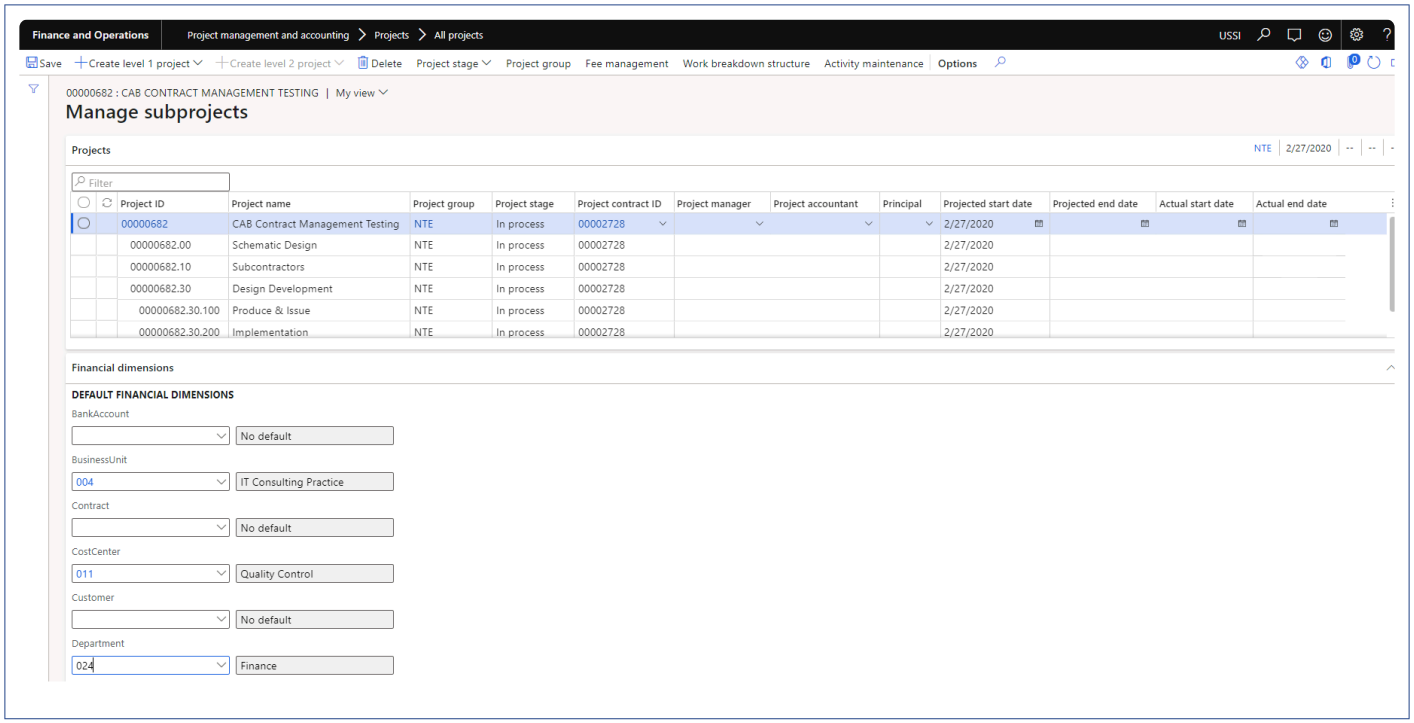

Details of the buttons available on the Manage subprojects form are as follows –

Button	Description
Create level 1 project	When the user clicks this button a new dialog form is opened ‘Create level 1 project’ which allows the user to update the sub project format, Project name and create a new level 1 project. This button gets enabled on the sub projects
Create level 2 project	When the user clicks this button a new dialog form is opened ‘Create level 2 project’ which allows the user to update the sub project format, Project name and create a new child project. This button gets enabled on the sub projects upto 2 level.
Project stage	Click to change the Project stage
Project group	Click to change the Project group
Fee management	Clicking on this button opens up the Fee management form for selected project.
Work breakdown structure	Click to create and maintain work breakdown structure for each project
Activity Maintenance	Clicking on this button opens up the Activity maintenance form.

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The form is divided into two section involving Project and Financial dimension details.
Under the Project section, user can create new, delete, edit and filter sub projects. Users will be able to view the default values from the root project and can edit them if required.

Field	Description
Project ID	Defaults with Project ID for Parent project from number sequence and Defaults with the Project ID + defined format for Sibling project and child project. This field is non-editable field
Project name	Defaults from the parent project. However field is editable.
Root project id	Displays the project parent ID. Field is non-editable.
Level 1	Displays the value defined while creating the sub project. Field is non-editable.
Level 2	Displays the value defined while creating the sub project. Field is non-editable.
Project group	Defaults from the parent project. Field is non-editable.
Stage	Defaults from the parent project. Field is non-editable.
Project contract ID	Defaults from the parent project. However field is editable.
Project manager	Defaults from the parent project. However field is editable.
Project controller	Defaults from the parent project. However field is editable.
Sales manager	Defaults from the parent project. However field is editable.
Projected start date	Defaults from the parent project. However field is editable.
Projected end date	User defined field. However field is editable.
Actual start date	Defaults from the parent project. However field is editable.
Actual end date	Defaults from the parent project. However field is editable.

Under the Financial dimension section, If the Default dimension rules are configured then the same is respected on this form else financial dimensions from the parent project defaults on the sibling or child

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projects.

Subprojects data entity

New subprojects data entity called as ‘Manage subprojects’ with target entity named as ‘PMIPManageSubprojectEntity’ has been created to import and manage the larger subproject structures into the Manage subprojects form.

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Contract Management

The Contract management feature provides a mechanism to track financial agreements and change orders. The agreement amounts can be broken into buckets and allocated to projects and subprojects. Agreements can be entered while being negotiated and tracked through customer sign off. Once the agreements are approved, the contract amounts will be transferred to Fee management and Billing rules as the current Contract value. Document handling can be used to attach the electronic documents related to the contractual agreement. Amounts can be broken down into up to 10 user definable buckets.

Contract management also helps with Backlog reporting, as the Forecasted amounts are tracked, and contracts are executed on a specific date. Also, the Contract management form has classification fields that allow a breakdown of Backlog reporting columns. Since Contracts can also include pending agreements, future predicted backlog can be layered into the reports.

Contract management information can also be exposed to reports including Power BI through the reporting groups. These reporting groups connects the contract buckets with the projects group thus enabling us to create and explain the data in reports.

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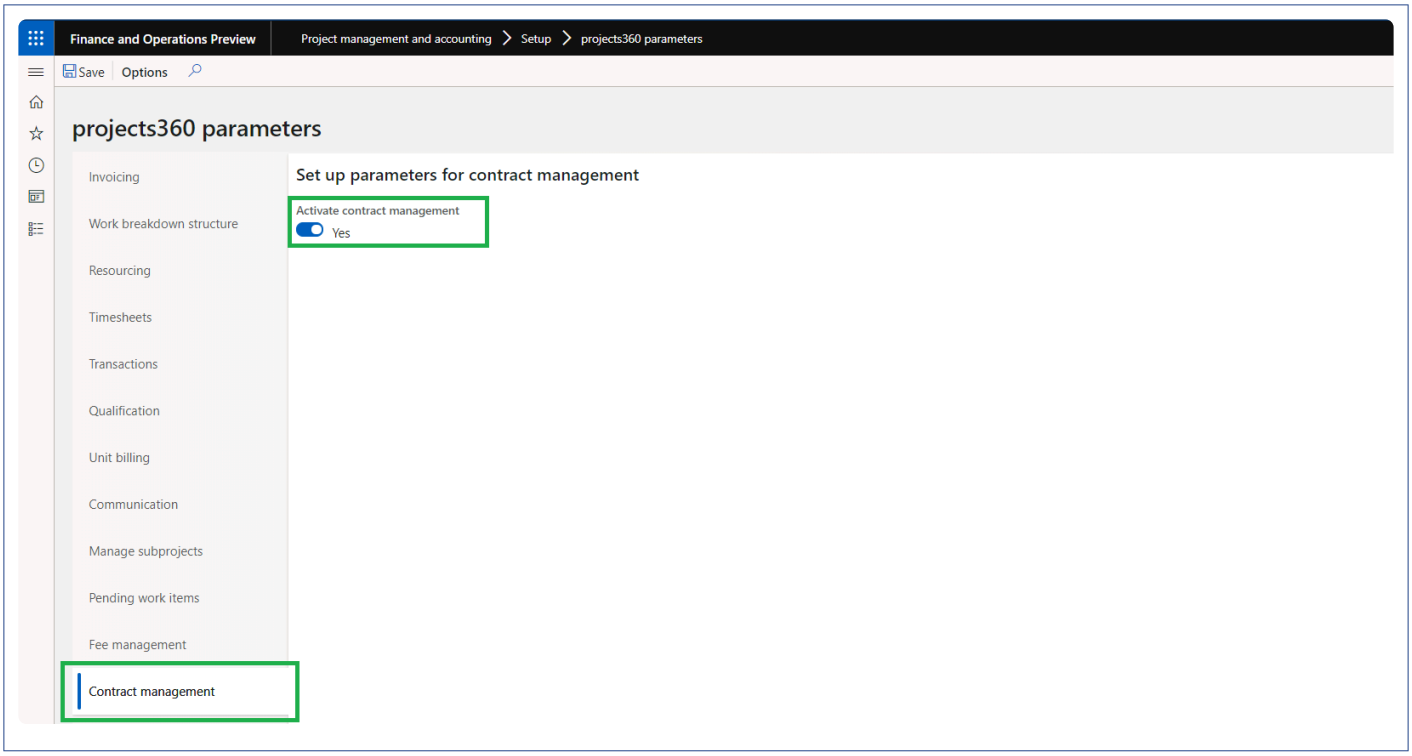
Configure

This sections details out the setups required to be configured in order to use the contract management functionality.

Parameter Setup

There is a new parameter added under the projects360 parameters to activate this feature. Once activated, the contract management menu's are displayed on the project contracts and projects form.

Go to Project management and accounting > Setup > projects360 parameters



Contract Management Buckets

In contract management buckets form, we can set up the buckets required to distribute the agreement amount. On this form, we can setup maximum of 10 buckets. The title mentioned against each bucket, will show up on the contract management form. Along with buckets and title, we can specify the fee budget category and reporting group against each bucket.

Go to Project management and accounting > projects360 Setup > Contract management > Contract

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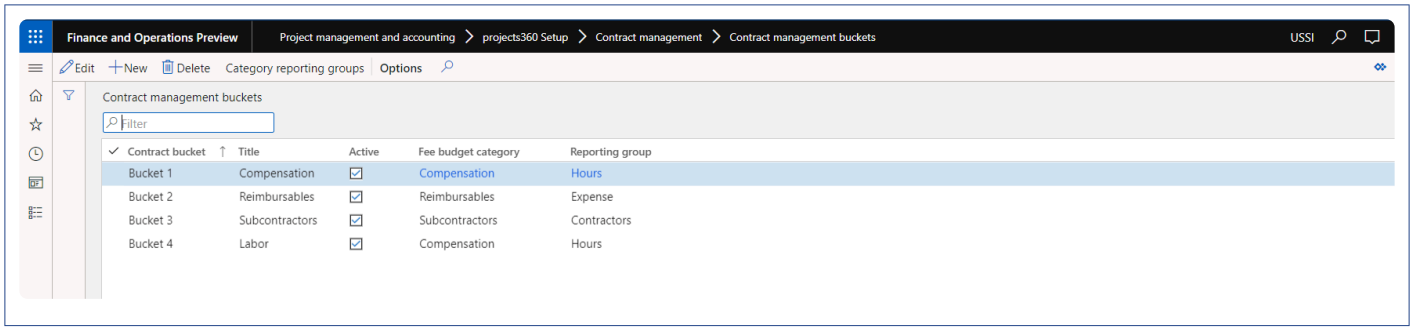
management buckets



Details of the each field available on this form are as follows :

Fields	Description
Contract bucket	Can select one of the 10 buckets from the drop-down available for configuration.
Title	An appropriate title can be specified for each bucket configured to show up on the contract management form.
Active	Checkbox to specify if the selected is active or not. Onlt the active buckets show up on the contract management form.
Fee budget category	Select a fee category for the slected category, this information will be used while creating the fee forecasts.
Reporting group	Select a reporting group. Once a reporting group is associated, this information can be used to for reporting purpose.

Details of the each buttons available on this form are as follows :

Buttons	Description
New	Allows to create a new record on this form.
Delete	Allows to delete the records created on this form
Category reporting groups	Allows to open the Category reporting groups form for the selected record.

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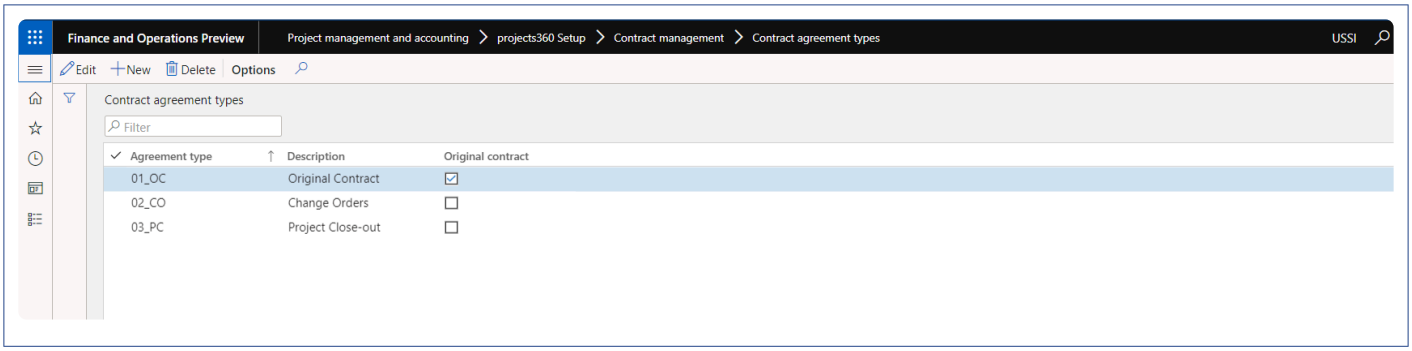
Contract Agreement Types

On this form the various contract agreement types an organization deals with can be defined. Once this configuration is done, these agreement types can be used while creating actual agreement. There is also a feasibility to define if the type is of original or not. This information can pulled into reports to see how many of the agreements are original/initial and how many of them are change orders/subsequent orders.

Go to Project management and accounting > projects360 Setup > Contract management > Contract agreement types



Details of the fields available on this form are as follows:

Fields	Description
Agreement type	Define agrrement types, this is an alpha-numeric field.
Description	Description for each agreement type can be specified on the field.
Original contract	Checkbox defines if the selected agreement type is an original contract or subsequent contract.

Category Reporting Groups

Category reporting groups can be configured to use this information for reporting purpose through either SSRS or PowerBI reports. In this form, you can associate the project categories to the reporting groups. Once you associate a project category to a reporting group, the same information can also be seen on the project category form as well as there is a new field called reporting category introduced on the it.

Go to Project management and accounting > projects360 Setup > Contract management > Category reporting groups

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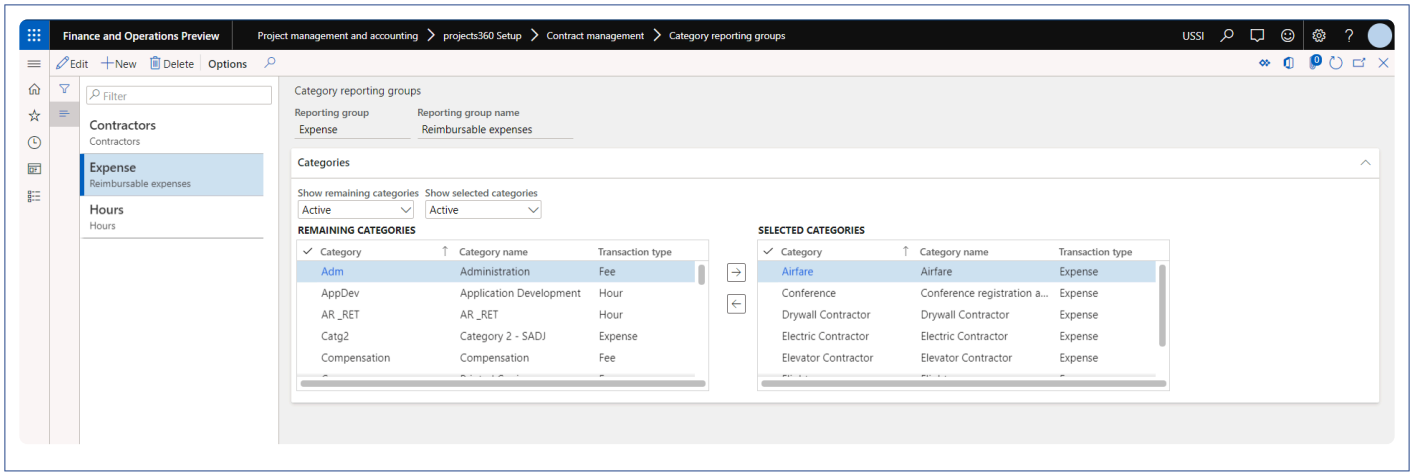

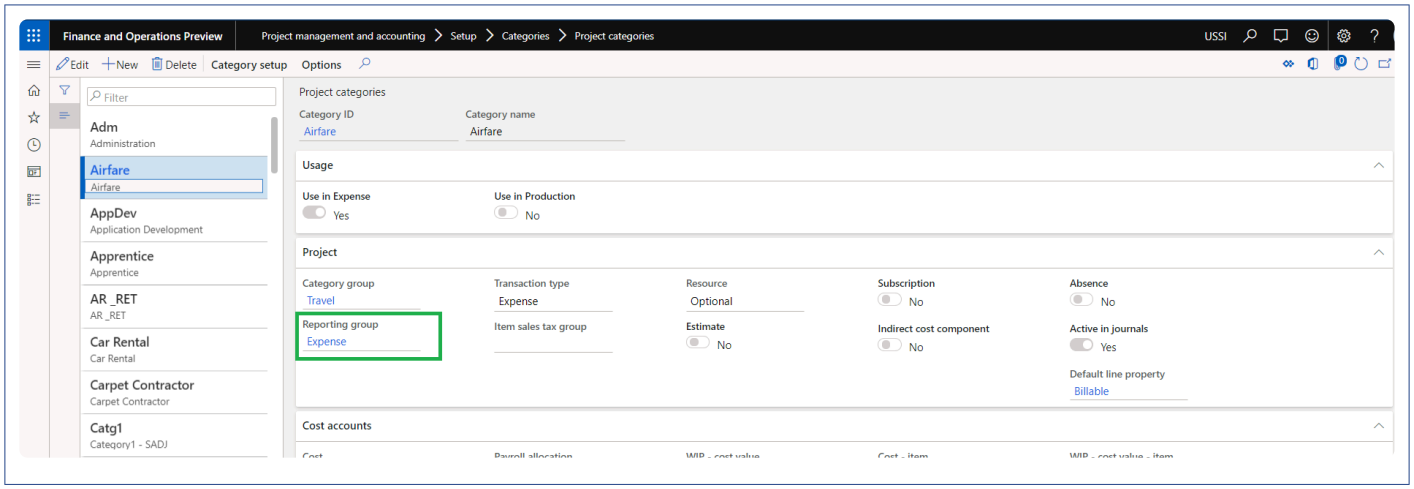

Details of the fields available on this form are as follows :

Fields	Description
Reporting group	Allows you to define a reporting group.
Reporting group name	Allows you to define a friendly reporting group name
Remaining categories	Shows all the categories which are not yet associated to any reporting group.
Selected Categories	Shows all the categories which are associated to current reporting group.
Show remaining categories	Provides an option to see and select either All or only Active categories in the selected category list.

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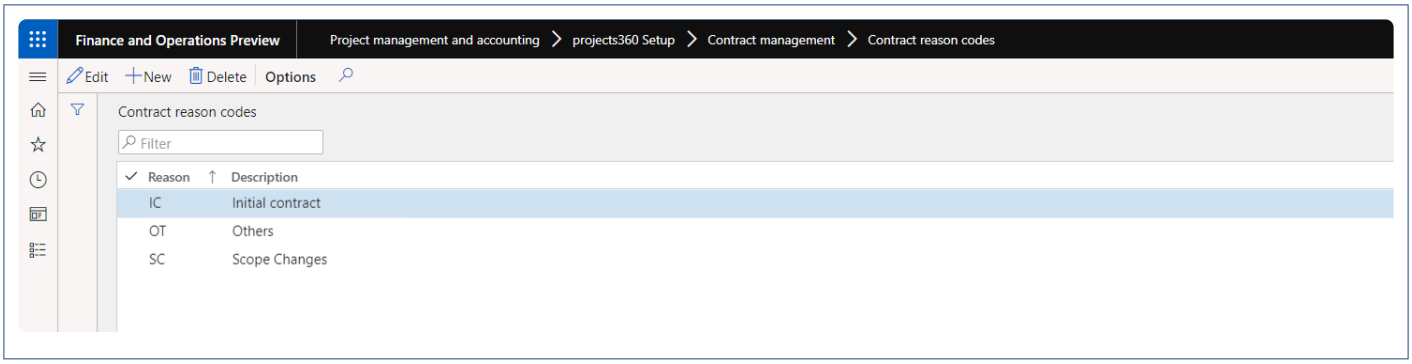
Show selected categories	Provides an option to see either All or only Active categories in the selected category list.

Contract Reason Codes

On this form, various reason codes for agreement creation or modification can be defined, these codes can be selected while creating a new agreement or modifying a contract agreement.

Go to Project management and accounting > projects360 Setup > Contract management > Contract reason codes



Details of the fields available on this form are as follows :

Fields	Description
Reason	Define reason codes, this is an alpha-numeric field.
Description	Description for each reason codes can be specified on the field.

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Create Contract Agreements

This sections details out how the contract agreements can be created and how those agreements can be distributed across the projects/project contracts.

Contract Management

Contracts agreements can be created and distributed on the contract management form. This form can be opened from projects as well as from project contract form. Here contract agreements can be created for initial contracts and then subsequent contracts for change orders. Every time a new contract agreements are created, the contract value and contract hours are updated to projects once the agreements are approved. To approve the agreements, use the **Update status** button available on the menu.

Go to Project management and accounting > Projects > All projects > Contract management tab
Go to Project management and accounting > Projects > Project contracts > Contract management tab

At the menu bar there are three buttons provided for following actions.

- **Update status** – This button can be used to update the agreement status to approve, reject or pending states.
- **Subcontractors management** – This buttons will open up the subcontractors management form for users to enter the subcontracting information for the project contract.
- **Subcontractors accrual** – This buttons will open up the subcontractors accrual form for users to post or reverse accruals based on “% progress” entered from “Fee management”

This form is divided into 3 sections namely Contract agreements, Agreement distributions and Footer totals. Each section is explained below.

Contract Agreements

This grid allows to create new agreements and change orders. Once the agreements are approved, contract values and contract hours are updated to fee management form as the project contract values and hours. Simultaneously the on approval, fee forecasts are also created for the agreement lines, but the base for fee forecasts will agreement distributions.

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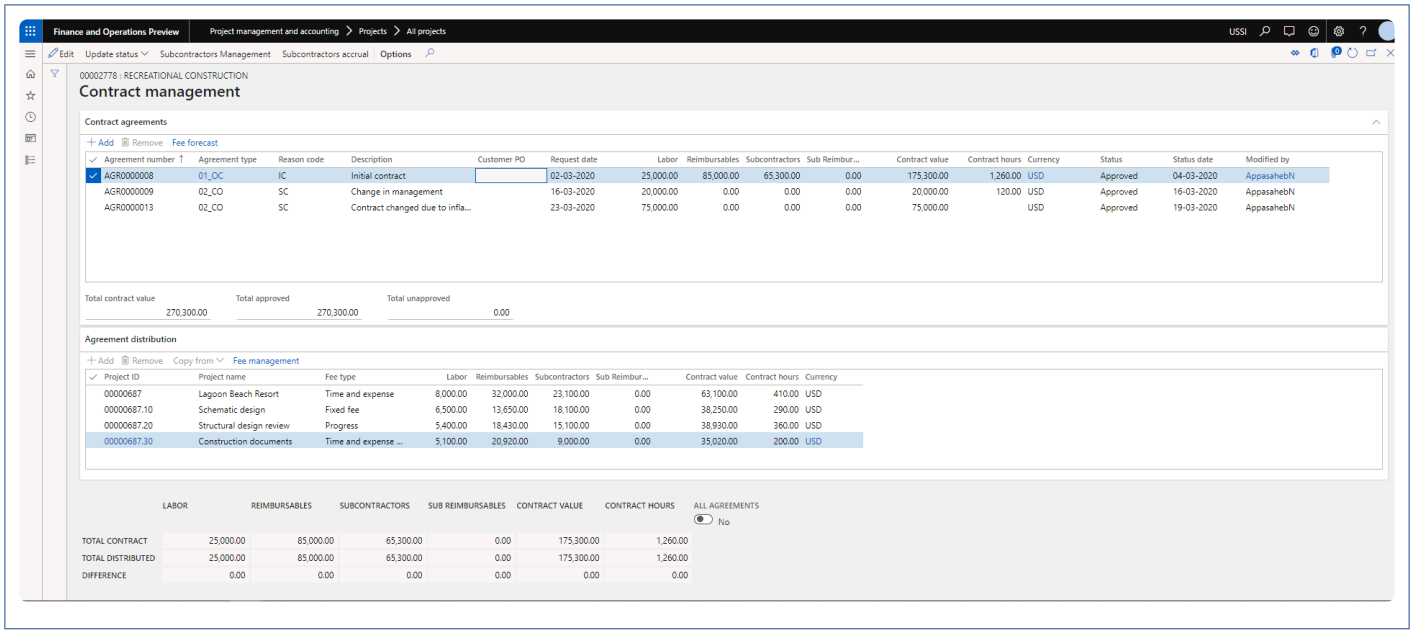

Buttons available on the contract agreements grid are as follows –

Buttons	Description
Add	Allows to create a new agreement lines.
Remove	Allows to remove the agreement lines.
Fee Forecasts	Allows to open the fee forecast form to view the all the forecasts created for the selected agreement line. This button will be enabled only for the approved agreement lines.

Fields available on the contract agreements grid are as follows –

Fields	Description
Agreement number	This field is an auto generated number. Number sequence can be Set up number sequence for Project documents to default numbers automatically.
Agreement type	Agreement type is drop-down field allowing us to select the values configured in the parameters.
Reason code	Reason code is drop-down field allowing us to select the values configured in the parameters.
Description	Decription defaults based on the reason code selected, but can be edited to add more information to give clear picture of creation or modification of agreement line.
Customer PO	Customer PO's created at the contract level can be associated to each agreement line using this field.

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Request date	Actual request of the agreement can be specified on this field.
Buckets	A maximum of 10 buckets can be configured to show up on this form. Title of each bucket configured are shown as columns here. In the above screenshot – Compensation, Reimbursables, Subcontractor and Labor are the bucket titles which are shown as columns.
Contract value	Contract value is an non editable field showing the sum of all the bucket values for an agreement line.
Contract hours	Contract hours is an editable field allowing us to enter the total hours of work agreed as per agreement terms.
Currency	Currency is an non editable field showing currency associated with the project contract.
Status	Status is non editable field showing the current status of agreement line. This field can have 3 statuses – Pending, Approved and Rejected.
Status date	Status date is non editable field showing the when the last status was updated for the agreement line. When agreement line status is pending, this field will be blank.
Modified by	Modified by is non editable field showing who was the last person who has taken action against it. When agreement line status is pending, this field will be blank.

Some of the non editable fields at the bottom of the this grid are as follows –

Fields	Description
Total contract value	Shows the sum of contract value of all the agreement lines.
Total approved	Shows the sum of contract value of all the approved agreement lines.
Total unapproved	Shows the of sum contract value of all pending & rejected agreement lines.

Agreement distribution

This grid allows to distribute the agreement line created in the above grid into different projects. You can add an individual project or entire project structure at once to distribute the contract values across the projects. Distribution amounts cannot exceed the agreement bucket value and should match exactly with agreement line to be approved.

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Buttons available on the agreement distribution grid are as follows –

Buttons	Description
Add	Allows to create a new project line to distribute the agreement amount.
Remove	Allows to remove the project lines from the grid.
Copy from	This is a drop-down field containing the values – Project structure and Agreement allowing to quickly fill in projects in the grid. **Project Structure** – This option allows to add the entire project structure including child projects. On selection of this option Project ID field gets enabled, allowing to select the project and its entire structure. **Agreement** – This option allows to add the projects which were part of an existing agreement for the selected contract. On selection of this opton Agreement number field gets, allowing to select the agreement number.
Fee management	Allows to open the Fee management form for the selected project in the grid.

Fields available on the agreement distribution grid are as follows –

Fields	Description
Project ID	A drop-down selection field allwoing to select the project ID to which we want to distribute the agreement amount.
Project name	Non-editable field showing the name of the selected project ID in the previous column.
Fee type	Non-editable field showing the fee type of the selected project ID in the first column.
Buckets	A maximum of 10 buckets can be configured to show up on this form. Title of each bucket configured are shown as columns here. In the above screenshot – Compensation, Reimbursables, Subcontractor and Labor are the bucket titles which are shown as columns.
Contract value	Contract value is an non editable field showing the sum of all the bucket values for an agreement line.
Contract hours	Contract hours is an editable field allowing us to enter the total hours of work agreed as per agreement terms.

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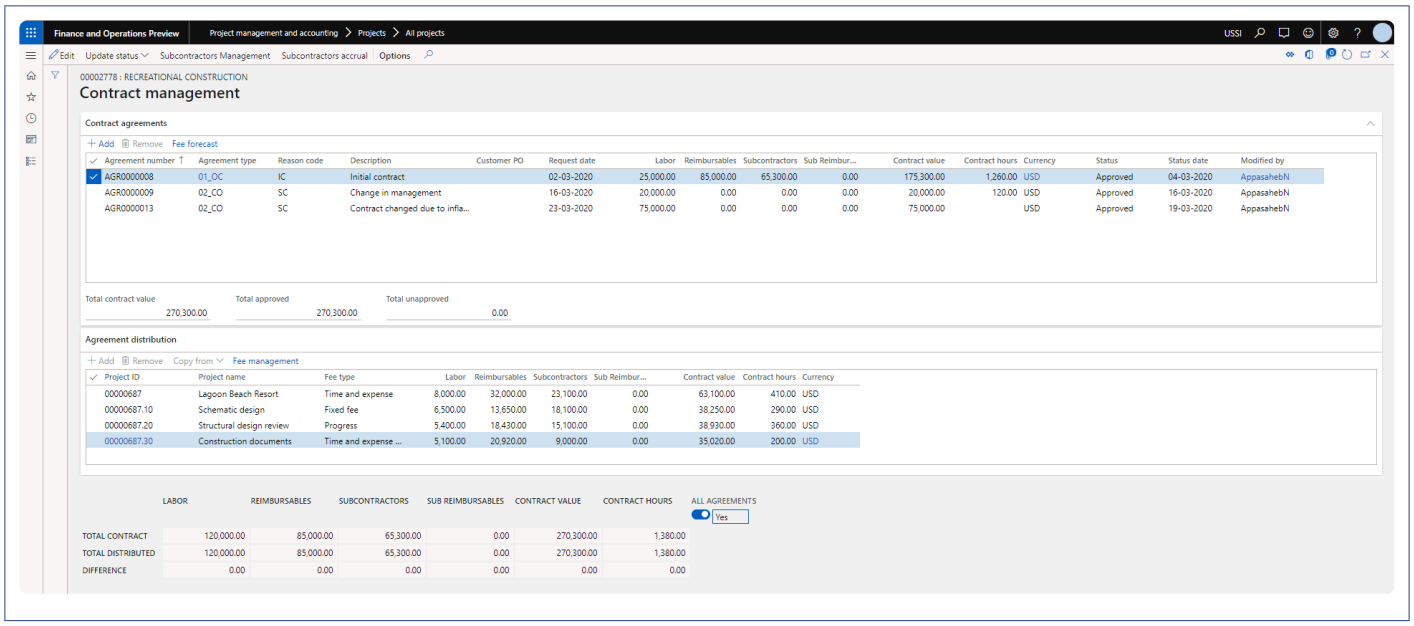
Currency	Currency is an non editable field showing currency associated with the project contract.

Footer totals

This is an non-editable section showing the real time sum of the agreement line selected in the top grid. The buckets are shown as the columns and total values are shown as rows. The values keeps refreshing while user is entering them on contract agreement or agreement distribution grids. Agreements cannot be approved until difference row for each column is zero. Some of the fields details are follows –

Fields	Description
Total contract	Shows the sum of contract value for an agreement line selected in the top grid.
Total distributed	Shows the sum of contract value distributed to projects so far for an agreement line selected in the top grid.
Total unapproved	Shows the of sum contract value not yet distributed to any of the projects.

ALL AGREEMENTS – There is checkbox at the end of the footer section which helps users to see the sum of values based either on the selected agreement line or all the agreement lines. If this checkbox is on, the footer section will show the consolidated agreement and distributed data.



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Fee Management

New functionality has been introduced to manage fixed price projects using the time and material accounting concepts. This design helps track the Accrued revenue and Work in progress on an hourly basis, while maintaining the nonbillable nature of those project transactions. This concept is lit up through a combination of automatic Billing rules and a new T&M "Fee types". The Fee types available are:

- *None*
- *Fixed fee*
- *Progress*
- *Time and materials NTE*

There is new Fee management experience introduced to maintain the progress and visibility of the project status. Project budgets, progress percentage and milestones are managed from this form. Existing project invoice proposals can be viewed and new ones can be created as well.

This feature is parameter controlled. Billing categories can be specified on the parameters form to track the revenues generated from each kind billing methods. While defining a project budget or modifying it, a forecast line is created, tracking all the changes to project budget.

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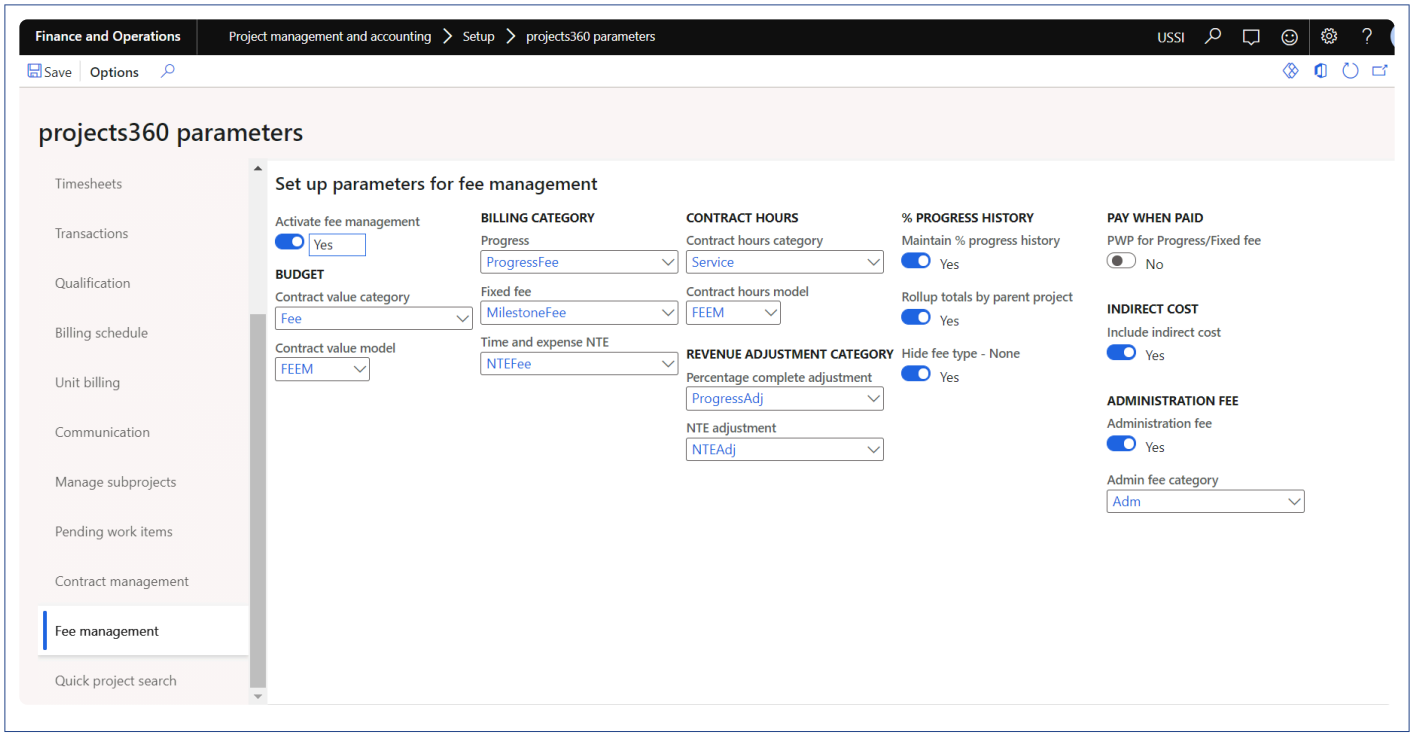
Configure

This sections details out the setups required to be configured in order to use the Fee management functionality.

Parameter Setup

On projects360 parameter form, under Fee management tab, a new parameter “Activate fee management” has been introduced to control the Fee management functionality. User needs to set the “Activate fee management” field value to ‘Yes’ in order to use this feature. Along with activation, there are few more details need to filled in to use this feature, details of each field is provided in the table below the following visual.

Go to Project management and accounting > Setups > projects360 parameters > Fee management tab



Details of the fields available on the projects360 parameters form are as follows –

Fields	Description
Activate fee management	This parameter enables users to activate Fee management functionality.
Contract value	Select the fee category to be used for creating the fee forecast when a contract value is entered

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category	on the project in fee management form.
Contract value model	Select the forecast to be used for creating the fee forecast when a contract value is entered on the project in fee management form.
Billing category	Progress – Select a billing category which will be used while creating a billable fee transactions for the progress type of projects. Fixed Fee – Select a billing category which will be used while creating a billable fee transactions for the milestone\fixed fee type of projects. Time and expense NTE – Select a billing category which will be used while creating a negative fee transactions for the not to exceed type of projects.
Contract hour category	Select the hour category to be used for creating the hour forecasts when a contract hours are entered on the project in fee management form.
Contract hour model	Select the forecast to be used for creating the hour forecast when a contract hours are entered on the project in fee management form.
Percentage complete adjustment	Select a fee category to track the revenue adjustments on the project, this category be used for progress and fixed fee type of projects.
NTE adjustment	Select a fee category to track the revenue adjustments on the project, this category be used for Time and expense NTE type of projects.
Maintain % prgoress history	Enabling this field will help in tracking the history of each percentage update on fee management.
Rollup totals by parent project	If this parameter is set to Yes, then the values on the fee management form will rolled up to parent projects from their subprojects on fee management form.
Hide fee type – None	If this parameter is set to Yes, then the projects with fee type None will not be displayed on the fee management form.
PWP for Progress/Fixed fee	If this parameter is set to Yes, then the paid when paid will be availabe for progress and fixed fee type of projects.
Include indirect cost	If this parameter is set to Yes, then the ‘Include indirect cost’ checkbox on the billing rules form will be defaulted to ‘Yes’ when automatically billing rule is created through fee management

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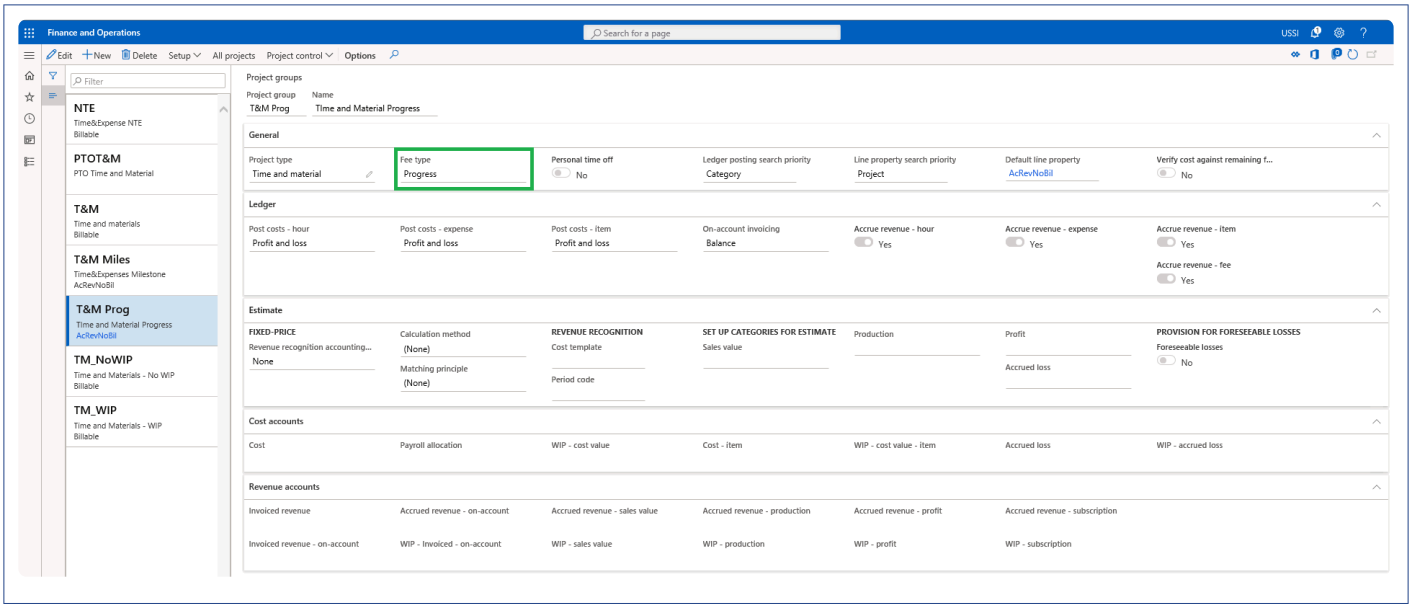
	process.
Administration fee	If this parameter is set to Yes, then user can create administration fee through fee management process.
Administration fee category	Select the fee category to be defaulted while creating administration fee on fee management form.

Project Groups

On projects360 parameter form, once the feature is activated, a field called ‘Fee type’ will be available for selection on the project groups form. This field defines what kind of billing will be applied to the projects using this group.

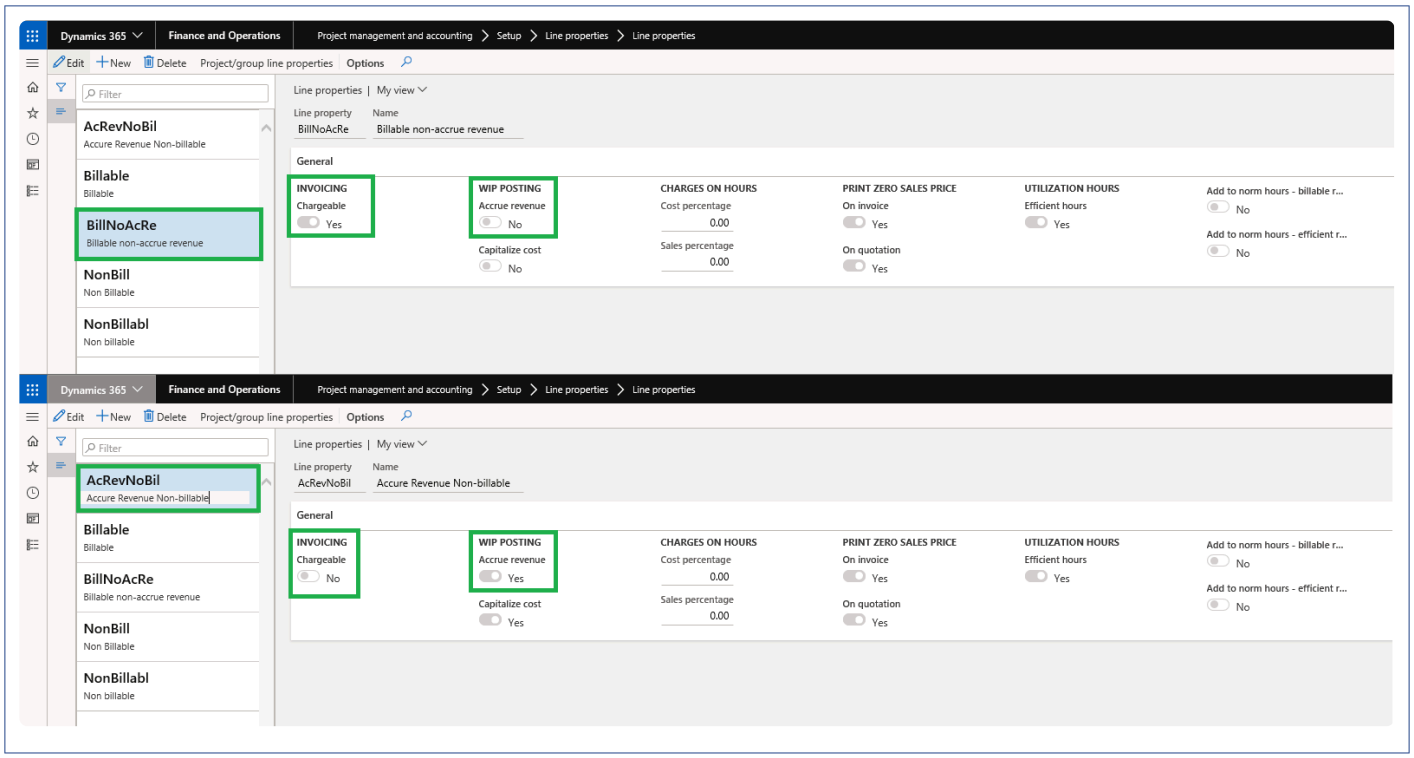
Go to Project management and accounting > Setup > Posting > Project groups

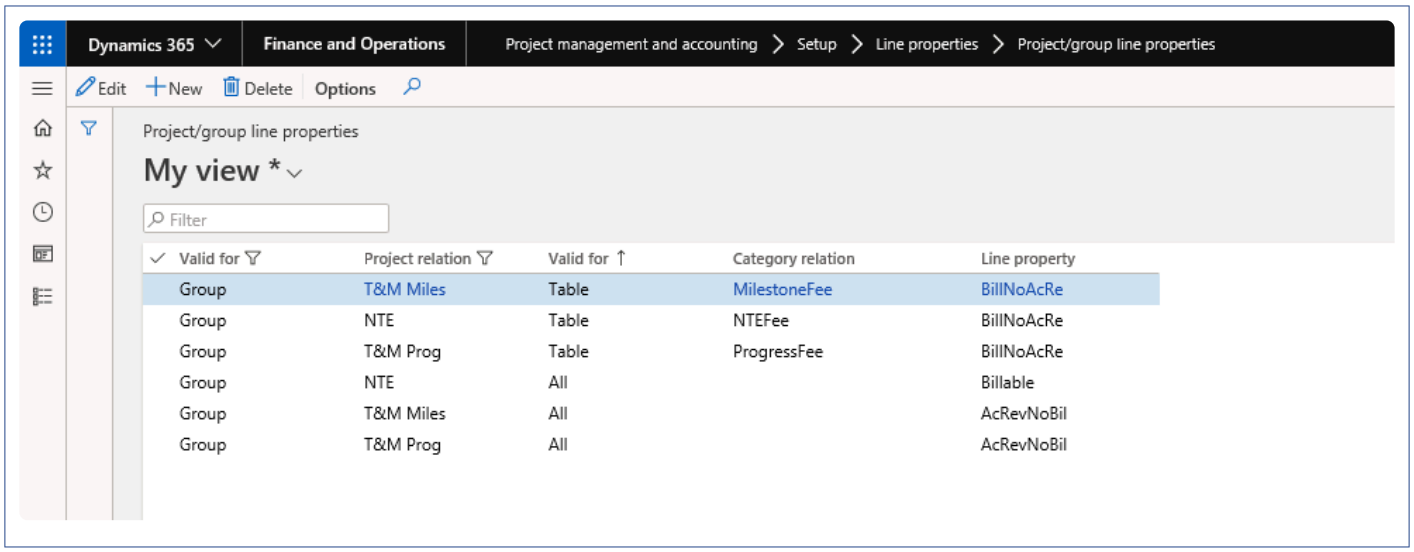


Fields	Description
Fee type	Select fee type ‘**None**’ to use the standard time and material projects. Select fee type ‘**Progress**’ to use progress billing projects. Select fee type ‘**Fixed fee**’ for milestone billing projects. Select fee type ‘**Time and expense NTE**’ for not to exceed billing projects. Select fee type ‘**Time and expense**’ for standard time and material project with the ability to define the contract value.

Line Properties

Create different line properties, to cater to different scenarios. Create a line property with ‘Chargeable’ as yes and accrue revenue as ‘No’ and associate this with all the categories created to track the fee journals created with fee management. Now create another line property with Chargeable set to ‘No’ and accrue revenue set to ‘Yes’ and associate and associate them to the projects as shown in the below two screenshots.





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Progress Billing

This sections details out the how the Fee forecast and billing is created for fee type Progress.

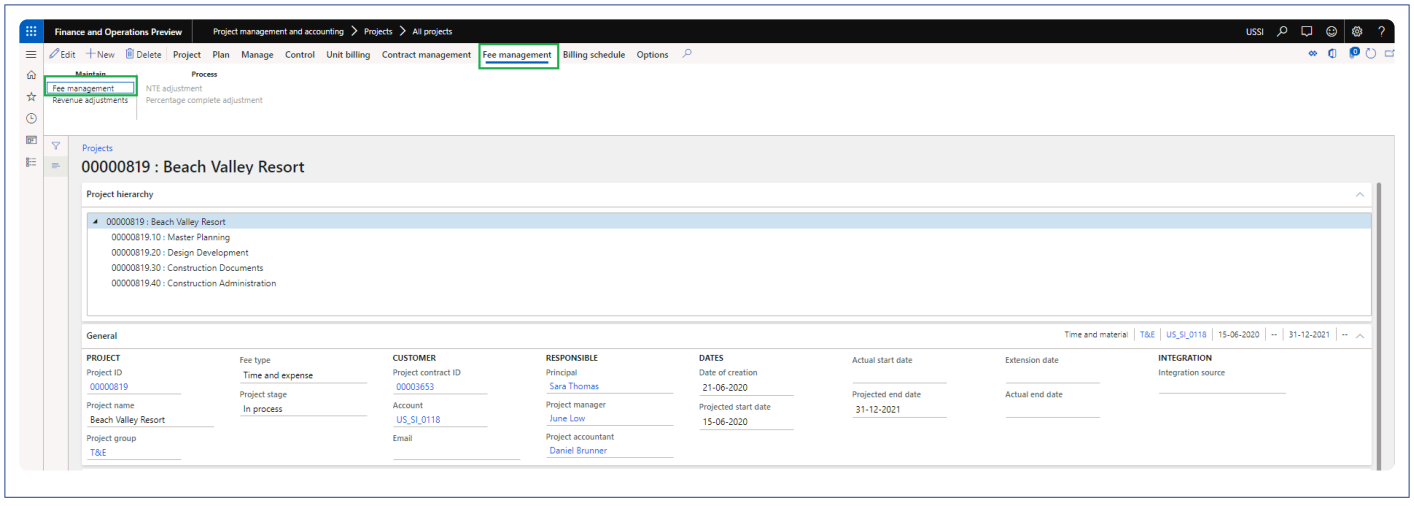
In this project type the billing will be based on the progress of the project. Create a project with the project group of fee type “Progress” and when the user opens the new fee management form, the line with fee type “Progress” will get automatically created and a billing rule will be automatically created on project contract with the Fee budget amount as zero. Once the user updates “Fee budget” then a corresponding fee forecast line will be automatically created on fee forecast form and billing rule will be updated with the contract value amount.

Note that if the contract management is feature is active then contract value field will disabled and contract values will come from contract management form once the agreements are approved. Refer contract management feature for more details.

Project and Fee type

Fee management tab is added on the Projects form to manage the functionality for projects along with subprojects.

Go to Project management and accounting > Projects > All projects > Fee management

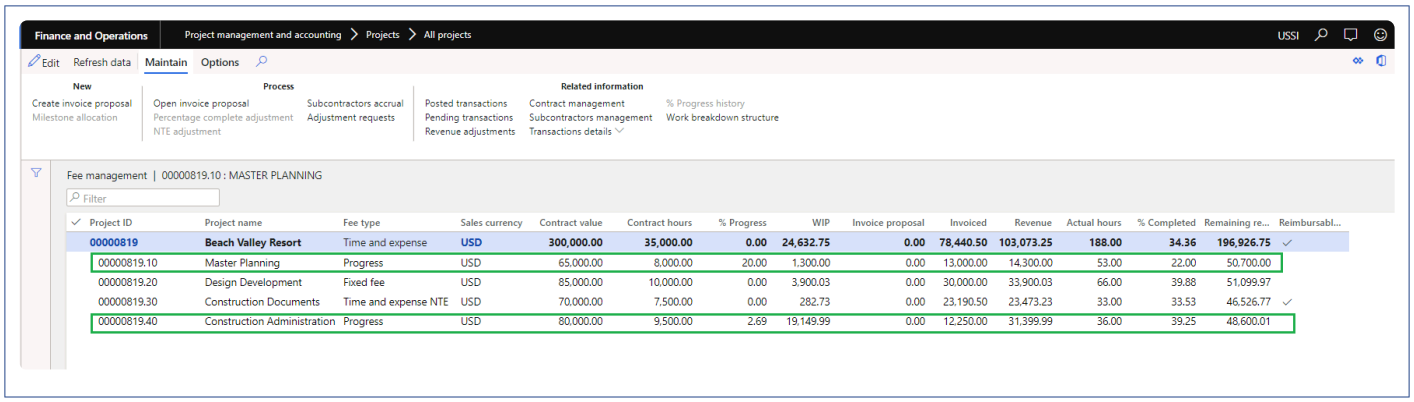


Fee management form

Fee management tab is available to define contract value for the projects which is used for forecast and billing. Once the contract value is entered, a fee forecast is created automatically and also contract value on the billing is updated with the entered contract value.

When Rollup totals by parent project parameter is marked, Parent projects that contains sub-project will be displayed with bold text, and they will be non-editable. All the values will be rolled up and displayed on the parent projects.

Go to Project management and accounting > Projects > All projects > Fee management



Details of the fields available on the Fee management form are as follows –

Fields	Description
Project ID	Defaults from the selected project.
Project name	Defaults Project name.
Fee type	Defaults from the attached project group.
Sales currency	Defaults from the project.
Contract value	Editable field if contract management is not turned on. Used to enter the contract value for the selected projects. This field will be disabled for projects with fee type as ‘None’.
Contract hours	Editable field if contract management is not turned on. Used to enter the contract hours for the selected projects. This field will be disabled for projects with fee type as ‘None’.
% Progress	This field will be editable for projects with fee type as ‘Progress’. This field is used to update the percentage complete value for project and based on this value the invoice proposals can be created.
WIP	Shows the work in progress value for the selected project.

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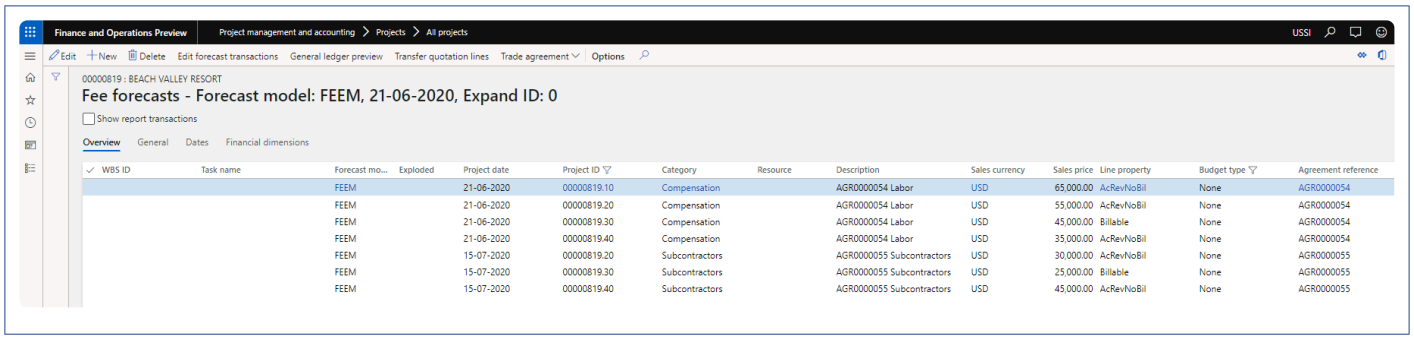
Invoice proposal	Show the amount for which there is an open invoice proposal exist in the system for the selected project.
Invoiced	Show the amount for which there is an invoices posted for the selected projects.
Revenue	Show the revenue generated so far for the selected project.
Actual hours	Shows the actual transactions/hours posted for the selected project.
% Completed	Show the actual % completed for the selected projects based on what's already billed and work in progress.
Remaining revenue	This field shows the remaining revenue for the selected project. This is calculated by revenue from contract value.
Reimbursable expenses	Once this field is marked as yes, it will create a seaprate T&M billing rule on the project contract allowing us to bill the expenses as well for the project.

Fee forecasts

When the user defines Fee budget on the Fee management form, automatically fee forecast line with defined Fee budget amount will get created on fee forecast form.

Go to Project management and accounting > Projects > All projects > Fee forecast



Billing rules on Project contract

When the user defines Fee budget on the Fee management form, automatically billing rules will be updated with defined contract value amount on project contract form.

Go to Project management and accounting > Projects > Project contracts

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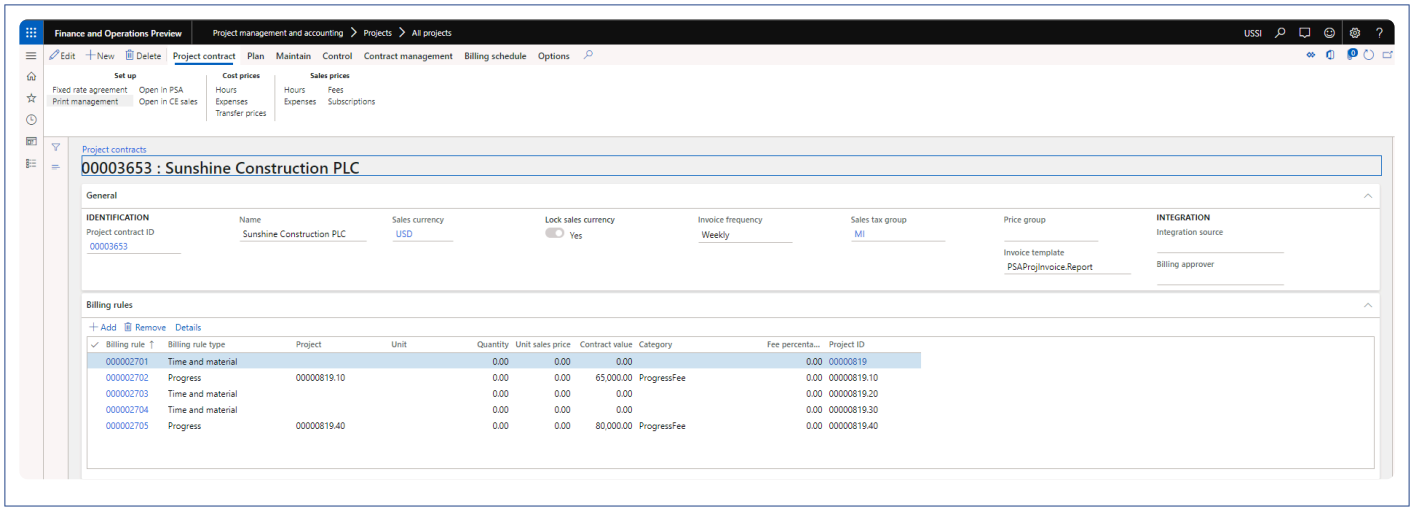
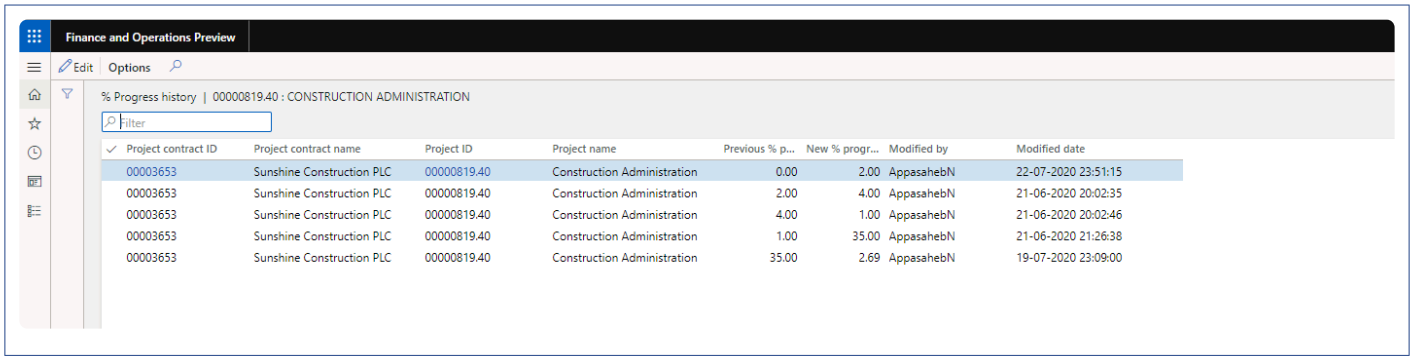


Project invoice proposals

User defines the % Progress completed for the project on the fee management form, where system will automatically calculate the amount to be billed at the current state of the project. Also each update of the % progress can be captured and viewed for future reference.



Based on the progress % update, the process will calculate the amount to be billed and create fee journal at the time creating an invoice proposal. Look at the scenario below to understand how the process calculates the amount for fee journal creation.

Contract value of a project = 10,000
% Progress updated (first attempt) = 10%
Fee journal while IP creation = 1,000
Invoice created and posted = 1,000

% Progress updated (second attempt) = 35%
Fee journal while IP creation = 2,500 (35% – 10% = 25%)

Go to Project management and accounting > Projects > Project invoice proposal
Go to Project management and accounting > All Projects > Fee Management Tab -> Fee management

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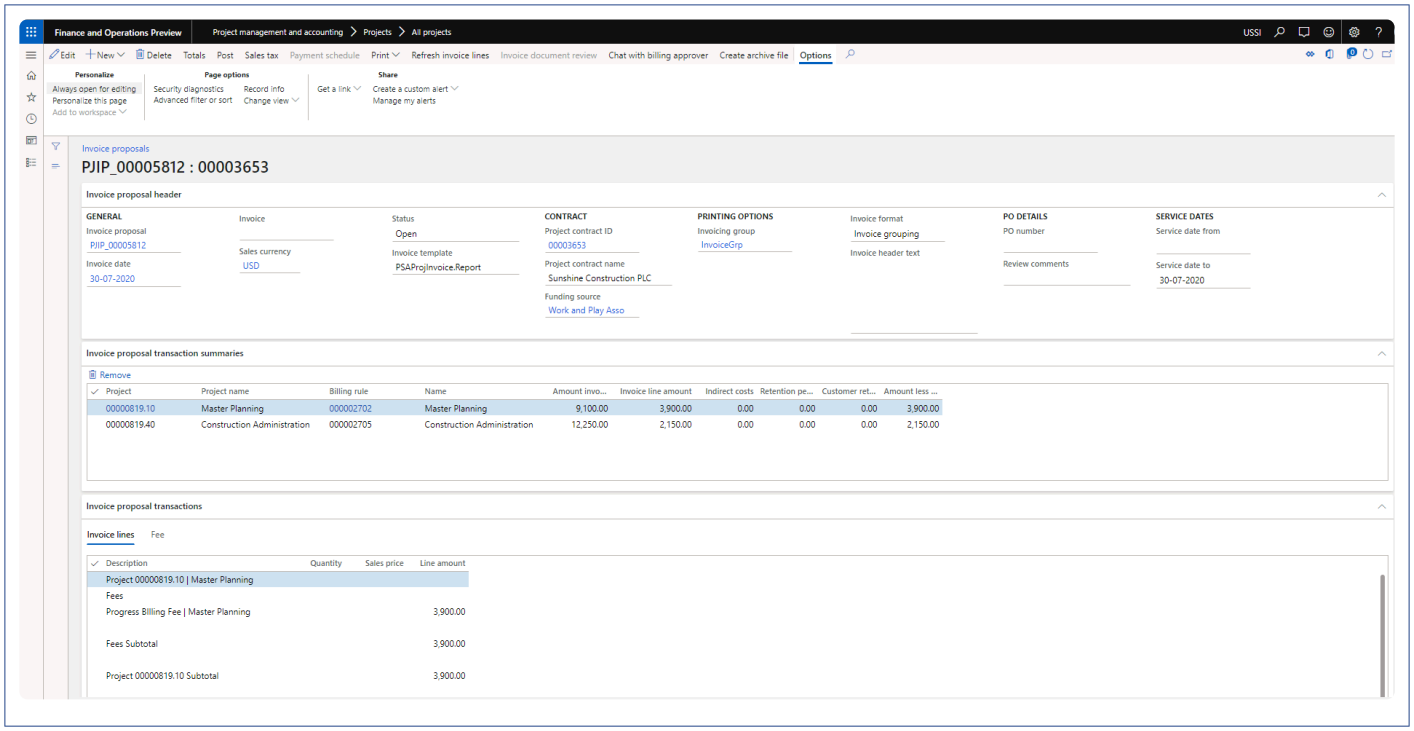
button -> Create invoice proposal Button



Revenue adjustments

Revenue adjustments capabilities has been built on top fee management allowing us to adjust the accrued revenue getting the correct total revenue as well as WIP and % complete at given point of time. There could be scenarios where the actual work completed is more or less than then what's been already billed to the client, in this case you can use the revenue adjustment capabilities bring back the project values to what's expected.

There are two type of the adjustments namely – percentage complete adjustment and NTE adjustment each catering to different fee types. Percentage complete adjustment is applicable to the projects with the fee type of progress or fixed fee where NTE adjustment is applicable to projects with the fee type of time and expense NTE.

Go to Project management and accounting > All Projects > Fee management -> Percentage complete adjustment

Once user select progress fee type project, Percentage complete adjustment button is enabled allowing users to perform revenue adjustment.

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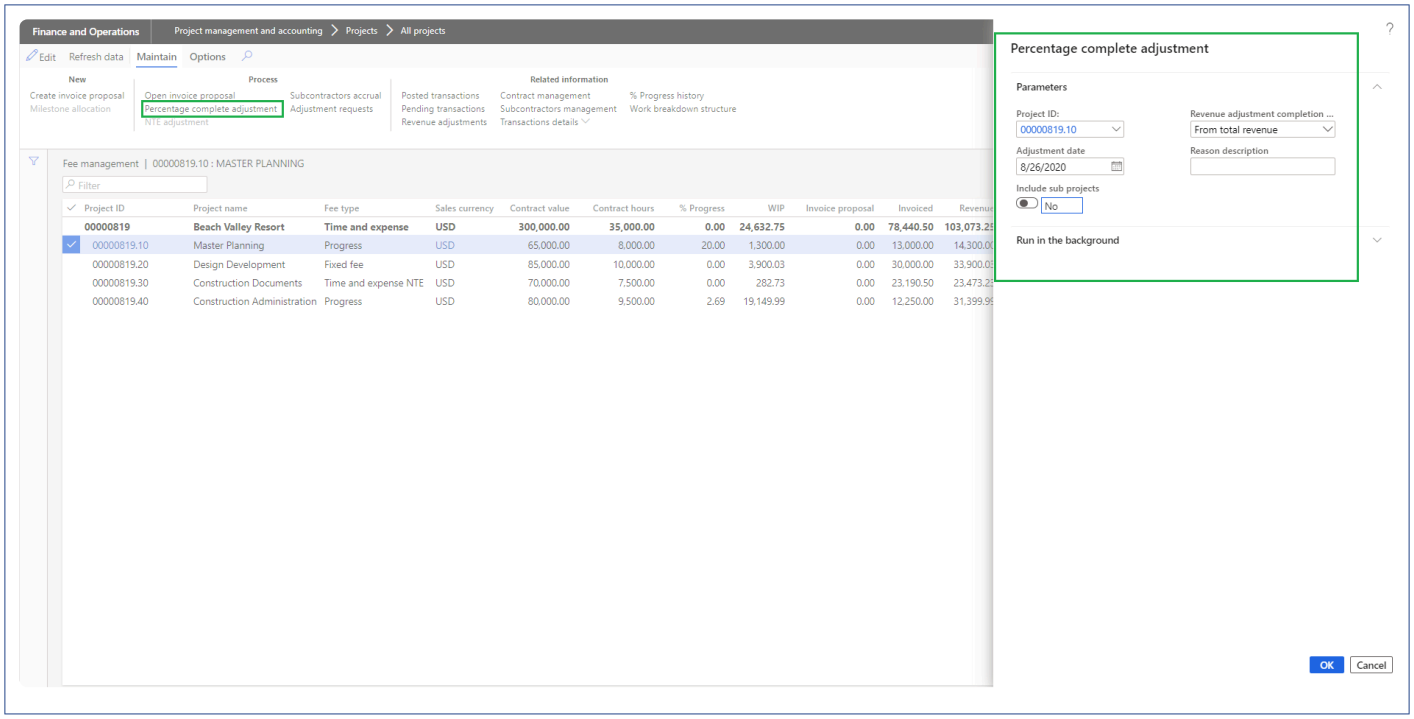
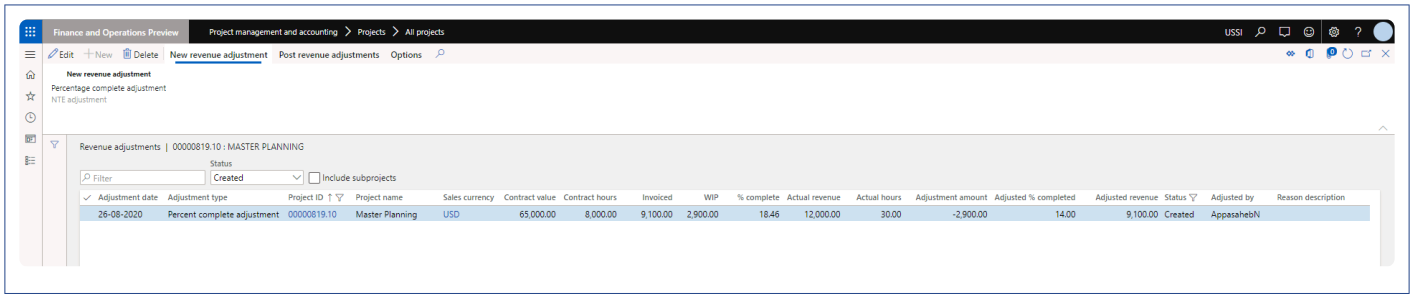


While performing the adjustments, there are 3 different methods to adjust the project values.

- From total revenue – In this case an adjustment record is created considering the total revenue earned vs total contract value of the project as on the day of adjustment. A record is created on the revenue adjustments form.
- From Invoice revenue – In this case an adjustment record is created considering the posted revenue vs the total contract of the project as on the day of adjustment. A record is created on the revenue adjustments form.
- From total hours – In this case an adjustment record is created considering the posted hours vs the hour budget the project as on the day of adjustment. A record is created on the revenue adjustments form.



Once an adjustment record is created, user the update the ‘Adjustment amount’ and ‘Adjusted % completed’ to adjust the project balances. On the update previously mentioned fields the rest of the fields are auto calculated to reflect the right values. Once you sure of the adjustment values, you can post the revenue adjustments using button provided at the menu.

On posting a fee journal is created in system. The fee journal uses the category define on projects360

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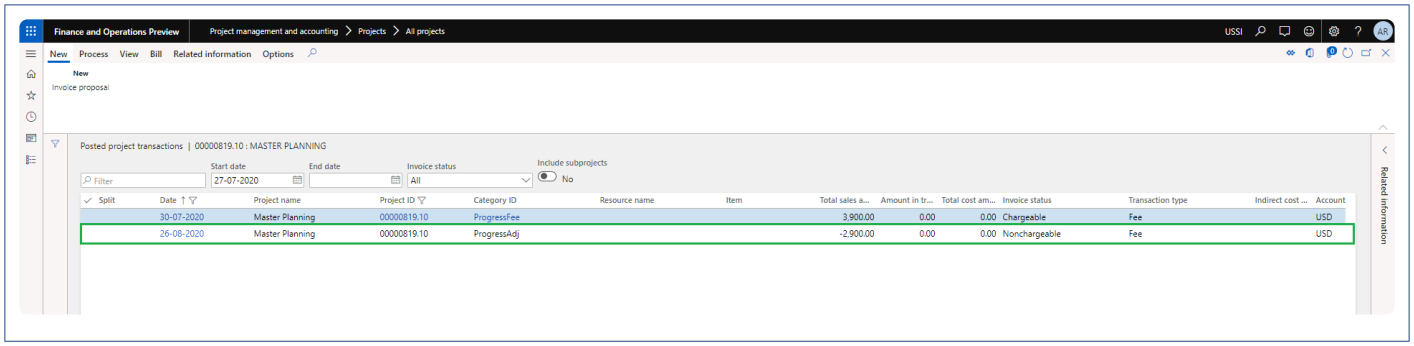
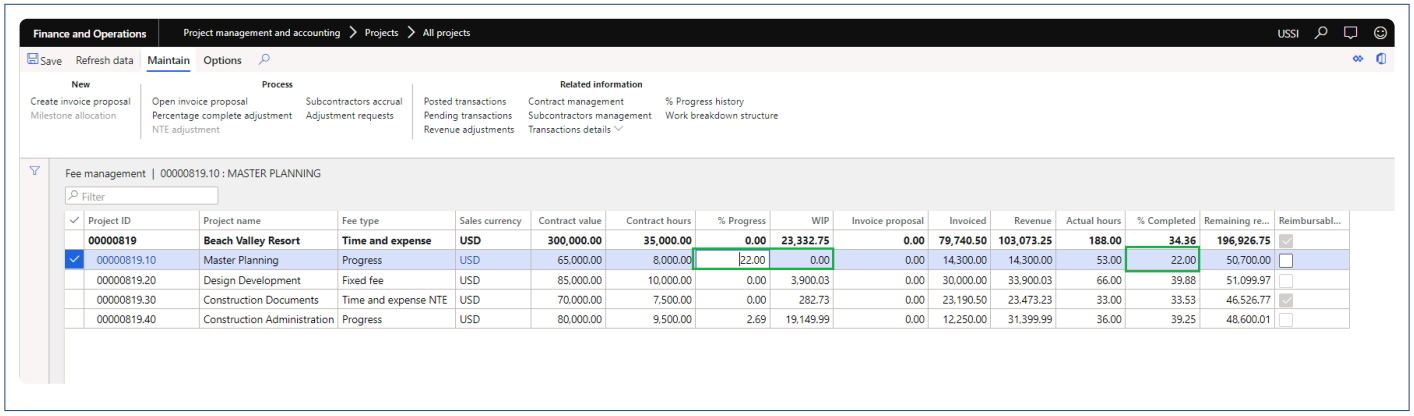
parameters.



Once the revenue adjustments are posted and complete, you can see the right values updated on the fee management based on the adjustment.



Work breakdown structure

Work breakdown structure has been added on fee management allowing us to facilitate the setting up WBS information while setting up the budgets and contract information.

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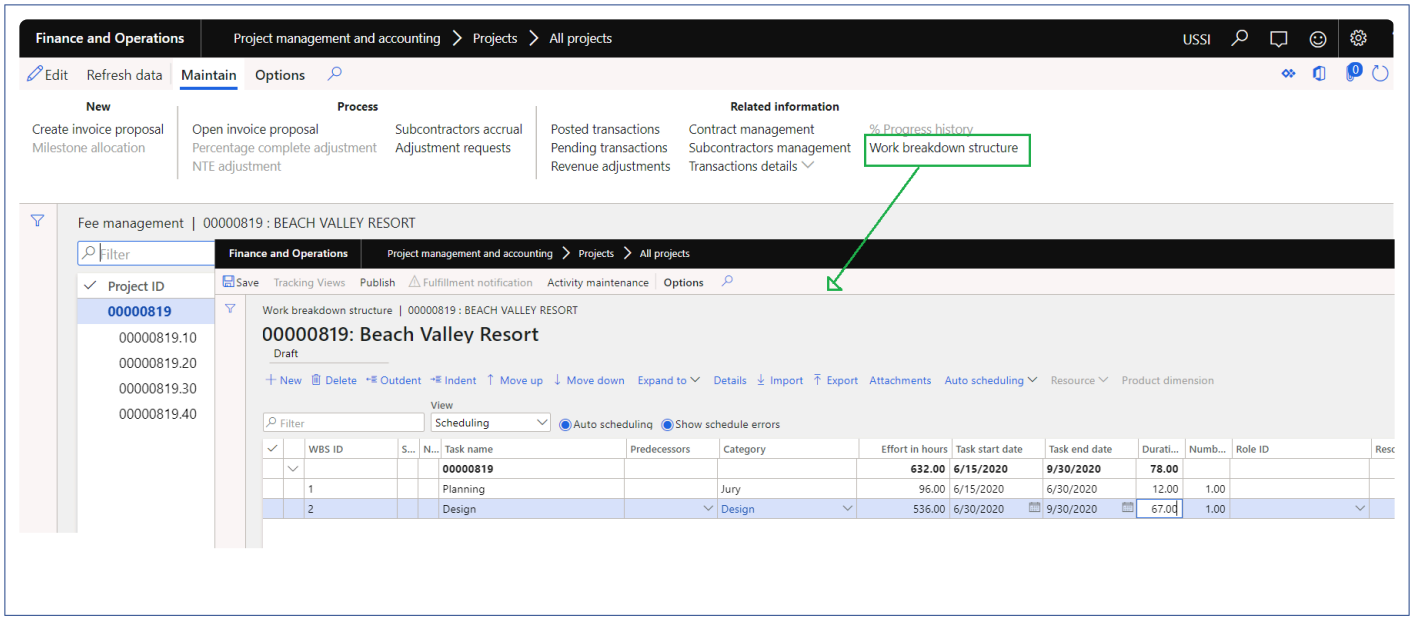

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Milestone Billing

This sections details out the how the Fee forecast and billing is created for fee type milestone.

In this project type billing will be based on the milestones completed for the project. This feature allows professional services firms to automate and determine the accurate completion of the project.

User will create new project with the project group of fee type ‘Fixed fee’ and when the user opens the fee management form, the line with fee type ‘Fixed fee’ will get created and also a billing rule will be created on project contract with the contact value amount as zero automatically. Once the user updates “contract value” then a corresponding fee forecast line will get automatically created on fee forecast form and billing rule will billing rule on project contract will be updated.

Note that if the contract management is feature is active then contract value field will disabled and contract values will come from contract management form once the agreements are approved. Refer contract management feature for more details.

Project and Milestone allocation

A button ‘Milestone allocation’ is provided on the fee management form to create schedule milestones with different project date.

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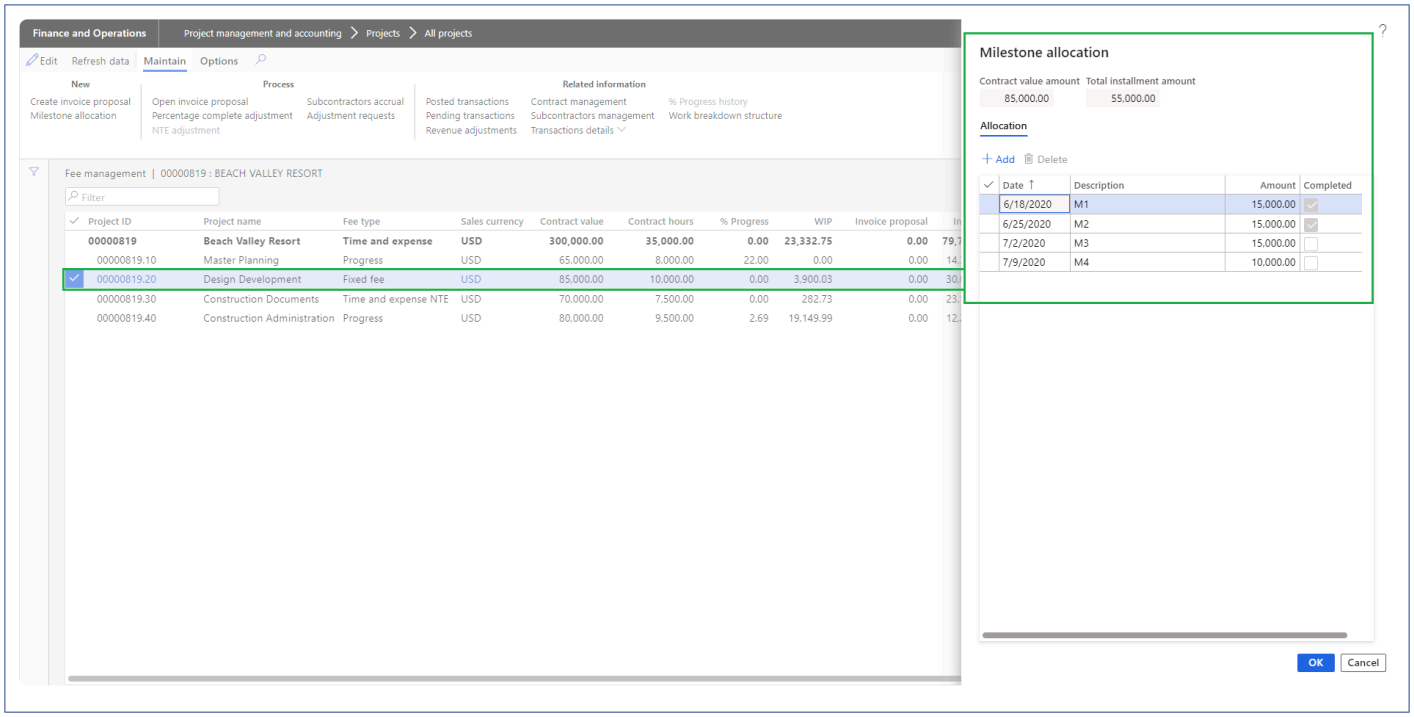

Fields	Description
Contract value amount	Displays the total fee budget amount.
Total instalment amount	Displays the total fee installment created as milestones in the allocation section.
Add	Allows us to add the new allocation line.
Delete	allows us to delete the allocation line.
Date	Allows to enter the date for milestone or allocation.
Description	Allows to enter the description for the milestone.
Amount	Allows to enter the agreed milestone amount on the specified date.
Completed	Allows to complete the selected milestone. Once this is marked as complete, invoice proposal can be created for that amount.

Fee forecasts

When the user defines contract value on the fee management form, automatically fee forecast line with defined contract value amount will get created on fee forecast form.

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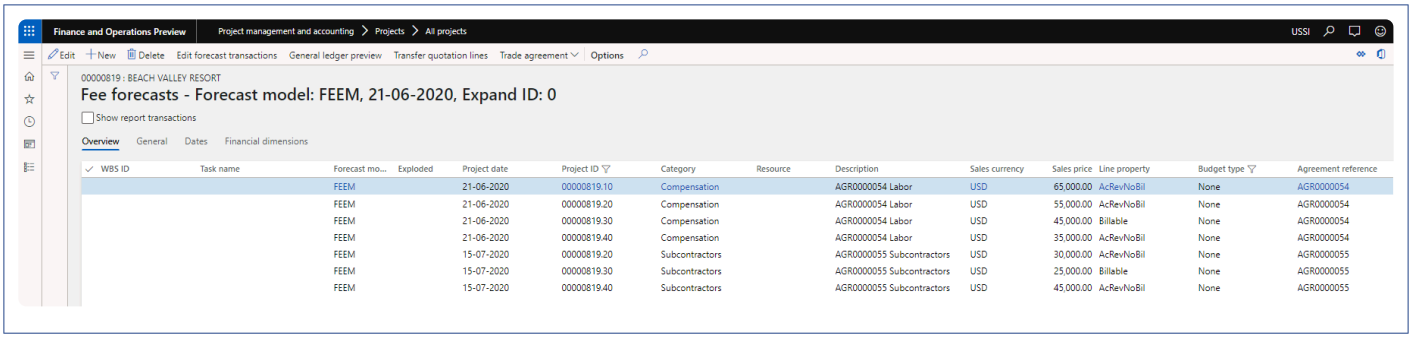
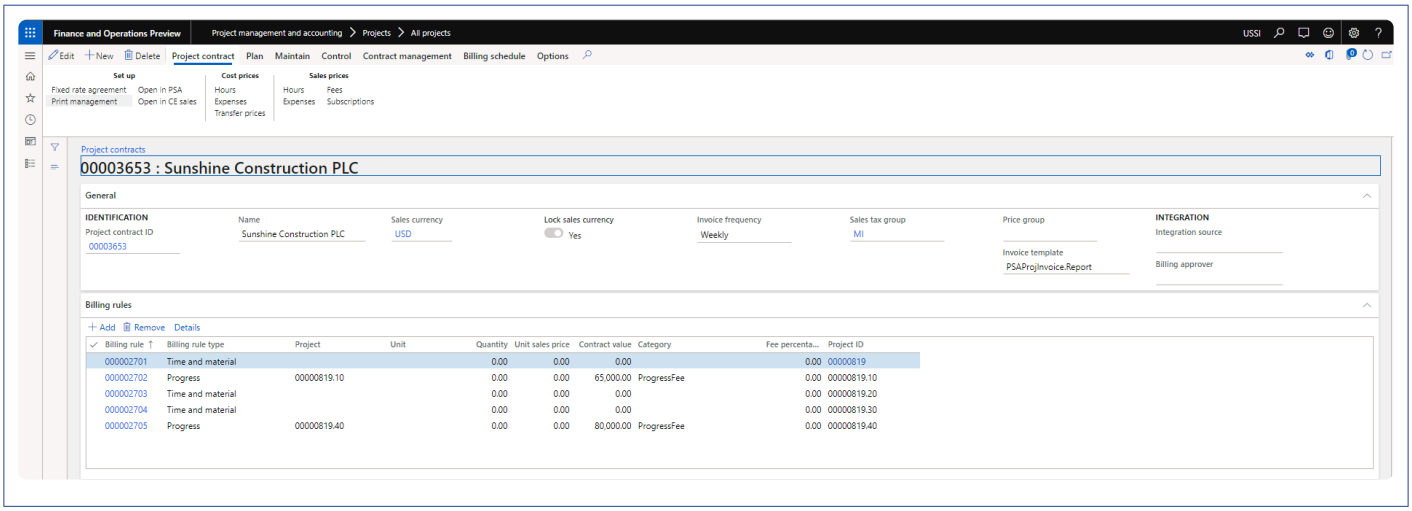
Go to Project management and accounting > Projects > All projects > Fee forecast



Billing rules on Project contract

When the user defines contract value on the fee management form, billing rule line with defined contract value amount will get updated on project contract form.

Go to Project management and accounting > Projects > Project contracts



Project invoice proposals

Once the user completes the milestones, fee journal is created automatically behind the scenes and will be available for billing. Once we create a invoice proposal, fee journal will come into that for the billing purpose.

Go to Project management and accounting > Projects > Project invoice proposal
Go to Project management and accounting > All Projects > Fee Management Tab -> Fee management button -> Create invoice proposal Button

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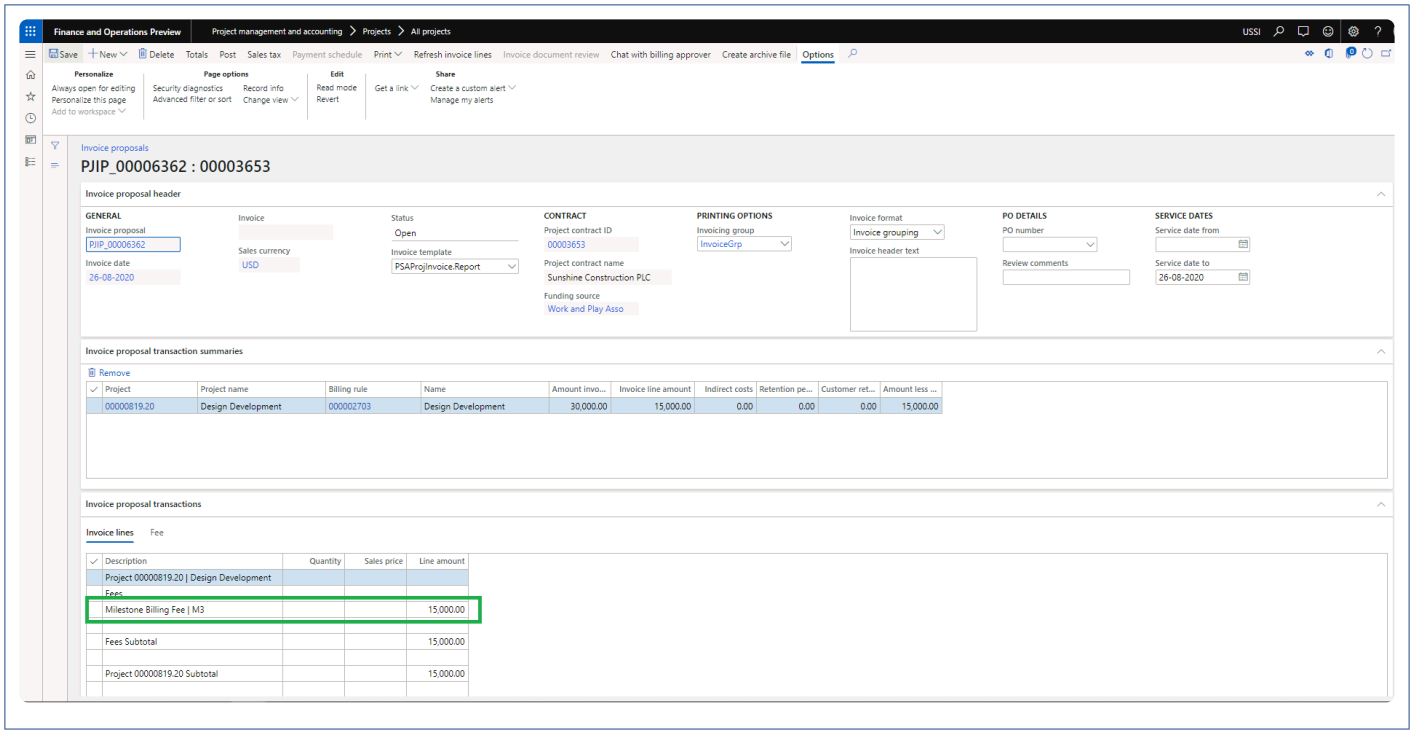

Revenue adjustments

Revenue adjustments capabilities has been built on top fee management allowing us to adjust the accrued revenue getting the correct total revenue as well as WIP and % complete at given point of time. There could be scenarios where the actual work completed is more or less than then what's been already billed to the client, in this case you can use the revenue adjustment capabilities bring back the project values to what's expected.

There are two type of the adjustments namely – percentage complete adjustment and NTE adjustment each catering to different fee types. Percentage complete adjustment is applicable to the projects with the fee type of progress or fixed fee where NTE adjustment is applicable to projects with the fee type of time and expense NTE.

Go to Project management and accounting > All Projects > Fee management -> Percentage complete adjustment

Once user select progress fee type project, Percentage complete adjustment button is enabled allowing users to perform revenue adjustment.

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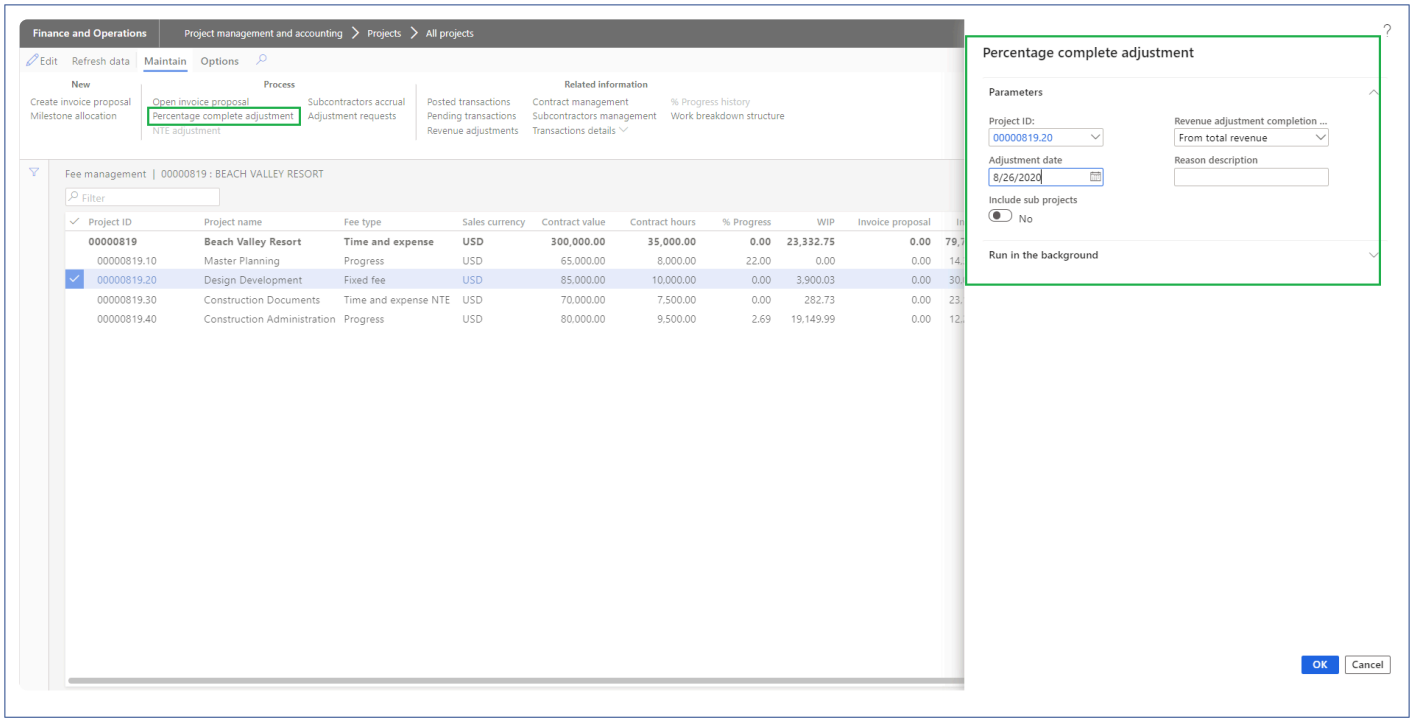
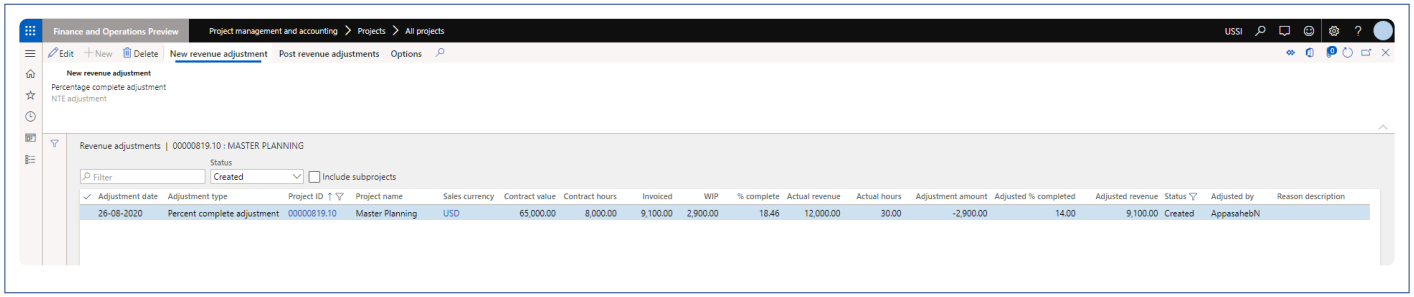


While performing the adjustments, there are 3 different methods to adjust the project values.

- From total revenue – In this case an adjustment record is created considering the total revenue earned vs total contract value of the project as on the day of adjustment. A record is created on the revenue adjustments form.
- From Invoice revenue – In this case an adjustment record is created considering the posted revenue vs the total contract of the project as on the day of adjustment. A record is created on the revenue adjustments form.
- From total hours – In this case an adjustment record is created considering the posted hours vs the hour budget the project as on the day of adjustment. A record is created on the revenue adjustments form.



Once an adjustment record is created, user the update the ‘Adjustment amount’ and ‘Adjusted % completed’ to adjust the project balances. On the update previously mentioned fields and the rest of the fields are auto calculated to reflect the right values. Once you sure of the adjustment values, you can post the revenue adjustments using button provided at the menu.

On posting a fee journal is created in system. The fee journal uses the category define on projects360

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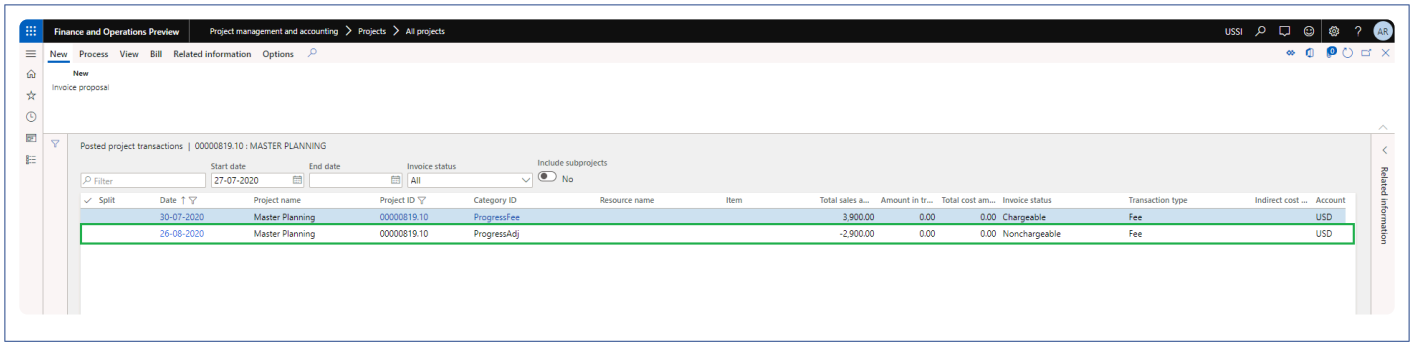
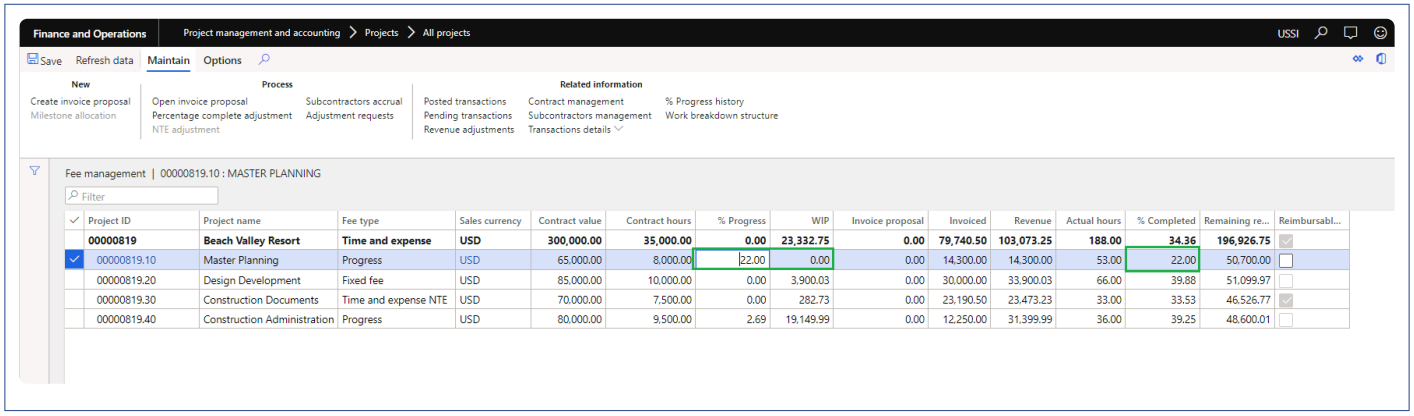
parameters.



Once the revenue adjustments are posted and complete, you can see the right values updated on the fee management based on the adjustment.



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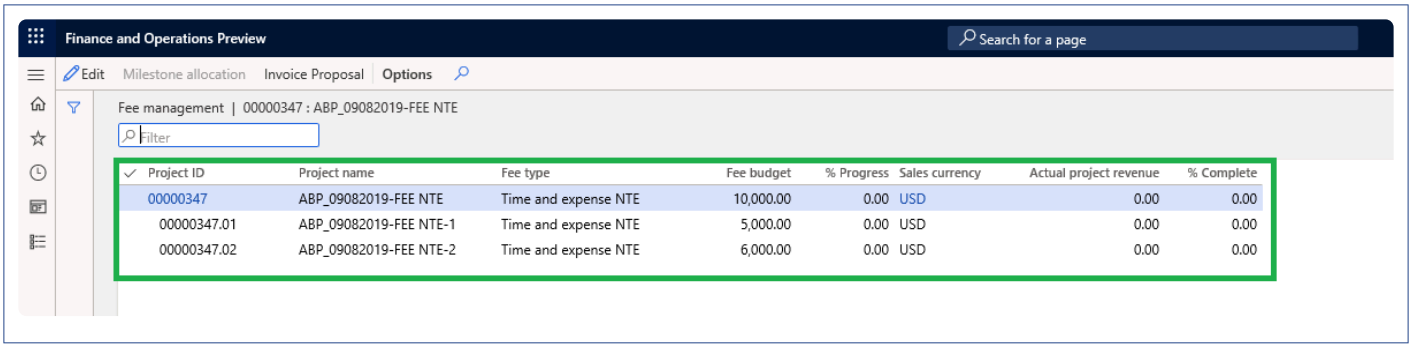
Time & Expense (NTE)

This sections details out the how the Fee forecast and billing is created for time and expense not to exceed projects.

A time and expense not to exceed (T&E NTE) contract includes a cap that represents the maximum amount that can be charged by the contractor. This type of contract or clause can help to increase contractor efficiency because the contract price is limited to the cap amount, no matter how long the project takes or how high the materials costs run.

User will create new project with the project group of fee type “time and expense NTE” and when the user opens the fee management form, the line with fee type “Time and expense NTE” will get created and also a billing rule will be created on project contract with the contact value amount as zero automatically. Once the user updates contract value then a corresponding fee forecast lines will get automatically created on fee forecast form and billing rule will be automatically updated on project contract form with the contract value amount.

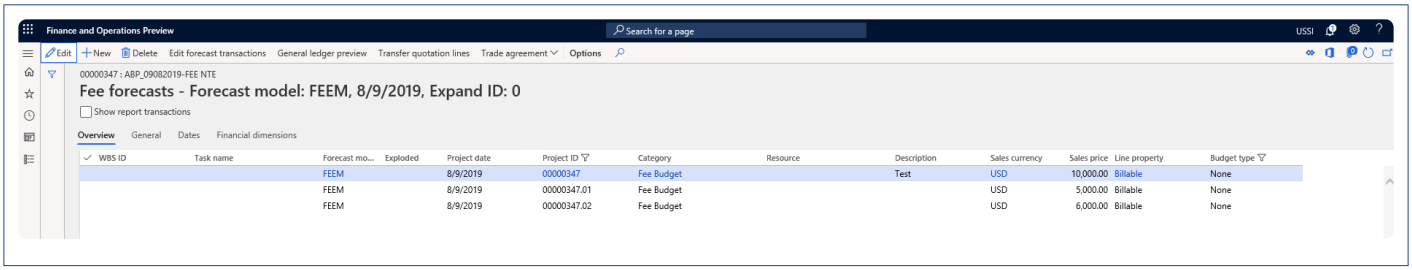
Projects and Fee type



Fee forecasts

When the user defines Fee budget on the Fee management form, automatically fee forecast line with defined Fee budget amount will get created on fee forecast form.

Go to Project management and accounting > Projects > All projects > Fee forecast



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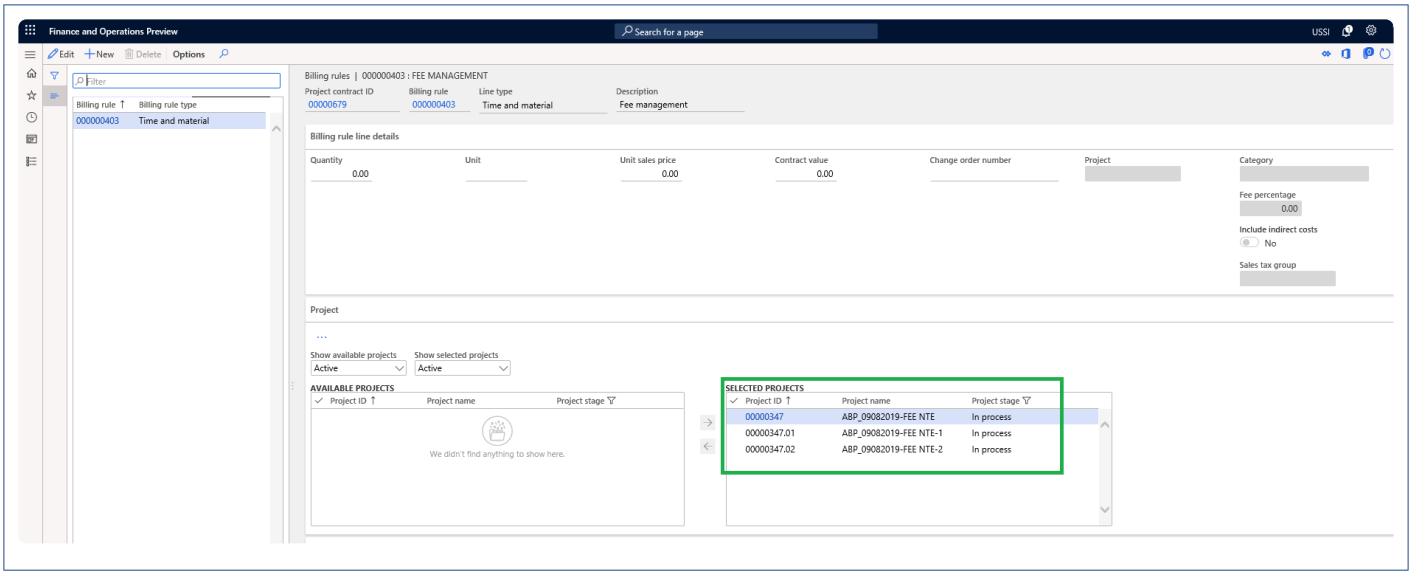
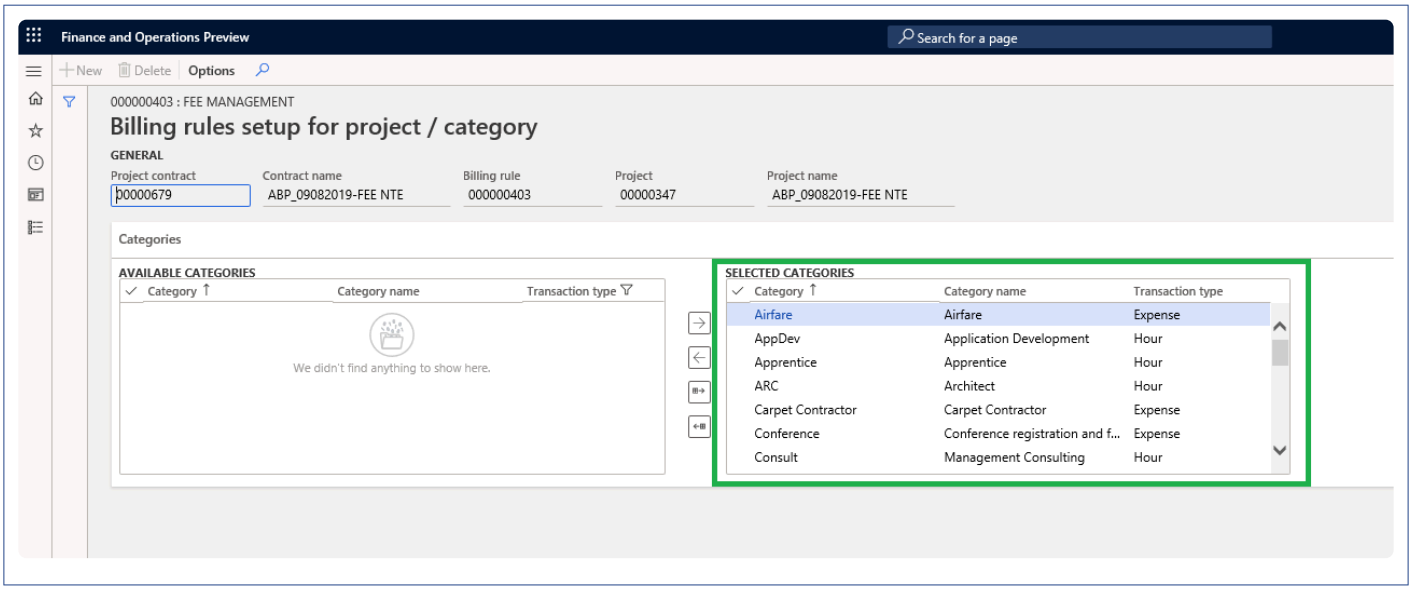
Billing rules on Project contract

When the user defines Fee budget on the Fee management form, automatically billing rule line with defined Fee budget amount will get created on project contract form. Also the categories are added to chargeable categories.

Go to Project management and accounting > Projects > Project contracts





Project invoice proposals

User will go ahead and post the hours and expenses to the project. Once the transactions exceeds the budgeted fee amount, a negative fee journal will be created automatically for the differential amount while creating the invoice proposals.

Go to Project management and accounting > Projects > Project invoice proposal

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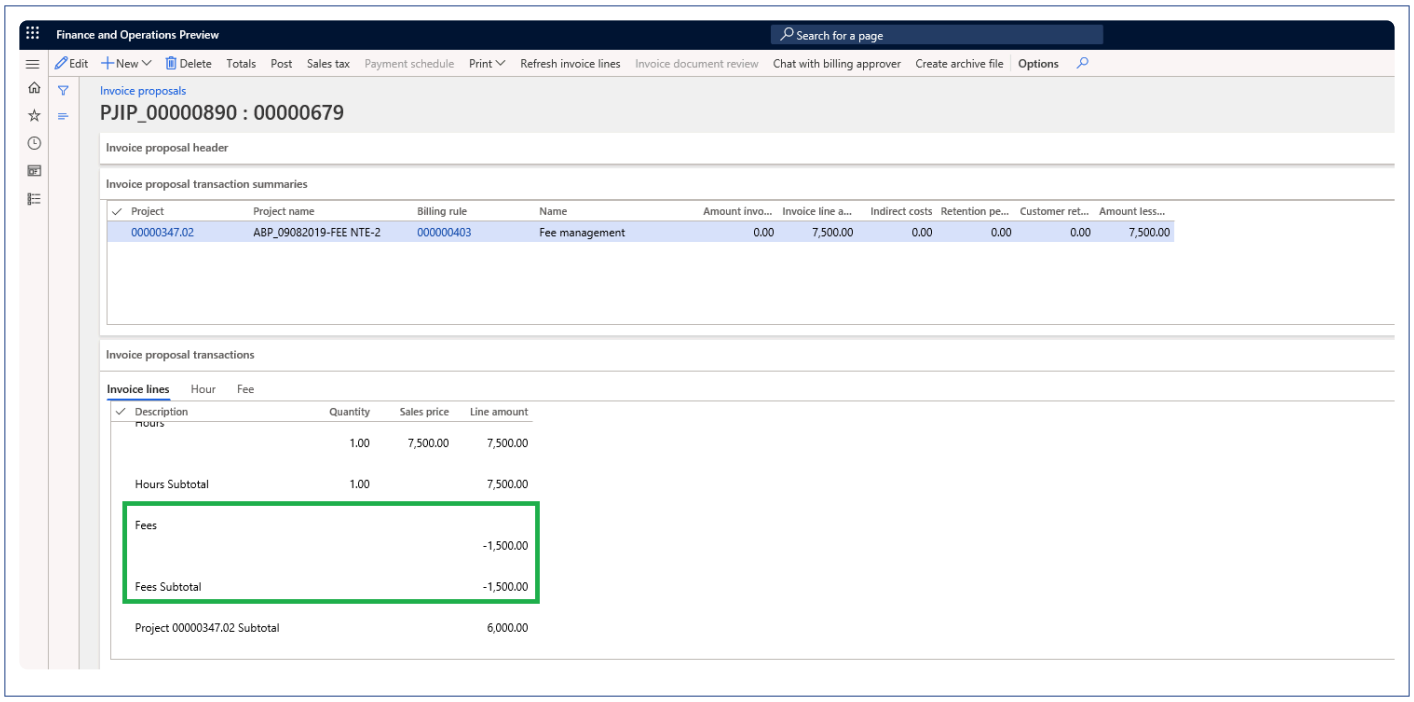
Go to Project management and accounting > All Projects > Fee Management Tab -> Fee management button -> Create invoice proposal Button



Revenue adjustments

Revenue adjustments capabilities has been built on top fee management allowing us to adjust the accrued revenue getting the correct total revenue as well as WIP and % complete at given point of time. There could be scenarios where the actual work completed is more or less than then what's been already billed to the client, in this case you can use the revenue adjustment capabilities bring back the project values to what's expected.

There are two type of the adjustments namely – percentage complete adjustment and NTE adjustment each catering to different fee types. Percentage complete adjustment is applicable to the projects with the fee type of progress or fixed fee where NTE adjustment is applicable to projects with the fee type of time and expense NTE.

Go to Project management and accounting > All Projects > Fee management -> NTE adjustment

Once user select time and expense NTE fee type project, NTE adjustment button is enabled allowing users to perform revenue adjustment.

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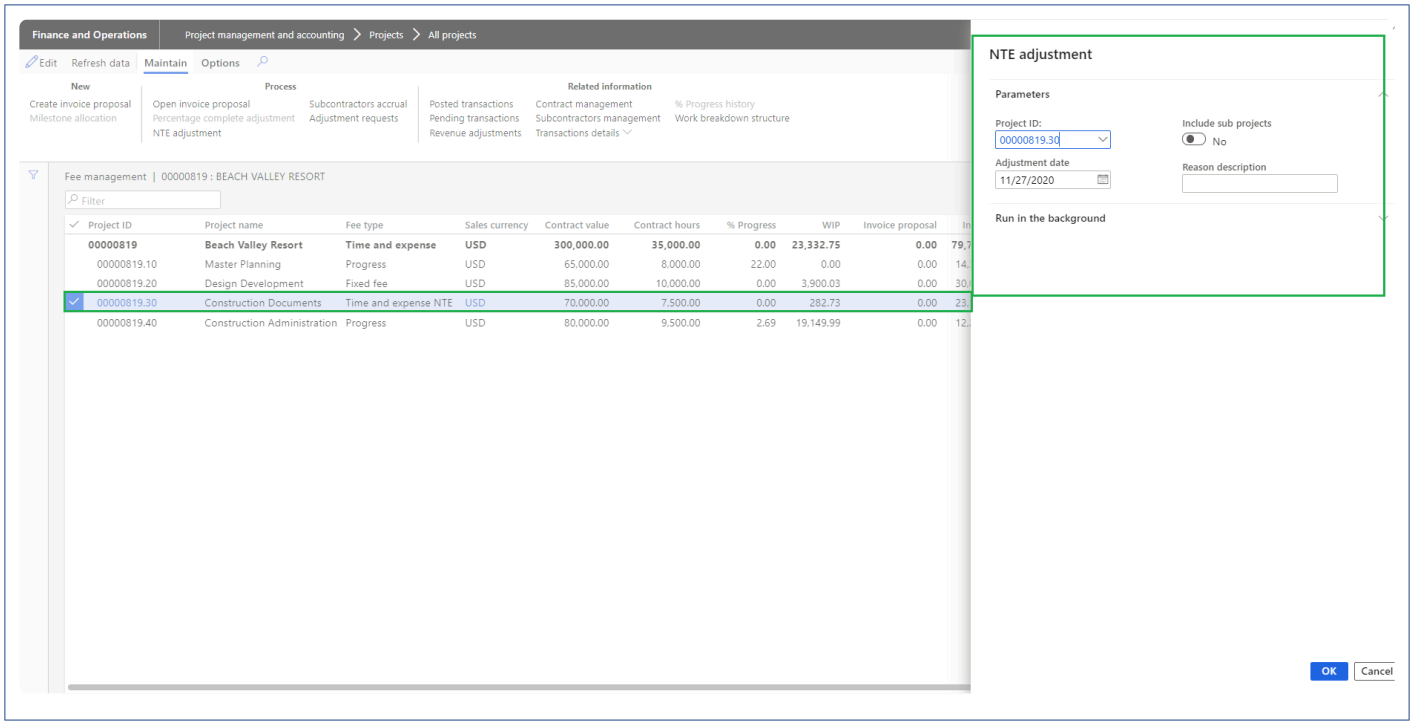
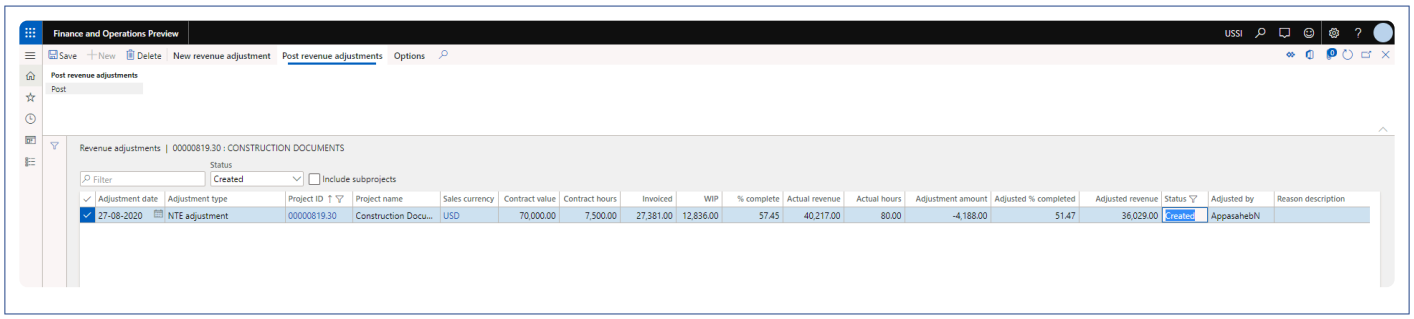


For NTE adjustments, calculations are straight forward. What value you see on the fee management form is brought into the revenue adjustment form and then we adjust the project balance by modifying the the ‘Adjustment amount’ and ‘Adjusted % completed’.



Once an adjustment record is created, user the modify the ‘Adjustment amount’ and ‘Adjusted % completed’ to adjust the project balances. On the modification, previously mentioned fields and the rest of the fields are auto calculated to reflect the right values. Once you sure of the adjusted values, you can post the revenue adjustments using button provided at the menu.

On posting a fee journal is created in system. The fee journal uses the category define on projects360 parameters.

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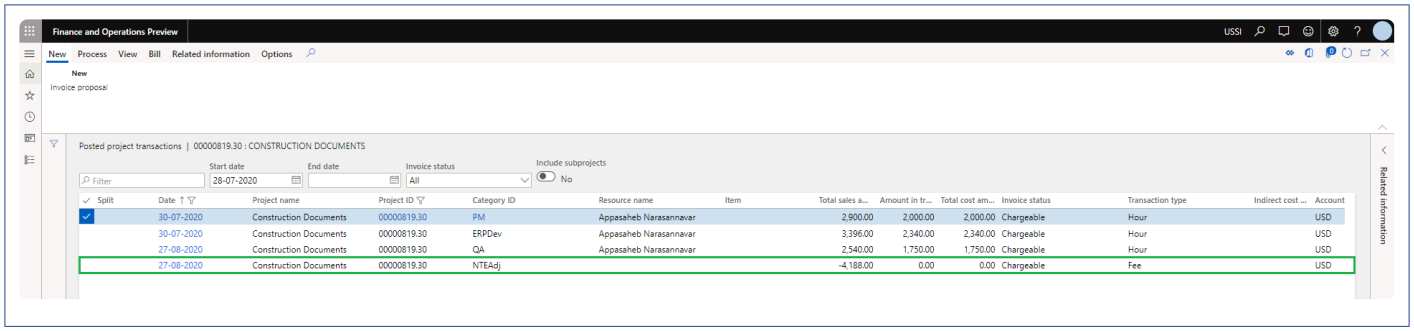
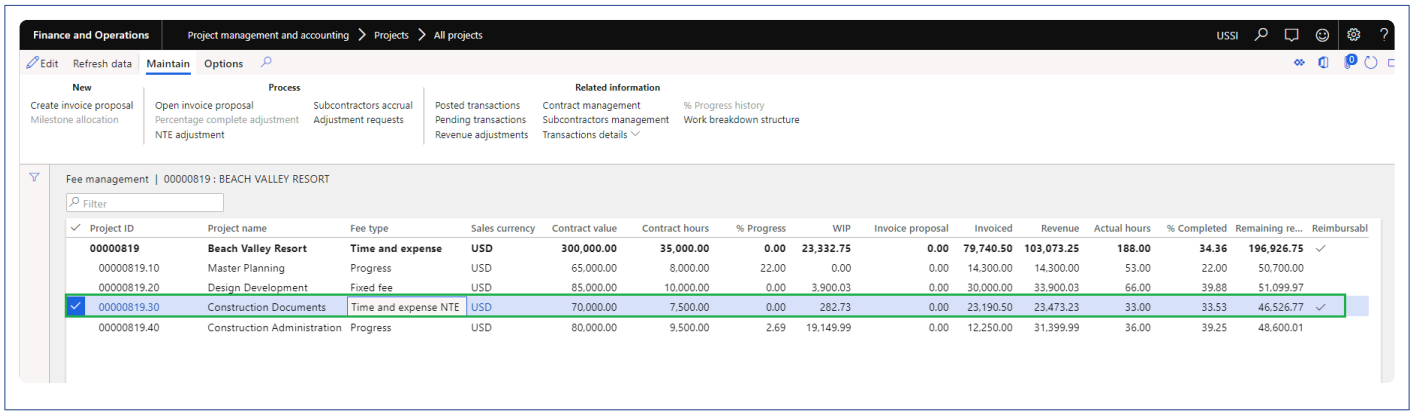


Once the revenue adjustments are posted and complete, you can see the right values updated on the fee management based on the adjustment.



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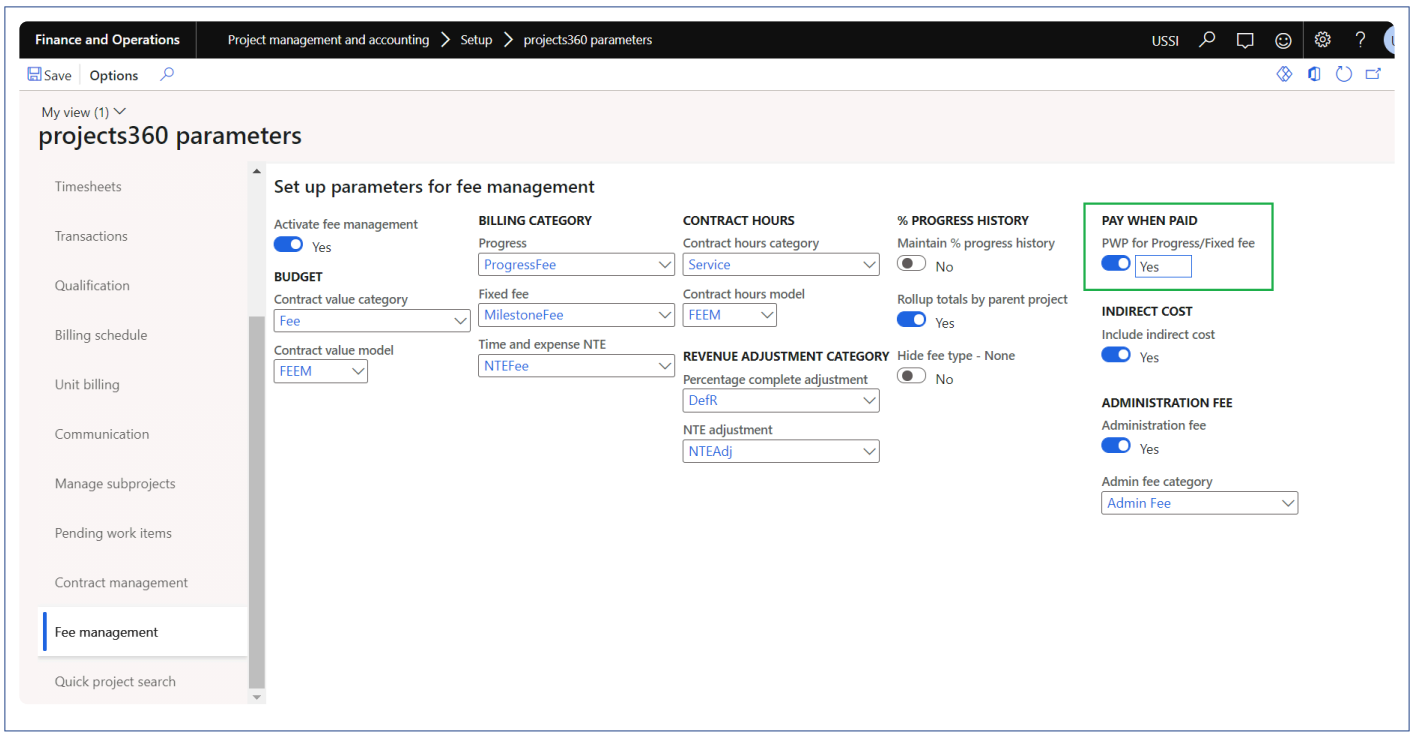
Pay when paid process

This sections details out the Pay when paid process for Fixed and Progress fee type projects.

We have introduced ‘Pay when paid’ functionality for fixed fee and progress projects. The vendor invoices can be associated to customer invoices either during the invoice proposal creation or from the Pay when paid form. The vendor invoices will be released for payment once the customer payments are received and it matches the pay when paid details entered on the project.

Parameters

On the projects360 parameters form, new parameter is introduced ‘PWP for Progress/Fixed fee’ to control the pay when paid functionality for fixed fee and progress type of projects. User needs to set the “PWP for Progress/Fixed fee” field value to ‘Yes’ in order to use this feature.



Fields	Description
Activate fee management	This parameter enables users to activate PWP for Progress/Fixed fee functionality.

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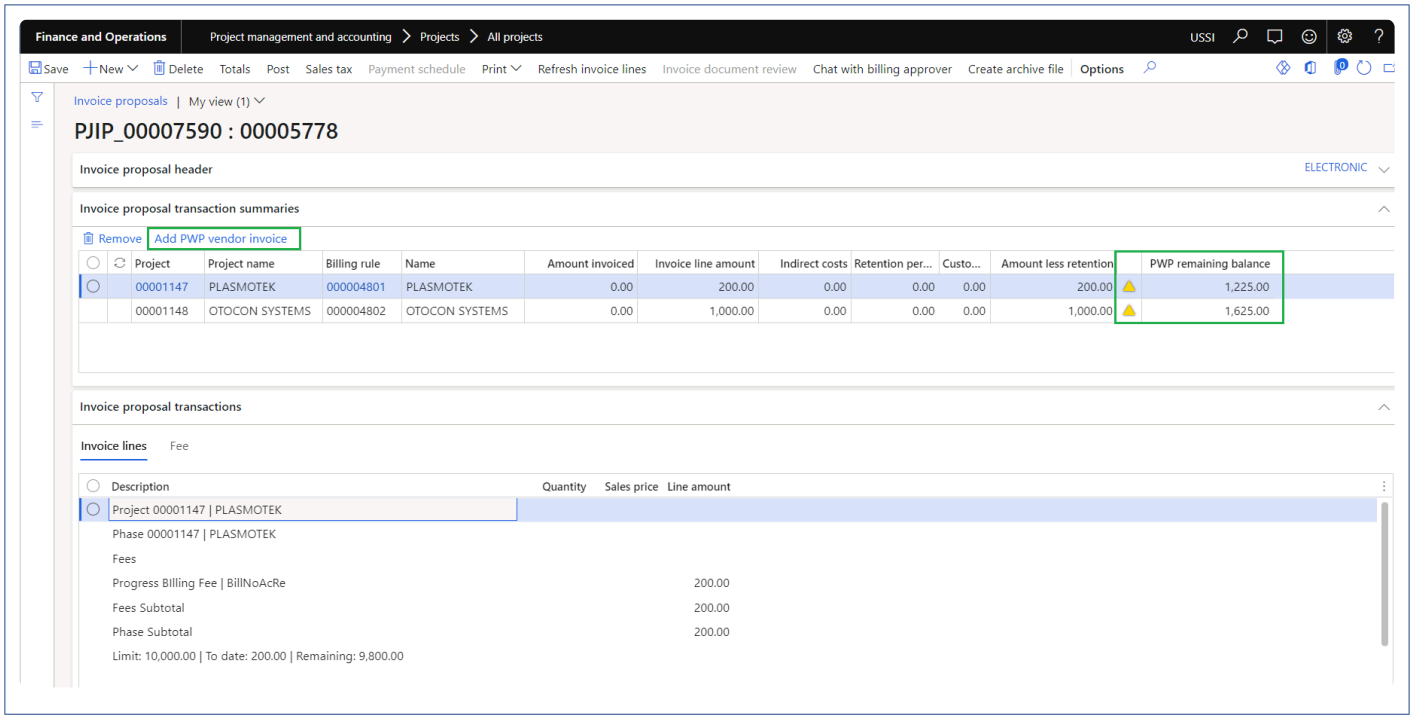
Pay when paid process on project invoice proposal

On the project invoice proposal form new field ‘PWP remaining balance’ is added where it displays the sum “Line amount” from all vendor invoice lines with PWP and without customer invoice related. Whenever there is a PWP balance more than zero yellow icon will be displayed for the user.

New button ‘Add PWP vendor invoice’ is added where it displays all open PWP vendor invoice lines related with the selected project and with the open status. Along with this the form displays only the invoice lines where “Ready for payment” is “No”.

Go to Project management and accounting > Projects > All projects > Project invoice proposal



On the project invoice proposal when the user clicks on the button ‘Add PWP vendor invoice’ new form Add PWP vendor invoice relation form will be opened where the user can link the open vendor invoices to the project invoice proposal.

Go to Project management and accounting > Projects > All projects > Project invoice proposal > Add PWP vendor invoice

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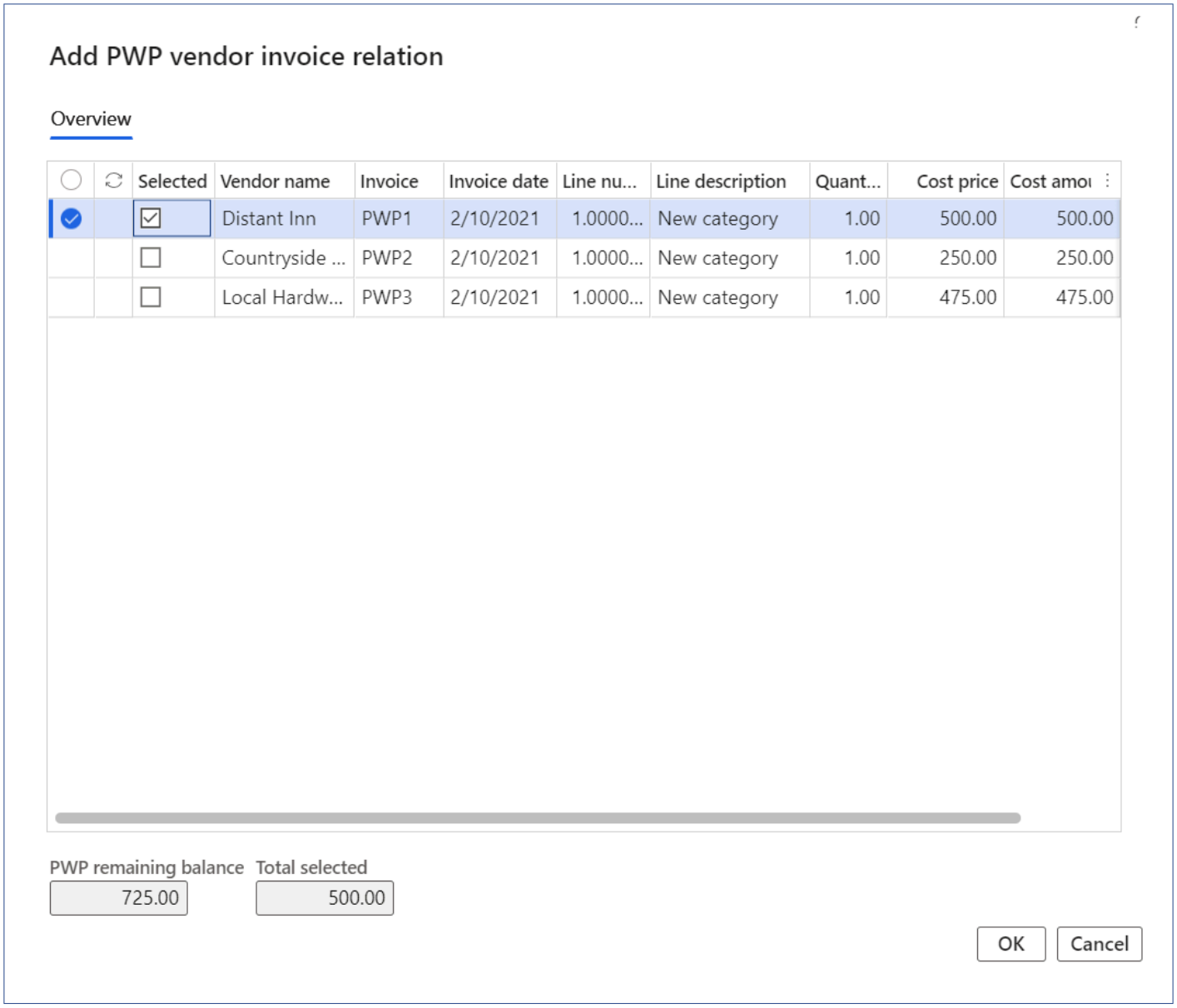

Details of the fields available on the Add PWP vendor invoice relation form are as follows –

Fields	Description
Vendor name	Display vendor name related with vendor account from vendor invoice.
Invoice	Displays invoice number of the vendor invoice.
Invoice date	Displays invoice date of the vendor invoice.
Line number	Displays line number from the vendor invoice on which the selected project ID is associated.
Line description	Displays line description from the vendor invoice on which the selected project ID is

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	associated.
Quantity	Displays quantity from the vendor invoice on which the selected project ID is associated.
Unit price	Displays unit price from the vendor invoice on which the selected project ID is associated.
Amount	Displays cost amount from the vendor invoice on which the selected project ID is associated.
Currency	Displays currency from the vendor invoice on which the selected project ID is associated.
PWP remaining balance	Displays PWP balance of remaining vendor invoices.
Total selected	Displays the sum of the selected vendor invocies.
OK	On clicking OK button all the selected vendor invoice will get linked to the project invoice proposal.
Cancel	On clicking Cancel button process will get cancelled.

Once the project invoice proposal is posted, the standard process will create the relationship between Vendor invoice line and Customer invoice. User will be able to view this relationship on standard Vendor invoices with pay when paid form.

Go to Project management and accounting > Projects > All projects > > Vendor invoices

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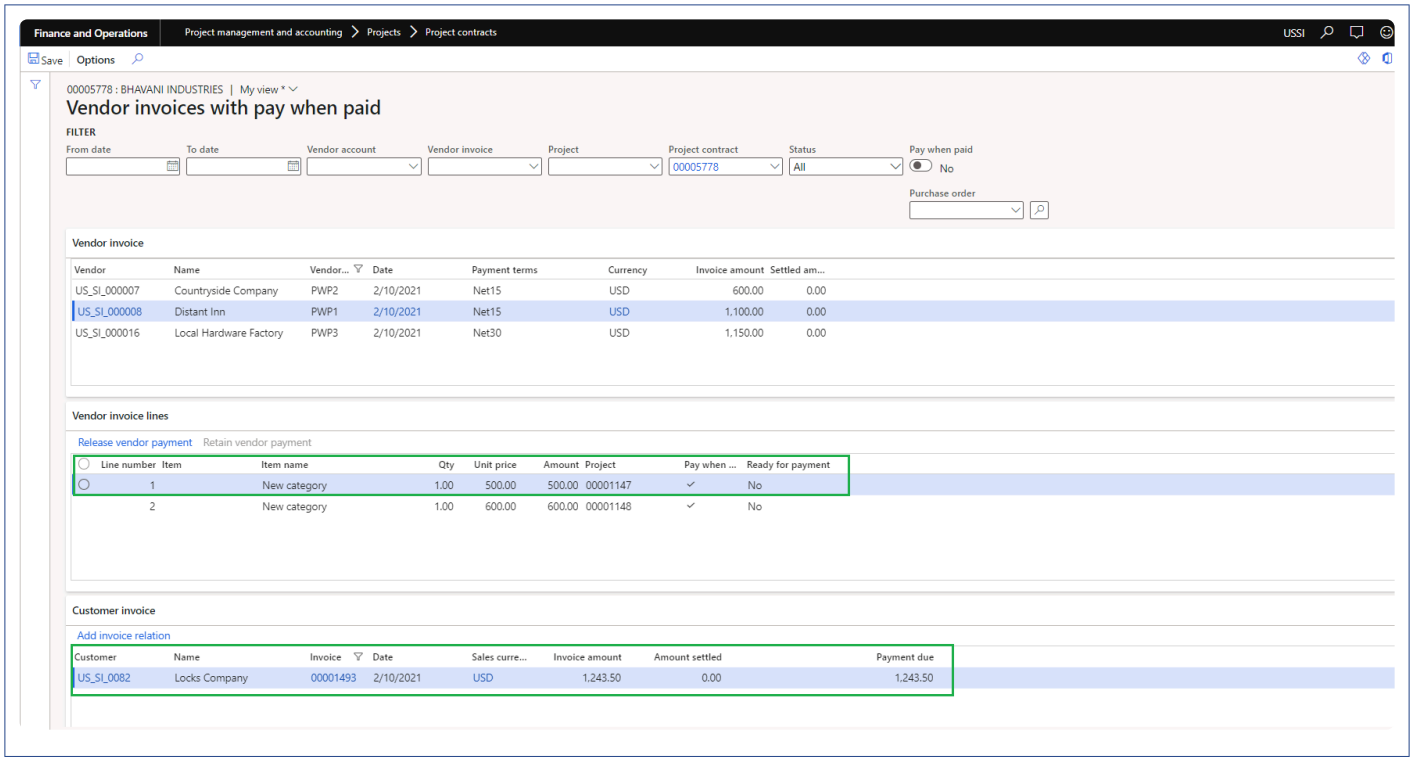
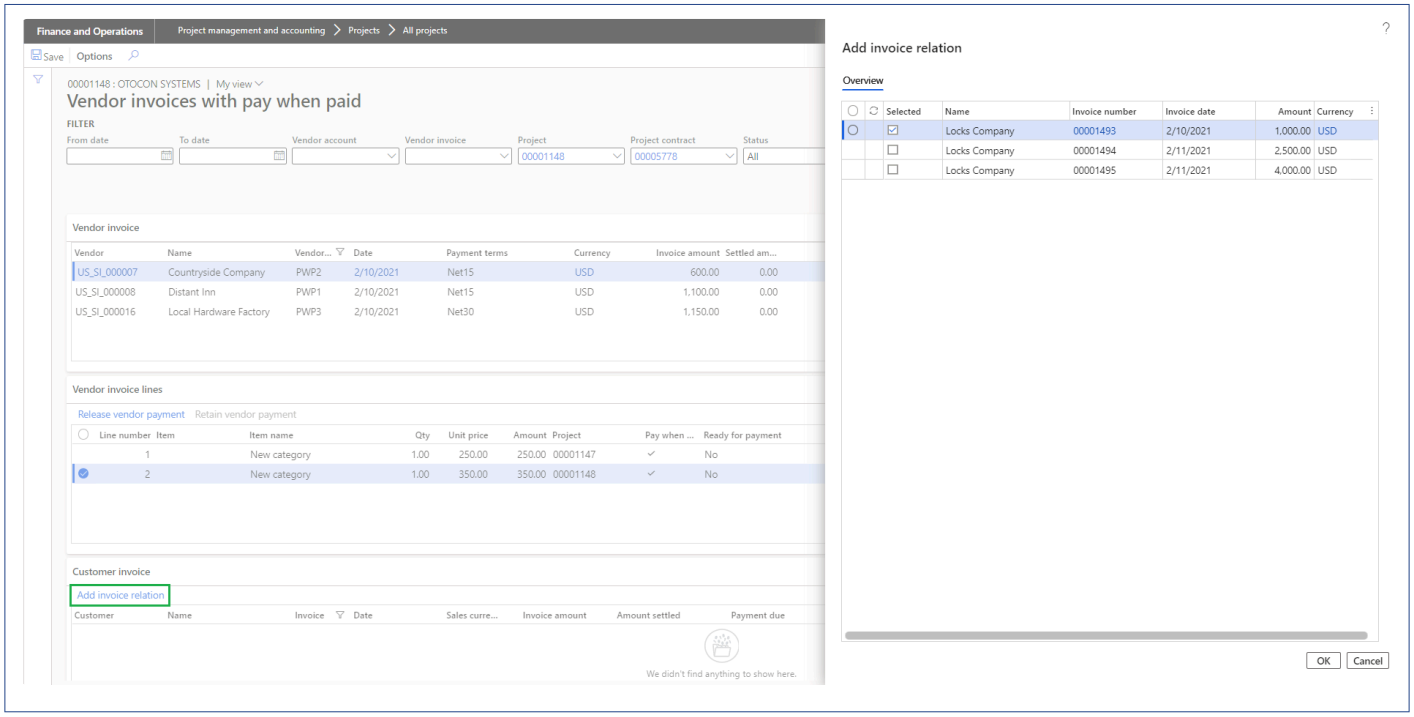


New button ‘Add invoice relation’ is introduced to link the project customer invoices to the vendor invoices through ‘Vendor invoices pay when paid form’. This form will show all open customer invoices related with the selected project from vendor invoice line.

Go to Project management and accounting > Projects > All projects > > Vendor invoices_



Details of the fields available on the Add invoice relation form are as follows –

Fields	Description
Name	Display customer name related with project invoice.
Invoice number	Displays invoice number of the project invoice.
Invoice date	Displays invoice date of the project invoice.
Amount	Displays invoice amount of the project invoicec.
Currency	Displays project invoice currency.

Note – When the full credit note is created for the project invoices linked with PWP, the relation between the vendor invoice and project invoice will be removed.

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SubContractor Management

Subcontractor management ensures consistency in how firms manage their subcontractors. This new feature enhances the existing "Contract management" experience allowing Project Accountants and Project Managers to distribute contract buckets across multiple subcontractors/vendors.

In addition, there is a new process and form available to calculate subcontractor accruals based on "% progress" entered from "Fee management". On this new form users can review the accrual proposal and post them as expenses. Those accrued expenses can be reversed at a later stage.

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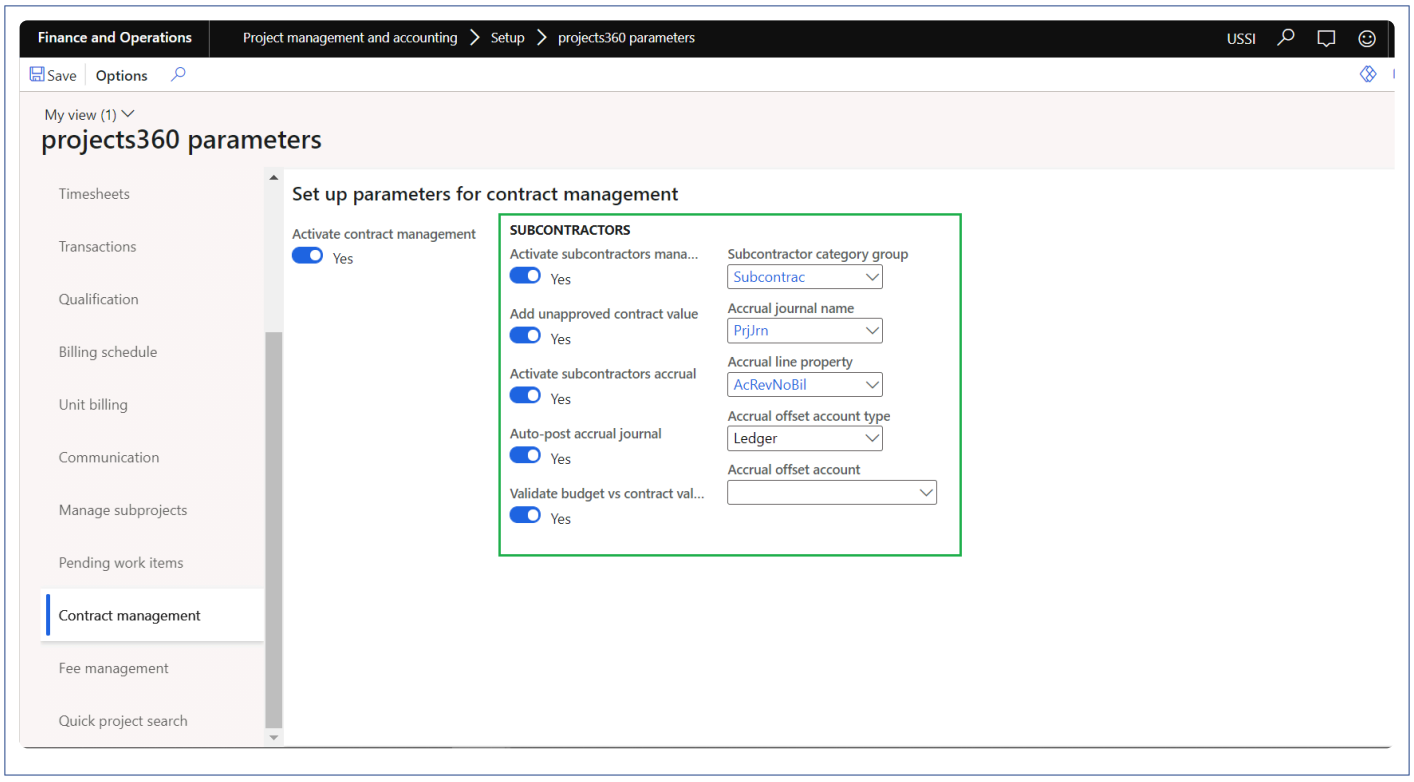
Configure

This sections details out the setups required to be configured in order to use the subcontractor management functionality.

Parameter Setup

There is a new parameter added under the projects360 parameters to activate this feature. Once activated, the contract management menu's are displayed on the project contracts and projects form.

Go to Project management and accounting > Setup > projects360 parameters



Details of the fields available on the projects360 parameters form are as follows –

Fields	Description
Activate subcontractors management	This checkbox allows you to enable the subcontractors management feature.
Add	This will allow either only the approved contracts for subcontracting or both approved and

unaaproved contract value	unapproved contracts. If the checkbox is ON, both approved and unapproved contracts will be considered for subcontracting.
Activate subcontractors accrual	This checkbox decides whether the accrual functionality to be enabled or not.
Auto post accrual journal	This makes sure that the expense journal that gets created is automatically posted when the post button is clicked on the suncontractors accrual form. If this is OFF, then users has to post the expense journal manually.
Validate budget vs contract value	Marking this checkbox box makes sure that the subcontractor amount to not exceed the the contract value of the project or the contract bucket.
Subcontractors category group	Allows to select a category group. Project categories under this group can be used for accrual journals.
Accrual journal name	Allows to select the accrual journal names. This name will be used while created the accrual journals.
Accrual line property	Allows to select the accrual line property. This line property will be used for the accrual journals.
Accrual offset account type	Allows to select the accrual offset account type as Vendor or Ledger. This will be used while posting the accrual journals.
Accrual offset account	Allows to select the accrual offset account. This field is enabled only when the accrual offset account type is Ledger and will be used for the accrual journals.

Contract Management Buckets

On contract management buckets form, users can define which buckets can be used for subcontractors. Once the buckets are decided, users can define if the accrual journal to have cost, cost and revenue or none as the accrual methods. Here we can also define the categories to be used while posted the accrual journals.

Go to Project management and accounting > projects360 Setup > Contract management > Contract management buckets

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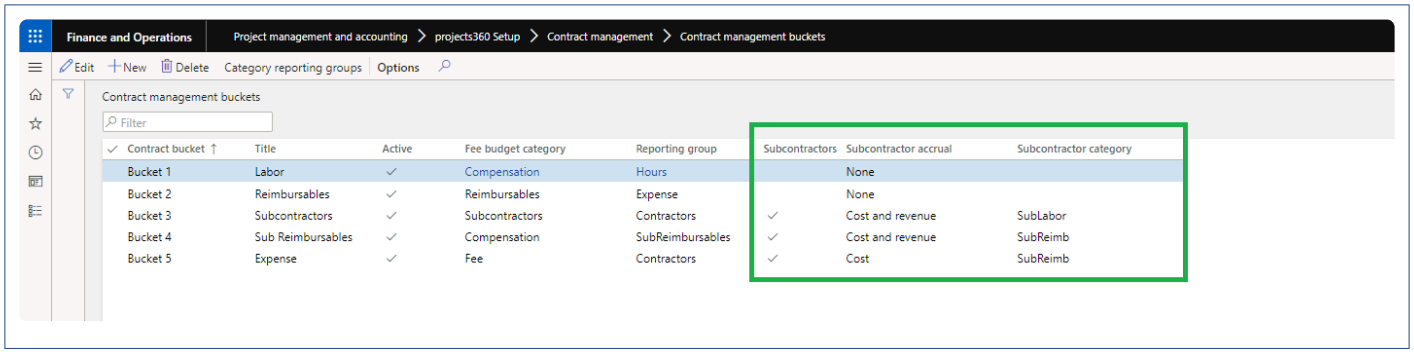

Last modified: 10 February 2021

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Subcontract projects

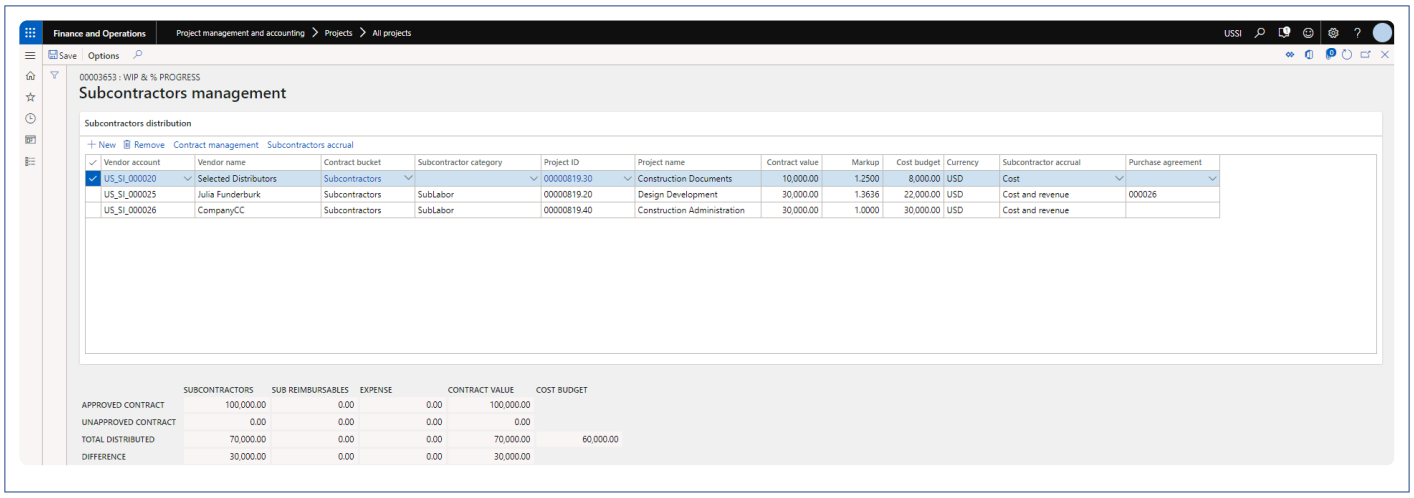
This sections details out how the contract values can be distributed to subcontractors.

Contract Management

Once the Contracts agreements are created, these can be distributed for subcontracting using the new button or the form provided. The distribution can be among the multiple vendors or single vendor but multiple tasks/ phases of the project. This form is divided into two sections, this grid allows to enter the subcontracting information while totals/footer section keeps displaying the latest values as and when makes changes in the grid.

The new form can be accessed from following places –

Project management and accounting > Projects > All projects/project details > "Contract management" tab > "Subcontractors management" button
Project management and accounting > Projects > Project contracts > "Contract management" tab > "Subcontractors management" button
"Fee management" form > "Maintain" tab > "Related information" section > "Subcontractors management" button
"Contract management" form > "Subcontractors management" button



Details of the button available on this form are as follows –

Fields	Description
New	Allows to create new record on this form.

Remove	Allows to remove the subcontracting lines from the grid.
Contract management	Allows to open the contract management form.
Subcontractor accruals	Allows to open the subcontractor accrual form.

Details of the fields available on this form are as follows –

Fields	Description
Vendor account	Allows to select the vendor to whom the work will be subcontracted.
Vendor name	Shows the name of the vendor selected in the vendor account field.
Contract bucket	Allows to select the contract bucket from which the work will be subcontracted.
Subcontractor category	Based on the contract bucket, subcontractor category will be defaulted as configured on the parameters. This can be changed as per requirement.
Project ID	Allows to select the project ID for which the work will subcontracted. Based on the contract bucket, the project ID's will be shown in this dropdown.
Project name	Shows the name of the project selected in the project ID field.
Contract value	Allows to enter the amount of work you desire to outsource/subcontract.
Markup	If there are markups defined in the pricing table, then markup value will default here else user can key in the desired/agreed markup value.
Cost budget	This field be calculated based on the contract value divided by the markup.
Currency	Show the currency project contract. This is a non editable field.
Subcontractor accrual	Based on the contract bucket and project ID selected, this will default with either None, Cost or Cost and revenue. This can be changed as per the needs.
Purchase agreement	Allows to select the purchase agreement details with the selected vendor and project on the line.

There is footer information available on the bottom of the form to provide some key information to user to help distribute the outsourcing/subcontracting information.

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Fields	Description
Approved contract	This field show the approved agreement values for each bucket. Buckets are denoted as column headers.
Unapproved contract	This field show the unapproved agreement values for each bucket. Buckets are denoted as column headers.
Total distributed	This field show the total amount distributed so far for subcontracting. This information is again shown per bucket and buckets are denoted as column headers.
Difference	This field shows the amount yet to be distributed to subcontractors. This information is again shown per bucket and buckets are denoted as column headers.
Cost budget	This field show the cost budget of all the subcontracting line entered so far on the form.

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Subcontractor accruals

This sections details out how the accrual transactions can be created and how to reverse those transactions at a later point of time.

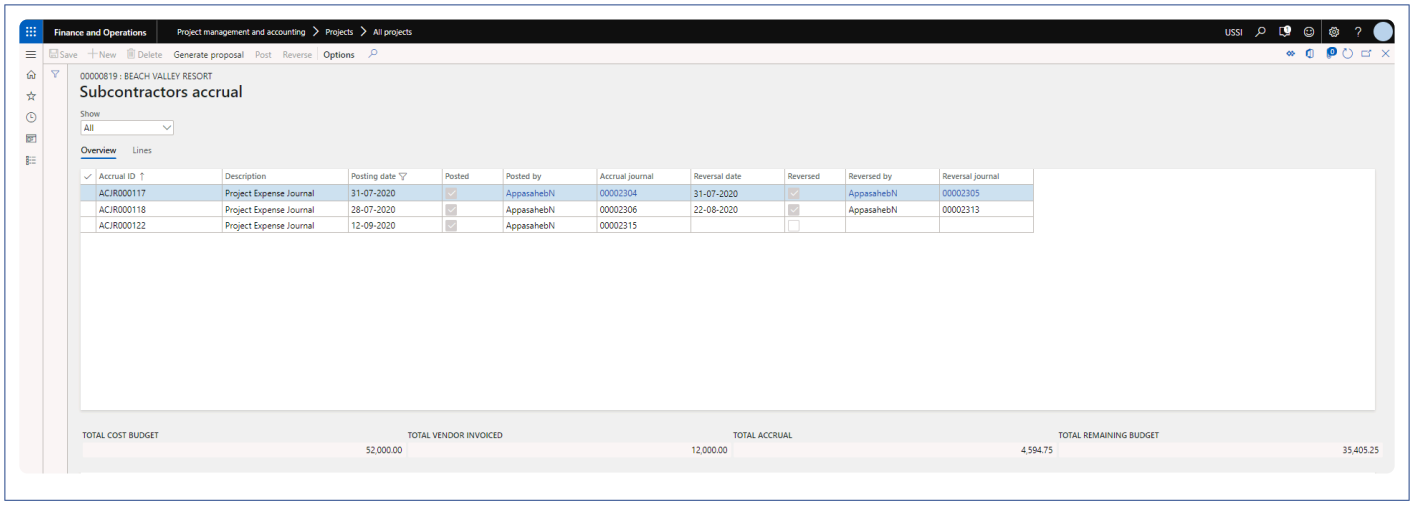
Subcontractor Accruals

On this form, there is a new process and form available to calculate subcontractor accruals based on “% progress” entered from “Fee management”. On this new form users can review the accrual proposal and post them as expenses. Those accrued expenses can be reversed at a later stage. This accrual and reversal process helps us in keeping the project balances up to date with the subcontractor progress.

To create the accrual proposal, we need to go to the below paths –

Project management and accounting > Projects > All projects/project details > “Contract management” tab > “Process” section > “Subcontractors accrual” button
Project management and accounting > Projects > Project contracts > “Contract management” tab > “Process” section > “Subcontractors accrual” button
“Contract management” form > “Subcontractors accrual” button
“Subcontractors management” form > “Subcontractors accrual” button
Project management and accounting > Projects360 periodic > Subcontractors management > Subcontractors accrual

To create a new proposals, click on generate proposal button. A slide form pops up to create, enter the details and hit OK. Proposal generation process can be scheduled through the batch process as well. Once an accrual process is created, it displays in the overview grid. as seen in the below visual.



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The details of the fields available on this form are as follows –

Fields	Description
Accrual ID	This is a next number in the number sequence field configure on the parameters.
Description	This field show the details entered by the user during the proposal creation. If the user doesn't change the description then it shows 'Project Expense Journal'
Posting date	Displays the posting date of the selected line.
Posted	Displays whether the the selected record is yet posted or not.
Posted by	Displays the details of the user who posted the selected line.
Accrual journal	Displays the accrual journal number. This is a hyperlink field, opens up the expense journal on clicking.
Reversal date	Displays the reversal date of the selected line.
Reversed	Displays if the selected line is yet reversed or not.
Reversed by	Displays the details of the user who reversed the selected line.
Reversal journal	Displays the accrual journal number. This is a hyperlink field, opens up the expense journal on clicking.

There is another tab on this form denoted as 'Lines', which shows the information as to from which subcontractor lines were considered for created accrual proposal and what are different projects were considered to create the proposal.

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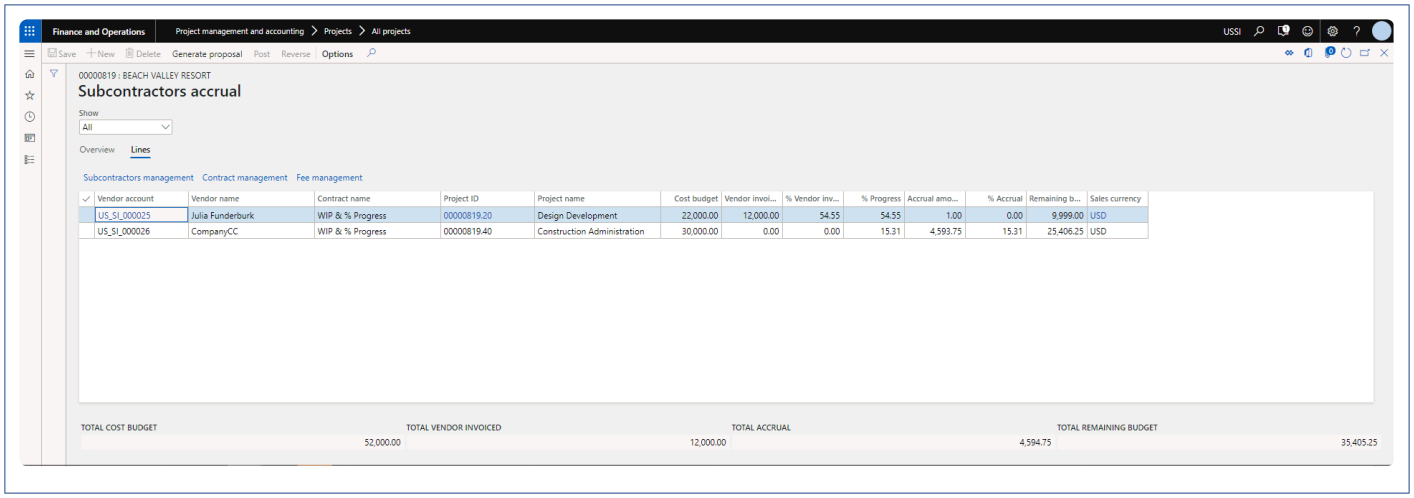

Details of the some of the fields available on this field are as follows -

Fields	Description
Vendor account	This field shows the “Vendor account” from “Subcontractors management” table considered for creating a proposal.
Vendor name	Shows the vendor name of the selected vendor account on the line.
Contract name	Shows the project contract name of the selected on the line.
Project ID	Displays the Project ID from Subcontractors management table considered for creating a proposal.
Project name	Shows the project name of the selected project ID on the line.
Cost budget	Shows the sum of aggregated “Cost budget” field values for the specific vendor account and project ID.
Vendor invoiced	Shows the aggregated sales amount (cost price * Qty) from project expense transactions (ProjCostTrans) where project ID = Project ID and Transaction origin = vendor invoice related with the selected vendor account. Project expense transactions includes expense posted through Vendor invoice, project expense journal and general journal.
% Vendor invoiced	Calculated field showing vendor invoiced divided by cost budget multiplied by 100.
% Progress	Defaulted by % Progress field value from Fee management related with Project ID. If % Progress is zero, then it will be defaulted from % vendor invoiced.

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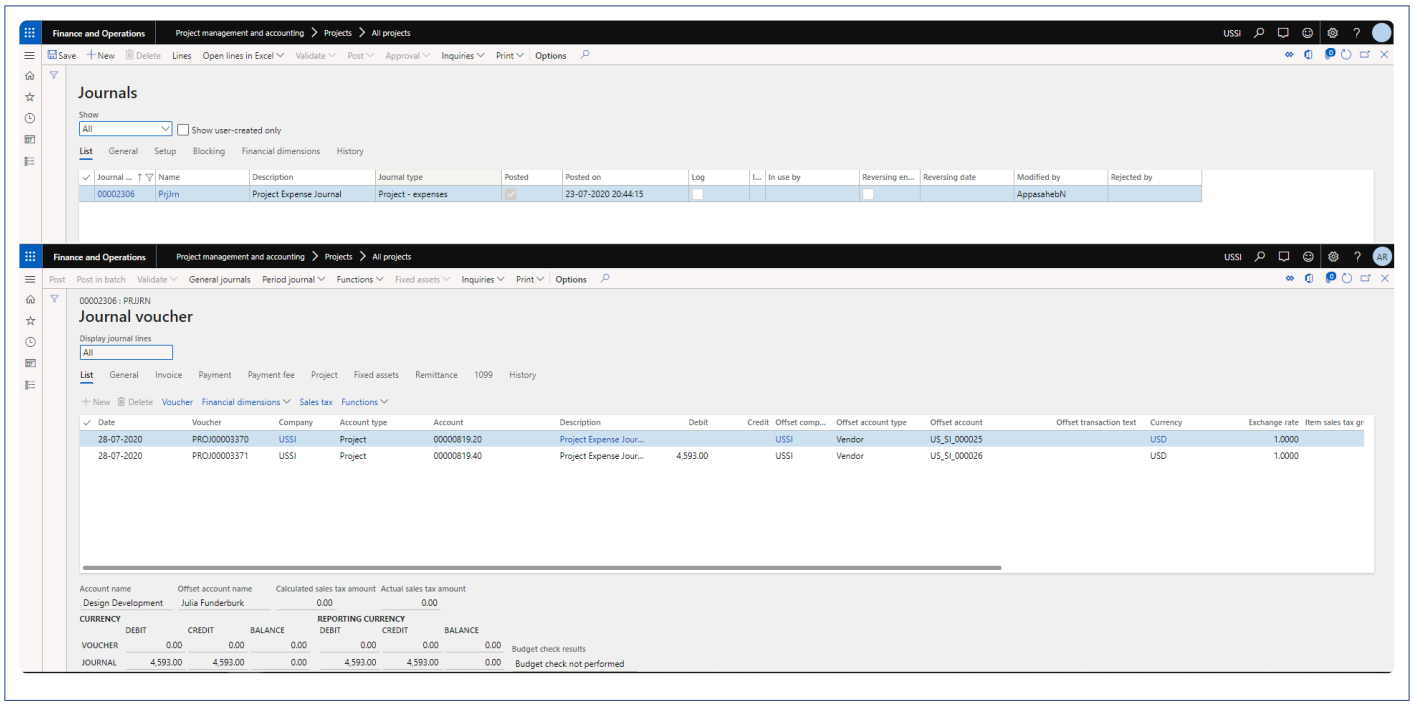
Accrual amount	Calculated field showing (cost budget multiplied by % Progress divided by 100) minus vendor invoiced.
% Accrual	Calculated field showing accrual amount divided by cost budget multiplied by 100.
Remaining budget	Calculated field showing cost budget minus Vendor invoiced minus accrual amount.
Sales currency	Currency from project contract “Sales currency” field.

Accrual Journal Posting

Once the accrual journal is created, they are shown the form. These accrual journals create project expenses journals behind the scenes and can be directly posted from subcontractors accrual form or can be manually posted on the project expense journal form. This is controlled through the parameter on the projects360 parameters form.

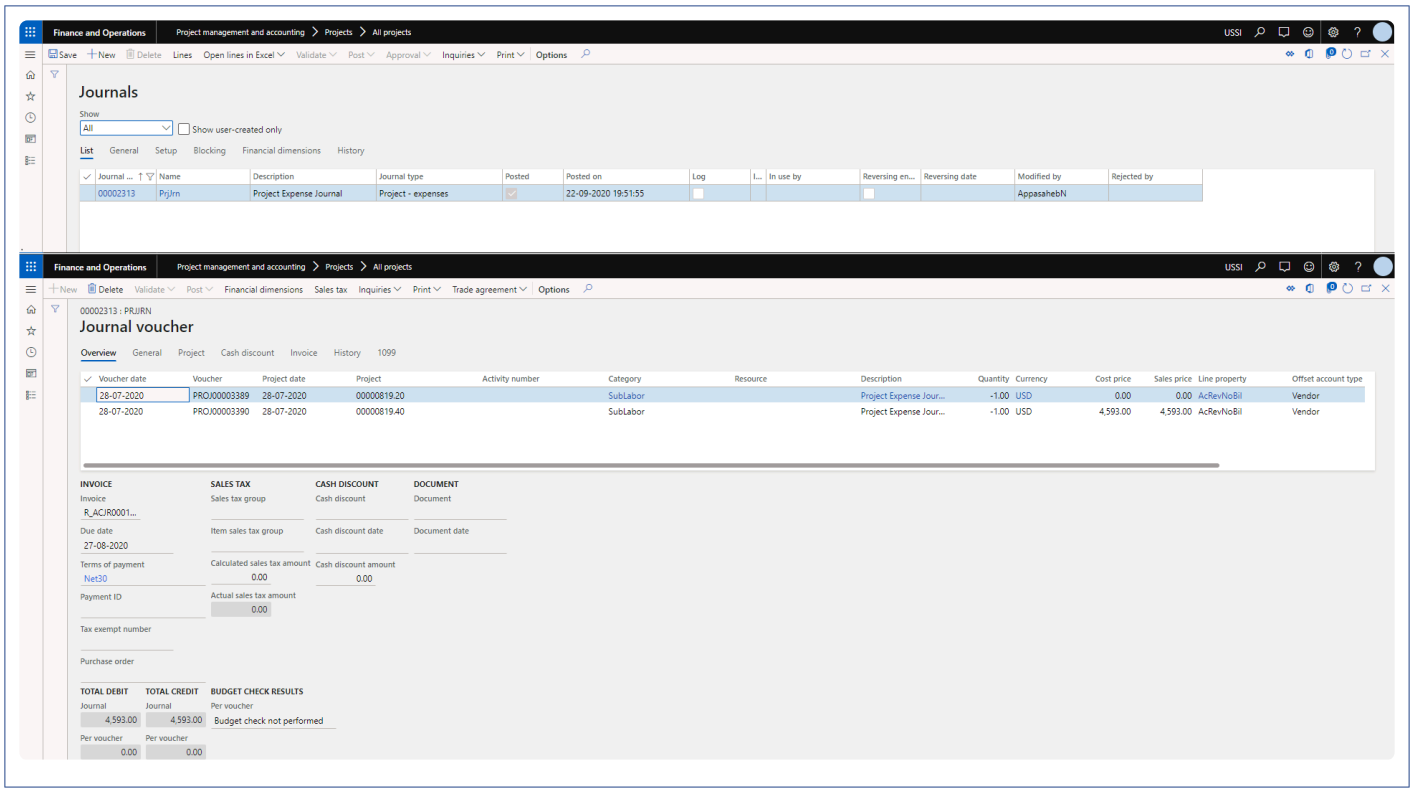


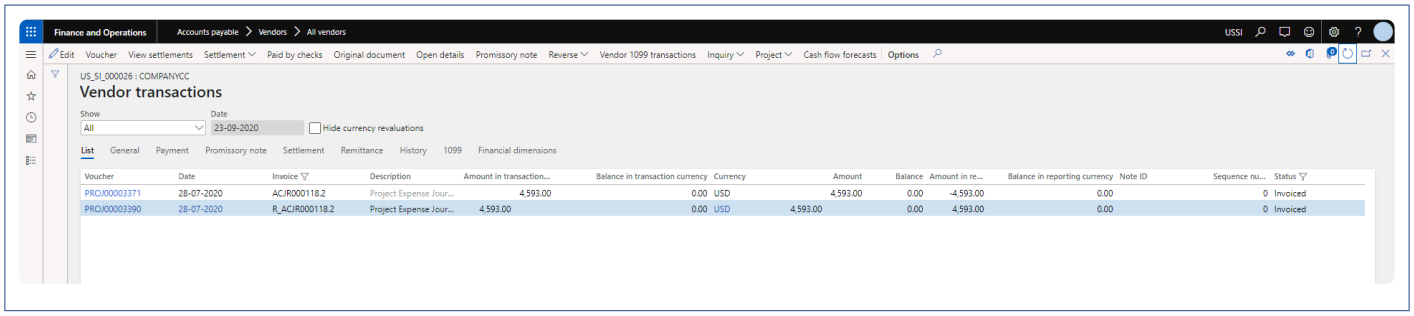
Note – The expense journal will get posted with offset account type will be as Ledger when the accrual offset account type is selected as Ledger and ledger account is defined on the parameters.

Accrual Journal Reversal

Posted accrual journal can be reversed at any point of time. Usually the reversals are performed once the

actual vendor invoices hit our system. To perform the reversal just hit the reverse button on the form. This reversal process will negate the earlier posted accrual journal and also auto settle both the transactions.





Last modified: 12 February 2021

Administration fee

This new feature allows users to quickly enter an administration fee percentage directly in Fee management form. A new billing rule will be automatically created invoicing administration fees to clients. Also, administration fees will be recalculated after any simple adjustment is posted while the invoice proposal is still open.

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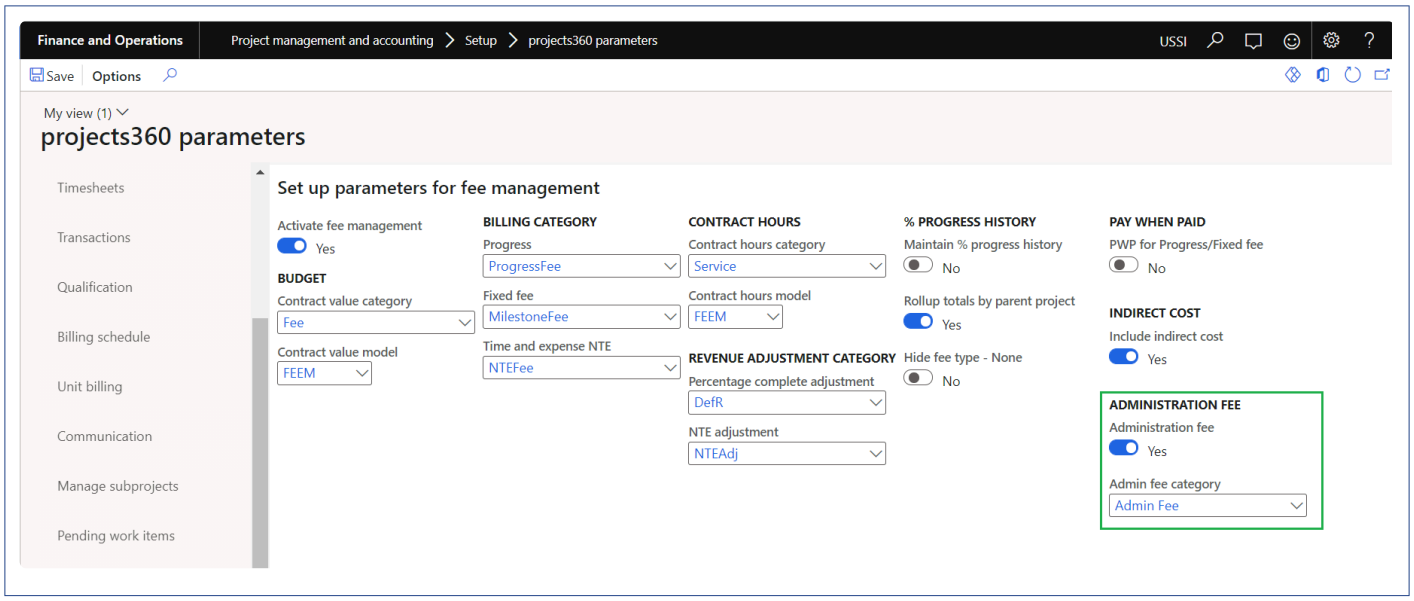
Configure

This sections details out the setups required to be configured in order to use the Administration fee functionality.

Parameter Setup

On projects360 parameter form, under Fee management tab, a new parameter “Administration fee” has been introduced to control the Administration fee functionality. User needs to set the “Administration fee” field value to ‘Yes’ in order to use this feature.

Go to Project management and accounting > Setups > projects360 parameters > Fee management tab



Details of the fields available on the projects360 parameters form are as follows –

Fields	Description
Administration fee management	This parameter enables users to activate Fee management functionality.
Admin fee category	Select the fee category to be used for creating administration fee billing rule.

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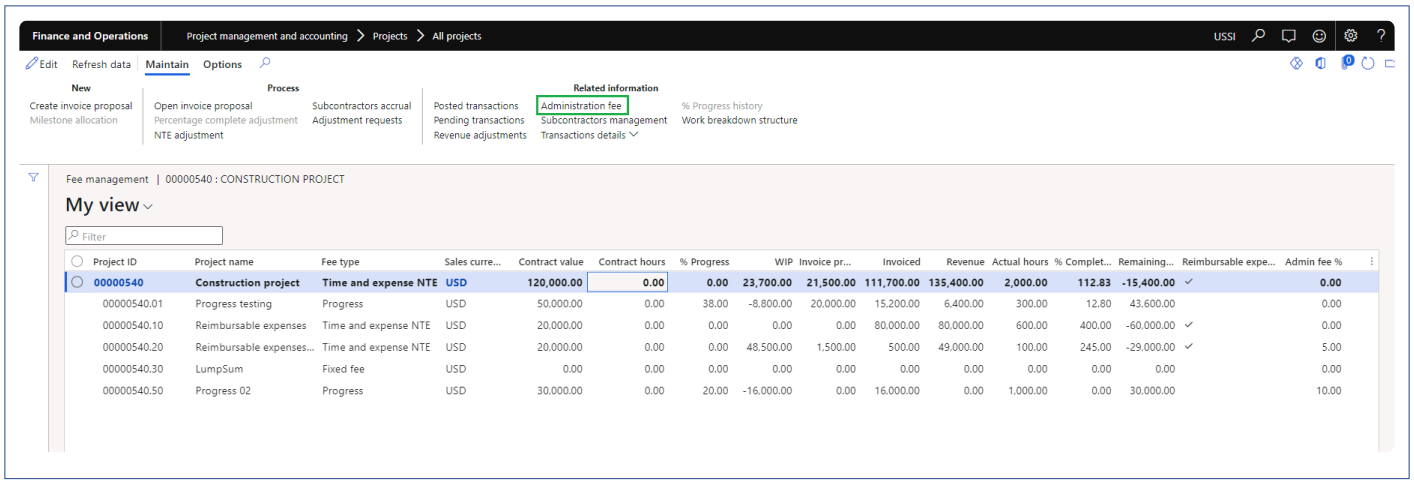
Create administration Fee

This sections details out the process to create Administration fee billing rule functionality.

Administration fee

On fee management form, under Fee management tab, new button “Administration fee” has been introduced to create Administration fee billing rules.

Go to Project management and accounting > All projects > Fee management > Administration fee



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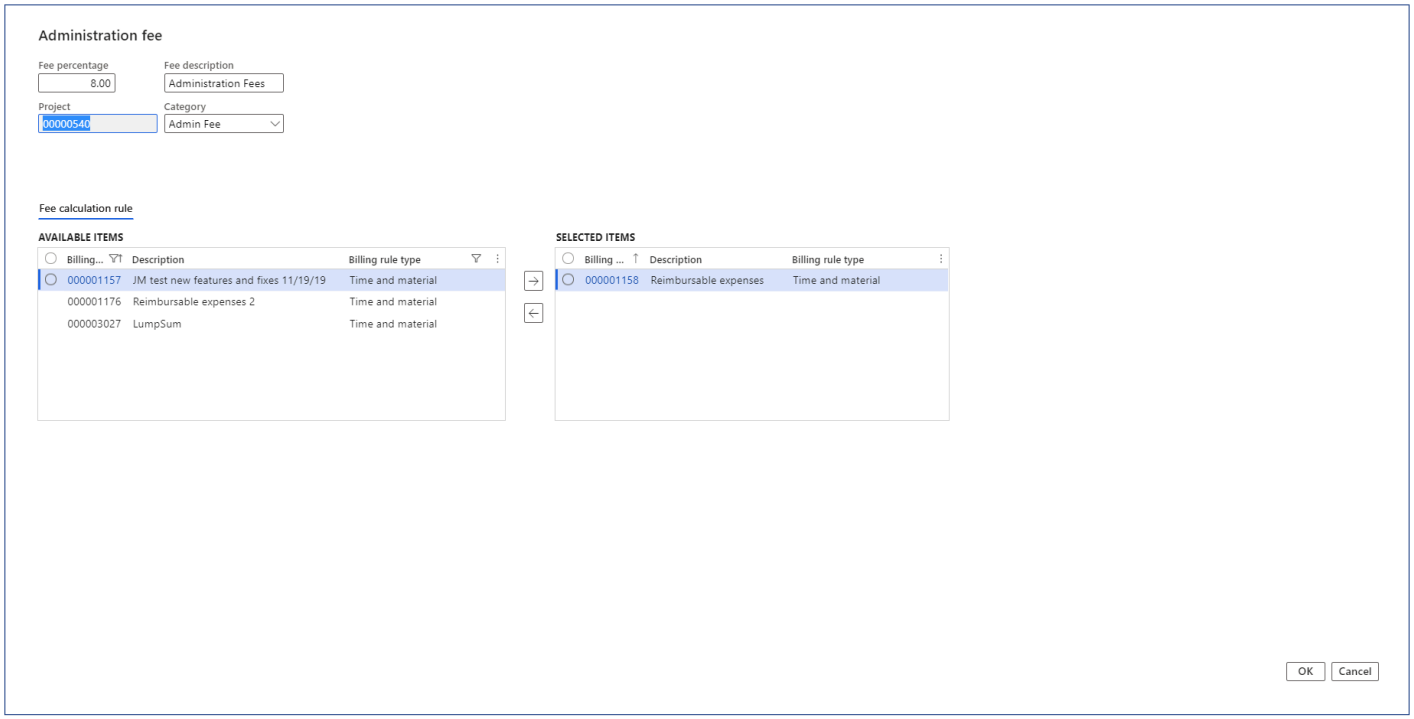

Details of the fields available on the Administration fee form are as follows –

Fields	Description
Fee percentage	Enter fee percentage that will be used will creating administration fee billing rule.
Fee description	Defaults from selected the fee category.
Project	Displays the project ID.
Category	Select the fee category to be used for creating administration fee billing rule.
Fee calculation rule section	Displays all the billing rules which is of Time and material type. User can select the billing rule from available list to selected list to create administration fee billing rule for the selected time and material billing rule.
OK	On clicking OK, administration fee billing rule will be created.
Cancel	On clicking cancel, process will be cancelled.

Once user clicks on the OK button on Administration fee form, Fee billing rule will get automatically created for the selected time and material billing rule for the project.

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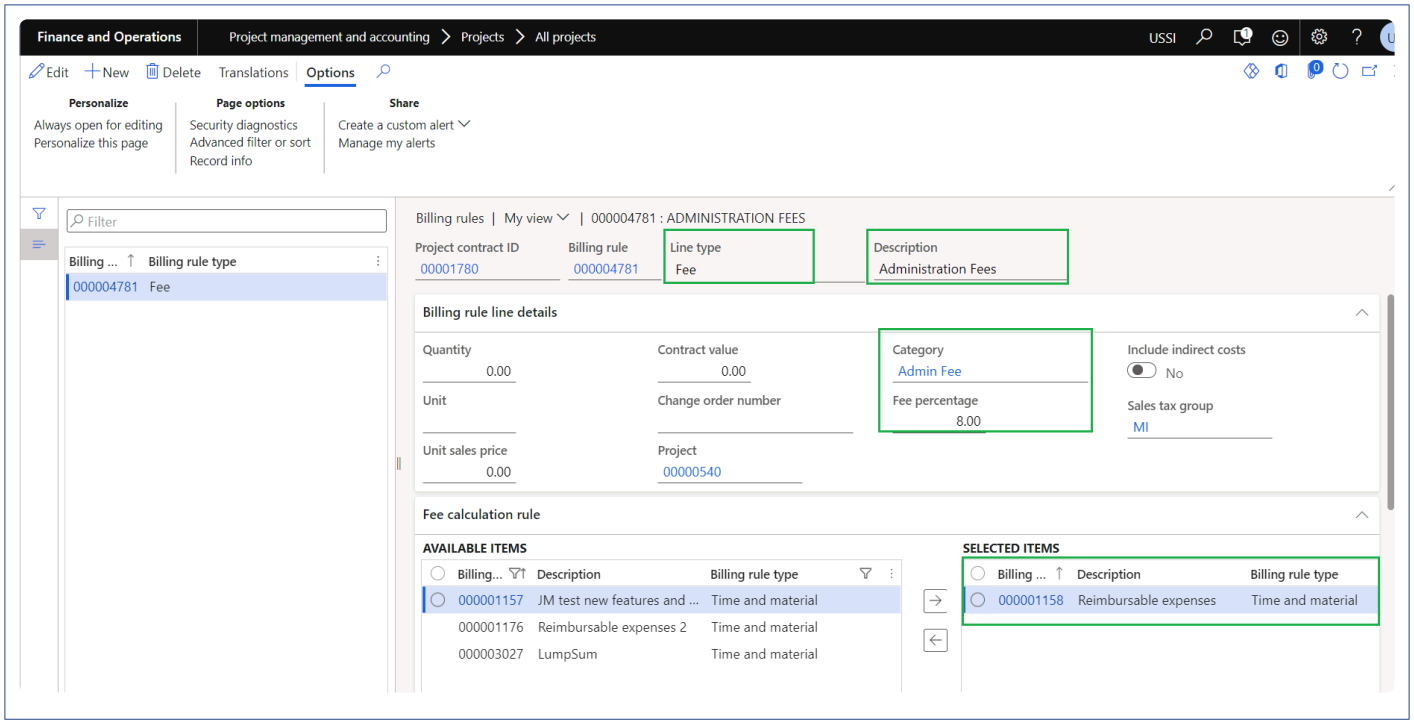
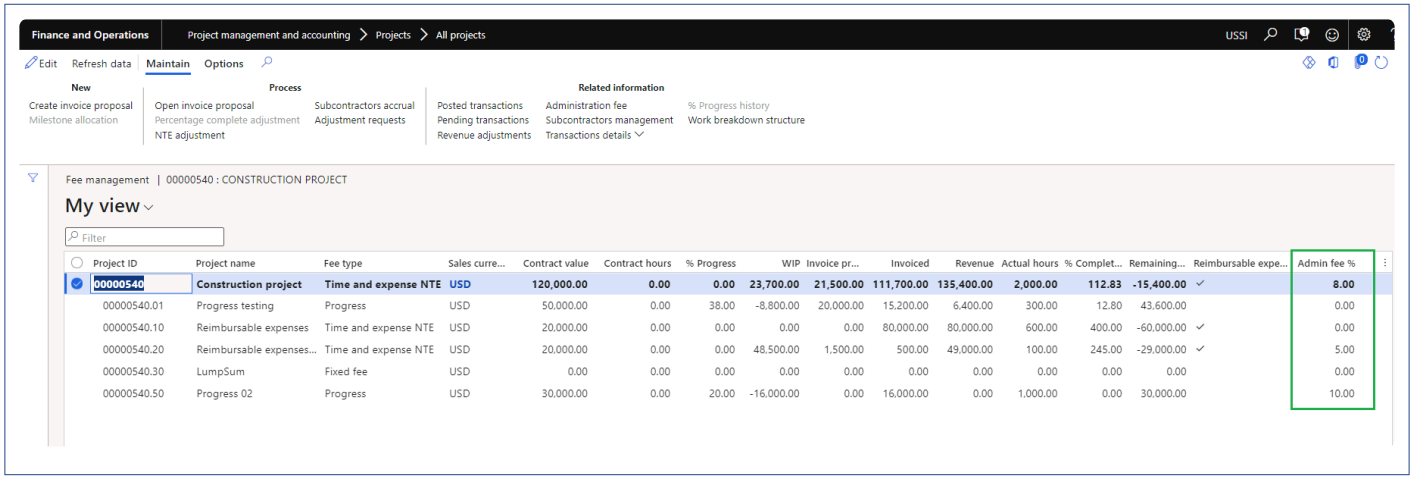


User will be able to view the admin fees on the fee management form for each project.



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Activity Management

All the new functionality pertaining to activity management are grouped in this section.

[My Project Activities]
[Auto Add to Favourites]

Select a feature to view more details about them.

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WBS Forecast Sync

The WBS forecast sync feature simplifies the publishing process of the WBS. The Cost estimates defined on the Work breakdown structure are automatically transferred to forecasts when the WBS version is Published.

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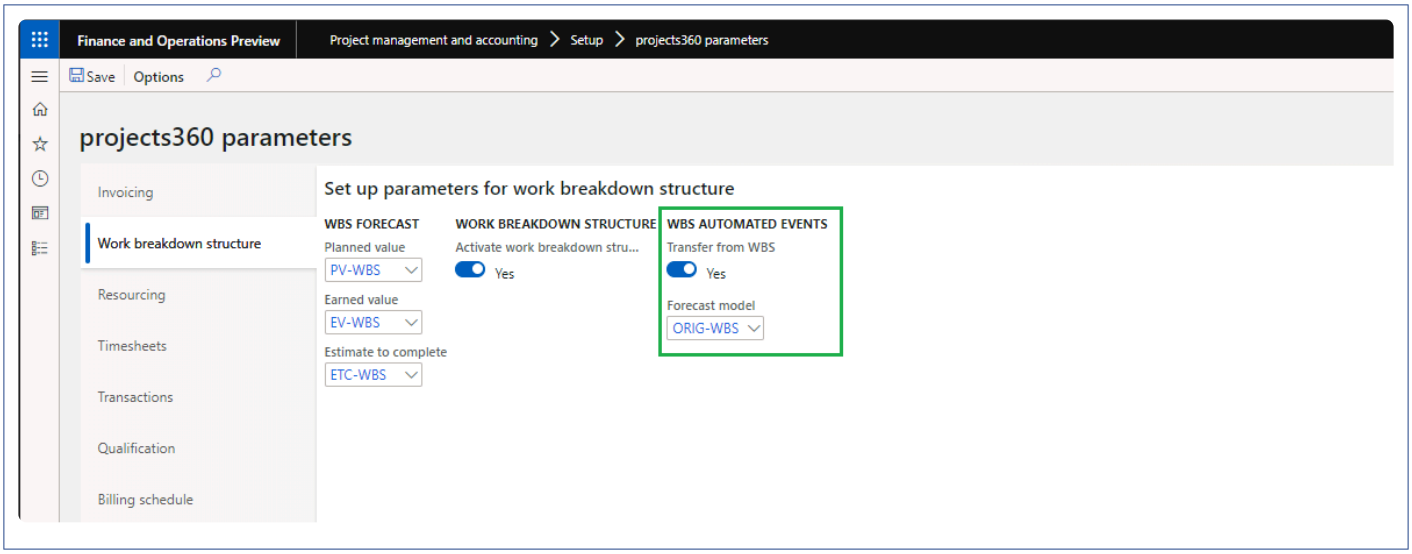
Configure Forecast Sync

This sections details out the setups required to be configured in order to automatically synchronize the WBS and forecasts data in the system.

Parameter Setup

A parameter is added on the projects360 parameters form to activate this feature.

Go to Project management and accounting > Setups > projects360 parameters > Work breakdown structure tab



Fields	Description
Transfer from WBS	When the parameter is marked, the automatic synchronize is turned on WBS and forecasts. Whenever a change is made on the WBS and published, forecasts are automatically updated with the latest information. At this point, the forecasts are always delete and replace with the latest information from WBS.
Forecast model	Specify the forecast model to be used while creating the automatic forecasts based on the published WBS information.

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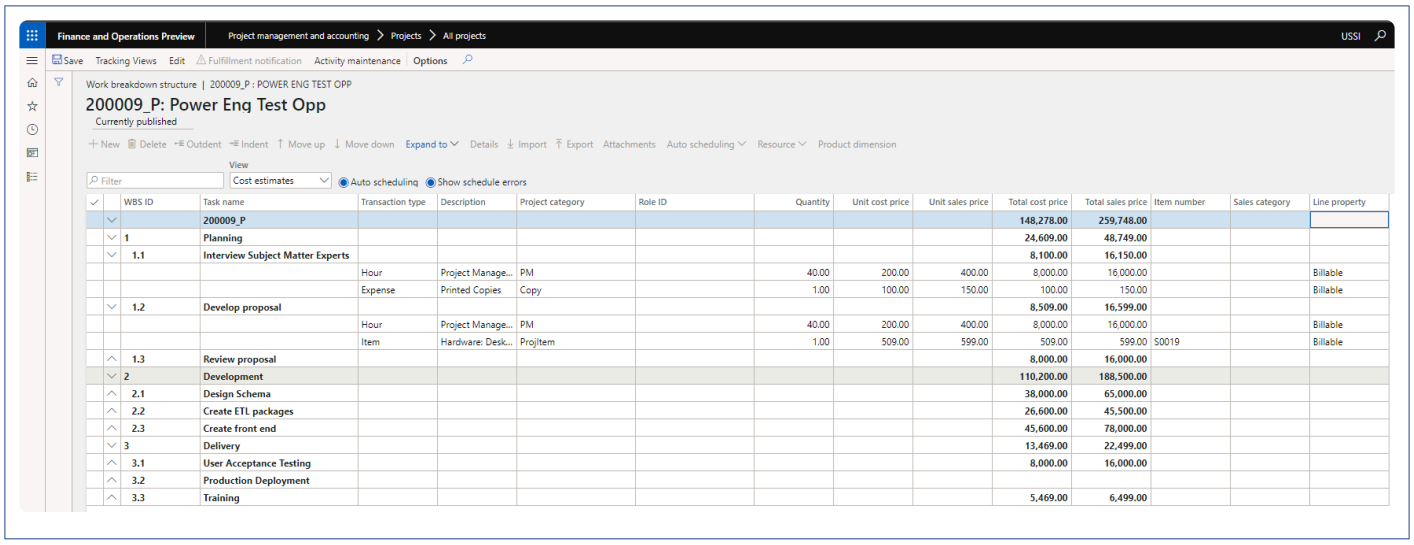
Create & Review Forecasts

This sections details out the how the forecasts are automatically created and what information from WBS is carried forward to the forecasts.

WBS Publish

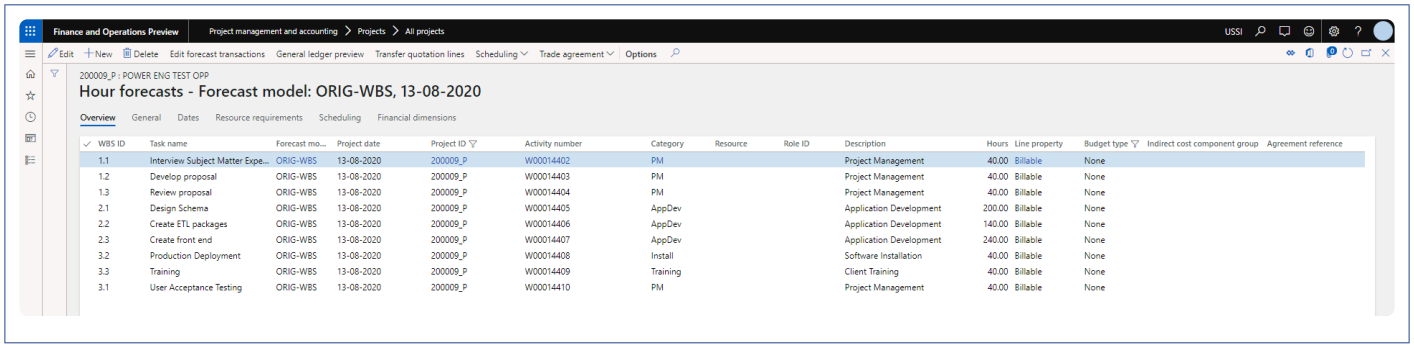
As soon as the WBS created/added/modified on any the projects and published, a process in the background creates the forecasts for the published WBS information. This happens on each publish event. While publishing the modification on WBS, the process deletes the existing forecasts and create a new forecasts based on latest information. Below are couple of visual explaining the process.

Here a user has created/updated the WBS and published the same.



WBS ID	Task name	Transaction type	Description	Project category	Role ID	Quantity	Unit cost price	Unit sales price	Total cost price	Total sales price	Item number	Sales category	Line property
	200009_P								148,278.00	259,748.00			
1	Planning								24,609.00	48,749.00			
1.1	Interview Subject Matter Experts								8,100.00	16,150.00			
		Hour	Project Manage...	PM		40.00	200.00	400.00	8,000.00	16,000.00			Billable
		Expense	Printed Copies	Copy		1.00	100.00	150.00	100.00	150.00			Billable
1.2	Develop proposal								8,509.00	16,599.00			
		Hour	Project Manage...	PM		40.00	200.00	400.00	8,000.00	16,000.00			Billable
		Item	Hardware: Desk...	ProjItem		1.00	509.00	599.00	509.00	599.00	S0019		Billable
1.3	Review proposal								8,000.00	16,000.00			
2	Development								110,200.00	188,500.00			
2.1	Design Schema								38,000.00	65,000.00			
2.2	Create ETL packages								26,600.00	45,500.00			
2.3	Create front end								45,600.00	78,000.00			
3	Delivery								13,469.00	22,499.00			
3.1	User Acceptance Testing								8,000.00	16,000.00			
3.2	Production Deployment												
3.3	Training								5,469.00	6,499.00			

Once the event of WBS publish, below information in created in the forecast table automatically.



WBS ID	Task name	Forecast mo...	Project date	Project ID	Activity number	Category	Resource	Role ID	Description	Hours	Line property	Budget type	Indirect cost component group	Agreement reference
1.1	Interview Subject Matter Expe...	ORIG-WBS	13-08-2020	200009_P	W00014402	PM			Project Management	40.00	Billable	None		
1.2	Develop proposal	ORIG-WBS	13-08-2020	200009_P	W00014403	PM			Project Management	40.00	Billable	None		
1.3	Review proposal	ORIG-WBS	13-08-2020	200009_P	W00014404	PM			Project Management	40.00	Billable	None		
2.1	Design Schema	ORIG-WBS	13-08-2020	200009_P	W00014405	AppDev			Application Development	200.00	Billable	None		
2.2	Create ETL packages	ORIG-WBS	13-08-2020	200009_P	W00014406	AppDev			Application Development	140.00	Billable	None		
2.3	Create front end	ORIG-WBS	13-08-2020	200009_P	W00014407	AppDev			Application Development	240.00	Billable	None		
3.2	Production Deployment	ORIG-WBS	13-08-2020	200009_P	W00014408	Install			Software Installation	40.00	Billable	None		
3.3	Training	ORIG-WBS	13-08-2020	200009_P	W00014409	Training			Client Training	40.00	Billable	None		
3.1	User Acceptance Testing	ORIG-WBS	13-08-2020	200009_P	W00014410	PM			Project Management	40.00	Billable	None		

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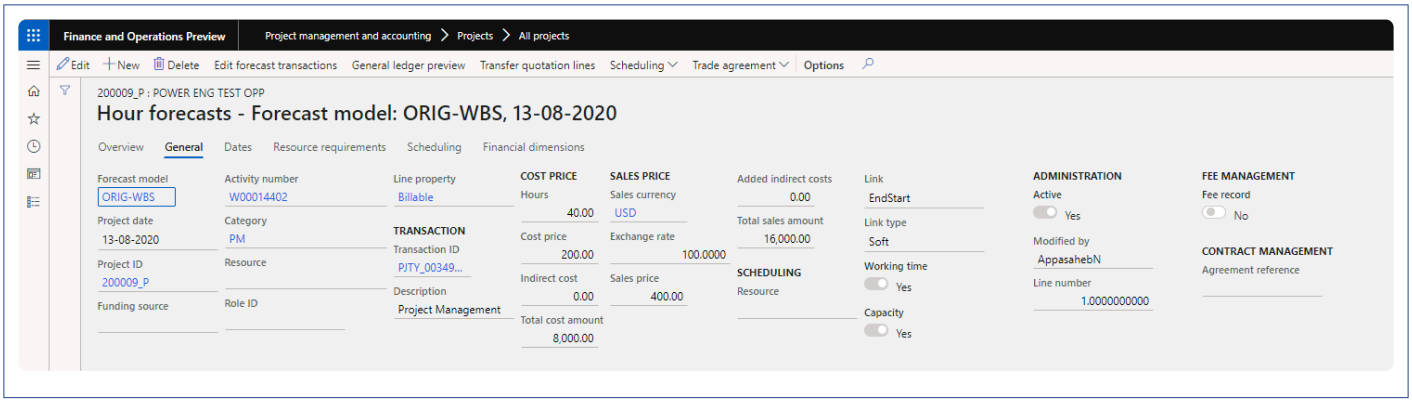

Below is the some of the information carried over to forecast from work breakdown structure.

Field name	Description
WBS ID	Defaulted from WBS ID field on the work breakdown structure
Task name	Defaulted from Task name defined on the work breakdown structure.
Forecast model	This field is defaulted based on what is being defined on the projects360 parameters.
Transaction type	Defaults from Task name defined on the work breakdown structure.
Project date	Defaults from the task start date specified on the WBS line.
Project ID	Defaults from the project ID available on the WBS line.
Activity number	Defaults with activity number associated with the WBS line.
Category	Defaults with the category associated on the WBS line
Resource	Defaults with the resource assigned on the WBS line. If there is no resource assigned then comes empty.
Description	Defaults with the category description based on the ceategory selected on the WBS line.
Quantity	Defaults with the quantity defined on the WBS line.
Cost price	Defaults with cost price defined on the WBS line.
Total cost amount	Defaults with cost price multiplied by quantity defined on the WBS line.
Sales price	Defaults with the slaes price entered on the WBS line.
sales price total	Defaults with sales price multiplied by quantity defined on the WBS line

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Line property	defaults with the line property defined on the WBS line.

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My Projects Activities

A Resource has a place to view all project activities assigned to them by a Project manager on the WBS. This form displays all the tasks across Projects and across Legal entities, and includes some basic budgetary information so the Resource can help the Project manager manage the Hours spent. This experience also has options for quick time entry against the Activities.

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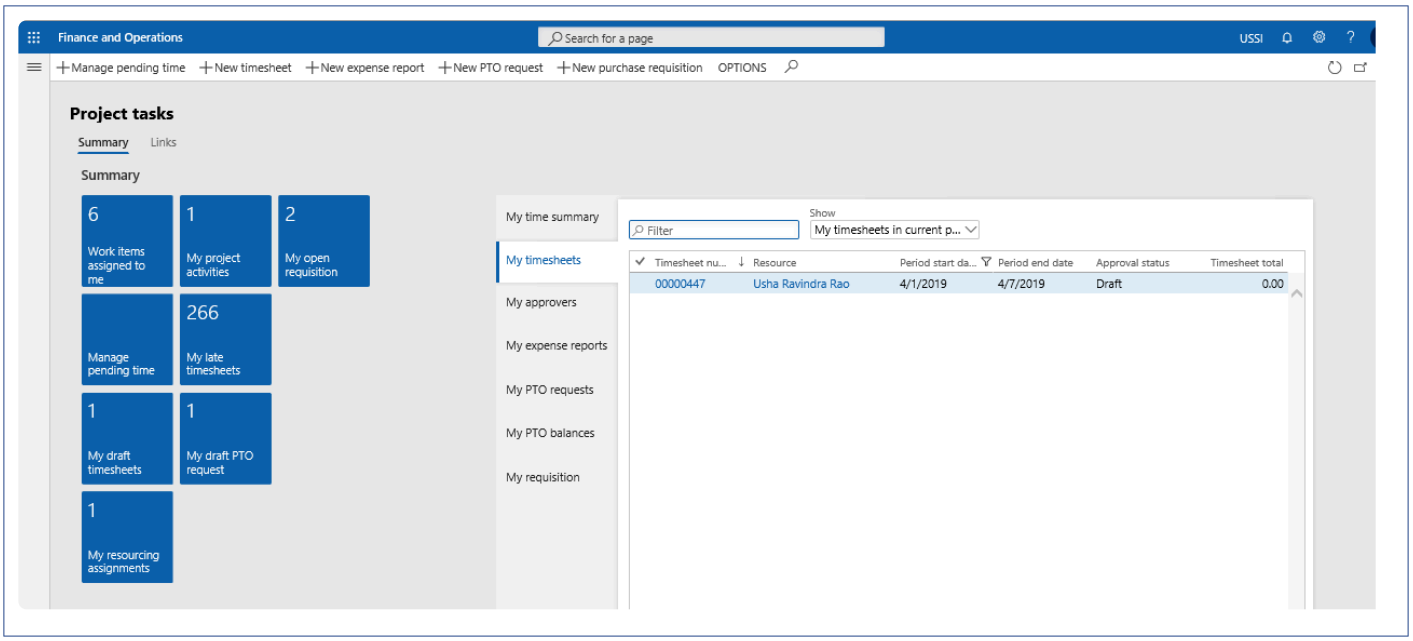
Review Project Activities

This section shows the how we can keep track of all the activities across projects and legal entities assigned to us. This feature is not governed by any parameter.

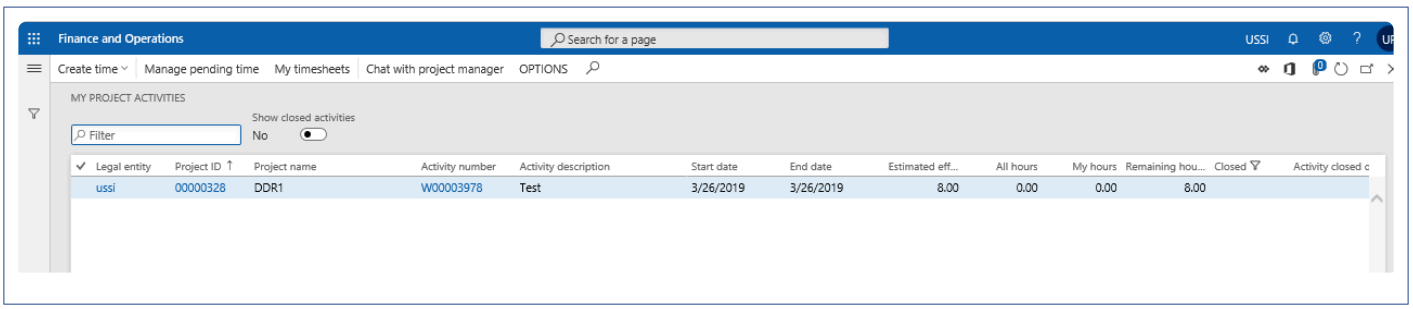
As an employee in an organization you might want to have a place where you can look for all the tasks and other details assigned to you. By looking at the data on the form, resources can interpret where they are in terms of progress of each activity assigned to them and hence better manage their activities.

My Projects Activities form

A new form added to display all the tasks (across projects) for the logged in resource which are assigned to them. This new form is added on the Projects Tasks workspace as a tile and will accessible to project timesheet user and employee roles.



Some of the information available to resources on this form is as follows –



Column	Description
Estimated effort	This column shows the total effort assigned on the selected activity
All hours	This column shows all the hours posted or saved against that activity. Hours on the pending time form not considered.
My hours	This column shows all the hours posted or saved against that activity by the logged-in resource. Hours on the pending time form not considered.
Remaining hours	This column shows remaining effort for the selected activity. Example, Activity A has total effort of 40 hours, resource ABC has posted 15 hours on it. Another resource XYZ posts 5 hours on the same activity. In this case remaining hours will show as 40 hours minus 20 hours i.e. 20 hours.
Closed	Shows if the selected activity is closed.
Activity closed date	Shows the activity closed date

Details of the buttons available on the My project activities form are as follows –

Button	Description
Create time	When the user clicks this button a new dialog form is opened ‘Create time’ to create a timesheet or pending time records. User can select an activity and create a time either in pending time or timesheet directly from this form. In case multiple activities are selected, create time button will be disabled. When the activity is closed during the timesheet period, still the user can go ahead and create timesheet with the closed activity through Create Time button. Create Time button will be disabled when the user tries to create timesheet with the closed activity for the next coming timesheet period.
Manage pending time	When the user clicks this button a new form is opened to manage pending time.
My timesheet	When the user clicks this button My timesheet form is opened to create timesheets.
Chat with project manager	When the user clicks this button Microsoft teams opens to chat with the assigned project manager.

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Auto Add to Favorites

Currently in Microsoft Dynamics 365 for Finance and Operations, there is no process to add favorites automatically where resource manually enters timesheet favorites whenever the project or activity assigned.

projects360 has introduced a feature to automatically add the record to the timesheet favorites when the project manager assigns the Resource on the Project or to an Activity.

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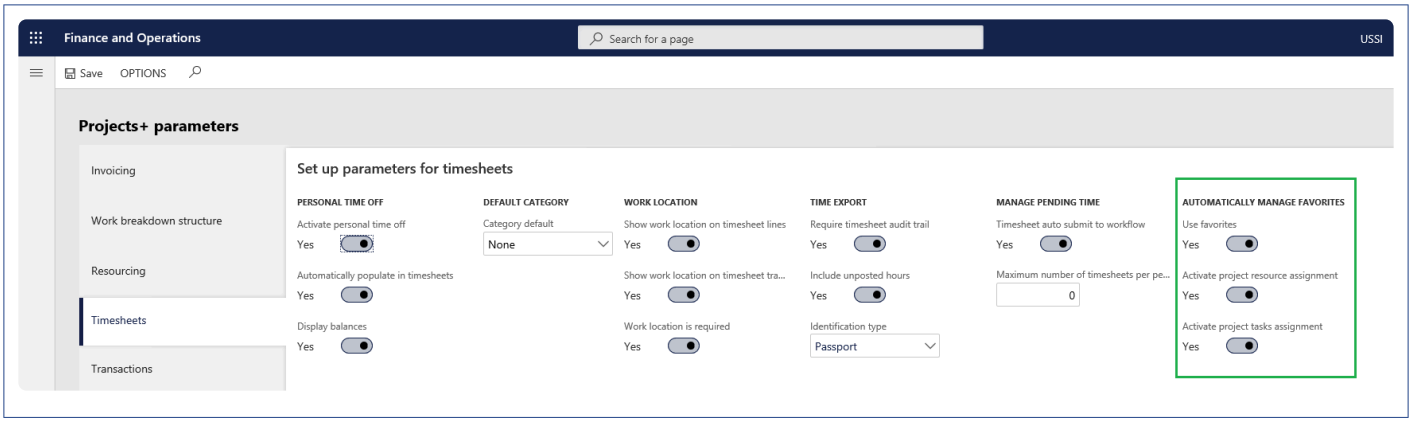
Configure Auto add to favorites

This sections details out the setups required to be configured in order to use the Auto add to favorites functionality.

Parameter Setup

On the projects360 parameters two new parameters is added to activate this feature.

Go to Project management and accounting > Setups > projects360 parameters > Timesheets tab
Go to Timesheets > Setups > Timesheet parameters > General tab



Fields	Description
Use favorites	When the parameter is marked, timesheet user can use option ‘My favorites’ on timesheets. This field is same as the standard field ‘Use favorites’ on the project accounting and management parameters. Modifying the field on either places will reflect changes on the subsequent forms.
Activate project resource assignment	When a Resource is assigned to a Project, a Favorite is created for that Resource automatically and will be deleted when Resource is Removed or Project is complete.
Activate project tasks assignment	When a Resource is assigned through the WBS tasks or through Resource forecast form, a Favorite gets created automatically and will be deleted when Resource is removed or task is complete.

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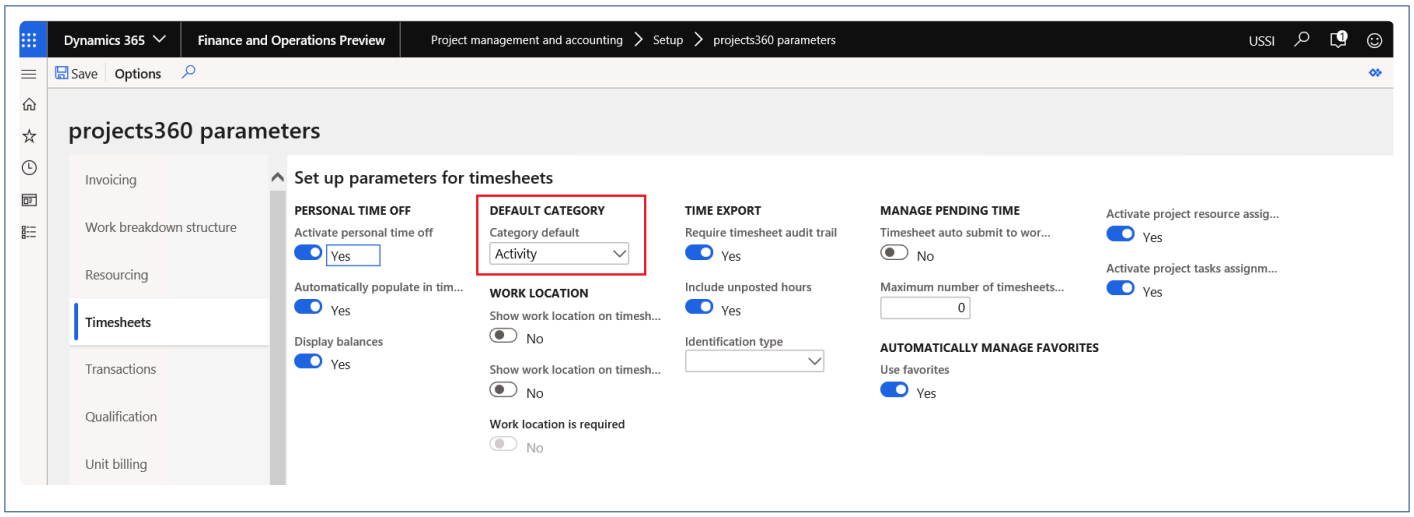
Go to Project management and accounting > Setups > projects360 parameters > Timesheets tab
Go to Timesheets > Setups > Timesheet parameters > General tab



Fields	Description
Category default	When the Category default is set as ‘Activity’, ‘Category’ field on ‘All favorites’ form gets updated whenever there is a category modification on the work break down structure.

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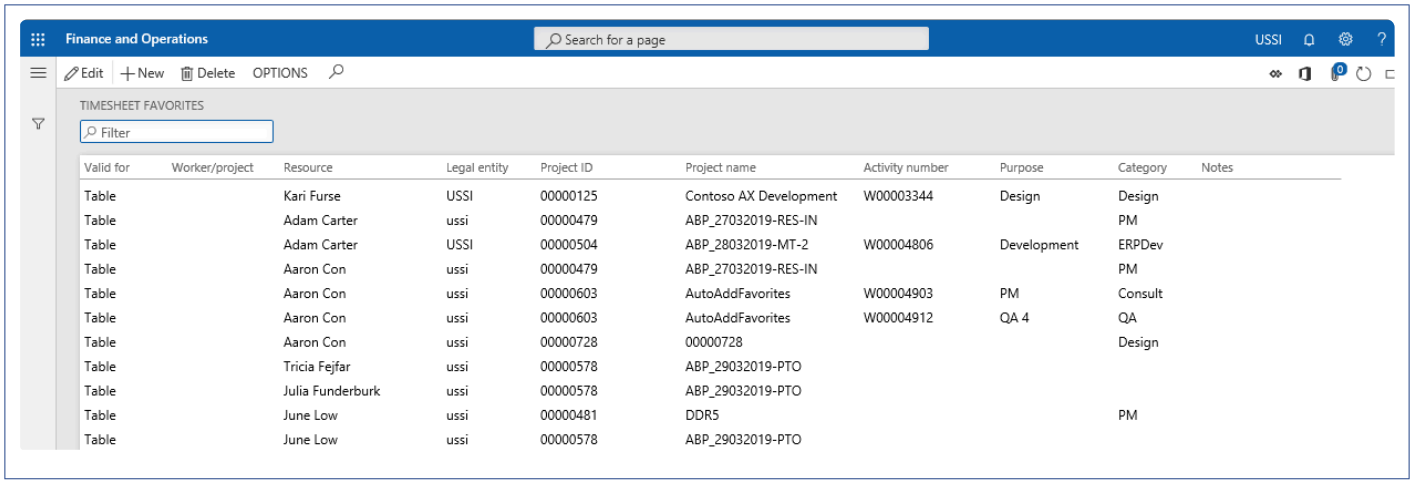
Assign resource

All favorites form

When a Project manager assigns the Resource on the Project or to an Activity, a Favorite for the selected Resource is created automatically under Timesheet favorites form.

Go to Project management and accounting > Setups > Timesheets > All favorites
Go to Timesheets > Setups > All favorites



Valid for	Worker/project	Resource	Legal entity	Project ID	Project name	Activity number	Purpose	Category	Notes
Table		Kari Furse	USSI	00000125	Contoso AX Development	W00003344	Design	Design	
Table		Adam Carter	ussi	00000479	ABP_27032019-RES-IN			PM	
Table		Adam Carter	USSI	00000504	ABP_28032019-MT-2	W00004806	Development	ERPDev	
Table		Aaron Con	ussi	00000479	ABP_27032019-RES-IN			PM	
Table		Aaron Con	ussi	00000603	AutoAddFavorites	W00004903	PM	Consult	
Table		Aaron Con	ussi	00000603	AutoAddFavorites	W00004912	QA 4	QA	
Table		Aaron Con	ussi	00000728	00000728			Design	
Table		Tricia Fejfar	ussi	00000578	ABP_29032019-PTO				
Table		Julia Funderburk	ussi	00000578	ABP_29032019-PTO				
Table		June Low	ussi	00000481	DDR5			PM	
Table		June Low	ussi	00000578	ABP_29032019-PTO				

In all favorites form, record gets automatically created in the below situations:

1. When the resource is assigned from the ‘Assign resource form’ accessed through All projects form.
2. When the resource is assigned from the ‘Work breakdown structure form’ accessed through All projects form.

In all favorites form, record gets automatically deleted in the below situations:

1. When the resource is removed from the ‘Assign resource form’ accessed through All projects form.
2. When the project status is closed.
3. When the resource is removed from the ‘Work breakdown structure form’ accessed through All projects form.
4. When the assigned activity to the resource is closed.

All favorites – Category default

In all favorites form, modified category on work break down structure will get updated only when the parameter ‘ Category default’ is set as ‘Activity’. This is irrespective of whether the record is inserted automatically or through other means.

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Copy timesheet – Category default

On timesheet lines, modified category on work break down structure will get updated only when the parameter ‘ Category default’ is set as ‘Activity’ for the lines which is created through ‘Copy timesheet’.

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Resource Management

The features relating to resource management have been grouped together in this document. The projects360 features grouped together in this section are:

[Resourcing](#)
[SubContractor Reconciliation](#)

Select a feature to view more details about them.

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HR Automated Events

Every time a new employee is hired in the organization, the User, User to worker relationship, Security roles, Employee Project Setup, Project Resource Record, Resource/Project Validation Groups, Cost Price Per Hour, Timesheet Periods, Vendor, and Employee Mapping to Vendor need to be setup. Much of this information can be defaulted as it is the same for every Worker.

With HR Automated Events activated, every time the Worker is created with a base set of information, a set of HR events will automatically setup the tables listed above. This automated triggering of setups works when setting up a Worker via the UI, and/or when integrating new Worker records from Data entities or Dynamics 365 Talent. A New Parameters form is available to default setups and differentiate between Employee and Contractor setups. Since this functionality involves creating Users and assigning Security roles, there's a special "HR automated events" security role required to modify the setups.

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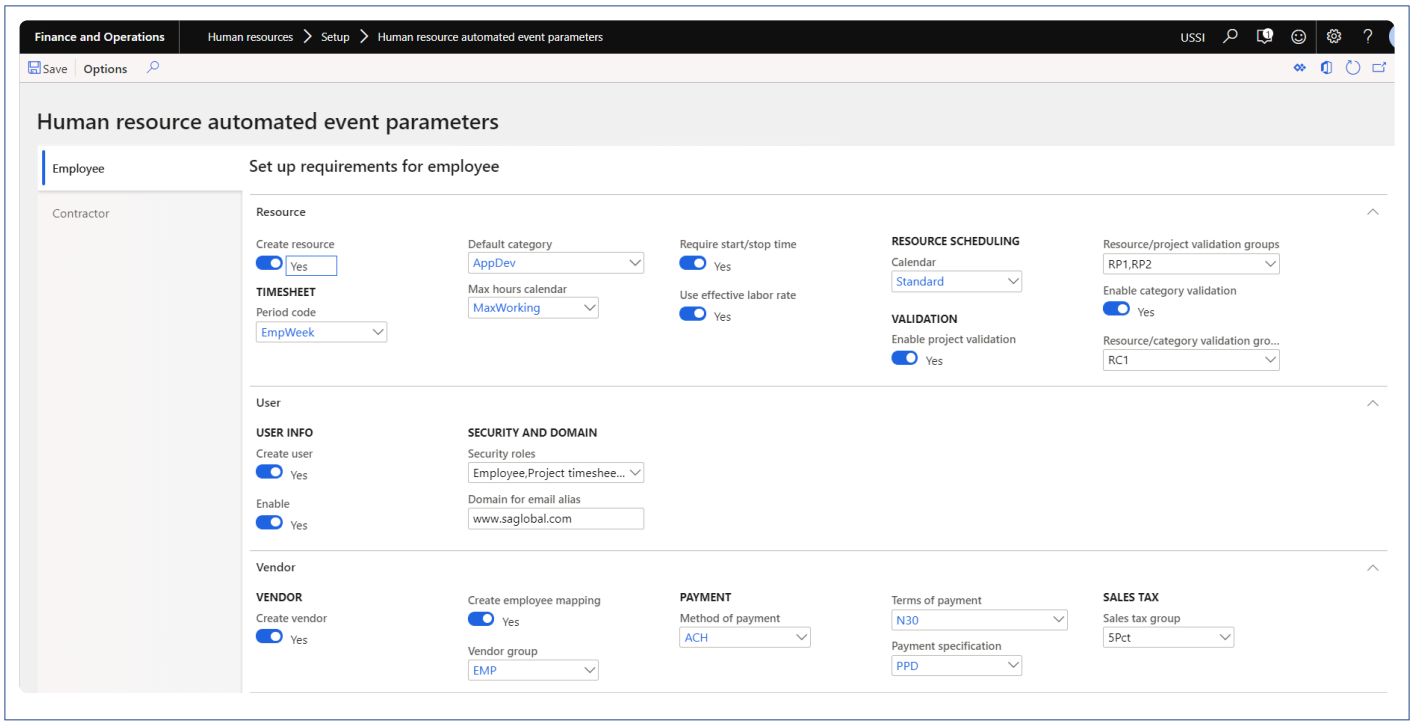
Configure

This sections details out the setups required to be configured in order to use the HR automated events functionality.

Parameter Setup

On Human resource automated event parameters form in the human resources module, various parameters are defined to control HR automated events. Details of the fields are provided in the subsequent sections below.

Go to Human resources -> Setup -> Human resource automated event parameters



Details of the fields, tabs and buttons available on the form are as follows
Resource tab – All the fields available in section helps in creating a resource information once a new employee/worker is added to the system. Details of each fields in this section are as follows –

Fields	Description
Create Resource	Set this field to 'Yes' in order create the resource information automatically on the event of adding a new employee/worker in the system.

Period code	The value defined on this parameter will used as the default period code for all the new employee/workers created by automatic event.
Default category	The value defined on this parameter will used as default category for all the new employee/ workers created by automatic event.
Max hour calendar	The value defined on this parameter will used as default max hour calendar for all the new employee/workers created by automatic event.
Require start/ stop time	The Yes/No set on this parameter will used as default for all the new employee/workers created by automatic event.
Use effective labor rate	The Yes/No set on this parameter will used as default for all the new employee/workers created by automatic event.
Calendar	The value defined on this parameter will used as default calendar for all the new employee/ workers created by automatic event.
Enable project validation	The Yes/No set on this parameter will used as default for all the new employee/workers created by automatic event. If this field is set to 'Yes', the Resource/project validation groups field will be available for selection.
Resource/ project validation groups	This is a multi-select dropdown button. A newly resources will be added to these groups automatically.
Enable category validation	The Yes/No set on this parameter will used as default for all the new employee/workers created by automatic event. If this field is set to 'Yes', the Resource/project validation groups field will be available for selection.
Resource/ category validation groups	This is a multi-select dropdown button. A newly resources will be added to these groups automatically.

User tab – All the fields available in section helps in creating a user information once a new employee/ worker is added to the system. Details of each fields in this section are as follows –

Fields	Description

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Create user	Set this field to ‘Yes’ in order create the user automatically on the event of adding an email ID on the employee record.
Enable	The value defined on this parameter will used as the default all the new users created by automatic event.
Security roles	This is a multi-select dropdown button. A newly created user will be associated to these roles automatically.
Domain for email alias	Add the domain name. This domain name will be matched with the domain of the email ID entered on the employee record. If it matches, an user will be created an mapped the employee.

Vendor tab – All the fields available in section helps in creating a vendor once a new employee/worker is added to the system. Details of each fields in this section are as follows –

Fields	Description
Create vendor	Set this field to ‘Yes’ in order create the vendor automatically on the event of adding a new employee is added to the system.
Create employee mapping	Turn this field to ‘Yes’ in order to create a mapping between the vendor and respective employee.
Vendor group	The value defined on this parameter will used as the default vendor group for all the new vendors created by automatic event.
method of payment	The value defined on this parameter will used as the default method of payment for all the new vendors created by automatic event.
Terms of payment	The value defined on this parameter will used as the default terms of payment for all the new vendors created by automatic event.
Payment specification	The value defined on this parameter will used as the default payment specification value for all the new vendors created by automatic event.
Sales tax group	The value defined on this parameter will used as the default sales tax group for all the new vendors created by automatic event.

Resource pricing – All the fields available in section helps in creating a cost price for the resources as

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soon as compensation data is added on to the employees. Details of each fields in this section are as follows –

Fields	Description
Create cost price	Set this field to ‘Yes’ in order create the cost price for the resources in the projects module. As soon as the compensation information is added to the employees, the hourly equivalent amount for the employee is added as cost price for the mapped resources in the projects module.

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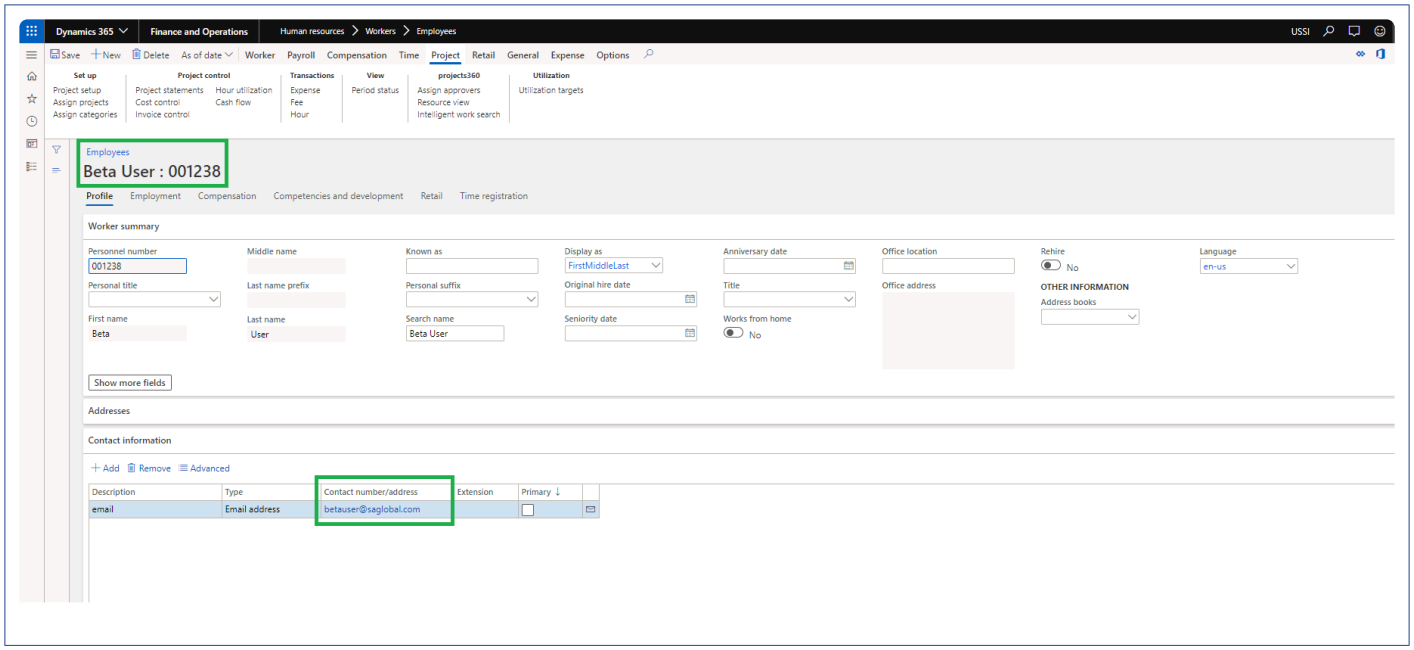
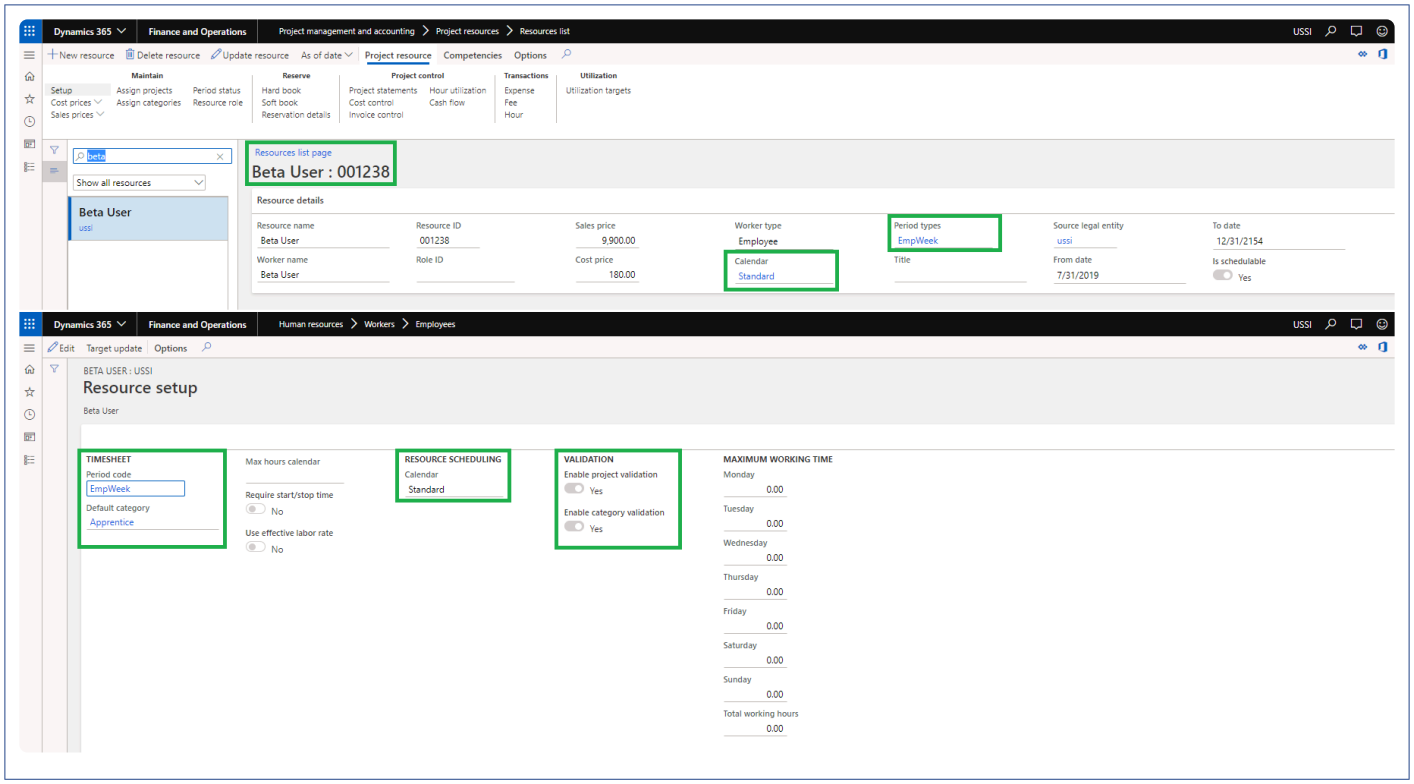
Trigger Auto Events

This sections details out the how each of the human resources automatic events are triggered and what sort of information is created.

Resource creation

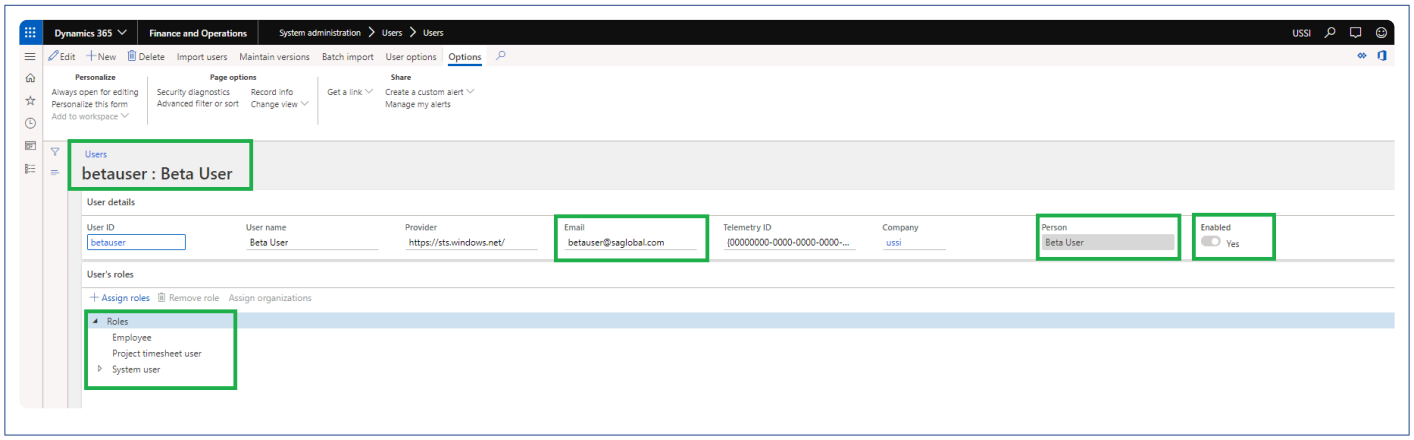
As soon as an employee is created in the system, if the parameter is set to ‘Yes’, resource information is created automatically using the default information specified on the parameters. If the parameter is set to ‘No’, standard process of employee creation works as expected.





User creation

Once the an employee is created and application user updates the email Id on the employee, the domain of this email ID is matched with the domain specified on the parameters, if this matches an user will be created for the respective employee. while creating a user, the security roles and enable state will be defaulted from parameters form. If the domain does not match, no user will be created.



Vendor creation

As soon as an employee is created in the system, if the parameter is set to ‘Yes’, vendor information is created automatically using the default information specified on the parameters. If the ‘create employee

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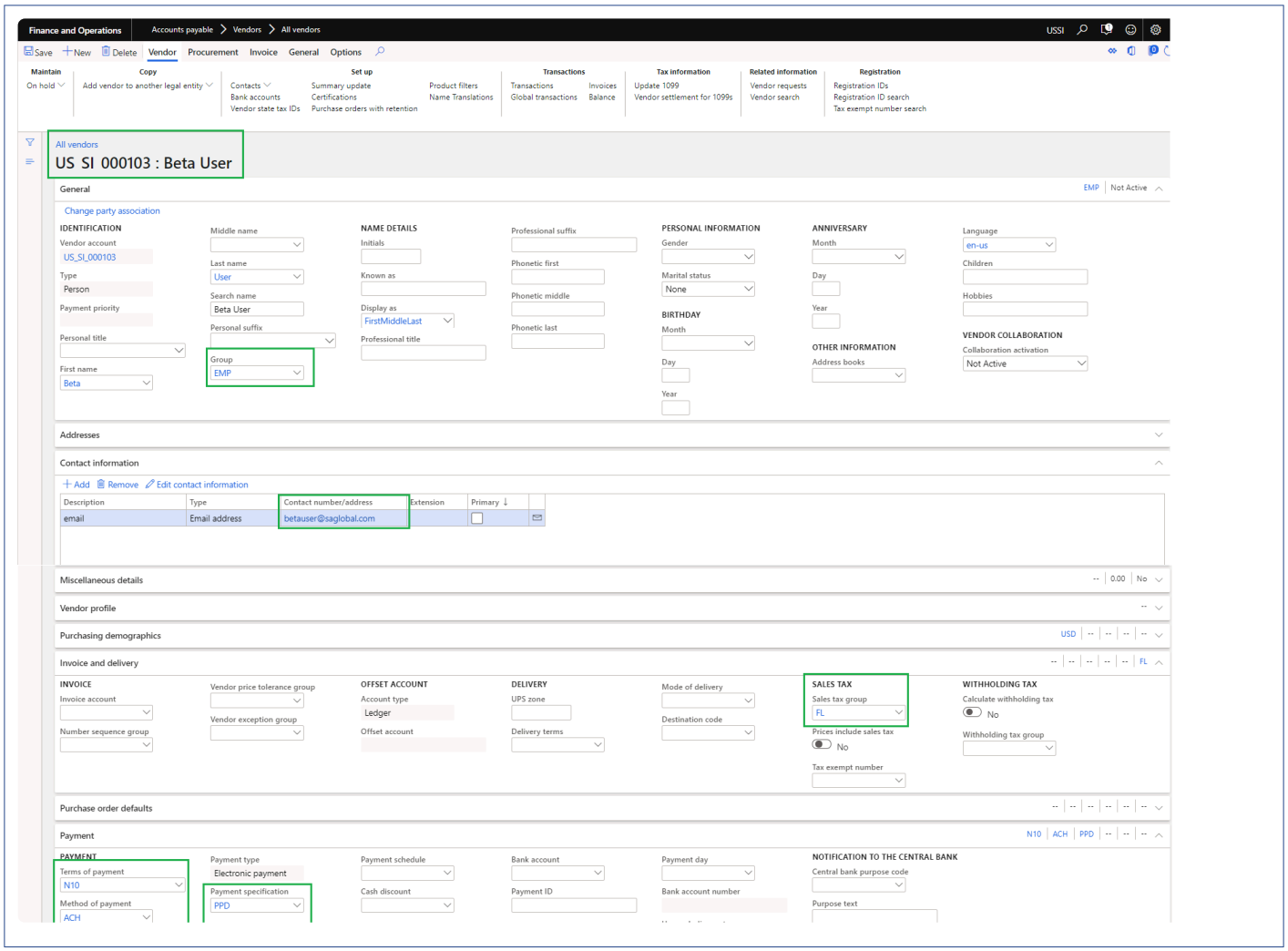
mapping' is set to 'Yes', then the relation between the employee and vendor is set. If the parameter is set to 'No', standard process of employee creation works as expected. While creating the vendor, some of the default information is taken from the parameters form.



Vendor bank creation

As soon as an employee bank account is created, if the parameter is set to 'Yes', vendor bank account is created automatically using the information from employee bank account.

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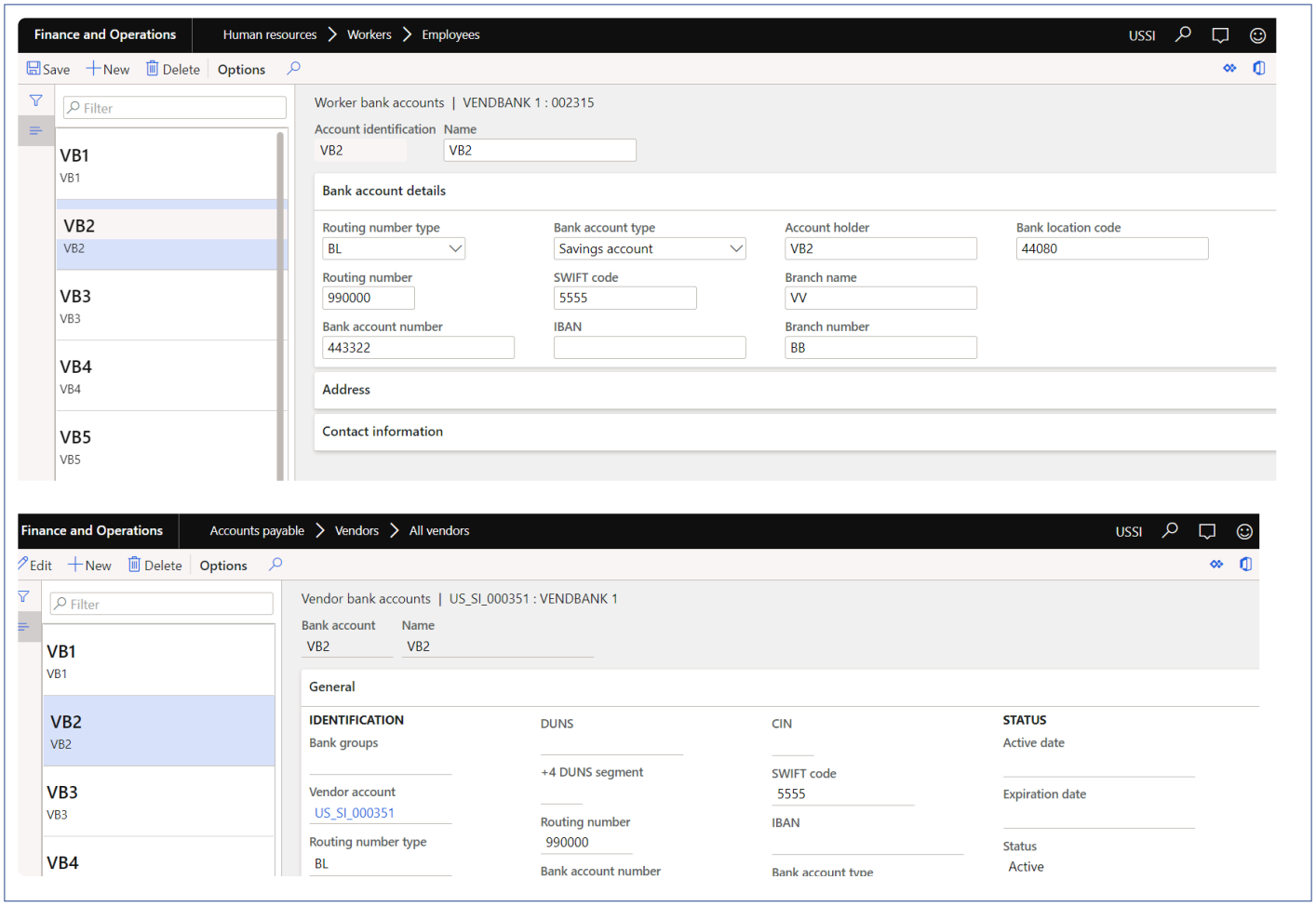

Cost pricing information

This feature creates the resources automatically when a new employee is added into the application. After the employee is created and the compensation information is added for the employee, the hourly equivalent outcome from the compensation details used and added as a cost price for the mapped resource in the project cost price. This option is not available in the contractor tab.

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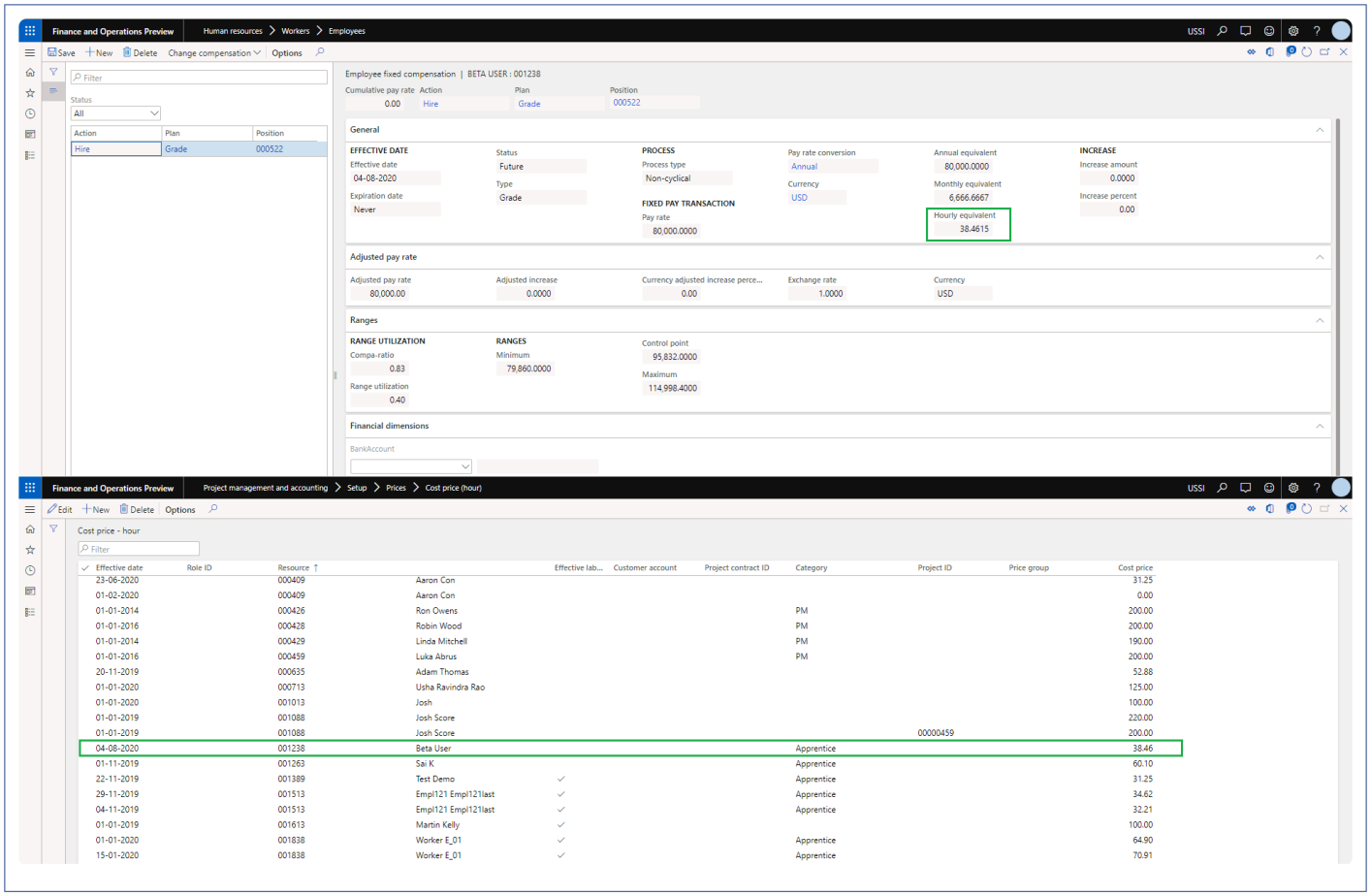

Last modified: 28 January 2021

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Resourcing

A new experience has been introduced in Dynamics 365 for Finance and Operations projects360 suite, for Resourcing, which allows the resource managers and project managers to create resource forecasts and to schedule resources in two ways: resource based and project based. The assignment forms have been made user friendly which displays a 12 period window allowing manual updates for soft booking and hard booking of resources.

The new forms introduced in projects360 resourcing are as follows:

Resource forecast form.
Resource view form.
Project view form.
Intelligent work search form.
Intelligent resource fulfillment form.

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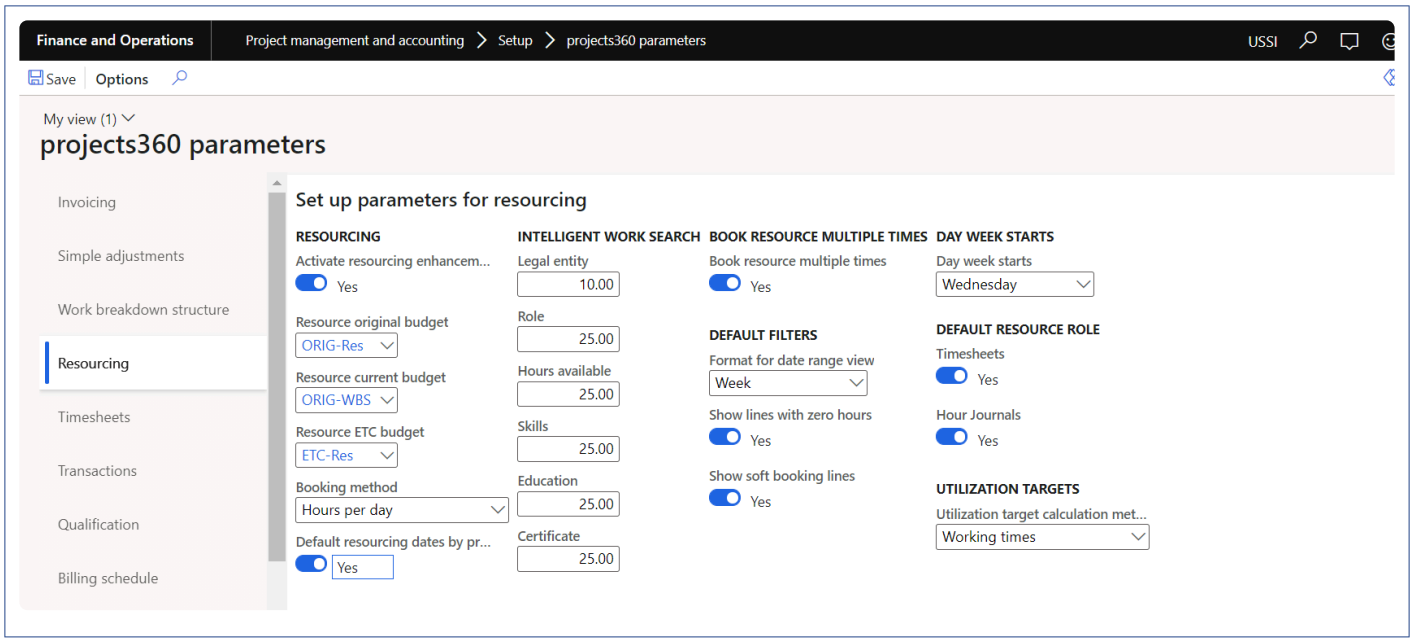
Configure

Before using the projects360 resourcing functionality, a few things need to be configured. This section details those setups.

Parameters Setup

There is a separate parameter form to set the setup for projects360 resourcing. This form can be accessed from following path:

Go to Project management and accounting > Setup > projects360 parameters
Go to Resourcing > Setup > Resourcing parameters



The details of the parameters available on the this form are as follows:

- Activate resourcing enhancement – With options of yes and no. Yes, will activate the projects360 resourcing functionality.
- Resource original budget – Where the user can choose a forecast model to be the original resource forecast model.
- Resource current budget – The forecast model chosen for this will be used as the current budget model to which the resourcing modifications can be done.
- Resource ETC budget – The forecast model chosen for this field will be used to hold the transferred

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resourcing lines that are to be completed from the current forecast model.

- Booking method – There are two methods, “Estimated effort” and “Hours per day” based on which the resource hours can be booked. The Booking method chosen here us used for resource booking on resource forecast form.

- Default resourcing dates by project dates – When this option is selected, Start date and End date are defaulted from the projected start or end date or actual start or end date.

- Intelligent Work Search – There is a new parameter to match score to default onto the Intelligent work search and Intelligent resource fulfillment forms. Where the users can enter the weightage against each attribute so that the same is matched while looking up resources when doing resource fulfillment. These values defined here will default onto the form.
    - Legal entity
    - Role
    - Hours Available
    - Skills
    - Education
    - Certificates

- Book resource multiple times – Set ‘Book resource multiple time’ field value to Yes in order book same resource more than one time in same project.

- Format for date range view – The format for date range view chosen in this field will be used to default on project view and resource view forms.

- Show lines with zero hours – When this check box is marked on parameters, ‘Show line with zero hours’ on project view and resource view form will default as marked.

- Show soft booking lines – When this check box is marked on parameters, ‘Show soft booking lines’ on project view and resource view form will default as marked.

- Day week starts – When the day is selected in this field, will be considered as the start day of the week for the bookings along with the grid labels on the project view and resource view form.

- Timesheets – When this parameter is marked, resource role will default on the timesheet lines from the resource forecast lines.

- Hour journal – When this parameter is marked, resource role will default on the timesheet lines from the resource forecast lines.

A new form was added in resource roles to look up roles apart from the specified roles; it is called the dependent roles. This form is available as a button on the setup roles form, as shown in the subsequent

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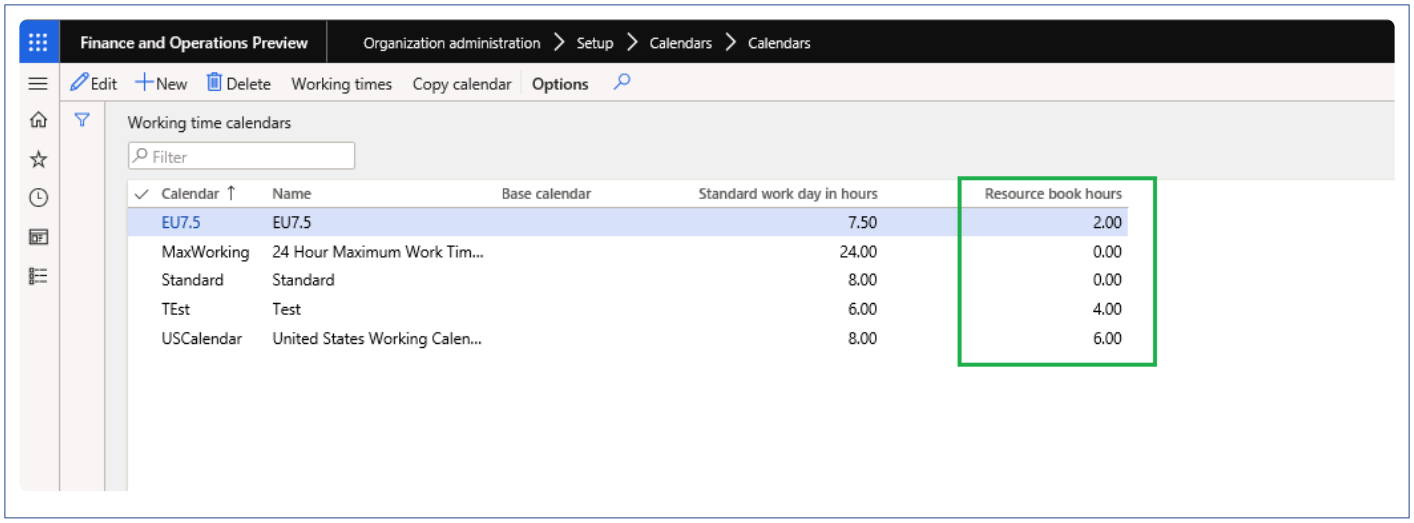
sections.

Calendar Setup

New parameter ‘Resource book hours’ is added on the Calendar form which defaults the value in the ‘Book hours per day’ on the resource forecast form.

Go to Organization administration > Setup > Calendars > Calendars
Go to Resourcing > Setup > Calendars



The details of the new field on this form are as follows:

- Resource book hours – This value will default in the ‘Book hours per day’ on the resource forecast form. If the Resource book hours is not mentioned then value updated in Standard work hours per day will be updated.

Add Category to Roles

In the resource role form the user can associate a category to a role, this will then default on the resource forecast line, when the role is selected.

Go to Project management and accounting > Setup > Resources > Setup roles
Go to Resourcing > Setup > Setup roles

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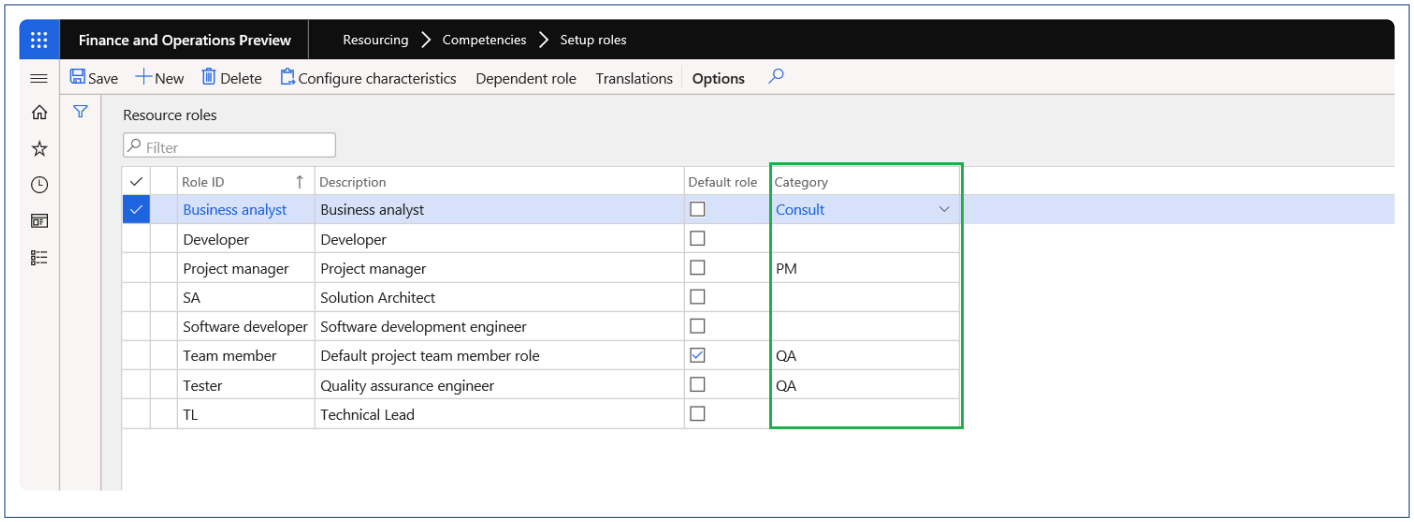
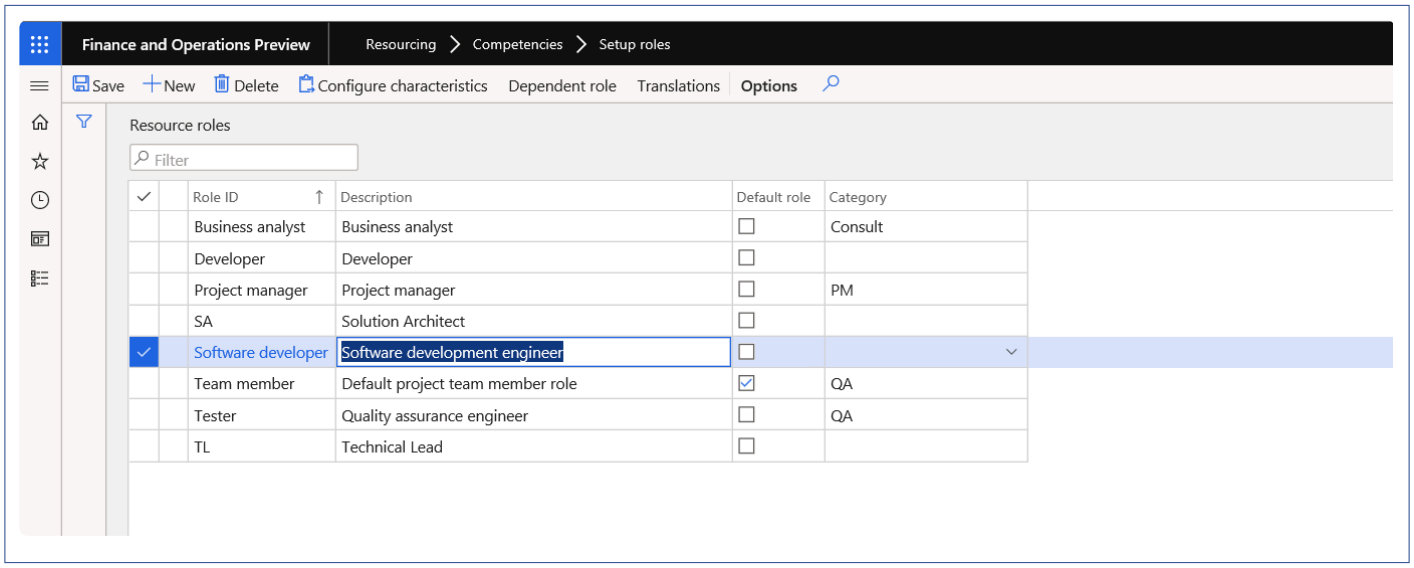


Dependent Role

A new Form was added in resource roles to look up for roles apart from the specified roles; it is called the dependent roles. This form is available as a button on the setup roles form, as shown in the below screenshot.

Go to Project management and accounting > Setup > Resources > Setup roles > Dependent role button
Go to Resourcing > Setup > Setup roles > Dependent role button



The user would have to choose a role and then click on dependent role, to choose the role that he would also like to look up for during the Intelligent resource/work form. So as per the screenshots, while looking up for Software developer role, even project managers will also be considered.

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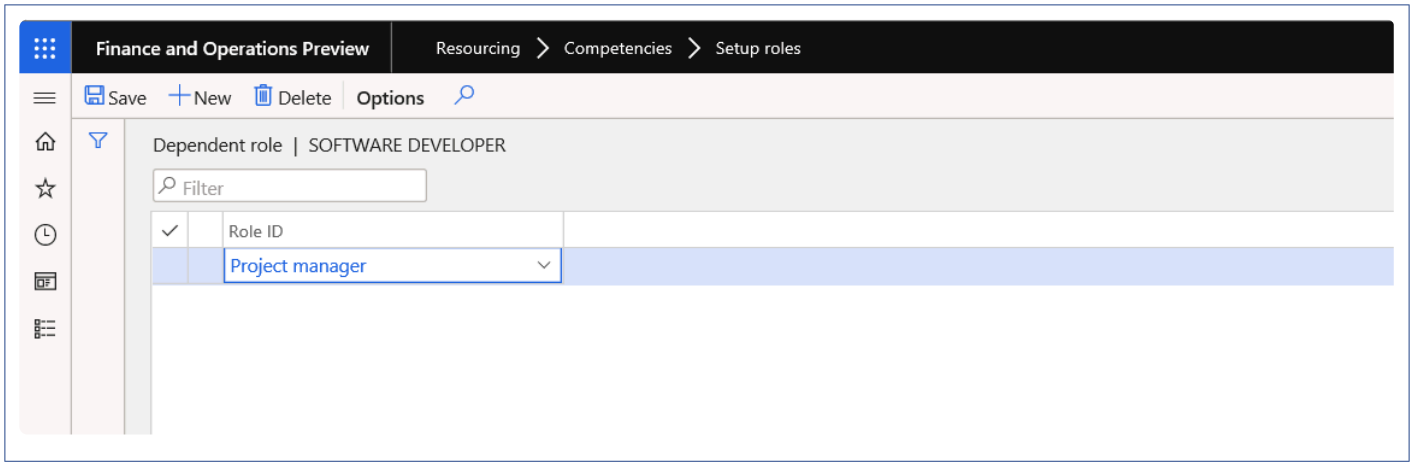

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Plan & Review

Once you configure the resourcing setups, you need to start planning for the resources in the projects. This section helps you in understanding the resource planning process involved in projects.

Resource Forecast Form

The resource forecast form stores the project resource plan budget. In this form the resource manager/project manager can plan the resources who are required to complete the project and subproject. This form can be launched\opened from the below places:

- Projects Form.
- Project Management and approvals Workspace.
- Project Status Workspace.
- Manage projects workspace

The input into this form can be done in any of the below ways.

- Manually key in lines in the resource forecast form.
- From Work breakdown structure, after the auto generate team functionality is run, the lines generated from the auto generate team will be created into resource forecast form.
- When lines are added to the Team and scheduling tab on a project, the same information will be available in the Resource forecast form.
- Display PTO approved hours in the resource forecast form when PTO lines get approved from the approver, all PTO request lines will be created for the PTO project in resource forecast form.
- Records will be sorted based on the resource name.

The path to access the new form is only from a projects form –

Go to Project management and accounting > Projects > All Projects > Plan > Project resource > Resource forecast
Go to Manage projects workspace > Plan > Project resource > Resource forecast

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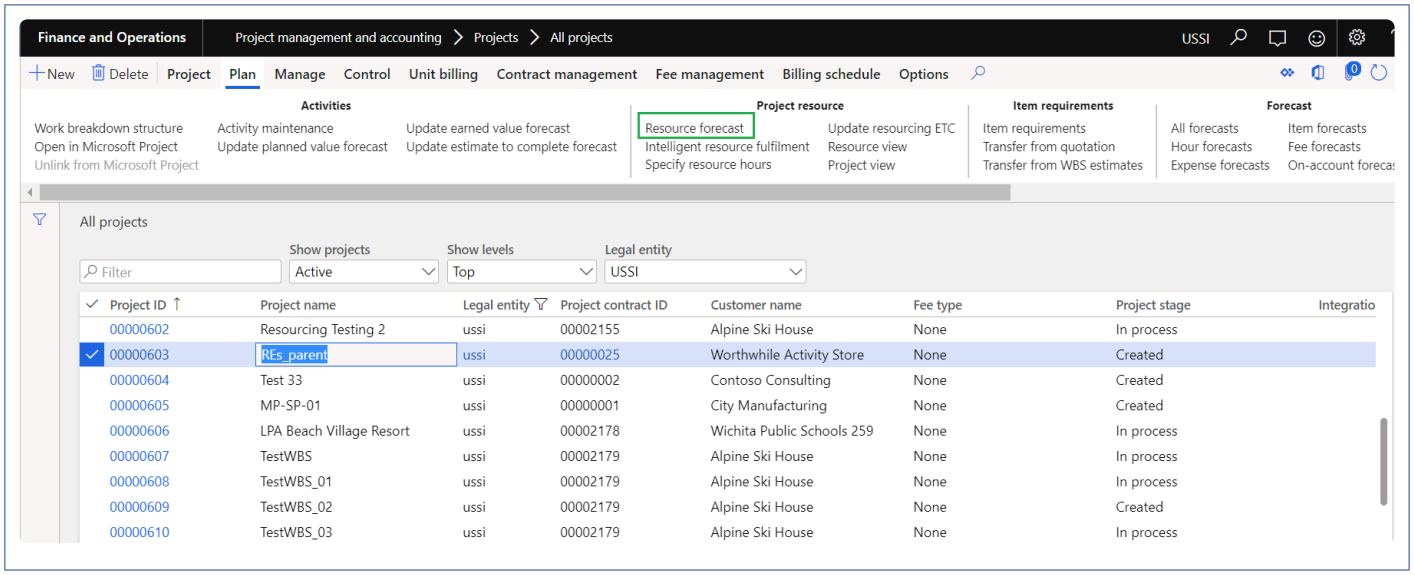
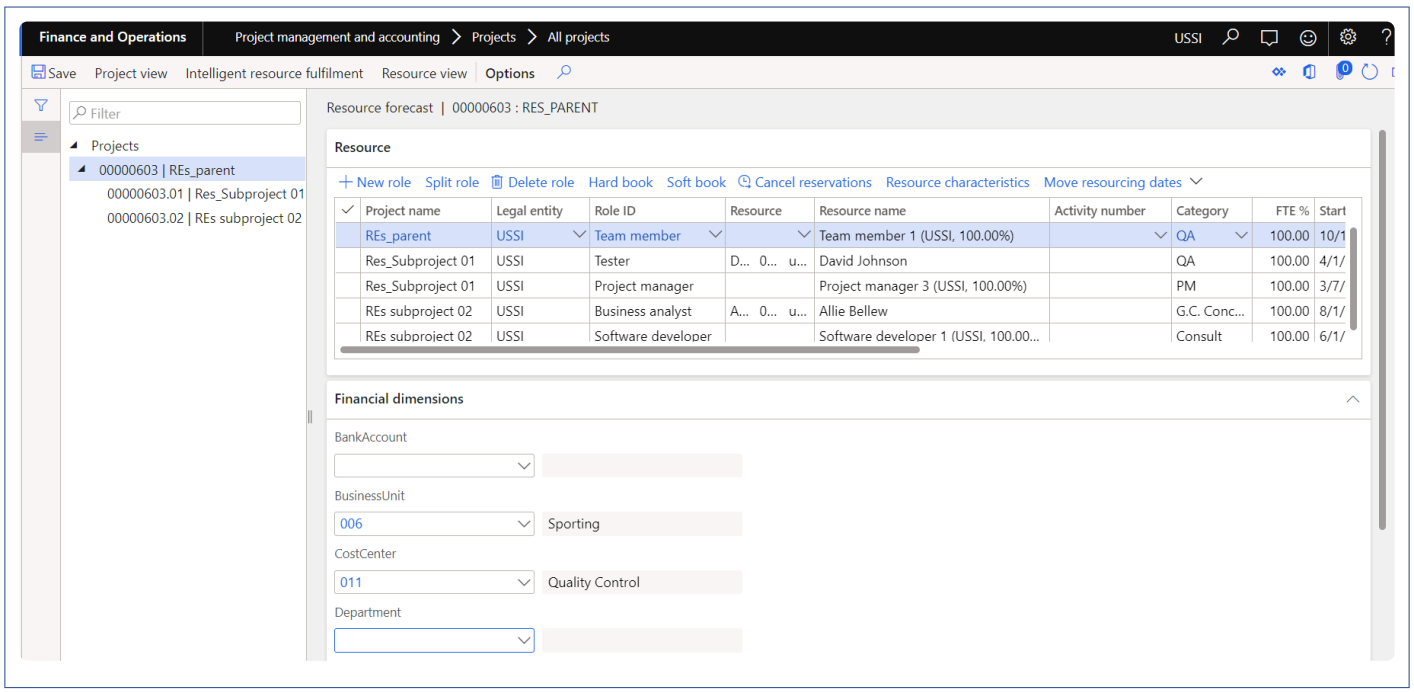


In this form Project managers and Resource Manager can create new roles for a project/subprojects and allocate the hours for resources. The resource could be a planned resource or a named resource.

Resources are displayed based on the selected project. If the parent project is selected then all the assigned resources including subprojects resources are displayed.

Resource forecast is by default sorted based on Project, Role and Resource.



The above form is not linked to the project team and scheduling tab on the Project. Any updates to this form will not update the project team and scheduling tab on the Project form. To update this form, user required to execute standard batch process' Synchronize resource capacity roll-ups'.

This form comprises of three sections:

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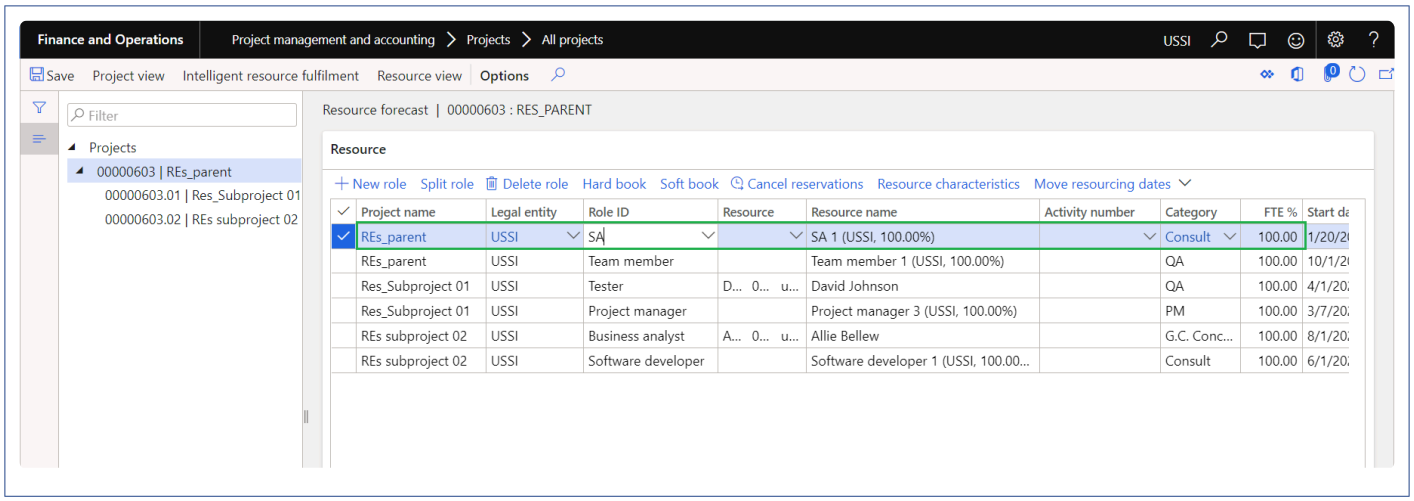
Left hand section – Where all projects and subprojects will be listed from the current legal entity.

Right hand section – This section is further divided into two fast tabs Resource and Financial dimension.

Related information fact box – This section displays Total hours and Total sales amount fields.

The section is called as “Resource”, the capabilities on this section are:

- New role – the user would be able to add new roles/lines on this form, where the data entry can be done. When the role is entered the associated category will be defaulted onto the line. The user can choose any of the roles defined in the resource roles form.



- Split role – The entered role can be split into multiple lines and multiple roles, which will be helpful in creating similar lines for the multiple roles. The user will be given an option to enter the Role, Hours or FTE% that has to be split from the original resourcing line.

We have divided the split role form into 3 headers to provide more information on how the split is being done.

Original line – Displays the Role ID, Resource name, Estimated effort and FTE% of the selected line. All the fields will non editable.

New line – Displays the Role ID, Estimated effort and FTE% and Add line button. User can enter the desired Role ID, Estimated effort or FTE% to which line has to split. All the fields will be editable

Result after split – This section displays original lines along with the split lines where the Estimated effort, FTE% and Book hours per day are divided accordingly.All the fields will non editable.

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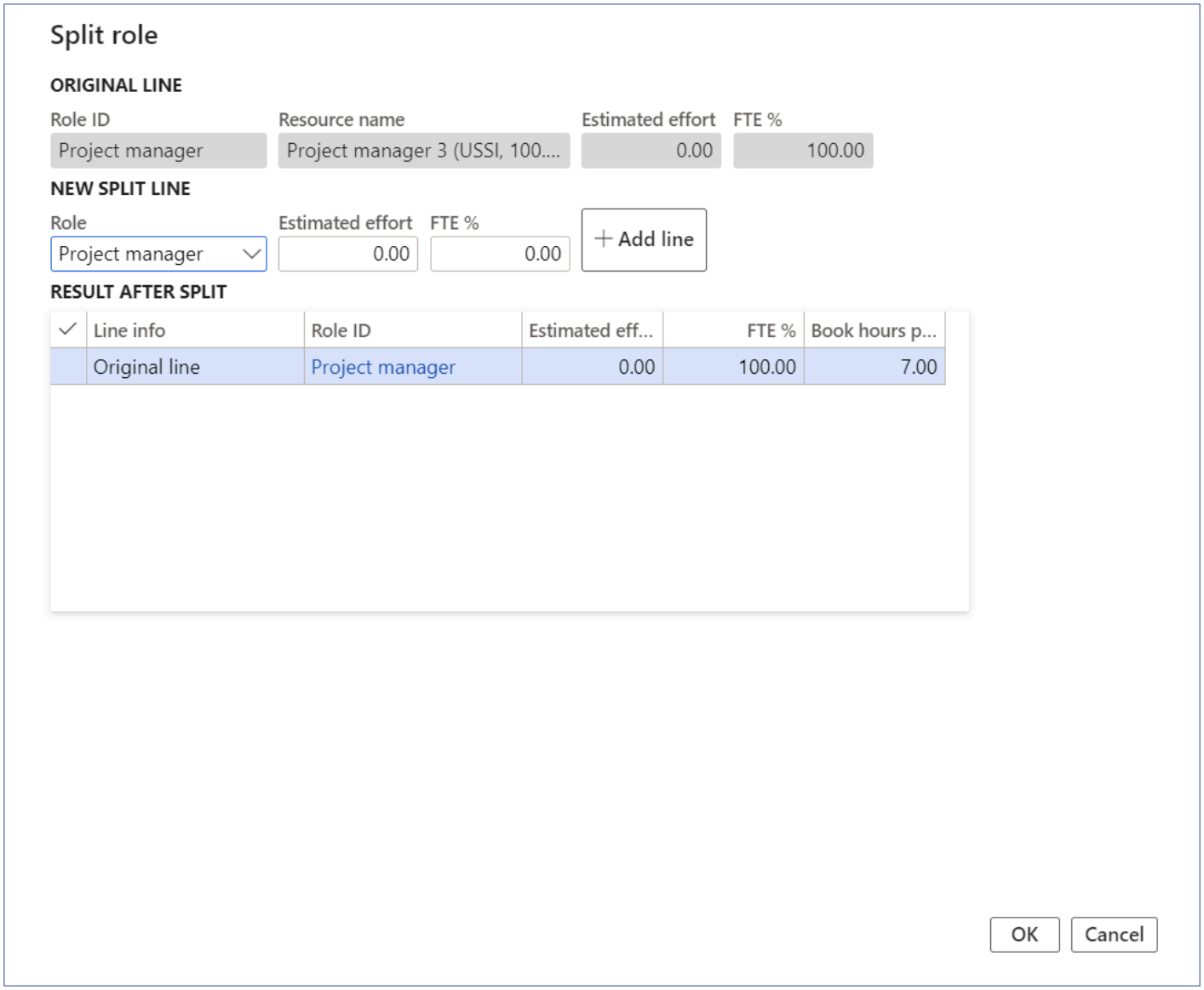

- Delete role – the user will be able to delete the role when this option is chosen.
- Hard book – the user can use this option to hard book the estimated hours or per day hours for the resource and hours in the forecast get hard booked.
- Soft book – the user can use this option to soft book the estimated hours or per day hours for the resource and hours in the forecast get soft booked.
- Cancel reservations – This option will be used to cancel all the reservations made.
- Resource characteristics – where the skill set required for the resource can be selected and saved as the search criteria to be looked into when the resource is being fulfilled.
- Move resourcing dates – This option will be used to move resourcing dates forward or backward by day, week, day or years where all the bookings in the given period will be cancelled rebooked according to the new dates.

Under the Financial dimension section, If the Default dimension rules are configured then the same is respected on this form else financial dimensions from the parent project defaults on the sibling or child projects.

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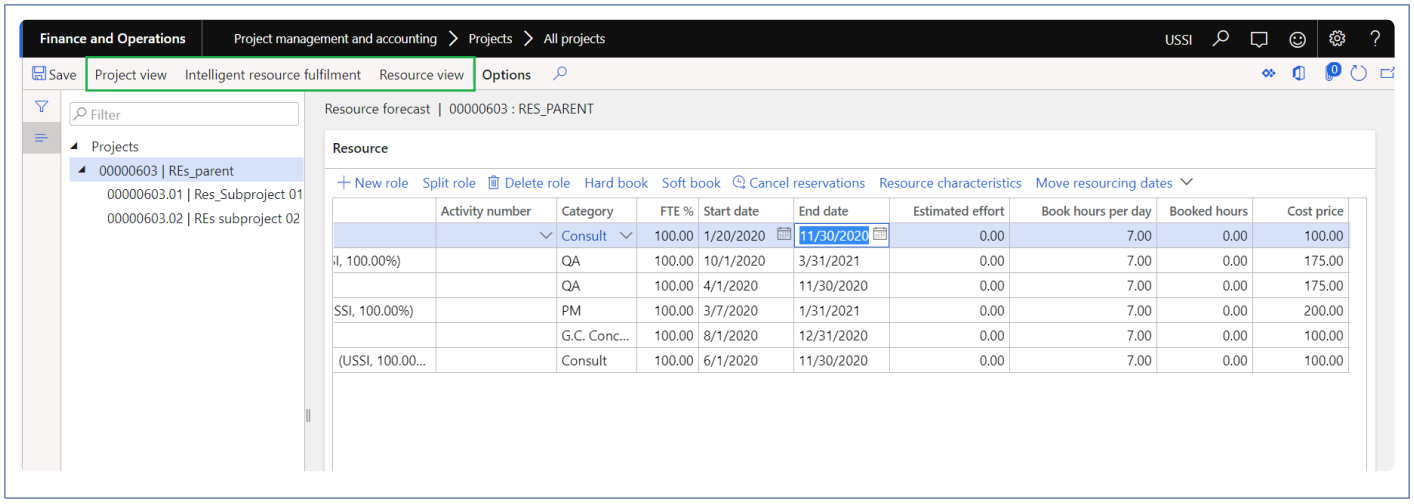
The Related information fact box section the following fields are available on the form:

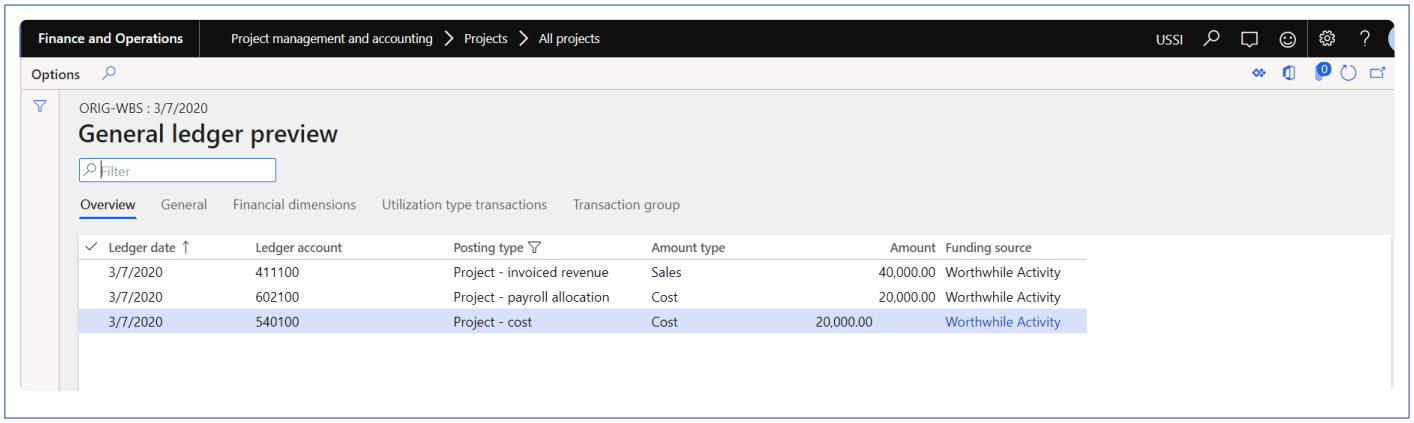
- Total hours – displays the sum of the Estimated effort total hours from the lines.
- Total sales amount – displays the total value of the sales amount.

Apart from the above capabilities, the following features also are available on the Resource forecast form:

- Project view – Project view will open to display the current project's project view details, which is the list of resources booked and to be booked on the project.
- Intelligent resource fulfilment form – Through Intelligent resource fulfilment form user can assign the resource onto the selected line, after matching the skill set of the required role and that of the resource.
- Resource view – The resource view form will open for all the assigned resource on the current project and will display the list of projects that the resource is booked on.



Note – The lines created in the Resource forecast form updates the lines in the Forecast model that have been selected. Also, there is no difference in the general ledger preview when the lines are created in the forecast model or created using the resource forecast form.



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Resource forecast fields:

- Legal entity – Legal entity where the resource booking line is being created. This lookup displays the legal entity where the intercompany is configured.
- Role ID – Role ID required for the project.
- Resource – Resource lookup has been changed to include legal entity and role which makes the performance better. Lookup will now have the fields legal entity and role filters to search the resource from the lookup. Legal entity field displays legal entity where the intercompany is configured. Upon selecting the resource if the Role ID is blank, Role ID and category field will get updated based on the selected resource.
- Activity Number: All activities must display on the activity number field which is associate with the selected project.
- Activity name – Displays Activity name of the activity number selected.
- Category – Category lookup displays all the hour type of categories. Category defaults from the roles, if category not available on roles then it will default from projects360 parameter form. After defining the Activity, category defaults from the Activity.
- FTE% – FTE% is brought in as 100% unless the user modifies the same. Lines from WBS is automatically created, using the auto generate team feature, for such lines FTE% is calculated while inserting the lines into resourcing. The users can then book the resources using resource view.
- Start Date – Start date of the resourcing forecast has to be entered by the user or will be defaulted from the project dates based on the parameter. This is a mandatory field.
- End Date – End date of the resourcing forecast to be entered by the user or will be defaulted from the project dates based on the parameter. This is a mandatory field.
- Estimated effort – Estimate effort field calculation will no longer be calculated based on start and end date. Estimate effort field is changed to user entry field where the user can enter value as required and search the resource from intelligent resource fulfillment from based on resource demand.
- Book hours per day – Book hours per day will default from the ‘Resource book hours’ field from project calendar before assigning the resource. If the resource books hours is not defined then the standard books hours will be defaulted. Once the resource is assigned, it will default from the resource calendar. This field is made user key in field so that user can enter the value as required.
- Booked hours – The hours the resource is booked for the project. This field includes both Hard booked and Soft booked hours.
- Cost price – Cost price of the resource forecast booking line.
- Sales price – Sales price of the resource forecast booking line.

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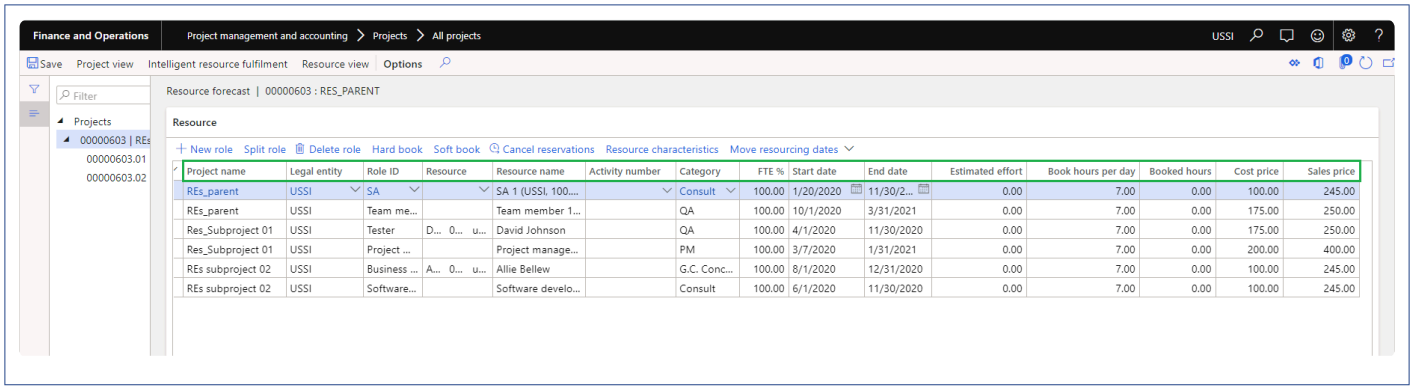

Resource forecasts data entity

Two new Resource forecasts data entity has been created to import and manage the larger resource forecasts into the Resource forecasts view form.

1. One for resource forecasts records with resources called as ‘Resource forecast’ with target entity named as ‘PMIPResourceForecastV2DataEntity’
2. Another for resource forecasts records without resources called as ‘Planned resource forecast’ with target entity named as ‘PMIPPlannedResourceForecastDataEntity’. This entity will be deprecated soon as the functionality of this data entity can be achieved through using ‘PMIPResourceForecastV2DataEntity’.

Resource View

The resource view form displays the booking or utilization of resources across projects. The resource manager/project manager will be able to view the resources and the work assigned to them in this form.

This form can be launched\opened from following places:

- Project form
- Resource forecast form
- Contractor, Employee forms. The view will be filtered for the selected resource record.
- Resource view is available as a separate form under projects360 > Project resources, where you will be able to see all resources and their project bookings.
- Project management and approval workspace
- Project status workspace
- Project tasks workspace (My Resource Assignment)
- Resource management workspace
- Resourcing > Resource booking > Resource view
- Manage projects workspace

The input to this form can be done in any of the below ways.

The user can enter values against the period block and either hard book or soft book the resources onto the

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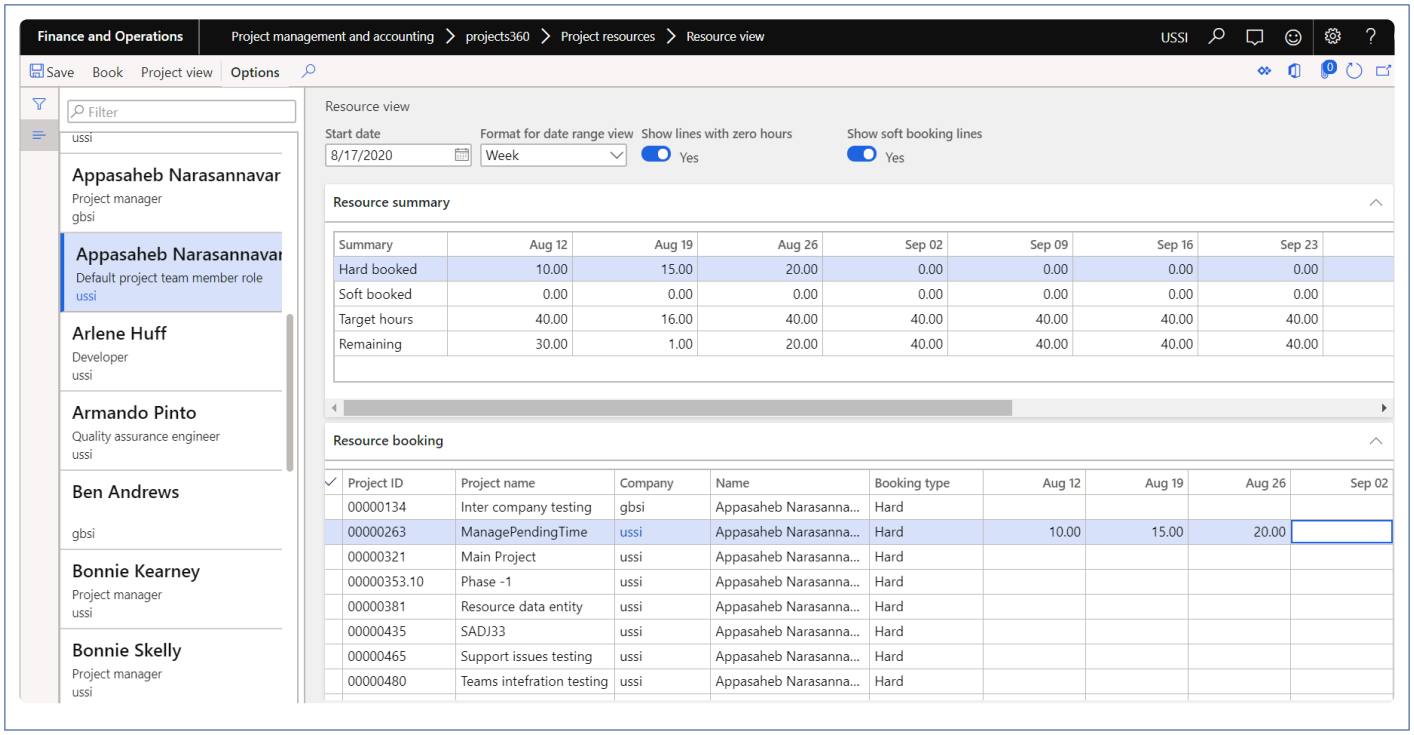
project. User can filter the resources based on Resource name, role and legal entity.



This form comprises of three sections:
Left hand section – where all resources are listed from the current legal entity, and you can view:

- Name of the resource
- Resource role
- Legal entity of the resource

In the filter search, user can search with Resource name, Resource role and Resource legal entity.

Right hand section – This section is further divided into three sections:

Header Section – This fast tab shows the header details of the selected resource.

- Start date: Set the start date, to view the records in ‘Resource summary’ and ‘Resource booking entry’ for the selected date.
- Format for the date range: Defaults from the parameters. User can set the format date range to view 12-period bucket either in day, week or month view.
- Show line with zero hours: Defaults from the parameters. User can set Yes to show or No to hide the lines with zero hours in the resource booking tab
- Show soft booking lines: Defaults from the parameters. User can set Yes to show or No to hide the soft booking hours line in the resource booking tab.

Resource summary section – This fast tab will show the summary of the selected resource.

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- Hard booked – will display the sum of hard booked hours for the selected resource for all the projects assigned.
- Soft booked – will display the sum of soft booked hours for the selected resource for all the projects assigned.
- Target hours – will display the hours that are defined in the setup form of Target hour utilization.
- Remaining – will display the remaining available capacity of the resource. This is the difference between booked and capacity.
- 12 periods – depending on the view settings, whether the same is for 12 days, 12 weeks or 12 months.

Resource booking tab – This grid allows user to enter hours for resource booking, booking can be done for soft booking as well as hard booking for all the projects assigned.

- Project id – displays the project id for the associated resource forecast record.
- Project name – displays the project name for the associated resource forecast record.
- Resource name – displays the name of the resource booked on this project.
- Booking Type – displays the booking type for the associated forecast record. It displays two grid one for Hard booking type and another for soft booking type.
- 12 periods – depending on the view settings, whether the same is for 12 days, 12 weeks or 12 months.

Apart from the above capabilities, the below buttons are also available on the Resource view form

Book button – Once the user clicks on this button Hard book and Soft book hours are booked for the resource.
Project view button – Once the user clicks on this button, Project view form will be opened for a particular resource.

Project View

The project view form displays the booking or utilization of resources per project. The project manager/ resource manager will be able to view all the resources assigned to the project and the work that has to be assigned will also be displayed in this view. The manager will be able to see both planned resource bookings (e.g. Developer 1, Business analyst etc.) and named resource bookings in this form.

This form can be launched from:

- Projects form.
- Resource forecast form.
- Project view is available as a separate from under projects360 > Project resources, where you will be able to see all projects and the related resource bookings.
- Project management and approval workspace.

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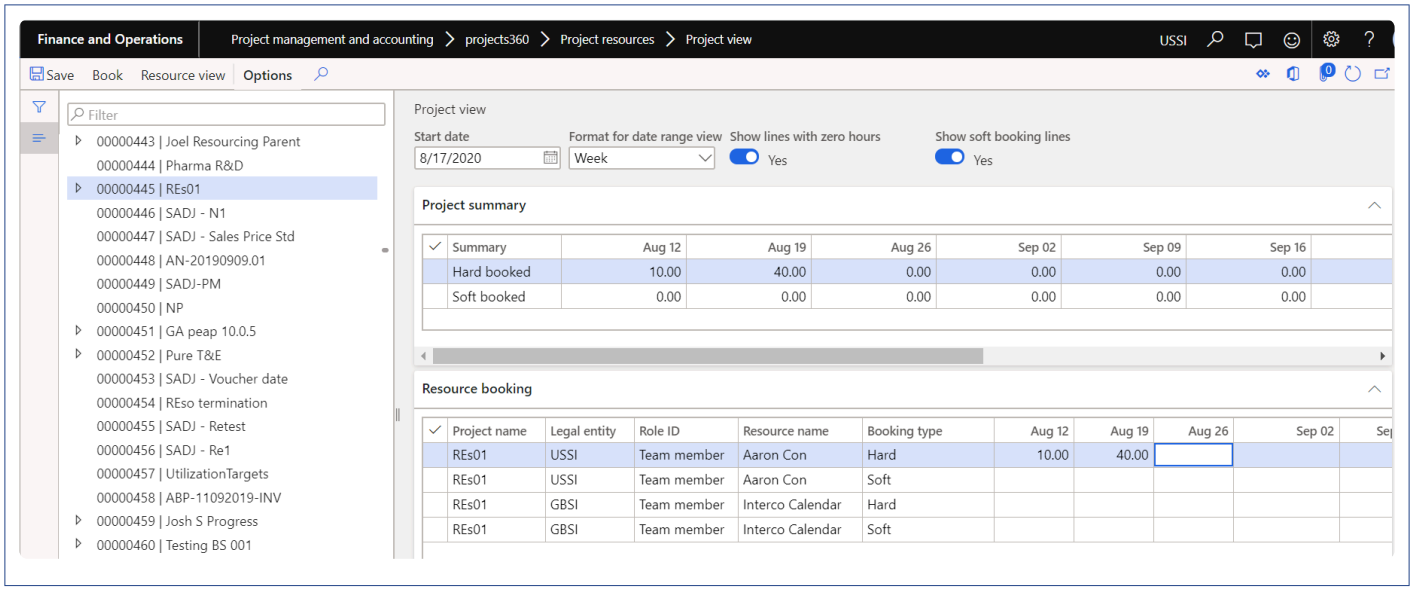
- Project status workspaces.
- Resourcing module
- Manage projects workspace

Go to Project management and accounting > projects360 > Project resources > Project view
Go to Resourcing > Resourcing booking > Project view



This form comprises of three sections:

Left hand section – Where all projects will be listed from the current legal entity.

Right hand section – This section is further divided into three tabs:

Header Section – This fast tab shows the header details of the selected Project.

- Start date: Set the start date, to view the records in ‘Resource summary’ and ‘Resource booking entry’ for the selected date.
- Format for the date range: Defaults from the parameter. User can set the format date range to view 12-period bucket either in day, week or month view.
- Show line with zero hours: Defaults from the parameter. User can set Yes to show or No to hide the lines with zero hours in the resource booking tab
- Show soft booking lines: Defaults from the parameter. User can set Yes to show or No to hide the soft booking hours line in the resource booking tab.

Project summary section – This fast tab will show the summary of the selected project.

- Hard booked – will display the sum of hard booked hours for the selected project.
- Soft booked – will display the sum of soft booked hours for the selected project.
- 12 periods – depending on the view settings, whether the same is for 12 days, 12 weeks or 12

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months.

Resource booking tab – This grid allows user to enter hours for resource booking, booking can be done for soft booking as well as hard booking.

- Project name – displays the project name for the associated resource forecast record.
- Legal entity – displays the legal entity of the resource
- Role ID – displays the role ID, which is defined on the resource forecast.
- Resource name- displays the name of the resource booked on this project.
- Booking Type – displays the booking type Hard/Soft for the associated forecast record.
- 12 periods – depends on the view settings, whether the same is for 12 days, 12 weeks or 12 months.

Apart from the above capabilities, the below buttons are also available on the Project view form

Project view form has been converted into a tree view. The data on the subprojects is rolled-up to parent project. Also the default sorting has been set to Project ID and then resource name.
Book button – Once the user clicks on this button Hard book and Soft book hours are booked for the resource on the project.
Resource view button – Once the user clicks on this button, Resource view form will be opened.

Intelligent Resource Fulfilment Form

The Intelligent resource search form can be used for looking up resources with competencies. In this form the values of competencies required/requested: project competencies and the competencies of the resource – resource competencies will be displayed in the fact box section. This is place where the resource manager or project manager can view all the planned resource lines and find a matching resource for the same based on the match % of the competencies. More detailed explanation in the intelligent resource fulfillment section of the document.

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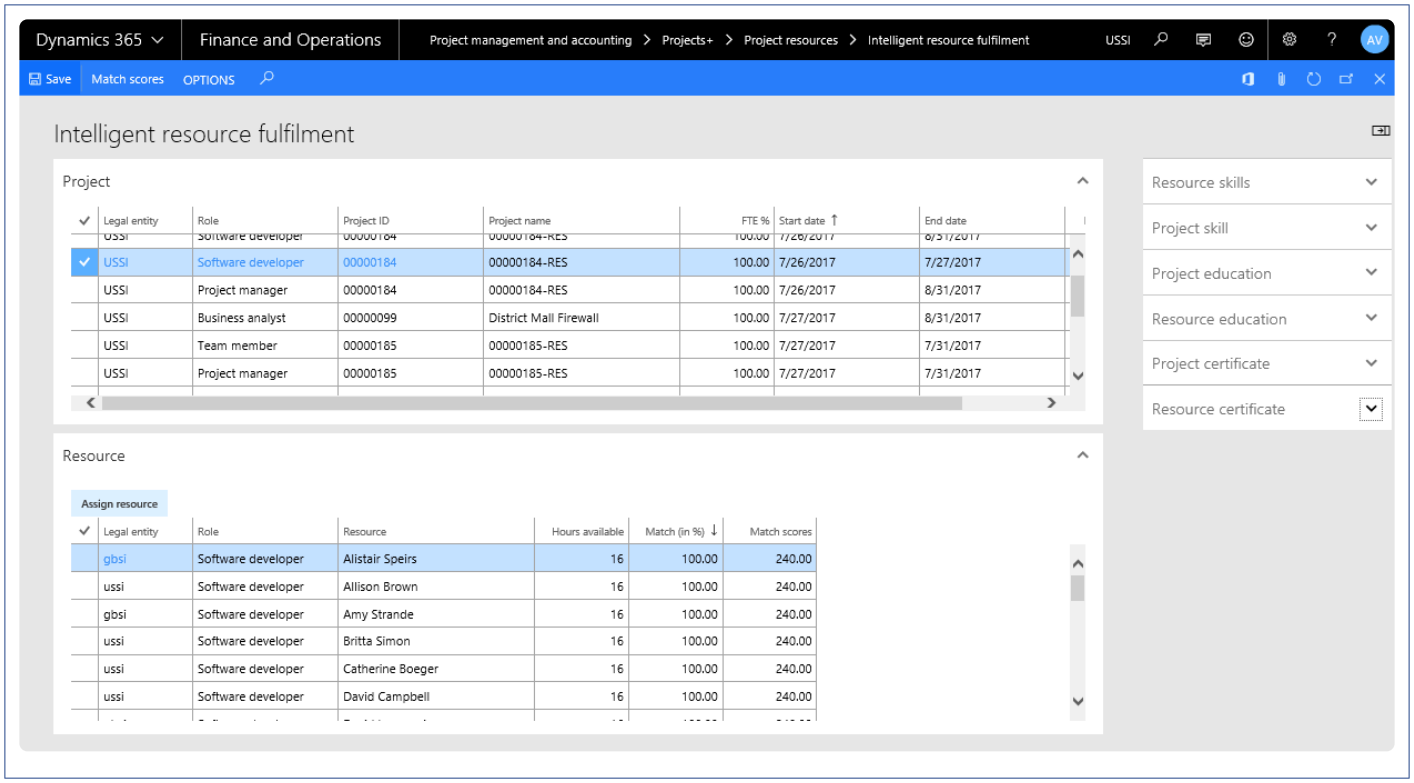

This form can be accessed from the below locations:

- Project and management accounting > projects360 > Project resources > Intelligent resource fulfillment form.
- From the project on the Plan action pane in the resourcing group.
- From the Resource forecast form.
- Project management and approval workspace.
- Project Status workspace.
- Resource management workspace.
- Resourcing >Resource booing > Intelligent resource fulfillment form

The form has the following two fast tabs and details of each fast tab is listed below.

Project Tab – which displays all the lines with planned resources from resource forecast form. If there are any competencies mentioned in the line then the same is displayed under the respective competency as Project skills, project education etc.

- Legal entity – displays the legal entity of the project.
- Role – Role requested for the project is displayed.
- Project ID – Displays the project ID, which has lines that requires resourcing.
- Project name – Displays the project name.
- FTE – FTE% that is defined on the resource forecast is displayed in this form.
- Start date – start date of the resource forecast, which is specified in the Resource forecast form.
- End date – end date of the resource forecast, which is specified in the Resource forecast form.

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- Hours required – Hours to be copied from the resource forecast form per line will be displayed here.

Resource Tab – Lists all the resources that have skill set required for the project. These are the recommended resources for the selected projects.

- Legal entity – Legal entity of the employee.
- Role – Role of the resource will be displayed in this field.
- Resource – Resource name.
- Hours available – Number of hours, resource is available is displayed in this field for the requested start and end date.
- Match in % – This percentage will be calculated and displayed. The calculation is a percentage of the resource competencies over the project competencies. The match percentage takes into consideration the points/scores given to each competency and based on the matching resource competency the weightage is arrived at.

  Example: The Parameters defined are as follows:
  Skill – 75
  Education – 60
  Certificate – 75
  Legal entity – 50
  Role – 25
  Hours available – 25

  And if the actual values entered are as follows:
  Skill – 75
  Education – 0
  Certificate – 75
  Legal entity – 50
  Role – 25
  Hours available – 15

  Then the Match % = (Total Actual Score * 100) /Total Parameters Score]
  (75+0+75+50+25+15) * 100) / (75+60+75+50+25+25) = 77.41%

- Match scores – The above percentage value is expressed in points in this field.
- Assign resource button – The selected resource will be assigned to the project forecast line using this button. Once the line is updated with the resource, the same is reflected in the Resource forecast form.
- Match score button – When the user clicks on this button a new form opens where the competencies weights default from the parameters and is editable. The edited values will be used as weights to arrive at the matching points.

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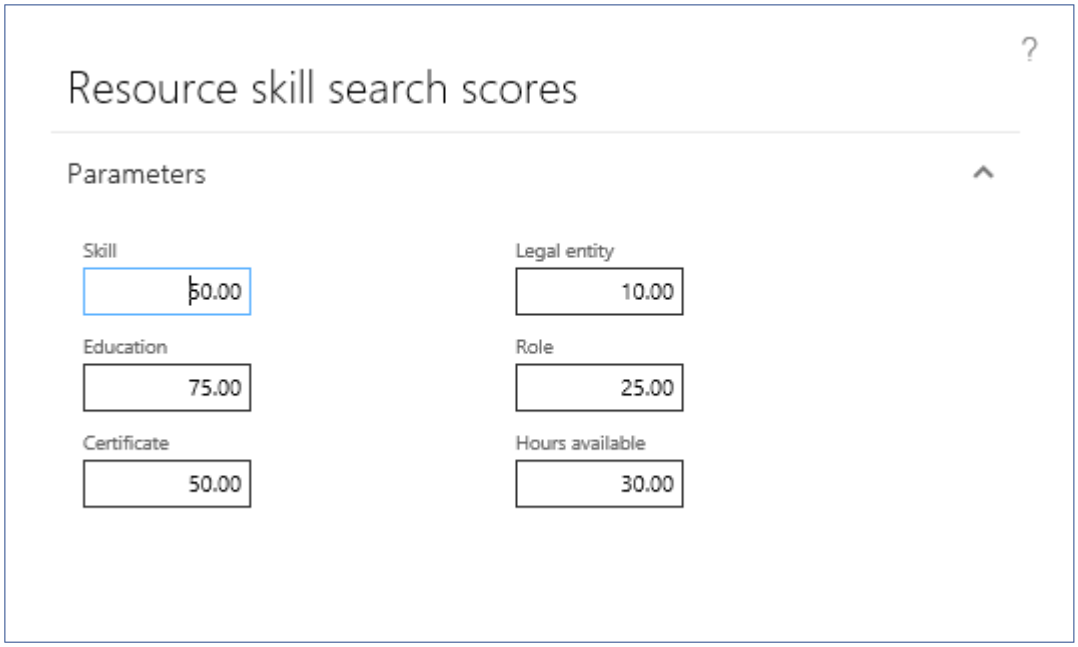

The fields and the buttons on the match score button is as shown below. The values in the competencies will default from the parameters, which the user can edit to search resources per requirement.

- Legal entity – weightage for Legal
- Role – weightage for role
- Hours available – weightage for hours available.
- Skills – weightage for skills
- Education – weightage for education
- Certification – weightage for certification
- OK button – OK button, when the user clicks on the same the Match calculation if performed.
- Cancel button – The action is cancelled.

Intelligent Work Search Form

The Intelligent work search form can be used for looking up work for resources, after checking whether the work required competencies match that of the resource.

In this form, the values of competencies required/requested – project competencies and the competencies of the resource – resource competencies will be displayed in the fact box section.

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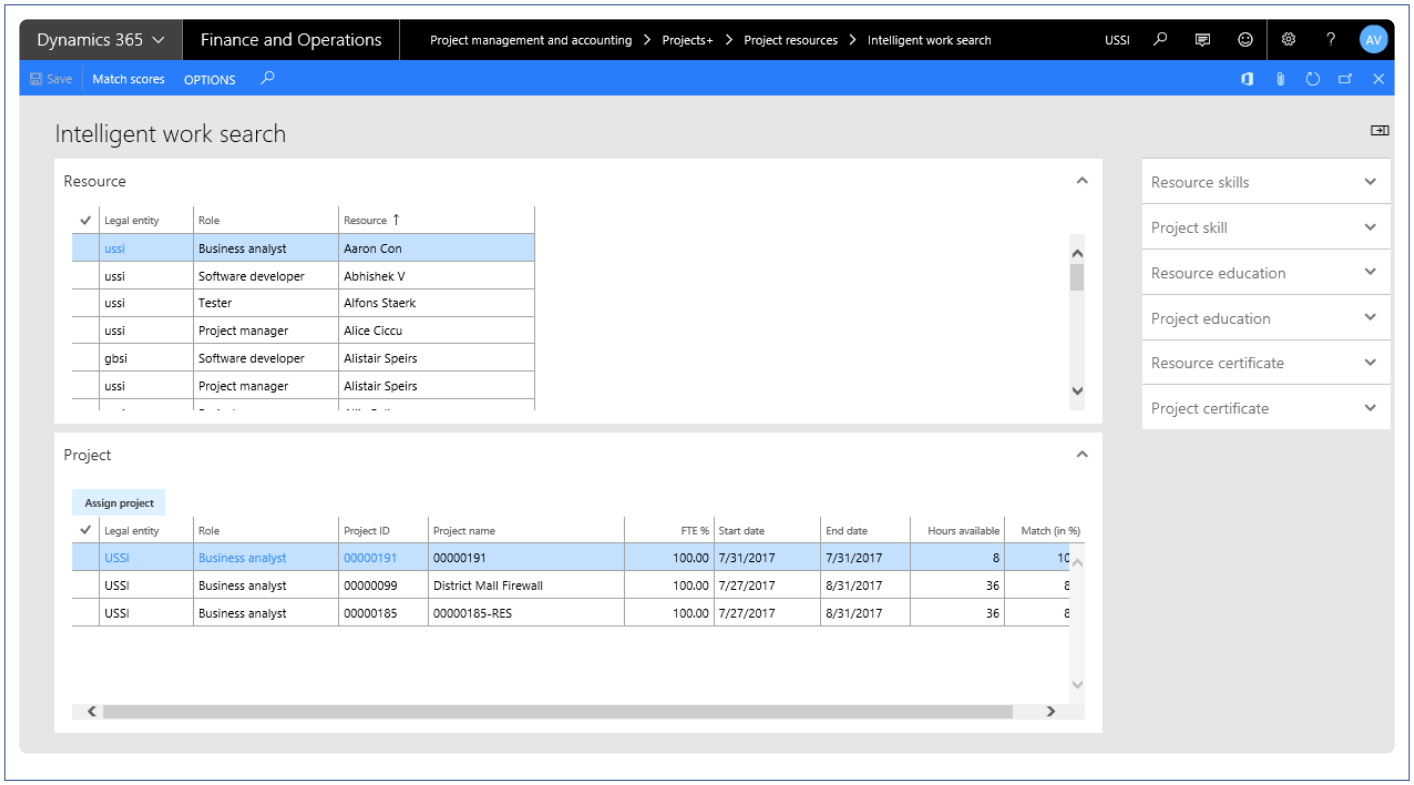

This form can be accessed from the below locations

- Project management and accounting > projects360 > Project resources > Intelligent work search form.
- Human resources – worker, contractor, employee forms.
- Resource management workspace.
- Resourcing >Resource booing > Intelligent work search form

The form has two fast tabs and details of the these tabs are as follows:

Resource Fast Tab – Lists all the resources in all the legal entities. Fields available under these tabs are:

- Legal entity – Legal entity of the employee
- Role – Role of the resource will be displayed in this field.
- Resource – Resource name

Project Fast Tab – Displays all the lines with planned resources from resource forecast form. If there are any competencies mentioned in the line then the same is displayed under the respective competency as Project skills, project education etc. Fields available under this tabs are:

- Legal entity – displays the legal entity of the project
- Role – Role requested for the project is displayed
- Project ID – Displays the project id, which has lines that has to be resource fulfilled.
- Project name – Displays the project name
- FTE – FTE% that is defined on the resource forecast is displayed in this form.

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- Start date – start date of the resource forecast, which is specified in the Resource forecast form.
- End date – end date of the resource forecast, which is specified in the Resource forecast form.
- Hours available – Hours that the resource is available for the start and end date on the line.
- Match in % – This percentage will be calculated and displayed. The calculation is a percentage of the resource competencies over the project competencies. The match percentage takes into consideration the points/scores given to each competency and based on the matching resource competency the weightage is arrive at.

- Assign project button – The selected project forecast line will be assigned to the resource using this button.
- Match score button – Similar to what in the Intelligent resource fulfilment form.

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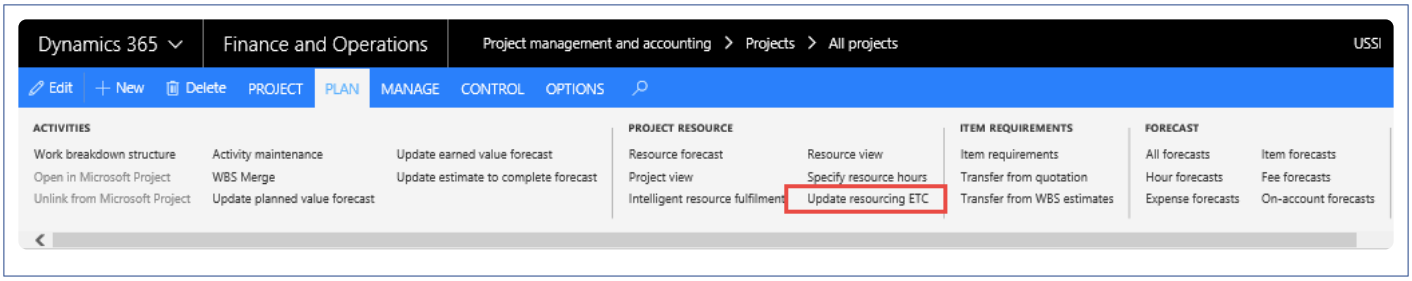
Periodic Process

Once the resources are planned and reviewed, there are periodic processes to run that moves the data to correct places so that inquiries can be performed on them. This section details out those periodic processes.

Update Resourcing ETC

The Update resourcing ETC is used for moving the Estimate to complete resourcing lines into a separate forecast model file. ETC stored in a separate forecast model will give the project managers the total estimate to complete and how much more work is still pending per project. This form can be launched from the project and also under the periodic menu too.

Go to Project and management accounting > All Projects > Plan tab > Project resource section > Update resourcing ETC.
Go to Project and management accounting > project360 periodic > Resourcing periodic > Update resourcing ETC.
Go to Resourcing > Update resourcing > Update resourcing ETC.



Once clicked on the Update resourcing ETC button, below form opens.

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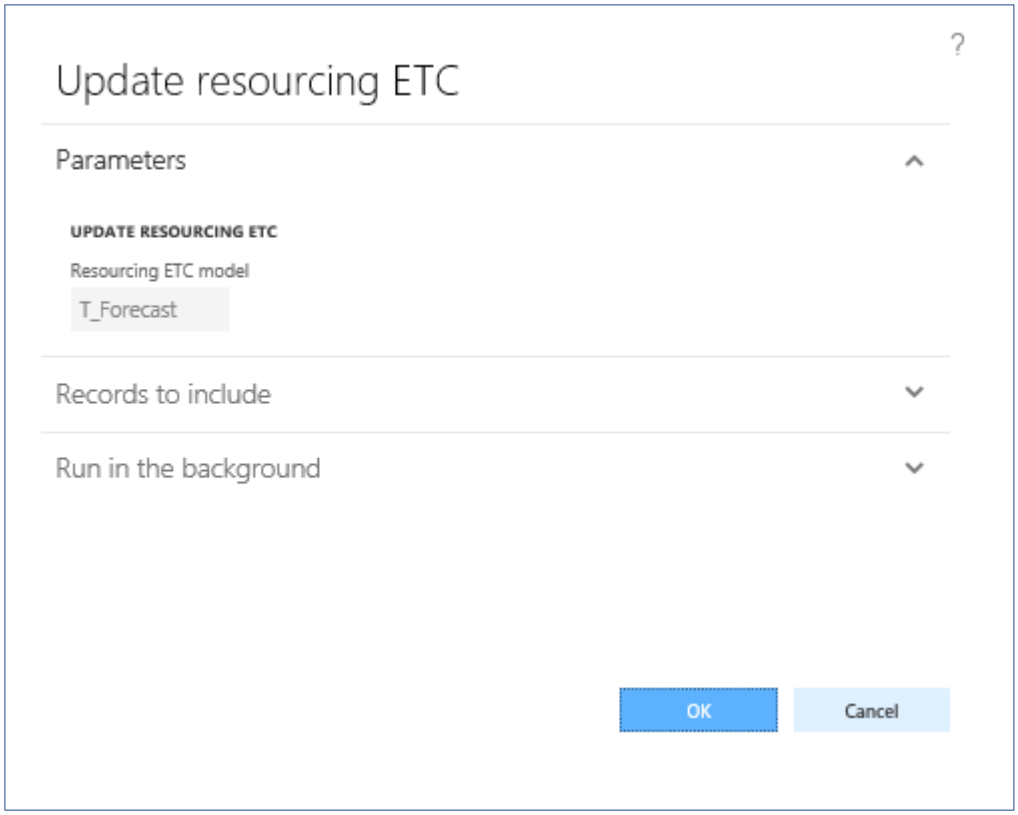

This form's functionality and calculations involved are as follows:

- The estimate to complete considers the hours from the Project booking form lines for transfer, irrespective of whether there is a worker or not.
- All the booked hours including the hours booked beyond the resource forecasted end date are considered for transfer to forecast.
- If there is a worker on the resource line – then the last non-draft timesheets are considered, as the from date to be more precise the date after the end date of the timesheet into the future. Only booked hours are considered for transfer to forecast. For example, if the resourcing line has 15th Aug to 31st August, then the last non draft timesheet of the worker is 21st August (Timesheet period – 15th to 21st) then the data for 22 is considered till 31st August.
- All the attributes that are there on forecast model which are being used for grouping is taken into consideration for grouping of the transactions that are transferred to forecast form.
- The parameters for copying will be taken from the Forecast model, similar to WBS Updates to forecast models for the Estimate to complete.
- Grouping of copied lines to be either in days, weeks, months or Total (one summarized line), whatever option is defined on forecast model.
- The pricing also to be picked from either the source transaction or from the pricing tables as specified on the Forecast model.
- The forecast model to be used for copying to is defined on the parameter in projects360 parameter under Resourcing group.

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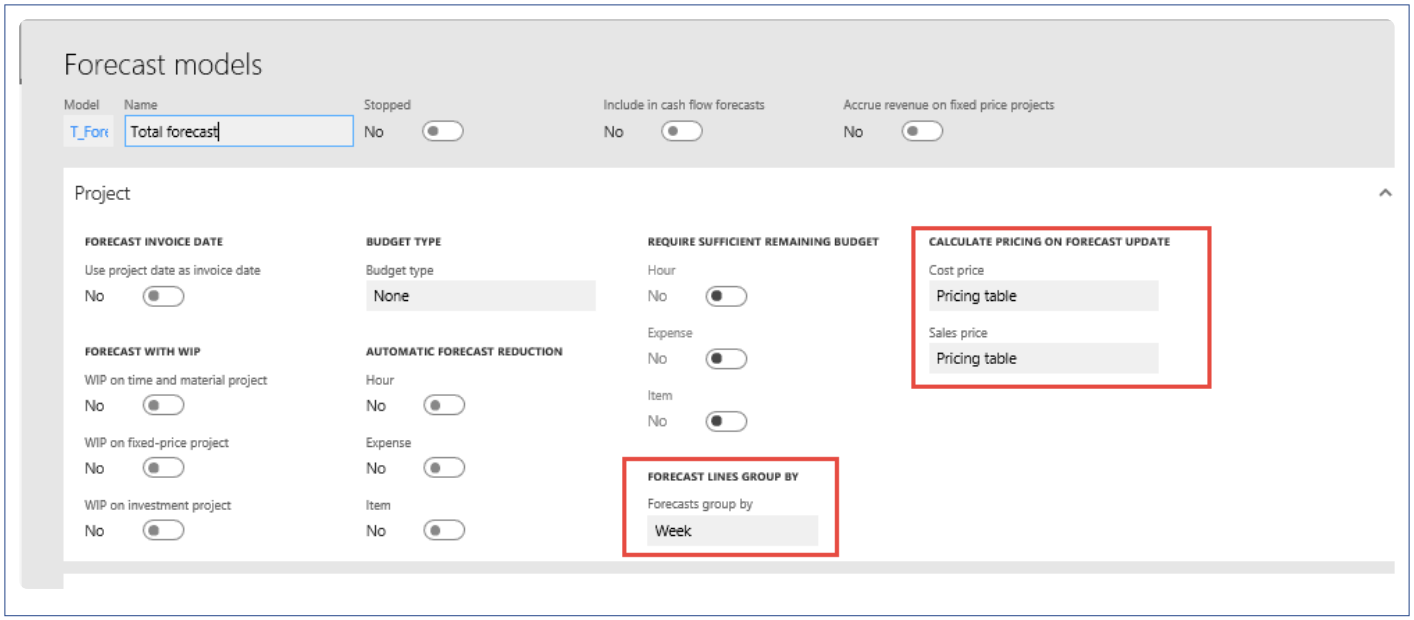

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Resourcing Workspaces

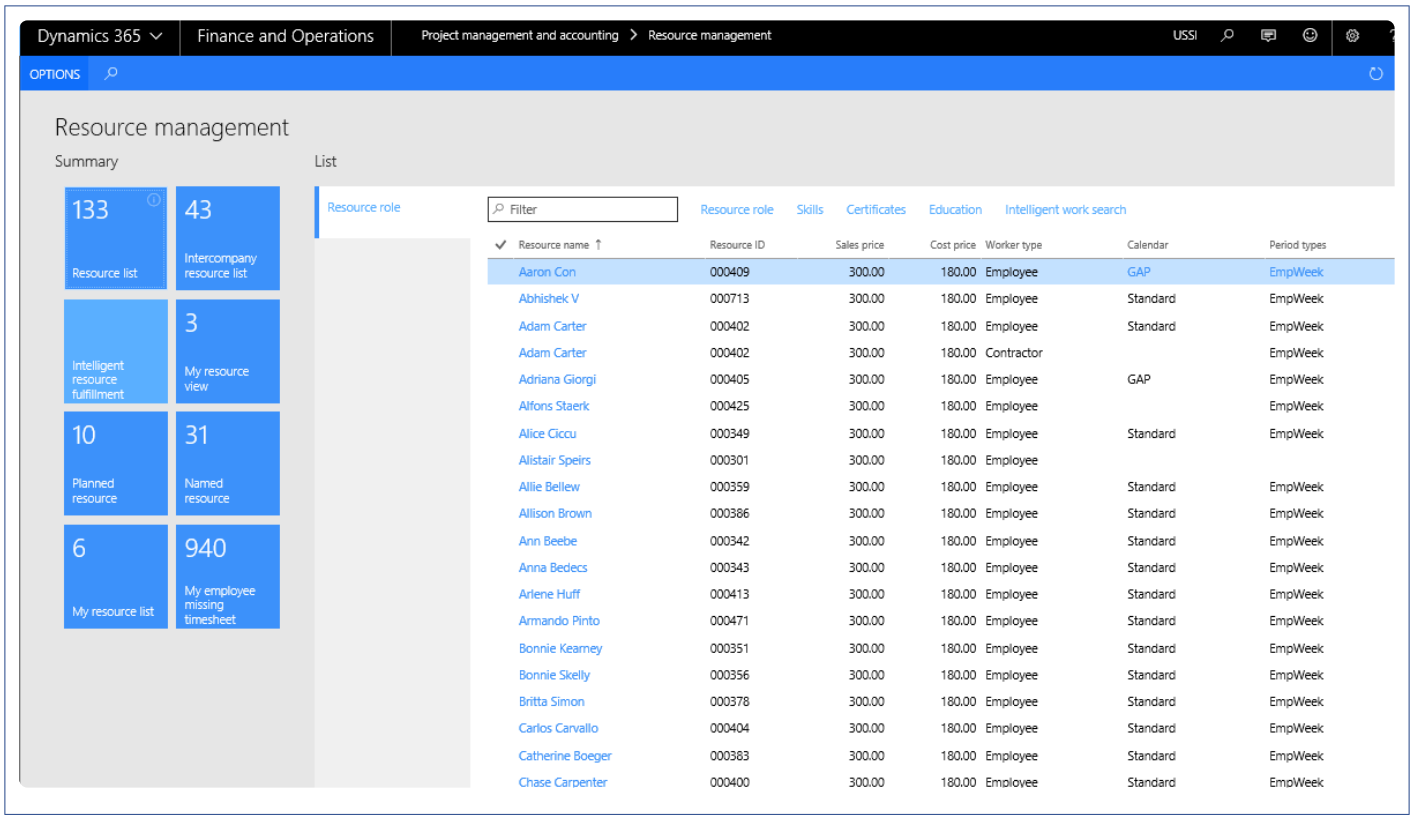
projects360 suite provides various workspaces from where the resources can be planned, reviewed and managed. This section highlights all the workspaces involved in the resourcing.

Workspaces

There have been changes to projects360 workspaces to show the resourcing forms depending on the user roles, such as project manager or resource manager. A new workspace has been created only for resourcing for the role resource manager.

Resource Management Workspace

A new workspace has been introduced for Resource manager to be able to use all of the resourcing enhancements from one place.



This workspace has the below contents.

1. **Tiles**

- Resource list: Gives a count of all the resources in the current legal entity.
- Intercompany resource list: Gives a count of resources where the intercompany setups are done, so

the resource could be borrowed from those companies.
- Intelligent resource fulfilment: Launches the intelligent resource fulfillment form.
- My resource view: Filters the resource view for the logged in user.
- Planned resource: Filters the resource view and displays it for only planned resources.
- Named resource: Filters the resource view and displays only the named resources. Gives a count as well.
- My resource list: displays all the resources for whom the logged in user is the timesheet approver.

2. **List**

- Resource role: takes you to the form where the list of resources along with the resource ID and role is displayed. It also has the sales price, cost price, worker type, calendar, period types, and source legal entity.
- The buttons available on the resource role section are:
    - Resource role: to create new roles
    - Skills: to create new skills
    - Certificates: to create new certificates
    - Education: to create new educational qualifications
    - Intelligent work search: Intelligent work search form will open on click of this button

3. **Links**

- Resource competencies are provided as links on the this workspace and has following options to view and update.
    - Skill
    - Certificate
    - Role
    - Education

Project Management Workspace

Resourcing forms have been linked to the project management workspace to be able to use resourcing enhancements.

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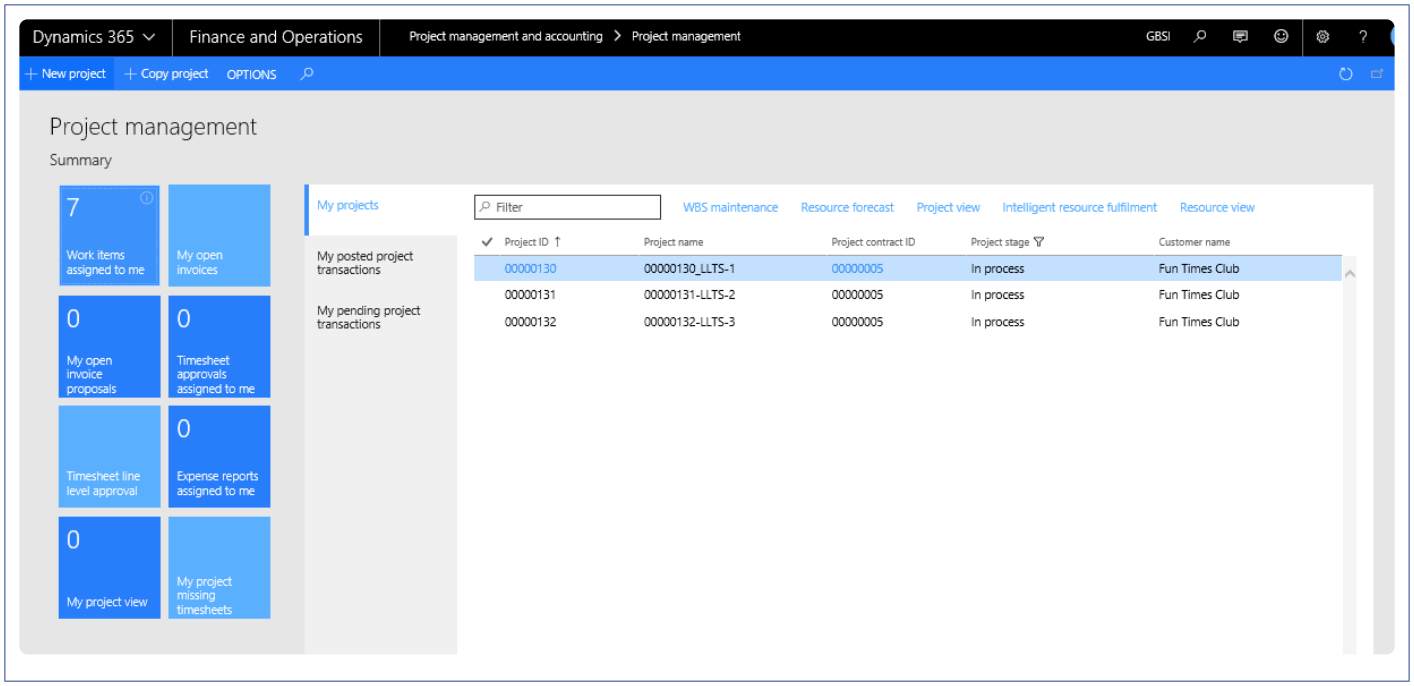

From Project management workspace, the following forms can be viewed:

- My project view – Tile: Where the project view is filtered for the projects where the logged in user is a project manager, will be visible.
- Resource forecast: for the selected project in the My projects list page.
- Project view: for the selected project in the My projects list page.
- Intelligent resource fulfillment: for the selected record in the My projects list page.
- Resource view: for the selected record in the My projects list page.

Project Status Workspace

Resourcing forms have been linked to the project status workspace to be able to use resourcing enhancements.

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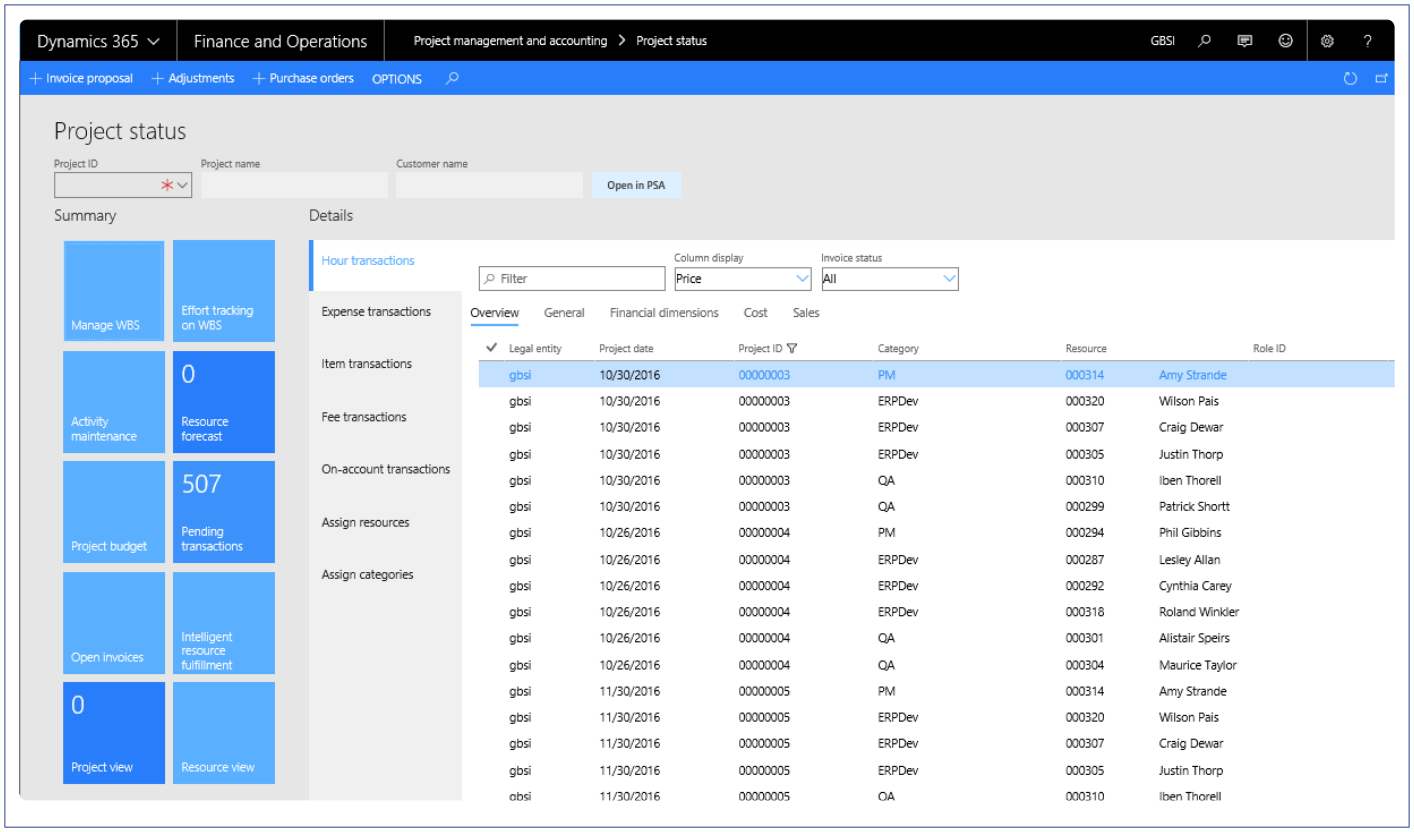

From Project status workspace, the following forms can be viewed:

- Resource forecast: for the selected project on the Project ID field.
- Project view: for the selected project on the Project ID field.
- Intelligent resource fulfillment: for the selected project on the Project ID field.
- Resource view: for the selected project on the Project ID field.

Project Tasks Workspace

Resourcing forms have been linked to the project tasks workspace to be able to use resourcing enhancements.

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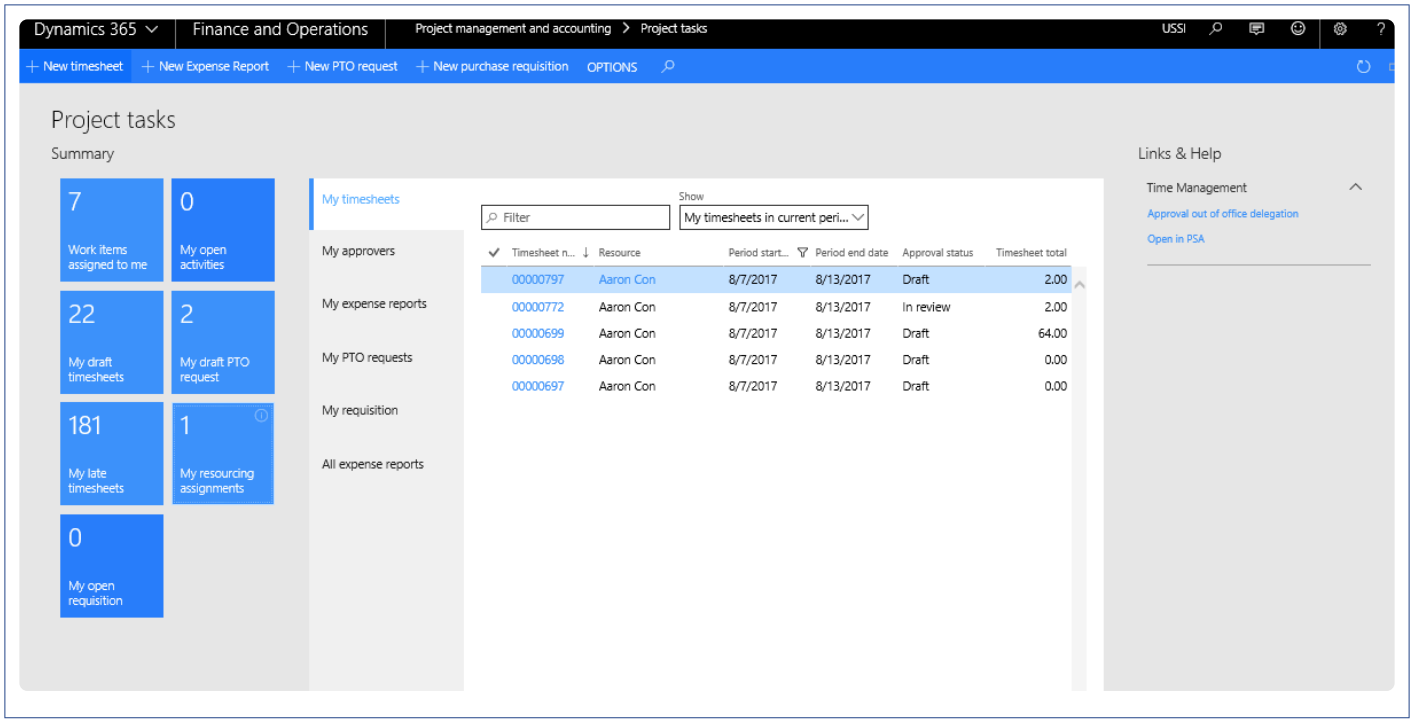

- My resource assignment tile: Resource view filtered for the logged in user will be displayed on this tile.

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Subcontractor Reconciliation

A reconciliation process is required to keep track of time spent by contractors, who belong to a vendor, against the related vendor invoices.

This reconciliation will help in approving the invoice for payment if the user can reconcile the vendor's invoice against the vendor employee's timesheets that is the time logged by the employees. This also includes Intercompany transactions for reconciliation.

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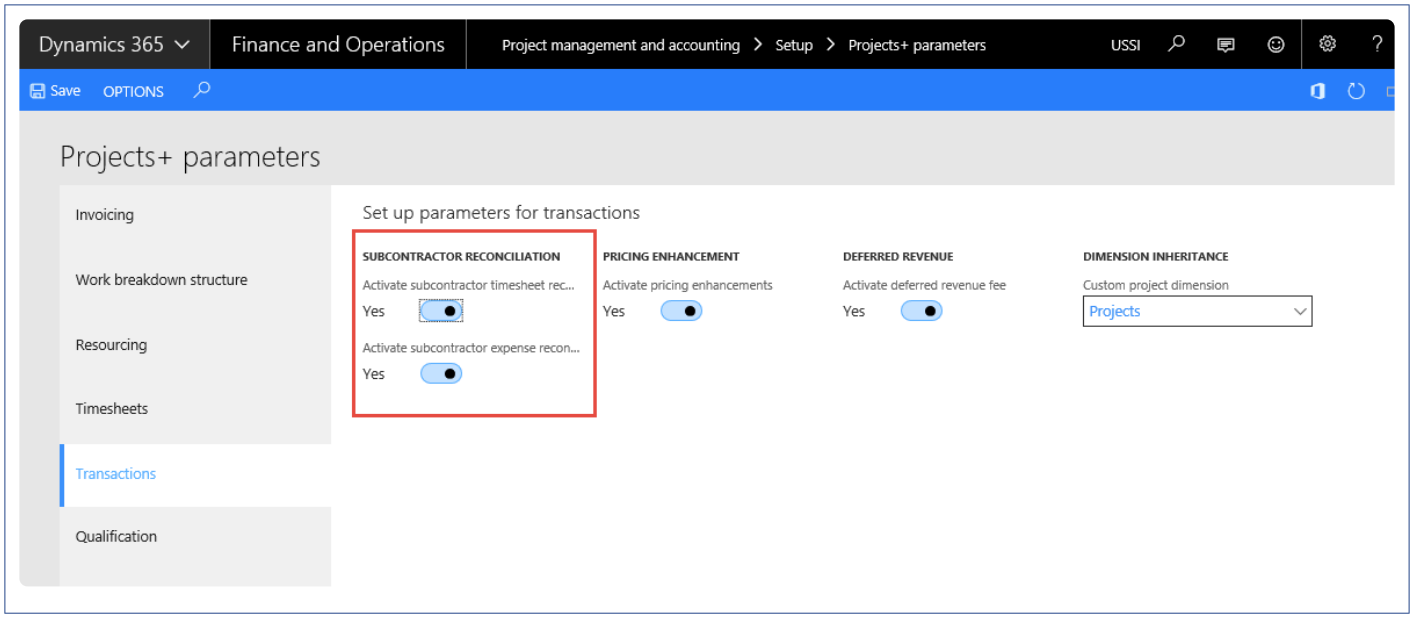
Configure

Before using the sub-contractor reconciliation functionality, a few things need to be configured. This section details out those setups.

Parameters Setup

Go to Project management and accounting > Setup > projects360 parameters > Transactions



Note – If any one of the check boxes are selected, the subcontractor reconciliation feature will be enabled. Based on the selection of checkboxes, the transaction types availabie for reconciliation will be restricted.

Select “Activate subcontractor timesheet reconciliation” checkbox or “Activate subcontractor expenses reconciliation” in Subcontractor reconciliation group to activate reconciliation for either timesheet or expenses or both.

Setup Vendor Groups for SubContractors

Go to Accounts payable > Vendors > Vendor groups

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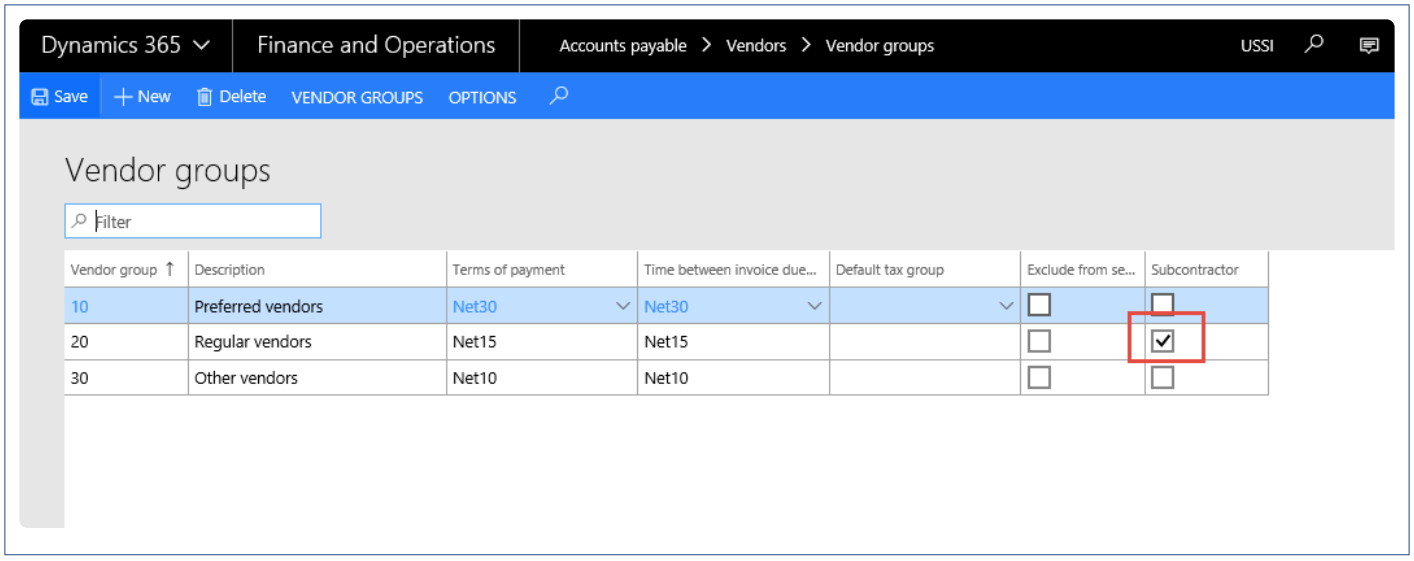
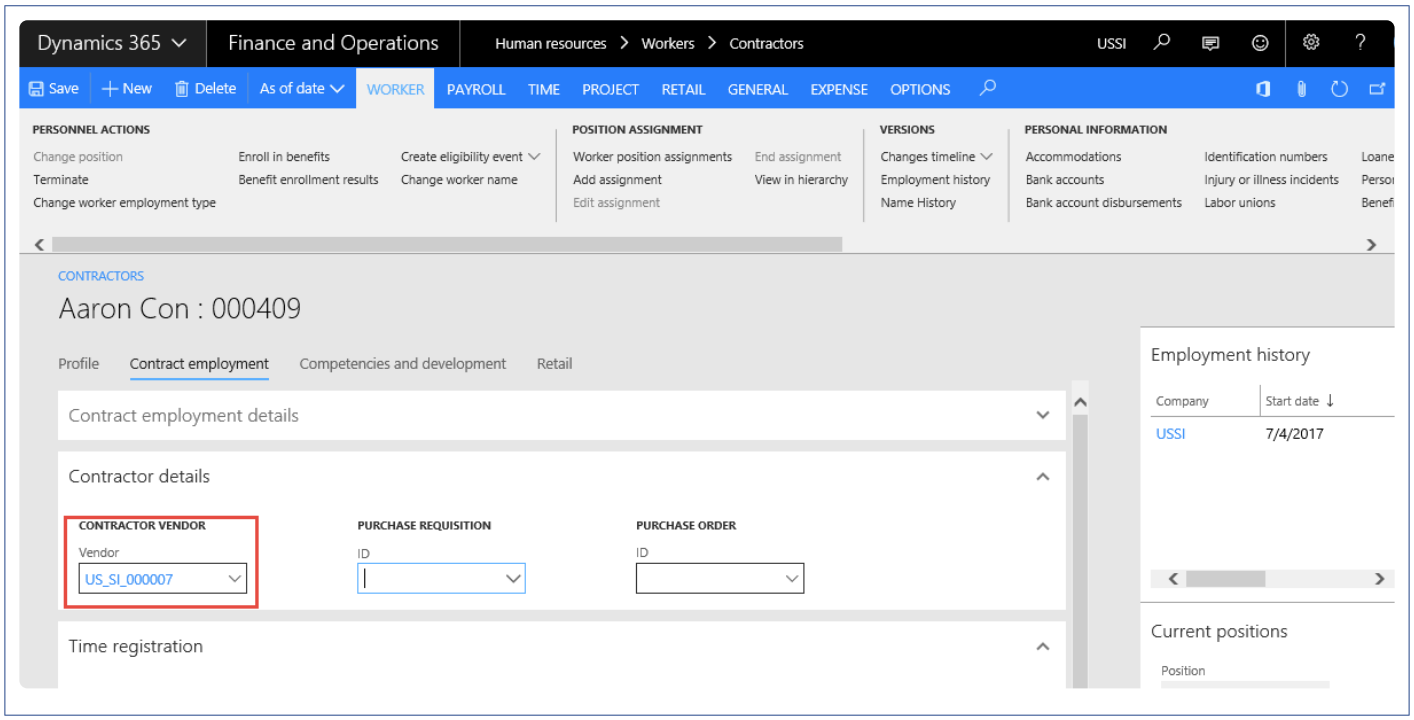


Once the parameter is marked on the parameter setup window, the Subcontractor field will be available for selection on this form. Select the vendor group which includes subcontractor vendors for this functionality to work against that vendor group.

Link Vendor to a Contractor

Go to Human resources > Workers > Contractors > select the contractor > Contract Employment tab.



Click on Contractor details fast tab and associate the vendor from the drop down list.

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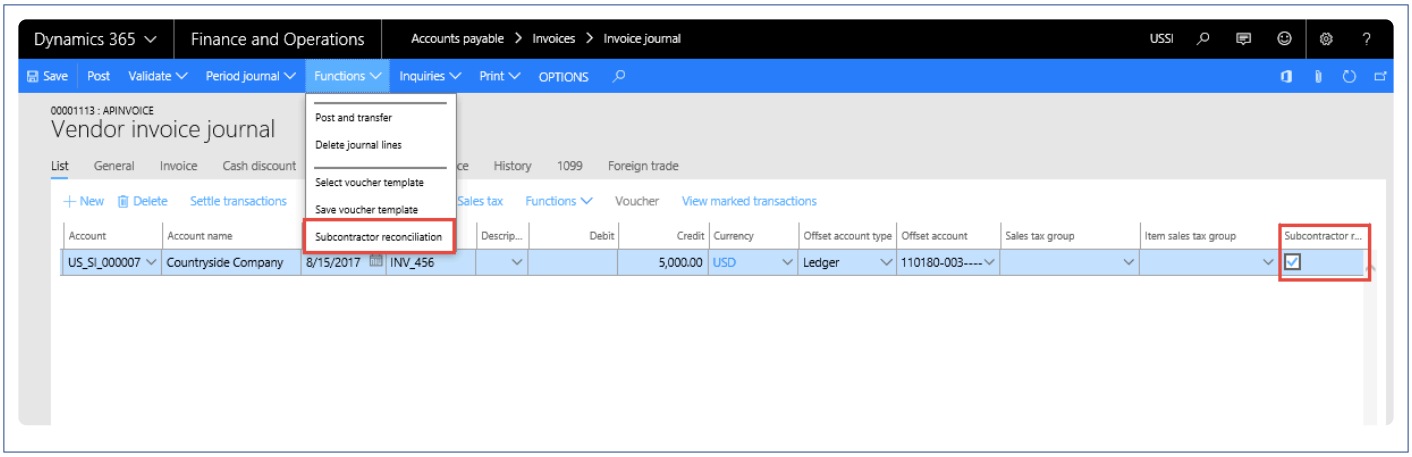
Reconcile Invoices with Timesheet

This topic explains how the invoice journals or open vendor invoices are reconciled with the timsheets.

SubContractor Reconciliation form from Invoice Journal

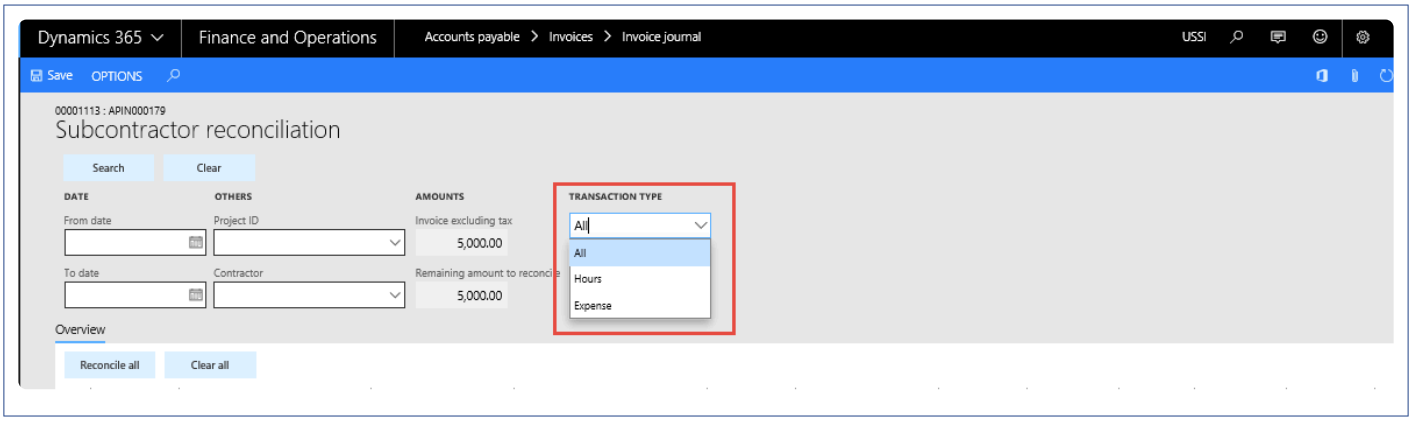
After the contract employees have entered their time, it will be available for reconciliation on the invoice journal or open vendor invoice from the vendor associated to the contractor. The SubContractor Reconciliation form is available in the below location.

Go to Accounts payable >Invoices > Invoice journals > Lines.



The reconciliation checkbox will be available only when the vendor belongs to the vendor group where the sub-contractor reconciliation checkbox is marked.
Mark the checkbox for the Subcontractor reconciliation button to be enabled under the Functions button.

Click on the button to open the Subcontractor reconciliation form. Header section will look like below:



Below are the fields available at the header section of the form. All of these fields serve as filters to fetch the right data for reconciliation of the invoice with the hour/expense transactions entered by the sub-contractor.

Field name	Description
From date	Select the date, to view all transactions from this date is displayed in the Overview pane. If left blank, all transactions related to vendor subcontractors is available on Overview pane.
To date	Select the date to view all transactions till this date displayed in Overview pane. If left blank, all transactions related to vendor subcontractors is available in the Overview pane.
Contractor	Select the identification of the contractor. View the list of all contractors attached to the vendor who is selected on the journal line.
Project ID	Select the identification of the project. View the list of all projects available on projects form. Projects are available from all the legal entity.
Remaining amount to reconcile	Updates with amount set on journal line. This amount is positive when entered credit amount for journal and negative when entered debit amount for journal. This amount decreases to extent of timesheet records marked for reconcile.
Invoice excluding tax	Update the total invoice amount excluding taxes
Search button	Click this button to search criteria given on above columns gives results on Overview pane.
Clear button	Click on this button will clear all search criteria given on the header on subcontract reconciliation form
Reconcile all	Click to select all records and reconcile all of them.
Clear all	Click on this button will clear all the records which is selected for reconcile.
Transaction type	Selection of transaction type will display view list of all projects transaction based on selection transaction type. All selection display all the hour as well as expense transactions.

Lines section will look like below:

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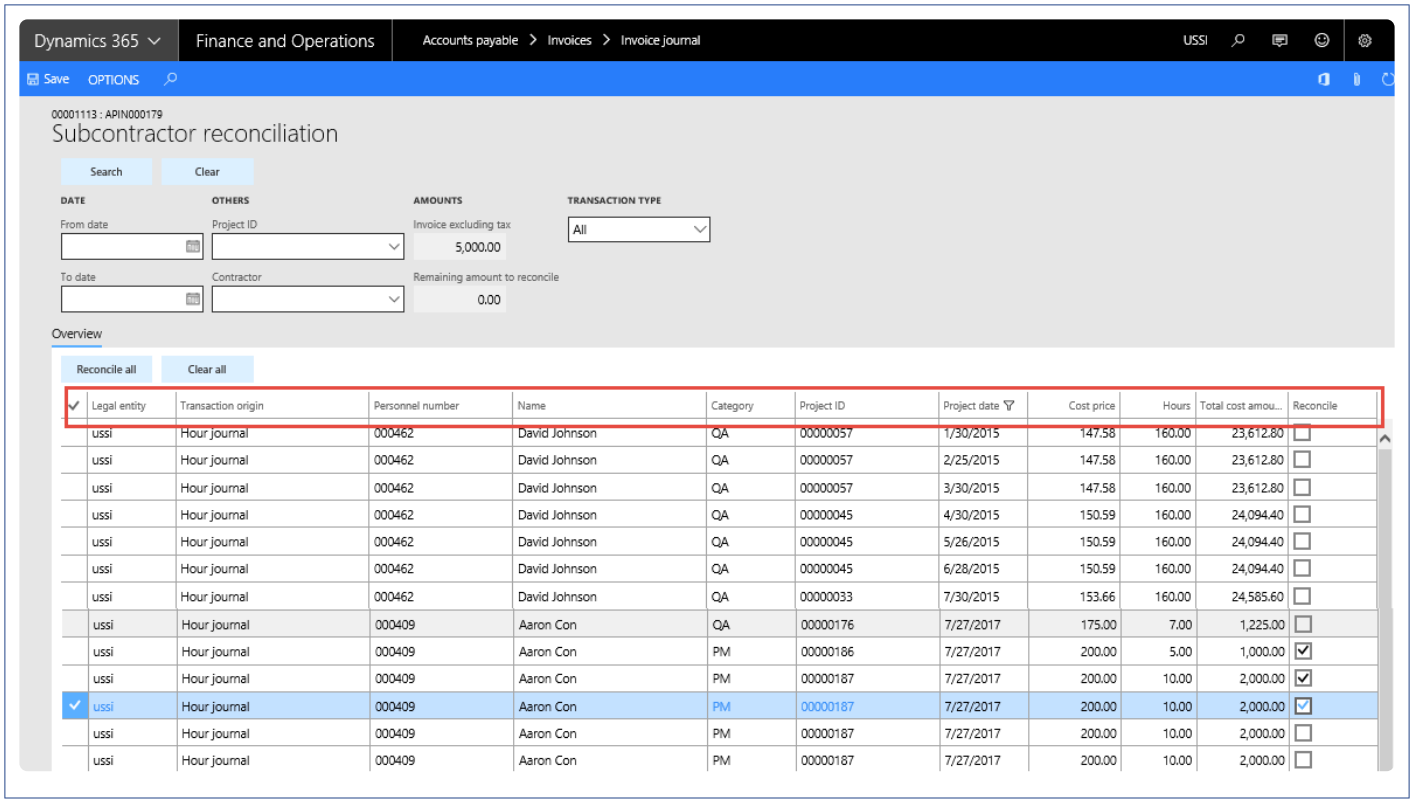

Fields available on the lines section are as follows:

Field name	Description
Legal entity	Legal entity of the origin transaction will display on this field.
Transaction origin	View the transactions that generated the voucher.
Personnel number	Number of the contract worker, based on the filter entered in the search section.
Name	Name of the contractor worker.
Category	Category with which the timesheet has been booked is displayed here.
Project	Provide entries for project selected on criteria. If no project selected on criteria, all projects will be listed.
Project date	Transaction date.
Hours	Lists the hours booked by contractor.
Cost price	Lists the cost rate of hours booked by contractor.

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Total cost amount	Cost price multiplied by hours.
Reconcile	Select this checkbox makes timesheet entry available for reconcile. Once this checkbox is selected for a record, the related amount gets deducted from total amount remaining for reconcile.

Notes -

The Amount remaining to reconcile field has 5000 amount. All timesheet entries are available in the Overview pane and only marked lines are available for reconcile

The Hours records entered for the contractor will be shown only if the Activate subcontractor timesheet reconciliation checkbox is selected, and for the expenses, select the Activate subcontractor expenses reconciliation checkbox

Unless amount remaining is zero, the system will not allow posting the journal. Thus, only once an invoice is fully reconciled can it be posted. Also when any line is selected for reconciliation, it will not be available for selection in the next vendor invoice or invoice journal.

SubContractor Reconciliation in Open Vendor Invoices

Subcontractor reconciliation functionality has been extended to Open vendor invoices. The functionality is similar to what is available in the Invoice journal form. The subcontractor reconciliation button is enabled on the action pane when the vendor selected in the invoice belongs to the Vendor group that is selected as sub-contractor.

When the subcontractor checkbox is selected on the line, it will be available for reconciliation in the Subcontractor reconciliation form, which will open if you click the subcontractor reconciliation button on the Action Pane.

However, the Subcontractor reconciliation button will be disabled if there is a project attached to the line. The reconciliation available in this form is per line.

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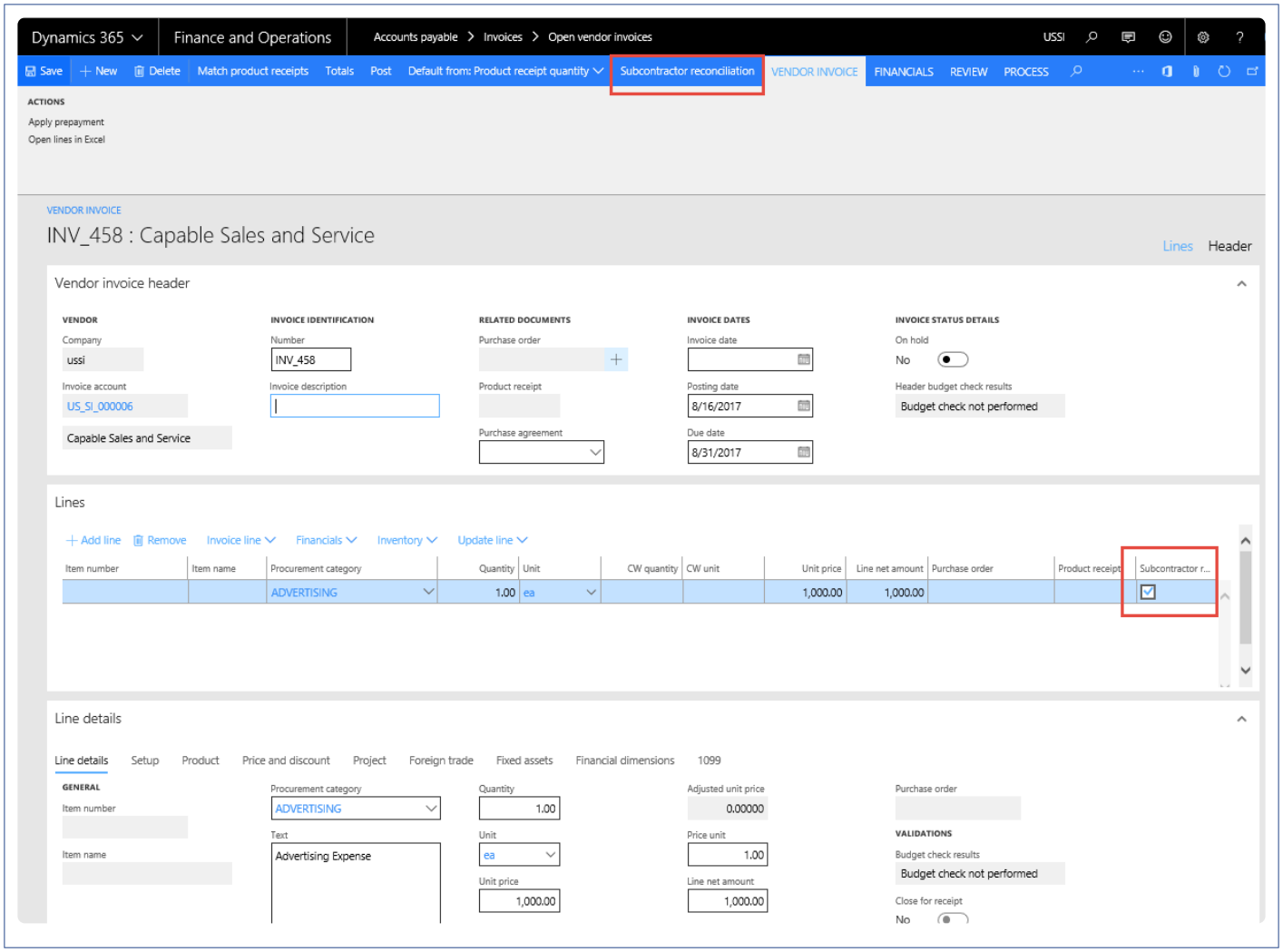
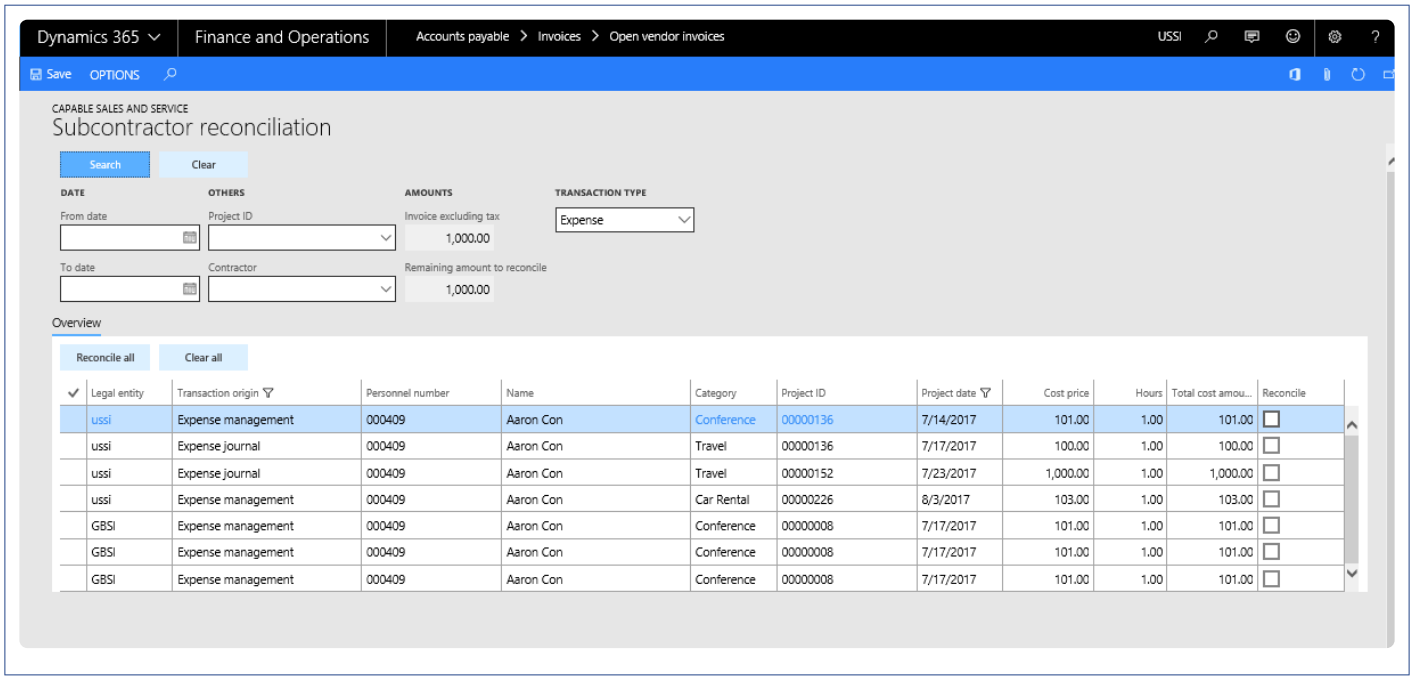


Lines section will look like below:



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Note – Unless the amount to reconcile is zero, the user will not be able to post the transaction.

Enhancements to SubContractor Reconciliation functionality

VAT on SubContractor Reconciliation invoice

VAT that is included on the invoice that is being used for Subcontractor reconciliation transaction, will consider only the amount excluding taxes for reconciliation. For example, if the invoice total amount is $150 and VAT is $30, the reconciliation process will take $120 into account for reconciliation.

Multi-Currency Transactions

SubContractor Reconciliation will support multi-currency scenario for Account payable invoices when transaction currency is different from the accounting currency.

Intercompany Transactions

SubContract Reconciliation form will support inter-company transactions posted against contractor. The following logic applies while selected intercompany transactions to reconcile in AP vendor invoice.

Timesheet:
For intercompany: Pick the cost price/cost amount from the Timesheets.
For non-intercompany: Pick the cost price/cost amount from the hour transactions table.

Expenses:
For Intercompany: Pick the cost price/amount from Expense report (Amount in MST).
For Non-intercompany: Pick the cost price/amount from Expense transactions table.

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Report

This sections details how the reports can be printed to verify the reconciled and un-reconciled data.

SubContract Reconciliation Report

Subcontract reconciliation report will show the unreconciled transactions based on the Given filter, data will be grouped on the following fields:

- Expenses
- Hours
- Vendor

Selection criteria for report

Go to the project and management accounting > Project+ Inquiries and reports > Subcontractor reconciliation.

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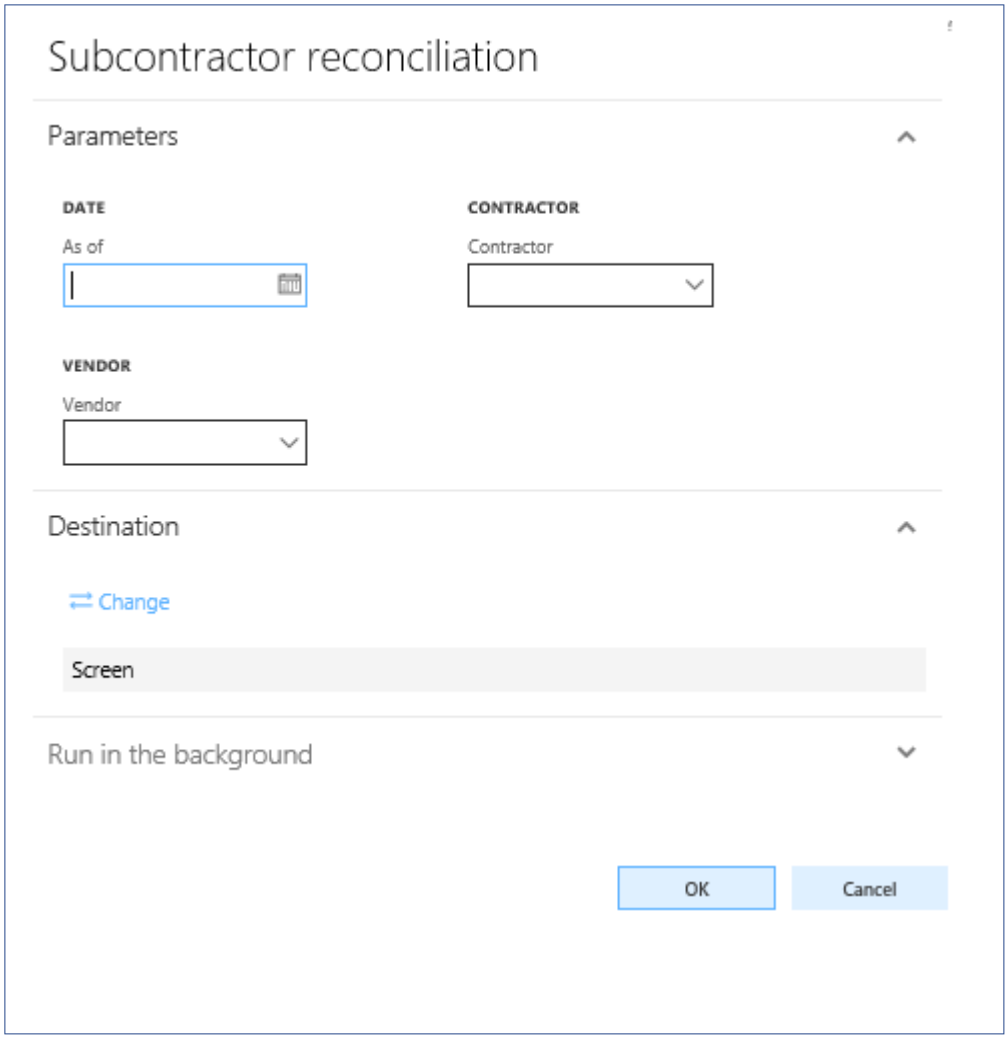

Parameters that can passed to the report are:
As of date: The as of date shows the transaction against the contractors and its optional.
Vendor: Filter and display data based on the selected vendor and its optional.
Contractor: Filter and display data based on the selected contractor and its optional.

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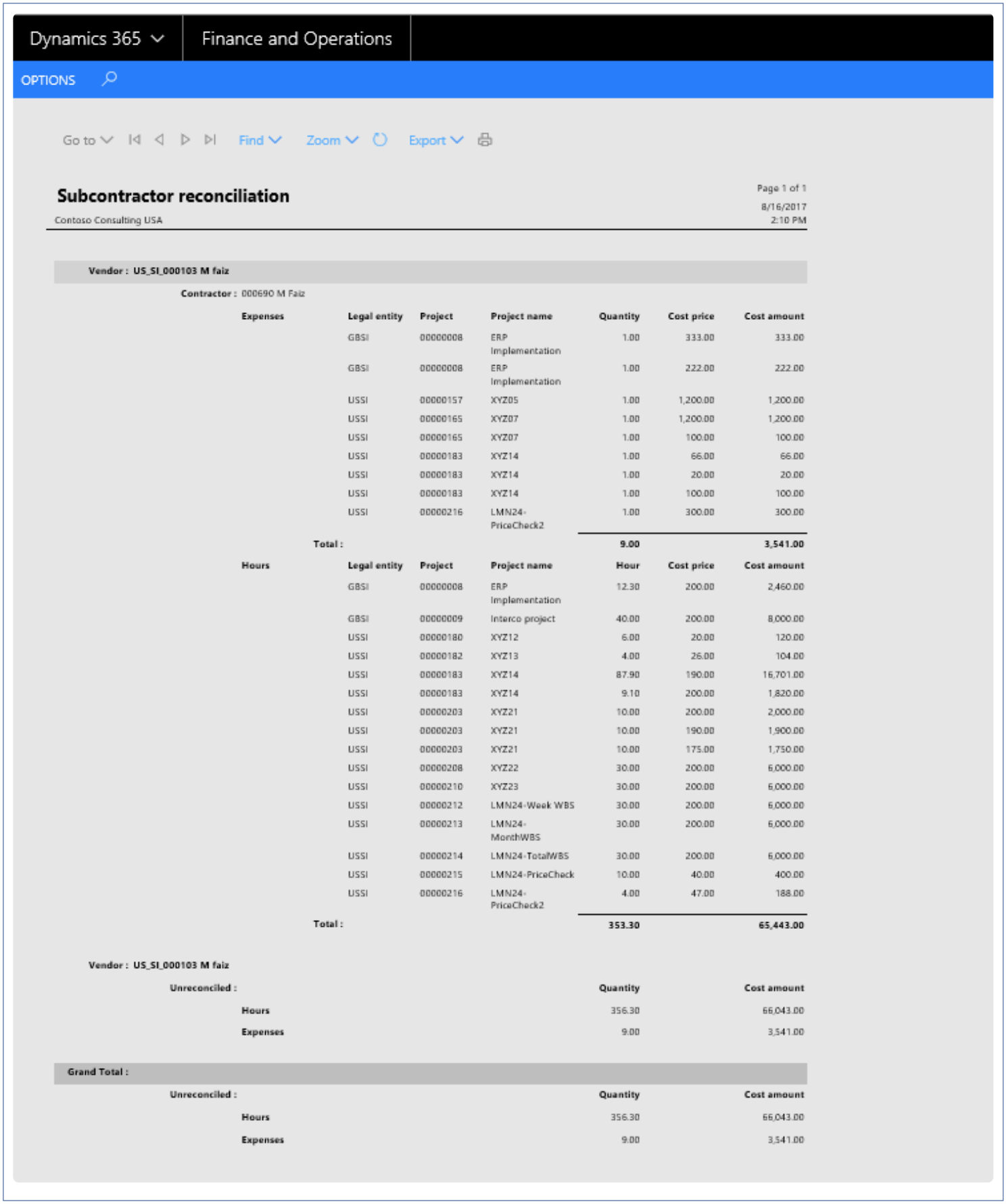

Subcontractor reconciliation

Contoso Consulting USA

Page 1 of 1
8/16/2017
2:10 PM

Vendor : US_SI_000103 M faiz

Contractor : 000690 M Faiz

Expenses	Legal entity	Project	Project name	Quantity	Cost price	Cost amount
	GBSI	00000008	ERP Implementation	1.00	333.00	333.00
	GBSI	00000008	ERP Implementation	1.00	222.00	222.00
	USSI	00000157	XYZ05	1.00	1,200.00	1,200.00
	USSI	00000165	XYZ07	1.00	1,200.00	1,200.00
	USSI	00000165	XYZ07	1.00	100.00	100.00
	USSI	00000183	XYZ14	1.00	66.00	66.00
	USSI	00000183	XYZ14	1.00	20.00	20.00
	USSI	00000183	XYZ14	1.00	100.00	100.00
	USSI	00000216	LMN24-PriceCheck2	1.00	300.00	300.00
Total :				**9.00**		**3,541.00**

Hours	Legal entity	Project	Project name	Hour	Cost price	Cost amount
	GBSI	00000008	ERP Implementation	12.30	200.00	2,460.00
	GBSI	00000009	Interco project	40.00	200.00	8,000.00
	USSI	00000180	XYZ12	6.00	20.00	120.00
	USSI	00000182	XYZ13	4.00	26.00	104.00
	USSI	00000183	XYZ14	87.90	190.00	16,701.00
	USSI	00000183	XYZ14	9.10	200.00	1,820.00
	USSI	00000203	XYZ21	10.00	200.00	2,000.00
	USSI	00000203	XYZ21	10.00	190.00	1,900.00
	USSI	00000203	XYZ21	10.00	175.00	1,750.00
	USSI	00000208	XYZ22	30.00	200.00	6,000.00
	USSI	00000210	XYZ23	30.00	200.00	6,000.00
	USSI	00000212	LMN24-Week WBS	30.00	200.00	6,000.00
	USSI	00000213	LMN24-MonthWBS	30.00	200.00	6,000.00
	USSI	00000214	LMN24-TotalWBS	30.00	200.00	6,000.00
	USSI	00000215	LMN24-PriceCheck	10.00	40.00	400.00
	USSI	00000216	LMN24-PriceCheck2	4.00	47.00	188.00
Total :				**353.30**		**65,443.00**

Vendor : US_SI_000103 M faiz

Unreconciled :	Quantity	Cost amount
Hours	356.30	66,043.00
Expenses	9.00	3,541.00

Grand Total :

Unreconciled :	Quantity	Cost amount
Hours	356.30	66,043.00
Expenses	9.00	3,541.00

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Time Management

All the features relating to projects360 time management have been grouped together in this section. The projects360 features that are grouped together in this section are:

- Manage Pending Time
- Timesheet Integrations
- Personal Time Off
- PTO Balances
- Work Location
- Timesheet Line Approval
- Late Timesheet
- Time Export

Select a feature to view more details about them.

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Manage Pending Time

Entering timesheets on a daily basis or soon after a task is completed is an inefficient process for the users as there are so many required fields to be updated and saved. Finally on the day of submission of timesheets, the users spend a lot time trying to recall all the activities worked during the week/period or quickly look at their mailbox/calendars to recall details of the tasks.

To overcome this issue, some people make note of all the activities/time spent on various activities in an MS Excel workbook, notepad, etc. Then they manually re-type it all in the timesheets when they have to submit their time for approval.

projects360 introduces a new feature, which allows employees to save their pending timesheets in Microsoft Dynamics 365 for Finance and Operations and then transfer the information to timesheets. This feature is not driven or controlled by any parameters. Any timesheet user is able to use this feature.

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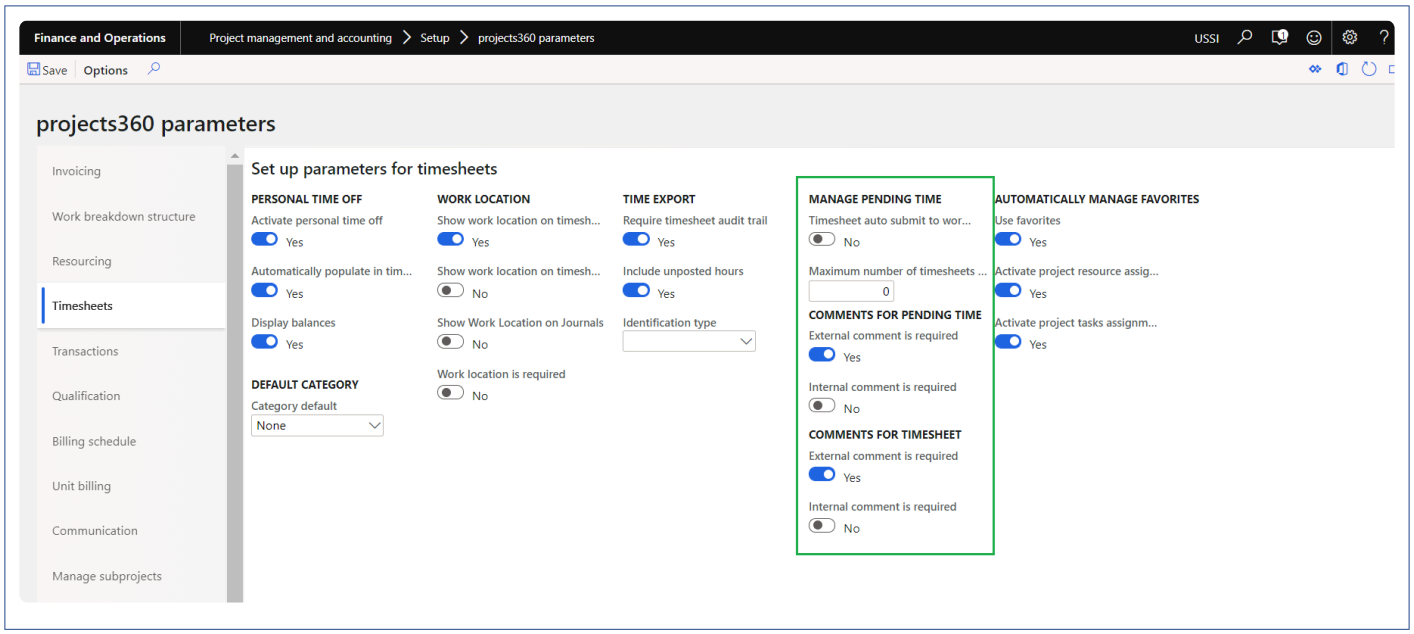
Configure Auto submit

On projects360 parameter form, under Timesheets tab, a new parameter "'Timesheet auto submit to workflow" has been introduced to submit the timesheet automatically when the user transfers the time from Manage pending time. User needs to set the 'automatic submission of timesheet' field value to 'Yes' in order to use this feature.

Parameter Setup

In the projects360 parameters, under the Timesheets tab, 'Timesheet auto submit to workflow' and 'Maximum number of timesheets per period' fields will be available.

Go to Project management and accounting > Setups > projects360 parameters > Timesheets
Go to Timesheets > Setups > Timesheet parameters > Financial tab



Fields	Description
Timesheet auto submit to workflow	When this check box is enabled, timesheet lines will get atuomatically submitted when the user transfers manage time lines from the manage pending time form to the actual timesheet.
Maximum number of timesheets per	This field represents the maximum number of times the user can create the timesheets. This field will get cleared when the 'Timesheet auto submit to workflow' is enabled. This field can be used when the user needs to create multiple timesheet lines for the same timesheet period.

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period	
External comment is required (under comments for pending time)	If this enabled, then external comments become mandatory prior to transferring your time to timesheets. This parameter is also validated at the time of submitting a timesheet, if this is set to yes, then you need to enter external comments on the timesheets prior to submitting it to workflow.
Internal comment is required (under comments for pending time)	If this enabled, then internal comments become mandatory prior to transferring your time to timesheets. This parameter is also validated at the time of submitting a timesheet, if this is set to yes, then you need to enter external comments on the timesheets prior to submitting it to workflow.
External comment is required (under comments for timesheet)	If this enabled, then external comments become mandatory on the timesheets prior to submitting it to workflow.
Internal comment is required (under comments for timesheet)	If this enabled, then internal comments become mandatory prior to submitting it to workflow.

Manage pending time

Project management and accounting > projects360 > Timesheets > Manage pending time
Go to Timesheets > My timesheets > Manage pending time

User will create timesheet line on the manage pending time and click Transfers to timesheet button

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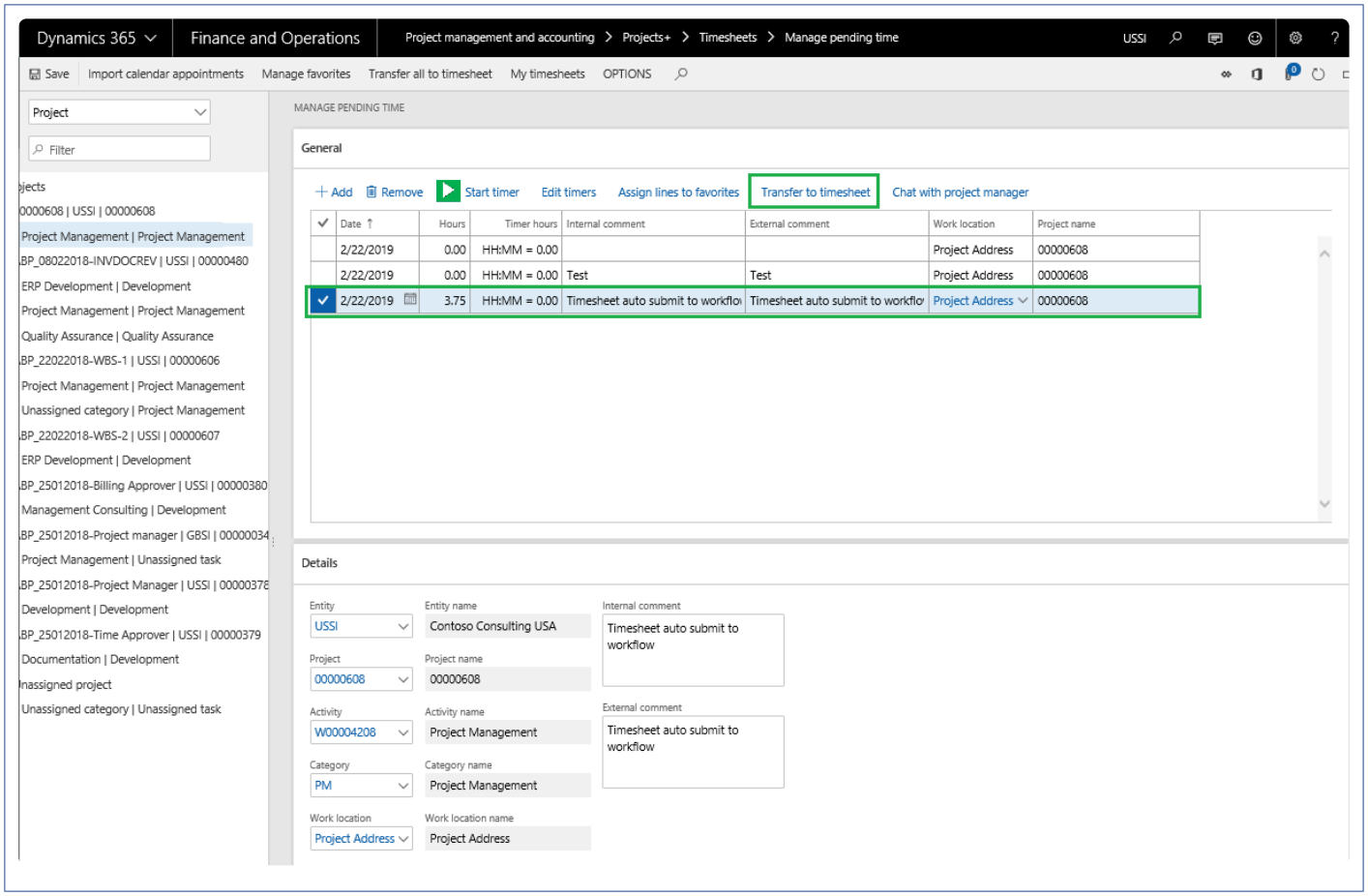
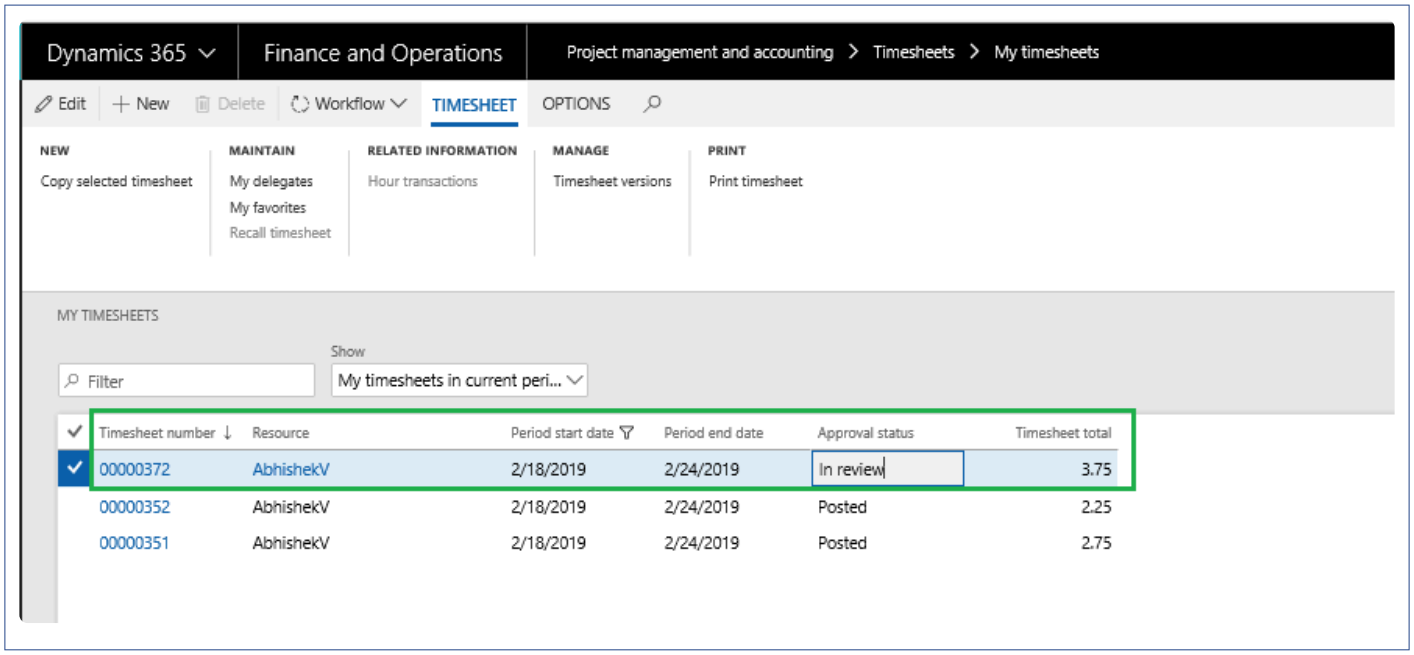


Once the timesheet gets transferred, the timesheet will get automatically submitted and the timesheet status will be displayed as ‘In review’.



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Track Pending Time

This section shows the various ways provided by this feature to keep track of the time spent on day to day activities and how to use those options.

A new form has been added for a timesheet user to book time with as minimum data as possible and to update later when it is being transferred to actual timesheets in Microsoft Dynamics 365 for Finance and Operations.

In this form the user will have all the projects that have been setup as favorites available on the left hand side and there will be a generic node called “Unassigned project” which has the sub-node as “Unassigned category/Unassigned task”. The user can create pending lines under any of the nodes, so that the values on the nodes will default onto the pending line created.

The user updates the project name and other details in a line that is under the unassigned node, and it will appear as a new node, upon save/refresh. Such lines can then be added as favorites using the manage favorites button. On this form after the records are updated completely with all of the required information to create a timesheet, the user can transfer lines to timesheet.

There is an option to import all the meetings from an outlook calendar, excluding meetings/events that are marked as personal and all-day events.

Keep reading this article to explore the capabilities of this form.

Manage Pending Time

This form can be accessed following the below path:

Go to Project management and accounting > projects360 > Timesheets > Manage pending time
Go to Timesheets > My timesheets > Manage pending time

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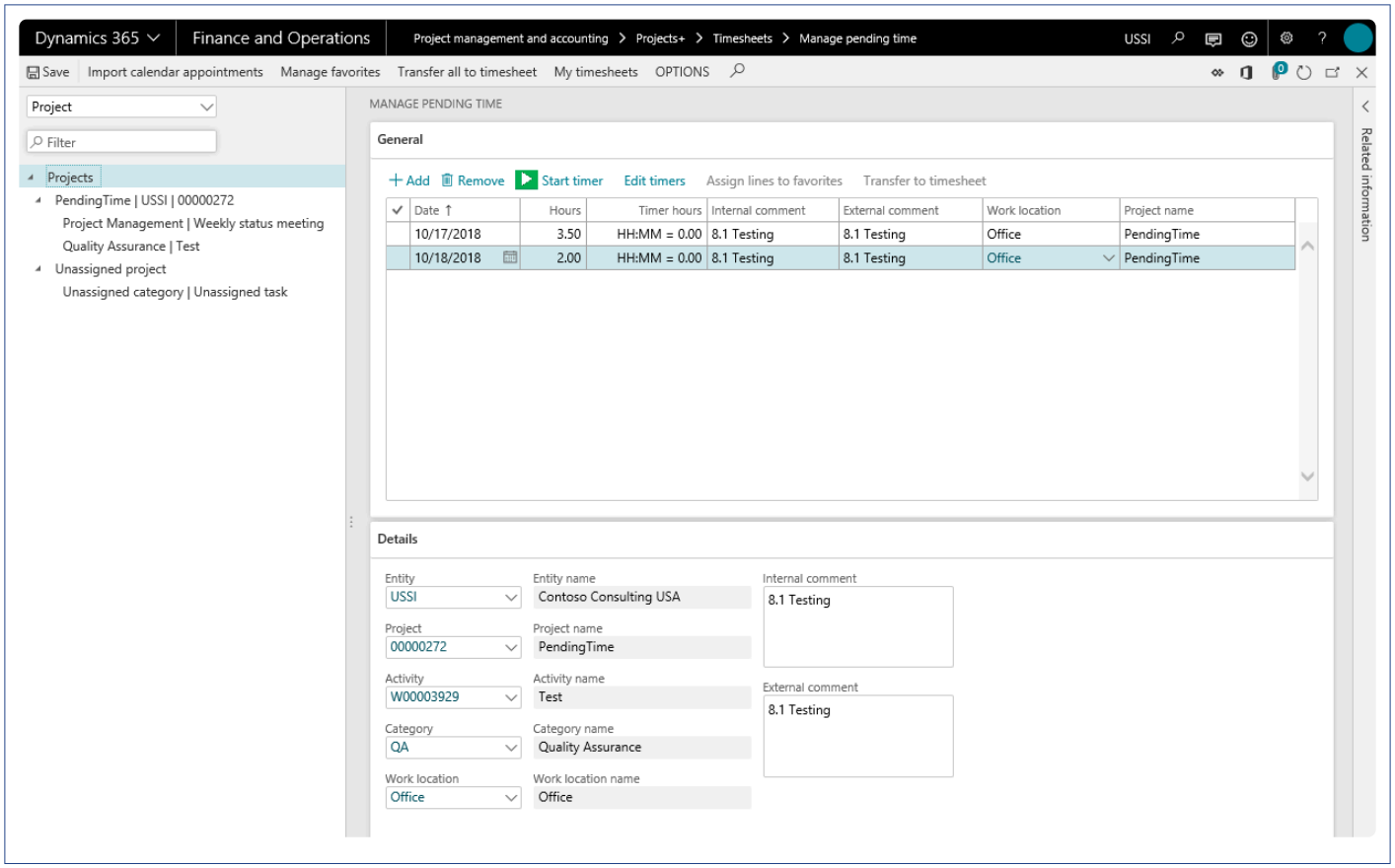

There are two sections on this form. The left hand side represents the projects, activities and categories in tree format, whereas the right hand side is again divided into two sections involving header and line details respectively.

Tree Section

On top of the left hand side of the form, the filters are available and tree of the time entered. This tree is built depending on the data that is being saved on the right hand side of the form. When the form is opened for the first time, only the unassigned project node will be available. However, if there are any timesheet favorites for the logged in User/Employee, then those favorites also will appear as nodes on the tree. The fields on the tree as follows:

Field: First level of tree	Description
Projects	Root Node. It is always Projects as the text. Collapsing this node will collapse the entire tree.

Field: Second level of tree	Description
Project name	The project name is displayed, when no project is selected it is displayed as Unassigned

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	Project.
Legal entity	Legal entity of the project is displayed next to the project name when the project is selected.
Project ID	Project ID of the project is displayed next to the legal entity when the project is selected.

Field: Third level of tree	Description.
Category name	Category name is displayed if the same is selected on the line. When there is no selection the same appears as “Unassigned category”.
Activity name	Activity name is displayed if it is selected on the line. When there is no selection, it appears as “Unassigned task”.

Data can be filtered on this section using the filters provided. Details are as follows:

Filters	Description.
Project	Filter/search records for the Project name.
Category/Activity	Filter/search can be either for the category name or activity name.

The right hand section of the form is divided into header and line section.

Header section – General

In the header section the employees can add or remove lines to book their time. The timesheet user can either enter the time manually or use the Timer functionality available – Start timer – Captures the real time spent on the task. The time captured by the timer can be edited by the employee by using the Edit timer option. The fields available in this section are as follows:

Field	Description
Date	Date on which the time has been spent.
Hours	Number of hours spent on the task manually entered by the employee.
Timer Hours	Not editable field. Data populates in this field when the Start and stop timer is used. The time is calculated between the click of start and stop timer.
Internal comments	Internal comments, entered by the employee.

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External comments	Comments, entered by the employee.
Project name	Name of the project is displayed in this field. This is a read only field.

Buttons available on this section are as follows:

Buttons	Description
Add	Click to add new lines in the form.
Remove	Click to remove lines from this form.
Start timer	Click on this button to start the timer and timer will start tracking time. Once the task is over, the same button now appears as Stop timer. More details on this functionality is here.
Edit timer	When the user clicks on this button, a new form opens where the user can see the captured time hours.
Assign lines to favorites	When the user clicks on this button a new form is opened, – “Assign lines to favorites” which allows the timesheet user to quickly update the unassigned lines with the projects and details that have been added as favorites. More details on this functionality in sections below.
Transfer to timesheets	The selected line or lines will be transferred to timesheet provided all the required fields are available for the creation of a timesheet. Once the record is transferred to timesheet, it disappears from this form. When there is missing information, it is displayed as an error messages and the timesheet is not created until the form is updated.

Line Section – Details

In this section, the details of each line is available such as the project ID, category ID and activity details. Users can key-in the details for selected line in this section. The fields available on this section are:

Field	Description
Entity	Entity ID lookup.
Entity name	Field is not editable. Based on the entity selected in the above field the information is populated.
Project	Project ID lookup displaying the projects available in the selected legal entity.

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Project name	Displays the project name. Field is not editable.
Activity	Activity lookup, displaying all the activities for the selected project.
Activity name	Displays the activity name. Field is not editable.
Category	Category id look up.
Category name	Displays the category name. Field is not editable.
Work location	Work location lookup, if this feature is turned on.
Work location name	Displayed the work location name. Field is not editable.
Internal comments	Editable field, defaults what has been entered at the header level.
External comments	Editable field, defaults what has been entered at the header level.

The employee/user enters data in this form and then when all the relevant information is updated, use the buttons on the top of this form to perform further actions. Buttons available on action pane are as follows:

Buttons	Description
Save	Saves records on the form.
Import calendar appointments	Allows users to import the calendar appointments from Outlook (Office 365). More details on this functionality can viewed here.
Manage Favorites	Provides ability to define the favorites from the projects available on the tree. More details on this functionality can viewed here.
Transfer all to timesheets	Transfers all nodes and its lines into timesheets. Where there are lines with required fields not updated, nothing is transferred to timesheets and the message detail displays the details for the transfer being unsuccessful.
My timesheets	Allows to open ‘My Timesheets’ form where user can see all the timesheets created with the employee associated with the user.

Some of the sub-functionalities available in this feature are as follows:

Capture time using Timer

Timer button is provided on the header section to precisely track the time spent on an activity. To use this functionality, users have to add a new line or select an existing line and start the timer. Before starting, the timer button will appear in a start state (green color) and once its starts running will be represented stop state

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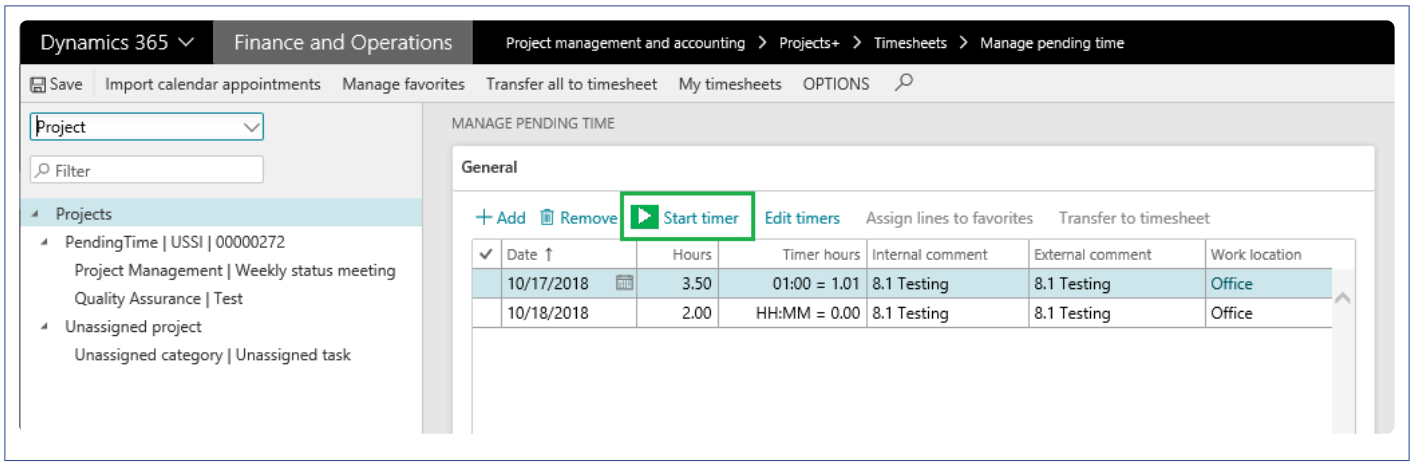
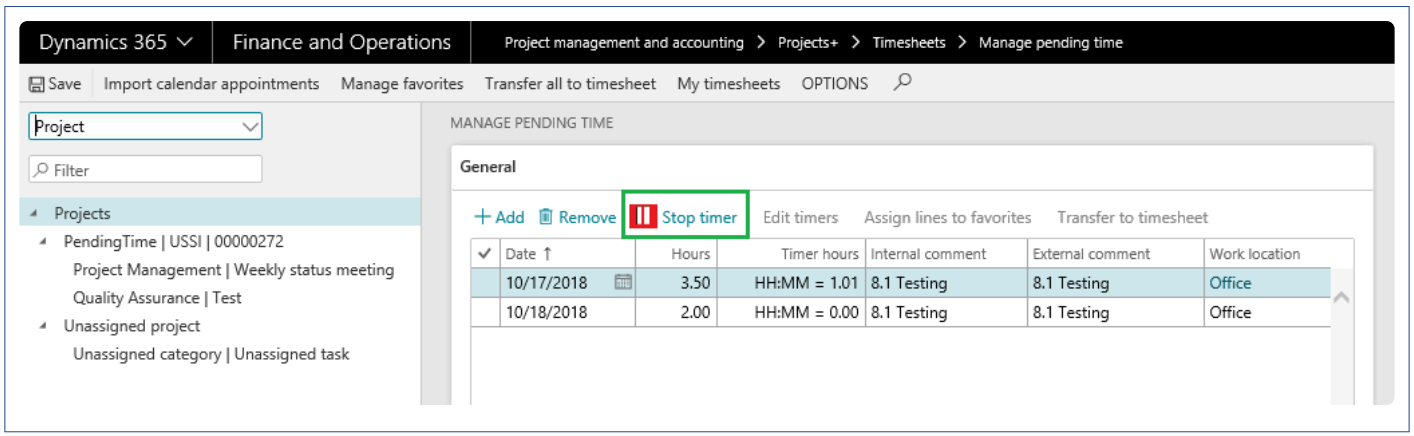
(red color).

There is fact-box available on the form to display the details for the currently running timer or the previous run details. This fact box has been introduced so that the user can continue to use manage pending time form, but also monitor the time ticking against the line in which the timer is runner. Users can stop the timer from the fact-box also.

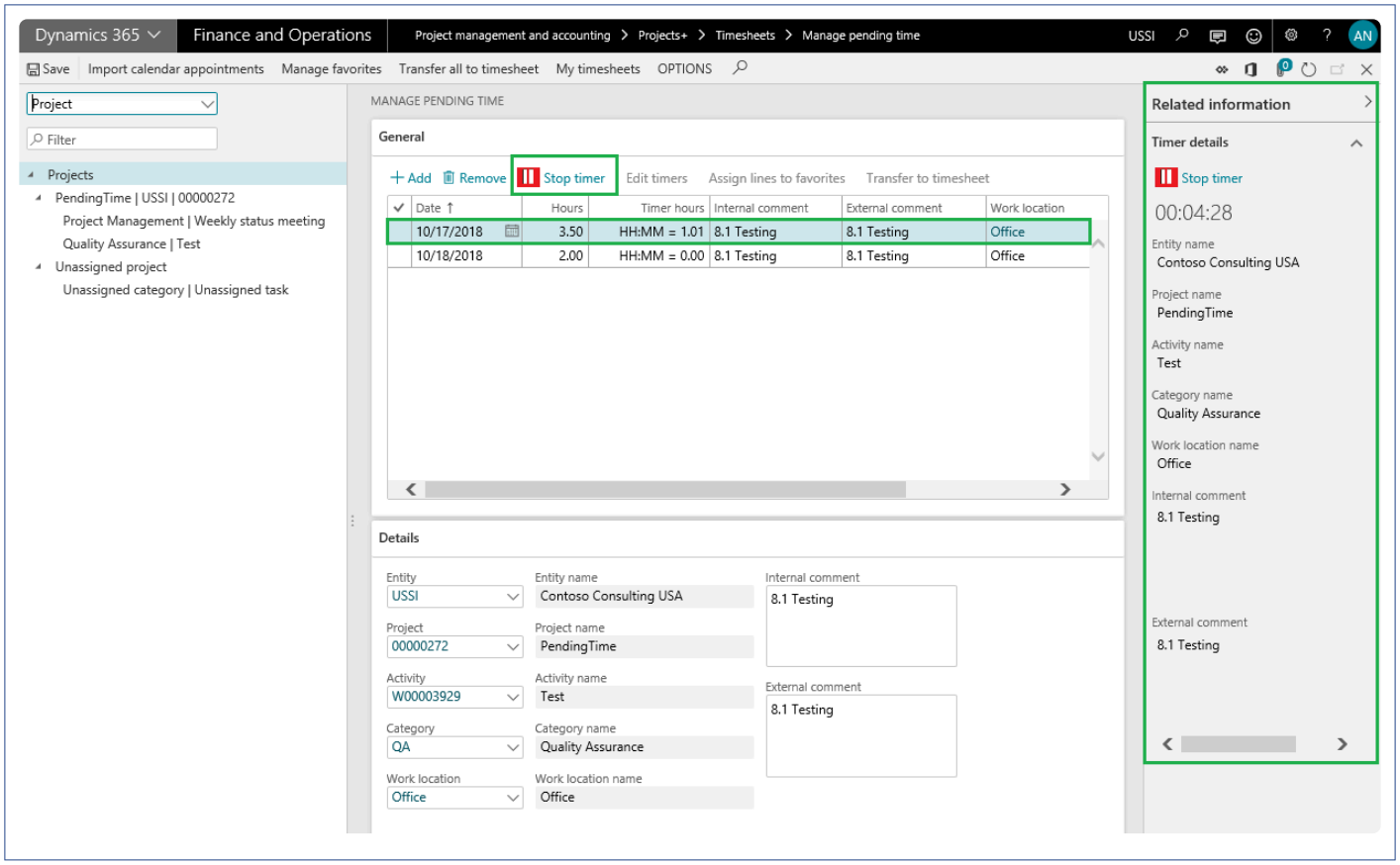
Start timer button available on the selected line. Before starting the timer, timer button will look like as shown in below screenshot:



Once the timer is running against the selected line, timer button will look something like as shown in below screenshot:

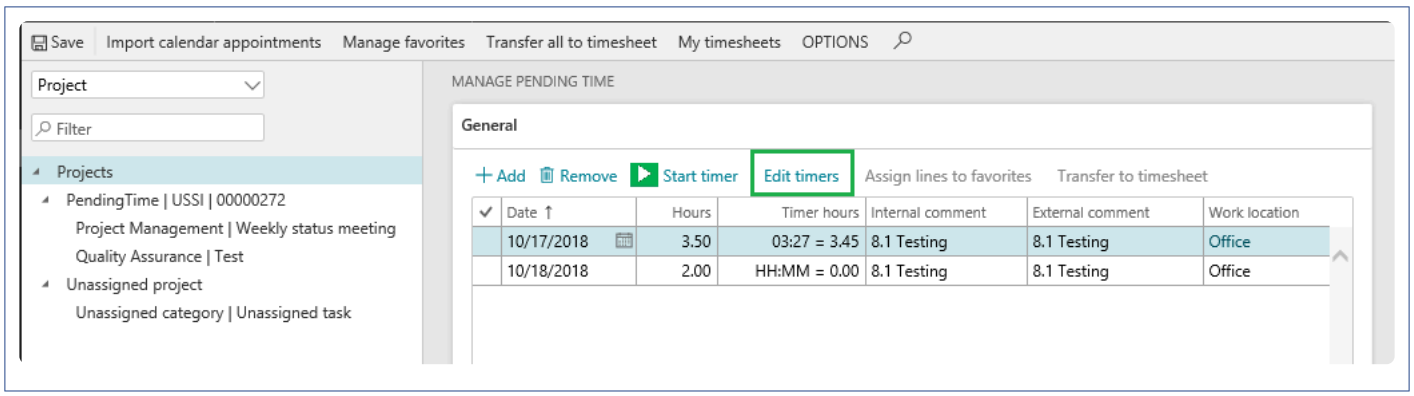


Below visual showing the fact-box details of the current or previous timer run.



Also, there is an edit timer button available on this form to review the details. This button will be disabled while timer is running. Edit timer helps in reviewing and managing the captured hours. Each run is stored in separate line enabling users to review and confirm timer usage. There could be possibilities that the users have accidentally started the timer or didn't stop it at the right time. In these cases edit timer helps in manually editing the lines to reflect the accurate hours.

The hours captured through the timer run are stored on the 'Timer hours' column. This column shows data in HH:MM format and is converted into key-able format which the timesheet form accepts (but this is just an approximation). Once hours are captured using timer, users have to manually enter the reciprocal time into the hours column before transferring the line to timesheet.



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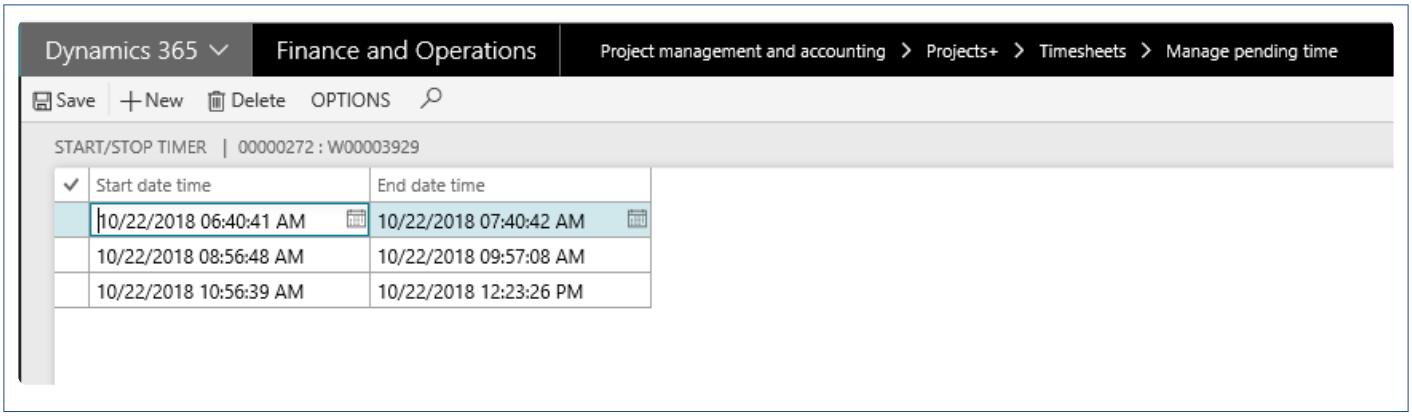

Import from Outlook (Office 365)

Manage pending time feature provides ability to import calendar appointments from Outlook (Office 365) account. In order to use this functionality, a system administrator needs to set exchange web services URL on the Microsoft Exchange Server parameters (*Organization administration* > *Setup* > *Microsoft Exchange Server synchronization* > *Microsoft Exchange Server parameters*) form.

Once the user hits the ‘Import calendar appointments’, a new form opens up to facilitate this process. On this new form users have to select\define period and calendar for which the data needs to imported. For period selection, current week, previous week and date range options are available. Once the user selects current or previous week option, From date and To dates are auto filled based on the system date. For date range option, user has to enter in the dates.

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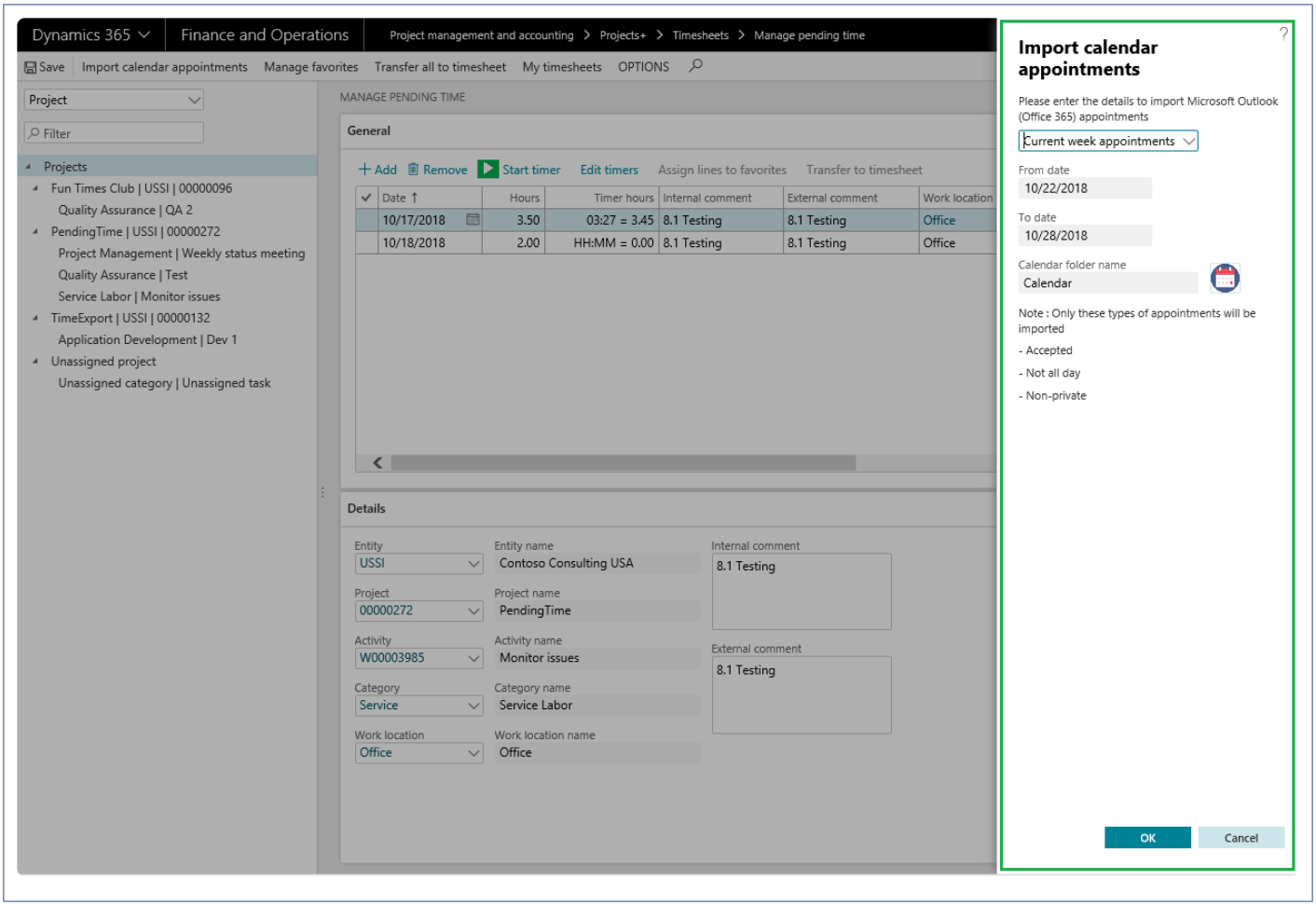

Once imported, users will be able to assign details like project and activity. Multi-select and assign favorites are available to expedite the process using the ‘Assign lines to favorites’ button.

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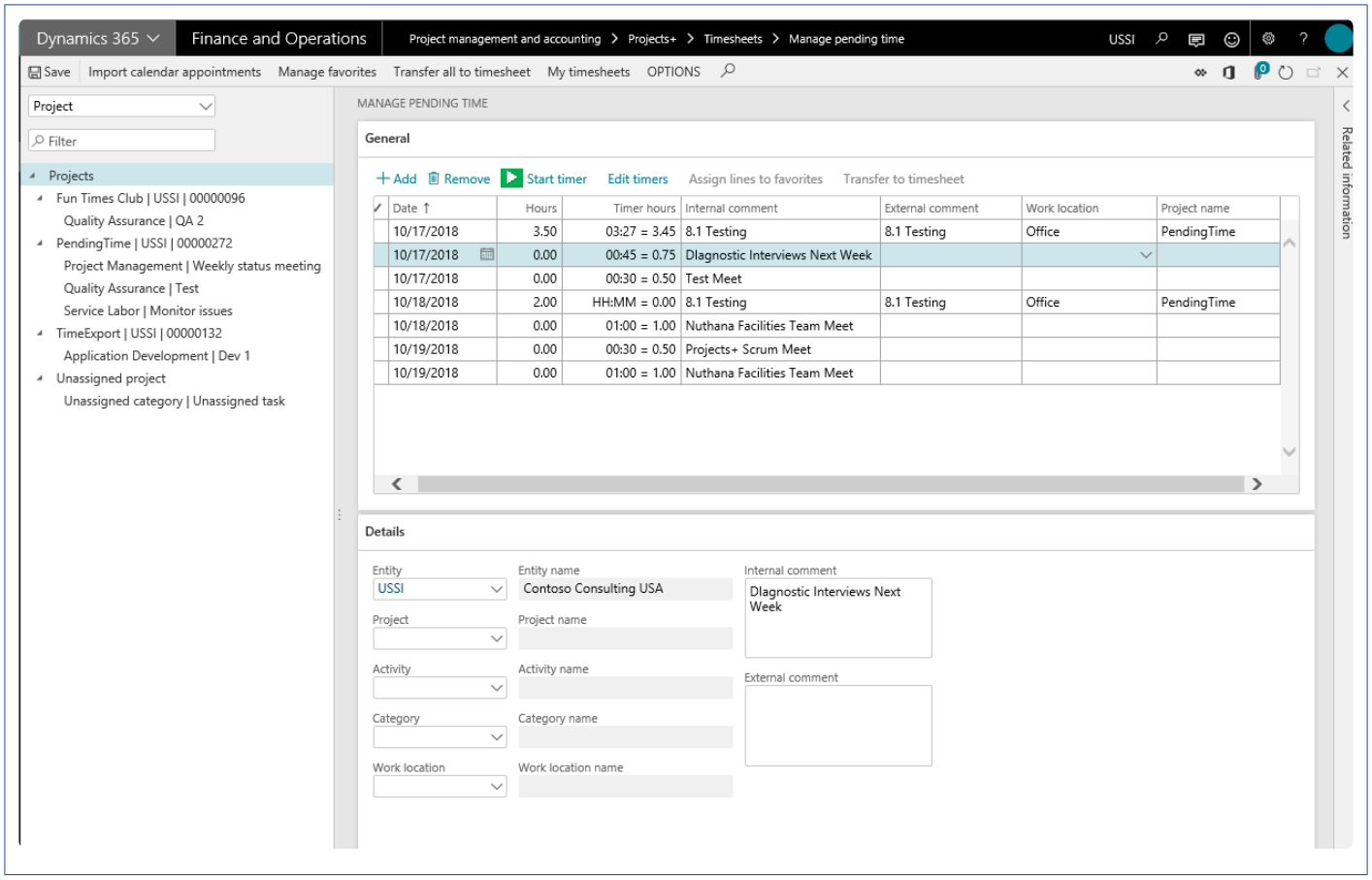
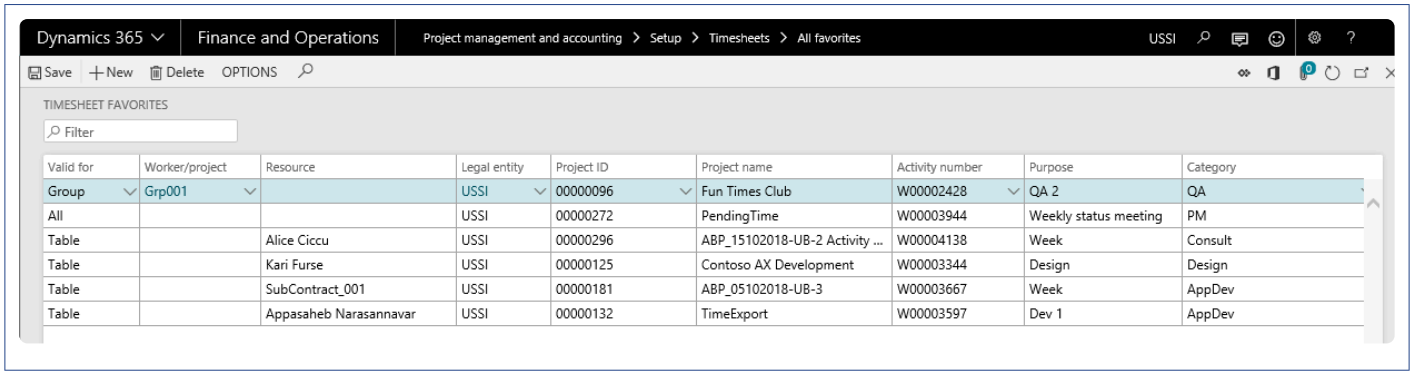


Manage Favorites

This function provides the ability to define new favorites or remove an existing favorite for the logged in user. Once the user clicks on ‘Manage favorites’ button, a new slide form opens. This slide out form displays favorites assigned to the logged in user individually or as a group, and all the lines on the tree (provided lines have project, activity and category defined).

Records that are already saved as favorites will have this checkbox enabled against them. From this window, the user can mark or un-mark the line as favorite or remove it as favorite respectively. Remove from favorite action can be performed only on the individual favorites and not on the group or all favorites.



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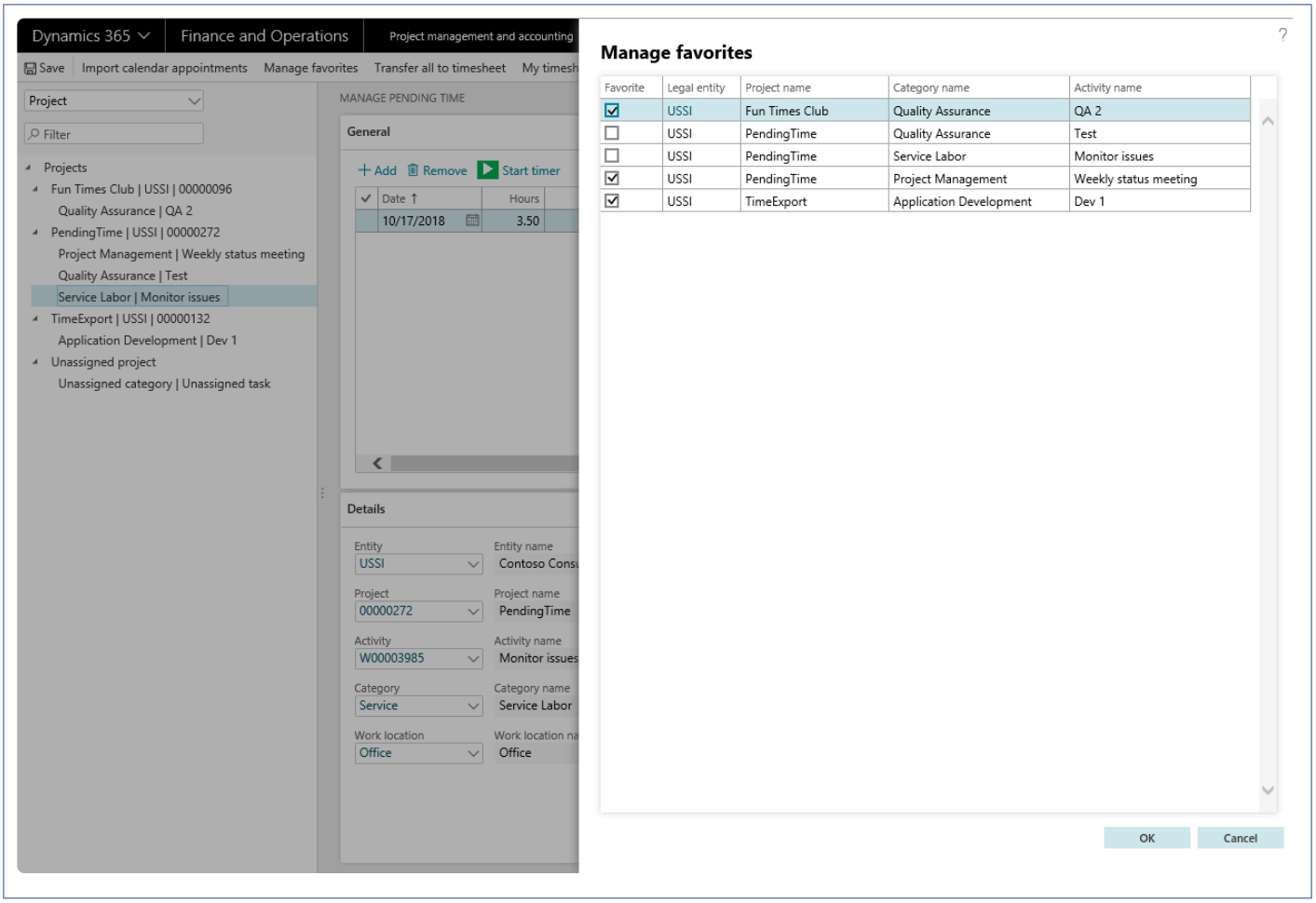

Mobile app

A simplified mobile workspace is provided to capture the time while you're on the go. Time is entered on the mobile app and reflected on the pending time form.

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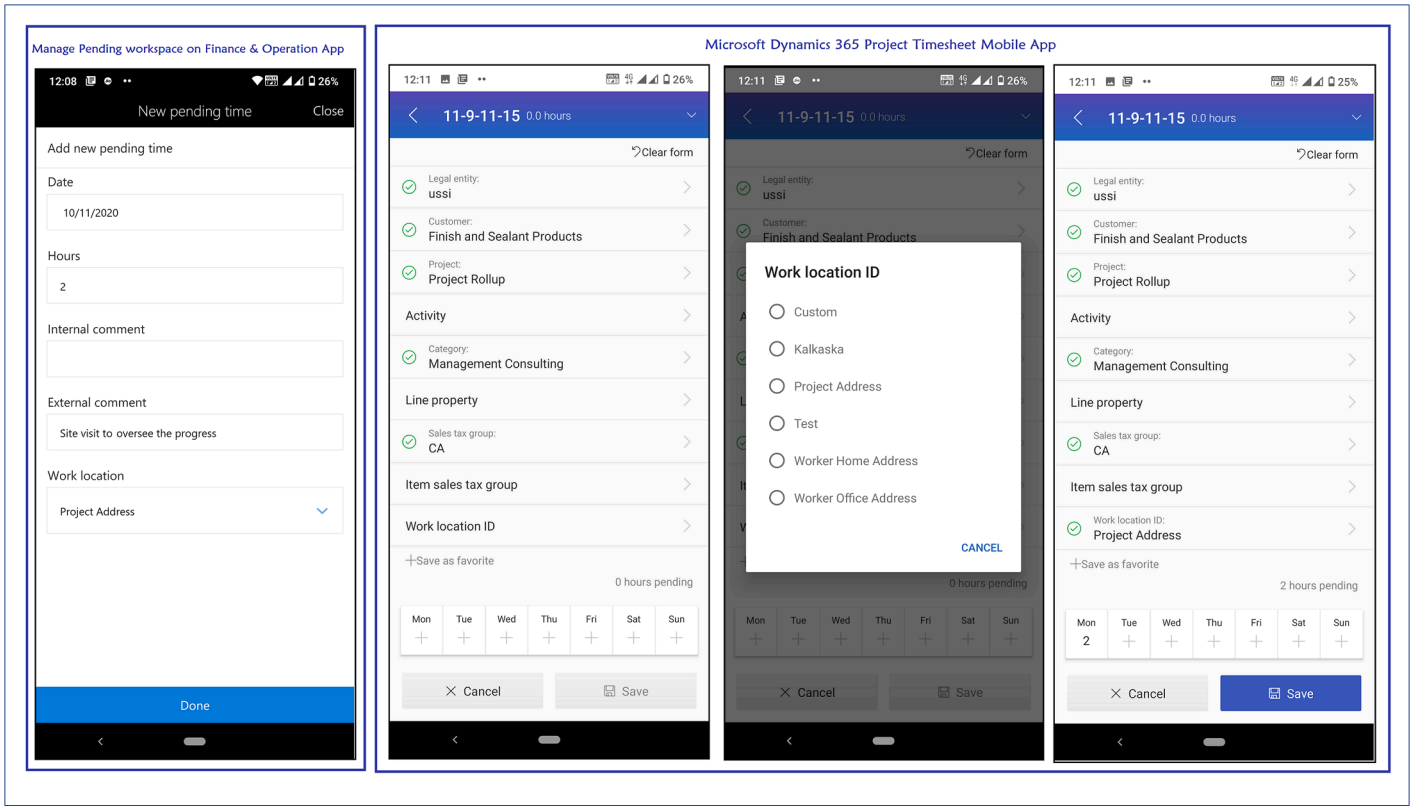

Import from Excel or Microsoft Flow

Users can record time in an Excel workbook and import the hours into the Pending time form periodically. The corresponding Data entity used for the Excel import also allows for other integration scenarios, such as a Microsoft Flow process.

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Quick Project Search

This new feature was desgined to allow users to quickly search any project on timesheets and expense reports through various filters such as Customer name, Contract name, Project name, etc.

“Quick project search” is configured in the projects360 parameters form. Once you turn on the Quick Project Search feature, a new search icon lights up on Timesheets and Expense reports for you to use. You can now quickly search the project to submit time or expense and this provides a quicker experience in submitting time and expense for your employees.

This is a key feature for A/E/C firms where large project structures are created with multiple levels of sub-projects and many of their sub-projects across different main projects have similar names.

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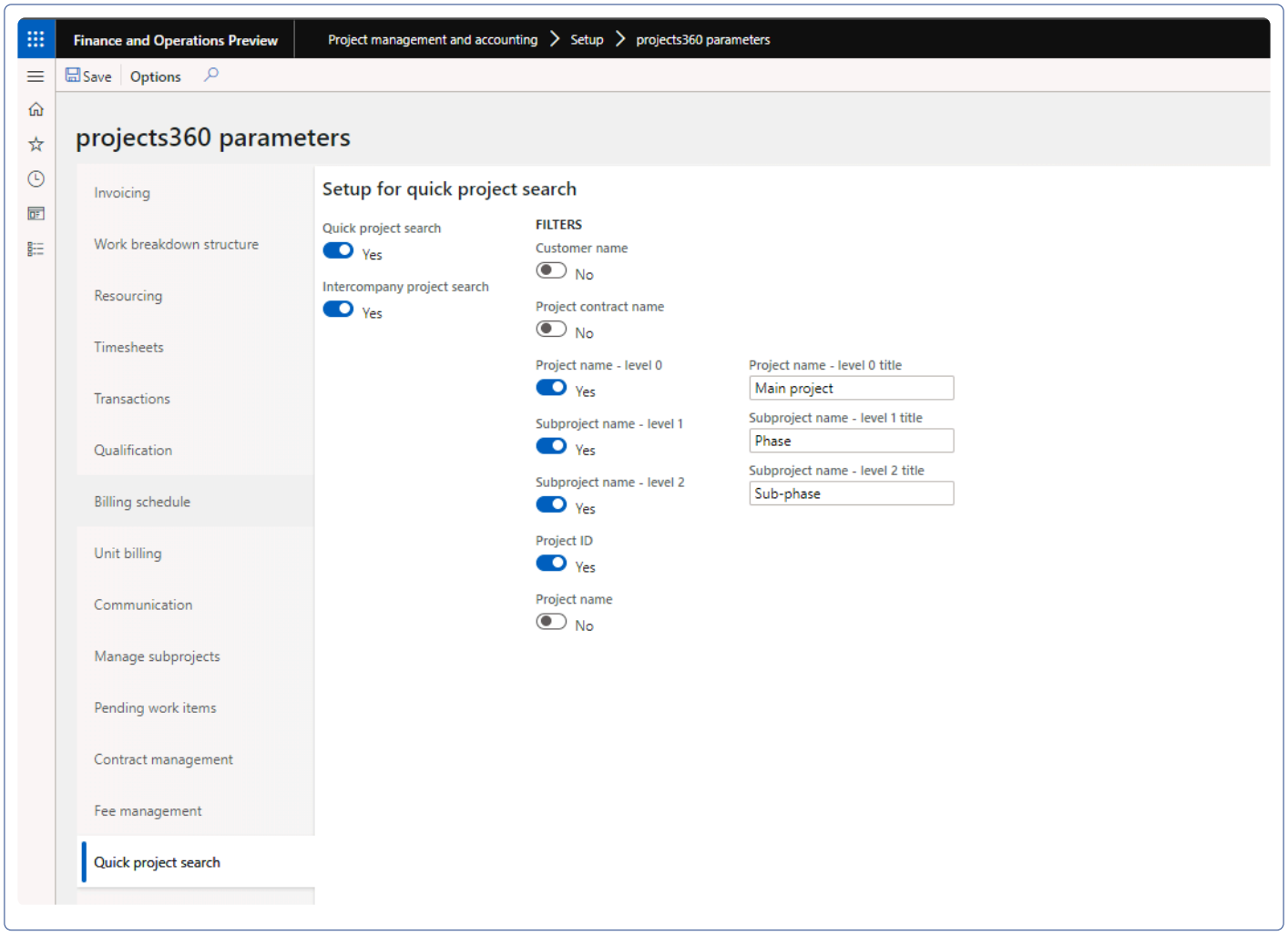
Configure

This section helps in configuring the required parameters to turn on the quick project search functionality on the timesheets and expense reports.

Parameter Setup

A set of parameters are introduced in the projects360 parameters under the Quick project search tab to configure search functionality on the timesheets and expenses reports. This quick search functionality will list out all the projects (based on the searched text) in an hierarchical order enabling user to select the right project while submitting their time and expense.

Go to Projects management and accounting > Setups > projects360 parameters > Quick project search tab.



Below are details of the fields available on this tab –

Field name	Description
Quick project search	This field allows to activate the quick project search functionality on timesheets and expense reports.
Intercompany project search	Enabling this parameter will allow searching the desired project across all the legal entities. If this is off then, search will look for only project within the current legal entity.
Customer name	If parameter is turned on, projects can be search on the timesheets and expenses reports based on customer.
Project contract name	If parameter is turned on, projects can be search on the timesheets and expenses reports based on project contract.
Project name – level 0	If parameter is turned on, projects can be search on the timesheets and expenses reports based on root/base project.
Project name – level 0 title	Once you enable the ‘Project name – level 0’ parameter, this field will enabled for you enter a friendly name to be shown the timesheets and expense report search window.
Subproject name – level 1	If parameter is turned on, projects can be searched on the timesheets and expenses reports based on level 1/sub-projects.
Subproject name – level 1 title	Once you enable the ‘Subproject name – level 1’ parameter, this field will enabled for you enter a friendly name to be shown the timesheets and expense report search window.
Subproject name – level 2	If parameter is turned on, projects can be searched on the timesheets and expenses reports based on level 2/sub-subprojects.
Subproject name – level 2 title	Once you enable the ‘Subproject name – level 2’ parameter, this field will enabled for you enter a friendly name to be shown the timesheets and expense report search window.
Project ID	If parameter is turned on, projects can be search on the timesheets and expenses reports based on actual Project ID.
Project name	If parameter is turned on, projects can be search on the timesheets and expenses reports based on actual Project name.

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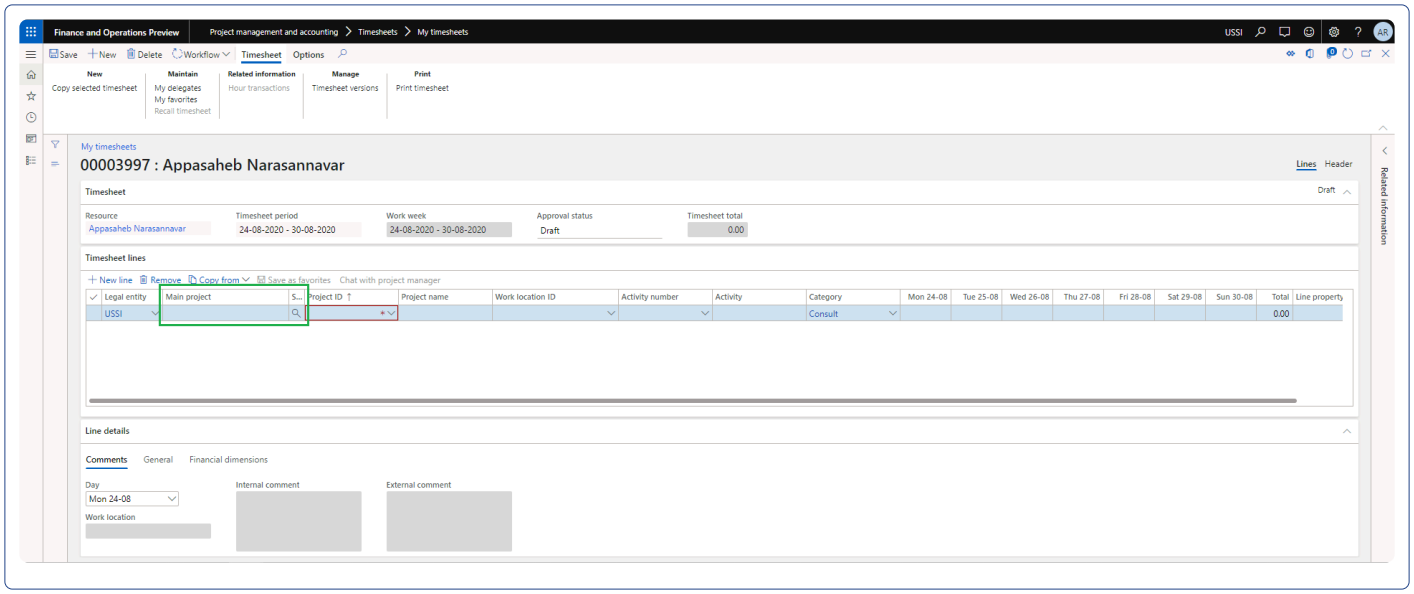
Using Search

This section helps in understanding how the quick project search functionality works on the timesheets and expense reports.

On Timesheets

Once the Quick project search is activated on the parameters, timesheet lines section will have a search button in the third column. Once user clicks on the search button, a new form with the title ‘Project search’ opens up allowing the users to find and select the right project where they want to submit time.

Also, once the Quick project search is activated on the parameters, the ‘Customer ID’ and ‘Name’ fields are replaced with field with ‘Project name – level 0’ title defined for this field on the parameters.



Once on the Project search form, users will see the fields configure on the projects360 parameters. We can search for the desired project on any of the fields available. Once user enters the search text and tabs off, the process will display/list all the projects containing the entered text in the below grid.

To make a project selection, users either can double click on the first field on the grid or make use of select button at the bottom of the form. The selected project will be filled in on the timesheets line section.

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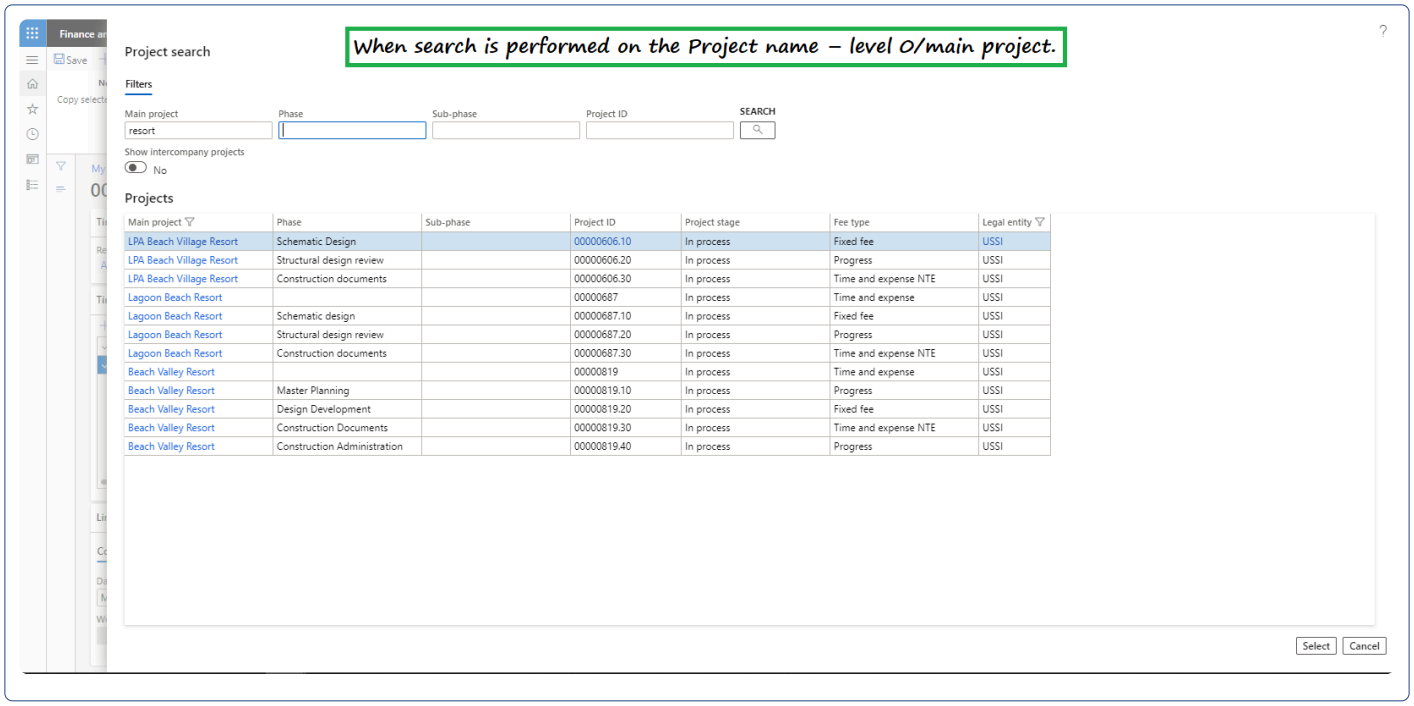

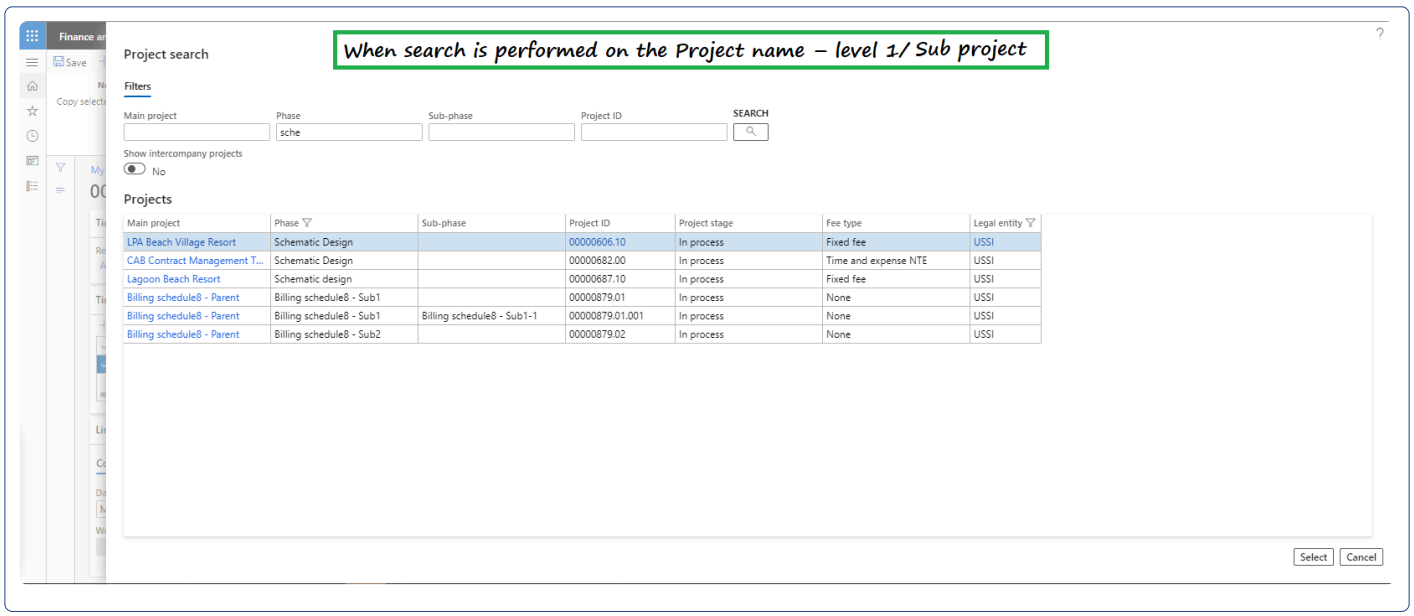

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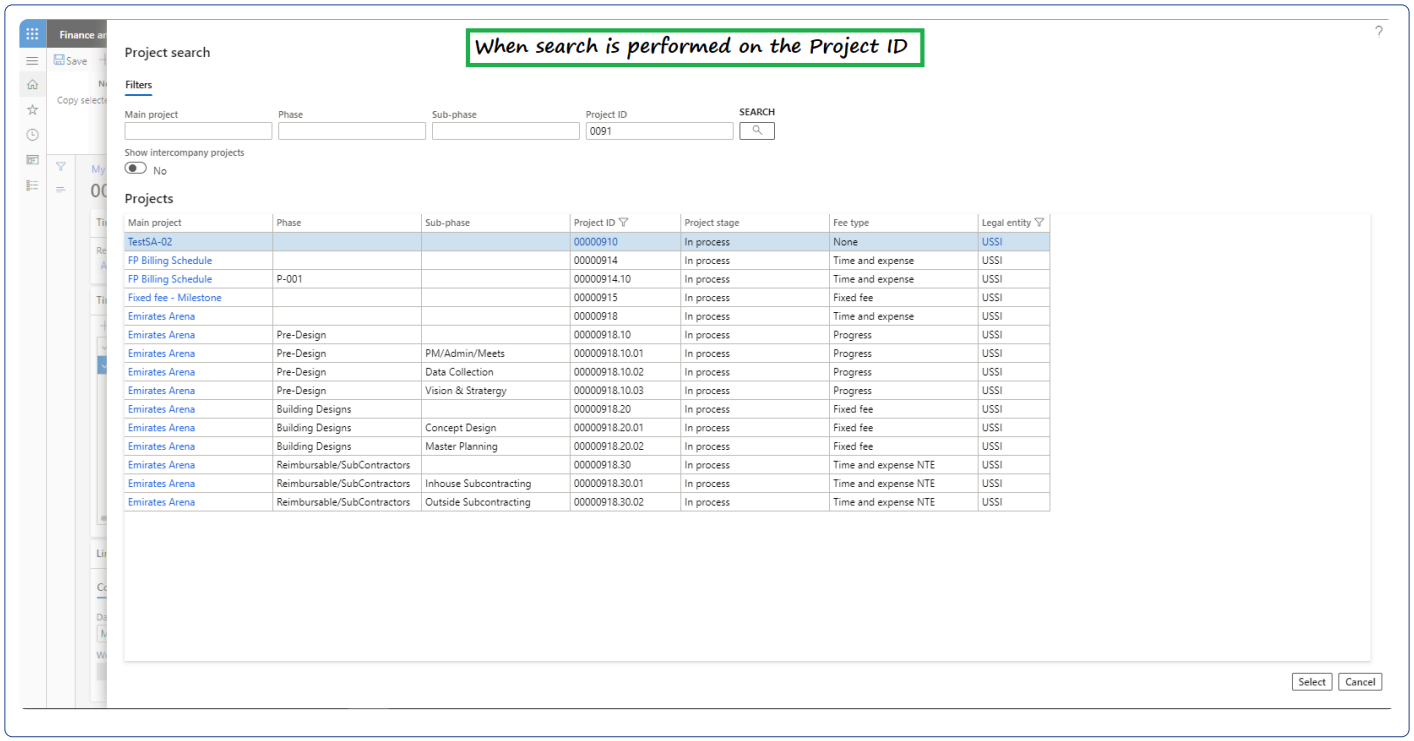

On Expense Reports

Once the Quick project search is activated on the parameters, a quick search button is added on the following places on the expense report.

1. New expense report slide out form, provided the project ID is enabled in the expense parameters.
2. Expense report header section and,
3. Expenses lines section.

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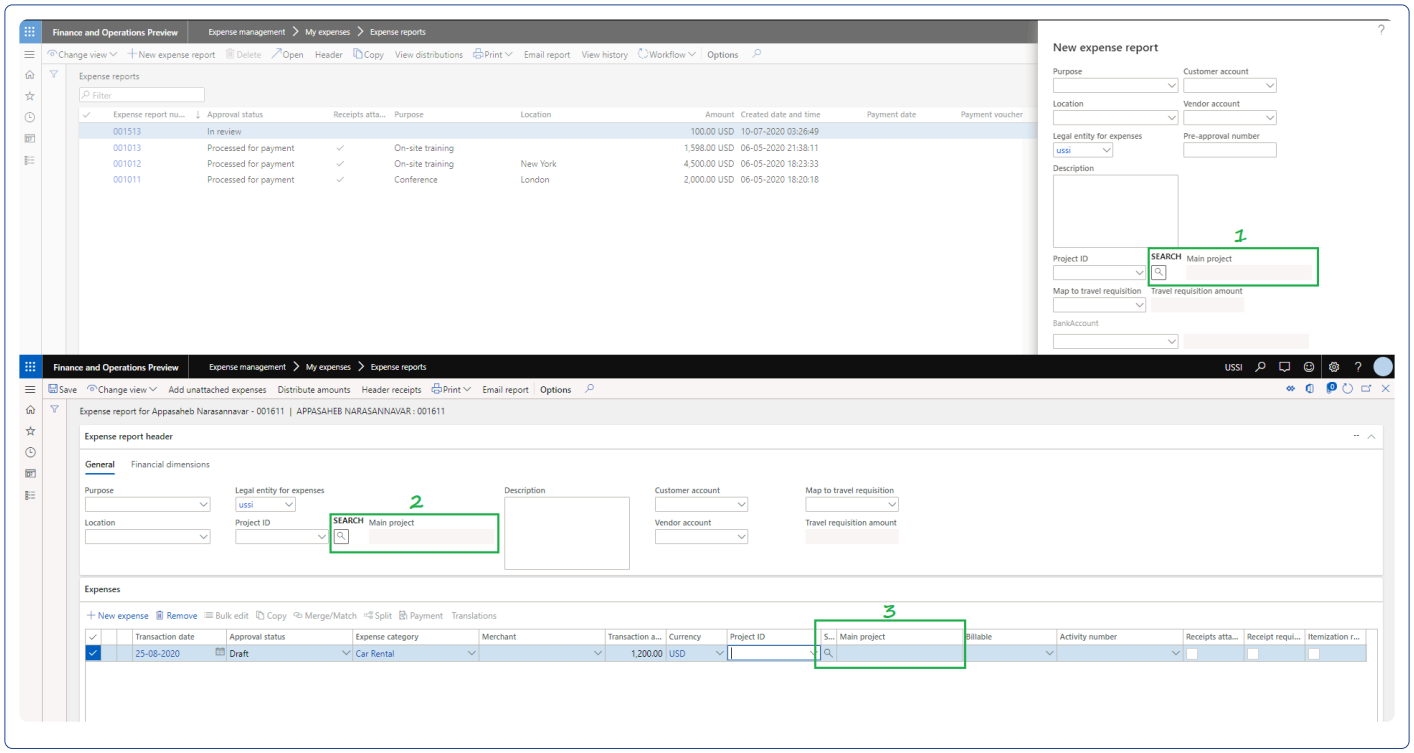
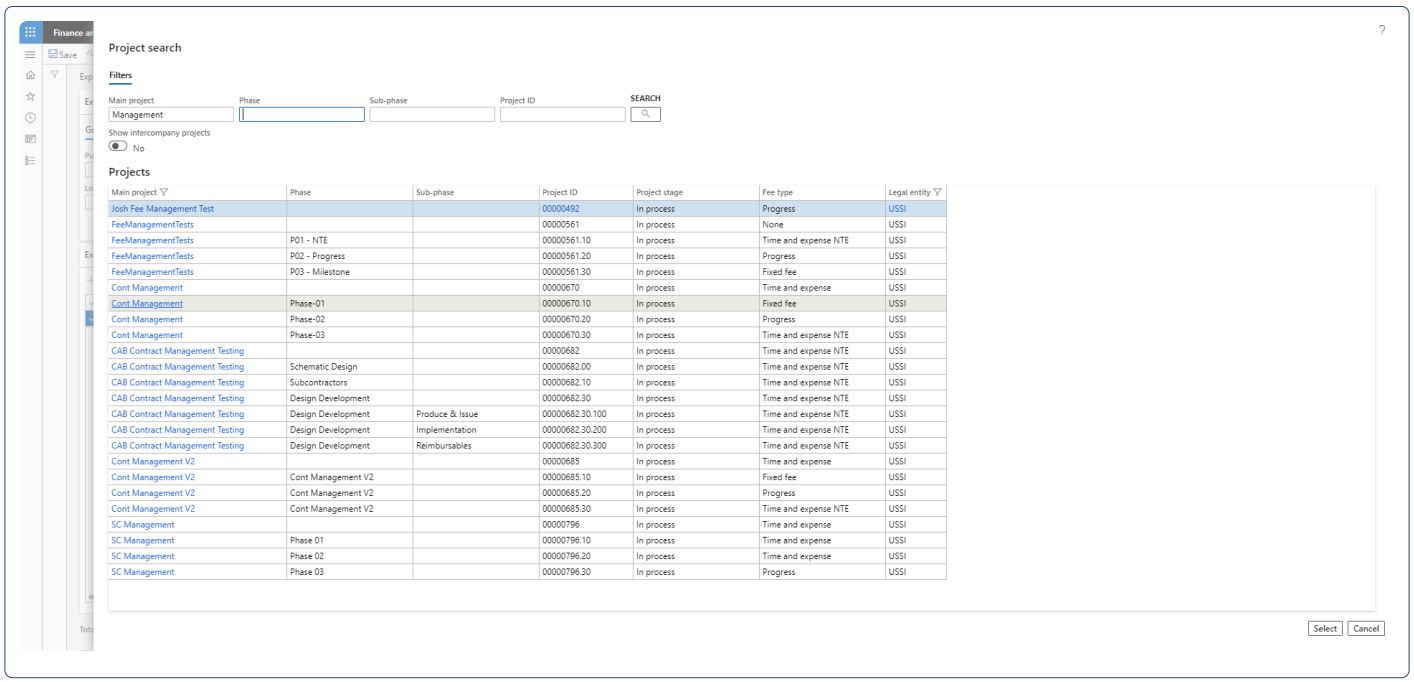


Again once you open the quick search form, the behavior/functionality is similar to the experience you see on the timesheets.



On Manage pending time

Once the Quick project search is activated on the parameters, a quick search button is added on the details tab of manage pending time.

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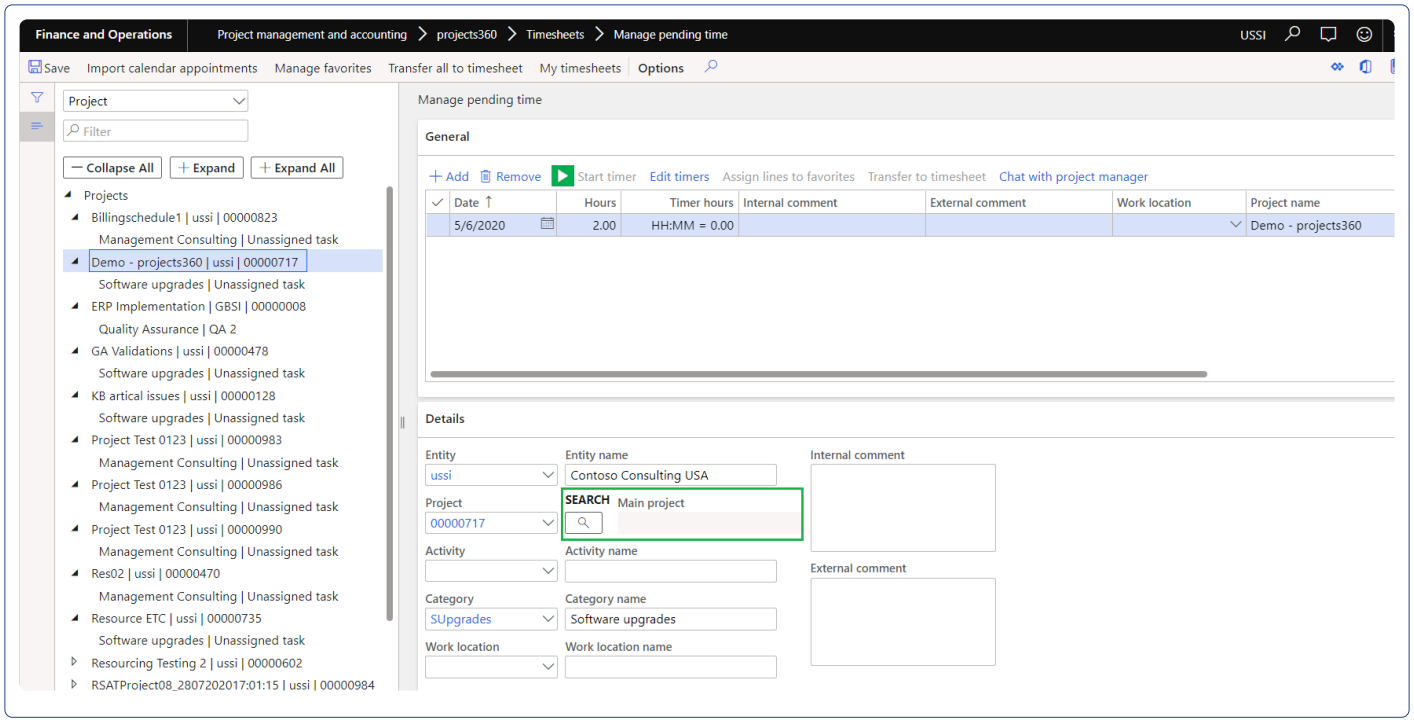
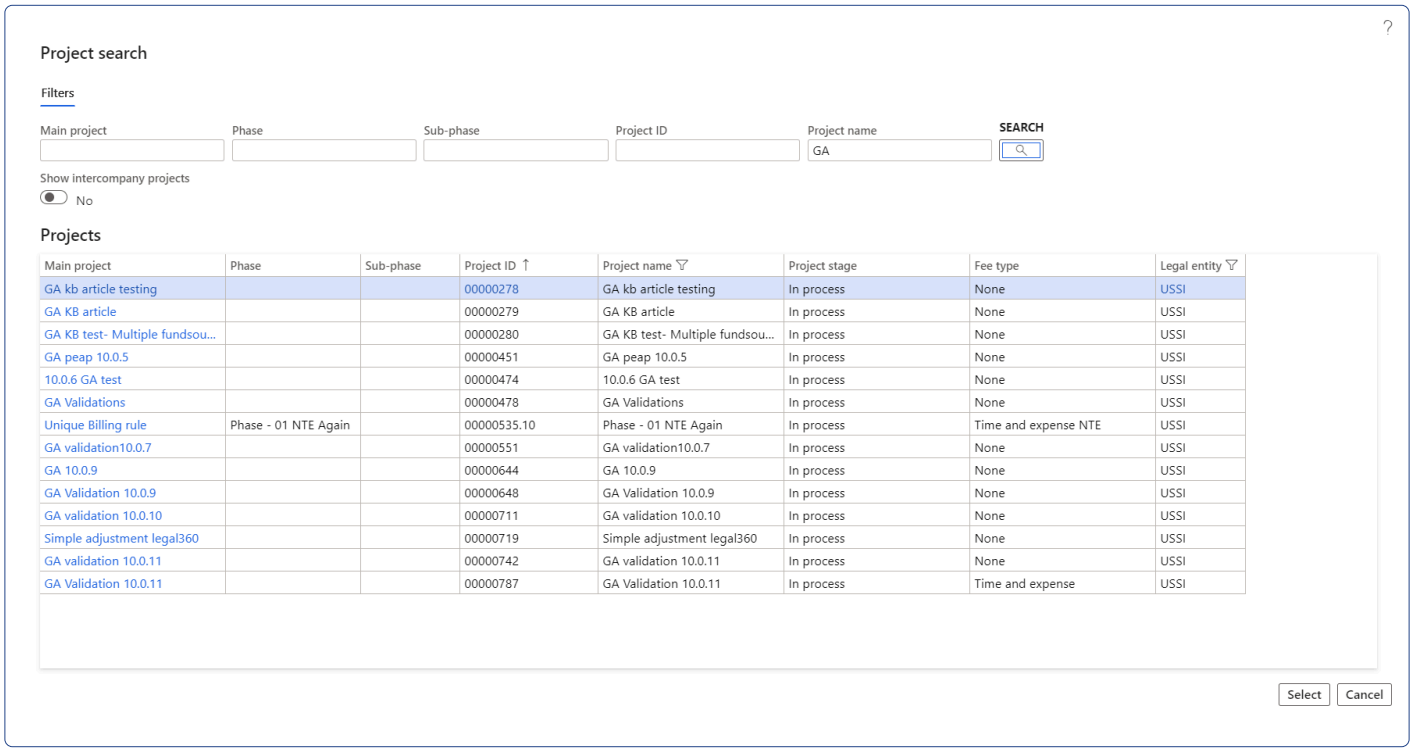


Again once you open the quick search form, the behavior/functionality is similar to the experience you see on the timesheets.



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Timesheet Integrations

projects360 has build the timesheets integration data entities to import the timesheets data from external time management systems. This data entity can be used from data management or directly from the integration form.

With the 8.1 release, timesheets Integration experience has an improved user interface and data entity changes. The Data Entity has new text fields that search in multiple ways for a matching value – for example, Resource can be searched by ID, name and email. The Timesheet Integration form for investigating integration errors design has been simplified.

With the new data entity changes, the Integration Manager can decide whether the hour lines should directly create timesheets or be available as pending transactions on the integration form.

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Import Timesheet Records

This section details how the timesheet records from external time management systems can imported into the Microsoft Dynamics 365 for Finance & Operations.

Timesheet Integration Data Entity.

The timesheet records can be imported into the Microsoft Dynamics 365 for Finance and Operations using the 'Timesheet Integration' data entity created to facilitate this process.

Before you create an import project under the Data management for timesheet integrations and run the import process, download or prepare the file\data from external time management systems. The file should have following fields:

Fields	Description
External comment	User can keyin the external comments on this column.
Internal comment	User can keyin the internal comments on this column.
Date	Provide a date for timesheet line.
Project type	
Submitted hours	Enter the hours you intend to sumbit to timesheet.
Resource	Enter the resource for whom this line needs to created. On this field, you can enter Resource name, Personnel number, Email ID of the resource or the Email ID of the user associated with the resource.
Project legal entity	Enter the legal entity of the project, where the project on this line exists.
Timesheet legal entity	Enter the legal entity where the timesheet record to created.
Project text	Enter project against which this line needs to be recorded. You can use Project ID or Project

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	name to get to the right values.
Activity text	Enter activity against which this line needs to be recorded. You can use Activity ID or Activity name to get to the right values.
Category text	Enter category against which this line needs to be recorded. You can use Activity ID or Activity name to get to the right values.
Work location text	Enter work location against which this line needs to be recorded. You can use Activity ID or Activity name to get to the right values.
Transfer to timesheet	This field accepts ‘Yes’ or ‘No’ values. If ‘Yes’, a timesheet line can be created, provided there are no errors on the line. ‘No’ will retain the line on Timesheet integration form.

Timesheet Integration sample file can be found **here.**

Note – None of the fields in the timesheet integration data entity are mandatory, so if leave fields empty integrations will still go ahead and create the records on the timesheets integration form. On integration form, you edit the records accordingly and transfer them to timesheet.

Process to Import Timesheet records.

The process to import the timesheet records is as follows.

1. Navigate to Workspaces > Data management > Import.

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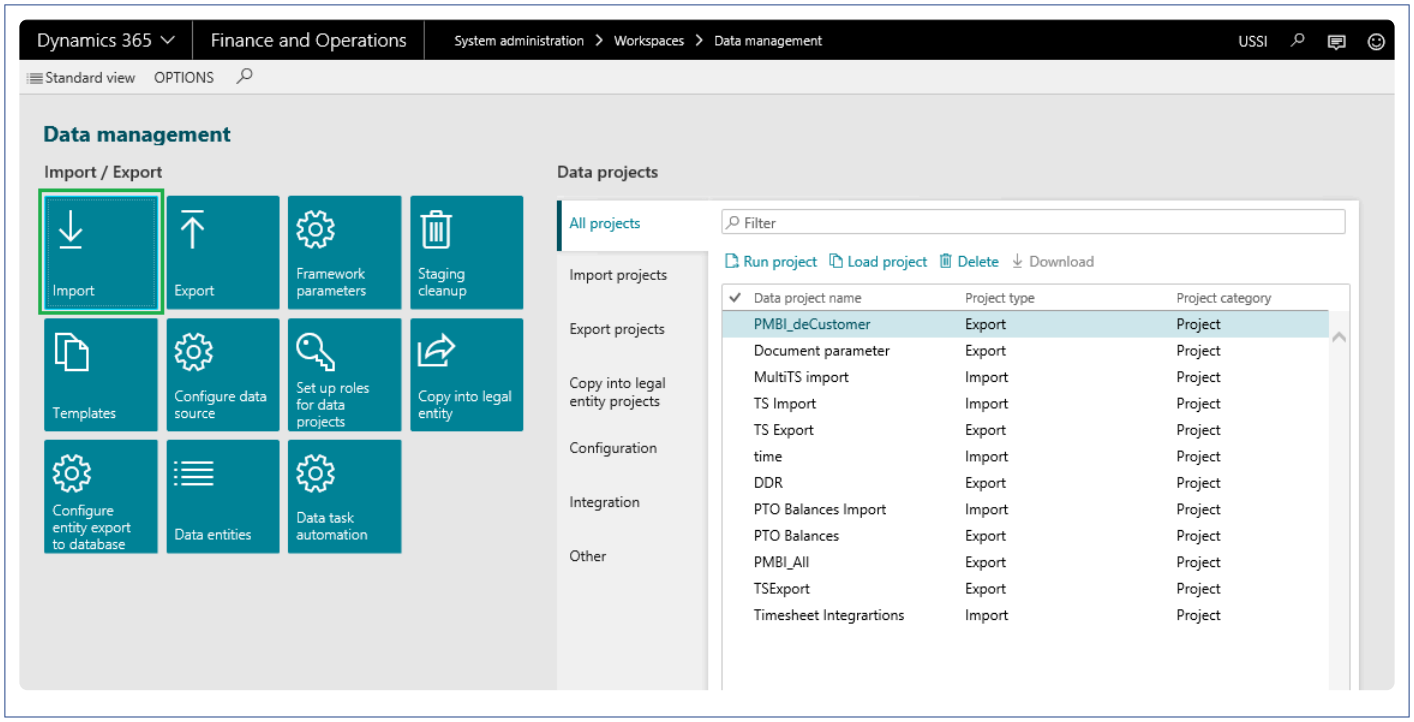

2. Enter group name and description in the import tab\section.
3. Click Add file on the selected entities tab\section.
4. Enter ‘Timesheet Integration’ entity name.
5. Click upload and add to select and upload the source data file.
6. Once the information is loaded, close out the form.

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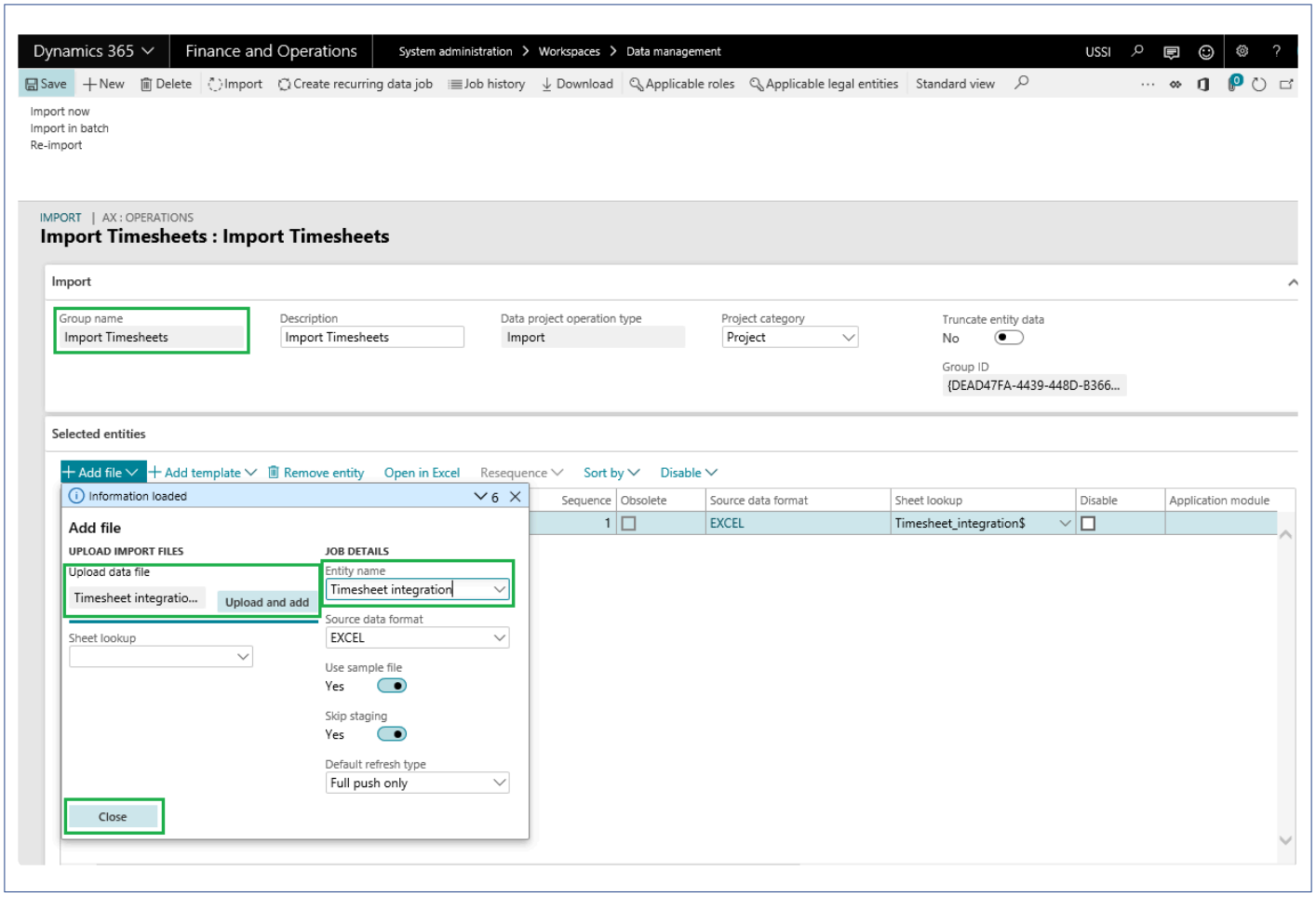
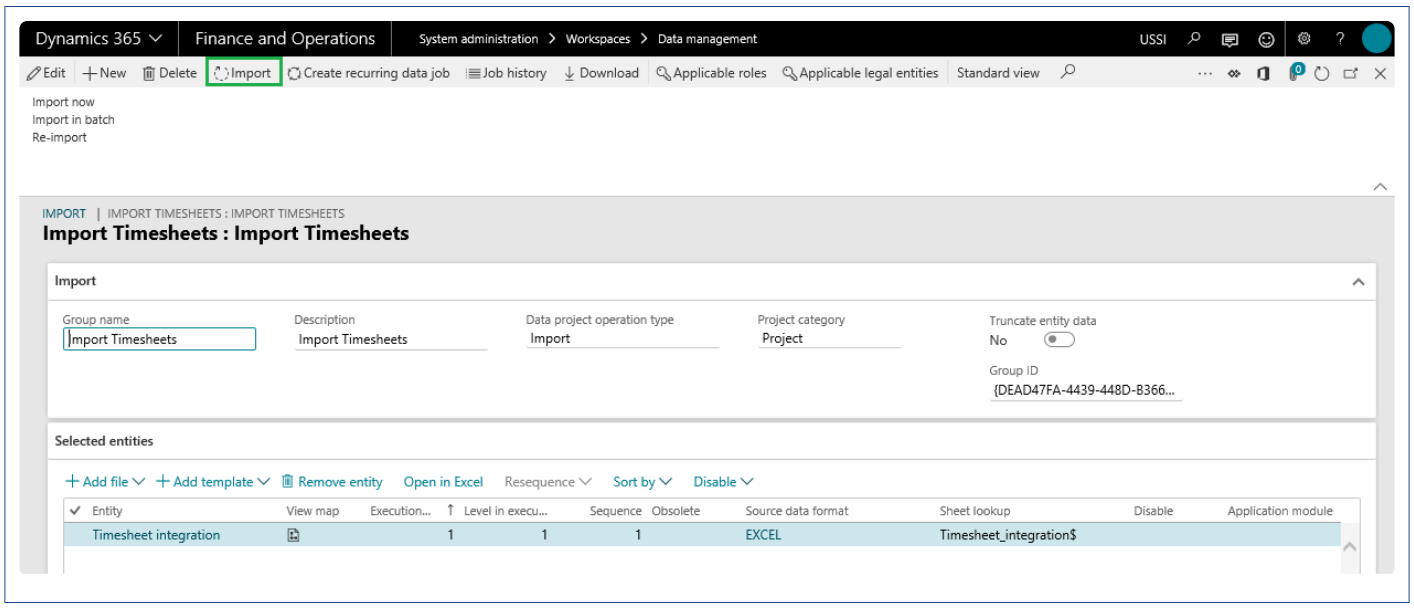


7. Now go back to the main form and click Import.



8. Once the import process is executed, for success or failure, the Execution summary can be reviewed.

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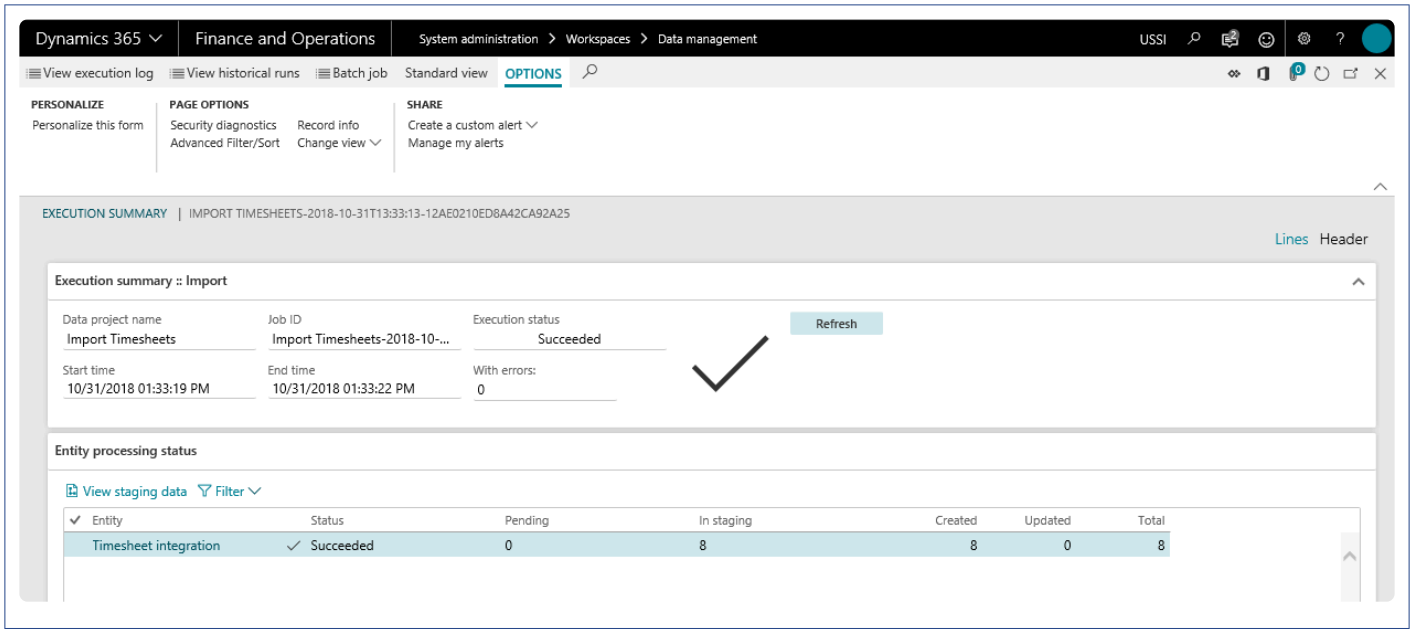
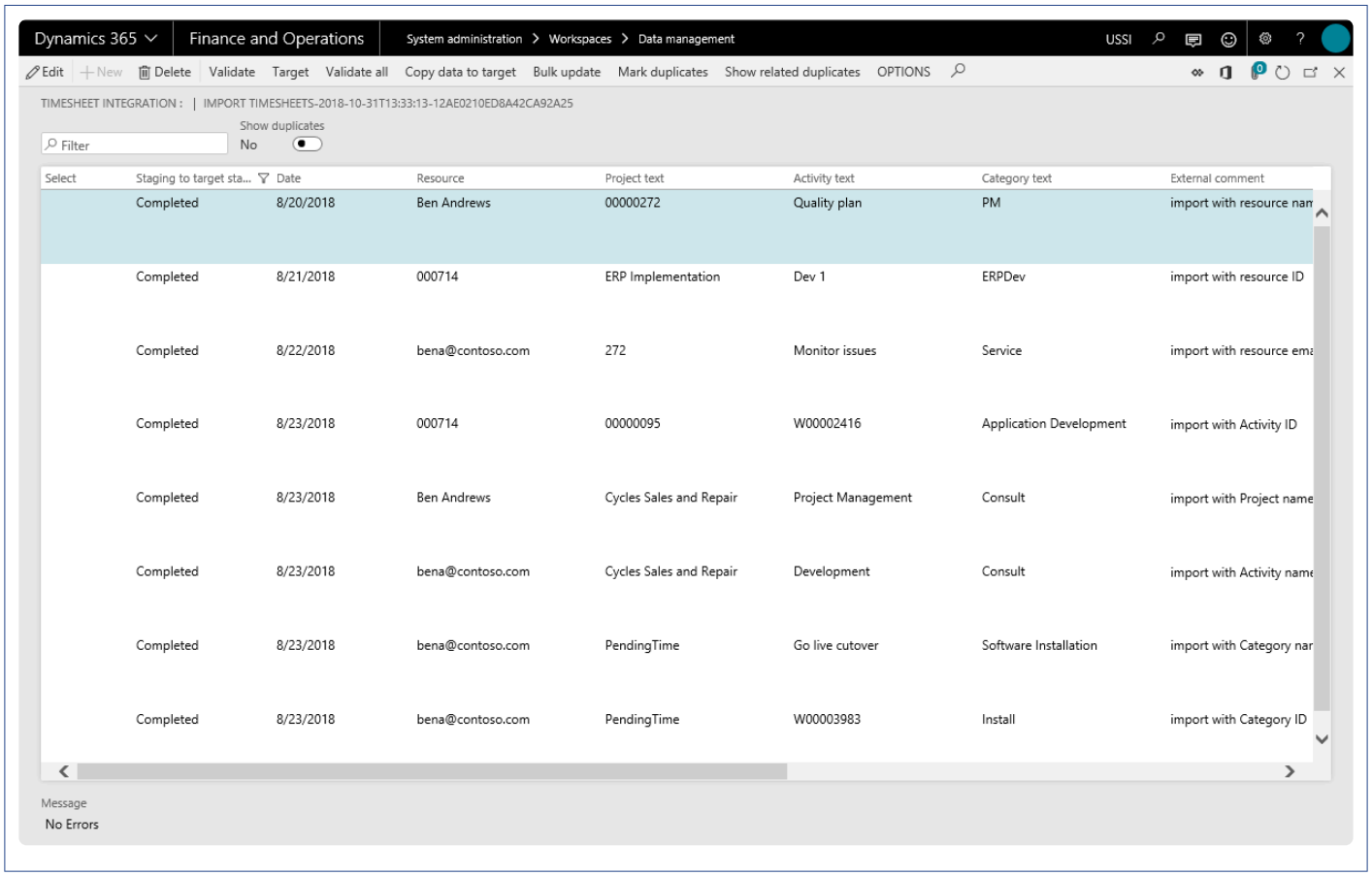


9. Also you can view the staging data by navigating to the relevant form.



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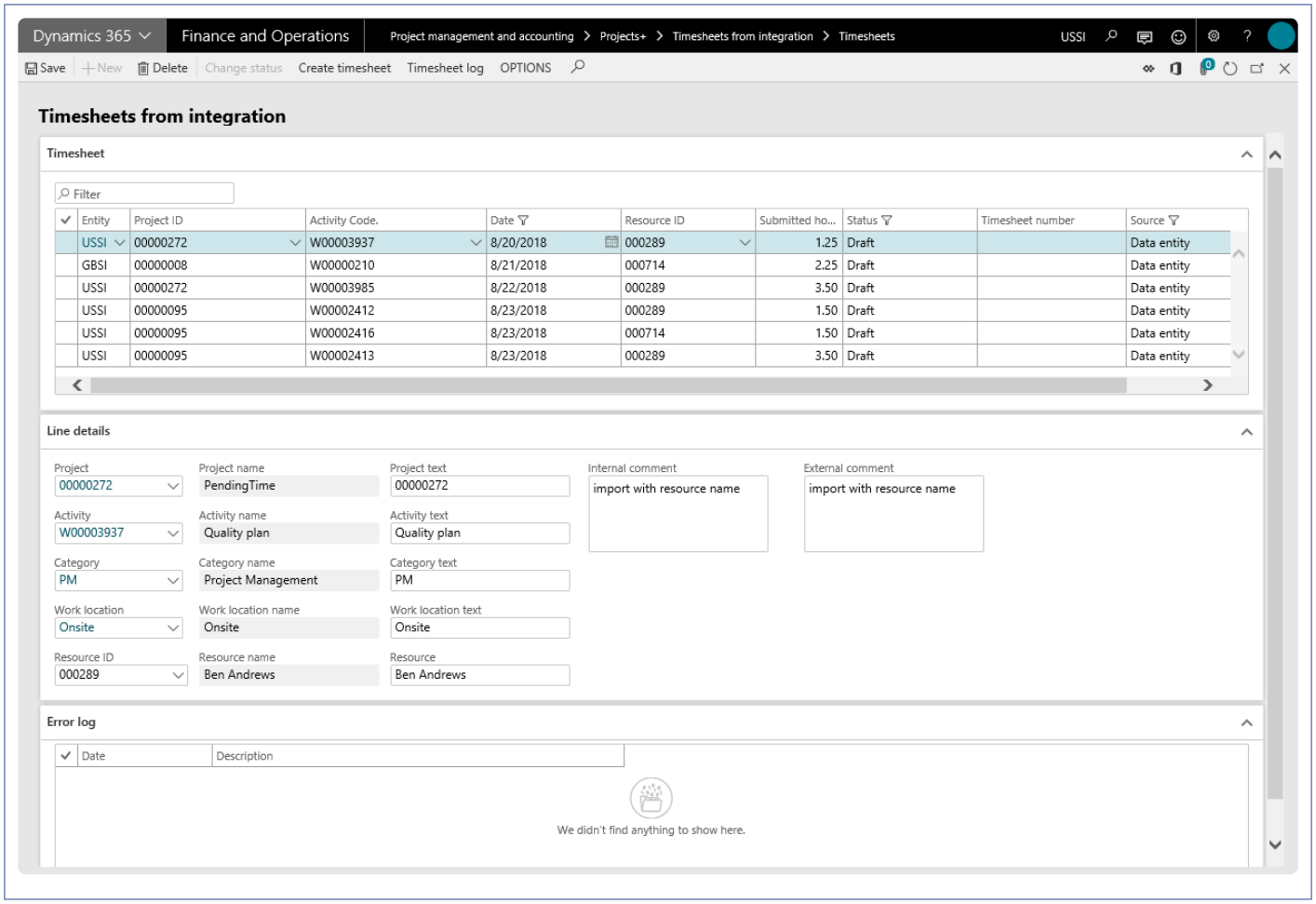
Review Imported Records

This section shows how you can review the imported timesheet lines and take actions on the lines in the error or draft status in the Microsoft Dynamics 365 for Finance and Operations.

Timesheets from Integration

Go to Project management and accounting > projects360 > Timesheets from integration > Imported Timesheets
Go to Timesheets > Timesheet integration > Imported Timesheets



Timesheets from integration form has following sections:

Timesheet Grid

Shows all the imported records in this grid. Most of the fields on this grid are editable, except the timesheet number and source. Timesheet number field is updated on successful transfer of line to the timesheet. Source

field updated to ‘Data entity’ for all records on this form coming from either excel import or through the PSA integrations. Data on this grid filtered with status as not ‘Processed’ and source as ‘Data entity’ by default.

Line Details Grid

This section of the form shows the data related to the line selected on timesheet grid. All text fields i.e. Project text, Activity text, Category text, work location text and resource are editable, but we advise not editing them as these fields are the reference of what was imported. Even if the imported values do not resolve to correct value, user can make the right selection by looking at these fields. Selecting the right fields, will not replace values in text fields.

Error Log

This section of the grid shows the errors related to the line selected on timesheet grid. If the selected line has multiple issues, those lines of error will be displayed against that line in this grid.

Buttons available on this form are as follows:

Buttons	Description
Save	Allows you to save the changes to the records.
Delete	Allows you to delete the selected records.
Change Status	Once you rectified the errors on the lines, use this button to change the line status from ‘Error’ to ‘Draft’. You can use button on the multiple selection as well, but make you are selected only the error records.
Create timesheet	Use this button to transfer the selected records to timesheet. User can select multiple records at a time transfer them to timesheet.
Timsheet log	Opens a timesheet log window, where users can the errors releated to the selected line. If user has tried to transfer the lines multiple times and ended up with errors every-time, that history can be seen in this window.

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Personal Time Off

This feature has been developed to allow employees to send in their personal time off (PTO) request to their managers. A new workflow is available to control the approval process of PTO. PTO details are also available with this feature.

To classify the approvers being set up in the workflow, the same has been introduced at the worker level, where new Approver fields have been introduced to set up the approval, for timesheets, purchase requisitions and expenses. PTO can be approved by any of the three types of approvers.

Approved PTO's are reflected in the resource plan and are also imported into timesheets automatically based on the projects360 parameter "Automatically populate in timesheets".

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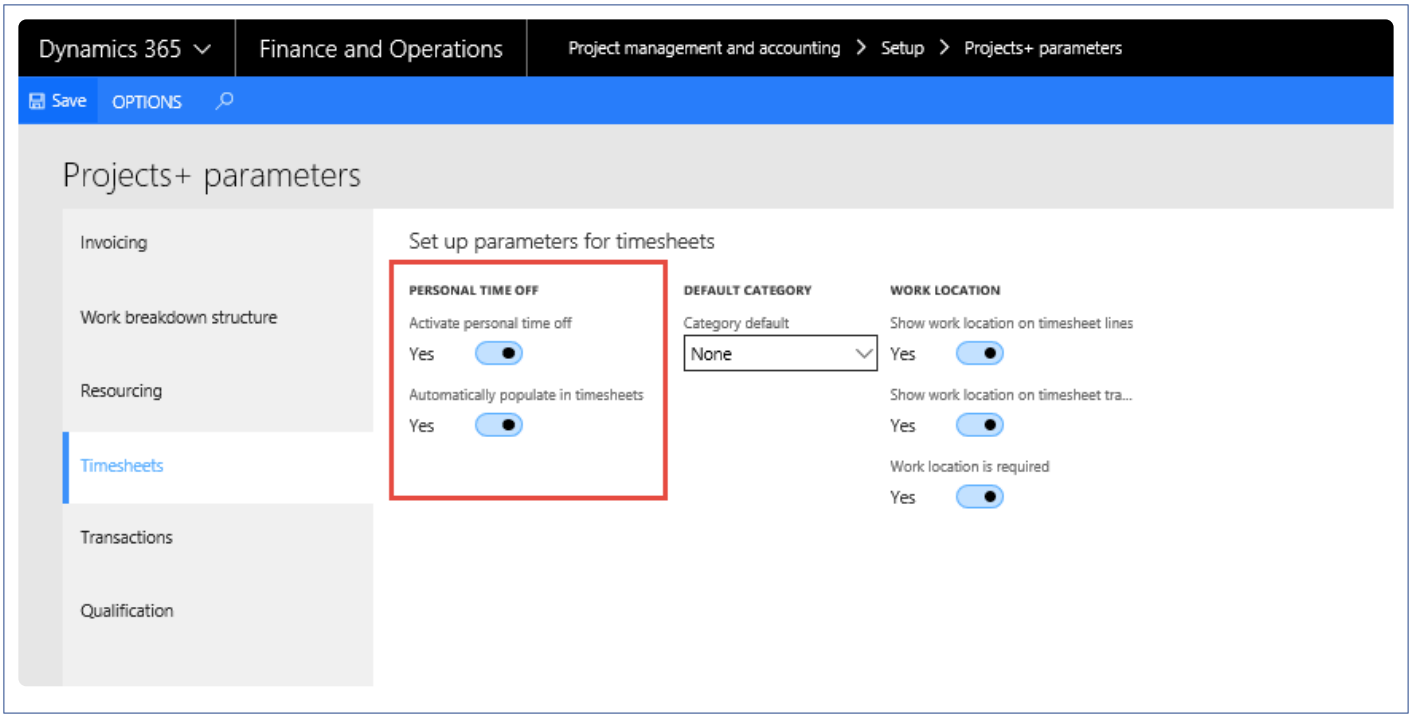
Configure Time Off

To start using Personal time off feature, user needs to perform specific setups. This section details the configuration process.

Parameter Setup

Under the projects360 parameters, user has to turn on the personal time off field to use this feature. This field is by default turned off.

Go to Project management and accounting > Setups > projects360 parameters > Timesheet tab.
Go to Personal time off > Setups > Personal time off parameters > General tab.



- Select the activate Personal time off check box to enable PTO feature.
- Select the Automatically populate in timesheets check box to populate the approved PTO lines in the timesheets of the resources.

Marking Project Groups to be of type Personal Time Off

A check box is introduced in the project group to indicate that the group is a PTO project group.In the General Fast Tab, select the Personal time off check box in the Project group form to select it to be of the type PTO.

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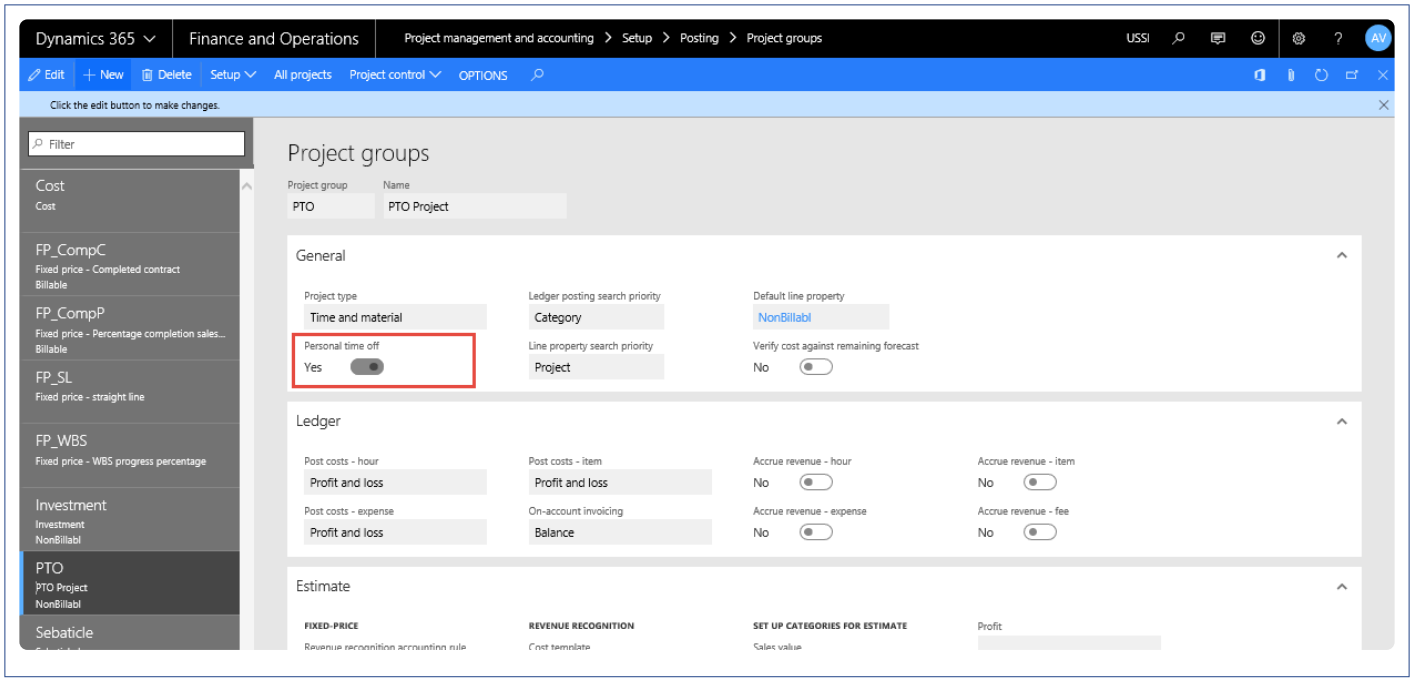
All projects belonging to this project group will be implied to be of the type PTO and will be available in the project lookup on the PTO requisition form.

Go to Project management and accounting > Setups > Posting > Project group.



Setup Approvers

New fields have been introduced on the Worker form to set up the approvers for the selected worker. The “Assign approver” button opens the Approver setup form, where approvers can be assigned for different kind of documents.

Fields on the Approver setup window are as follows:
Timesheet Approver: The user setup in this field will be the approver of timesheets for the selected worker.
Expenses approver: The user setup in this field will be the approver of expenses for the selected worker.
Requisition approver: The user setup in this field will be the approver of Purchase requisitions for the selected worker.

PTO approvers can be any of the above, as generally the timesheet approvers are the PTO approvers, this flexibility has been provided.

Go to Human resources > Workers > Worker and select the Employee record for whom you want to set the PTO approver.
Go to Resourcing > Setup > Workers > Worker and select the Employee record for whom you want to set the PTO approver.

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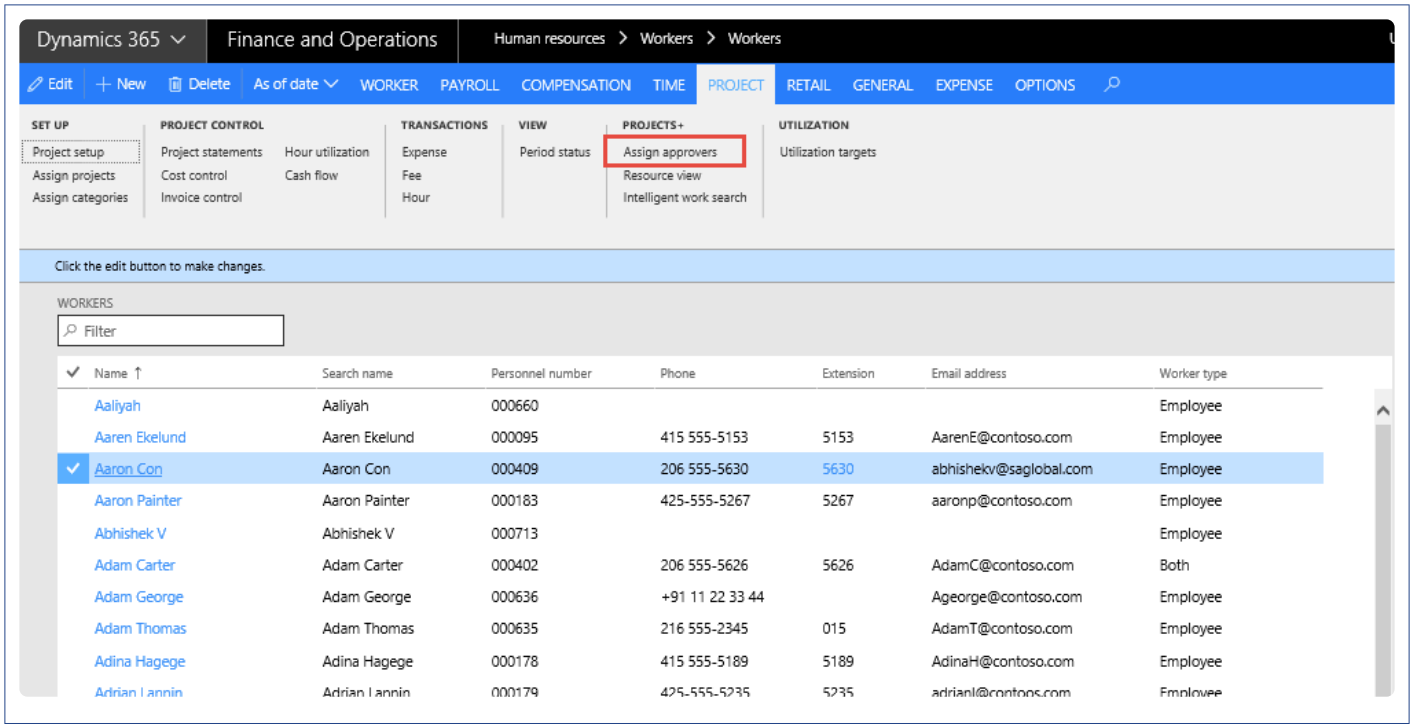
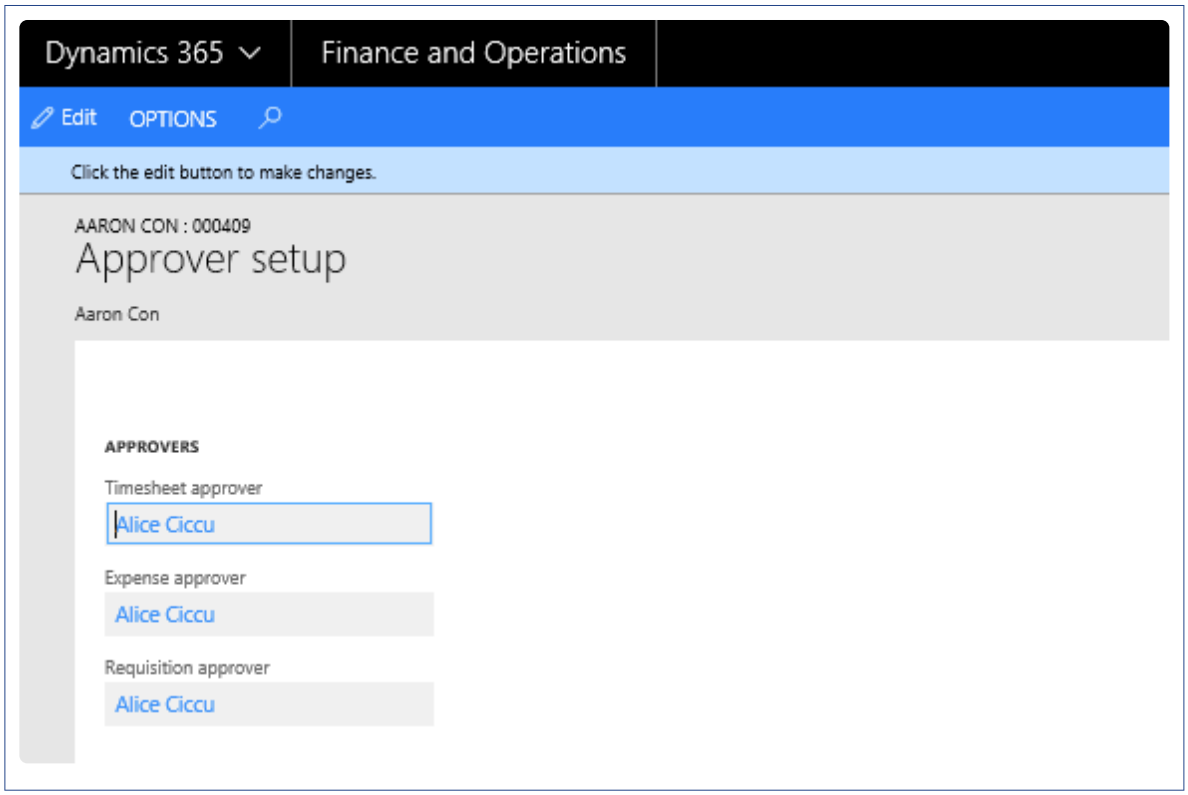
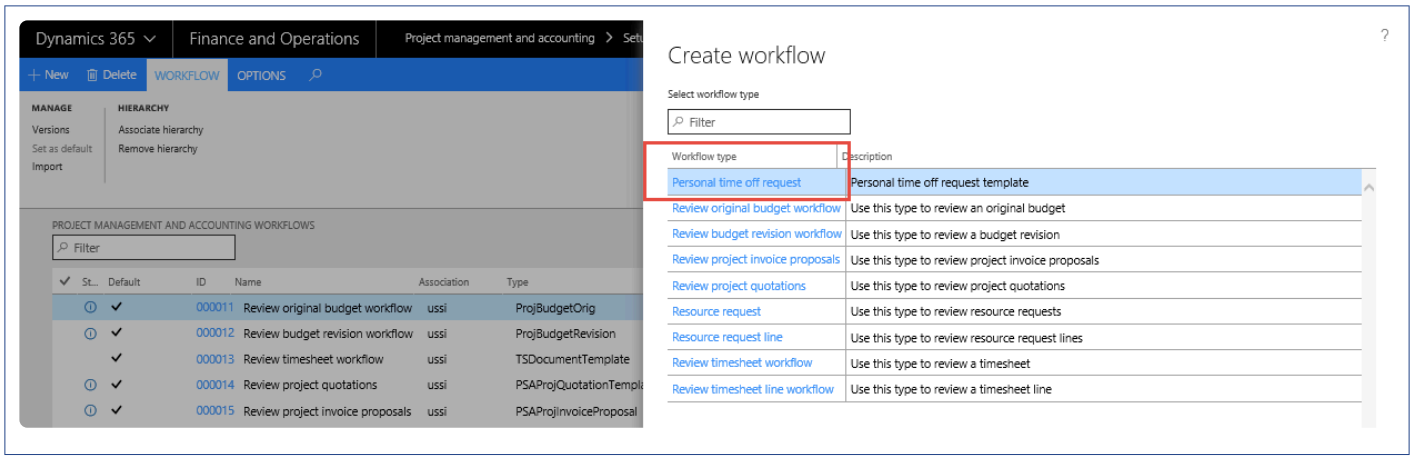




Create Personal Time Off Request Workflow

Personal time off request workflow can be created to track track the approvals, rejection and delegations. To enable and configure the personal time off workflow, follow the below steps:

Go to Project management and accounting > Setup > Project management and accounting workflow.
Go to Personal time off > Setup > Personal time off workflow.



On the Action Pane, click New button.
Select the PTO requisition in the Select form and then click on Create workflow button.

Set up the workflow as it would be set up in Standard, In the Assignment form in the Assignment type tab, choose the assignment to be Participant.

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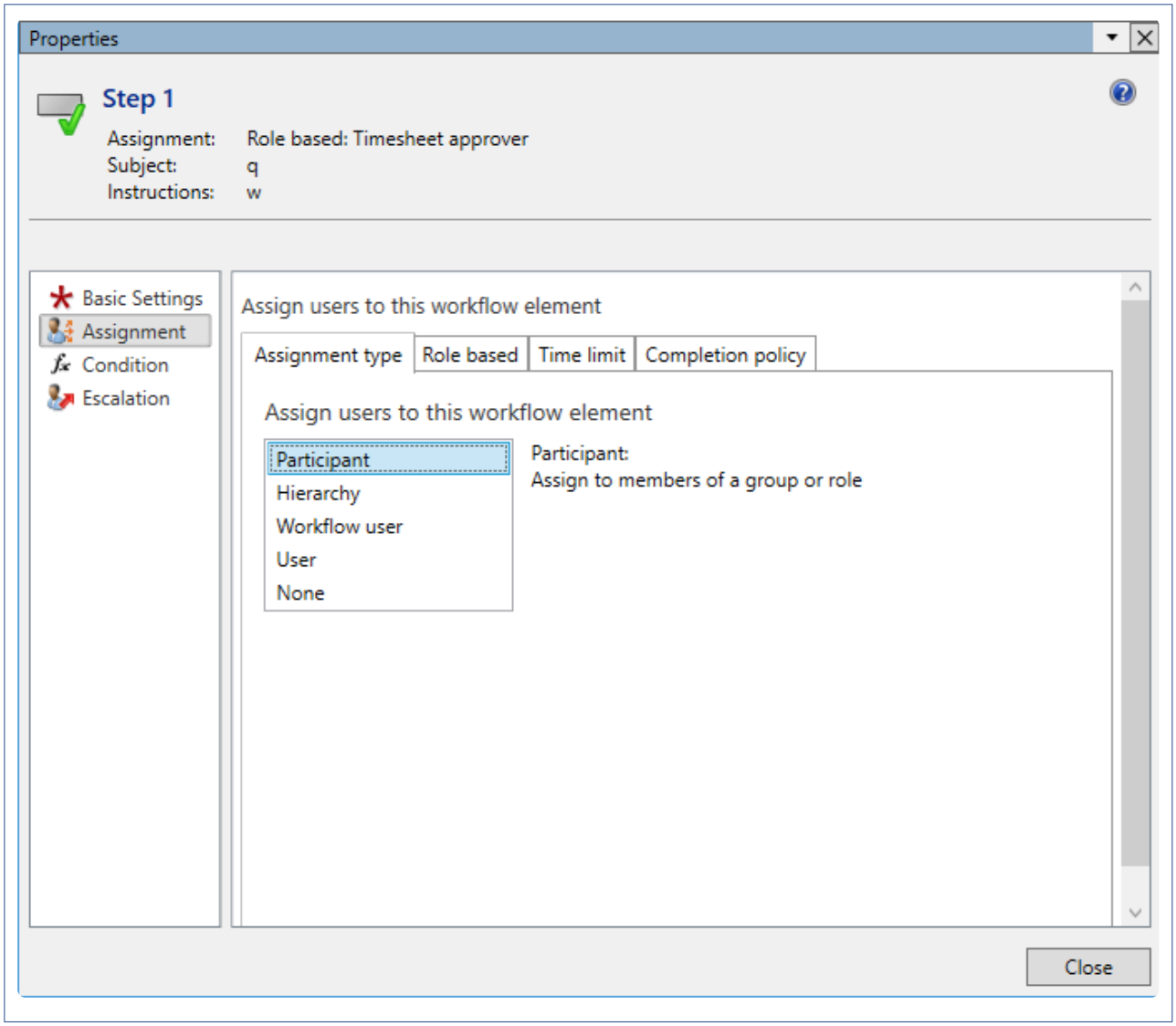

Note – Setup the Assignment to be as Participant even for timesheets and expenses Workflow as well, if the approver should be the one that is set in the Worker form.

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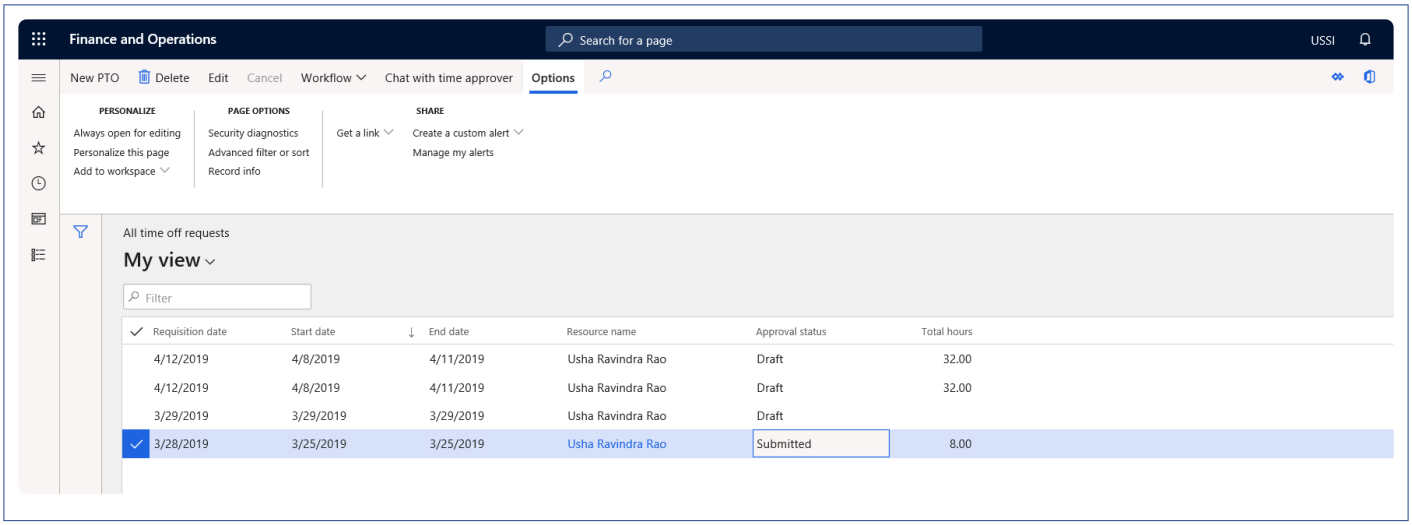
Request Time Off

This section describes how the Personal time off is requested and which windows helps us in completing these tasks.

All Time Off Request form

New forms have been introduced in the projects360 module for users to request for Personal time off. On the Personal time off request form, users should only be able to see their own requests and create the new requests. These requests can be submitted to workflow for approvals if required/configured.

Go to Project management and accounting > projects360 > All time off requests.
Go to Personal time off > My time off request > New time off request.
Go to Personal time off > My time off request > My time off requests.



Personal Time Off Request

This section of the form allows the user to request for PTO and submit to workflow.

Details of the fields available on the Personal time off List are as follows:

Field	Description
Requisition Date	View the date when the requisition has been made.
Start date	Displays start date of the PTO period in which the leave has been requested.

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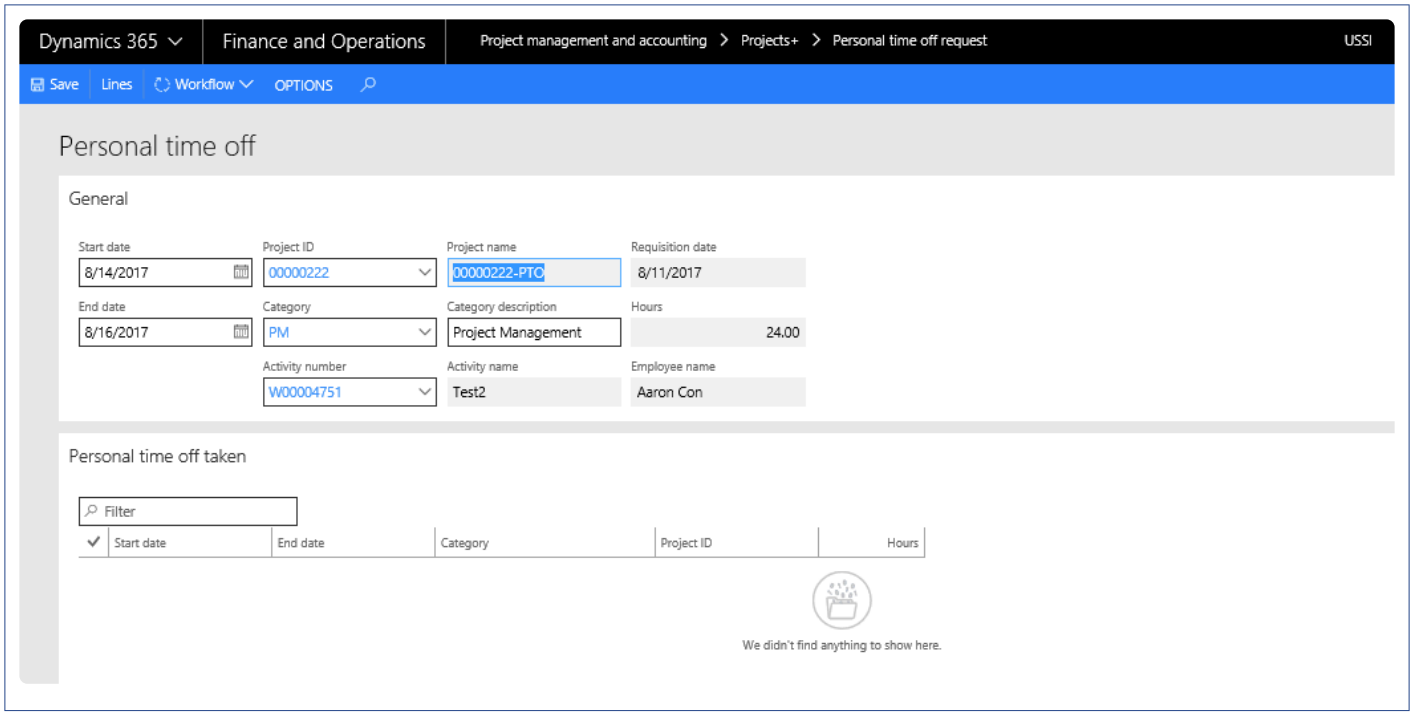
End date	View the end date of the leave.
Worker name	View the name of the worker availing leave.
Approval status	View the status of the PTO request workflow/approval
Total hours	View the total hours requested as leave.

Details of the buttons available on the Personal time off List are as follows:

Button	Description
New PTO	Click to open a new PTO request form.
Edit	Click to edit the lines.
Delete	Click to delete a PTO request line.
Cancel	Click to cancel the workflow.
Workflow	Click to submit the workflow.
Export to Microsoft Excel	Click to export the PTO lines to excel.

To create a new Personal time off request, click on the New PTO icon and the below PTO request form opens.



Details of the fields available on the Personal time off are as follows:

Field	Description
Start date	Date from which the PTO is being requested. The user can select the date using the calendar icon. The dates should be more than the current system date.
End date	Date till which the PTO is being requested. The user can select the date using the calendar icon. The dates should be more than the current system date.
Project ID	User must select the Project they are\will be working during the period they are requesting the PTO.
Project name	View the project name.
Requisition date	The date the PTO request is submitted.
Category	Initially it will be empty, category will default based on selected activity for the project.
Category description	View the description of the selected category. This will be read only.
Activity number	Specify the activity for the selected project, done by the user.
Activity name	View the description of the selected activity.
Hours	Updated sum of hours from the PTO Lines form.
Employee name	View the name of the employee requesting for PTO.

Lines button

The user can click on this button to view the break-up of PTO requested at day level. The user can edit these lines and the same will become the PTO total. For instance, if the PTO request is for 3 days, the user can click on lines and update one of the days to 4 hours, then the PTO request will be for 2.5 days.

Field	Description
Date	Display of each day in the PTO request.
Hours	The number of working hours specified for the selected day.

Once the details are filled, the user should submit the PTO line. The Standard workflow process should be

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followed to approve the PTO request lines.

Once the PTO requests are approved, then the same lines will be reflected in the resourcing forms/ views, in case the projects are marked as Include in tree for resourcing.

Personal Time Off Taken

This section of the form displays the information of Personal Time Off Taken by the user. Data in this grid will be sorted based on the descending order by Start date.

Field	Description
Start date	Date from which the PTO is being requested. The user can select the date using the calendar icon. The dates must be more than the current system date.
End date	Date till which the PTO is being requested. The user can select the date using the calendar icon. The dates should be more than the current system date.
Category	View the categories assigned to the selected project. In case of no categories are assigned, then all the categories of the legal entity are displayed here.
Project ID	Select the project for which the request has been made. Only projects belonging to the project group marked as PTO will be displayed here.
Hours	View the total hours that are calculated based on the PTO request.

PTO data entity

New data entity ‘Personal time off request’ is created with target entity as ‘PMIPPersonalTimeOffRequestEntity’ to import personal time off records into Personal time off requests form.

PTO Lines in the Resource Forecast form

In the Resource forecast form the Personal Time Off requested hours are copied for the same days as it is in Personal Time Off form.

Go to Project management and accounting > projects360 > Resource forecast.

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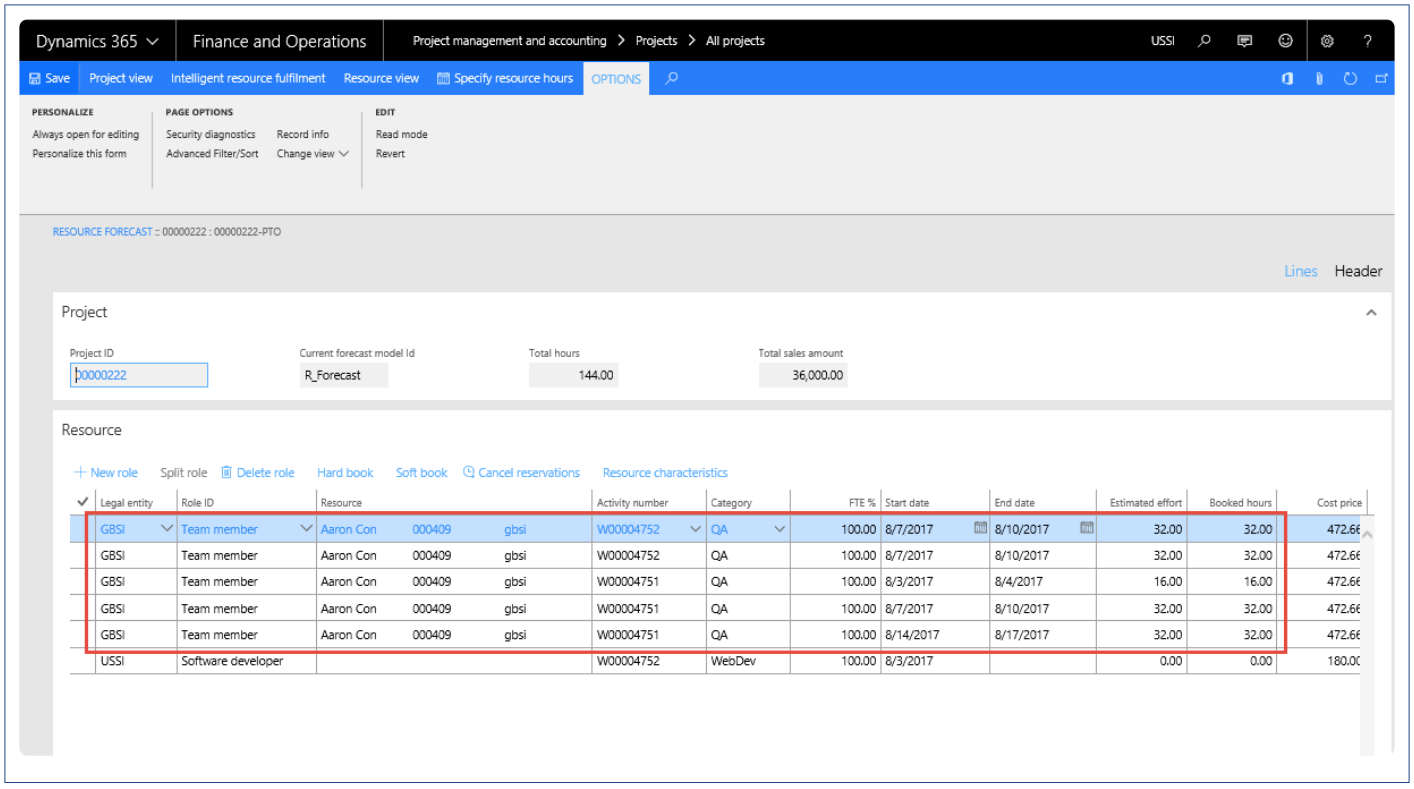

Each Resource will be listed only once in the resource forecast for the PTO project. If the resource already exists, new PTO requests get added to the existing line's booked hours on the resource forecast form.

Automatically Populate Personal Time Off lines into the Timesheet

When the parameter to automatically populate in timesheets is turned on, the approved PTO Lines with the project and the rest of the details along with hours will be populated on the timesheet for the requested period. The Logged in user will be able to edit the hours on timesheets. Below is the form where user can see the details.

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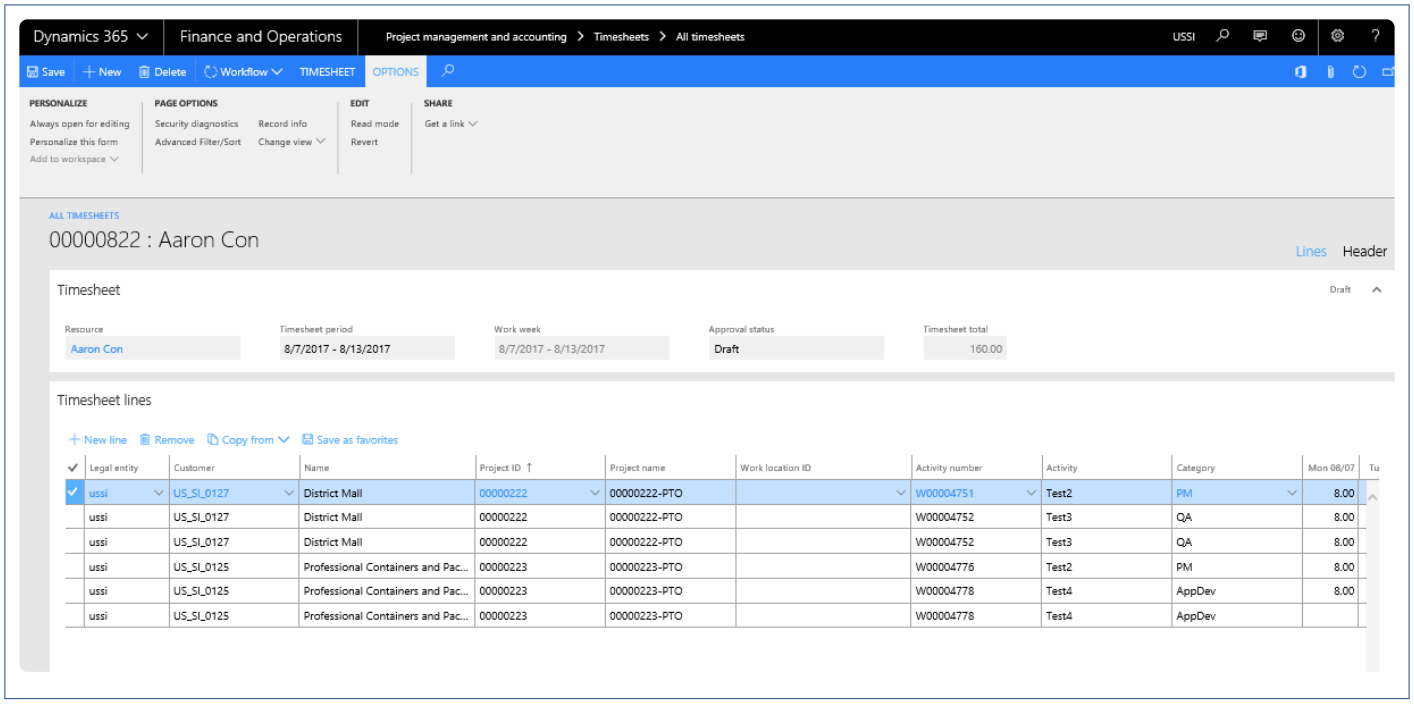

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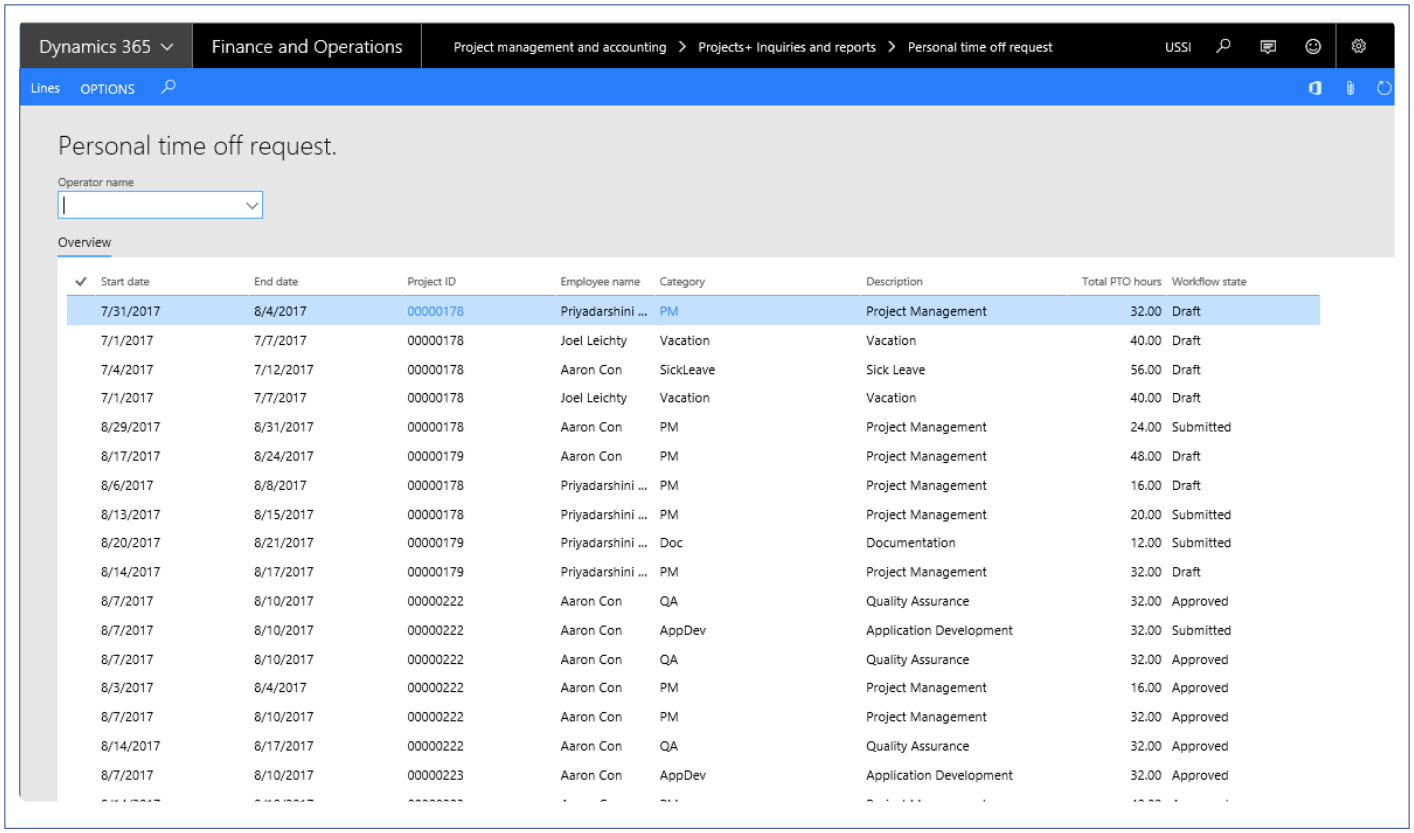
Inquire Time Off

> *Once the setups are done and personal time off is requested, this section show how the Personal time off requests are inquired and actions pertaining approval, delegation and rejections are taken on them.*

Personal Time Off Request

All the Personal time off requests are shown in the Personal time off requests inquiries form under the inquiries of Project module. The user can filter the Inquiry form with the employee name who has requested for Personal time off requests.

Go to Project management and accounting > Inquiries > projects360 > All time off requests.
Go to Personal time off > Inquiries > All time off requests.



Fields and their description on the Personal time off Inquiry form are as follows:

Field	Description
Start date	Start date of the Personal time off request period in which the leave has been requested.

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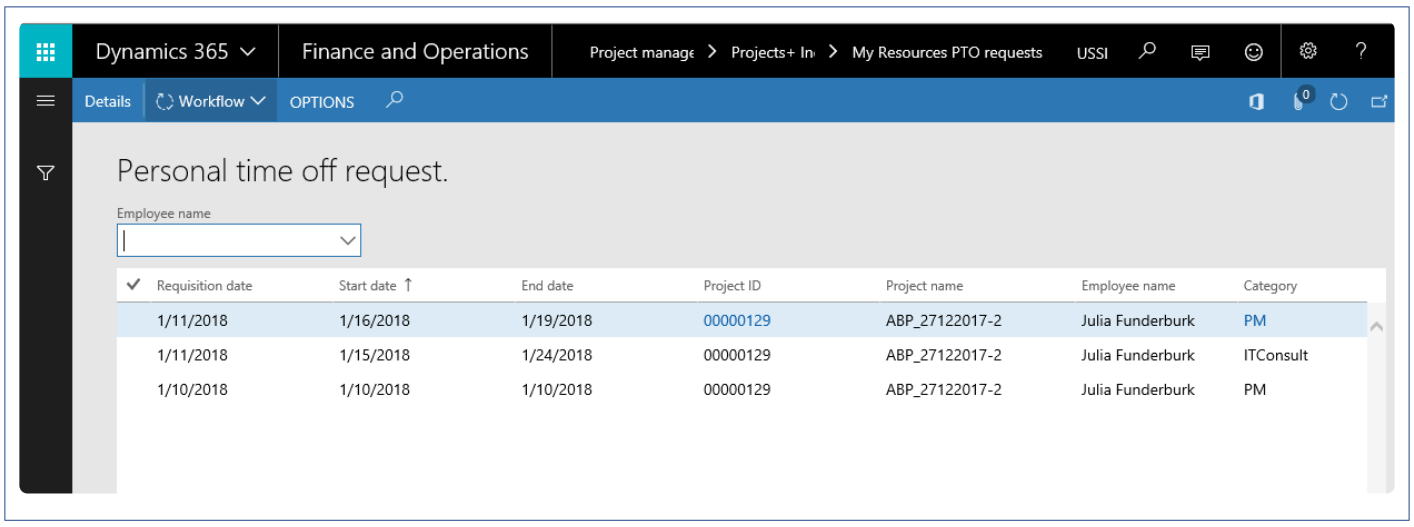
End date	End date of the Personal time off request period in which the leave has been requested.
Project ID	Project ID for which the Personal time off request is requested.
Employee name	Name of the employee, requesting for Personal time off request.
Category	Category ID from the Personal time off request request form.
Description	Description of the Category.
Total PTO hours	Sum of all the Personal time off request hours for the week.
Workflow status	Personal time off request request status.

My Resources Personal Time Off Requests

This is the new form added to the projects360, with this form resource manager can have access and view the Personal time off request assigned for an action. In this form, resource manager can view the personal time off request submitted by the resources through all the legal entities and can action on the Personal time off request assigned.

Go to Project management and accounting > projects360 Inquiries and reports > My resource time off requests.
Go to Personal time off > Inquiries > My resource time off requests.
Go to Resourcing > My resources > My resource time off requests.



This section of the form allows the user to see the Personal time off request submitted and assigned to them for action. Fields and buttons on the My Resources Personal time off request are:

Fields and their description on the My Resources Personal time off request form are as follows:

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Field	Description
Start date	Shows start date of PTO period in which leave has been requested.
End date	View the end date of the leave.
Project ID	Displays the project ID against which employee is requesting leave.
Employee name	View the name of the employee availing leave.
Category	Displays the project category against which employee is requesting leave.
Description	Displays the description of the project category.
Total PTO hours	View the total hours requested as leave.
Workflow state	View the status of the PTO request workflow/approval.

Buttons and their description on the My Resources Personal time off request form are as follows:

Buttons	Description
Details	Click to open a PTO request form.
Workflow	Click to approve or reject the request.

Workspaces

Personal Time Off has been added on the workspaces to make the information available to the user easily. All the Personal time off creation and inquiry options are available on the Project Tasks workspace.

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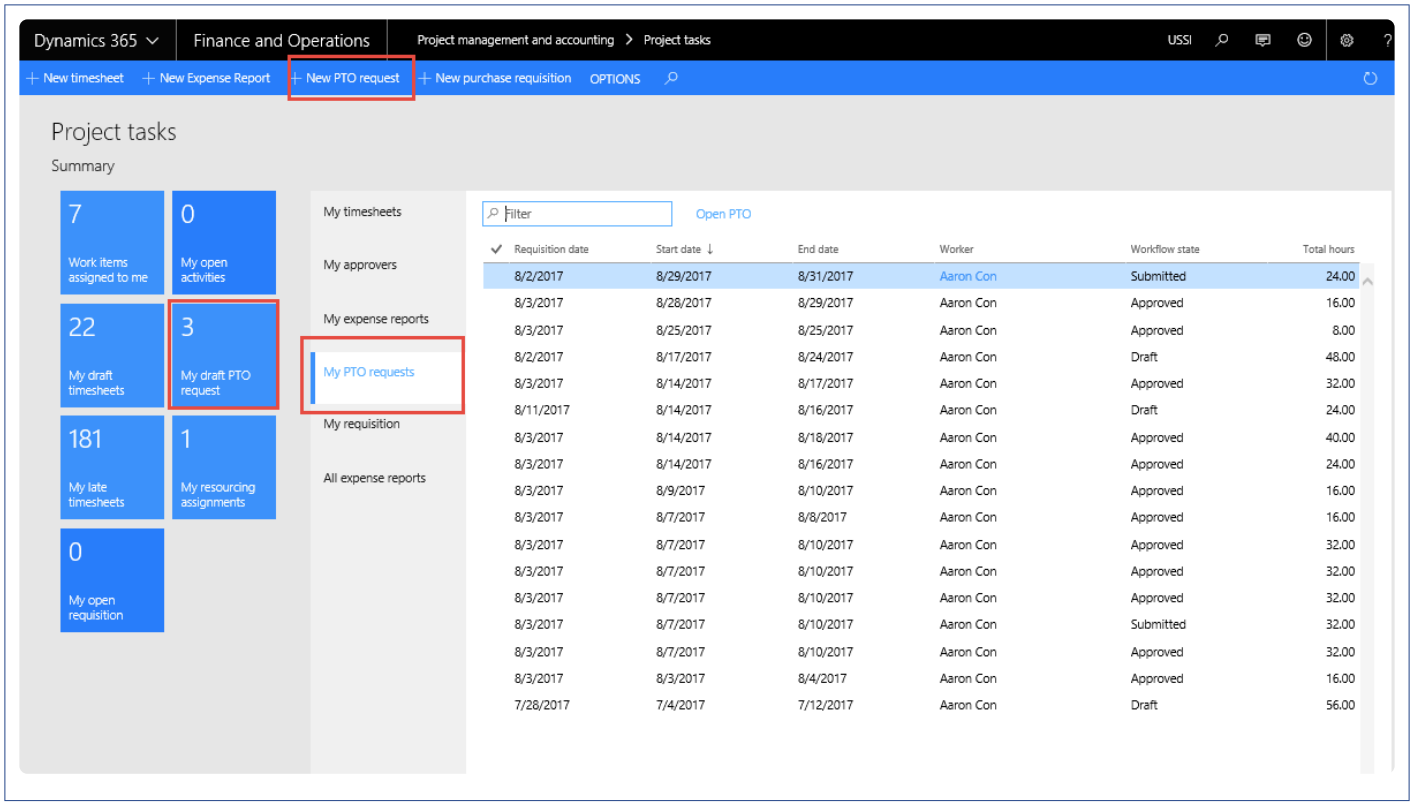

Some of the buttons and tabs releted to personal time off requests on this workspace are as follows:

- New Personal Time Off Request button: Click to open new Personal Time Off Request form to create a Personal Time Off Request.
- My Draft Personal Time Off Request Tile: My draft Personal Time Off Request tile displays all requests in draft for the logged in user.
- My Personal Time Off Requests tab: My Personal Time Off Request will display all the Personal time off requested by logged in user.
- Open Personal Time Off button: Click to open selected Personal Time Off Request record.

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PTO Balances

From projects360 8.0 release onwards, we have added a new feature to import the PTO balances from external HR or payroll systems. A data entity called 'PTO balances' is created to facilitate this import process. PTO data can be imported on a periodic basis from an external system and is shown on the fact box in the Microsoft Dynamics 365 finance and operations.

Once imported, the PTO balances can be viewed by expanding the fact box on the following forms:

Personal time off request.
Personal time off request Inquiry.
My resources PTO requests.
All Timesheets, and
My Timesheets.

A fact box is introduced to display the PTO balances data on above mentioned forms. The fact box displays the information for the selected resource on the form. If multiple records are selected together, then the fact box will not display any information. This fact box has two columns, which are Type and Balance. These two columns contain the information about the type of PTO records and balances from the last imported date respectively.

Also, list pages are introduced on the workspaces to display this data. 'My PTO balances' on the projects360 tasks workspace displays the information for resources assigned to the logged in users and on the resource management workspace, 'My employee PTO balances' list page is added. This list page displays the PTO balances of all the resources for whom the logged in user is defined as an timesheet approver.

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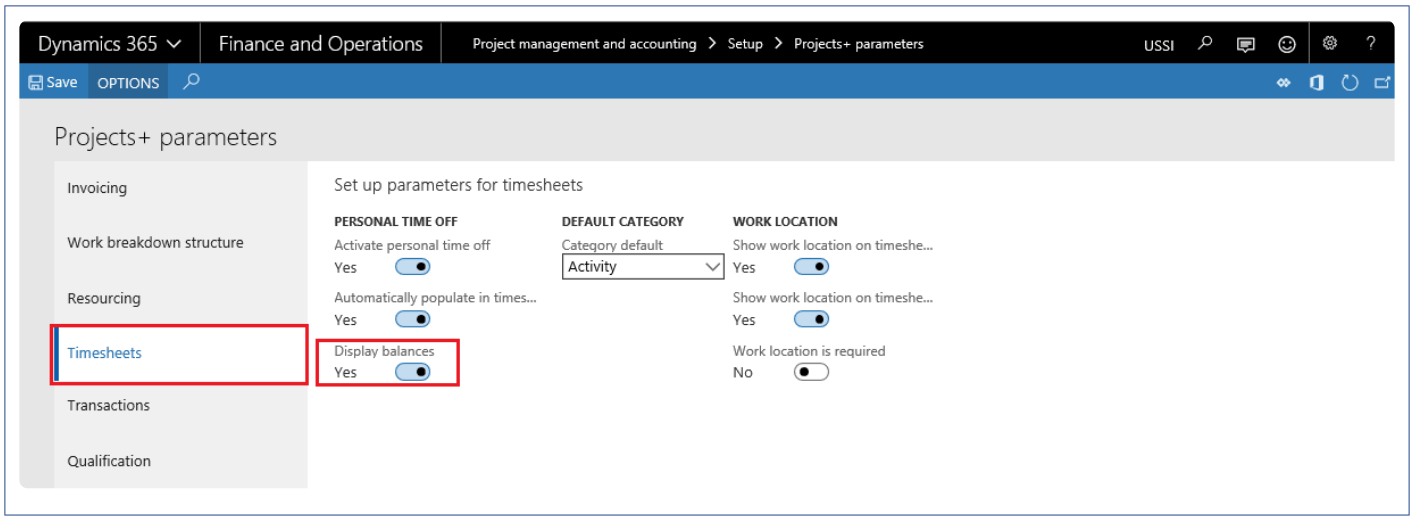
Configure PTO Balances

To start using Personal time off balances feature, user needs to perform specific setups. This sections details out the configuration process.

Parameter Setup

In the projects360 parameters, under the Timesheets tab ‘Display balances’ checkbox is available to control this feature.

Go to Project management and accounting > Setups > projects360 parameters > Timesheet tab.
Go to Personal time off > Setups > Personal time off parameters > General tab.



Mark the ‘Display balances’ checkbox to enable this feature. By default this checkbox turned off. In order to use the PTO balances feature, turn on both the ‘activate personal time off’ and ‘display balances’ check boxes.

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Import PTO Balances

This section details how the PTO balances can imported into the Microsoft Dynamics 365 for Finance & Operations.

PTO balances data entity and structure

The PTO balances can be imported into the Microsoft Dynamics 365 for Finance and Operations using the 'PTO balances' data entity created to facilitate this process.

Before you create an import project under the Data management and run the import process, download the file\data from external HR or payroll system. The file should have following fields:

Fields	Descriptions
Email ID	Email ID of the resources for which PTO balances to be imported.
Personnel number	Personnel number of the resources for which PTO balances are to be imported.
PTO balances	Balances (number of hours) against each PTO type for resources for whom data is to be imported.
PTO type	Type of PTO i.e. sick leave, vacation, etc. for resources for whom data is to be imported.
Resource name	Name of resource in column for whom data to be imported.

One of these fields, Email ID, Personnel number or Resource name should be specified in the import file. The logic used to retrieve the resource information is as follows: Get the resource information based on Personnel number, If Personnel information doesn't exist then it gets it from Email ID, if email ID also doesn't exist, then it gets the resource information based on the resource name. The PTO balances field takes the values in terms of hours and not days, so it converts your values into hours as necessary before importing.

Sample import data could be as below or download the sample file from **here**:

EMAILID	PERSONNELNUMBER	PTOBALANCES	PTOTYPE	RESOURCENAME
aprils@contoso.com	000045	8	Comp. Off	April Stewart
aprils@contoso.com	000045	24	WFH	April Stewart

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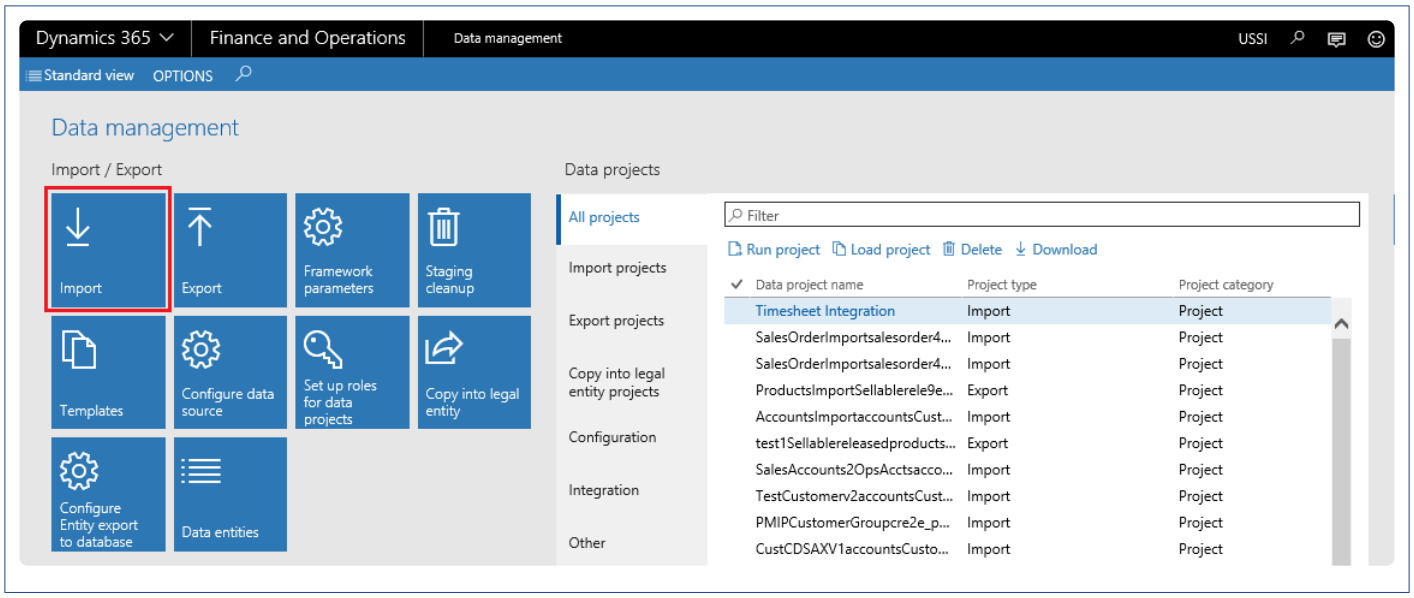
aprils@contoso.com	000045	20	EL	April Stewart
aprils@contoso.com	000045	15	SL	April Stewart

Process to Import PTO balances

The process to import the PTO balances is as follows.

1. Navigate to Workspaces > Data management > Import.



2. Enter group name and description in the import tab\section.
3. Click Add file on the selected entities tab\section.
4. Enter ‘PTO Balances’ entity name.
5. Click upload and add to select and upload the source data file. Source data will be the external HR or payroll file.
6. Once the information is loaded, close out the form.

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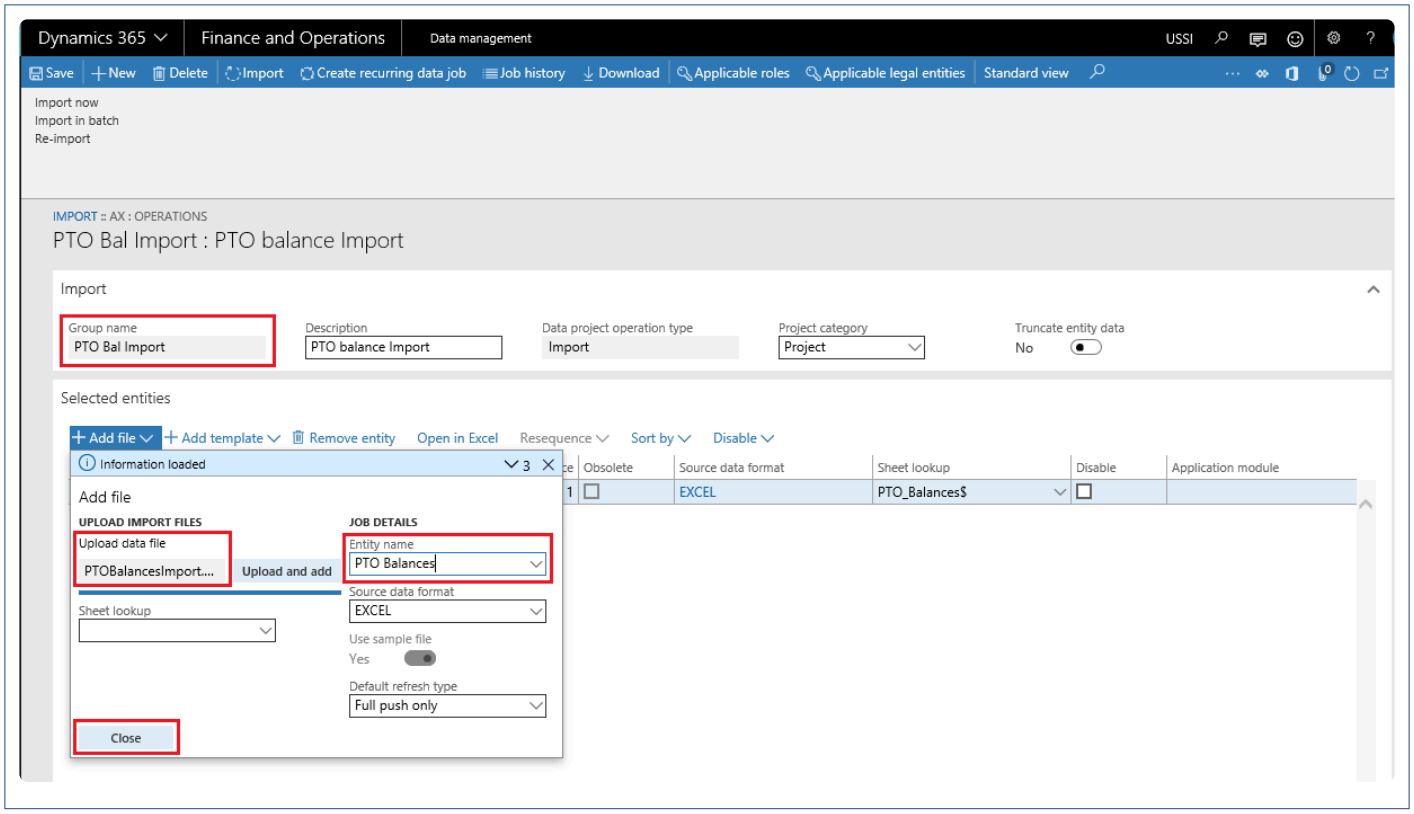
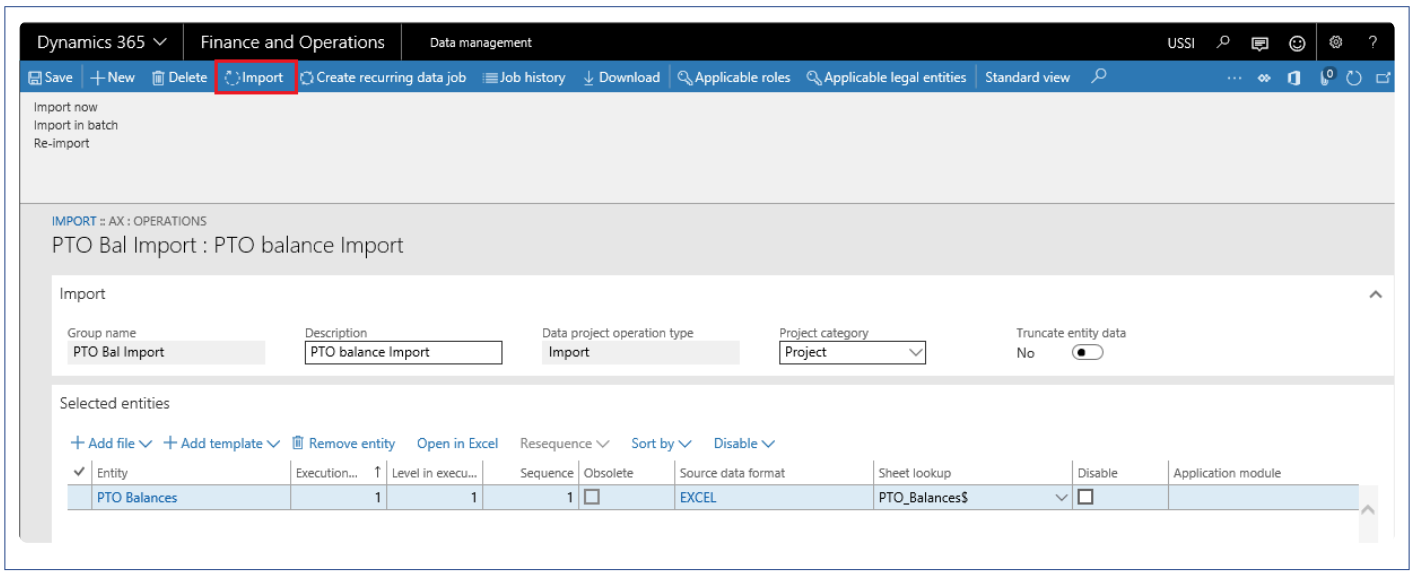


7. Now go back to the main form and click Import.



8. Once the import process is executed, for success or failure you should see the Execution summary.

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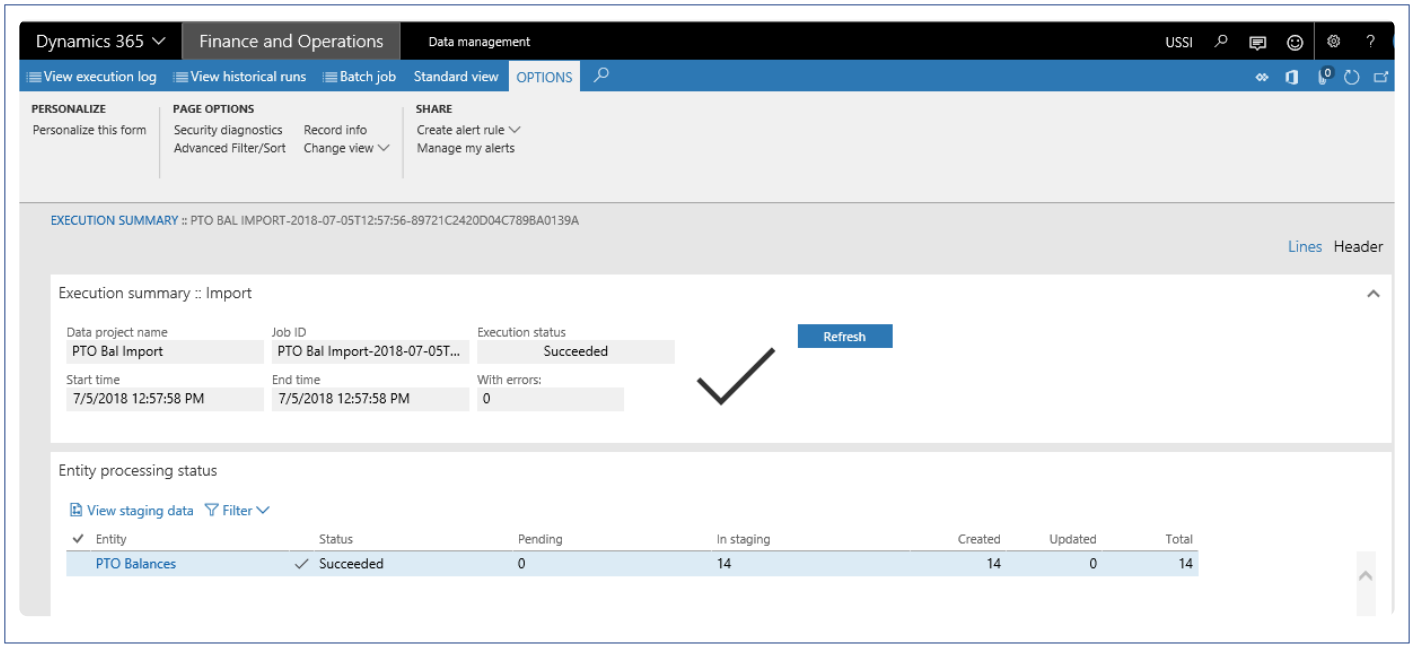
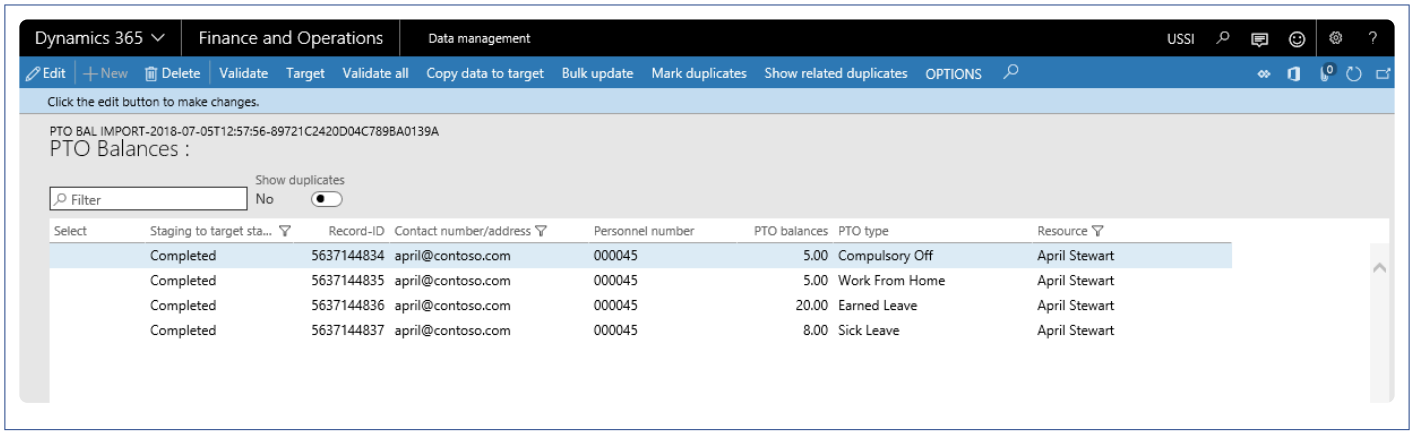


9. Also you can view the staging data by navigating to the relevant form.



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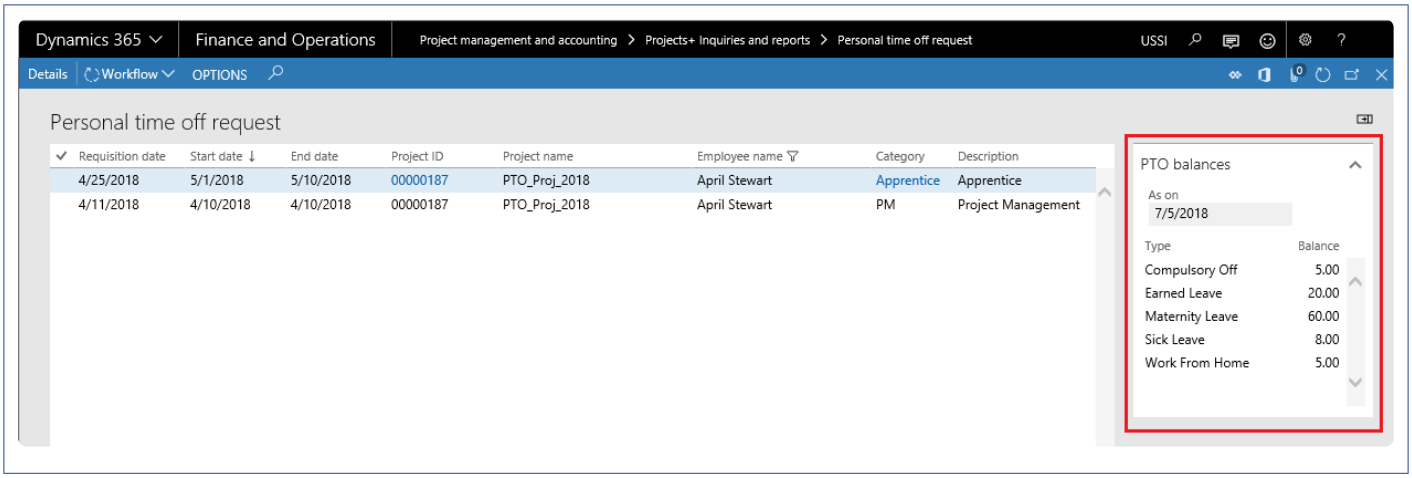
Review PTO Balances

This section details where all the PTO balances can be reviewed in the Microsoft Dynamics 365 for Finance and Operations.

Personal Time Off Request Entry

Fact box added on the personal time off form to display the PTO balances of the resource associated to the logged in user.

Go to Project management and accounting > projects360 > Personal time off request.
Go to Personal time off > My time off request > My time off requests.



Personal Time Off Request Inquiry

Fact box added on the personal time off request inquiry form to show the PTO balances for the resource selected in the grid.

Go to Project management and accounting > projects360 Inquiries and reports > All time off request.
Go to Personal time off > Inquiries > All time off requests.

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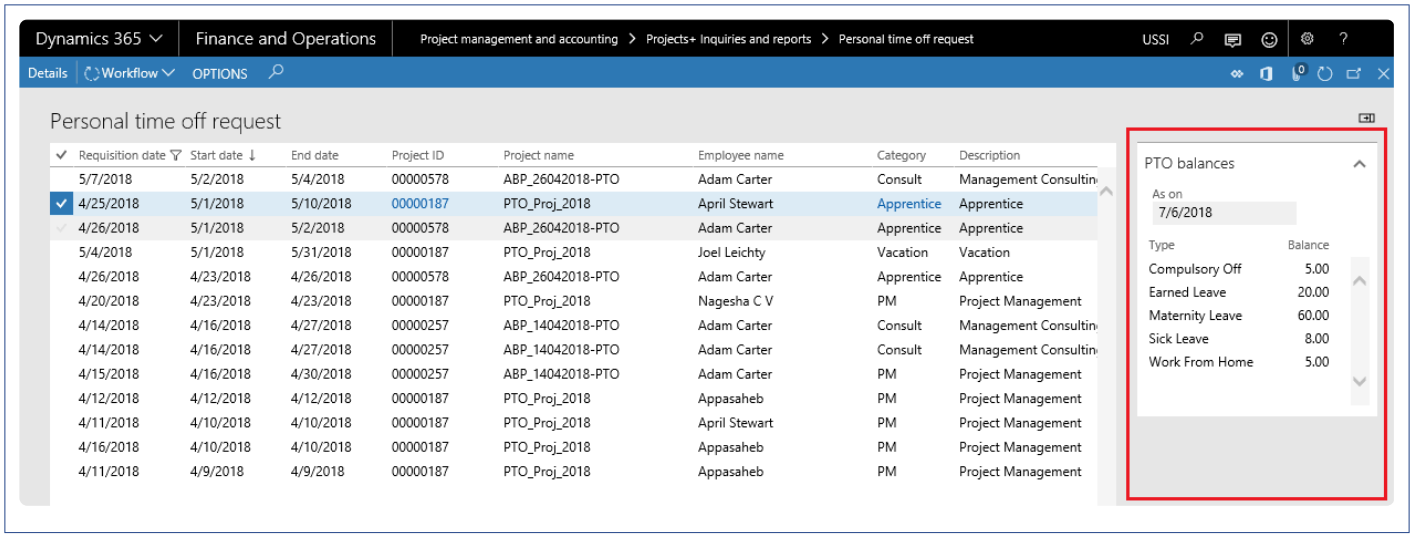
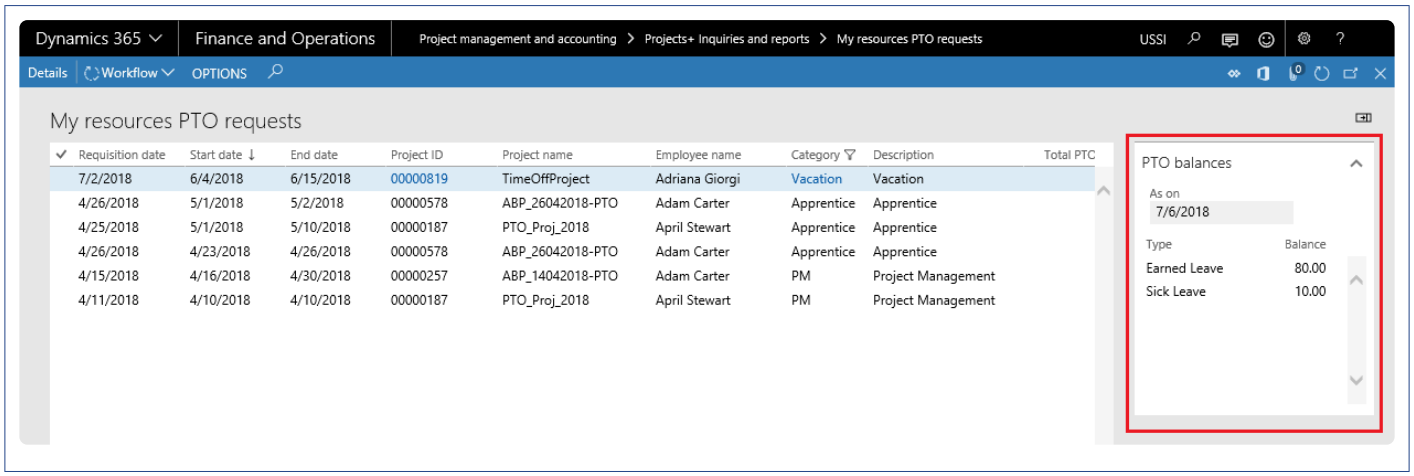


My Resources PTO Requests Inquiry

Fact box added on the My resources PTO requests inquiry form to show the PTO balances of the resources for whom the logged in user is defined as the timesheet approver.

Go to Project management and accounting > projects360 Inquiries and reports > My resources time off requests.
Go to Personal time off > Inquiries > My resources time off requests.
Go to Resourcing > My resources > My resources time off requests.



All Timesheets

Fact box added on the all timesheets form to show the PTO balances for the resource against the selected timesheet record.

Go to Project management and accounting > Timesheets > All timesheets.

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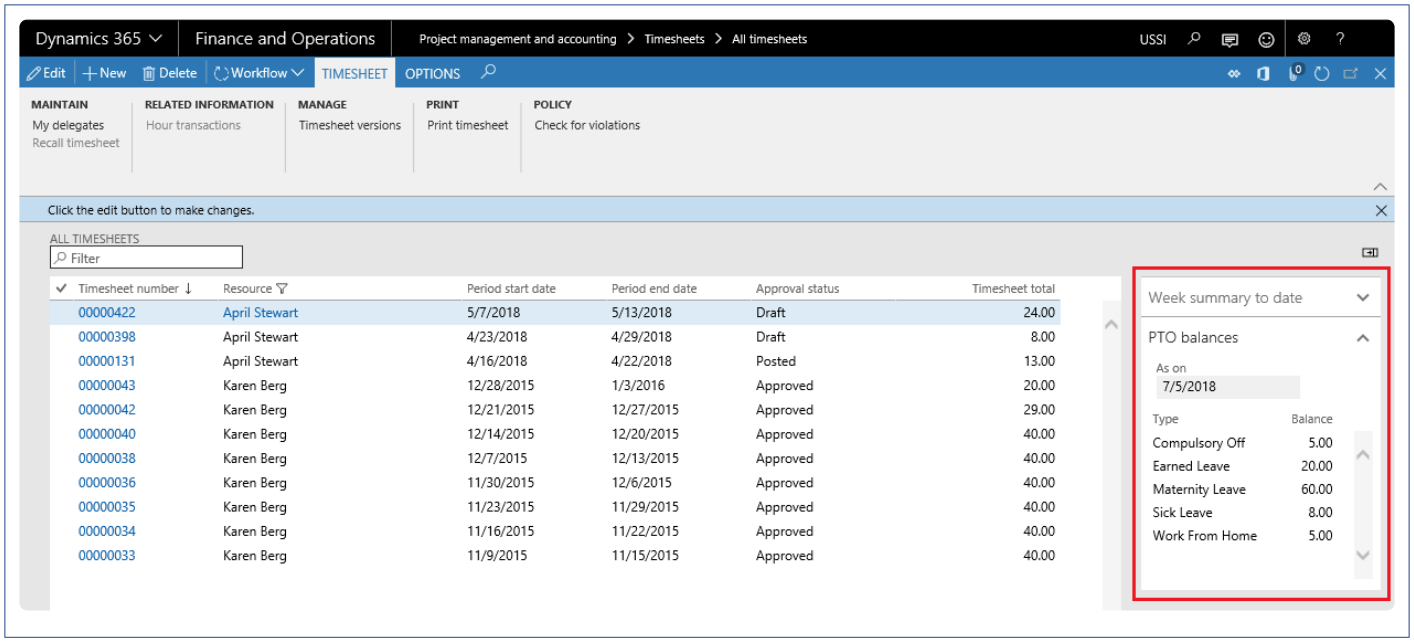
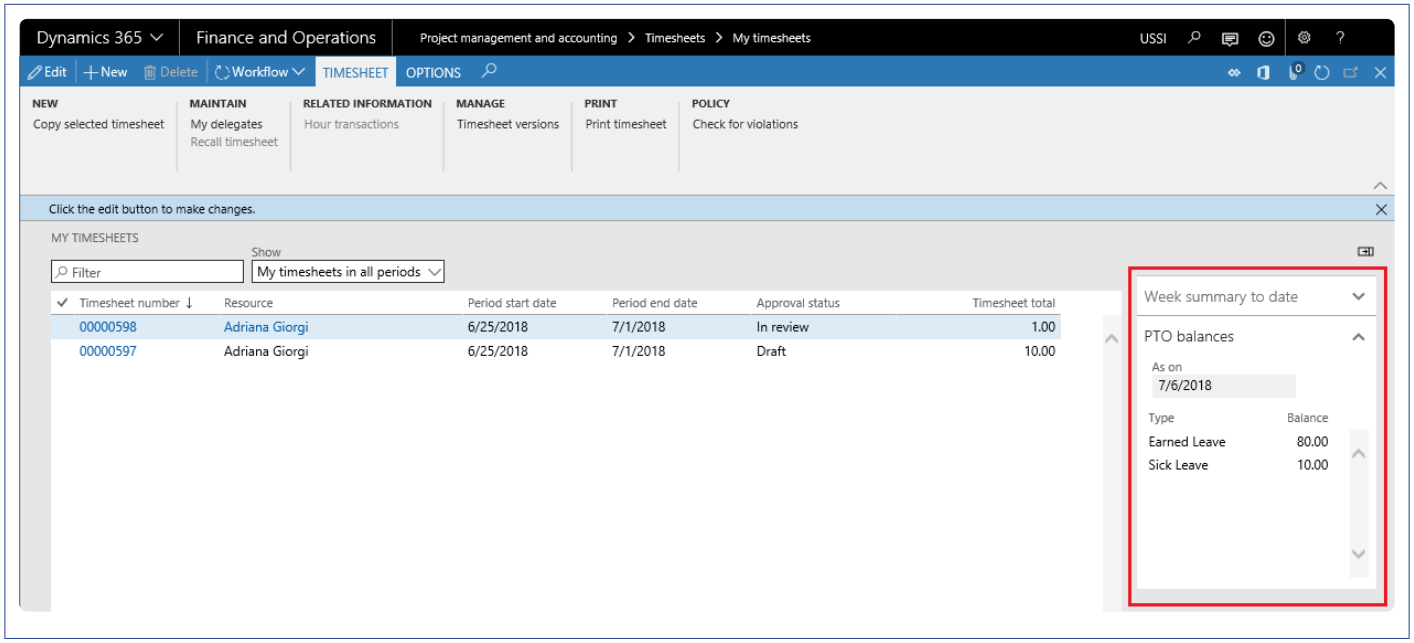
Go to Timesheets > Process timesheet > All timesheets.



MyTimesheets

Fact box added on the my timesheets form to show the PTO balances of the resource associated to the logged in user.

Go to Project management and accounting > Timesheets > My timesheets.
Go to Timesheets > My timesheets > My timesheets.

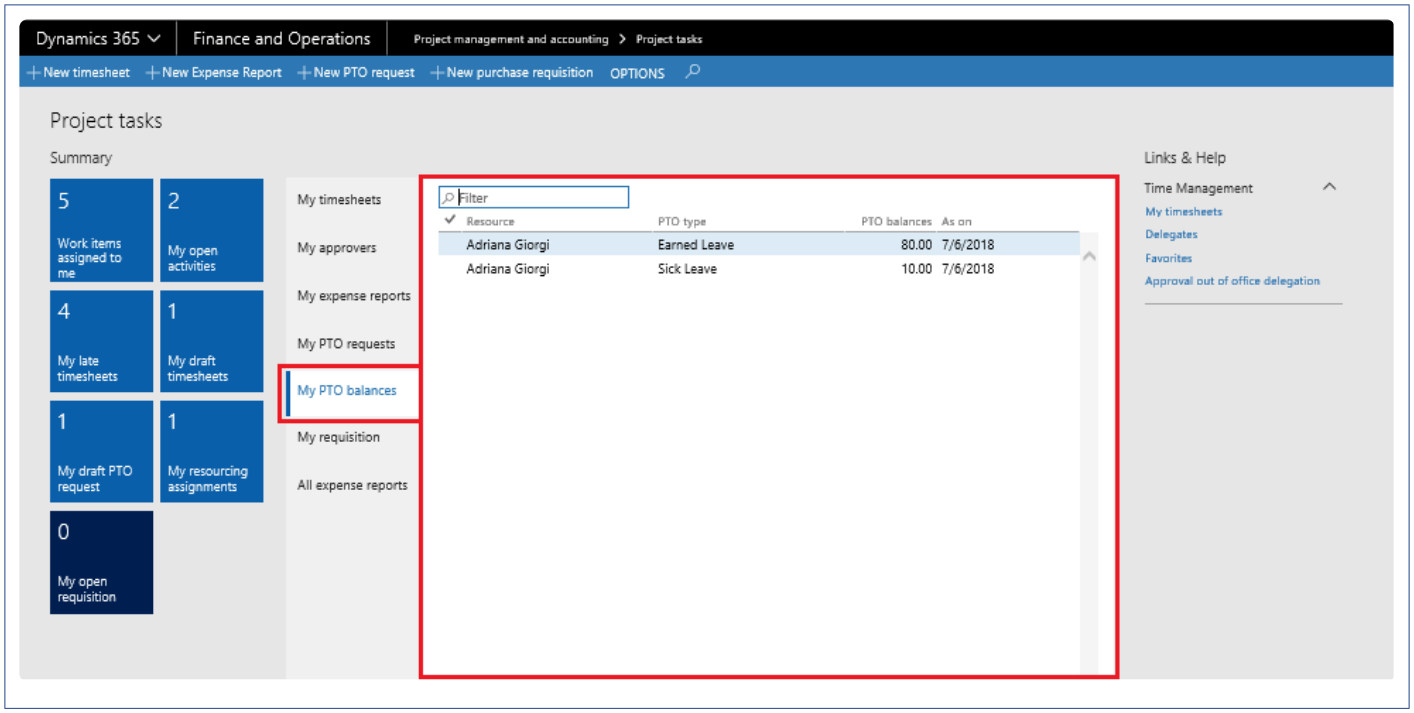


Workspaces

Project Tasks

New list page ‘My PTO balances’ is added to show the PTO balances of the resource associated with the logged in user.

Workspaces > Project tasks



Resource Management

New list page ‘My employee PTO balances’ is added to show balances of the resource for whom the logged in user is defined as the timesheet approver..

Workspaces > Resource management

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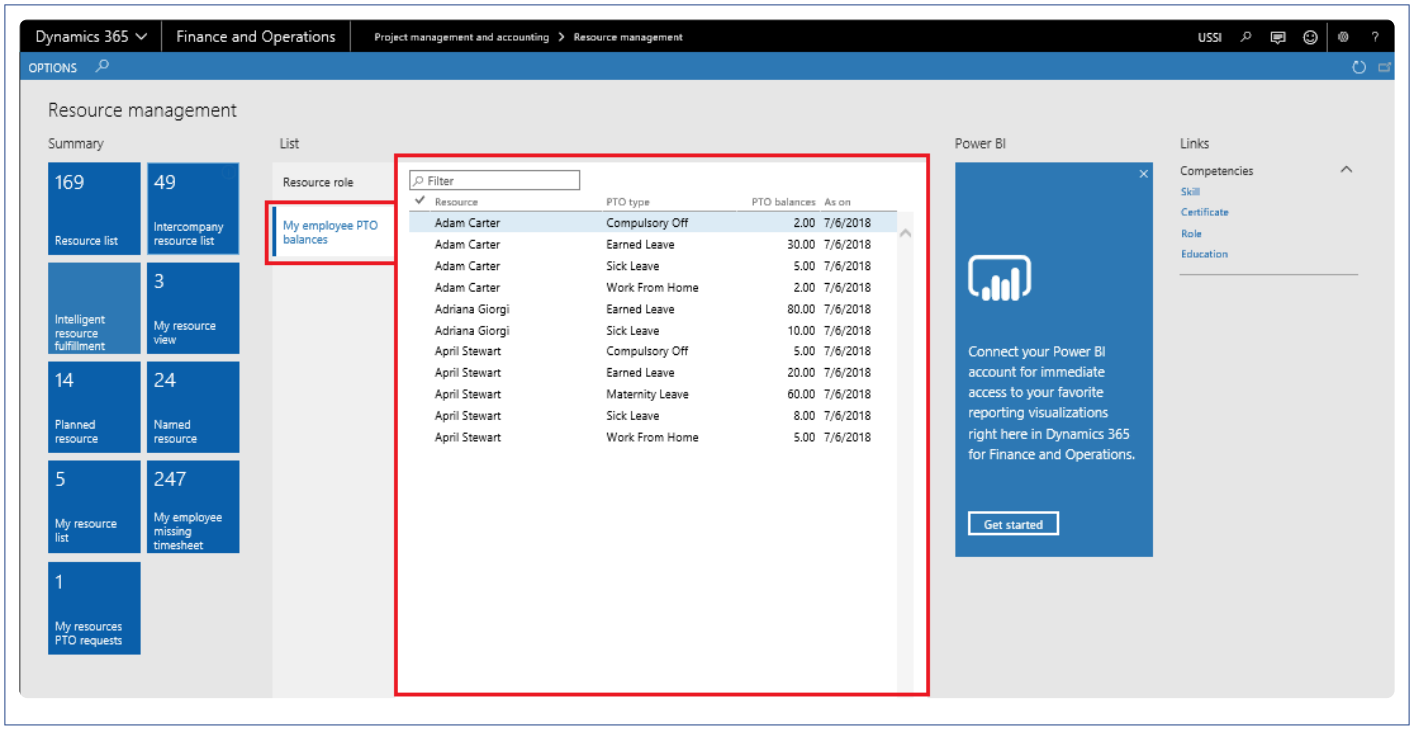

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Work Locations

The Work location feature has been introduced to include the work location on timesheets where the user can choose this information. The location could be at project site, home or office.

This feature is introduced due to statutory requirements, where in some countries, based on the location of the person the taxes are calculated and paid.

Work location information can be used as a basis for pricing (manual effort) if the contract does have prices which vary from one work location to another, depending on the project contract.

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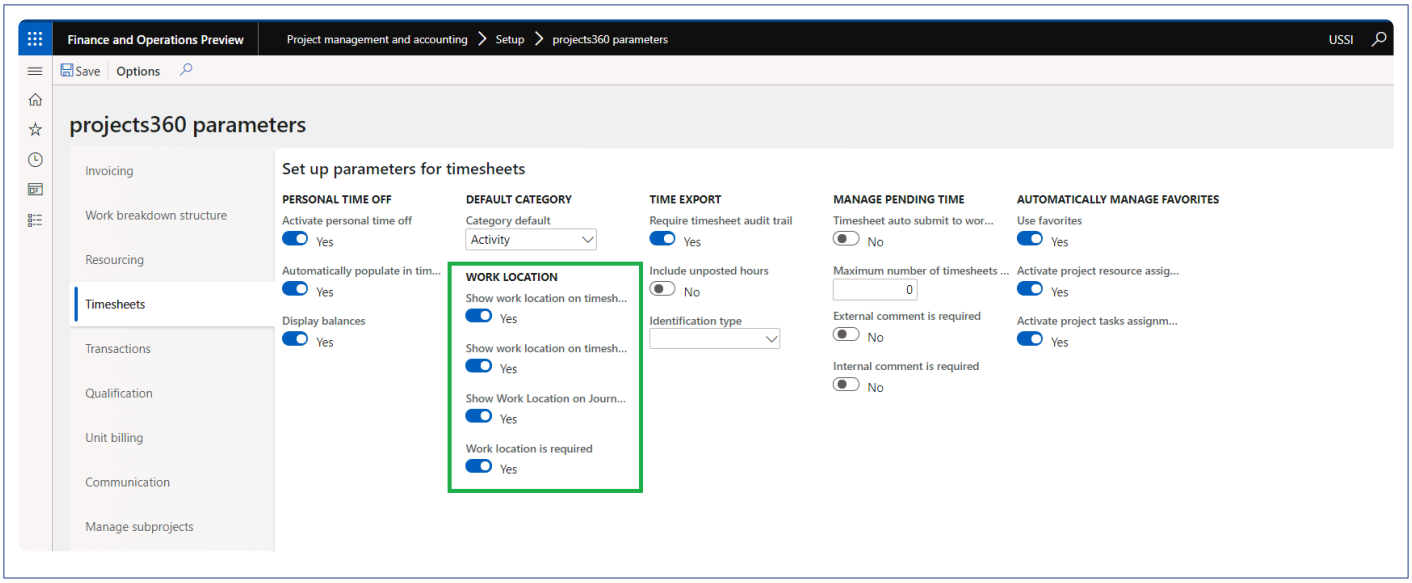
Configure Work Location

This section details the setups required to be configured in order to use the work locations feature.

Parameter Setup

Parameter allows you define on which kind of transactions you want to activate this functionality against. Based on the checkbox selection, work location field will be enabled on the respective forms, allowing users to enter the work location details.

Go to Project management and accounting > Setup > projects360 Parameter > Timesheets tab
Go to Timesheets > Setup > Timesheet parameters > General tab



Below are parameters that have been added for this feature.

Fields	Description
Show work location on timesheet lines	When the user chooses Yes in this check box, the Work locations ID field is displayed on the timesheets next to the project name.
Show work location on timesheet	When the user chooses Yes in this check box, the work location field will be displayed on the timesheet line detail section.

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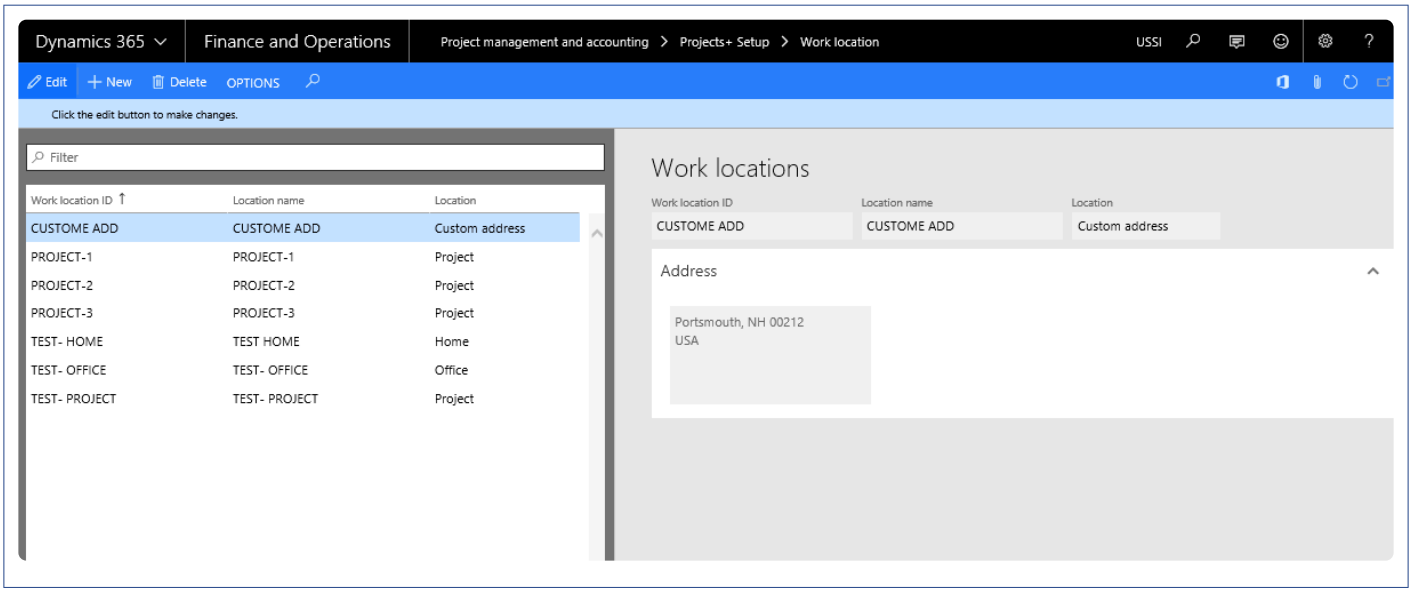
transactions	
Show Work Location on Journals	When the user chooses Yes in this check box, the work location field will be displayed on the Hour and Beginning balance journals.
Work location is required	When the user chooses Yes in this check box, it is required that the user enters the details in this field.

Note – When both parameters (2 and 3) are turned on, then the system defaults the work location from the line defaults to the transaction level and the user can then change if required.

Work Location Setup

New form has been introduced for this feature to allow users to setup the work location ID. The form is known “Work Location” and it is available in below navigation.

Project management and accounting > projects360 setups > Work Location
Go to Timesheets > Setup > Work Location



The form contains the following fields:

- Work location id – Text field where the user can enter the work location ID. Once the user enters the ID and tabs out of the field, the user cannot edit the field.

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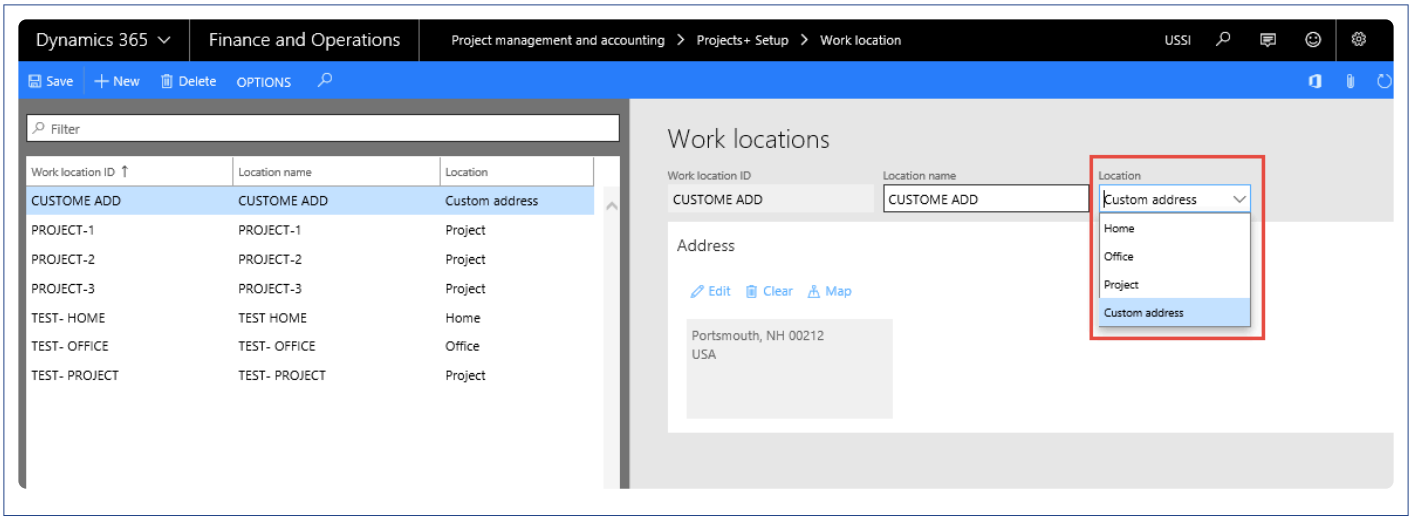
- Location name – Editable field, where the user can enter the location name and will be allowed to edit even after saving the record.
- Location – This is a drop-down field with the following values in it:
  - Home
  - Office
  - Project
  - Custom – When the user chooses this option then the user must enter the address in the address button. In case the user does not enter the address then the user will not be allowed to exit the record and an error message “Enter the address for the location – Custom” is displayed, forcing the user to enter the address.



Address Fast Tab – This tab is enabled when the Location is set to custom. The user can enter an address as in the standard address form in AX7.0.

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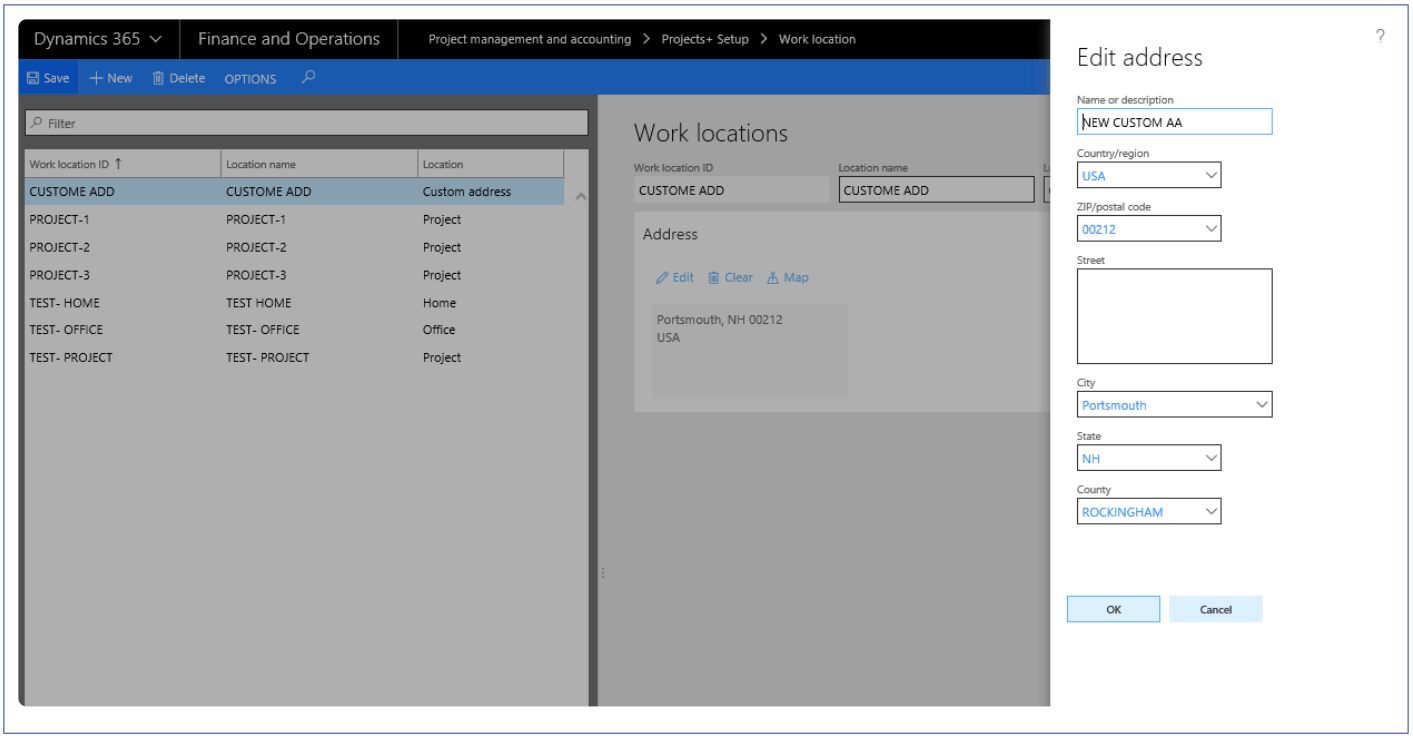
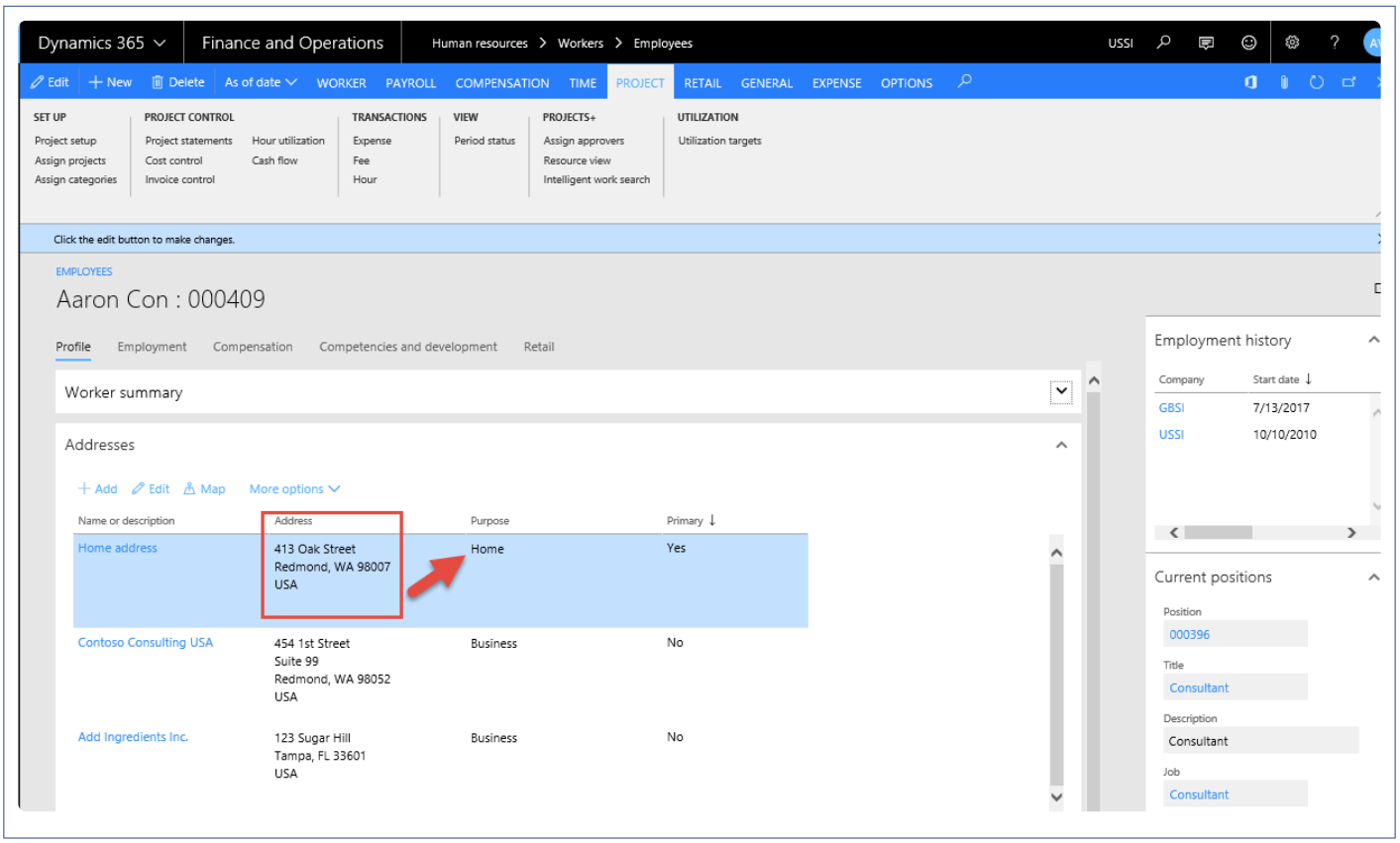


Based on the location defined the location ID is being picked from standard address tables as displayed in the following screenshots:

Home – Worker's employee record primary address:



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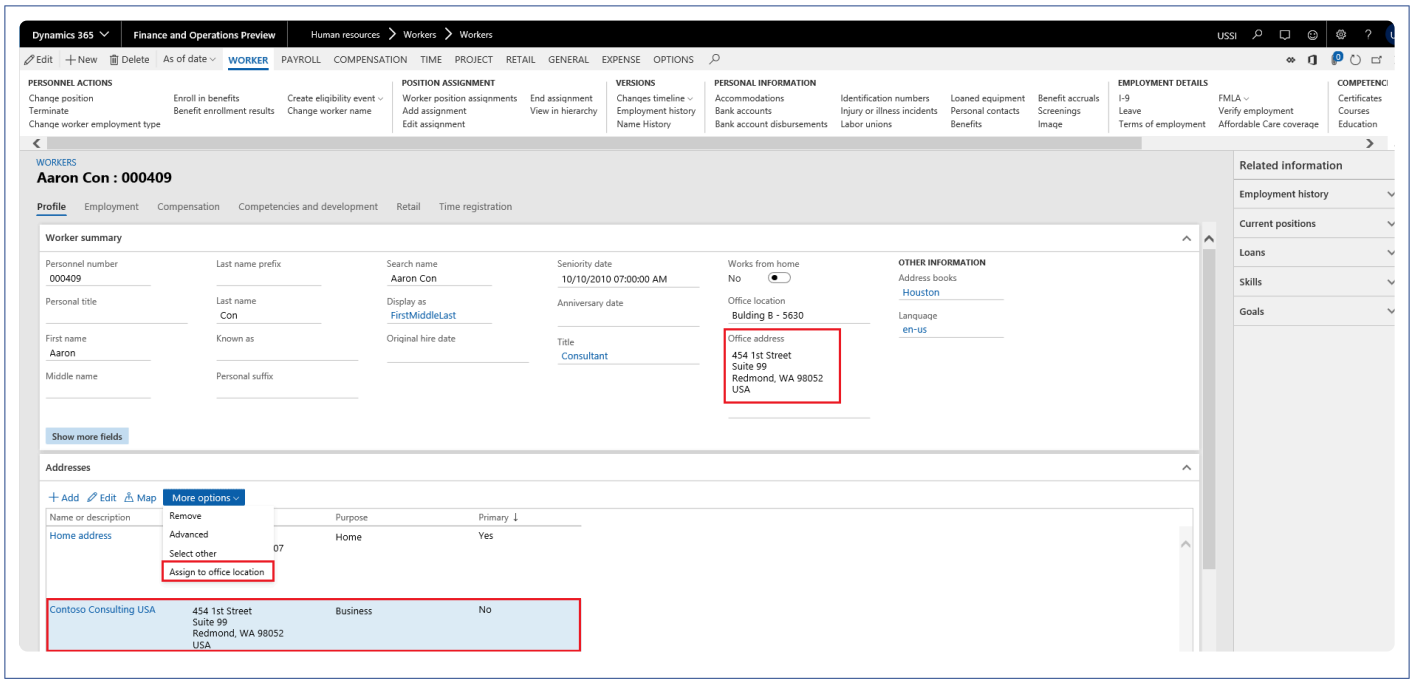
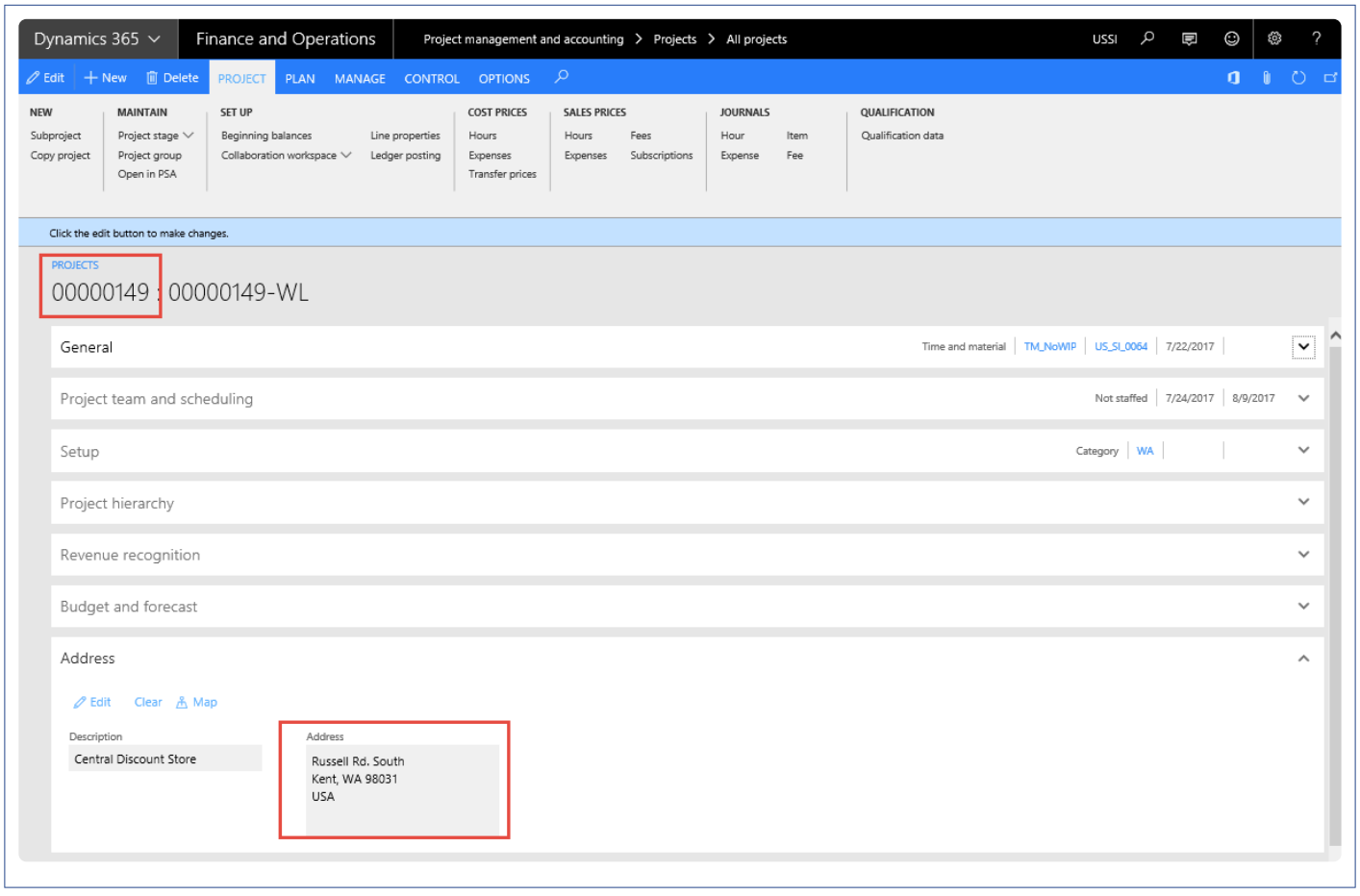
Office – Worker's employee record office location (link on employment record). To link the office location, Select the address and click on button 'More options > Assign to office location'.



Project – Project address defined on the selected project.

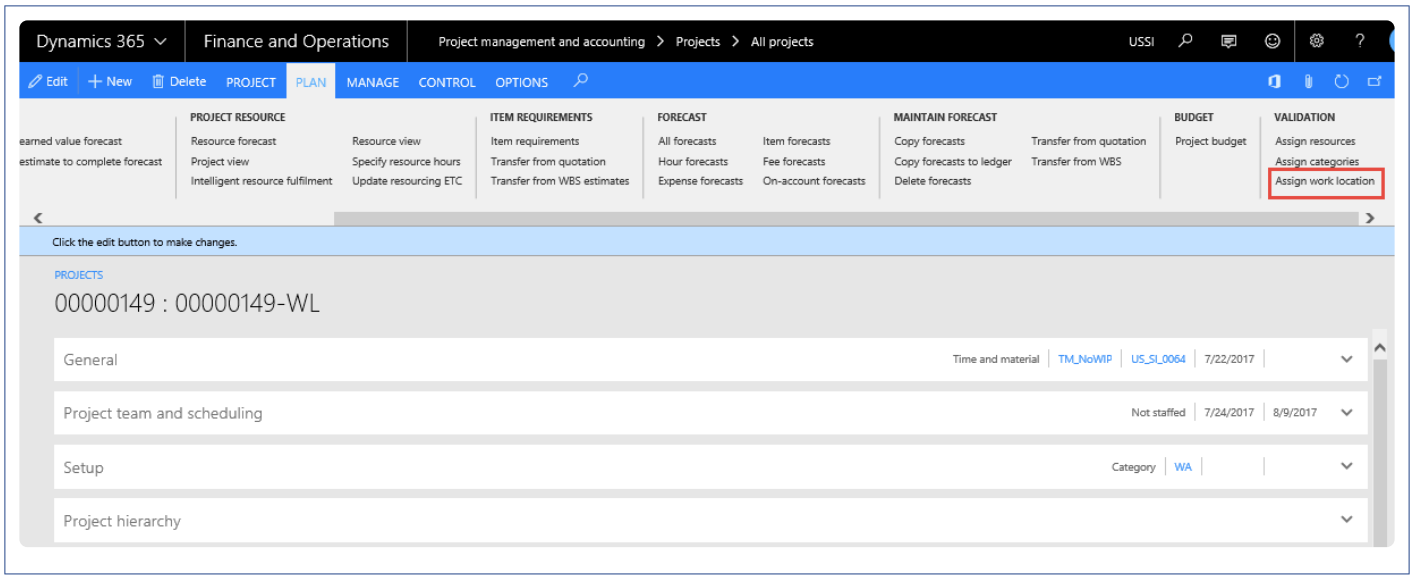


Custom – Address entered in the new Work Location form, for location type custom.

Setup – Assign Work Locations

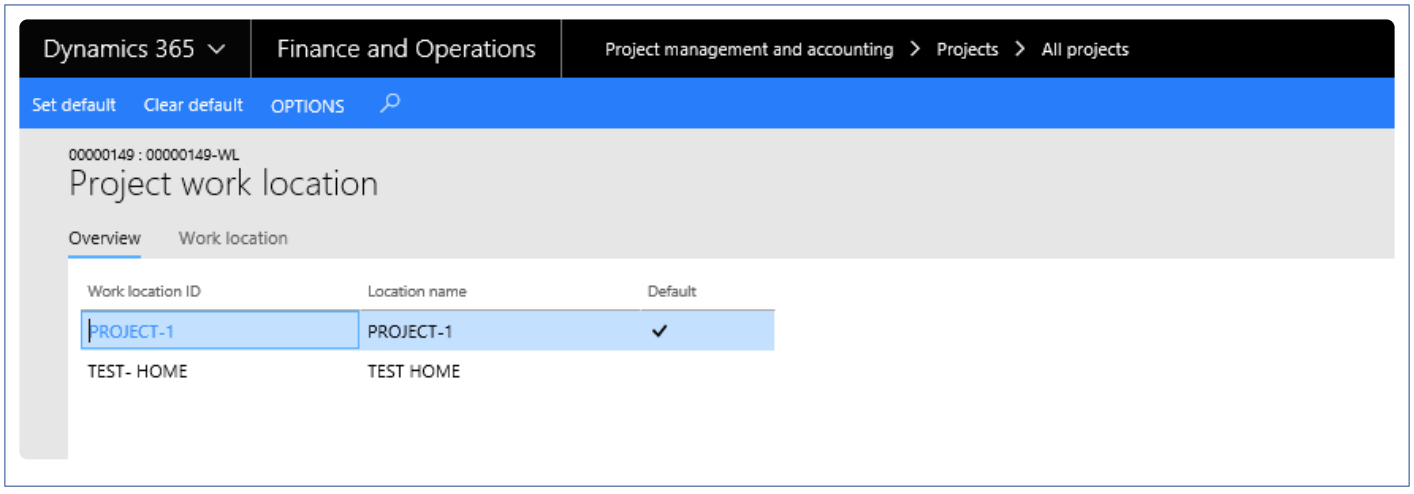
This is a new form introduced for the user to select the work locations that can be allowed for the project. Thus, when the user selects this project on the timesheet, only those work locations entered or selected in this form are displayed.

However, if the user leaves this form blank then all the work locations will be displayed in the drop down on the timesheet. Assign work locations form will be available in the Validation group, as shown in the below screenshot on the All Projects list page.



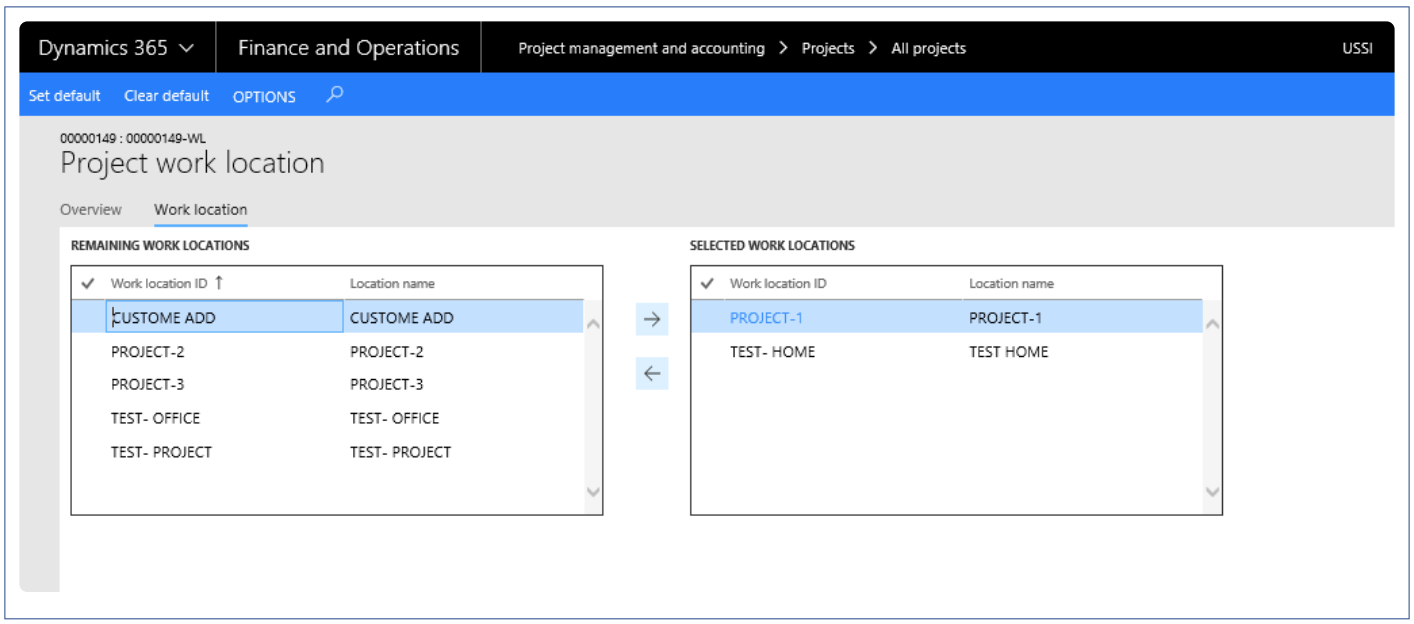
There is also an option to mark the default work location so that there is a default value of work location on the timesheet line or at the transaction level.

The form contains two tabs:



Overview Tab – Where the information of all the selected work locations will be visible to the user. This tab contains the following fields:

- Work location id – field where all the selected work location ID's selected under the work location tab is displayed.
- Work location name – field where all the selected work location name selected under the work location tab is displayed.
- Default – shows the record that is default onto timesheets, for this project.
- Set default button- using which the user can setup a default work location ID, to default onto timesheets.
- Clear default- To clear the default option on the form. The timesheet will show a blank work location ID by default, and the lookup will display all the selected work location records selected in the Work location tab.



Work Location Tab – Shows all the work location available. It has two sections as defined below.

- Remaining work locations – where the list of all work locations that have not yet been selected and moved over to the Selected work locations is available.
- Selected work locations – where the list of work locations that have been selected from the remaining work location is stored.

Two arrow buttons for the selection and de-selection of records and move records between the sections.

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Enter Work Locations

This section defines how work locations are entered on the timesheets and are validated during different processes e.g. on timesheet creation, on submission and during posting. This section also details the validations added while copying timesheet from different places i.e. from timesheets, favorites and assignments etc.

Timesheets and Work Location field

On Creation

The timesheets form is modified to include the work locations field next to the project name if the parameter “Show work location on timesheet lines” is set to yes. The work location will also be visible on the line details of the timesheet if the parameter “Show work location on timesheet transactions” is set to yes.

After the user chooses the project ID, based on the assignment setup, the work location will default onto the timesheet, the same will default into the line details and the user will be able to edit these values.

The work location lookup will show only the work locations that are selected in the Project work locations form. However, if the user has not defined any work locations on the assignment form, then all the work locations will show up in the lookup.

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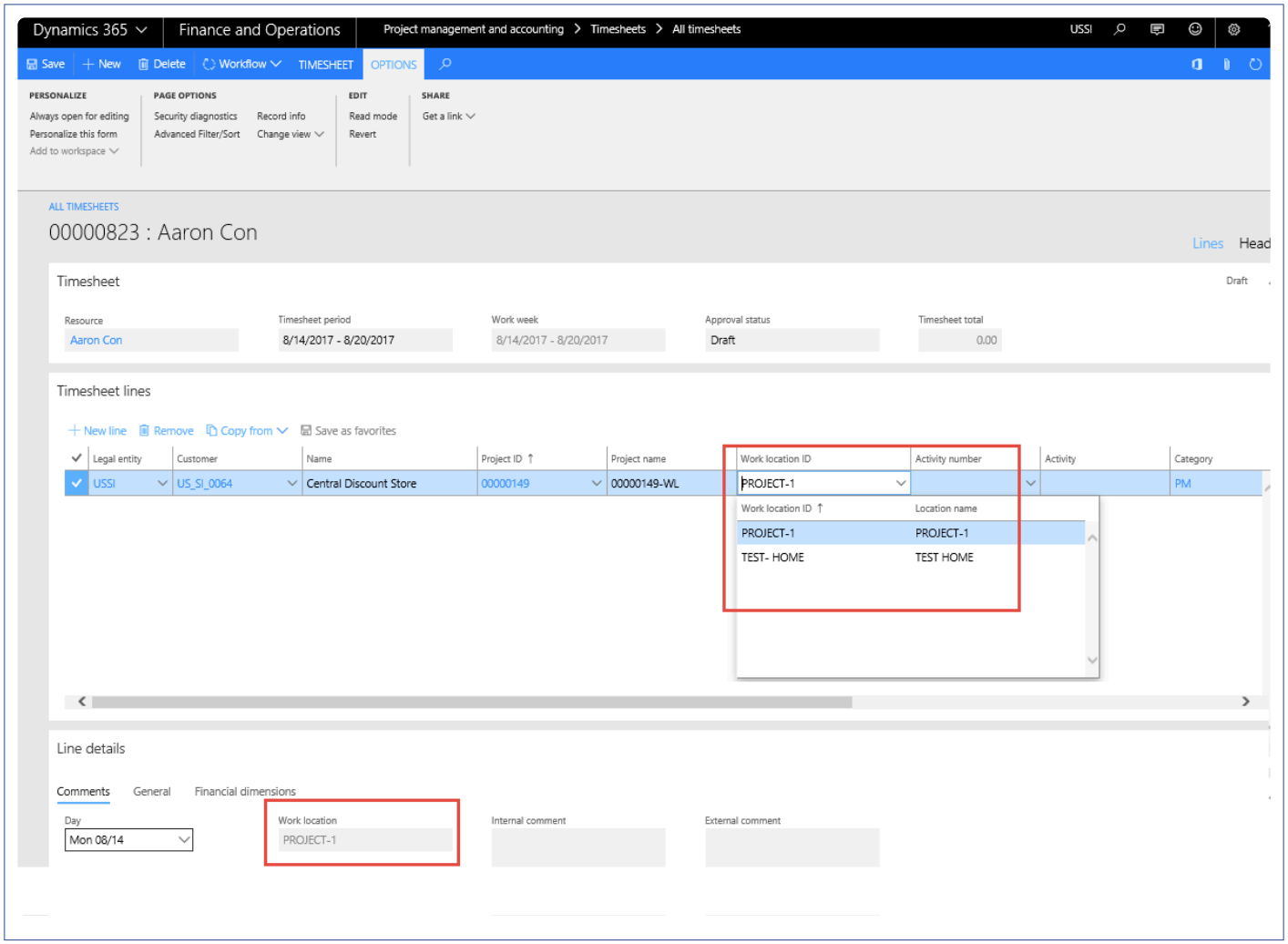

On Submission

If the parameter “Work location is required” is set to yes, there will be a validation of the work location ID selected on the timesheet line/transaction level or else, an error message will be populated “Enter the work location”. Until the user enters the work location, the user will not be able to save the timesheet.

The work location ID will be displayed on the timesheet even during approval.

The timesheet line level approval form includes the work location ID field, so that the approver can see the work location ID.

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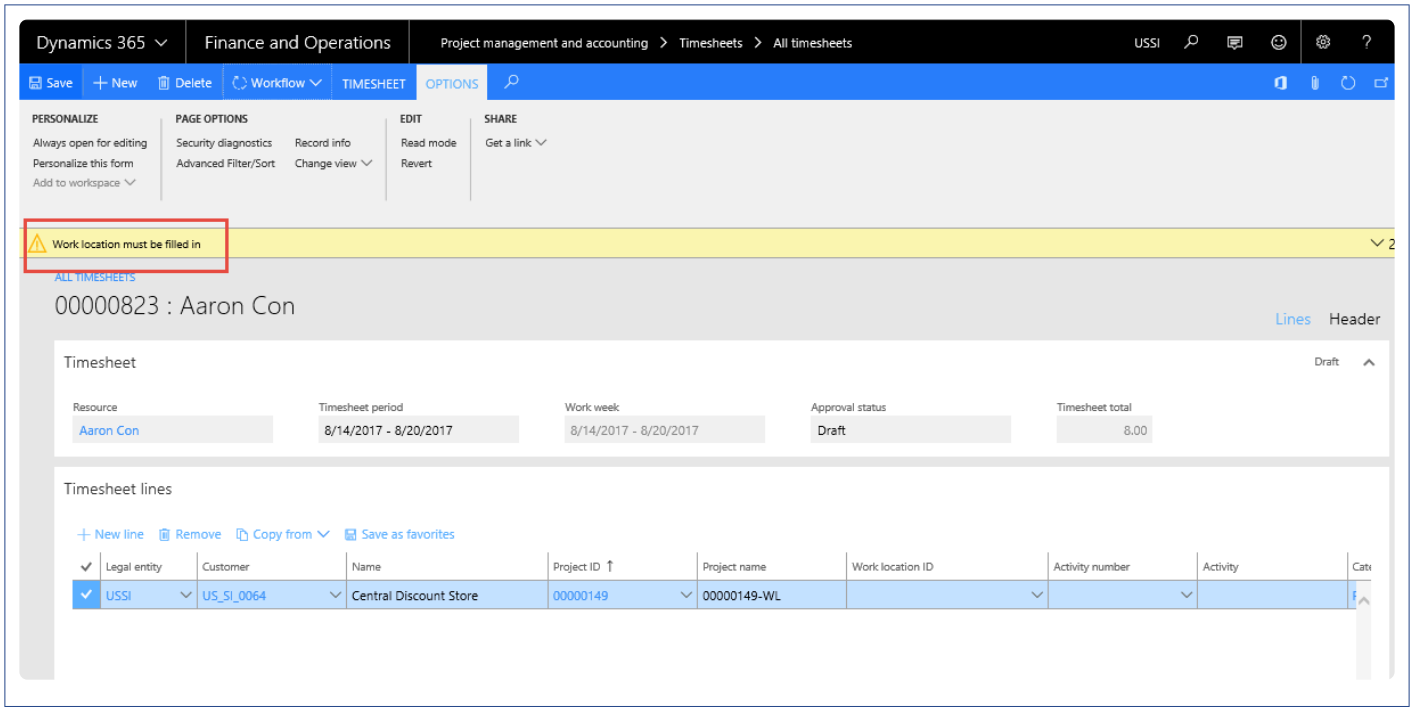
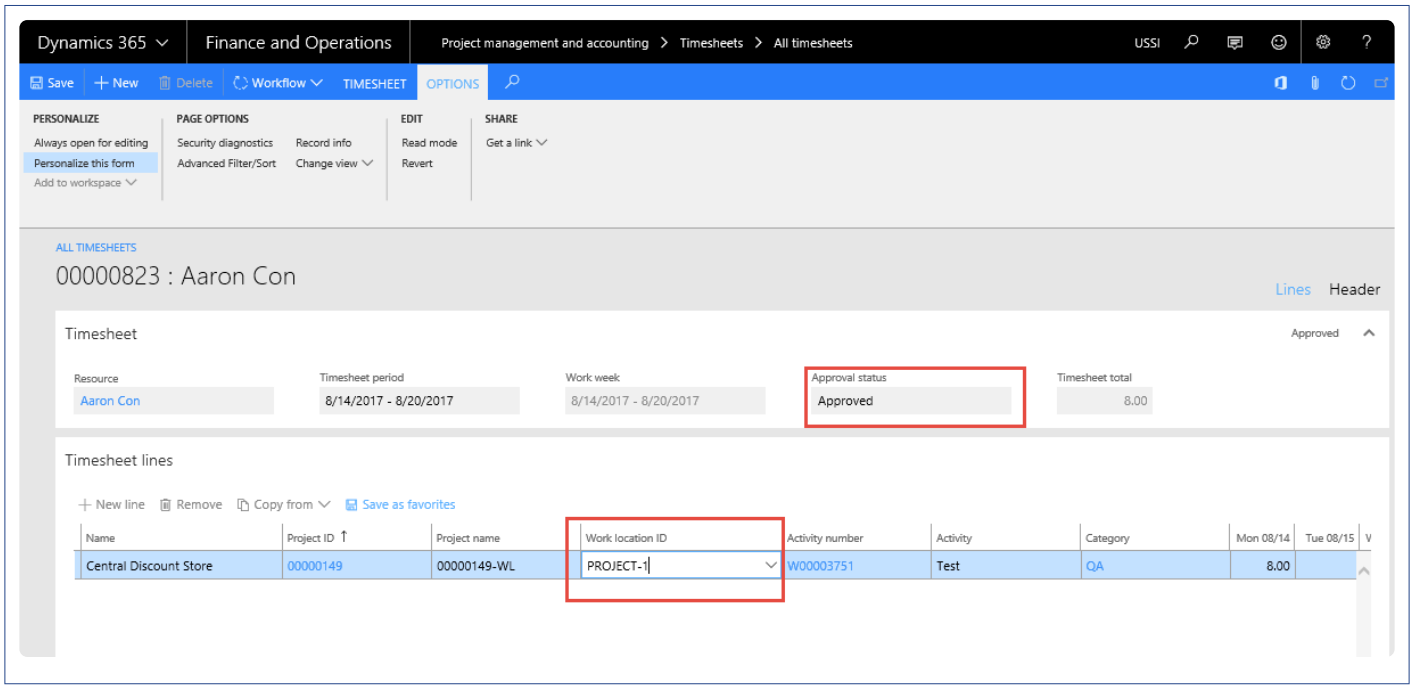


On Posting

The system will check whether the work location ID on the timesheet is present and the corresponding addresses/location ID is available, or else an error message is displayed: “Setup up the address for the work location %%% ”, where %% is the work location.

Work location ID field will be editable when the timesheet status is approved, so that the project accountant can edit the field if required after the project manager has approved the line.

Once all the location ID’s are available the user will be allowed to post the timesheet.



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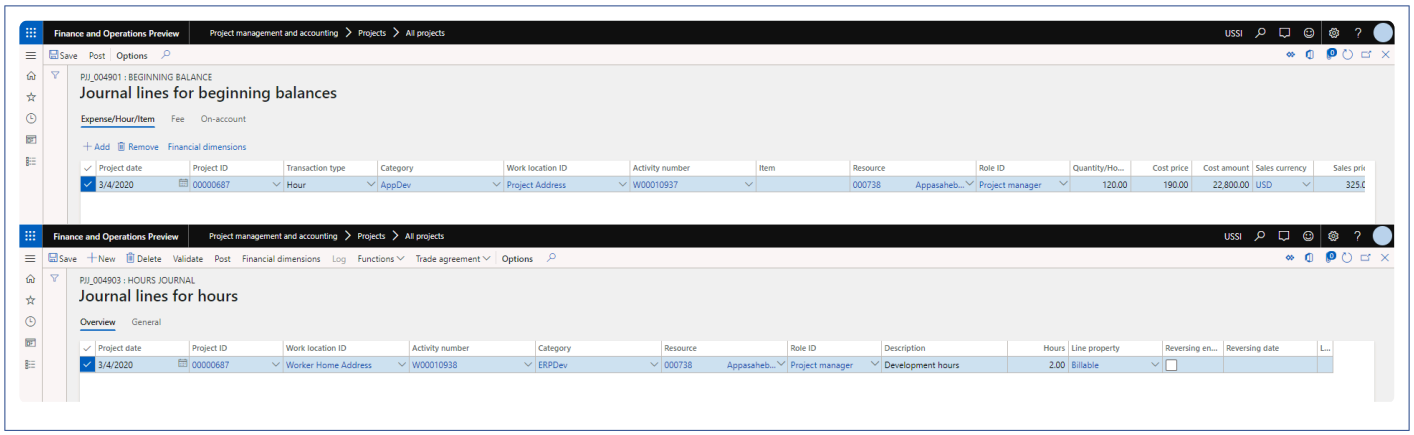
Timesheets – creation other than manual

Timesheet can be created from various ways, and the behavior of the Work location field for each of them is as follows:

- Copy from timesheets –The work locations from the previous timesheets will not be copied, however if there is a default timesheet for the project used in the previous timesheets, then the default will be copied, the rest will have to be entered by the user.
- Copy from favorites – Unless there is a default defined for the project that is being used, the work location ID will be blank.
- Copy from assignments – Unless there is a default defined for the project that is being used, the work location ID will be blank.
- Approved PTO Lines being inserted into Timesheets – Unless there is a default defined for the project that is being used, the work location ID will be blank.

Work location on Journals

The Hour and Beginning balance journals forms are modified to include the work locations field next to the project ID and category respectively if the parameter “Show work location on Journals” is set to yes. Users can enter the work location, If work location is mandatory an error will be thrown as soon as user tries to save the record. All the other validations related to work location are handled during the posting process.



Timesheets – Others

Intercompany Timesheets

Using the RecId? enhancements all timesheet data can be tracked on an intercompany timesheet. Yet, the posting validation that has been described in the section above will be done for the two postings

- At the time of posting the timesheet, and,
- At the time of posting the Pending vendor invoice. However, this form has not been modified to display the work location ID.

Adjustment

- The adjustment form has been modified to include the work location ID while displaying the timesheet transactions.
- The field is just information to the user, but the user will not be able to change the work location ID using the adjustment form.
- After adjustment, the new transaction also will have the work location ID.

Note – During the adjustment lookup up, if the work location enum? is project, then the lookup is the project location ID again during the posting of the adjustment journal, but while doing so the project/ work location is not considered in the validation and will be handled in data entities.

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Timesheet Line Approval

Currently in Microsoft Dynamics 365 for Finance and Operations, there is no proper list page for timesheet line level approvals which makes it a time-consuming activity for approval of all lines from different timesheets.

This enhancement shows all the timesheet line level documents pending for approval in one list page to execute the workflow actions. Approvers can see a list of timesheet lines assigned to him\her in one view and take action. This feature is not a parameter driven.

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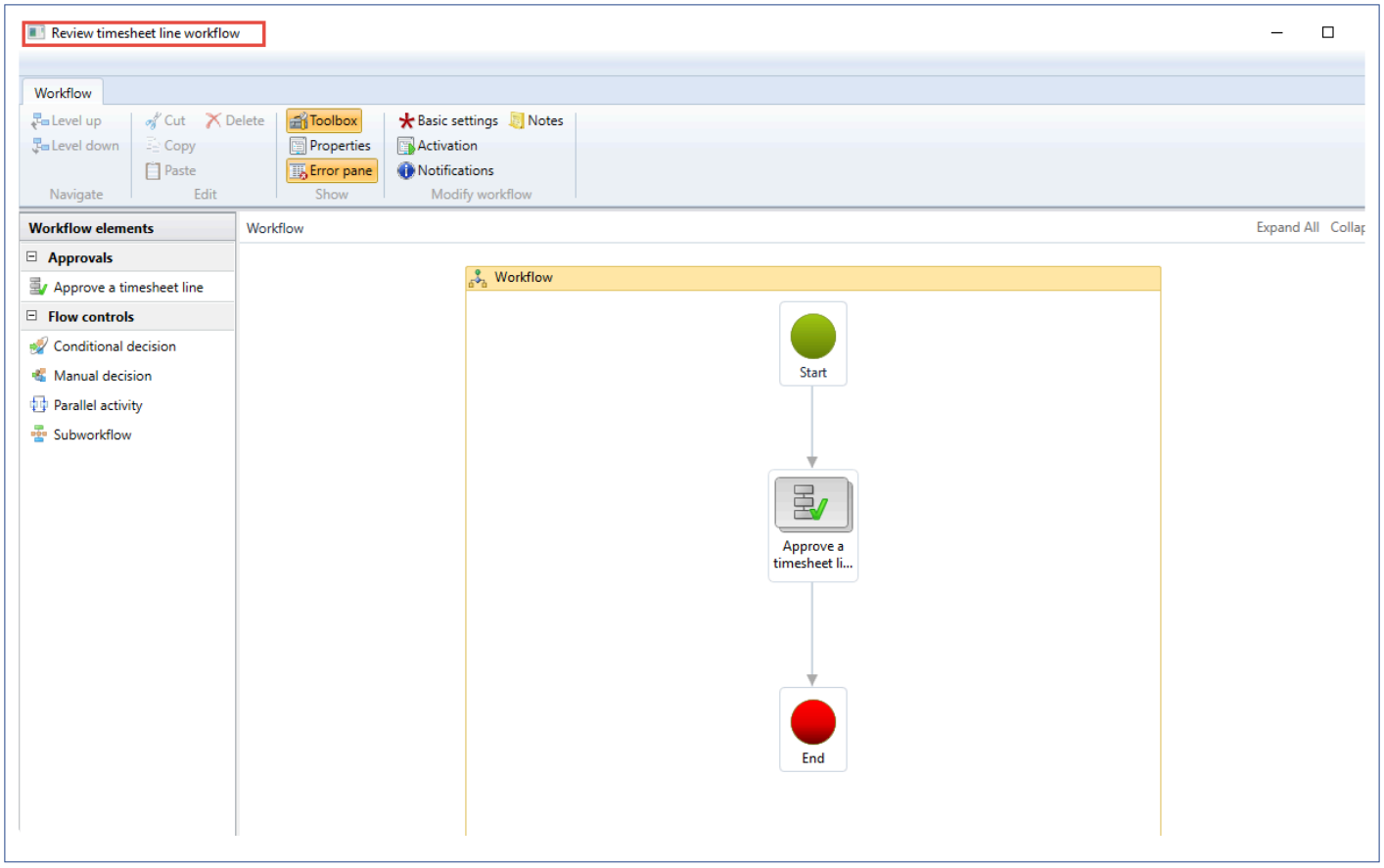
Configure Workflow

This section details the workflow required to be configured in order to use the line level timesheet approval feature.

Workflow Setup

Create a line level timesheet workflow that has approvals done for each line and then create timesheet approval workflow. It then invokes the line level workflow from the timesheet workflow.

To create the timesheet line level approval go to:
Go to Project management and accounting > Setup > Project management and accounting Workflow
Go to Timesheets > Setup > Timesheets workflow



Iinvoke the above created timesheet line level workflow in Review timesheet workflow as shown below:

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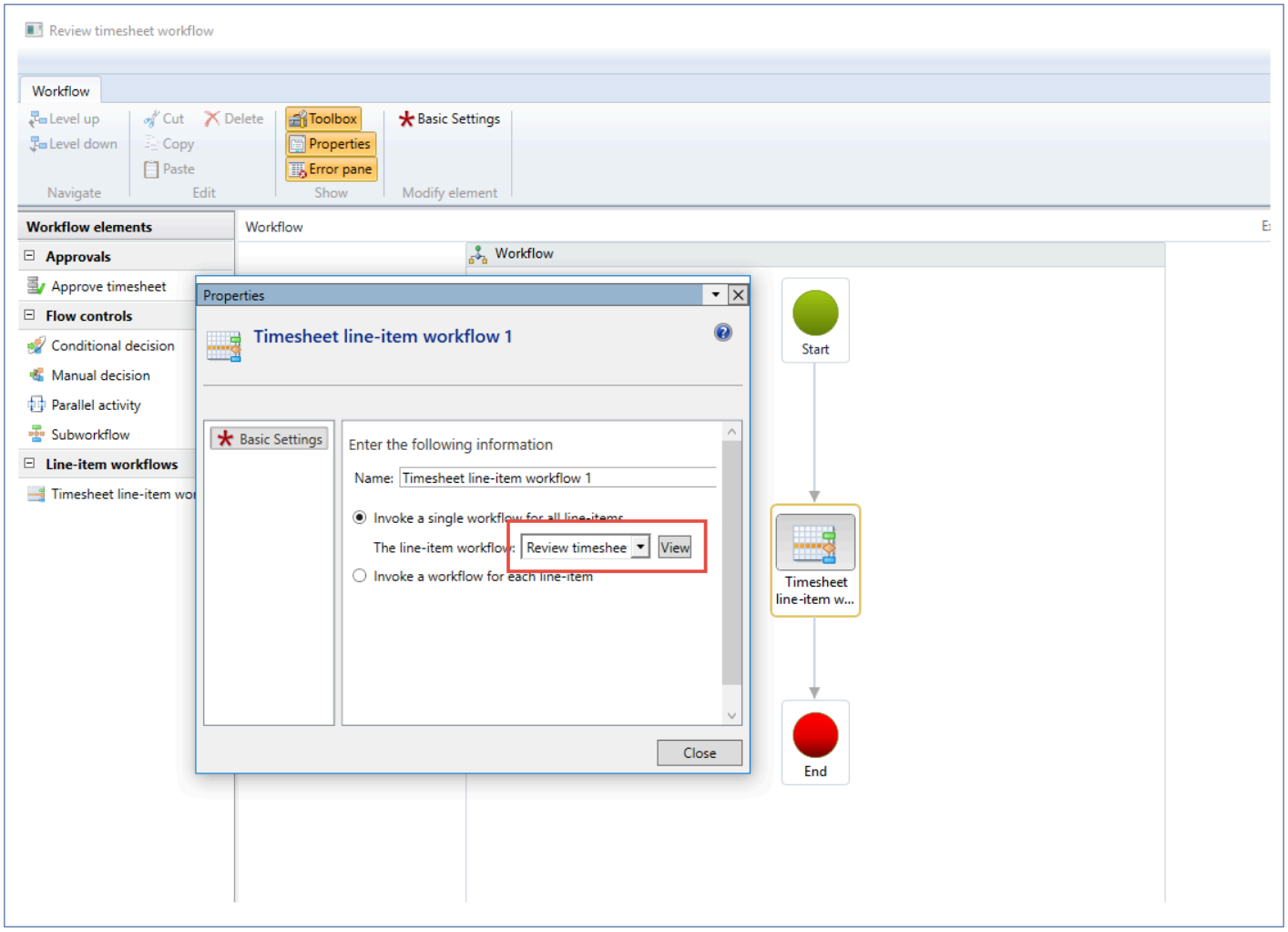

Note – There is no change to the standard workflow setup.

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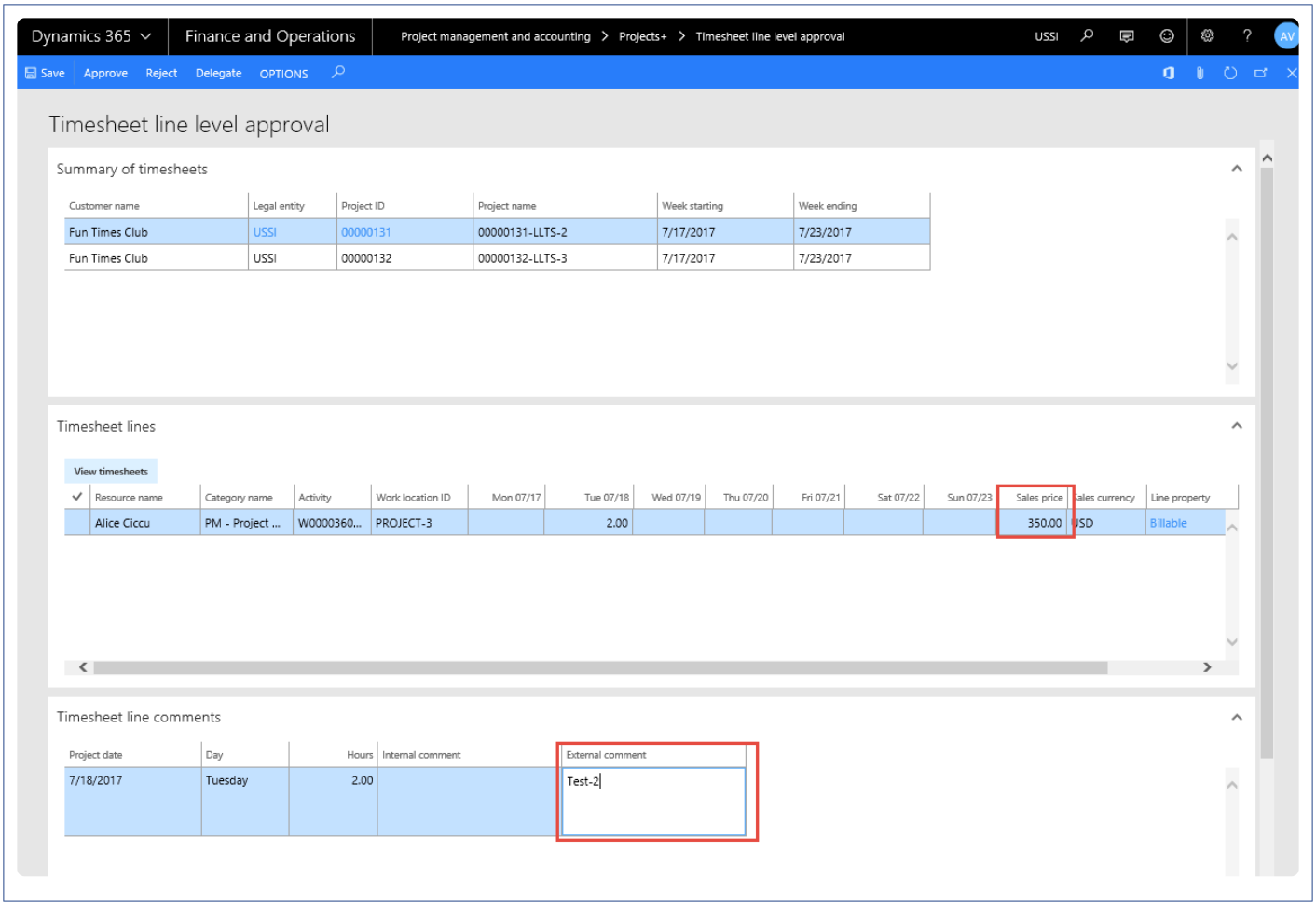
Line level Approval

This section details how the line level timesheets are approved.

Line Level Approval Form

Go to Project and Management accounting > projects360 > Timesheet line level approval
Go to Timesheets > Approval process > Timesheet line level approval



1. All the lines that are assigned for approval for the current user is seen in this list page.
2. The lines shown are from all the legal entities.
3. Lines are grouped based on the project and timesheet period.
4. Sales price is displayed in the timesheet line under timesheet line level approval form.
5. Approver has ability to edit an external comment on line level timesheet approval form and when approver edits the timesheet comment, comments are updated in timesheet external comments.

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Late Timesheets

Project managers often find it difficult to determine the timesheets that have not been submitted on time. This is very tedious work, as there is no one common page or form in D365FO where the user gets to see all the timesheets of all employees for all pay periods. This is very essential for a project manager to get the timesheets posted to the invoice and recognize revenue.

To overcome this shortcoming, a feature has been introduced which provides a list page where the project manager can see all the missing timesheets of employees. There are other add-ons provided which are beneficial for:

- ***– Approvers of timesheets, where they can see the list of timesheets of resources for whom they are approvers.***
- ***– Project managers, who can see timesheets of all employees who are assigned to his\her project or projects.***

There are specific areas to view late timesheets and include: All missing timesheets, My employee missing timesheets, My projects missing timesheets and workspaces where users can view the timesheets with different status.

There are users in the organization such as Admin or helping staff who never will enter time, to avoid viewing of such missing timesheets on the late timesheets list, we have introduced a feature to control the records not to be shown as missing timesheet instead showing up the records as No timesheet record for such employees.

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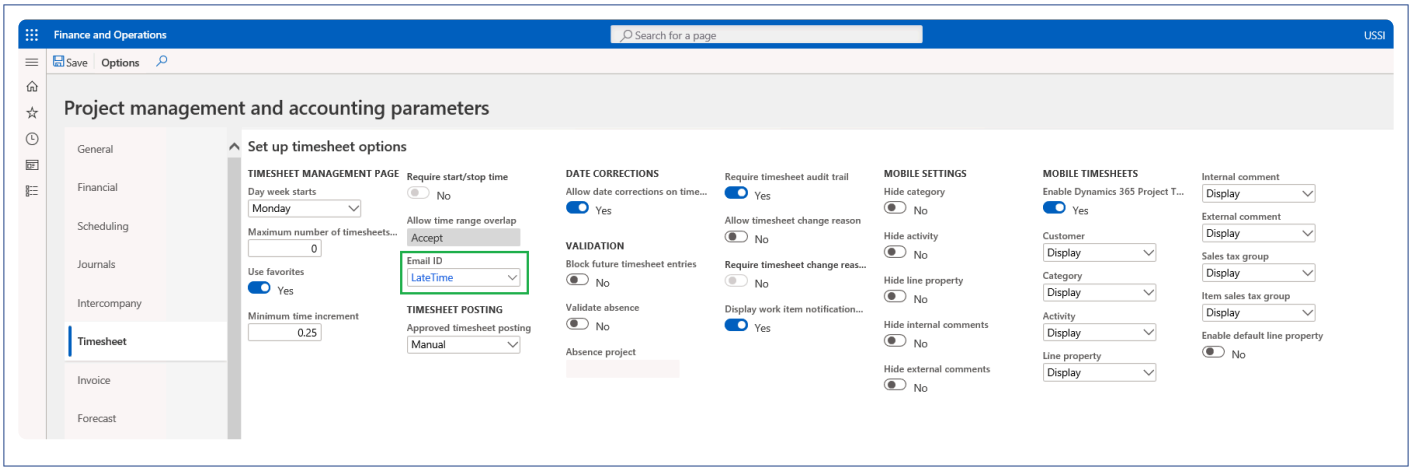
View Late Timesheets

This section defines how the Late Timesheets are viewed and all the different types of actions that can be taken against them. Based on the logged in user's role multiple windows are available to view the timesheets.

Email Template

Late timesheets functionality allows you inform resources about their missing or late timesheets through emails. To send email functionality you need to configure the email ID on the standard timesheets form.

Project management and accounting > Setup> Project management and accounting parameters > Timesheet fast tab.



All Missing Timesheets

This list page displays all timesheets of each and every employees, for all timesheet periods. This new list page gives the user the following options/functionalities.

- Send email to employees who have pending updates to timesheets.
- Mark certain employees who do not have to submit timesheets.
- View the workflow history for timesheets.
- View all timesheets of all employees for all timesheet periods, or based on the filters selected.
- View all timesheets of any others legal entity employees for all the timesheet period.
- Sort the employee timesheets by period end date and resource name on All missing timesheet form.

Go to Project management and accounting > projects360 > Timesheets > All missing timesheets.

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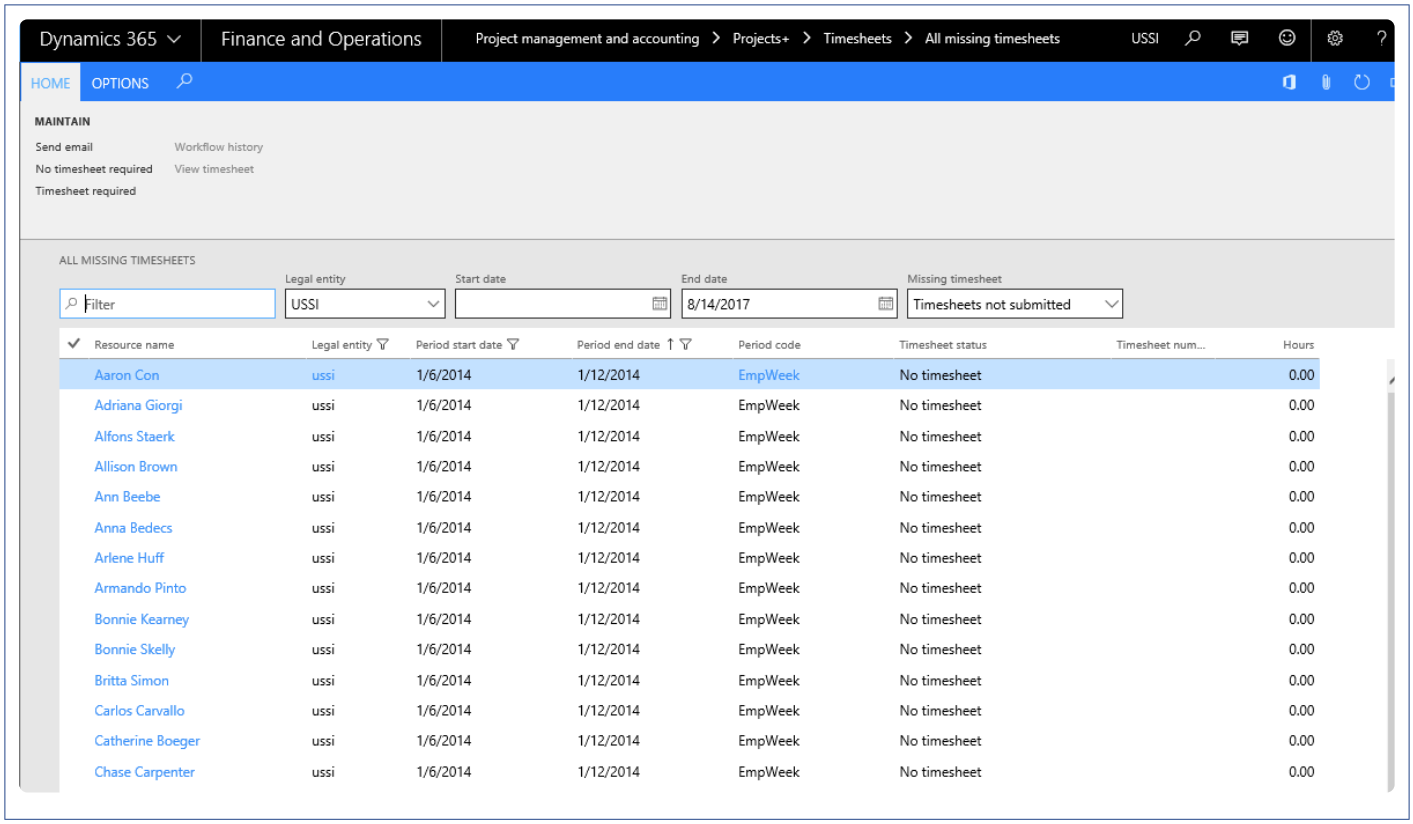
Go to Timesheets > Missing timesheets > All missing timesheets.



The list page contains the following fields

Field name	Description
Resource name	Name of the resource to whom the timesheet belongs.
Legal entity	Legal entity of the resource.
Period start date	Timesheet period start date of the resource.
Period end date	Timesheet period end date of the resource.
Period code	Timesheet period code.
Timesheet status	New filters added to filter timesheets with different statuses are as below in Late timesheets list page. 1. Timesheets not submitted - No Timesheet or draft status. 2. Timesheets in review - Submitted/ In Review timesheets to be displayed. 3. Not posted - Timesheets approved not posted- Late timesheet not posted due to system hang up or connection lost.

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	4. Posted - Posted or no timesheet required will be displayed in this filter option. 5. In progress - Timesheets not in status Posted and not in status No timesheet required.
Timesheet number	Timesheet number of the timesheet will be displayed.
Hour	The hours entered in the timesheets will be displayed in this field.
Quick filter Control	New filter added on the All missing timesheet form to filter the timesheet records by resource name and followed by all the field in this form.
Legal entity	Added new filter legal entity to control legal entity lookup to filter the intercompany resource timesheet records.
Filters – Start date	The user can enter a date from when they would like to see the information on the list page. By default, this start date will be blank, thus all records will be seen.
Filters – End date	Current date will be defaulted onto this field, so that the list of timesheets displayed in the list page does not go beyond the current date. However, the user can enter any end date he requires. In effect, the records displayed in the list page will be that from the start to end date specified in the filters above.

The list page contains the following buttons.

Field name	Description
Send email	The user can select multiple records and choose to send emails to the users as reminders to fill in their timesheet. Note that users can select records where the timesheet status is “No timesheet.”. On record selection and clicking on send email button, a new form opens, in which additional message can be typed by the user, which shall be displayed at the bottom of the email. While sending the email, a Email ID template specified on the standard timesheet parameter is used.
No timesheet required	The user can select multiple records with the status No timesheet and click this button, the status will change to No timesheet required.”
Timesheet required.	The user can select multiple records with the status No timesheet required and click this button, the status will change to No timesheet.
Workflow	The user can choose a timesheet which is in the status other than Created, No timesheet or

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history	No timesheet required, to view the workflow history of the selected record.
View Timesheet	The user is able to view the timesheet on clicking this button.

Wildcards available for Template

For sending the late timesheets email reminders, a template can be configured. Below are wildcards\string fields that can be used in the email template. These wildcards will be replaced by the actual values during the run-time for each document emailed.

Wildcards	Actual value
%name%	Replaces the resource name of the selected timesheets on email.
%telephone%	Telephone number of the resource on the timesheet.
%hours%	Replaces the Total timesheet hours on the email.
%periodcode%	Period code associated with the resource on the timesheet.
%timesheetnumber%	Timesheet number of the selected timesheet.
%status%	Timesheet status of the selected timesheet at the time of sending email.
%periodFrom%	Timesheet period start date of the selected timesheet.
%periodTo%	Timesheet period end date of the selected timesheets.
%manager%	Manager associated with the resource on the timesheet.

My Employee Missing Timesheets

This list page displays the list of All missing timesheets and displays the records of employee's timesheets for whom the logged in user is the timesheet approver. Below form screenshot shows where the timesheet approver is set on the Worker form.

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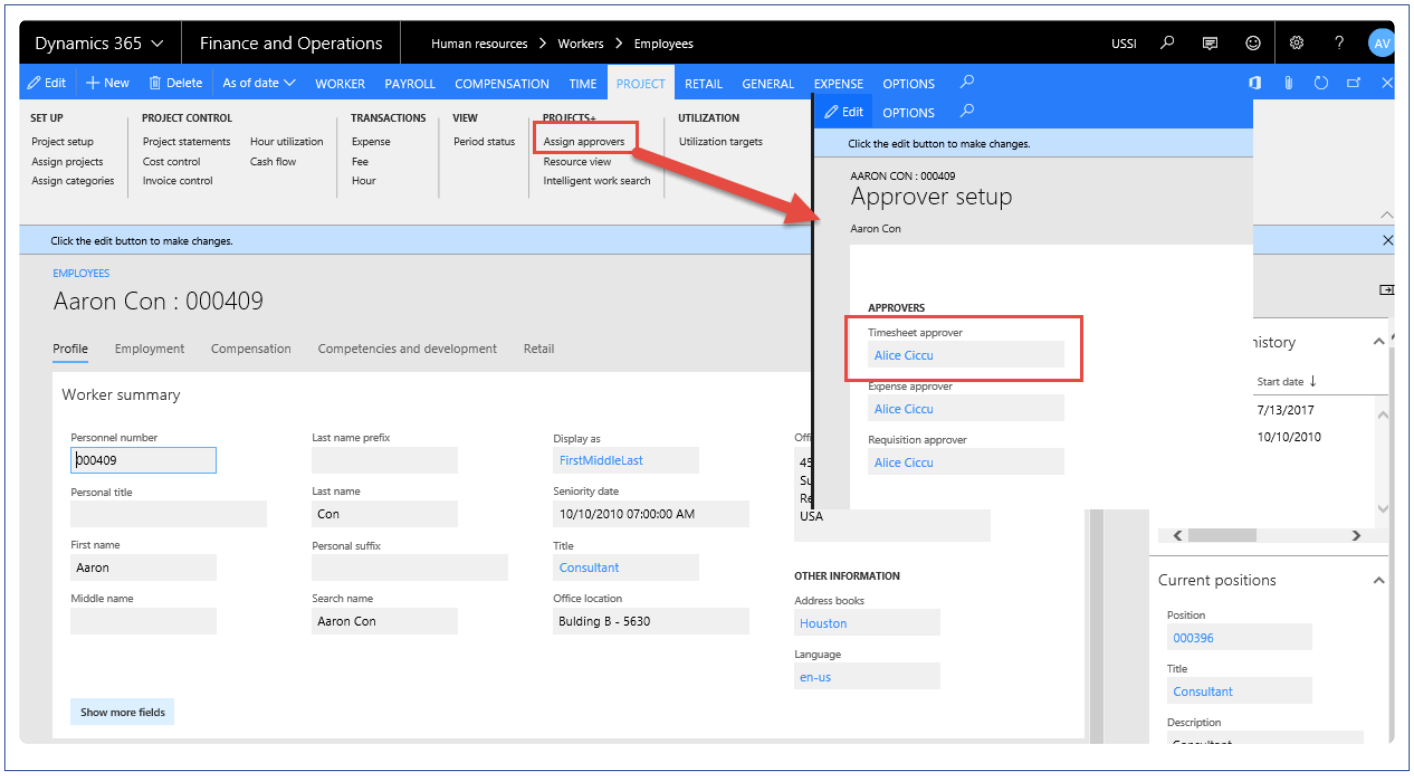
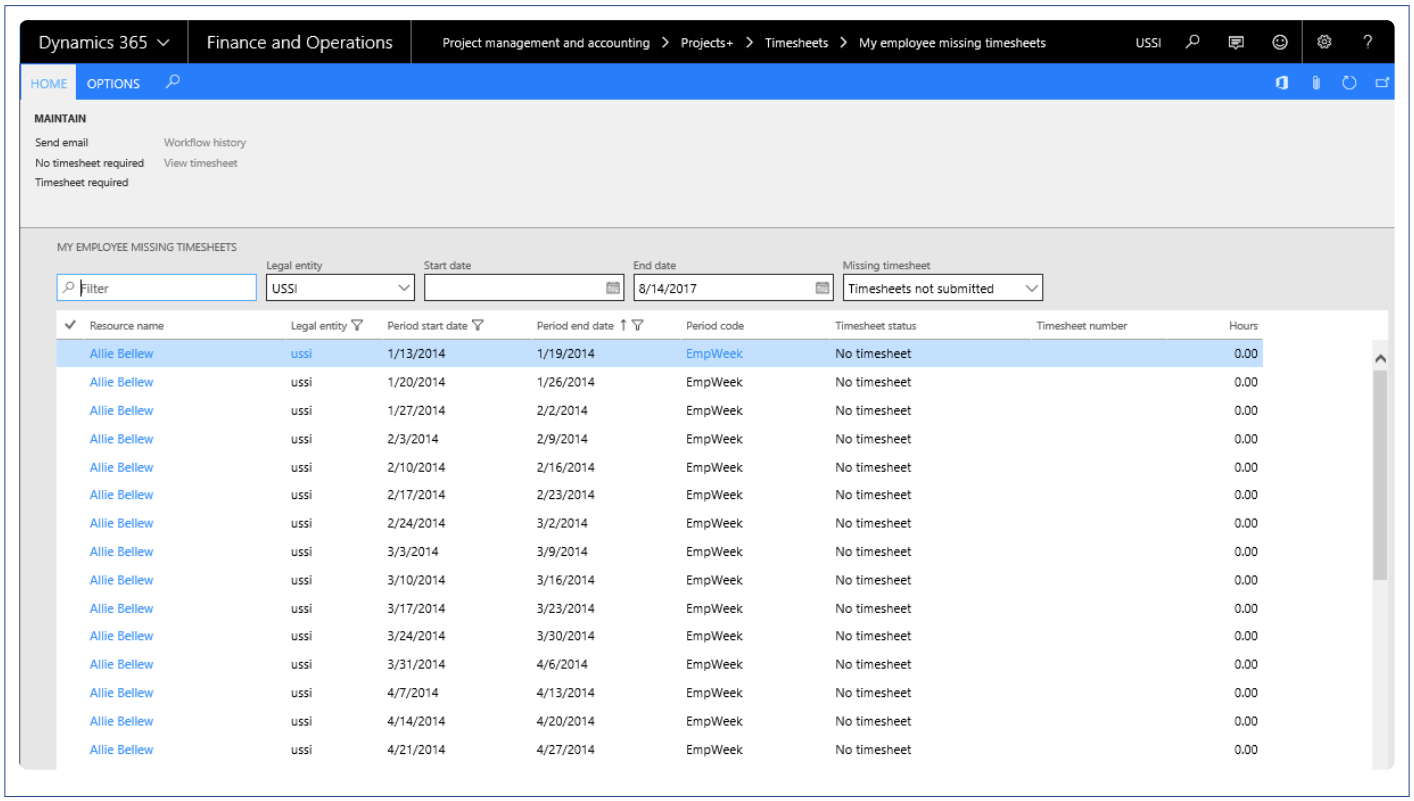


Go to Project management and accounting > projects360 >Timesheets > My employee missing timesheets.
Go to Resourcing > My resources > My employee missing timesheets.
Go to Timesheets > Missing timesheets > My employee missing timesheets.



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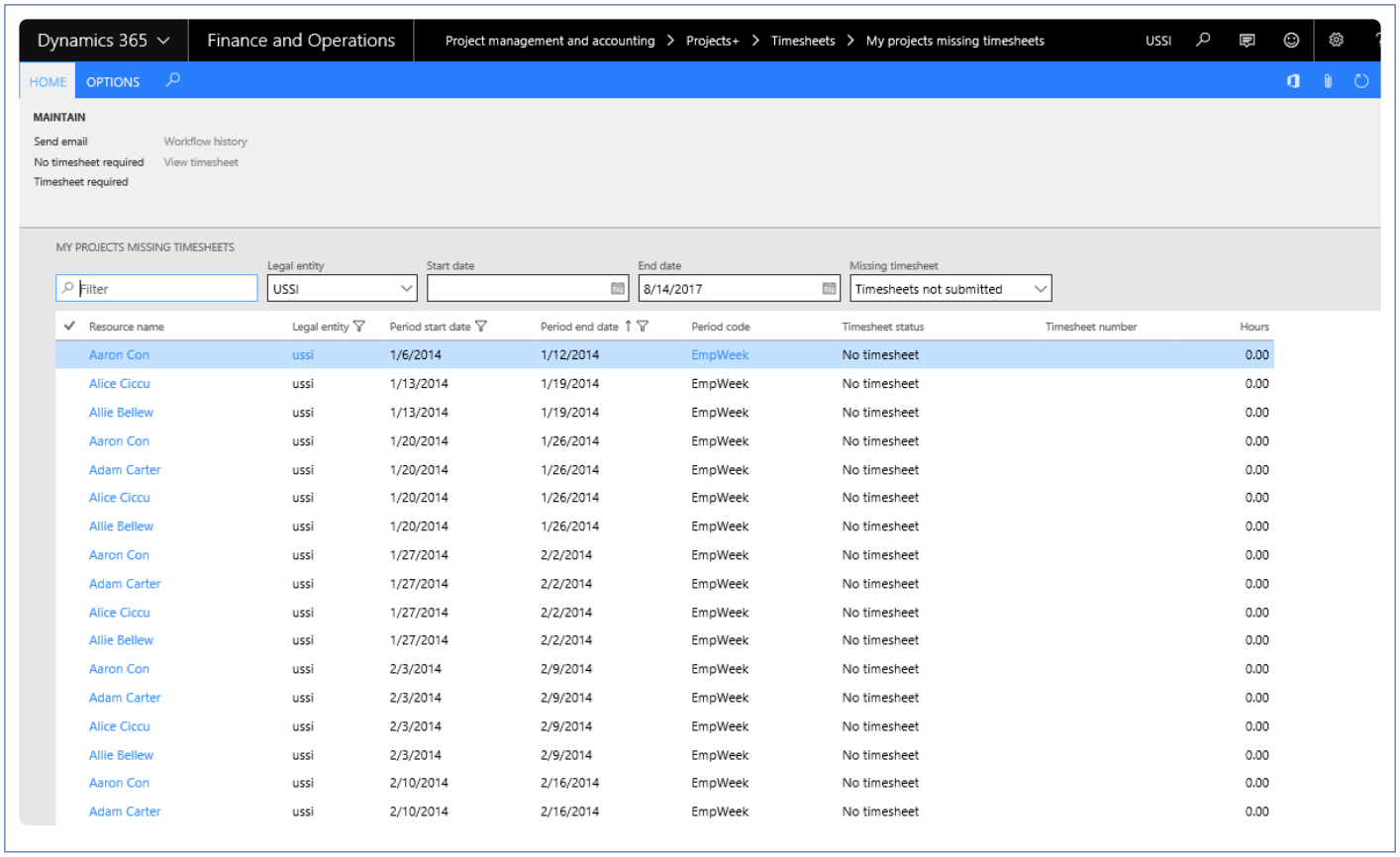
My Projects Missing Timesheets

This list page displays all the missing timesheets but displays the records of employee timesheets for the project for which the logged in user is the Project manager. The rest of the functionality and capability of this list page is similar to the All Missing Timesheets.

This list page is available in the below path.

Project management and accounting > projects360 >Timesheets > My projects missing timesheets.
Go to Timesheets > Missing timesheets > My project missing timesheets.



Note – There is a dependency of this feature on the Project manager setup. Unless this setup exists on the projects, there would be no data in this list page.

Workspaces

Following Workspaces have been modified to include the timesheet details. Based on the logged in user's security role data will be populated on these workspaces.

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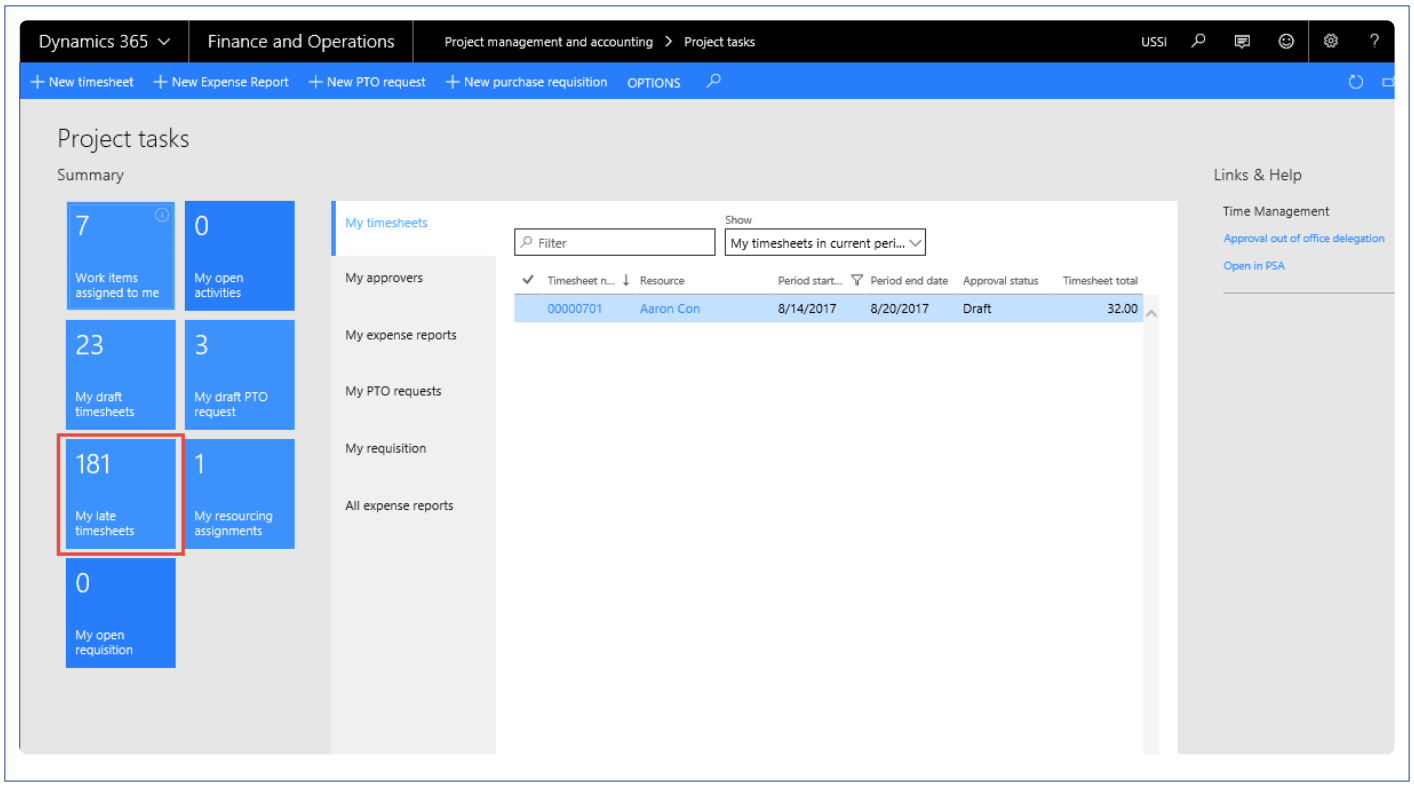
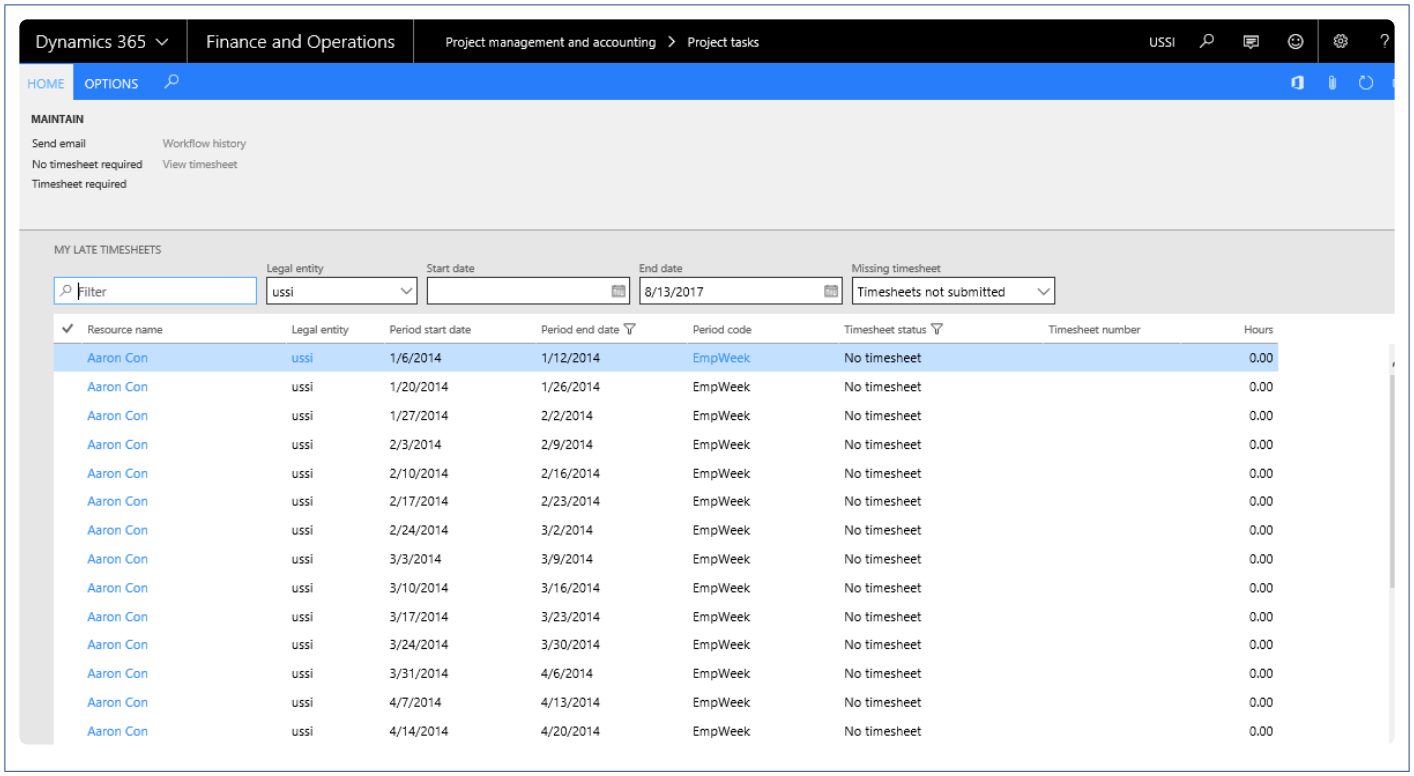
Project Task Workspace

All missing timesheets forms have been linked to the project tasks workspace to get access on my timesheet missing in all the legal entity. My Late timesheets tiles shows logged in user's Missing timesheets records for all the periods in the system.



To view more details on the missing timesheets, user can click on the My Late Timesheets tiles and below form opens.



Project Management Workspace

All missing timesheets forms have been linked to the project management workspace to get access on My project missing timesheets. My Project missing timesheets tiles will display the timesheets for all the resources in the projects where logged in user is set as Project Manager.

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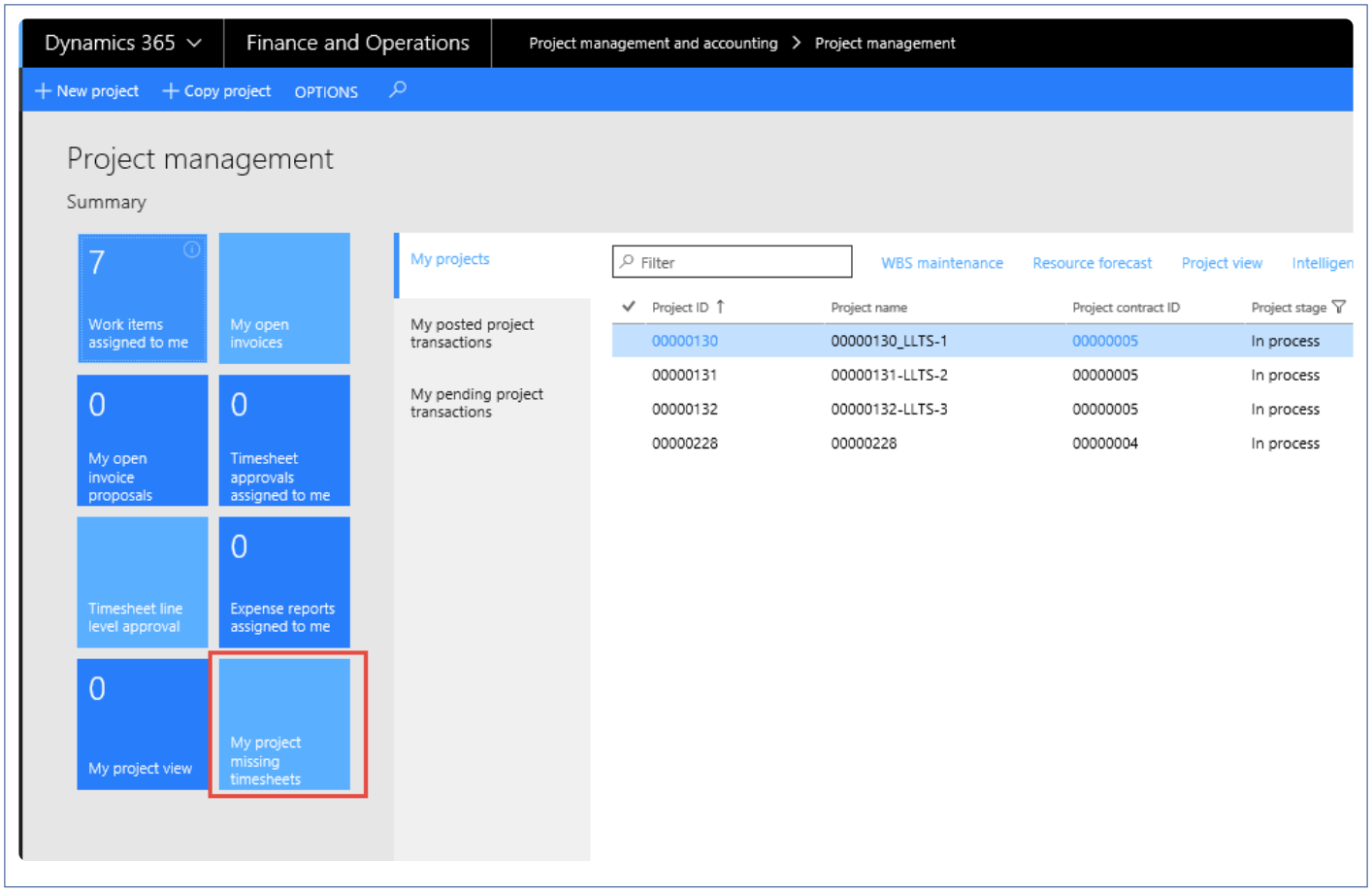
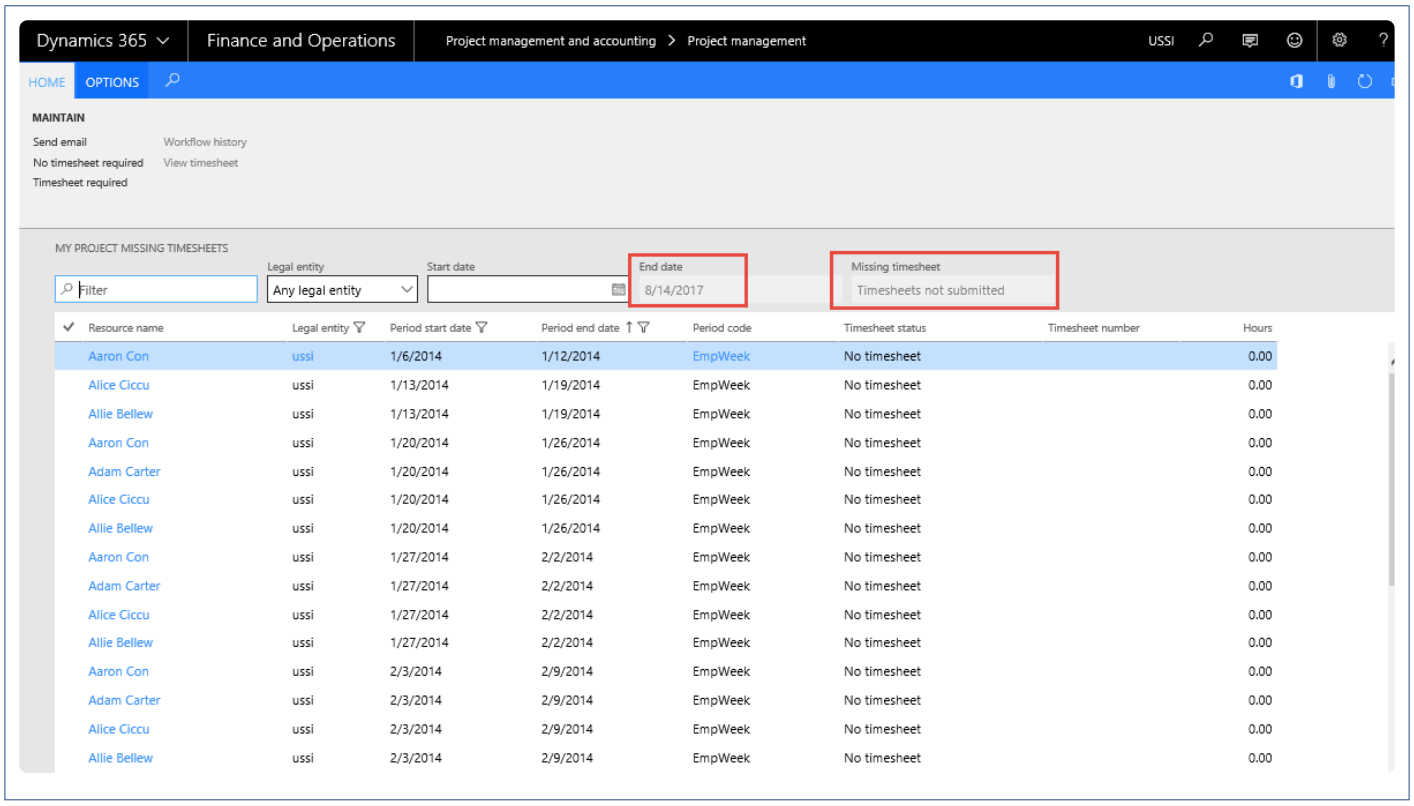


To view more details on the timesheets click on the My Project Missing Timesheet tile and below form open with the details.



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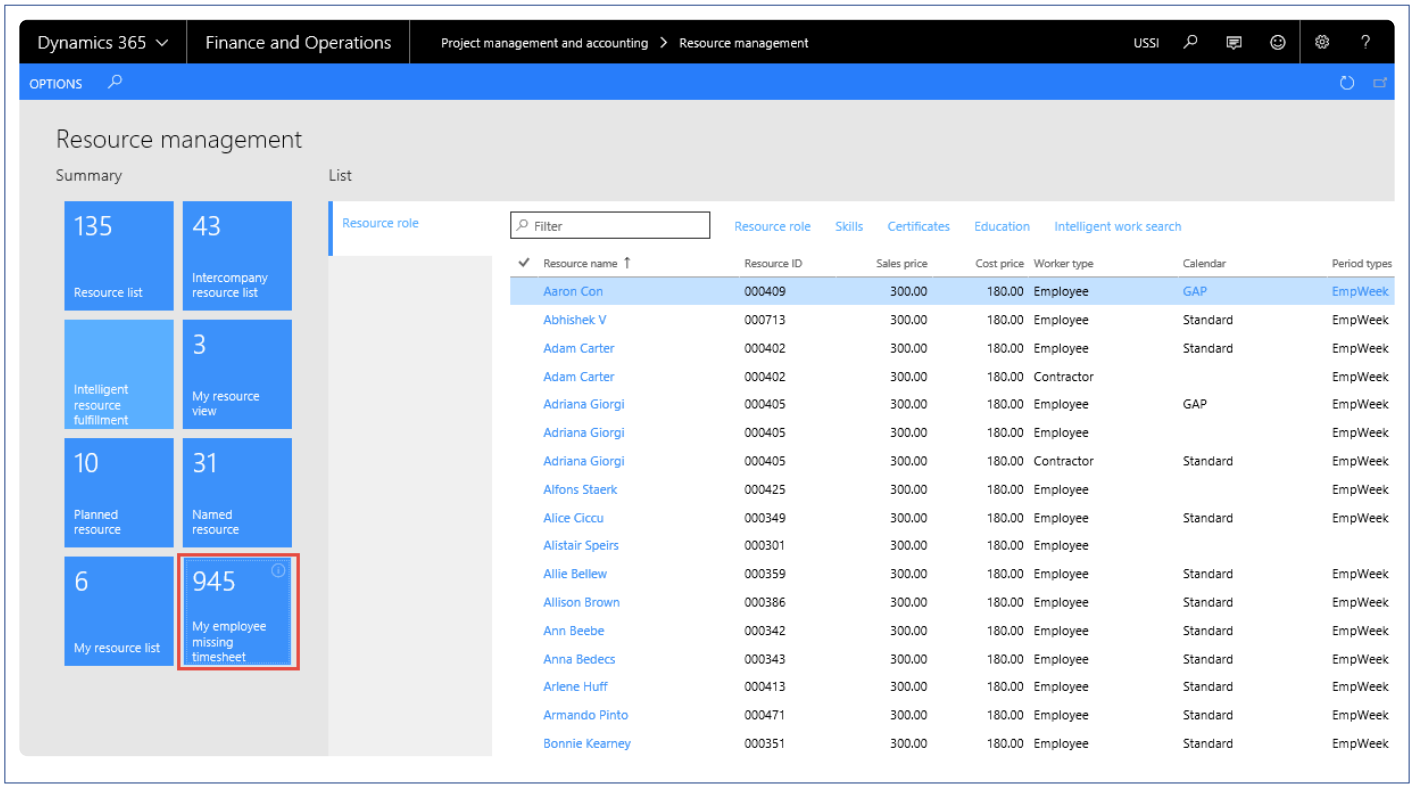
Note – Filter end date and Missing timesheets status filter must be disabled, and Project manager can view the resource missing timesheet with status “Timesheets not submitted”.

Resource Management Workspace

All missing timesheets forms have been linked to the resource management workspace to get access on all employee missing timesheets. My Employee missing timesheet tiles displays the list of All missing timesheets and displays the records of employee’s timesheets for whom the logged in user is the timesheet approver.



To view more details on the timesheets click on the My Employee Missing Timesheet tile and below form open with the details.

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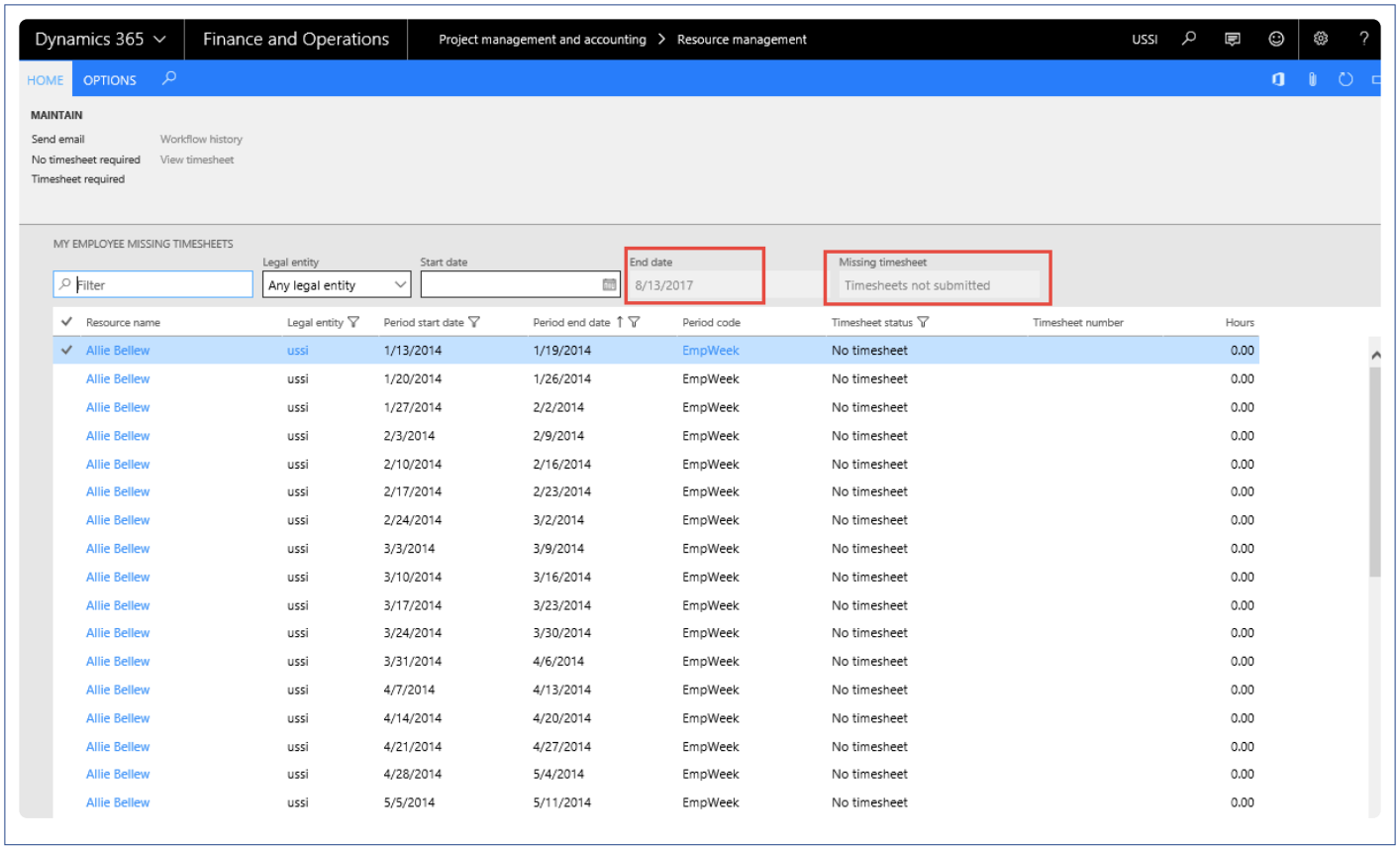

Note – Filters ‘End Date’ and ‘Missing Timesheet’ status filter are disabled, and resource manager can view the resource missing timesheet with status “Timesheets not submitted” on this form.

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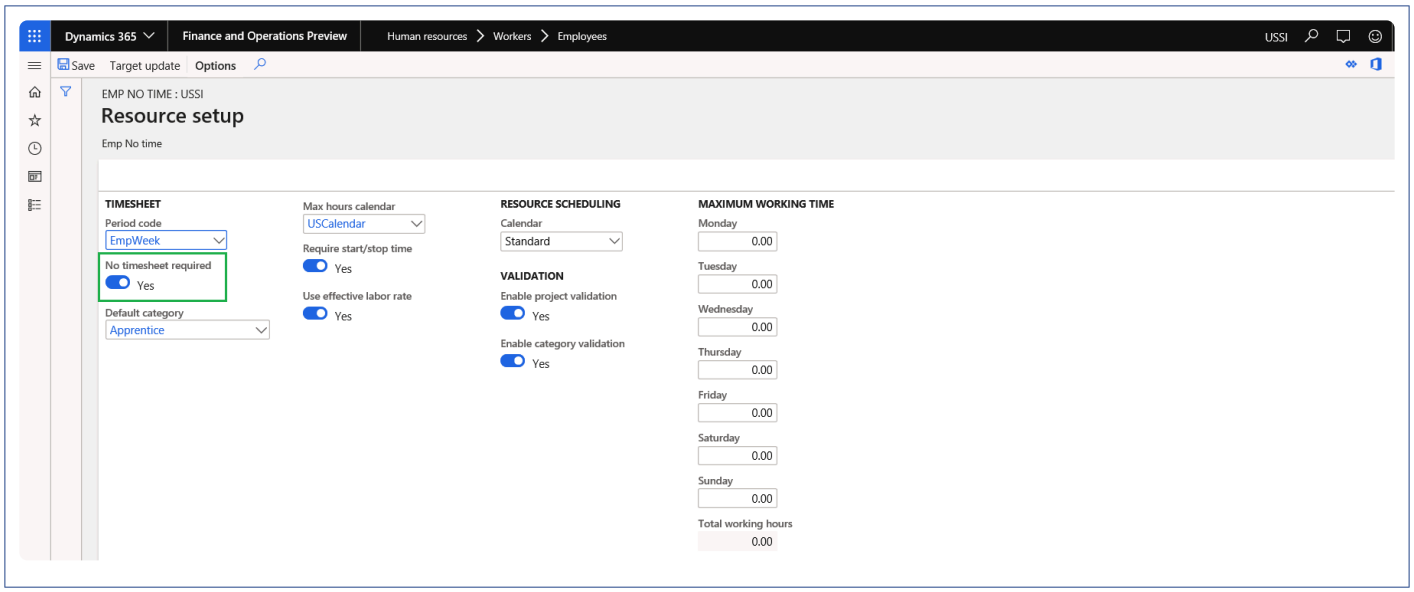
No timesheet required

This section defines how No timesheet required is setup and the display of records on late timesheets.

Employee setup

On the employees form, we can define which employee do not require to submit the timesheets on the project setup.

Go to Human resources >Workers >Employees > Project tab > project setup action pane button.
Go to Resourcing >Resource setup >Employees > Project tab > project setup action pane button.



All Missing Timesheets

This list page displays all timesheets for employees who are not required to submit timesheet with status ‘No timesheet required’.

Go to Project management and accounting > projects360 > Timesheets > All missing timesheets.
Go to Timesheets > Missing timesheets > All missing timesheets.

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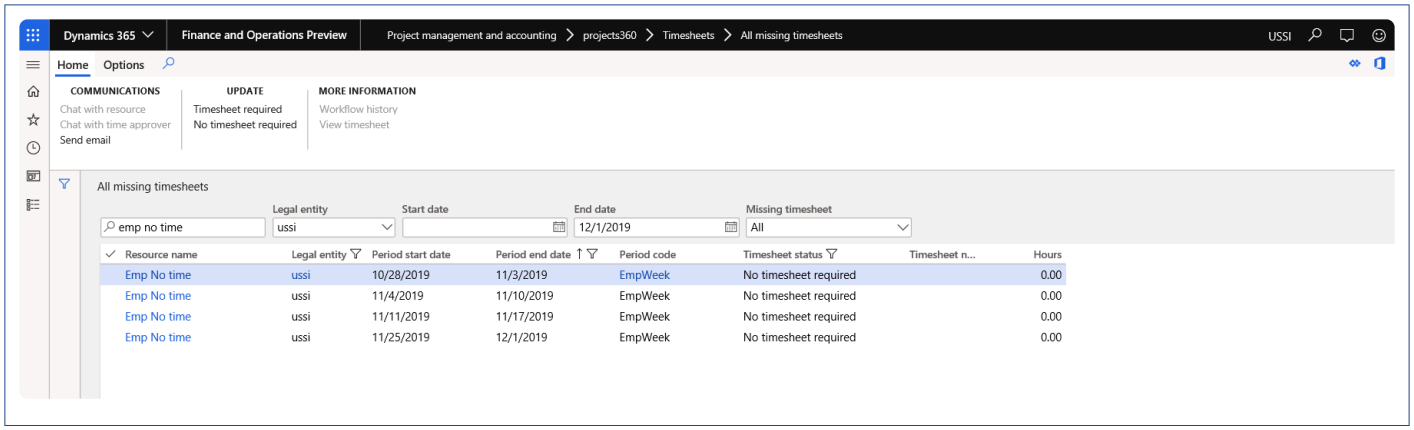

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Time Export

A feature called, “Time export”, has been introduced to provide timesheet hours from Dynamics 365 for Finance and Operations to Payroll systems for payroll processing. As this export is for payroll, pay codes are a key element and part of this feature. A new form has been introduced to define pay codes for project/ category/line property. These pay codes are associated with the transactions based on the setup and are also grouped based on pay codes for payroll processing.

There is a provision to consider timesheets that are approved and not yet posted. A parameter was added under projects360 to achieve this functionality.

In case there are any adjustments to timesheets in the current period, the same functionality will be available in the subsequent time export, as an adjustment, thereby ensuring that the timesheet corrections and adjustments are captured in the time export.

The time export lines can be viewed in the inquiry forms provided in this feature and can be exported using the Data management services. Only the lines for the batch with status ‘Created’ can be exported through the data management, for the lines missing the pay codes use the ‘Export to excel’ function from within the time export lines form.

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Configure Time Export

A few setups needs to be performed for exporting time from Microsoft Dynamics 365 Finance and Operations. This section details the configuration process.

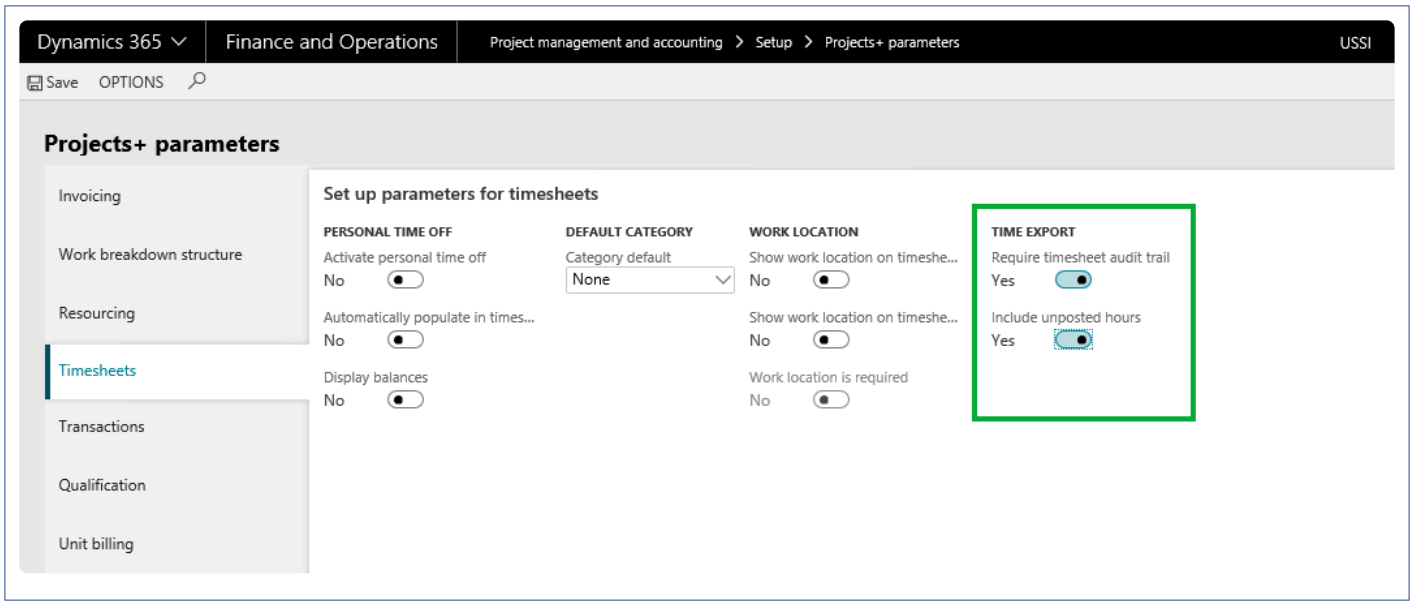
Parameter Setup

Although this feature is not entirely dependent upon any parameters, you can export un-posted time as well then there is parameter to control that behavior.

A parameter that varies the output of Time Export is the “Include unposted timesheet hours”. When this parameter is turned on, the time export will include the timesheets with the below statuses:

- Approved timesheets.
- Posted timesheets – in case of Inter-company timesheets, where the Inter-company postings (customer invoice and Vendor Invoice) is not completed.

Go to Projects management and accounting > Setups > projects360 parameters > Timesheet tab.
Go to Timesheets > Setups > Timesheets parameters > Time export tab.



Pay Code Setup

A new form to configure pay codes is introduced. This form may be used by any payroll system, which is external to Dynamics 365 for Finance and Operations. Pay codes are used for the grouping of hours while

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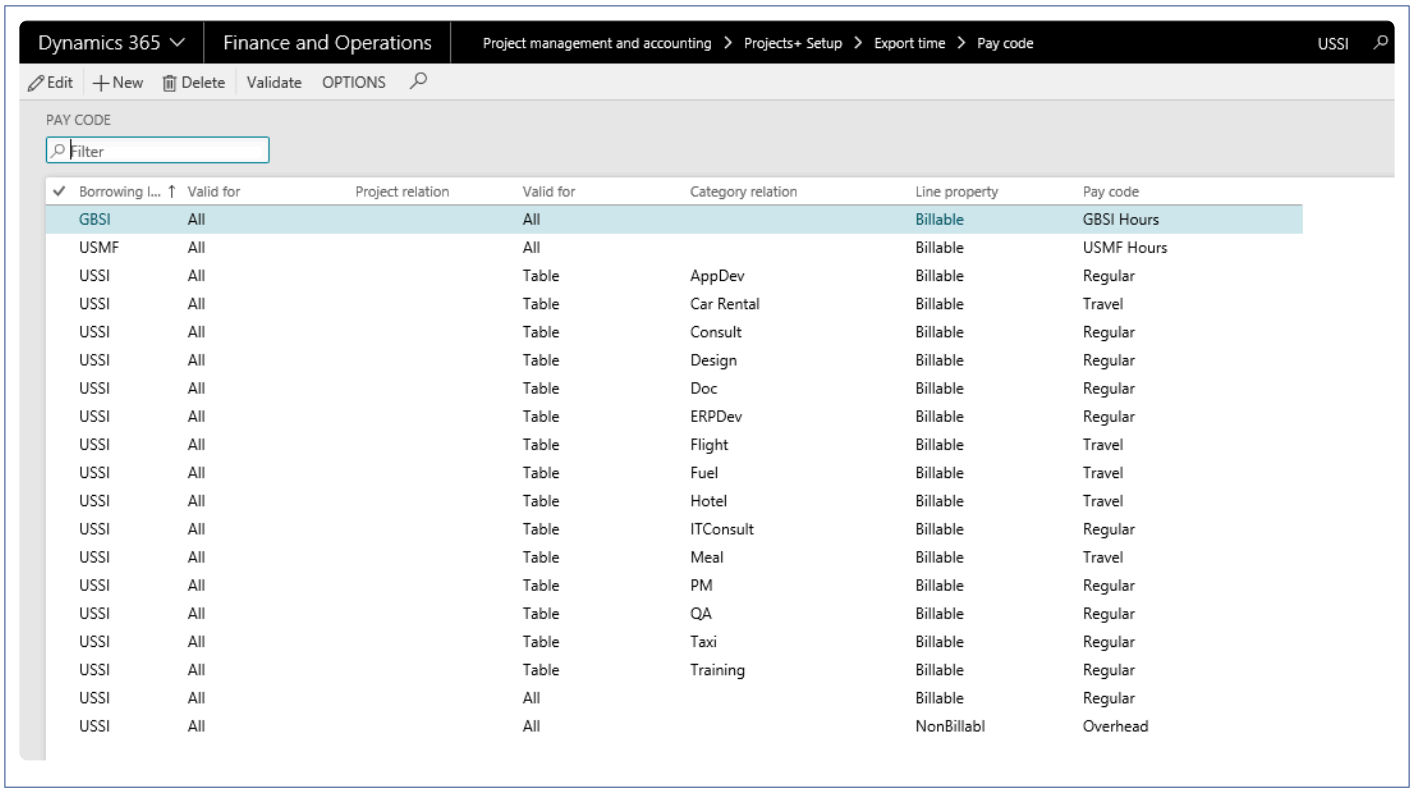
exporting the hours into the time export form. The users can validate if there are missing pay codes for the transactions available for export in the selected period.

A data entity is created for this form to create and publish the records from outside of Microsoft Dynamics 365 Finance and Operations. Pay code form is available in the below path:

Go to Project management and accounting > projects360 setup > Time export > Pay code
Go to Timesheets > Setup > Pay code



Borrowing l...	Valid for	Project relation	Valid for	Category relation	Line property	Pay code
GBSI	All		All		Billable	GBSI Hours
USMF	All		All		Billable	USMF Hours
USSI	All		Table	AppDev	Billable	Regular
USSI	All		Table	Car Rental	Billable	Travel
USSI	All		Table	Consult	Billable	Regular
USSI	All		Table	Design	Billable	Regular
USSI	All		Table	Doc	Billable	Regular
USSI	All		Table	ERPDev	Billable	Regular
USSI	All		Table	Flight	Billable	Travel
USSI	All		Table	Fuel	Billable	Travel
USSI	All		Table	Hotel	Billable	Travel
USSI	All		Table	ITConsult	Billable	Regular
USSI	All		Table	Meal	Billable	Travel
USSI	All		Table	PM	Billable	Regular
USSI	All		Table	QA	Billable	Regular
USSI	All		Table	Taxi	Billable	Regular
USSI	All		Table	Training	Billable	Regular
USSI	All		All		Billable	Regular
USSI	All		All		NonBillabl	Overhead

The fields available on this form are as follows:

Fields	Description
Borrowing legal entity	Allows to select the borrowing legal entity. The default value in this field is the logged in legal entity.
Project code	The options available are – Table, Group and All. When set to group or table, the project relation must be selected. This field works in conjunction with the Project Relation field.
Project relation	This field is non-editable, when the option in Project code is set to All. The Project groups are displayed for selection when the Project code field is set to Group. The Projects are displayed for selection when the Project code field is set to Table.
Category code	The options available here are – Table, Group and All. When set to group or table, the project

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	category must be selected. This field works in conjunction with the Project category field.
Project category	This field is non-editable, when the option in Category code is set to All. The Category groups are displayed for selection when the Category code field is set to Group. The Project categories are displayed for selection when the Category code field is set to Table.
Line property	This field displays all the line properties configured in the borrowing legal entity selected for the line.
Pay code	This field is user entry field. For different combinations of legal entities, projects, categories and line property different pay codes can be entered.

The buttons available on this form are as follows:

Buttons	Description
Save	Saves the changes user has made on the form.
New	Allows to create a new combination of legal entities, projects, categories and line property for a pay code.
Delete	Provides option to remove the selected records on the form.
Validate	Allows to validate the pay code setup. There is a check on all the transactions for the specified period in the form to verify if all the transactions have the pay code defined in the setup. In the case where it is missing, the same is shown in the message details, as shown in the below screenshot.

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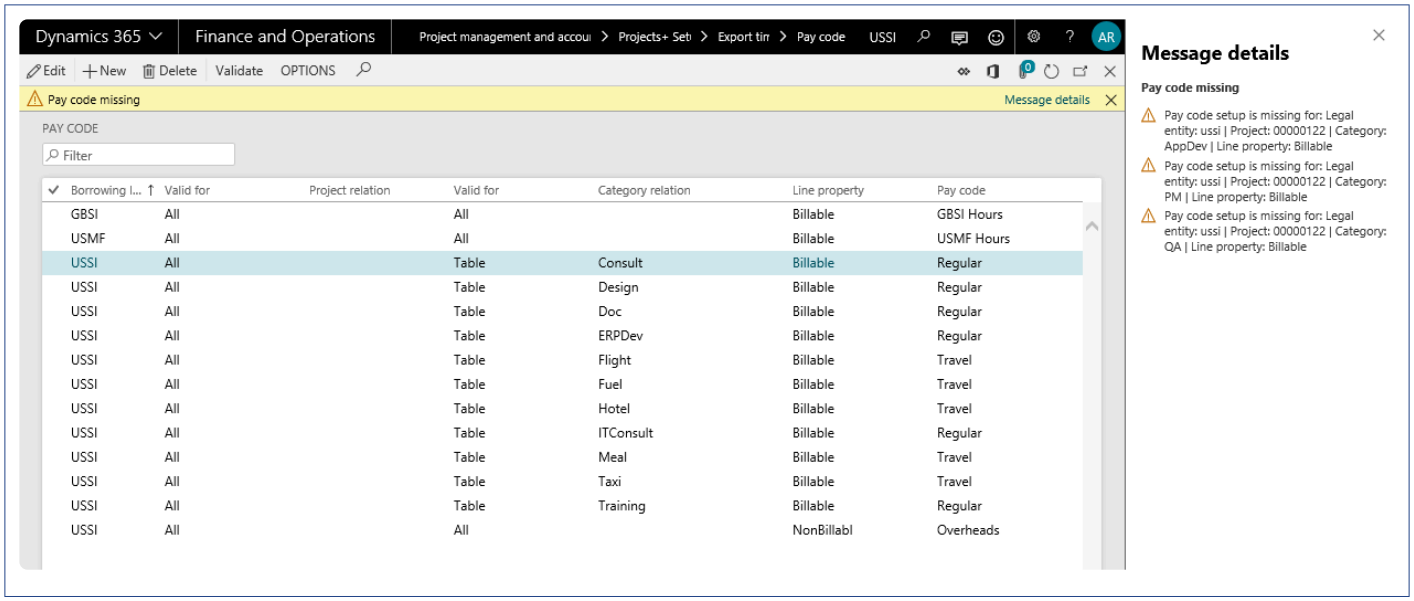

Security Setup

This feature will work for the users with **Human resource assistant** role. The user who needs to perform the required actions on the different forms associated with feature should be associated to this role.

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Export Time for Payroll

This section details the process to export time for payroll and different options\filters available at the time of export.

Time Export

Once the pay codes are configured and information is validated, users can export the hours captured in the system using time export process.

The users can export the timesheets for a specific period. Once the process is run, a message is displayed in the action center with details. Time export process form can be accessed from:

Project management and accounting > projects360 periodic > Time export > Time export process
Go to Timesheets > Timesheet integration > Export time

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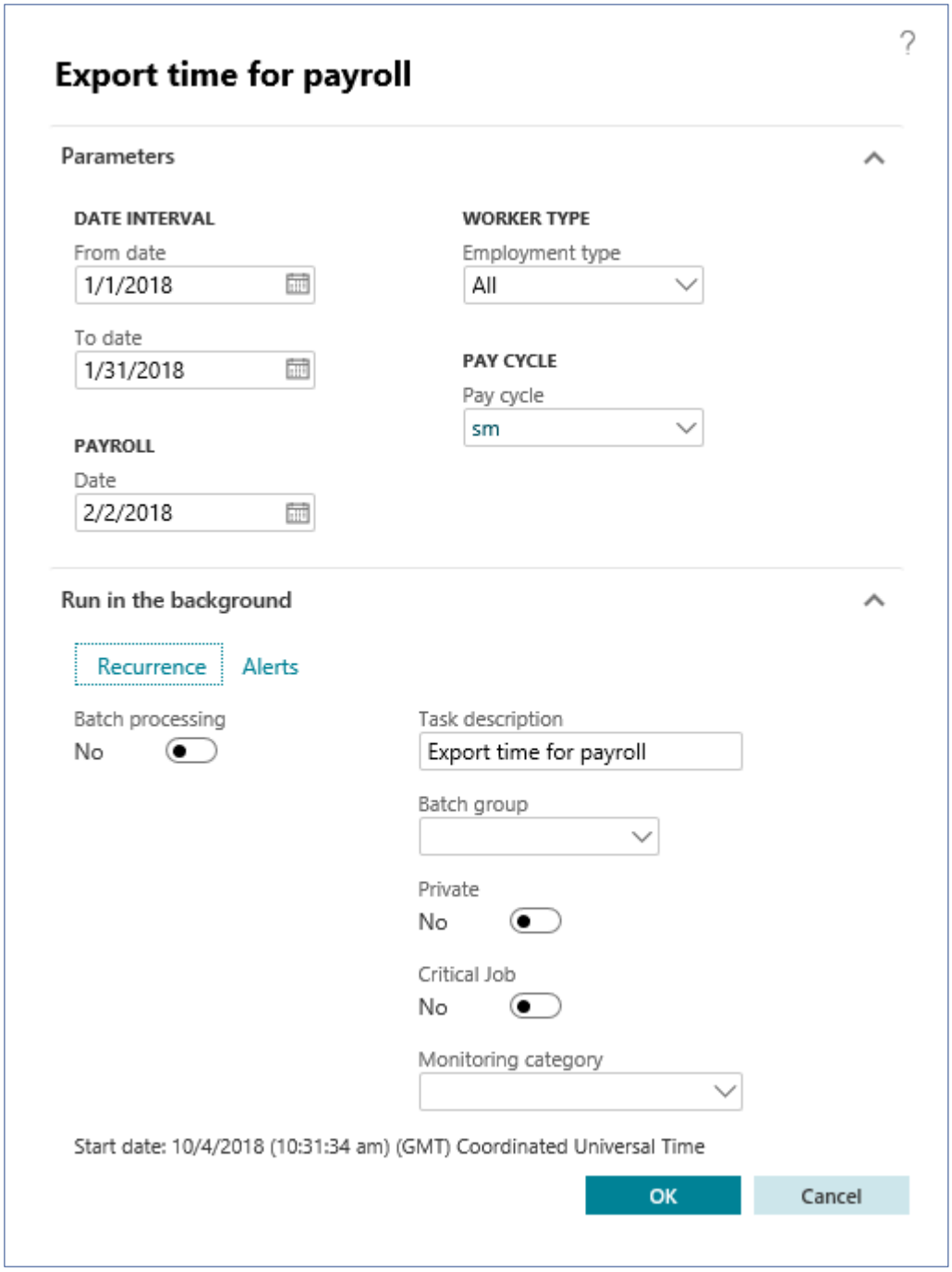

The fields available on this form are as follows:

Fields	Description
From date	Enter the date from where hour records need to export.
To date	Enter the date till where hour records need to export
Payroll date	Enter the payroll date for the above mentioned from and to dates.
Worker type	The options available are – All, Employee and Contractor. Select the option for which data

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	need to be exported.
Pay cycle	Choose the pay cycle for which the time export is desired. The pay cycles available here is defined in the Human resource module.

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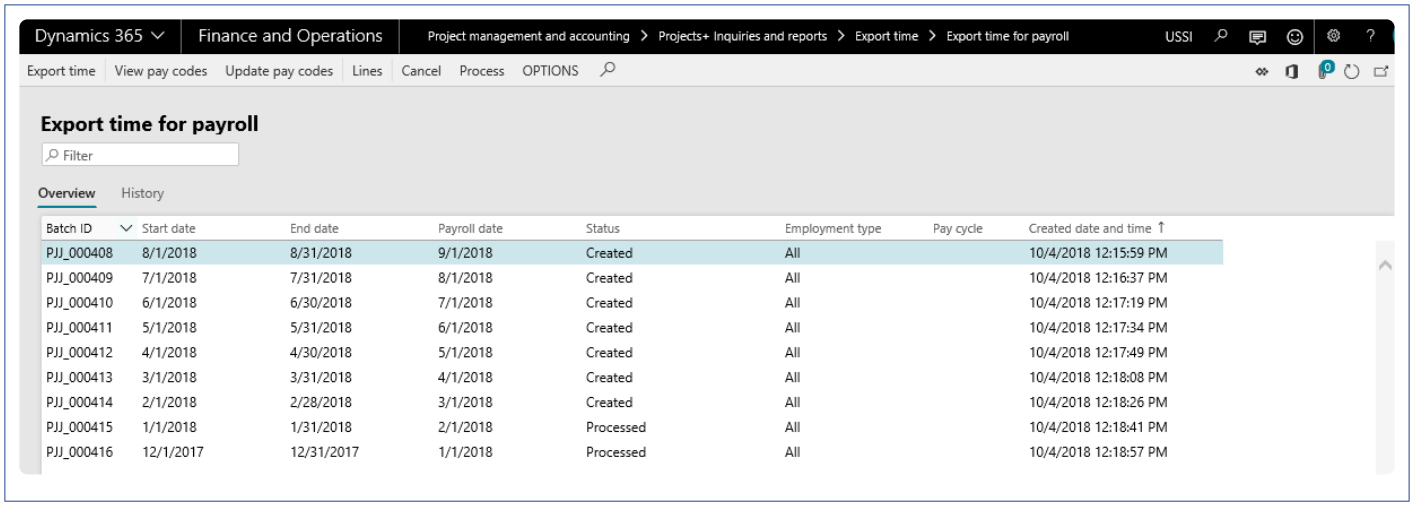
Inquire Exported Time

There are two forms from where the time export can be verified. One is at the summary level which has the details of the batch created, etc. From this form, the user can launch the lines form to view the details of the lines exported for payroll.

Export Time for Payroll

After running the export process, the batches are created and can be verified on the export time for payroll form. This form can be accessed from:

Go to Project management and accounting > projects360 Inquiries and reports > Time export > Export time for payroll
Go to Timesheets > Timesheet integration > Export time for payroll



The fields available on this form under the Overview tab are as follows:

Fields	Description
Batch ID	This is automatic generated batch number.
Start date	Displays the start date specified while running time export process.
End date	Displays the end date specified while running time export process.
Payroll date	Displays the payroll date specified while running time export process.
Status	Three status are there for a batch – Created, Cancelled and Processed. When export process is run batch will be created status. If user cancels the batch, status will be changed

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	accordingly. On update status, batch will moved to processed status.
Employee type	Displays the employee type selected while running time export process.
Pay cycle	Displays the pay cycle chosen during the time export processing.
Created date and time	Displays the date and time when the batch is created.

The fields available on this form under the History tab are as follows:

Fields	Description
Batch ID	Shows the batch ID of the selected batch.
Status	Shows the status of the selected batch.
Created by	User id of the user who created the Batch job.
Created date and time	Date and time in which the Batch job was created.
Modified By	User id of the user who modified the batch job.
Modified date and time	Date and time in which the batch job was modified.

The buttons available on this form are as follows:

Buttons	Description
Time export Process	This button will execute the time export process.
View pay codes	This button will open up the Pay codes form for the user to view the pay codes.
Update pay codes	This button will open the Pay codes form for the user to update Pay codes.
Lines	This button will open another form showing all the hour records in exported into the selected batch.
Cancel	Use this button to cancel the batch. Cancel will set the batch to cancel and remove all the lines inside that batch.

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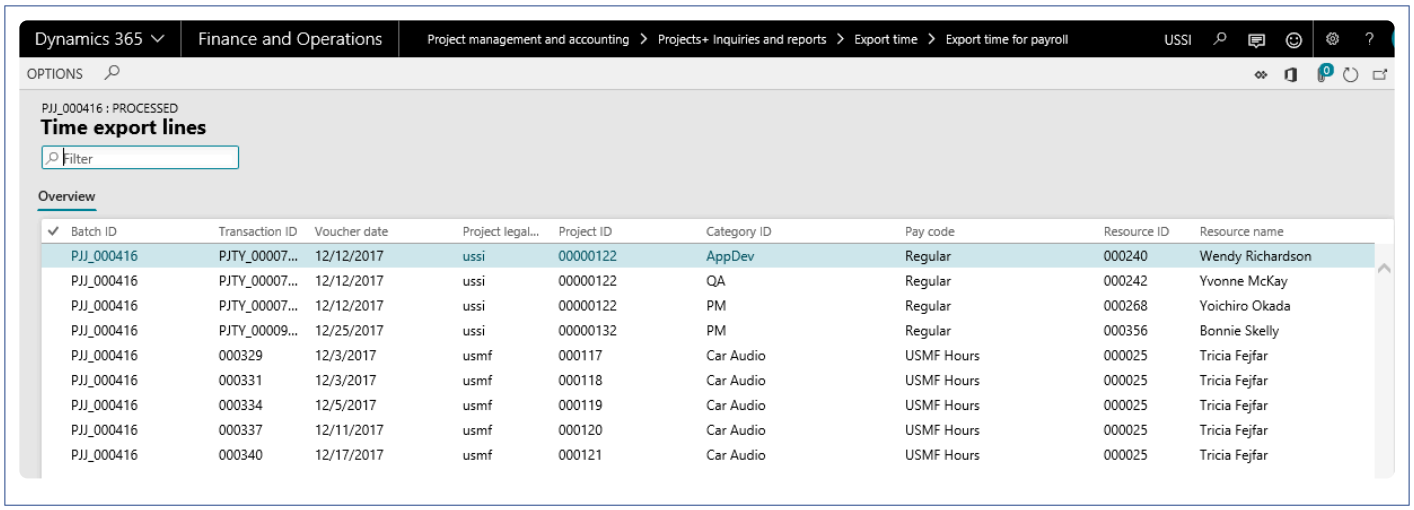
Process	Use this button to mark the batch as processed. The batch status is updated from created to processed. Once the batch is in Processed status, the same cannot be exported into an excel.

Time export Lines

Select a batch and click on the lines button on the ribbon to open the time export lines form. This form contains the exported hour records. A data entity is also provided to export the records for the batch with status 'Created' and in case of exporting records with missing pay codes, use the 'Export to excel' function from within the time export lines form. Time export lines can be accessed from following path:

Project management and accounting > projects360 Inquiries and reports > Time export > Time export log > Lines button
Go to Timesheets > Timesheet integration > Export time for payroll > > Lines button



The fields available on this form are as follows:

Fields	Description
Batch ID	This is automatic generated batch number.
Transaction ID	Displays the transaction ID of the transaction.
Voucher date	Displays the Voucher date of the transaction.
Project legal entity	Displays the project legal entity.
Project ID	Displays the project ID.

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Category ID	Displays the category ID.
Pay code	Displays the pay code, based on the combination of the transaction and definition of the same in the setup.
Resource ID	Displays the resource ID.
Resource name	Displays the resource name.
Position	Displays the resource position.
Hours	Displays the timesheet hours.
Line property	Displays the line property on the transaction.
Adjustment	Displays a checkbox, which when marked indicates that the transaction line is an adjustment transaction.
Transaction origin	Displays the Transaction origin such as Timesheet, hour, etc.
Work location id	Displays the work location ID.
Approval status	Displays the Approval status of the timesheet line

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Overtime entry

A feature called, “Overtime entry”, has been introduced to enter overtime on timesheets. Overtime lines can be viewed in the Time export lines inquiry form and can be exported using the Data management services.

We have introduced new settings such as overtime types, overtime groups and overtime rules. This will provide a flexible and configurable set of rules to help users creating overtime entries in timesheets.

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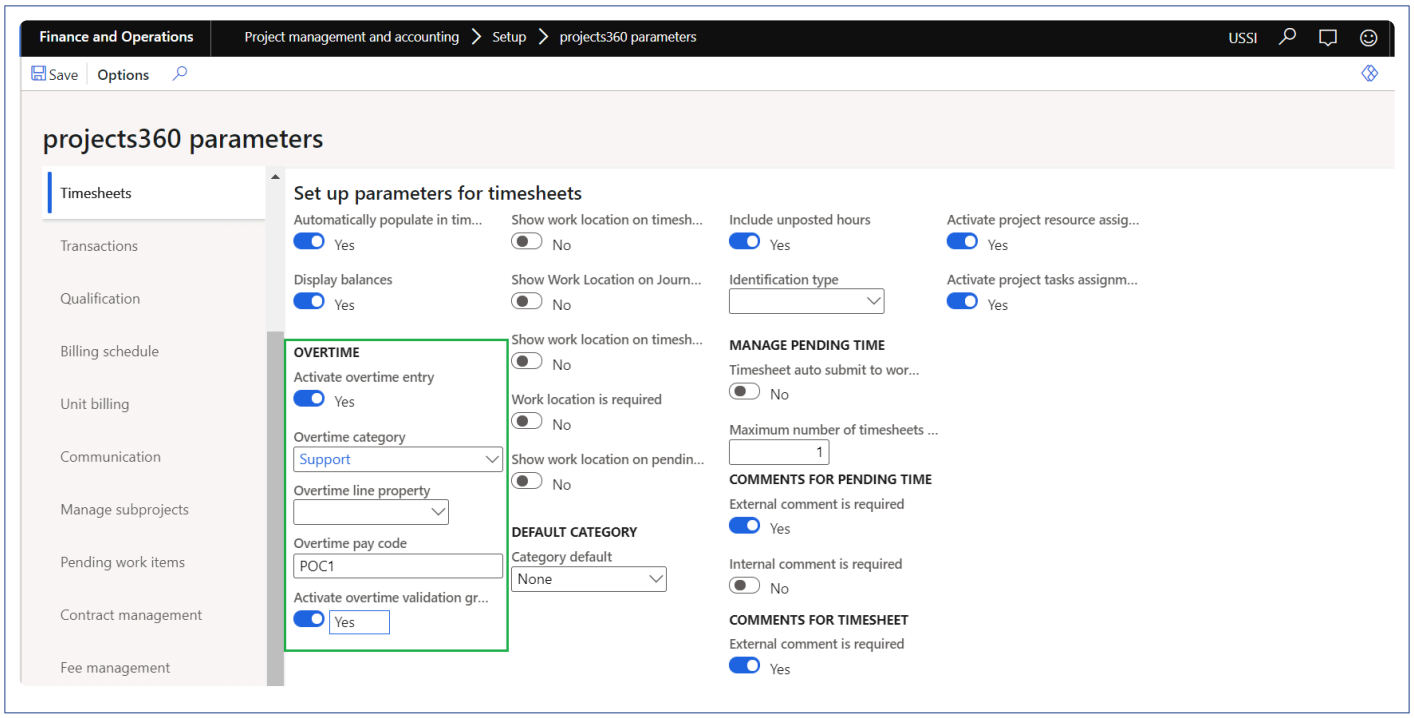
Configure

A few setups needs to be performed for entering overtime on timesheets. This section details the configuration process.

Parameter Setup

On projects360 parameter form, under Timesheets tab, a new set of parameters under the “Overtime” has been introduced to control the Overtime entry on timesheets. User needs to set the field value to ‘Yes’ in order to use the this functionality.

Go to Project management and accounting > Setups > projects360 parameters > Timesheets tab



Details of the fields available on the projects360 parameters form are as follows –

Fields	Description
Activate overtime entry	When this parameter is set to Yes, user can enter overtime on the timesheets.
Overtime category	This field is used to default category on the over timesheet line.

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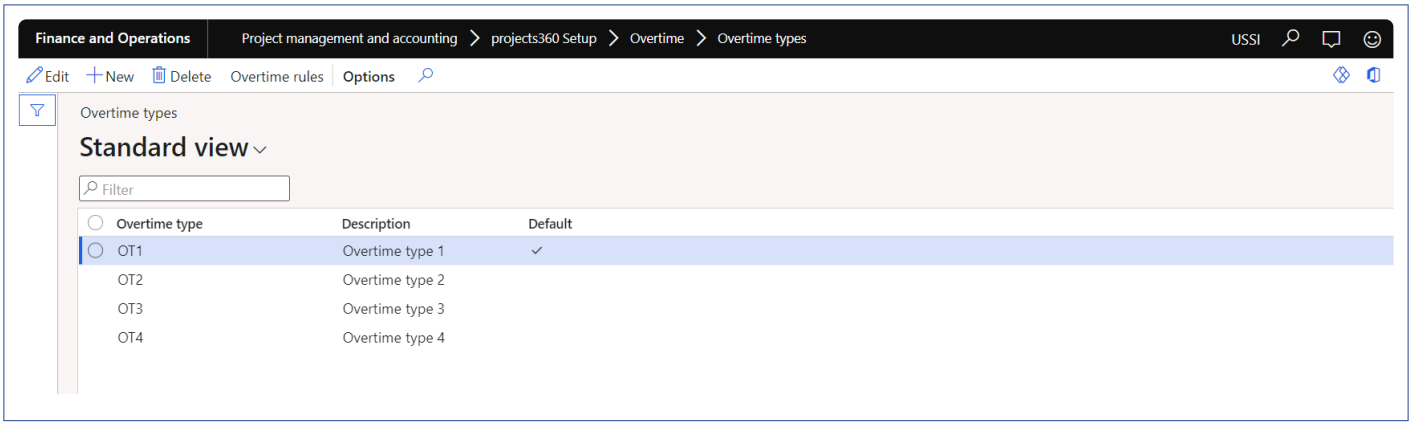
Overtime line property	This field is used to default the line property on the over timesheet line.
Overtime pay code	Update overtime pay code. Once pay code is updated a new ‘Pay code’ will be created/ updated automatically in pay codes form.
Activate overtime validation group	When this parameter is set to Yes, overtime type will be defaulted based on overtime validation group on the over timesheet line.

Overtime types

With this new form, user will be able to define overtime types which can be used while entering overtimesheet lines.

Go to Project management and accounting > projects360 Setup > Overtime > Overtime types



Details of the fields available on the projects360 parameters form are as follows –

Fields	Description
Overtime type	This field is used to define Overtime type.
Description	This field is used to define description for the overtime type.
Default	This field is used to default the overtime type on the over timesheet line. User can select only one overtime type as default when activation overtime validation group parameter is unmarked.
Overtime rules	User can define a rule to default Overtime line property and Overtime category on over

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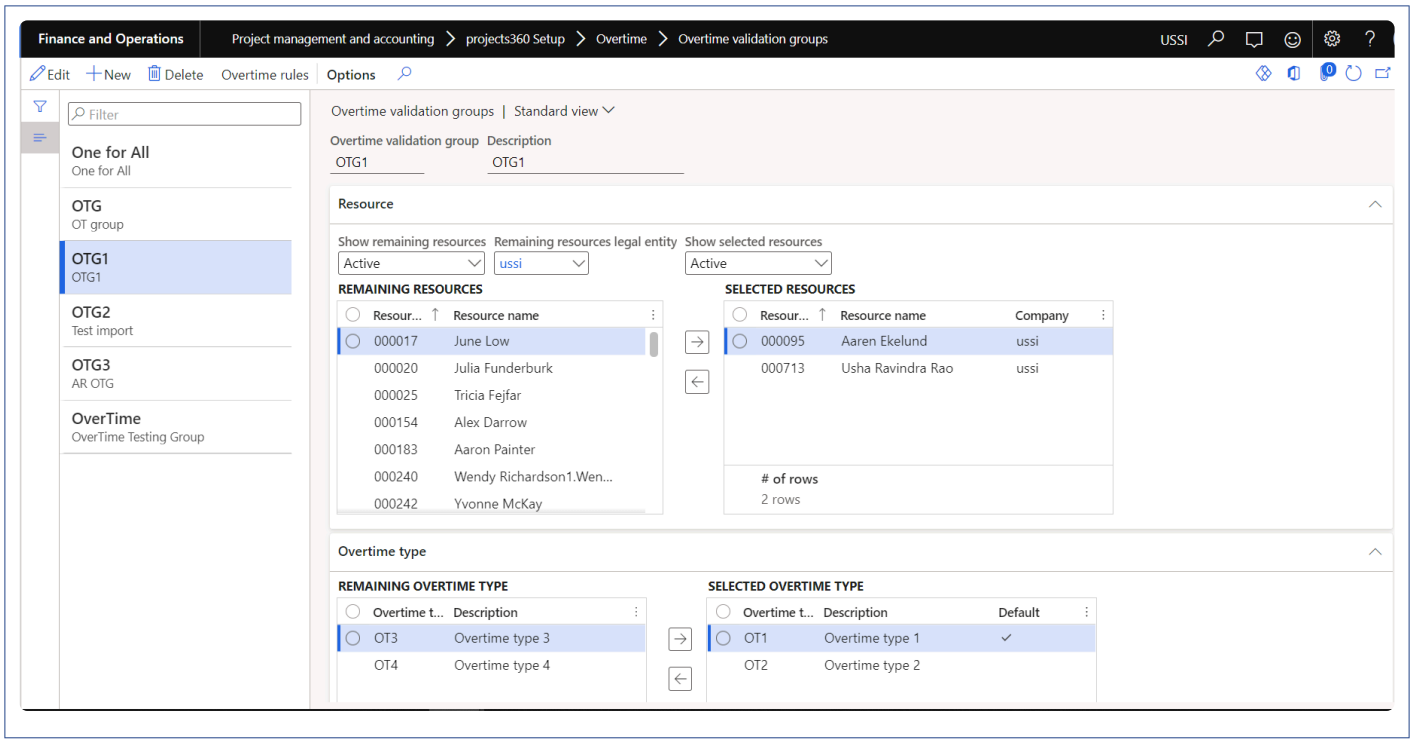
	timesheet lines based on Overtime type, Overtime validation group and project.

Overtime validation groups

With this new form, user will be able to create validation groups with the combination of resource and overtime types which will validate the default of line property and category on over timesheet lines.

Go to Project management and accounting > projects360 Setup > Overtime > Overtime validation group



Details of the fields available on the projects360 parameters form are as follows –

Fields	Description
Overtime validation group	This field is used to define overtime validation group.
Description	This field is used to define description for the overtime validation group.
Resource	This section is used select the resource valid for this group.
Overtime type	This section is used select the overtime type valid for this group.

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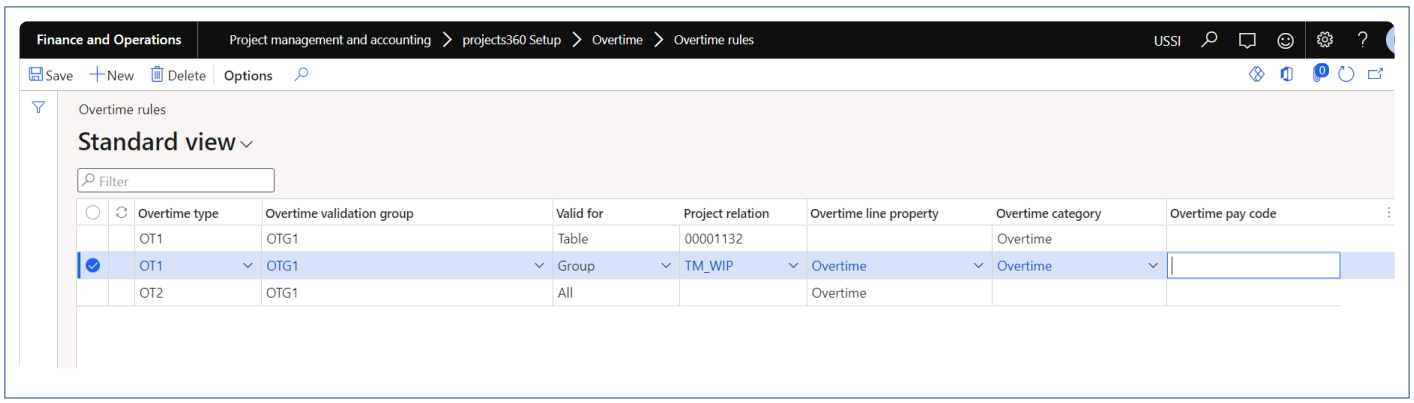
Overtime rules

With this new form, User can define a rule to default Overtime line property and Overtime category on over timesheet lines based on Overtime type, Overtime validation group, project, Line property and category.

Go to Project management and accounting > projects360 Setup > Overtime > Overtime rules



Details of the fields available on the projects360 parameters form are as follows –

Fields	Description
Overtime type	Select a Overtime type.
Overtime validation group	Select a Overtime validation group.
Valid for	This field is used to define if the rule is valid for specific project, group of projects or all projects.
Project relation	Value can be defined based on the value selected on Valid for field.
Overtime line property	This field is used to default line property on the over timesheet line.
Overtime category	This field is used to default category on the over timesheet line.
Overtime pay code	Update overtime pay code. Once pay code is updated a new ‘Pay code’ will be created/ updated automatically in pay codes form.

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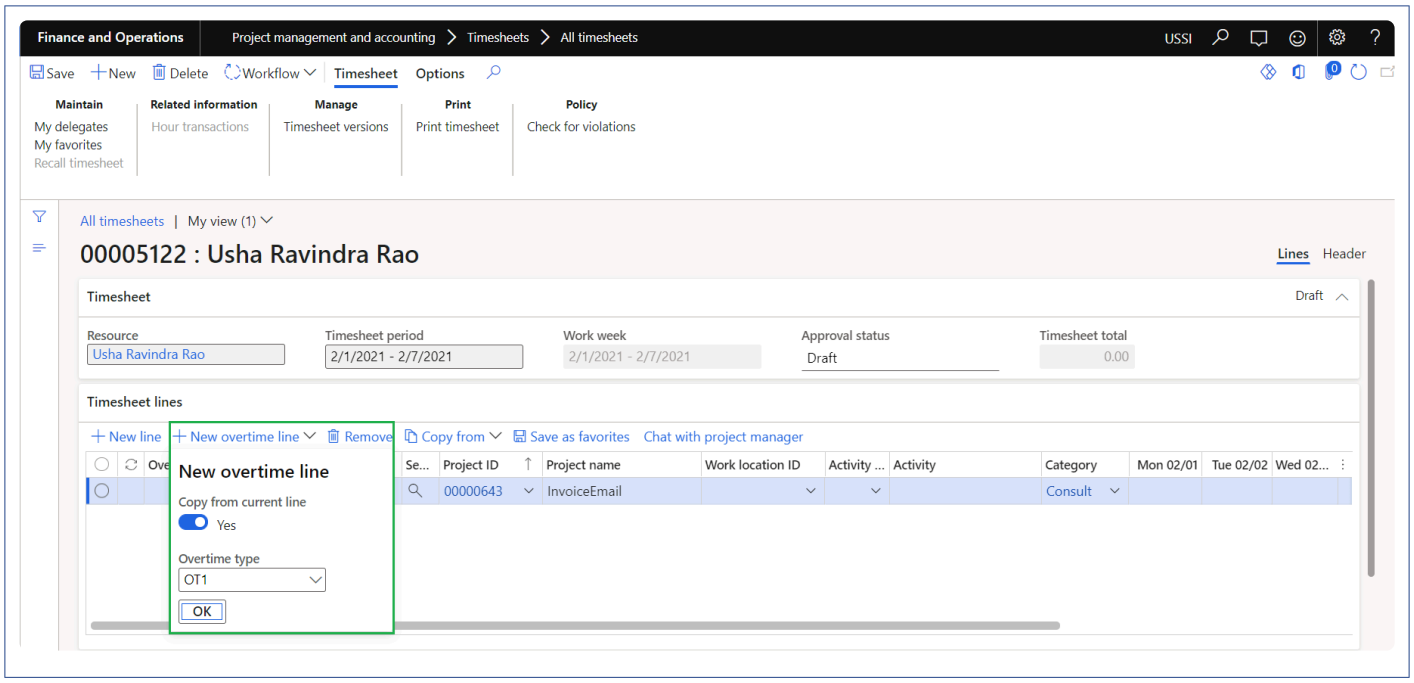
Overtime on Timesheets

This section describes how the enter overtime on the timesheets and view the records on Export time lines inquiry form.

All Timesheets

New option is provided on the timesheets to create overtime line through which user can enter the overtime lines. When the overtime lines get created with Overtime type, Category and Line property gets defaulted from the Overtime rules or from parameter setup can user can post the timesheet.

Go to Project management and accounting > Timesheets > All timesheets.



When user selects option “Copy from current line”, details like Project ID, Project name, Work location ID will get copied from the current line with the Category and Line property from the parameter setup.

When user selects Overtime type, Category and Line property will get defaulted from Overtime rules form.

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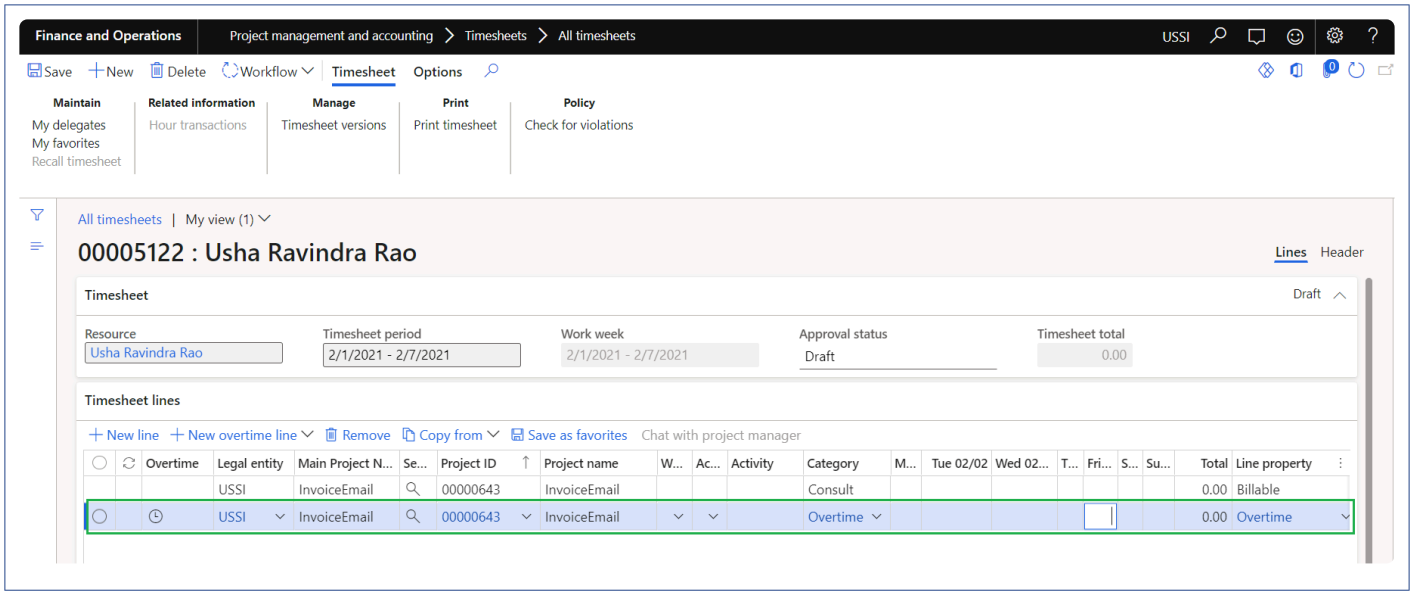
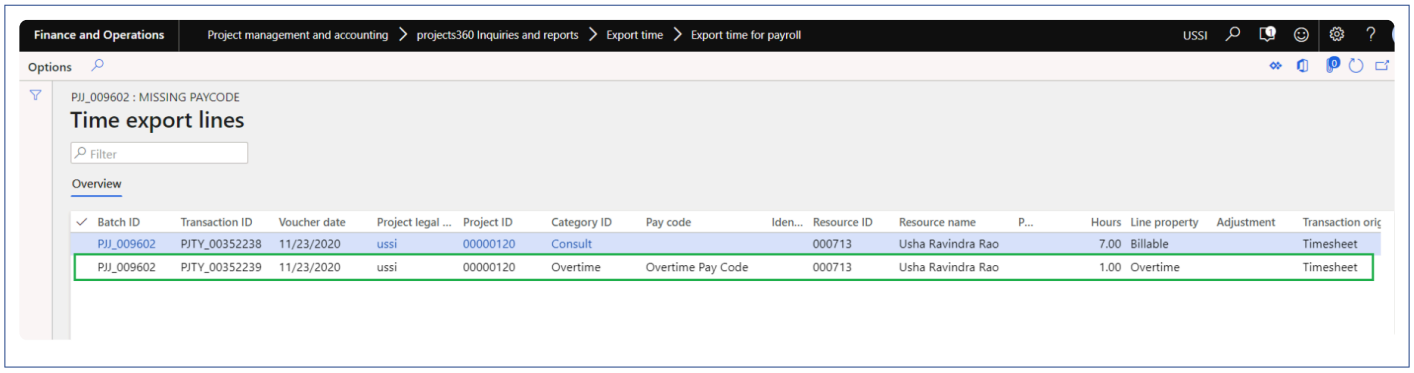


Export time for payroll

Overtime lines from the timesheet will get updated on this inquiry form for further reporting.

Go to Project management and accounting > projects360 inquiries and reports > Export time > Export time for payroll.



Click here for details on Export time

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Transaction Enhancements

The features enhanced or newly created, relating to project transactions have been grouped together in this document. The projects360 features grouped together in this segment are:

- Unit Based Billing
- Revenue Recognition
- Dimension Inheritance
- Workflow Modifications
- Workflow Administrator
- WBS Modifications
- Pricing Multiplier

Select a feature to view more details about them.

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Unit Based Billing

Many professional services firms bill for the quantity of work done rather than on the hours consumed for the work completed. some examples of unit billing are head count billing, billing by team size, number of cases closed, etc. For such billing scenarios there is no elegant solution in Microsoft Dynamics 365 for Finance and Operations. To better support various quantity based scenarios, and IFRS 15 regulations, projects360 suite now includes the unit based billing feature.

To improve this limitation, the Unit Billing feature has been introduced. This feature has been designed to provide all kinds of experiences/processes required in a billing scenario, from forecasting to billing including revenue recognition.

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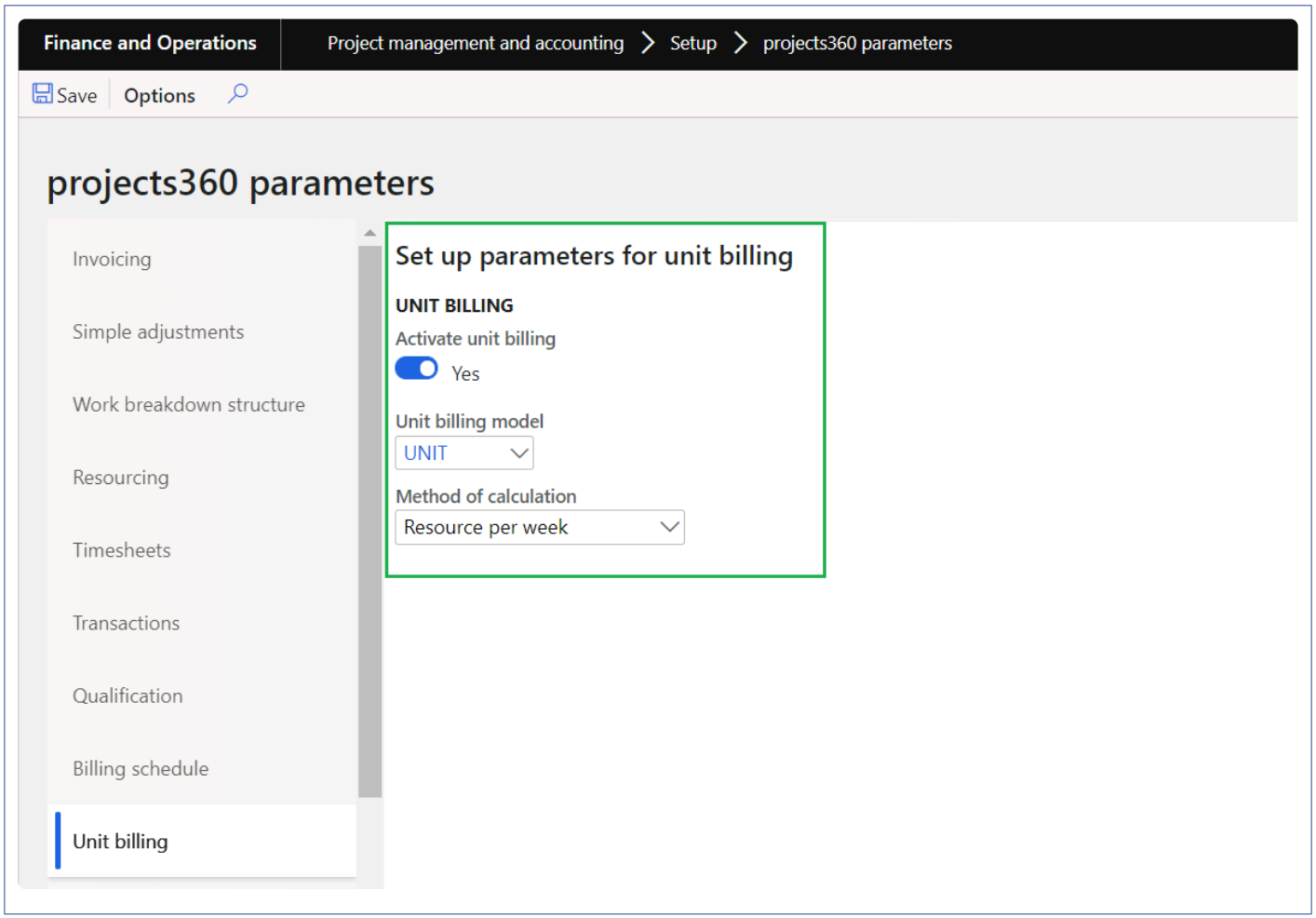
Configure Unit Billing

This section details the setups required to be configured for the Unit Billing feature to work.

Parameter Setup

A new tab called 'Unit billing' has been introduced in the projects360 parameters form. All the fields and controls relevant to unit billing are available on this tab.

Go to Project management and accounting > Setup > projects360 parameters > Unit billing tab



Parameters available on this form and functionality involved are as follows:

Fields	Description
Activate unit	Enables the feature when the checkbox is set to yes.

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billing	
Unit billing model	Select the forecast model that will be used for storing the forecasts of the unit billing. As of today, model selected on this field is allowed to be selected in other places as well, but we advise you to keep these models different from one another in order to see the correct forecast results. Locking down of this forecast model from being used in other forms will be delivered to in the future versions.
Method of calculation	Select method of calculation to default when new forecast lines are created.

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Forecast Units

This section details how units and revenue can be forecasted. Different methods of forecasting are explained in this section.

Unit Forecasting

The user will be able to forecast unit based revenue using this functionality, at a project level. Apart from unit forecasting, the user will be defining the method of calculation which will form the basis for the quantity update of the forecast lines, which will then be available for project billing. In the same process the user can specify the revenue recognition method, if the unit billing has to be deferred over a period of time.

Unit forecasting form

Unit forecasting is the new form that has been created, where users can enter the unit forecasts. The data can be imported from WBS too, where the WBS lines for the transaction type item will be imported into this form using forecast model defined in Unit billing parameter.

In this form, as soon as the forecast is created an item requirement is generated behind the scenes.

Go to Project management and accounting > All projects > Select the project > Unit billing tab > Unit billing forecast

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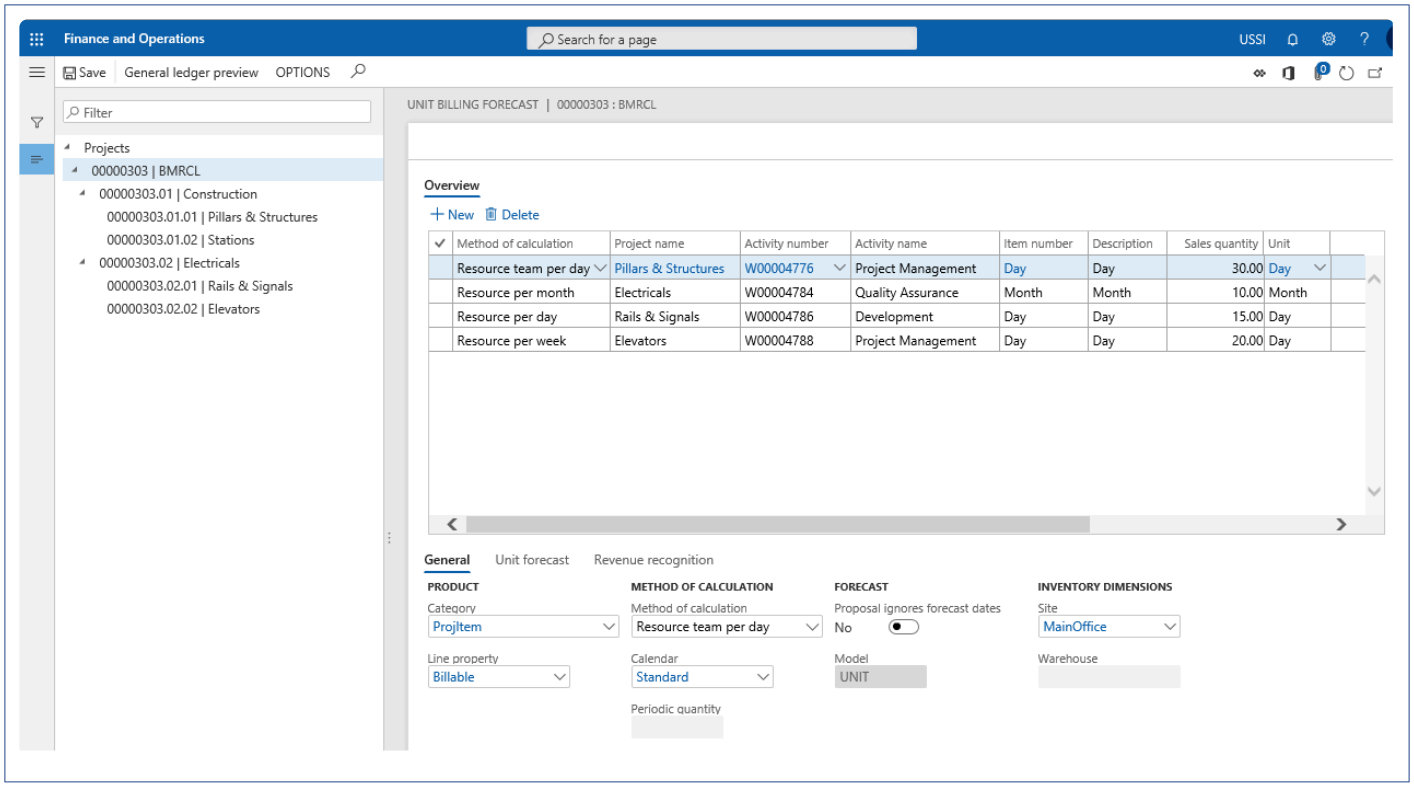

This form comprises of two sections:

Left hand section – Where all projects and subprojects will be listed from the current legal entity.

Right hand section – This section is further divided into two fast tabs:

Overview – Displays the unit billing forecasts for the selected project. If the parent project is selected then it all the unit billing of project and subprojects are displayed.

General – Details of the line selected on the overview tab are displayed here.

Fields available on Overview tab are as follows:

Fields	Description
Method of calculation	This field is used to derive the quantity that has to be updated for the forecast line, when the Quantity Unit proposal is generated. Based on the method selected in this field the quantity that can be updated for the line is proposed, based on resource timesheet and team timesheet. Below are the methods of calculation available to handle user timesheet records to update quantity. Manual: This method of calculation allows users to update the quantity manually for the

	proposal line which is created in update and post unit proposal, however the user will be able to update these quantities to anything that is desired. Resource per day Resource per week Resource per month Resource team per day Resource team per week Resource team per month In the above methods, the timesheet hours are considered for the quantity update. For example, when set to Resource per day, the timesheet entered for the resource for the day will be considered as quantity one. In case there are three resources booking time for the same project on the same day then this quantity will be three. These are the proposed values, however the user will be able to update these quantities to anything that is desired. However, for the methods where team is included irrespective of the number of resources, the quantity will be considered as one for the quantity update. Quantity per day Quantity per week Quantity per month Quantity per quarter Quantity per year In these methods of calculation, the proposed quantity will be considered for the period specified in the Periodic quantity. For the method of calculation of type – Quantity, the Periodic quantity update field is enabled for the user to update quantity that has to be updated for the period chosen in the method of calculation. For example, if this is 2, and the method of calculation is Quantity per week, then the quantity update will be 2 per week of update.
Project name	Shows the project name.

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Activity number	Shows the activity number transferred from WBS or manually selected on this form.
Activity name	Shows the activity name based on activity number.
Item number	Shows the item number transferred from WBS or manually selected on this form. Once the record is saved, item number cannot be modified.
Description	Shows the item description based on item selected. user will be able to modify item description field to anything that is desired.
Sales quantity	Shows the sales quantity transferred from WBS or manually entered on this form.
Unit	Unit of measure defaults from the selected Item.
Sales price	Shows the sales price amount transferred from WBS or manually entered on this form.
Currency	Displays the sales price currency.
Start date	Shows the start date transferred from WBS or manually entered on this form.
End date	Needs to enter manually on this form.

The buttons available on this Overview grid are as follows:

Buttons	Description
New	Creates a new item forecast line.
Delete	Delates the item forecast line.

The buttons available on the action pane are as follows:

Buttons	Description
Save	Saves the records on the form.
General ledger preview	Shows the ledger entries that will be impacted after processing the selected line.

There are three tabs added to the below grid. Details and fields on these grids are as follows:

General Tab

Fields available on this tab are as follows:

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Fields	Description
Category	The project category to which the item is associated is displayed in this field. User will be able to modify Category value to anything that is desired.
Line property	Displays the line property of the transaction. User will be able to modify line property value to anything that is desired.
Method of Calculation	Displays the method of calculation chosen on the forecast line. If the Method of Calculation is a quantity related then the next field – “Periodic quantity” will be enabled to enter the quantity value.
Calendar	Calendar that has be considered for the method of calculation is displayed in this field.
Periodic quantity	This field is enabled only when method of calculation is Quantity related, then user will be able to update fixed quantity for the period.
Proposal Ignores forecast dates	Based on this checkbox being set to yes or no, the forecast dates are considered for the proposal. When set to “No” – the forecast dates are honored, or else they are ignored while generating the quantity proposal.
Model	Displays the Unit forecast model used in the forecast.
Inventory dimensions	The mandatory inventory dimensions are displayed in this tab.

Unit Forecast tab

In this tab the user will be able to allocate the forecast lines into various periods. This is more for reporting purposes. The fields available on this grid are as follows:

Fields	Description
Date	Displays the date of the unit forecast line.
Sales quantity	Displays the sales quantity defined on the forecast line.
Unit	Displays the unit of measure.
Amount	Displays the Forecasted amount.
Currency	Displays the forecasted amount’s currency.

The buttons available on this grid are as follows:

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Buttons	Description
Forecast allocation	The forecast lines will be split/allocated into multiple lines based on this field. The options available are: **Manual** – Where the user can manually allocate the forecast line. **Day** – The forecast line will be split for the number of days lying between start and end date of the forecast line. **Week** – The forecast line will be split for the number of weeks lying between start and end date of the forecast line. **Month** – The forecast line will be split for the number of months lying between start and end date of the forecast line.
Manual quantity update	Based on this checkbox the manual update is possible. Though the allocation quantity is updated based on the choice made in the forecast allocation, the user can update the fields manually if this option is set to yes. Though the user updates the lines in this tab, the same is not reflected onto the forecast lines at the header level.
Total forecast quantity	Displays the total quantity forecasted.

Revenue recognition tab

This tab show the revenue recognition details selected on line in overview tab. The fields available on this grid are as follows:

Fields	Description
Revenue recognition	The methods that available for revenue recognition is displayed in this field. Immediate – Revenue is recorded immediately. Deferred schedule – Where the revenue amount is split over the revenue periods. Once this option is selected, the related fields will be enabled. However for the user to be able to choose this value, the category associated with the item should be setup as a deferred revenue category. Refer the Deferred revenue category setup.
Revenue period	If the revenue recognition method is deferred then the deferral period is displayed in this field. This value is arrived from the deferred revenue ID.
Category	Category is displayed – Deferred revenue category used for revenue recognition is displayed

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	in this field.
Deferred revenue item	Displays the item that is being deferred.
Posted revenue	Displays the posted revenue – Posted revenue category used for revenue recognition is displayed in this field.

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Create Unit Proposals

This section details how unit proposals can be created or updated.

Quantity Proposals

For every unit forecast line there is an item requirement line that is created behind the scenes, which has to be quantity updated for the invoicing to take place. In this feature, the quantity update is generated through a proposal. This proposal generation depends on what is defined in the method of calculation field. For this functionality two new forms are created and is explained in the below sections.

Create Unit Proposals

In this form the user can create unit proposals. The basis for generation of this proposal is the method of calculation field. The user can choose dates for which the proposal is to be generated.

Based on the period selected and the method of calculation, the proposed quantity that can be updated as completed against the forecast line is proposed to the user. The calculation of the proposal is displayed for the user to be able to view and edit the quantity if required.

The proposal generated can be viewed in the Update and Post Unit proposals form.

Example of the unit proposal generation:
Unit forecast line is from 10/01/2018 to 12/31/2018, and the method of calculation is set to “Resource per month”. The create unit proposal is run for the period 10/01/2018 to 12/31/2018, assuming that the resource has entered timesheets for the selected project in all the months, the same will be updated as quantity one per month, thus the quantity 3 will be displayed against this forecast line In the Update and Post unit proposals form.

The fields available on this form are as follows:

Fields	Description
Start date	Start date that has to be considered for the unit proposal generation.
End Date	End date that has to be considered for generating the unit proposal.
Overlap	This checkbox determines whether the proposal should consider the dates for which the proposal has been previously run.

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	If this option is set to “Yes”, then the proposal will include the dates in which the proposal has been created previously. When this option is set to “No”, only the period for which the proposal has not been created will be considered for the quantity calculation.
Records to include tab: Filter Project	The project from which this update is being run, is defaulted in this field and the user is not allowed to update.
Method of calculation	Filters the records based on the method of calculation.
Activity number	Filters the records for the selected activity number/numbers.
Run in the background tab	Has all the standard options available for running this process in batches.

Go to Project management and accounting > All projects > Select the project > Unit billing tab > Create unit proposals
Go to Manage projects workspace >Transaction tab > Create unit proposals

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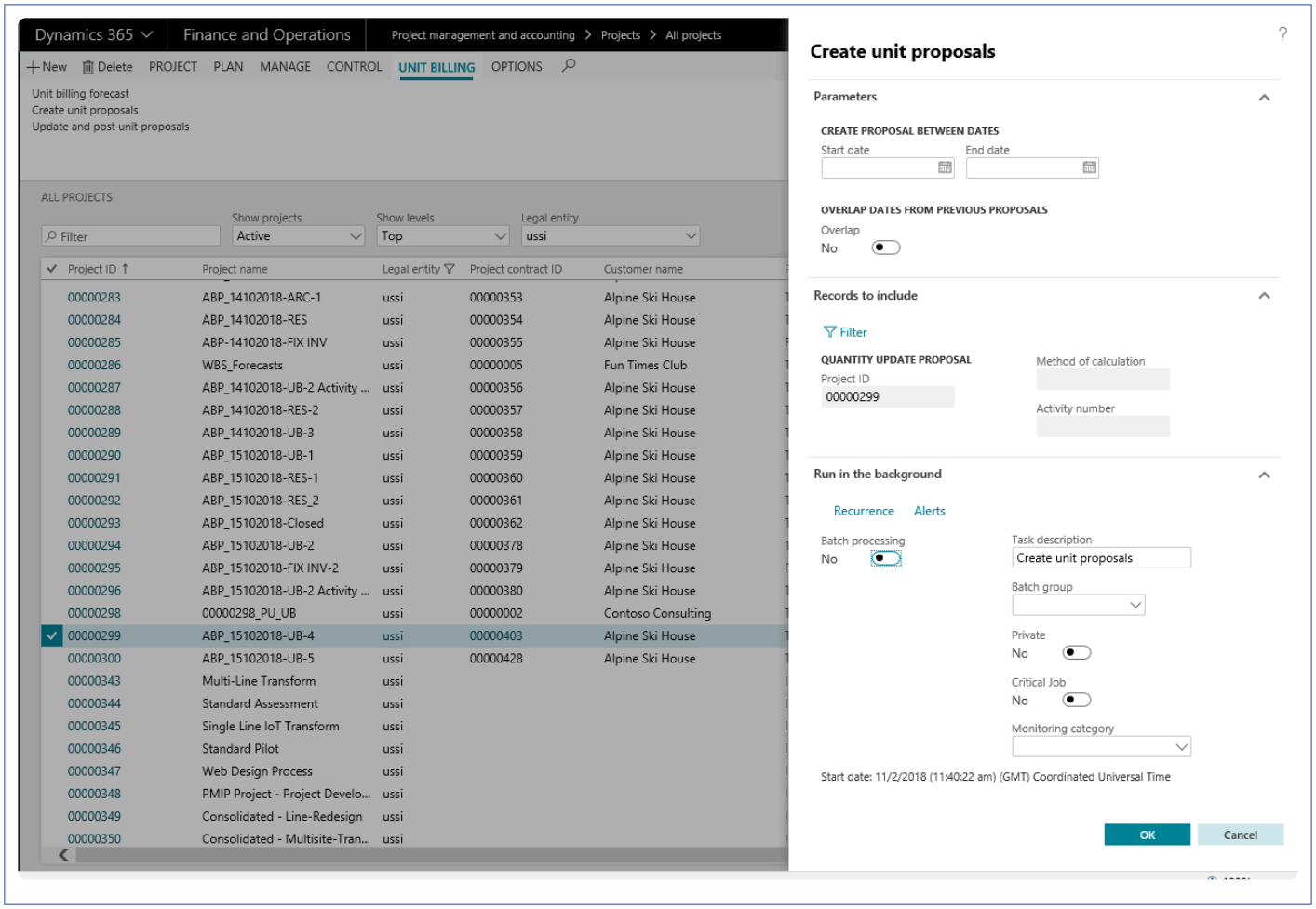

Update and Post Unit Proposals

This form displays all the lines that are generated in the proposal from Create unit proposals. The user will be able to edit and display the update quantities.

Go to Project management and accounting > All projects > Select the project > Unit billing tab > Update and post unit proposals
Go to Manage projects workspace >Invoicing tab > Update and post unit proposals

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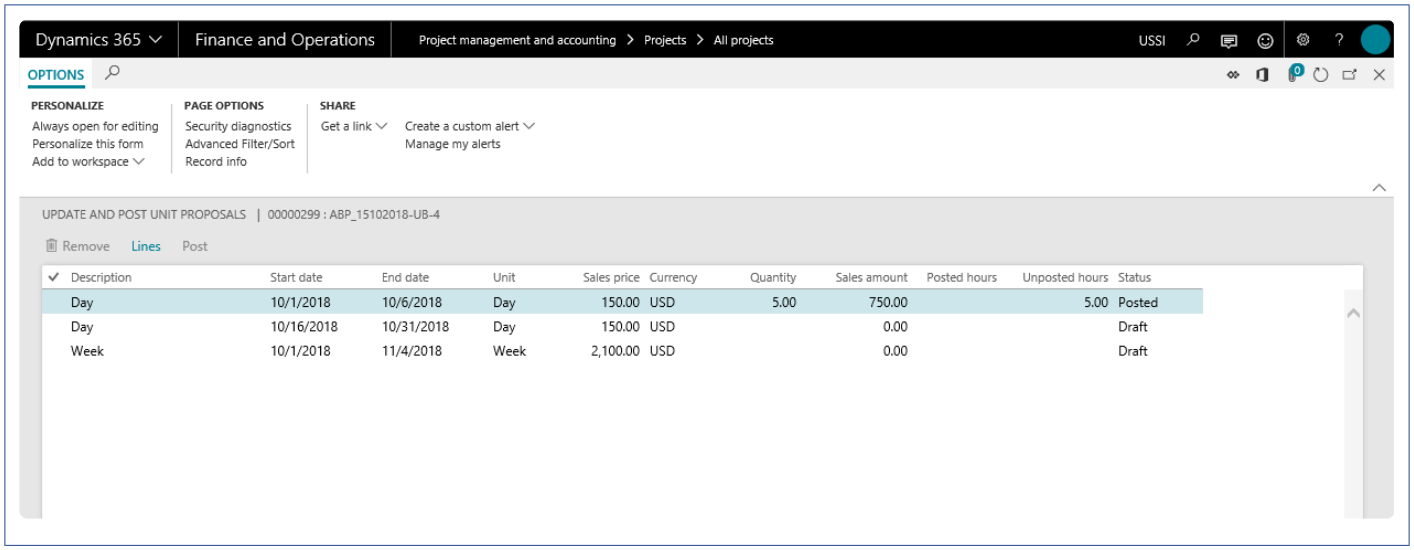

The fields available on this form are as follows:

Fields	Description
Description	Item description is displayed in this field.
Start date	Start date of the proposal run.
End date	End date of the proposal run.
Unit	Displays the unit of measure.
Sales price	Displays the sales price of the item.
Currency	Currency of the sales price is displayed in this field.
Quantity	Quantity that is proposed from the proposal run. The quantity displayed in this field is the sum of the quantity of all the lines. You can view the breakup of this quantity in Lines.
Sales amount	Sales price * quantity is the sales amount.
Posted hours	When the method of calculation is Resource…., the posted timesheets that were considered for arriving at the quantity is displayed in this field.
Unposted hours	When the method of calculation is Resource…., the unposted timesheets that were considered for arriving at the quantity is displayed in this field.
Status	Displays the status of the proposal, whether the same is posted or not.

The Buttons available on this grid are as follows:

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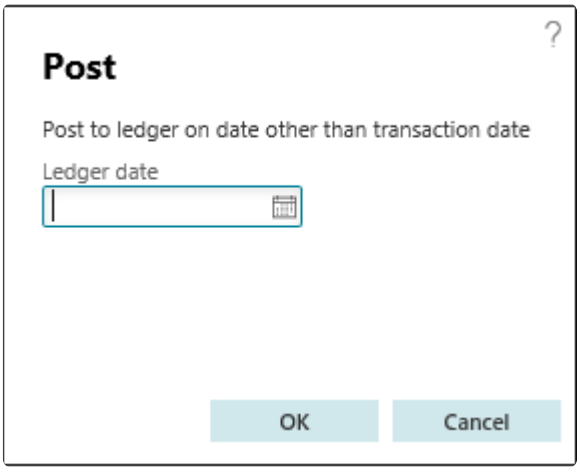
Fields	Description.
Remove	Removes lines from the proposal that is generated and is not yet posted.
Lines	Lines displays/opens up a new form – Lines. The details of this form is displayed below.
Post	This button takes you to the posting form in which the user is allowed to choose the date on which the quantity update is to be posted, in case the user would like to post on a date other than transaction date. 

On the Lines form users can see the details of the created proposal – the start date, end date, quantity, posted hours and un-posted hours can be seen. Details of each of these fields can be found in the subsequent sections.

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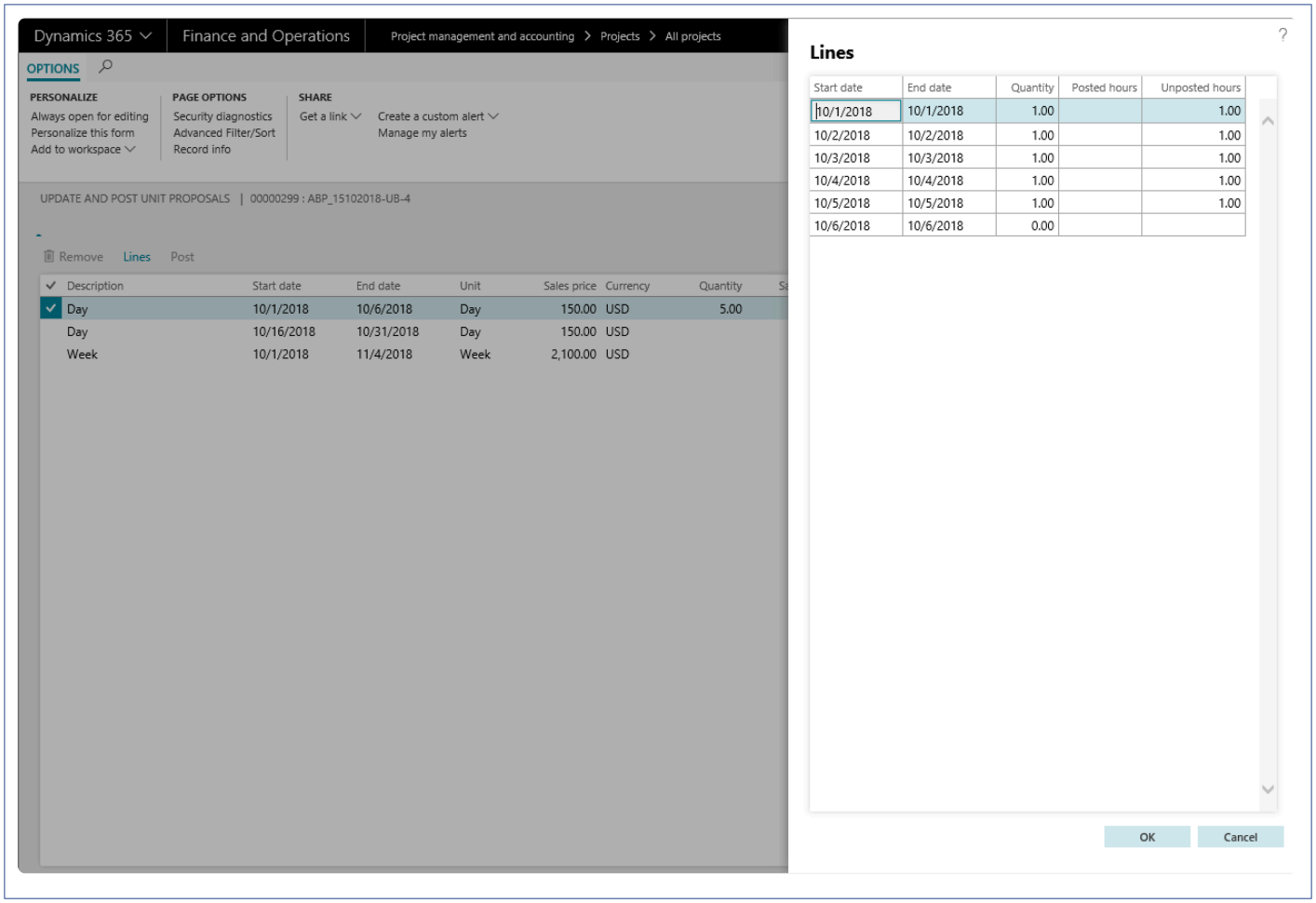

The fields available on the form are as below as follows:

Fields	Description.
Start date	Start date for which the quantity is being updated.
End date	End date for which the quantity is being updated.
Quantity	This is the proposed quantity based on the method of calculation. However this quantity can be manually updated by the user.
Posted hour	When the method of calculation is set to any Resource related, then the Posted hours for the resources who have booked time on the project, for the proposal period, will be displayed in this field.
Unposted hour	When the method of calculation is set to any Resource related, then the unposted hours for the resources who have booked time on the project, for the proposal period, will be displayed in this field.

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Revenue & Invoicing

This section details how the revenue is recognized and invoicing will be performed for these unit proposals.

Revenue Recognition

The revenue recognition of unit forecast lines is defined on the unit forecast line under the revenue recognition fast tab. Two methods of revenue recognition are available in this feature, one is immediate and the other is deferred revenue recognition. When the method is set to immediate, the revenue is recognized immediately, whereas when the method is set to Deferred, the revenue is deferred over a period of time based on the deferment schedule selected. To know more about the deferment of revenue, please read Revenue Recognition article.

Invoicing

The user will be able to invoice the units that have been posted using the Update and post unit proposals form. All lines that are in the status posted will be considered for the invoice that is raised from the project.

The project invoice will respect all the rules that are defined in the invoicing group that is attached to the invoice, when the projects360 invoice grouping feature is used. To know more about the raising invoices and grouping transactions based on various attributes, please read Invoice Grouping article.

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Revenue Recognition

Advance payments received for services to be provided in the future are a liability, such as deferred revenue. The revenue is recognized in the period(s) that service is provided. This feature has been developed to distribute the revenue received when services are provided.

The transaction type of fees has been considered for deferment in this feature. A fee journal is deferred over a period of time and accounted as a revenue when the deferment is posted.

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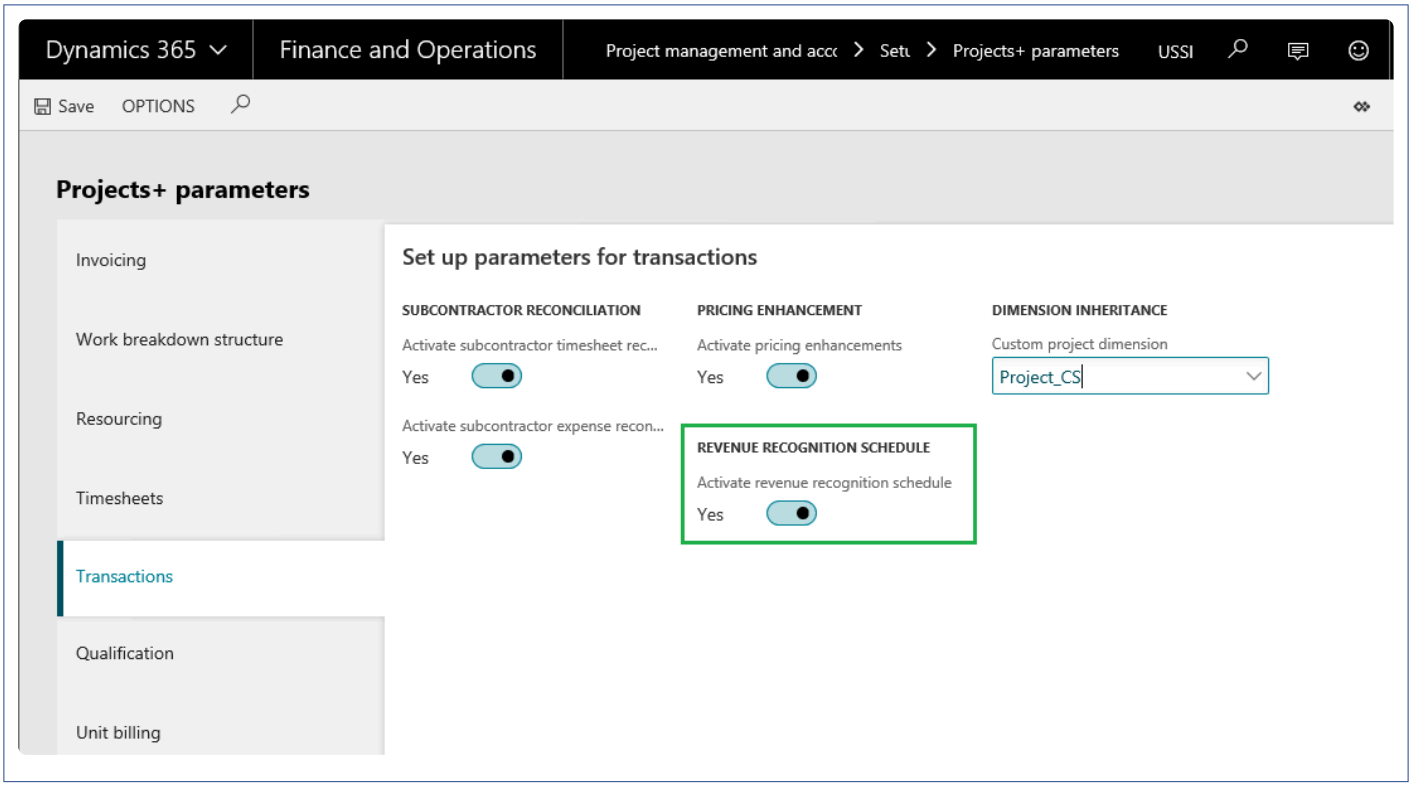
Configure Revenue Recognition

This section details the configuration process involved in the revenue recognition.

Parameter Setup

To activate the revenue recognition feature set the ‘Activate revenue recognition schedule’ option to Yes.

Go to Project management and accounting > Setups > projects360 parameters > Transactions tab



Revenue Recognition Schedule

Revenue Period is created to define the number of periods the user would like to defer the revenue received. The deferment schedule is attached to a fee journal for deferring the revenue received.

Go to Project management and accounting > Setups > projects360 Setup > Revenue recognition schedule

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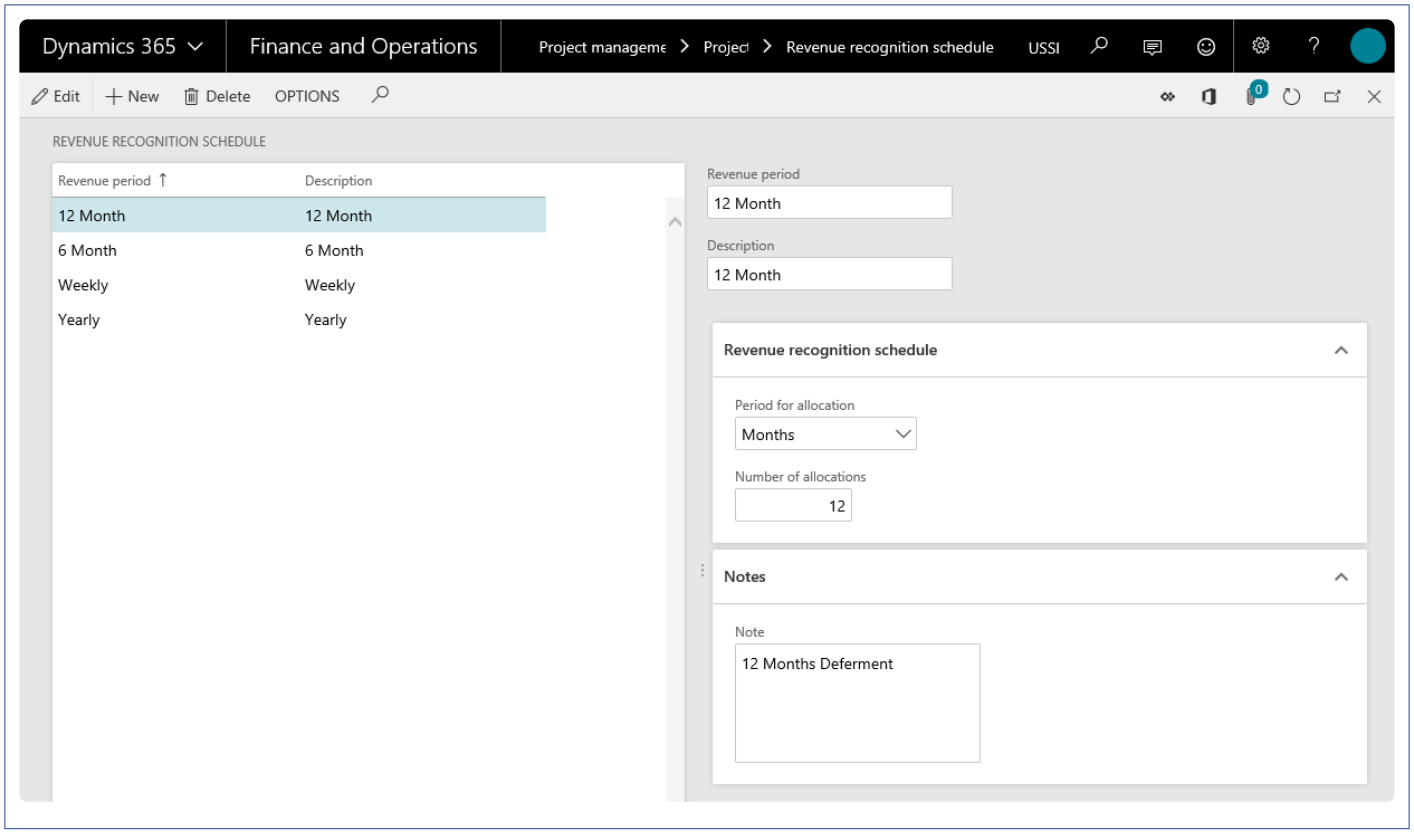

Description for some of the fields and buttons used on the form are as follows:

Field/Button	Description
New	Click to create new deferred revenue ID.
Delete	Click to delete existing revenue period.
Revenue Period	Specify an identification of revenue recognition which will be used as the reference.
Description	Specify a description of the revenue period.
Period for allocation	Select the period for allocation. This defines installment is to be distributed in terms of weeks, months or years.
Number of allocations	Enter the number of periods for which the deferment is desired.
Notes	Specify a brief description or note for the revenue recognition.

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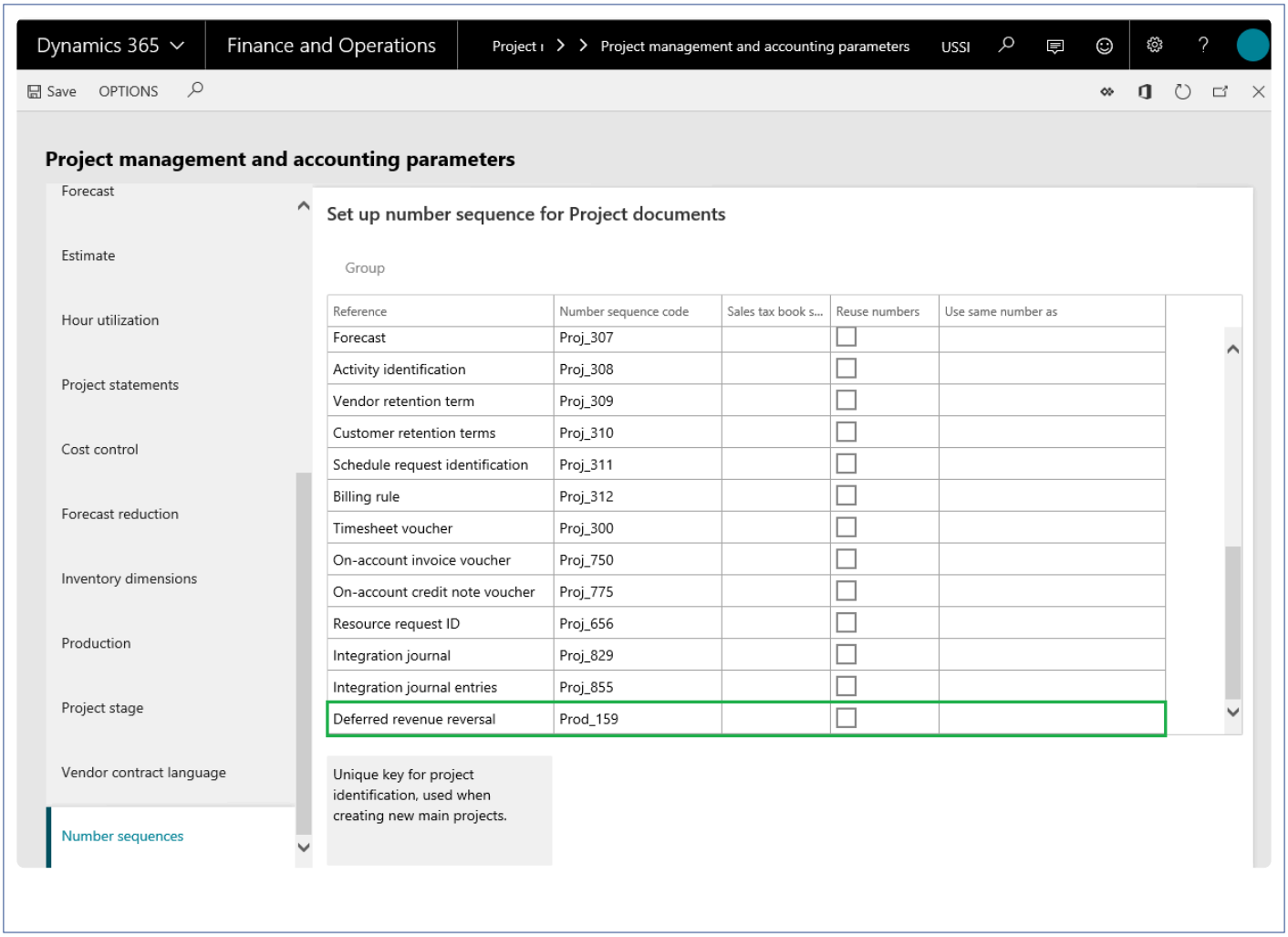
Number Sequence Setup

The revenue that is received is deferred over a period of time and when the actual revenue is posted per month, it is known as the deferred revenue reversal. For such a journal the number sequence has to be set up in the project management and accounting parameters form.

Revenue recognition reversal reference is added to the project management number sequence as soon as the user activates the Deferred revenue – Activate deferred revenue fee. Select the number sequence code for the reference – Deferred revenue reversal.

Go to Project management and accounting > Setups > Project management and accounting parameters



Fee Category Setup

On the Project categories form choose a fee category to set it as a deferred revenue category. Mark the option Deferred revenue fee to ‘Yes’. Note the the deferred revenue fee checkbox will be available for only fee type of category group and not to the hour, expense and item type of category groups. Once this option is set to ‘Yes’, the Posted revenue field is enabled and becomes a mandatory field. This field will allow the users

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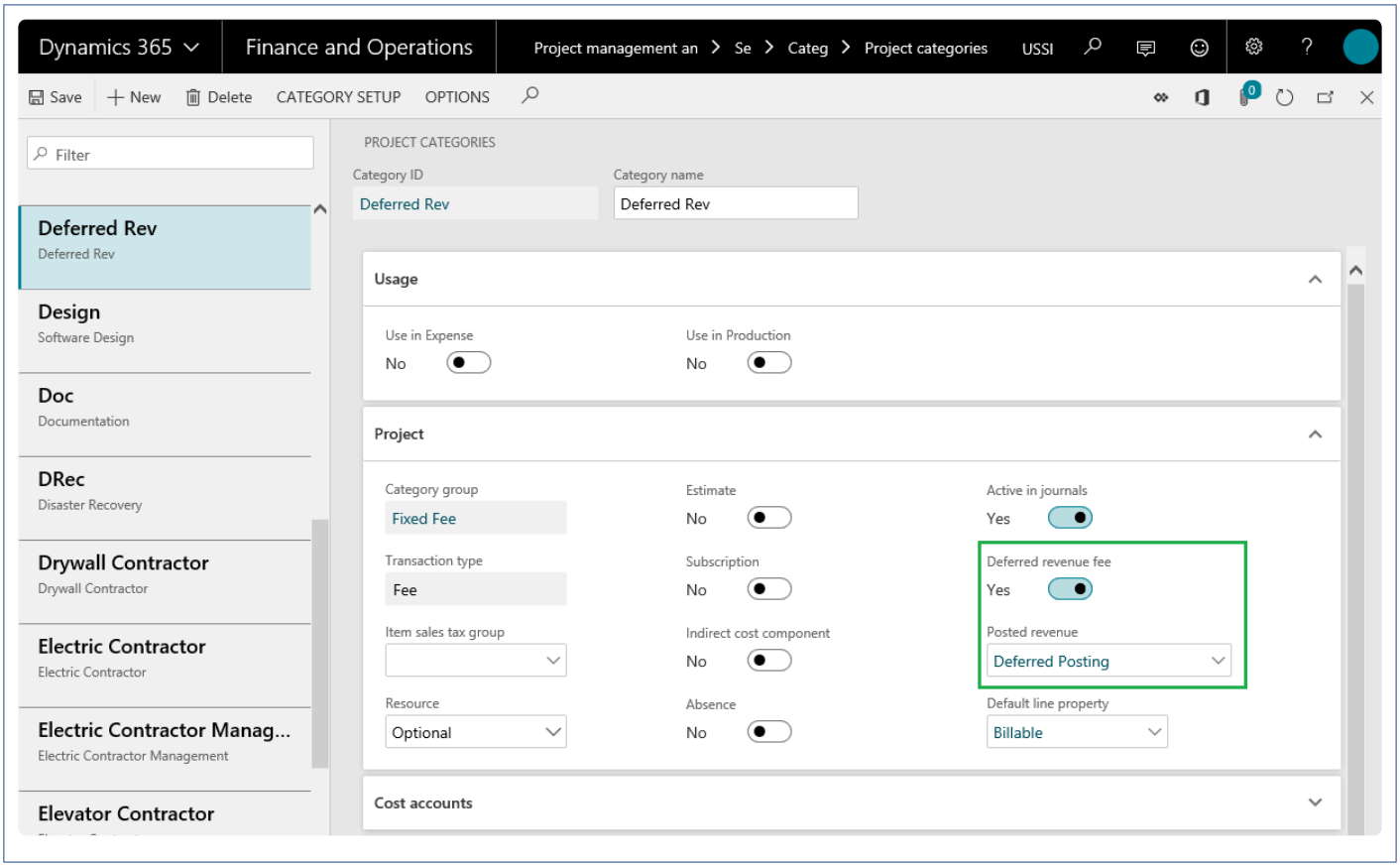
to select another fee category which will be used to actual booking of revenue upon the deferment posting.

Go to Project management and accounting > Setups > Categories > Project categories > Select fee category



Define the below accounts in the fee categories to track the deferred and posted revenues:

Invoiced revenue – Deferred category
Accrued revenue sales value – Deferred category
Accrued revenue sales value – Posted revenue

The entries on posting of fee invoices would be as follows:

1. On invoicing the fee journal, the below entry would be generated as per standard.

Customer balance account Dr. (Main account say 30040)	$1,000	
Invoiced revenue (picked from deferred revenue category say 11040)		$1,00

2. When posting the deferment, the below entry would be generated.

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Accrued revenue – sales-value Dr. (deferred revenue category say 11040)	$100	
Accrued revenue – sales-value (posted revenue category)		$100

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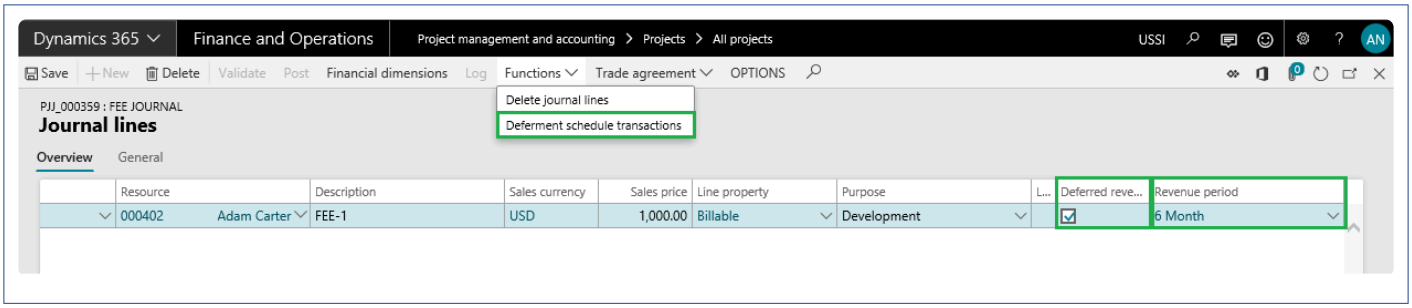
Deferment Process

This section details the deferment process i.e. creating fee journal, scheduling the deferment transactions and finally deferment posting.

Fee Journal Posting

Deferment functionality has been provided on a fee journal. On a fee journal based on the whether the fee category has been marked for deferral, the checkbox to defer the fee journal will be available. The fee journal form has been modified for this feature to include two menu items.

Go to Project management and accounting > Journals > Fee > Lines



Deferred revenue fee – checkbox, which when marked converts the fee lines to deferment and the deferred revenue ID field becomes a mandatory to be filled in on the journal.

Revenue period – is a drop-down field which allows the user to select deferred revenue that is defined in the deferment schedule form. Based on the deferred revenue ID selected, the deferment schedule is created for this fee journal.

Deferment schedule transactions– This is available when the above two details are filled in. More details on the same is available in the next section.

Deferment Schedule Transactions

When the user opens the deferment schedule transactions, the below form opens where the distribution of the fee journal over the period and other details are displayed as per the periods defined as per selected deferred revenue ID.

The deferment schedule tab displays the details of the deferment as per the deferred revenue id, but specific to this transaction. On the Installments tab distribution of fee journal over a period of time is displayed.

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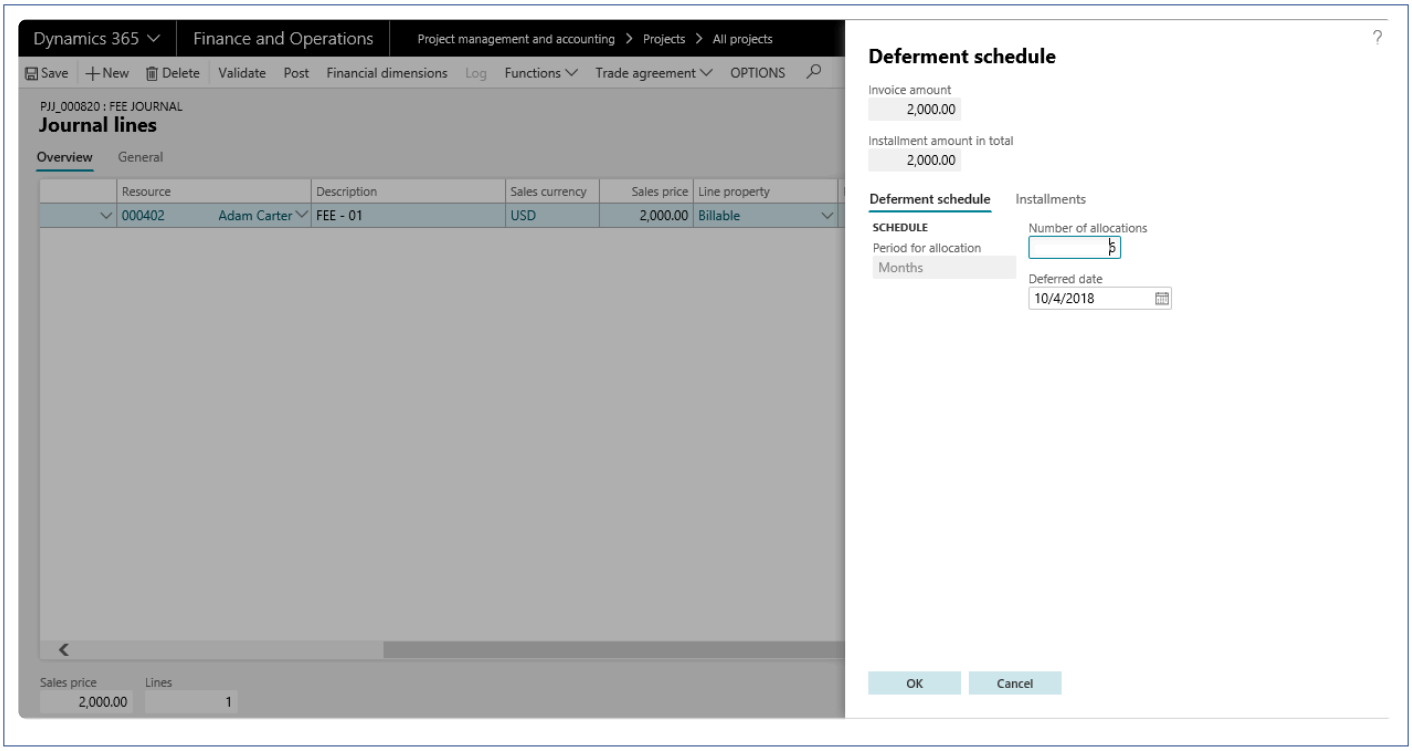
Go to Project management and accounting > Journals > Fee > Lines > Functions > Deferment schedule transactions



Field	Description
Deferred amount	View the deferred amount from the journal.
Installment amount in total	View the aggregate installment amount.
Period of allocation	View the defaulted period from deferred revenue id that is attached on the journal line.
Number of allocation	View the number of allocation that's being setup in the Deferred revenue ID form and can be changed.
Deferred date	Defaults the date on the fee journal, but can be edited on this form.

Go to the Installments tab, to review the list of installments for deferrals.

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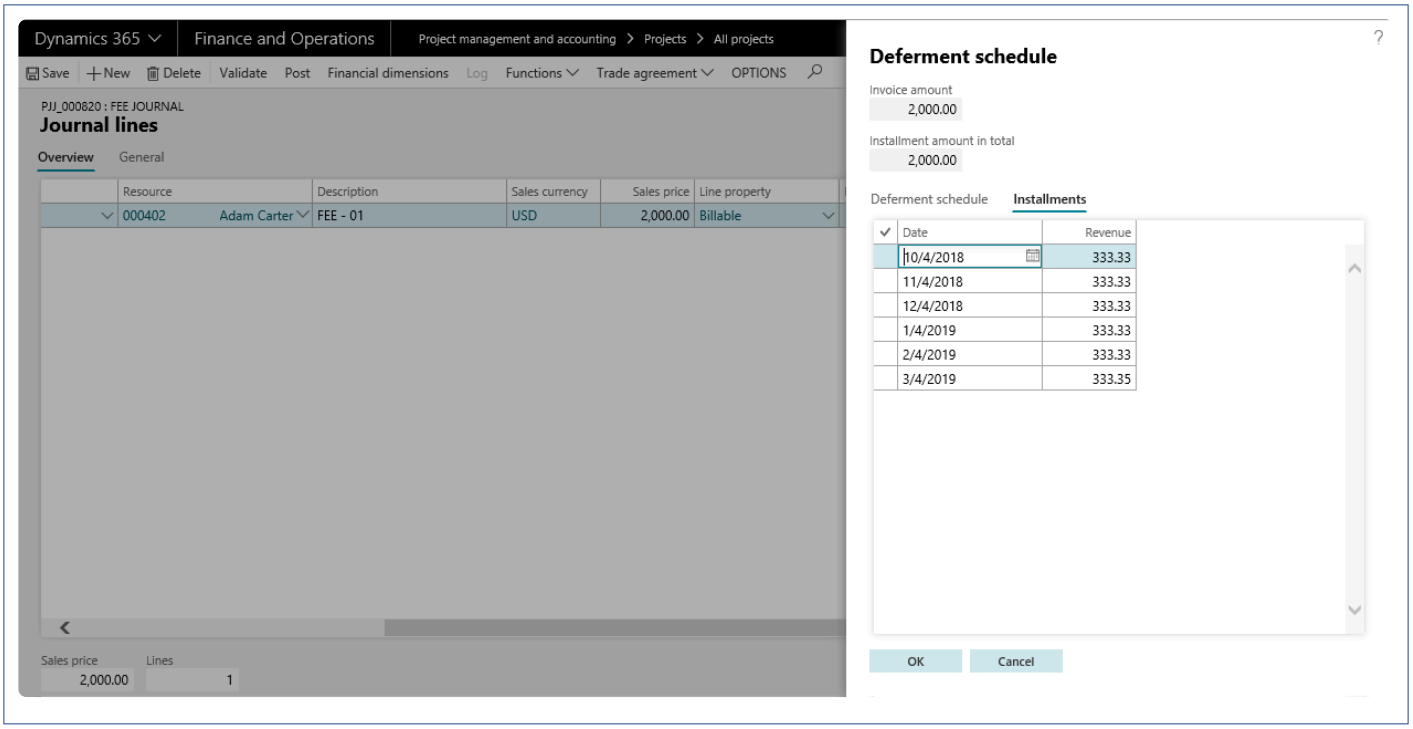

The fields and buttons on the Installments tab are as follows:

Field\Button	Description
Deferred amount	View the deferred amount from the journal.
Installment amount in total	View the aggregate installment amount. This amount should match the deferred amount, only then the OK button will be enabled.
Date	View the date on the instalment date will be the project date from the fee journal, which could be prior to the system date too. The rest of the instalments will be calculated considering this date and not the system date. This field can be edited.
Amount	View the amount of the installments calculated based on the period and number of allocation. This field can be edited.
OK	Click to save the changes and close the form. The OK button is disabled if the Deferred amount and Installment amount in total does not match.
Cancel	Click Cancel will throw a message which helps us get back the previous allocation if the installment amount does not match with the deferred amount.

The amount column is editable on this form. For the form to close by clicking OK, the Deferred amount and the Installment amount in total should match. If there is a difference, the OK button will be disabled.

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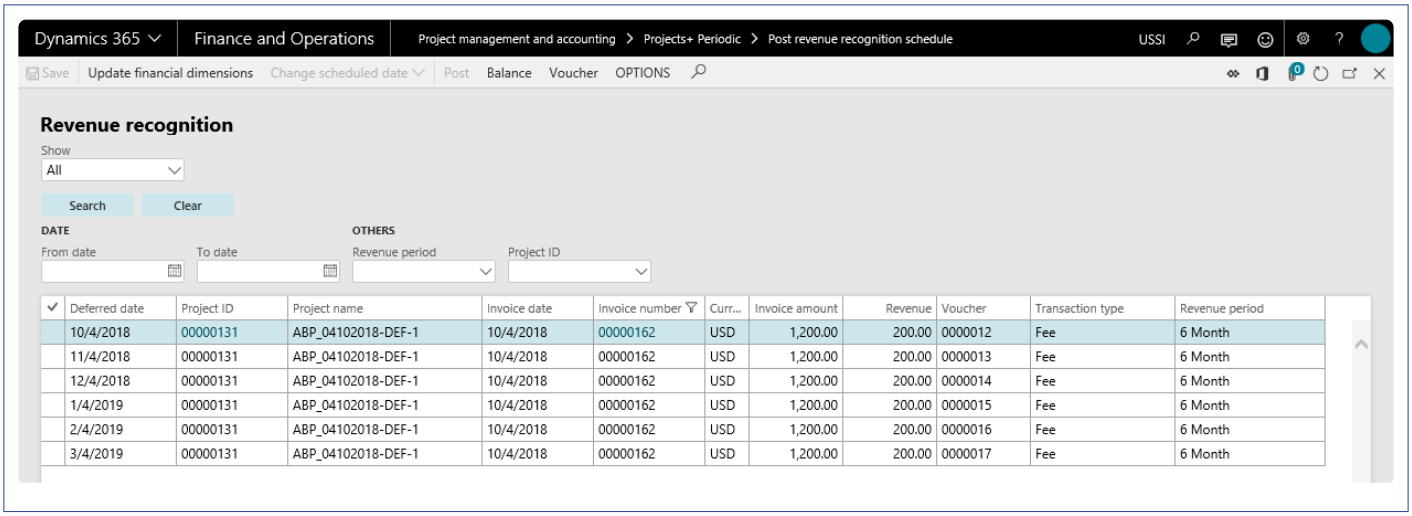
So the user has to correct the mismatch or can re-set the installments to the original calculation by clicking on OK. Once the Fee journal is posted the deferments can be done using the periodic form of deferments.

Note – In the prior versions, deferment was possible only after invoicing the fee journal, but from Microsoft Dynamics 365 for Finance and Operations forward, deferment is available as soon as the fee journal is posted.

Revenue Posting

After posting the fee journal or after invoicing the fee journal, the user will be able to post the deferment transactions available under the periodic menu.

Go to Project management and accounting > Periodic > projects360 periodic > Post revenue recognition schedule.



Deferred date	Project ID	Project name	Invoice date	Invoice number	Curr...	Invoice amount	Revenue	Voucher	Transaction type	Revenue period
10/4/2018	00000131	ABP_04102018-DEF-1	10/4/2018	00000162	USD	1,200.00	200.00	0000012	Fee	6 Month
11/4/2018	00000131	ABP_04102018-DEF-1	10/4/2018	00000162	USD	1,200.00	200.00	0000013	Fee	6 Month
12/4/2018	00000131	ABP_04102018-DEF-1	10/4/2018	00000162	USD	1,200.00	200.00	0000014	Fee	6 Month
1/4/2019	00000131	ABP_04102018-DEF-1	10/4/2018	00000162	USD	1,200.00	200.00	0000015	Fee	6 Month
2/4/2019	00000131	ABP_04102018-DEF-1	10/4/2018	00000162	USD	1,200.00	200.00	0000016	Fee	6 Month
3/4/2019	00000131	ABP_04102018-DEF-1	10/4/2018	00000162	USD	1,200.00	200.00	0000017	Fee	6 Month

Details of the fields and buttons used on the above form are as follows:

Field\Button	Description
Update Financial dimensions	The dimensions from the original transaction are displayed here. The dimensions are editable, till the time first deferment is posted. If the dimensions are edited in the first deferment line, the same will be updated on the original fee journal and the remaining fee deferrals lines.
Change schedule date	This helps the user to change the deferred date of the selected transaction in the grid.

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Post	This button opens batch processing form and if the user wants to post it immediately he can just click on ok. If not first mark the batch processing check box and then ok to post using batches. This helps the user to post the marked lines and these posted transactions can also be seen in the project posted transactions.
Balance	This opens the deferred revenue form that shows the details of the deferred invoice.
Voucher	Shows the vouchers posted when the Invoice was posted.
Transaction type	This field helps the user to filter based on the posting status of the deferment line.
Search	Click the button to filter the data shown in the grid once the necessary filters are selected.
Clear	Click to clear all filters and show all the data.
From date	This filter helps the user to filter based on the date of the deferment line.
To date	This filter helps the user to filter based on the date of the deferment line.
Revenue Period	This filter helps the user to filter based on the deferred revenue ID.
Project ID	This filter helps the user to filter based on the Project ID.
Deferred date	View the date for which the line will be posted.
Invoice date	View the date on which the invoice is posted.
Project ID	View the Project ID for which that line belongs to.
Project name	View the Project name for which that line belongs to.
Invoice	View the identification of the invoice.
Currency	View the currency used for the line.
Invoice amount	View the total Journal amount/deferred amount.
Revenue	View the deferment amount.
Voucher	Displays the voucher number for the posted lines.
Transaction type	View the origin of this line, which is fee.

When you open the Balance form the below information is available.

Project management and accounting > projects360 Periodic > Post revenue recognition schedule >

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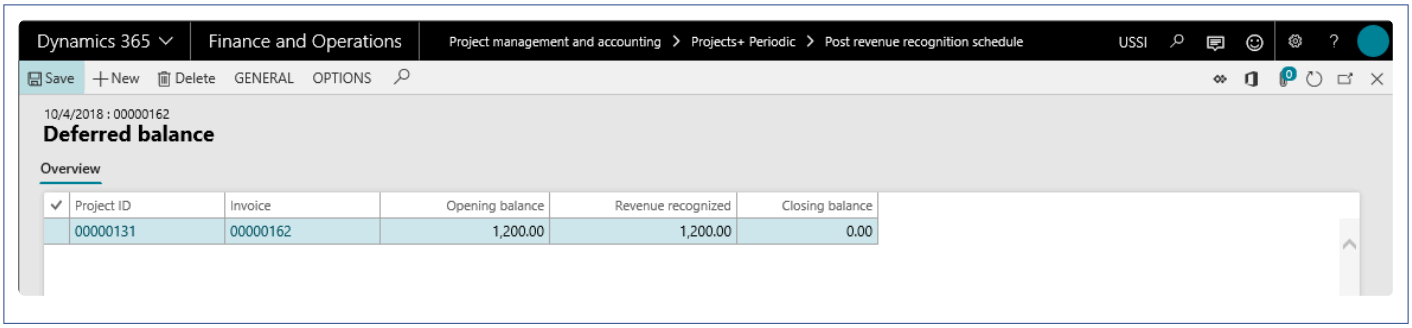
Balance.



Details of the fields available on the Deferred balance form are as follows.

Field	Description
Project ID	Shows the project to which the deferment line belongs.
Invoice	Shows the invoice ID of the deferment line.
opening balance	The total revenue amount on the invoice
Revenue recognized	This field shows the aggregate amount of posted deferment lines.
Closing balance	The total amount of un-posted deferment lines

Once a deferment line is posted then the revenue recognized amount increases to that extent and closing balance reduces to that extent.

Post the deferment transactions and filter the form to show the posted transactions as shown in the screenshot below. The voucher button will be enabled when the records are filtered for posted transactions.

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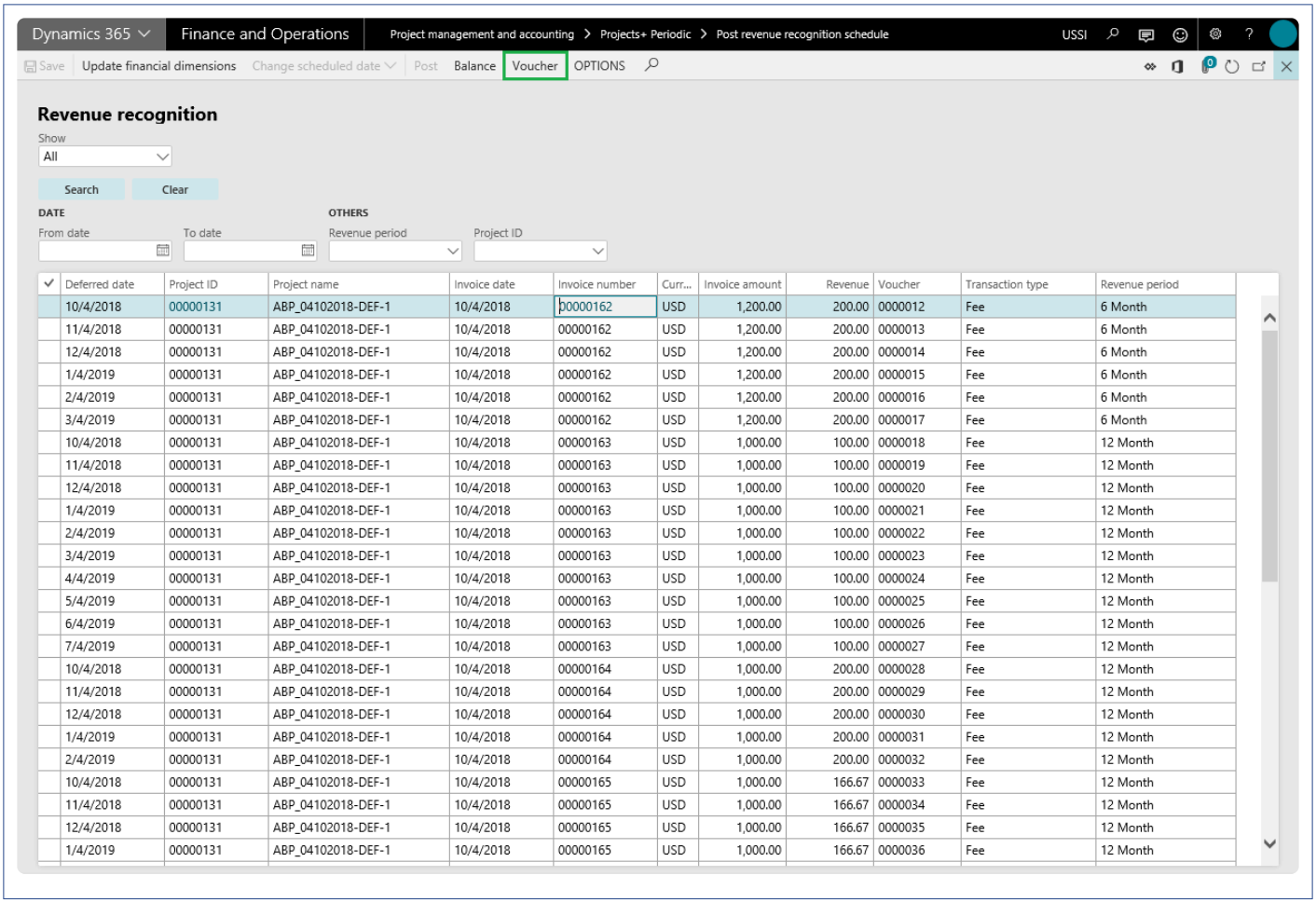
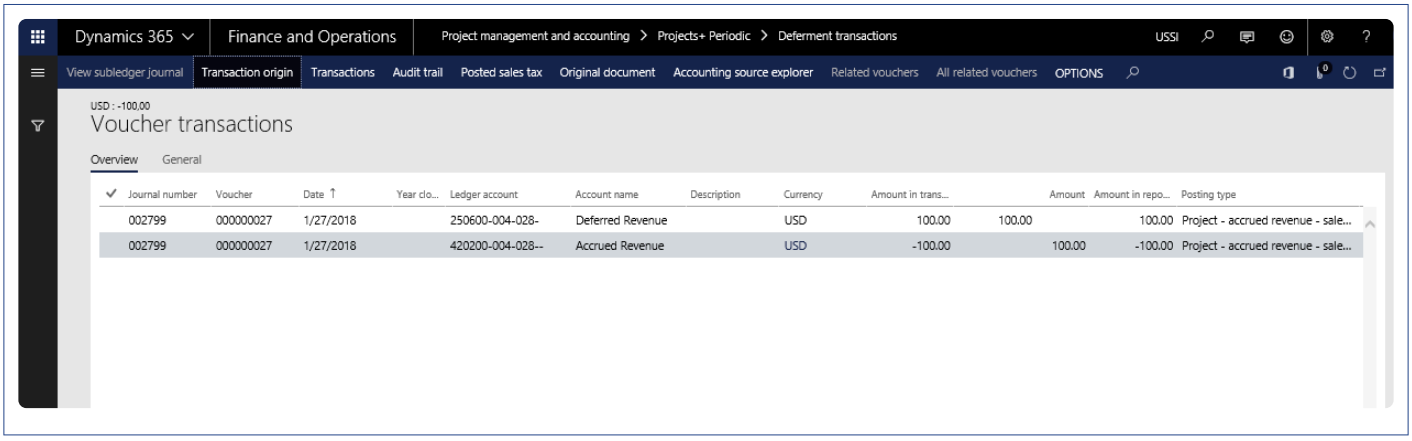


Deferred date	Project ID	Project name	Invoice date	Invoice number	Curr...	Invoice amount	Revenue	Voucher	Transaction type	Revenue period
10/4/2018	00000131	ABP_04102018-DEF-1	10/4/2018	00000162	USD	1,200.00	200.00	0000012	Fee	6 Month
11/4/2018	00000131	ABP_04102018-DEF-1	10/4/2018	00000162	USD	1,200.00	200.00	0000013	Fee	6 Month
12/4/2018	00000131	ABP_04102018-DEF-1	10/4/2018	00000162	USD	1,200.00	200.00	0000014	Fee	6 Month
1/4/2019	00000131	ABP_04102018-DEF-1	10/4/2018	00000162	USD	1,200.00	200.00	0000015	Fee	6 Month
2/4/2019	00000131	ABP_04102018-DEF-1	10/4/2018	00000162	USD	1,200.00	200.00	0000016	Fee	6 Month
3/4/2019	00000131	ABP_04102018-DEF-1	10/4/2018	00000162	USD	1,200.00	200.00	0000017	Fee	6 Month
10/4/2018	00000131	ABP_04102018-DEF-1	10/4/2018	00000163	USD	1,000.00	100.00	0000018	Fee	12 Month
11/4/2018	00000131	ABP_04102018-DEF-1	10/4/2018	00000163	USD	1,000.00	100.00	0000019	Fee	12 Month
12/4/2018	00000131	ABP_04102018-DEF-1	10/4/2018	00000163	USD	1,000.00	100.00	0000020	Fee	12 Month
1/4/2019	00000131	ABP_04102018-DEF-1	10/4/2018	00000163	USD	1,000.00	100.00	0000021	Fee	12 Month
2/4/2019	00000131	ABP_04102018-DEF-1	10/4/2018	00000163	USD	1,000.00	100.00	0000022	Fee	12 Month
3/4/2019	00000131	ABP_04102018-DEF-1	10/4/2018	00000163	USD	1,000.00	100.00	0000023	Fee	12 Month
4/4/2019	00000131	ABP_04102018-DEF-1	10/4/2018	00000163	USD	1,000.00	100.00	0000024	Fee	12 Month
5/4/2019	00000131	ABP_04102018-DEF-1	10/4/2018	00000163	USD	1,000.00	100.00	0000025	Fee	12 Month
6/4/2019	00000131	ABP_04102018-DEF-1	10/4/2018	00000163	USD	1,000.00	100.00	0000026	Fee	12 Month
7/4/2019	00000131	ABP_04102018-DEF-1	10/4/2018	00000163	USD	1,000.00	100.00	0000027	Fee	12 Month
10/4/2018	00000131	ABP_04102018-DEF-1	10/4/2018	00000164	USD	1,000.00	200.00	0000028	Fee	12 Month
11/4/2018	00000131	ABP_04102018-DEF-1	10/4/2018	00000164	USD	1,000.00	200.00	0000029	Fee	12 Month
12/4/2018	00000131	ABP_04102018-DEF-1	10/4/2018	00000164	USD	1,000.00	200.00	0000030	Fee	12 Month
1/4/2019	00000131	ABP_04102018-DEF-1	10/4/2018	00000164	USD	1,000.00	200.00	0000031	Fee	12 Month
2/4/2019	00000131	ABP_04102018-DEF-1	10/4/2018	00000164	USD	1,000.00	200.00	0000032	Fee	12 Month
10/4/2018	00000131	ABP_04102018-DEF-1	10/4/2018	00000165	USD	1,000.00	166.67	0000033	Fee	12 Month
11/4/2018	00000131	ABP_04102018-DEF-1	10/4/2018	00000165	USD	1,000.00	166.67	0000034	Fee	12 Month
12/4/2018	00000131	ABP_04102018-DEF-1	10/4/2018	00000165	USD	1,000.00	166.67	0000035	Fee	12 Month
1/4/2019	00000131	ABP_04102018-DEF-1	10/4/2018	00000165	USD	1,000.00	166.67	0000036	Fee	12 Month

Click on Voucher to view the postings of the deferment transactions.



Journal number	Voucher	Date	Year clo...	Ledger account	Account name	Description	Currency	Amount in trans...		Amount	Amount in repo...	Posting type
002799	000000027	1/27/2018		250600-004-028-	Deferred Revenue		USD	100.00	100.00		100.00	Project - accrued revenue - sale...
002799	000000027	1/27/2018		420200-004-028--	Accrued Revenue		USD	-100.00		100.00	-100.00	Project - accrued revenue - sale...

When posting the deferment, the below entry is generated.

Accrued revenue – sales-value Dr (deferred revenue category)	$100.00	
Accrued revenue – sales-value (posted revenue category)		$100.00

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Dimension Inheritance

The dimension inheritance feature is available for three different types of dimensions defaulting on the project transactions. They are:

- ***At transaction level: where posting types are transactions such as hours, expenses etc.***
- ***At setup level: where posting type values are master data such as projects, project contracts, etc.***
- ***Custom dimensions defaulting onto inter-company transactions.***

This feature has been developed to override dimensions at various points in D365 Operations and Finance. This modification allows the flexibility to interactively redefine how to override dimensions during the posting process as needed. The user can define the Project journals and transactions. The origin of dimensions should be either worker or project or a fixed dimension value, thus allowing maximum control of the data.

This feature is not dependent on parameter. However, the setup is key for this feature to work.

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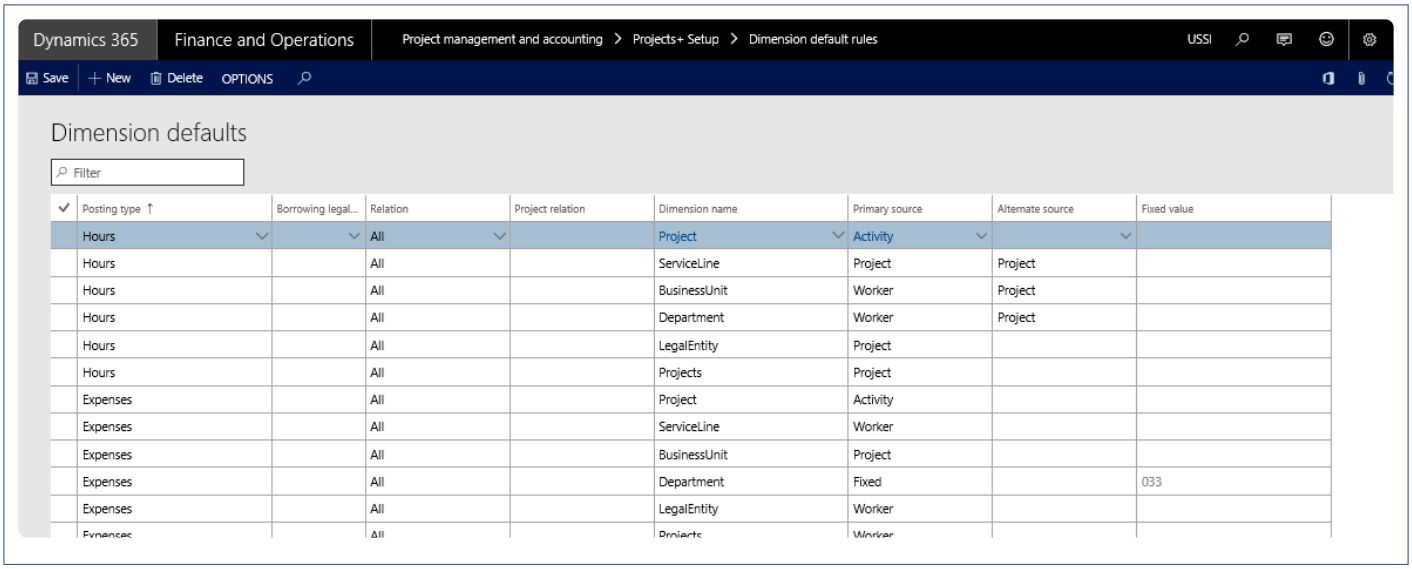
Configure Dimension Default Rule

This section details the setups dimension default rules at different places to override dimensions.

Setup for Transaction Level Dimension Default

A new form has been designed for the user, to define the initialization process.

Go to Project management and accounting > Setup > projects360 Setup > Dimension default rule.



Posting type	Borrowing legal...	Relation	Project relation	Dimension name	Primary source	Alternate source	Fixed value
Hours		All		Project	Activity		
Hours		All		ServiceLine	Project	Project	
Hours		All		BusinessUnit	Worker	Project	
Hours		All		Department	Worker	Project	
Hours		All		LegalEntity	Project		
Hours		All		Projects	Project		
Expenses		All		Project	Activity		
Expenses		All		ServiceLine	Worker		
Expenses		All		BusinessUnit	Project		
Expenses		All		Department	Fixed		033
Expenses		All		LegalEntity	Worker		

Details of the fields and buttons on the form are as follows:

Field	Description
Posting type	Select a posting type, based on the selection of the posting type the dimension name is displayed. The posting type is the type of transaction such as hour, expenses etc. When the Dimension rules are setup for hours, then same is applicable for: 1. Timesheet lines. 2. Hour journals 3. Hour forecasts 4. Beginning balance journal lines of type Hour 5. Vendor invoices of type Hour 6. Adjustments of type Hour

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Borrowing legal entity	User need to define borrowing legal entity to default dimension value for the intercompany transaction if lending legal entity does not have same account structure setup.
Relation	Table/Group/All relation specifying which type of filtering to be considered for the line.
Project Relation	The project group or project number to which the relation rule applies.
Dimension name	View the dimensions (e.g. cost center or expenses) that are being used by the transactions defined for the posting type. Each dimension needs to have a separate line for availing this feature.
Primary Source	In this field the user needs to define where the dimensions should default (e.g. worker or Project).
Alternate source	If the primary source does not exist for the record, or if the specified dimension value is blank, then the alternate source will be used.
Fixed value	If either the primary or alternate source is Fixed, then the value entered in this field will be used as the default dimension value.

Added the posting types to match Microsoft Dynamics 365 for Finance and Operations transaction types for ease of setup. Below are the posting types included under the different transaction types.

1. Hours

- Timesheet lines
- Hour journals
- Hour forecasts
- Beginning balance journal lines of type Hour
- Vendor invoices of type Hour
- Adjustments of type Hour

2. Expenses

- Expense report lines
- Expense (GL) journals
- Expense forecasts
- Beginning balance journal lines of type Expense
- Vendor invoices of type Expense
- Adjustments of type Expense

3. Items

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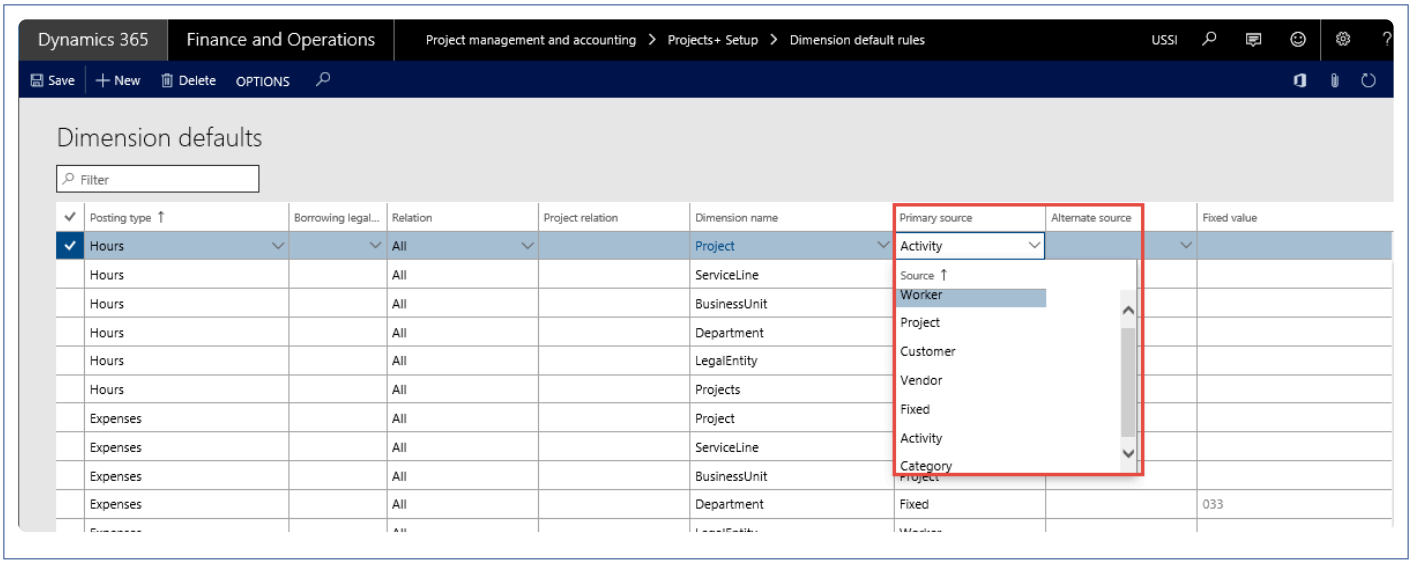
- Item journals
- Item requirements (Project sales order lines)
- Item forecasts
- Beginning balance journal lines of type Item
- Vendor invoices of type Item
- Adjustments of type Item

4. Fees

- Fee journals
- Invoice fee entries
- Beginning balance journal lines of type Fee
- Adjustments of type Fee

Activity and category are also included as dimension sources, apart from Project, worker, customer, vendor and fixed, for the transaction types.

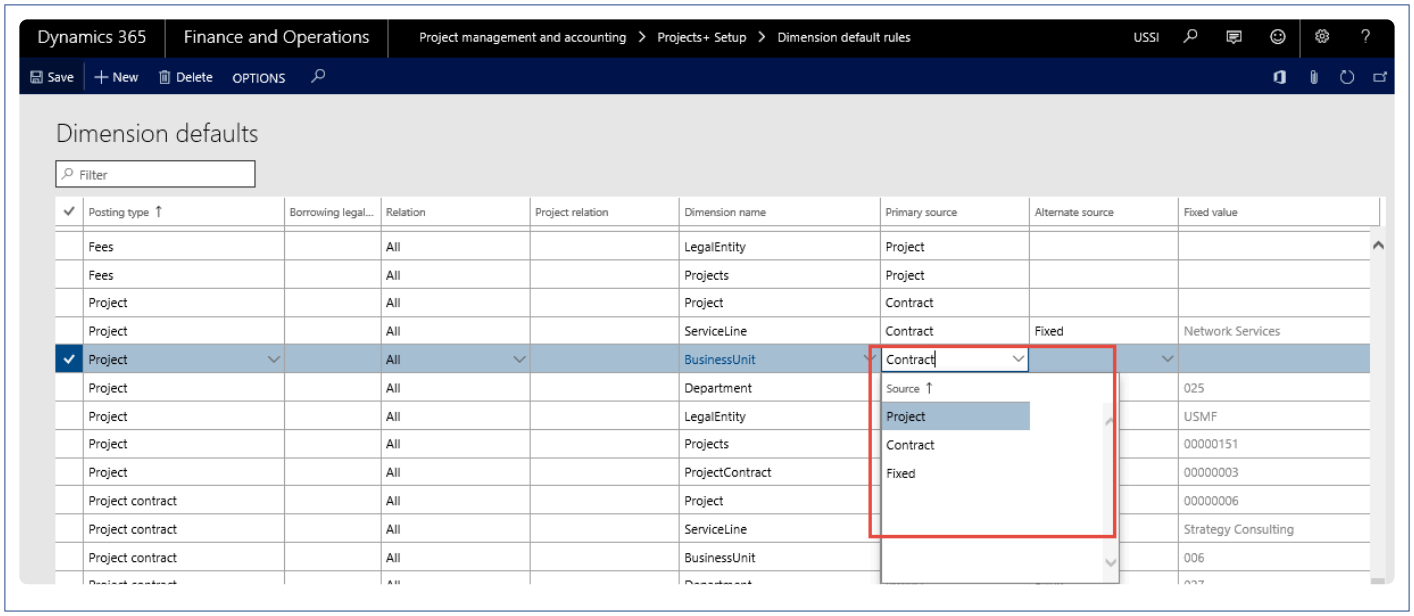


Setup for Dimension Defaulting on Setup Forms

There are a few setup forms for which the dimensions defaulting can be setup in the dimension setup form:

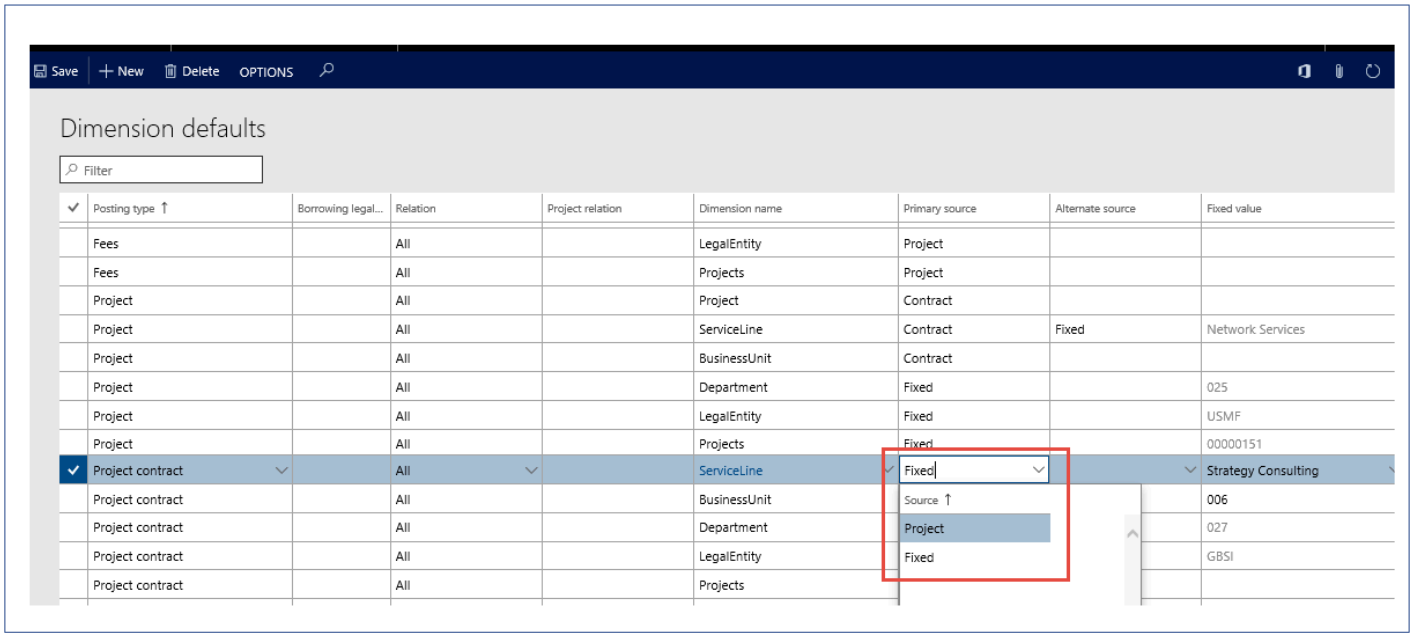
Project

- Project Creation.
  Project and contract are included as dimension sources for the project posting types.



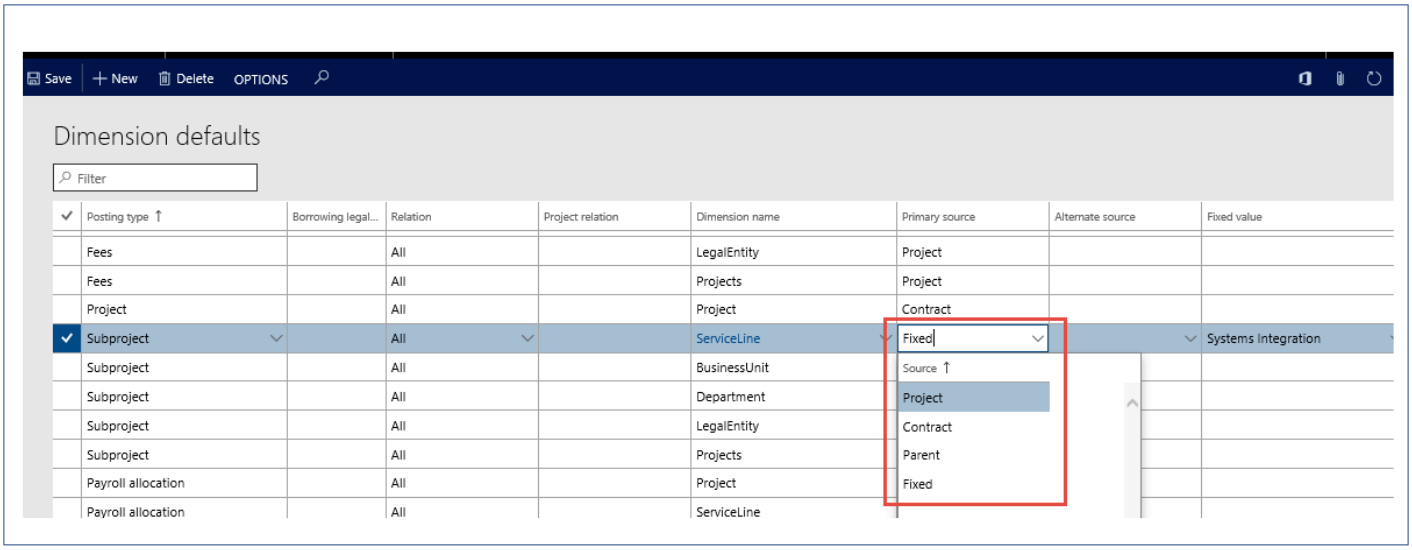
Project Contract

- Project Contract creation
  Project type of sources included as dimension sources for the project contract posting types.



Sub Projects

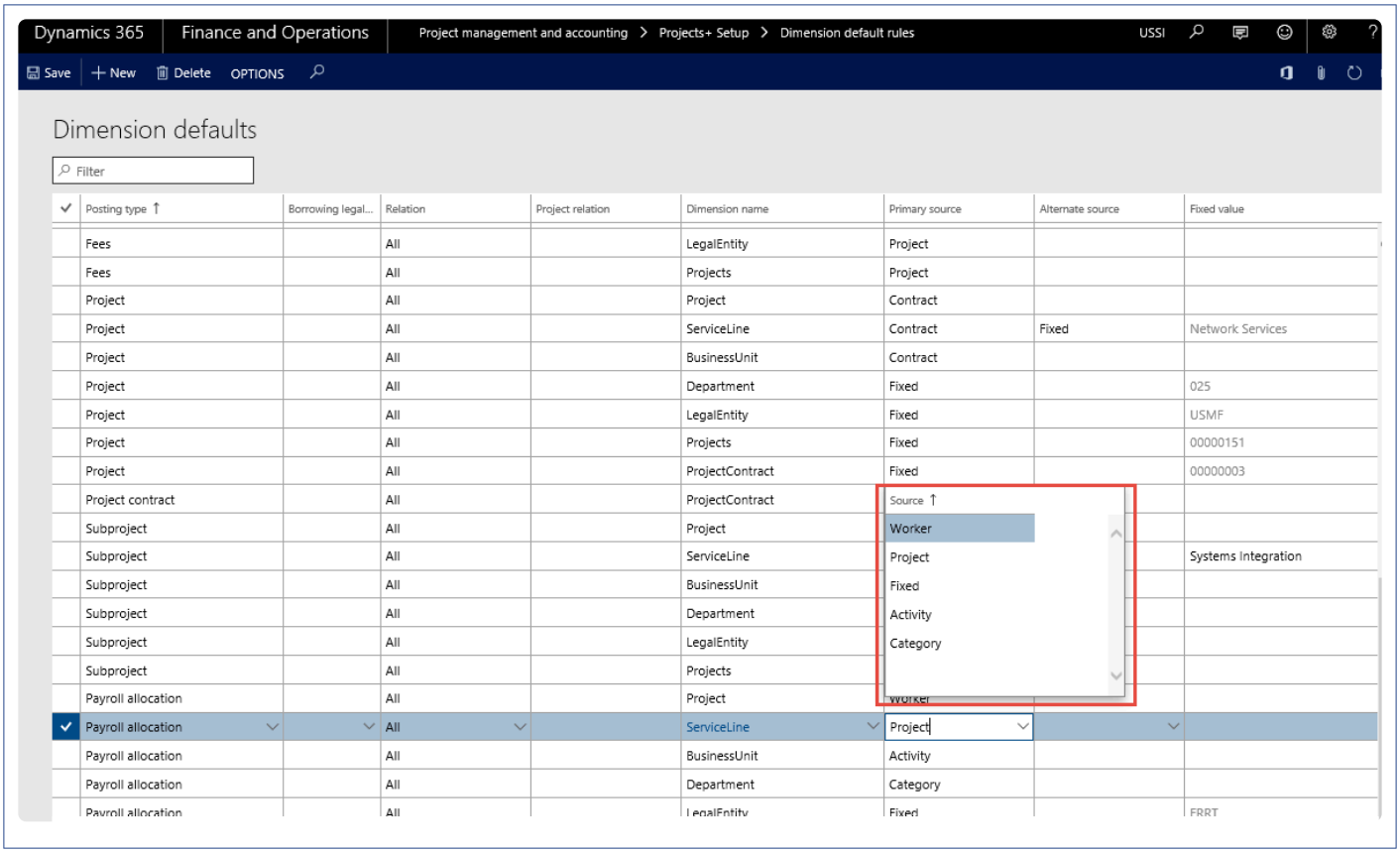
- Sub Project creation
  Project, contract and Parent are included as dimension sources for the Sub project posting types.



Payroll Allocation

- Timesheet
- Vendor invoices
- Hour journal
- Adjustments of type Hour

  Project, Worker, Activity and category are included as dimension sources for the Payroll allocation posting types.



In a scenario when there is hour and payroll allocation document types in Dimension Default Rules and both are supporting transactions of timesheet, hour, vendor invoice and adjustment types for hours. The Dimension Default Rules defined for Hour is what will be seen in the document. Payroll Dimension Default Rules ones will be behind the scenes rules – Standard Microsoft Dynamics 365 for Finance and Operations picks up worker dimensions during a timesheet posting.

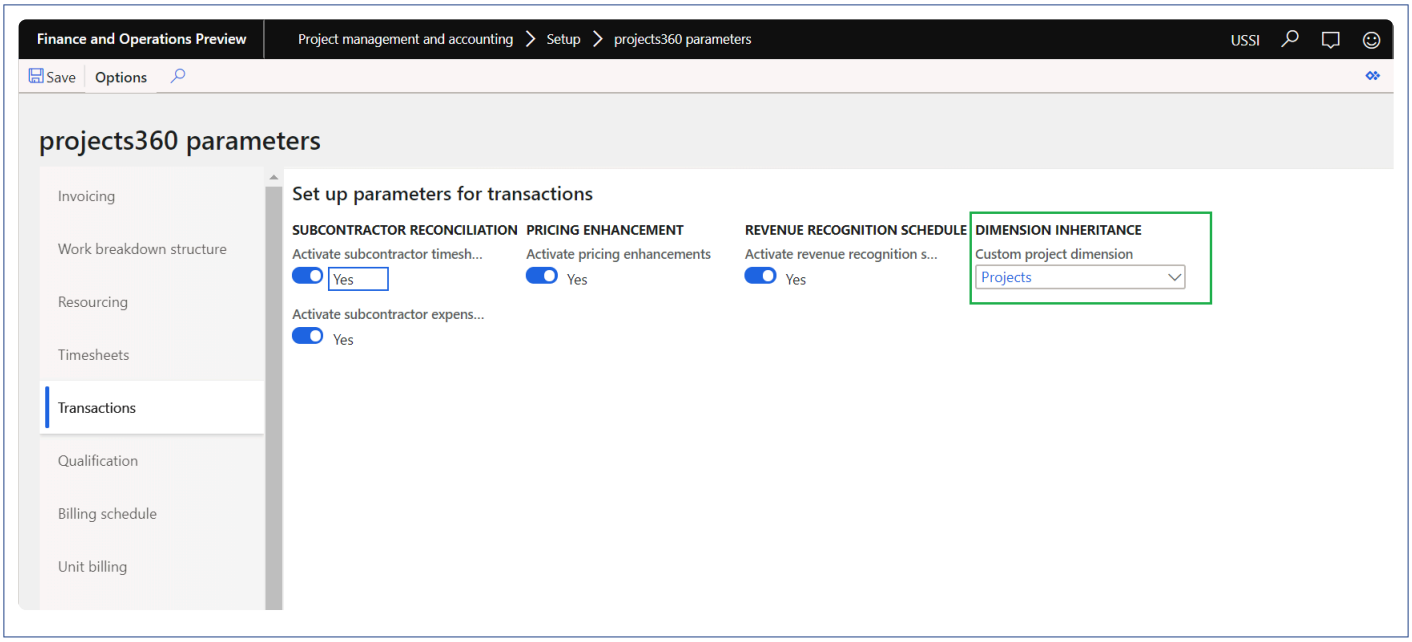
Setup for Custom Dimension Defaulting

There are some dimension values which are legal entity specific such as Project dimension and such dimension values are not populated on Intercompany transactions as they are entity backed.

The only work around to the situation to track such dimensions is to create them as Custom dimensions. However, to add a custom dimension is to add the dimension value manually when the master record is added. For example, if the custom dimension is projects, then every time a new project is created then the same has to be updated in the dimension value table.

To make the manual creation of custom dimension value automatic this new feature has been added.

Go to Project management and accounting > Setup > projects360 parameters > Transactions > Dimension Inheritance.



Select the Project Dimension which is set up as a Custom dimension.

Upon selecting the custom project dimension, the project value will be populated as and when a project is created into the dimension value table for the selected custom dimension.

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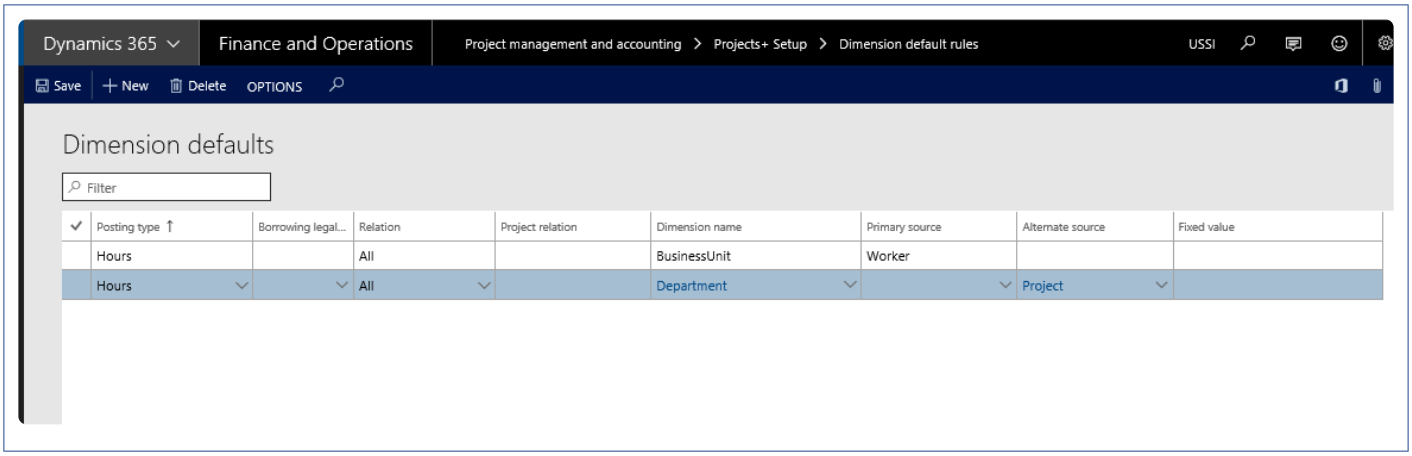
Defaulting Dimensions on Transactions

This section details out the how and from where the dimensions default on the transactions. These defaulted dimensions can be modified at the transaction level.

Dimensions on Transactions

The primary source defined for the posting type against the dimension name will be the dimension that will default on that transaction.



For example – on the Hour transaction for the dimension name Business Unit, if the Primary source is defined as Worker, then the business unit defined on the worker will default on the hour journal.

When the primary source is blank and if there is an alternative source defined, then that would be considered for defaulting the dimension value on the hour journal.

Here below, Department “025” dimensions set for the projects “00000166”.

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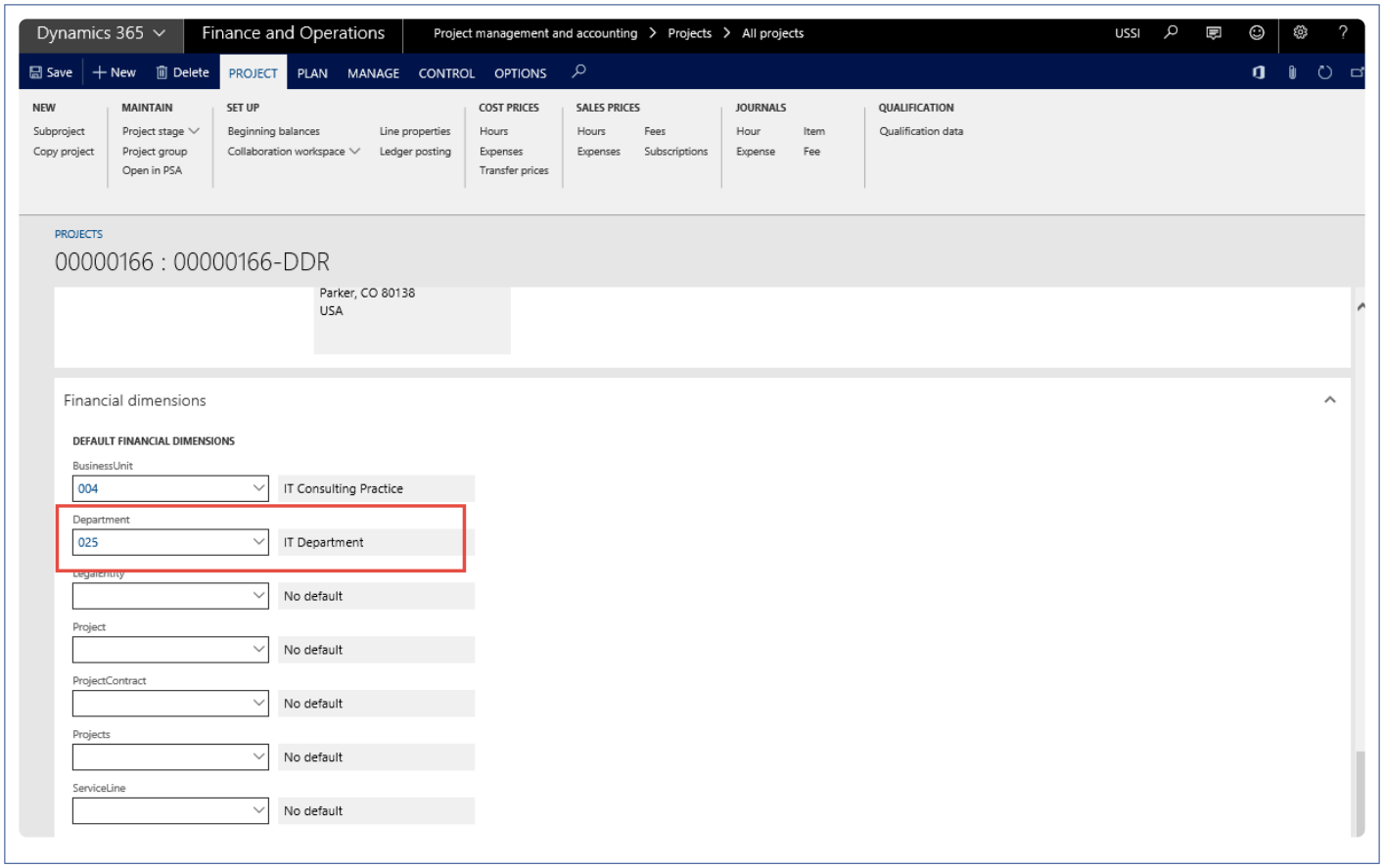
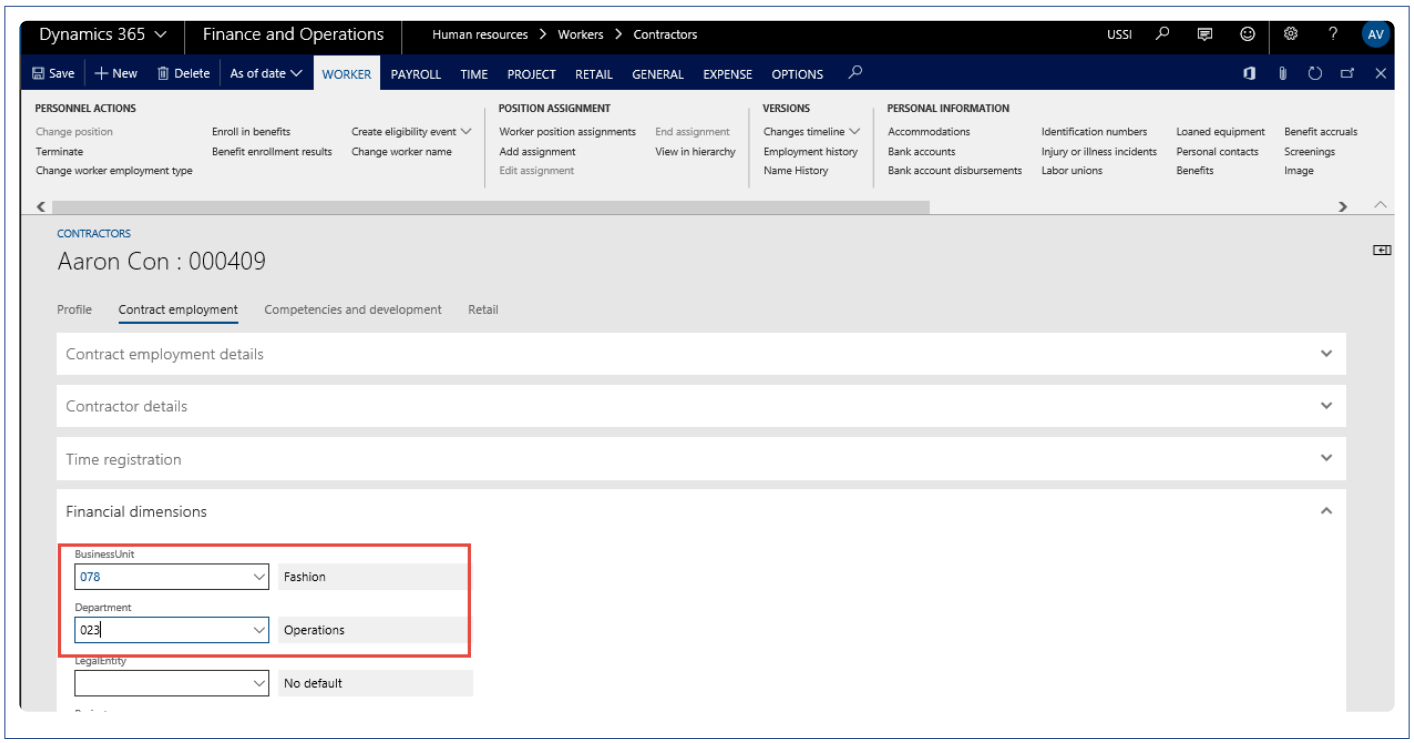
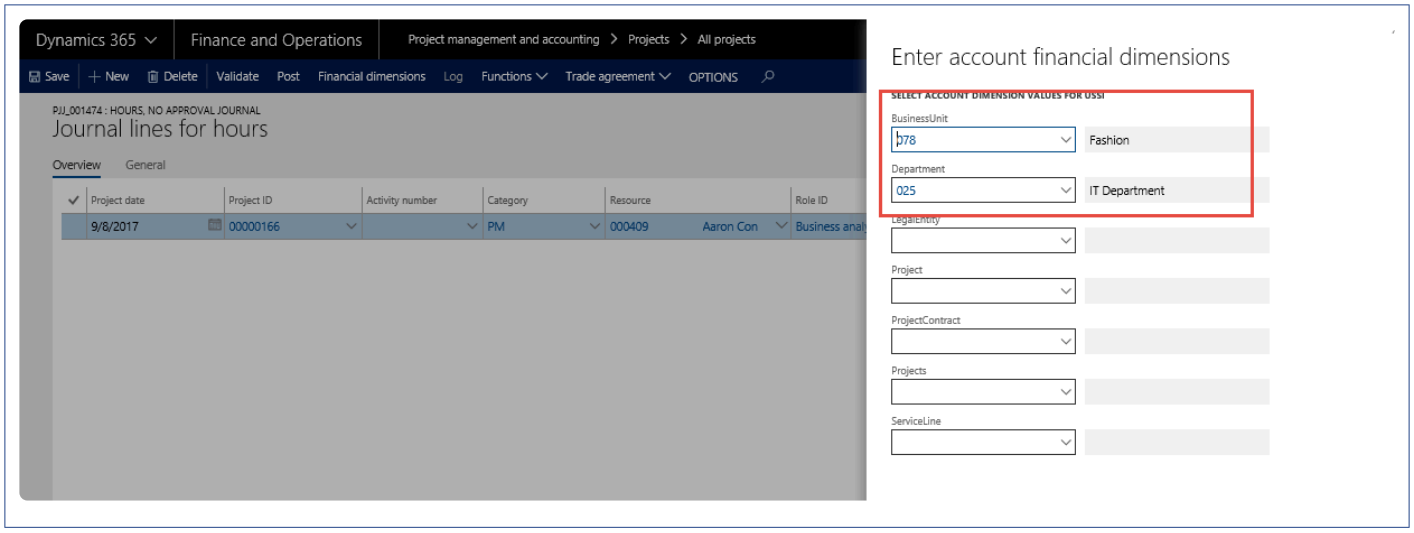


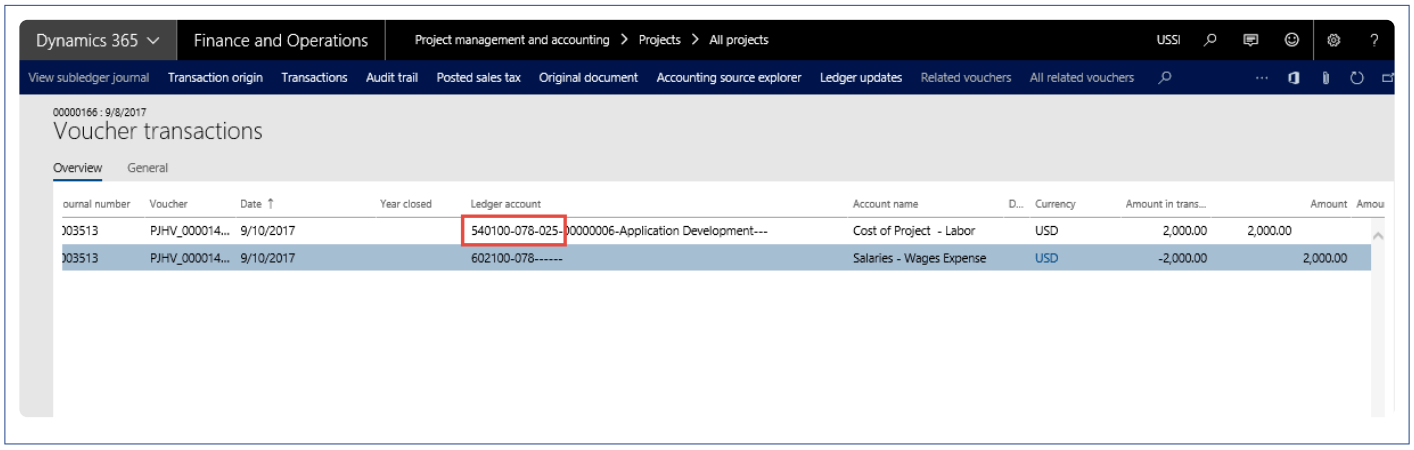
Here below, Business unit “078” dimensions set for Worker “Aaron Con”.



Dimensions for business unit and Department default from the DDR Rule setup form.



Dimensions for business unit and Department default from the DDR Rule setup form on the voucher too.



Note – On the standard adjustment form, DDR rule will be applied only if the “Dimension” parameter is ‘ON’ while performing the adjustment.

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Workflow Modification

While using the participant option for workflow approvals, only a limited number of workers can be approvers such as project manager or project controller. In order to allow another employee who is not a project manager to approve documents, this feature has been added.

With the recent changes in this feature, an employee can be approver for their own documents. This validation has been removed considering a scenario where an employee does not have a person to approve their timesheet, probably due to their position.

This feature has been added to allow users to setup the approvers for timesheets, expenses and Purchase requisition documents at the worker level. This modification is more apt for organizations where there is only one level of approval. This feature is not controlled by any parameter.

With this change the user can define any active worker including himself from the current legal entity who can approve the below types of documents:

- ***Timesheet.***
- ***Expenses.***
- ***Purchase requisitions.***
- ***Personal time off.***

Any of the approvers would be able to approve any of these documents based on the setup in the workflow. In short, all these approvers would be available as participants in the workflows for these documents.

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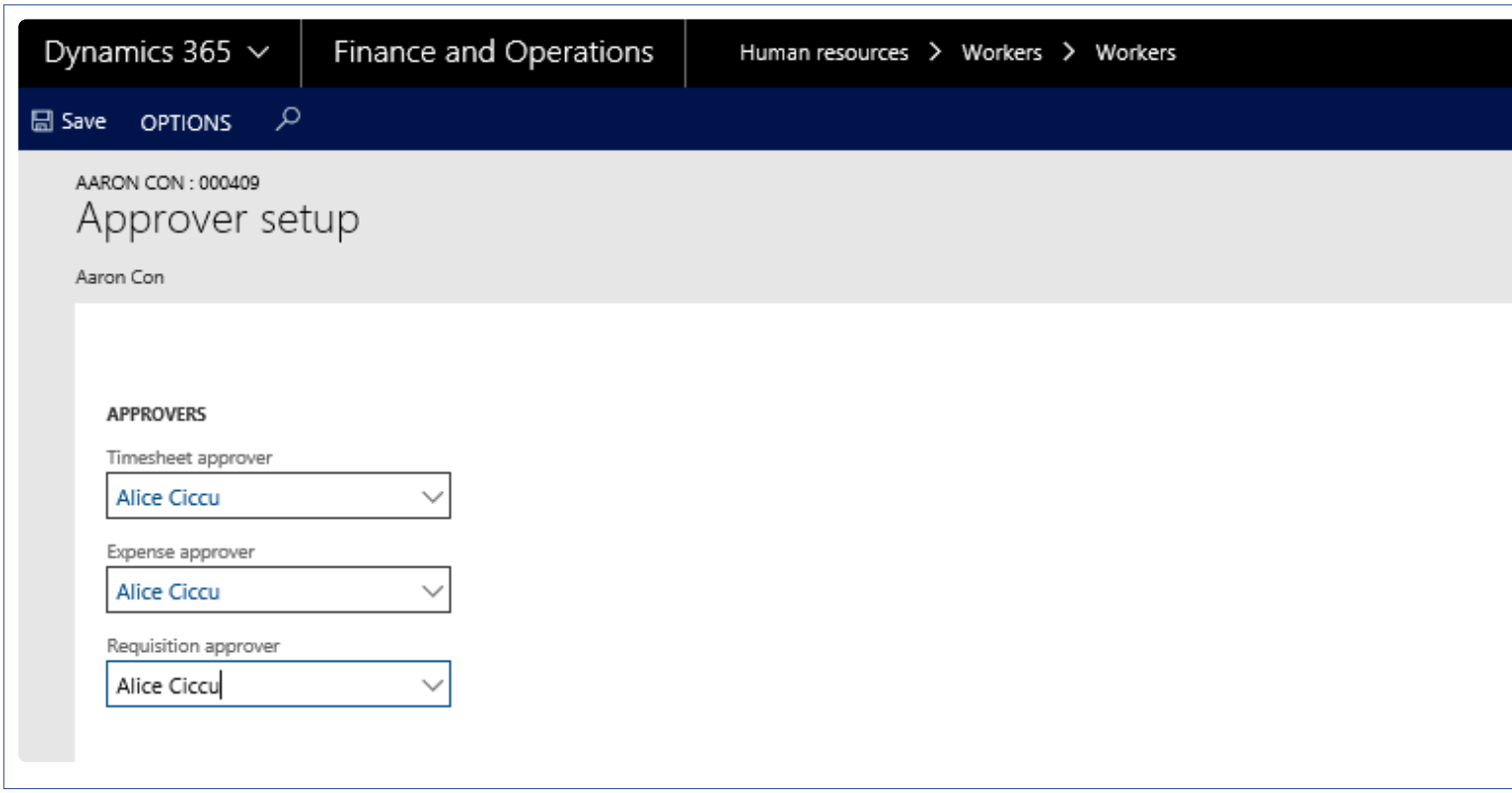
Configure and Use Approvers

This section details the workflow enhancements provided as a part of projects360 functionality. This sections tells you how to configure approvers on the worker and those approvers are then configured in the workflow.

Assign Approvers on Workers

New fields are introduced on the Worker's form to setup the approvers for the worker. A new button has been added on the action pane, called Assign approvers.

Go to Human resources > Workers > Project tab > Assign approvers.
Go to Resourcing > Resource setup > Workers > Project tab > Assign approvers.



Note – The resource selected in the drop-down field should belong to the current legal entity, if you select a resource of any other legal entity the approver fields will be disabled.

New fields in the worker form under the Approver field group

1. Timesheet approver – The user setup in this field will be the approver of timesheets for the selected

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worker.
2. Expenses approver – The user setup in this field will be the approver of expenses for the selected worker.
3. Requisition approver – The user setup in this field will be the approver of purchase requisitions for the selected worker.

Assign Approvers on Workflow

Process to add the new approvers on the workflow is as follows:

Go to Project management and accounting > Setup > Project management and accounting workflows.
Go to Timesheets > Setup > Timesheet workflows.

1. On the Action Pane, click New.
2. Select the Review timesheet workflow in the Select workflow type form.
3. Setup the workflow as it would be set up in standard.
4. In the Assignment type tab, select the assignment to be Participant as shown below.

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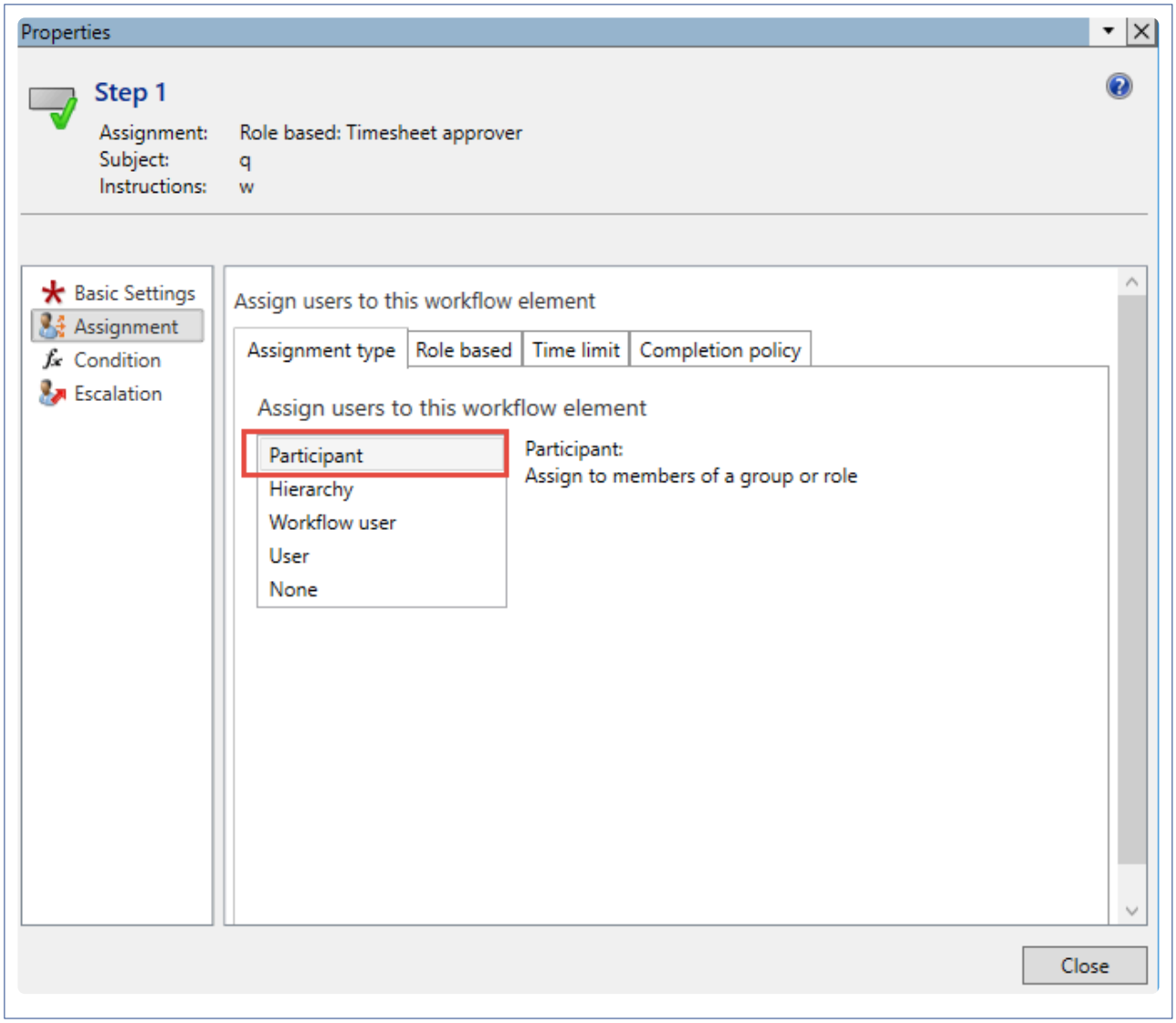
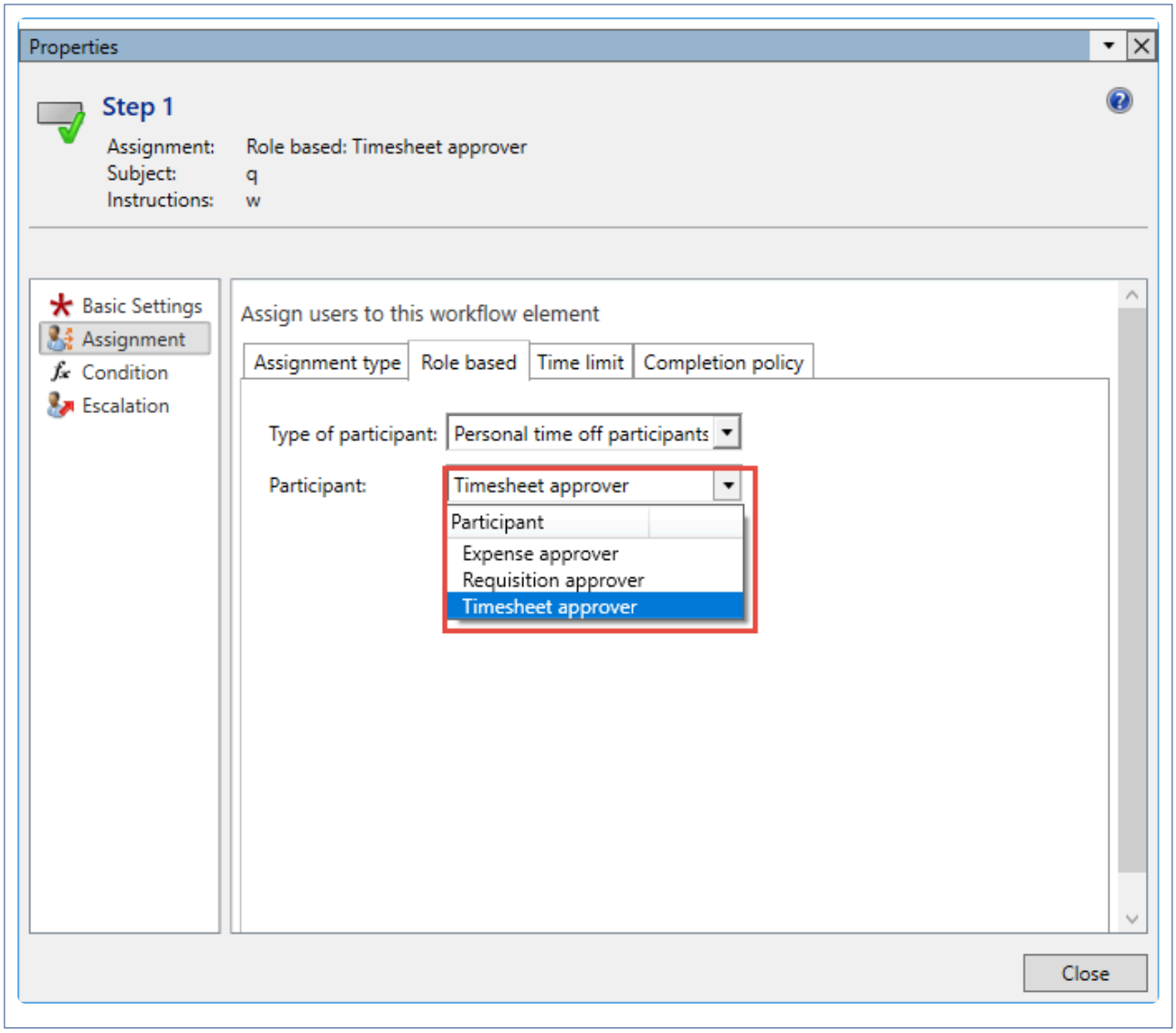


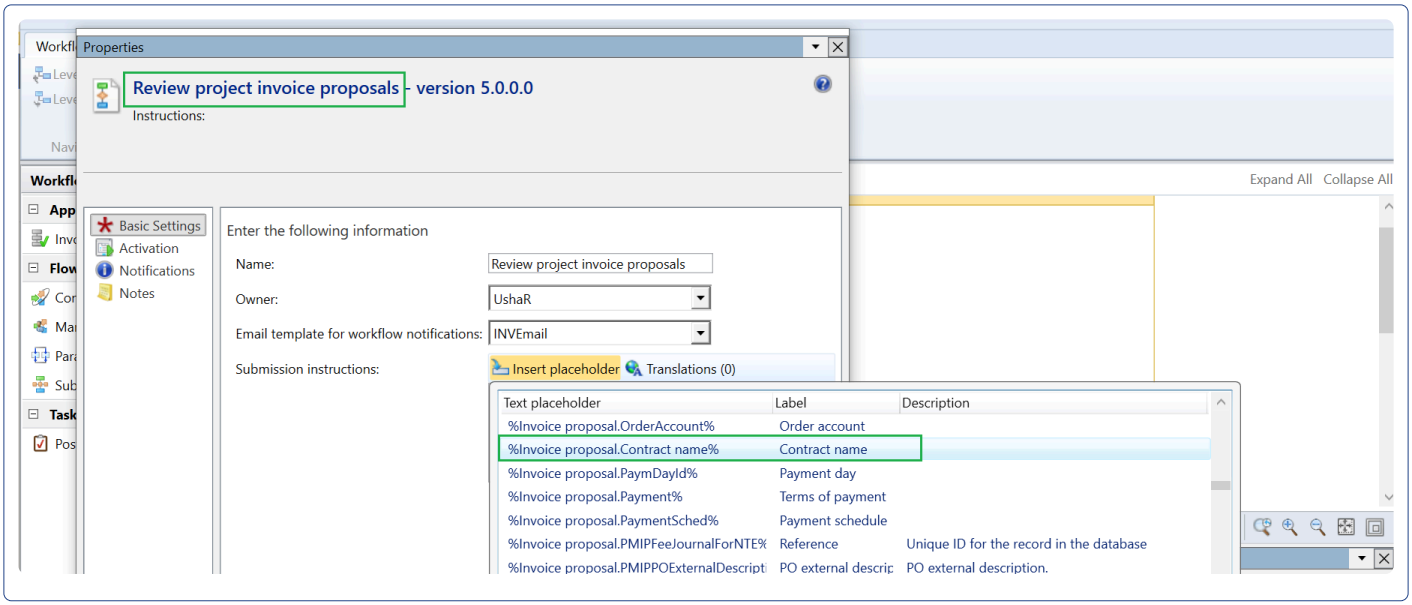
5. Click the Role based tab, to select the type of participant for approval.



Note – All the approvers are visible and are available to be setup as Participant even irrespective of the type (timesheet, expense, PTO or Purchase requisition).

Place holder on workflow

New place holder “Contract name” is introduced on the workflow which can be used in identifying the records during approval process.



Approvers on Transactions

Once the approvers are assigned on the workers form and workflow is configured for assignment type based on participant, below list of transactions will be assigned to appropriate users for approval.

- Timesheet.
- Expenses.
- Purchase requisition.
- Personal time off.

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Workflow Administrator

A new feature, “Workflow administrator”, provides the ability to reassign or take actions on workflows stuck/pending due to various reasons. One of the reasons could be that the company has a high rate of turnover. When a user leaves the company, pending approvals are stuck with this user, so currently there is no elegant way to address these stuck workflows. With this feature situations like these can be handled smoothly.

Pending work items form allows users to perform actions like approve, reject and delegate provided required access is available to them. Also, the workflow can be reassigned to other approvers.

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Manage Pending Workflows

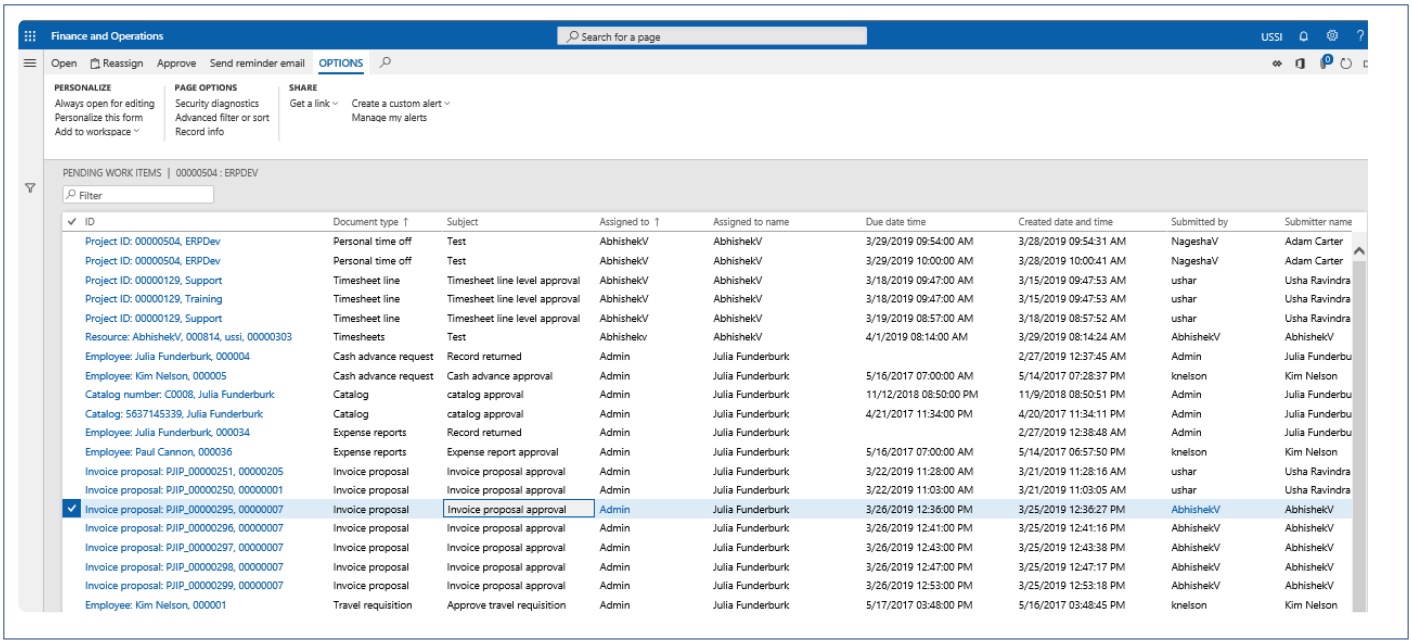
This section explains how workflow administrators can review and take appropriate actions on the pending workflows.

Pending work items

A new form ‘Pending work items’, similar to the ‘Work items assigned to me’ is created for this feature, but will be more of a generic form where all the workflows from each and every module will be visible to the workflow admin.

A new security role ‘Workflow Admin’ is created to manage this functionality. A workflow admin role will be able to access to the new and able to take actions against the pending workflows. Pending work items form is available at following path:

System administration > Workflow > projects360 > Pending work items.



The fields available on this form are as follows:

Fields	Description
ID	Shows the cumulative information of the records which helps in tracking back to the details.

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Document type	This field shows the workflow types.
Subject	This field shows the work item subject entered for the workflow.
Assigned to	Shows the user to whom the record currently assigned to.
Assigned to name	Shows name of the assigned to user.
Due date time	Shows Due date and time of the workflow.
Created date and time	Shows Created date and time of the workflow.
Submitted by	Shows user who submitted the record.
Submitter name	Shows name of the user who submitter the record.
Association	Show the legal entity associated with the selected record.

The buttons available on this form are as follows:

Buttons	Description
Open	Allows to open details of the selected record in the respective module. To open the records, the logged in user has should have sufficient access.
Reassign	You can reassign the selected records to another or concerned approvers.
Workflow	This button will be available only if the logged user is designated for any of the workflow action like approve, reject, delegate or recall.
Send reminder mail	You can send reminder mail to the submitter on the work item.

Global project Administration Workspace

A new tile called ‘Pending work items’ has been added on the global project administration workspace. This tile shows the count of work items in pending status. Clicking on the tile will open the Pending work items form and from there actions can be taken for the stuck workflows.

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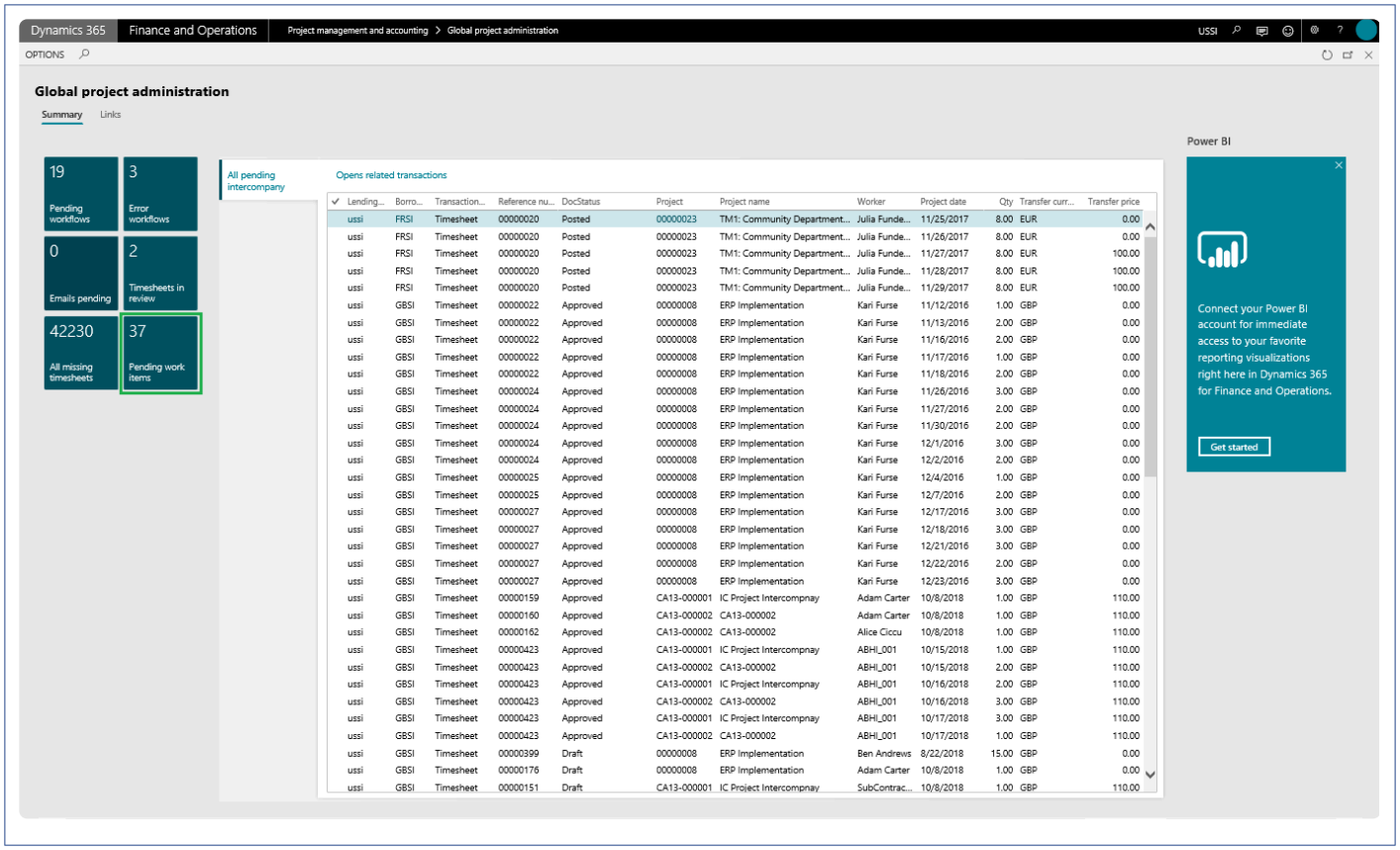

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WBS Modifications

The activity number on the WBS is a random number which is quite difficult to remember when using them on timesheets, etc. It would be good to have a value to be displayed along with the activity number text that would make more sense while entering transactions.

The activity code is the new field added per activity. This modification tracks the WBS ID, which is 1, 1.1, 1.2, the WBS position as well as the activity number which is a number like 5436212, 5685365, and the activity code. Activity code is a field which allows the users to enter any value manually and is now available on the WBS form.

This feature also includes the capability to merge a WBS structure from any project to the current project, not only the entire WBS, but part of the WBS too. There was no ability to quickly copy part of an existing WBS into the current WBS, which has been addressed with this feature.

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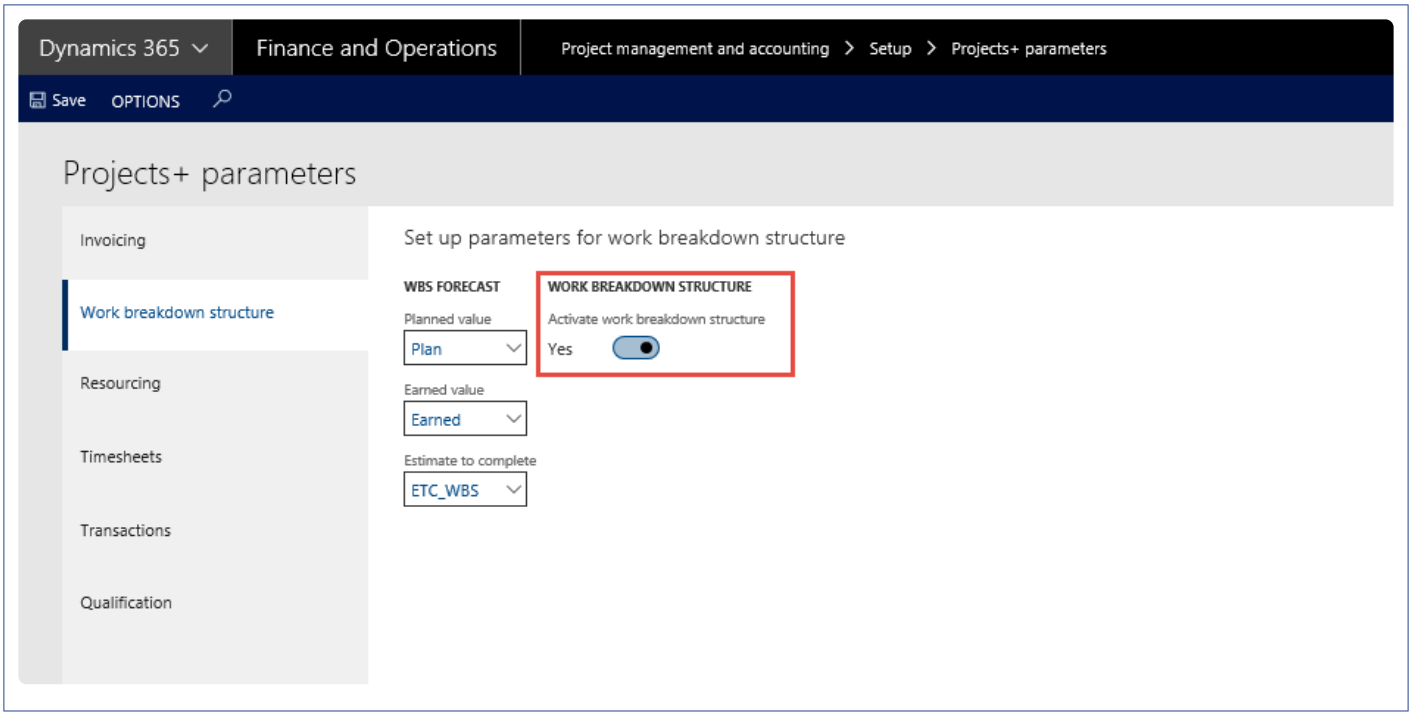
Activate WBS Modifications

This section details how to configure and use the work breakdown structure modifications.

Parameter Setup

This feature is parameter driven. The following setups are required for Work Breakdown Structure modifications feature to be activated and working. User needs to mark the 'Activate work breakdown structure' checkbox under the Work Breakdown Structure section to enable this feature.

Go to Project management and accounting > Setups > projects360 parameters > Transactions tab



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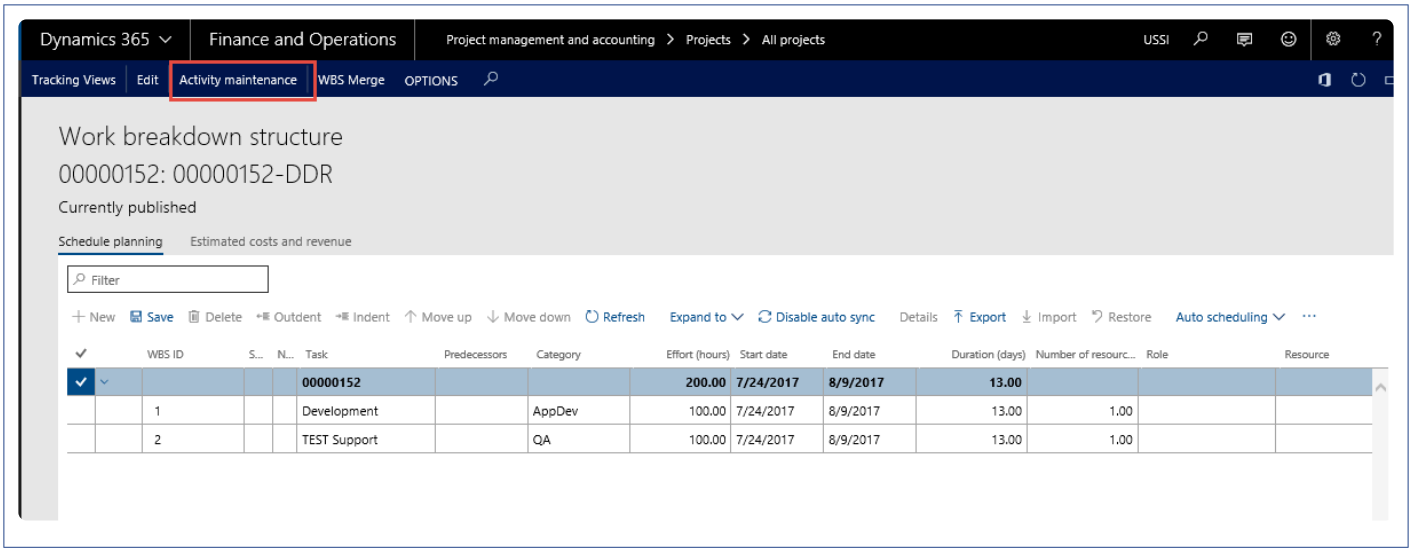
Modifications to WBS Form

This section details the modifications done to Work Breakdown Structure form.

Activity Maintenance Menu

Added a new menu on the action pane called Activity maintenance – from where the activity maintenance form will open. The activities that are created on the Work Breakdown Structure form will be available on this new form.



Activity Maintenance Form

Project Form

Activity maintenance form is a new form where the activities defined in the work breakdown structure form will be available after the user publishes the lines onto work breakdown structure. Activity maintenance is available as soon as the work breakdown structure is published for the very first time. Subsequently even when users edit the work breakdown structure form, the Activity maintenance form will be available for users to update the financial dimensions and activity code.

This form basically has two tabs and details of each tab are as follows:

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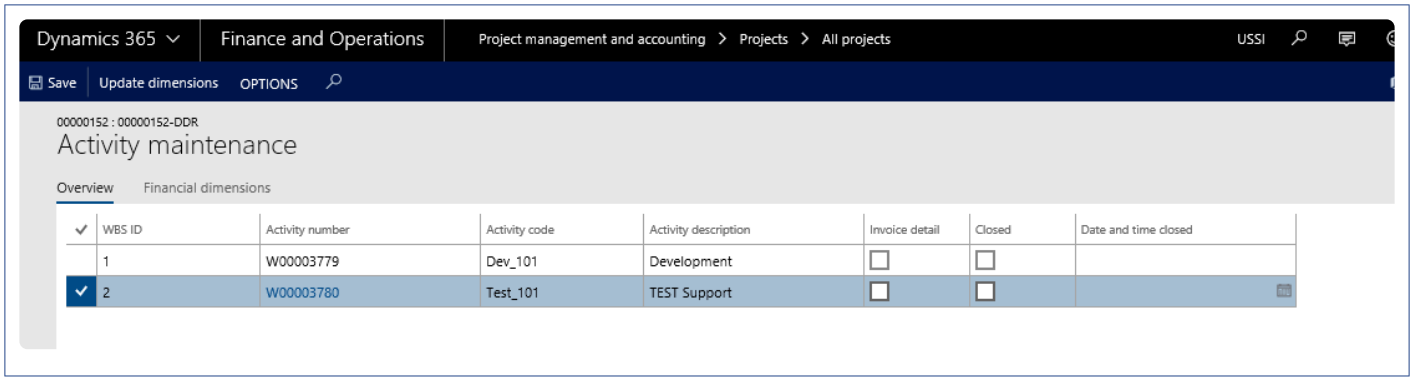

The overview tab has the below fields:

1. WBS ID- Auto generate and not editable by user.
2. Activity number – Same activity number as in WBS – not editable by user.
3. Activity code – Which will be the Manual activity code and will be editable.
4. Activity description field – Will be editable to the user.
5. Invoice detail – This checkbox will be editable, marking of this means that the activity roll up will not happen for this activity during Invoicing. This checkbox is in relation to the Invoice enhancements feature.
6. Closed – This checkbox when marked will default the system date in the date and time closed field.

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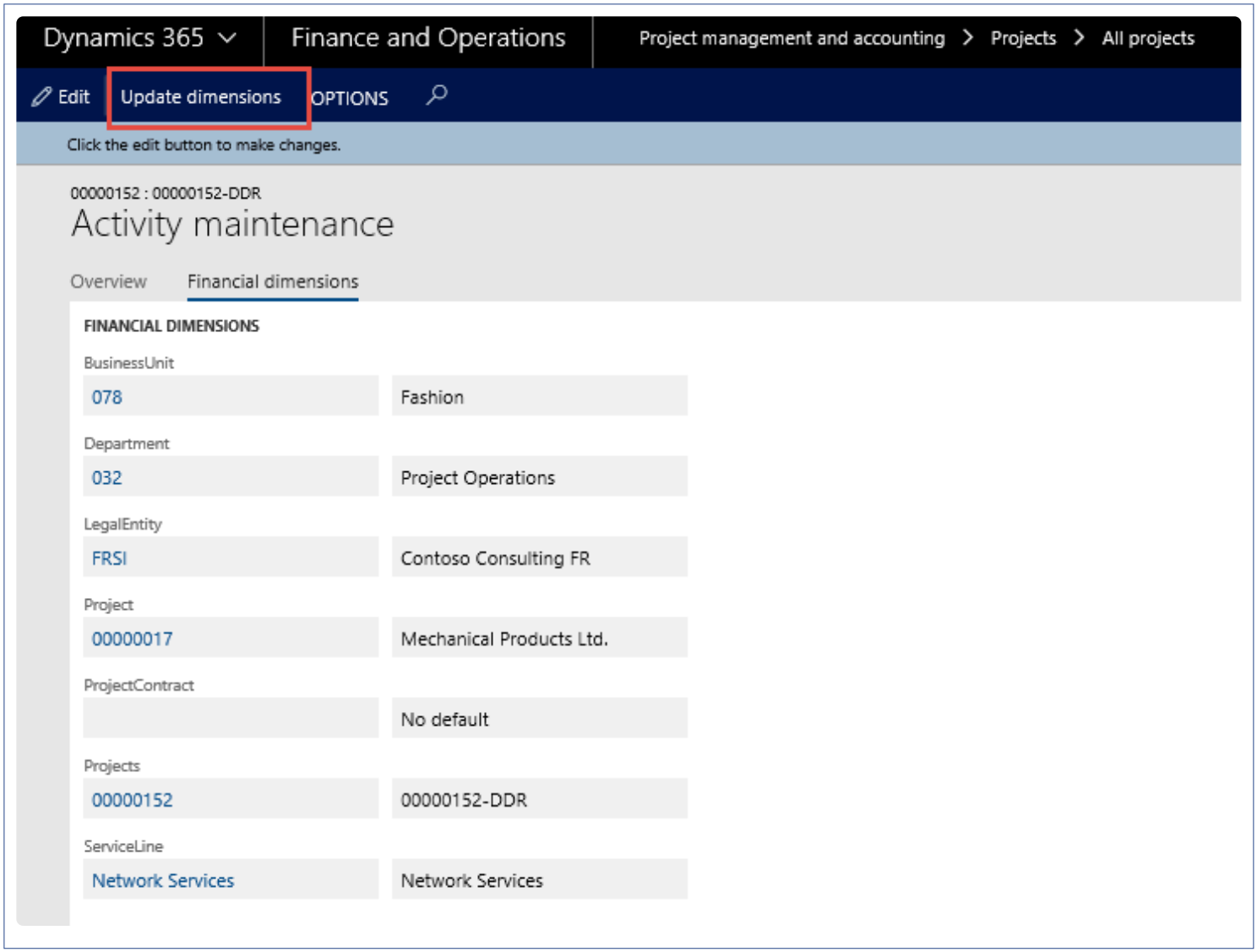

Financial dimensions can be updated at once by selecting multiple work breakdown structures and clicking on Update dimension button. Update dimensions bring up the below form, where the user can enter dimensions that is desired to be updated on all the activities.

Project Quotation Form

On the Work Breakdown Structure template and Project Quotation the activity code is available on the Details form of the work breakdown structure and the same will be carried over to the quote/project. Even when specified on the Project quotation, the same will be available on the Project work breakdown structure that is created or updated using the Quote to Project wizard.

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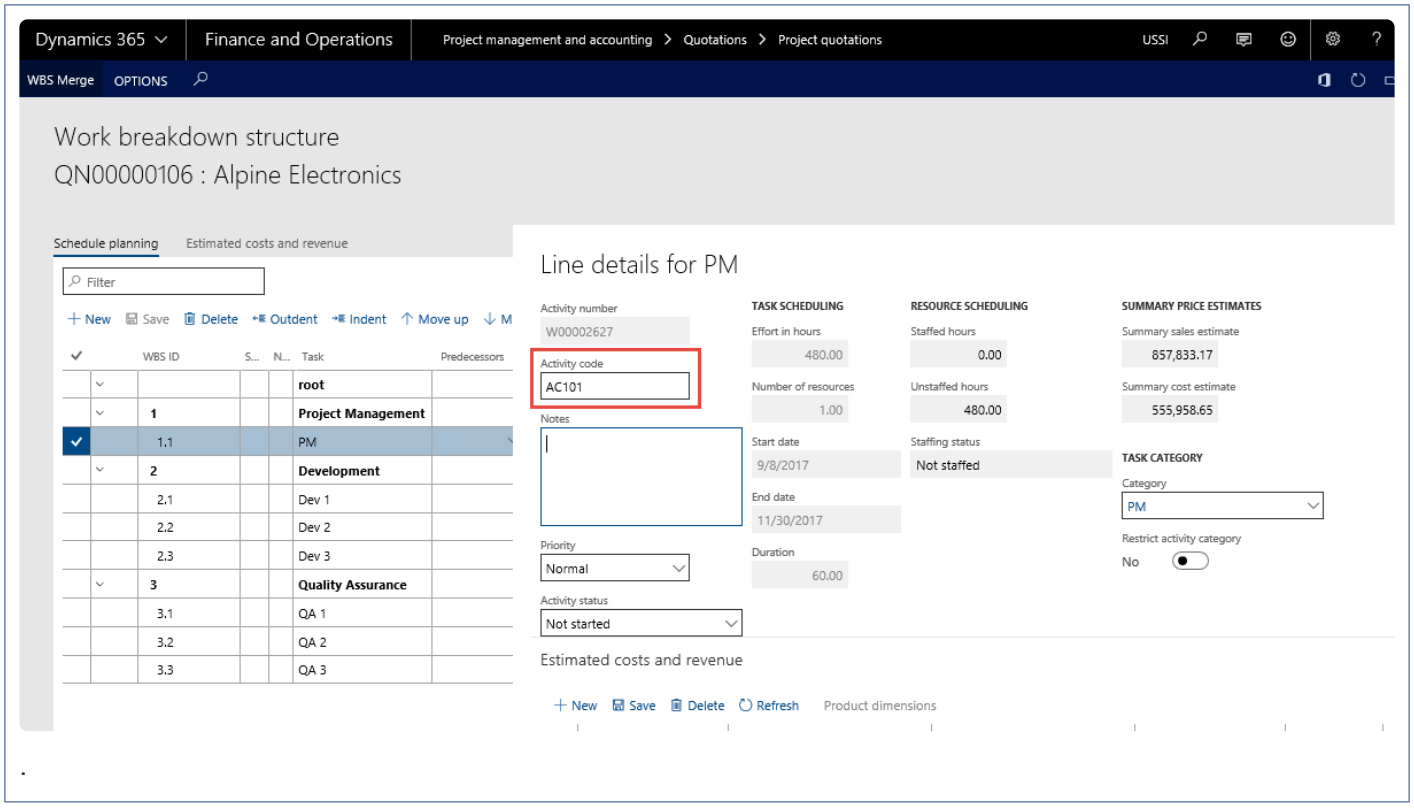

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Pricing Multiplier

Many customers price project work, expenses and other items on a mark-up over cost. In the Microsoft Dynamics 365 for Finance and Operations project module, the cost mark-up options are all based on a mark-up percentage. Most engineering companies express the mark-up as a "straight multiplier". With this feature, we have converted the mark-up percentage to a multiplier format to better align with the industry in the rate tables and quoting.

A new sales model called multiplier has been introduced along with a master form for the multiplier definition. Users can choose multiplier type sales model on the hour and expense sales price tables. Based on the above setup, the sales prices on the transactions and invoices are retrieved.

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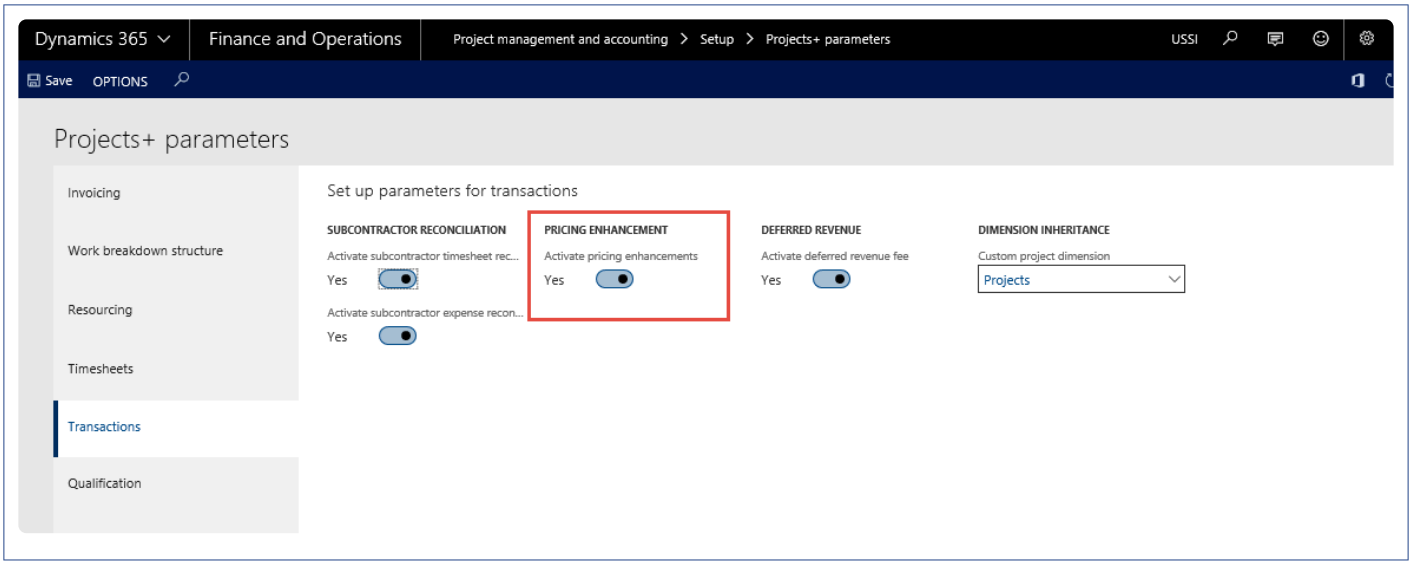
Configure Pricing

This section details the pricing enhancements available as a part of projects360 functionality. This section tell you how to configure and use the pricing multiplier functionality.

Parameter Setup

This feature is parameter driven. The following setups are required for Pricing multiplier feature to be activated and working. User needs to mark the 'Activate pricing enhancements' checkbox under the Pricing Enhancement section to enable this feature.

Go to Project management and accounting > Setups > projects360 parameters > Transactions tab.



Modification to Sales Price Hour and Expense Forms

The below modifications have been made to the Sales price Hour and Sales price expense form.

1. Pricing multiplier column added to be just after the sales currency column, which is a four-decimal field.
2. When the user enters the multiplier value in the pricing multiplier column the sales price model will default to Charges percentage and will not be editable. The pricing column will default with the value from Pricing multiplier field multiplied by 100 and subtracted 100, this is to populate the value such that the pricing logic of charges percentage can be used for this pricing too.

   So, for example if the pricing multiplier is 1.5635 then the pricing value would be = 56.35, which is

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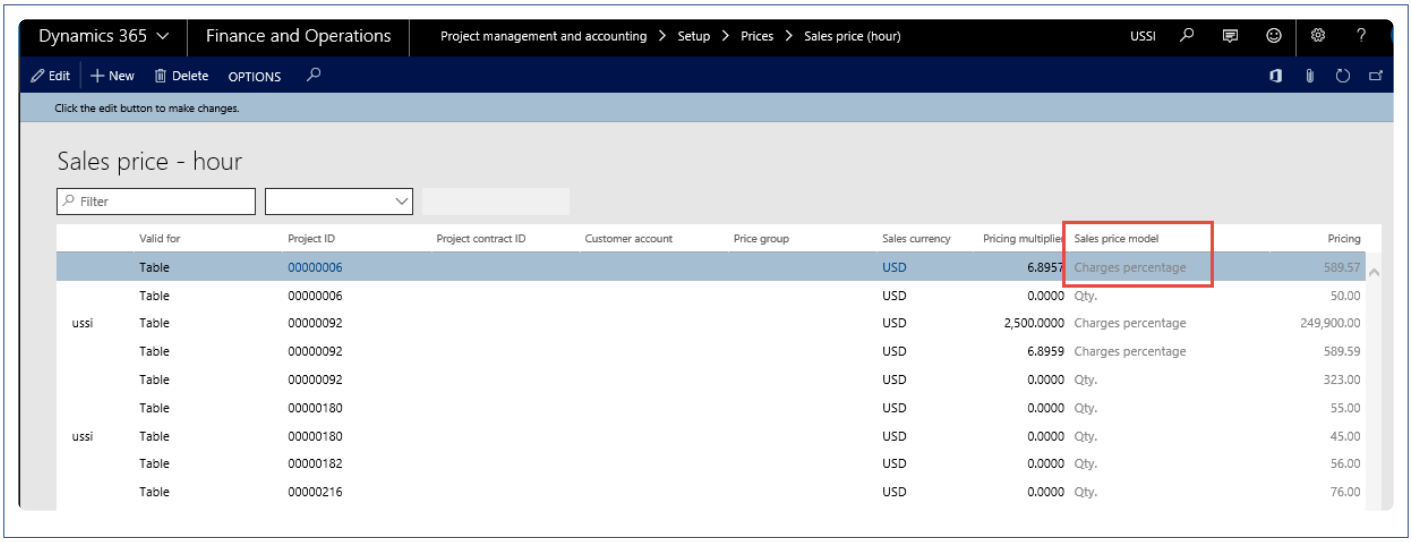
(1.5635*100)-100. The same is shown in the screenshot below.

3. When the user does not enter any value in the pricing multiplier field, then the sales price model and sales price is editable, and the user can define any other prices as allowed by standard Microsoft Dynamics 365 for Finance and Operations.



	Valid for	Project ID	Project contract ID	Customer account	Price group	Sales currency	Pricing multiplier	Sales price model	Pricing
	Table	00000006				USD	6.8957	Charges percentage	589.57
	Table	00000006				USD	0.0000	Qty.	50.00
ussi	Table	00000092				USD	2,500.0000	Charges percentage	249,900.00
	Table	00000092				USD	6.8959	Charges percentage	589.59
	Table	00000092				USD	0.0000	Qty.	323.00
	Table	00000180				USD	0.0000	Qty.	55.00
ussi	Table	00000180				USD	0.0000	Qty.	45.00
	Table	00000182				USD	0.0000	Qty.	56.00
	Table	00000216				USD	0.0000	Qty.	76.00

The rest of the calculation is the same as that of charges percentage on all the transactions, but the value is derived from the multiplier.

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Automatic transactions

This new feature provides the ability to create project automatic transactions. Different rules can be setup to generate automatic transactions. Automatic project transactions will be created based on those defined rules either through manually or batch process.

Already created automatic transactions can be inquired from Posted automatic transactions new form. This feature will provide a more flexible alternative for current Microsoft indirect cost standard functionality.

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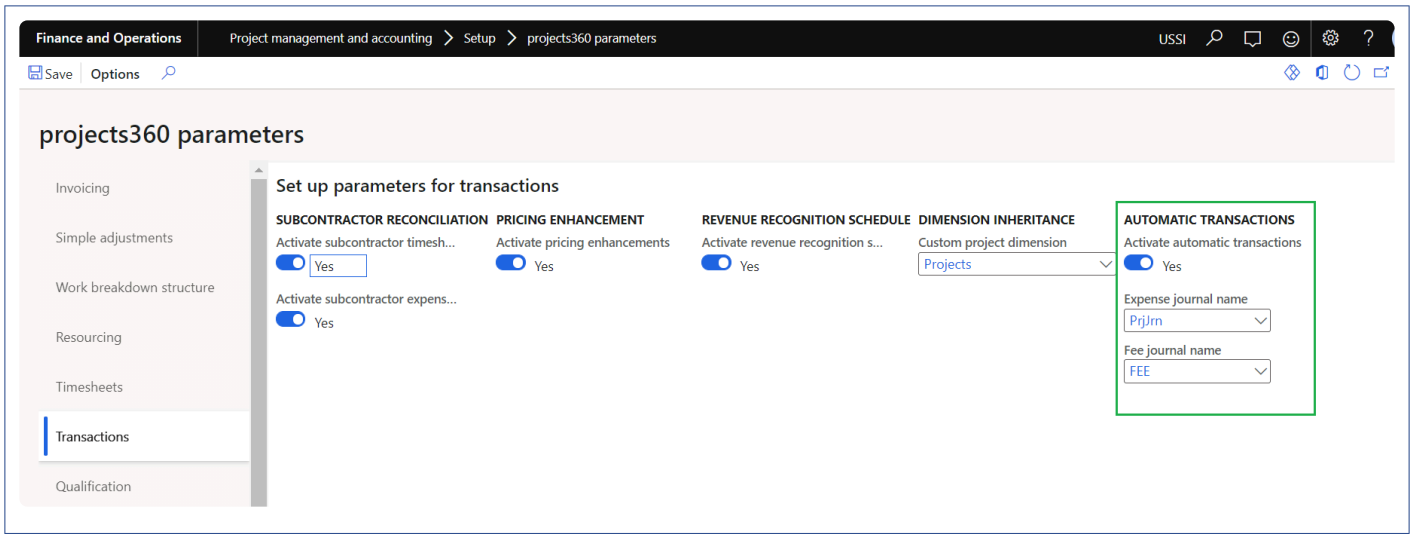
Configure

This sections details out the setups required to be configured for posting of Automatic transactions.

Parameter Setup

On projects360 parameter form, under Transactions tab, a new parameters under “Automatic transactions” has been introduced to control the creation of automatic transactions. User needs to set the ‘Activate automatic transactions’ field value to ‘Yes’ in order to use this feature.

Go to Project management and accounting > Setups > projects360 Parameters > Transactions tab.



Details of the fields available on the projects360 parameters form are as follows –

Fields	Description
Activate automatic transaction	When this parameter is set to Yes, automatic transactions can be posted for the project transactions based on the automatic rules.
Expense journal name	Select expense journal name that will be used to post automatic transactions.
Fee journal name	Select fee journal name that will be used to post automatic transactions.

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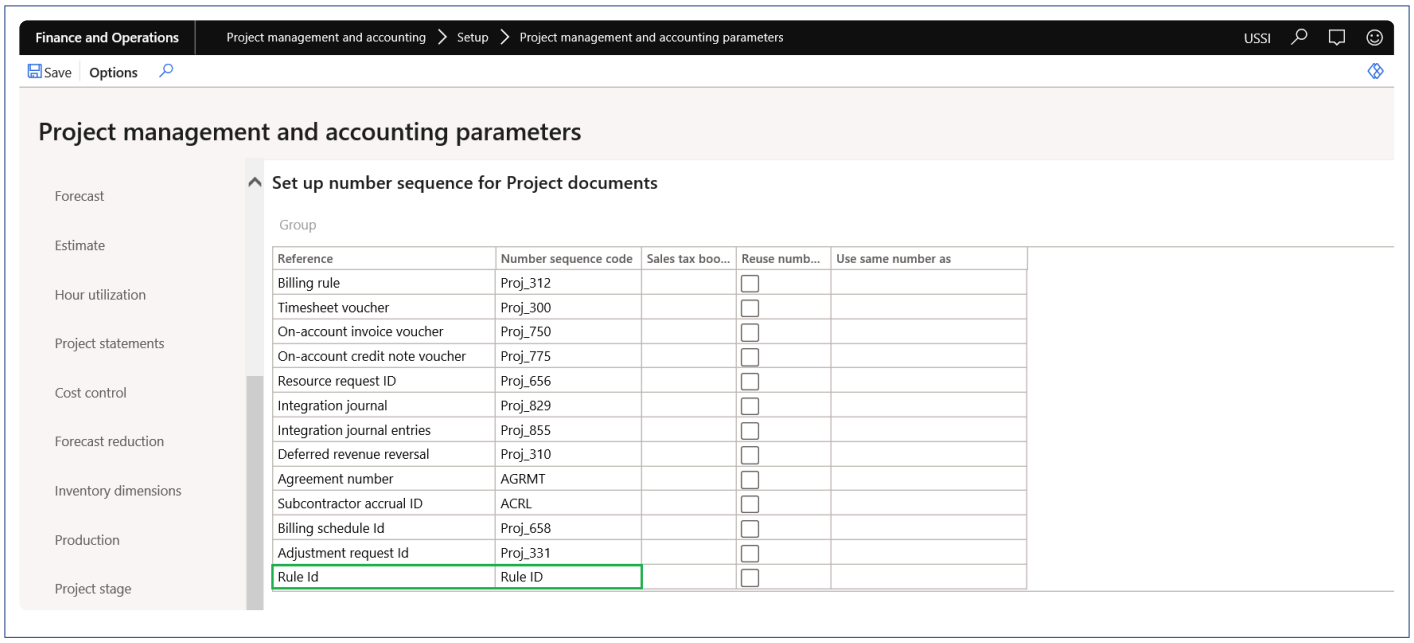
Rule ID number sequence

To generate the rule ID , number sequence has to be set up in the project management and accounting parameters form.

Go to Project management and accounting > Setup > Project management and accounting parameters.



Automatic transaction rules form

New form is introduced to create automatic rules based on which the automatic transactions get posted for the project transactions.

Go to Project management and accounting > projects360 setups > Automatic transactions > Automatic transaction rules.
Go to Project management and accounting > All projects > Project tab > Automatic transaction rules.
Go to Project management and accounting > Project contracts > Project contract tab > Automatic transaction rules.

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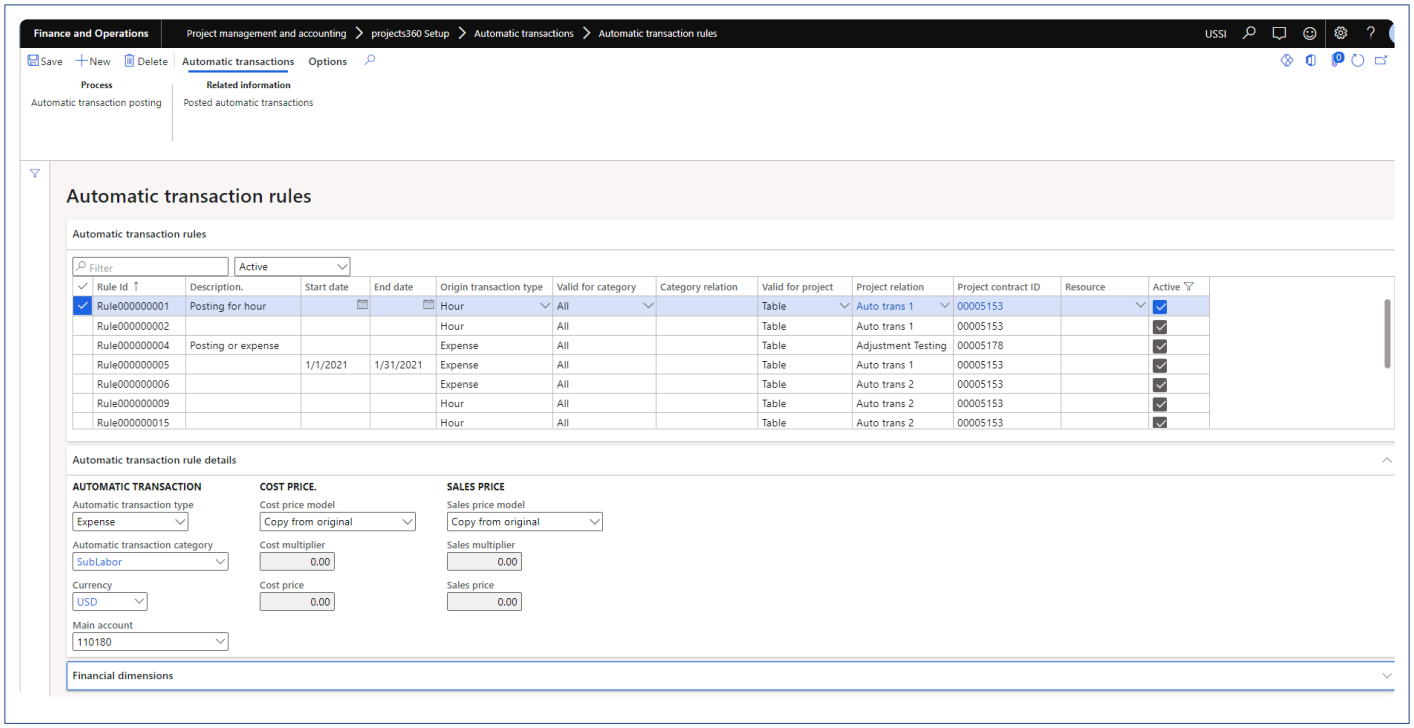

Details of the fields available on the automatic transaction rules tab of Automatic transaction rules form are as follows –

Fields	Description
Filter	This field helps user to filter the records on the grid.
Active	This field helps user to filter all the records by record status.
Rule ID	Displays rule ID created through number sequence.
Description	This field can be used to define a description for the rule ID.
Start date	Define start date which is used in creating automatic transactions.
End date	Define end date which is used in creating automatic transactions.
Origin transaction type	Select original transaction type for which automatic transactions has to be posted.
Valid for category	Define if the rule is specific for category, category group or all.
Category relation	Select category or category group if the valid for category is other than all.
Valid for project	Define if the rule is specific for project, project group or all.

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Project relation	Select project or project group if the valid for project is other than all.
Project contract ID	Defaults from project if project is selected or user can select the project contract.
Resource	Select resource.
Active	By default Active is set to yes. Only for the active rules, automatic transactions will get posted

Details of the fields available on the automatic transaction rule details tab of Automatic transaction rules form are as follows –

Fields	Description
Automatic transaction type	Select the transaction type of the automatic transaction.
Automatic transaction category	Select the category with which the automatic transaction will get posted.
Currency	Defaults from the select project/project contract.
Main account	Define main account to pick up for the automatic transaction. This field is editable only for automatic transaction type expense.
Cost price model	This field is used to calculate the cost price while posting the automatic transaction.
Cost multiplier	This field is used to calculate the cost price as a multiplier from the original cost. This field is editable only for cost price model ‘Multiplier from original’.
Cost price	Define cost price to be used while posting automatic transaction. This field is editable only for cost price model ‘New price’
Sales price model	This field is used to calculate the sales price while posting the automatic transaction.
Sales multiplier	This field is used to calculate the sales price as a multiplier from the original sales. This field is editable only for sales price model ‘Multiplier from original’.
Sales price	Define sales price to be used while posting automatic transaction. This field is editable only

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	for sales price model ‘New price’.

Details of the buttons available on the Automatic transaction rules form are as follows –

Fields	Description
Automatic transaction posting	User can process the automatic transaction through which automatic transactions gets based posted based onteh rule ID.
Posted automatic transaction	User can view posted automatic transactions for the rule ID.

Note – Financial dimensions defined on the rule ID will be defaulted on the automatically posted transaction only if all the dimension are defined.

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Automatic transaction posting

This sections details out the how to post automatic transaction and view the posted automatic transactions.

Automatic transaction posting

New form is introduced to process automatic transactions for selected rule ID or for all the rule ID. The process will execute only active rules id and helps to create and post automatic transaction for the project transactions. In this process if the original transaction is adjusted then the related automatic transaction status will get updated adjusted with cost and sales price as zero.

Go to Project management and accounting > projects360 periodic > Automatic transactions > Automatic transaction posting.
Go to Automatic transaction rules form > Automatic transactions tab > Automatic transaction posting

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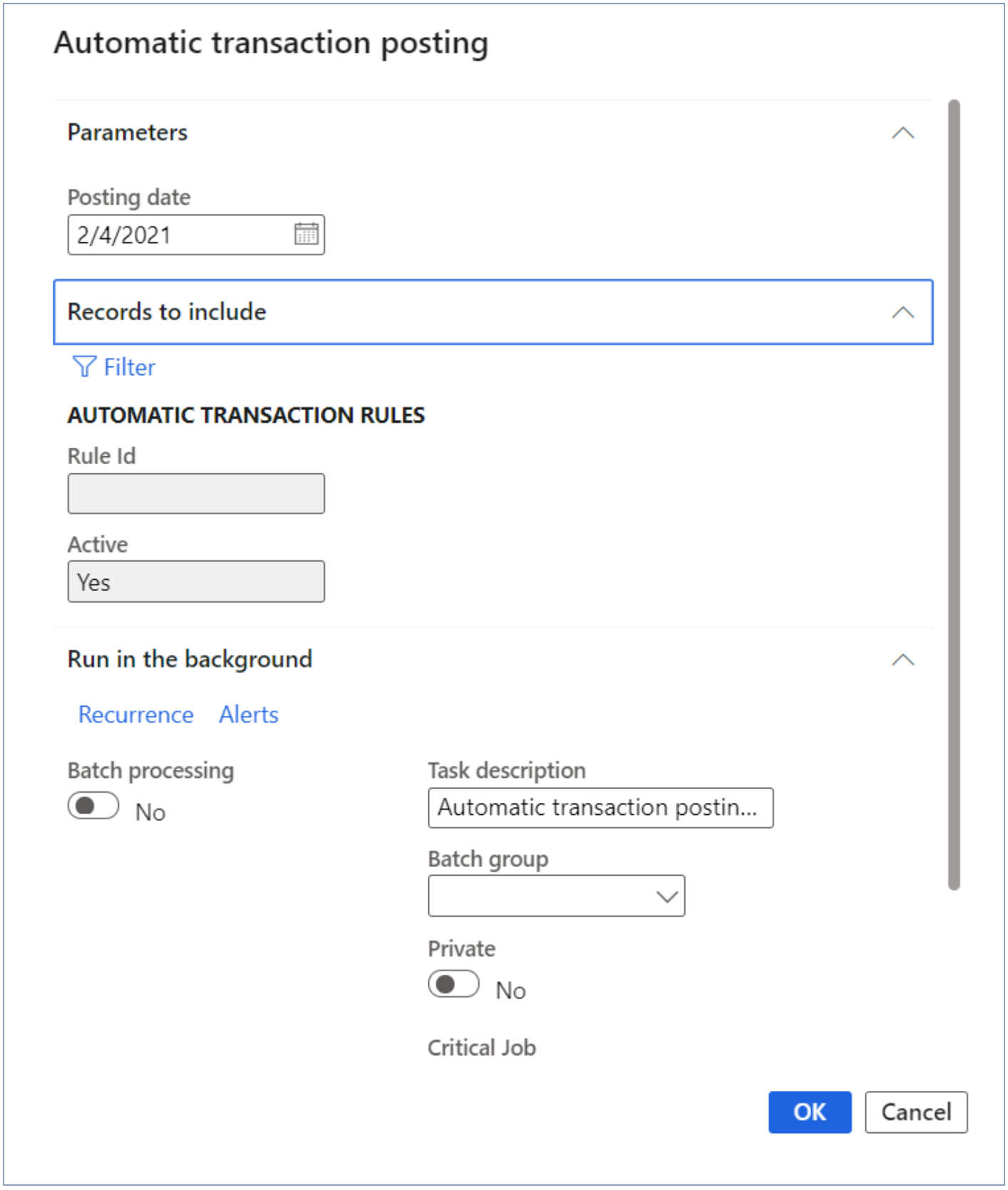


Details of the fields available on the Automatic transactions posting form are as follows –

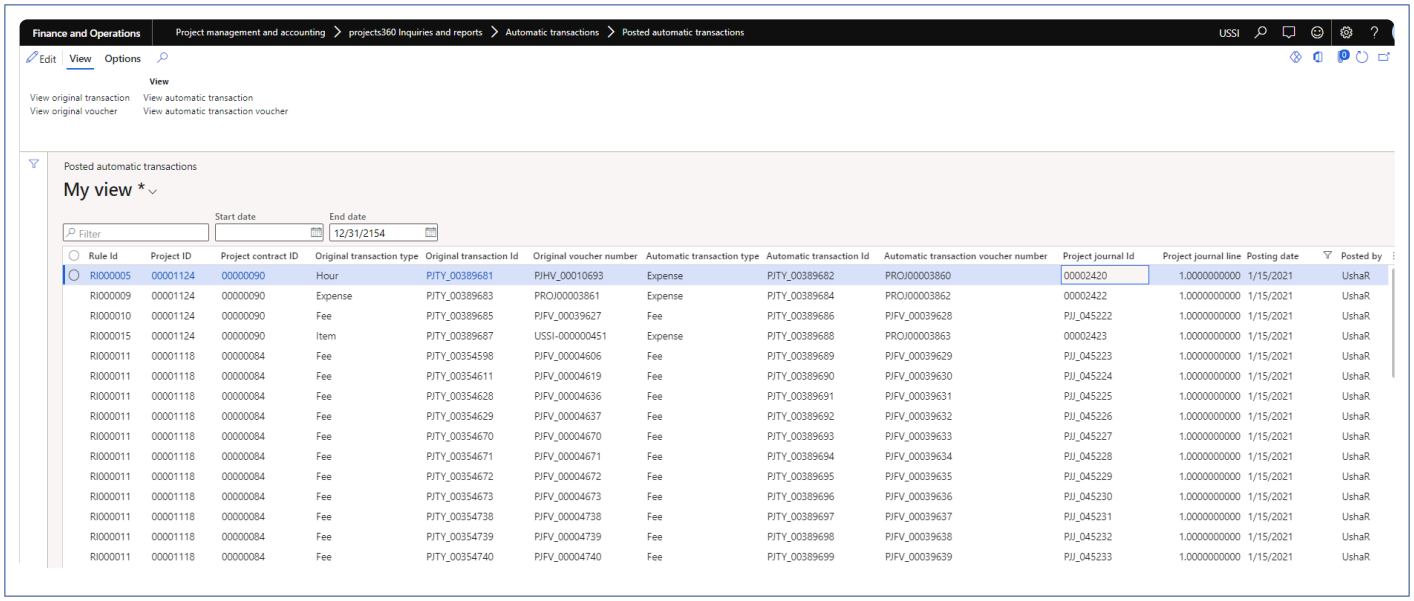
Fields	Description

Posting date	Select the posting date for the automatic transaction. it will be defaulted to current date.
Rule ID	Select Rule for which the automatic transaction has to be created. If blank automatic transaction will get created for all the rule ID.
Active	This field will be defaulted with Yes.
OK	Automatic transaction will get executed and automatic transactions will get posted.
Cancel	Automatic transaction will get cancelled.

Posted automatic transactions

New form is introduced to view the posted automatic transactions. Through this form user will be able to view all the posted transactions for the rule ID. This form provides the details of both original and automatic transactions and can also view original and automatic transaction vouchers.

Go to Project management and accounting Project management and accounting > Projects360 Inquiries and reports > Automatic transactions > Posted automatic transactions.
Go to Automatic transaction rules form > Automatic transactions tab > Posted automatic transactions



Details of the fields available on the Posted automatic transactions form are as follows –

Fields	Description
Filter	This field helps user to filter the records on the grid.

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Start date	Select start date to filter the records on posted automatic transactions.
End date	Select end date to filter the records on posted automatic transactions.
Rule ID	Displays automatic transaction rule ID.
Project ID	Displays project ID of automatic transaction.
Project contract ID	Displays project contract ID of automatic transaction.
Original transaction type	Displays transaction type of original transaction whether Hour/Expense/Item/Fee.
Original transaction ID	Displays transaction number of original transaction.
Original transaction voucher	Displays voucher number of original transaction.
Automatic transaction type	Displays transaction type of the automatic transaction whether expense/Fee.
Automatic transaction ID	Displays transaction number of automatic transaction.
Automatic transaction voucher number	Displays voucher number of automatic transaction.
Project journal ID	Displays project journal number of the posted automatic transaction.
Project journal line	Displays project journal line number for the posted automatic transaction.
Posting date	Displays posting date of the automatic transaction.
Posted by	Displays the user who processed the automatic transaction posting.
View original transaction	Displays transaction details of original transaction.

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View original voucher	Display voucher entries of original transaction.
View automatic transaction	Displays transaction details of posted automatic transaction.
View automatic transaction voucher	Display voucher entries of automatic transaction posted.

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WIP aging report by project

The new “WIP aging by project” report will allow Project Managers and Project Accountants to get real time data about Work In Progress revenue balances by defined aging periods. This report will help in understanding how old the WIP is and take necessary actions to bill it to the client.

New report has been developed to display the WIP aging by project where the WIP balances will be displayed per project.

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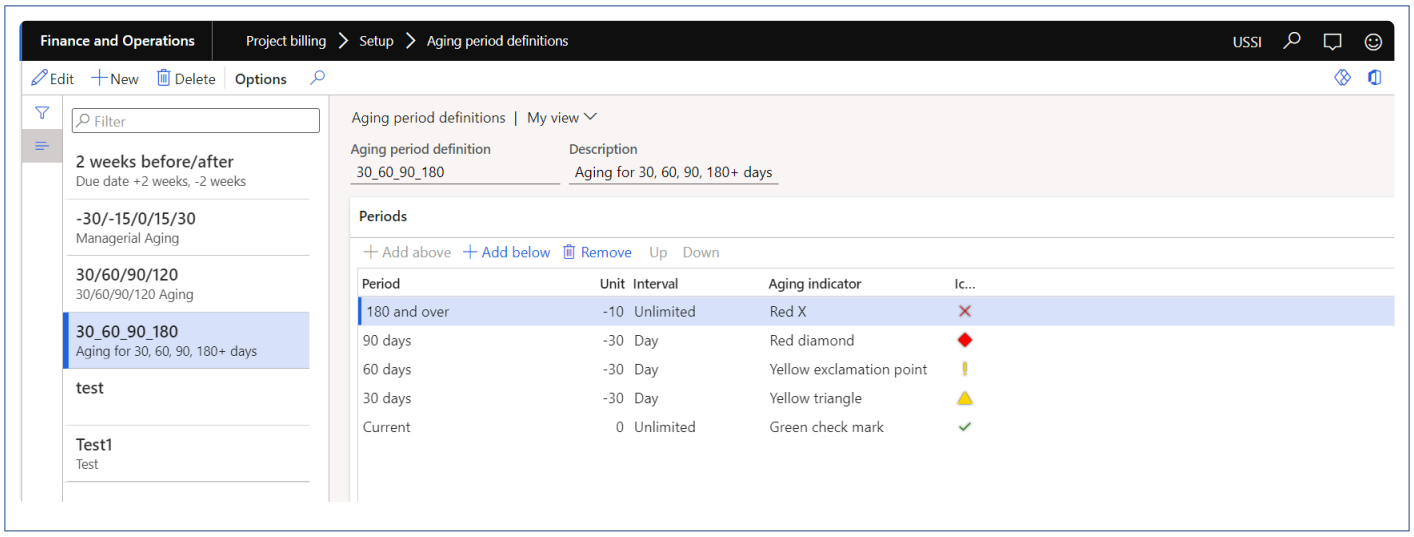
Setup and Run WIP Aging report

This section details out the setups required to perform the WIP aging process and how the aging process is run for project transactions.

Parameter Setup

This feature is not controlled by a parameter. However, the aging periods has to be defined by which the WIP aging will be executed. Using this setup, a periodic report is generated that categorizes a company's WIP revenue that has been outstanding.

Go to Project billing > Setup > Aging period definitions



WIP aging report by project

This new report displays project revenue WIP amounts by aging periods. WIP balances will be grouped by project and can rollup the values per main project based on the parameter while generating the report. Users can view the data based on project, project contract and responsible person.

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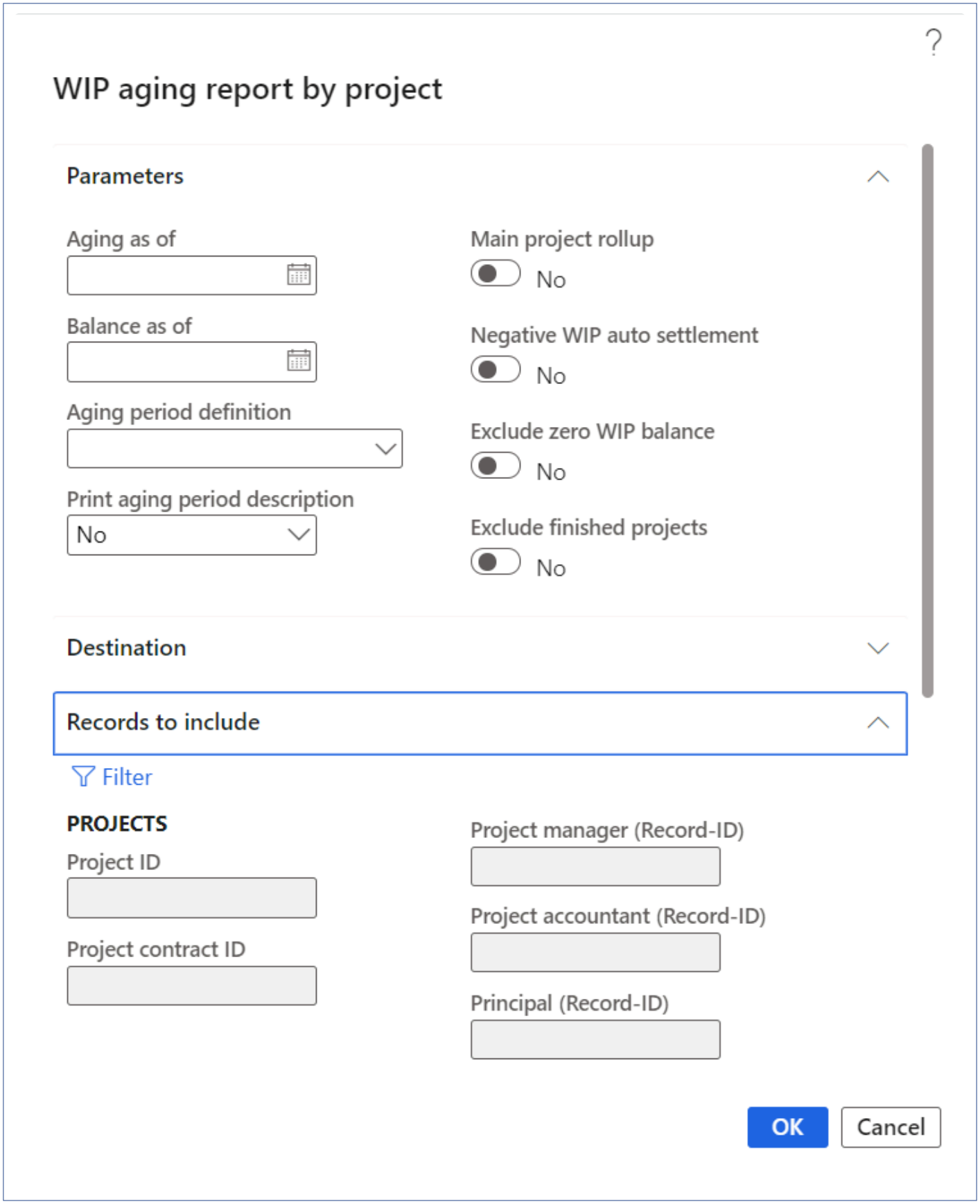

Details of the fields available on the WIP aging periodic form are below.

Fields	Description
Aging as of	Select a date used on the current aging bucket.
Balance as of	Select a date to view the WIP balances for.
Aging definition period	Select aging definition period.
Print aging period description	Select as yes if aging period description has to be printed on the WIP aging balance report.
Main project rollup	Set this parameter to Yes, to view the WIP balances rolled up main project.
Negative WIP auto settlement	Set this parameter to Yes, to allocate the negative WIP across periods with positive WIP for that project if any.
Exclude zero WIP balance	Set this parameter to Yes, to exclude the projects with zero WIP balances.
Exclude finished projects	Set this parameter to Yes, to exclude the projects with finished status.

WIP aging report by project

This report displays project revenue WIP amounts per project. user can view project name, contract name, responsible person and the WIP amount per aging periods select while executing the report.

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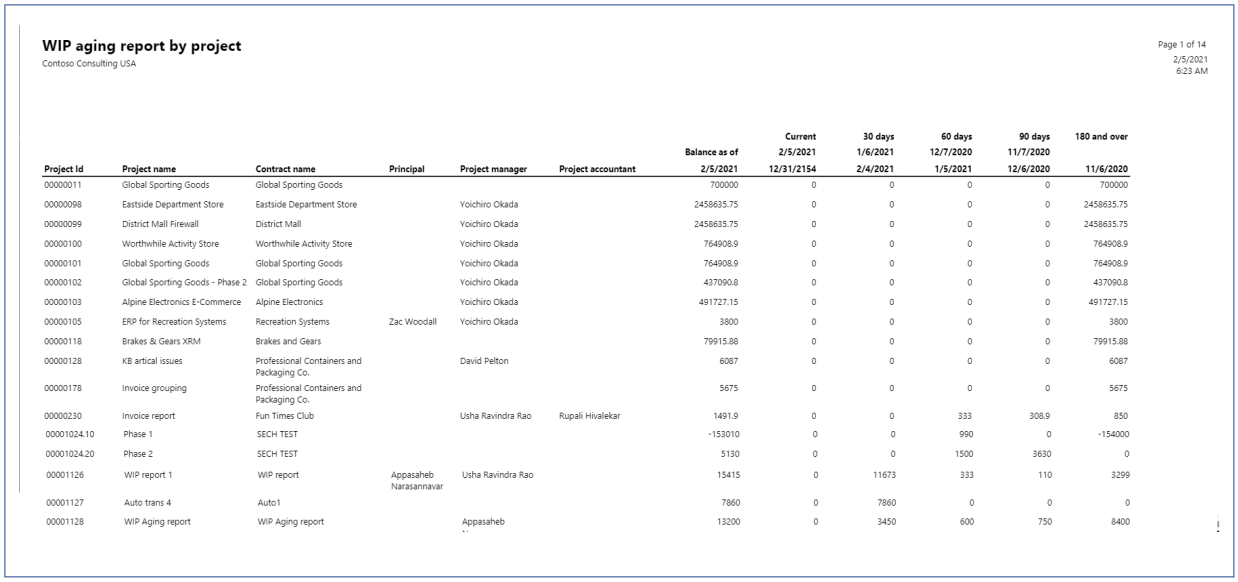

WIP aging report by project

Contoso Consulting USA

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2/5/2021
6:23 AM

Project Id	Project name	Contract name	Principal	Project manager	Project accountant	Balance as of 2/5/2021	Current 12/31/2154	30 days 2/4/2021	60 days 1/5/2021	90 days 12/6/2020	180 and over 11/6/2020
00000011	Global Sporting Goods	Global Sporting Goods				700000	0	0	0	0	700000
00000098	Eastside Department Store	Eastside Department Store		Yoichiro Okada		2458635.75	0	0	0	0	2458635.75
00000099	District Mall Firewall	District Mall		Yoichiro Okada		2458635.75	0	0	0	0	2458635.75
00000100	Worthwhile Activity Store	Worthwhile Activity Store		Yoichiro Okada		764908.9	0	0	0	0	764908.9
00000101	Global Sporting Goods	Global Sporting Goods		Yoichiro Okada		764908.9	0	0	0	0	764908.9
00000102	Global Sporting Goods - Phase 2	Global Sporting Goods		Yoichiro Okada		437090.8	0	0	0	0	437090.8
00000103	Alpine Electronics E-Commerce	Alpine Electronics		Yoichiro Okada		491727.15	0	0	0	0	491727.15
00000105	ERP for Recreation Systems	Recreation Systems	Zac Woodall	Yoichiro Okada		3800	0	0	0	0	3800
00000118	Brakes & Gears XRM	Brakes and Gears				79915.88	0	0	0	0	79915.88
00000128	KB artical issues	Professional Containers and Packaging Co.		David Pelton		6087	0	0	0	0	6087
00000178	Invoice grouping	Professional Containers and Packaging Co.				5675	0	0	0	0	5675
00000230	Invoice report	Fun Times Club		Usha Ravindra Rao	Rupali Hivalekar	1491.9	0	0	333	308.9	850
00001024.10	Phase 1	SECH TEST				-153010	0	0	990	0	-154000
00001024.20	Phase 2	SECH TEST				5130	0	0	1500	3630	0
00001126	WIP report 1	WIP report	Appasaheb Narasannavar	Usha Ravindra Rao		15415	0	11673	333	110	3299
00001127	Auto trans 4	Auto1				7860	0	7860	0	0	0
00001128	WIP Aging report	WIP Aging report		Appasaheb		13200	0	3450	600	750	8400

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Invoicing Enhancements

Features of projects360 which are related to invoicing are grouped together in this document. The features explained in this segment are:

- Billing schedule
- Adjustment request
- Customer PO Matching
- Invoice Document Review
- Simple Adjustments
- Invoice Grouping
- Invoice Archives
- Invoice Email
- AR Aging

Select a feature to view more details about them.

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Billing schedule

Billing is one of the most crucial aspect of every business. If the invoices are not sent out on the timely basis, it can impact the business in negative way. To make the invoicing/billing process better, faster and smoother, we have introduced this feature.

This new functionality creates a billing schedules automatically through a configurable batch job on billing dues dates defined on the project contract. Project managers and projects accountants then can review the details on these billing schedules and get the invoices proposals created from the same form once the details are verified and confirmed.

This feature also provides a single page to review the status for each billing period, from here users can see if the invoices has already been created, if its pre-billing complete but invoice proposal not created or if it still pending for some reasons for a particular billing period. There are various indicators to quickly identify the billing periods needing attention.

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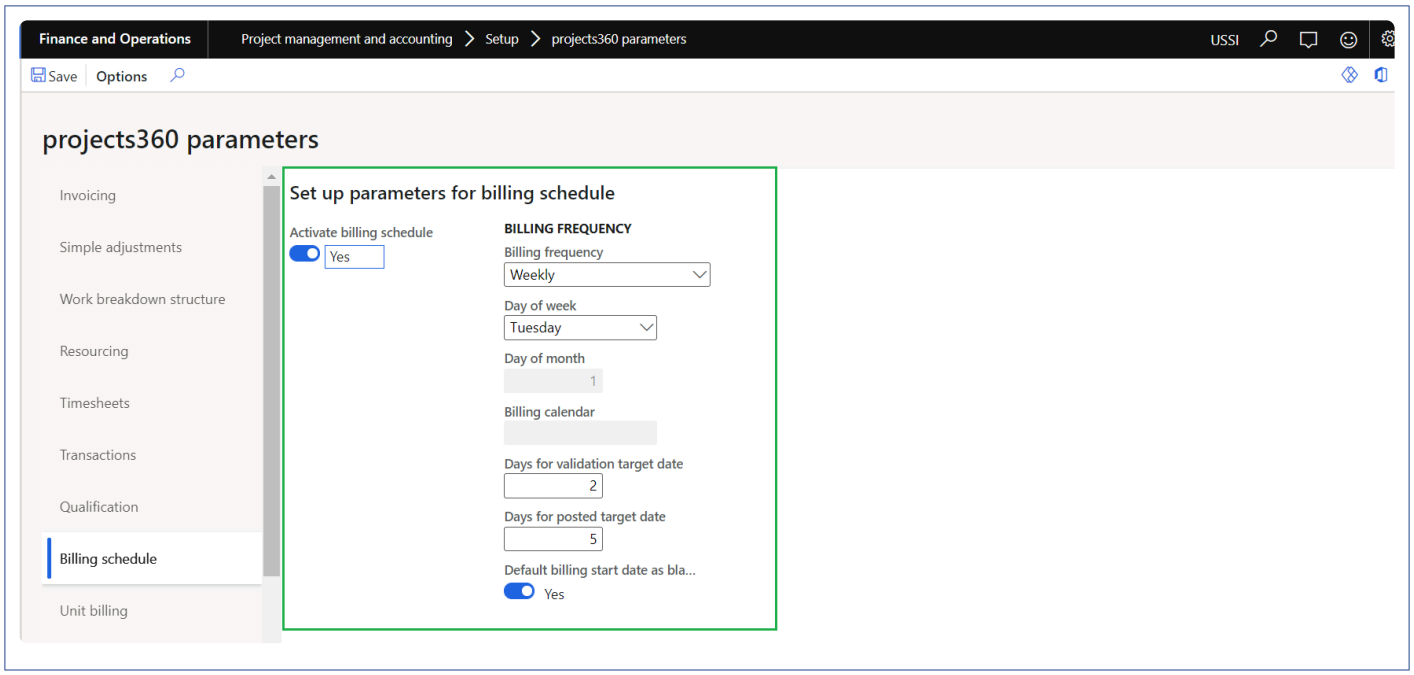
Configure billing schedule

This sections details out the setups required to configure in order to create Billing schedules.

Parameter Setup

On projects360 parameter form, under billing schedule tab, a new parameter “Activate billing schedule” has been introduced to control the Billing schedule feature. When this checkbox is turned on ‘Yes’, the Billing schedule feature is activated.

Go to Project management and accounting > Setups > projects360 parameters > Billing schedule Tab.



Details of the fields available on this tab are as follows:

Field	Description
Activate billing schedule	When this check box is turned on, Billing schedule feature gets activated.
Billing frequency	Select the frequency as Daily, Weekly, Bi weekly, Monthly or Billing calendar to create billing schedules based on set frequency.
Day of week	Select ‘Day of the week’ when billing frequency is selected as ‘Weekly’ to create billing schedule on set day.

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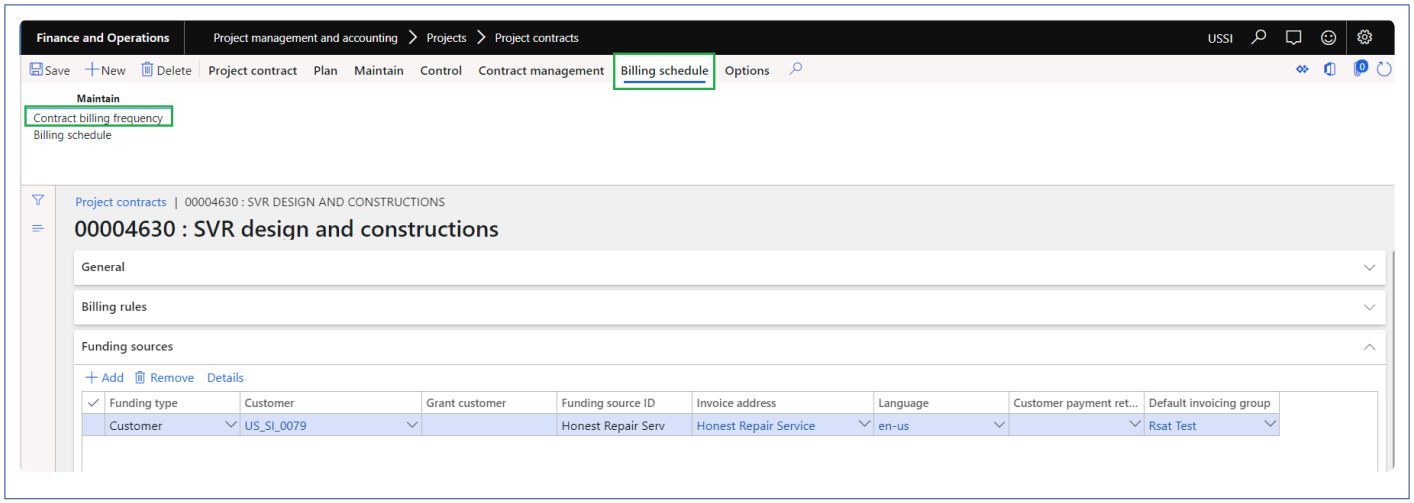
Day of month	Set the ‘Day of the month’ when billing frequency is selected as ‘Monthly’ to create billing schedule on set day.
Billing calendar	Set ‘Billing calendar’ when billing frequency is selected as ‘Billing calendar’ to create billing schedule based on calendar setup.
Days for validation target date	Set value in this field to arrive at the pre-validation billing date for a billing schedule.
Days for validation target date	Set value in this field to arrive at the posted target date for a billing schedule.
Default billing start date as blank	When this parameter is set to Yes, then “Billing period start” field will be defaulted as blank during billing schedule creation.

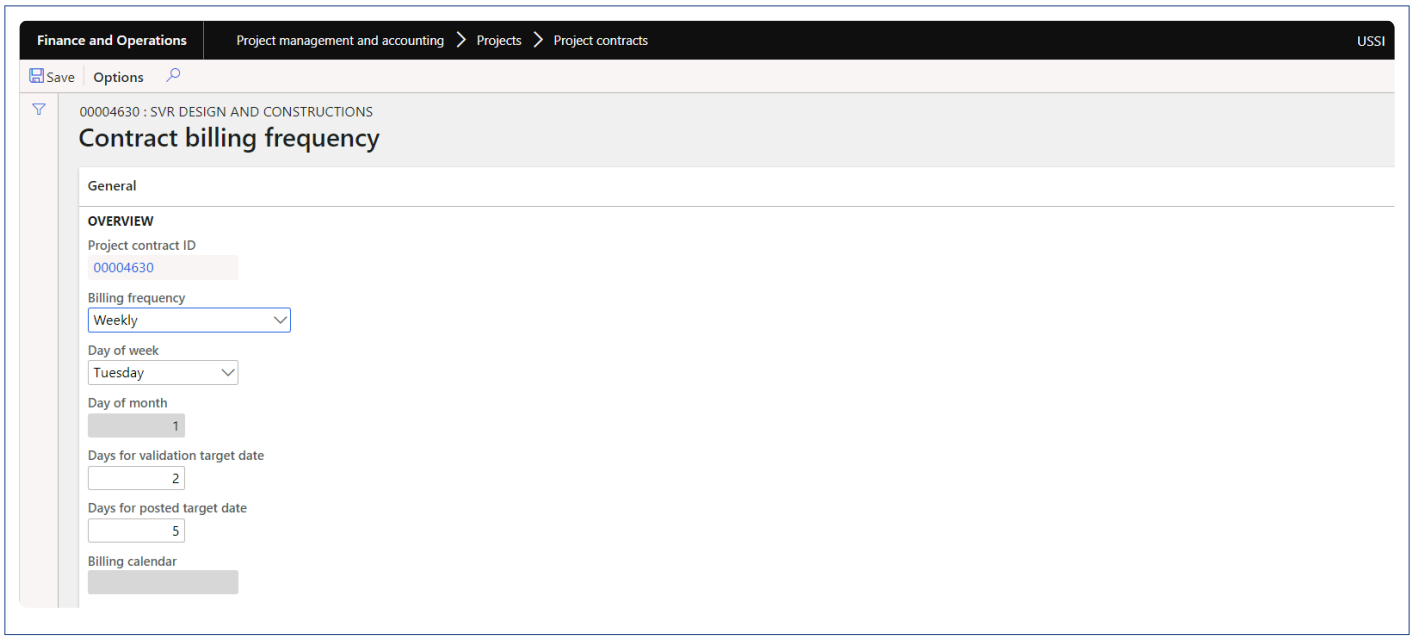
Project contracts and Projects

On the projects contracts form, new button ‘Contract billing frequency’ is introduced on tab ‘Billing schedule’ to define the billing schedule parameter per project contract. Same button is placed on the projects form also.

Go to Project management and accounting > Projects > Project Contracts > Billing schedule tab.

Go to Project management and accounting > Projects > Projects > Billing schedule tab.





Details of the fields available on this form are as follows:

Field	Description
Project contract ID	This field defaults with selected project contract ID.
Billing frequency	This field will default from the parameter and user will be allowed to edit the ‘Billing frequency’ to create billing schedules.
Day of week	This field will default from the parameter and user will be allowed to edit ‘Day of the week’ when billing frequency is selected as ‘Weekly’ to create billing schedule on set day.
Day of month	This field will default from the parameter and user will be allowed to edit ‘Day of the month’ when billing frequency is selected as ‘Monthly’ to create billing schedule on set day.
Billing calendar	This field will default from the parameter and user will be allowed to edit ‘Billing calendar’ when billing frequency is selected as billing calendar to create billing schedule based on calendar setup.
Days for validation target date	This field will default from the parameter and user will be allowed to edit value in this field to arrive at the pre-validation billing date for a billing schedule.
Days for validation target	This field will default from the parameter and user will be allowed to edit value in this field to arrive at the posted target date for a billing schedule.

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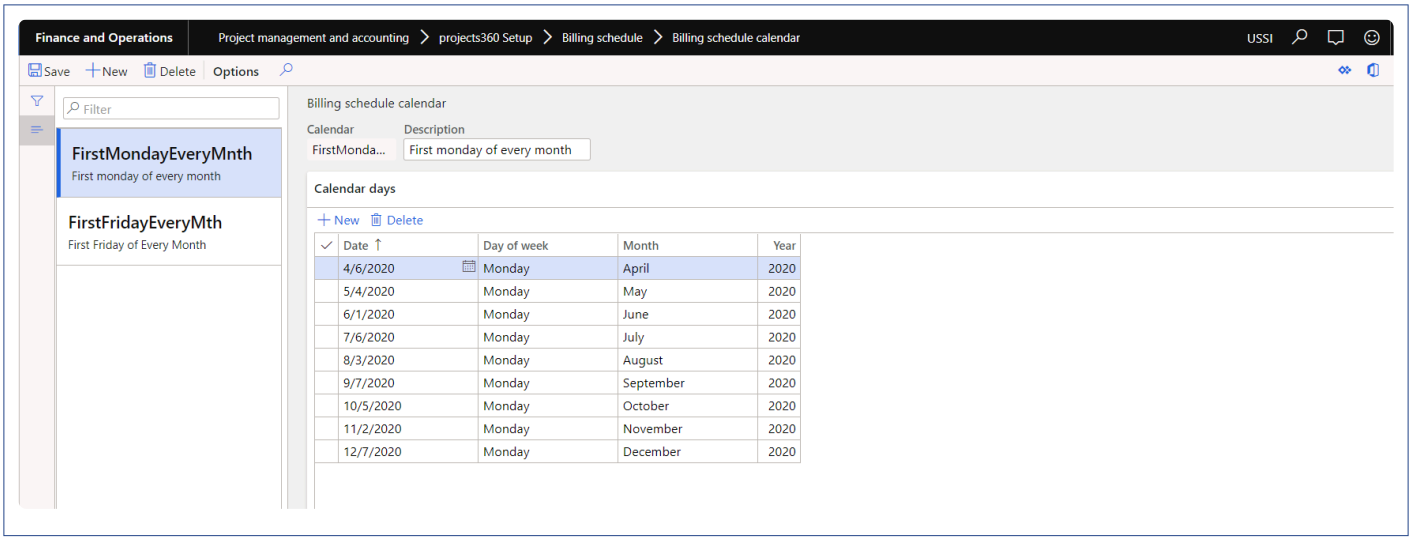
date	

Billing schedule calendar

New form ‘Billing schedule calendar’ is introduced to create particular billing date based on which billing schedules will be created. Ex: If the user wants to bill his customer every first Monday of the month, then this can be setup through billing calendar.

Go to Project management and accounting > Setup > projects360 setup > Billing schedule > Billing schedule calendar.



Details of the fields available on this form are as follows:

Field	Description
Calendar	Set the calendar name.
Description	Set the calendar description.
Date	Set the date for the to create billing schedule.
Day of week	This field will default based on the set date.
Month	This field will default based on the set month.
Year	This field will default based on the set year.

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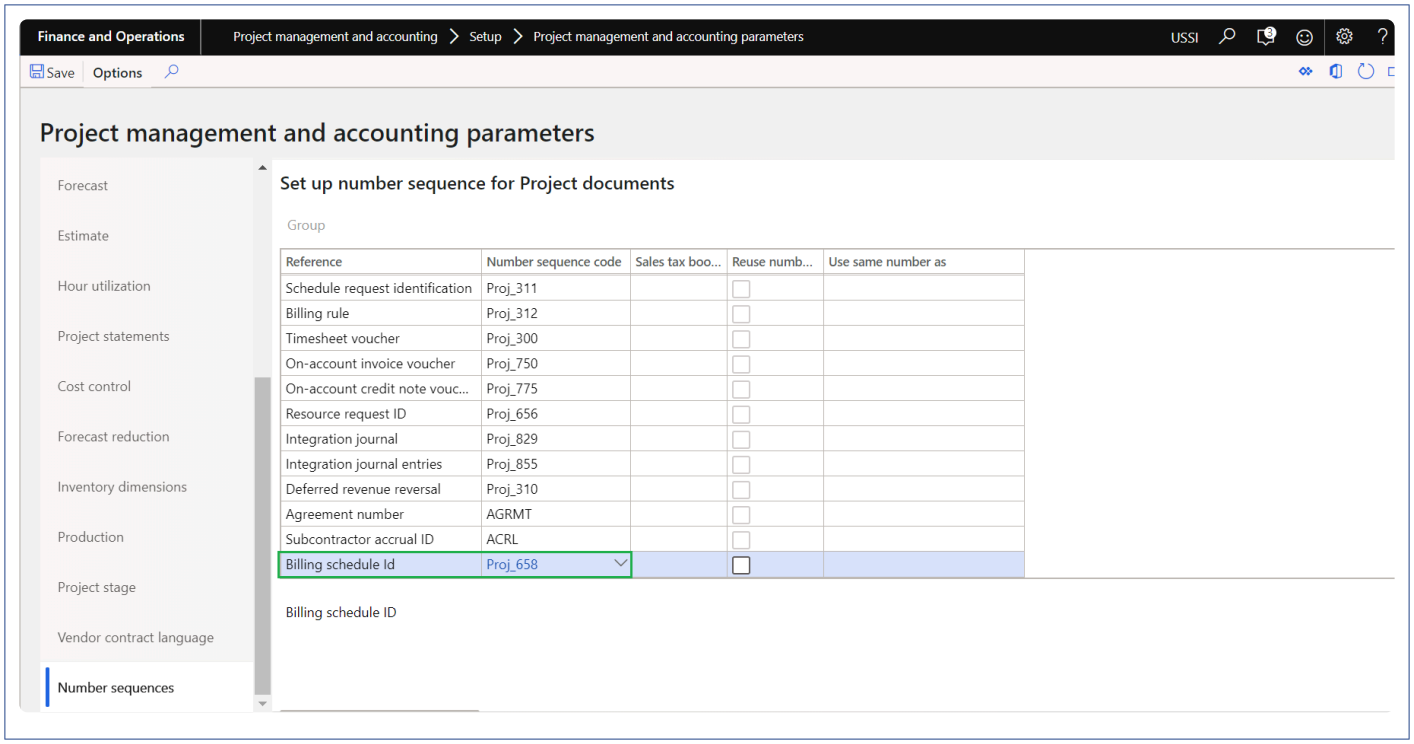
Billing schedule number sequence

To generate the billing schedule, number sequence has to be set up in the project management and accounting parameters form.

Go to Project management and accounting > Setup > Project management and accounting parameters.



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Create billing schedule

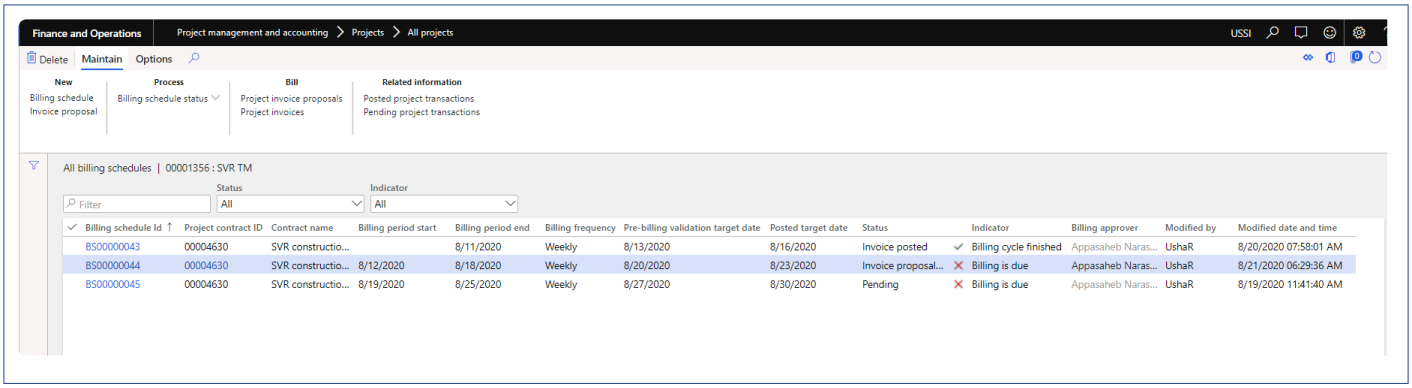
This sections details out the how to create billing schedule and view various details on billing schedule form.

Billing schedule form

New form is introduced to create billing schedule based on the frequency and maintain the billing schedules for a project contract. This form helps to review the status for each billing period whether its pre-billing complete or not, invoice proposal is created or not or if it still pending for some reasons for a particular billing period. Users can review the details on these billing schedules and get the invoices proposals created from the same form once the details are verified and confirmed.

This form provides the details of all the transactions posted for each billing schedule and provides information on all the invoices posted for this particular contract and can also perform adjustments.

Go to Project management and accounting > projects360 > Billing schedule > All billing schedule.
Go to Project management and accounting > projects360 > Billing schedule > My billing schedule.
Go to Project management and accounting > Projects > Project contracts > Billing schedule tab > Billing schedule button.
Go to Project management and accounting > Projects > All projects > Billing schedule tab > Billing schedule button.



Note – My billing schedule form will displays where the logged in user is Principle, Project manager, Project accountant for a project.

Details of the buttons available on this form are as follows:

Field	Description

Billing schedule	User can create new billing schedules for a project contract. Billing schedule will get created based on the billing frequency set on the project contract. Ex: If Weekly is set as billing frequency and Day of week is set as Wednesday, then user will be able to create billing schedule every Wednesday.
Invoice proposal	User can create invoice proposal for a single or multiple billing schedule which is in pre-billing complete status. Once the invoice proposal is created thereafter standard process to be followed to post the invoice.
Billing schedule status	User can select the billing schedule status as Pending, On hold, Pre billing complete, Invoice proposal created, Invoice posted for a billing schedule when each of the process gets completed.
Project invoice proposals	User will be able to view the project invoice proposal for a billing schedule.
Project invoices	User will be able to view the posted project invoice for a billing schedule.
Posted project transactions	User will be able to view the posted transactions for a billing schedule.
Pending project transactions	User will be able to view the pending project invoice for a billing schedule.

Details of the filter options available on this form are as follows:

Field	Description
Status	User can filter the billing schedules based on various status like All, Pending, On hold, Pre-billing complete, Invoice proposal created and Invoice posted.
Indicator	User can filter the billing schedule based on various Indicator like All, Billing cycle finished, Pre-billing is due, Billing is due.

Details of the fields available on this form are as follows:

Field	Description
Billing schedule ID	Displays billing schedule ID created through number sequence.

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Project contract ID	Displays project contract ID for the billing schedule.
Contract name	Displays contract name.
Billing period start	Displays start date of the billing schedule. When the billing period is created for first time, this filed will be blank and for subsequent records it will take Billing period end+1 day.
Billing period end	Displays end date of the billing schedule. This is calculated based on the frequency set on the project contract. Ex: If Weekly is set as billing frequency and Day of week is set as Wednesday, the the billing period end date will be every Wednesday that is 5th, 12th, 19th, 26th of august 2020.
Billing frequency	Defaults the billing frequency used for creating billing schedule.
Pre billing validation target date	Displays the validation date to complete pre-billing. This is arrived by adding the value set in ‘Days for validation target date’ to the billing period end date.
Posted target date	Displays the validation date to complete billing. This is arrived by adding the value set in ‘Days for posted target date’ to the billing period end date
Status	Displays the status of billing schedule whether it is Pending, On hold, Pre billing complete, Invoice proposal created, Invoice posted for a billing schedule. When the invoice proposal is created/posted from the billing schedule automatically status gets changed to Invoice proposal created/Invoice posted.
Indicator	Displays the indicator which helps to take necessary on the billing schedule. When ‘Pre-billing validation target date’ crosses current date then the indicator will be ‘Pre-billing is due’ and when ‘Posted target date’ crosses current date then the indicator will be ‘Billing is due’ and when the invoice gets posted the Indicator will be ‘Billing cycle finished.
Modified by	Displays the person name who modified the billing schedule.
Modified date and time	Displays the modified date and time of the billing schedule.
Billing approver	Displays the billing approver of the project contract.

Details of the fact boxes available on this form are as follows:

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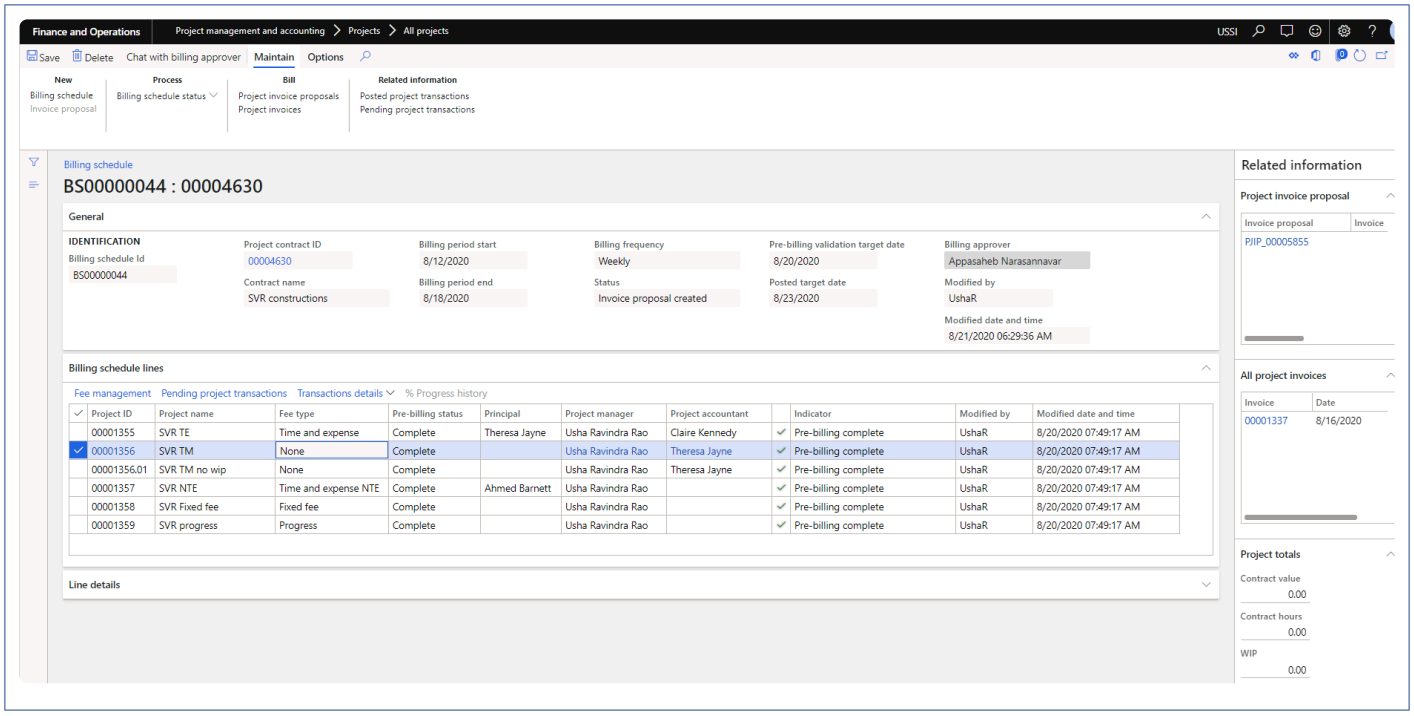
Field	Description
Project invoice proposals	Displays all the project invoice proposals for a billing schedule.
Project invoices	Displays all the projects invoices for the project contract.

Billing schedule details form

In the billing schedule details form, all the project related details will be created based on conditions. Projects with fee type ‘Time and expense’ and ‘None’ will be created even without contract value and for projects with fee type ‘Time and expense NTE’, ‘Fixed fee’, ‘Progress’ will be created only when contract value is approved. User able to view the various indicators which describes if they are no posted transactions or no completed milestones or if progress percentage is not updated for the billing period. There is an option provided to the user to view the details such as Contract value, Progress percentage, Milestones etc.

Go to Project management and accounting > projects360 > Billing schedule > All billing schedule > Select Billing schedule ID.
Go to Project management and accounting > projects360 > Billing schedule > My billing schedule > Select Billing schedule ID.
Go to Project management and accounting > Projects > Project contracts > Billing schedule tab > Billing schedule button > Select Billing schedule ID.
Go to Project management and accounting > Projects > All projects > Billing schedule tab > Billing schedule button > Select Billing schedule ID.



Details of the buttons available on this form are as follows:

Field	Description
Billing schedule	User can create new billing schedules for a project contract. Billing schedule will get created based on the billing frequency set on the project contract. Ex: If Monthly is set as billing frequency and Day of week is set as 5, then user will be able to create billing schedule on 5th of every month.
Invoice proposal	User can create invoice proposal for a billing schedule which is in pre-billing complete status. Once the invoice proposal is created thereafter standard process to be followed to post the invoice.
Billing schedule status	User can select the billing schedule status as Pending, On hold, Pre billing complete, Invoice proposal created, Invoice posted for a billing schedule when each of the process gets completed.
Project invoice proposals	User will be able to view the project invoice proposal for a billing schedule.
Project invoices	User will be able to view the posted project invoice for a billing schedule.
Posted project transactions	User will be able to view the posted transactions for a billing schedule.
Pending project transactions	User will be able to view the pending project invoice for a billing schedule.
Chat with billing approver	User will be able to chat with the billing approver for any type of information required to complete the process.

Details of the fields available on General tab are as follows:

Field	Description
Billing schedule ID	Displays billing schedule ID created through number sequence.
Project contract ID	Displays project contract ID for the billing schedule.
Contract name	Displays contract name.

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Billing period start	Displays start date of the billing schedule. This field is made editable to include any type of corrected transaction with the question message to the user to proceed with changes.
Billing period end	Displays end date of the billing schedule. This field is made editable to include any type of corrected transaction with the question message to the user to proceed with changes.
Billing frequency	Defaults the billing frequency used for creating billing schedule.
Status	Displays the status of billing schedule.
Pre billing validation target date	Displays the validation date to complete pre-billing.
Posted target date	Displays the validation date to complete billing.
Modified by	Displays the person name who modified the billing schedule.
Modified date and time	Displays the modified date and time of the billing schedule.
Billing approver	Displays the billing approver of the project contract.

Details of the buttons available on Billing schedule lines tab are as follows:

Field	Description
Fee management	Opens Fee management form for the selected project.
Pending posted transactions	Displays all the pending transactions.
Transaction details	Displays all the Hour and Expense transactions for the select project.
% Progress history	Displays % progress history form and will be enabled only for projects with Fee type progress.

Details of the fields available on Billing schedule lines tab are as follows:

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Field	Description
Project ID	Displays project ID included in the billing schedule.
Project name	Displays project name.
Fee type	Displays fee type of the project.
Pre-billing status	Select pre-billing status as Pending,On hold or Complete for a project.
Principal	Displays responsible principal for the project.
Project manager	Displays responsible project manager for the project.
Project accountant	Displays responsible project accountant for the project.
Indicator	Displays the indicator for the project. For fixed fee type of project, if the milestone is not completed for a billing period then the indicator will be displayed as ‘There are no milestones’ completed’. For progress type of project, if the progress % is not updated for a billing period then the indicator will be displayed as ‘% progress is not updated. For Time and expense or Time and expense NTE, if there are pending transactions for a billing period then indicator will be displayed as ‘There are pending transactions. In case if all the criteria is completed for a billing period then there will not be any indicator displayed.
Modified by	Displays the person name who modified the project.
Modified date and time	Displays the modified date and time for the project.

Based on the type of the project selected on the Billing schedule lines tab, fields will be displayed accordingly. Ex: For Fixed fee type of project milestone details and for progress % of progress will be displayed.

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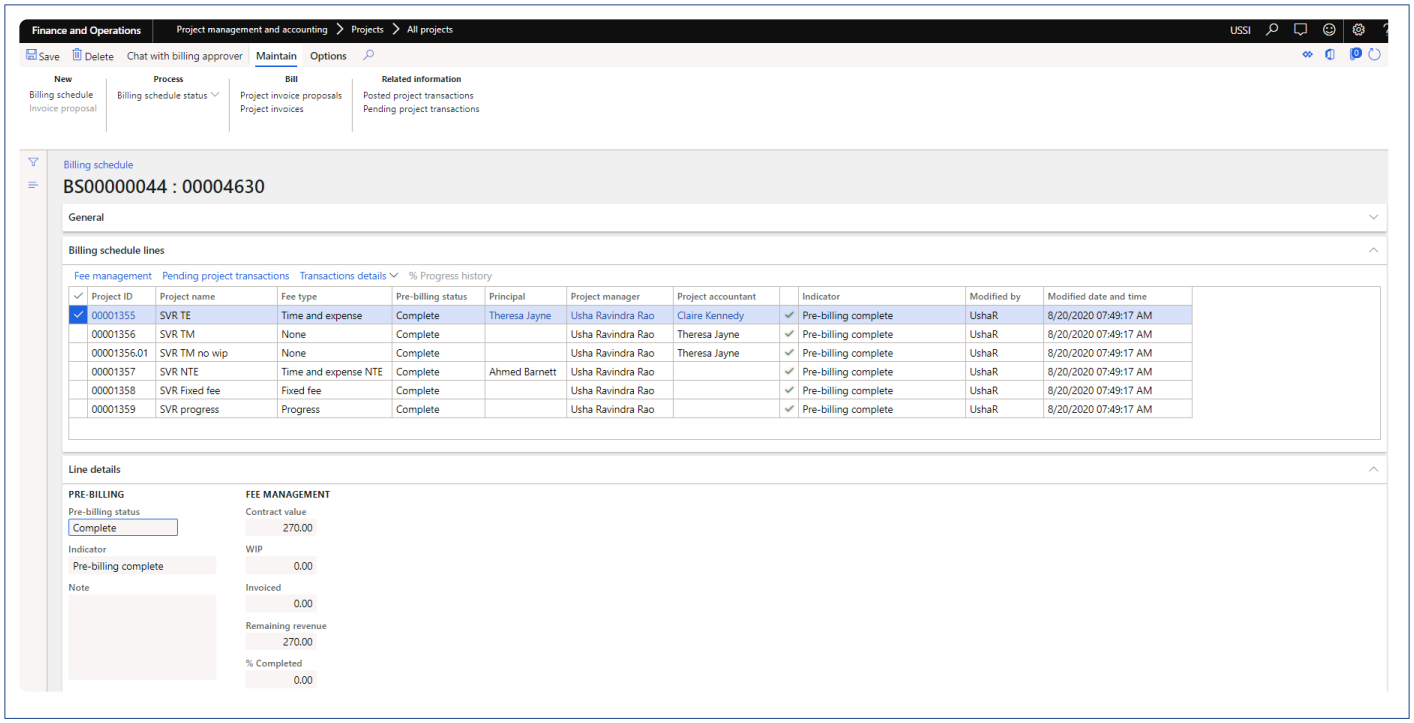

Details of the fields available on Line details tab are as follows for Project type None, Time and expense, Time and expense NTE:

Field	Description
Pre-billing status	Select pre-billing status as Pending,On hold or Complete for a selected project.
Indicator	Displays the indicator for the selected project.
Note	User can enter notes for a project.
Contract value	Displays the contract value of the selected project.
WIP	Displays the work in progress amount for the selected project.
Invoiced	Displays the invoiced amount for the selected project.
Remaining revenue	Displays the remaining revenue amount for the selected project.
%Completed	Displays the percentage of completed work for the selected project.

Details of the fields available on Line details tab apart from the mentioned above for Project type Progress:

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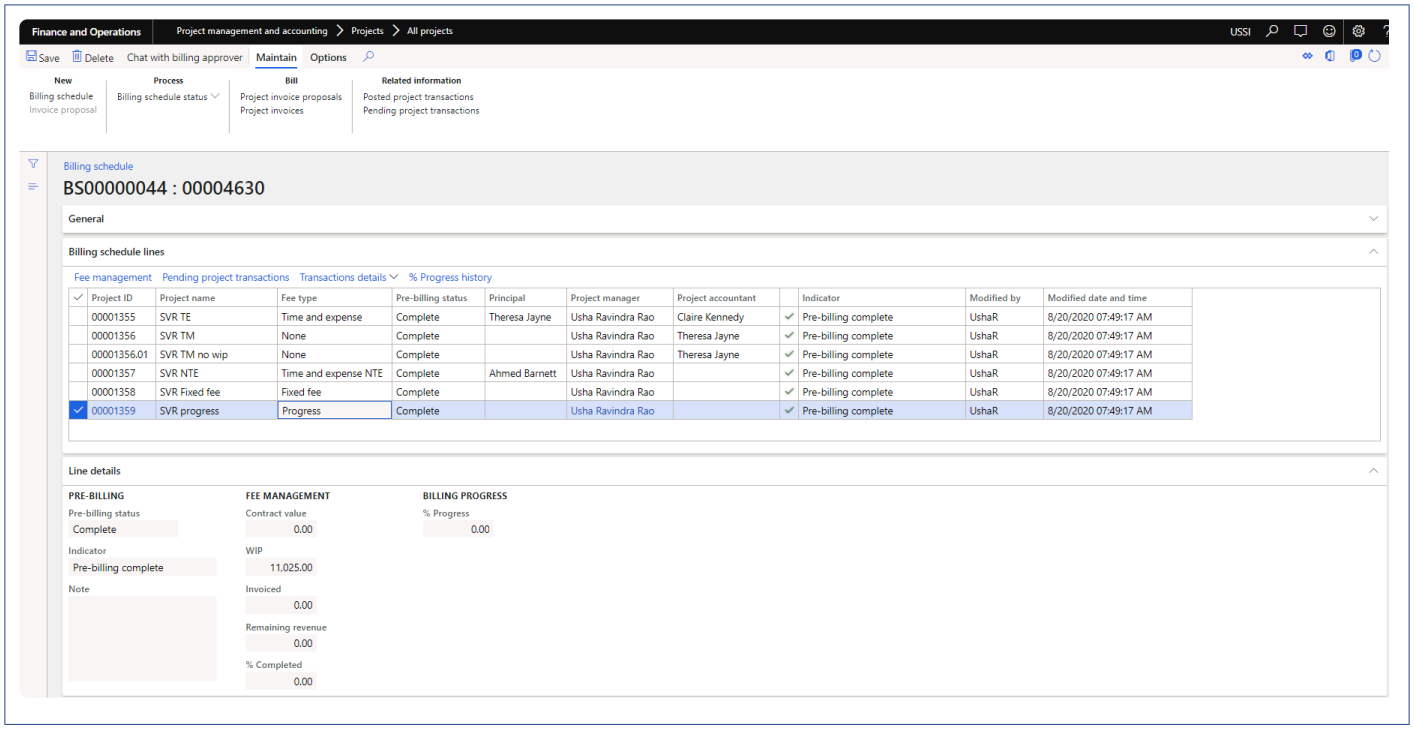
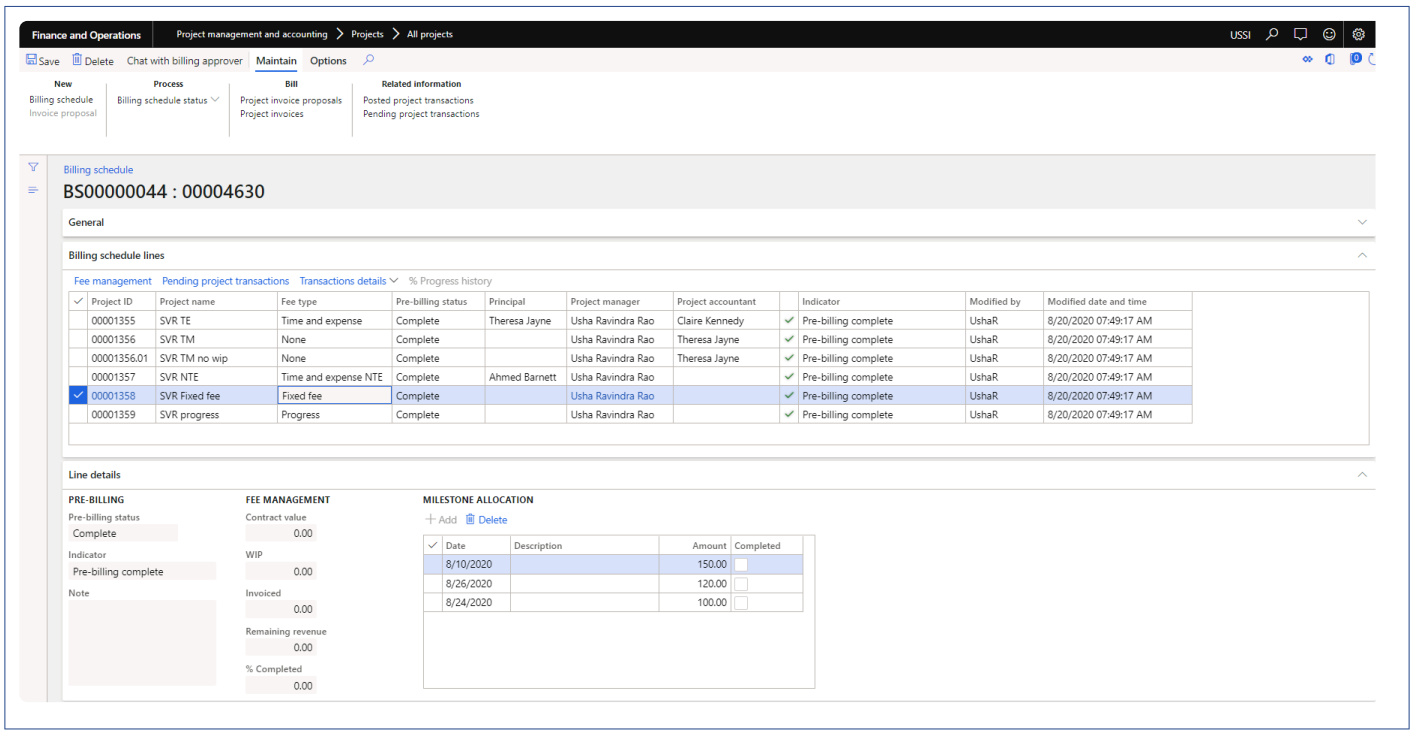


Field	Description
% progress	User can update progress percentage for the selected project.

Details of the fields available on Line details tab are as follows for Project type Fixed fee:



Field	Description

Add	User can add a milestone.
Delete	User can add a milestone.
Date	Defaults with milestone date.
Description	Defaults with milestone description.
Amount	Defaults with milestone amount.
Complete	User can mark the milestone as complete.

Details of the fact boxes available on this form are as follows:

Field	Description
Project invoice proposals	Displays all the project invoice proposals for a billing schedule.
Project invoices	Displays all the projects invoices for the selected project.
Project totals	Displays the details of Contract value, Contract hours, WIP, Invoiced, Revenue, Actual hours, % completed and Remaining revenue on the main project for a billing schedule.

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Periodic process

This sections details out the how to create billing schedule and invoice proposal through periodic process.

Billing schedule creation

Billing schedule creation periodic process helps in creating billing schedule for a selected project contract or for all projects contracts. This process can be executed in batch as well.

Below conditions has to be met in order to create billing schedule:

- Project contract should be active.
  Project contract apart from billing frequency None and End of projects.
- Calculated period end date should be equal to ‘Process date + Days in advance’.
- There should not be any existing billing schedule for the same date range for the project contract.

Below conditions has to be met in order to create billing schedule lines:

- Project stage should allow the invoice proposal creation.
- If the ‘Contract management’ parameter is active, project must have approved contract value.

Go to Project management and accounting > projects360 periodic > Billing schedule > Billing schedule creation.
Go to Project management and accounting > Projects > Project contracts > Billing schedule tab > Billing schedule button.
Go to Project management and accounting > Projects > All projects > Billing schedule tab > Billing schedule button.

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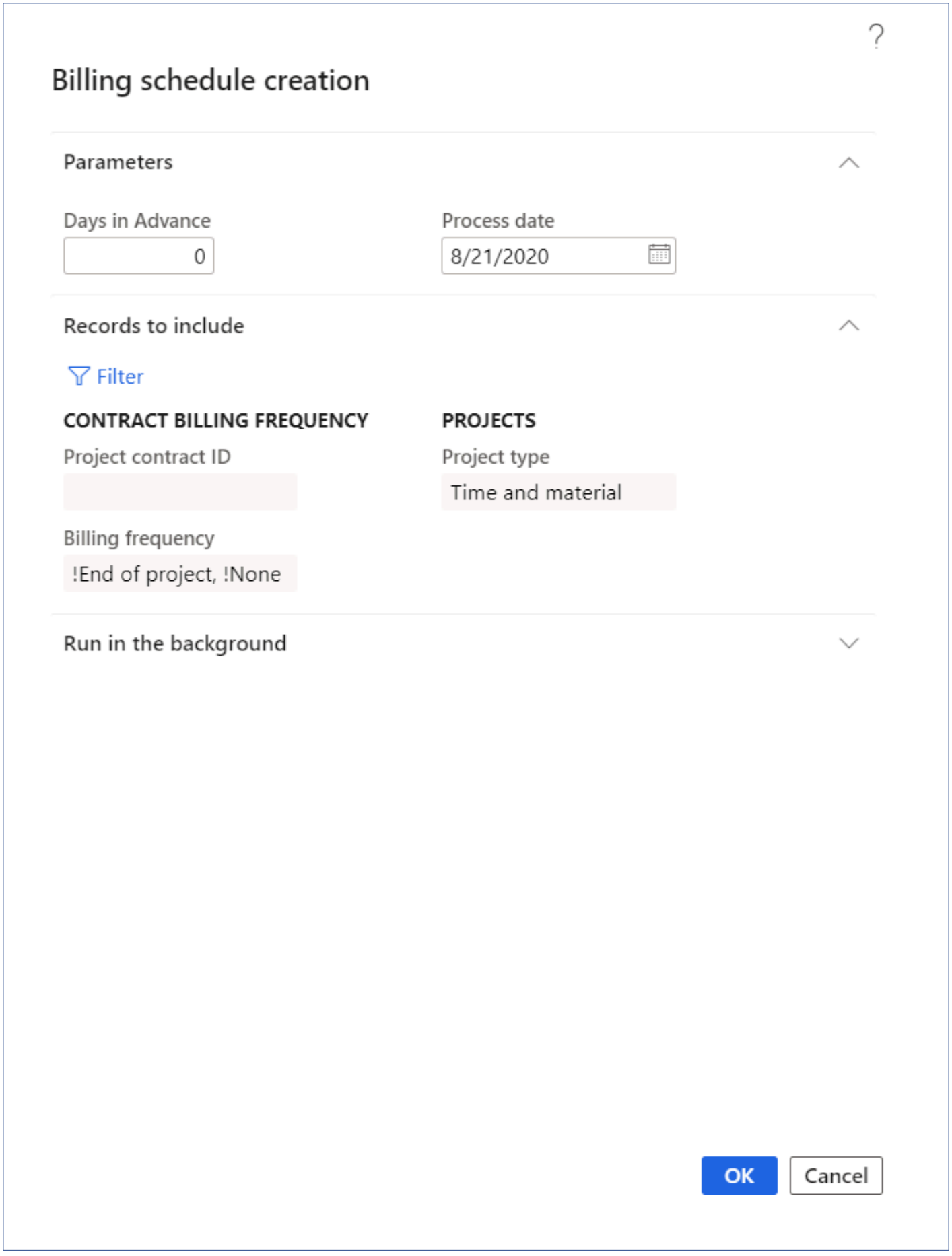
Billing schedule creation
Parameters
Days in Advance
0
Process date
8/21/2020
Records to include
Filter
CONTRACT BILLING FREQUENCY
Project contract ID
Billing frequency
!End of project, !None
PROJECTS
Project type
Time and material
Run in the background
OK
Cancel

Details of the fields and buttons available on this form are as follows:

Field	Description
Days in advance	This field defaults with Zero. User can update this field to create a billing schedule in advance. When billing schedule is processed this field value and the billing frequency will be considered to create billing schedules.
Process date	This field defaults with current date and user is allowed to select the preferred date.
OK button	Click OK button to create billing schedules.
Cancel button	Click Cancel button to cancel the creation process.

Invoice proposal creation

Invoice proposal creation periodic process helps in creating project invoice proposals for a selected billing schedule ID or for all billing schedules where the status is pre-billing complete. The process can be executed in batch as well.

Go to Project management and accounting > projects360 periodic > Billing schedule > Invoice proposal creation.
Go to Project management and accounting > Projects > Project contracts > Billing schedule tab > Billing schedule button > Invoice proposal button .
Go to Project management and accounting > Projects > All projects > Billing schedule tab > Billing schedule button > Invoice proposal.

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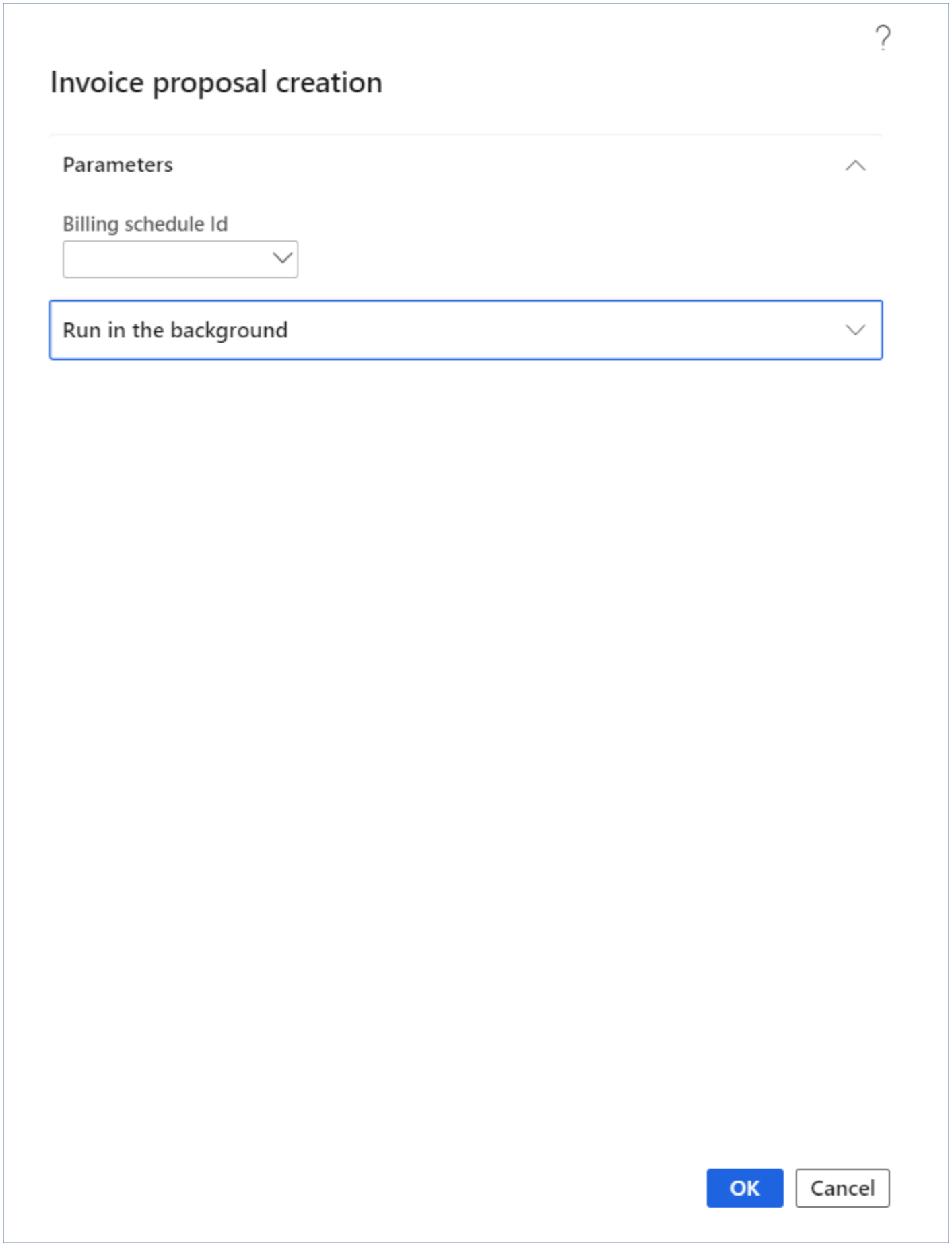

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Details of the fields and buttons available on this form are as follows:

Field	Description
Billing schedule ID	User can select the Billing schedule ID for which invoice proposal has to be created.
OK button	Click OK button to create invoice proposals.
Cancel button	Click Cancel button to cancel the creation process.

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Adjustment requests

This feature has been developed to allow projects managers to request any type of adjustments to project accountants on posted hours and expense transactions. This new functionality allows project managers to review all the transactions through an excel format which allows to define what actions to be taken and any comments for each transaction. This excel format can be viewed by the project accountant and perform adjustment accordingly and update the status of the adjustment request.

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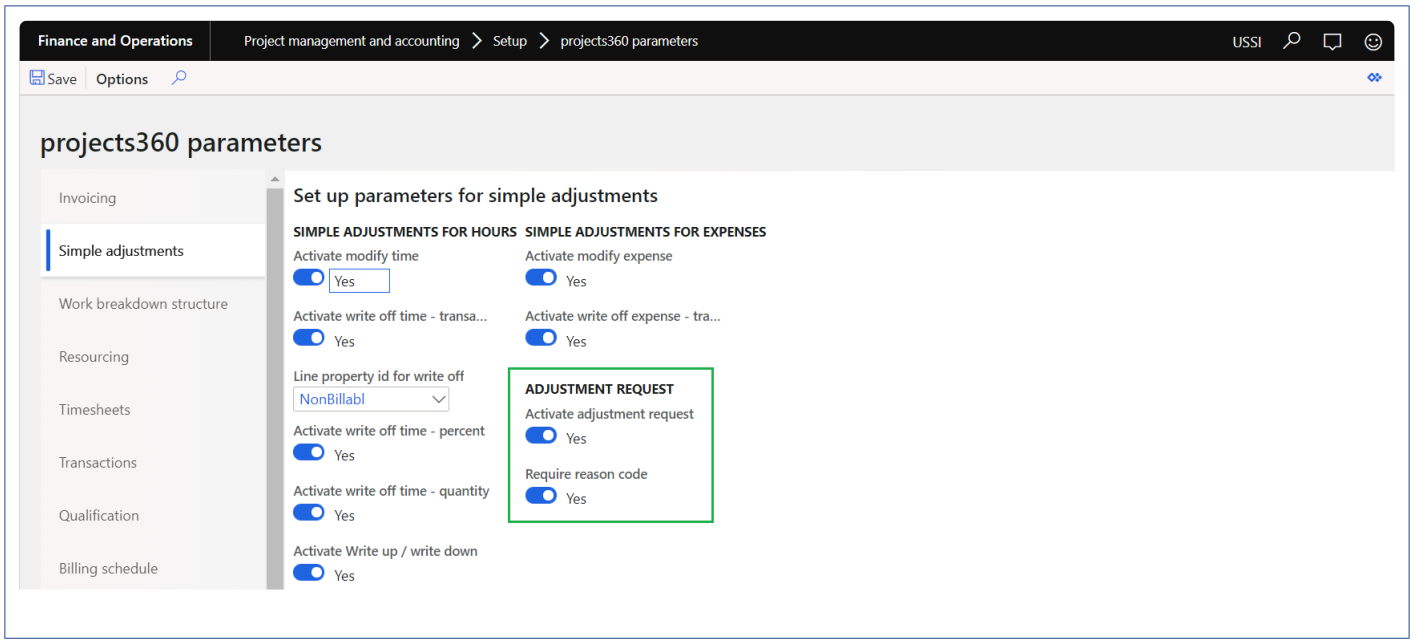
Configure

This sections details out the setups required to be configured for Adjustment request.

Parameter Setup

On projects360 parameter form, under Simple adjustment tab, a new parameters under “Adjustment request” has been introduced to control the creation of adjustment request. User needs to set the ‘Activate adjustment request’ field value to ‘Yes’ in order to use this feature.

Go to Project management and accounting > Setups > projects360 Parameters > Simple adjustment tab.



Details of the fields available on the projects360 parameters form are as follows –

Fields	Description
Activate adjustment request	When this parameter is set to Yes, user can create adjustment request through adjustment request form.
Require reason code	When this parameter is set to Yes, it becomes mandatory to to select reason code while creating adjustment requests.

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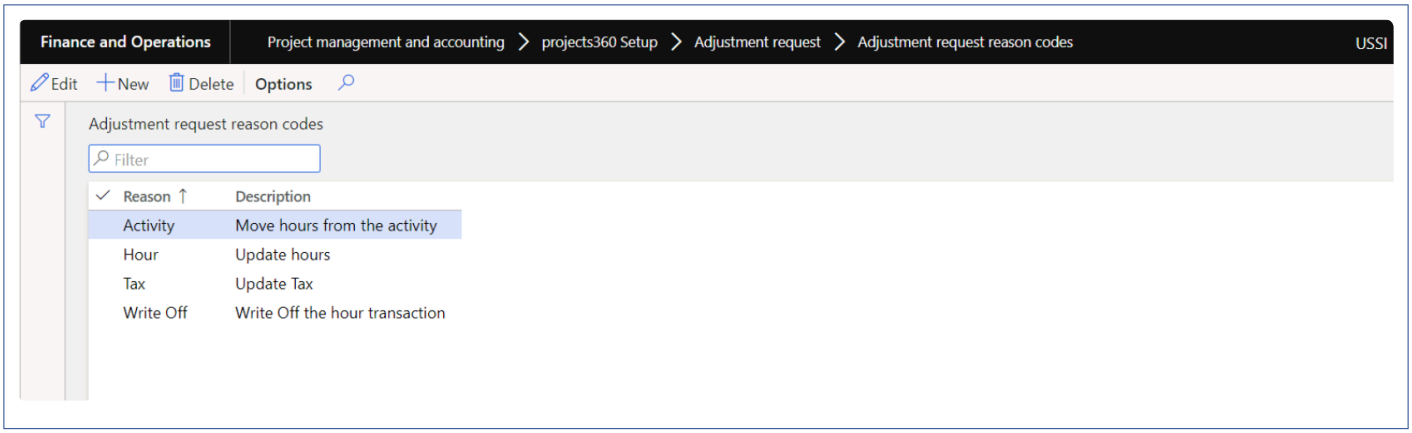
Adjustment request reason codes form

New form is introduced to create adjustment request reason codes to use later during the creation of adjustment requests.

Go to Project management and accounting > projects360 setups > Adjustment request > Adjustment request reason codes.



Details of the fields available on the adjustment request reason codes form are as follows –

Fields	Description
Reason	Define reason code.
Description	Define reason code description.

Adjustment request actions form

New form is introduced to create adjustment request actions to use later during the creation of adjustment requests.

Go to Project management and accounting > projects360 setups > Adjustment request > Adjustment request actions.

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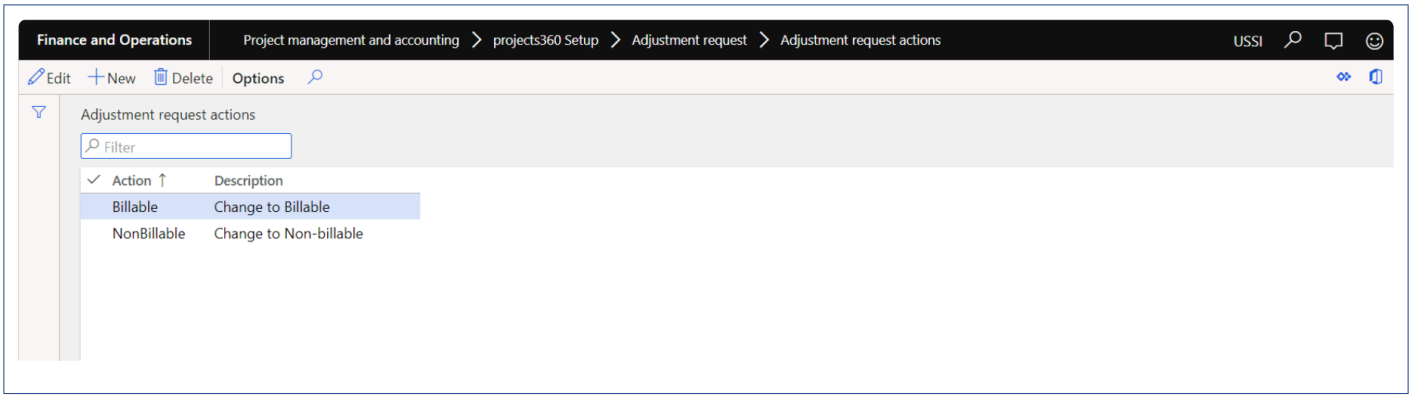


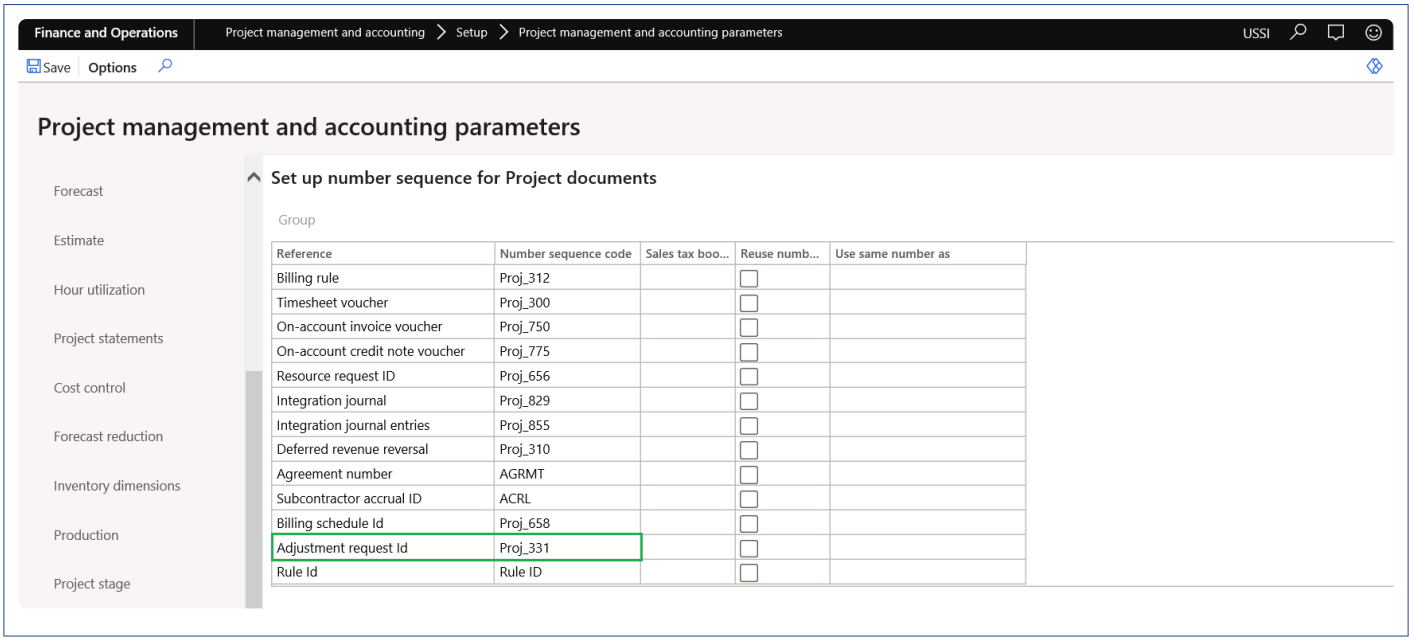
Details of the fields available on the adjustment request reason codes form are as follows –

Fields	Description
Action	Define action code.
Description	Define action code description.

Adjustment request number sequence

To generate the adjustment request, number sequence has to be set up in the project management and accounting parameters form.

Go to Project management and accounting > Setup > Project management and accounting parameters.



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Generate adjustment request

This sections details out the how to generate adjustment request and view various details on Adjustment request form.

Adjustment request form

New form is introduced to view all the created adjustment request for a project. This form helps to generate adjustment request and view the status of the same. This form provides the details of all the generated requests for each project and can define the adjustment action to be taken on each transaction and can also provide any comments by the project manager.

Go to Project management and accounting > projects360 > Adjustment requests > All adjustment requests.
Go to Project management and accounting > projects360 > Adjustment requests > My Adjustment requests .
Go to Project management and accounting > projects360 > Billing schedule > All Billing schedule > Adjustments request.
Go to Project management and accounting > projects360 > Billing schedule > My Billing schedule > Adjustments request .
Go to Project management and accounting > Projects > All projects > Fee management tab > Adjustments request.
Go to Project management and accounting > Projects > All projects > Fee management form > Adjustments request .

Note – When the adjustment request is opened from the projects, all records related with main project and subprojects will be displayed.

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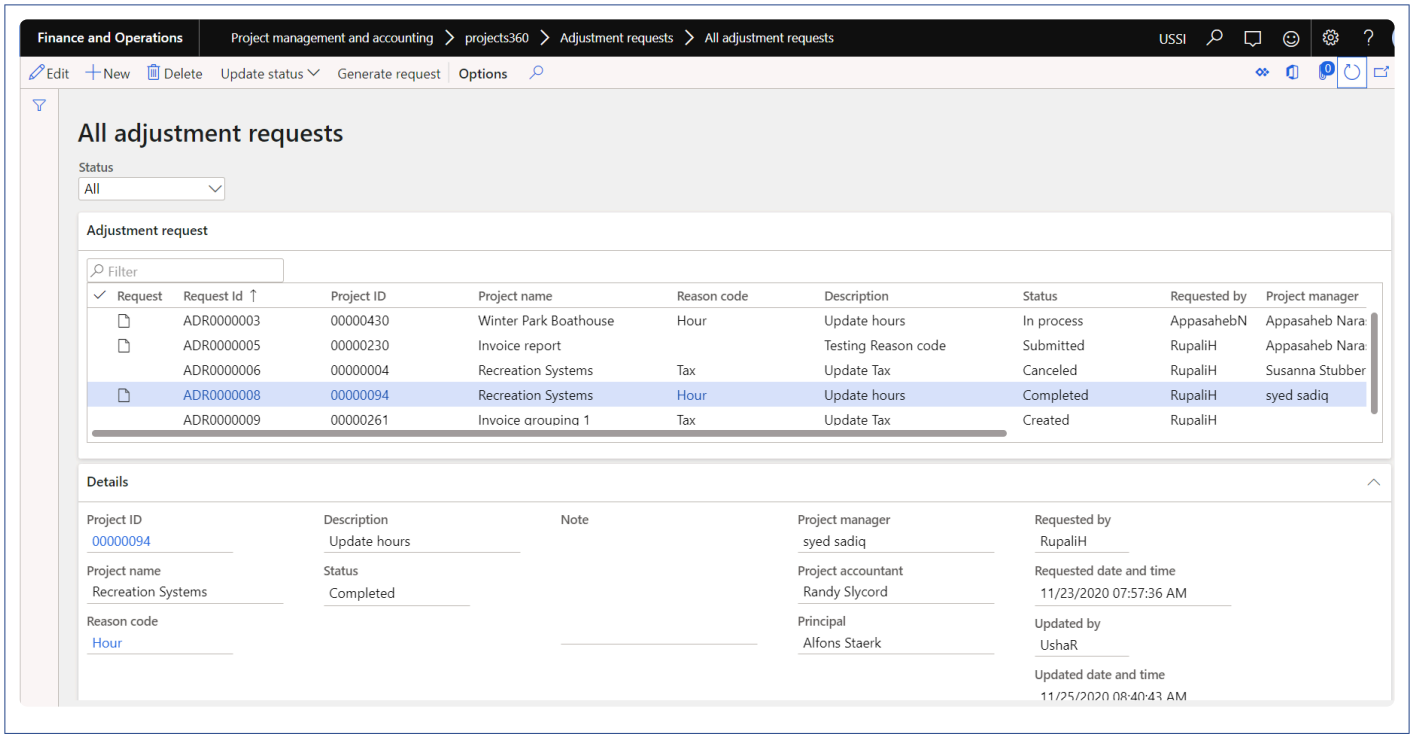

Details of the buttons available on the Adjustment requests form are as follows –

Fields	Description
Update status	User can update the status as Created, Submitted, In process, Completed or Cancelled status for the adjustment record.
Generate request	User can generate adjustment request through this button.

Details of the fields available on the header of Adjustment requests form are as follows –

Fields	Description
Status	User can filter the adjustment records based on the status.
Request	Displays the attachment generated through generate request process.
Request ID	Displays auto generated number sequence for Adjustment request.
Project ID	Displays the project Id for which the adjustment request is created.
Project name	Displays the project name for which the adjustment request is created.
Reason code	User can select the reason code for the adjustment request.

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Description	Displays the description of the reason code and is editable.
Status	Displays the status of the adjustment request.
Requested by	Displays the user name who requested the adjustment.
Project manager	Displays the project manager of the project.
Project accountant	Displays the project accountant of the project.
Principal	Displays the principal of the project.

Details of the fields available on the details of Adjustment requests form are as follows –

Fields	Description
Project ID	Displays the project Id for which the adjustment request is created.
Project name	Displays the project name for which the adjustment request is created.
Reason code	User can select the reason code for the adjustment request.
Description	Displays the description of the reason code and is editable.
Status	Displays the status of the adjustment request.
Note	User can enter notes for the adjustment request.
Project manager	Displays the project manager of the project.
Project accountant	Displays the project accountant of the project.
Principal	Displays the principal of the project.
Requested by	Displays the user name who requested the adjustment.
Requested date and time	Displays the requested date and time of the adjustment request.
Updated by	Displays the user name who updated the adjustment request.
Updated date	Displays the updated date and time of the adjustment request.

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and time	

Generate request button

New button is introduced to generate adjustment request for a project. This form helps to generate adjustment request with different filter options.

Go to Project management and accounting > projects360 > Adjustment requests > All adjustment requests.
Go to Project management and accounting > projects360 > Adjustment requests > My Adjustment requests .
Go to Project management and accounting > projects360 > Billing schedule > All Billing schedule > Adjustments request.
Go to Project management and accounting > projects360 > Billing schedule > My Billing schedule >Adjustments request .
Go to Project management and accounting > Projects > All projects > Fee management tab > Adjustments request.
Go to Project management and accounting > Projects > All projects > Fee management form > Adjustments request .

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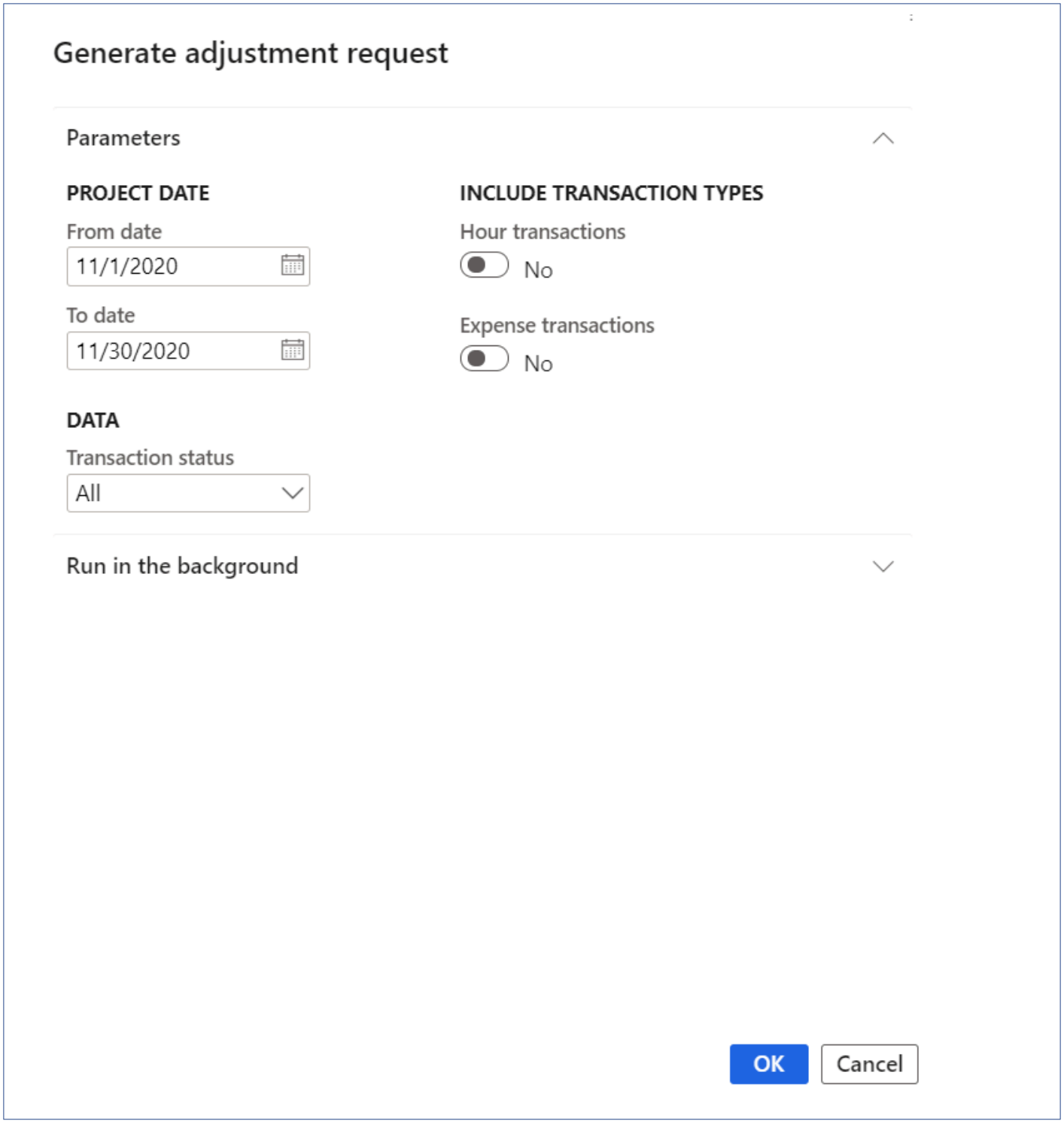

Details of the fields available on the Generate request form are as follows –

Fields	Description
From date	User can define the From date to include the project posted transactions.
To date	User can define the To date to include the project posted transactions.

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Hour transactions	User can select this option to include hour transactions.
Expense transactions	User can select this option to include expense transactions.
Transaction status	User can select the transaction status of the posted transaction as All, Chargeable, Non chargeable.
OK	On clicking OK, adjustment request will get generated and excel will get attached.
Cancel	On clicking Cancel the process will get cancelled.

Request attachment

When the user opens the attachment generated through adjustment request, user can update the actions and comments required on each transaction.

Details of the fields available on the attachment are as follows –

Fields	Description
Request ID	Displays the request Id of the adjustment request.
Main project name	Displays the main project name for which the adjustment request is created.
Requested by	Displays the user name who requested the adjustment.
Date stamp	Displays the date when the adjustment request was created.
Line number	Displays the line number of the transactions.
Project date	Displays the project date of the transaction.
Project ID	Displays the project ID of the project.
Parent name	Displays the parent project name of the child project.
Name	Displays the project name of the project.
Category	Displays the category of the transaction.
Resource name	Displays the resource name of the transaction.

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Quantity	Displays the quantity of the transaction.
Sales price	Displays the sales price of the transaction.
Sales amount	Displays the sales amount of the transaction.
Description	Displays the description of the transaction.
Line property	Displays the line property of the transaction.
Invoice status	Displays the Invoice status of the transaction.
Action	User can update the action to be performed on the each transaction.
Comments	User can update the comments if any on the each transaction.

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Customer PO Matching

This feature has been developed to track and match the invoices with the Customer's Purchase order (PO). This feature allows the user to add Customer PO at the project contract level, at the funding source level. This feature tracks the usage of a PO and shows the remaining PO balance after invoices are paid.

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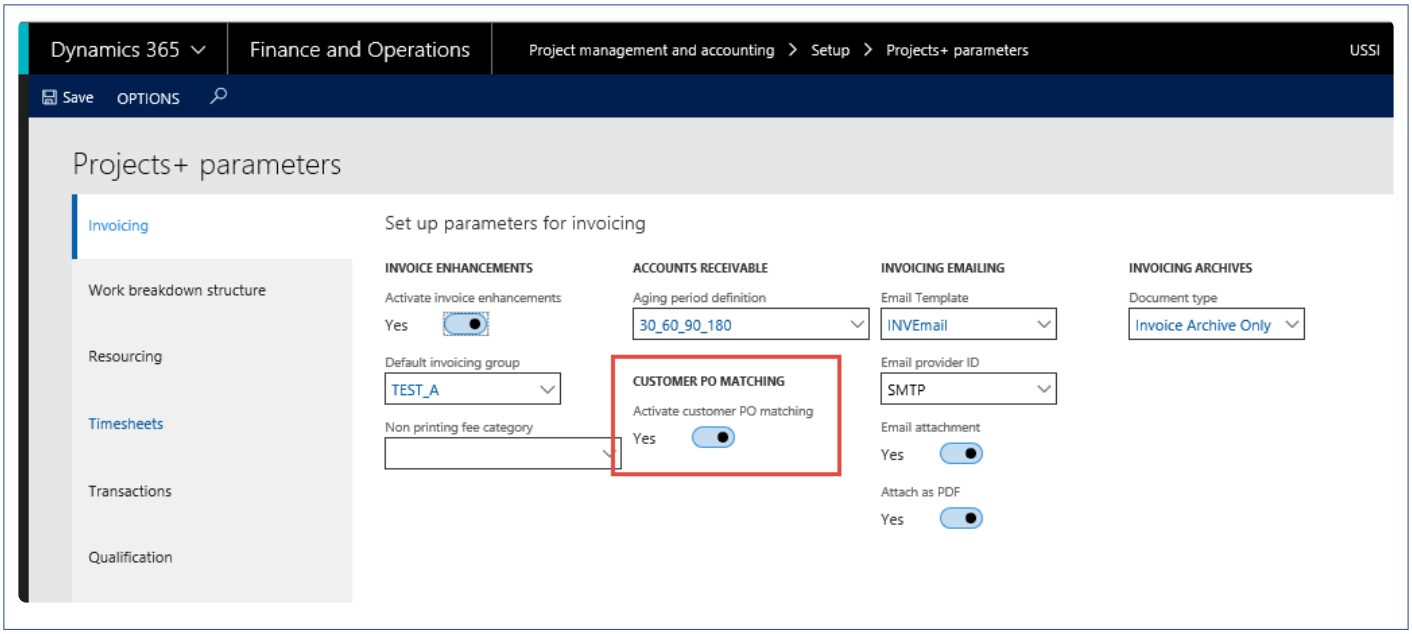
Configure PO Matching

This sections details out the setups required to configure for the Customer Purchase Order matching.

Parameter Setup

On projects360 parameter form, under Invoicing tab, a new parameter “Customer PO Matching” has been introduced to control the customer PO matching feature. When the user makes the value of this checkbox as ‘Yes’, the customer PO Matching is activated.

Go to Project management and accounting > Setups > projects360 Parameters > Invoicing Tab.
Go to Project billing > Setup > Billing parameters > General tab.



Creating Customer PO

Customer PO can be created in the PO List Fast Tab that has been added newly for this feature in the Project contract form. The user can add as many Customer PO lines as required per funding source. However, per funding source only one PO can be set as default, for the PO to default onto the invoice. Once there is an approved Invoice proposal attached to a Customer PO line, then the Customer PO record cannot be deleted.

Go to Project management and accounting > Projects > Project Contracts > PO List.
Go to Project billing > All invoices > Project Contracts > PO List.

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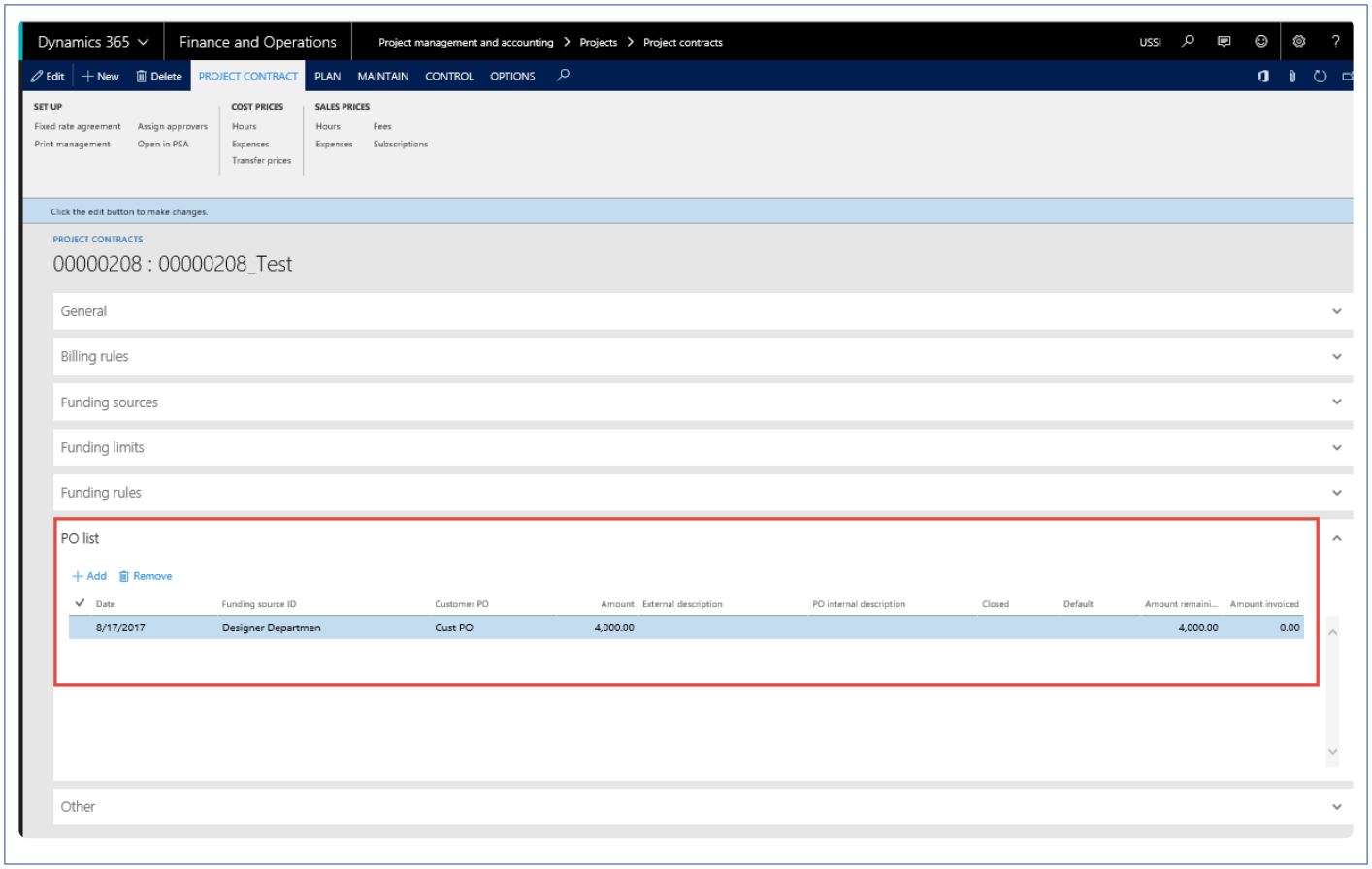

Details of the fields available on this tab are as follows:

Field	Description
Date	The user can update the Customer PO date in this field.
Funding source ID	Identification of the funding source.
Customer PO	This is an alpha numeric field, where the user can enter the Customer PO references that will be used on the invoice proposal and invoice.
Amount	The total amount of the Customer PO is entered in this field.
External description	This is a description field where in the user can enter details which are received from the customer.
PO Internal description	This is also a description field where the user can enter notes/description internal to the organization such as project details, cost centers, etc.
Closed	Selecting this check box will eliminate the usage of the related PO in the invoice proposal form and can be used only after the check box is cleared.

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Default	Selecting this check box will make the PO reference default in the invoice proposal form Customer PO field. At any point in time only one line can be marked as a default Customer PO.
Amount remaining	The amount remaining to be invoiced out of the total amount is shown in this field (i.e. Amount – Amount invoiced).
Amount Invoiced	The total of all invoices posted with the Customer reference relating to the line is shown in this field.

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Matching PO on Invoices

This section deals with how the customer PO's are matched with the invoices and the PO details are printed on the reports.

Customer PO Reference on Invoice Proposal

The user will have to create an invoice proposal using the Invoice proposal form.

The default Customer PO details will be updated automatically in the customer PO field if Project contract contains PO line. The user can change the customer PO reference at the invoice proposal level.

Once Invoice records approved and posted, the record cannot be modified in the invoice proposal, and on the invoice.

Go to Project management and accounting > Projects Invoices > Projects Invoice Proposals.
Go to Project billing > All invoices > Invoice proposals.

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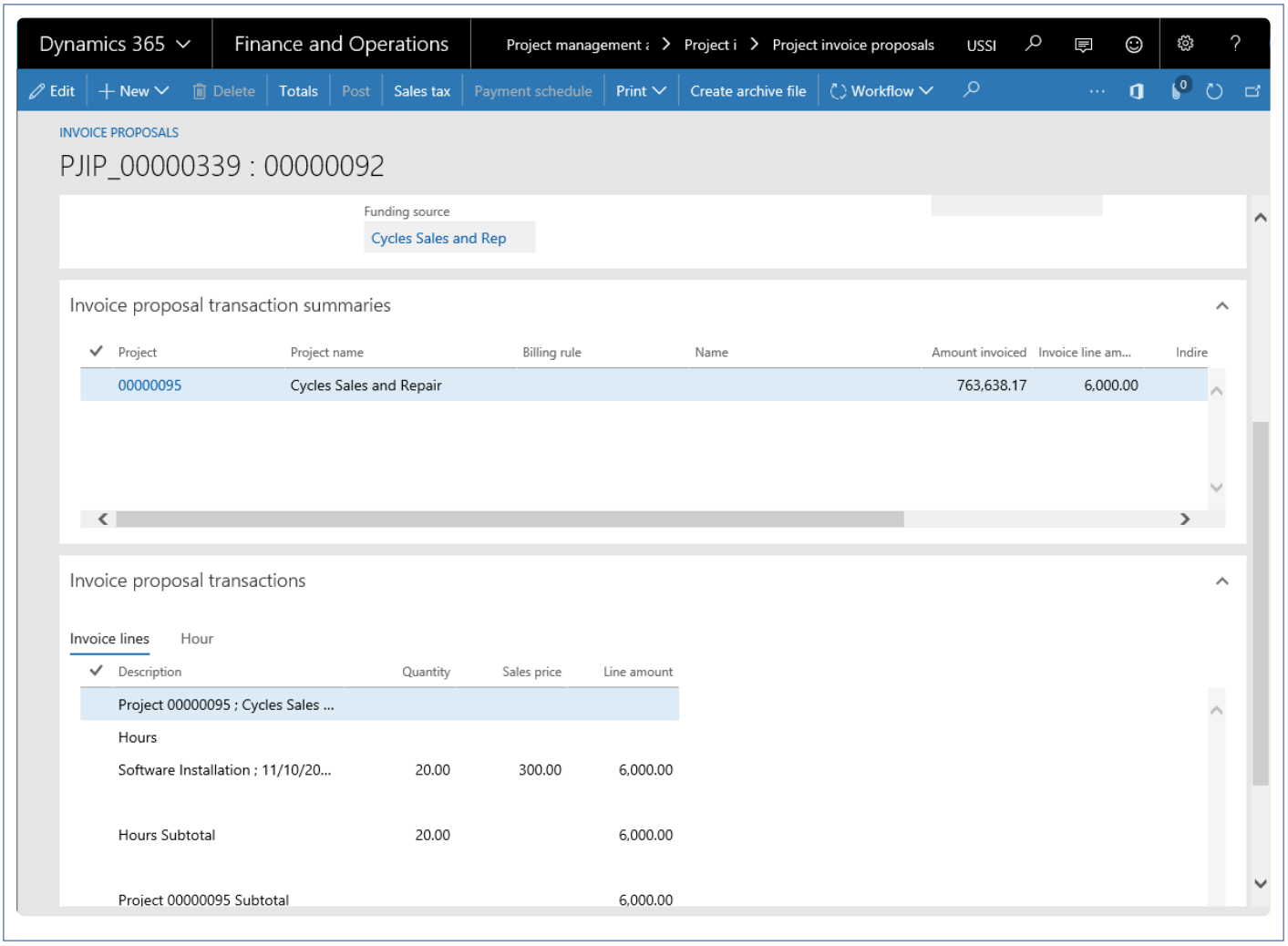

Posting Invoice

The user can post the invoice proposals once they are fully approved. Once posted, the invoice amount is updated in the respective Customer PO line.

The Customer PO references can also be seen in the printed invoice copies when the Invoice format is set to either detailed invoice or summary Invoice while printing or posting the invoices as shown in the below report.

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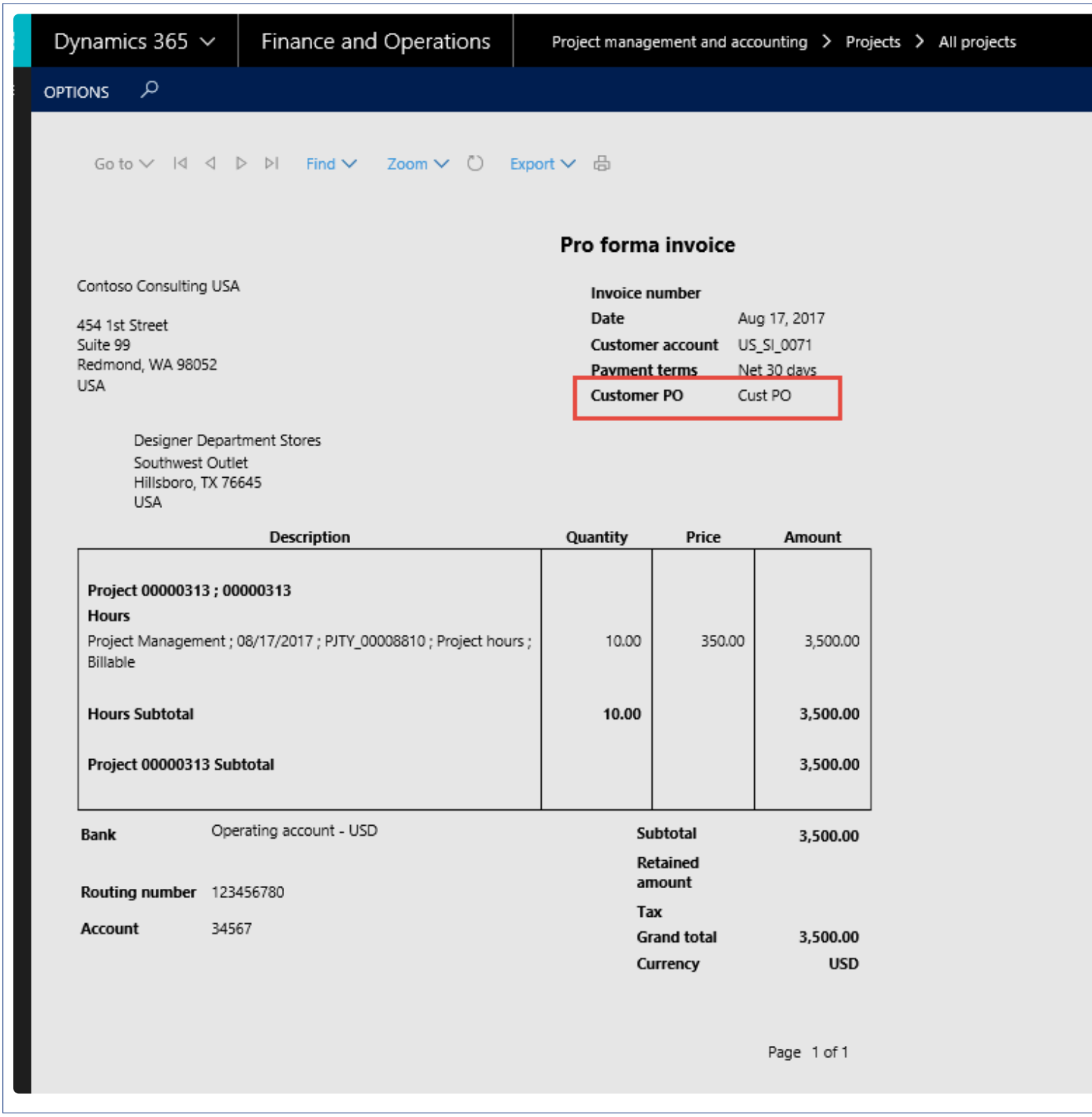

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Invoice document review

As an approver you want some corrections on the invoice proposal but not sure on how to pass this information to the user visually? projects360 brings in a new feature to address this need. This feature provides the ability to write electronic notes on Invoice proposals as part of the Invoice workflow. TIF attachments are automagically saved when the Invoice proposal is submitted or resubmitted to workflow.

The version history of proposal notes is saved and available for future reference. Default file name for the "PJIP_00000XXX-YYYY-MM-DD – Timing -.tif". We have added a parameter under projects360 parameters to control this functionality.

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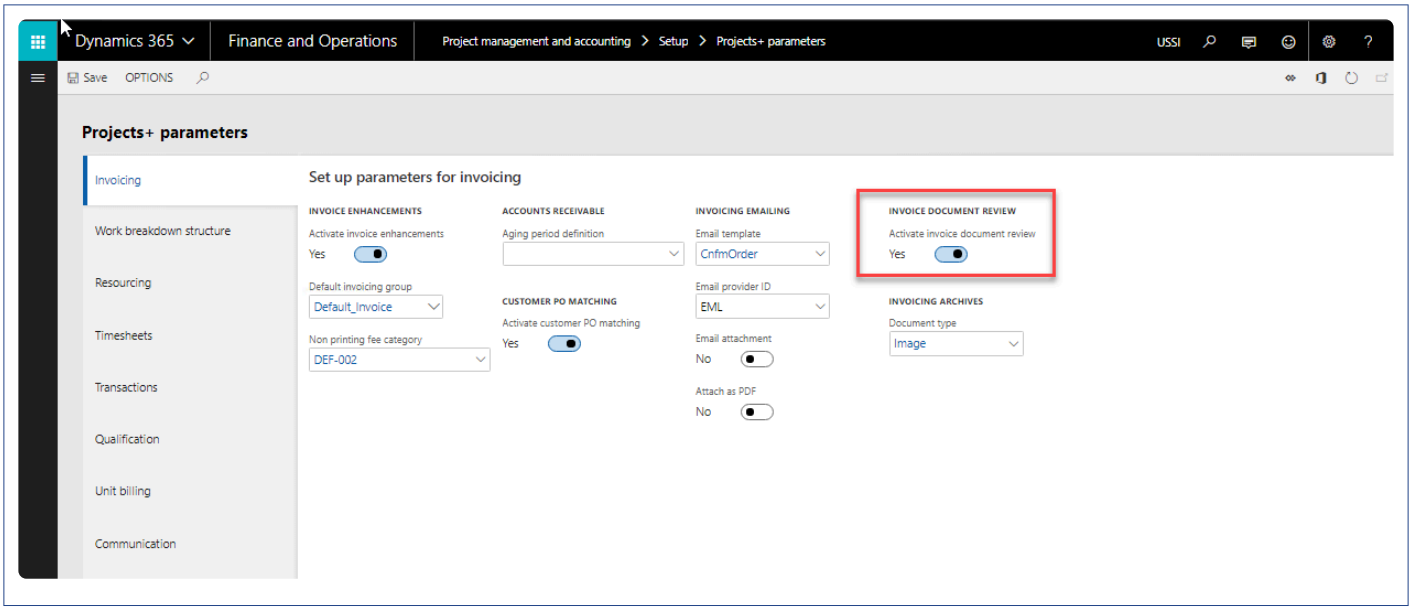
Configure Invoice Review

This sections details out the setups required to be configured for marking up invoices.

Parameter Setup

On projects360 parameter form, under Invoicing tab, a new parameter “Invoice document review” has been introduced to control the reviewing of the invoices. User needs to set the ‘activate invoice document review’ field value to ‘Yes’ in order to use this feature.

Go to Project management and accounting > Setups > projects360 Parameters > Invoicing Tab.
Go to Project billing > Setup > Billing parameters > General tab.



Invoice proposal workflow

On project management and accounting parameter form, under Invoice tab, user needs to set the ‘Enable processing invoice proposal workflow’ field value to ‘Yes’ and workflow has to be setup for project invoice proposals in order to use this feature.

Go to Project management and accounting > Setups > Project management and accounting parameters> Invoice Tab.

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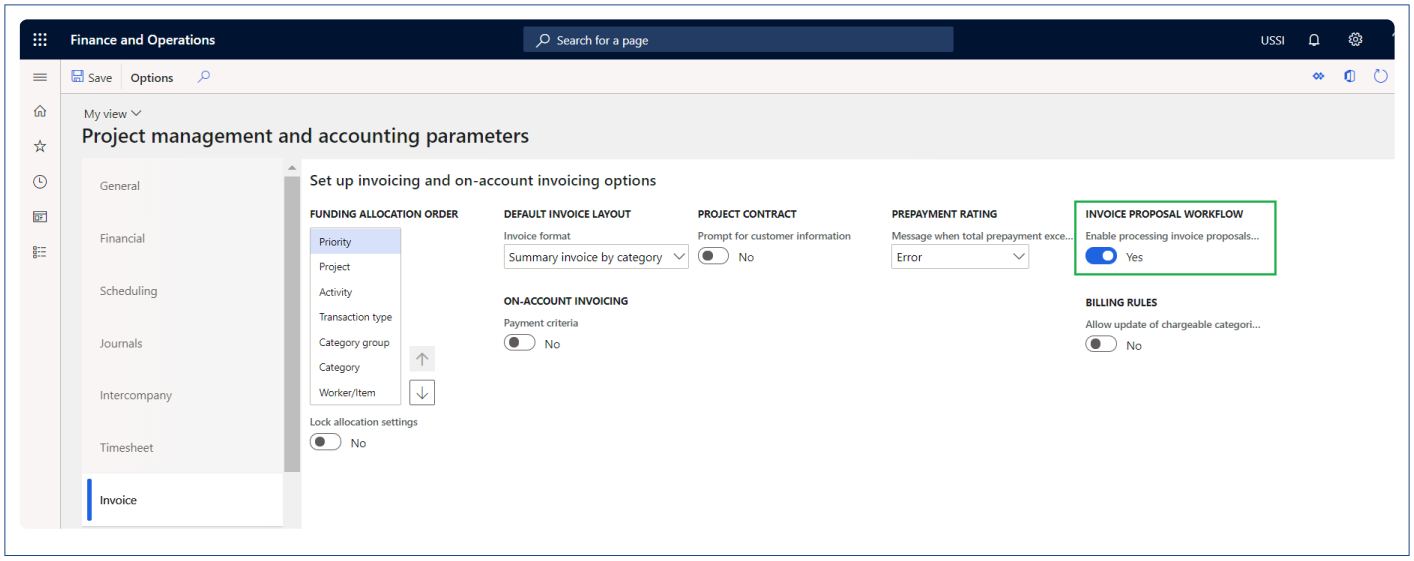
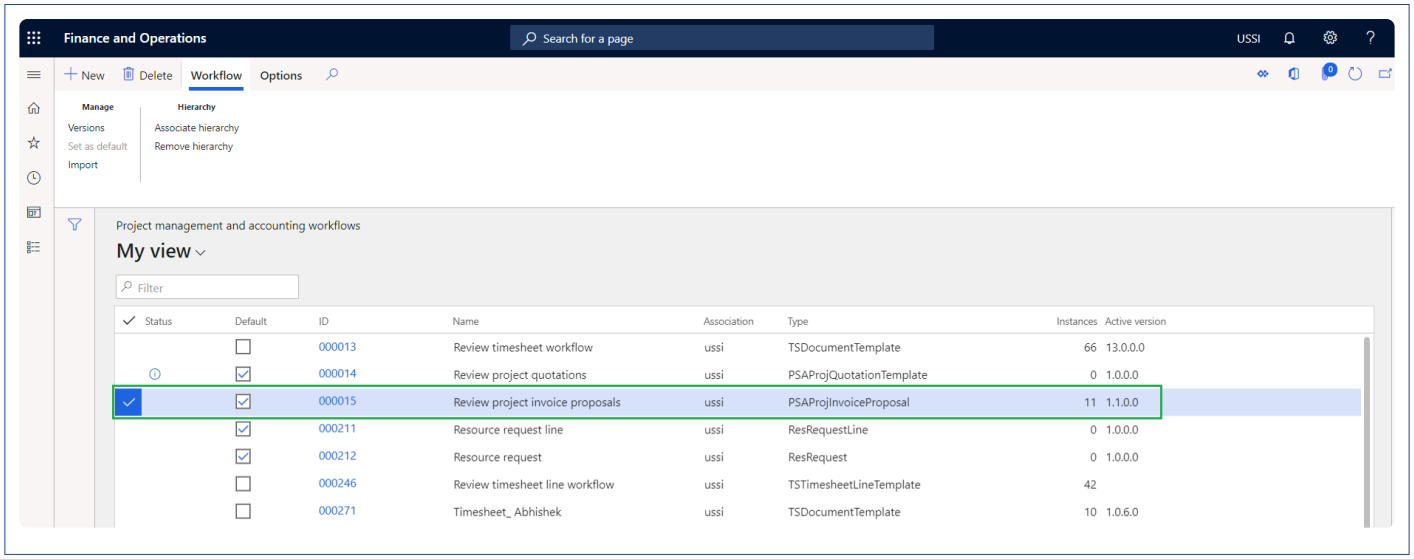


Go to Project management and accounting > Setups > Project management and accounting workflow.



Print archive setup

On the project print management setup form, Print archive should be marked as Yes, to automatically attach the Invoice document to the Invoice proposal for the review.

Go to Project management and accounting > Setup > Forms > Form setup > General tab > Print management > Select report > Printer setup option.

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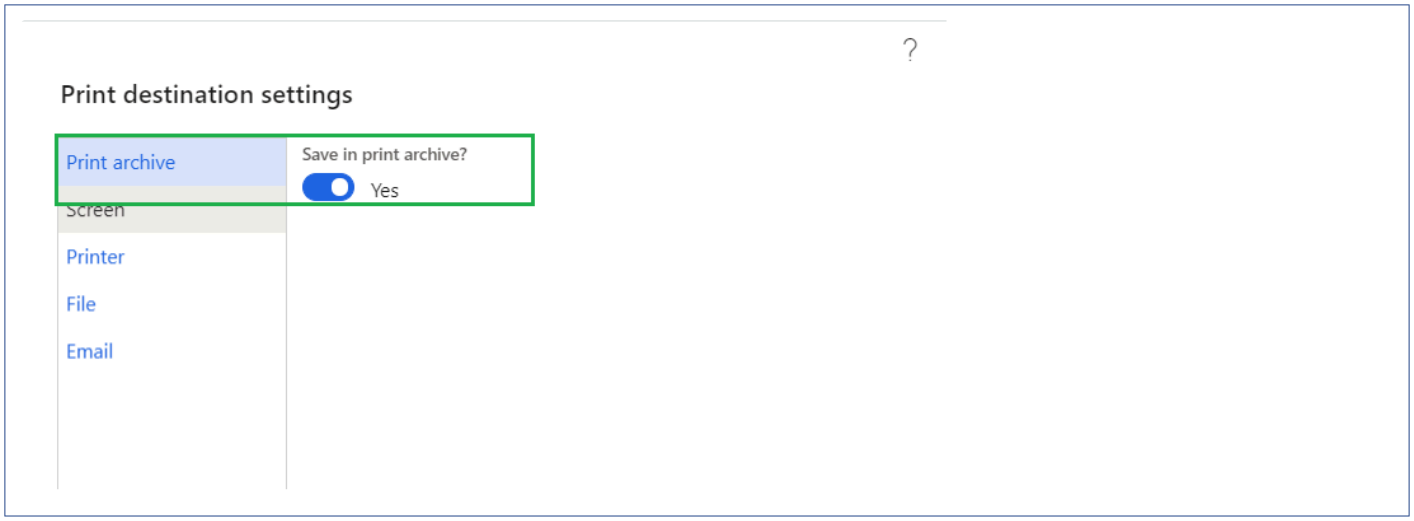

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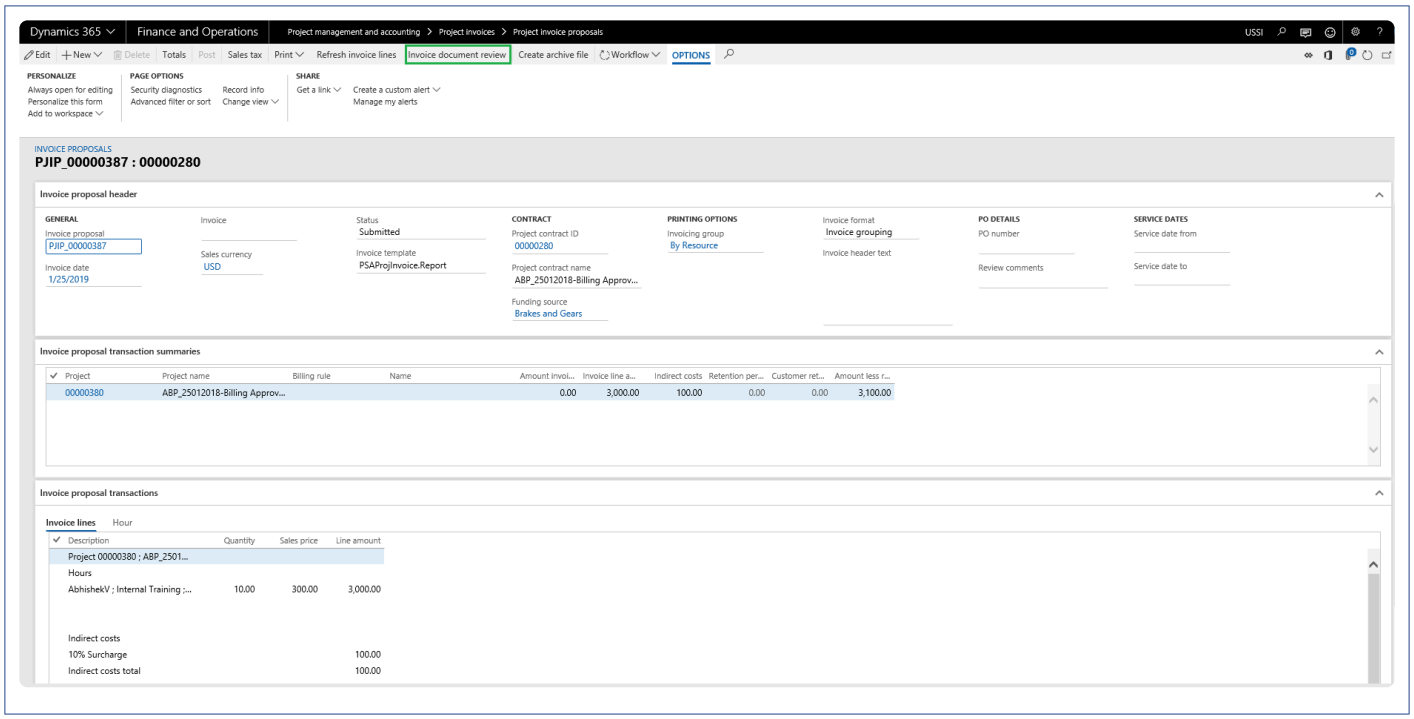
Invoice Document Review

Invoice document review

Below is the high-level process for reviewing invoice documents.

- User will creates invoice proposal and when the document gets submitted to invoice proposal workflow, an invoice report will be added as attachment auto magically and Invoice document review button will enabled for editing as seen in the below visual.



- On clicking of Invoice document review button, new form opens with the invoice report attached. Here the approver can leave the notes, corrections or any edits. The workflow approvers can reject so a Project accountant can fix and resubmit the document. On the right hand side of the Invoice review document ‘Comments’ functionality is added for the users to put in their thoughts and if any clarifications required. Comments can be added on each attachment and history of it will be maintained.

Note – Security roles has been enabled for ‘Invoice document review’ form same as Invoice proposal form.

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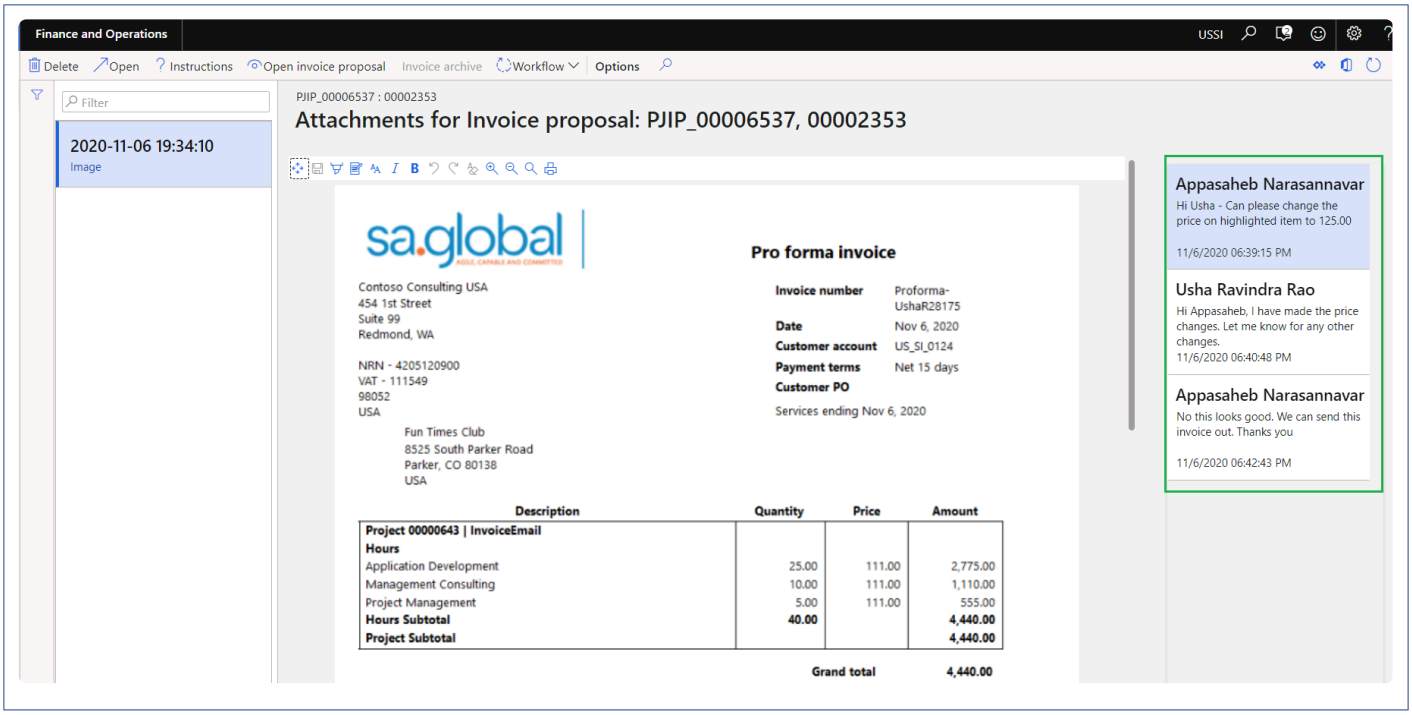

- After this the project accountant can modify the invoice lines and resubmit the invoice proposal with new document attached to the proposal and hence maintaining the history of the invoice proposal.
- Display of the notes on the invoice document review will be ordered by date and time.
- Added new button called “Open invoice proposal” in the invoice document review form, so user can navigate back to the invoice proposal from “Invoice document review”.
- Added new button called “Invoice archive” in the invoice document review form, so user can open/ download the zip file generated as Invoice archives.
- Added new button called “Invoice document review” at the list page of “Work items assign to me” form, So user can navigate to “Invoice document review” form from list page itself and take action accordingly.

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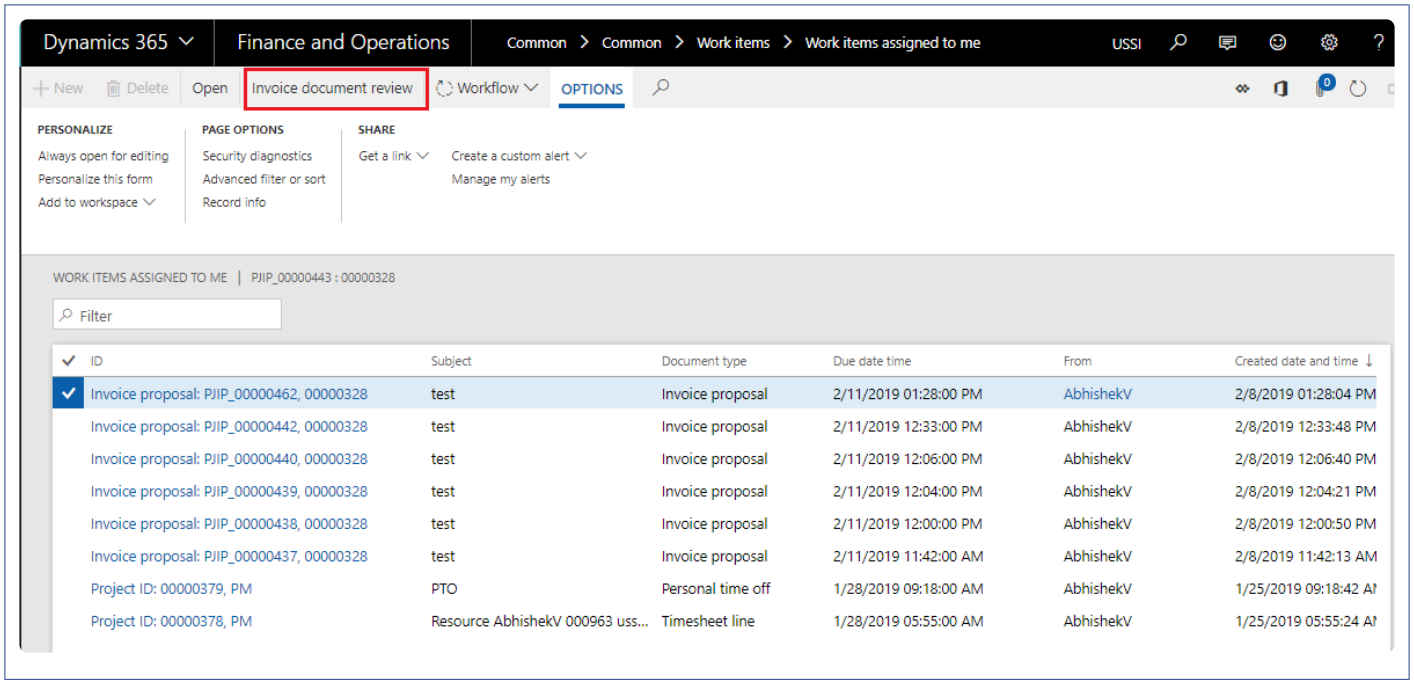

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Simple Adjustments

Currently in Microsoft Dynamics 365 for Finance and Operations, the Invoice proposal form does not give the flexibility to adjust transactions. Enhancements have been made on the Invoice proposal form to perform adjustments for the hour transactions.

This feature provides user the ability to perform adjustments on the hour transactions available on the Invoice proposal. User will be able to modify time, write off time fully or partially with the percent or quantity of hours, write up or down the hours and reapplying of the sales price with this feature. This feature is controlled by the parameter.

This feature also provides user the ability to perform adjustments on the expense transactions available on the Invoice proposal. User will be able to modify expense, write off time expense with this feature. This feature is controlled by the parameter.

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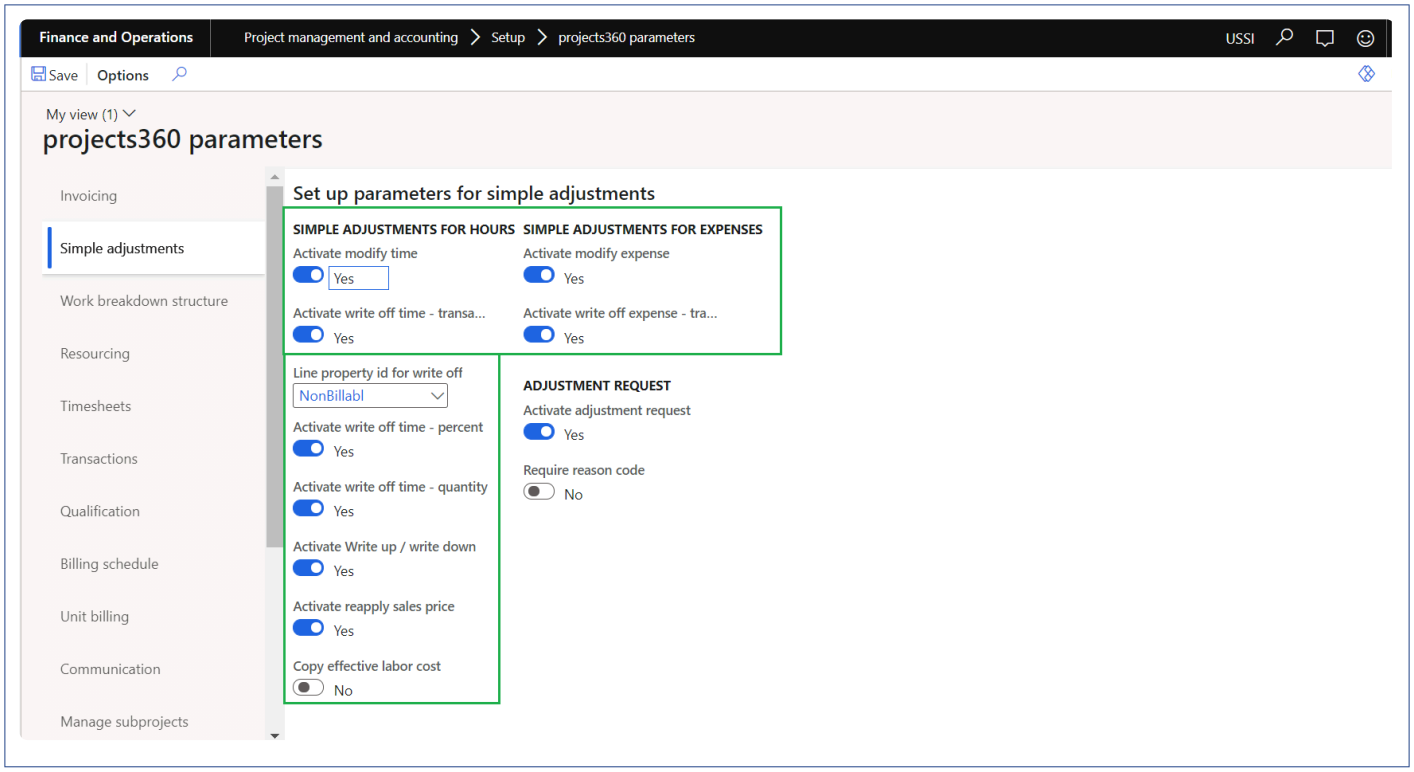
Configure

This sections details out the setups required to be configured in order to use the adjustment on invoice proposal functionality.

Parameter Setup

On projects360 parameter form, under Simple adjustment tab, a new set of parameters has been introduced to control the adjustments on the transactions and invoice proposal. User needs to set the field value to 'Yes' in order to use the different functionalities provided.

Go to Project management and accounting > Setups > projects360 parameters > Simple adjustment tab
Go to Project billing > Setups > Billing parameters > Adjustment tab



Details of the fields available on the projects360 parameters form are as follows –

Fields	Description
Activate modify time	When this parameter is set to Yes, user can modify time to other activity, Category or Project on the Invoice proposal for the Hour transactions.

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Activate write off time – transaction	When this parameter is set to Yes, user can write off time to Non billable on the Invoice proposal for the Hour transactions.
Line property id for write off	This field is used to default the line property for write offs either fully or partially.
Activate partial write off time – percent	When this parameter is set to Yes, user can partially write off time by percent to non-billable on the Invoice proposal for the Hour transactions.
Activate partial write off time – quantity	When this parameter is set to Yes, user can partially write off time by quantity to non-billable on the Invoice proposal for the Hour transactions.
Activate Write up/Write down	When this parameter is set to Yes, user can write up/ write down time updating the net amount in total or net amount for each resource within the Invoice proposal for the Hour transactions.
Activate reapply sales price	When this parameter is set to Yes, user can reapply the sales price within the Invoice proposal for the Hour transactions.
Activate Modify expense	When this parameter is set to Yes, user can modify expense to other activity, Category or Project on the Invoice proposal for the expense transactions.
Activate modify time	When this parameter is set to Yes, user can write off time to Non billable on the Invoice proposal for the expense transactions.
Copy effective labor rate	When this parameter is set to Yes, cost setting during the adjustment will by default be No for the worker with ‘Use effective labor rate’ marked for the hour transaction.

Note – Currently, Simple adjustment functionality is dependent on the standard parameter “Invoice proposal” under Allow adjustment of transaction status.

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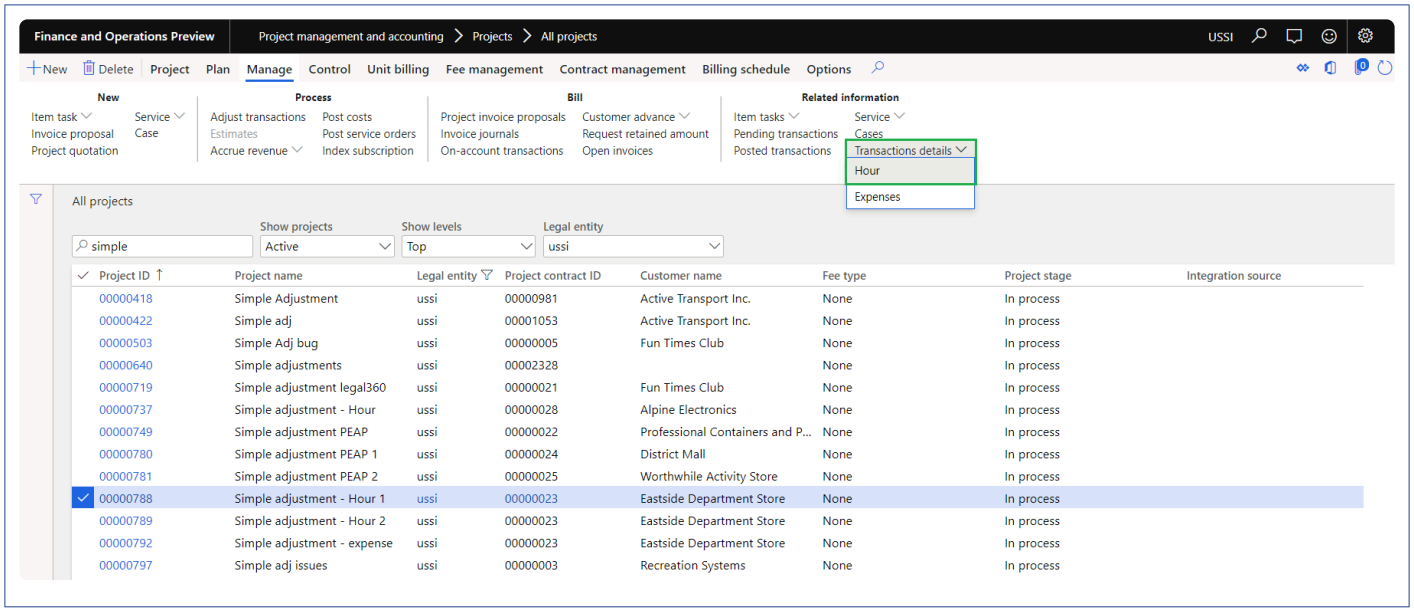
Perform adjustment

This sections details out the how the hour and expense transactions can be adjusted through the buttons placed for Simple adjustments.

Adjustment to hours

New menu item and buttons have been introduced on the projects for adjustments. These menu item is available for hour ransactions. Through these form user can filter only adjustable transactions and modify time from one project to another, from one category to another and from one activity to another within the same project or another project using “Modify time” button. User can also write off the entire time from chargeable to non-chargeable using “Write off time – transaction button”.

Go to Project management and accounting > Projects >All projects > Manage tab > Transaction details menu > Hour button
Go to Project management and accounting > Projects >All projects > Fee management tab > Transaction details menu > Hour button



New parameter is placed “Allow adjustments”, upon marking this parameter only the transaction which are eligible for adjustment will be displayed and allows user to perform adjustment.

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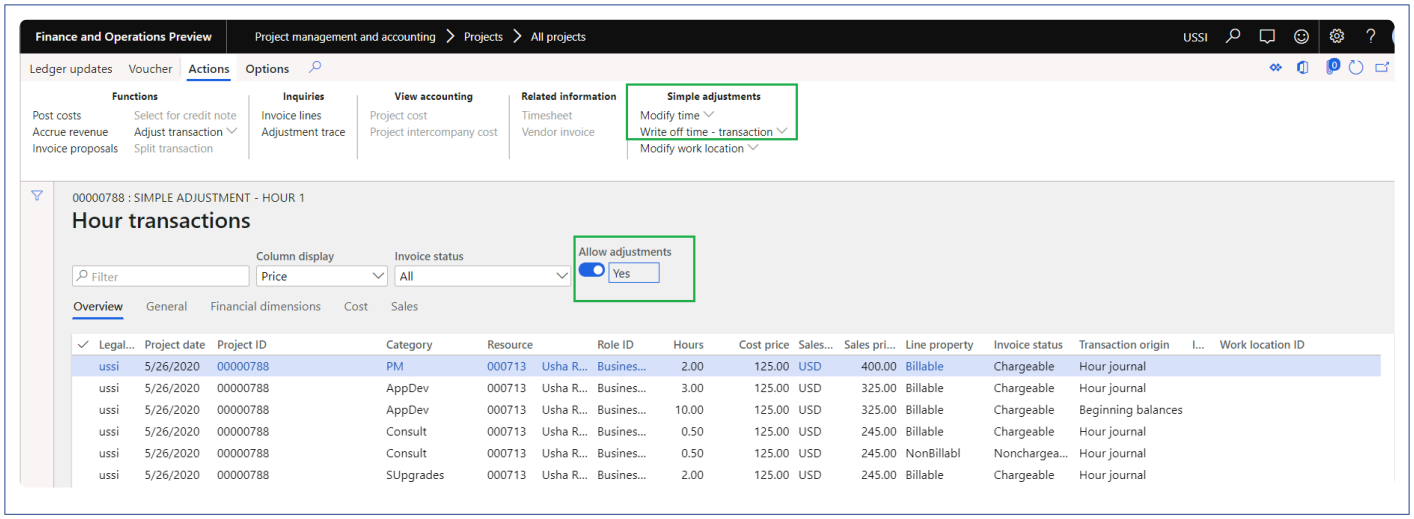
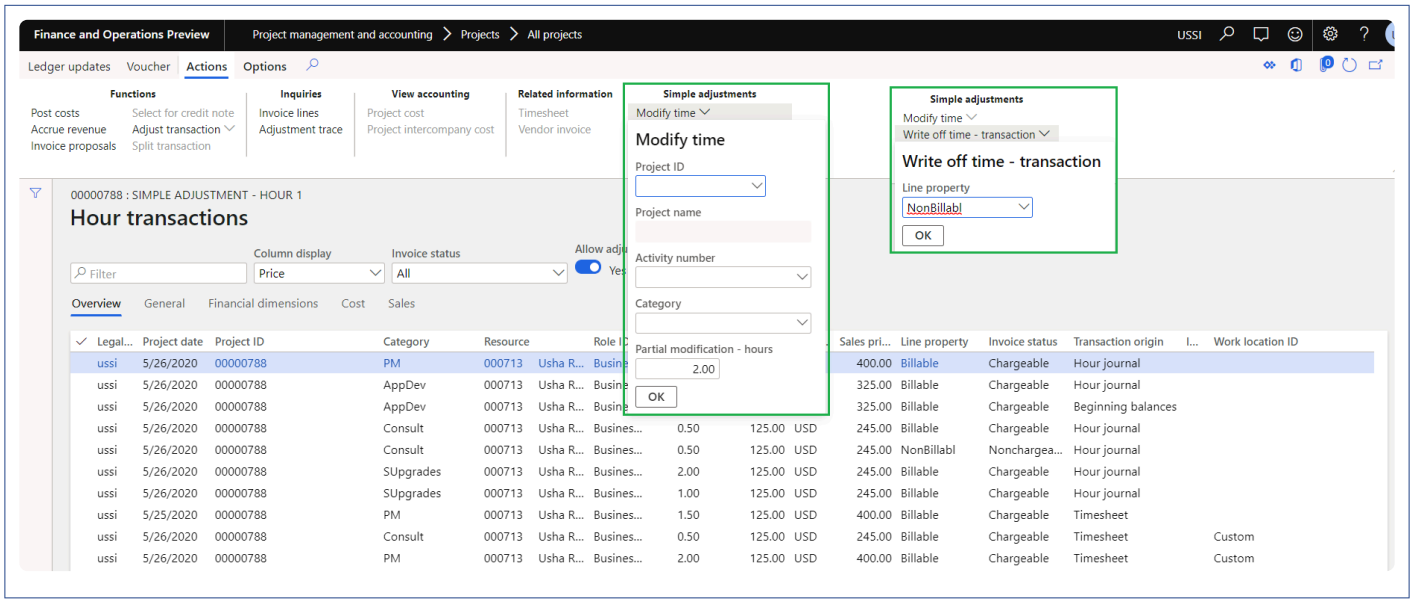


Legal...	Project date	Project ID	Category	Resource	Role ID	Hours	Cost price	Sales...	Sales pri...	Line property	Invoice status	Transaction origin	I...	Work location ID
ussi	5/26/2020	00000788	PM	000713	Usha R...	Busines...	2.00	125.00	USD	400.00	Billable	Chargeable	Hour journal	
ussi	5/26/2020	00000788	AppDev	000713	Usha R...	Busines...	3.00	125.00	USD	325.00	Billable	Chargeable	Hour journal	
ussi	5/26/2020	00000788	AppDev	000713	Usha R...	Busines...	10.00	125.00	USD	325.00	Billable	Chargeable	Beginning balances	
ussi	5/26/2020	00000788	Consult	000713	Usha R...	Busines...	0.50	125.00	USD	245.00	Billable	Chargeable	Hour journal	
ussi	5/26/2020	00000788	Consult	000713	Usha R...	Busines...	0.50	125.00	USD	245.00	NonBillabl	Nonchargea...	Hour journal	
ussi	5/26/2020	00000788	SUpgrades	000713	Usha R...	Busines...	2.00	125.00	USD	245.00	Billable	Chargeable	Hour journal	



Legal...	Project date	Project ID	Category	Resource	Role ID	Hours	Cost price	Sales...	Sales pri...	Line property	Invoice status	Transaction origin	I...	Work location ID
ussi	5/26/2020	00000788	PM	000713	Usha R...	Busine			400.00	Billable	Chargeable	Hour journal		
ussi	5/26/2020	00000788	AppDev	000713	Usha R...	Busine			325.00	Billable	Chargeable	Hour journal		
ussi	5/26/2020	00000788	AppDev	000713	Usha R...	Busine			325.00	Billable	Chargeable	Beginning balances		
ussi	5/26/2020	00000788	Consult	000713	Usha R...	Busines...	0.50	125.00	USD	245.00	Billable	Chargeable	Hour journal	
ussi	5/26/2020	00000788	Consult	000713	Usha R...	Busines...	0.50	125.00	USD	245.00	NonBillabl	Nonchargea...	Hour journal	
ussi	5/26/2020	00000788	SUpgrades	000713	Usha R...	Busines...	2.00	125.00	USD	245.00	Billable	Chargeable	Hour journal	
ussi	5/26/2020	00000788	SUpgrades	000713	Usha R...	Busines...	1.00	125.00	USD	245.00	Billable	Chargeable	Hour journal	
ussi	5/25/2020	00000788	PM	000713	Usha R...	Busines...	1.50	125.00	USD	400.00	Billable	Chargeable	Timesheet	
ussi	5/26/2020	00000788	Consult	000713	Usha R...	Busines...	0.50	125.00	USD	245.00	Billable	Chargeable	Timesheet	Custom
ussi	5/26/2020	00000788	PM	000713	Usha R...	Busines...	2.00	125.00	USD	400.00	Billable	Chargeable	Timesheet	Custom

Details of the buttons available on the Transaction details inquiry form are as follows –

Buttons	Description
Modify time	User can modify time to other activity, Category or Project on the Transaction details inquiry for the Hour transactions. Also user can partially move time to another project, activity or category.
Write off time – transaction	User can write off time to non-chargeable on the Transaction details inquiry for the Hour transactions.

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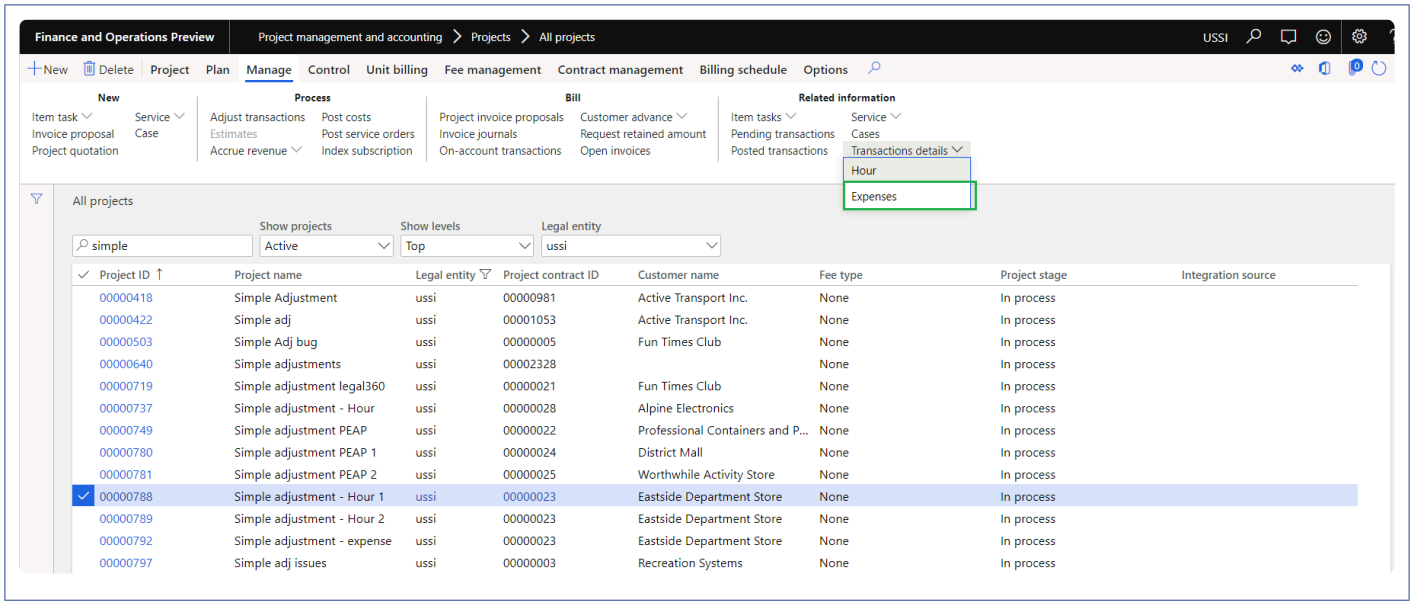
Adjustment to Expenses

New menu item and buttons have been introduced on the projects for adjustments. These menu item is available for expense transactions. Through these form user can filter only adjustable transactions and modify expense from one project to another, from one category to another and from one activity to another within the same project or another project using “Modify expense” button. User can also write off the entire time from chargeable to non-chargeable using “Write off expense- transaction button”.

Go to Project management and accounting > Projects >All projects > Manage tab > Transaction details menu > Expense button
Go to Project management and accounting > Projects >All projects > Fee management tab > Transaction details menu > Expense button



New parameter is placed “Allow adjustments”, upon marking this parameter only the transaction which are eligible for adjustment will be displayed and allows user to perform the adjustment

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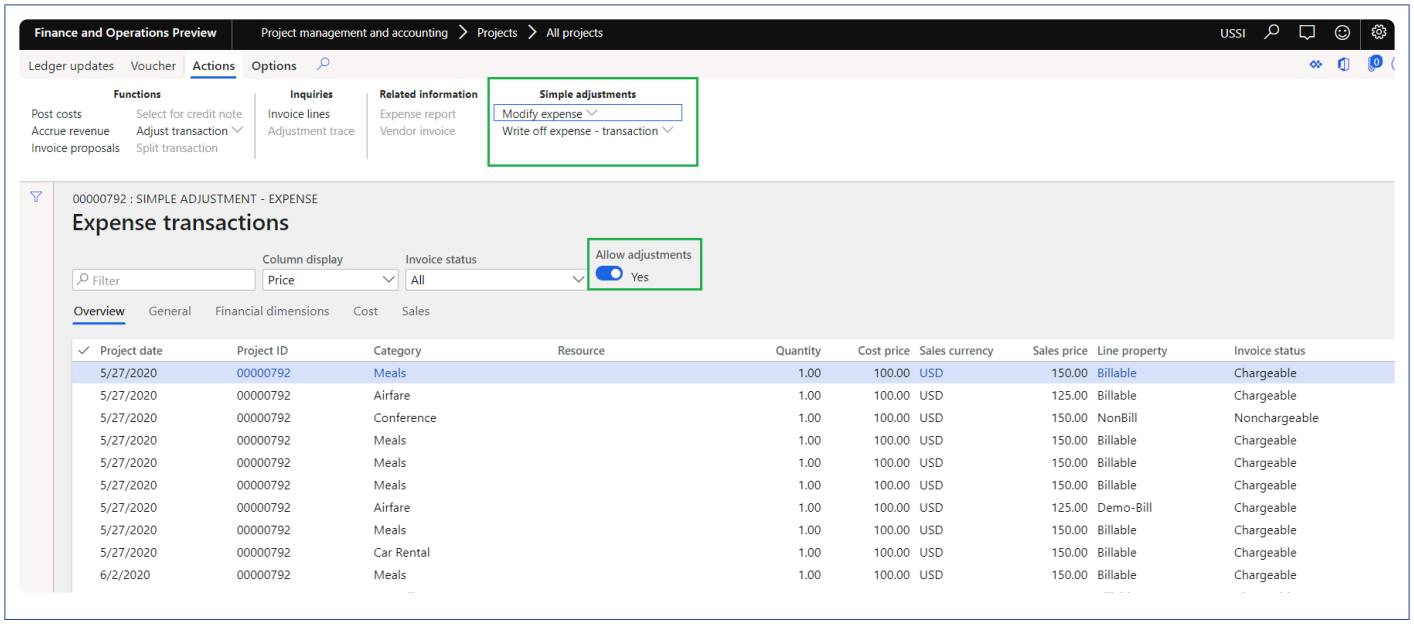

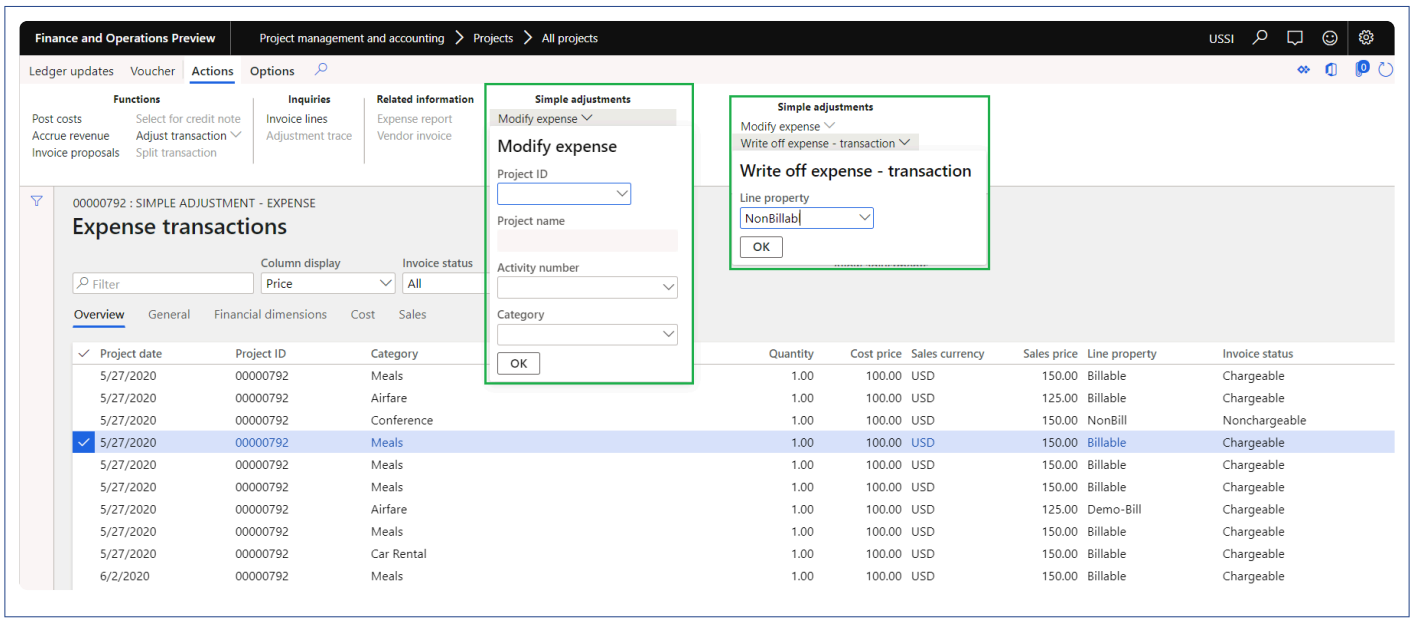

Details of the buttons available on the Transaction details inquiry form are as follows –

Buttons	Description
Modify expense	User can modify expense to other activity, Category or Project on the Transaction details inquiry for the Expense transactions.
Write off expense-transaction	User can write off expense to non-chargeable on the transaction details inquiry for the expense transactions.

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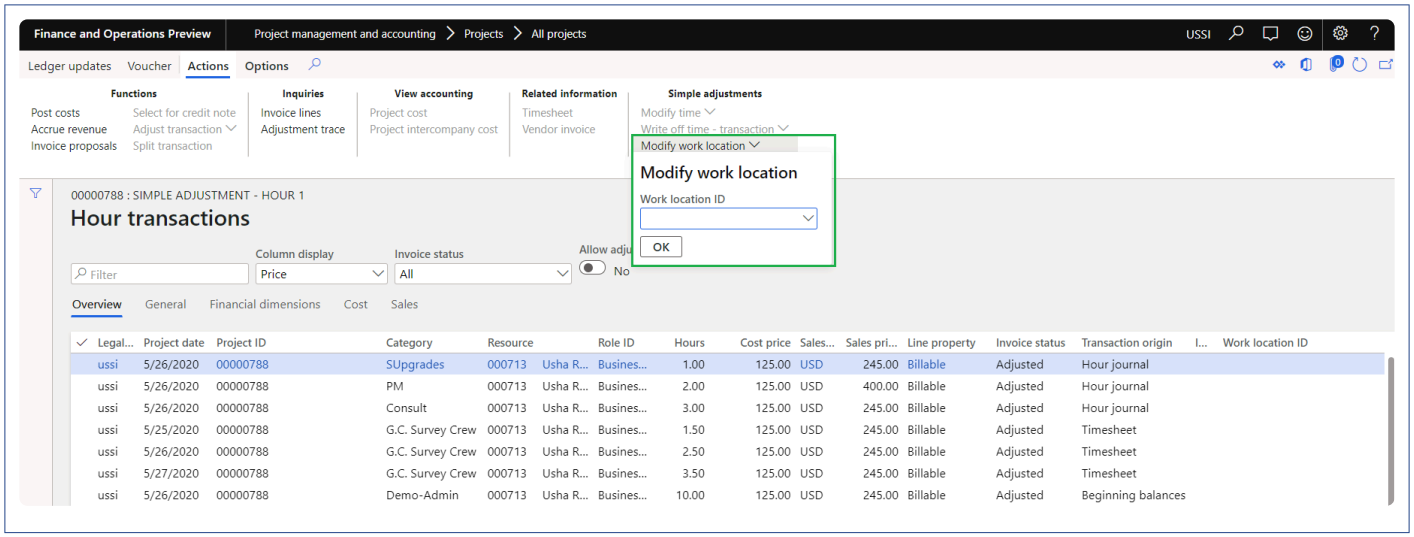
Adjustment to Work location

New button have been introduced on the transaction details inquiry for adjustments. This button is available for hour transactions. Through this button user can modify the work location on the hour transactions using “Modify work location button”.

Go to Project management and accounting > Projects >All projects > Manage tab > Transaction details menu > Hour button
Go to Project management and accounting > Projects >All projects > Fee management tab > Transaction details menu > Hour button



Details of the buttons available on the Transaction details inquiry form are as follows –

Buttons	Description
Modify work location	User can modify work location for the hour transactions.

Adjustment to hours on Invoice proposal

New buttons have been introduced on the Invoice proposal for adjustments. These buttons are available for hour and expense transactions. Through new button “Modify time” user can modify time from one project to another, from one category to another and from one activity to another within the same project or another project. User can also write off the entire time from chargeable to non-chargeable using “Write off time – transaction button”.

In order to partially write off time two new buttons were provided “Write off time – percent” and “Write off time

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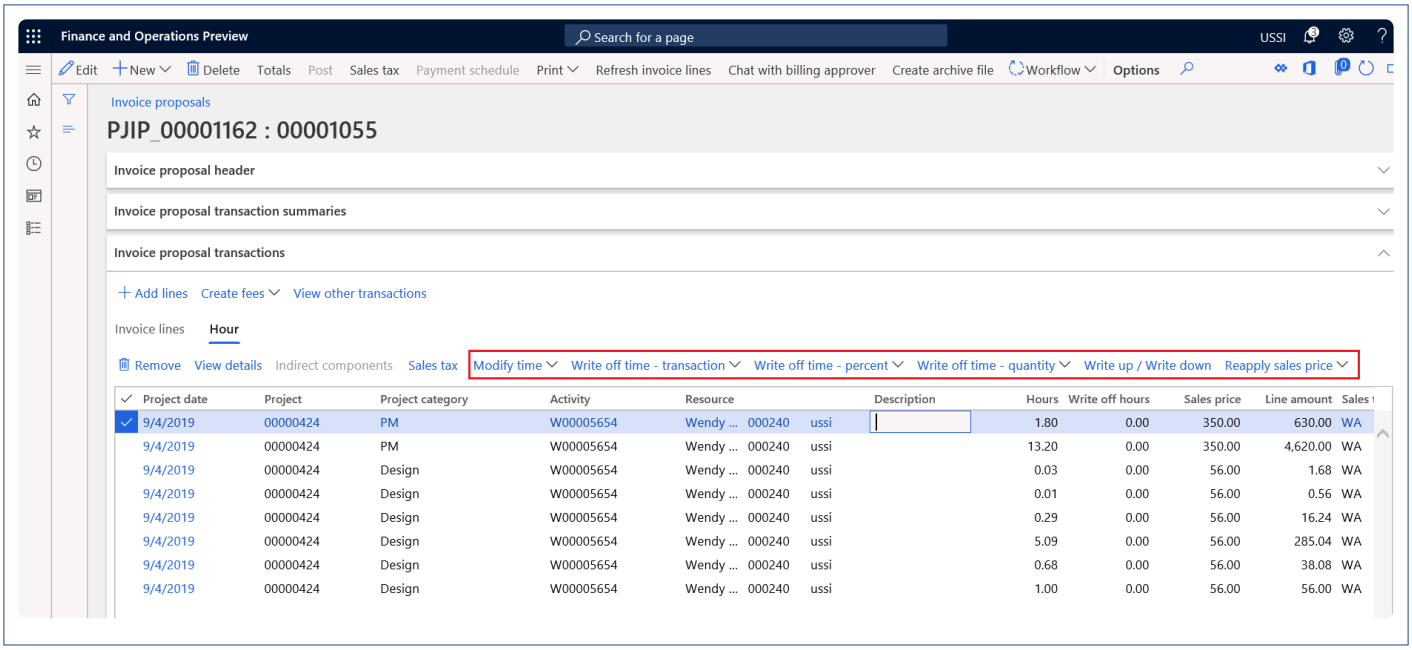
– quantity” giving user the flexibility to choose between the two ways of partially writing off time. With the new button “Write up/write down” now user has the ability to write up/down amounts for the transactions within the invoice proposal. In order to reapply the sales price on the invoice proposal new button ‘Reapply sales price’ is available.

Go to Project management and accounting > Project invoices > Project invoice proposals > open an invoice proposal
Go to Project billing > All invoices > Invoice proposals > open an invoice proposal



Details of the buttons available on the Invoice proposal form are as follows –

Buttons	Description
Modify time	User can modify time to other activity, Category or Project on the Invoice proposal for the Hour transactions. Also user can partially move time to another project, activity or category.
Write off time – transaction	User can write off time to non-chargeable on the Invoice proposal for the Hour transactions.
Write off time – percent	User can partially write off time by percent to non-chargeable on the invoice proposal for the Hour transactions.
Write off time – quantity	User can partially write off time by quantity to non-chargeable on the invoice proposal for the Hour transactions. User needs to update ‘Write off hours’ and then click on Write off time – quantity to perform the adjustment.
Write up/write	User can update the line amount for transactions within invoice proposal and the write up/

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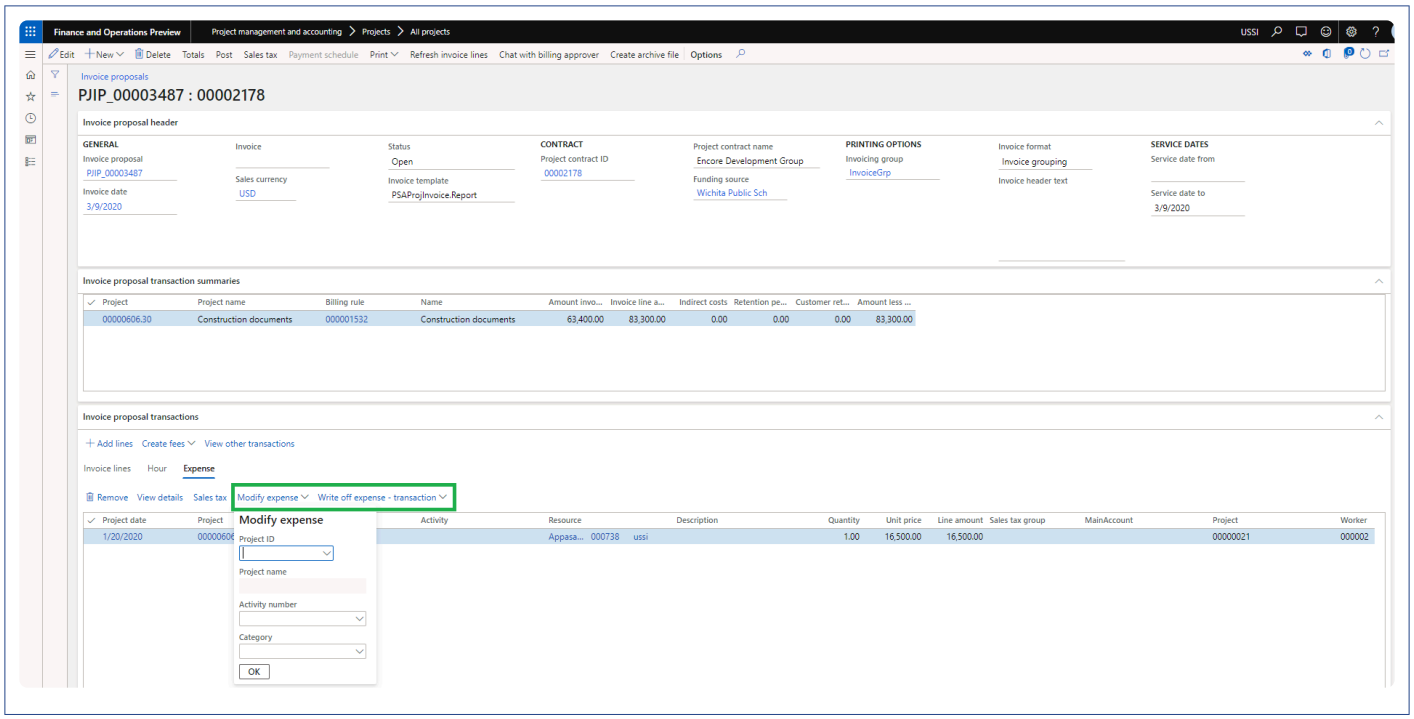
down	write down amount cannot be utilized in the future invoices.
Reapply sales price	User can reapply the sales price on the Invoice proposal.

When the transaction is adjusted through the Invoice proposal and posting date will be the project date where the Period status is Open and Project is All or else the posting date will be the Invoice proposal date.

Adjustment to expenses on Invoice proposal

With the new enhancements, the expense transactions can be modified or written off. There buttons provided on the invoice proposal do these adjustments real quick without leaving the invoice proposal form. Using these functions, an expenses can be completely written off, transferred to another project, category or activity.



Buttons	Description
Modify expense	User can modify expense to other activity, category or project on the Invoice proposal for the expense transactions.
Write off expense – transaction	User can write off expense to non-chargeable on the Invoice proposal for the expense transactions.

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Note – Whenever the adjustment is performed on the invoice proposal, user has to manually click on the 'Refresh invoice lines' button to populate the Invoice lines section.

Note – Whenever the adjustment is performed on the invoice proposal, Fee sales price will get automatically recalculated.

Note – Currently, when Modify time, Write off time – Transaction, Write off time – percent, Write off time – quantity and Reapply sales price adjustment is performed on the Invoice proposal, it will work same as the adjustment performed through the standard adjustment form.

Last modified: 8 February 2021

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Invoice Grouping

Currently in Microsoft Dynamics 365 for Finance and Operations, the Manage invoice functionality does not give the flexibility to group transactions on an invoice. Enhancements have been made to the invoicing functionality to group transactions based on attributes such as Category, Activity, etc.

The grouping is visible on a split screen in the invoice proposal. A new invoice format (Invoice Grouping) has been created to capture the grouping of invoice.

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Configure Grouping

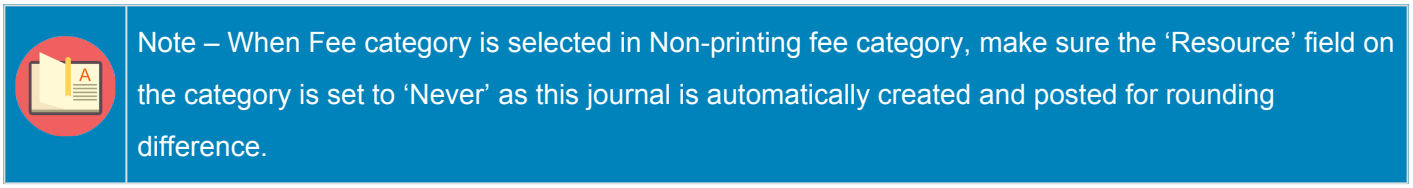
This section explains the setups required to be completed in order to use the Invoice grouping feature effectively.

Parameter Setup

On projects360 parameters from, in the Invoicing tab, Invoice enhancements group has been introduced to control this feature.

The fields available in parameters pertaining to the invoice grouping feature are as follows:

1. Activate invoice enhancements: Selecting this check box will activate invoicing feature.
2. Default invoice group: The user can pick up the invoicing group that has to be defaulted onto the funding sources in the project contract form. All Invoice groups defined in the invoice group form will be available for selection in this drop-down.
3. Non-printing fee category: Fee categories, which are not of the type deferred, will be displayed in this lookup. The fee category chosen in this field would be used to create a fee journal to capture the rounding difference that may arise after grouping transactions based on the Invoice grouping. The fee journal created out of such rounding differences should not be included in the Invoice format/printing.



Go to Project management and accounting > Setups > > projects360 Parameters > Invoicing tab
Go to Project billing > Setups > Billing parameters > General tab

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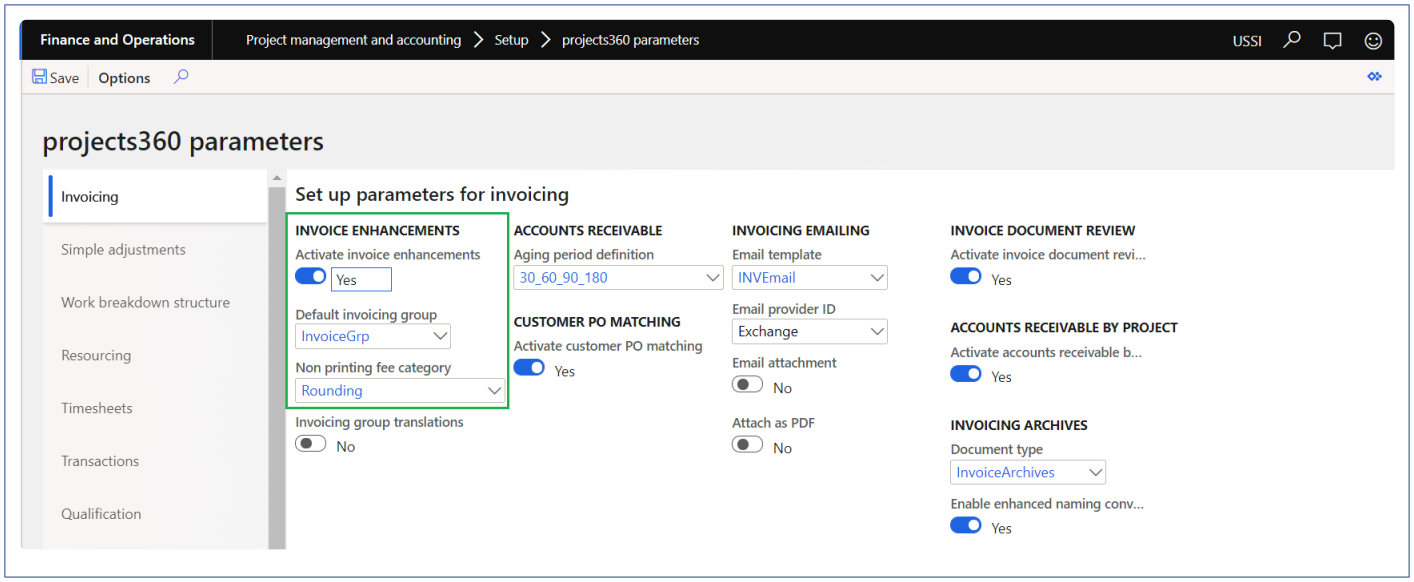
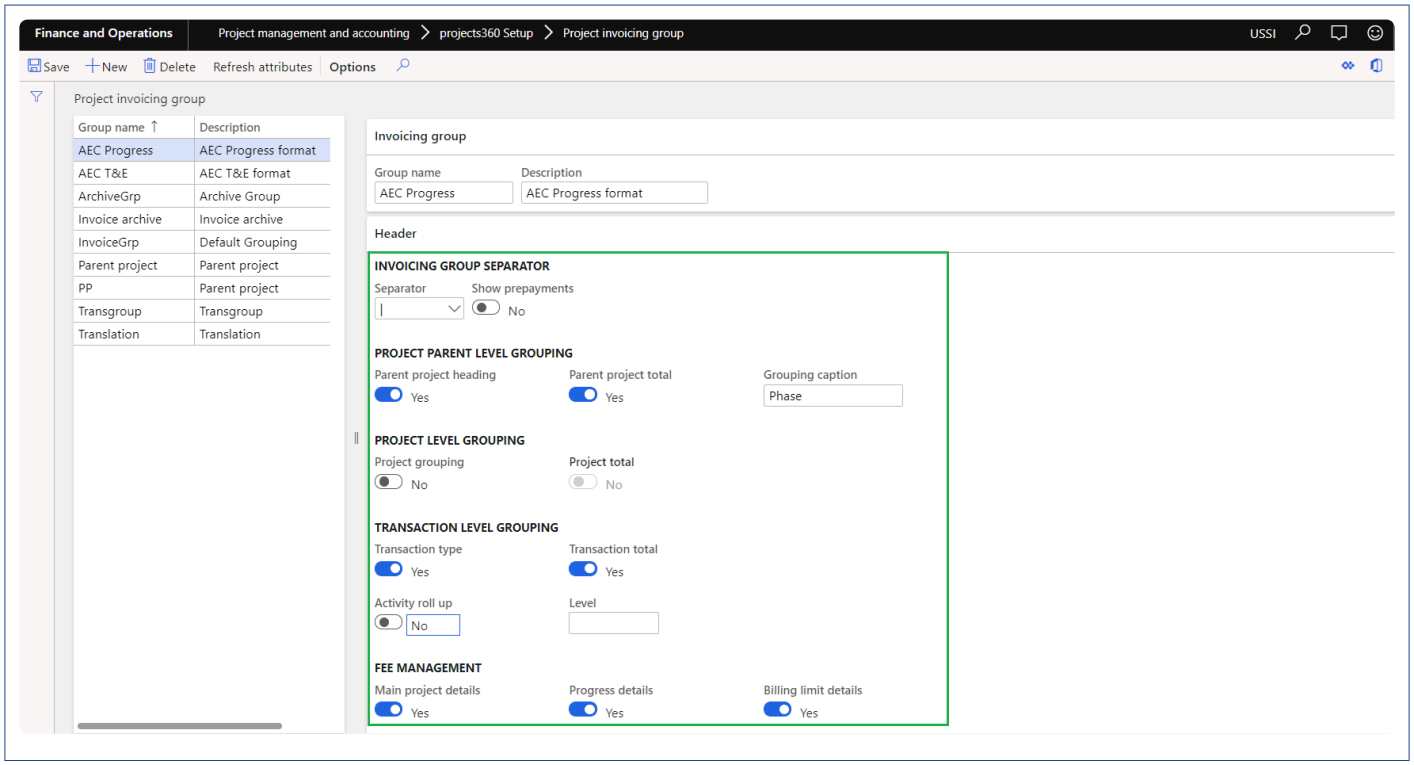


Setting up Invoice Groups

Header Section

The user would be able to group transaction types based on some fixed options/attributes. The settings defined in the group, would determine the way the invoice lines would be grouped to form the Invoice lines (Body section of the Invoice). Define the invoicing groups and the attributes that must be grouped on the invoices in the Project invoicing group form.

Go to Project management and accounting > Setup > projects360 Setup > Project invoicing group.
Go to Project billing > Setup > Project invoicing group



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The fields available in this form are as follows:

1. Group name: The user can enter the name of this invoicing group.
2. Description: The user can enter the description of the invoicing group in this field.
3. Invoicing group separator: The fields in this group are:

- Separator: There are several separator signs available the user can select one. This will be used to separate the description of the line, in case more than one attribute is chosen for description. For example, if the description is category and resource, then the same will be displayed as: Category, Resource name, etc.. The options of characters available are as displayed in the screenshot below:
- Show Prepayment: When this check box is selected and user posts any on account or milestone transactions, then the invoice grouping interface will show records transaction type as prepayment or invoice grouping interface shows Milestone for on-account and milestone records.

4. Project Parent level grouping: The check boxes below this group bring in the highest level of totalling on the invoice, which is the totals at the parent project level.

- Parent project heading: Marking of this check box signifies that the user would be able to group the transactions on the invoice based on each parent project separately. This can be with further grouping based on transactions and sub groups based on the setup.
- Parent project total: This check box will be enabled only when the parent project grouping check box is marked. This check box when selected will total up the transactions for each parent project.
- Grouping caption: The value mentioned in this field will be added as a prefix to the parent project or project while grouping.

5. Project level grouping: The check boxes below this group bring in the highest level of totalling on the invoice, which is, the totals at the project level.

- Project grouping: Marking of this check box signifies that the user would be able to group the transactions on the invoice based on each project separately. This can be with further grouping based on transactions and sub groups based on the setup.
- Project total: This check box will be enabled only when the project grouping check box is marked. This check box when selected will total up the transactions for each project.

Note – When parent project heading is marked, project grouping will be automatically turned off and vice versa.

6. Transaction level grouping: The check boxes below this group bring in the next level of totaling on the invoice, which is, the totals at the transaction level.

- Transaction type: When this check box is selected then the user interface of this form changes to transaction level, as shown in the preceding screenshot. Marking of this check box signifies that the

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user would be able to group the transactions on the invoice based on the transaction types such as hours, expenses, etc. Depending on this check box the attributes available for grouping changes.
- Transaction total: This check box will be enabled only when the transaction type check box is selected. This check box, when selected, will total up transactions for each transaction type.
- Activity roll-up: When this option is turned on then the grouping will rollup transactions to a higher activity level. When this option is turned on, then the Level field is enabled. Example: Activities are at level 2, 2.1, 2.3 and 2.4 and when this parameter is turned on with the level field set to 1, then the transactions at the lower level will all be rolled up to 2 in the above example.
- Level: Level field indicates as to which level should the transactions should be rolled up to.
- Main project details: When this option is turned on, a line will be added with main project ID and main project description.
- Progress details: When this option is turned on, new section will be printed on the invoice report for each existing main project related with the project contract invoiced.
- Billing limit details: When this option is turned on, a line will be added after project group totals with details of Contract value, total invoiced value and remaining value to date.

When the transaction type check box is cleared, then the user interface changes and implies that the level of grouping transactions on the invoice is irrespective of the transaction type that it belongs to. Thus, there is a change in the options of attributes available and there is only one Fast Tab All.

Attributes

Attributes: Attributes is the basis of grouping the transactions on the invoice, it could be a category, or an activity, or a resource, based on which the transactions are being grouped. What attributes are available for grouping is decided based on the check box: Transaction type at the header level of the Invoicing group form. Either split based on transaction types or all transactions. Depending on this choice the number of Fast Tabs change.

When transaction type check box is selected, then there are Fast Tabs for each transaction type with the attributes by which the invoice can be grouped. They are below:

Hour Tab

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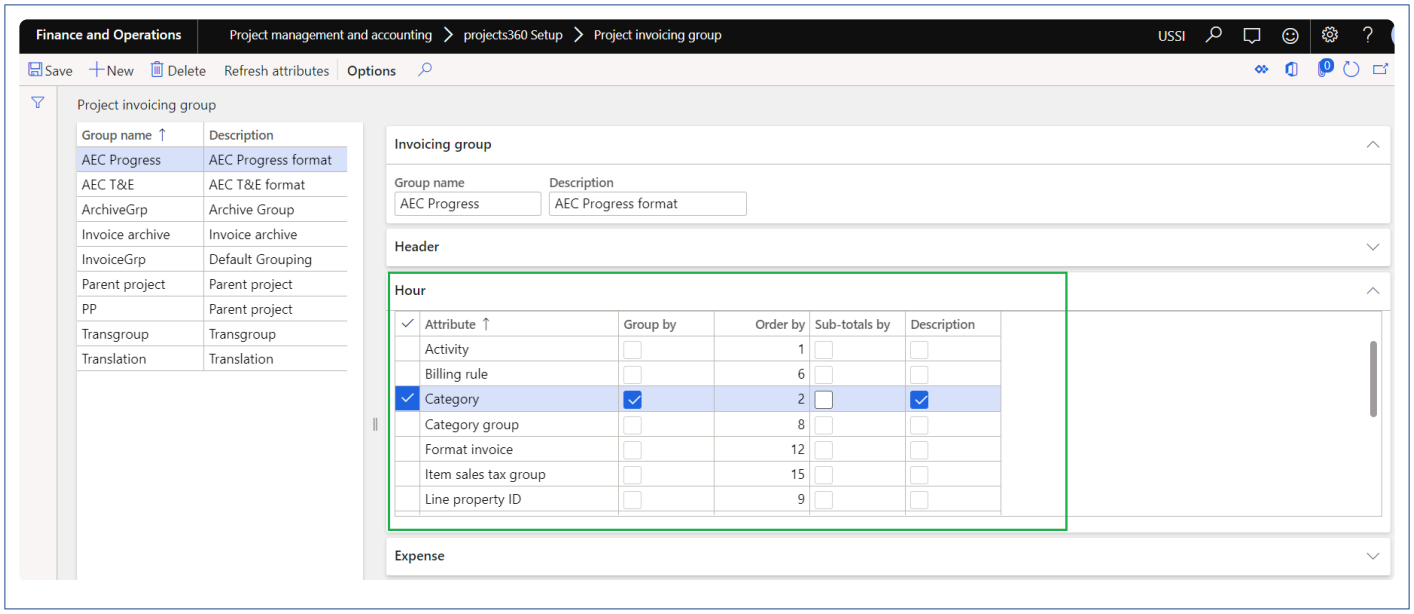

This tab has the below mentioned fields, based on which the transactions can be grouped.

- Activity
- Category
- Resource
- Project date
- Transaction text
- Billing rule
- TransId
- Category group
- Format invoice
- Line property ID
- Role
- Timesheet ID
- Vendor ID
- Item sales tax group
- Sales tax group

Expense Tab

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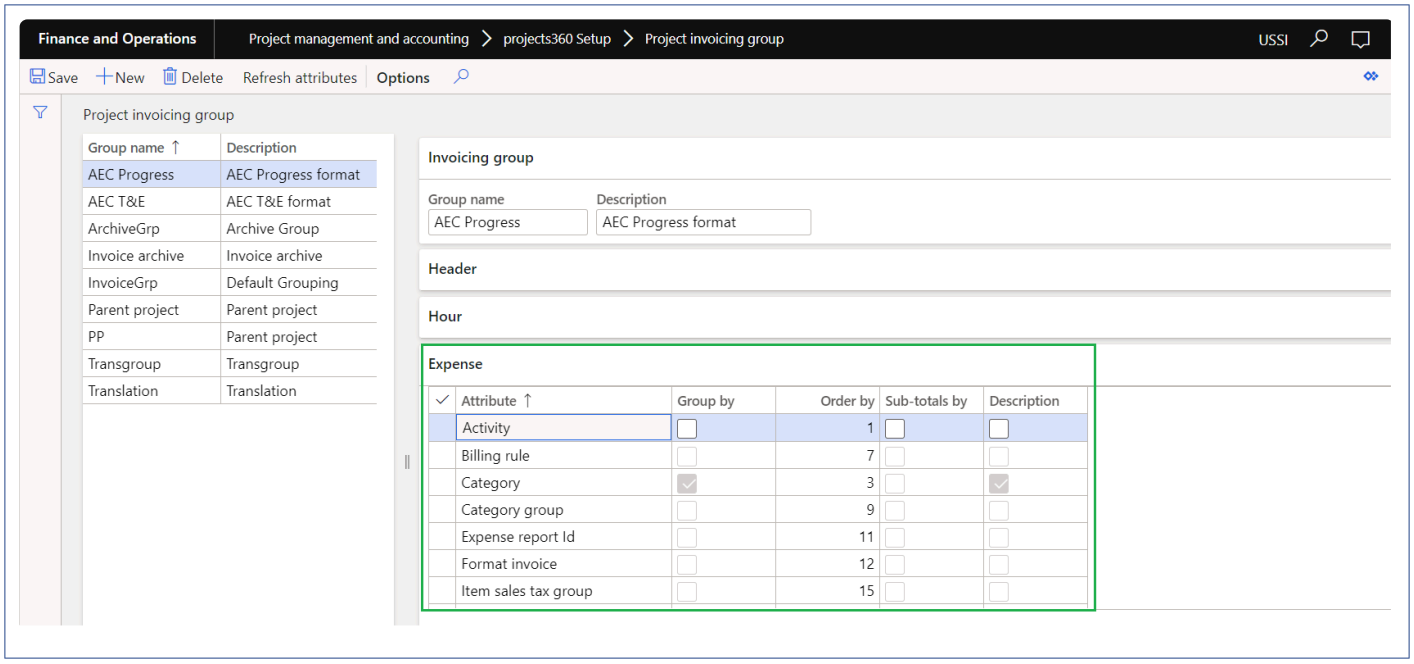

This tab has the below mentioned fields, based on which the transactions can be grouped.

- Activity
- Category
- Resource
- Sales price
- Project date
- Transaction text
- Billing rule
- TransId
- Category group
- Expense report ID
- Format invoice
- Line property ID
- Vendor ID
- Item sales tax group
- Sales tax group

Fee Tab

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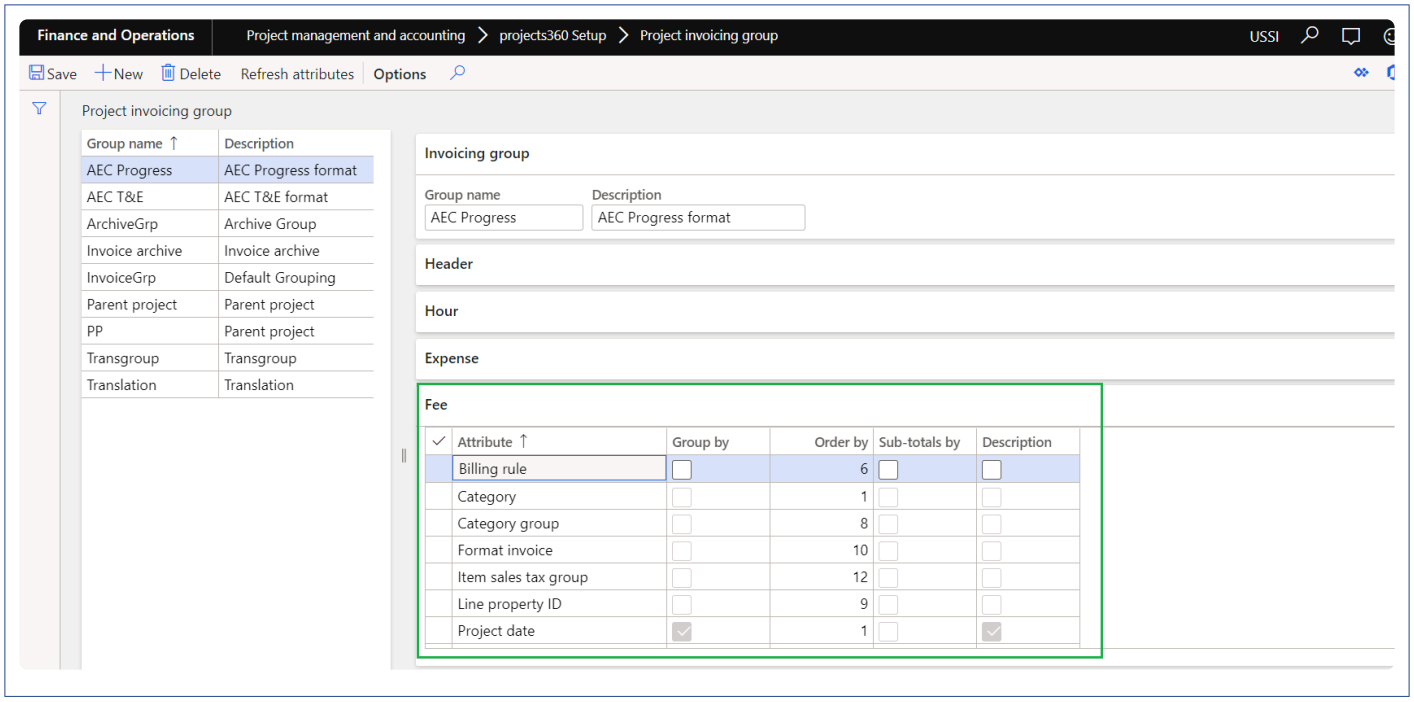

This tab has the below mentioned fields, based on which the transactions can be grouped.

- Category
- Resource
- Sales price
- Project date
- Transaction text
- Billing rule
- TransId
- Category group
- Line property ID
- Format invoice
- Item sales tax group
- Sales tax group

Item Tab

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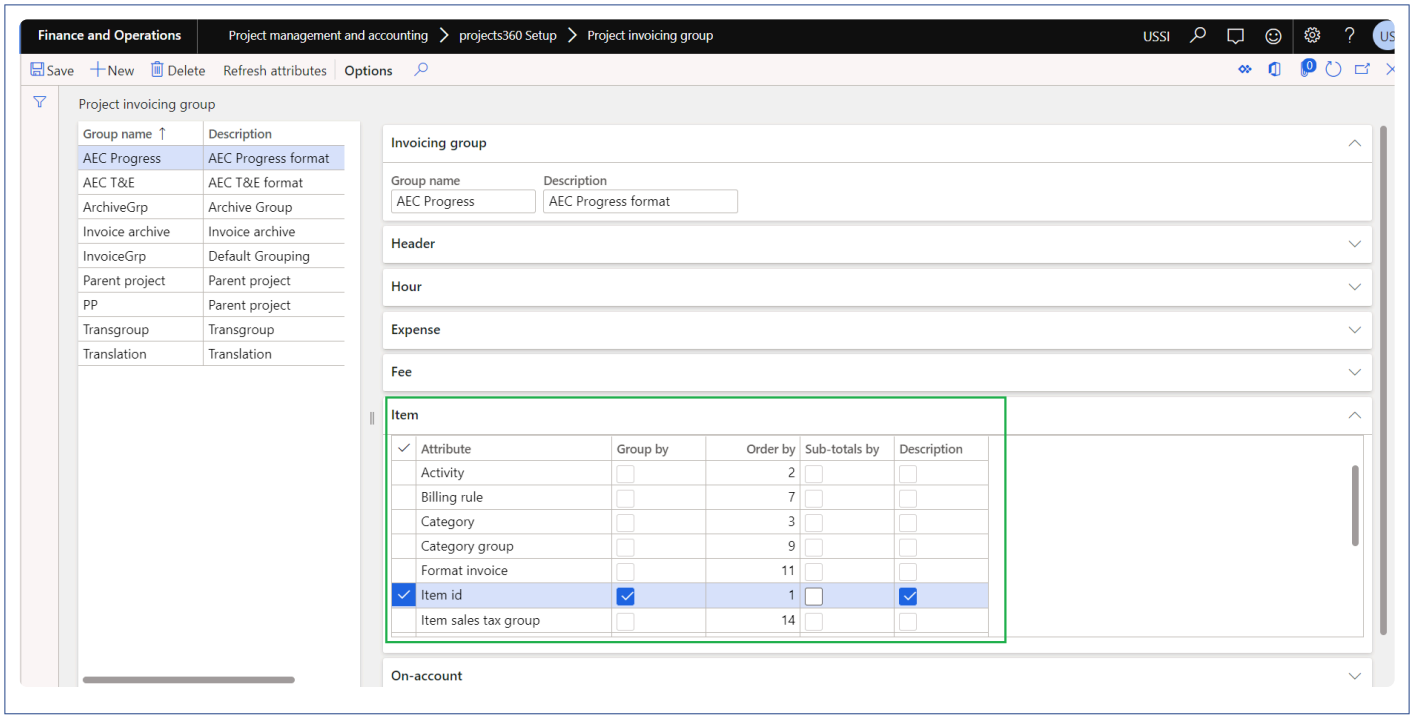

This tab has the below mentioned fields, based on which the transactions can be grouped.

- Activity
- Category
- Unit of measure
- Project date
- Transaction text
- Billing rule
- TransId
- Category group
- Line property ID
- Format invoice
- Item ID
- Vendor ID
- Item sales tax group
- Sales tax group

On-Account Tab

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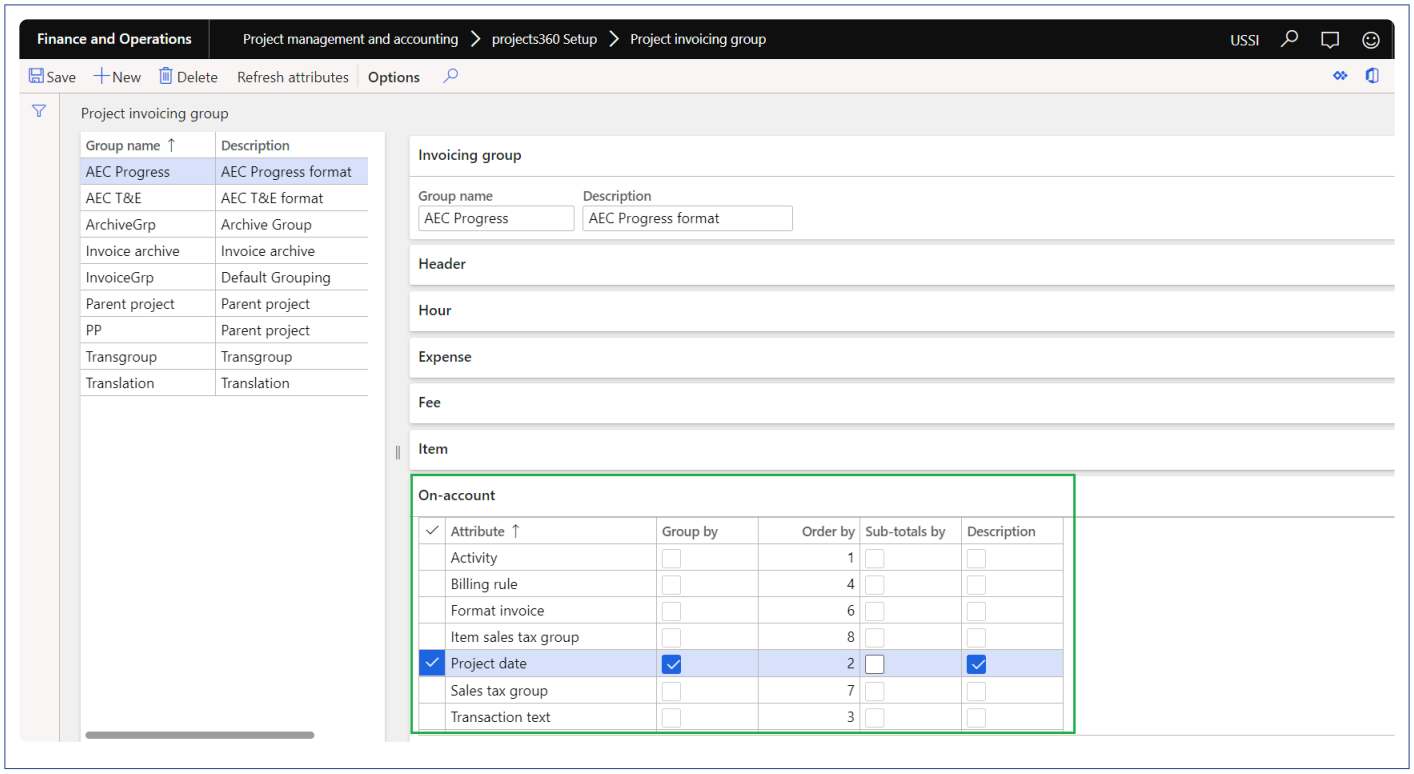

This tab has the below mentioned fields, based on which the transactions can be grouped.

- Activity
- Project date
- Transaction text
- Billing rule
- TransId
- Format invoice
- Item sales tax group
- Sales tax group

When transaction type check box is unmarked, then there is only one Fast Tab with the attributes by which the invoice can be grouped. They are below:

All Tab

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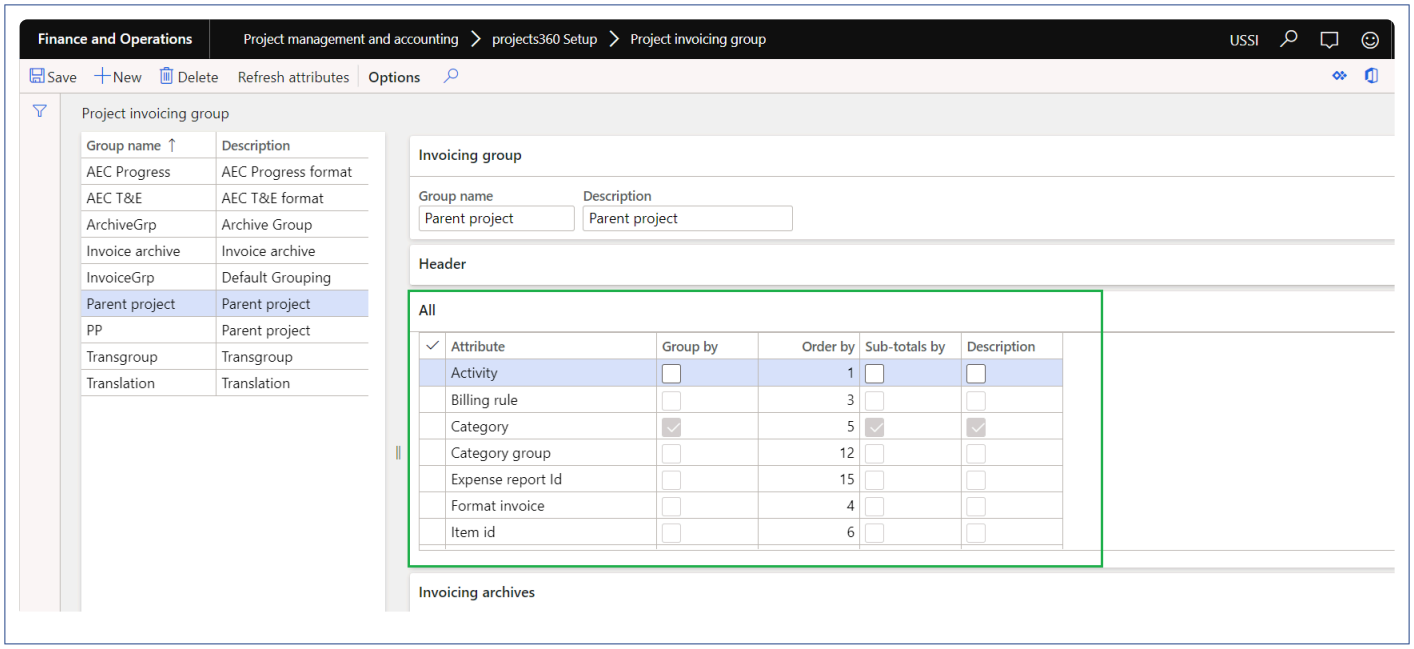

This tab has the fields mentioned below, based on which the transactions can be grouped.

- Resource
- Billing rule
- Activity
- Format invoice

Field description on the attributes are as follows:

Group by: Select this check box to group the transaction on the invoice, for the attribute that it has been selected against.
Order by: User can enter numbers in this field based on the order in which he would like to arrange the grouping of the transactions on the invoice. This numbering works along with the group by check box. Only when the group by check box is marked, will those attributes be considered for grouping by.

Example:
The order as per the above setup will be Activity, Resource, Billing rule and Format invoice.

Sub-totals by: This check box, when selected, will group the transaction on the invoice and add a sub-total for the attribute that it has been selected against. The user could sub-total transactions on an invoice for only one attribute, which has been marked by group.

Description: This check box will be enabled only when the group by check box is selected for the attribute. The description of the attribute will be added as a description on the invoice line when this check box is selected. When more than one attribute has been considered for description, then the order of description will be based on the numbers entered in the order by field (ascending order is considered).

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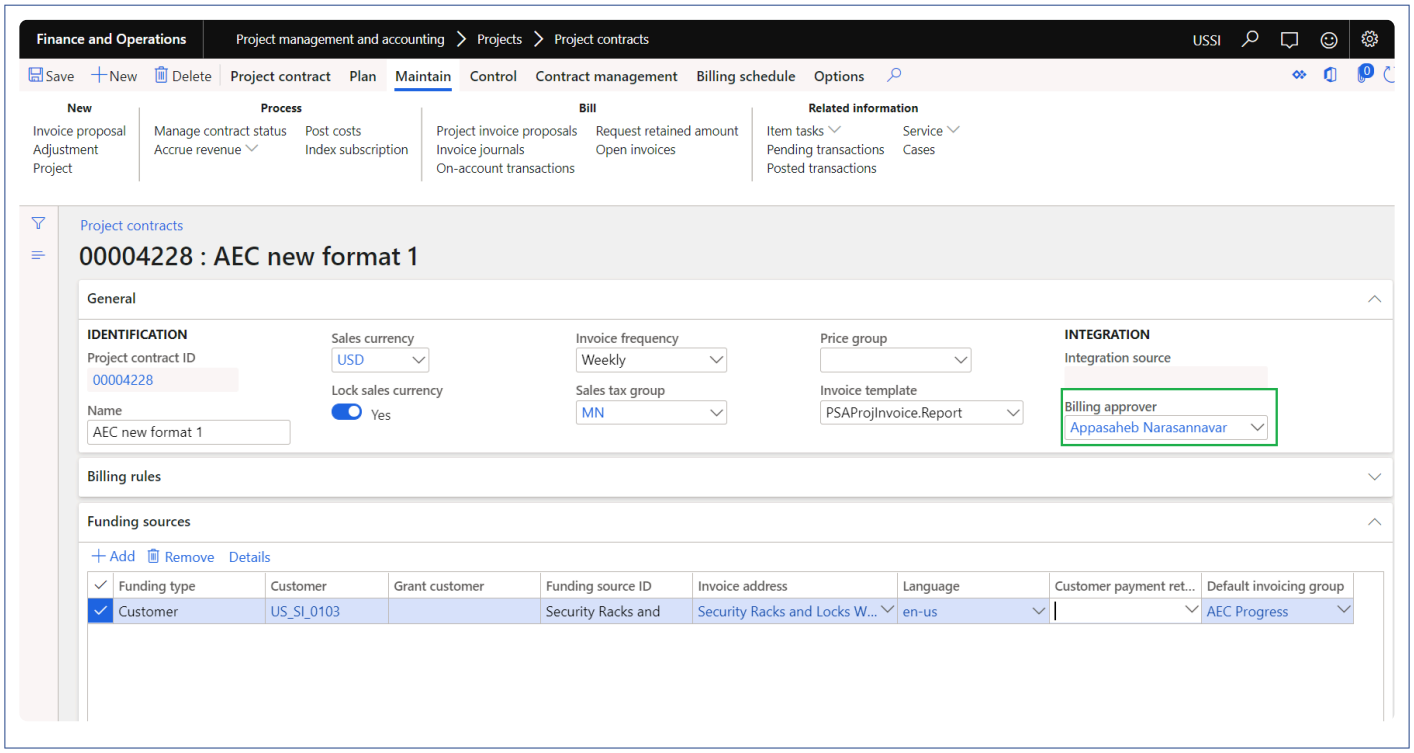
Note – When no transactions are marked on the invoicing group then the description of the invoicing group is printed on the invoice.

Project Contract Form

There have been several modifications done to the Project contract form for this feature. Billing approver, a new field has been added in the Project contract under General tab. The user can specify the billing approver for this contract. The worker selected in the field shall be the invoice approver, when the workflow has been set to be a participant; it is described in detail in the workflow modification section of this document.

This field displays the workers in the current legal entity, who can be chosen to be the invoice approver for this project contract.

Go to Project management and accounting > Projects > Project contracts > Assign approvers
Go to Project billing > All invoices > Project contracts > Assign approvers



Invoice format: There is a new fast tab – Invoice settings, added to the Details button on the funding source fast tab. On this fast tab the below setup can be done:

- Setup the emailing addresses for the Invoice emailing functionality to work, explained later in this document.
- Setup the default header text which will be printed on the Project invoice report.
- Invoice Format: where the user can setup the Invoice format. While using the invoicing group

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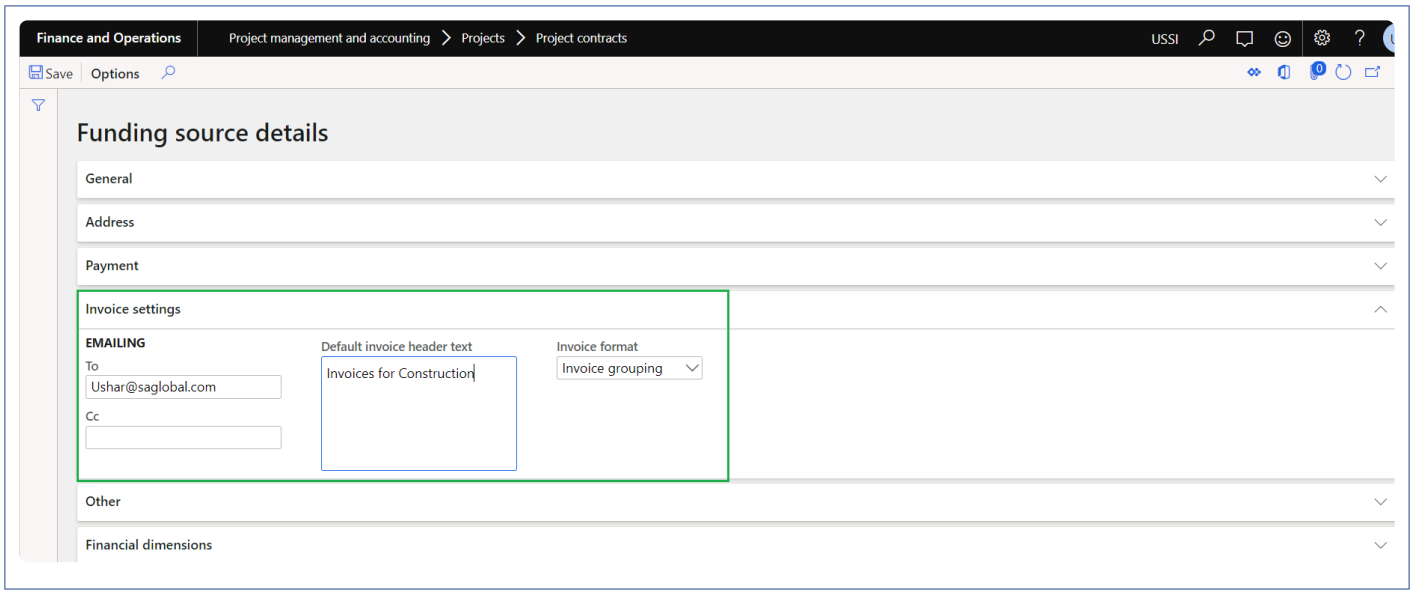
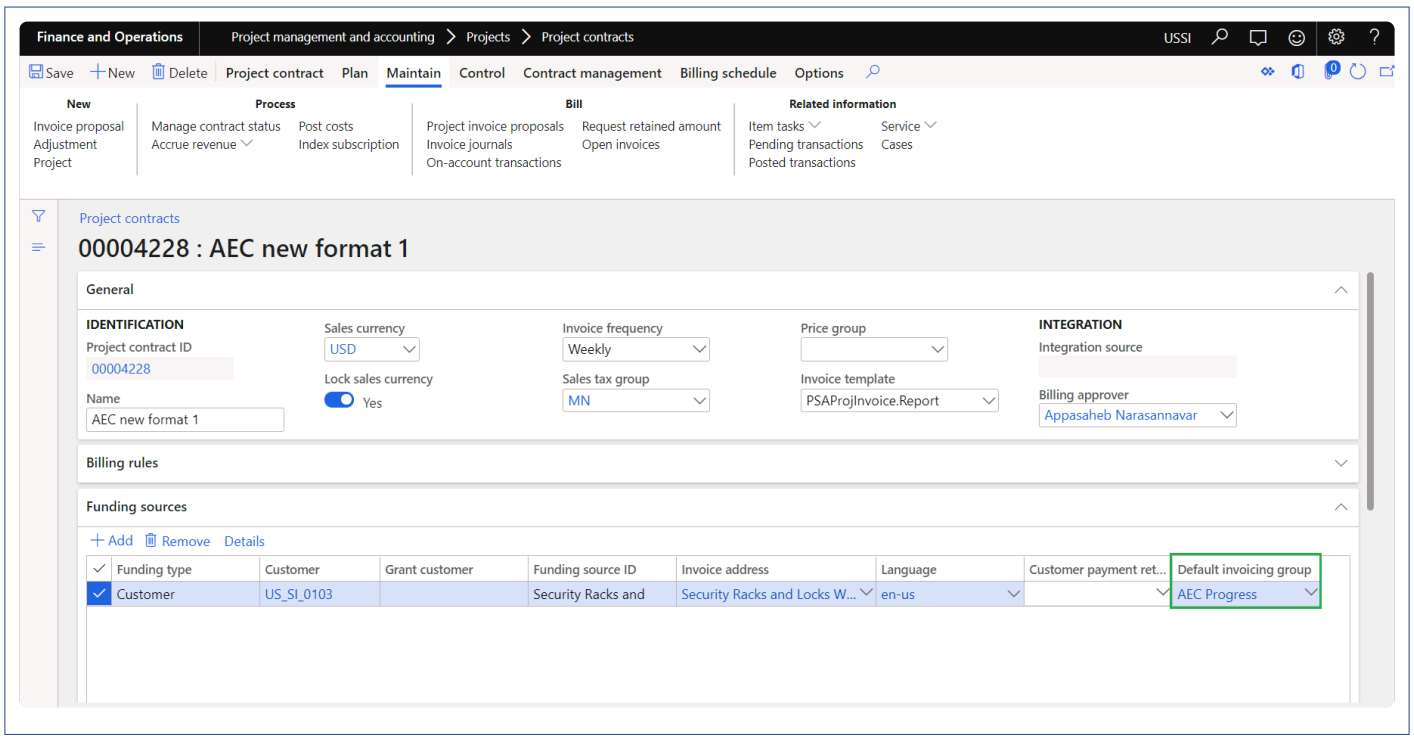
functionality, this option will be defaulted from the Invoicing enhancements parameter setup. The user can change the invoicing group again on this form. The invoicing group selected in this field shall default onto the invoice proposal and will determine the grouping of the transactions on the invoice.





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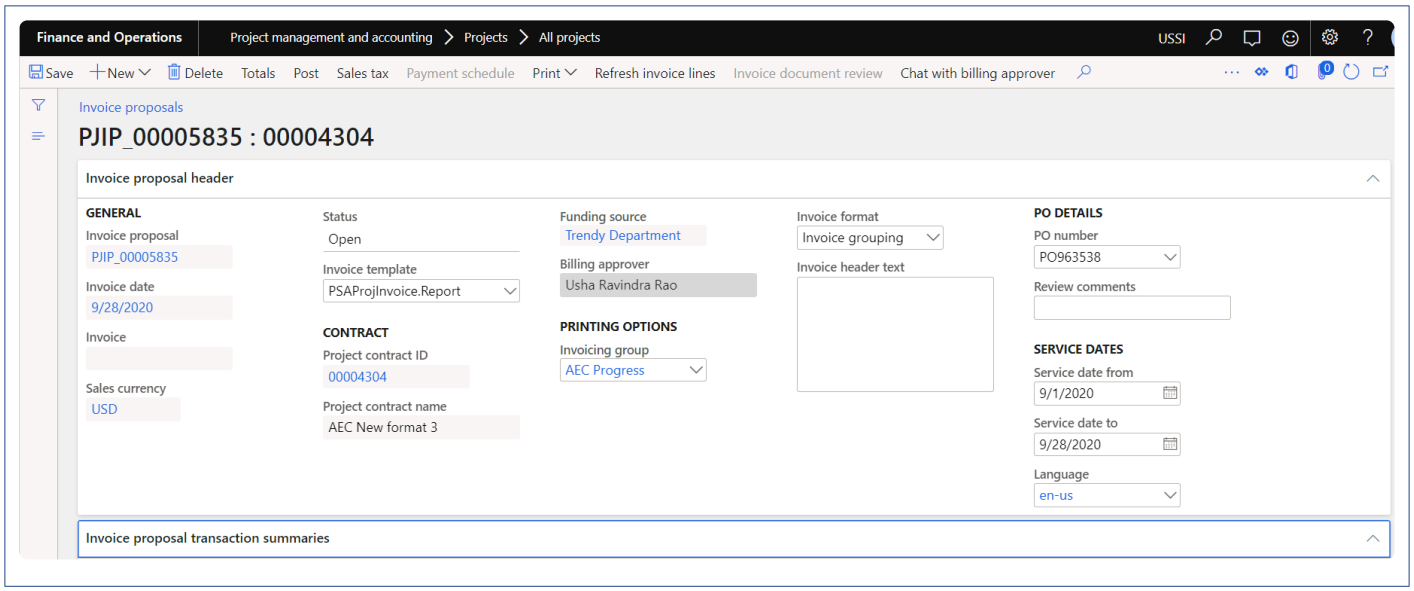
Grouping Invoices

This section explains how the transactions can be grouped based different invoice grouping formats setup.

Invoice Proposal Form

There have been several modifications done to the Project Invoice proposal form for this feature.

Go to Project management and accounting > > Project invoices > Project invoice proposals.
Go to Project billing > All invoices > Invoice proposals.



Fields modified/added in this form are as follows:

Invoicing group – This is a new field in the General Fast Tab of the Project invoice proposal form. In this field, the invoicing group defined at the funding source will default, but the user is able to choose another invoicing group. This group determines the way transactions are grouped in the Project invoicing – split screen on this form as well as on the Invoice format.

Note – When the user changes any setup on the invoicing group that is already selected in the invoice proposal, then the invoice group should be re-selected on the invoice proposal for the changes to reflect.

Invoice format: There is a new option added to the Invoice format drop down in the project invoice proposal

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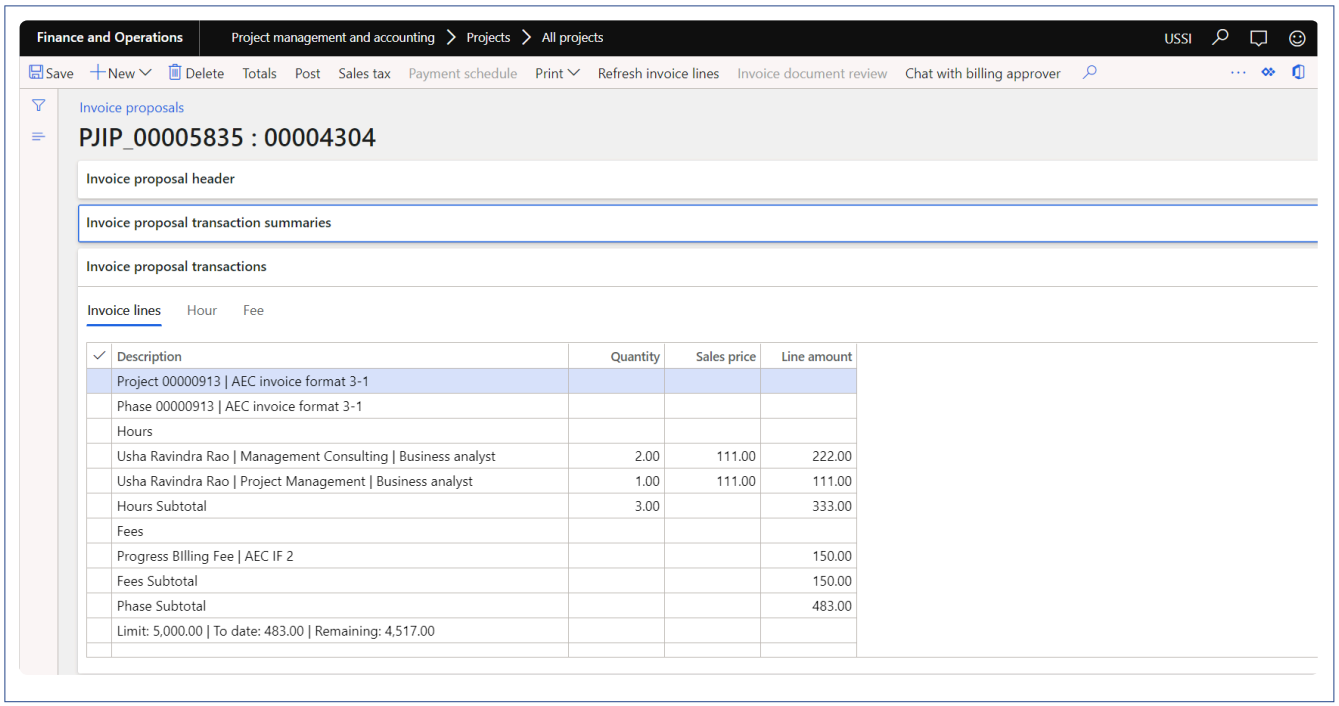
form. The new option is Invoice grouping invoice format, and will default as soon as the user selects a value in the Invoicing group field. Only when this format is selected the invoice will be displayed in the way it has been grouped with the other modifications done to the invoice format.

Project invoicing: This is new fast tab on the Project Invoice proposal called “Invoice proposal transactions” which has been introduced for the users to view the invoice lines grouped based on the invoicing group setup. The content in this pane will be the same as what would be printed in the invoice. The data in this screen can be reconciled with the data that is present in the invoice proposals transactions Fast Tab.



The fields that are present in this new fast tab are as below:

- Description: Displays the description based on the definition of group by, description and order by in the invoicing group.
- Quantity: The quantity of the invoice line is displayed in this column. Quantity field is updated only for hours and item transactions.
- Sales price: Sales price of the line is displayed in this column.
- Line amount: Line amount of the invoice lines is displayed in this column.

Based on the parameters selected on the invoicing group form, Main project details, grouping caption and billing details will be displayed.

All the Lines of the invoice will be displayed in the Invoice lines tab and based on the transaction type of the transactions in the invoice, new tabs will appear next to the Invoices lines tab, similar to standard behavior. The transaction types tabs could be Hour, Expenses, Items, Fees and On Account.

The add lines, create fees and view other transactions button will be available on the transaction type tabs.

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Also, below the transactions types, Remove, View details and Indirect components buttons will be available.

Fee Journal for rounding off amount: Due to grouping of transactions and aggregating of sales price, quantity, line amount, there are chances that there could be rounding issues. But these are not part of the invoice, so to address such rounding issues, a new fee journal would be created by the feature automatically, when there is a difference between the Invoice proposal total and the Invoicing group total. This difference is recorded in a fee journal with the fee category that is defined at the Invoicing enhancements parameter, in the field, non-printing fee category. This journal will not be part of the invoice that is printed nor part of the invoicing grouping display.

1. Rounding will be calculated only after the invoice body is recalculated.
2. The first check for rounding difference will calculate the absolute value of the rounding difference translated to the Accounting currency.
3. Check if the rounding difference is greater than the GL rounding parameter setting.
    a. If greater, the error is:
        i. Error message:Invoice rounding of xxxx {Invoice currency} (xxxx {Accounting currency}) is greater than the General ledger rounding parameter of xxxx {Accounting currency}". In case of error user do not post rounding fees and leave the invoice as is and tries to print or post, they will get the error.
            i. Error Message: "The Invoice document subtotal of xxxx {Invoice currency} does not tie to the Invoice subtotal of xxxx {Invoice currency}".
    b. Check if the rounding difference is less than the GL rounding parameter setting.
        i. When using Invoice grouping format that the totals tie before posting or printing. Throw an error if the totals are different.

Note – Any modifications on hour, expense and other transaction tabs automatically reflect on invoice lines tab but could take some time to recalculate invoice grouping depending upon the number of records available in the invoice proposal. We suggest users to utilize "Refresh invoice lines" button if number of proposal lines are huge out of which few of them are modified and users want these changes to be reflected on the invoice lines tab immediately.

- The two types of invoice formats available in standard "format invoice proposal" feature will help users group lines in the same invoice proposal differently.
- The lines added in the Summary group will be shown before all the other lines and the description will only have the Line description from the standard "format invoice proposal". Project level and transaction level grouping is still honored.
- The lines in the detail group will still behave as before with Line description in the Standard form as an extra attribute.

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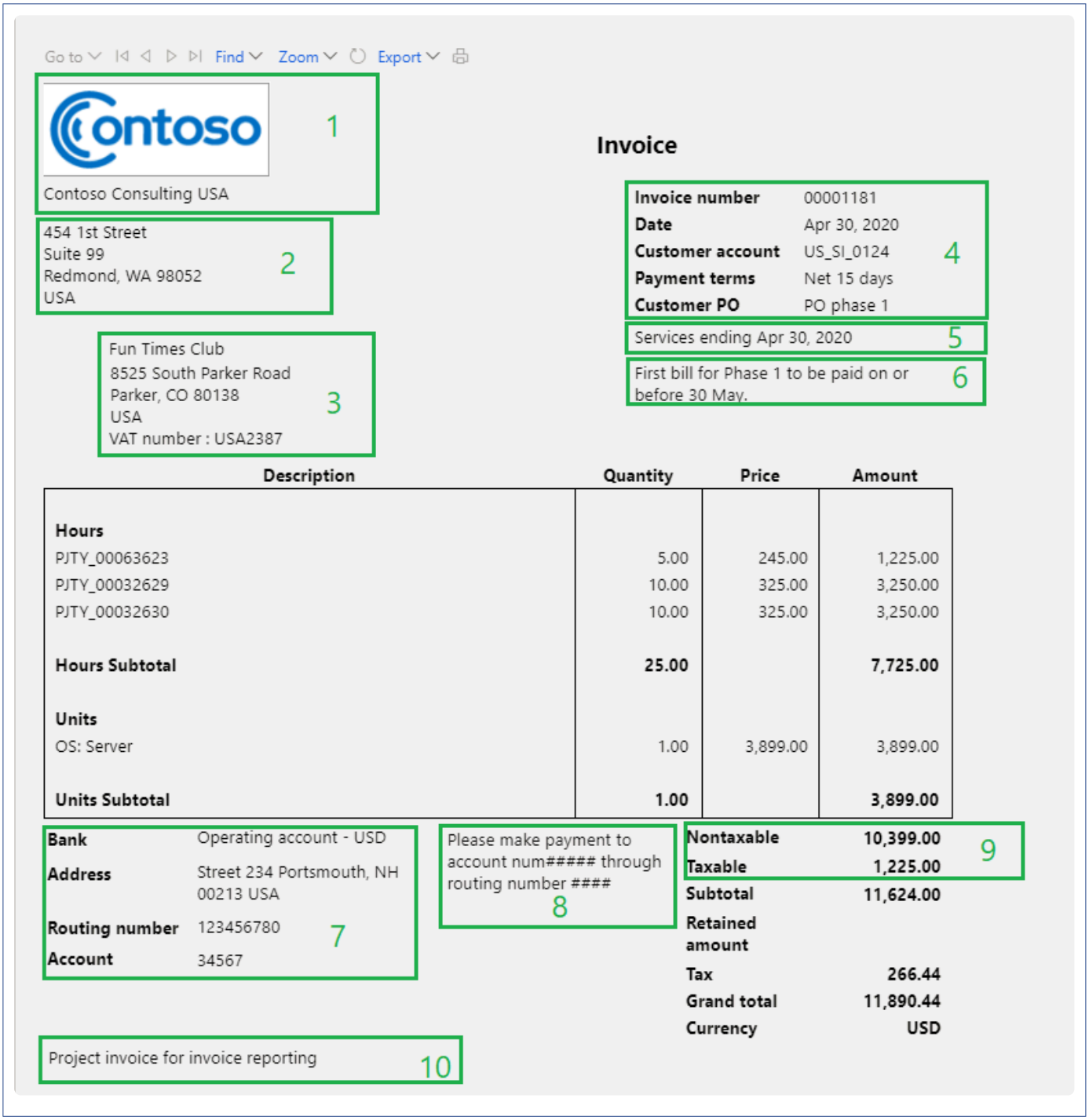
Invoice Report

There have been several modifications done to the Project Invoice format to reflect the changes done to the invoice proposal in this feature.

Go to Project management and accounting > Project invoices > Project invoice proposals> Print preview.



Below are details of the information printed on each sections of the report.

Identifier	Section	Details
1	Legal entity logo and name	This section show the legal entity logo and name defined on the legal entities form. To view or modify this details go to Organization administration > Organizations > Legal entities > Select the desired legal entity > Report company logo image tab.
2	Legal entity address	This section show the legal entity adress defined on the legal entities form. To view the details go to Organization administration > Organizations > Legal entities > Select the desired legal entity > Addresses tab
3	Customer Information	**Customer name and address**:Shows the customer name and address from master record. To view or modify details go to Accounts receivable > Customers > All customers.
		VAT number: Shows the Tax exempt number from Customer > Invoice and Delivery tab > Tax exempt number field.
4	Invoice header details	**Invoice number**: Auto generated number.
		Date: Shows the transaction date.
		Customer account: Shows the customer ID used on the transaction.
		Payment Terms: Shows the payment terms used on the transaction.
		Customer PO: The PO details is available at the funding source on the project contract. There could be multiple POs for a funding source, and one could be set to default on the invoice proposal. On the invoice proposal, the user can re-select the PO. To view or modify the PO details attached to contract, go to Project contracts > Select desired record > PO list tab.
5	Service periods	This field shows the service dates entered during the invoice proposal creation.
6	Invoice header text	This field shows the invoice header text entered during the invoice proposal creation.
7	Bank Information	**Bank Name**: Shows the bank name from Customer > Method of payment > Payment account > Name.
		Address: Shows the bank name from Customer > Method of payment > Payment account > Address tab.

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		Routing number: Shows the bank name from Customer > Method of payment > Payment account > Routing number.
		Account: Shows the bank name from Customer > Method of payment > Payment account > Bank account number.
8	Payment invoice notes	This field show the payment invoice notes added on the customer method of payment. To view the details go to Accounts receivables > Payment setups > Method of payment > Select the desired method of payment > Payment invoice notes tab.
9	Taxable or Non taxable	Visibility of this section of the report is depenedent on the parameter. If the ‘Separate tax exempt balance in forms’ is set to true then this section is visible. To set the parameter to true, go to Project management and accounting > Setup > Forms > Forms setup > General tab.
10	Notes	This section prints the information entered on the form notes. To review form notes go to Project management and accounting > Setup > Forms > Form notes and see the form note tab.

When the ‘Progress’ parameter is marked on the project invoicing group form, new section will be printed with the details of Contract value, % progress, Earned value, Pending billing and Current billing.

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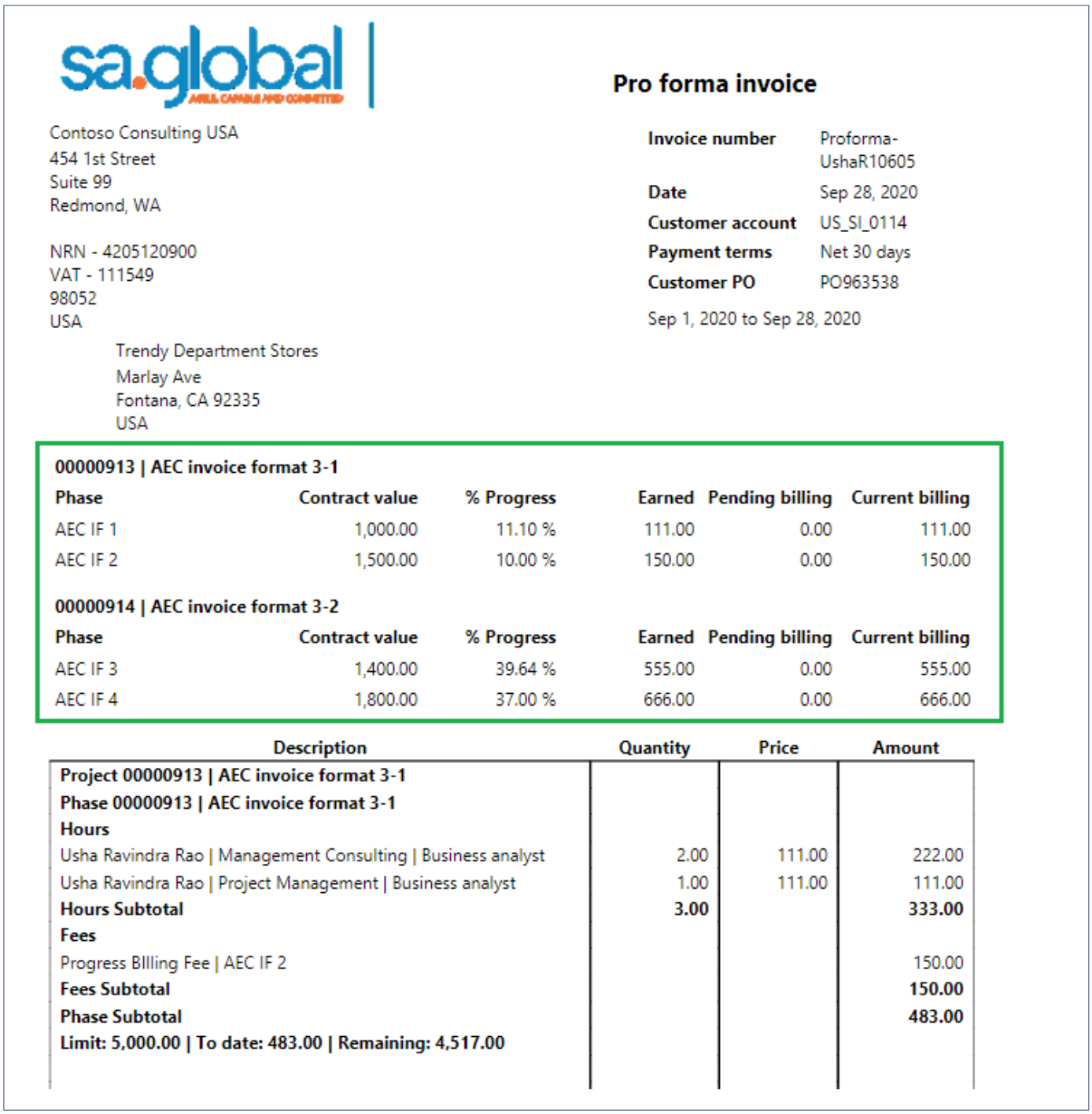

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Pro forma invoice

Contoso Consulting USA
454 1st Street
Suite 99
Redmond, WA

NRN - 4205120900
VAT - 111549
98052
USA

Trendy Department Stores
Marlay Ave
Fontana, CA 92335
USA

Invoice number	Proforma-UshaR10605
Date	Sep 28, 2020
Customer account	US_SI_0114
Payment terms	Net 30 days
Customer PO	PO963538

Sep 1, 2020 to Sep 28, 2020

00000913 | AEC invoice format 3-1

Phase	Contract value	% Progress	Earned	Pending billing	Current billing
AEC IF 1	1,000.00	11.10 %	111.00	0.00	111.00
AEC IF 2	1,500.00	10.00 %	150.00	0.00	150.00

00000914 | AEC invoice format 3-2

Phase	Contract value	% Progress	Earned	Pending billing	Current billing
AEC IF 3	1,400.00	39.64 %	555.00	0.00	555.00
AEC IF 4	1,800.00	37.00 %	666.00	0.00	666.00

Description	Quantity	Price	Amount
Project 00000913 | AEC invoice format 3-1			
Phase 00000913 | AEC invoice format 3-1			
Hours			
Usha Ravindra Rao | Management Consulting | Business analyst	2.00	111.00	222.00
Usha Ravindra Rao | Project Management | Business analyst	1.00	111.00	111.00
Hours Subtotal	**3.00**		**333.00**
Fees			
Progress Billing Fee | AEC IF 2			150.00
Fees Subtotal			**150.00**
Phase Subtotal			**483.00**
Limit: 5,000.00 | To date: 483.00 | Remaining: 4,517.00			

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Invoice translation

In prior versions, labels on the invoice like “Description” and “Quantity” could be translated to a foreign language. However, attributes displayed in the body of the invoice such as “Category” or “Activity” could not be translated.

In conjunction with the projects360 Invoice grouping feature, these attributes can now also be translated, allowing a company to send their customer an invoice entirely in the customer’s native language. It’s possible to determine at the Contract level and Invoice grouping level whether to translate, and which specific attributes to translate. Values that do not have a translation selected will still display an untranslated value.

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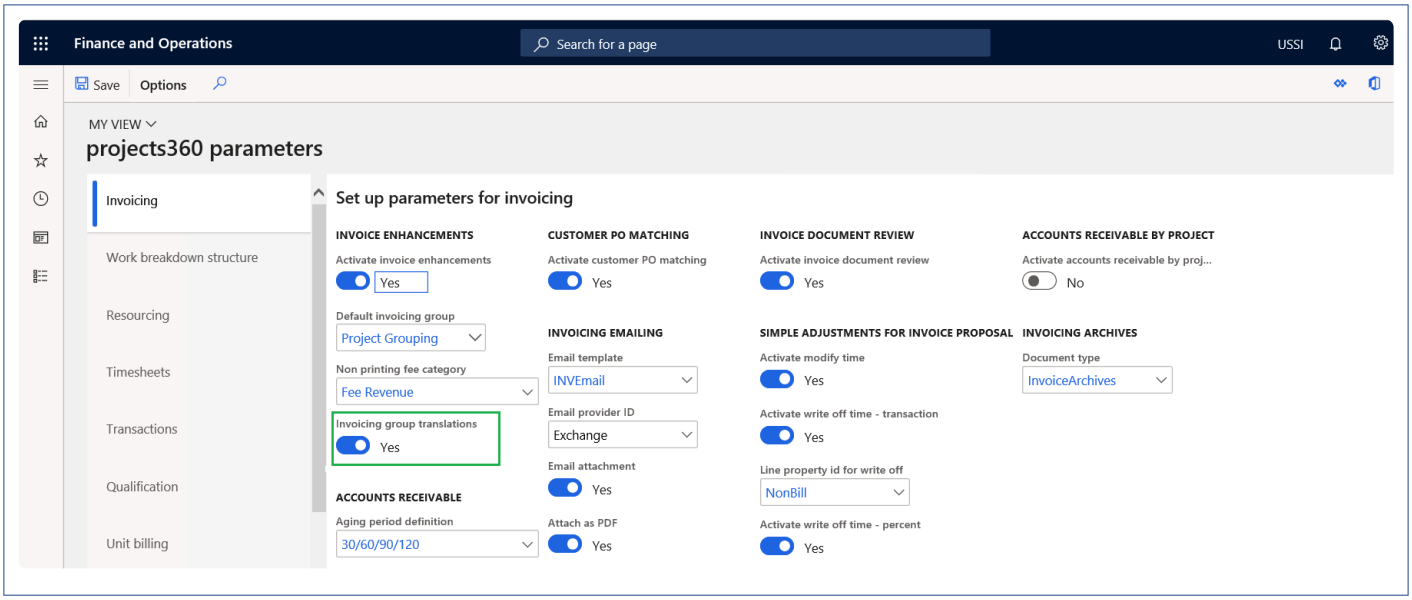
Configure Invoice translation

This sections details out the setups required to configure for the Invoice translation.

Parameter Setup

On projects360 parameter form, under Invoicing tab, a new parameter “Invoicing group translation” has been introduced to control the Invoice translation feature. When the user makes the value of this checkbox as ‘Yes’, the Invoice translation is activated. This checkbox will get enabled only when “Activate invoicing enhancement’ check box is marked.

Go to Project management and accounting > Setups > projects360 Parameters > Invoicing Tab.
Go to Project billing > Setup > Billing parameters > General tab.



Fields	Description
Invoicing group translation	When this parameter is set to Yes, invoice lines on the invoice proposal and project invoice report will be translated in customer language when the customer language and system language is different.

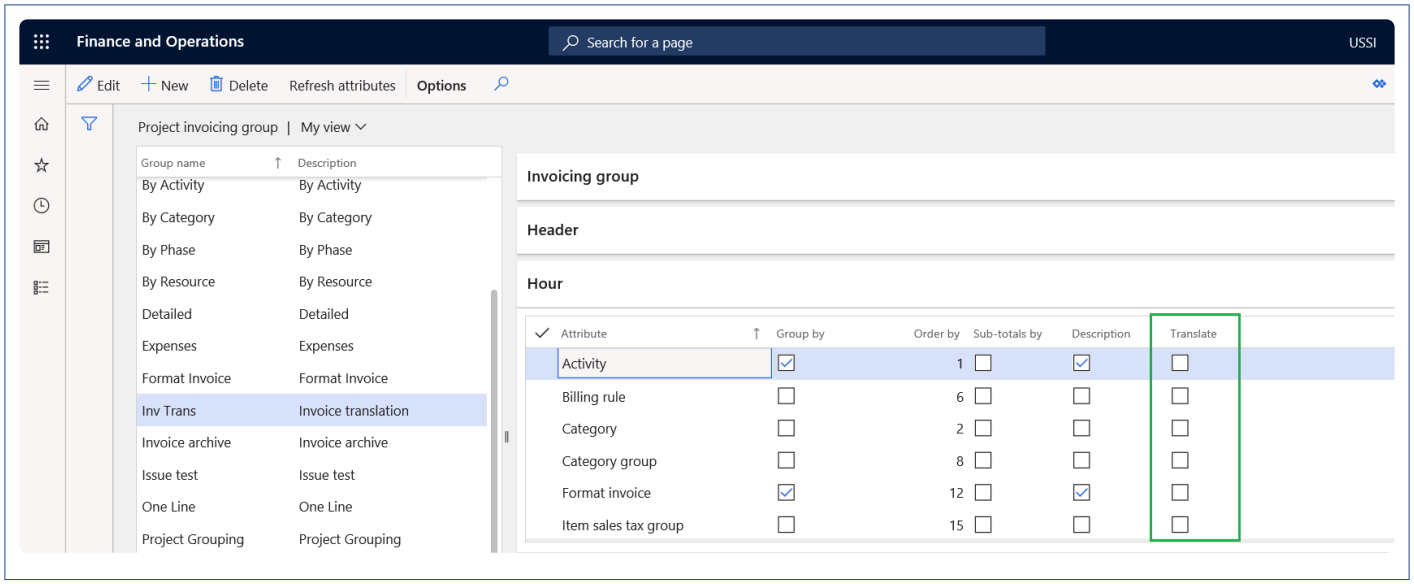
Project invoice grouping

On project invoicing group form, ‘Translate’ check box is added for each attribute under Hour, Expense, Fee,

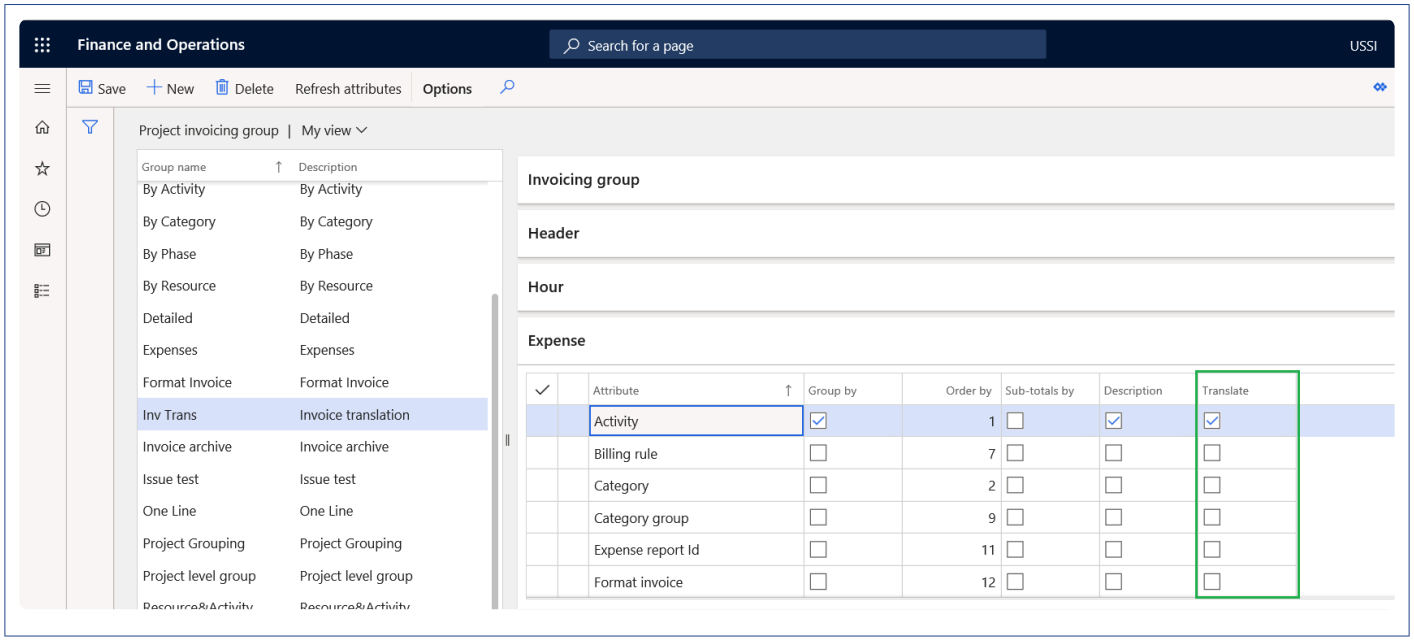
Item, On account and All tab. This checkbox will be available only when ‘Invoicing group translation’ check box is marked on the parameters.

Go to Project management and accounting > Setups > projects360 setup> Project invoicing group.
Go to Project billing > Setup > Project invoicing group.

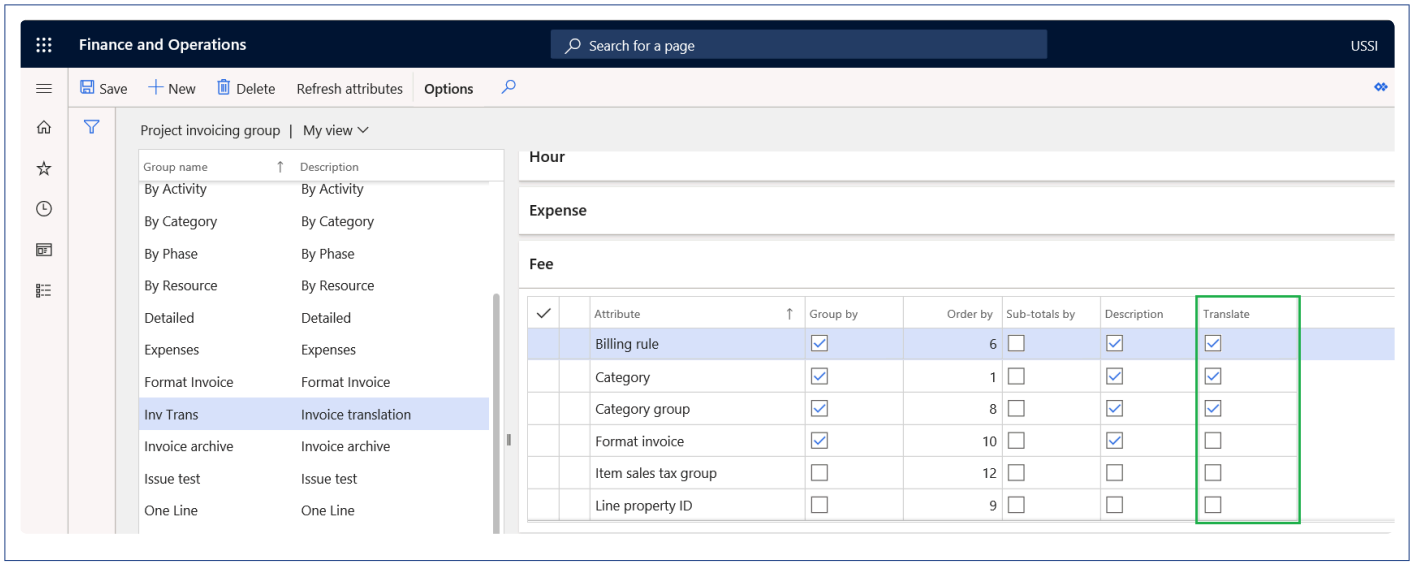
Hour tab



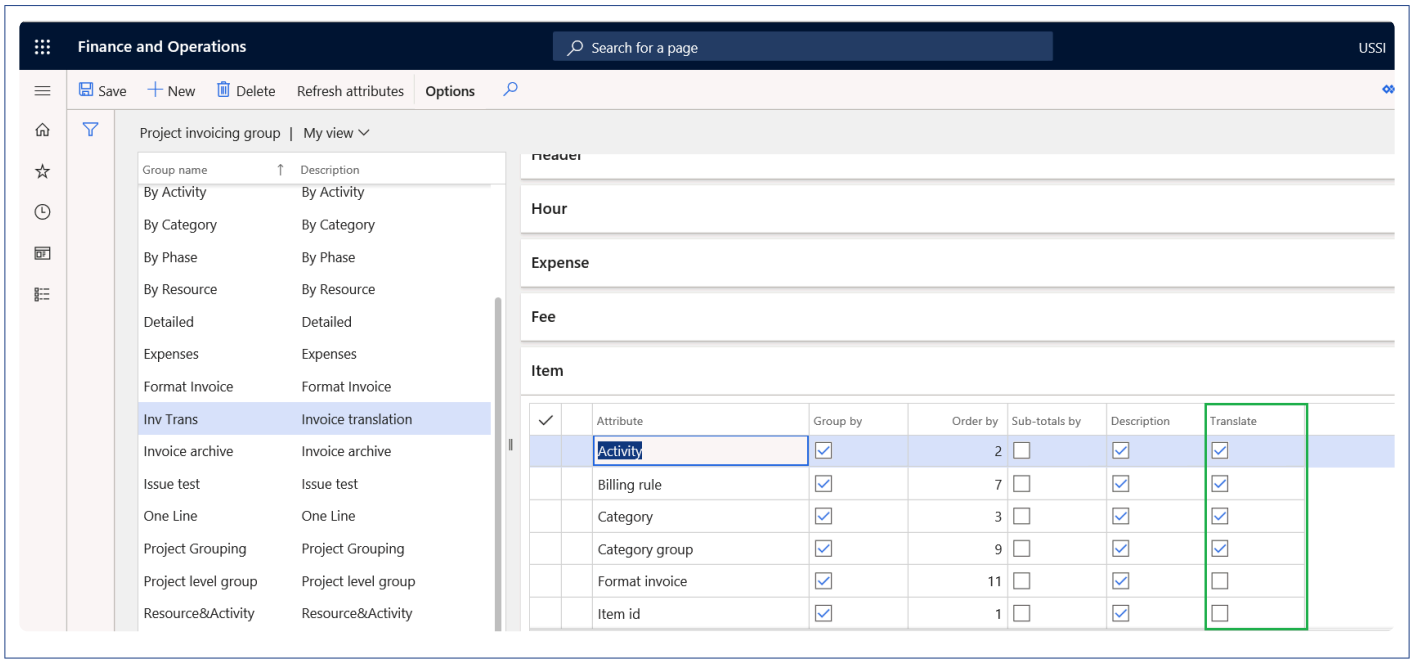
Expense tab



Fee tab



Item tab



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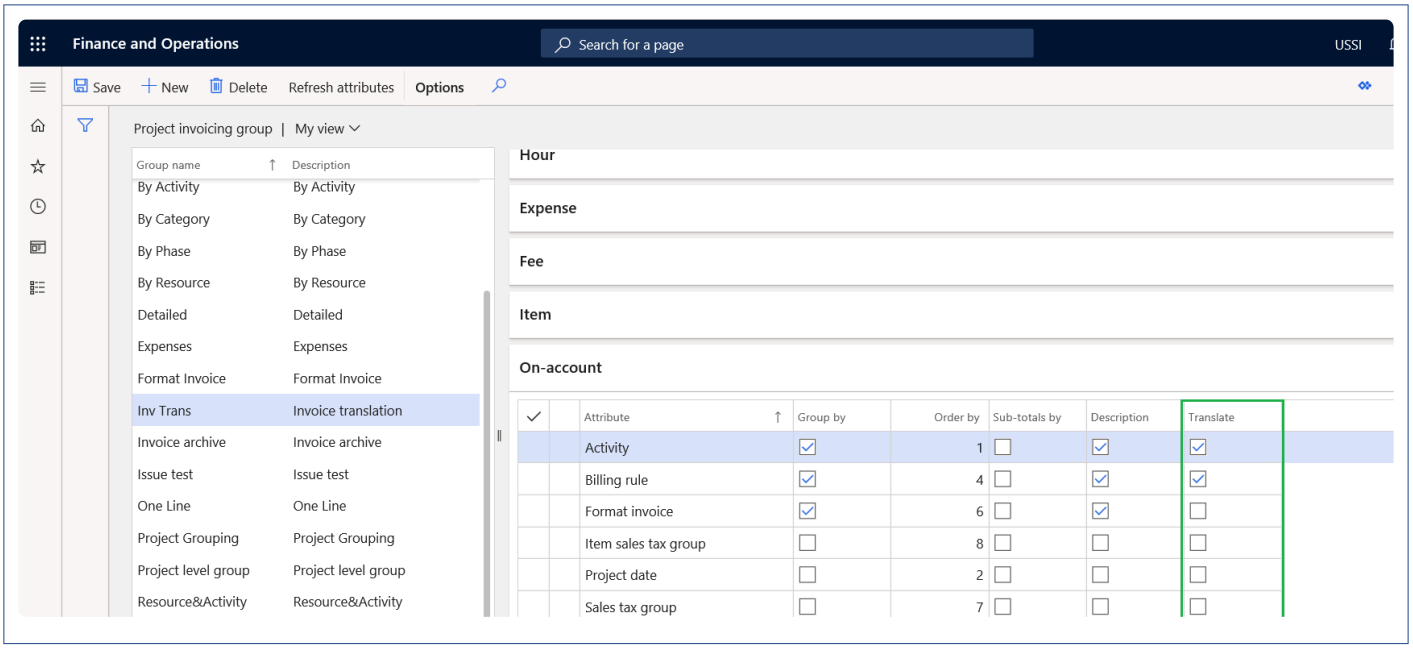
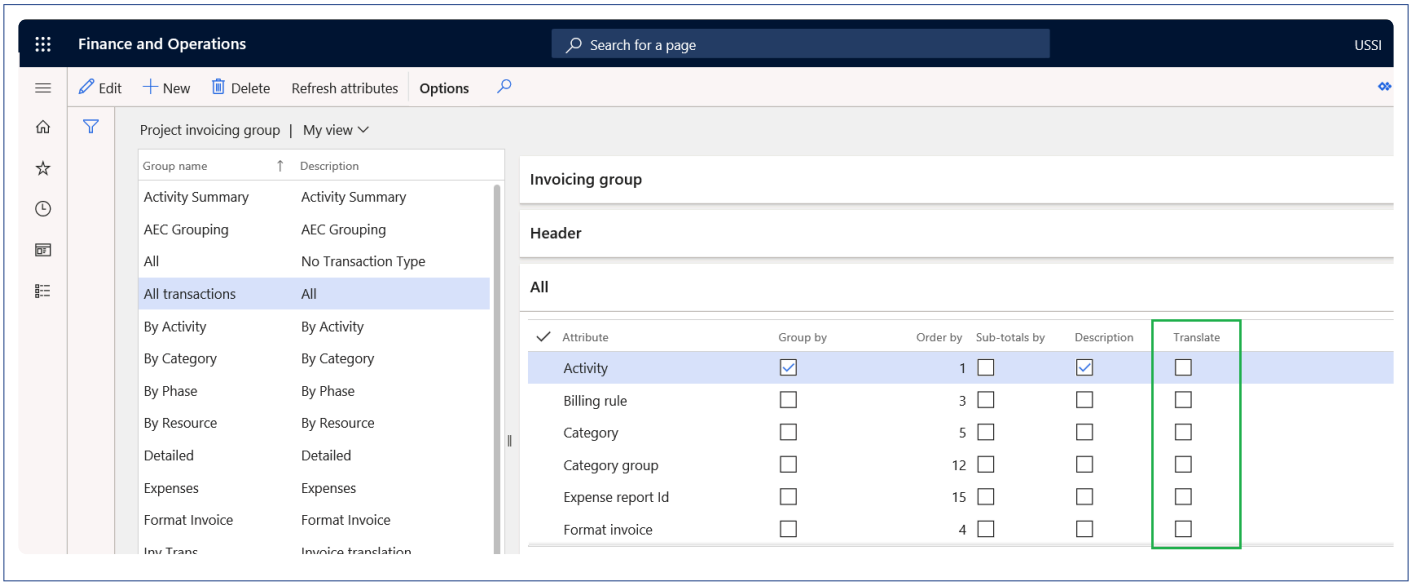
On account tab



All tab



Fields	Description
Translate	When this parameter is set to Yes against each attribute, marked attribute will be translated and will be shown on invoice lines on the invoice proposal and project invoice report customer language when the customer language and system language is different.

The following attributes will not have configurable translations

- Transaction type
- Line property

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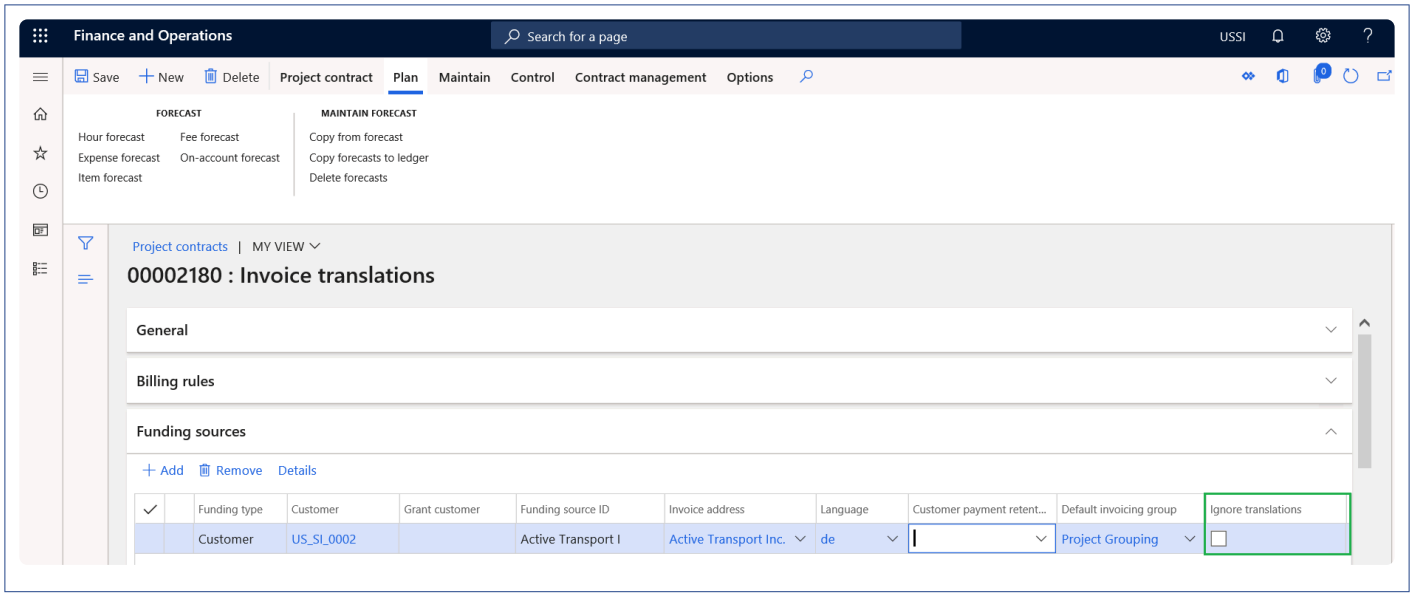
- Format invoice
- Project date
- Timesheet ID
- Transaction text
- Tran ID
- Sales price

Project contract form

On project contract form, ‘Ignore translations’ check box is added on funding source. If this checkbox is set to ‘Yes’ then the translation will be ignored. This checkbox will be available only when ‘Invoicing group translation’ check box is marked on the parameters.

Go to Project management and accounting > Projects > Project contracts > Funding source tab.
Go to Project billing > All invoices > Project contracts > Funding source tab.



Fields	Description
Ignore translations	When this parameter is set to Yes, invoice lines on the invoice proposal and project invoice report will be translated in customer language when the customer language and legal entity language is different.

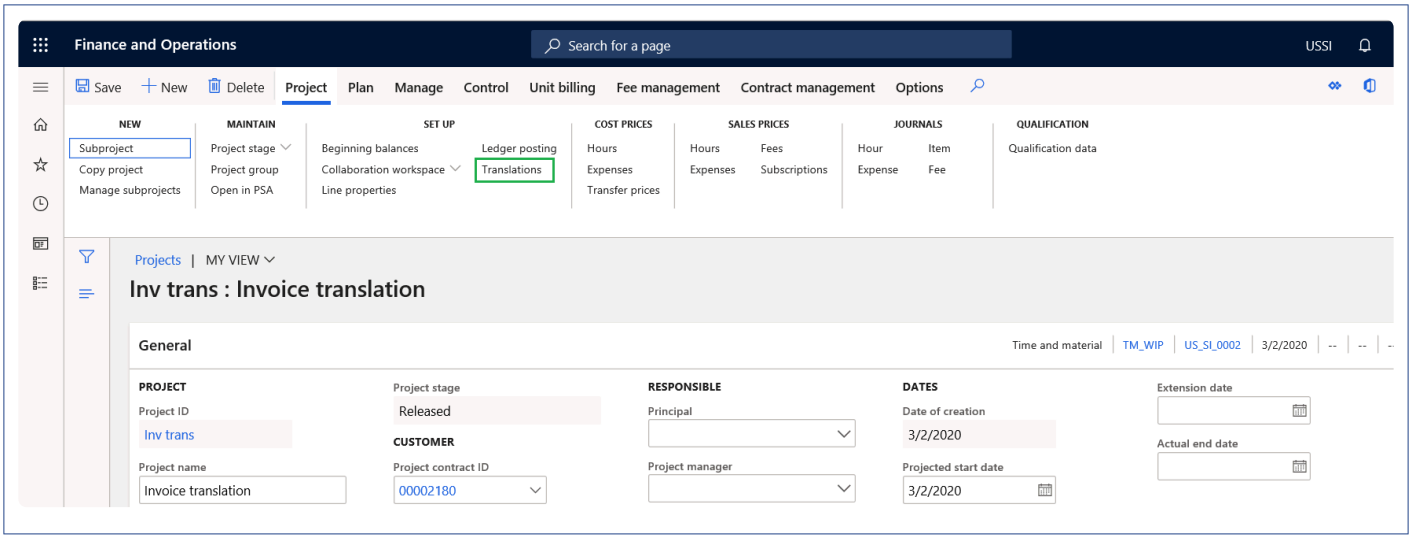
Attribute translations

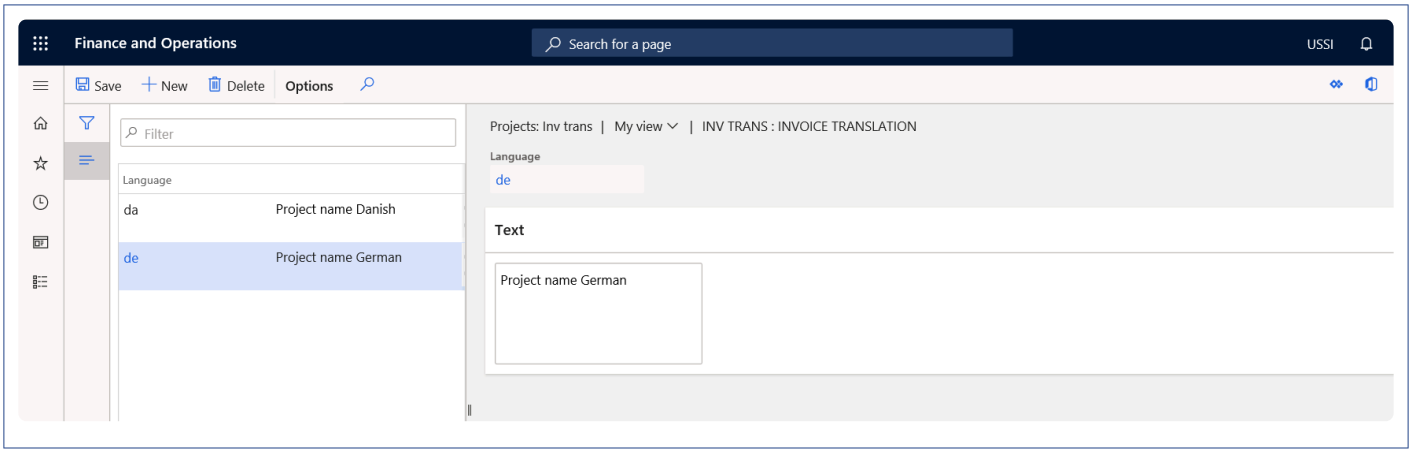
Translation form will be added on all the attributes and users will be able to set translation. This form is

independent of parameter ‘Invoicing group translation’ on the parameters.

Projects form

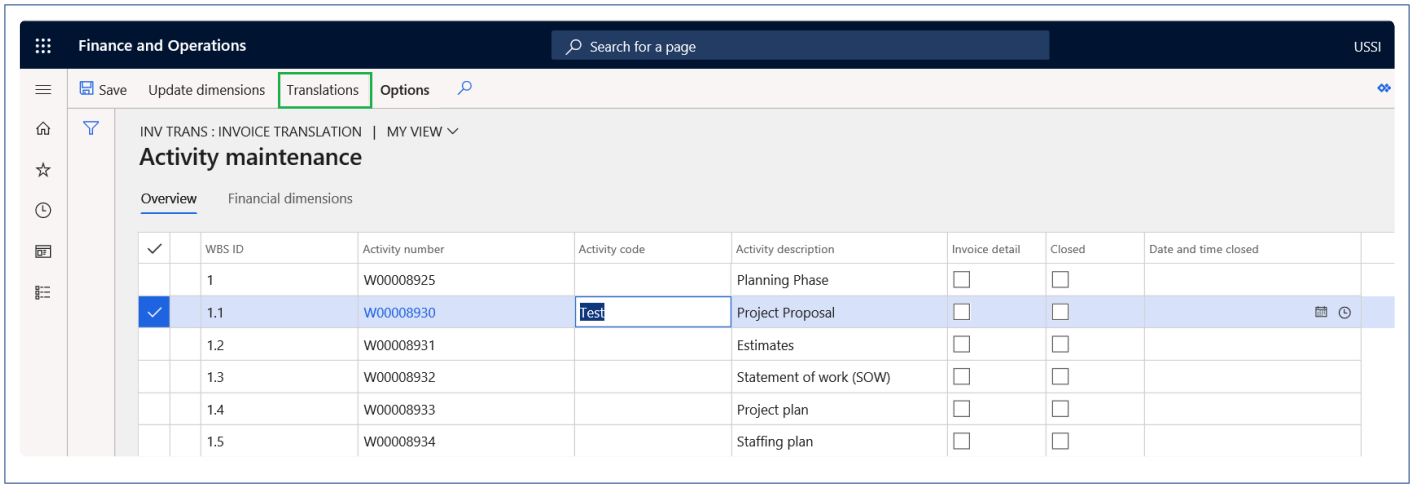
Go to Project management and accounting > Projects > All projects.
Go to Project management and accounting > Projects > My projects.





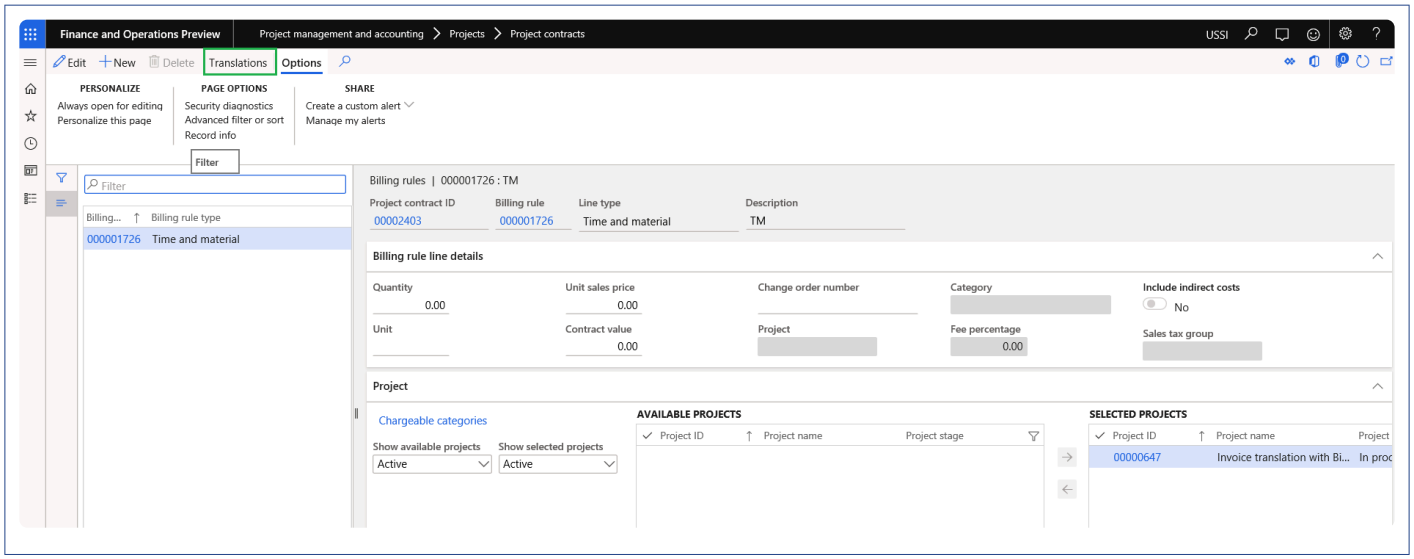
Activity maintainence form

Go to Project management and accounting > Projects > All projects > Plan > Activity maintenance



Billing rules details form

Go to Project management and accounting > Project > Project contracts > Billing rules tab > Details button.



Project categories form

Go to Project management and accounting > Setup > Category > Project categories.

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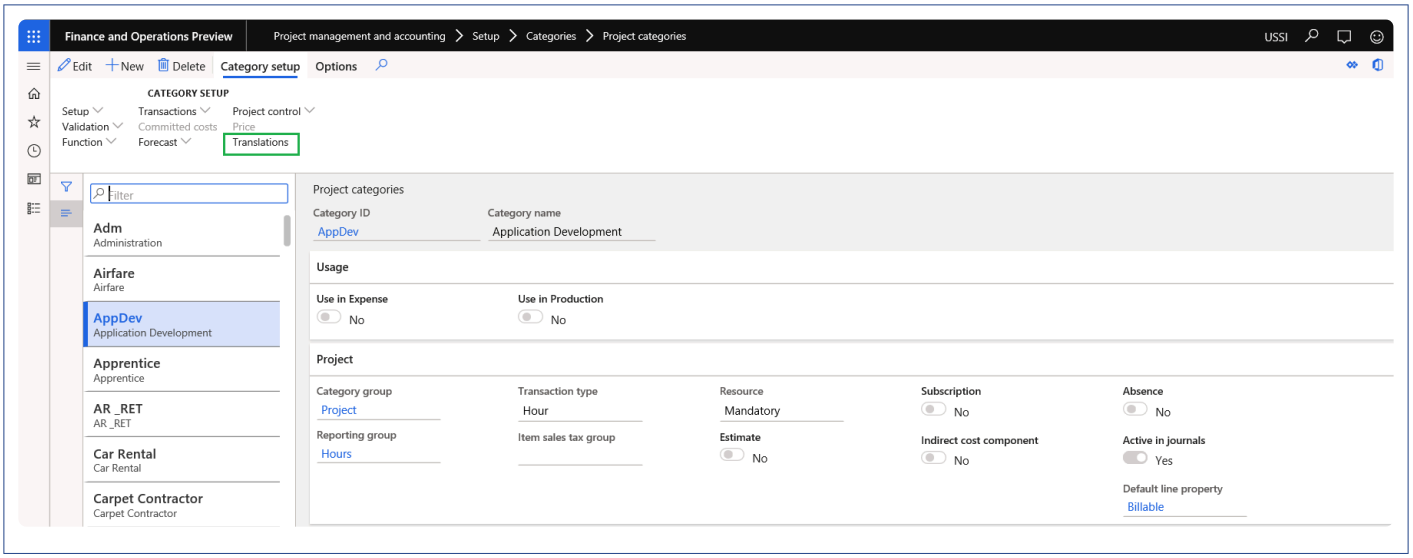
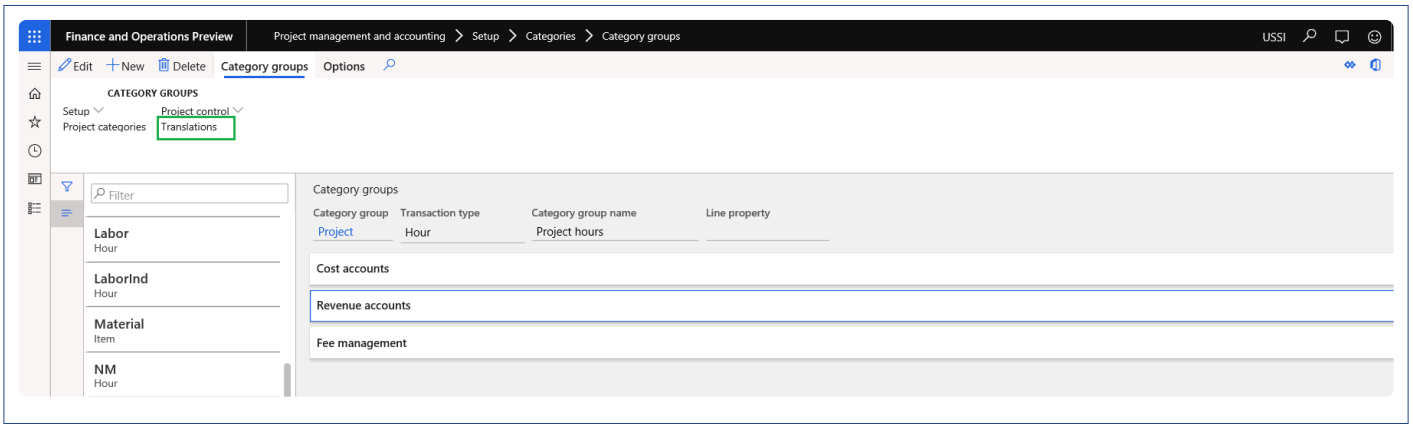


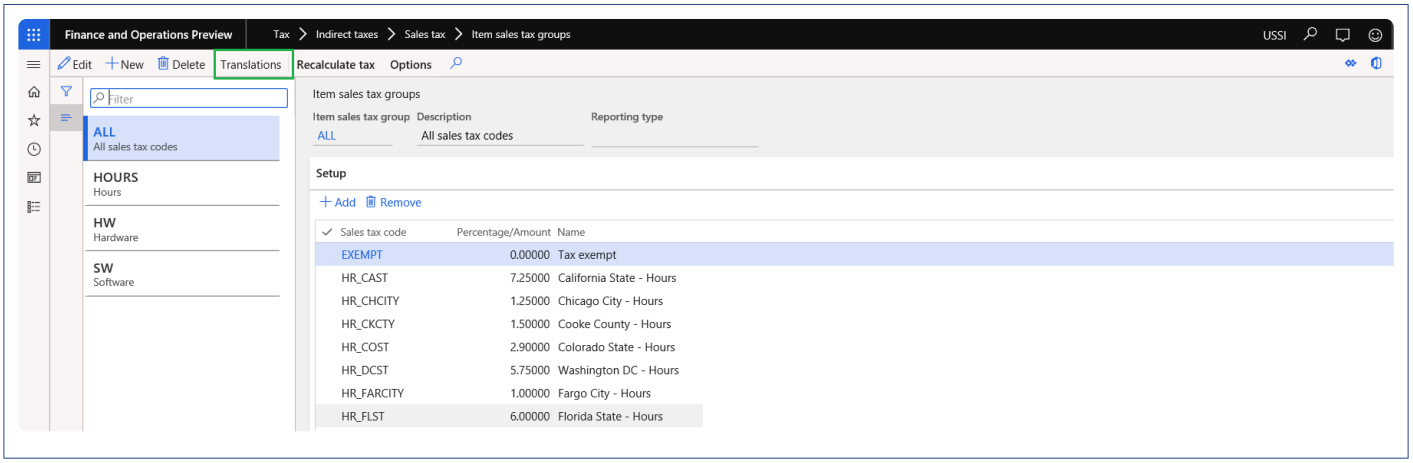
Category groups form

Go to Project management and accounting > Setup > Category > Category groups.



Item sales tax group form

Go to Tax > Indirect taxes > Sales tax > Item sales tax group.



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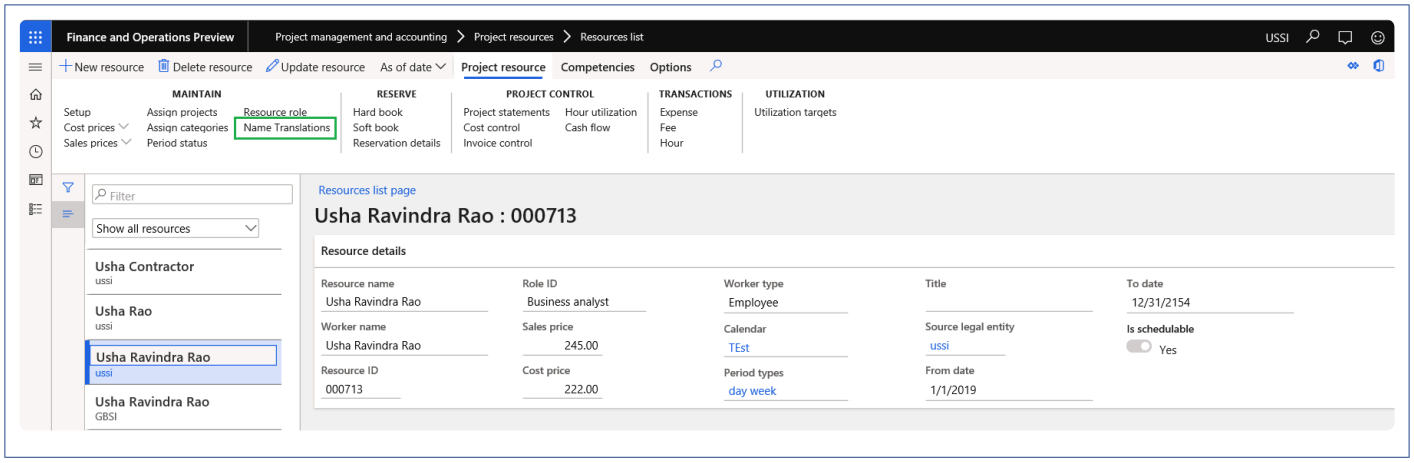
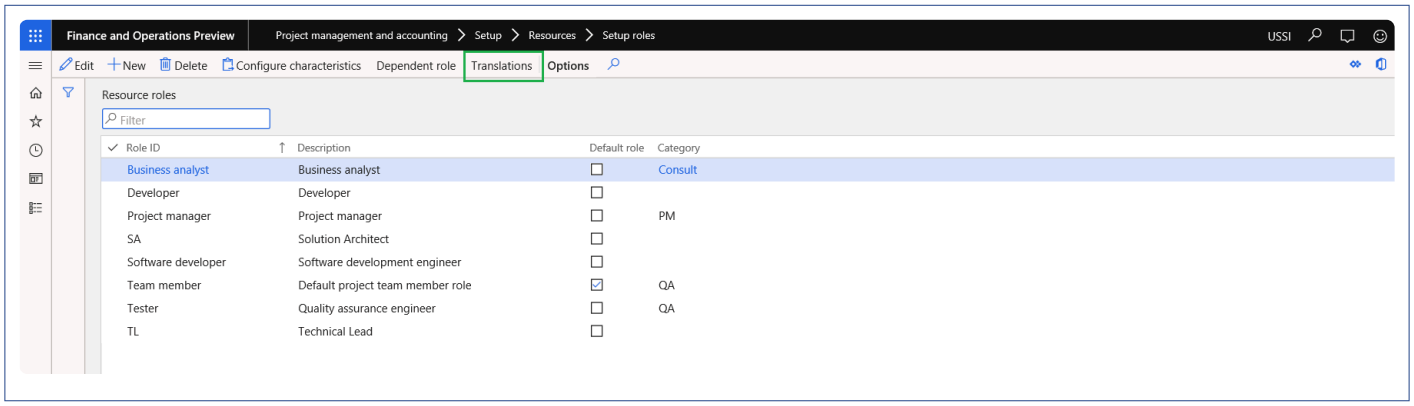
Resource list form

Go to Project accounting and management > Project resource > Resource list.



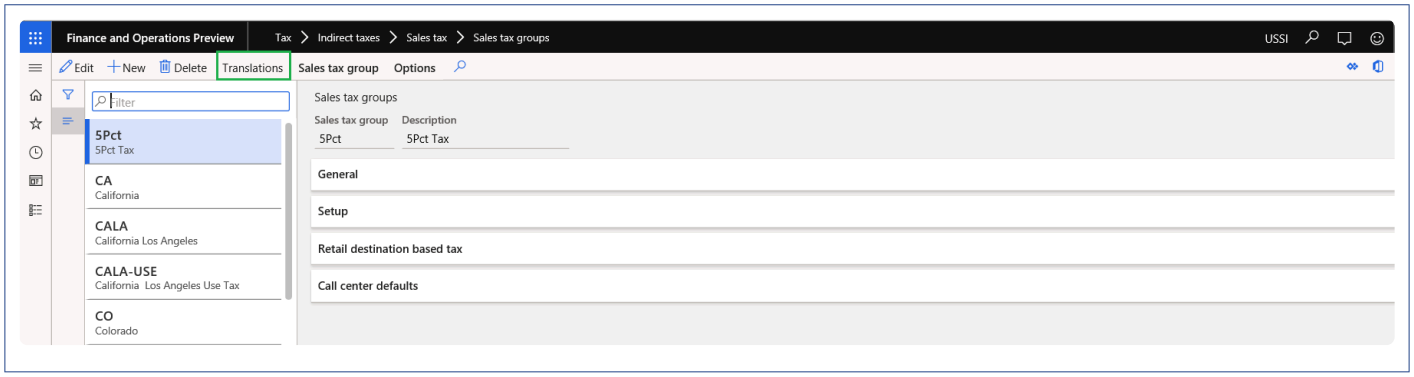
Role form

Go to Project accounting and management > Setup > Resource > Setup roles.



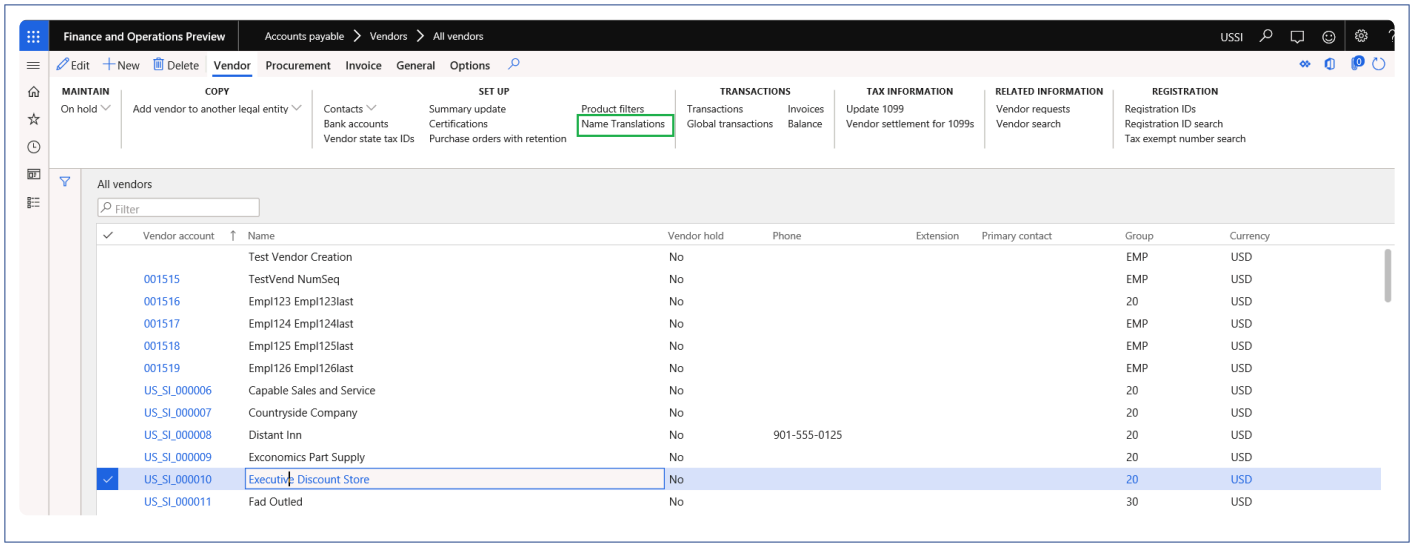
Sales tax group form

Go to Tax > Indirect taxes > Sales tax > Sales tax group.



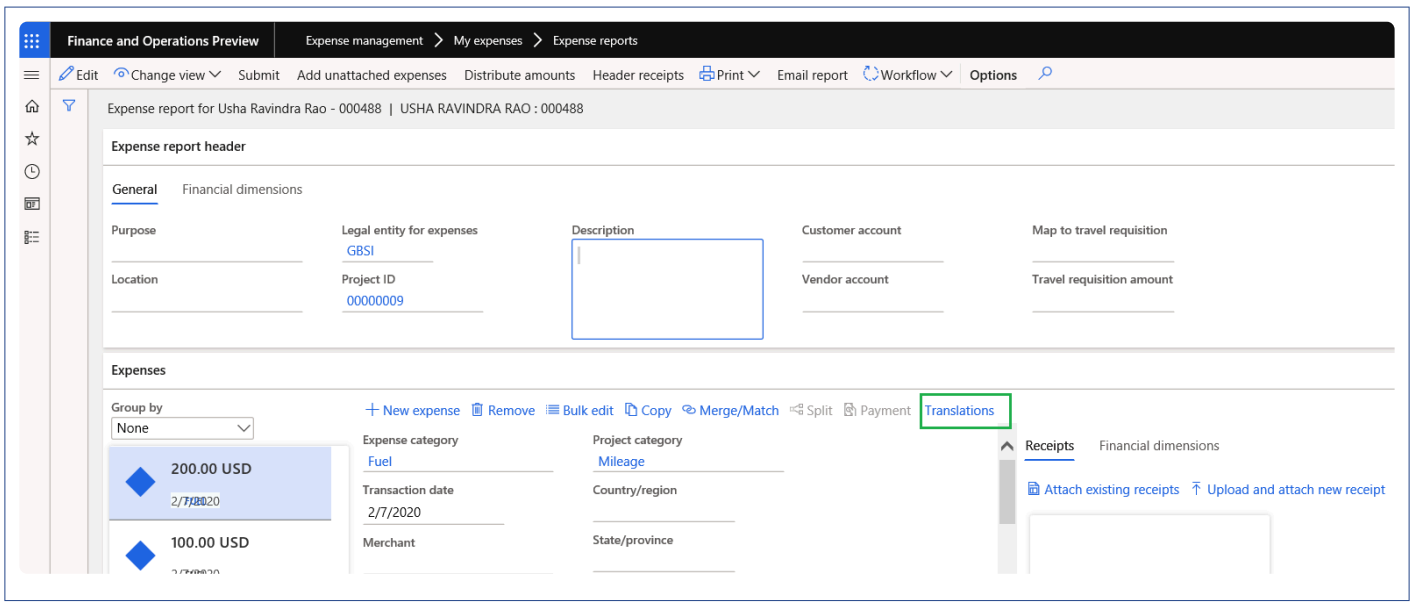
Vendor form

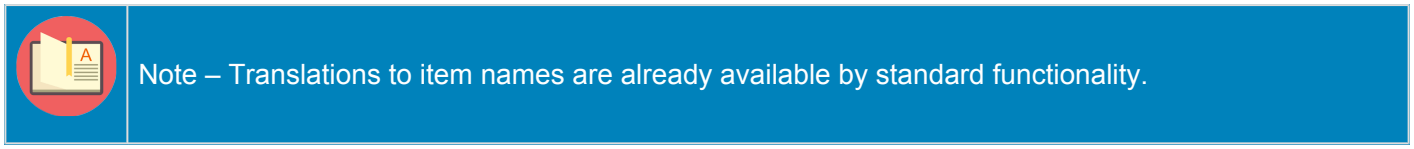
Accounts payable > Vendors > All vendors.



Expense report form

Expense management > My expenses > Expense reports.





Last modified: 28 January 2021

Invoice proposal and Invoice report

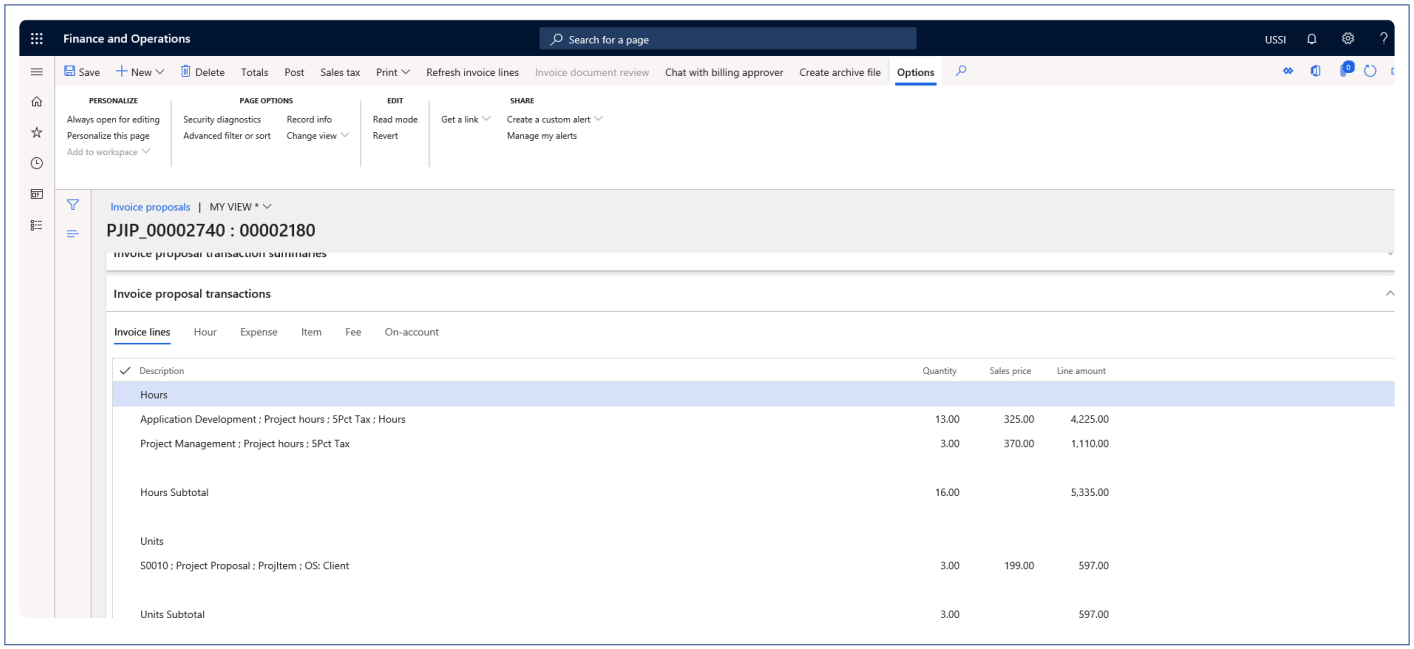
This sections details out the translation on project invoice proposal and Project invoice report.

Project invoice proposal form

On project invoice proposal form, when the Customer language and current legal entity language is different the invoice grouping process will apply translations depending on the parameter and attribute configuration on the project invoicing group form.

Go to Project management and accounting > Projects > All projects > Project invoice proposal.

Project invoice proposal form – Current legal entity language



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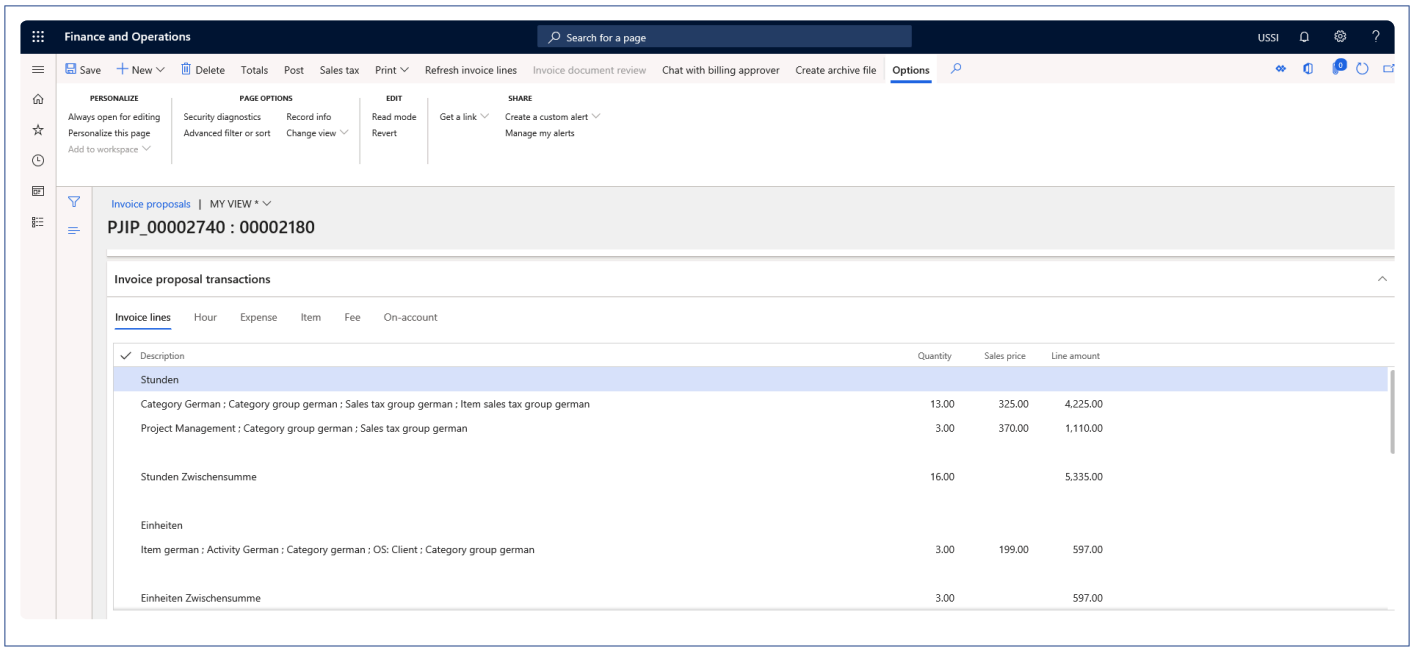
Project invoice proposal form – Customer language



Project invoice report

When the translation is being applied on the invoice proposal, when the company sends the invoice report to the customer, the report can be sent in the customer language based on the parameter and attribute configuration on the project invoicing group form.

Go to Project management and accounting > Projects > All projects > Project invoice proposal.

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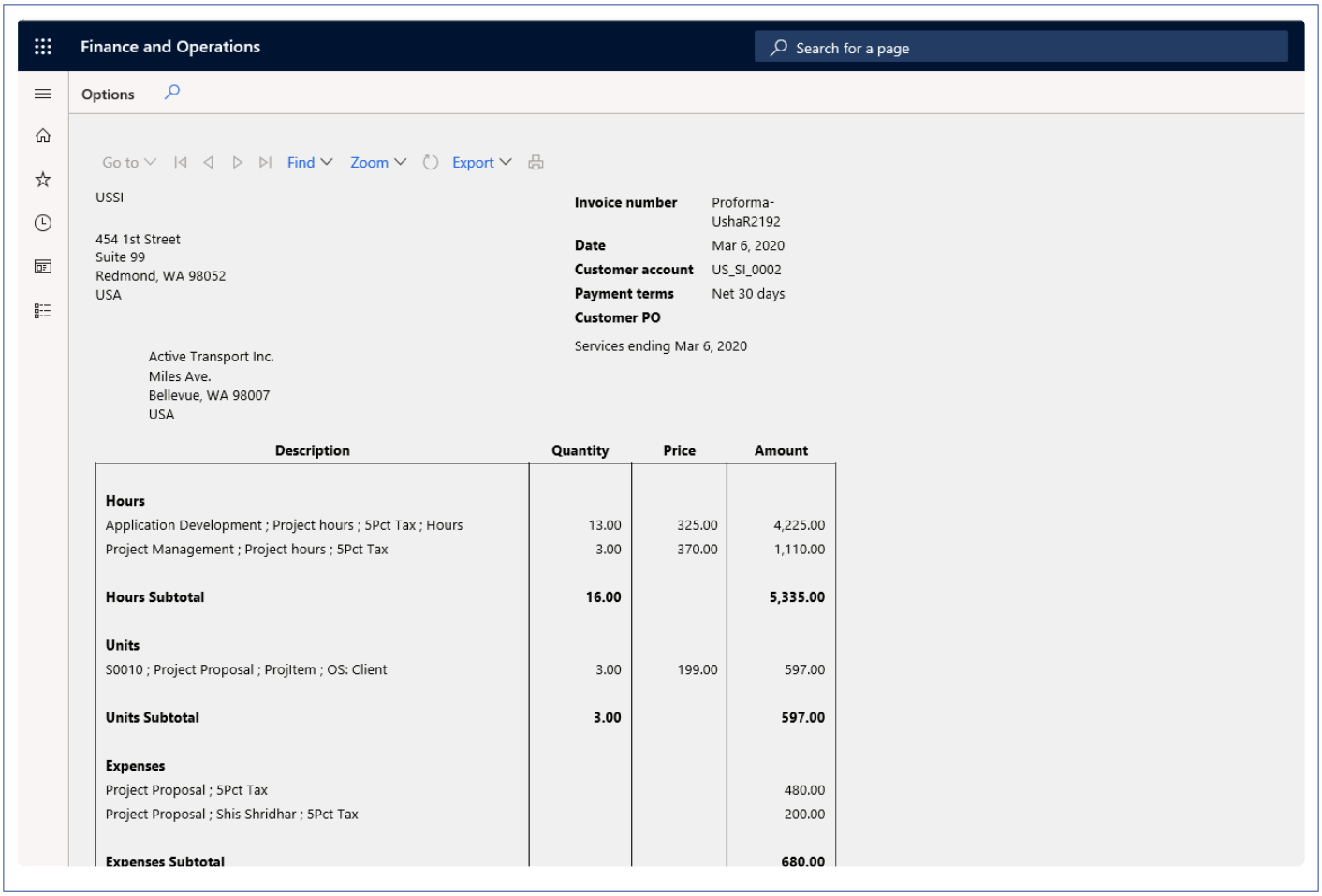
Project invoice proposal form – Current legal entity language



Description	Quantity	Price	Amount
Hours			
Application Development ; Project hours ; 5Pct Tax ; Hours	13.00	325.00	4,225.00
Project Management ; Project hours ; 5Pct Tax	3.00	370.00	1,110.00
Hours Subtotal	**16.00**		**5,335.00**
Units			
S0010 ; Project Proposal ; ProjItem ; OS: Client	3.00	199.00	597.00
Units Subtotal	**3.00**		**597.00**
Expenses			
Project Proposal ; 5Pct Tax			480.00
Project Proposal ; Shis Shridhar ; 5Pct Tax			200.00
Expenses Subtotal			**680.00**

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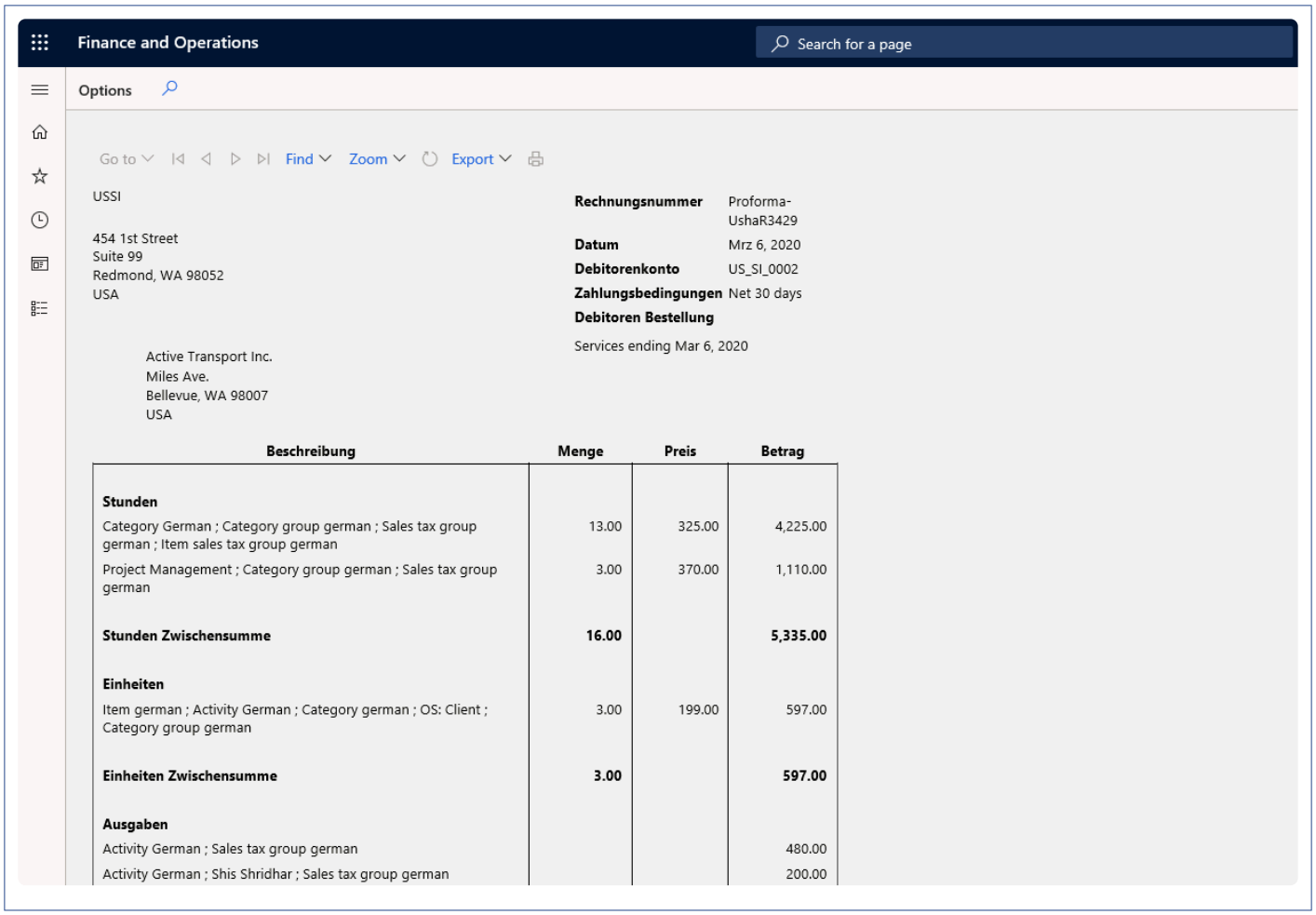
Project invoice proposal form – Customer language



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Invoice Archives

Invoices are normally used to post the transaction and then this information is sent over to the customer via email. In the current design of Microsoft Dynamics 365 for Finance and Operations, users can attach and view the receipts or documents on the timesheets or expense reports. projects360 helps in bringing these attached documents to project invoice.

This feature will help the users attach the documents on the Invoice as archived files. Users can later download all these attachments from posted transactions and use those files for future reference. This feature has been developed as an enhancements to the archive feature.

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Configure Invoice Archive

This section explains the setups required to be completed in order to use the Invoice archive feature effectively.

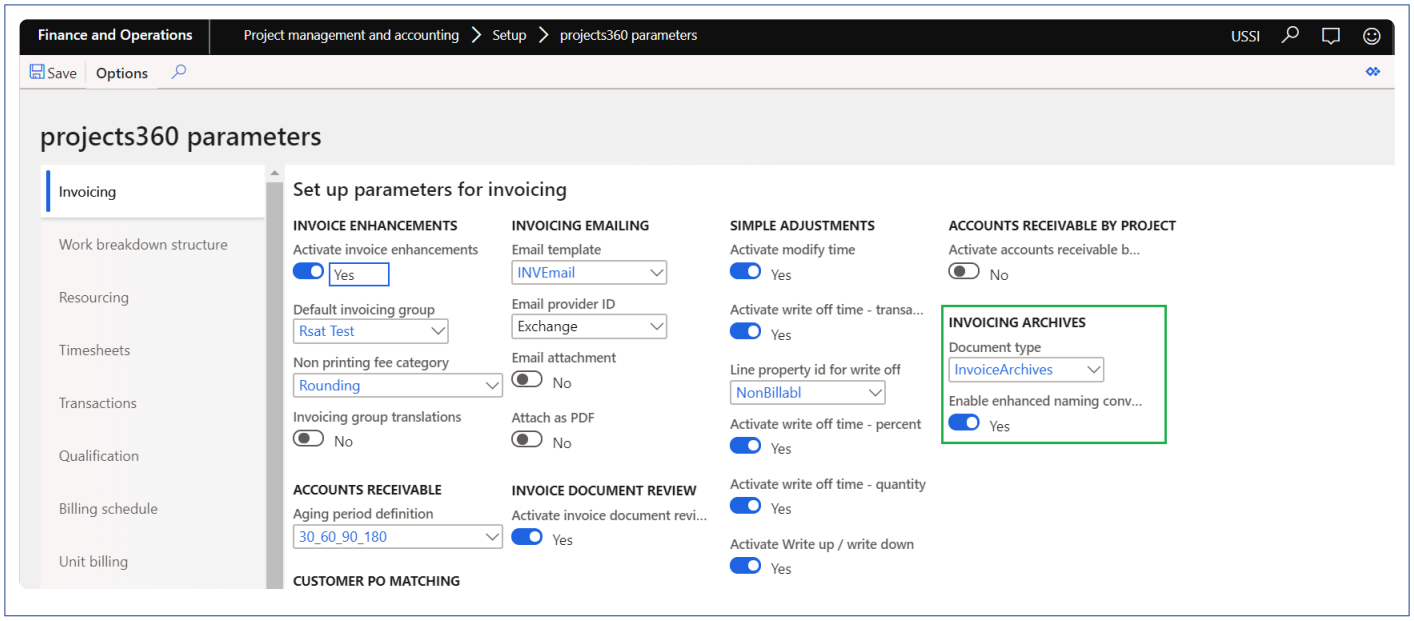
This feature will help the users to attach the document on the Invoice as archive files. There are no parameters which control the activation of this feature, but it has the following pre-requisites.

- Document type needs to be configured on the projects360 Parameter.
- Invoicing groups need to be defined.

Parameter Setup

Invoicing archives section has been added to projects360 parameters form to setup the document type. Document type fields needs to be selected on this form in order to use invoice archiving feature.

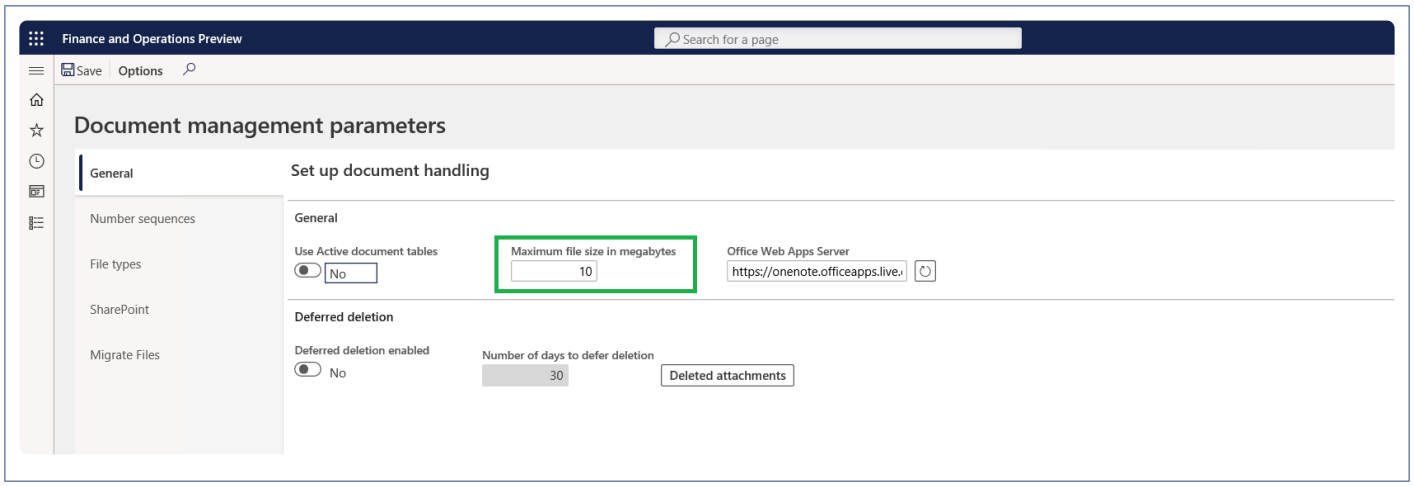
Go to Project management and accounting > Setup > projects360 Parameters
Go to Project billing > Setup > Billing parameter > Archive tab



Document Management Parameters

On the document management parameters page, you can set the maximum file size of the files you want to archive.

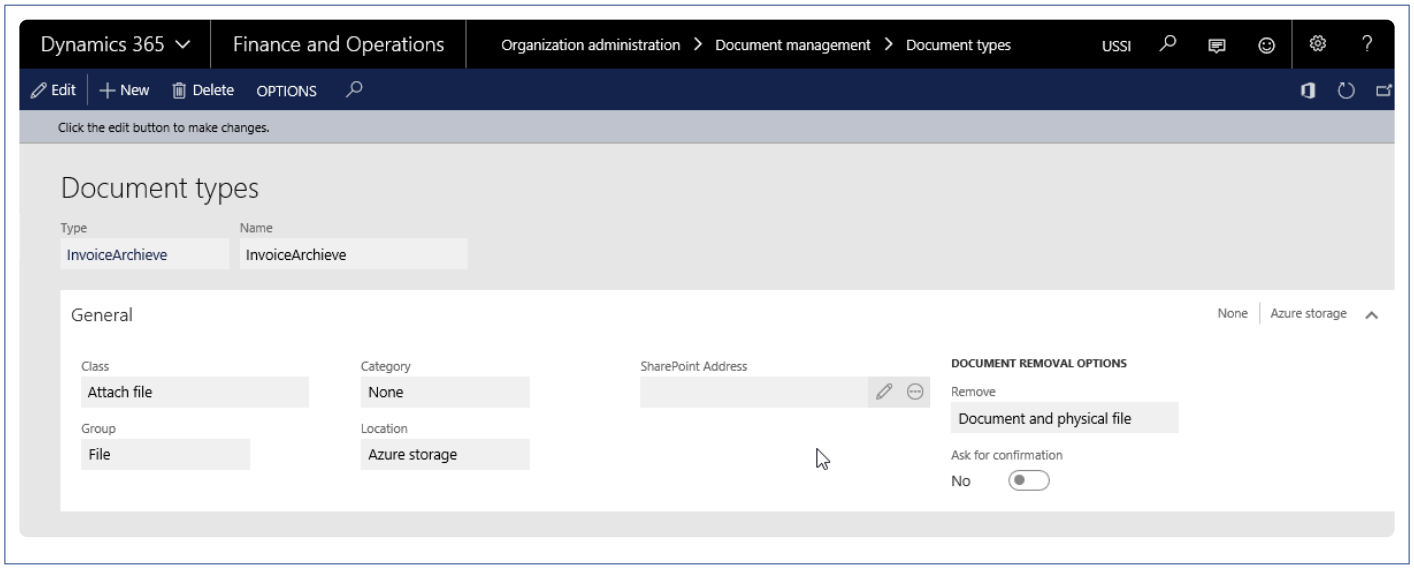
Go to Organization administration > Document management > document management parameters.
Go to Project billing > Setup > Billing parameter > Archive tab



Document Type

In the document types form set the document archive location as the Azure storage and configure the other other details as required.

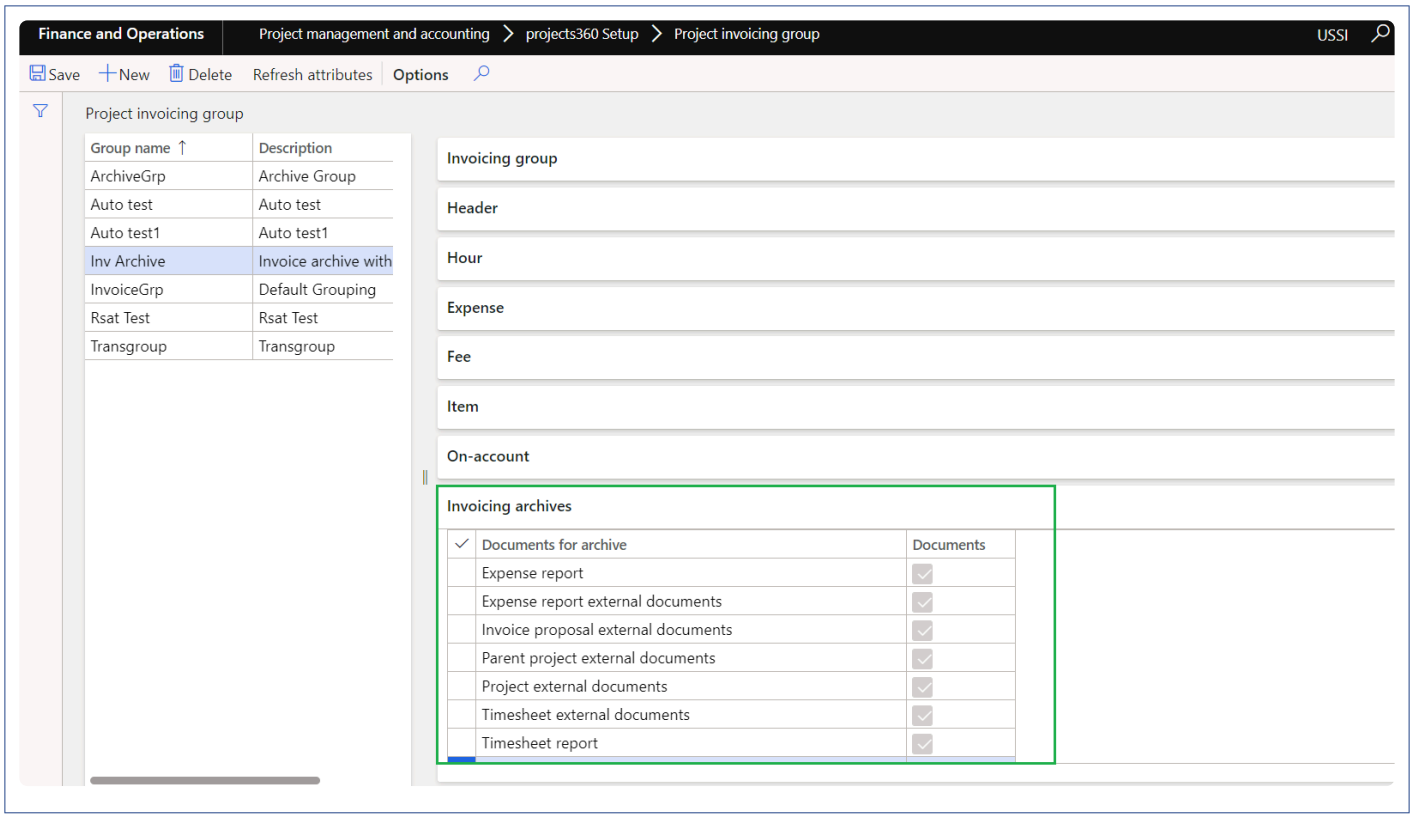
Go to Organization administration > Document management > Document type.
Go to Project billing > Setup > Document type



Project Invoicing Group

The Project invoicing group form is modified to add an additional tab (Invoice Archive) where the documents or reports that have to be archived can be selected by the user.

Go to Project management and accounting > Setup > project360 Setup > Project invoicing group
Go to Project billing > Setup > Project invoicing group



A new fast tab called Invoicing archives has been added as the last tab on the Invoice grouping form. This tab contains the below options which the user could Mark or unmark to include or exclude documents/reports onto the invoice as an archive.

The options available as check boxes are as below:

- Timesheet report.
- Timesheet external document.
- Vendor invoice external documents.
- Project external documents.
- Expense report.
- Expense report external documents.
- Invoice proposal external document.

When the user selects the checkbox, then that document type will be zipped and archived on to the azure storage as defined in document management.

Note – The documents/reports that are attached to the invoice proposal would be archived in the azure storage, while archiving the files are compressed upto 70% of its original size.

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What Files are Attached

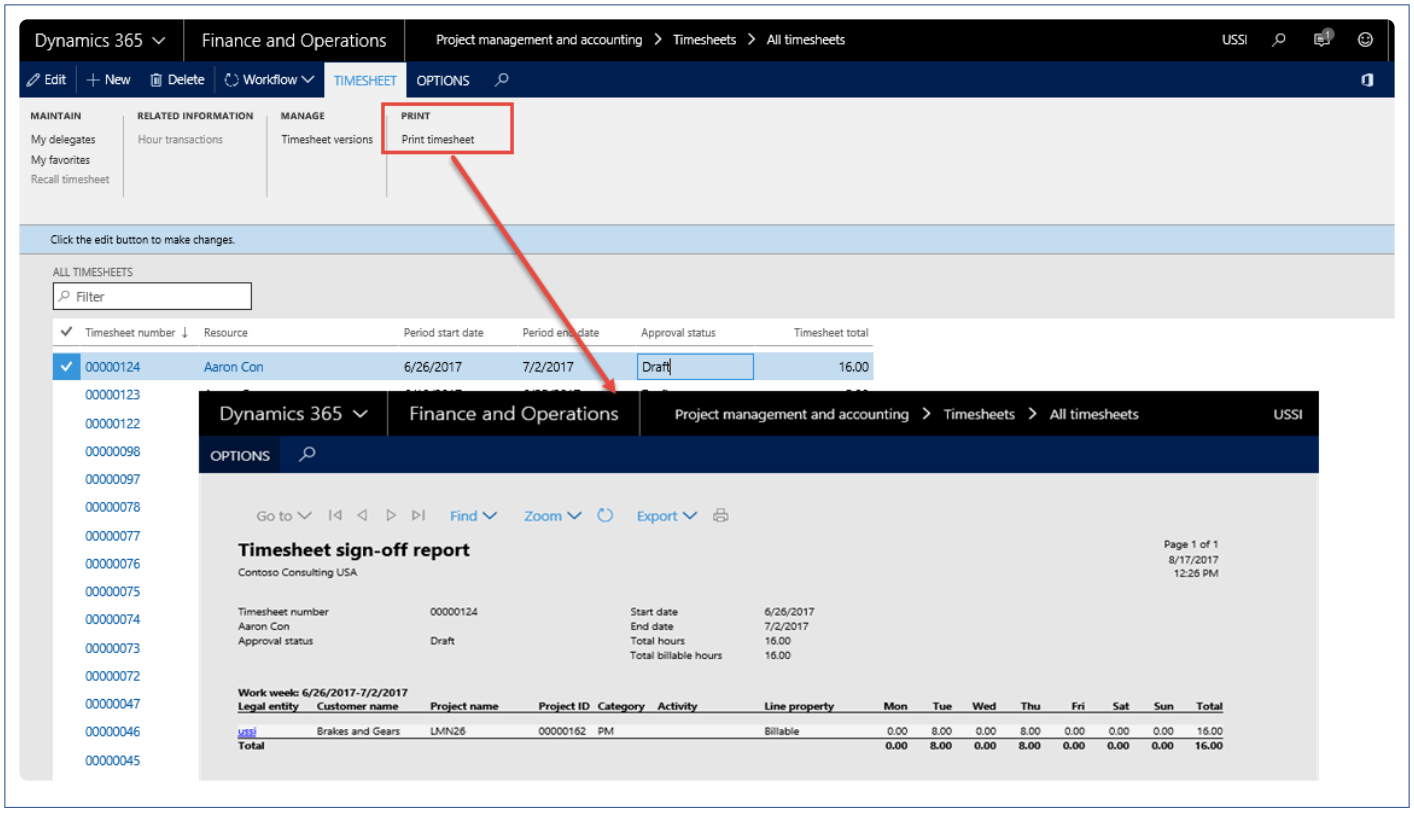
This section explains which documents are attached with respect to different document types.

Timesheet Report

This is available in timesheets on the action pane, as shown below.

This report is launched at the header level, it contains all the line details from timesheet, thus this report is filtered to display only the timesheet lines that are being invoiced in the invoice proposal.

Go to Project management and accounting > Timesheets > All timesheets.
Go to Timesheets > Process timesheets > All timesheets.

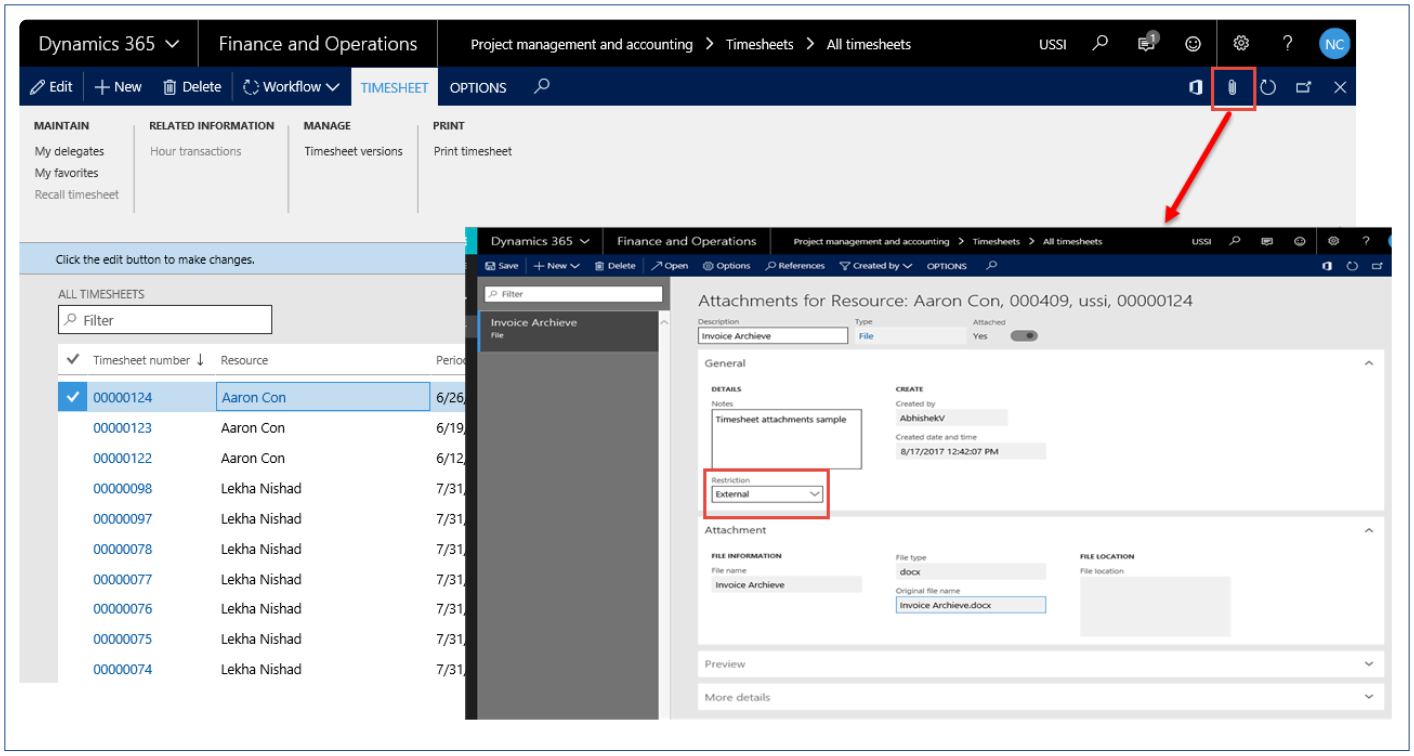


Timesheet External Document

These are documents that are attached to the Timesheet while posting the timesheet via attachments in the document handling feature, but with the restriction set to External as shown in the below screenshot. only

such documents are considered for archiving on the Invoice on invoice proposal form.

Go to Project and management accounting > Timesheets > All Timesheets
Go to Timesheets > Process timesheets > All timesheets.



Vendor Invoice External Document

These are documents that are attached to the Vendor invoices, from the attachments in the documents handling feature, but with the restriction set to External as shown in the below , only such documents are considered for archiving on the Invoice.

Go to Accounts payable > invoices > Open vendor invoice.

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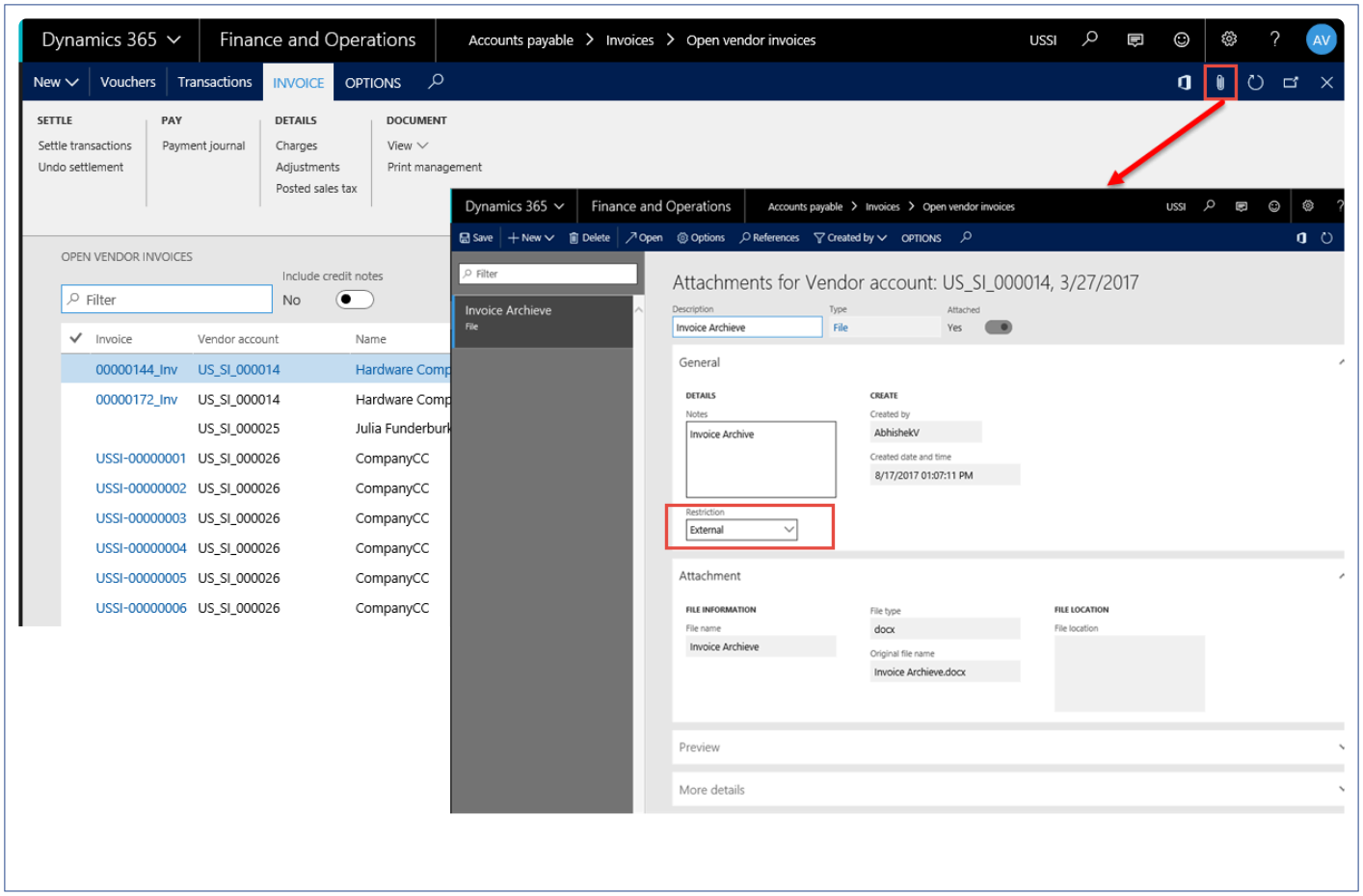

Project External Document

These are documents that are attached to the Project via the attachments in the document handling feature, but with the restriction set to External as shown in the below screenshot, only such documents are considered for archiving on the Invoice.

Go to Project management and accounting > Projects > All projects

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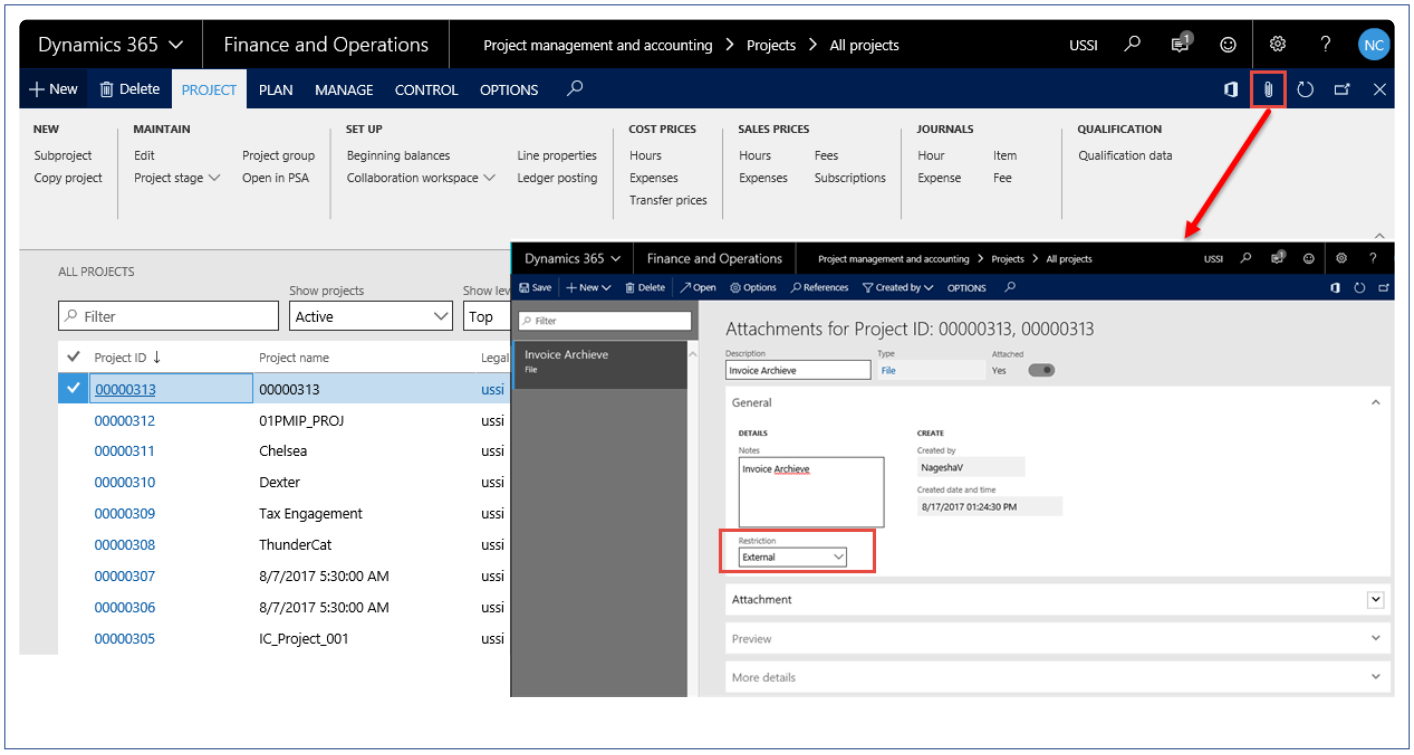
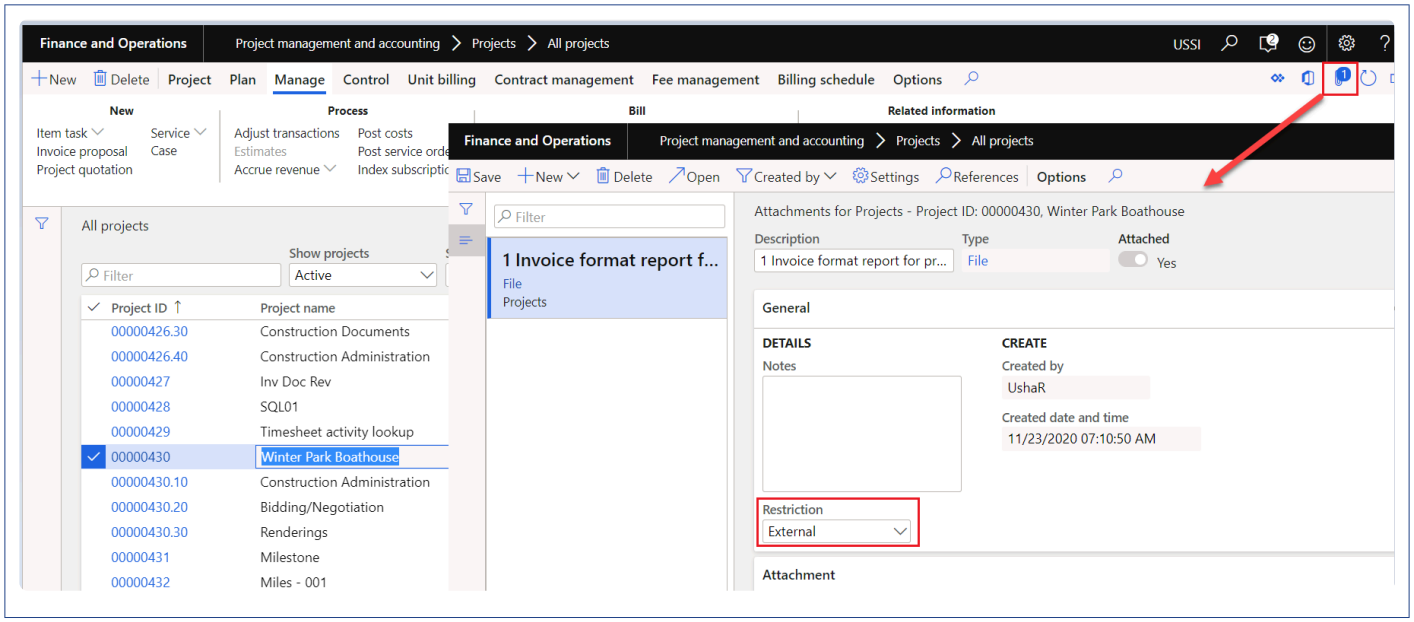


Parent project External Document

These are documents that are attached to the parent project via the attachments in the document handling feature, but with the restriction set to External as shown in the below screenshot, only such documents are considered for archiving on the Invoice of the parent and child projects.

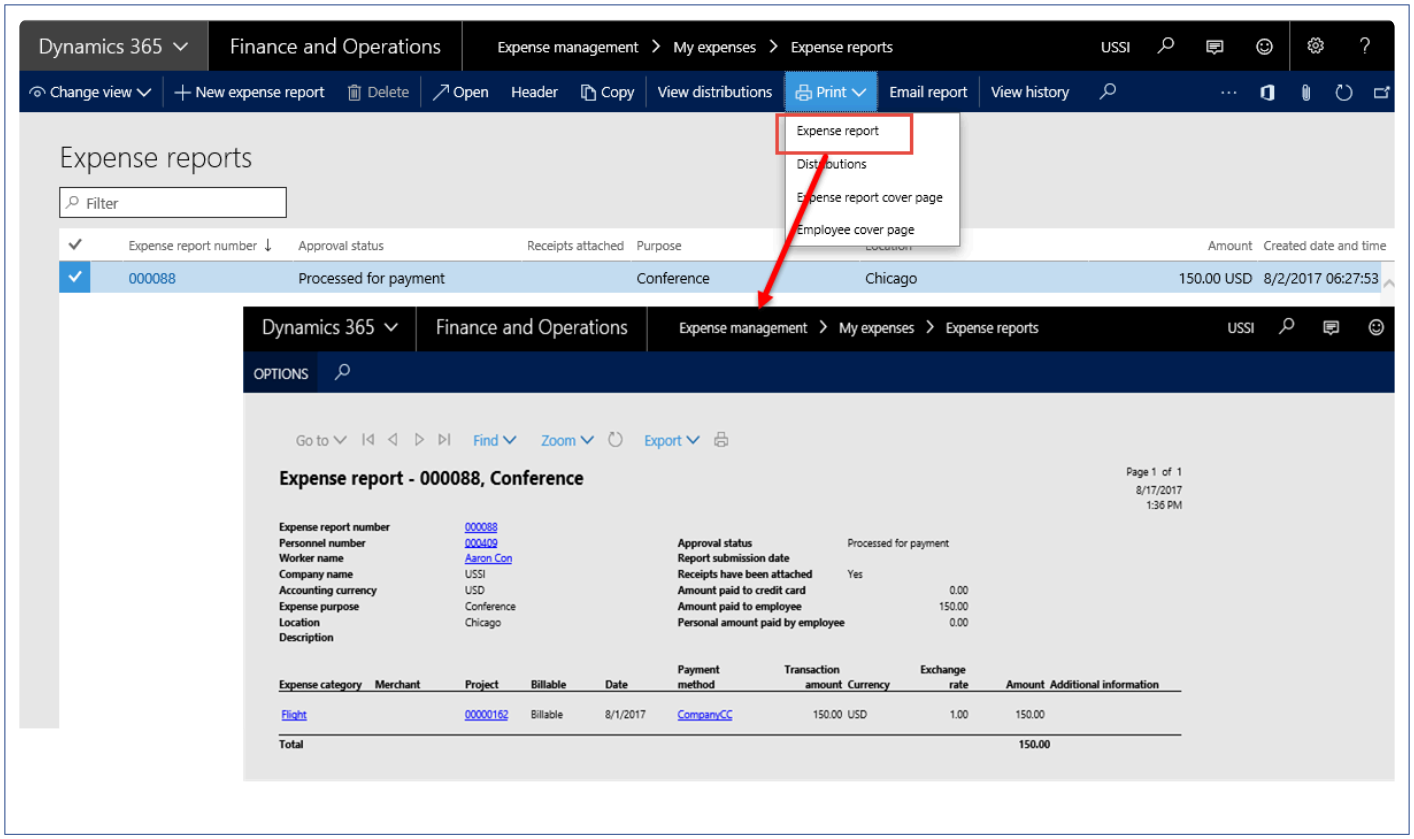
Go to Project management and accounting > Projects > All projects



Expense Report

This is available in expense report on the action pane header, as shown below.
This report is launched at the header level, it contains all the line details from expense report and the same is archived on the invoice proposal.

Go to Expense management > My Expense > Expense reports > New Expense report > Print > Expense report



Expense Report External Documents

These are documents that are attached to the Expense report via attachments option in the document handling feature, but with the restriction set to External as shown in the below screenshot, only such documents are considered for archiving on the Invoice.

Go to Expense management > My Expense > Expense Reports

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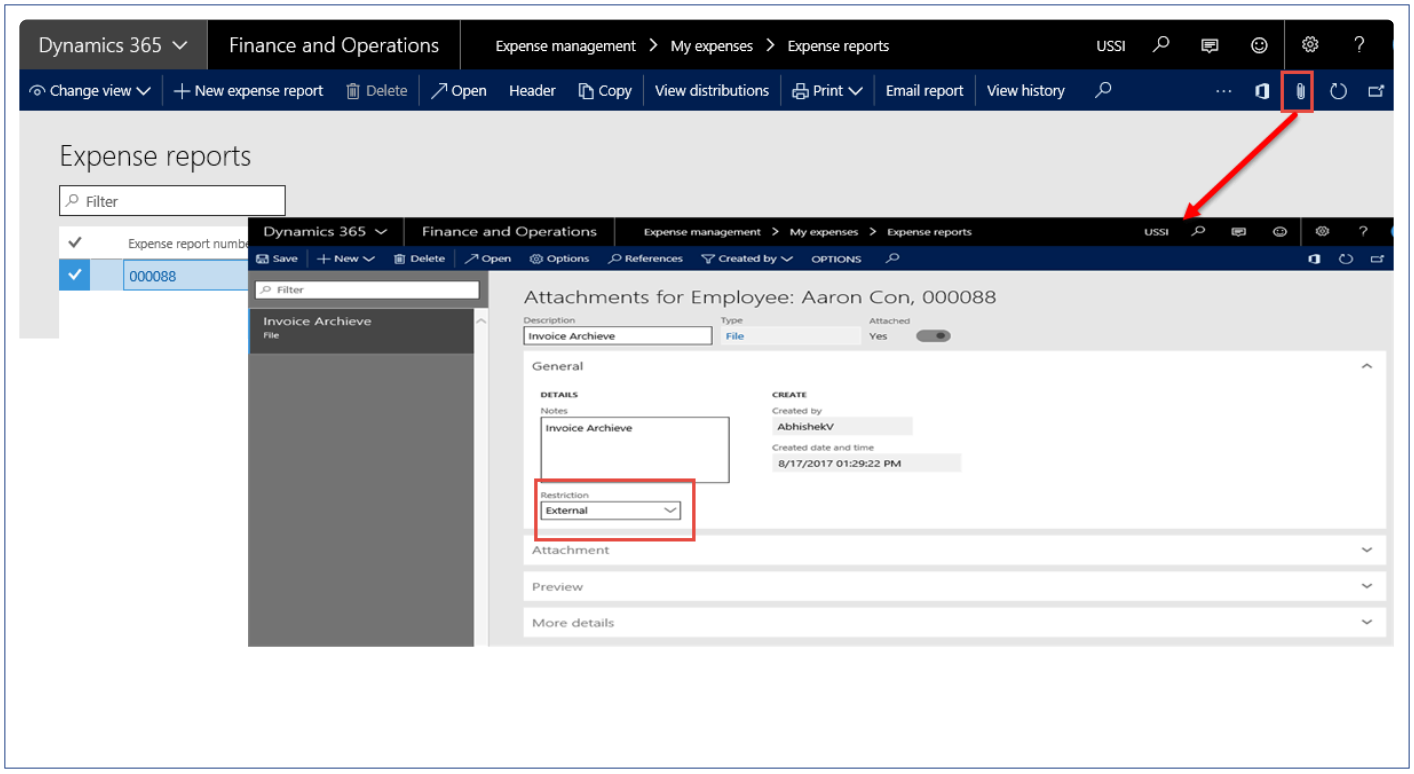

Invoice Proposal External Documents

These are documents that are attached to the Invoice proposal by the attachments in the document handling feature, but with the restriction set to external as shown in the below screenshot. Only such documents are considered for archiving on the Invoice. However, files that have been generated through this functionality will be excluded to avoid cyclic archives.

Go to Project management and accounting > Projects > All Projects > Invoice proposal button.
Go to Project billing > All invoices > Invoice proposals.

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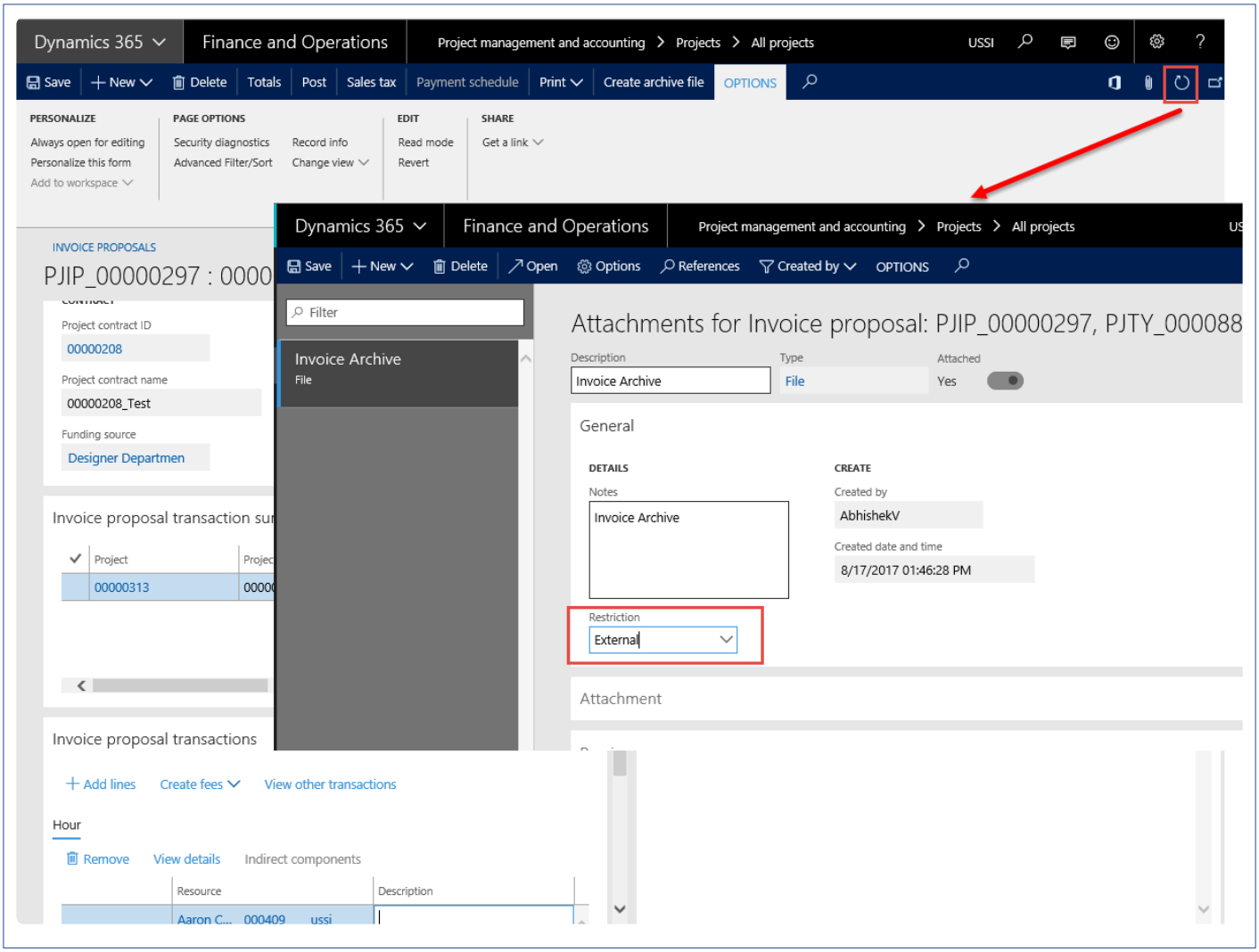

Note – “Restriction” field defaults to “External” for the file type which is set as “Document type” on the projects360 parameters when user manually attaches the documents on attachments.

Last modified: 2 February 2021

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Process to Attach Files

This section explains how the invoices can be archived with respect to different document types.

Process to Create Invoice Archives

A new button has been added to the Invoice proposal on the action pane.

There are two ways to view the archives, one is automatic and another is manual. Automatic archives will be available only when the Invoice proposal workflow is active. Once the user submits the workflow for approval, the archives are generated automatically.

When the invoice proposal workflow is not active, then the user should generate the archives manually, by clicking on the Create archive file button on the action pane header.

When the user clicks on the button, then the files that have been selected for archiving at the invoicing group will be archived, and a message will be displayed on completion.

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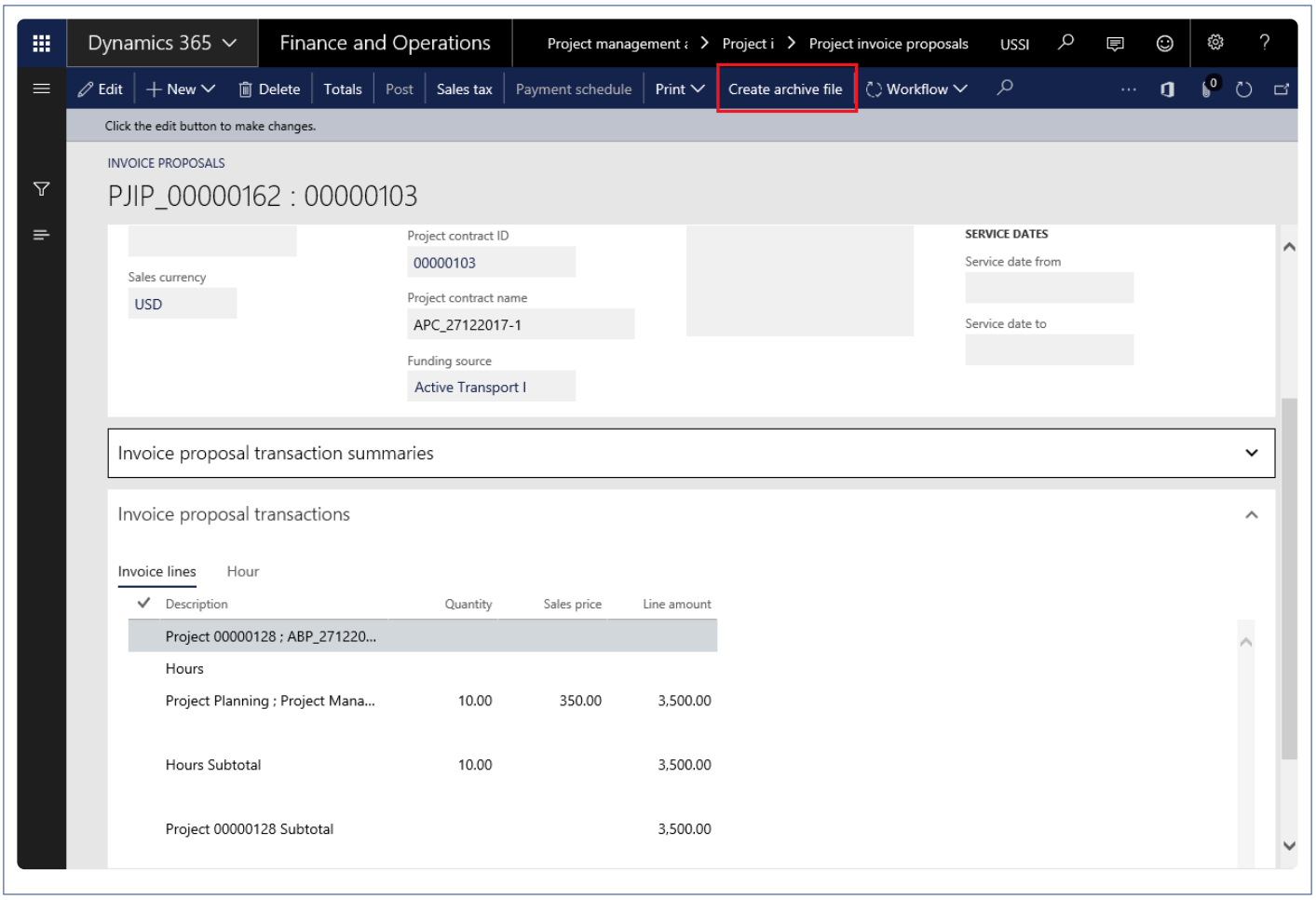
Message – The Invoice archive ZIP file is being compiled in the background for Invoice proposal PJIP_0000XXXX.



Note – Based on the parameter setup ‘Maximum file size in megabytes’ on document management parameters form, providing the information on the size of each file that is getting attached into the zip folder.

The zipped documents will be available for viewing when the user clicks on the Attachments icon in the action pane header on Invoice proposal form. When the user selects the zip file in the documents handling form and click on the open button, the contents that have been zipped will be visible as shown in the below screenshot.

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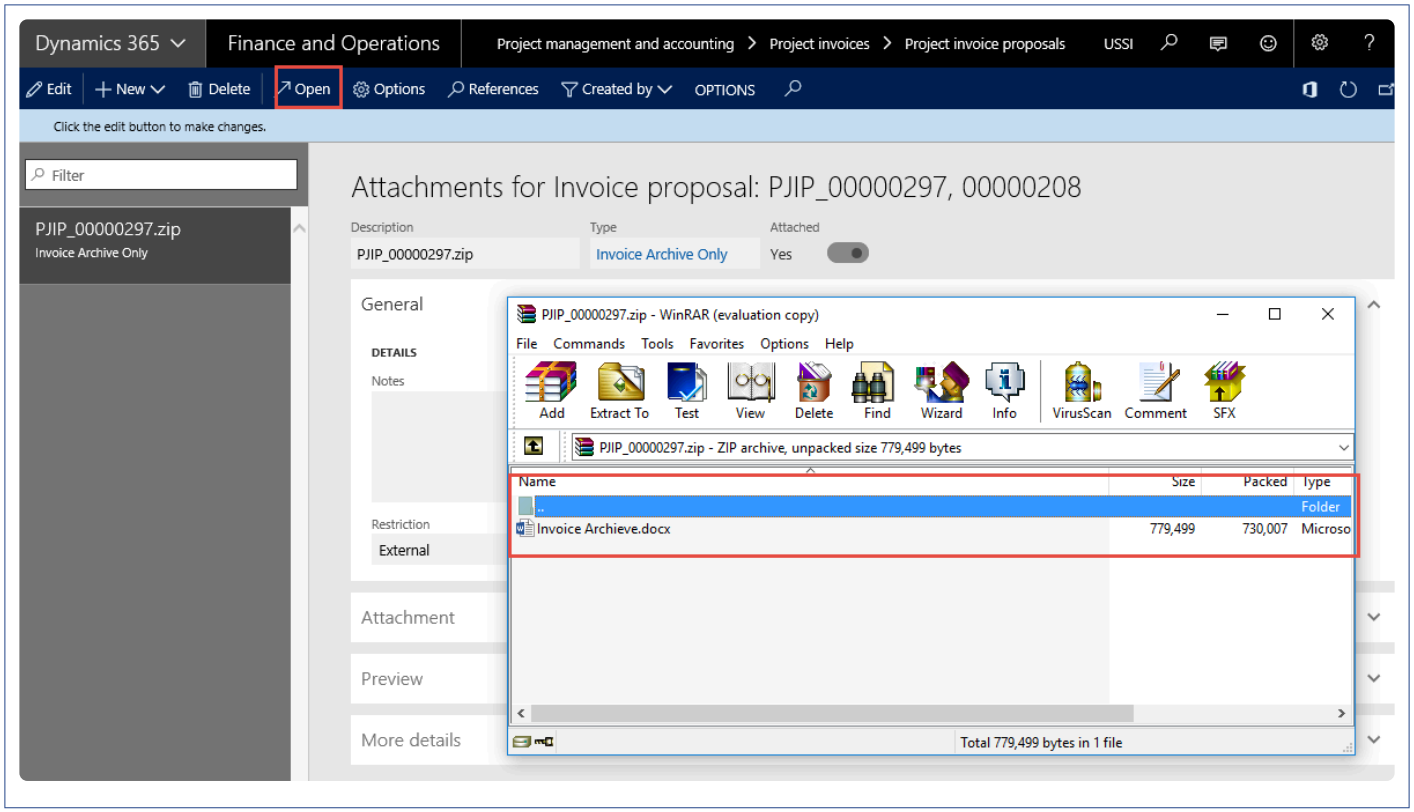

File naming conventions followed for the reports

- Timesheet: Timesheet number_Employee name_ yyyy_mm_dd (period ending date)
- Vendor invoice external documents: Vendor invoice – Vendor Invoice_Vendor name_Invoice id_Recid
- Project external documents: no change in file name
- Project Invoice proposal: no change in file name
- Expense report report: Expense report number_Employee name_Recid
- Expense report external documents
- Documents not attached to a line: Expense report number_Employee name_RecId”
- Documents attached to a line: Expense report number_Employee name_Line number_ {yyyy_mm_dd}”

New naming conventions

When the “Enable enhanced naming convention” parameter is turned on, naming convention of the files will be visible as shown in the below screenshot.

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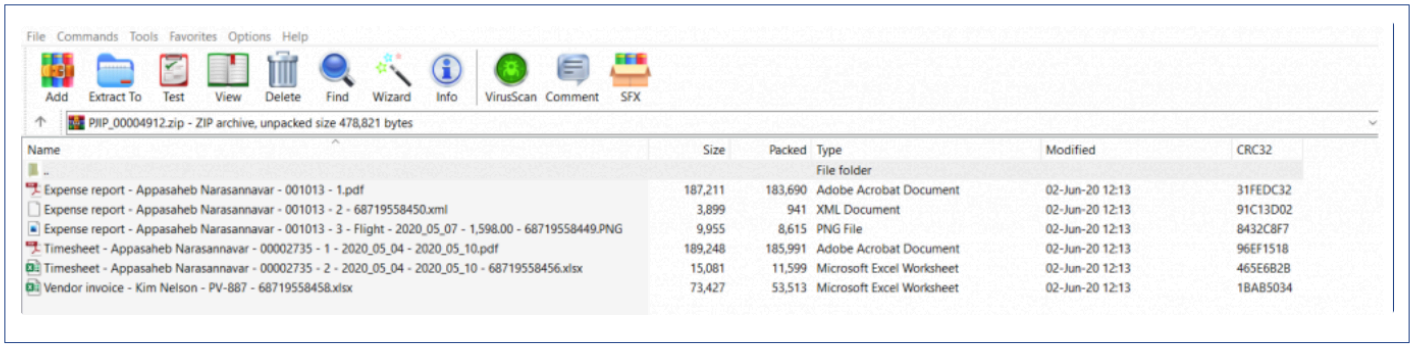

New File naming conventions followed for the reports

Expense report (SSRS)
Expense report {@Label Invoice language} – {Resource name} – {Expense report #} – 1

Expense report external documents
Expense report {@Label Invoice language} – {Resource name} – {Expense report #} – 2 – {Attachment RecId*}

Expense report external documents with multiple categories
Expense report {@Label Invoice language} – {Resource name} – {Expense report #} – 3 – Category – {Receipt date YYYY_MM_DD} – {Amount ##.##} – {Attachment RecId*}

Time sheet report (SSRS)
Time sheet {@Label Invoice language} – {Resource name} – {Timesheet #} – 1 – {Week start YYYY_MM_DD } – {Week end YYYY_MM_DD}

Time sheet report external documents
Time sheet {@Label Invoice language} – {Resource name} – {Timesheet #} – 2 – {Week start YYYY_MM_DD } – {Week end YYYY_MM_DD} – {Attachment RecId*}

Vendor invoice attachments
Vendor invoice {@Label Invoice language} – {Vendor name} – {Invoice #} – {Attachment RecId*}

Generating One PDF

Once the archive file is created automatically or manually there could be requirement to generate a single file\document for the zipped content. Using the external software program or paid API, these document can be merged into single document.

One cost effective solution is to purchase the Adobe software which allows converting documents and images into a PDF. More information about this application and process can be found here.

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Transmitting Big Attachments

Sometimes the attachments are larger than what can be transmitted by email or emailing ZIP files isn’t possible due to restrictions set on the server side. In these cases, the recommended solution is to setup a SharePoint site per customer and upload the files or documents on that location to be shared. Then the invoice email can include a link to the SharePoint document.

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Invoice Email

The Invoice emailing feature helps users mail the invoice during posting of the invoice, with the details of the invoice in the text with an attachment. It also helps the user to open, view and download the attachment to the invoice, if any.

This feature allows the user to resend the email for the invoice. To reduce the number of steps and shorten the process, this feature has been introduced, where the invoice shall be saved as a pdf and then by selecting a checkbox the mail will be sent to the pertinent contacts.

Last modified: 28 January 2021

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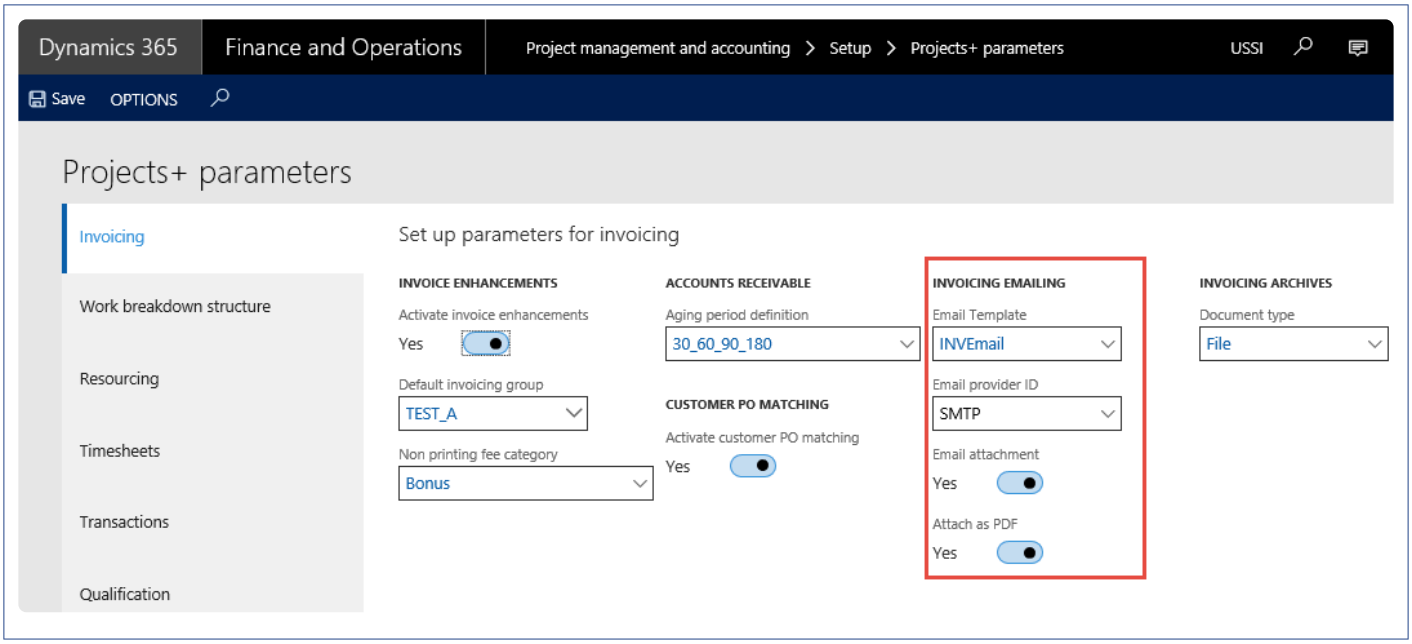
Configure Email

This section explains the setups required to be completed in order to use the Invoice emailing feature effectively. The setups part of this section are Project Parameters setup, Email address setup in Project contract and Email Template.

Parameter Setup

A new group “Invoicing Emailing” is added to the projects360 parameter form to configure the emailing of invoices.

Go to Projects management and accounting > Setup > projects360 parameters > Invoicing tab.
Go to Project billing > Setup > Billing parameters > Emailing tab.



The following fields are available under the Invoicing emailing group:

- Email template: This is a drop-down field displaying the list of all the email template IDs setup in Email template form under Organization Administration.
- Email provider: This is a drop-down displaying all email providers which is selected in email parameters form as enabled interactive email providers. This is used to send emails from the application.
- Email attachment: Select this option to attach the invoice to an email, with the details including the legal entity and the invoice number, along with the other details of the invoice.
- Attach as PDF: Select this check box to attach the invoice itself as a pdf file on the invoice journal,. If

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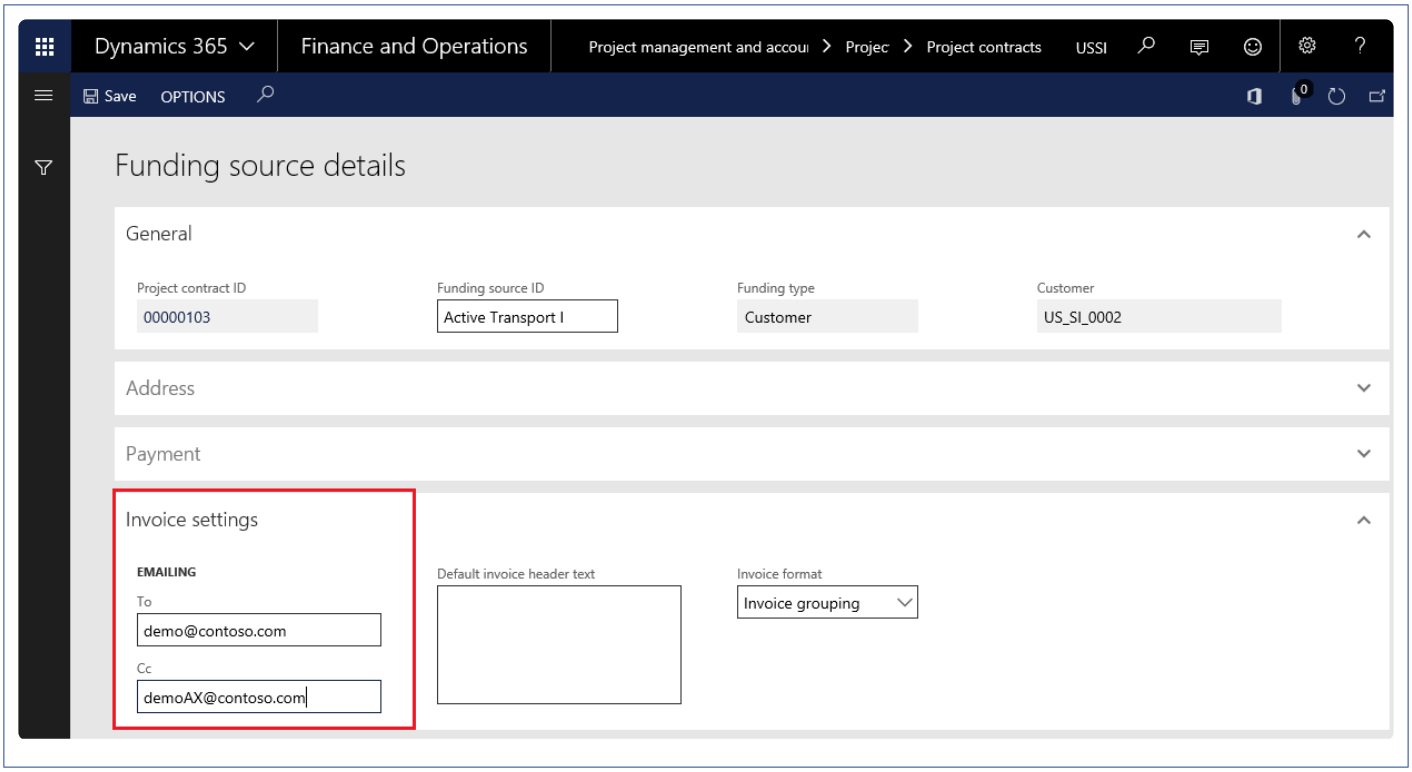
the check box is set a No then there will be no attachment on the Invoice journal form. The PDF file is attached to the invoice journal with the invoice number, customer name and followed by legal entity.

Email Address setup in Project Contract

A new fast tab Invoice emailing is added to the funding source details form in a Project contract. The following fields are added to the Fast Tab.

Go to Projects management and accounting > Project Contract > Select Project Contract ID > Details on Funding Source tab
Go to Project billing > All invoices > Project Contract > Select Project Contract ID > Details on Funding Source tab



Details of the fields available are as follows:

- To: Specify the email address of the funding source(s), when you post the invoice. This setup is mandatory for the emails to flow from the application. You can include multiple email IDs in this field, with a semi colon separating each of the email IDs.
- CC: Specify the email address of any other source, or contacts that you want to send the copy of the invoice. You can include multiple email IDs in this field, with a semi colon separating each of the email IDs.

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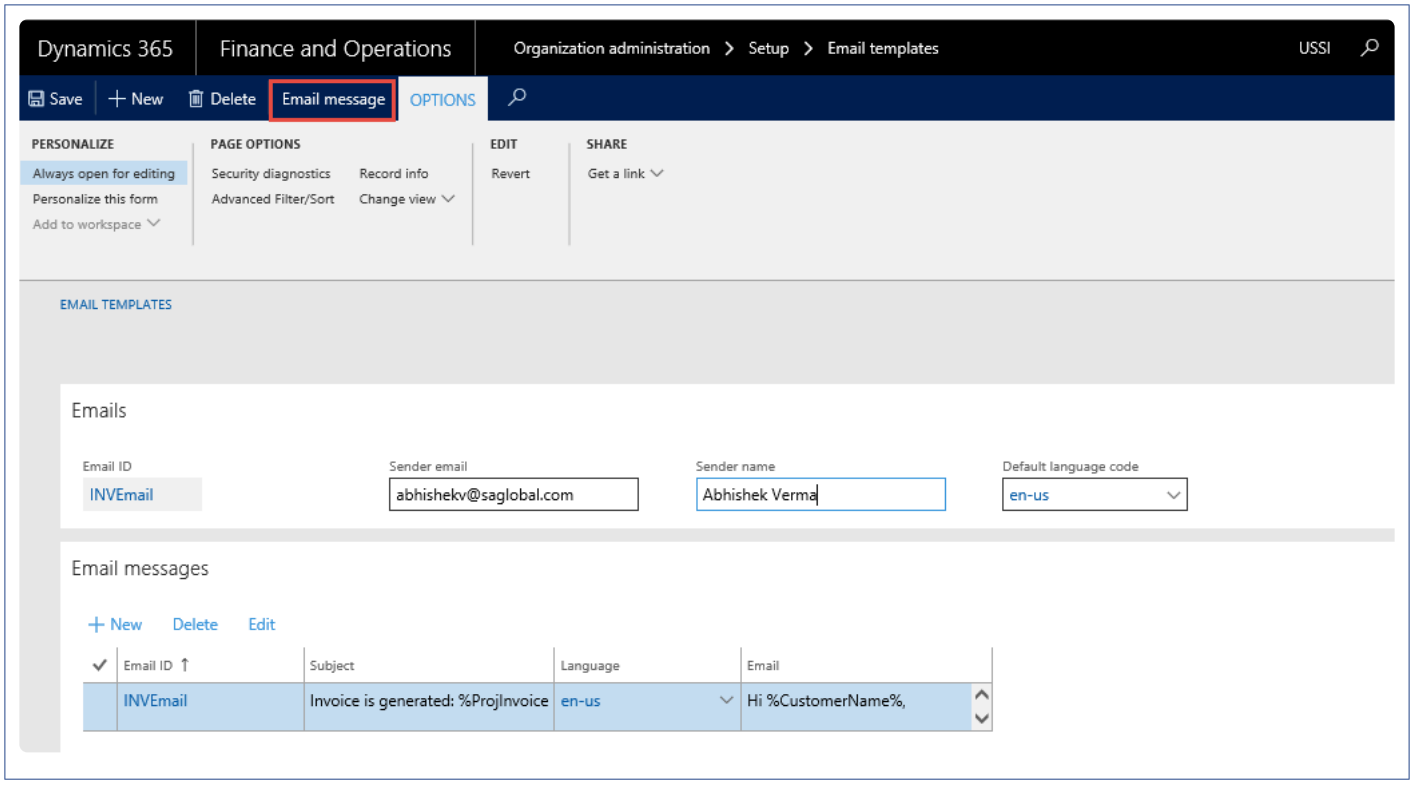
Email Template

Setup the template for the project invoice email in in the Email templates form.

Go to Organization administration > Setup > Email templates.
Go to Project billing > Setup > Organization email templates.



Create the required content for the email and upload the message for the template.

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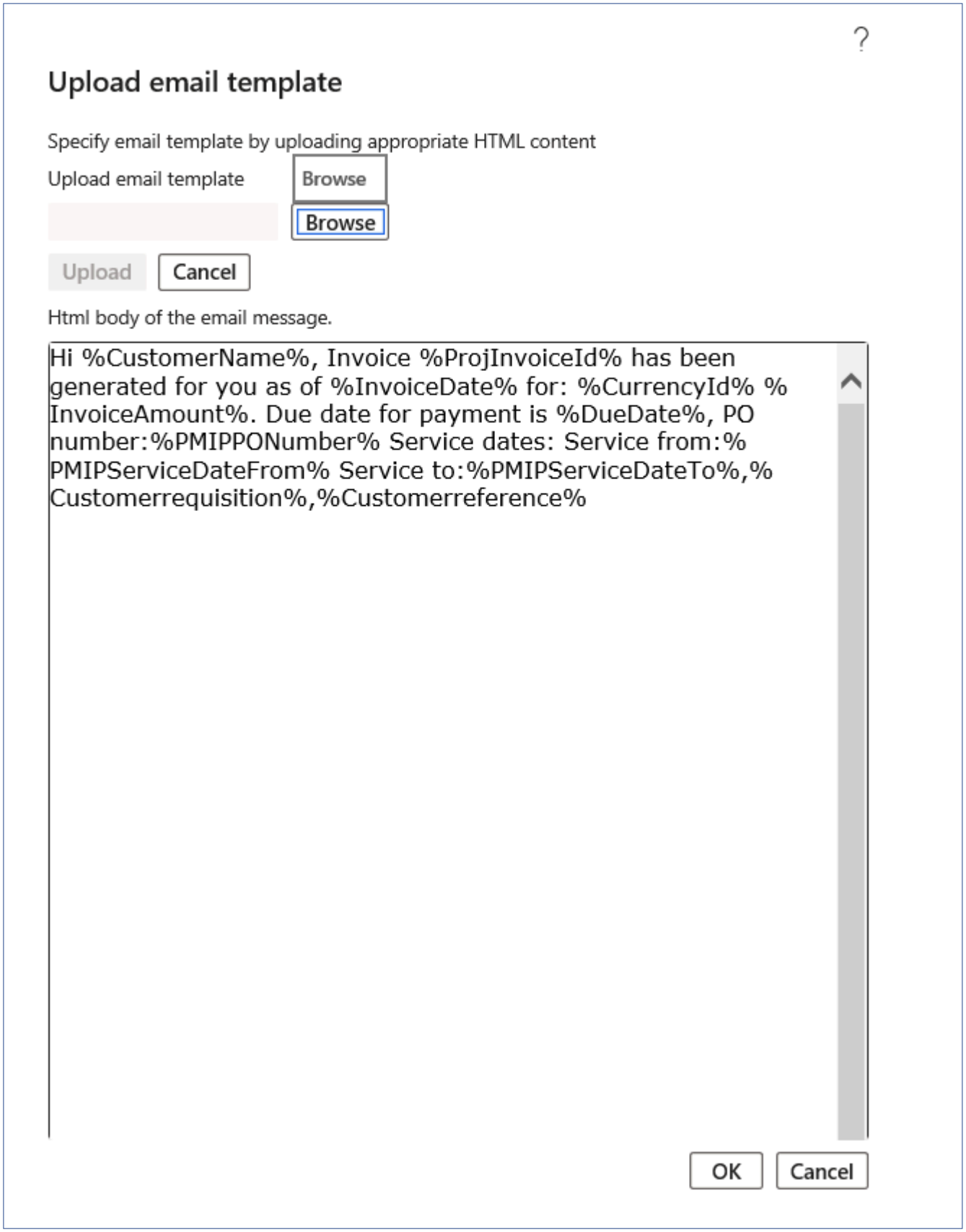

Wildcards available for Template

Below are wildcards\string fields that can be used in the email template. These wildcards will be replaced by

the actual values during the run-time for each document emailed.

Wildcards	Actual value
ProjInvoiceId	Invoice ID of the selected document
InvoiceDate	Invoice date of the selected document
InvoiceAmount	Invoice amount of the selected document
CurrencyId	Currency ID of the selected document
CustomerName	Customer name of the Invoice account of the Project invoice
DueDate	Due date of selected project invoice
PMIPPONumber	PO number from Project invoice
PMIPServiceDateFrom	Service date from of Invoice proposal
PMIPServiceDateTo	Service date to of Invoice proposal
PSAInvoiceTxtPre	Invoice text from Invoice proposal
Customerrequisition	Customer requisition number from project contract
Customerreference	Customer reference number from project contract

Print Management Setup

In order to send the invoices as an attachment in the email, we need to setup the print management. Perform the below steps in order to send the reports as attachments in email.

Go to Project management and accounting > Setup > Forms > Form setup > Print management button
Go to Project billing > Setup >Form setup > Print management button

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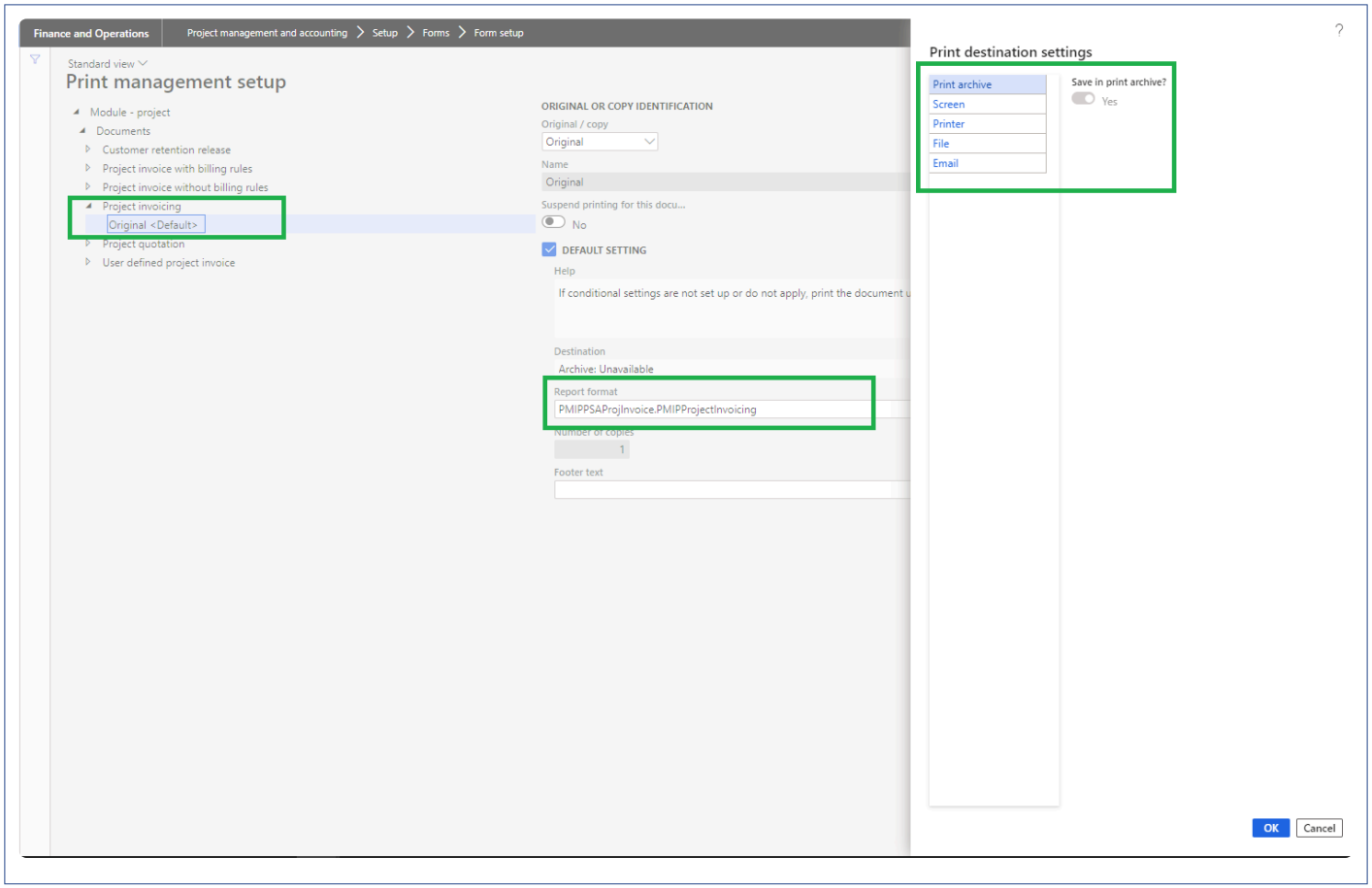

Once you on the print management setup form, select the Project invoicing option and expand it. Once expanded again select original . Click on the destination button to open the print destination settings window, select Screen and mark ‘Yes’ to the save in print archive? checkbox as shown in the above visual.

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Emailing Invoices

This section explains the process of emailing invoices to the email ID's configured on the funding sources using the template configured on the email template form.

Using the Invoice Email Feature

The following fields have been added to the Post invoice proposal form, which populates information based on the setup done on the Project + parameters form, as described in the Parameter setup section. You can modify the fields on invoice proposal form and process the invoice proposal.

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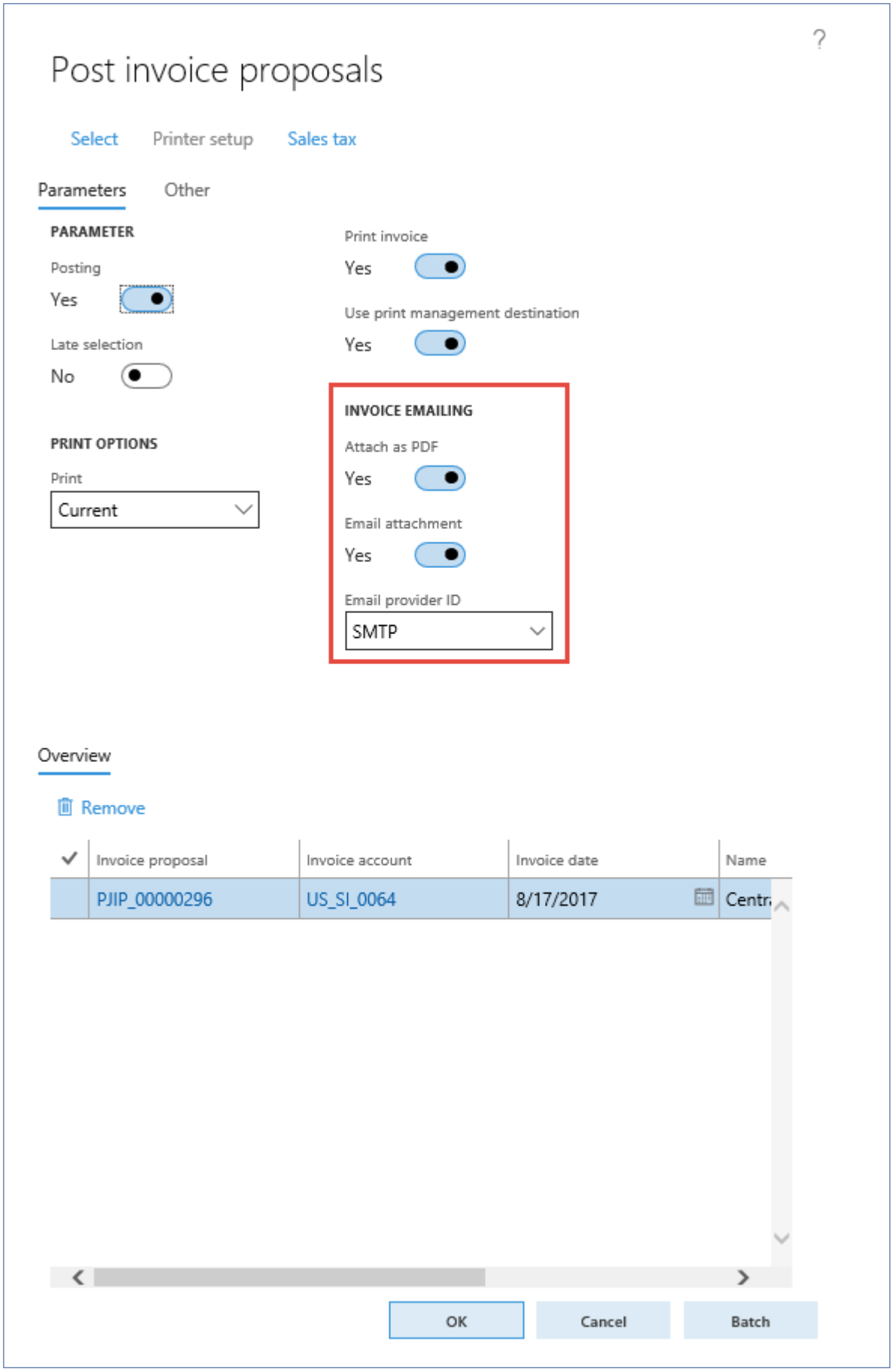
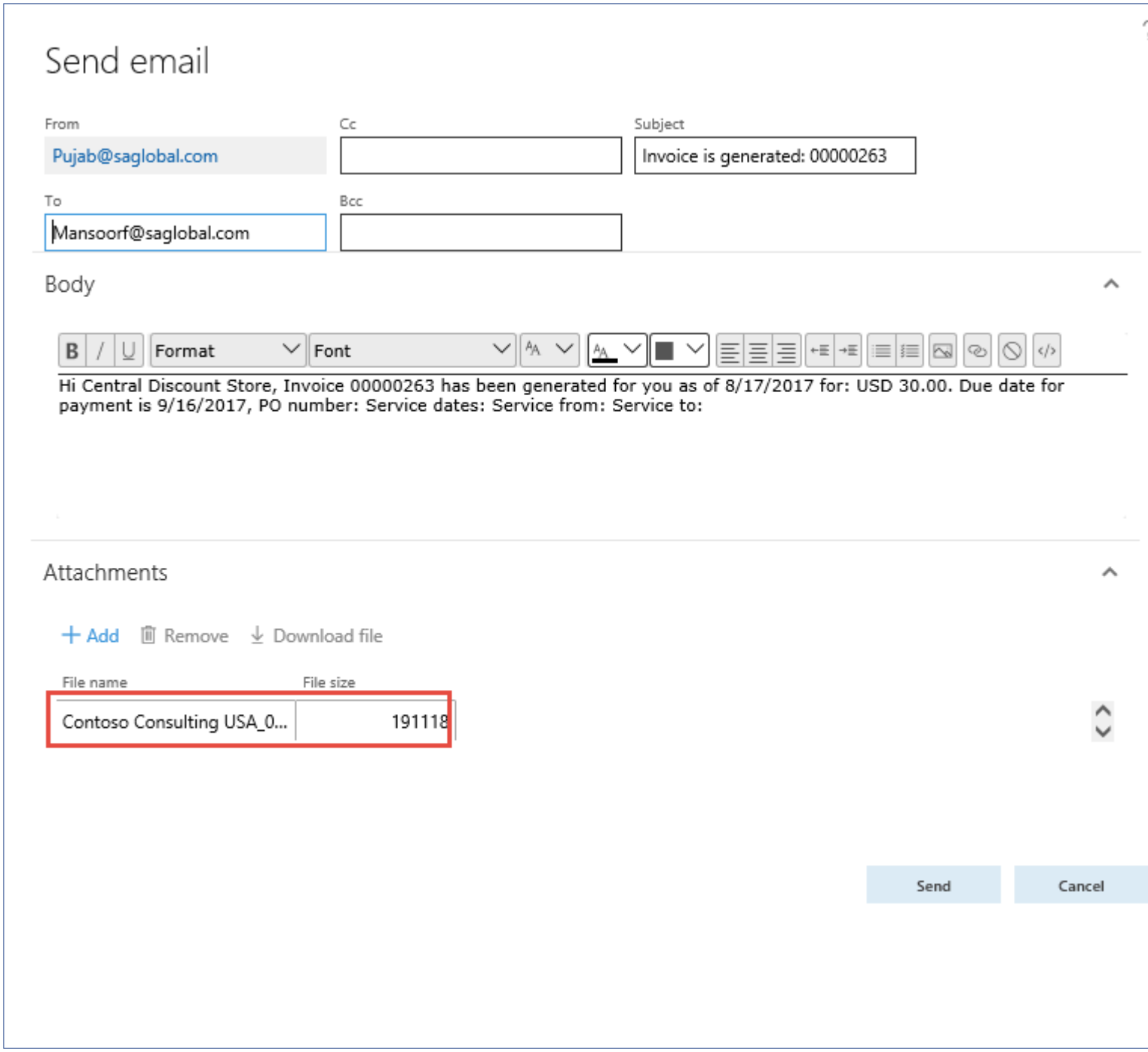

Post invoice proposals
Select
Printer setup
Sales tax
Parameters
Other
PARAMETER
Posting
Yes
Late selection
No
PRINT OPTIONS
Print
Current
Print invoice
Yes
Use print management destination
Yes
INVOICE EMAILING
Attach as PDF
Yes
Email attachment
Yes
Email provider ID
SMTP
Overview
Remove
Invoice proposal
Invoice account
Invoice date
Name
PJIP_00000296
US_SI_0064
8/17/2017
OK
Cancel
Batch

Based on the set up, the email for the project invoice is generated and sent successfully, when

- The Email attachment check box is selected.
- The Print invoice check box is selected.

The email displays the details of the invoice in text and contains the PDF file of the invoice as an attachment. You can click Add to add more attachments, if required.



The attachment to the mail has the name of the customer, legal entity, and the invoice number as a naming convention.

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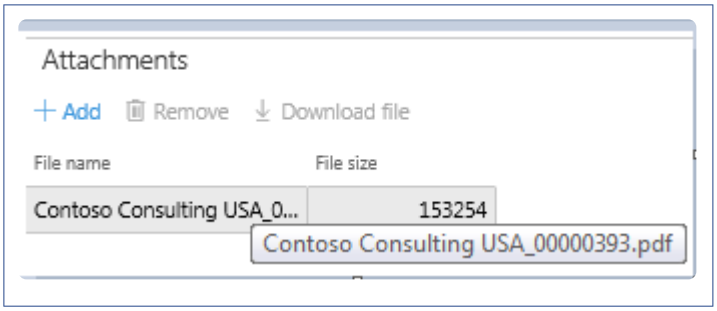

Note – Print archive is required for the projects360 emailing to work. In case if you are not using the 'Use print management destination' then, use the 'Printer setup' option available as tab on the post invoice proposals form to manually set 'Print archive' to Yes.

Changes incorporated for the Email Invoice

The following changes have been made in the listed forms, to allow the user to make optimum use of the invoice emailing feature.

Form Name	Navigation	Fields groups\Fields added
Project invoice list page	Project management and accounting > Project invoices > Project invoices	• Invoice sent electronically field • Email sent date field • Resend email button • Download attachment button
Contract open invoices form	Project management and accounting > Accounts receivable > Contract open invoices	• Open attachments button • Download attachments button • Re-Send mail
My open invoices form	Project management and accounting > Accounts receivable > My open invoices	• Open attachments button • Download attachments button • Re-Send mail

Project Invoices

Go to Projects management and accounting > Project Invoices > Project Invoices.

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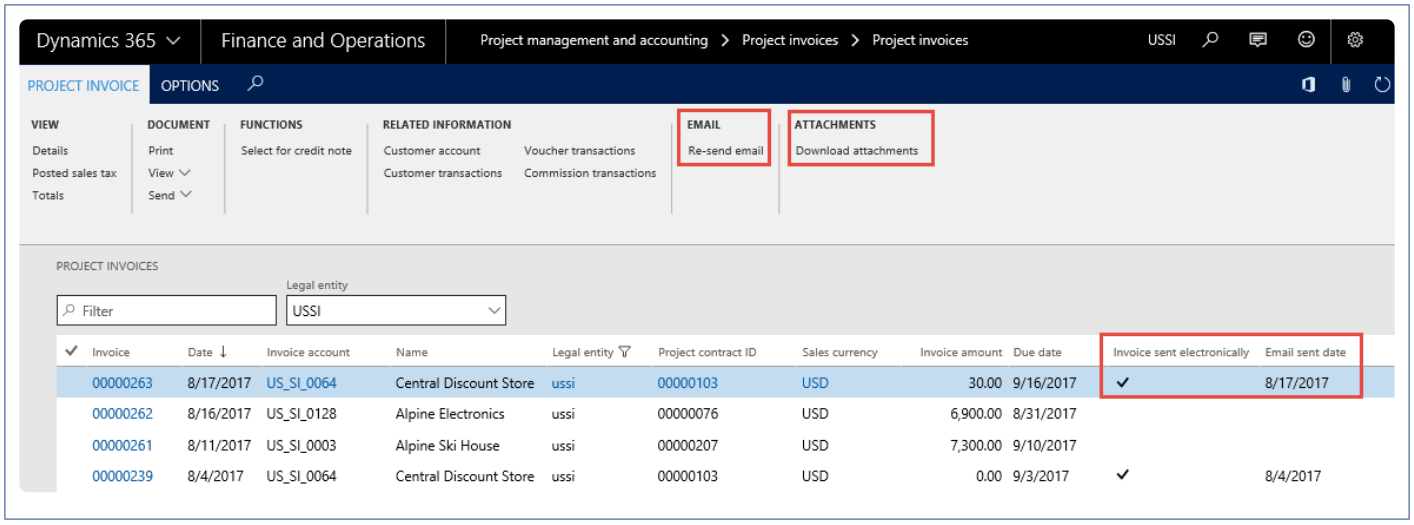

Field descriptions on the form are as follows:

- Invoice sent electronically: If the invoice is sent in the email, the invoice sent electronically field displays Yes.
- Email sent date: The project invoice record displays the date on which the email for the invoice is sent. If the user has resent an email, then the Email sent date reflects the date the email is resent.
- Open attachment button: Allows the user to open and view the attachment for the record, if any, for the selected invoice record.
- Download attachment button: Allows the user to download the attachments, if there are any for the selected invoice record.
- Re-send email button: Allows the user to resend the email for the selected invoice. It also allows the user to select more than one invoice as an attachment.

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AR Aging

Aging report is a periodic report that categorizes a company's accounts receivable for the length of time an invoice has been outstanding for project transactions. Though Dynamics 365 for Finance and Operations does have a collections management in the Accounts receivable module, to trace the transactions right from Project Management and Accounting module is not developed fully.

New report has been developed to display the customer aging by project through Customer aging by project report where the invoice balances will be displayed per project.

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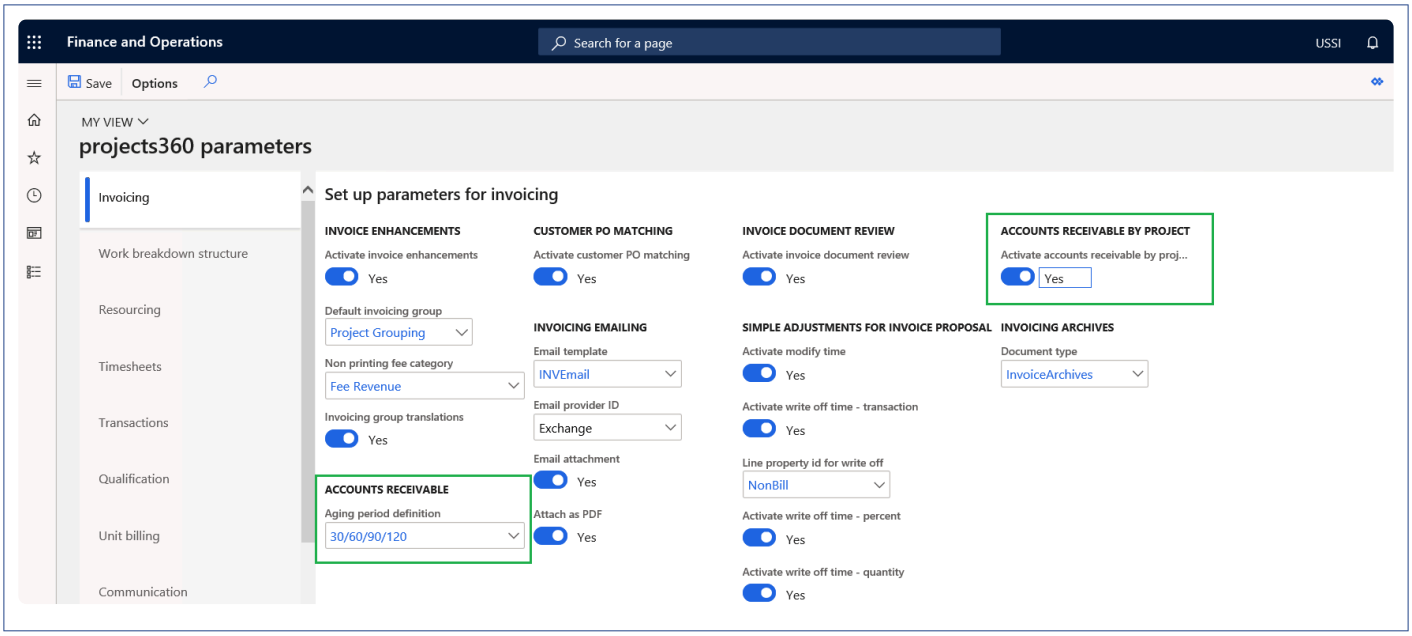
Setup and Run Aging

This section details out the setups required to perform the aging process and how the aging snapshot process is run for project transactions/invoices.

Parameter Setup

This feature is not controlled by a parameter. However, the aging periods by which the AR aging list page has to be to specified on the parameters form. Using this parameter, a periodic report is generated that categorizes a company's accounts receivable as per the length of time an invoice has been outstanding.

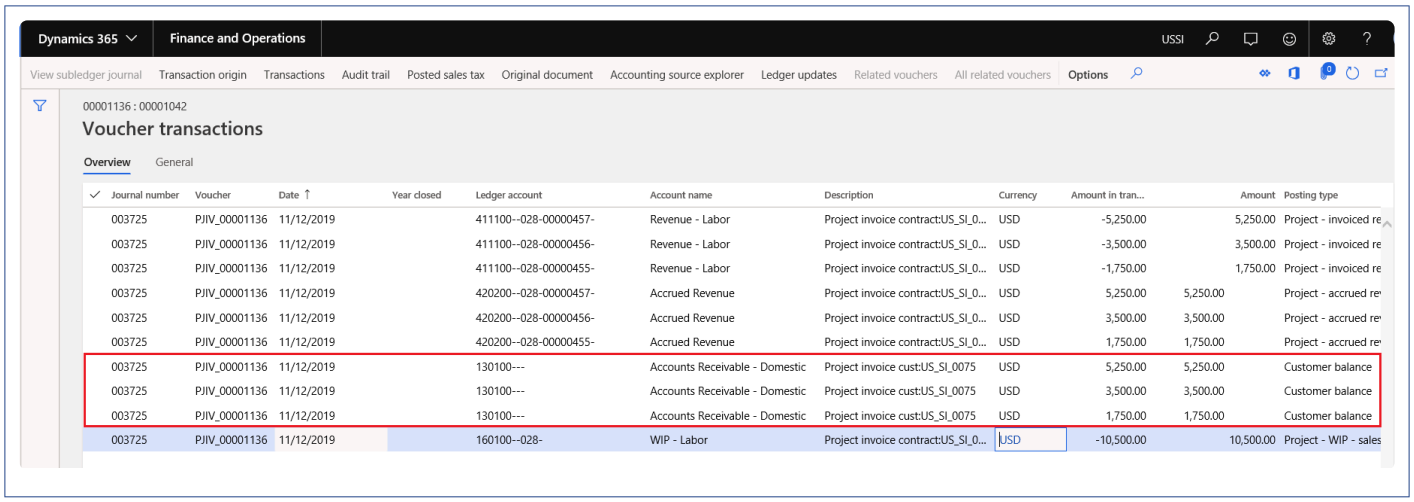
Go to Project management and accounting > Setup > projects360 parameters
Go to Project billing > Setup > Billing parameters



Fields	Description
Aging period definition	This value defaults on aging snapshot form.
Accounts receivable by project	When this parameter is activated, customer balance will be posted per project. if the parameter is not activated customer balance will be updated per customer.

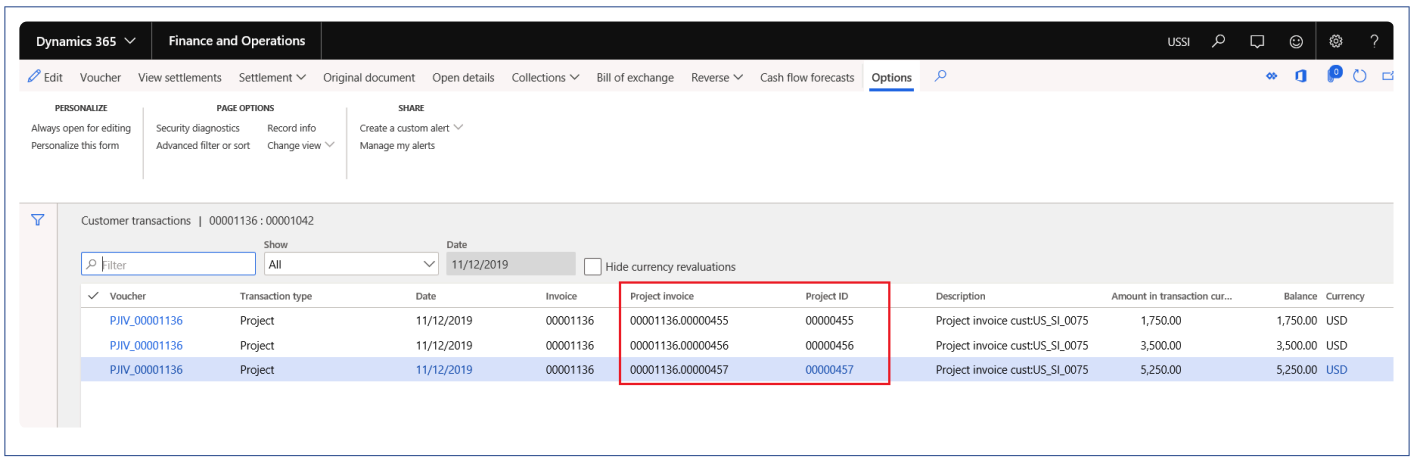
Accounts receivable balance per project

When the invoice is posted for the multiple projects, Accounts receivable balance will be posted per project. This will be controlled through parameter ‘Accounts receivable balance per project’ when activated, customer balance will be posted per project.



Customer transactions

New fields Project invoice and Project ID is added on the Customer transactions form to identify the invoice based on the project..



Details of the fields are below.

Fields	Description
Project invoice	Displays the Invoice number suffixed by project ID.
Project ID	Project ID of the invoice.

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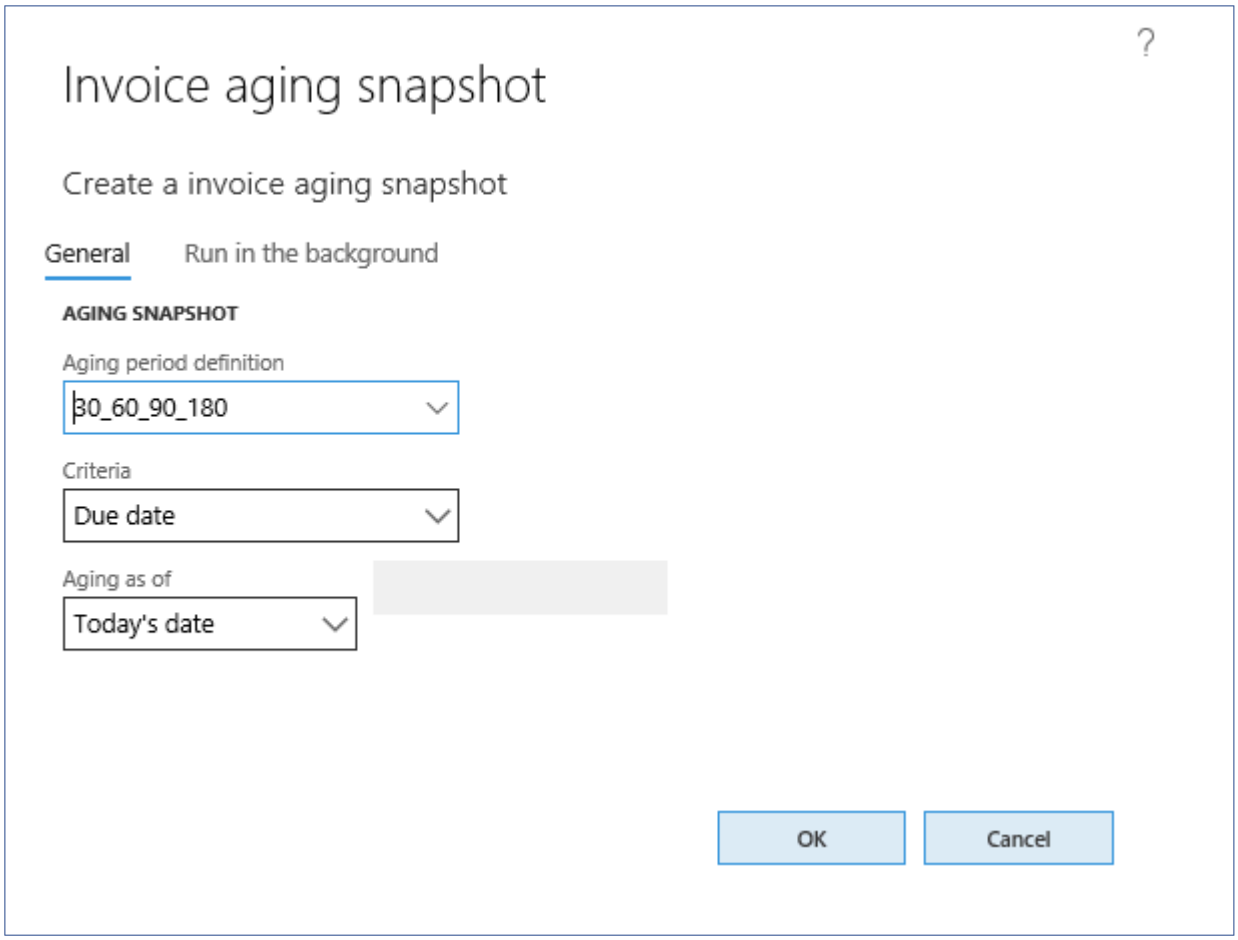
Contract Open Invoice – Invoice Aging Snapshot

After posting the transactions/Invoices, the aging snapshot should be run. Contract open invoice and My open invoice list page will get updated after snapshot is run. Aging period definition on the Invoice aging snapshot form will default from the projects360 parameter.

Go to Project management and accounting > projects360 Periodic > Invoice aging snapshot.
Go to Project billing > Process invoices > Open invoices snapshot.



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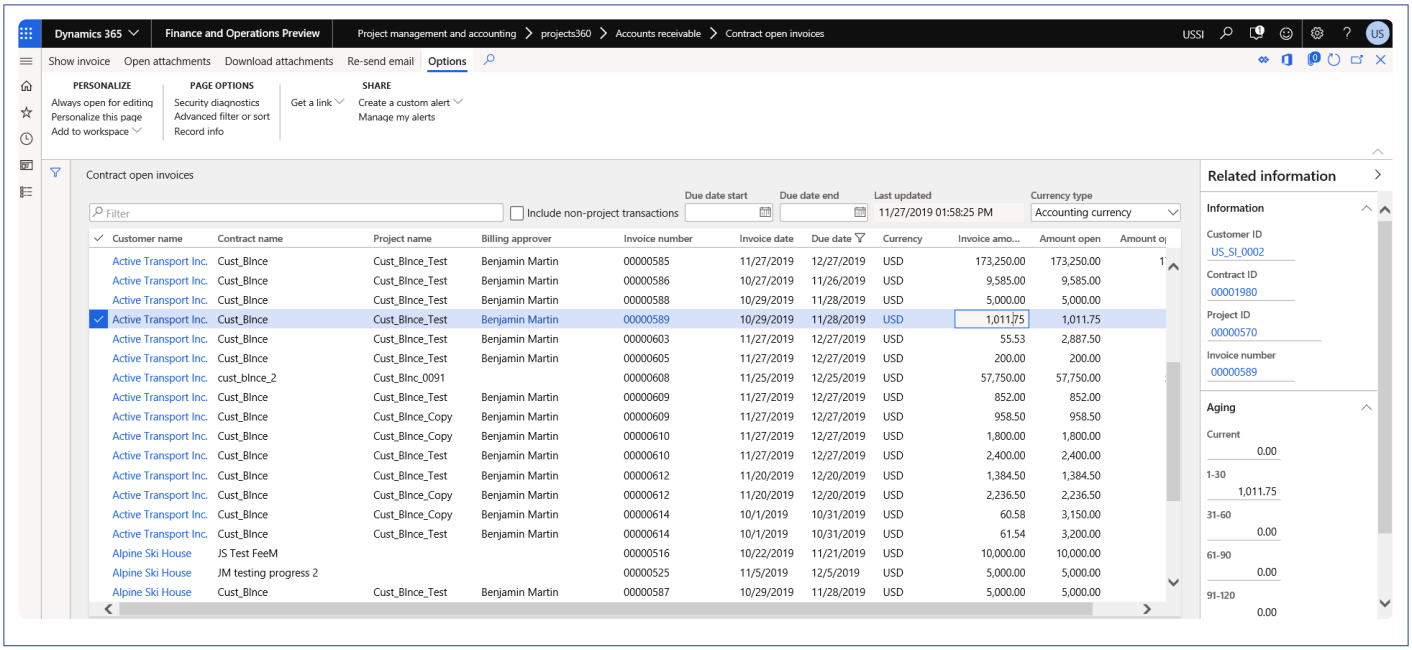
Review Open Invoices

This section shows how and where invoices can be verified against the aging bucket used from the parameters.

Contract Open Invoice

Once the aging snapshot is run from the periodic menu, project as well as non-project open invoices are populated on the contract open invoice list page.

Go to Project management and accounting > Project360 > Accounts receivable > Contract open invoices. or *Go to Project billing > All invoices > Open invoices by project contract.*



Details of the buttons used on the form are follows:

Fields	Description
Show invoice	Displays the invoice when a line is selected, for multiple selections this button is disabled.
Open Attachment	Allows the user to open and view the attachment for the record, if any, for the selected invoice record.
Download attachment	Allows the user to download the attachments, if any, for the selected invoice record.

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Re-send email	Allows the user to resend the email for the selected invoice. It also allows the user to select more than one invoice as an attachment.

Details of the filters used on the form are follows:

Fields	Description
Include non-project transaction checkbox.	Select Include non-project transaction checkbox to include the non-project transactions. It will display Project as well as non-project invoice/transactions. Un-marking of Include non-project transaction checkbox will not include the non-project transactions. It will display only project transactions.
Last updated.	Last batch-run Date and time will be seen. It will get updated based on the batch-run.
Due date filter	Due date start and Due date end dates are available for the filters and the records in the list should be filtered accordingly.
Currency Type.	Accounting and Transaction currencies are the options available for selection. Based on the selection, the amounts in the buckets will change.

Details of the fields used on the form are follows:

Fields	Description
Customer Name	View the customer name for each invoice line.
Contract name	View the name of the contract related to the invoice.
Project name	View the name of the project related to the invoice.
Billing Approver	User can view the billing approver for this transaction line.
Invoice number	View the Invoice number.
Invoice date	View the date of the invoice.

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Due date	View the due date that is being calculated on the customer transactions, as per the payment terms associated with the customer.
Currency	Depends on the Include non-project transaction check box selected at the header of the form.
Invoice amount	Depending on the check box selected at the header of the form the transaction amount will be either shown in transaction currency or in the company currency.
Amount Open	Amount remaining to be paid by the customer will be shown in transaction currency.
Amount Open(USD)	View the remaining amount to be paid by the customer shown in company currency.

Details of the fields used on the fact box are follows:

Fields	Description
Customer ID	View the identification of the customer for each invoice line.
Contract ID	View the identification of the contract related to the invoice.
Project ID	View the identification of the project related to the invoice.
Invoice number	View the Invoice number.
Aging buckets	• The aging bucket defined on the Project parameters under this feature group is considered for display and is divided by periods defined in the aging buckets setup in the accounts receivable module. • The amount open/remaining to be paid, will be displayed in the respective aging bucket based on the age of the amount due, which is calculated based on the invoice date or due date as defined while batch-run. • The amount open will be displayed in the currency either company or transaction based on the toggle parameter on the form.
Note	Displays the notes from the customer transaction table. There could be multiple notes in the customer transaction table, but will display only the most recent one on this field.

My Open Invoice

For Project managers/Billing approvers to find the invoices which they are responsible for, in this list page, only project invoices will be displayed.

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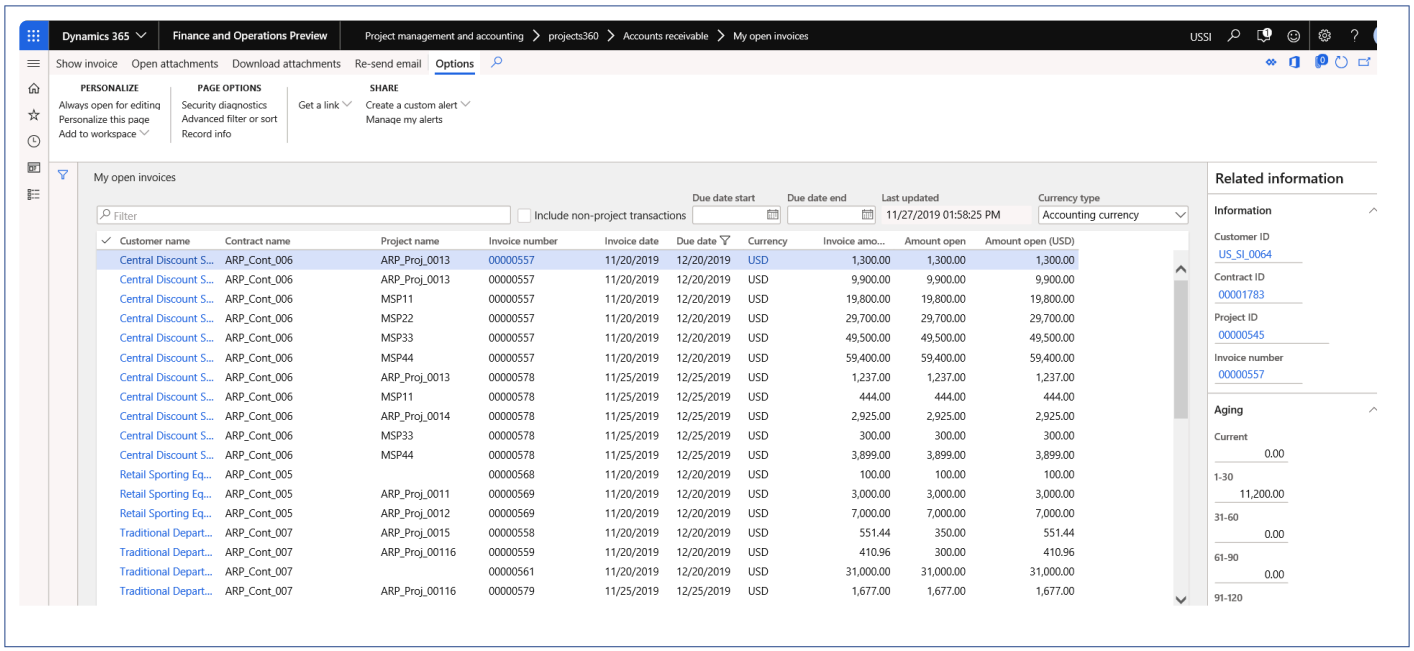
This list page can be opened from the project contract form and project form by click on the “Open invoices” button.

- Project contract form on the Maintain tab > Bill > Open Invoices.
- Projects form on the Manage tab > Bill > Open Invoices.

Go to Project management and accounting > projects360 > Accounts receivable > My open invoices.

Go to Project billing > My invoices > Open invoices for my contracts.



This list page will be the same as contract open invoices except it will include non-project transaction check box functionality, which will be disabled on this list page.

Fields	Description
Show invoice	Displays the invoice when a line is selected, for multiple selections this button is disabled.
Open Attachment	Allows the user to open and view the attachment for the record, if any, for the selected invoice record.
Download attachment	Allows the user to download the attachments, if any, for the selected invoice record.
Re-send email	Allows the user to resend the email for the selected invoice. It also allows the user to select more than one invoice as an attachment.

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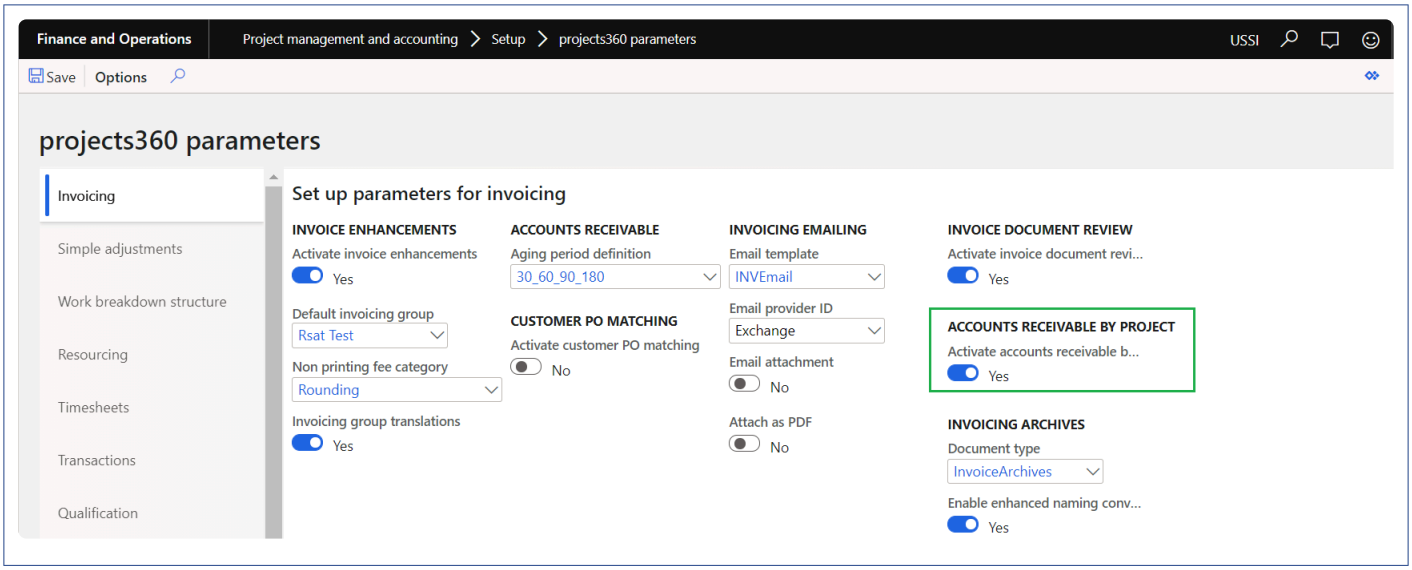
Customer aging report by project

This section details out the process to generate customer aging report by project.

Parameter Setup

This feature is controlled by a existing parameter. User needs to set the ‘‘Accounts receivable by project’ field value to ‘Yes’ in order to use this feature.

Go to Project management and accounting > Setup > projects360 parameters > Transactions tab



Fields	Description
Accounts receivable by project	When this parameter is activated, customer aging report by project will display balance per project

Customer aging report by project

New Customer aging report by project is developed using the existing customer aging report as base with new additional filter options. Report will display the customer balances per project.

Go to Project management and accounting > projects360 inquires and reports > AR aging > Customer aging report by project

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Customer aging report by project

Parameters

Aging as of
11/25/2020

Balance as of
11/25/2020

Criteria
Transaction date

Aging period definition
30_60_90_180

Currency
Accounting currency

Print aging period description
No

Interval
0

Day/Mth
Day

Printing direction
Forward

Details
No

Include amounts in transactio...
No

Exclude zero balance accounts
Yes

Negative balance
No

Payment positioning
No

Destination

Change

Screen

Records to include

Filter

CUSTOMERS

Customer account

Customer group

PROJECTS

Project ID

Project contract ID

Project manager (Record-ID)

Project accountant (Record-ID)

Principal (Record-ID)

Run in the background

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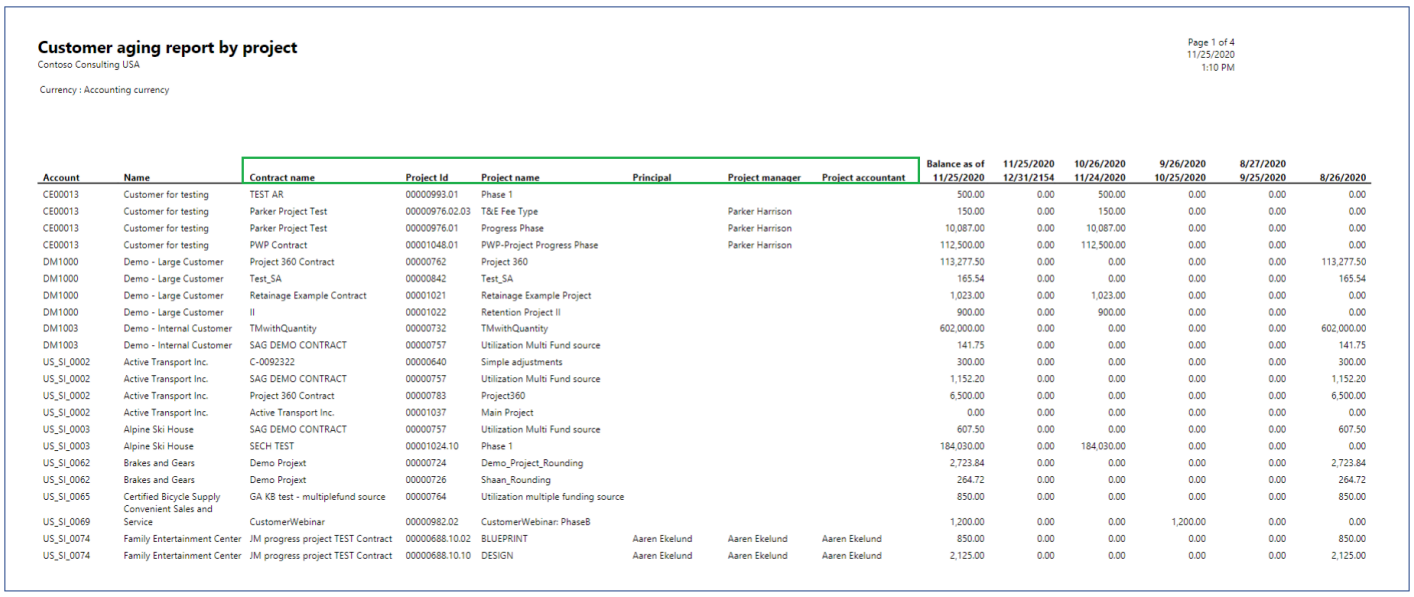
All the options available on this form is same as standard apart from the additional filter like Project contract ID, Project ID, Project manager, Project accountant and Principal.

Customer aging report by project – Summary

Apart from the standard fields, new fields like Contract name, Project ID, Project name, Project manager, Project accountant and Principal are added on the report. For each record the details will be displayed.



Customer aging report by project
Contoso Consulting USA

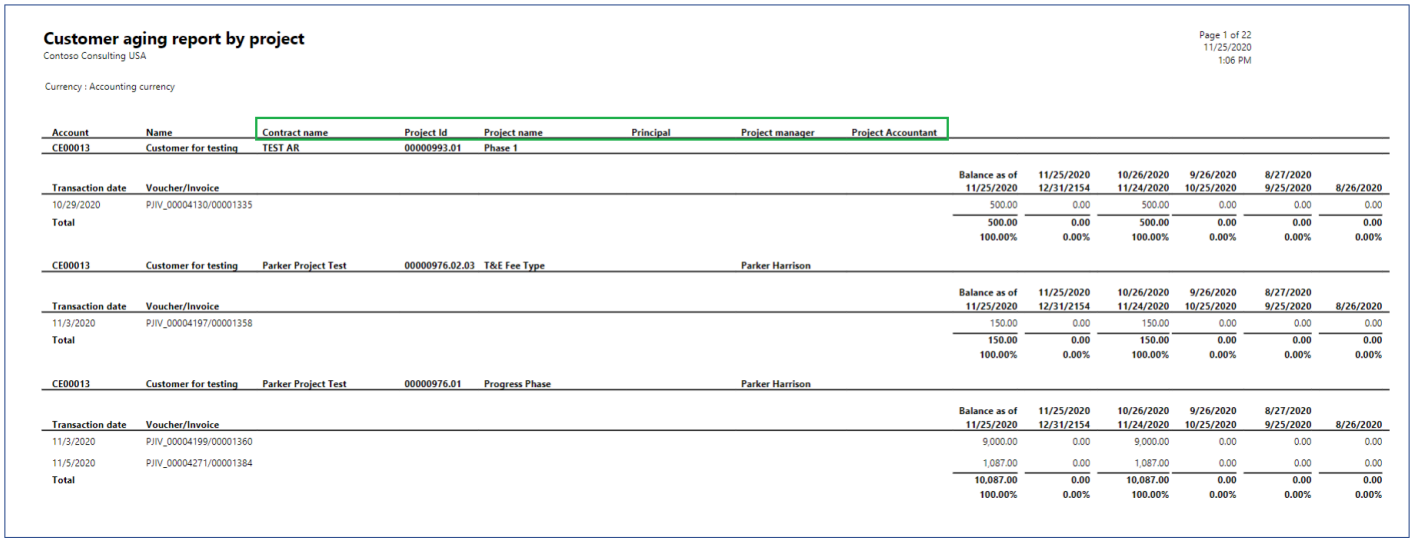
Page 1 of 4
11/25/2020
1:10 PM

Currency : Accounting currency

Account	Name	Contract name	Project Id	Project name	Principal	Project manager	Project accountant	Balance as of 11/25/2020	11/25/2020 12/31/2154	10/26/2020 11/24/2020	9/26/2020 10/25/2020	8/27/2020 9/25/2020	8/26/2020
CE00013	Customer for testing	TEST AR	00000993.01	Phase 1				500.00	0.00	500.00	0.00	0.00	0.00
CE00013	Customer for testing	Parker Project Test	00000976.02.03	T&E Fee Type		Parker Harrison		150.00	0.00	150.00	0.00	0.00	0.00
CE00013	Customer for testing	Parker Project Test	00000976.01	Progress Phase		Parker Harrison		10,087.00	0.00	10,087.00	0.00	0.00	0.00
CE00013	Customer for testing	PWP Contract	00001048.01	PWP-Project Progress Phase		Parker Harrison		112,500.00	0.00	112,500.00	0.00	0.00	0.00
DM1000	Demo - Large Customer	Project 360 Contract	00000762	Project 360				113,277.50	0.00	0.00	0.00	0.00	113,277.50
DM1000	Demo - Large Customer	Test_SA	00000842	Test_SA				165.54	0.00	0.00	0.00	0.00	165.54
DM1000	Demo - Large Customer	Retainage Example Contract	00001021	Retainage Example Project				1,023.00	0.00	1,023.00	0.00	0.00	0.00
DM1000	Demo - Large Customer	II	00001022	Retention Project II				900.00	0.00	900.00	0.00	0.00	0.00
DM1003	Demo - Internal Customer	TMwithQuantity	00000732	TMwithQuantity				602,000.00	0.00	0.00	0.00	0.00	602,000.00
DM1003	Demo - Internal Customer	SAG DEMO CONTRACT	00000757	Utilization Multi Fund source				141.75	0.00	0.00	0.00	0.00	141.75
US_SI_0002	Active Transport Inc.	C-0092322	00000640	Simple adjustments				300.00	0.00	0.00	0.00	0.00	300.00
US_SI_0002	Active Transport Inc.	SAG DEMO CONTRACT	00000757	Utilization Multi Fund source				1,152.20	0.00	0.00	0.00	0.00	1,152.20
US_SI_0002	Active Transport Inc.	Project 360 Contract	00000783	Project360				6,500.00	0.00	0.00	0.00	0.00	6,500.00
US_SI_0002	Active Transport Inc.	Active Transport Inc.	00001037	Main Project				0.00	0.00	0.00	0.00	0.00	0.00
US_SI_0003	Alpine Ski House	SAG DEMO CONTRACT	00000757	Utilization Multi Fund source				607.50	0.00	0.00	0.00	0.00	607.50
US_SI_0003	Alpine Ski House	SECH TEST	00001024.10	Phase 1				184,030.00	0.00	184,030.00	0.00	0.00	0.00
US_SI_0062	Brakes and Gears	Demo Projext	00000724	Demo_Project_Rounding				2,723.84	0.00	0.00	0.00	0.00	2,723.84
US_SI_0062	Brakes and Gears	Demo Projext	00000726	Shaan_Rounding				264.72	0.00	0.00	0.00	0.00	264.72
US_SI_0065	Certified Bicycle Supply	GA KB test - multiplefund source	00000764	Utilization multiple funding source				850.00	0.00	0.00	0.00	0.00	850.00
US_SI_0069	Convenient Sales and Service	CustomerWebinar	00000982.02	CustomerWebinar: PhaseB				1,200.00	0.00	0.00	1,200.00	0.00	0.00
US_SI_0074	Family Entertainment Center	JM progress project TEST Contract	00000688.10.02	BLUEPRINT	Aaren Ekelund	Aaren Ekelund	Aaren Ekelund	850.00	0.00	0.00	0.00	0.00	850.00
US_SI_0074	Family Entertainment Center	JM progress project TEST Contract	00000688.10.10	DESIGN	Aaren Ekelund	Aaren Ekelund	Aaren Ekelund	2,125.00	0.00	0.00	0.00	0.00	2,125.00

Customer aging report by project – Details

Apart from the standard fields, new fields like Contract name, Project ID, Project name, Project manager, Project accountant and Principal are added on the report. For each record the details will be displayed.



Customer aging report by project
Contoso Consulting USA

Page 1 of 22
11/25/2020
1:06 PM

Currency : Accounting currency

Account	Name	Contract name	Project Id	Project name	Principal	Project manager	Project Accountant
CE00013	Customer for testing	TEST AR	00000993.01	Phase 1			

Transaction date	Voucher/Invoice	Balance as of 11/25/2020	11/25/2020 12/31/2154	10/26/2020 11/24/2020	9/26/2020 10/25/2020	8/27/2020 9/25/2020	8/26/2020
10/29/2020	PJIV_00004130/00001335	500.00	0.00	500.00	0.00	0.00	0.00
Total		**500.00**	**0.00**	**500.00**	**0.00**	**0.00**	**0.00**
		100.00%	**0.00%**	**100.00%**	**0.00%**	**0.00%**	**0.00%**

Account	Name	Contract name	Project Id	Project name	Principal	Project manager	Project Accountant
CE00013	Customer for testing	Parker Project Test	00000976.02.03	T&E Fee Type		Parker Harrison	

Transaction date	Voucher/Invoice	Balance as of 11/25/2020	11/25/2020 12/31/2154	10/26/2020 11/24/2020	9/26/2020 10/25/2020	8/27/2020 9/25/2020	8/26/2020
11/3/2020	PJIV_00004197/00001358	150.00	0.00	150.00	0.00	0.00	0.00
Total		**150.00**	**0.00**	**150.00**	**0.00**	**0.00**	**0.00**
		100.00%	**0.00%**	**100.00%**	**0.00%**	**0.00%**	**0.00%**

Account	Name	Contract name	Project Id	Project name	Principal	Project manager	Project Accountant
CE00013	Customer for testing	Parker Project Test	00000976.01	Progress Phase		Parker Harrison	

Transaction date	Voucher/Invoice	Balance as of 11/25/2020	11/25/2020 12/31/2154	10/26/2020 11/24/2020	9/26/2020 10/25/2020	8/27/2020 9/25/2020	8/26/2020
11/3/2020	PJIV_00004199/00001360	9,000.00	0.00	9,000.00	0.00	0.00	0.00
11/5/2020	PJIV_00004271/00001384	1,087.00	0.00	1,087.00	0.00	0.00	0.00
Total		**10,087.00**	**0.00**	**10,087.00**	**0.00**	**0.00**	**0.00**
		100.00%	**0.00%**	**100.00%**	**0.00%**	**0.00%**	**0.00%**

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Reporting Enhancements

The features enhanced or newly created, relating to reporting have been grouped together in this document. The projects360 features grouped together in this section are as follows:

- Business Intelligence Tool
- WBS Forecasts
- Fixed Price Forecast Revenue
- RecId Enhancements
- projects360 Workspaces

Select a feature to view more details about them.

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Business Intelligence Tool

Business Intelligence Tool provides the setup for the all the reporting data, where the efficiency, billability of an employee and accumulated result at the project level can be tracked. The utilization can be controlled per project, per category, and per posting profile.

This feature has been added to regroup the reporting transactions data and to view the utilizations based on estimated capacity of resource. The grouping is made at posting type level of all transactions where the resource is used. This feature is not parameter driven as most of the other projects360 features.

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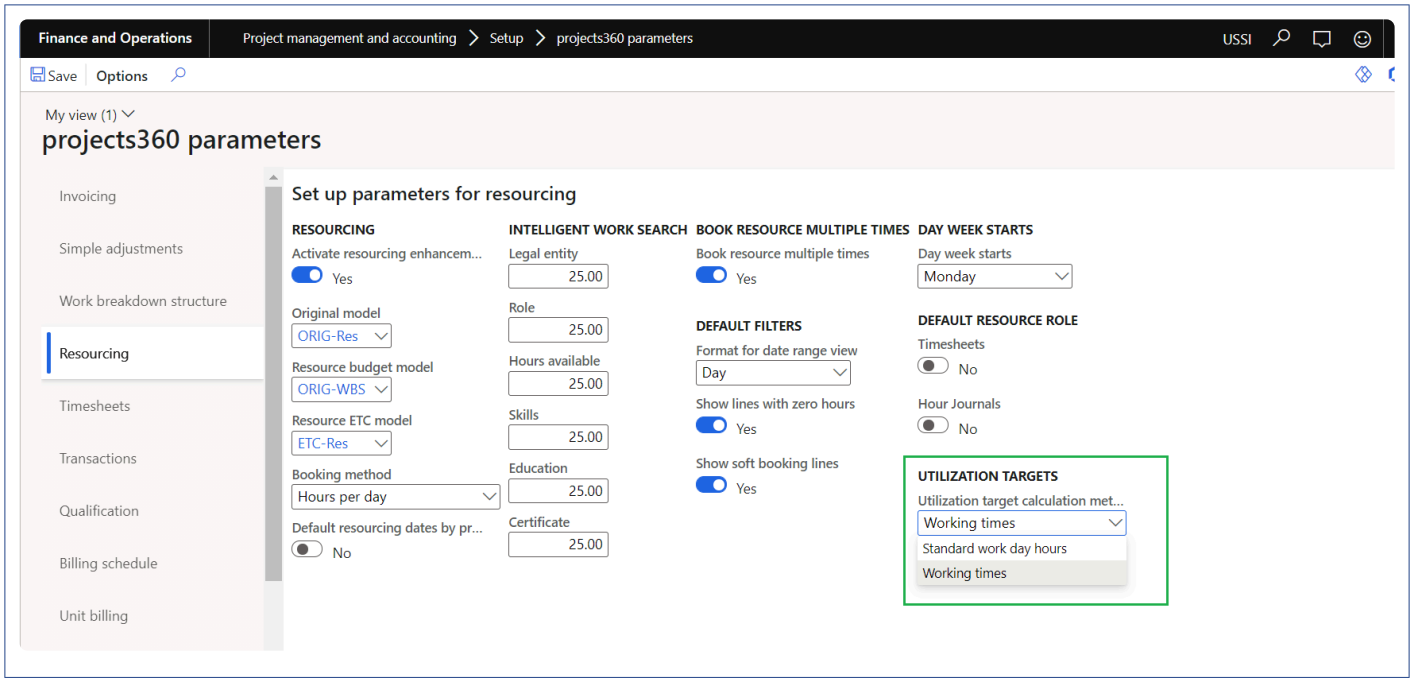
Configure

Before grouping the reporting transactions based on parameters, the grouping parameters need to be defined. This section details how to configure the grouping parameters.

Parameter Setup

On projects360 parameters, new parameter is placed based on which the utilization target will get calculated.

Go to Project management and accounting > Setup > projects360 parameters



The options available for field Utilization target calculation method on this form are as follows:

Field\Button name	Description
Standard work day hours	If this option is selected then utilization target will be calculated using “Standard work day in hours” field from calendar.
Working times	If this option is selected then utilization target will be calculated using the “Working time” for the specific date.

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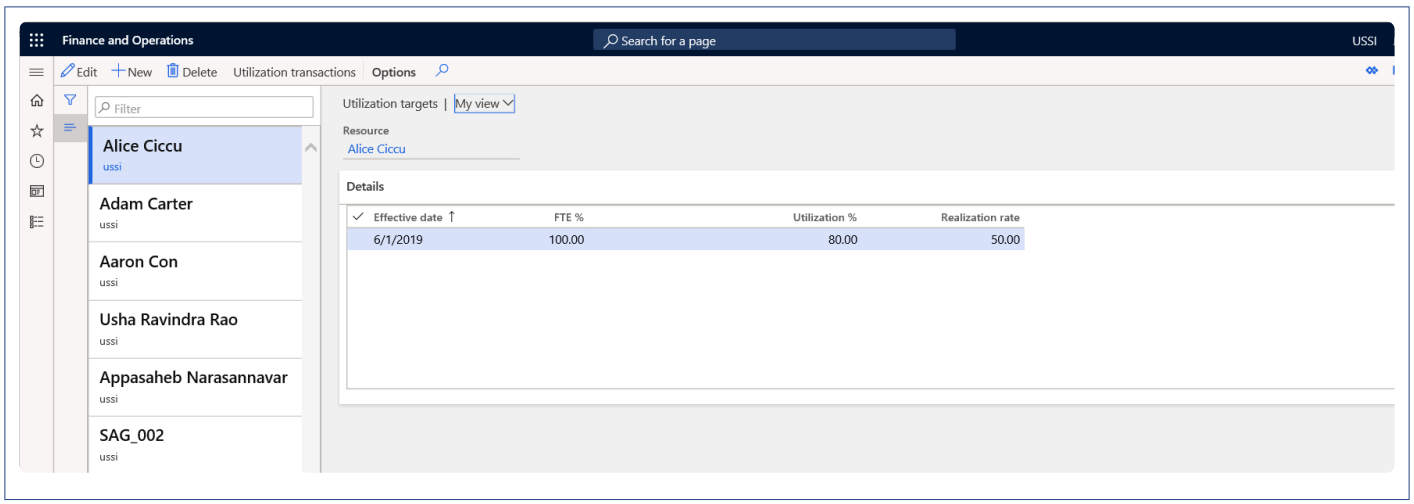
Utilization Setup

The following setups are required for Utilization in BI to work.

Go to Project management and accounting > Setup > projects360 BI Setups > Utilization Targets
Go to Resourcing > Utilization and BI > Utilization Targets



The user can define the utilization percentage of current legal entity resources in this form which will be used for utilization analysis based on the effective date. Resource manager and HR assistant will be able to create utilization targets whereas project supervisor will be allowed to view the created utilization targets.

The user can define the utilization percentage of current legal entity resources which will be used for utilization analysis based on the effective date from the workers form. Employment date/time and Legal entity time zone plays an important role in target utilization calculations.It is unto the user intelligence to update an unambiguous dates in employment history.

The user can define the utilization percentage of current legal entity resources which will be used for utilization analysis based on the effective date from the workers form.

The buttons and the fields available on this form are as follows:

Field\Button name	Description
New	Click to create a new utilization targets.
Delete	Click to delete an existing utilization targets.
Name	View the name of the resource.
Resource lookup	View the Resource for the utilization. This field is un-editable.

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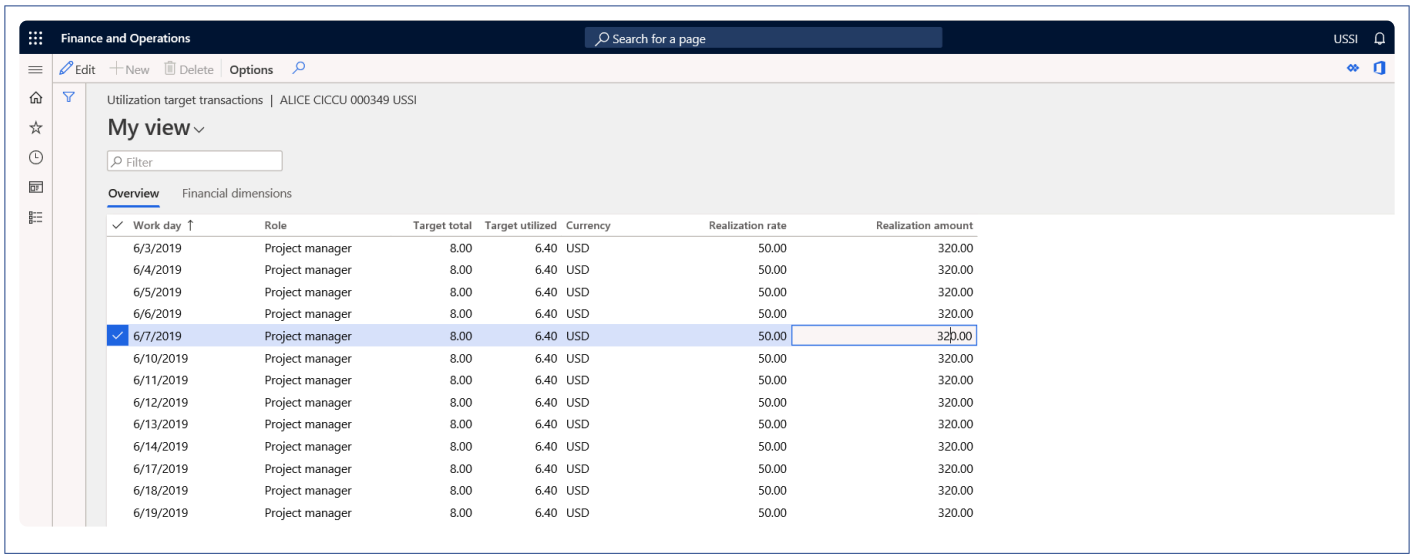
Effective date	The date from which the utilization data will be valid until the next nearest future date in the grid.
FTE %	This is the Full Time employment percentage of an employee. The percent entered in this field will be multiplied with the calendar hours of the resource. For example if the resource is attached to a 8 hours calendar and this field has 75%, then the target utilization of this resource is 8*75% = 6 hours.
Utilization %	The productive percentage of the Resource. This is calculated on the FTE value. For example if the FTE is 6 hours and the percentage in this field is 85, then the Utilized percentage on a day basis will be 6*85% = 5.10 hours.
Realization rate	This is a user keyin field to calculate realization amount.
Utilization transactions button	Utilization transaction button has been added on Target utilization form to view the values calculated in hours for FTE% and Utilization% per day along with the role information.

Utilization Transaction

This button is added on the Utilization targets form to display resource utilization transaction with resource role for a specific day.



Work day	Role	Target total	Target utilized	Currency	Realization rate	Realization amount
6/3/2019	Project manager	8.00	6.40	USD	50.00	320.00
6/4/2019	Project manager	8.00	6.40	USD	50.00	320.00
6/5/2019	Project manager	8.00	6.40	USD	50.00	320.00
6/6/2019	Project manager	8.00	6.40	USD	50.00	320.00
6/7/2019	Project manager	8.00	6.40	USD	50.00	320.00
6/10/2019	Project manager	8.00	6.40	USD	50.00	320.00
6/11/2019	Project manager	8.00	6.40	USD	50.00	320.00
6/12/2019	Project manager	8.00	6.40	USD	50.00	320.00
6/13/2019	Project manager	8.00	6.40	USD	50.00	320.00
6/14/2019	Project manager	8.00	6.40	USD	50.00	320.00
6/17/2019	Project manager	8.00	6.40	USD	50.00	320.00
6/18/2019	Project manager	8.00	6.40	USD	50.00	320.00
6/19/2019	Project manager	8.00	6.40	USD	50.00	320.00

The buttons and the fields available on this form are as follows:

Field name	Description

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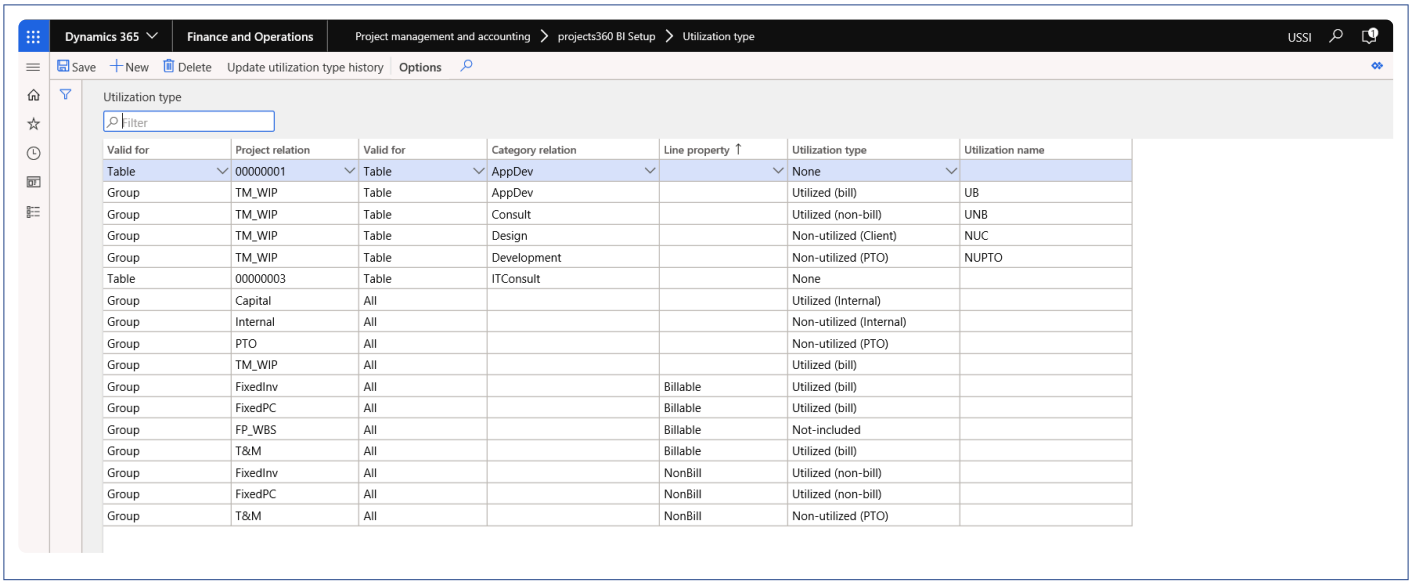
Workday	Date of the utilization target of the resource.
Role	Role field displayed the resource role for respective date.
Target total	Target total displays the target total based on given value on FTE%. Based on the date effectivity and the percentage change the target total will vary.
Target Utilized	Resource utilization hour displayed in the target utilized field. This is the Utilization hours of the FTE Hours. Based on the date effectivity and the percentage change the target Utilized will vary.
Realization rate	Realization rate field value will default from the Utilization target form.
Realization amount	Realization amount is the amount calculated by multiplying the Realization rate with target utilized hours.
Financial dimensions	In the financial dimensions tab, all the financial dimensions associated with the worker is defaulted.

Utilization Type

In this form the project transaction data is classified into various utilization buckets per Project, per category and further by line property. This setup will be used for calculation of utilization at the project level.Resource manager and HR assistant will be able to create utilization targets whereas project supervisor will be allowed to view the created utilization types.

Go to Project management and accounting > Setup > Project+ BI Setup > Utilization types.
Go to Resourcing > Utilization and BI > Utilization type



Valid for	Project relation	Valid for	Category relation	Line property	Utilization type	Utilization name
Table	00000001	Table	AppDev		None	
Group	TM_WIP	Table	AppDev		Utilized (bill)	UB
Group	TM_WIP	Table	Consult		Utilized (non-bill)	UNB
Group	TM_WIP	Table	Design		Non-utilized (Client)	NUC
Group	TM_WIP	Table	Development		Non-utilized (PTO)	NUPTO
Table	00000003	Table	ITConsult		None	
Group	Capital	All			Utilized (Internal)	
Group	Internal	All			Non-utilized (Internal)	
Group	PTO	All			Non-utilized (PTO)	
Group	TM_WIP	All			Utilized (bill)	
Group	FixedInv	All		Billable	Utilized (bill)	
Group	FixedPC	All		Billable	Utilized (bill)	
Group	FP_WBS	All		Billable	Not-included	
Group	T&M	All		Billable	Utilized (bill)	
Group	FixedInv	All		NonBill	Utilized (non-bill)	
Group	FixedPC	All		NonBill	Utilized (non-bill)	
Group	T&M	All		NonBill	Non-utilized (PTO)	

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The buttons and the fields available on this form are as follows:

Field name	Description
New	Click to create a new utilization type.
Delete	Click to delete an existing utilization type.
Update utilization type history	Click to update the data as per the changes done to the form. This button remains disabled unless there are any edits to the form.
Valid for	The options available here are – Table, Group and All. When set to group or table, the project relation has to be selected. This field works in conjunction with the Project Relation field.
Project Relation	This field is non-editable, when the option in Valid for is set to All. The Project groups are displayed for selection when the Valid for field is set to Group. The Projects are displayed for selection when the Valid for field is set to Table.
Valid for	The options available here are – Table, Group and All. When set to group or table, the project relation has to be selected. This field works in conjunction with the Category Relation field.
Category relation	This field is non-editable, when the option in Valid for is set to All. The Category groups are displayed for selection when the Valid for field is set to Group. The Project categories are displayed for selection when the Valid for field is set to Table.
Line property	Line property can be selected as another criteria for the utilization calculation.
Utilization type	There are fixed 8 types of utilization classifications available in projects360. They are: None, Utilized (bill), Utilized (non-bill), Utilized (Internal), Non-utilized (Client), Non-utilized (internal), Non-utilized (PTO) and Not-included. Based on the values the utilization calculations will be performed for the projects/categories selected in the line. For example the if the line is for Project1 and category relation is set to ALL and the utilization type is set to – Non-Utilized (Internal). Then all the transactions on this project will be grouped as Non-Utilized (Internal).
Utilization name	Utilization name can be defined to further classify the Utilization types.

This form is used to group categories in combination to projects into different types of utilization group. For

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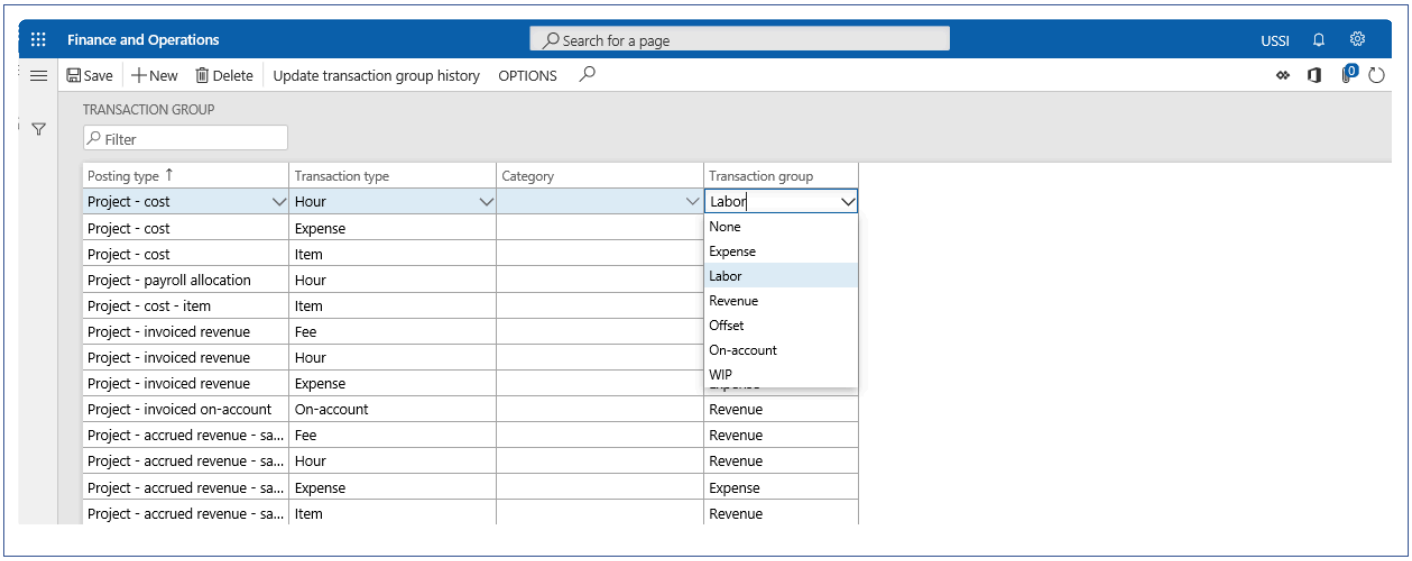
example, Corporate social responsibility under project Internal should be treated as non-Utilized internal, paid Leave, etc.

Transaction Group

The posting types are grouped together along with a category or otherwise, into a broader classification as labor, expense, revenue etc., for the purpose of calculating the utilization.

Go to Project management and accounting > Setup > projects360 BI Setup>Transaction Groups.



This form is used to regroup postings of different transaction types in combination with categories into various transaction group.

The buttons and the fields available on this form are as follows:

Column name	Description
New	To create a new Transaction Group.
Delete	To delete an existing Transaction group.
Transaction Update group history	To update the data as per the changes done to the form. This button remains disabled unless there are any edits to the form.
Posting Type	All posting types in Microsoft Dynamics 365 for Finance and Operations, is available for selection in this lookup.

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Transaction Type	The various project transaction types are displayed for selection in this list. Transaction types available are Blank, Fee, Hour, Expense, Item, OnAccount, WIP, Indirect cost component and Retainage.
Category	The category that should be used. to filter for the given transaction type.
Transaction group	There are 7 types of transaction groups available for selection. None, Expense, Labor, Revenue, Offset, On-Account and WIP.

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Inquire Utilization Data

This section explains how the transaction data is inquired and verified based on the grouping parameters defined in the previous section.

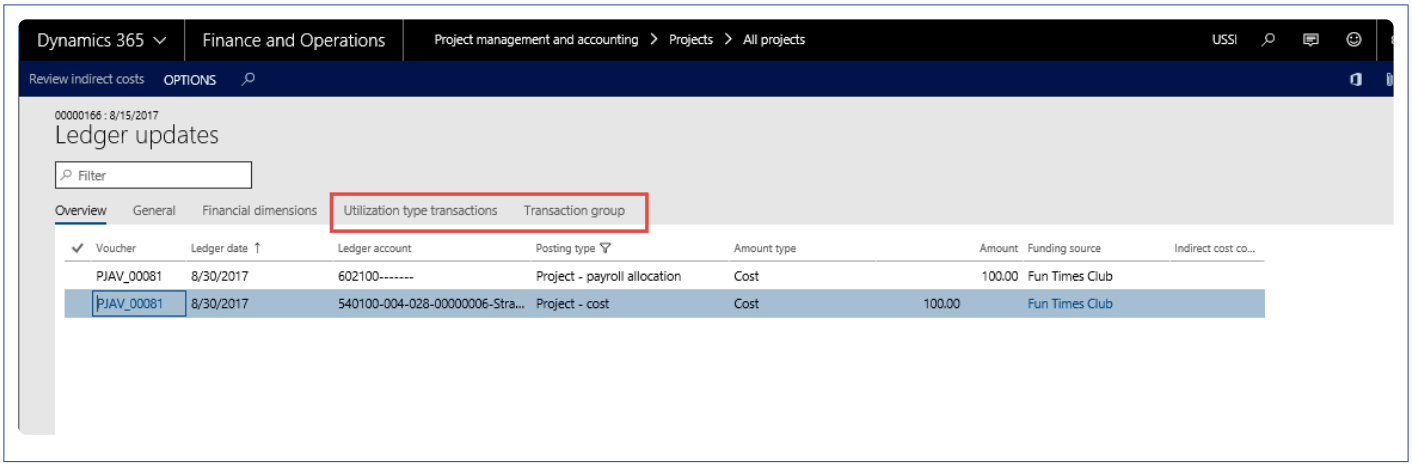
Utilization Inquiry

Once the grouping parameters are defined, post the various projects transaction types such as hours, fees, items, expenses etc. These transactions will be grouped based on the setups and can be viewed on the ledger updates form.

Utilization data classified based on the setups in Utilization types and transaction groups for the posted transaction is available in the Posted Project Transactions form.

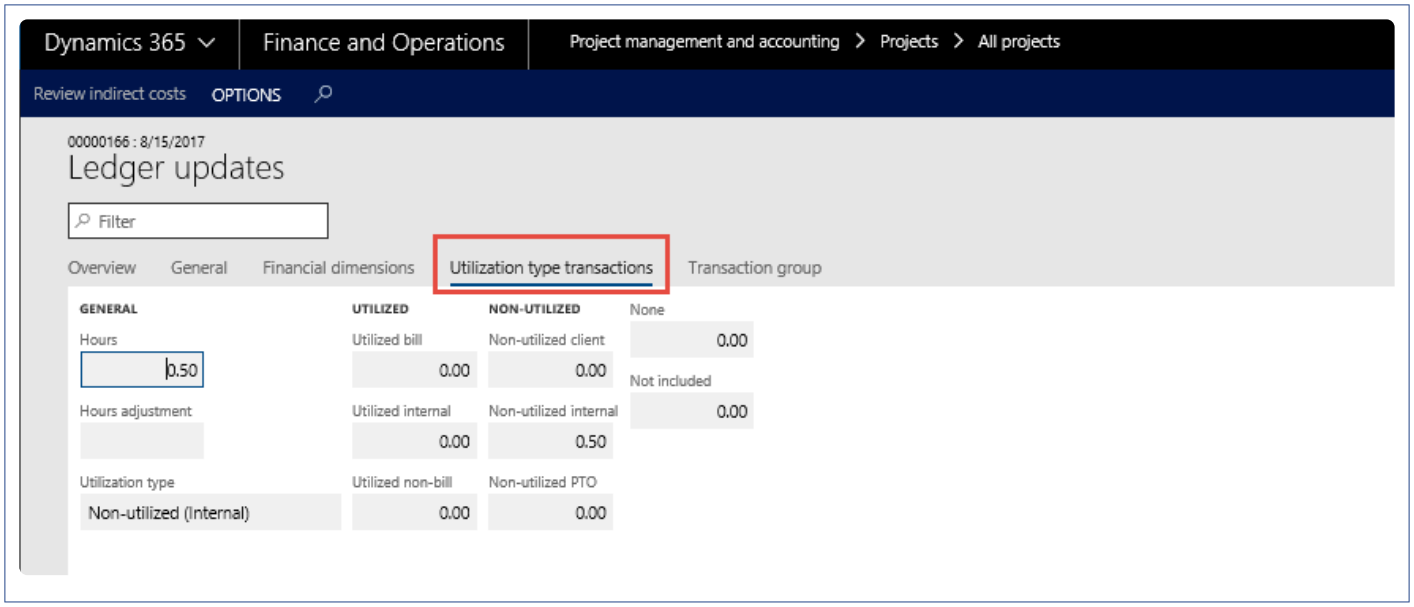
Two new tabs on view ledger update under posted transaction form show the utilization type transaction and utilization group for posted transaction.

Go to Project management and accounting > Transactions > Posted Projects transactions > View ledger updates



Utilization Type Transactions

Utilization type transactions tab is added in View ledger updated form to view the transactions posted using category which is defined in the Transaction type setup form.



Transaction Group

Transaction group tab is added in View ledger updated form to view the transactions posted using posting type which is defined in the Transaction group form.

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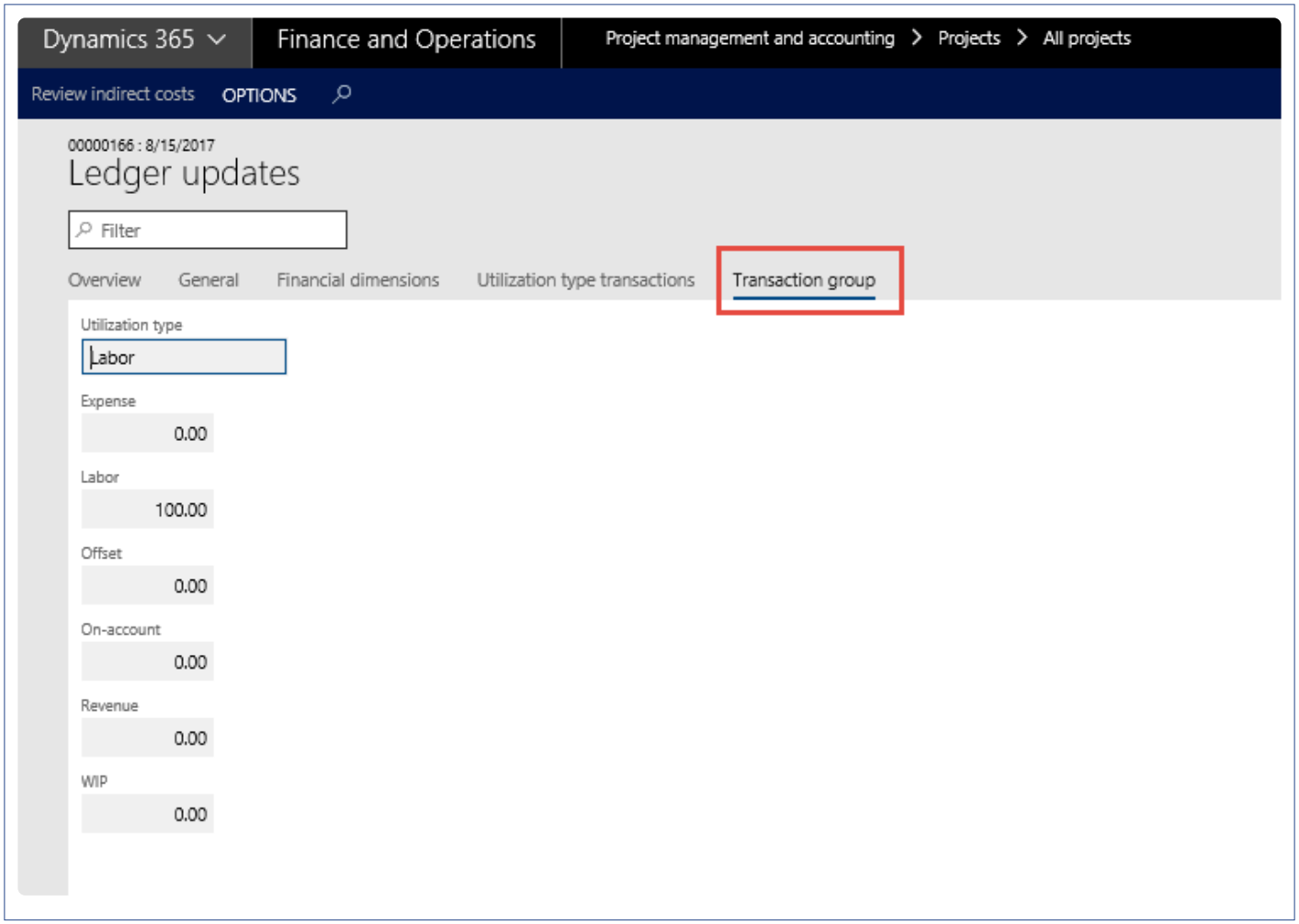

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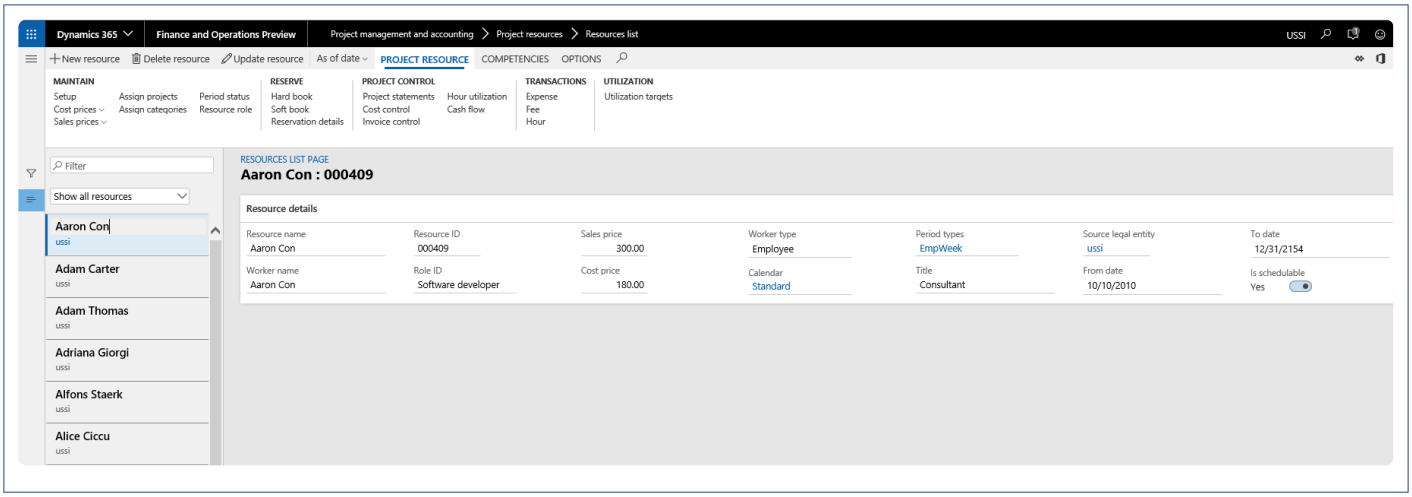
Target update

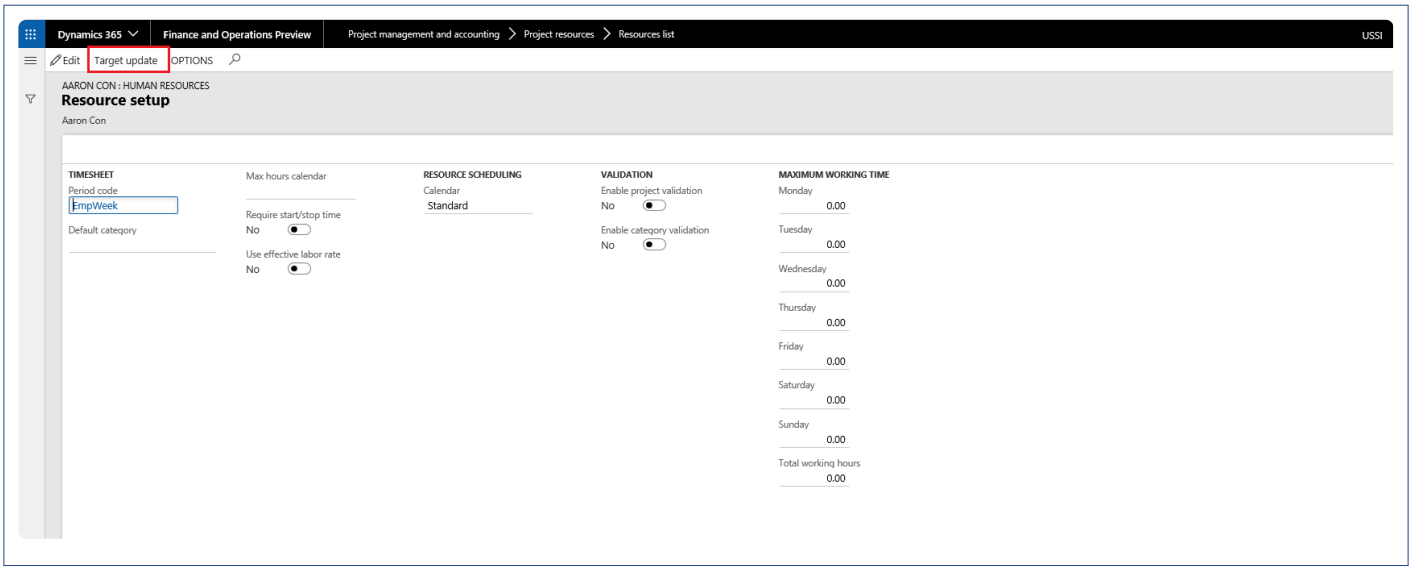
Once the grouping parameters are configured and transactions are posted, the target transactions can be updated by running a target update for a resource and for all resource of current legal entity through periodic batch. This sections details out the process to execute Target update.

Target Update for a resource

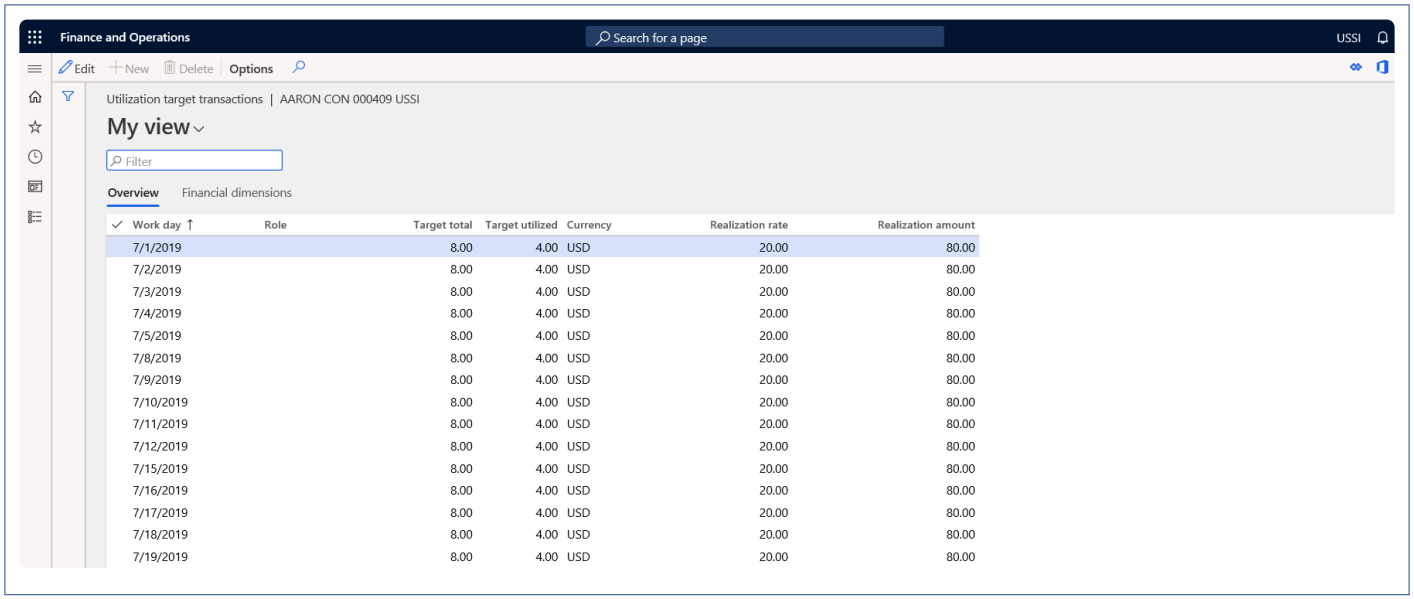
There is a process that is involved for updating the target transactions for a resource as on a particular date. This is available.

Go to Project management and accounting > Projects resources > Resource lists > Setup > Target update.





Once user click on Target update button, target transactions are updated accordingly.



Work day	Role	Target total	Target utilized	Currency	Realization rate	Realization amount
7/1/2019		8.00	4.00	USD	20.00	80.00
7/2/2019		8.00	4.00	USD	20.00	80.00
7/3/2019		8.00	4.00	USD	20.00	80.00
7/4/2019		8.00	4.00	USD	20.00	80.00
7/5/2019		8.00	4.00	USD	20.00	80.00
7/8/2019		8.00	4.00	USD	20.00	80.00
7/9/2019		8.00	4.00	USD	20.00	80.00
7/10/2019		8.00	4.00	USD	20.00	80.00
7/11/2019		8.00	4.00	USD	20.00	80.00
7/12/2019		8.00	4.00	USD	20.00	80.00
7/15/2019		8.00	4.00	USD	20.00	80.00
7/16/2019		8.00	4.00	USD	20.00	80.00
7/17/2019		8.00	4.00	USD	20.00	80.00
7/18/2019		8.00	4.00	USD	20.00	80.00
7/19/2019		8.00	4.00	USD	20.00	80.00

Periodic Process – Target Update Batch

There is a periodic process that is involved for updating the target transactions as on a particular date. This is available.

Go to Project management and accounting > Periodic > projects360 BI Periodic > Target update.
Go to Resourcing > Update resourcing > Target update

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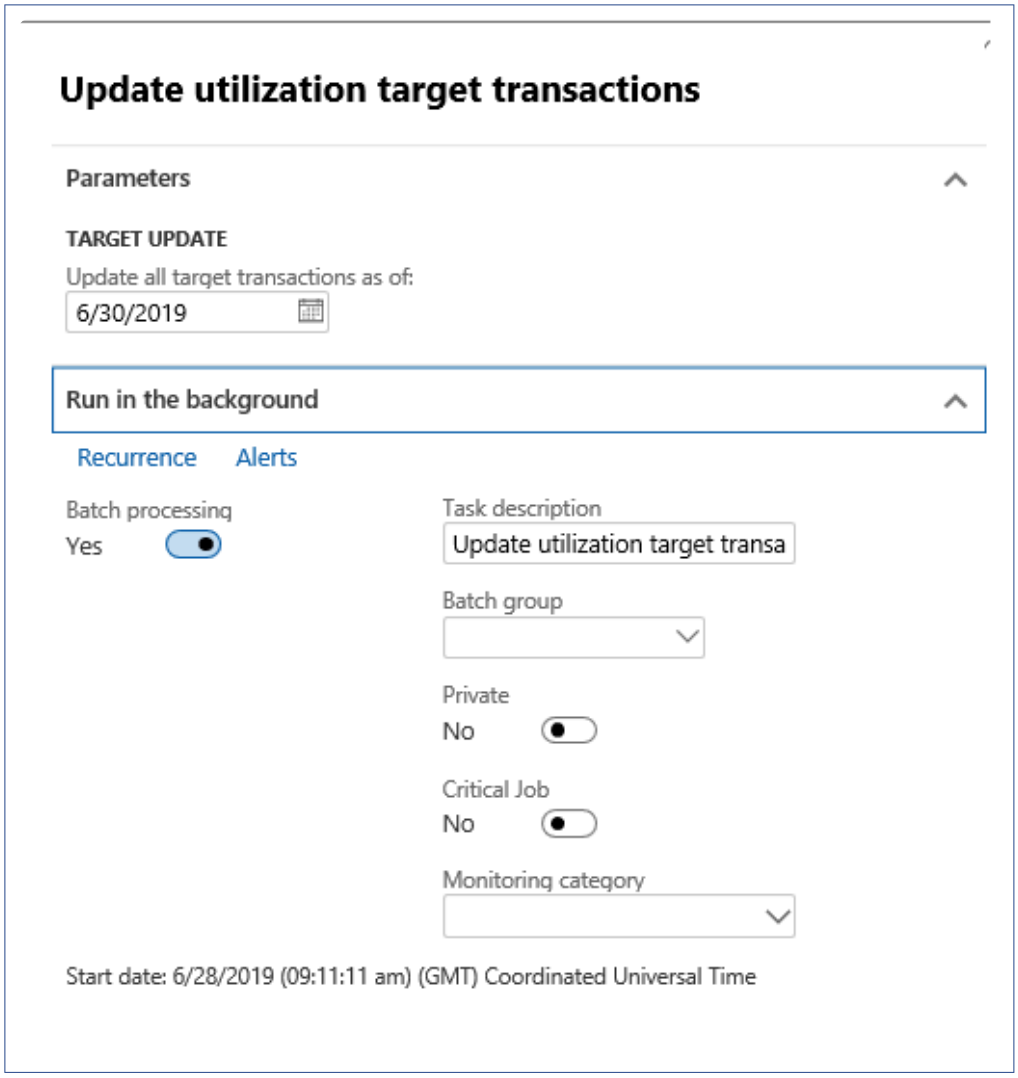
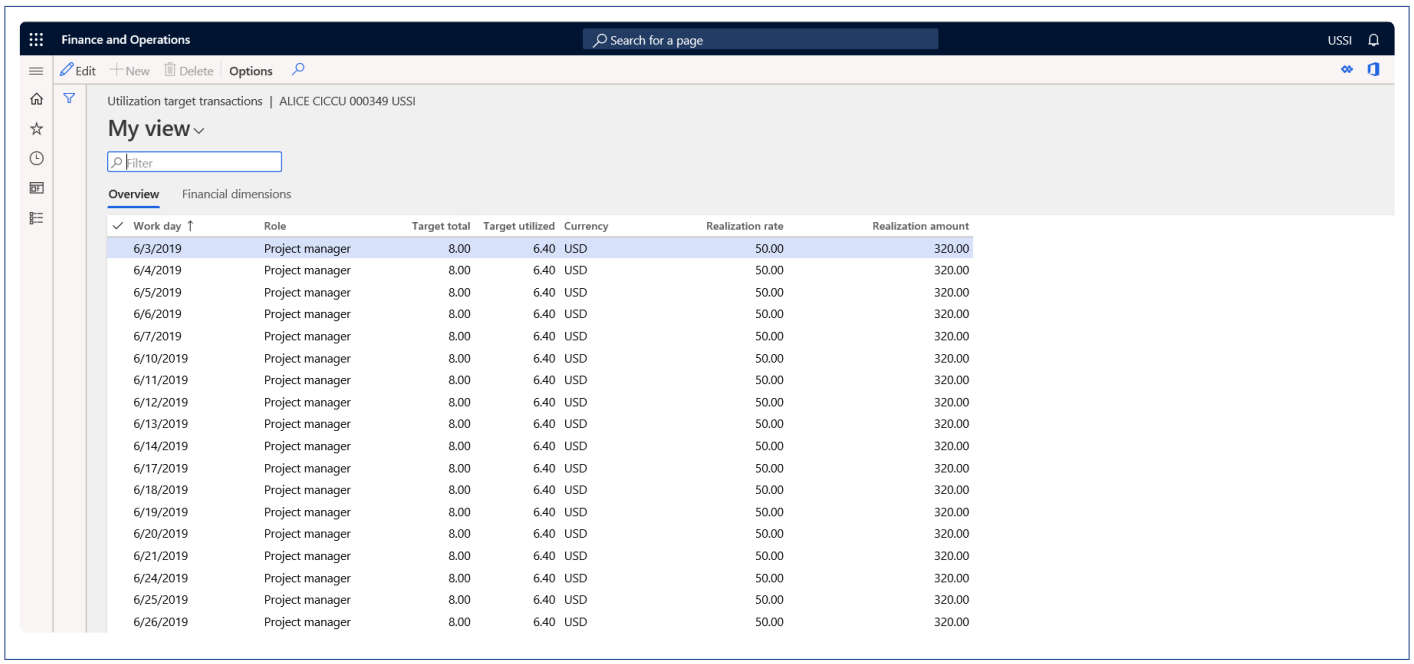


Once user runs this batch, Utilization target transactions are updated accordingly till the batch running date.



Work day	Role	Target total	Target utilized	Currency	Realization rate	Realization amount
6/3/2019	Project manager	8.00	6.40	USD	50.00	320.00
6/4/2019	Project manager	8.00	6.40	USD	50.00	320.00
6/5/2019	Project manager	8.00	6.40	USD	50.00	320.00
6/6/2019	Project manager	8.00	6.40	USD	50.00	320.00
6/7/2019	Project manager	8.00	6.40	USD	50.00	320.00
6/10/2019	Project manager	8.00	6.40	USD	50.00	320.00
6/11/2019	Project manager	8.00	6.40	USD	50.00	320.00
6/12/2019	Project manager	8.00	6.40	USD	50.00	320.00
6/13/2019	Project manager	8.00	6.40	USD	50.00	320.00
6/14/2019	Project manager	8.00	6.40	USD	50.00	320.00
6/17/2019	Project manager	8.00	6.40	USD	50.00	320.00
6/18/2019	Project manager	8.00	6.40	USD	50.00	320.00
6/19/2019	Project manager	8.00	6.40	USD	50.00	320.00
6/20/2019	Project manager	8.00	6.40	USD	50.00	320.00
6/21/2019	Project manager	8.00	6.40	USD	50.00	320.00
6/24/2019	Project manager	8.00	6.40	USD	50.00	320.00
6/25/2019	Project manager	8.00	6.40	USD	50.00	320.00
6/26/2019	Project manager	8.00	6.40	USD	50.00	320.00

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WBS Forecasts

Microsoft Dynamics 365 for Finance and Operations does not have any provision for calculating or displaying the earned values or planned values in a forecast model. It does not even have the estimate to complete calculations.

WBS (Work break down structure) lines are considered as the source for calculation of planned value and other calculations related to earned and estimated to complete forecasts.

The following forecasts are generated using WBS as the basis.

- ***Planned Value***
- ***Earned Value***
- ***Estimate to Complete***

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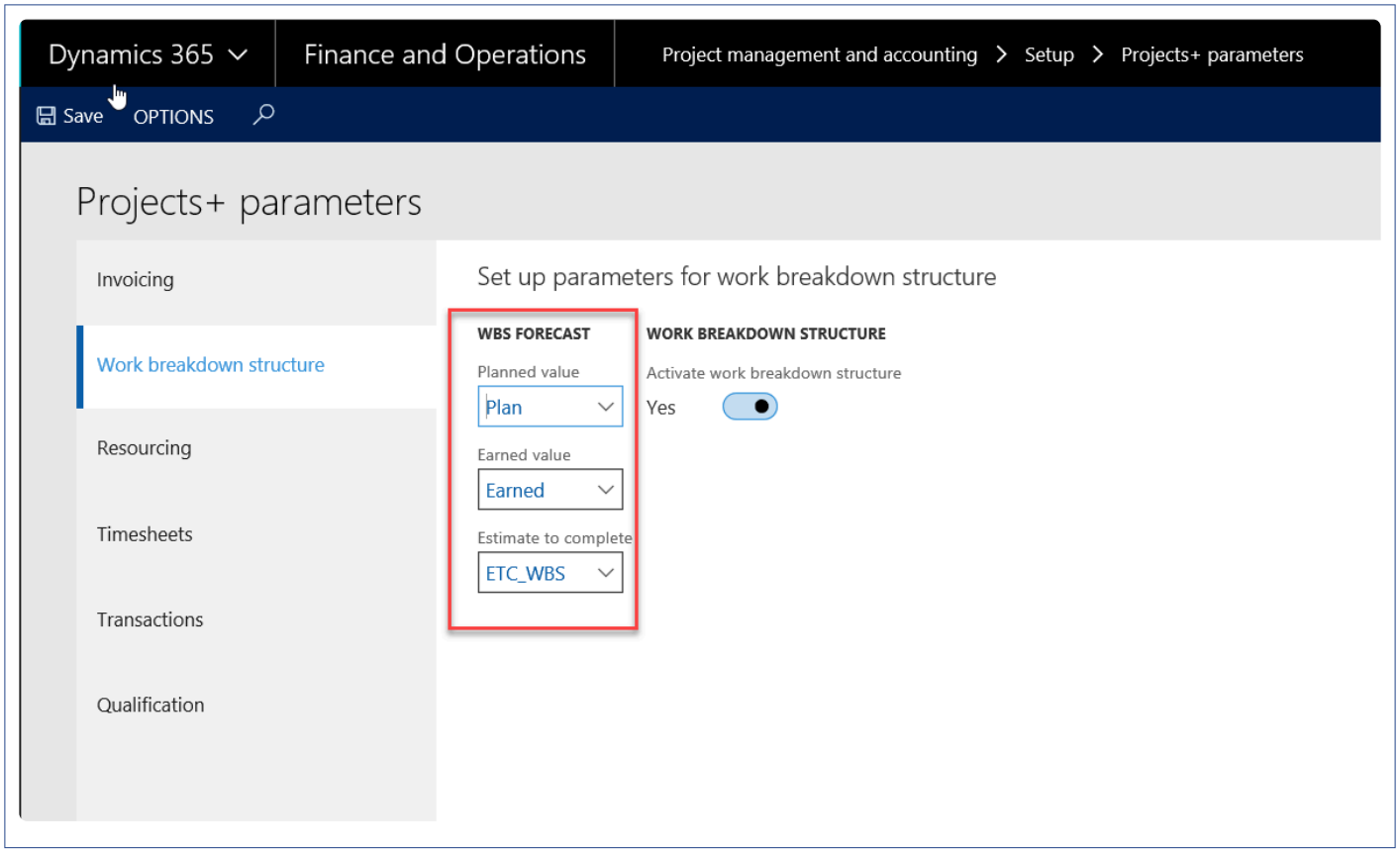
Configure Forecasts

There are few setups required to generate the forecasts based on WBS lines created for a particular project. This section details out these setups.

Parameter Setup

There is a setup on the projects360 parameters form, which allows users to the select the different forecast models to generate the planned, earned and estimate to complete forecasts. This is drop-down field allowing users to select a value from the forecast models defined on the standard form.

Go to Project management and accounting > Setup > projects360 Parameters > Work Breakdown Structure Tab



Details of the forecasts models selected against each of the fields are as follows:

- Planned Value: The forecast model selected in this field will hold the forecasts line created from the WBS line for planned value into this forecast model.
- Earned Value: The forecast model selected in this field will hold the forecasts line created from the

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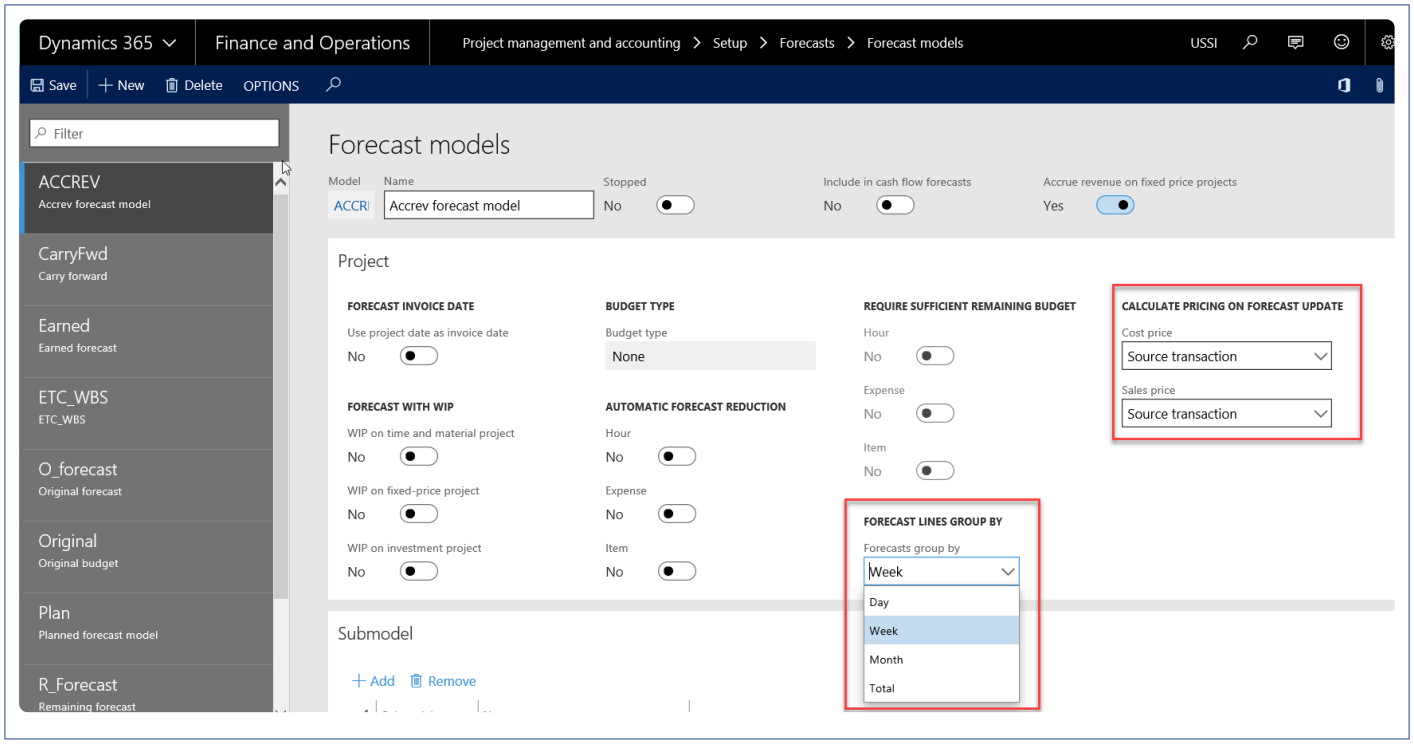
WBS line for earned value into this forecast model.

- Estimate to Complete: The forecast model selected in this field will hold the forecasts line created from the WBS line for estimate to complete into this forecast model.

Forecast Model Parameters

There are a couple of parameters available on the standard forecast form, for copying the lines from WBS to the planned values. These parameters also helps in deciding whether the forecasts to be generated in days, weeks, month or total.



- Creating lines in the forecast model could be split based on the below options
  - Weekly
  - Daily
  - Monthly
  - Total: one single line for the entire value

- Pricing: cost price and sales price.
  - Source transaction: This option is for defaulting the price as it is on the WBS form.
  - Price table: The price here defaults from the pricing tables.

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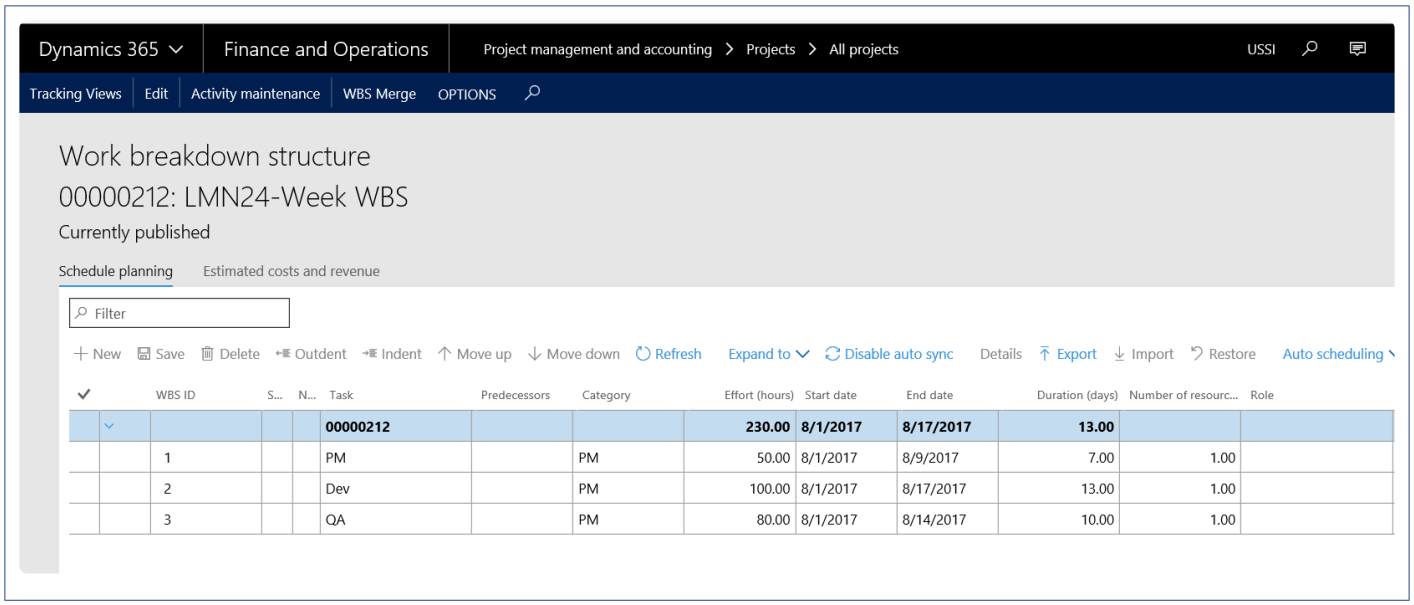
Process Forecasts

This sections explains how the different types of forecasts are created using the work breakdown structure data.

Processing Forecasts

On the Work breakdown structure form, after entering the WBS data, the user can use the new buttons added on the Plan tab to move the Work breakdown structure lines into the respective forecast models for Planned value, earned valued and estimate to complete.

WBS lines can be verified on *Go to Projects management and accounting > Projects > All projects > Work breakdown structure* or _Go to Manage projects workspace > Manage project tab> Work breakdown structure



Go to Projects management and accounting > Projects > All projects > Plan tab
_Go to Manage projects workspace > Budgeting tab

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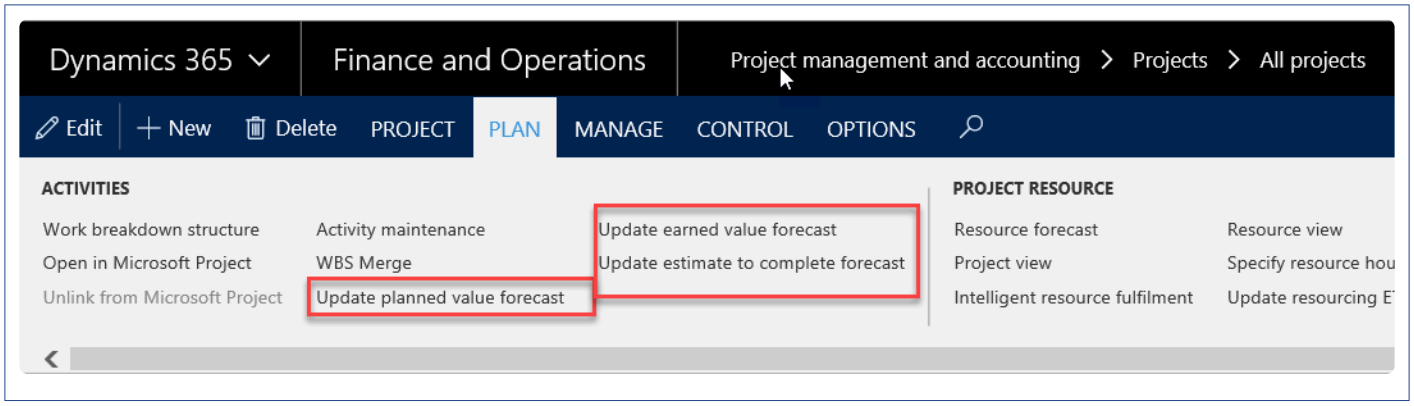
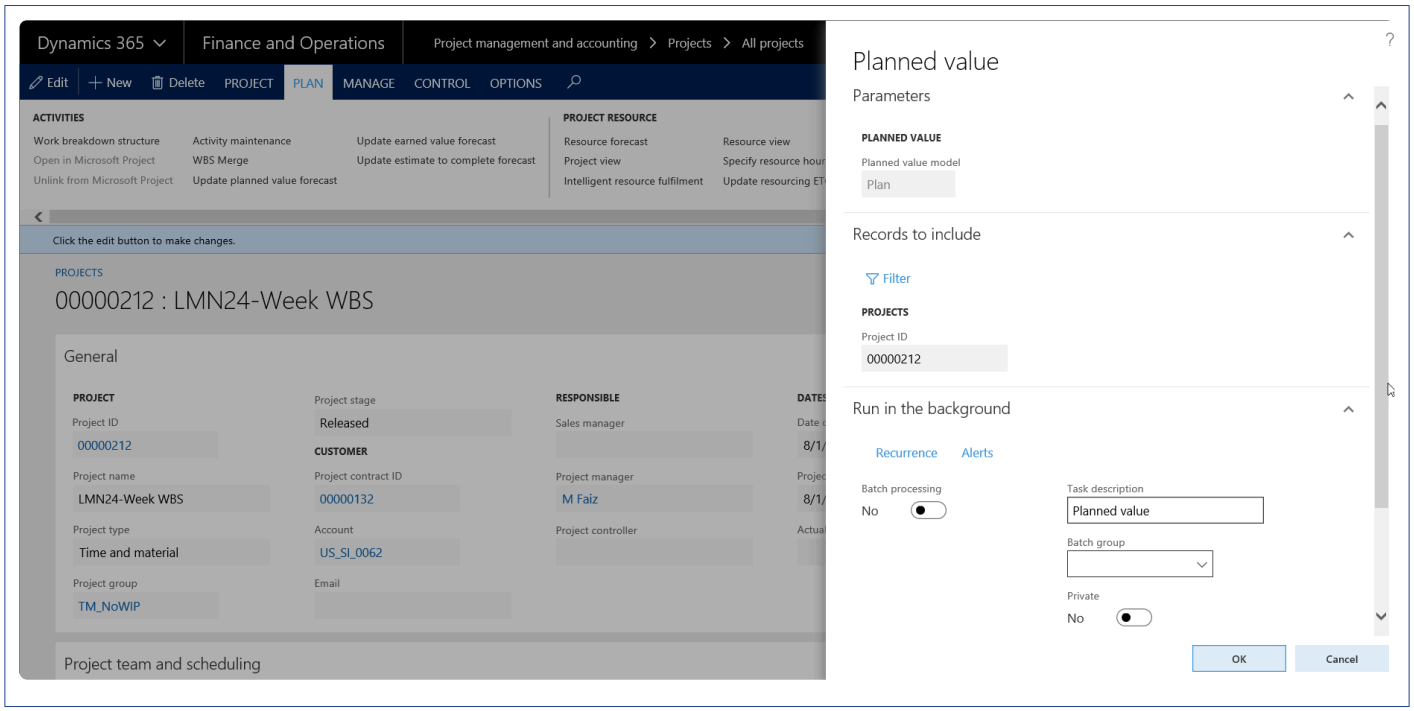


When the user chooses one of these buttons then a batch window opens where the user can process the records further. Details of how each forecast plan is updated is detailed in the below sections of the document.

Planned Value Forecasts

Planned value is the value that has been planned for executing the work breakdown structure tasks, so this is the baseline planned.

Go to Projects management and accounting > Projects > All projects > Plan tab > Update planned value forecast
Go to Manage projects workspace > Budgeting tab > Update planned value forecast



The user can edit only the task description and enable batch processing and its related information. Rest all the fields default from setups and not editable.

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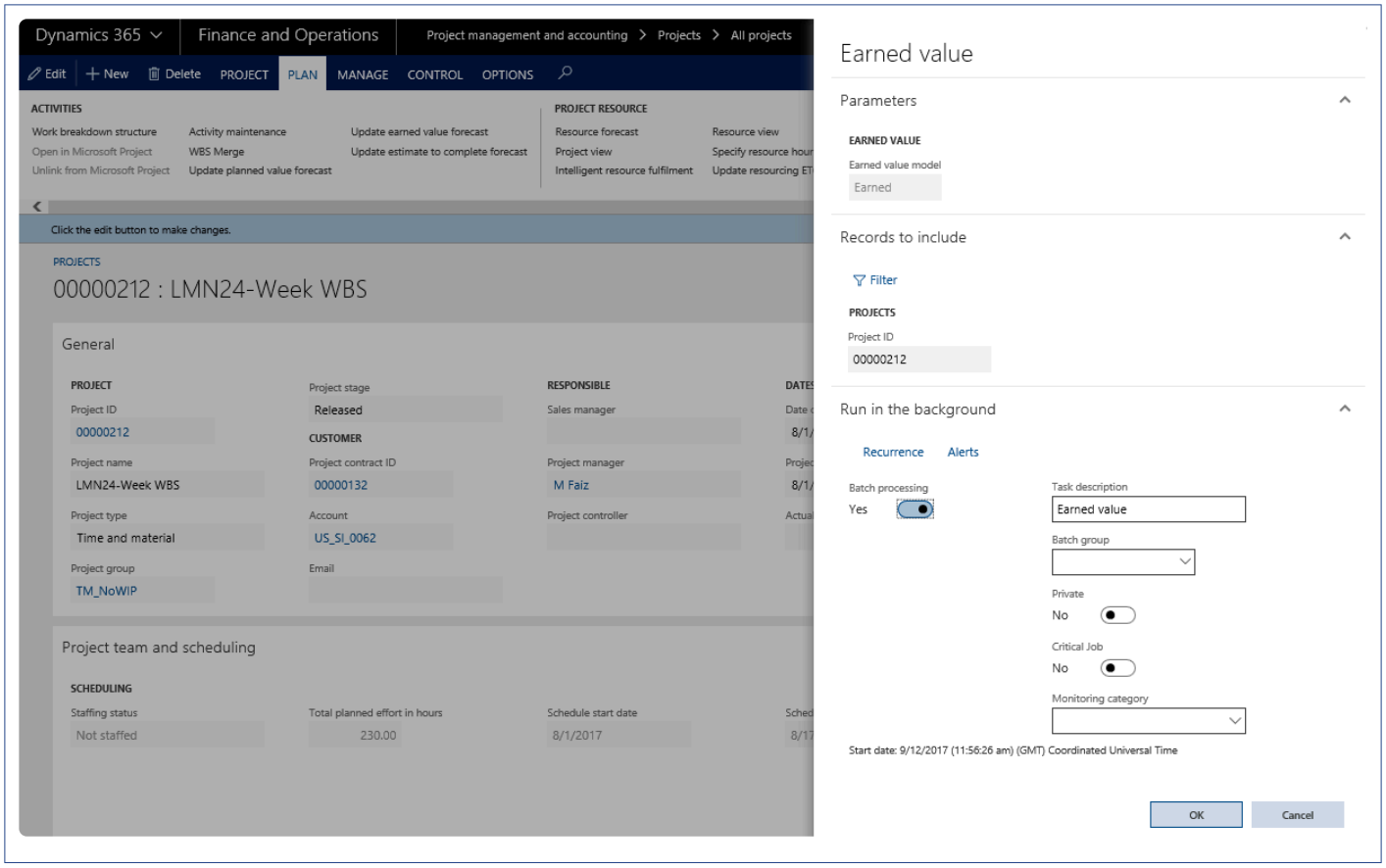
When the user runs the batch then the following data from work breakdown structure is considered for creating forecast lines, for the Forecast model ID that is selected in the parameters.

- Start date: From work breakdown structure line.
- Role ID: Value would be blank if the resource is not yet assigned to the work breakdown structure line.
- End date: From work breakdown structure line.
- Effort (hours): From work breakdown structure line.
- Cost price: Picked from work breakdown structure Line or from the price setup in project module
- Sales price: Picked from work breakdown structure Line or from the price setup in project module.
- Resource: Value would be blank if the resource is not yet assigned to the work breakdown structure line.

Earned Value Forecasts

Earned value is the value that is forecasted to be earned till the current date, from the start date of the work breakdown structure line.

Go to Projects management and accounting > Projects > All projects > Plan tab > Update earned value forecast
Go to Manage projects workspace > Budgeting tab > Update earned value forecast



When the user runs the batch then the following data from work breakdown structure is considered for creating forecast lines in the forecast model ID that is selected in the parameters.

- Start date: From work breakdown structure line.
- End date: Current/System date.
- Effort (hours): From work breakdown structure line.
- Cost price: Picked from work breakdown line or from the price setup in project module, based on the setup in forecast model.
- Sales price: Taken from work breakdown line or from the price setup in project module, based on the setup in forecast model.
- Resource: Value would be blank if the resource is not yet assigned to the work breakdown structure line.

Estimate to Complete Forecasts

Estimate to be completed is the forecasted value that is required to complete the task from today. So, the current date is cut off till the end date of the work breakdown structure is considered for calculating the number of days. However, for the remaining effort, the value of remaining effort is considered from work breakdown structure form on the tracking view – hours effort.

Go to Projects management and accounting > Projects > All projects > Plan tab > Update estimate to complete forecast
Go to Manage projects workspace > Budgeting tab > Update estimate to complete forecast

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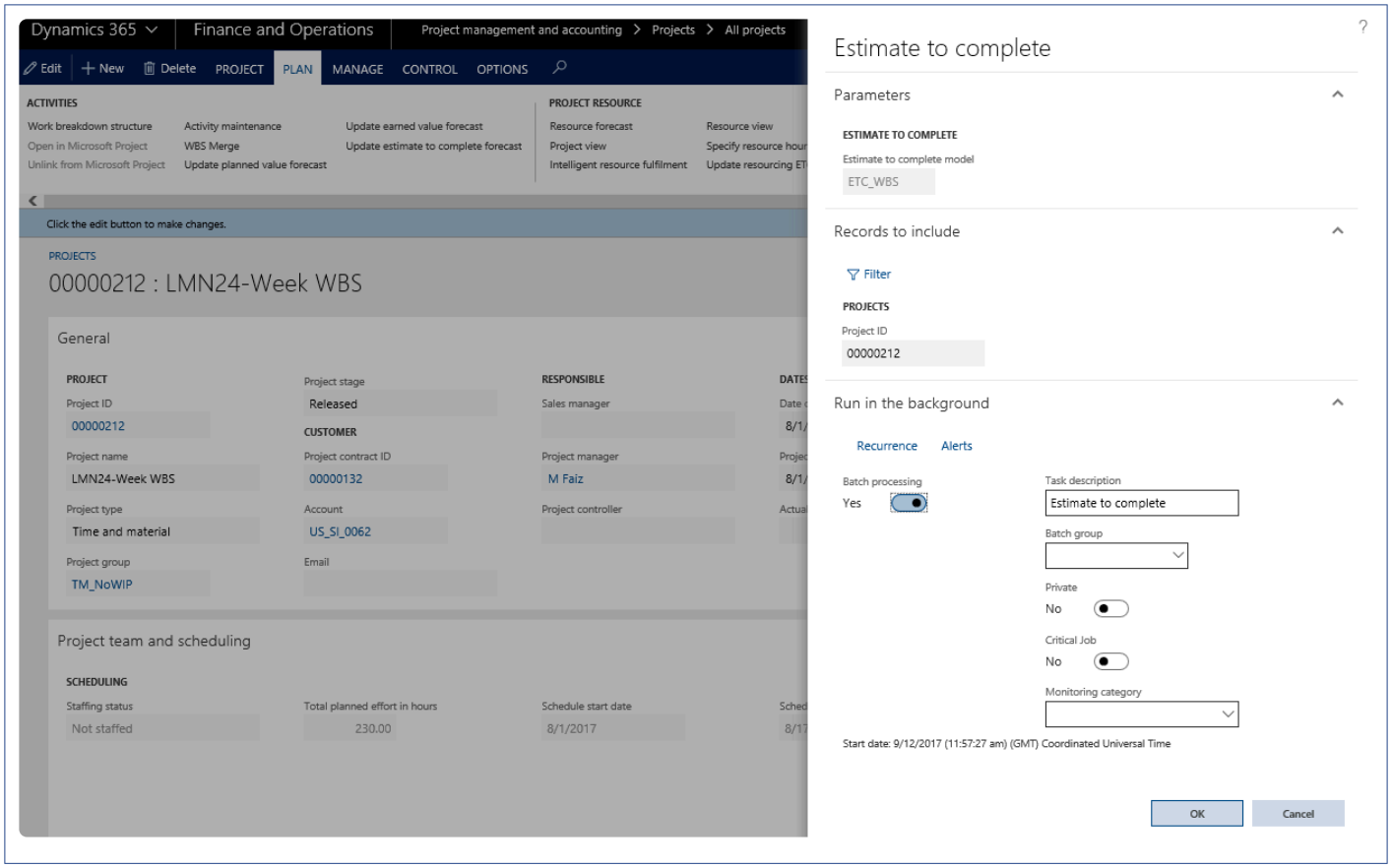

When the user runs the batch then the following data from work breakdown structure is considered for creating forecast lines for the forecast model ID that is selected in the parameters.

- Start date: Current/system date.
- End date: From work breakdown structure line.
- Effort (hours): Remaining effort from Effort tracking in the work breakdown structure.
- Cost price: Taken from work breakdown structure Line or from the price setup in project module.
- Sales price: Taken from work breakdown structure Line or from the price setup in project module.
- Resource: Value would be blank if the resource is not yet assigned to the work breakdown structure line.

Periodic Forecast Processing

The user can run the planned value only from the project however for the other two methods i.e. earned value and estimate to complete forecasts, periodic process menu can be used, which is available in the below path.

Project management and accounting > Periodic > projects360 Periodic > WBS Periodic

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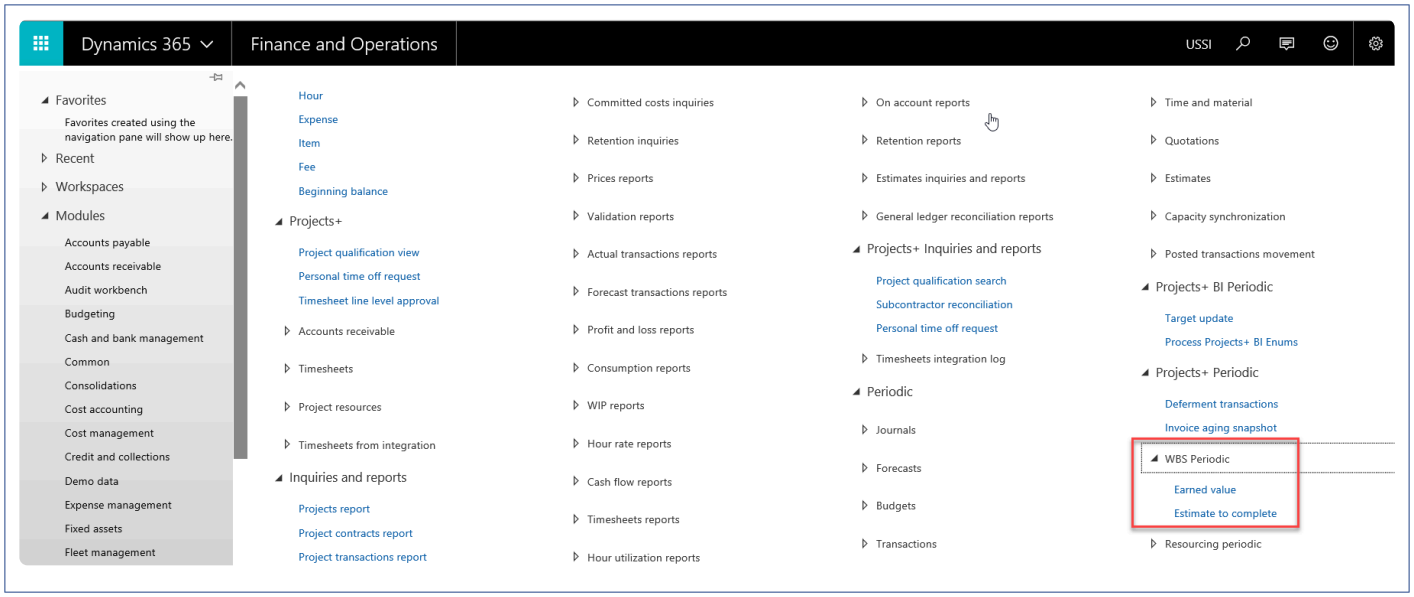

The functionality of the batches is the same as it is from the all projects menu, however in this form the batch can be run for one or more than one projects at a time.

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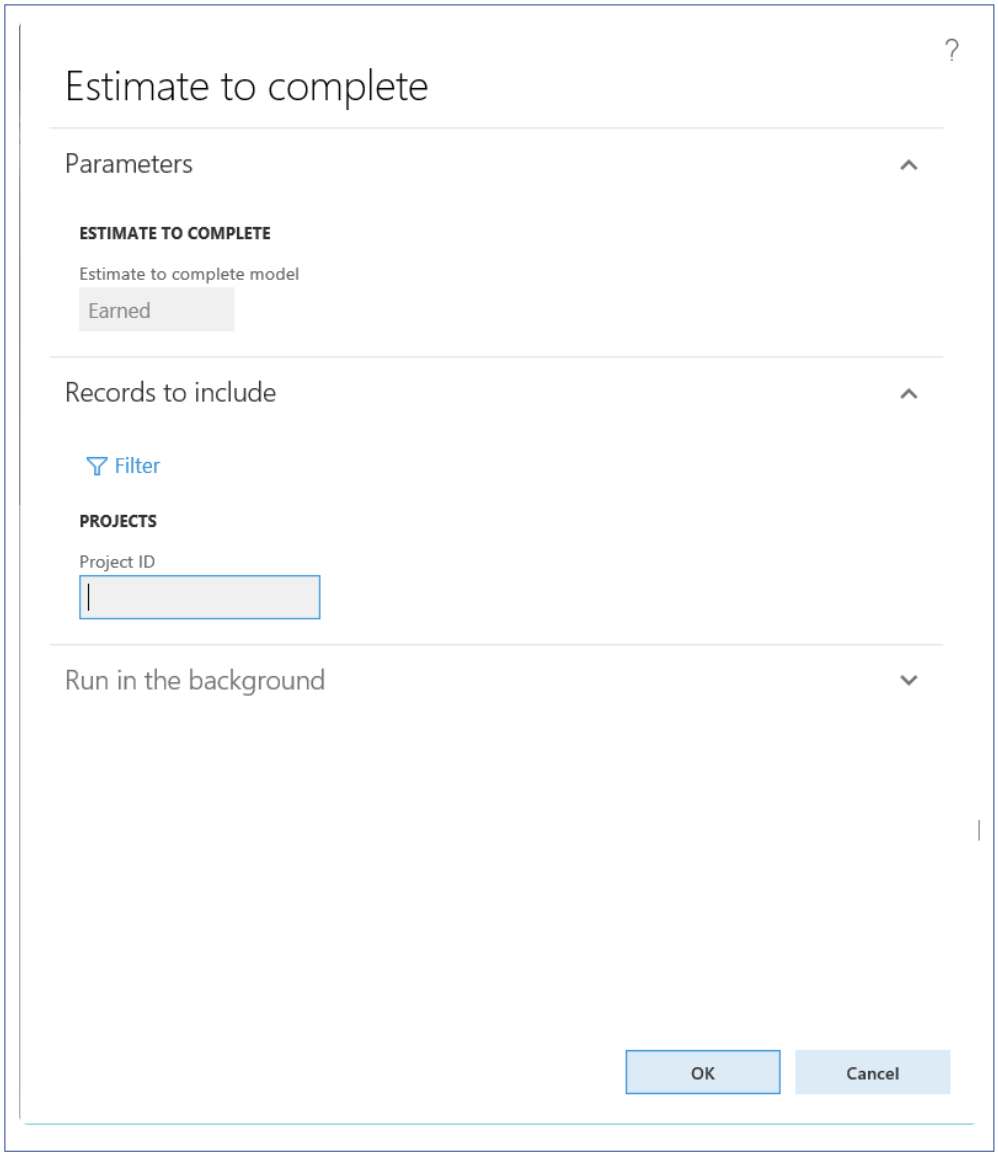

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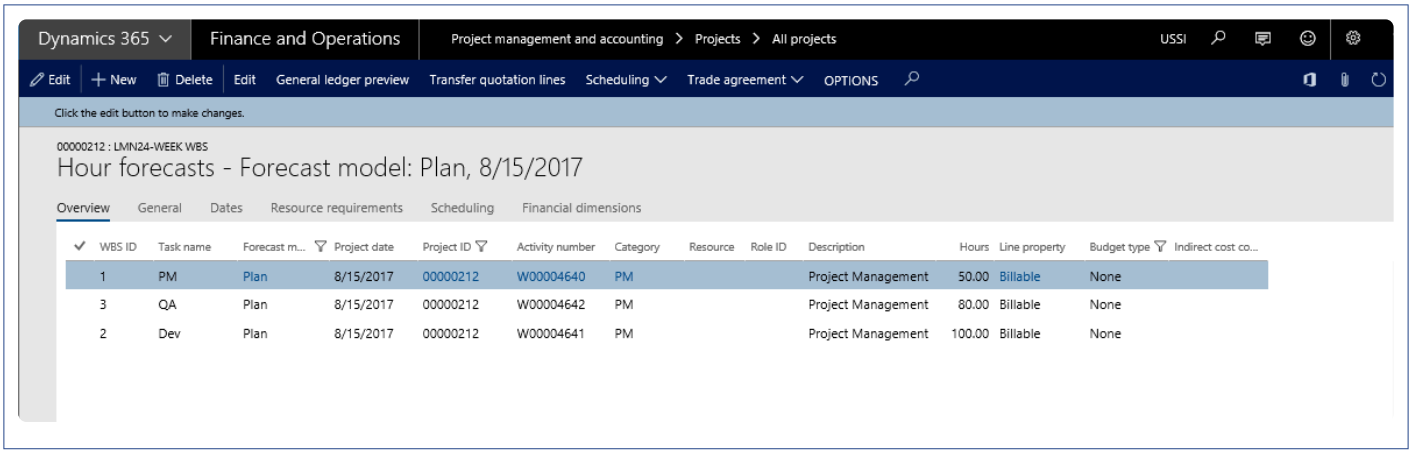
Validate Forecasts

This sections explains how the different types of forecasts results that are created using different methods are validated\reviewed using forms designed to represent this data.

Validate Forecast Results

Planned Value Results

The effort from work breakdown structure lines is divided into the open days between the start date and end date and are inserted as forecast lines. Each time the batch is processed, the previous data is deleted and new data is inserted.



Earned Value Results

The effort above is divided into the open days between the start date and end date and are inserted as forecast lines. Each time the batch is processed, the previous data is deleted and new data is inserted.

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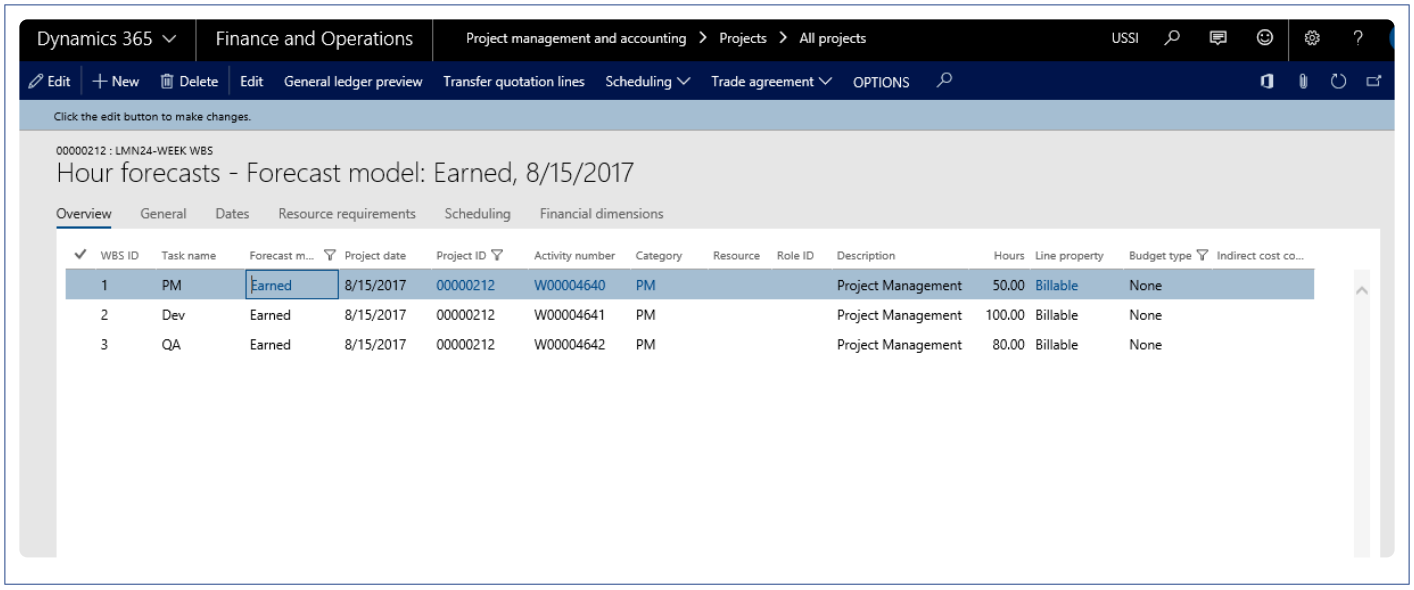
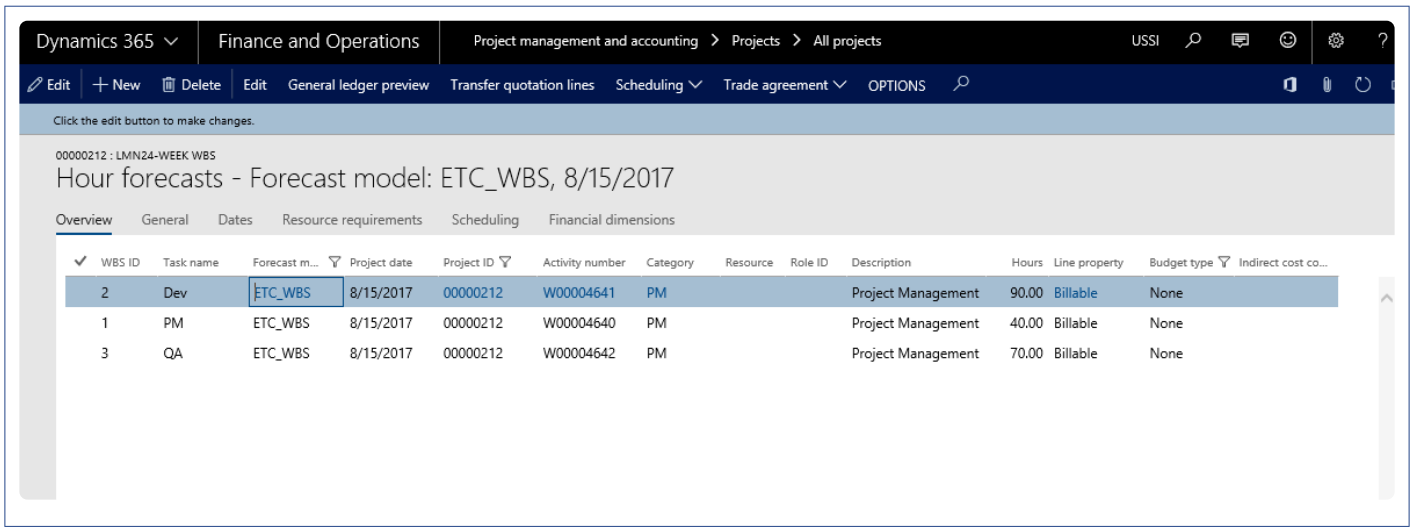


Estimate to Complete Forecast Results

The effort above is divided into the open days between the start date and end date, and are inserted as forecast lines per worker, thus if there are 2 workers then the forecast lines, in case 10 are created, then two sets would be created. Each time the batch is processed, the previous data is deleted and new data is inserted.



In case a task is estimated on WBS for 20 days starting from June 1st to June 20th, When Update planned forecasts is executed forecast will be created from June 1st to June 20th. When Update earned value forecast is executed on June 5th forecast will be created from June 1st to June 5th. When Update estimate to complete value forecast is executed on June 5th forecast will be created from June 15th to June 20th.

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Note – Only transaction of type hour has been considered for these calculations.

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Fixed Price Forecast Revenue

This feature is applicable to fixed price projects. The limitation with Microsoft Dynamics 365 for Finance and Operations is that the revenue budget is not created the way it is in a Time and Material project while forecasting.

There is no revenue budget line created when the forecasts are created for a fixed price project and the same should be manually created. This functionality has been introduced.

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Create & Review Forecasts

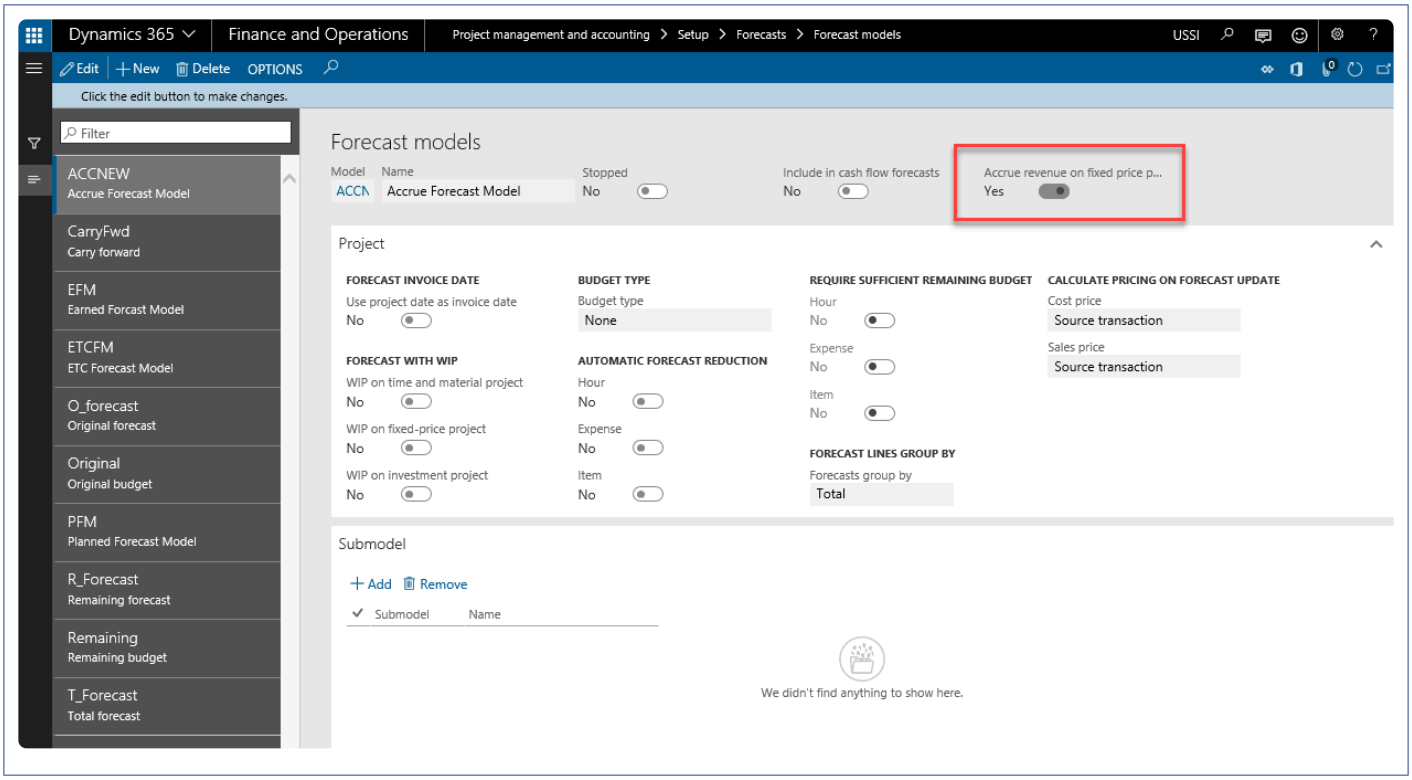
This sections details out the steps to configure the forecast models and generate the forecasts for fixed price kind of projects. This sections also explains from where to validate\ view the generated forecasts.

Configure Forecasts

Forecast Model Form

This feature is parameter controlled and the parameter lies in the Forecast model form. ‘Accrue revenue on fixed price projects’ needs to be turned on to generate forecasts for fixed price projects.

Go to Project management and accounting > Setup > Forecasts > Forecast models

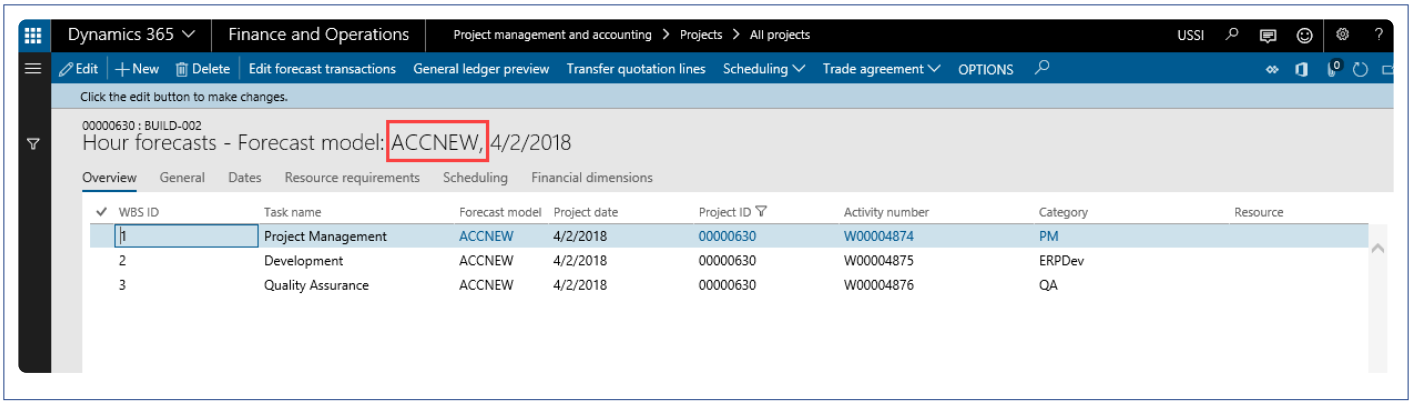


Generate Forecasts

Once the parameter is turned on the forecast model and user creates a forecast line using this forecast model on a fixed price project then the revenue forecast line are automatically generated. To create a new forecast

use the below form.

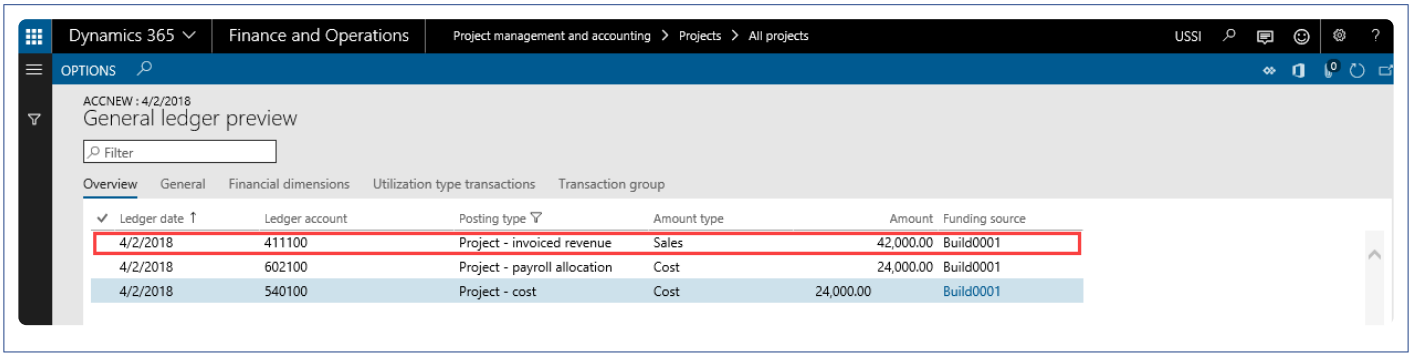
Go to Project management and accounting > Projects > All projects > Plan tab > Hour forecasts
Go to Manage projects workspace >Budgeting tab >Hour forecasts



Review Revenue Forecast Created

Once the forecast lines are created\forecasted on the hour forecast form, an automatic revenue forecast line is created. The revenue line created can be validated on the below form. This feature creates the revenue forecast lines for transactions of hour, expense and item types.

Go to Project management and accounting > Projects > All projects > Plan tab > Hour forecasts > General ledger preview
Go to Manage projects workspace >Budgeting tab >Hour forecasts > General ledger preview



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RecId Enhancements

There is no link with the transaction ID and its adjusted transactions for an inter-company or non inter-company transactions to easily track it back and report, so this customization has been formulated to ease reporting of such transactions.

The timesheet transaction record ID and the expense report transaction record ID is being copied to the hours transaction and expense transactions table to trace the origin of record. This feature is automatically enabled and not dependent on any parameter.

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RecID Update

This sections details out how the record ID's are created for different transactions and the tables which are updated with this information.

Timesheet

Non-Intercompany transactions: On the posting of a non-Intercompany timesheet transaction, 'timesheet transaction recId' is updated to the new field 'PMIPTimesheetRecId' in ProjEmplTrans table.

Intercompany transactions: On the posting of an intercompany customer invoice, 'timesheet transaction recId' is updated to the new field 'PMIPTSExpRecId' in VendInvoiceInfoLine_Project table and then when posting the Intercompany vendor invoice, the record Id is then updated into the ProjEmplTrans table.

Expense Report

Non-Intercompany transactions: When posting an expense report, 'expense report transaction recId' is updated to the new field 'PMIPExpRecId' in ProjCostTrans table.

Intercompany transactions: On posting Intercompany customer invoice, 'expense report transaction recId' is copied to the new field 'PMIPTSExpRecId' in ProjCostTrans table and then when posting the Intercompany vendor invoice, the record Id is then updated into the ProjEmplTrans table.

Open Vendor Invoice

VendInvoiceInfoLine_Project table will now store the record ID for open vendor invoice of hour, expense and Item as well as for the other intercompany transactions.

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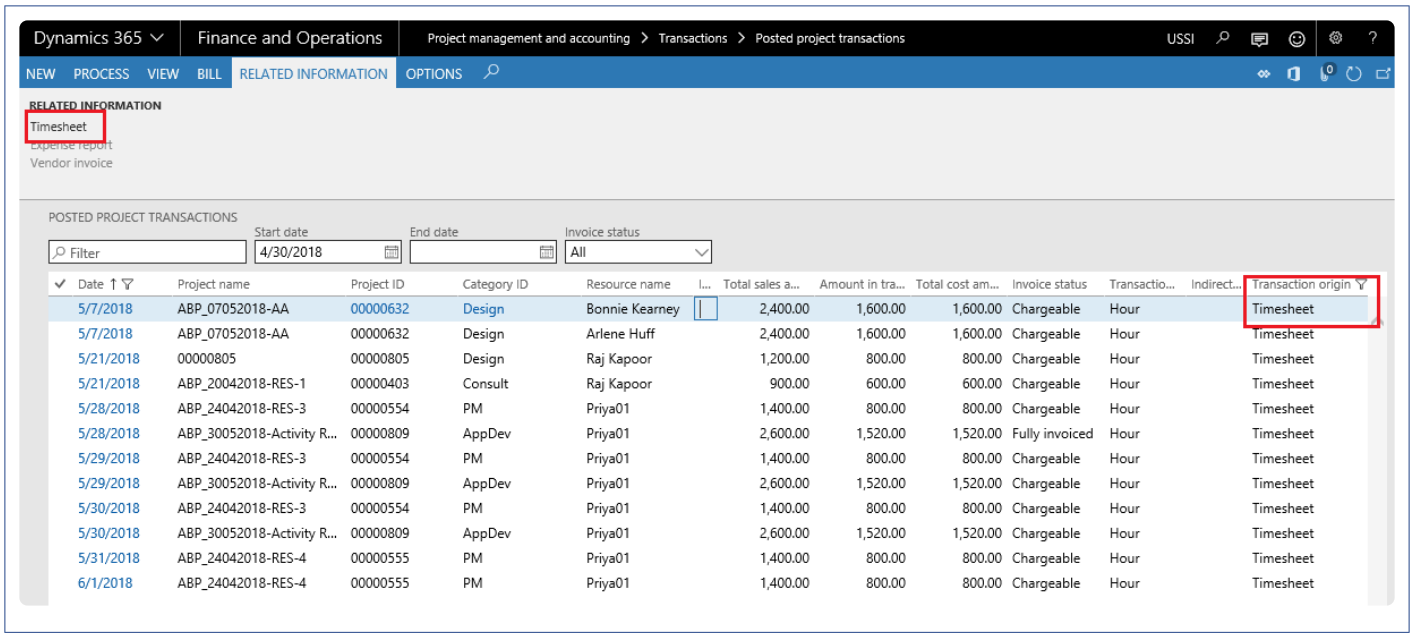
View Related Info

This sections details out how the related information based on the record ID's viewed and reported.

Timesheet

Timesheet reference are created into the project posted transaction form under related information tab. A new button has been added for showing the reference for posted timesheet records. Timesheet button will be enabled for timesheet posted transaction and user can view the original records of timesheet using timesheet button.



Date	Project name	Project ID	Category ID	Resource name	I...	Total sales a...	Amount in tra...	Total cost am...	Invoice status	Transactio...	Indirect...	Transaction origin
5/7/2018	ABP_07052018-AA	00000632	Design	Bonnie Kearney		2,400.00	1,600.00	1,600.00	Chargeable	Hour		Timesheet
5/7/2018	ABP_07052018-AA	00000632	Design	Arlene Huff		2,400.00	1,600.00	1,600.00	Chargeable	Hour		Timesheet
5/21/2018	00000805	00000805	Design	Raj Kapoor		1,200.00	800.00	800.00	Chargeable	Hour		Timesheet
5/21/2018	ABP_20042018-RES-1	00000403	Consult	Raj Kapoor		900.00	600.00	600.00	Chargeable	Hour		Timesheet
5/28/2018	ABP_24042018-RES-3	00000554	PM	Priya01		1,400.00	800.00	800.00	Chargeable	Hour		Timesheet
5/28/2018	ABP_30052018-Activity R...	00000809	AppDev	Priya01		2,600.00	1,520.00	1,520.00	Fully invoiced	Hour		Timesheet
5/29/2018	ABP_24042018-RES-3	00000554	PM	Priya01		1,400.00	800.00	800.00	Chargeable	Hour		Timesheet
5/29/2018	ABP_30052018-Activity R...	00000809	AppDev	Priya01		2,600.00	1,520.00	1,520.00	Chargeable	Hour		Timesheet
5/30/2018	ABP_24042018-RES-3	00000554	PM	Priya01		1,400.00	800.00	800.00	Chargeable	Hour		Timesheet
5/30/2018	ABP_30052018-Activity R...	00000809	AppDev	Priya01		2,600.00	1,520.00	1,520.00	Chargeable	Hour		Timesheet
5/31/2018	ABP_24042018-RES-4	00000555	PM	Priya01		1,400.00	800.00	800.00	Chargeable	Hour		Timesheet
6/1/2018	ABP_24042018-RES-4	00000555	PM	Priya01		1,400.00	800.00	800.00	Chargeable	Hour		Timesheet

Timesheet button will be enabled for the Intercompany timesheet transaction against project from borrowing legal entity. Based on the type of transaction the buttons are enabled and disabled. For instance, if it is an hour transaction then the Timesheet and vendor invoice are enabled.

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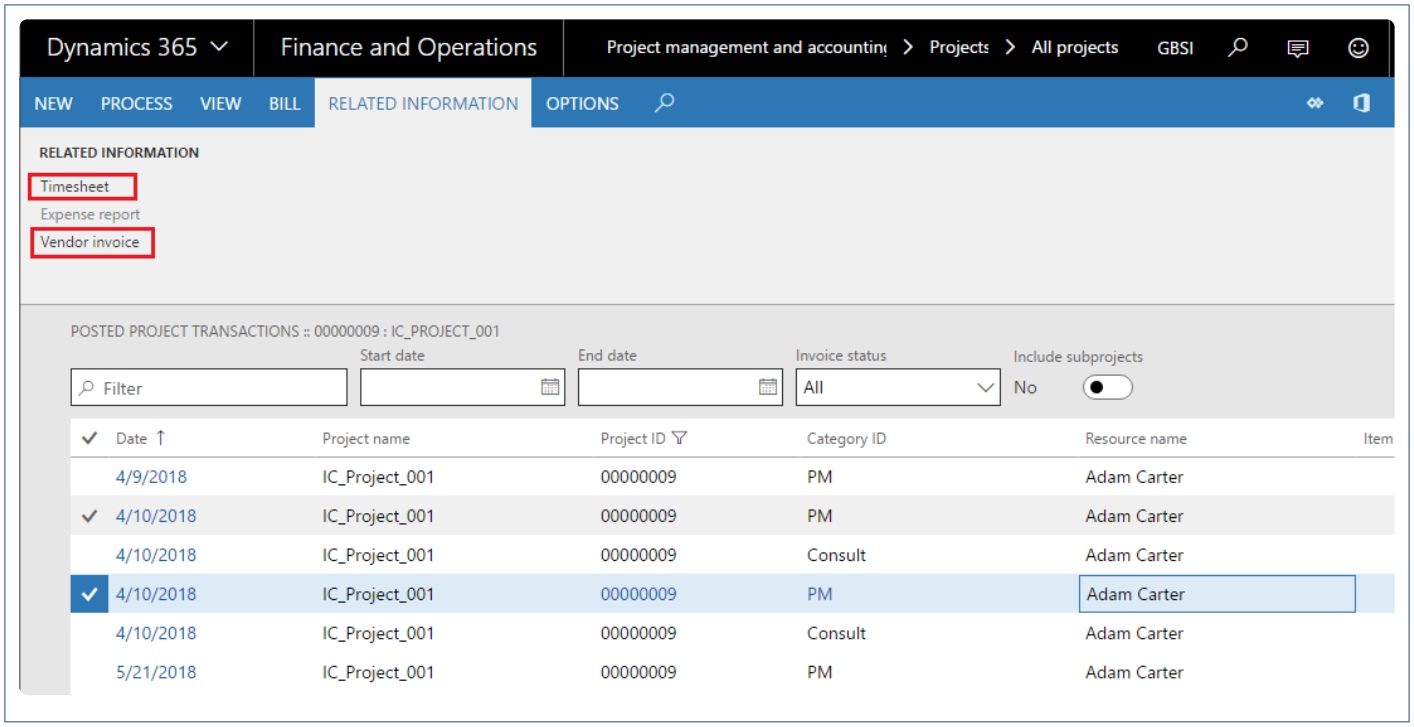
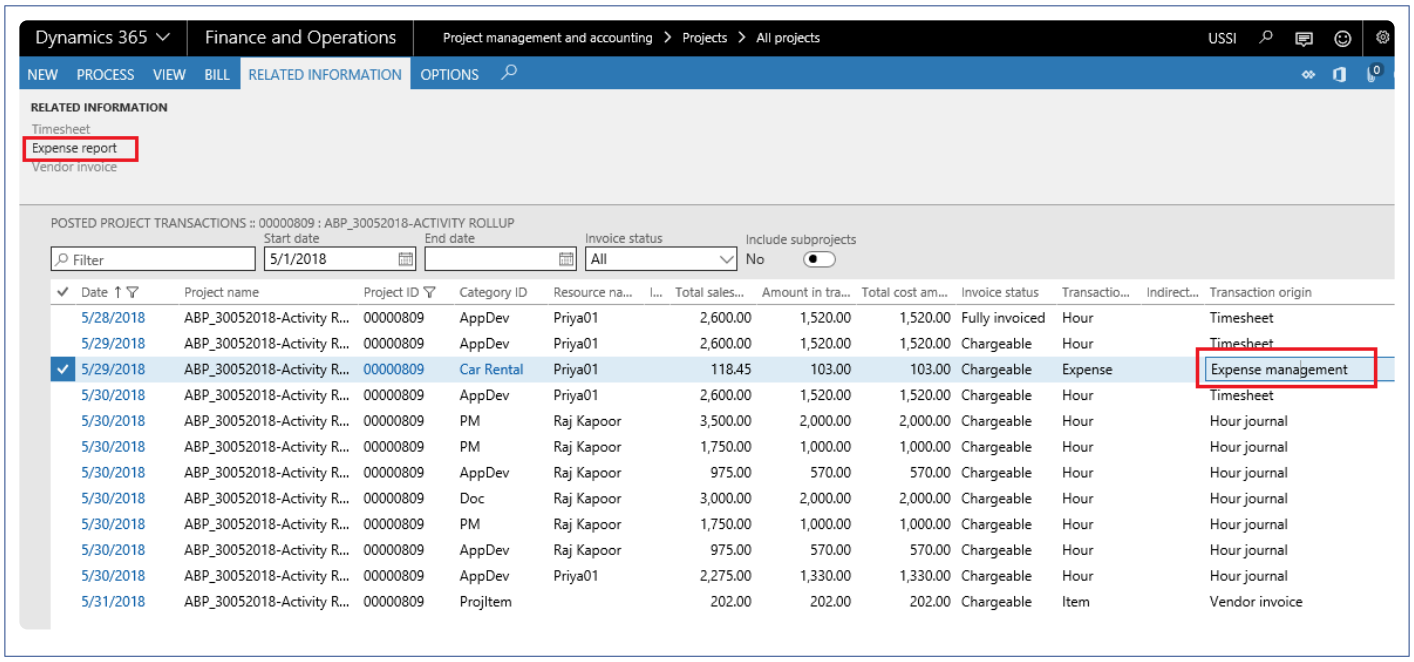


Expense Report

The related information of the posted expense transactions can now be viewed by the user using the respective “Expense report” buttons, which is placed in the related information group in the posted Transactions list page action pane.



On Adjustment the RecID will be copied to the newly created lines in the respective tables. Expense report and vendor invoice button will be enabled for the Intercompany expense transaction against project from

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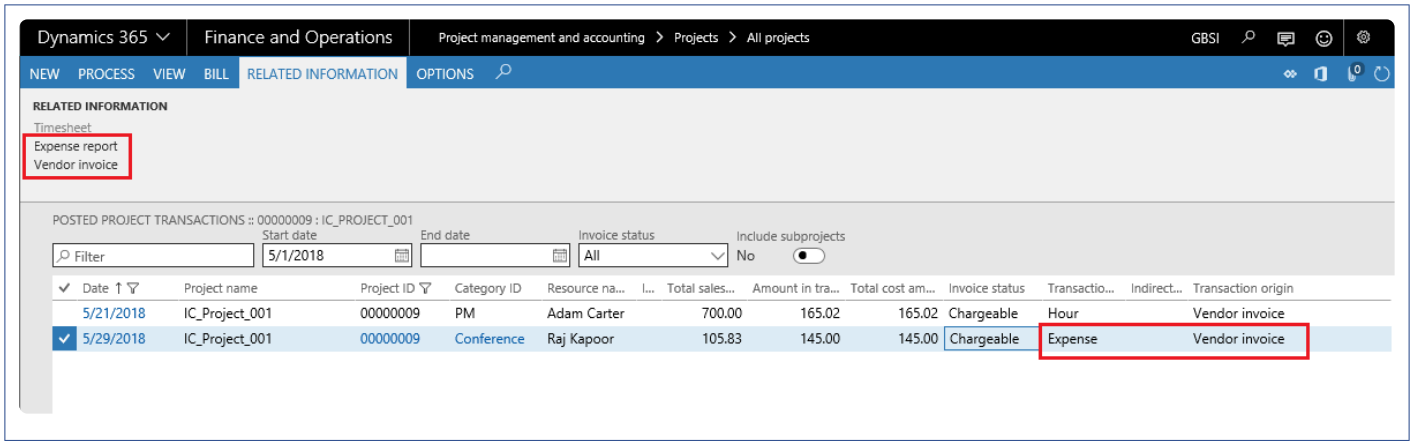
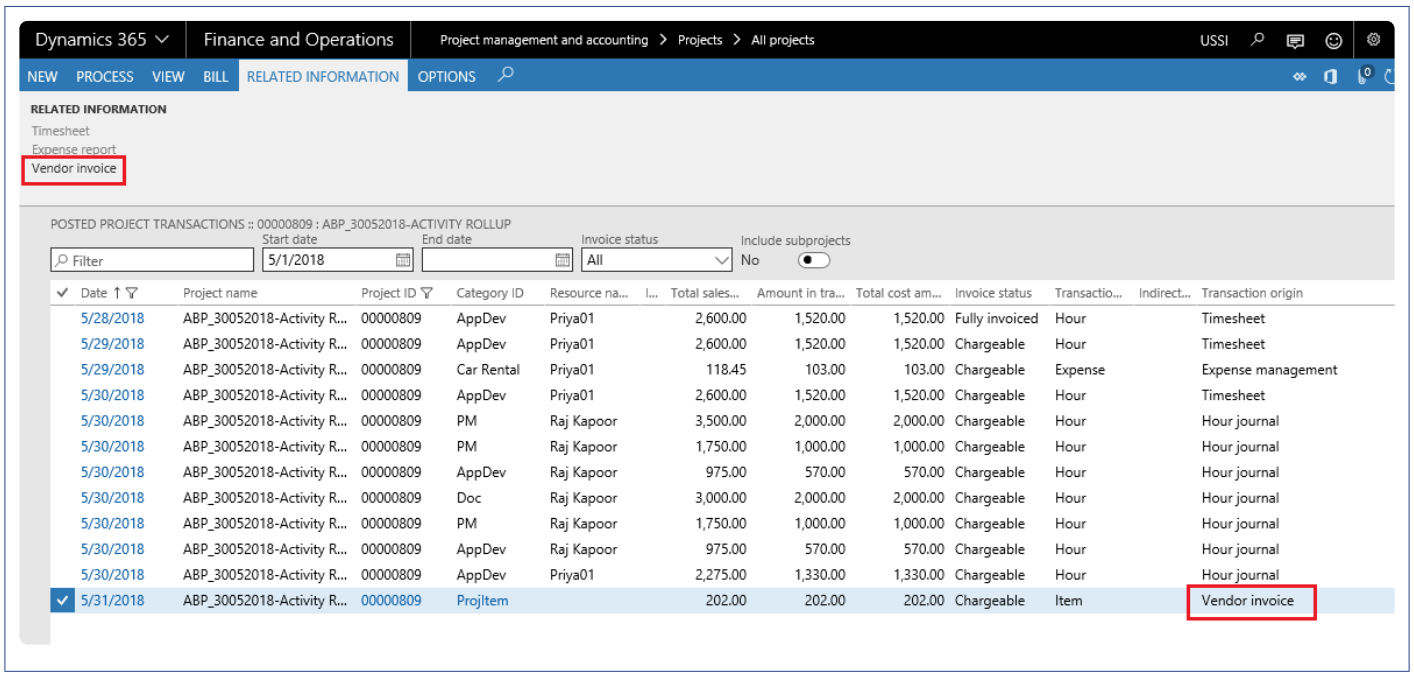
borrowing legal entity and based on the type of transaction the buttons are enabled and disabled.



Open Vendor Invoice

The related information of the posted transactions can now be viewed by the user using the respective “Vendor Invoice” buttons, which is placed in the related information group in the posted Transactions list page action pane. Based on the type of transaction the buttons are enabled and disabled. For instance, if it is an hour transaction then the Timesheet and vendor invoice are enabled.



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PSA Integrations

projects360 has introduced another segment into the projects360 suite for the various integrations that have been built between Microsoft Dynamics 365 finance and operations and Project Service Automation application (PSA).

The configurations and integrations involved in the module are as follows:

- **Generic Configurations**
- **Customers Integration**
- **Project Contracts Integration**
- **Projects Integration**
- **Resource Integration**
- **Work Breakdown Integration**
- **Timesheets Integration**
- **Assumptions for Integration**
- **Integrations Flowcharts**

The data flow supported by this set of integrations is only one way i.e. from Project Service Automation application (PSA) to Microsoft Dynamics 365 finance and operations. The integration has been built using custom code and not using any middle ware.

Select a feature to view more details about them.

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Generic Configurations

This sections contains the information of the generic configurations required to import data from Project Service Automation application (PSA) to Microsoft Dynamics 365 for Finance and Operations.

projects360 Integrations

A new module has been created for these integrations and it has the following forms within it.

1. In the Setup area
    a. Project+ integration Parameters: where the user must setup the parameters for integrations
    b. Contracting unit mapping: where the contracting unit of Project Service Automation application (PSA) is mapped to a Legal entity in Microsoft Dynamics 365 Finance and Operations.

2. In the Periodic tasks area
    a. Synchronize master data from PSA: where the master data of Project Service Automation application (PSA) can be Synchronized with Microsoft Dynamics 365 Finance and Operations.
        i. Customers
        ii. Project Contracts
        iii. Projects
        iv. Resource
    b. Synchronize WBS and timesheet data from PSA: where the users can synchronize WBS and Timesheets from Project Service Automation application (PSA) to Microsoft Dynamics 365 Finance and Operations.
        i. WBS
        ii. Timesheet

3. In the Inquiries and reports area.
    a. PSA Integration Log: which has the log of all the integrated records.

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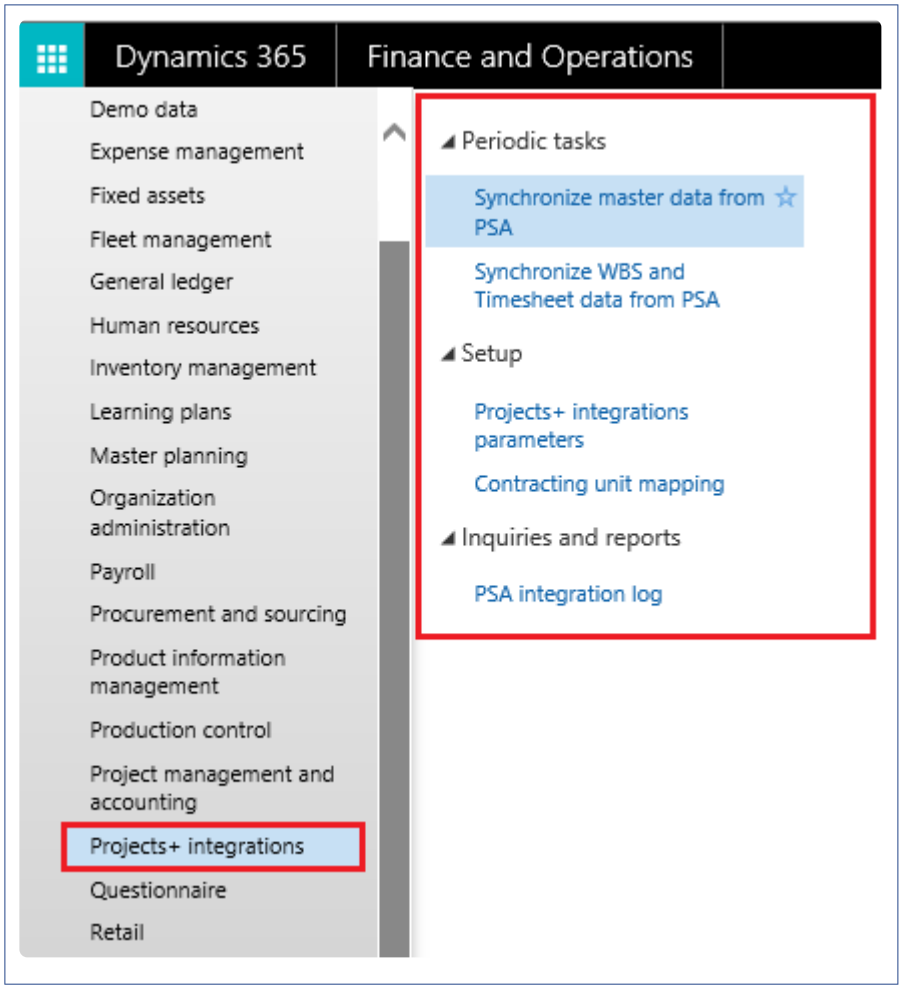
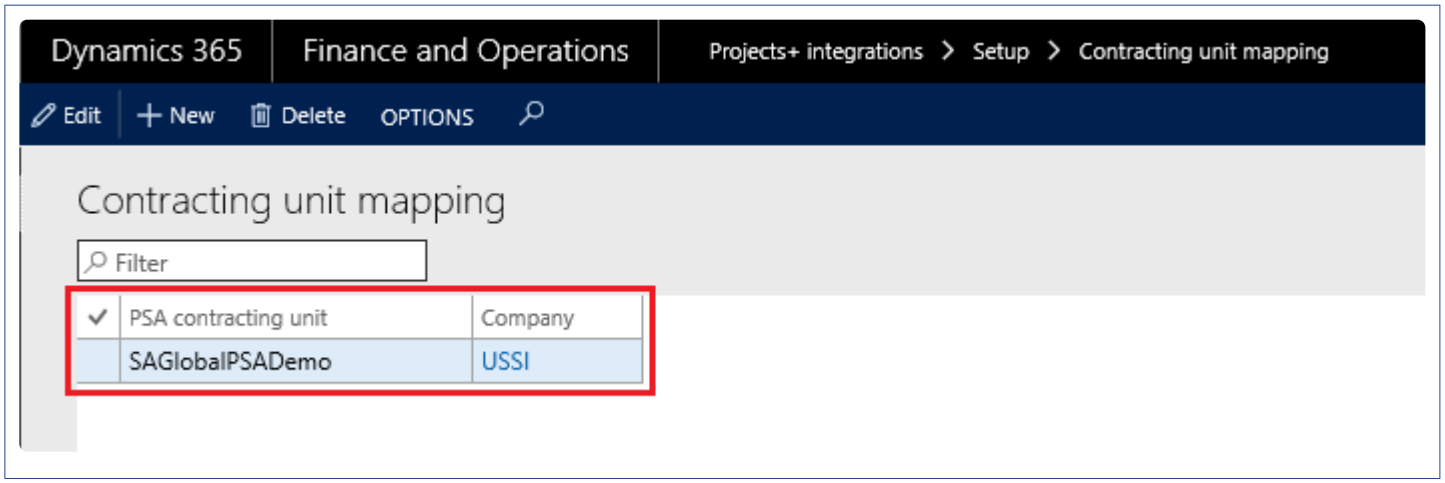


Configure Contracting Unit

This form allows the mapping of Project Service Automation application (PSA) contracting unit with Microsoft Dynamics 365 Finance and Operations Legal entity to integrate records. Integrations work only for the mapped entities.



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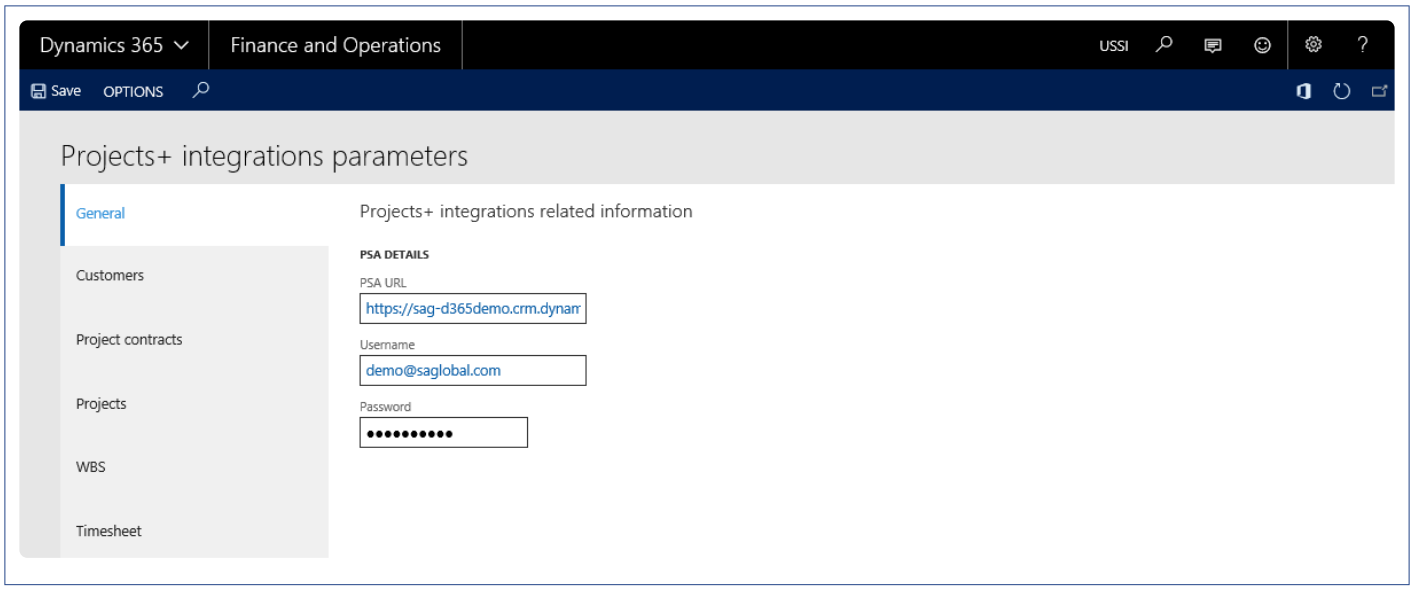
Fields available on this form are:

- Company: This is the entity of the Microsoft Dynamics 365 Finance and Operations where the records from Project Service Automation application (PSA) will be integrated.
- Contracting unit in PSA: This is the entity of the Project Service Automation application (PSA), from where data will be taken to integrate into the Microsoft Dynamics 365 Finance and Operations.

General Parameters

The parameters setup in this tab will be common for all integrations. Here the Project Service Automation application (PSA) information is entered and this information is used while integrating the records from Project Service Automation application (PSA) to Microsoft Dynamics 365 Finance and Operations.

Go to projects360 integration > Setup > projects360 integrations parameters.



General tab can be used to fill in the PSA login details. Fields available on this form are –

- PSA URL: URL of Project Service Automation application (PSA) from where data needs to be imported.
- Username: Enter Project Service Automation application (PSA) user id to integrate the data from Project Service Automation application (PSA), selected Project Service Automation application (PSA) user should have access to entities.
- Password: Password for the above mentioned Project Service Automation application (PSA) user needs to specified here.

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Assumptions for Integration

Assumptions for these Integrations to Work

Customer Integration

Below are the assumptions for customer integrations:

- Customers with type “Customer” in the Project Service Automation application (PSA) are only considered for integrations.
- On the Project Service Automation application (PSA) side, customer records do not have the contracting units info available, so while integrating the records from Project Service Automation application (PSA) to Microsoft Dynamics 365 F&O, all the customer records are integrated to legal entity from where this process has run.
- Customer group is defaulted via a parameter set on the projects360 parameter.
- Terms of payment between two systems has to match in oder to integrate the customer records.
- Addresses validations for integration:
    - Country code to match – If blank, taken from the company address in case the zipcode also does not have the country code.
    - State code to match – If does not match then the integration record errors out.
    - Zip code – does not have to match, will be populated even if it does not exist.

Project Contract Integration

Below are the assumptions for Project contract integrations.

- Customer is always of the type customer.
- Only contracts mapped (via Contracting unit > Legal entity) brought into Ops Legal entity.

Project Integration

Below are the assumptions for project integrations.

- Customer vs Internal project.
    - Projects linked to a Contract in Project Service Automation application (PSA) are customer projects.
    - Projects not linked to a Contract are internal projects.
- Operations projects will be created 1:1 with Project Service Automation application (PSA) Contract lines.
    - The Operations Project type is derived from the Project Service Automation application (PSA)

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Contract line type.
- Project groups are defaulted via a parameter per project type.
- Projects must be activated manually by a Project accountant in Operations.
    - Sales prices.
    - Budgets.
    - Invoice settings.
    - Dimensions.
    - Expense category validation.
    - Modify Project group.

Resource Integration

Below are the assumptions for resource integrations.

- Resource type of user in Project Service Automation application (PSA) will only be integrated.
- Calendar periods must be composed before running the resource integration.
- If calendar is not specified in the projects360 parameters, then the imported resources will be integrated as worker.

Work Breakdown Structure (WBS) Integration

Below are the assumptions for Work Breakdown Structure (WBS) integrations.

- Hour categories are manually synchronized between systems.
- If Hour category is not specified on the Work Breakdown Structure (WBS), can use a Default category parameter.
- Work Breakdown Structure (WBS) is automatically published.
- Edits to Work Breakdown Structure (WBS) will only be done in Project Service Automation application (PSA).

Timesheet Integration

Below are the assumptions for timesheets integrations.

- Resource is mapped between systems via email address.
    - Resources are manually added to both systems.
- Only approved timesheets from Project Service Automation application (PSA) will be brought into Operations.
- Category is looked up from Work Breakdown Structure (WBS) activity.
- If a timesheet exists in Draft status, time will be added.
    - If a timesheet doesn’t exist, or is in a non-Draft status, will add a new timesheet.

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- Timesheets are manually mass-submitted to workflow (posting), so admins can control the posting process.
    - Allows us to do daily integration of time for reporting, but manage the weekly late timesheet process.
- Time adjustments are done through a Project Service Automation application (PSA) timesheet or operation adjustment.

Other Assumptions

Some of the other assumptions are as follows:

- Frequency of integrations.
    - Customer, Project, Contracts: ~5 min – 1 hr.
    - Work Breakdown Structure (WBS), Timesheets – ~Daily.
- Default reporting position is to report from Microsoft Dynamics 365 finance and operations.
- Project Service Automation application (PSA) GUIDs (Record identifiers) are always synced to Microsoft Dynamics 365 finance and operations for traceability and to support Workspace “deep-linking”.
- Contracting units mapped to Legal entities.
    - Contracting units are unique to one Microsoft Dynamics 365 finance and operations enivronment.

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Customers Integration

The customers integration option provides users the ability to integrate customer data available in the Project Service Automation application (PSA) environment to Microsoft Dynamics 365 for Finance and Operations. The customers created in Project Service Automation application (PSA) will have to be first integrated into Microsoft Dynamics 365 for Finance and Operations.

When the user would like to create a Project Service Automation application (PSA) customer intthe Microsoft Dynamics 365 for Finance and Operations, users have to run the integrations either for an individual record or using batches.

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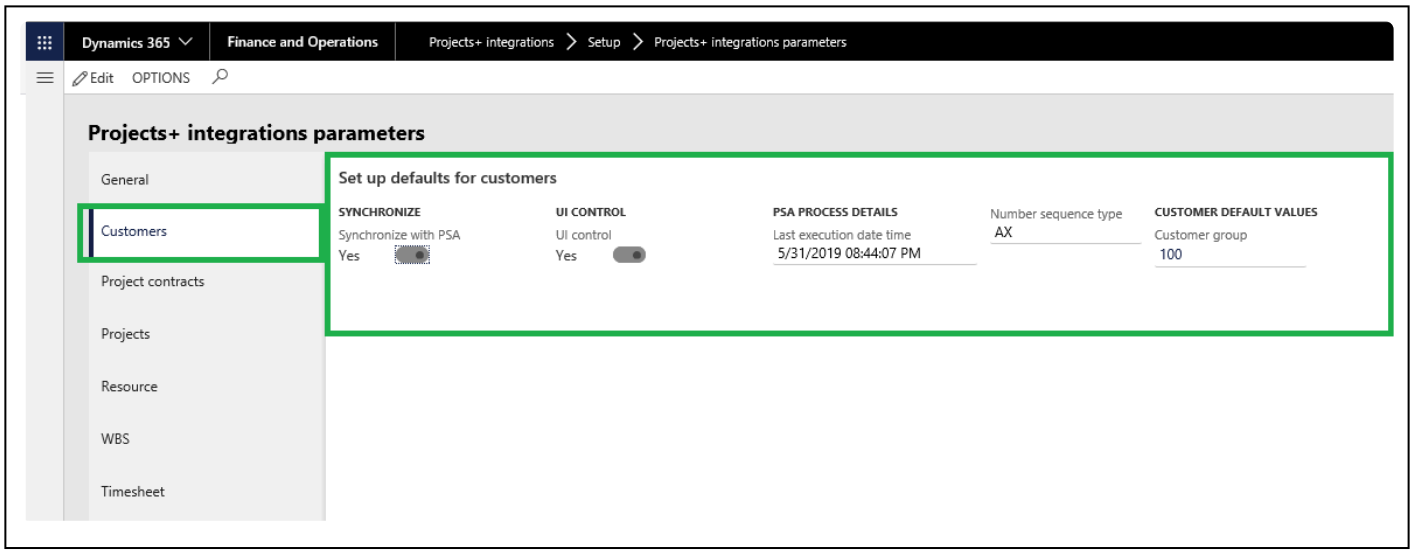
Configure

Parameter Setups

The below form provides option to setup the information required for customers integration from PSA (CRM) environment to Microsoft Dynamics 365 Finance and Operations.

Go to projects360 integration > Setup > projects360 integrations parameters > Customers



Fields available on the form are as follows:

- **Synchronize with PSA** – Checkbox enables or disables the Customer integration from Project Service Automation application (PSA).

- **UI control** – This checkbox controls view of Project Service Automation application (PSA) data and provided navigation to view the Project Service Automation application (PSA) data from Microsoft Dynamics 365 for Finance and Operations workspaces, Integration logs and customers form.

- **Last execution date time** – Initially the Last execution date time field will be editable. After the first execution this field will not be editable and displays the recent execution date when a user runs periodic process for integrating data. Once the record is updated in the Project Service Automation application (PSA), this date will be reset to the modified date of the Project Service Automation application (PSA) record. Modified data will be fetched from Project Service Automation application (PSA), from last execution date time to the current system date time.

- **Number sequence type** – Provides the option to use the number sequence for customers either from Microsoft Dynamics 365 for Finance and Operations number sequence or from Project Service Automation application (PSA). Since we don’t have the customer ID’s\numbers on the Project Service Automation application (PSA), please use this as AX to avoid the errors.

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- **Customer Group** – Customer Group is not available in Project Service Automation application (PSA), so the parameter has been added where the user can setup a default value, which could be used during integration process.

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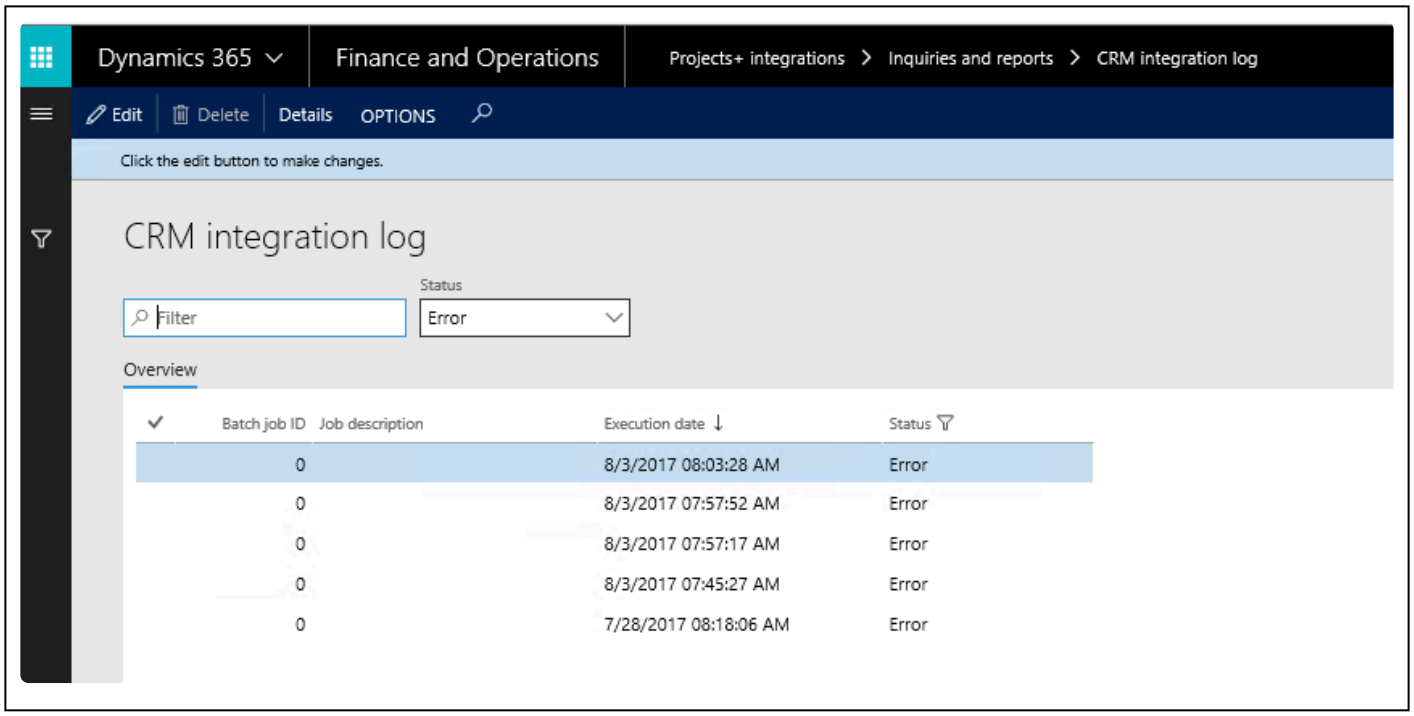
Integrate Customers

Process to Integrate Customers

Below process is followed to create customers from Project Service Automation application (PSA) to Microsoft Dynamics 365 for Finance and Operations.

1. Create the customer in Project Service Automation application (PSA) to be integrated to Microsoft Dynamics 365 for Finance and Operations.
2. Go to Microsoft Dynamics 365 for Finance and Operations and in the projects360 Integration module >>Periodic >> Synchronize master data from PSA. This area consists of periodic batch jobs to integrate master data. Using this batch job user can integrate the master data from Project Service Automation application (PSA) to Microsoft Dynamics 365 for Finance and Operations.
3. After synchronization if there are errors the same can be seen in the integration log file found under the Inquiries and reports area page of projects360 Integration. This form will display the results of the periodic tasks for integrating Project Service Automation application (PSA) data.



Fields available on the CRM integration log form are:

- By default, the data will be filtered with error status.
- Filter provide at the header to filter records based on status and filter status are
  - Error: If there is an error then this status will be displayed
  - Completed: if the record is successfully integrated then the same will be set to success.
- PSA Integration log header contains following fields.
  - Batch Job id: Stores the Batch reference, if we are running in batch.

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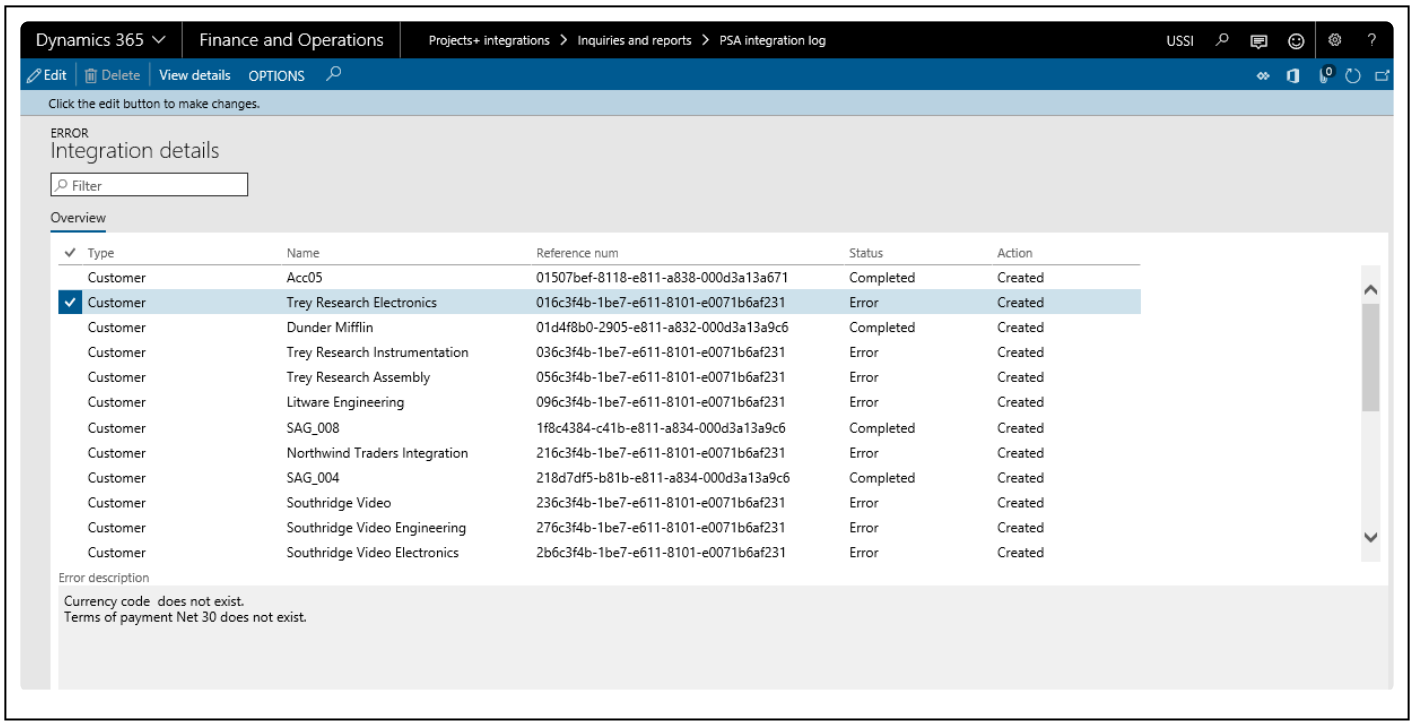
- Job description: Stores the Batch description, if we are running in batch.
- Execution date: Stores the execution date time of the integration process.
- Status: Stores the status of integration process. If Lines contains any error records, then status will be error. If all lines are successfully integrated, then status will be completed.

- Details: This button used view the PSA integration line details.

4. User can view the details of batch process executed by clicking on the ‘Details’ button. Records can be filtered based on Completed and Error status using the ‘Status’ filter.



Data that get’s Integrated

The data that will be integrated for customers are as below:

Field name	Validation description
Customer ID	If Account number is not defined in Project Service Automation application (PSA) then Microsoft Dynamics 365 finance and operations number sequence will be considered to create customer Id, else will be defaulted from Project Service Automation application (PSA).
Currency	No Validation on Currency, will consider in whatever comes from Project Service Automation application (PSA).
Relation type	Defaulted to Organization

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Phone	No Validation, will consider in whatever comes from Project Service Automation application (PSA).
Email	No Validation, will consider in whatever comes from Project Service Automation application (PSA).
Country	Validate for its corresponding value in Microsoft Dynamics 365 finance and operations.
City	Validate for its corresponding value in Microsoft Dynamics 365 finance and operations.
Zip code	If value does not exist in Microsoft Dynamics 365 finance and operations Create New Zip code while integration customer records
State	Validate for its corresponding value in Microsoft Dynamics 365 finance and operations.
Credit limit	Defaults from Project Service Automation application (PSA).
Payment Term	Validate for its corresponding value in Microsoft Dynamics 365 finance and operations
GUID	Project Service Automation application (PSA) customer account unique ID

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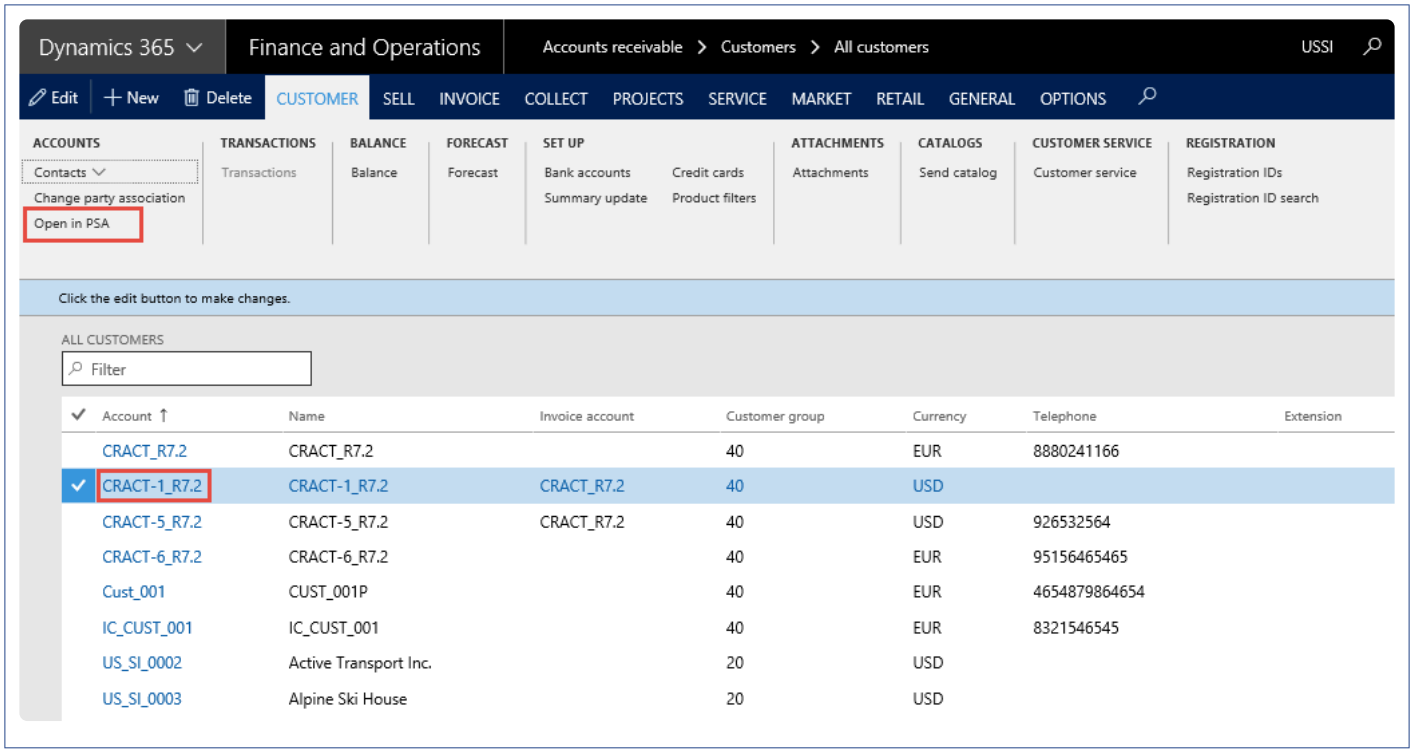
Review Customers

Review Integrated Data

The Customer data integrated from Project Service Automation application (PSA) to Microsoft Dynamics 365 for Finance and Operations can be review on Customer master form.



The customer data integrated to Microsoft Dynamics 365 for Finance and Operations can be compared with Project Service Automation application (PSA) environment on the below form.

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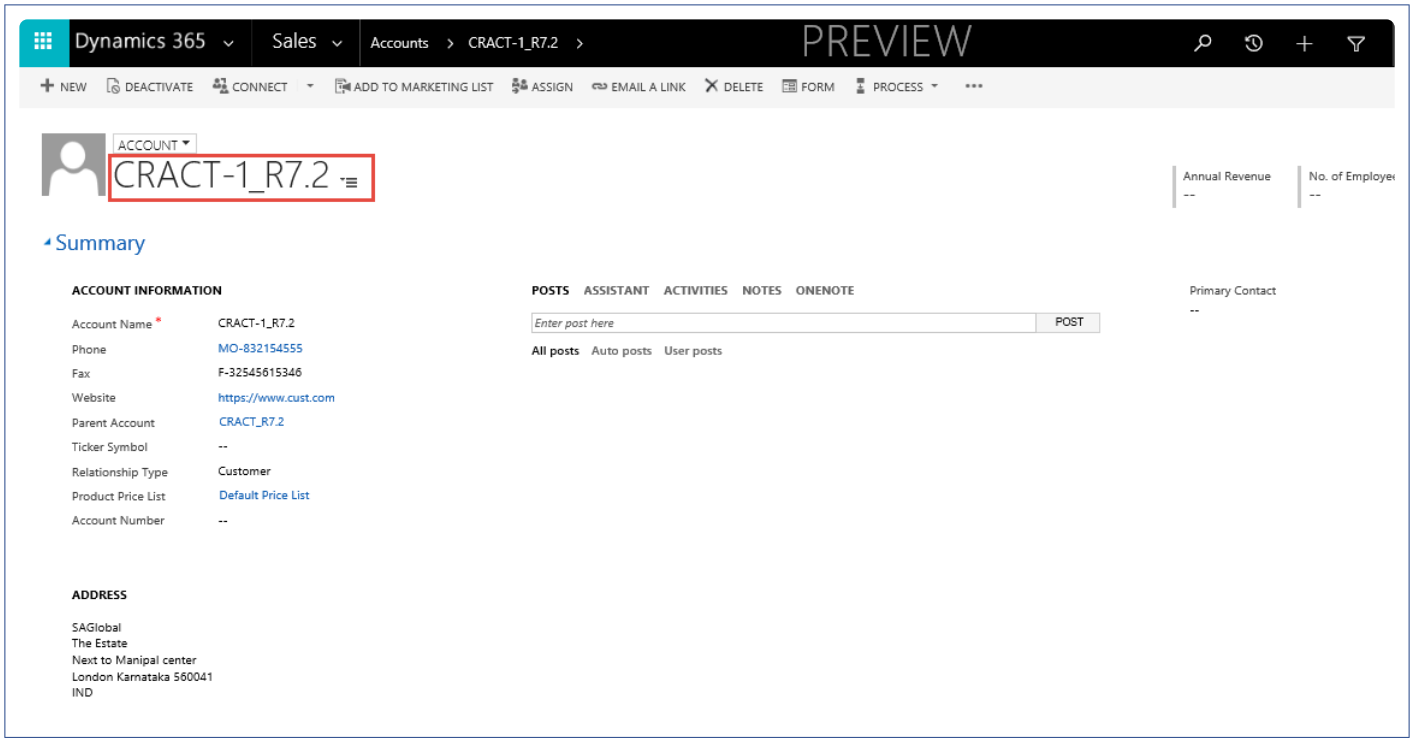

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Project Contracts Integration

The projects contracts integration option provides users the ability to integrate project contract data availableion the Project Service Automation application (PSA) environment to Microsoft Dynamics 365 for Finance and Operations. Once the customer records are integrated from Project Service Automation application (PSA), the project contracts created in Project Service Automation application (PSA) will have to be integrated into Microsoft Dynamics 365 for Finance and Operations.

To create\integrate a project contracts available in Project Service Automation application (PSA) into the Microsoft Dynamics 365 for Finance and Operations, users have to run the integrations either for an individual record or using batches.

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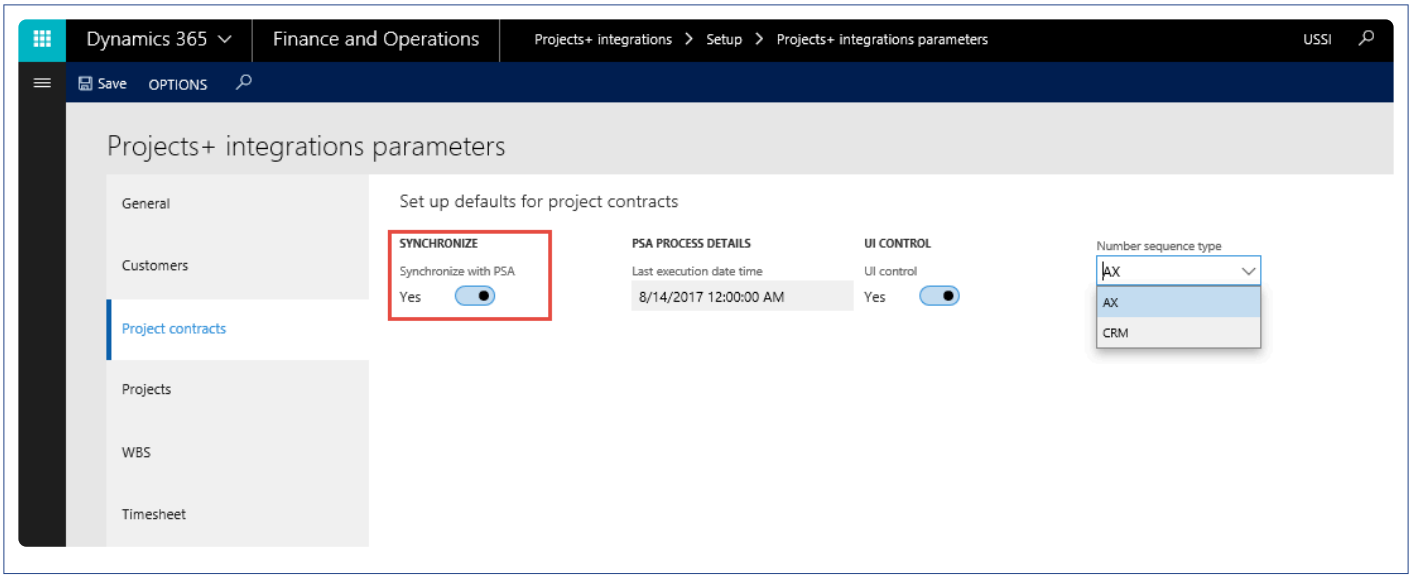
Configure

Parameter Setups

The below form provides options to setup the default information required for project contracts integration from Project Service Automation application (PSA) to Microsoft Dynamics 365 for Finance and Operations.

Go To projects360 integration > Setup > projects360 integrations parameters > Project contract



Fields available on the form are as follows:

- **Synchronize with PSA** – This checkbox enables or disables the Project contracts integration from Project Service Automation application (PSA).
- **Last execution date time** – Initially the Last execution date time field will be editable. After the first execution this field will not be editable and displays the most recent execution date when a user runs periodic process for integrating data. Once the record is updated in the Project Service Automation application (PSA), this date will be reset to the modified date of the Project Service Automation application (PSA) record. Modified data will be retrieved from Project Service Automation application (PSA) from the last execution date time to the current system date time.
- **UI Control** – This checkbox controls view of Project Service Automation application (PSA) data and provides navigation to view the Project Service Automation application (PSA) data from Microsoft Dynamics for 365 Finance and Operations workspaces, Integration logs and project contracts.
- **Number sequence type** – Provides the option to use the number sequence for project contracts either from Microsoft Dynamics 365 for Finance and Operations number sequence or from Project Service Automation application (PSA).

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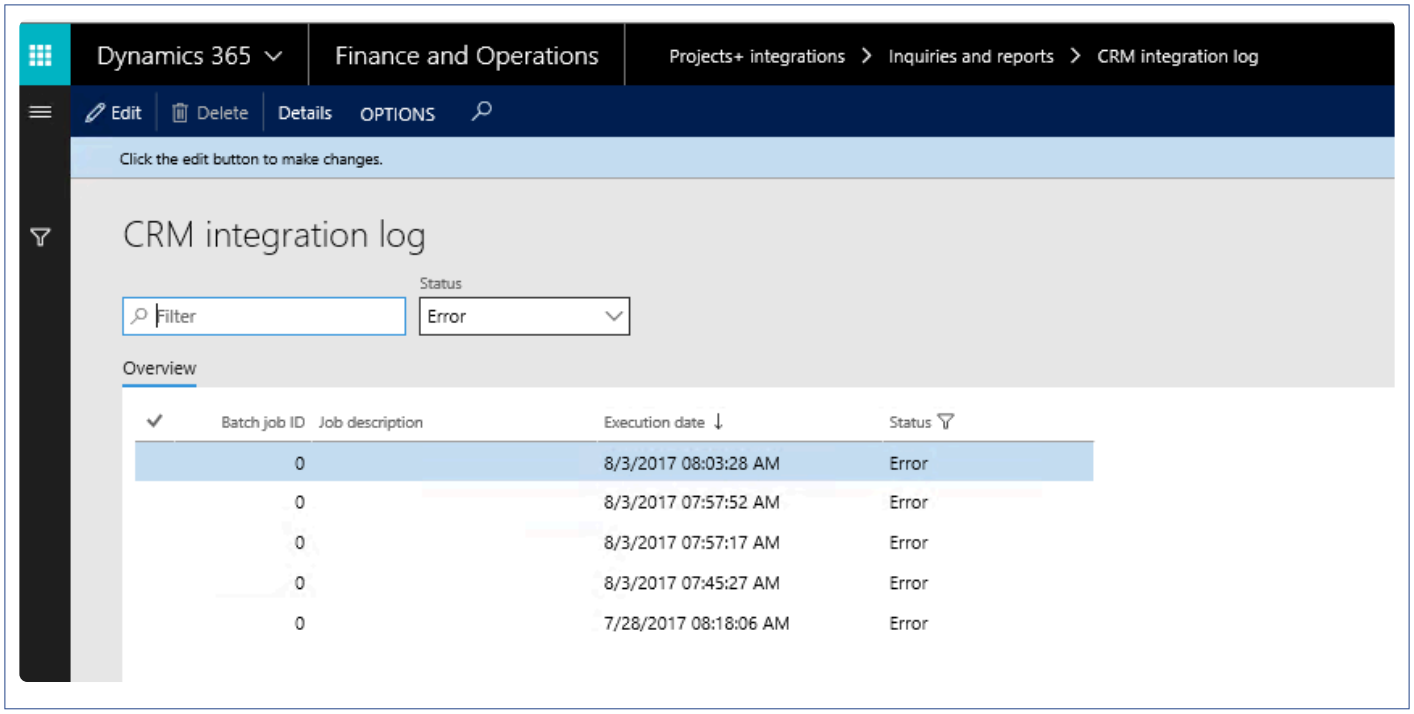
Integrate Project Contracts

Process to Integrate Project Contracts

The below process is used to create project contracts from Project Service Automation application (PSA) to Microsoft Dynamics 365 for Finance and Operations.
or

1. Integrate customer from Project Service Automation application (PSA) to Microsoft Dynamics 365 for Finance and Operations and verify that the records are successfully integrated.
2. Create a project contract in Project Service Automation application (PSA) to be integrated to Microsoft Dynamics 365 for Finance and Operations.
3. Go to Microsoft Dynamics 365 for Finance and Operations and in the projects360 Integration module > Periodic > Synchronize master data from PSA.
4. After synchronization if there are errors, they can be seen in the integration log file found under the Inquiries and reports area page of projects360 Integration. This form will display the results of the periodic tasks for integrating Project Service Automation application (PSA) data.



Fields available on the CRM integration log form are:

- By default, the data will be filtered with error status.
- Filter provide at the header to filter records based on status and filter status are
  - Error: If there is an error then this status will be displayed
  - Completed: if the record is successfully integrated then the same will be set to success.
- PSA Integration log header contains following fields.

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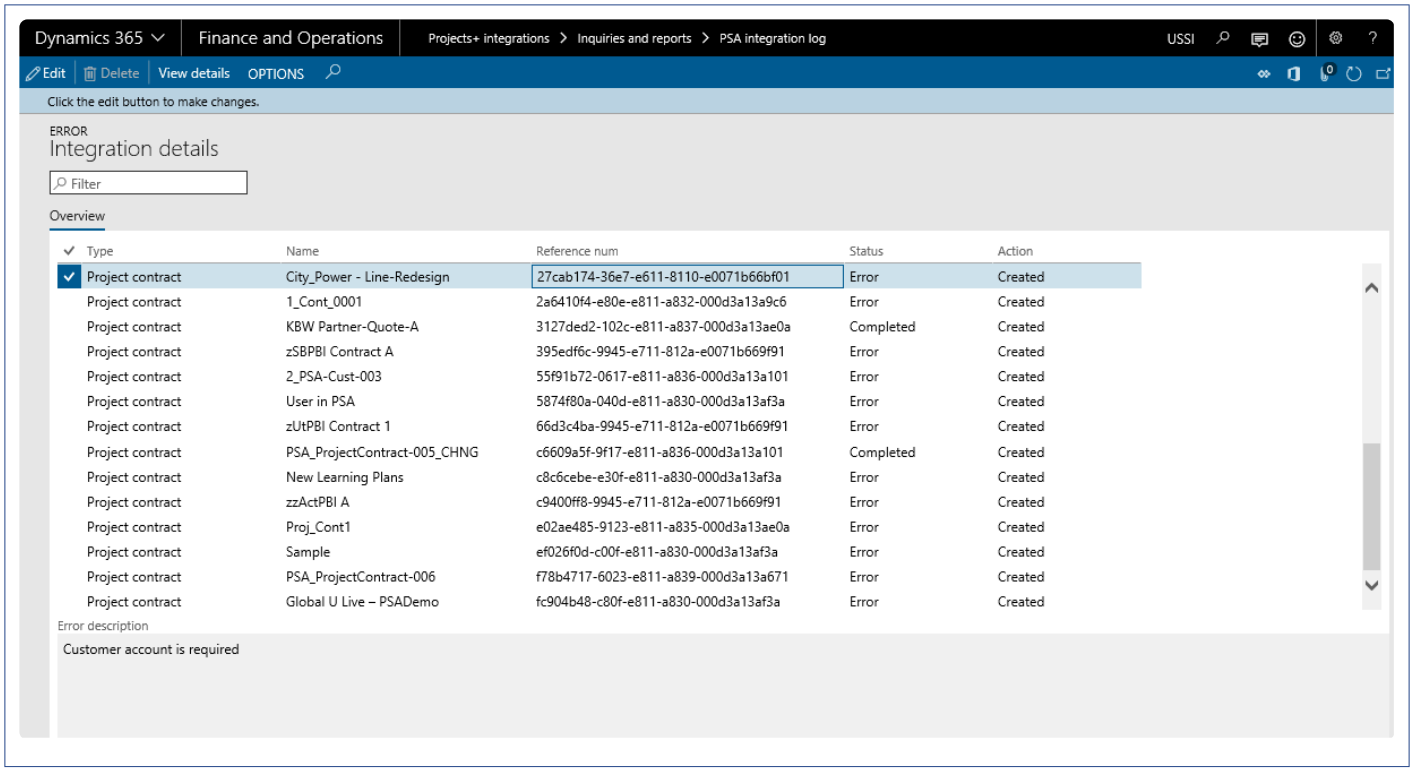
- Batch Job ID: Stores the Batch reference, if we are running in batch.
- Job description: Stores the Batch description, if we are running in batch.
- Execution date: Stores the execution date time of the integration process.
- Status: Stores the status of integration process. If Lines contains any error records, then status will be error. If all lines are successfully integrated, then status will be completed.

- Details: This button used view the Project Service Automation application (PSA) integration line details.

5. User can view the details of batch process executed by clicking on the ‘Details’ button. Records can be filtered based on Completed and Error status using the ‘Status’ filter.



Data that get’s Integrated

The data that will be integrated for project contracts as shown below:

Field name	Validation description
Funding source ID	Customer Account from Project Service Automation application (PSA), validation for its existence in Microsoft Dynamics 365 for Finance and Operations.
Currency	No Validation on Currency and will consider whatever comes from Project Service Automation application (PSA).

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Project contract ID	Defaults based on Parameter setup either from Project Service Automation application (PSA) or Microsoft Dynamics 365 for Finance and Operations.
Invoicing Format	Defaults from Microsoft Dynamics 365 for Finance and Operations Project+ Parameter for invoicing
Invoice Frequency	Defaults to Weekly
GUID	Project Service Automation application (PSA) project contract unique GUID

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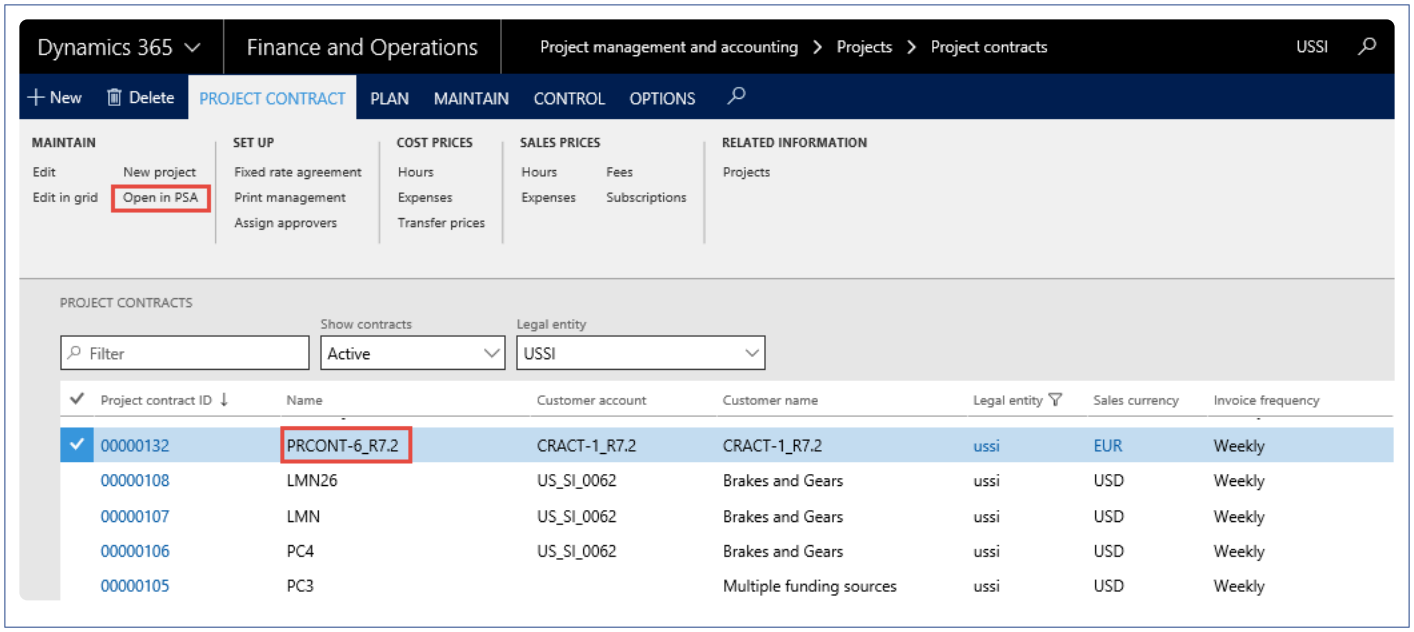
Review Project Contracts

Review Integrated Data

The project contracts data integrated from Project Service Automation application (PSA) to Microsoft Dynamics 365 for Finance and Operations can be reviewed on the Project contracts page as shown below.



The project contracts data integrated to Microsoft Dynamics 365 for Finance and Operations can be compared with Project Service Automation application (PSA) on the below form.

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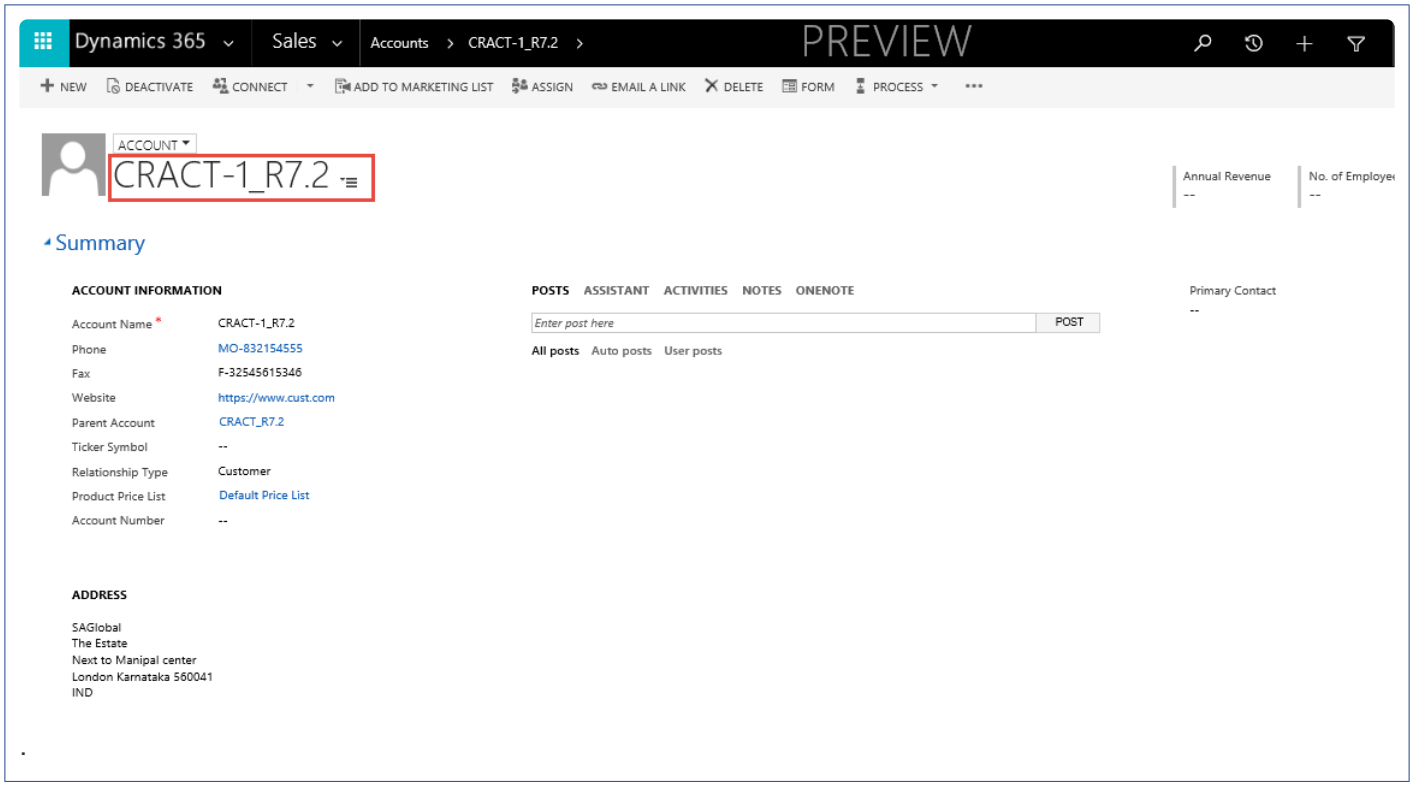

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Projects Integration

The projects integration option provides users ability to integrate projects data available in the Project Service Automation application (PSA) environment to Microsoft Dynamics 365 for Finance and Operations. The projects created in Project Service Automation application (PSA) will have to be integrated after integration of customers and Project contracts into Microsoft Dynamics 365 for Finance and Operations.

When the user would like to create a Project Service Automation application (PSA) Project into the Microsoft Dynamics 365 for Finance and Operations, users have to run the integrations either for an individual record or using batches.

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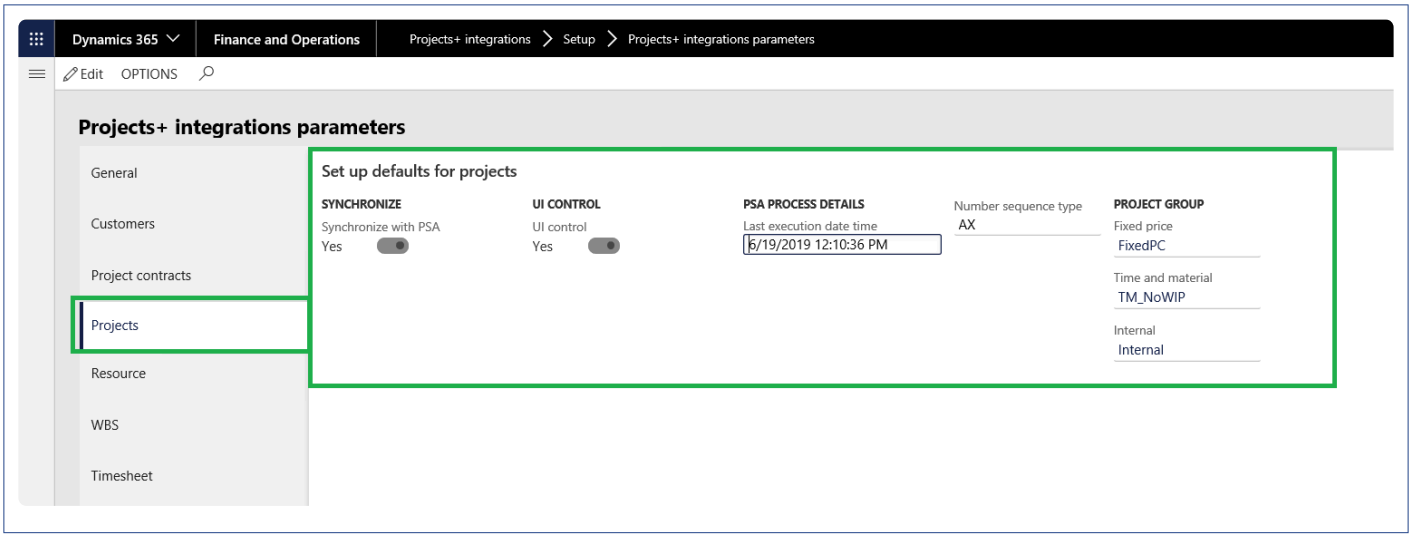
Configure

Parameter Setups

The below form provides options to setup the information required for project integration from Project Service Automation application (PSA) to Microsoft Dynamics 365 for Finance and Operations.

Go to projects360 integration > Setup > projects360 integrations parameters > Projects.



Fields available on the form are as follows:

- **Synchronize with PSA** – This checkbox enables or disables the Project integration from Project Service Automation application (PSA).

- **UI control** – This checkbox controls view of Project Service Automation application (PSA) data and provides navigation to view the Project Service Automation application (PSA) data from Microsoft Dynamics 365 for Finance and Operations workspaces, Integration logs and Projects.

- **Last execution date time** – Initially the Last execution date time field will be editable. After the first execution this field will not be editable and displays the most recent execution date when a user runs periodic process for integrating data. Once the record is updated in the Project Service Automation application (PSA), this date will be reset to the modified date of the Project Service Automation application (PSA) record. The modified data will be retrieved from Project Service Automation application (PSA), from last execution date time to the current system date time.

- **Number sequence type** – Provides the option to use the number sequence for projects either from Microsoft Dynamics 365 for Finance and Operations number sequence or from Project Service Automation application (PSA). Since we don’t have the project ID’s\numbers on the Project Service Automation application (PSA), please use this as AX to avoid the errors.

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- **Project Groups** – Project Groups are not available in Project Service Automation application (PSA), so parameters were added at Project+ integration parameters setup for Fixed price, Time and material and Internal Projects as a default value to be used during integration process for Project.

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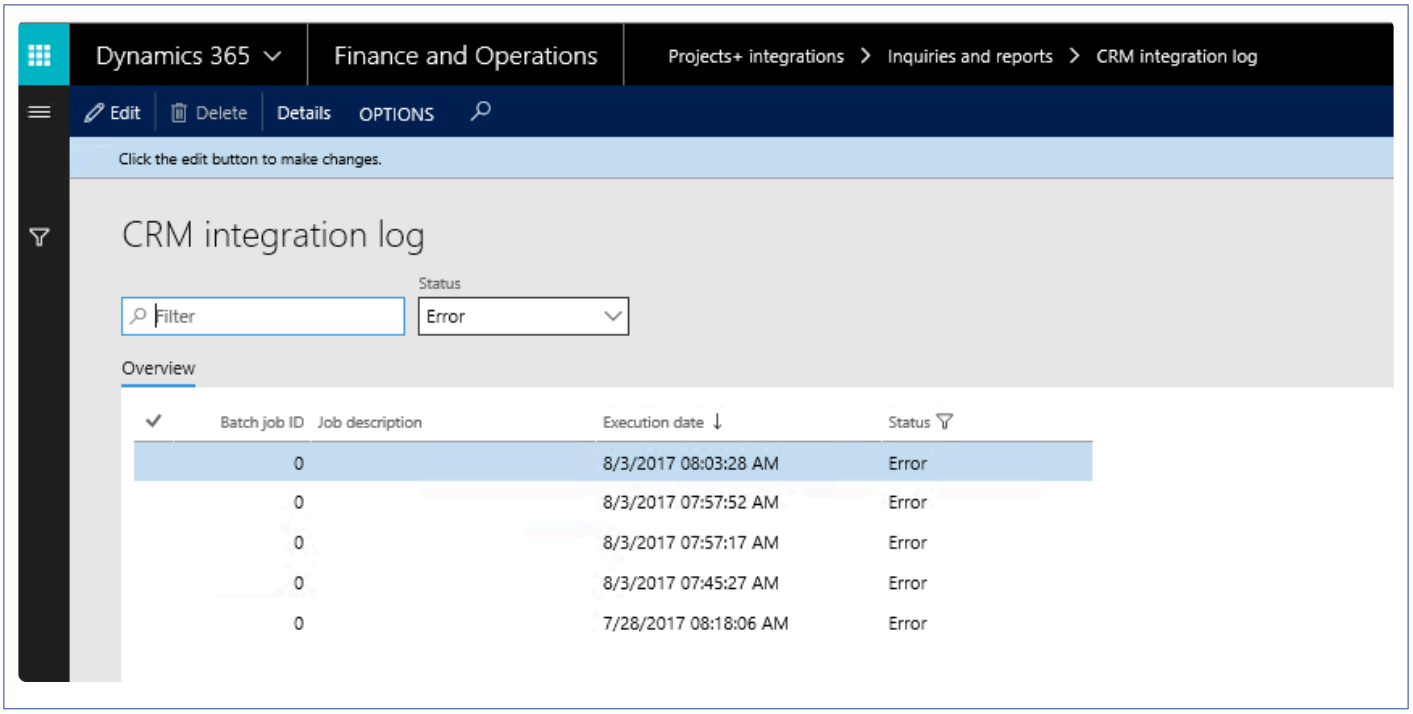
Integrate Projects

Process to Integrate Projects

The below process is used to create projects from Project Service Automation application (PSA) to Microsoft Dynamics 365 for Finance and Operations.

1. Integrate a customer from Project Service Automation application (PSA) to Microsoft Dynamics 365 for Finance and Operations and verify that the customer records are successfully integrated.
2. Integrate a project contract from Project Service Automation application (PSA) to Microsoft Dynamics for 365 finance and Operations and verify that the records are successfully integrated.
3. Create a Project in Project Service Automation application (PSA) to be integarated in to Microsoft Dynamics for Finance and Operations.
4. Go to Microsoft Dynamics 365 for Finance and Operations and in the projects360 Integration module > Periodic > Synchronize master data from PSA.
5. After synchronization, if there are errors, they can be seen in the integration log file found under the Inquiries and reports area page of projects360 Integration. This form will display the results of the periodic tasks for integrating Project Service Automation application (PSA) data.



Fields available on the CRM integration log form are:

- By default, the data will be filtered with error status.
- Filter provided at the header to filter records based on status and filter status are:
  - Error: If there is an error then this status will be displayed.
  - Completed: if the record is successfully integrated then the same will be set to success.

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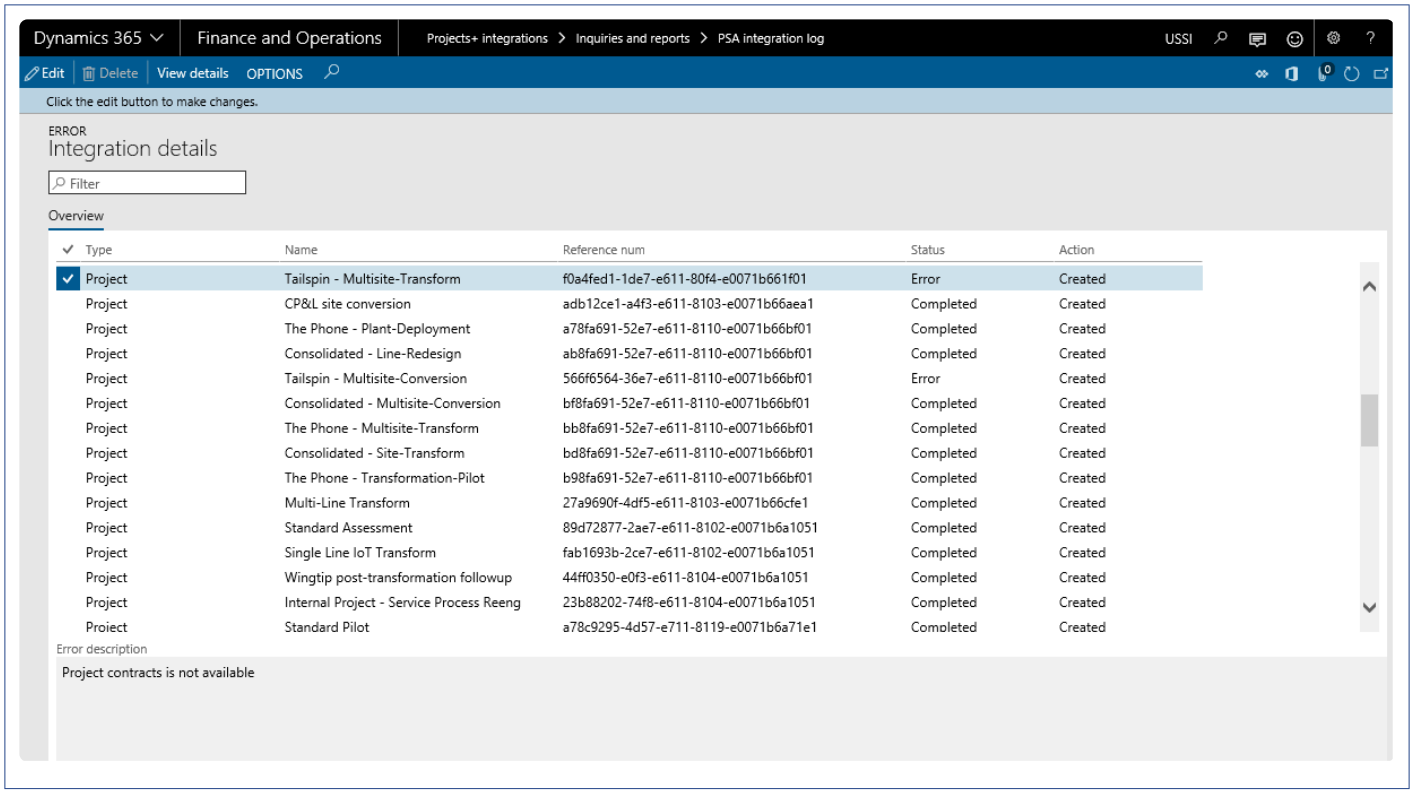
- PSA Integration log header contains following fields.
  - Batch Job id: Stores the Batch reference, if we are running in batch.
  - Job description: Stores the Batch description, if we are running in batch.
  - Execution date: Stores the execution date time of the integration process.
  - Status: Stores the status of integration process. If Lines contains any error records, then status will be error. If all lines are successfully integrated, then status will be completed.
- Details: This button is used to view the Project Service Automation application (PSA) integration line details.

6. User can view the details of batch process executed by clicking on the ‘Details’ button. Records can be filtered based on Completed and Error status using the ‘Status’ filter.



Data that get’s Integrated

The data that will be integrated for projects is shown below:

Field name	Validation description
Project ID	Microsoft Dynamics 365 finance and operations number sequence
Project Group ID	Defaults based on “Integration parameter setup”
Status	Defaults as “Created”

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Project Name	Defaults from Project Service Automation application (PSA).
Project Ledger posting	Defaults from Project group setup from the parameters
Projected start date	Defaults from Project Service Automation application (PSA) from Estimated Start Date field.
Projected end date	Defaults from Project Service Automation application (PSA) from Estimated End Date field.
Actual start date	Defaults from Project Service Automation application (PSA) from Delivery Start Date field.
Actual end date	Defaults from Project Service Automation application (PSA) from Delivery End Date field.
Type	Defaults from Project Service Automation application (PSA). If there is no type attached on Project Service Automation application (PSA) on the project then create project type as internal
GUID	Project Service Automation application (PSA) projects unique GUID?

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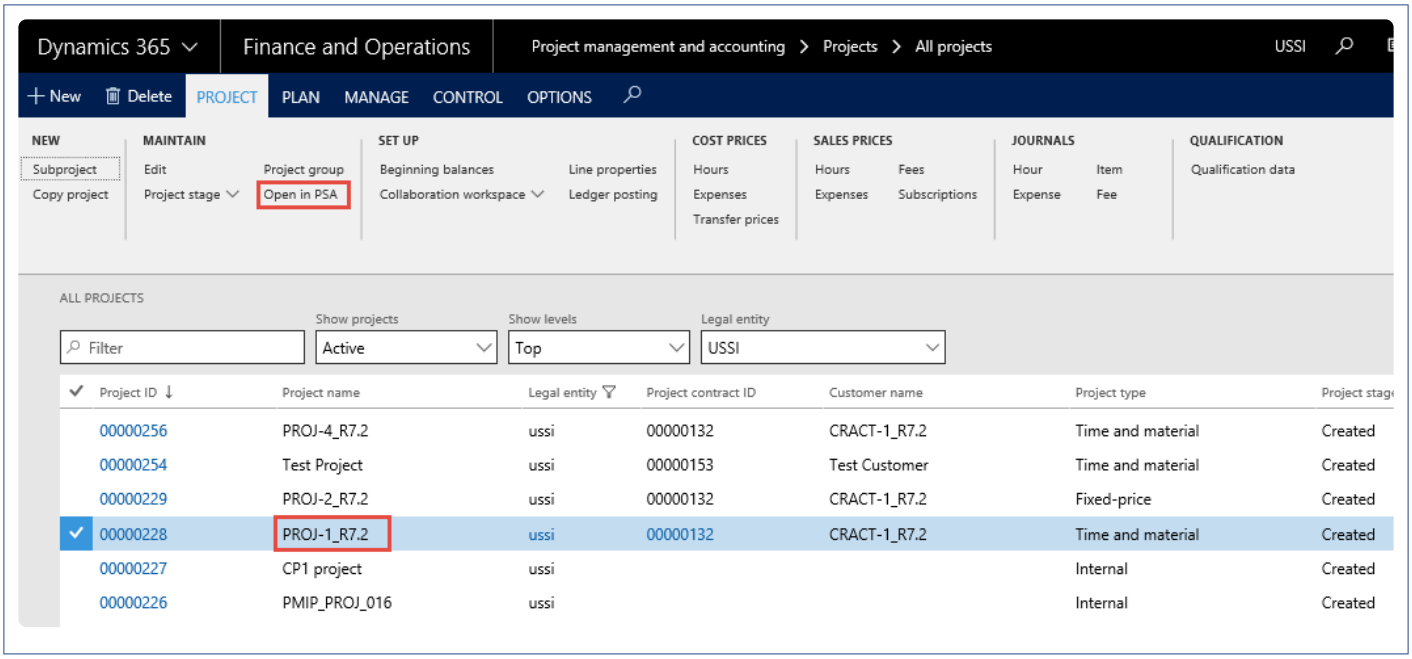
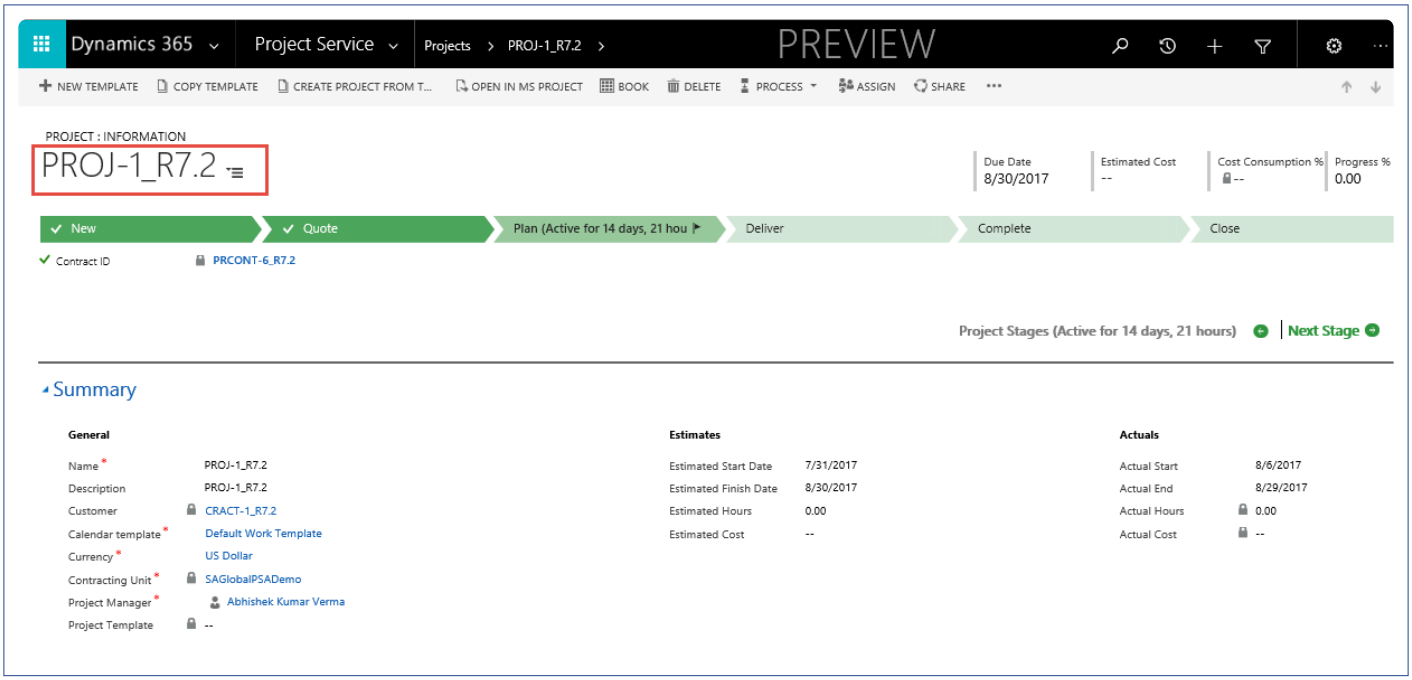
Review Projects

Review Integrated Data

The projects data integrated from Project Service Automation application (PSA) to Microsoft Dynamics 365 for Finance and Operations can be reviewed on Projects page.



The projects data integrated to Microsoft Dynamics 365 for Finance and Operations can be compared with Project Service Automation application (PSA) on the below form.



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Resource Integration

The resource integration option provides users the ability to integrate resource data in the Project Service Automation application (PSA) environment to Microsoft Dynamics 365 for Finance and Operations. The resource information created\ available in Project Service Automation application (PSA) should be integrated after integration of customers, project contract and projects into Microsoft Dynamics 365 for Finance and Operations to avoid unnecessary errors.

When the user would like to create a resources information available in Project Service Automation application (PSA) into the Microsoft Dynamics 365 for Finance and Operations, users have to run the resource integrations either for an individual record or using batches.

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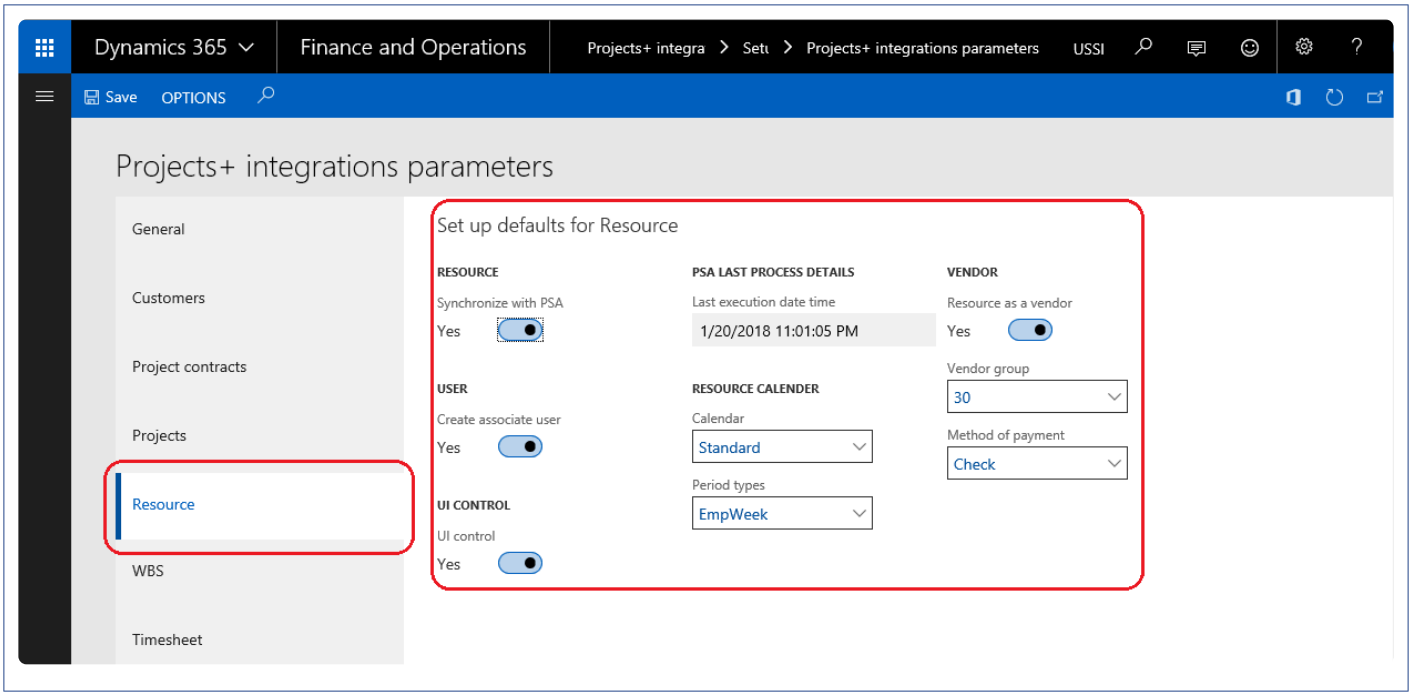
Configure

Parameter Setups

The below form provides option to setup some of the default information required for resource integration from Project Service Automation application (PSA) to Microsoft Dynamics 365 for Finance and Operations.

Go to projects360 integration > Setup > projects360 integrations parameters > Resource.



Fields available on the form are as follows:

- **Synchronize with PSA** – This checkbox enables or disables the Resource integration with Project Service Automation application (PSA).

- **Create associated user** – This checkbox helps in deciding whether the corresponding user needs to be created in Microsoft Dynamics 365 for Finance and Operations. If this field is enabled, then the associated user record in the Project Service Automation application (PSA) will be automatically created in Microsoft Dynamics 365 for Finance and Operations.

- **UI control** – This checkbox controls view of Project Service Automation application (PSA) data. If this field is enabled, then the users can navigation to Project Service Automation application (PSA) data from Microsoft Dynamics 365 for Finance and Operations workspace, Integration log and resource forms.

- **Last execution date time** – Initially the Last execution date time field will be editable. After the first execution this field will not be editable and displays the recent execution date when a user runs

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periodic process for integrating data. Once the record is updated in the Project Service Automation application (PSA), this date will be reset to the modified date of the Project Service Automation application (PSA) record. Modified data will be retrieved from Project Service Automation application (PSA), from last execution date time to the current system date time.

- **Calendar** – Calendar is not available in Project Service Automation application (PSA), so the calendar value for the integrated resource will be set from this parameter setup.

- **Period Types** – Period types are not available in Project Service Automation application (PSA), so the period types value for the integrated resource will be set from this parameter setup.

- **Resource as a vendor** – This field determines whether the resource should be added as a vendor also in Microsoft Dynamics 365 for Finance and Operations. If this field is enabled, the resource will be added as a vendor as well and there will be link created between resource and vendor.

- **Vendor group** – If the resource as vendor checkbox is enabled, the integrated resource is created as vendor and the vendor group will be assigned from this parameter setup.

- **Method of payment** – If the resource as vendor checkbox is enabled, the integrated resource is created as vendor and the method of payment will be assigned from this parameter setup.

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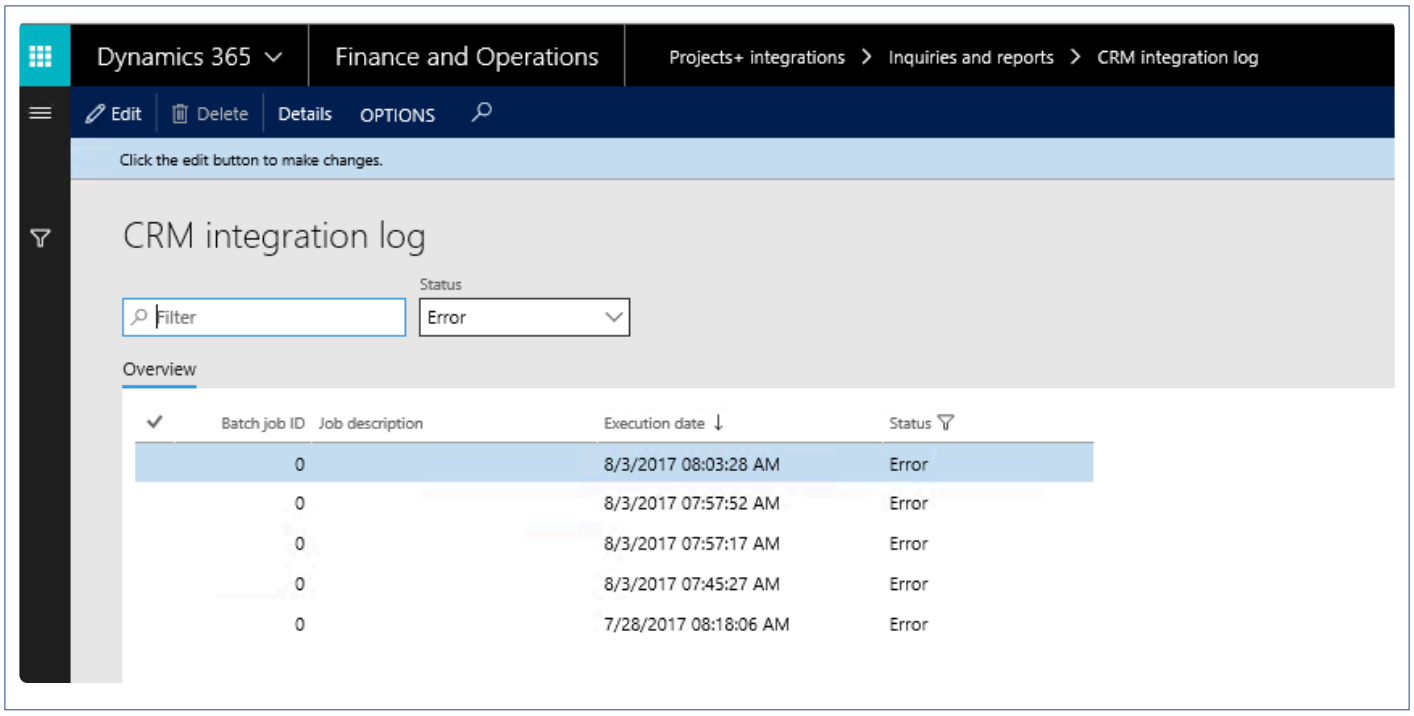
Integrate Resources

Process to Integrate Resources

Below process is followed to create resources from Project Service Automation application (PSA) to Microsoft Dynamics 365 for Finance and Operations.

1. Integrate a customers from Project Service Automation application (PSA) to Microsoft Dynamics 365 for Finance and Operations and verify that the customer records are successfully integrated.
2. Integrate a project contracts from Project Service Automation application (PSA) to Microsoft Dynamics 365 for Finance and Operations and verify that the records are successfully integrated.
3. Integrate a projects from Project Service Automation application (PSA) to Microsoft Dynamics 365 for Finance and Operations and verify that the records are successfully integrated.
4. Create a resource in Project Service Automation application (PSA). Add email ID, utilization target and resource role for the resource in Project Service Automation application (PSA).
5. Go to Microsoft Dynamics 365 for Finance and Operations and in the projects360 Integration module > Periodic > Synchronize master data from PSA.
6. After synchronization if there are errors, they can be seen in the integration log file found under the Inquiries and reports area page of projects360 Integration. This form will display the results of the periodic tasks for integrating Project Service Automation application (PSA) data.



Fields available on the CRM integration log form are:

- By default, the data will be filtered with error status.
    - Filter provide at the header to filter records based on status and filter status are:

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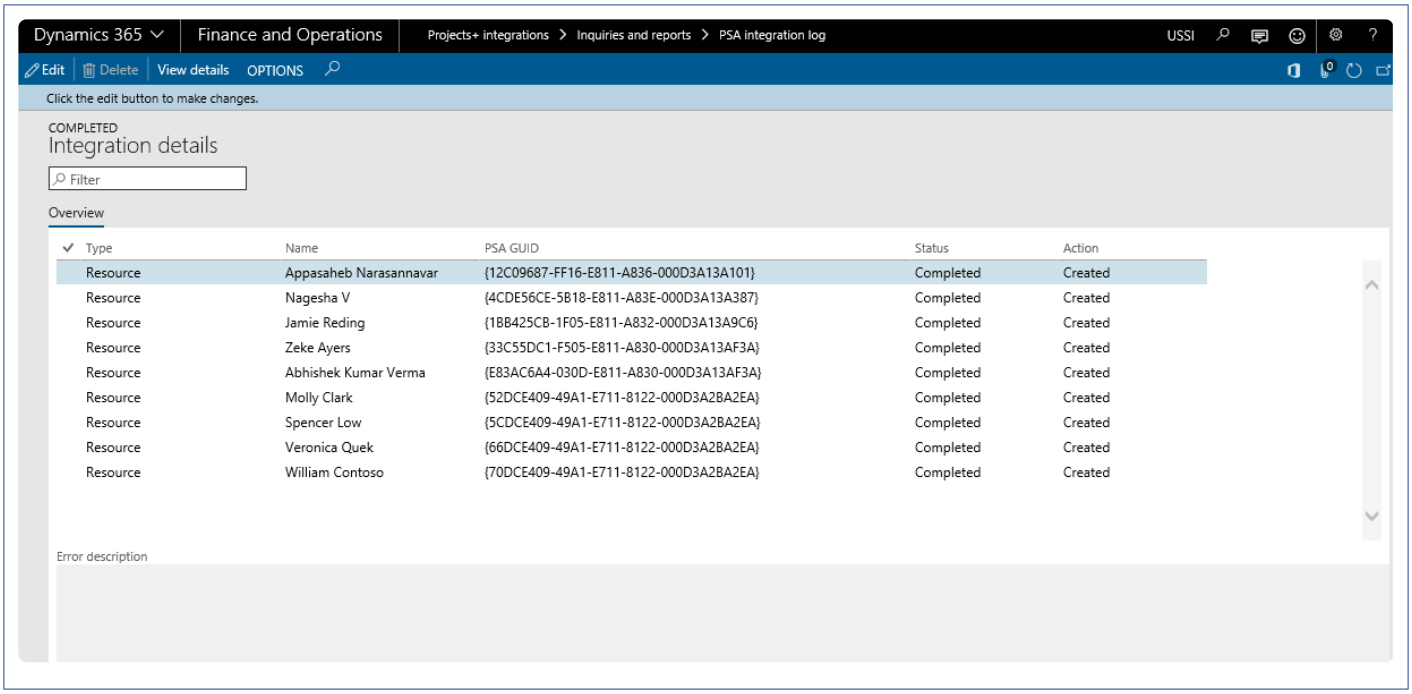
    - Error: If there is an error then this status will be displayed.
    - Completed: if the record is successfully integrated then the same will be set to success.
- PSA Integration log header contains following fields.
    - Batch Job id: Stores the Batch reference, if running in batch.
    - Job description: Stores the Batch description, if running in batch.
    - Execution date: Stores the execution date and time of the integration process.
    - Status: Stores the status of integration process. If Lines contains any error records, then status will be error. If all lines are successfully integrated, then status will be completed.
- Details: This button used view the Project Service Automation application (PSA) integration line details.

7. User can view the details of batch process executed by clicking on the ‘Details’ button. Records can be filtered based on Completed and Error status using the ‘Status’ filter.



Data that get’s Integrated

The data that will be integrated for resources is as below:

Field name	Validation description
Name	Name defined in the resource form in Project Service Automation application (PSA).
Utilization target	Utilization target defined in resource form in Project Service Automation application (PSA).
Resource role	Resource role defined in resource form in Project Service Automation application (PSA).

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Email ID	Email Id defined on the user form for the associated resource in Project Service Automation application (PSA).
Calendar	Default from the calendar parameter value set on the integration parameter in Microsoft Dynamics 365 finance and operations.
Period Types	Default from the period types parameter value set on the integration parameter in Microsoft Dynamics 365 finance and operations.
Vendor group	Default from the vendor group parameter value set on the integration parameter in Microsoft Dynamics 365 finance and operations.
Method of payment	Default from the method of payment parameter value set on the integration parameter in Microsoft Dynamics 365 finance and operations.

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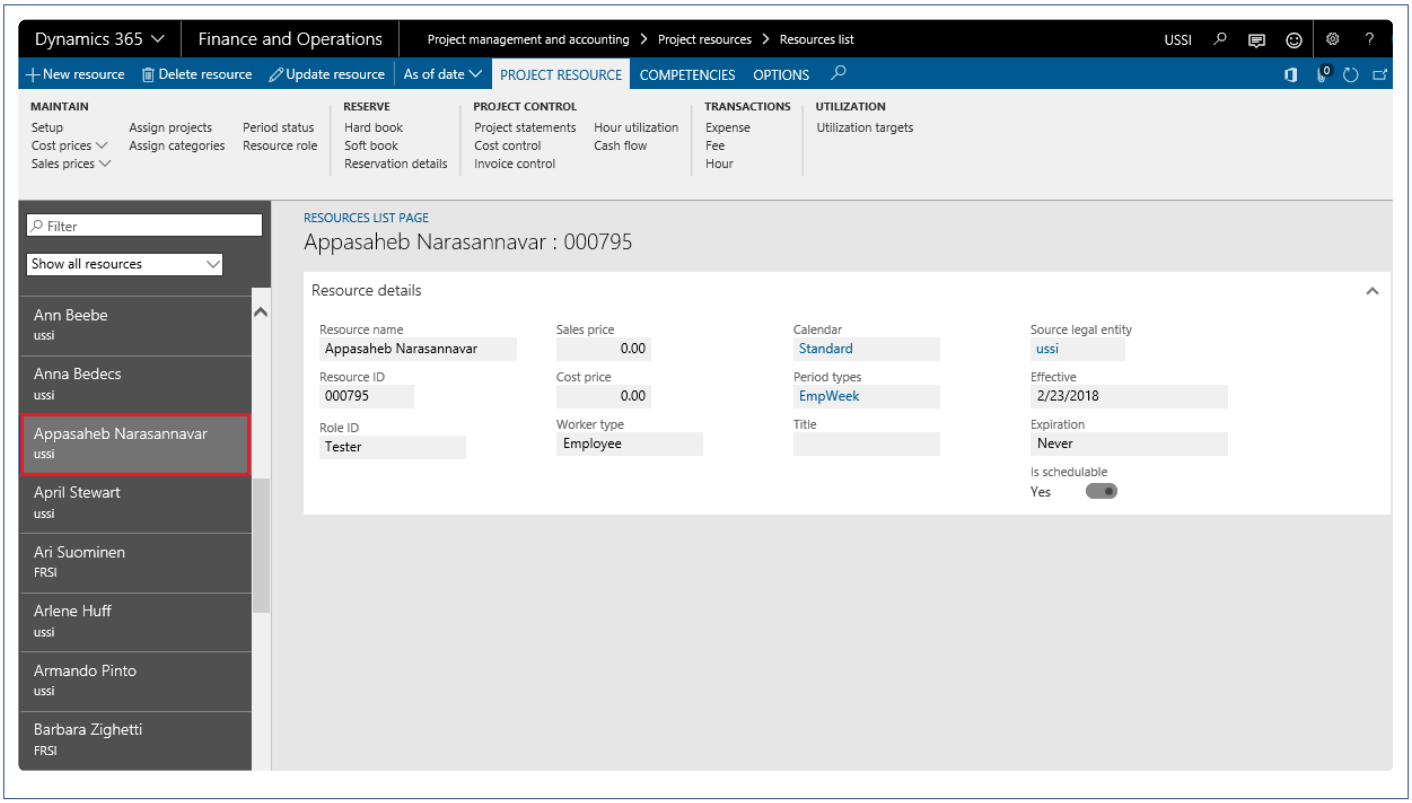
Review Resources

Review Integrated Data

The resource data integrated from Project Service Automation application (PSA) to Microsoft Dynamics 365 for Finance and Operations can be reviewed on resource list page.



The resources data integrated to Microsoft Dynamics 365 for Finance and Operations can be compared with Project Service Automation application (PSA) on the below form.

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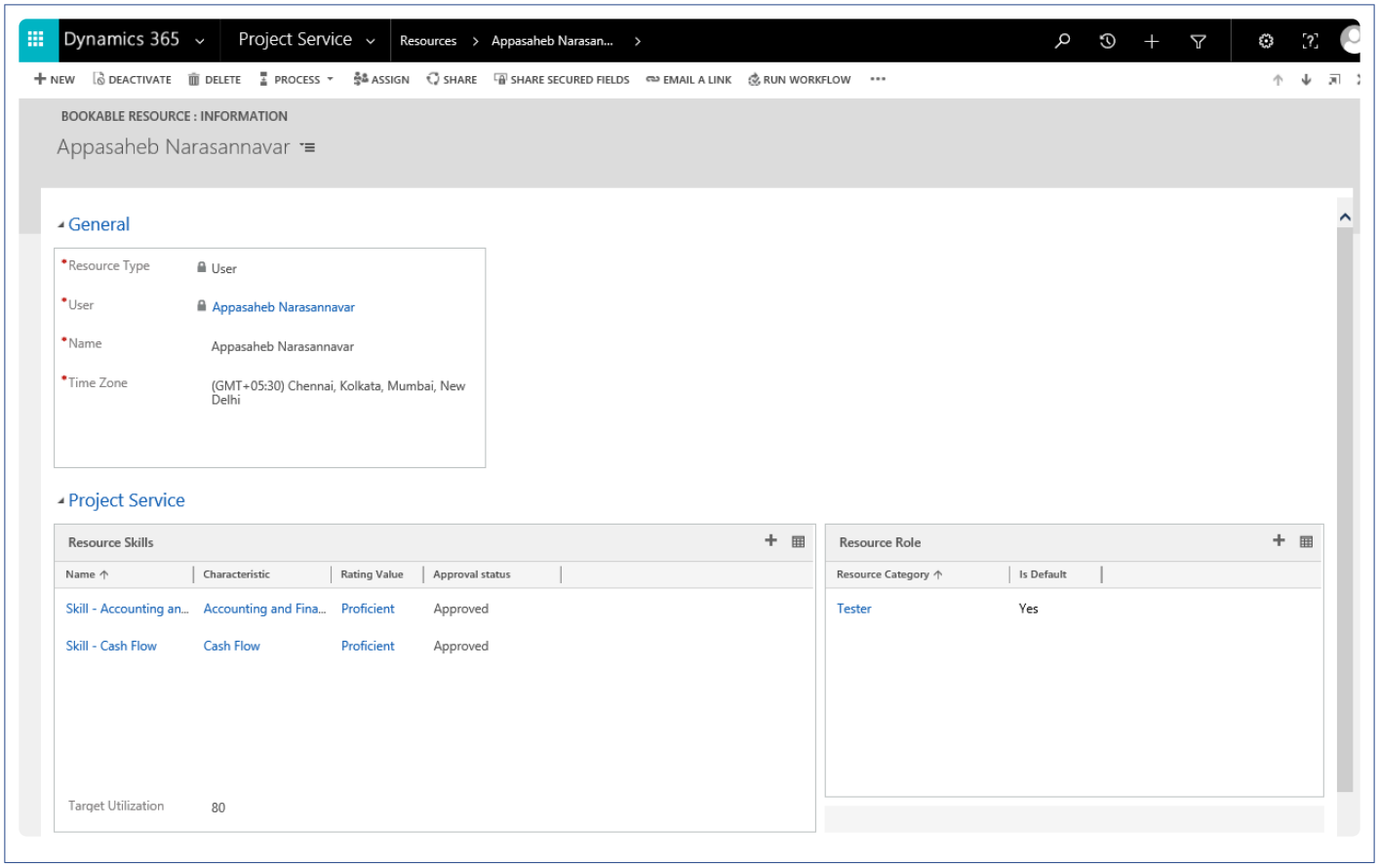

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WBS Integrations

The WBS integration option provides users the ability to integrate WBS data available in the Project Service Automation application (PSA) environment to Microsoft Dynamics 365 for Finance and Operations. To integrate work breakdown structure created in Project Service Automation application (PSA) to Microsoft Dynamics 365 for Finance and Operations, projects need to be integrated first to avoid the unnecessary errors of projects not found for the imported work breakdown structures.

When the user would like to create a work breakdown structure available for different projects in Project Service Automation application (PSA) into the Microsoft Dynamics 365 for Finance and Operations, users have to run the WBS integrations either for an individual record or using batches.

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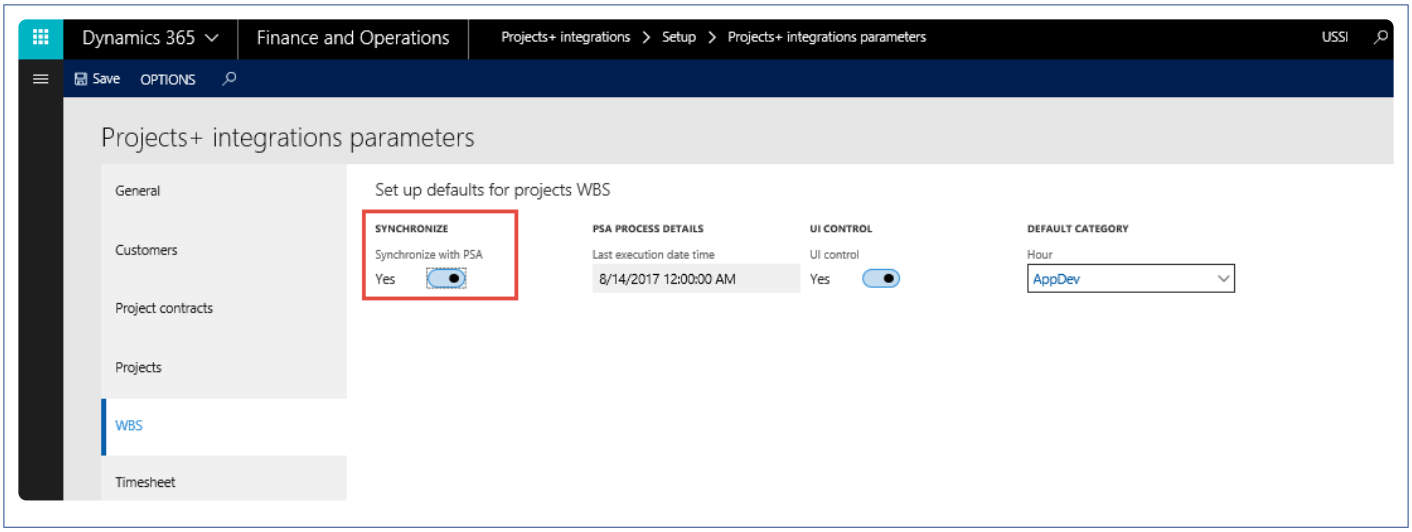
Configure

Parameter Setups

The below form provides option to setup the information required for work breakdown structure integration from Project Service Automation application (PSA) to Microsoft Dynamics 365 for Finance and Operations.

Go to projects360 integration > Setup > projects360 integrations parameters > WBS.



Fields available on the form are as follows:

- **Synchronize with PSA** – This checkbox enables or disables the work breakdown integration from Project Service Automation application (PSA).

- **Last execution date time** – Initially the Last execution date time field will be editable. After the first execution this field will not be editable and displays the most recent execution date when a user runs the periodic process for integrating data. Once the record is updated in the Project Service Automation application (PSA), this date will be reset to the modified date of the Project Service Automation application (PSA) record. Modified data will be retrieved from Project Service Automation application (PSA), from last execution date time to the current system date time.

- **UI control** – This checkbox controls view of Project Service Automation application (PSA) data and provides the navigation to view the Project Service Automation application (PSA) data from Microsoft Dynamics 365 for Finance and Operations workspaces, Integration logs and Projects.

- **Default Category** – When Category is left blank in Project Service Automation application (PSA) on a work breakdown structure line, then the value from this parameter setup will be considered.

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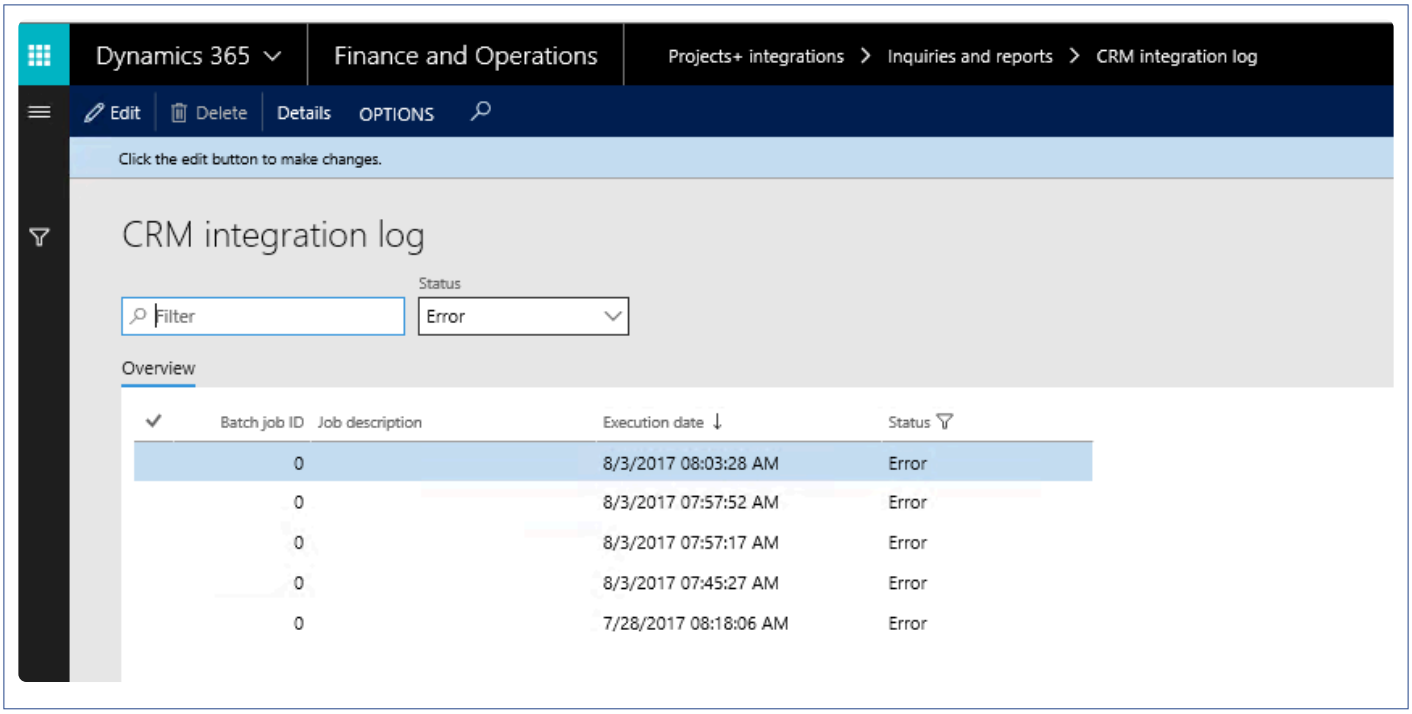
Integrate WBS

Process to Integrate Work Breakdown Structure

Below process is followed to create work breakdown structure from Project Service Automation application (PSA) to Microsoft Dynamics 365 for Finance and Operations.

1. Integrate the projects created in Project Service Automation application (PSA) to Microsoft Dynamics 365 for Finance and Operations and verify that records are successfully integrated.
2. Create a work breakdown structure lines for Integrated project in Project Service Automation application (PSA).
3. Go to Microsoft Dynamics 365 for Finance and Operations and in the projects360 Integration module > Periodic > Synchronize WBS and Timesheet data from Project Service Automation application (PSA).
4. After synchronization, if there are errors, they can be seen in the integration log file found under the Inquiries and reports area page of projects360 Integration. This form will display the results of the periodic tasks for integrating Project Service Automation application (PSA) data.



5. User can view the details of batch process executed by clicking on the ‘Details’ button. Records can be filtered based on Completed and Error status using the ‘Status’ filter.

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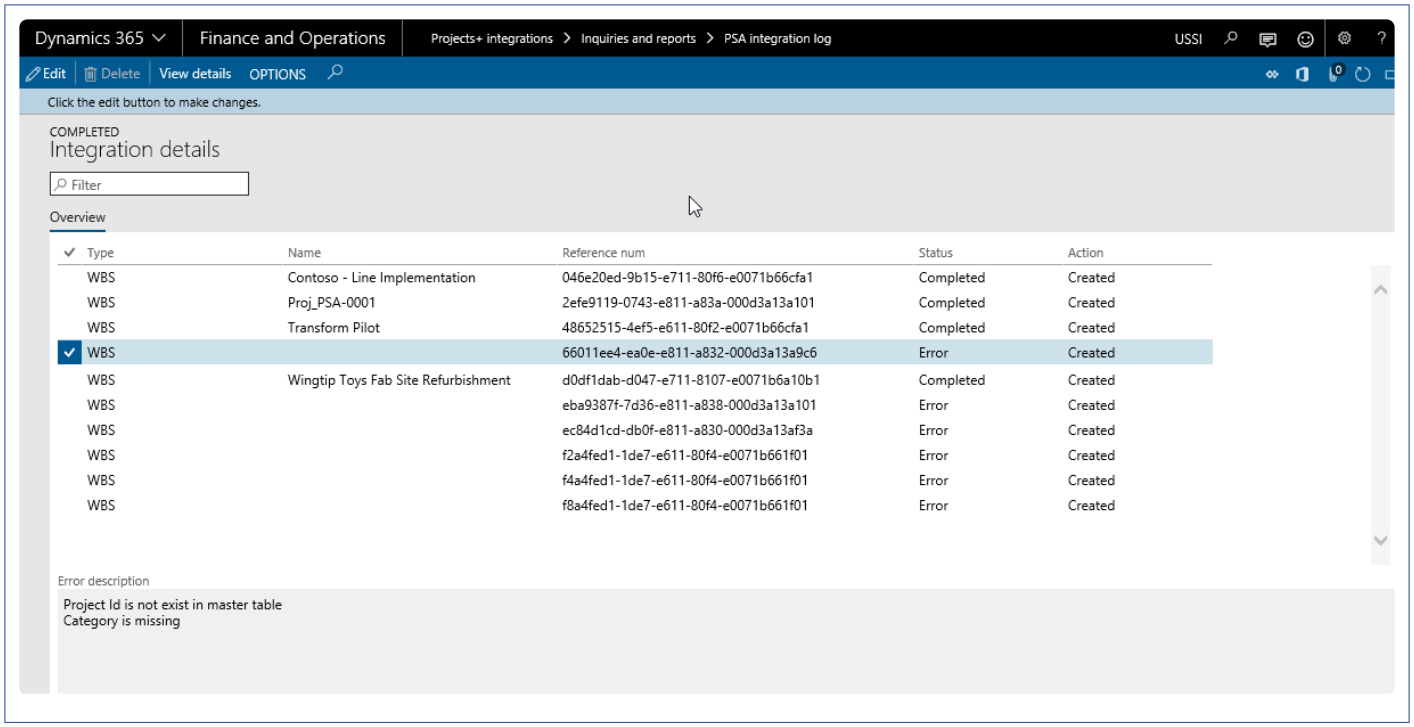

Fields available on the CRM integration log form are:

- By default, the data will be filtered with error status.
- Filter provided at the header to filter records based on status and filter status are:
  - Error: If there is an error then this status will be displayed
  - Completed: if the record is successfully integrated then the same will be set to success.
- PSA Integration log header contains following fields.
  - Batch Job id: Stores the Batch reference, if running in batch.
  - Job description: Stores the Batch description, if running in batch.
  - Execution date: Stores the execution date time of the integration process.
  - Status: Stores the status of integration process. If Lines contains any error records, then status will be error. If all lines are successfully integrated, then status will be completed.
- Details: This button used view the PSA integration line details.

Data that get's Integrated

The data that will be integrated for work breakdown structure is shown below:

Field name	Validation description
Task Name	Defaults from Project Service Automation application (PSA).
Task Category	Defaults based on work breakdown structure Project+ Integration parameter.

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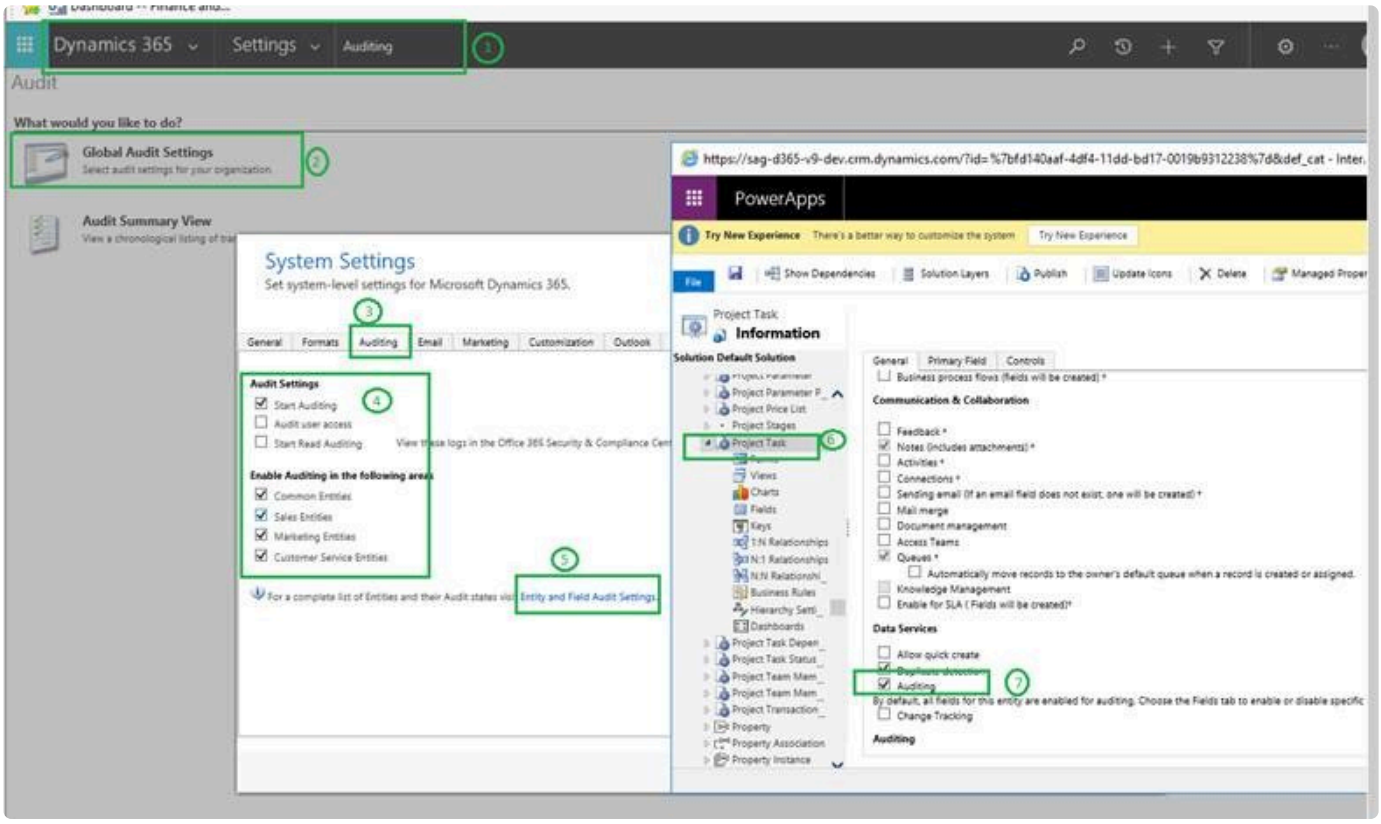
Effort task	Defaults from Project Service Automation application (PSA).
Start and Finish date	Defaults from Project Service Automation application (PSA) work breakdown structure line.
Duration	Defaults from Project Service Automation application (PSA) work breakdown structure line.
Number of resource	Defaults from Project Service Automation application (PSA) work breakdown structure line.

Note – In order to delete the WBS records in PSA environment and re-integrate the information back to Microsoft Dynamics F&O, you need to enable the Auditing for Entities functionality in PSA, below visual shows more details.



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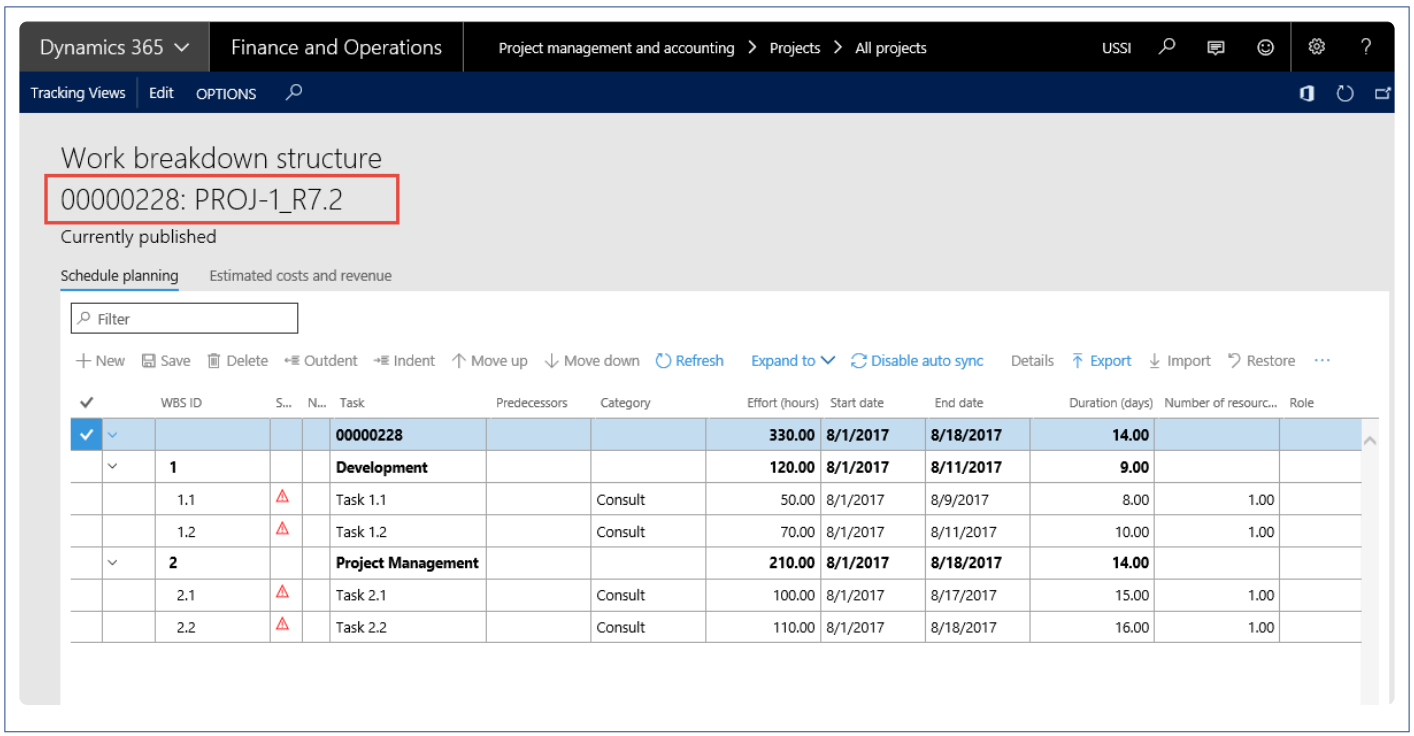
Review WBS

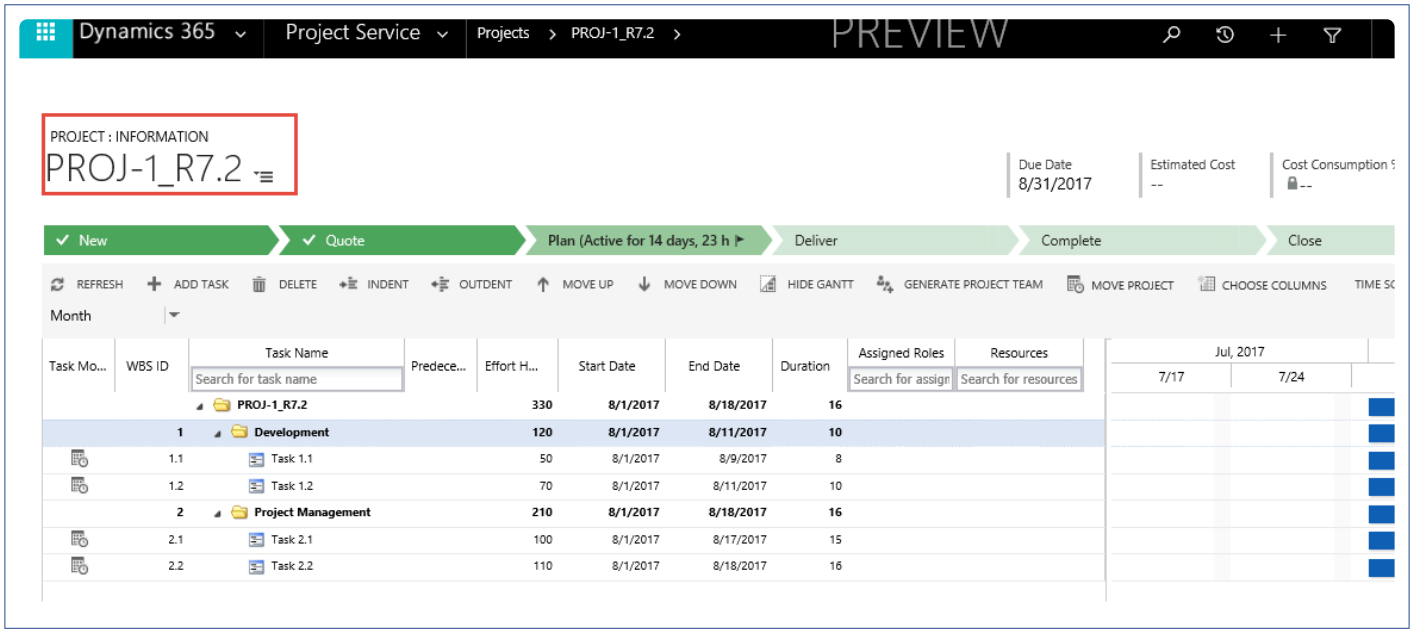
Review Integrated Data

The work breakdown structure data integrated from Project Service Automation application (PSA) to Microsoft Dynamics 365 for Finance and Operations can be reviewed on work breakdown page.



WBS ID	S...	N...	Task	Predecessors	Category	Effort (hours)	Start date	End date	Duration (days)	Number of resourc...	Role
			00000228			**330.00**	**8/1/2017**	**8/18/2017**	**14.00**		
1			**Development**			**120.00**	**8/1/2017**	**8/11/2017**	**9.00**		
1.1	⚠		Task 1.1		Consult	50.00	8/1/2017	8/9/2017	8.00	1.00	
1.2	⚠		Task 1.2		Consult	70.00	8/1/2017	8/11/2017	10.00	1.00	
2			**Project Management**			**210.00**	**8/1/2017**	**8/18/2017**	**14.00**		
2.1	⚠		Task 2.1		Consult	100.00	8/1/2017	8/17/2017	15.00	1.00	
2.2	⚠		Task 2.2		Consult	110.00	8/1/2017	8/18/2017	16.00	1.00	

The work breakdown structure data integrated to Microsoft Dynamics 365 for Finance and Operations can be compared with Project Service Automation application (PSA) on the below form.



Task Mo...	WBS ID	Task Name	Predece...	Effort H...	Start Date	End Date	Duration	Assigned Roles	Resources
		Search for task name						Search for assign	Search for resources
		PROJ-1_R7.2		330	8/1/2017	8/18/2017	16		
	1	Development		120	8/1/2017	8/11/2017	10		
	1.1	Task 1.1		50	8/1/2017	8/9/2017	8		
	1.2	Task 1.2		70	8/1/2017	8/11/2017	10		
	2	Project Management		210	8/1/2017	8/18/2017	16		
	2.1	Task 2.1		100	8/1/2017	8/17/2017	15		
	2.2	Task 2.2		110	8/1/2017	8/18/2017	16		

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Timesheets Integration

The timesheets integration option provides users the ability to integrate timesheet data available in the Project Service Automation application (PSA) environment to Microsoft Dynamics 365 for Finance and Operations. The timesheet records created in Project Service Automation application (PSA) will have to be integrated after integration of project and Work Breakdown Structure (WBS) into Microsoft Dynamics 365 for Finance and Operations.

To create\import a Project Service Automation application (PSA) timesheets into the Microsoft Dynamics 365 for Finance and Operations, users would have to run the resource integrations either for an individual record or using batches.

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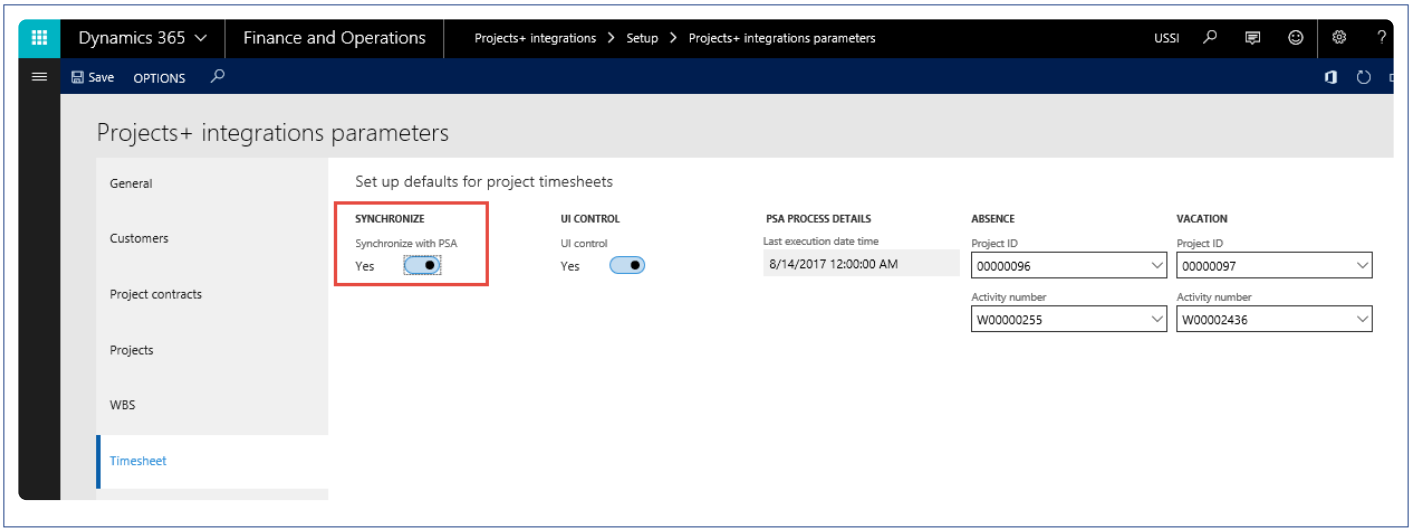
Configure

Parameter Setups

The below form provides options to setup some of the default information required for timesheets integration from Project Service Automation application (PSA) to Microsoft Dynamics 365 for Finance and Operations.

Go to projects360 integration > Setup > projects360 integrations parameters> Timesheets.



Fields available on the form are as follows:

- **Synchronize with PSA** – This checkbox enables or disables the Resource integration with Project Service Automation application (PSA).

- **UI control** – This checkbox controls view of Project Service Automation application (PSA) data. If this field is enabled, then users can navigate to Project Service Automation application (PSA) data from Microsoft Dynamics 365 for Finance and Operations workspace, Integration log and resource forms.

- **Last execution date time** – Initially the Last execution date time field will be editable. After the first execution this field will not be editable and displays the most recent execution date when a user runs the periodic process for integrating data. Once the record is updated in the Project Service Automation application (PSA), this date will be reset to the modified date of the Project Service Automation application (PSA) record. Modified data will be retrieved from Project Service Automation application (PSA), from last execution date and time to the current system date and time.

- **Absence and Vacation** – Project Service Automation application (PSA) does not have the project defined for the leave and vacation time entries, so these two fields give options to set up default project and activity for absence and vacation types to be used while creating timesheets in Microsoft Dynamics 365 for Finance and Operations for the work type “leave/vacation”.

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Integrate Timesheets

Process to Integrate Timesheets

The below process is used to create\import timesheets from Project Service Automation application (PSA) into Microsoft Dynamics 365 for Finance and Operations.

1. Integrate a project from Project Service Automation application (PSA) to Microsoft Dynamics 365 for Finance and Operations and verify that the records are successfully integrated.
2. Set the project to be ‘In Progress’ status in Microsoft Dynamics 365 for Finance and Operations.
3. Integrate a Work Breakdown Structure (WBS) data from Project Service Automation application (PSA) to Microsoft Dynamics 365 for Finance and Operations and verify that the records are successfully integrated.
4. Create and submit the time entries in Project Service Automation application (PSA). Go to the submitted time entries and approve them as only approved time entries are considered for integrations.
5. Go to Microsoft Dynamics 365 for Finance and Operations and in the projects360 Integration module >Periodic > Synchronize WBS and Timesheet data from PSA.
6. After synchronization, if there are errors, they can be seen in the either timesheets integration log or timesheets from integration. These forms will display the results of the timesheet periodic tasks for integrating Project Service Automation application (PSA) data. Users can view the details of batch process executed by selecting a record on the grid. The lines details and error information is shown on the Line Details and Error log sections respectively.

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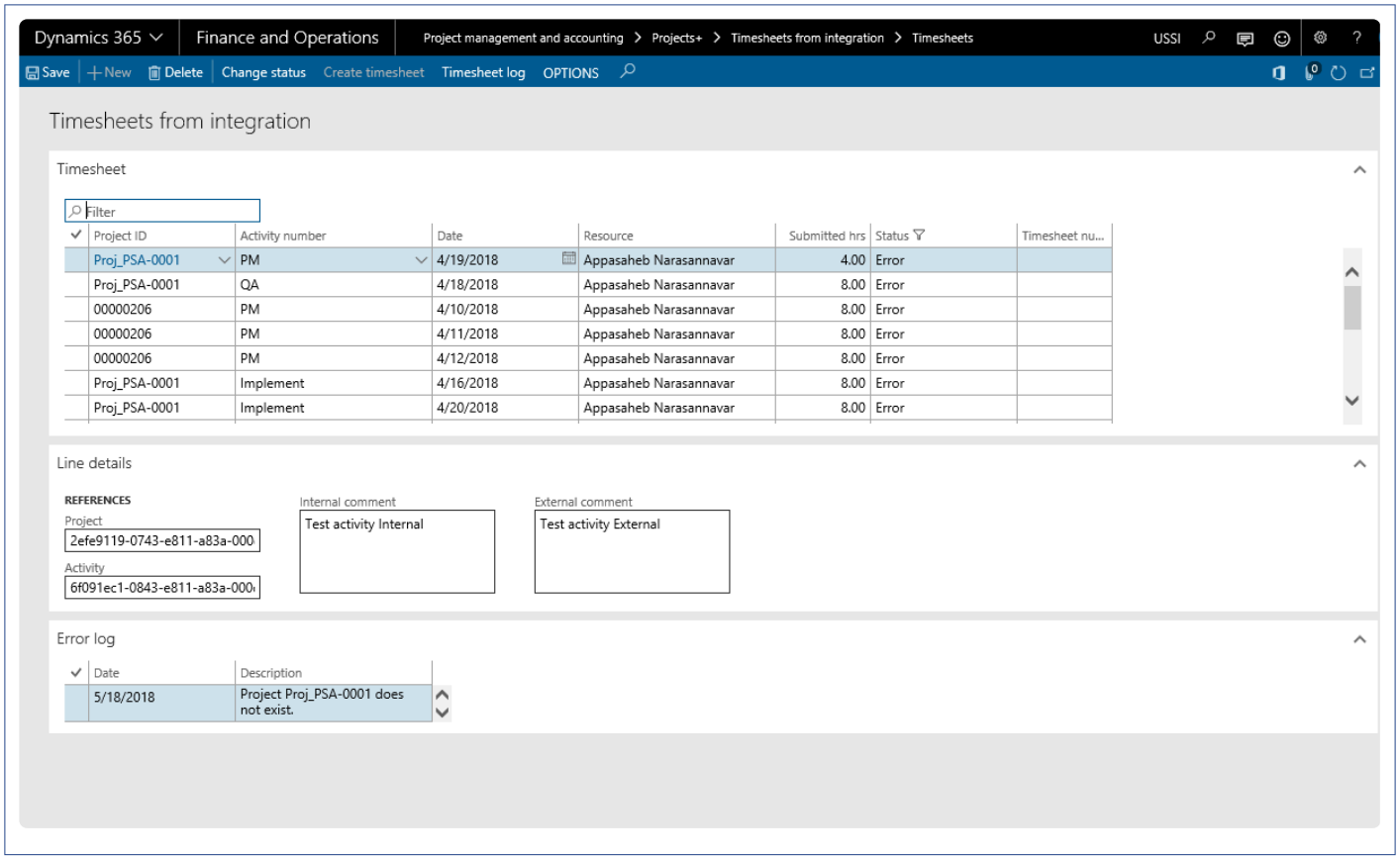

Data that get's Integrated

The data that will be integrated for timesheets is as below:

Field name	Validation description
Project ID	Defaulted from Project Service Automation application (PSA) timesheet, if timesheet created for vacation and Absence then defaults from projects360 integration parameters.
Activity ID	Defaulted from Project Service Automation application (PSA) timesheet, if timesheet created for vacation and Absence then default from projects360 integration parameters.
Resource	Resource email id from Project Service Automation application (PSA) is mapped with Microsoft Dynamics 365 for Finance and Operations user.
Timesheet hours	Submitted and approved hours for the resource and for that period in Project Service Automation application (PSA).
Timesheet period	Timesheet period is decided by the Date on which the timesheet was submitted by user on Project Service Automation application (PSA).

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Externa comment	Defaults from Project Service Automation application (PSA) timesheet records.
Internal comment	Defaults from Project Service Automation application (PSA) timesheet records.

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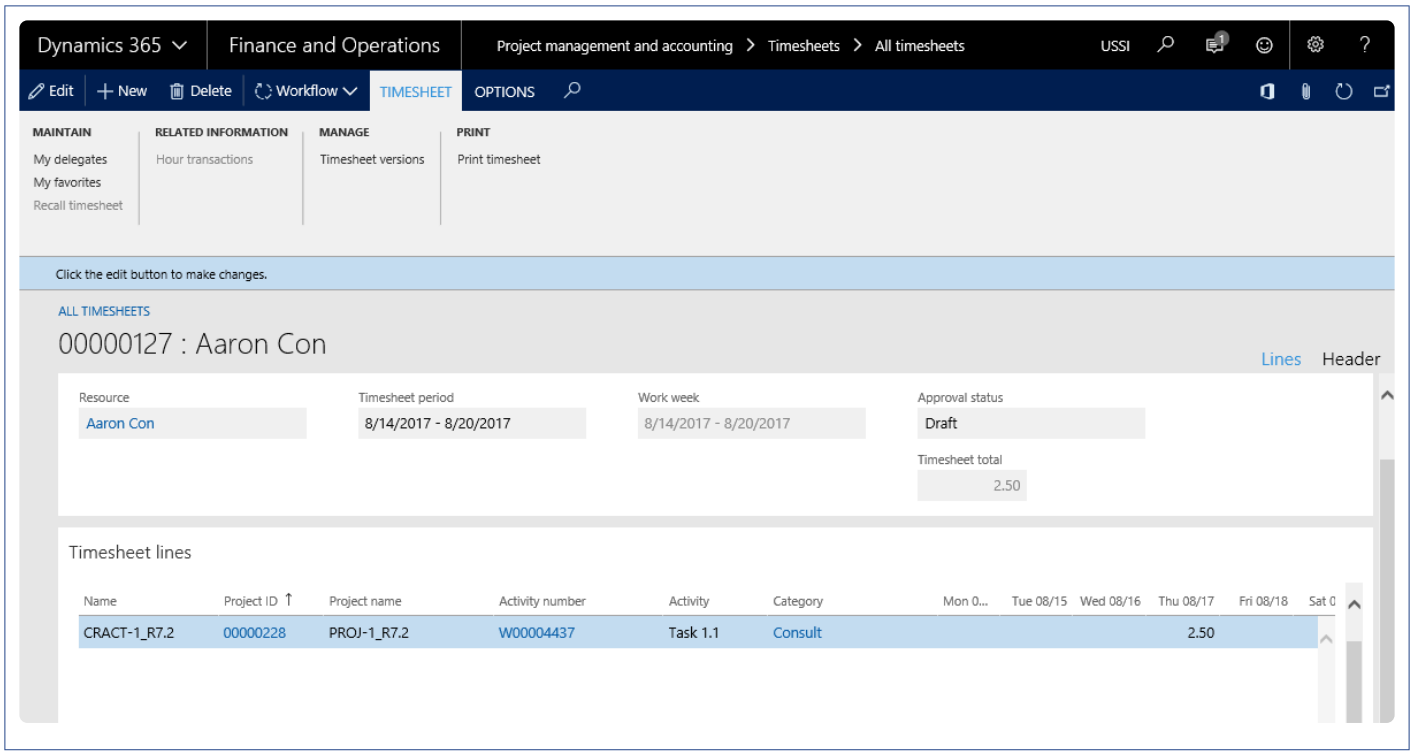
Review Timesheets

Review Integrated Data

The timesheet data integrated from Project Service Automation application (PSA) to Microsoft Dynamics 365 for Finance and Operations can be reviewed on the All timesheet form. The individual details about each timesheet can be seen on the timesheet entry form as shown in the below picture.



The time entry data integrated to Microsoft Dynamics 365 for Finance and Operations can be compared with Project Service Automation application (PSA) on the below form.

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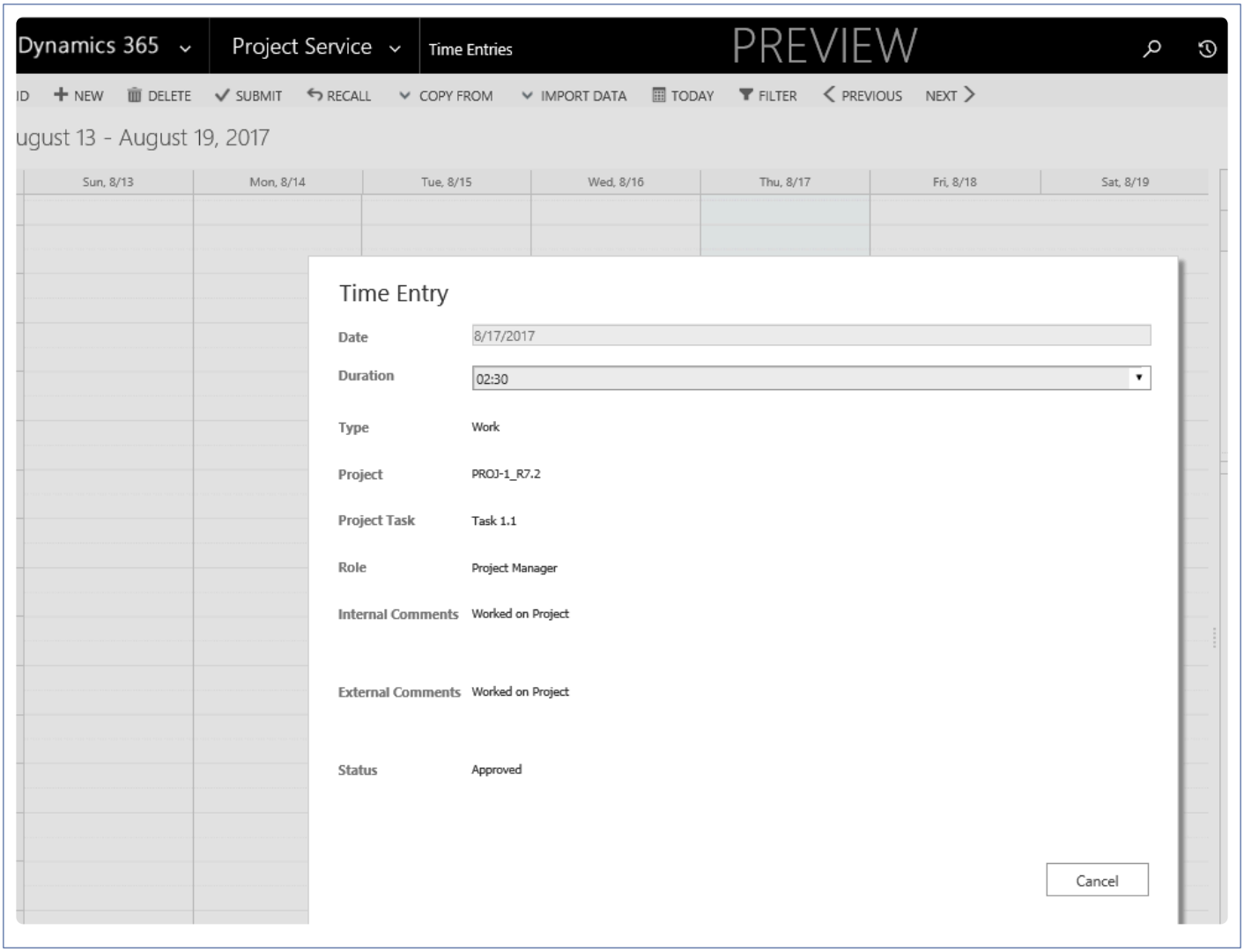

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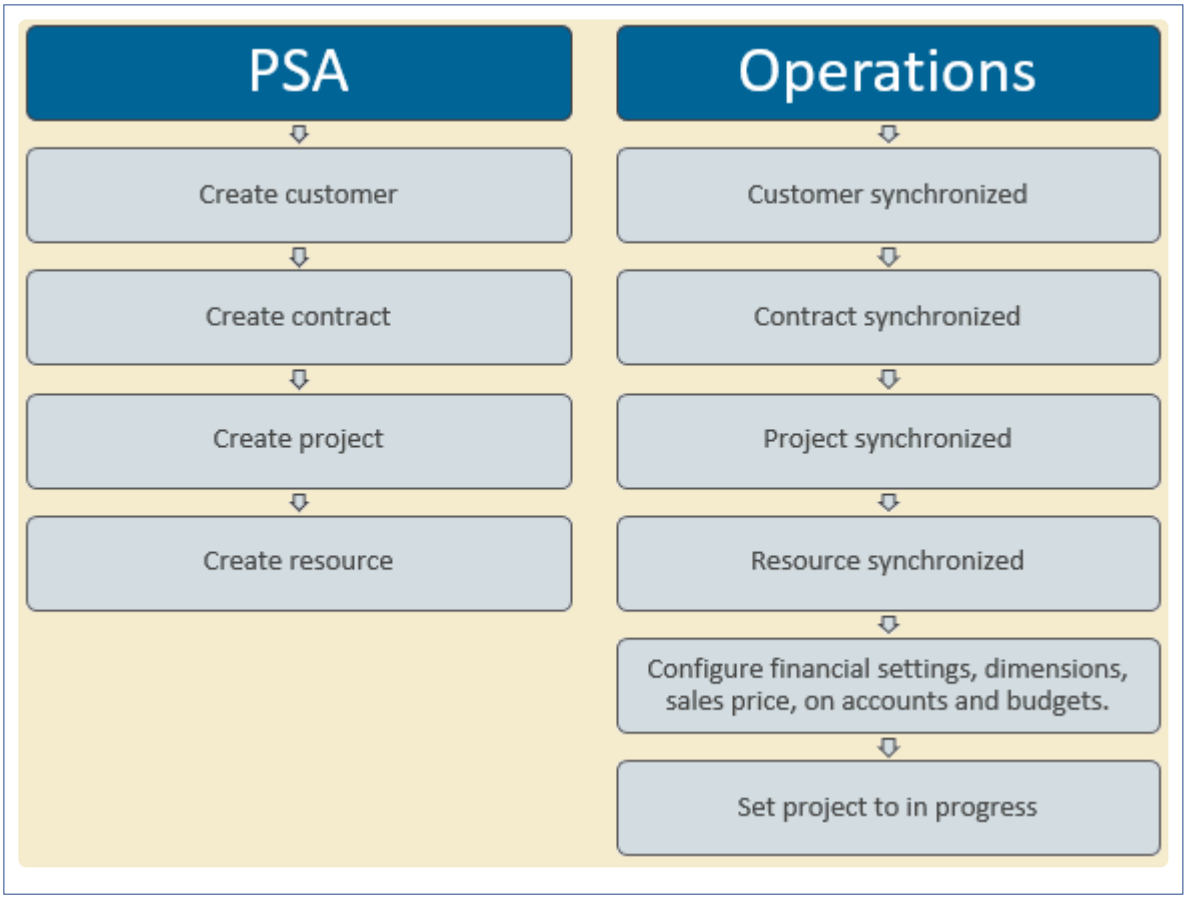
Flow Charts

Flow chart of the master data integrations



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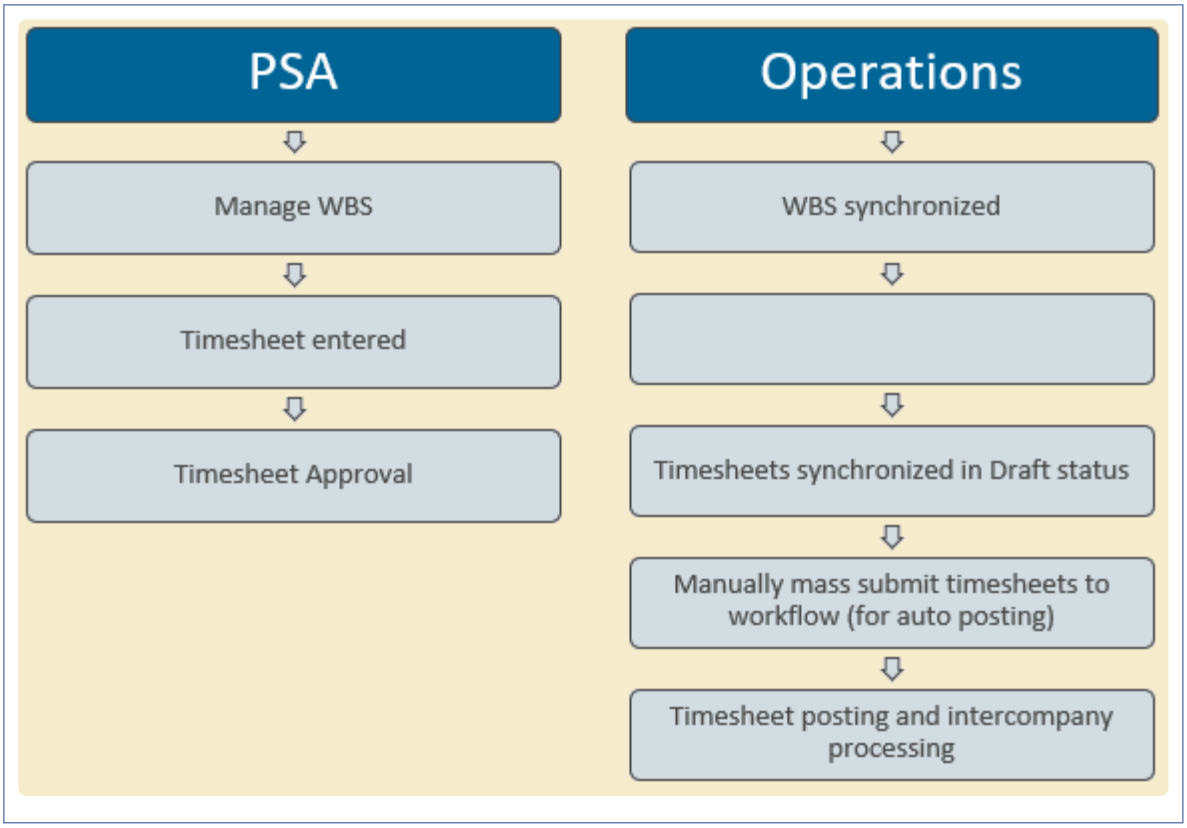
Flow chart of WBS and Timesheets integrations



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Quotation Enhancements

The features relating to qualifications for Architecture and Engineering industries have been grouped together in this document. The projects360 features that are available in the quotation enhancements are helpful in analyzing the details of the construction and architectural projects and providing quotations. These features are also helpful in the bidding process.

The projects360 features grouped together in this segment are:

- **Qualification View**

Select a feature to view more details about them.

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Qualification View

The features relating to Qualifications for Architecture and Engineering industries have been grouped together in this document. The projects360 features that are available under this classification can be found in Qualification View.

Many companies in the Architecture, Engineering, and Construction industries need to track very detailed information about the projects that they complete to prove they have the experience to receive additional work from government agencies. There will be certain attributes attached to the projects which would determine whether the company is qualified or competent enough to receive additional work.

To track these attributes about a project, a means to associate them to a project and a method to easily query the attributes for a list of projects, Qualification view is a useful feature.

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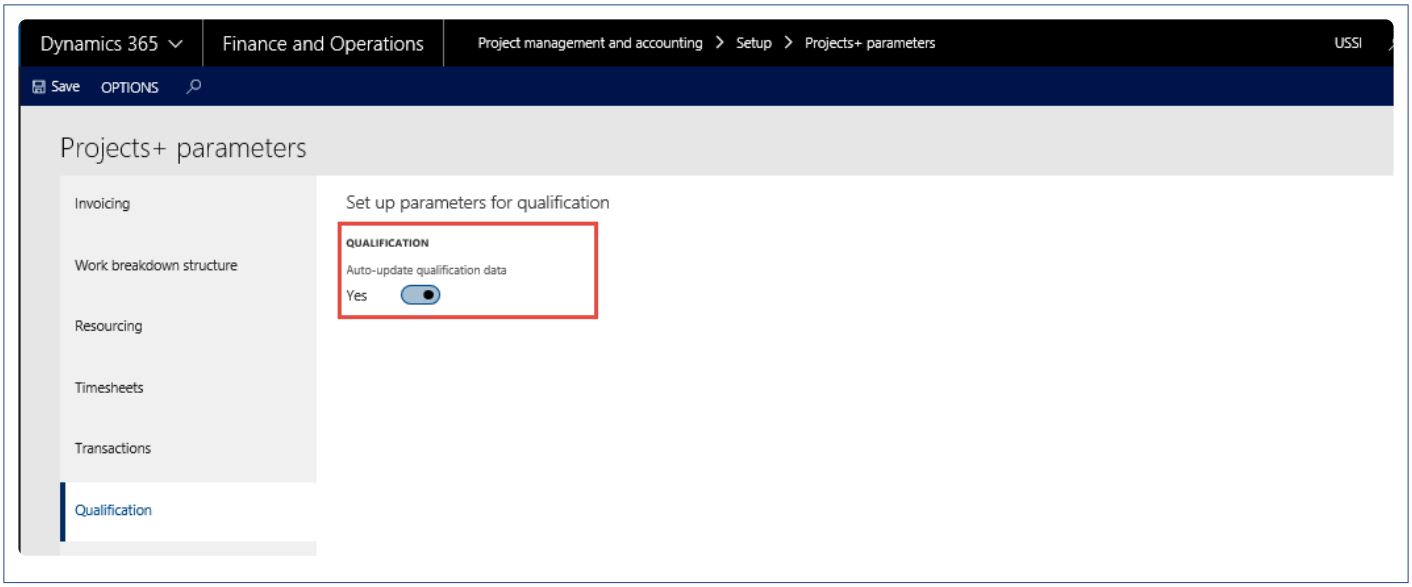
Configure Qualifications

This sections details the configuration process involved in the setting qualification parameters and then assigning them to a projects.

Parameter Setup

This feature is not parameter driven. However, there is one setup which controls the update of timesheets related to the project into the qualification view based on this parameter.

Go to Project management and accounting > Setups > projects360 parameters > Qualifications tab



To enable the automatic update of the hours data into the project's qualification data, set this option to YES.

Qualification View Setups

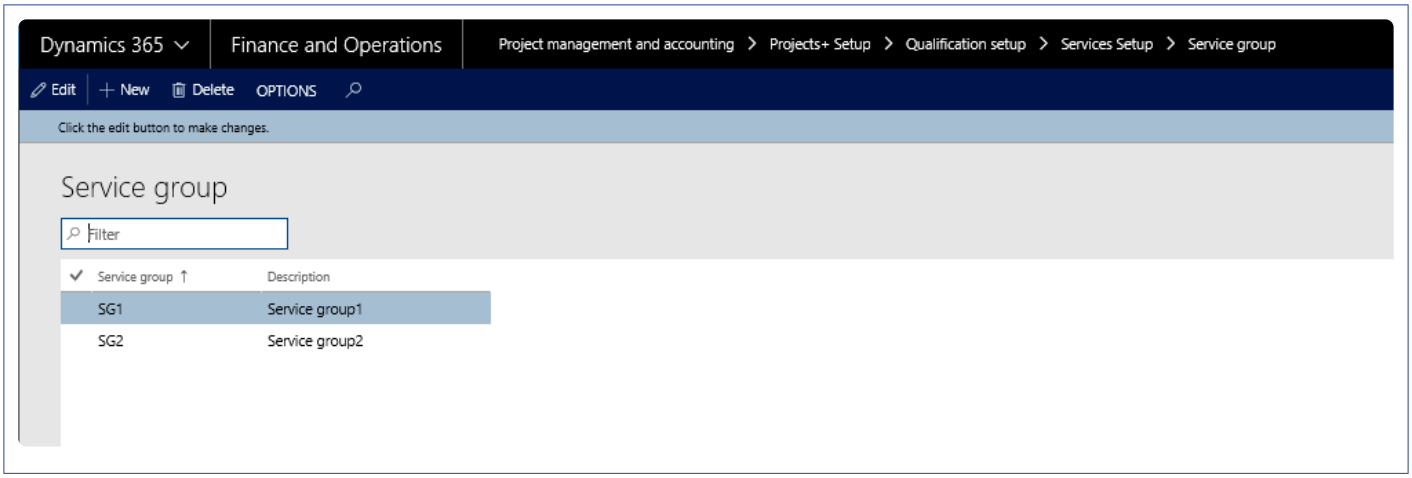
This feature is for recording the qualification data on the projects. To meet this requirement few setup forms have been introduced in the setup area of Projects. All the forms are grouped under the menu item Qualification setup.

Go to Project management and accounting > Setups > projects360 > Qualification setup > Services setup > Service Group.
Under this group there are two links that opens Service group form and Services form.

Service Setup

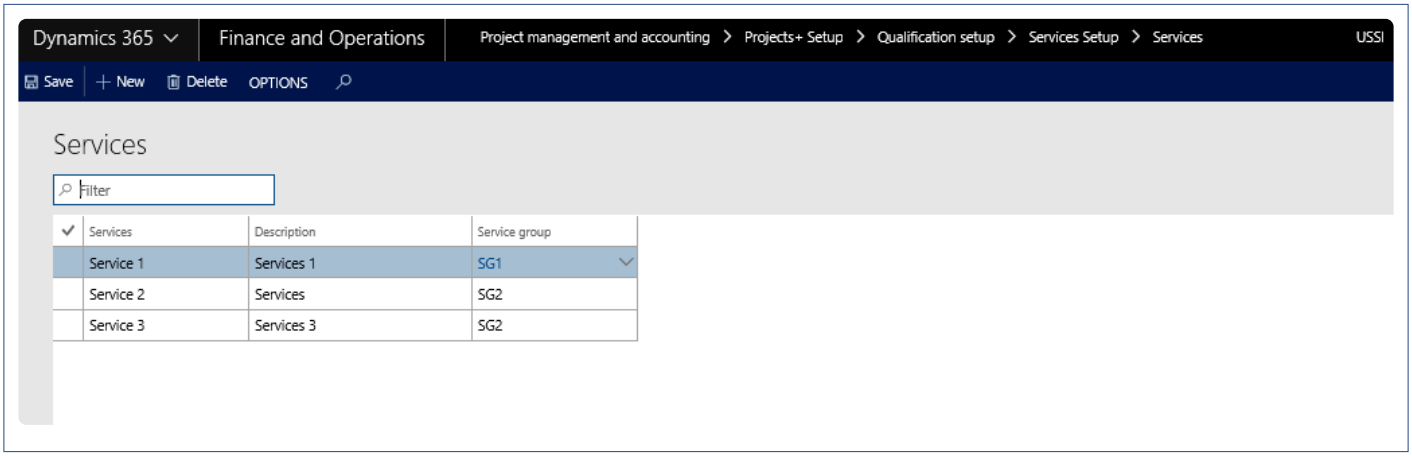
Go to Project management and accounting > Setups > projects360 > Qualification setup > Services setup >

Service Group.



1. In the Service group fields, enter the group name.
2. In the Description field, specify a description for the service group.

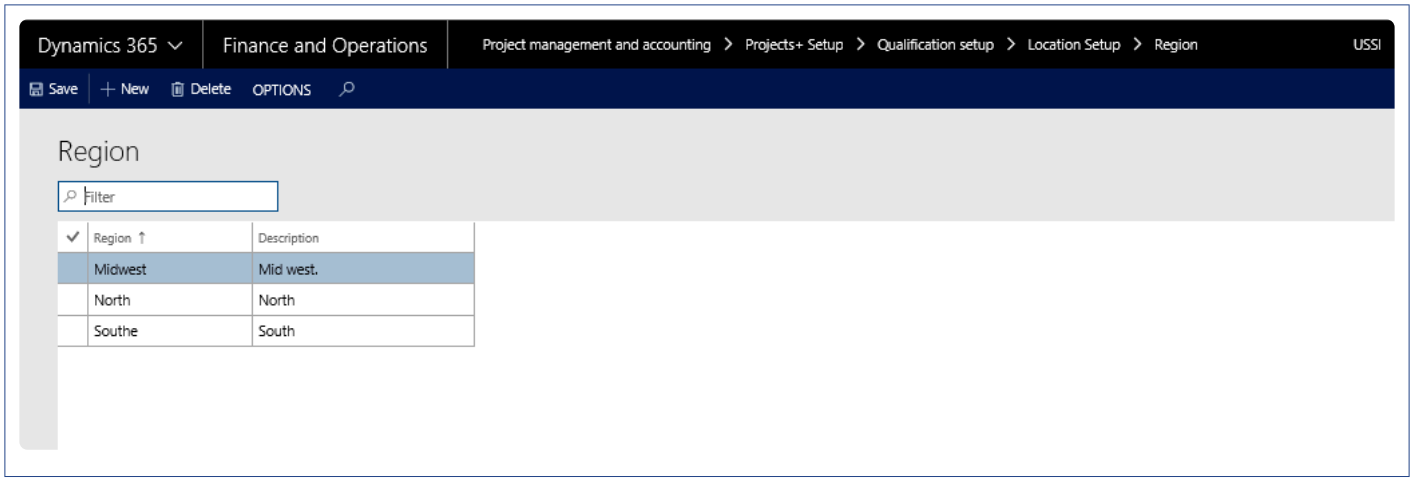
Go to Project management and accounting > Setups > projects360 > Qualification setup > Services setup > Service.



1. In the Services form, in the Service field, specify the name of the services.
2. In the Description field, specify a description of the services.
3. In the Service group, select the service group attached to the services.

Location Setup

Go to Project management and accounting > Setups > projects360 > Qualification setup > Location setup > Region

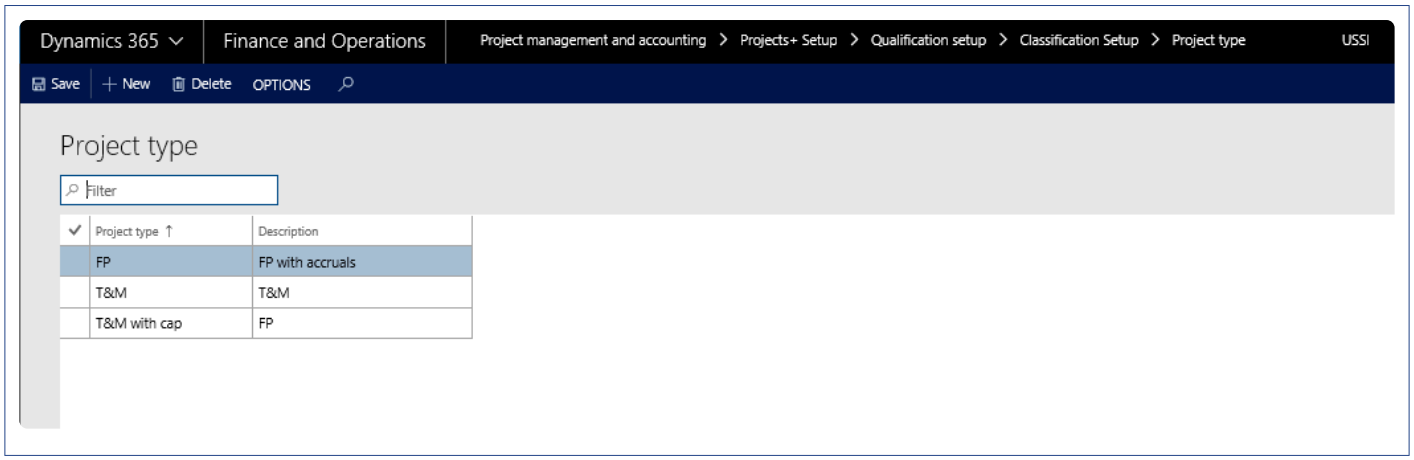


1. In the Region form, in the Region field, enter the name of the region.
2. In the Description field, specify the description of the region.

Classification Setup

Under this group there are four forms – Project type, Client type, Market and Project role.

Go to Project management and accounting > Setups > projects360 > Qualification setup > Classification setup > Project type.



1. In the Project type form, in the Project type field, specify the project type.
2. In the Description field, specify the description of the project type.

Go to Project management and accounting > Setups > projects360 > Qualification setup > Classification setup > Client type.

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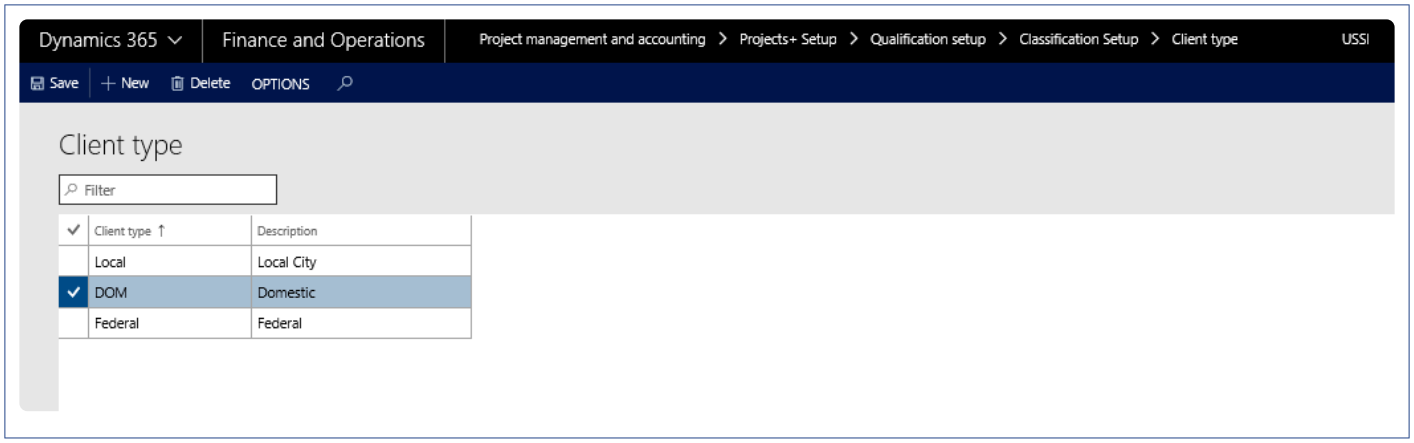
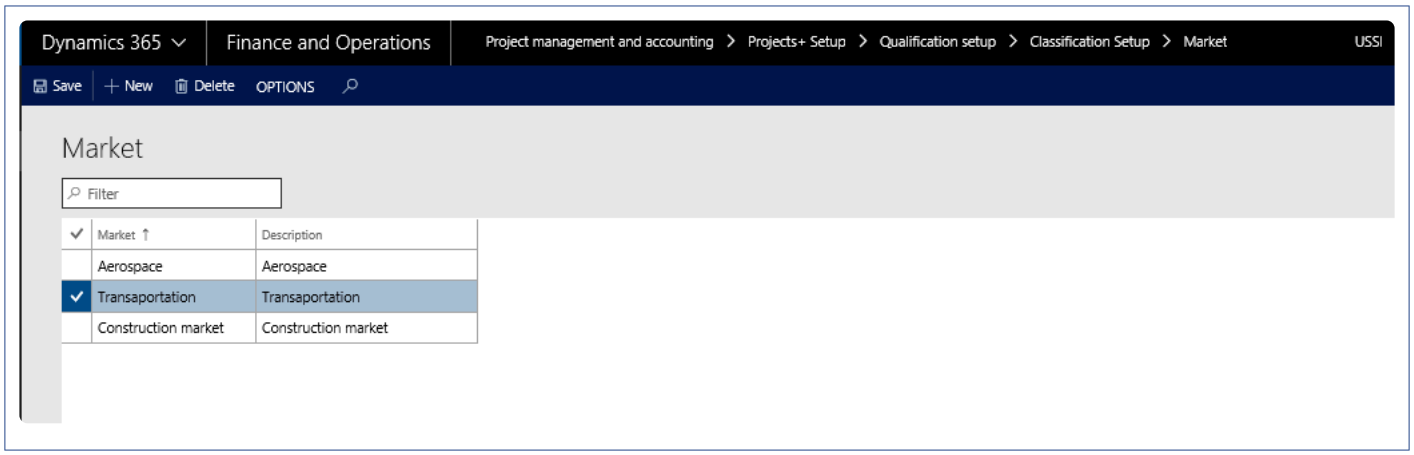


1. In the Client type, enter the client type
2. In the Description field, specify the description for the client type.

Go to Project management and accounting > Setups > projects360 > Qualification setup > Classification setup > Market.



1. In the Market form, in the Market field, specify the name of the market.
2. In the Description field, specify the description of the market.

Facility Setup

Under this group there are two forms – Facility type and Facility attribute.

Go to Project management and accounting > Setups > projects360 > Qualification setup > Facility Setup > Facility type.

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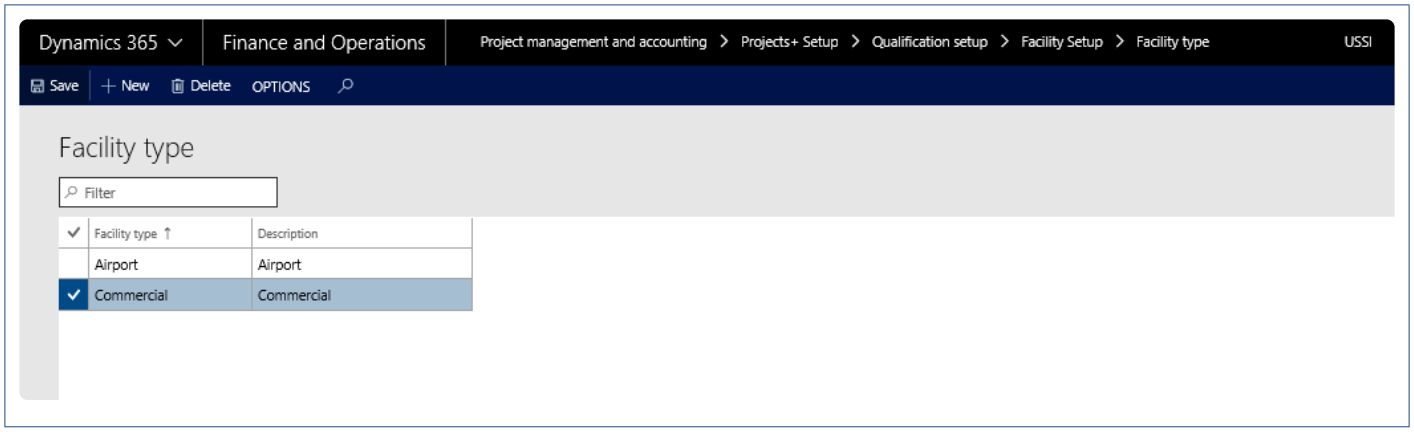
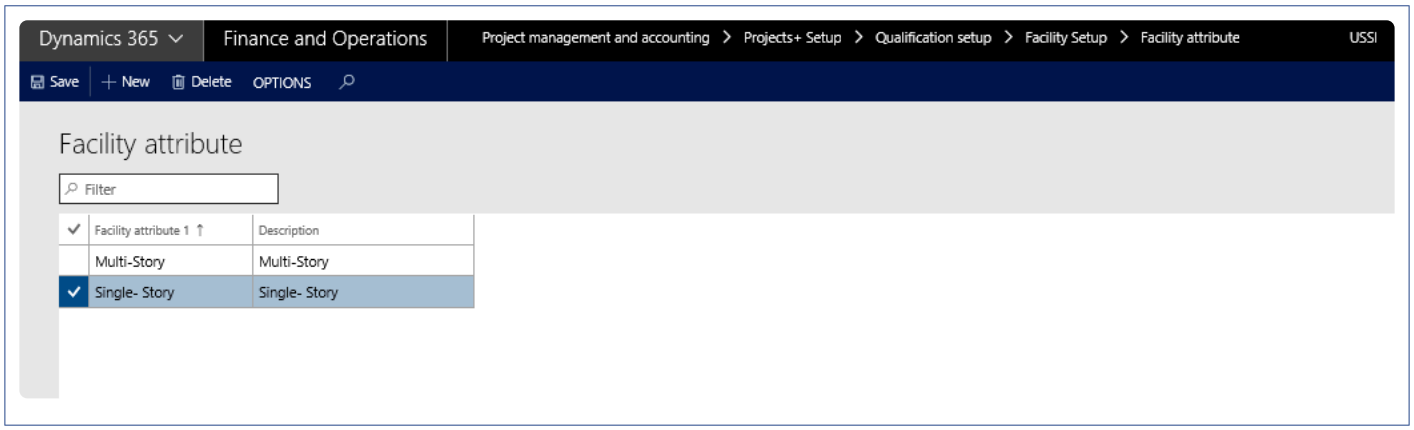


1. In the Facility form, in the Facility type field, enter the name of the facility.
2. In the Description field, specify the description for facility.

Go to Project management and accounting > Setups > projects360 > Qualification setup > Facility Setup > Facility attribute.



1. In the Facility attribute form, in the Facility attribute 1 field, specify the facility attribute.
2. In the Description field, specify the description of the facility attribute.

Structure Setup

Under this group there are two forms – Structure type and Structure attribute.

Go to Project management and accounting > Setups > projects360 > Qualification setup > Structure Setup > Structure type.

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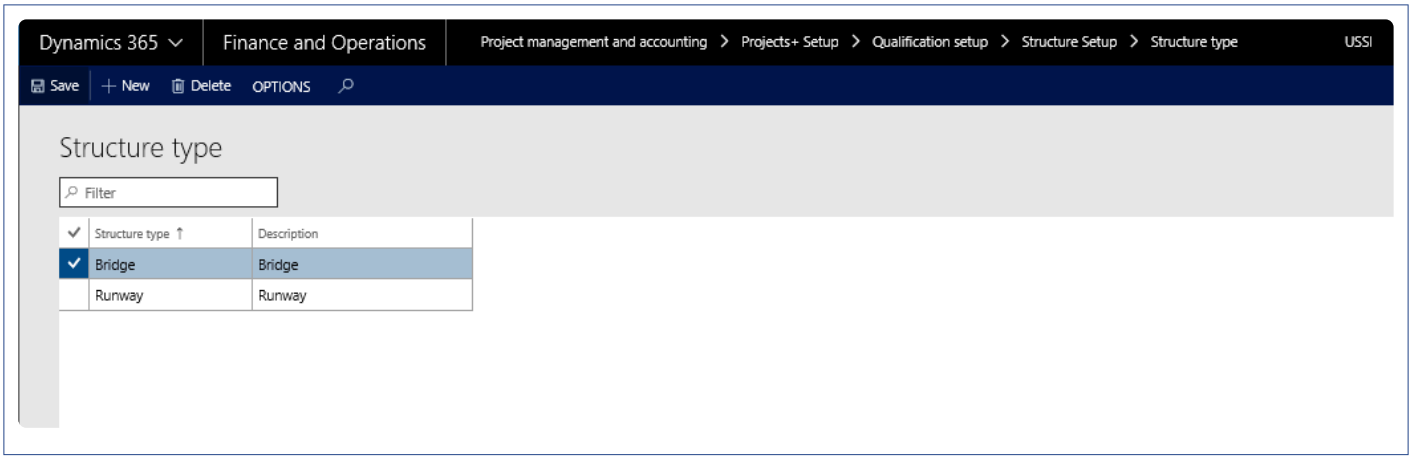
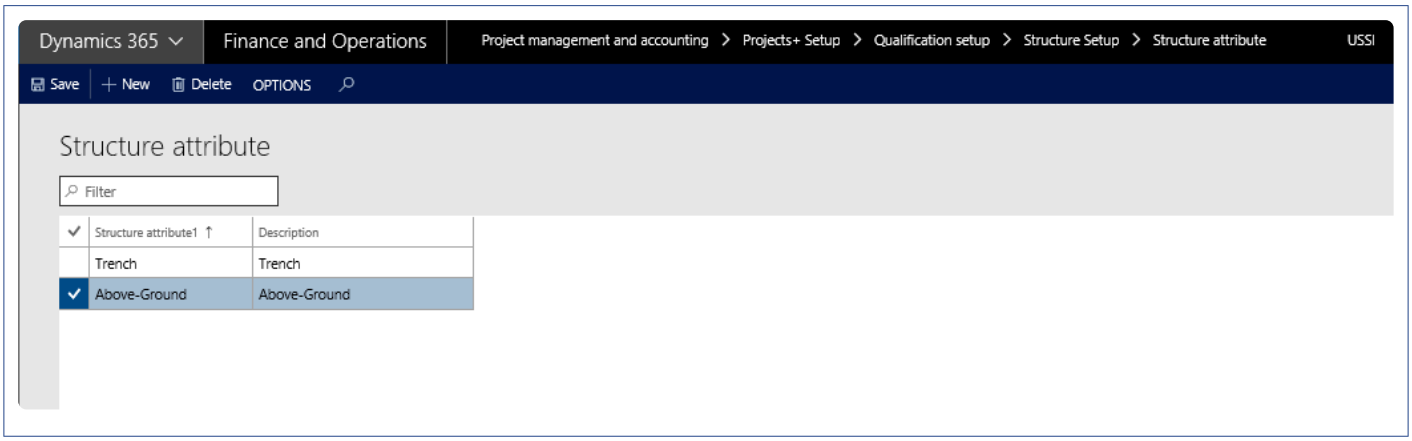


1. In the Structure form, in the Structure type enter the identification of the structure type.
2. In the Description field, specify the description of the structure type.

Go to Project management and accounting > Setups > projects360 > Qualification setup > Structure Setup > Structure attribute.



1. In the Structure attribute form, in the Structure attribute 1 field, specify the structure attribute.
2. In the Description field, specify the description for structure attribute.

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Enter Qualification Data

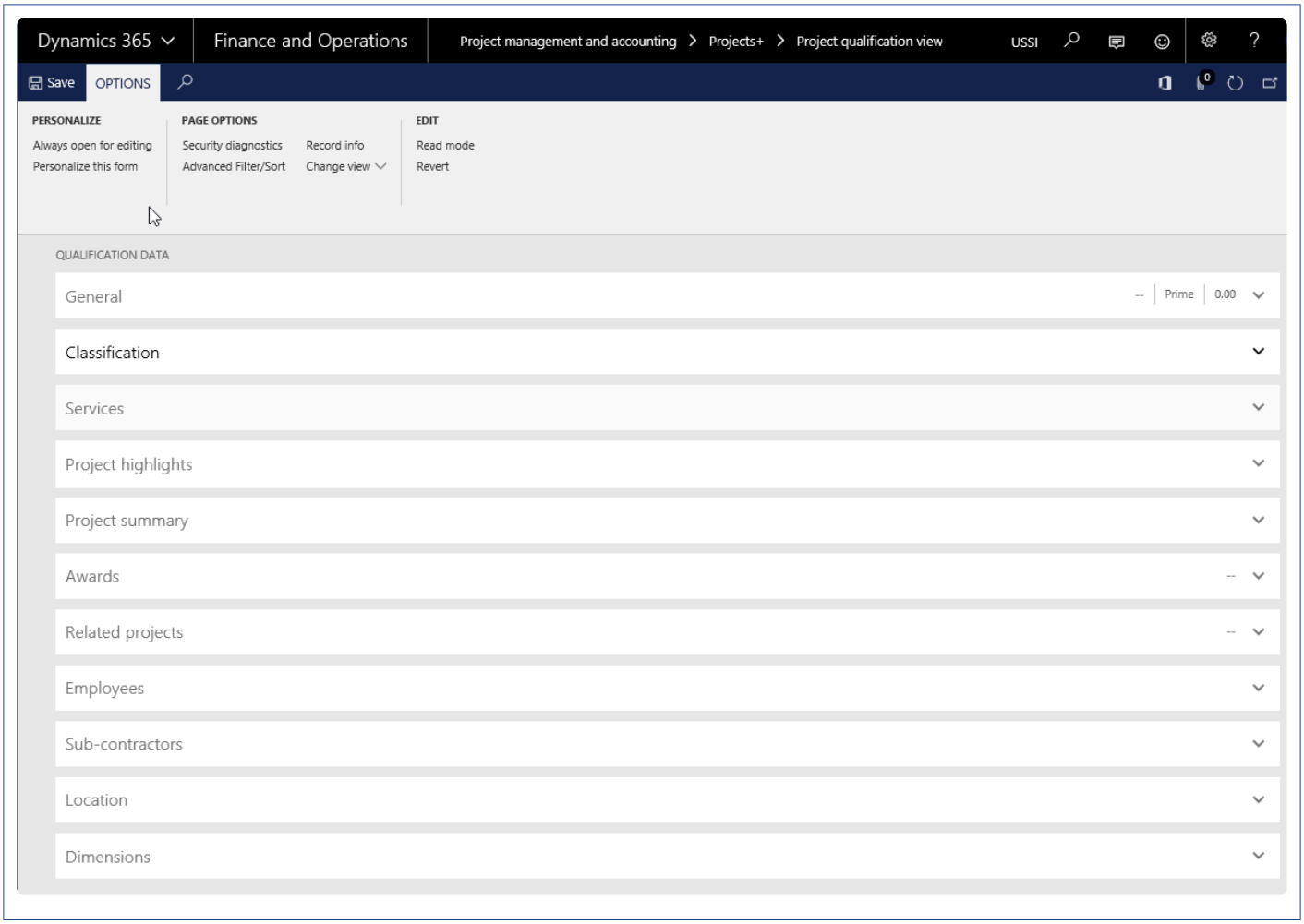
This sections details the qualification data entered on a single or multiple projects together and which forms help achieving that.

Associate Qualification Data with Projects

Qualification data can be associated on the project from the project forms, through the qualification button or through the qualification view list page. The Qualification view list page would be used when the user would like to enter data for more than one project at a time.

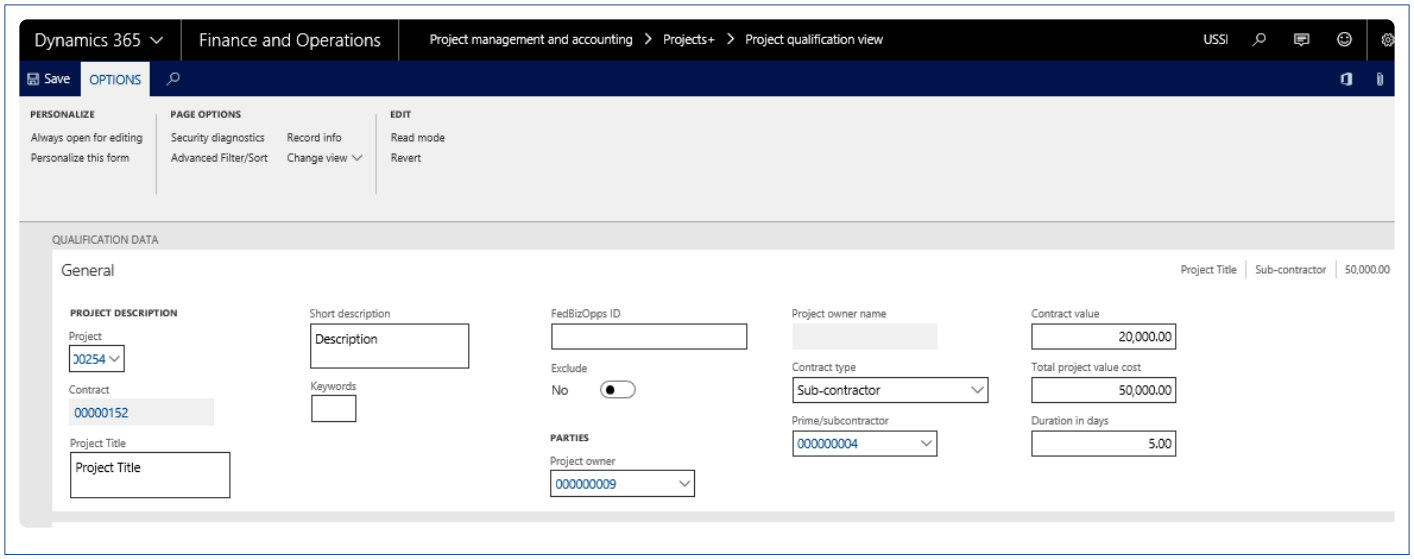
Project Qualification View

Go to Project management and accounting > projects360 > Project qualification view



Details of the each tab available on this form is explained below:

General Tab



The details of the fields available on the General fast tab are as follows:

Field	Description
Project	Select the project for which qualification is already available.
Contract	View the identification of the contract associated with the project.
Project title	Enter the title of project.
Short description	Enter a description of the project.
Keywords	Enter the keywords.
FedBizOpps ID	Enter the Opportunity ID from FedBizOpps
Exclude checkbox	When the user selects this checkbox, then the project is not available in the Qualification view form and the project name is not available in the Project ID field in Qualification search form.
Project owner	Select the identification of the project owner.
Project owner name	View the name of the project owner.
Contract type	Select from the option the contract type. The options are: Prime, Sub-contractor, Joint venture.
Client\prime	Select the client.

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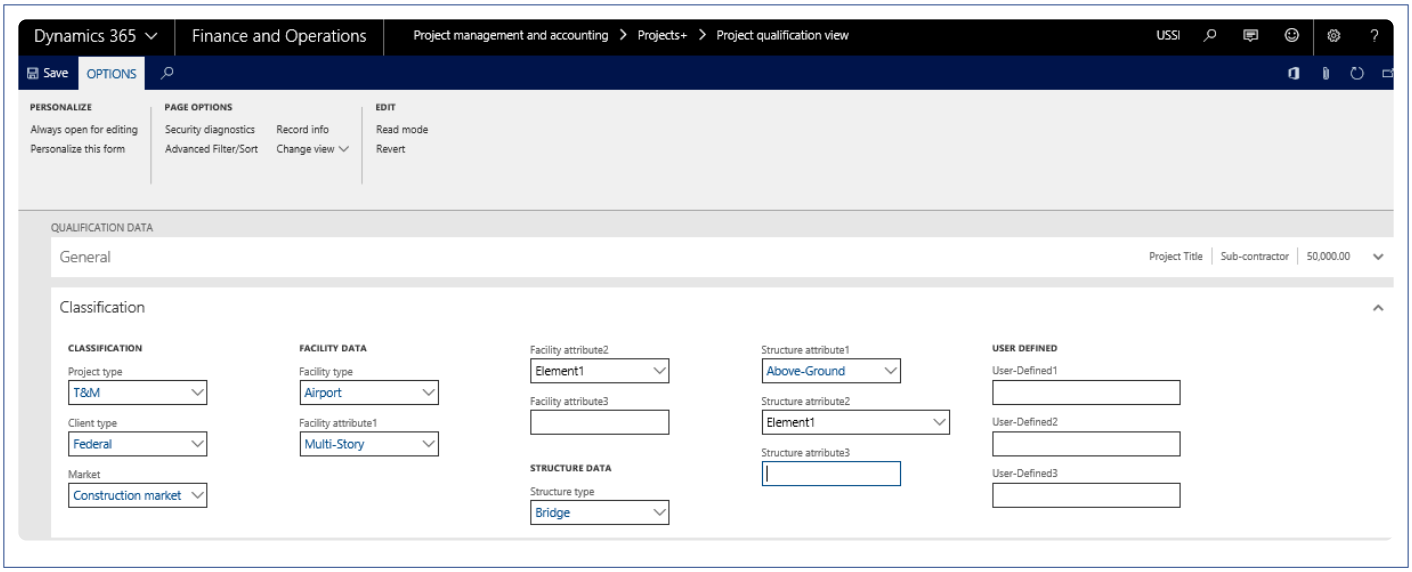
contractor	
Contract value	Enter the contract value for the firm.
Total project value cost	Enter the total project value involving all the firms.
Duration in days	Enter the number of days when involved in the project.

Classification Tab



The details of the fields available on the Classification tab is given in the below table.

Field	Description
Project type	Select project type.
Client type	Select client type.
Market	Select market focus.
Facility type	Select facility type.
Facility attribute 1	Select facility attribute.
Facility attribute 2	Select the values as element 1, element 2 or element 3

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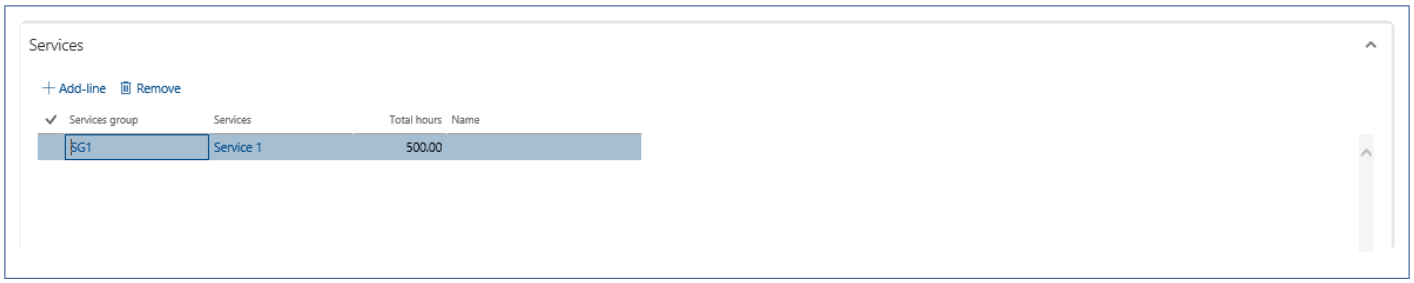
Facility attribute 3	Enter facility attribute 3, if any.
Structure type	Select structure type.
Structure attribute 1	Select structure attribute.
Structure attribute 2	Select default lookup values as element 1, element 2 or element 3.
Structure attribute 3	Enter structure attribute 3, if any.
User defined 1	Enter text 1 to maintain qualification details.
User defined 2	Enter text 2 to maintain qualification details.
User defined 3	Enter text 3 to maintain qualification details.

Services Tab



The details of the fields available on the Service tab are given in the below table.

Field	Description
Service group	Select service group from drop down.
Services	Select services associated with service group.
Total hours	Enter total hours required to respond to service request.
Notes	Enter notes if any.

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Project Highlights Tab

The details of the fields available on the Project highlight tab is given in the below table:

Field	Description
Highlight	Enter project highlight.
Author	Select employee responsible for project achievement.

Project Summary Tab

The details of the fields available on the Project summary tab is given in the below table.

Field	Description
Project summary	Enter project summary.
Project detail summary	Enter detailed project summary.

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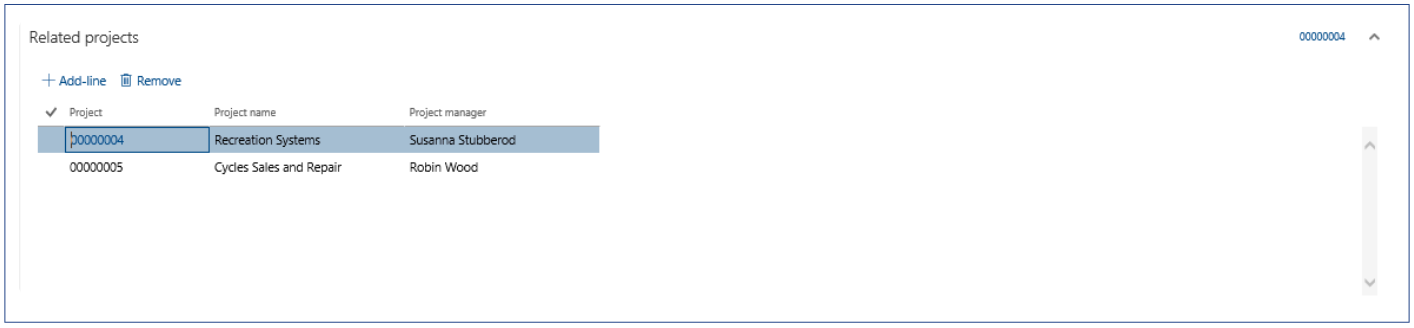
Awards Tab

The details of the fields available on the Awards tab is given in the below table:

Field	Description
Awards	Enter type of award received.
Date received	Enter the date when award was received.
Organization	Select the identification of the organization who gives the awards.

Related Projects Tab



The details of the fields available on the related projects tab is given in the below table.

Field	Description
Projects	Select the related project.
Project name	View the project name associated to the project.
Project manager	Default the project manager of the project selected in projects field.

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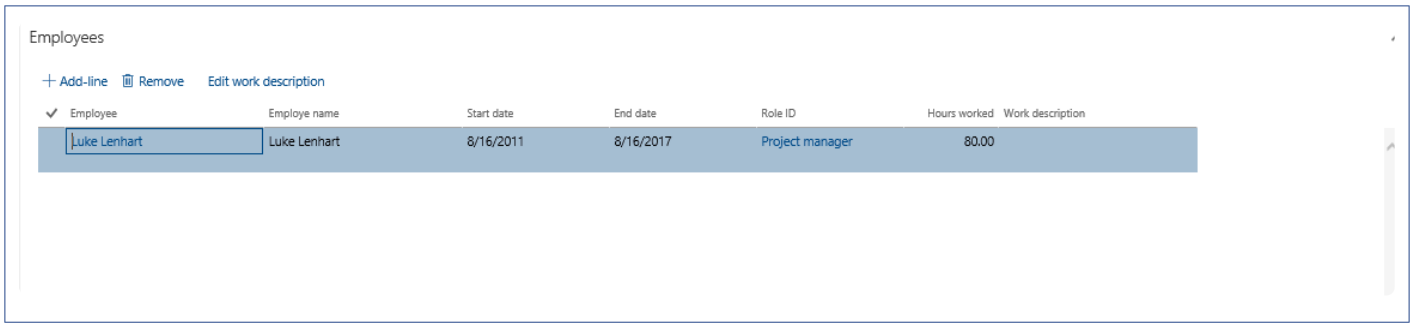
Employees Tab

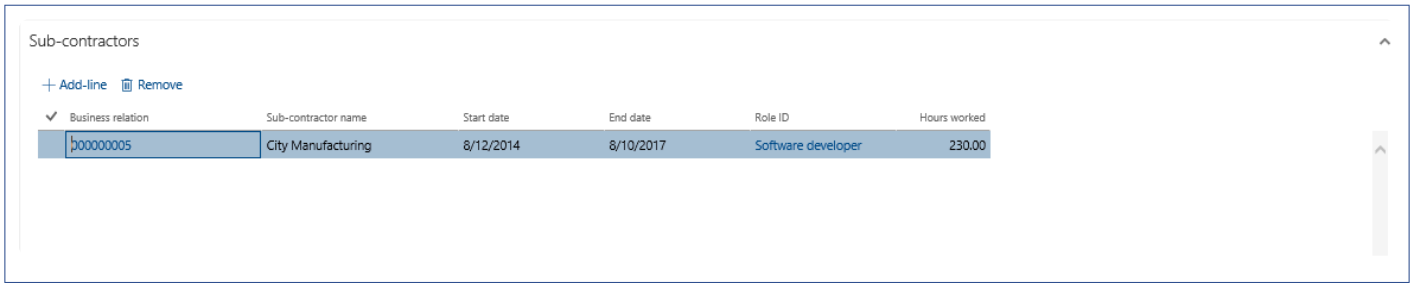
In Employees tab, user can manually enter or automatically populate the details based on the parameter set up. This is explained in the section Auto-add to qualification data section, at the end of this section.



The details of the fields available on the employees tab is given in the below table:

Field	Description
Employee	Select the employee associated to project.
Employee name	View the name of the selected employee.
Start date	Enter employment start date.
End date	Enter end date of the employment.
Project role	Select project role assigned to employee.
Hours worked	Enter number of hours worked by employee.
Work description	Enter description of the work.

Sub-Contractors Tab



The details of the fields available on the sub-contractor tab is given in the below table:

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Field	Description
Sub-contractor	Select the identification of the sub-contractor.
Sub-contractor name	Non-editable, default the name of the selected sub-contractor.
Start date	Enter the start date of sub-contractor.
End date	Enter the end date of sub-contractor.
Project role	Select project role assigned to sub-contractor.
Hours worked	Enter number of hours worked by sub-contractor.

Location Tab

Location tab have below buttons:

Field	Description
New/Edit button	Click to add address or edit the address of the project.
Map button	Click to map the address of the location.
Region field	Select the identification of the region.

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Dimensions Tab

Dimensions tab below fields:

Field	Description
Cost center	Select the dimension value of the cost center.
Department	Select the dimension value of the department.
Expense purpose	Select the dimension value of the expense purposes.

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Search Qualifications

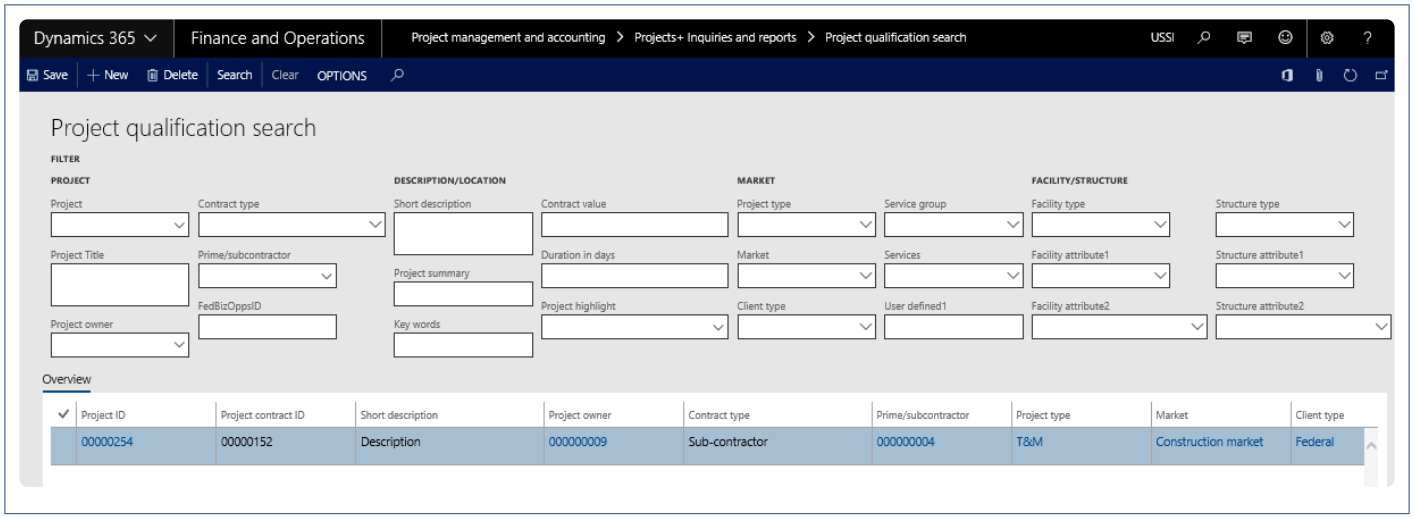
This section details how the projects can searched based on the qualification data entered on them.

In order to help the user, select the project which meets most of the qualification data that has been defined against projects. A new qualification search form has been designed in the Inquiries area of Project management and accounting.

Use this form to run inquiry based on different attributes attached to the project.

Project Qualification Search

Go to Project management and accounting > projects360 Inquiries and reports > Project qualification search.



This form has two sections i.e. filters and overview; the filters section provides user to enter the search parameters/conditions. Based on the search parameters entered on the filters section the results data shows in the overview section.

Field	Description
Project	Select from projects. Only projects which have Qualification data check box not selected “exclude” will be available. Select the value in this field or filter one or more fields and click Search to find related project results.
Project title	Enter project title or filter one or more fields & click Search to find related project results.

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Project owner	Select the name of the project owner. Select the value or in one or filter fields and click Search to find related project results.
Contract type	Select the options values as Prime, sub-contractor, joint venture. Select the value only in this field or filter one or more fields & click Search to find related results.
Client\prime contractor	Select client or prime contractor. Select the value in this field or filter one or more fields and click Search to find related results.
FedBizOpps	Enter FedBizOpps in this field or filter of one or more fields and click Search to find related results.
Short description	Enter short description in this field or filter of one or more fields and click Search to find related results.
Project summary	Enter project summary in this field or filter one or more fields and click Search to find related results.
Keywords	Enter keywords in this field or filter one or more fields and click Search to find related.
Contract value	Enter contract value. Use >,<,= signs to find projects with contract value specified here. Enter value only in this field or filter of one or more fields and click Search to find related results.
Duration in days	Enter duration in days. Use >,<,= signs to find projects with days specified here. Enter value in this field or filter one or more fields and click Search to find related results.
Project highlight	If user enters the identification of project, the Project highlight of the same project. If the identification of project is selected, this field will be blank. Select the value in this field or filter more fields and click Search to find related results.
Project type	Select the project type. Select the value in this field or filter one or more fields and click Search to find related results.
Market Drop down to select market	Select value only in this field or filter one or more fields and click Search to find related results.
Client type	Select the client type. Select the value only on this field or combination of one or more fields and click search to find related results.
Service group	Select the service group. Select the value only in this field or filter more fields and click Search to find related results.

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Services	Select services. Select the value only in this field or filter fields and click Search to find related results.
User defined 1	Enter value in this field or filter one or more fields and click Search to find related results.
Facility type	Select the facility type. Select value in this field or filter one or more fields and click Search to find related results.
Facility attribute 1	Select facility attribute. Select value in this field or filter one or more fields and click Search to find related results.
Facility attribute 2	Select the values as element 1, element 2, and element 3. Select value in this field or filter one or more fields and click Search to find related results.
Structure type	Select structure type. Select value in this field or filter one or more fields and click Search to find related results.
Structure attribute1	Select structure attribute. Select value in this field or filter one or more fields and click Search to find related results.
Structure attribute2	Select values as element 1, element 2, and element 3. Select value this field or filter one or more fields and click Search to find related results.

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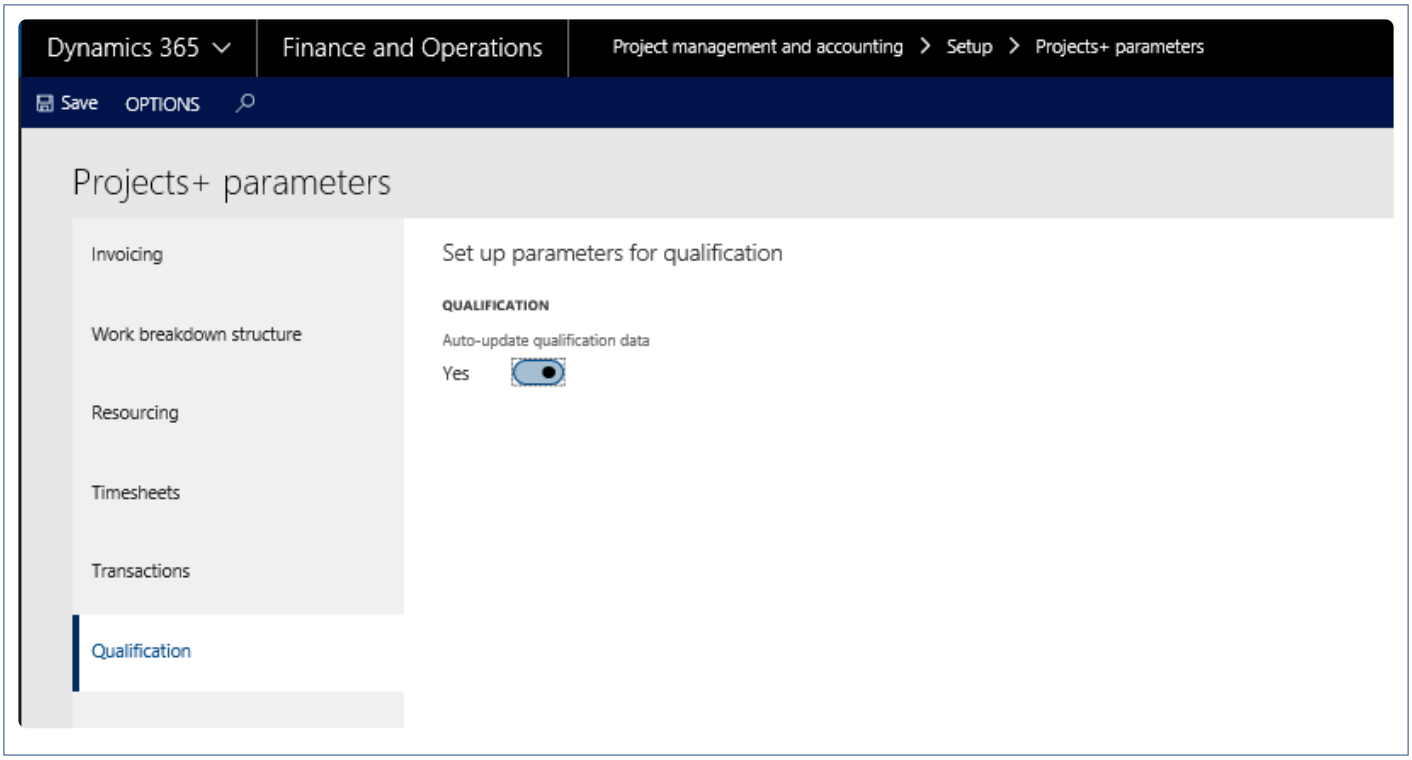
Auto-update Qualifications

This section details how the employee and time details are added to the the project qualification data form.

In the projects360 Inquiries parameters, a new parameter for Auto updating qualification data has been brought in. The functionality of this feature is to automatically add the employee details and the time details after the timesheets are posted for the employee, into the project qualification data form. This parameter is available in Project Management and accounting module.

Go to Project management and accounting > Setup > projects360 parameters > Qualification tab.



Select the Auto- update classification data checkbox, to add the employee details. Once the timesheet is posted for an employee, the record will be added in the Employees details section of the Project qualification view, which is shown in the below screenshot:

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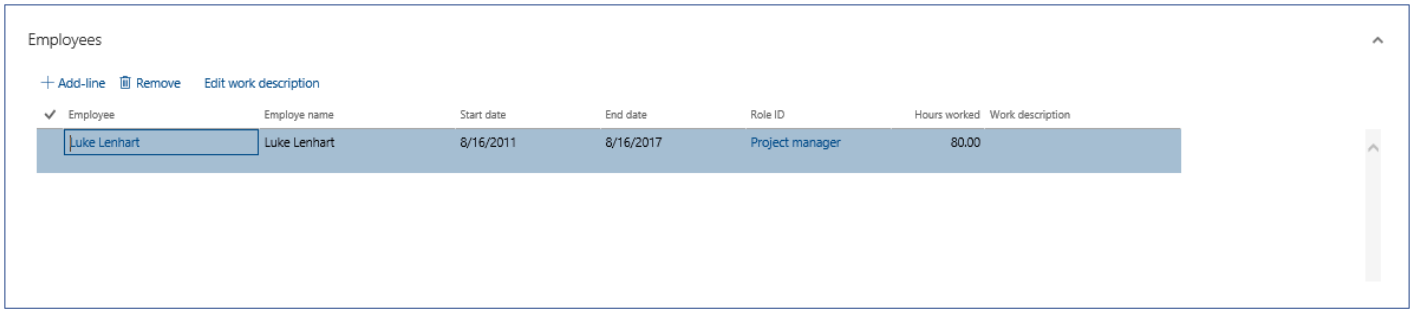

The following details of the employee is updated automatically when the above parameter is marked.

- Employee
- Employee name
- Start and End date
- Role ID
- Hours worked

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Office 365

All the features relating to Office 365 integrations have been grouped together in this section. The projects360 features that are grouped together in this section are:

- **Microsoft Teams Chat**

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Microsoft Teams Chat

projects360 has added an integration between the Microsoft Dynamics 365 Finance and Operations and Microsoft Teams.

Introduction of this feature allows different parties\peoples\roles associated to the form to chat with each other. Teams can be opened from inside the D365 and conversation can be started.

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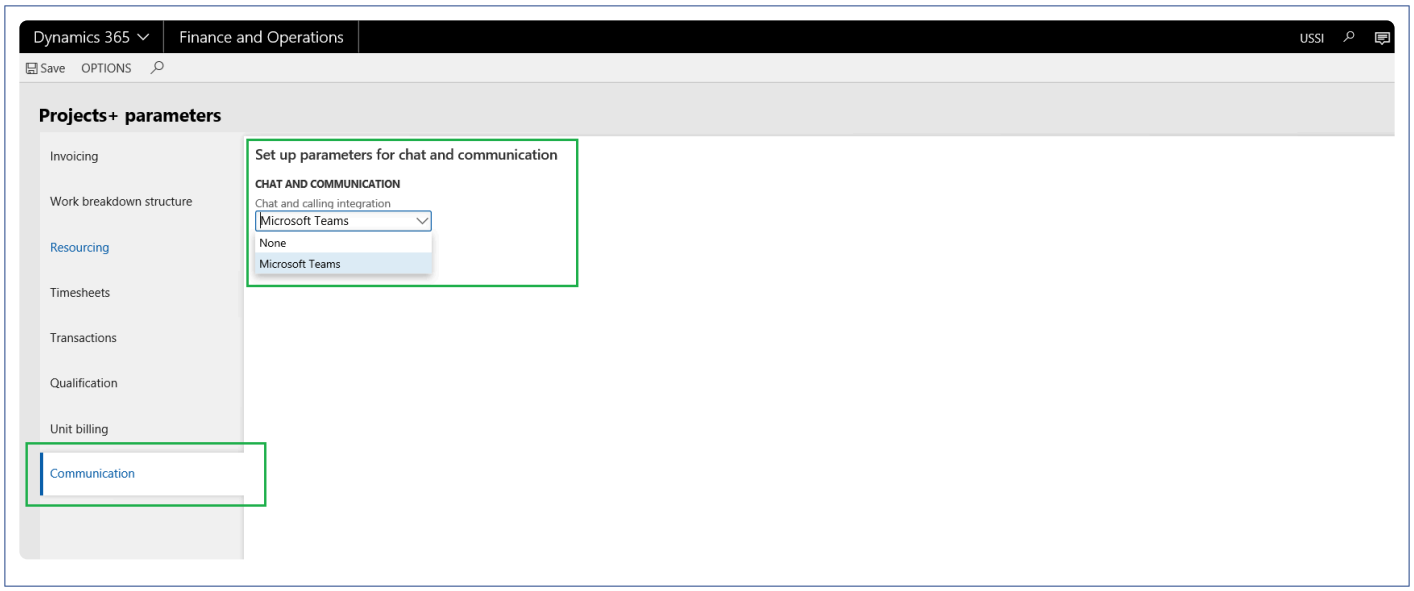
Configure Teams Chat

This sections details out the setups required to be configured for setting Microsoft Teams integration with Microsoft Dynamics 365 Finance and Operations.

Parameter Setup

On projects360 parameter form, new tab called ‘Communication’ added. There is drop-down field ‘Chat and calling integration’ with the options as ‘None’ and ‘Microsoft Teams’. The default value of this field is set as None. In order to use this feature, select ‘Microsoft Teams’ from drop-down.

Go to Project management and accounting > Setups > projects360 Parameters > Communication Tab.



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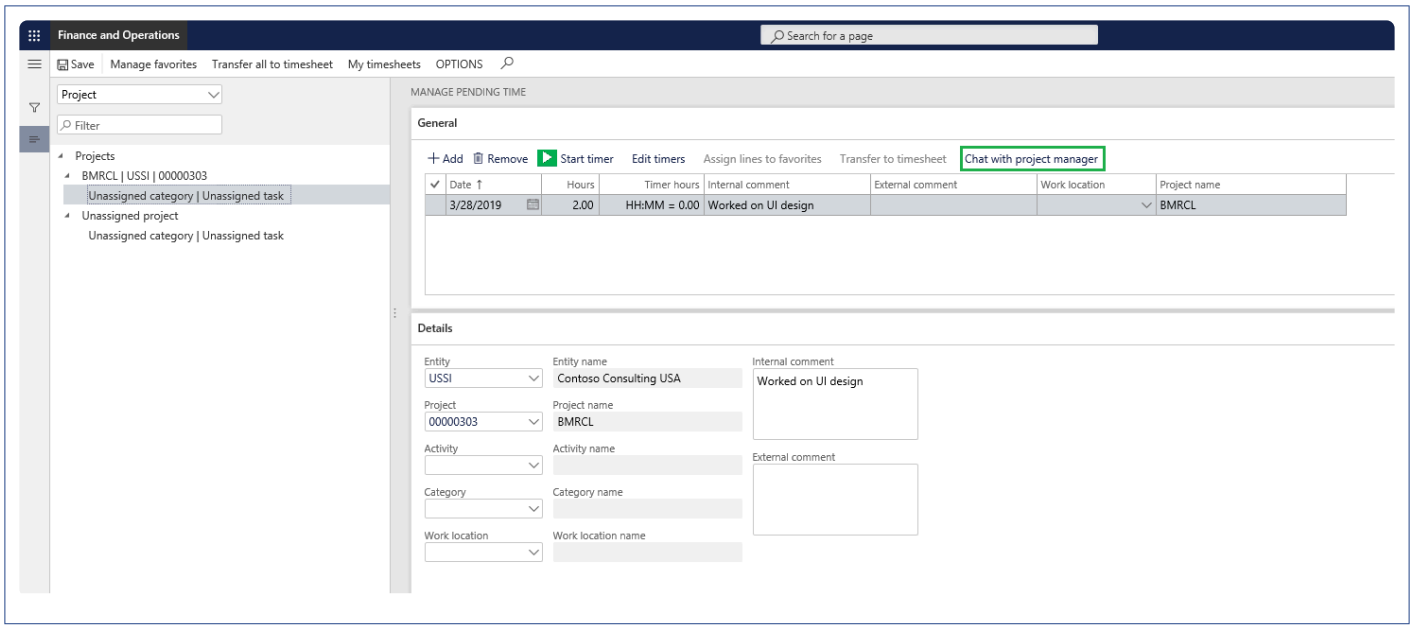
Using Teams Chat

Communicating with the right person is seamless with embedded Microsoft Teams chat buttons. A user can initiate a Teams chat, with the *right* person, from buttons in the form they are already working in. One of the forms is shown below.

When Project accountant prepares an Invoice proposal for projects and submits to the Billing approver for approval, In such scenarios to expedite the approval process project accountant can chat with the billing approver to look into the submitted invoice proposal and revert back for changes so that the project accountant can proceed with posting of the invoice.



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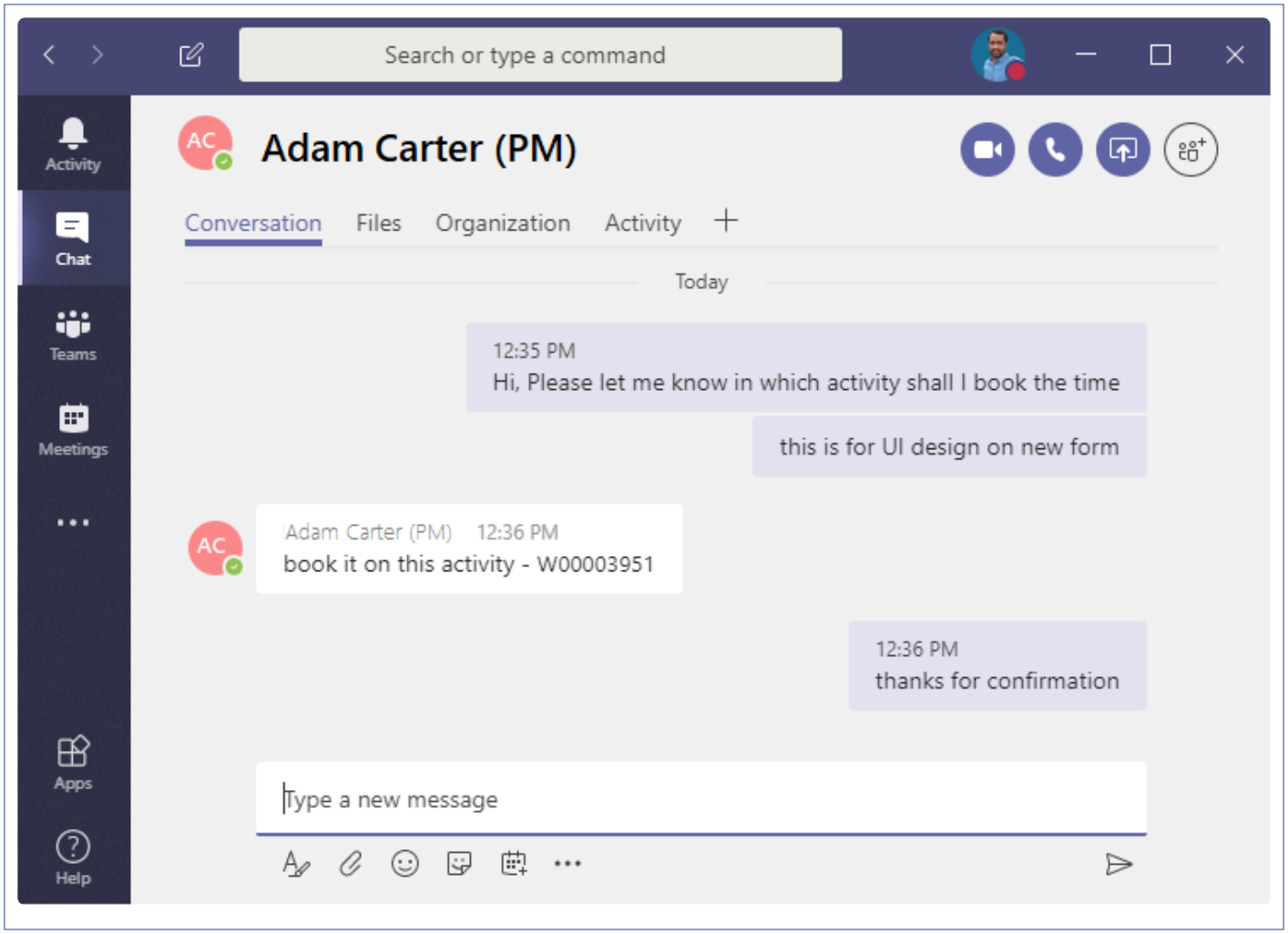

The Teams chat functionality is available on the following forms:

Forms	Details
• Timesheet entry • My project activities • Manage pending time	Resource can chat with the Project manager. The Project manager is assigned on the project as Project manager for the selected record.
• Personal time off • Personal time off requests • My resource PTO requests	Resource can chat with the Time approver. The Time approver is assigned to the Resource on the Worker record.
• Timesheet line level approval	Project manager can chat with the timesheet Resource.
• All missing timesheets	The Project manager, Project accountant, or Time approver can chat with the

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• My employee missing timesheets • My project missing timesheets	Resource or Time approver. The Time approver is assigned to the Resource on the Worker record.
• Project invoice proposal	Project accountants can chat with the Billing approver. The Billing approver is assigned on the Project contract as Billing approver for the selected Invoice proposal.

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Implementation Tools

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Learning Plans

The learning plans feature in the projects360 is introduced with the intention of providing the training to the users who are interested in learning the Microsoft Dynamics D365 for Finance and Operations in a Business Process Modular structure. For this release, the task guides will be loaded from LCS.

The data to store and populate Learning plans is stored and maintained in LCS. LCS provides a safe space to store Learning Plan data if, for example, users are learning in a Test environment that may get periodically refreshed from Production.

There is a new security role "Training plan manager" created to maintain the learning plans. This role along with the System administrator role has the access to load and maintain the learning plans. All the other roles have read only access.

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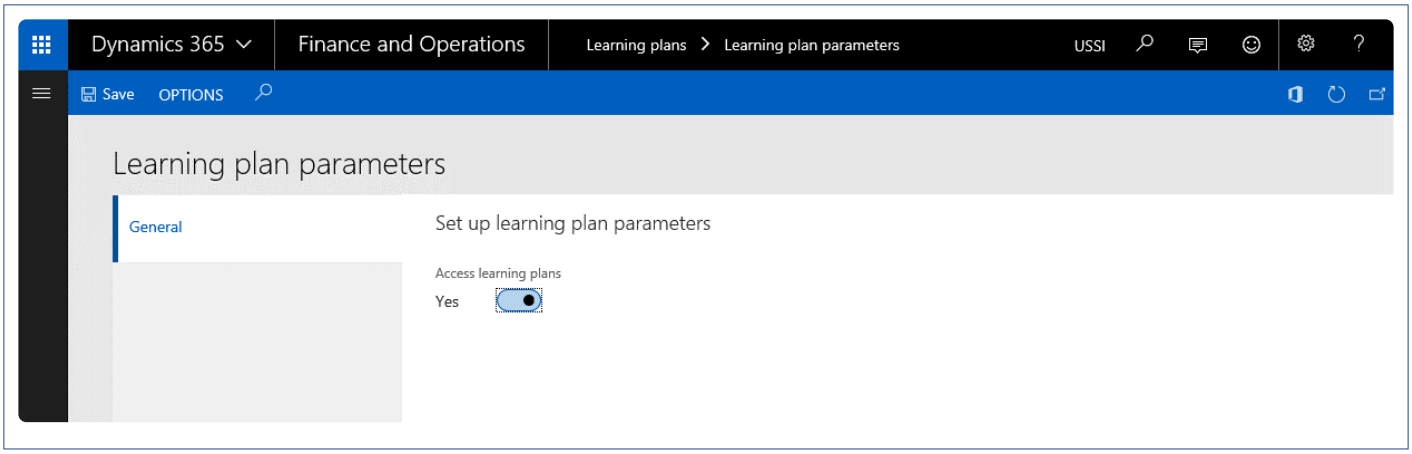
Configure

To start using Learning plans feature, users need to perform specific setups. This section details the configuration process.

Parameter Setup

Learning Plans feature is parameter driven. Once the “Access learning plans” checkbox is enabled on the learning plan parameter form, users will be able to access the learning plans.

Go to Learning Plans > Learning plan parameters



If the “Access learning plan” checkbox is marked as ‘No’, users will be able to see the menu but will not able to open the learning plans window. The message box will have the message recorded that the “Learning plan feature is not enabled on the parameters”.

Fields and buttons available on this form are:

Field name	Description
Access Learning Plan	This checkbox decides whether users will be able to use the Learning plans feature for the logged in legal entity or not.
Save Button	Saves the changes on the form.

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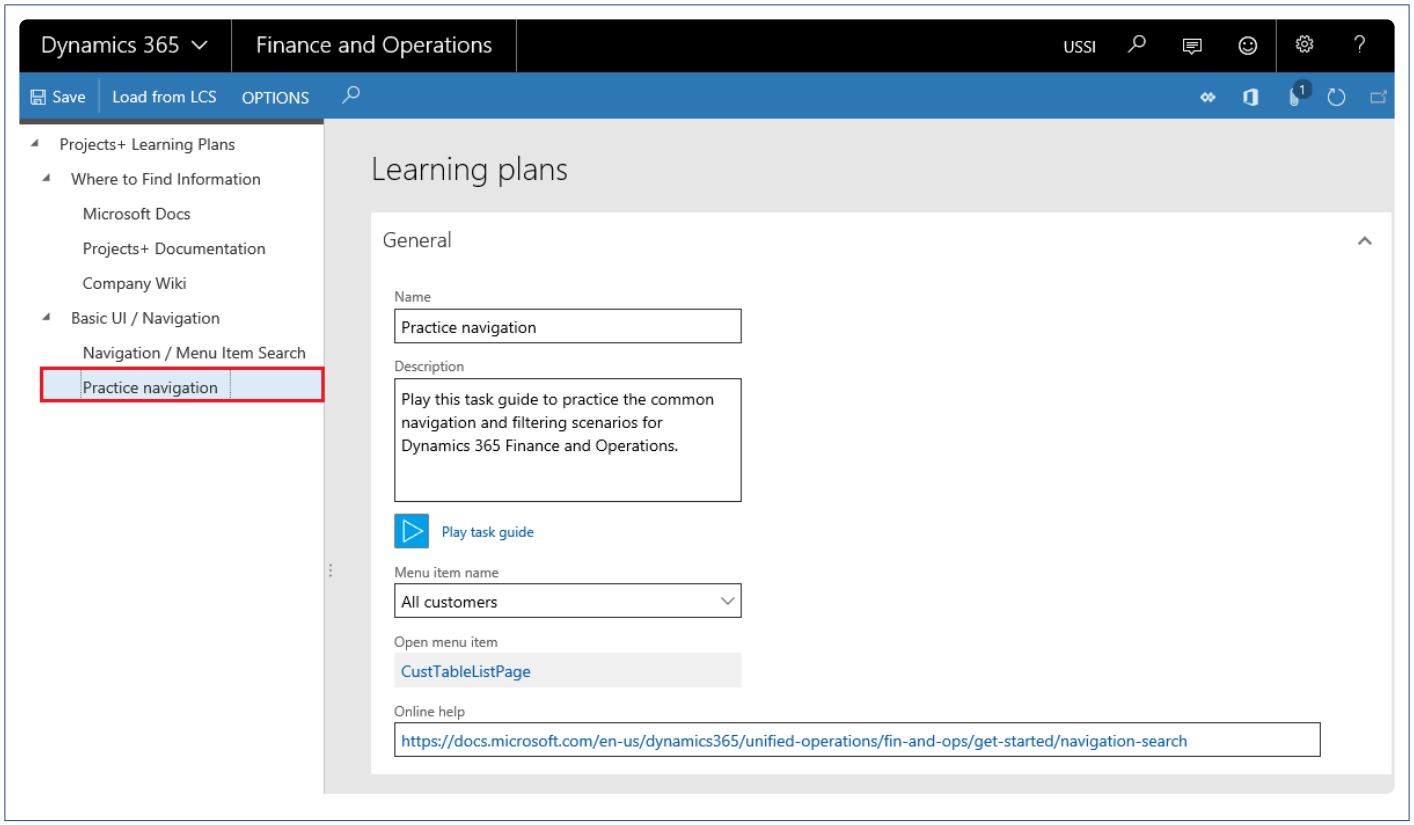
Using Learning Plans

This section explains how the learning plans can be loaded from Microsoft Dynamics Lifecycle Services into the Microsoft Dynamics 365 for Finance and Operations. This section also guides how the learning plans are used to get familiar with the topics loaded from Microsoft Dynamics Lifecycle Services.

Learning Plans Form

A new form has been introduced for the users to load the learning plans from Microsoft Dynamics Lifecycle Services in business process modular structure. The Training plan manager or system administrator can load the tasks guides from Microsoft Dynamics Lifecycle Services and maintain it, provided he\she has the access to Business Process Modeler's from Microsoft Dynamics Lifecycle Services. For the other roles access of this form will be in read only mode.

Go to Help and Support > Learning plans.



Tree section: shows the business process modular's from Microsoft Dynamics Lifecycle Services in the tree structure, once users loads the data from Microsoft Dynamics Lifecycle Services.

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Learning plan section: shows the information for the selected business process modeler details. User can add the information in this section and save the details.

Buttons available on this form are:

Field name	Description
Load from LCS	Provides the ability for user to load the Business Process Modeler's from Microsoft Dynamics Lifecycle Services.
Save Button	Saves the changes user has made on the form.
Play task guide	This button helps in playing the task guides attached with the selected Business Process Modeler. If no task guide is attached to the Business Process Modeler, this button will be disabled.

Fields available on this form are:

Field name	Description
Name	Shows the name defined for the selected node in the Microsoft Dynamics Lifecycle Services.
Description	Shows the description defined for the selected node in the Microsoft Dynamics Lifecycle Services.
Menu item name	Shows the menu item associated with the Business Process Modeler for the selected node.
Open menu item	Shows the link of the menu item associated with the Business Process Modeler for the selected node. On selecting, this will open the form or workspace as defined by the user. If the description contains table of form information, that will be shown in this field.
Online help	Shows the online help link for the selected node. If the description contains a web address, that will be shown in this field.

Learning Plans Process

This section outlines the process required to be completed in-order to setup and use the learning plans.

1. Training plan manager or system administrator logs into the Microsoft Dynamics 365 for Finance and Operations and load the Business Process Modeler's from Microsoft Dynamics Lifecycle Services.

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Note: Make sure the logged in user has the required access in the Microsoft Dynamics Lifecycle Services.

2. Once the Business Process Modelers are loaded correctly, users are able to view the details in the learning plan form.
3. Select a node where a task guide is attached and hit Play task guide button.
4. User is taken to a new window with the steps from selected task guides displayed.
5. User then can start the task guide or back out, based on his selection.
6. If the user selects to start the task guide, task guide is loaded in the run mode and guides user to each step.
7. Perform the steps as mentioned the guide and exit once all the steps are completed.

Assumptions and Notes

1. User who is loading the business process modular's from Microsoft Dynamics Lifecycle Services has adequate access on the LCS to perform this action.
2. Any edits required to be made to the task guides must be done from the Microsoft Dynamics Lifecycle Services.
3. Structure for the loaded Business Process Modeler's will be as per the structure defined in the Microsoft Dynamics Lifecycle Services.
4. The learning plan parameter and learning plans are company specific. If the user wants to set up learning plans in multiple companies then he needs to configure in each company.

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Data Management

The data management in Dynamics 365 for Finance and Operations, is based on the Data Import/Export Framework (DIXF). This tool, along with the other tools in Lifecycle Services, LCS, helps the customers and partners to quickly set up their initial environment from blank data, manage the configuration data throughout the lifecycle of the project, plan and execute data migration, and move the data from one environment to another.

Data Management also provides advanced data management capabilities, which makes the overall data export and import seamless, for both standard Dynamics 365 for Finance and Operations data entities, as well as any custom entities that you might have developed for your business requirements. This framework provides an easy to use front end interface for data export and import management, so that regular users of Dynamics 365 for Finance and Operations can use it, without requiring advanced knowledge of development and databases.

Some of the sections listed under Data management are as follows:

- **Load Default Data**

Select a feature to view more details about them.

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Data entities

This section gives list of data entities used for projects360 features.

	Data entity name	Target entity
1	Client type	PMIPClientTypeEntity
	Purpose – To import or export data from Client setup form used for Qualification view.	
2	Customer integration table	PMINCustIntegrationEntity
	Purpose – Used for CRM integration.	
3	Customer PO matching	PMIPCustPOMatchingEntity
	Purpose – To import and export date on the PO line tab on Project contracts form.	
4	Deferred revenue	PMIPDeferredRevenueEntity
	Purpose – To import or export data from Deferred revenue periods form.	
5	Dimension defaults	PMIPDimDefaultRuleEntity
	Purpose – To import or export data from Dimension default rule setup form.	
6	Dimension source	PMIPDimSourceEntity
	Purpose – To import or export data from Dimension default rule setup form for enum field Source.	
7	Facility attribute	PMIPFacilityAttributeEntity
	Purpose – To import or export data from Facility attribute form used for Qualification view.	
8	Facility type	PMIPFacilityTypeEntity
	Purpose – To import or export data from Facility type form used for Qualification view.	
9	Manage subprojects	PMIPManageSubprojectEntity
	Purpose – To import or export data from Manage subprojects form on projects.	
10	Market	PMIPMarketEntity
	Purpose – To import or export data from Market form used for Qualification view.	
11	Pay code	PMIPPayCodeTableEntity

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	Purpose – To import or export data from Pay code form.	
12	Personal time off request	PMIPPersonalTimeOffRequestEntity
	Purpose – To import or export data from Personal time off request.	
13	Planned resource forecast	PMIPPlannedResourceForecastDataEntity
	Purpose – To import or export data from Resource forecast form for planned resource.	
14	PMIP_InvAging	PMIP_InvAgingEntity
	Purpose – To import or export data for Invoice aging .	
15	PMIP_ResourceSkillSearchDependentRoleTable	PMIP_ResourceSkillSearchDependentRoleTableEntity
	Purpose – To import or export data from Dependent role on Setup roles form.	
16	Project Contract integration table	PMINProjContractIntegTableEntity
	Purpose – Used for CRM integration.	
17	Project invoicing Archives	PMIPInvoicingArchivesEntity
	Purpose – To import or export data from Invoice archive tab of project invoice grouping form.	
18	Project invoicing group all	PMIPProjInvoicingGroupAllDataEntity
	Purpose – To import or export data from All tab of project invoice grouping form.	
19	Project invoicing group cost	PMIPProjInvoicingGroupCostDataEntity
	Purpose – To import or export data from Expense tab of project invoice grouping form.	
20	Project invoicing group hour	PMIPProjInvoicingGroupHourDataEntity
	Purpose – To import or export data from Hour tab of project invoice grouping form.	
21	Project invoicing group item	PMIPProjInvoicingGroupItemDataEntity
	Purpose – To import or export data from Item tab of project invoice grouping form.	
22	Project invoicing group on-account	PMIPProjInvoicingGroupOnAccountDataEntity
	Purpose – To import or export data from On-account tab of project invoice grouping form.	
23	Project invoicing group revenue	PMIPProjInvoicingGroupFeeDataEntity
	Purpose – To import or export data from Fee tab of project invoice grouping form.	

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24	Project type	PMIPProjectTypeEntity
	Purpose – To import or export data from Project type form used for Qualification view.	
25	Project work location	PMIPProjWorkLocationSetupEntity
	Purpose – To import or export data from Assign work location form on projects form.	
26	Projects integration table	PMINProjectsIntegrationTableEntity
	Purpose – Used for CRM integration.	
27	Projects+ integrations parameters	PMINCRMIntegrationParameterEntity
	Purpose – Used for CRM integration.	
28	PSA business unit	PMINCRMBusinessUnitMapEntity
	Purpose – Used for CRM integration.	
29	PSA integration key table	PMINIntegrationKeyEntity
	Purpose – Used for CRM integration.	
30	PSA Resource staging entity	PMINCRMResourceStagingEntity
	Purpose – Used for CRM integration.	
31	PTO balances	PMIPPTOBalancesEntity
	Purpose – Used to import personal time off balances.	
32	Region	PMIPRegionEntity
	Purpose – To import or export data from Region form used for Qualification view.	
33	Resource forecast	PMIPResourceForecastV2DataEntity
	Purpose – To import or export data from Resource forecast form on projects.	
34	Service group	PMIPServicesGroupEntity
	Purpose – To import or export data from Service group form used for Qualification view.	
35	Services	PMIPServicesEntity
	Purpose – To import or export data from Services form used for Qualification view.	
36	Structure attribute	PMIPStructureAttributeEntity

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	Purpose – To import or export data from Structure attribute form used for Qualification view.	
37	Structure type	PMIPStructuteTypeEntity
	Purpose – To import or export data from Structure type form used for Qualification view.	
38	Time export lines	PMIPTimeExportLineEntity
	Purpose – To export data from Time export lines form used for payroll.	
39	Timesheet integration	PMIPTSTimesheetStagingTableEntity
	Purpose – Used for CRM integration.	
40	Transaction group	PMIPTransactionGroupEntity
	Purpose – To import or export data from Transaction group form used for Qualification view.	
41	Utilization targets	PMIPUtilizationTargetEntity
	Purpose – To import or export data from Utilization targets form.	
42	Utilization type	PMIPUtilizationTypeEntity
	Purpose – To import or export data from Utilization type form.	
43	Work locations	PMIPWorkLocationTableEntity
	Purpose – To import or export data from Work locations form.	
44	ProjInvoicingGroup	PMIPProjInvoicingGroupEntity
	Purpose – To import or export data from Project invoicing group form.	
45	Project funding source	ProjFundingSourceEntity
	Purpose – To import or export data from project funding source related to Invoice.	
46	PMIPHcmPersonEducationEntity	PMIPHcmPersonEducationEntity
	Purpose – To import or export data employee education form.	
47	Project address	PMIPProjectAddressEntity
	Purpose – To import or export data project address.	
48	Project invoice journal details	PMIPProjectInvoiceJourEntity
	Purpose – To retrieve project invoices data for our F&O-CE integration.	

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49	Adjustment request actions	PMIPAdjustmentRequestActionsEntity
	Purpose – To import or export data from Adjustment request actions setup form.	
50	Adjustment request header	PMIPAdjustmentRequestHeaderEntity
	Purpose – To retrieve header data for an adjustment request from Adjustment request form.	
51	Adjustment request lines	PMIPAdjustmentRequestEntity
	Purpose – To retrieve transaction data for an adjustment request from Adjustment request form.	
52	Category reporting group entity	PMIPCategoryReportingGroupSetupEntity
	Purpose – To import or export category reporting group ID data from Category reporting group setup form.	
53	Category reporting groups	PMIPCategoryReportingGroupsEntity
	Purpose – To import or export category reporting group data from Category reporting group setup form.	
54	Contract agreement types	PMIPContractAgreementTypesEntity
	Purpose – To import or export data from Contract agreement types setup form.	
55	Contract agreements	PMIPContractManagementAgreementsEntity
	Purpose – To import or export contract management header data from Contract management form.	
56	Contract agreement lines	PMIPContractManagementAgreementLinesEntity
	Purpose – To import or export contract agreement lines data from Contract management form.	
57	Contract billing frequency	PMIPContractBillingFrequencyEntity
	Purpose – To import or export contract billing frequency data from Project contracts form.	
58	Contract reason codes	PMIPContractReasonCodesEntity
	Purpose – To import or export data from Contract reason codes setup form.	
59	Contract management buckets	PMIPContractManagementBucketsEntity
	Purpose – To import or export data Contract management buckets setup form.	
60	Employee approver assignment	PMIPEmployeeApproverEntity
	Purpose – To import or export approvers assigned on employee from Employees form.	
61	Invoice grouping translations	PMIPLanguageTxtTranslationsEntity

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	Purpose – To import or export invoice translation data from Project invoicing group setup form.	
62	Project contract custom	PMIPProjectContractDataEntity
	Purpose – To import or export billing approvers from the Project contract form.	
63	Revenue adjustments	PMIPRevenueAdjustmentsEntity
	Purpose – To import or export revenue adjustment data from Fee management form.	
64	Subcontractors management	PMIPSubcontractorsManagementEntity
	Purpose – To import or export revenue adjustment data from Contract management form.	
64	Project PWP vendor retention setting	ProjPWPVendorRetentionSettingEntity
	Purpose – To import or export vendor agreement data from projects.	

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Load Default Data

What is Default Data

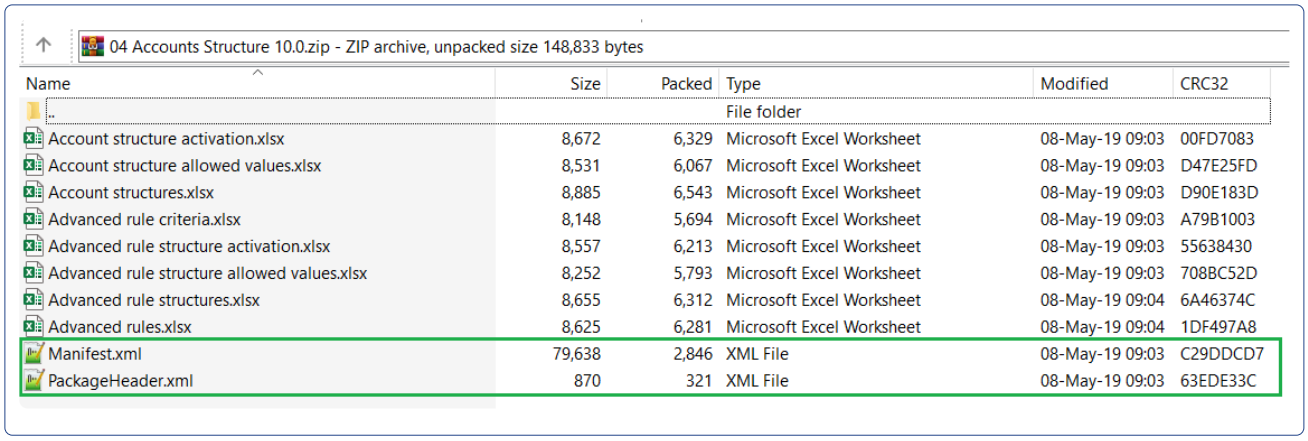
Default data for any application\system is the minimum amount of the information required to start exploring features\functionalities of that application. The Default data in case of Microsoft Dynamics 365 for Finance and Operations, gives you something to experiment with as you learn and helps you see how data is organized in the system. Similarly to become familiar with projects360 module in Microsoft Dynamics 365 for Finance and Operations, default data packages (including standard Microsoft Dynamics 365 for Finance and Operations) have been created making it easier to learn about projects360. These data packages are available on the Microsoft Lifecycle services:

Loading the projects360 default data packages performs the following actions:

- Creates the Project management and accounting setups.
- Creates or sets default parameters that drive behavior of projects360.
- Creates the setups required for using the projects360.

What is Data Package

A Microsoft Dynamics 365 for Finance and Operations data package can consist of one or many data entities. A typical data package consists of a group of entities for a specific task, process, or function. For example, the data entities that are required for general ledger setup might be part of one data package. The format of a data package is a compressed file that contains a package manifest, a package header, and any additional files for the data entities that are included. The following screenshot shows the content of a sample data package containing sample configuration data.



Name	Size	Packed	Type	Modified	CRC32
..			File folder		
Account structure activation.xlsx	8,672	6,329	Microsoft Excel Worksheet	08-May-19 09:03	00FD7083
Account structure allowed values.xlsx	8,531	6,067	Microsoft Excel Worksheet	08-May-19 09:03	D47E25FD
Account structures.xlsx	8,885	6,543	Microsoft Excel Worksheet	08-May-19 09:03	D90E183D
Advanced rule criteria.xlsx	8,148	5,694	Microsoft Excel Worksheet	08-May-19 09:03	A79B1003
Advanced rule structure activation.xlsx	8,557	6,213	Microsoft Excel Worksheet	08-May-19 09:03	55638430
Advanced rule structure allowed values.xlsx	8,252	5,793	Microsoft Excel Worksheet	08-May-19 09:03	708BC52D
Advanced rule structures.xlsx	8,655	6,312	Microsoft Excel Worksheet	08-May-19 09:04	6A46374C
Advanced rules.xlsx	8,625	6,281	Microsoft Excel Worksheet	08-May-19 09:04	1DF497A8
Manifest.xml	79,638	2,846	XML File	08-May-19 09:03	C29DDCD7
PackageHeader.xml	870	321	XML File	08-May-19 09:03	63EDE33C

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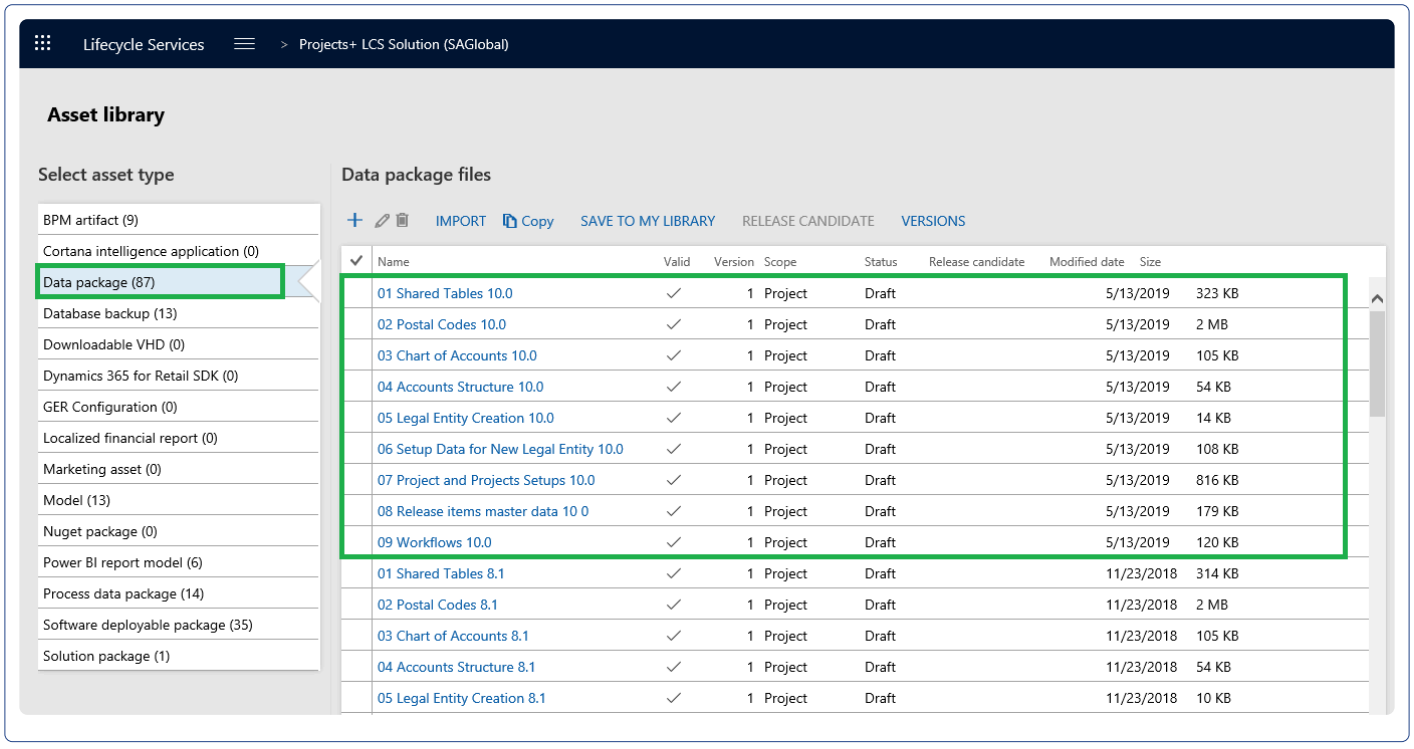
projects360 Data Packages

Once the data packages are downloaded from your initial configuration environment and the data is finalized, you can upload these data packages to your LCS project library. Similarly, HSO ProServ has created default data packages with data uploaded from default data environment and user can download these data packages from Microsoft Life Cycle Services(LCS) and import It into the new environment. projects360 data packages can be seen the following screenshot.

The user can follow the below navigation path to download or import these latest data packages from LCS to their projects.

Lifecycle Services > projects360 LCS solutions (HSO ProServ) > Asset library > Data packages



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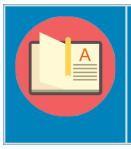
HSO ProServ has data packages with shared and company specific information. The packages prepared are sequenced based on predefined dependencies between data entities. These packages certainly a huge time saver and you don't have to select individual entities and import them one by one remembering their sequence.

projects360 data package details and the order of importing these packages are as follows:

Shared Tables

This package contains the shared information across the companies. The package includes shared number sequences details, country specific information with address book formats and shared currency details. Note here that all the data entities that were part of the shared data template are automatically loaded and all the level and sequencing of these entities is also inherited from the template setup.



Note – If user faces issue with the number sequence import, the import needs to be re-run again and again until the errors gets resolved and all the number sequences are imported successfully.

Postal Codes

This package contains the postal code details. When user import the codes from this package, the existing ZIP or postal codes are replaced with new codes available in the file.

Chart of Accounts

This package contains the files to load the chart of accounts, exchange rates, financial dimensions and fiscal calendar details. Also this package contains the data for main account categories, main accounts and consolidation groups and accounts to be uploaded.

Accounts Structure

This package contains the details of the account structure, advance rules, account structure rules and criteria. Uploading this package will activate the account structure as well.

Legal Entity Creation

The files in this package allows to create new legal entities. Please change the LEGALENTITYID field to a desired Legal entity ID in the given package file. Uploading this file will create the mentioned legal entity in the system.

Setup Data for New Legal Entity

This package contains the number sequence and ledger details to imported for the newly created legal entities. Please change the legal entity to "XXX" in the environment where user is trying to import data

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packages files where XXX is a desired- Legal entity id in the given package file.

Note – If a user faces issue with the number sequence import, they need to re-import error records until resolved and import all the number sequences without any issue.

Project and projects360 Setups

This package contains the basic setups for Project management and accounting module along with the projects360 setup data. Please change the legal entity for the following entity files.

1. Project ledger posting definition – Change BorrowingLegalEntity field values to “XXX” and LendingLegalEntity field values to “XXX”.
2. Subledger journal transfer rule entity- Change “LegalentityID” field value to “XXX”.
3. Project intercompany parameters entity- Change “Borrowinglegalentity” field value to “XXX”.

Workflows

This package contains the workflow configurations for the workflows available under the Project management and accounting module. This package file will help in configuring timesheet, expense, invoice proposal, PTO request and timesheet line level approval workflows.

Consume projects360 Data Packages

Default data can be consumed into the Microsoft Dynamics 365 Finance & Operations using ‘Data management’. Users need to follow below process to consume\import the data through data entities which makes the overall data import really seamless for both standard data entities as well as projects360 custom entities that we have developed. The templates which we have prepared are sequenced based on predefined dependencies between data entities saving time and effort of selecting individual entities and importing them one by one.

- Navigate to *Lifecycle Services > projects360 LCS solutions (HSO ProServ) > Asset library > Data packages*.
- Download all the 9 projects360 packages into the local drive on your machine.
- Login to Default data environment and refresh all data the entities to get the latest custom fields and mapping.
- Navigate to *System Administration > Data Management > Click Import tile.*
- Enter the group name for the import.
- Click on the Add file button on the selected entities tab.
- Click on “Upload and add” button and select the data packages saved on the local drive.
- Once the information is loaded, click close on the slide out form to go back to main form.
- On the main, click on the Import button to start the consumption process.

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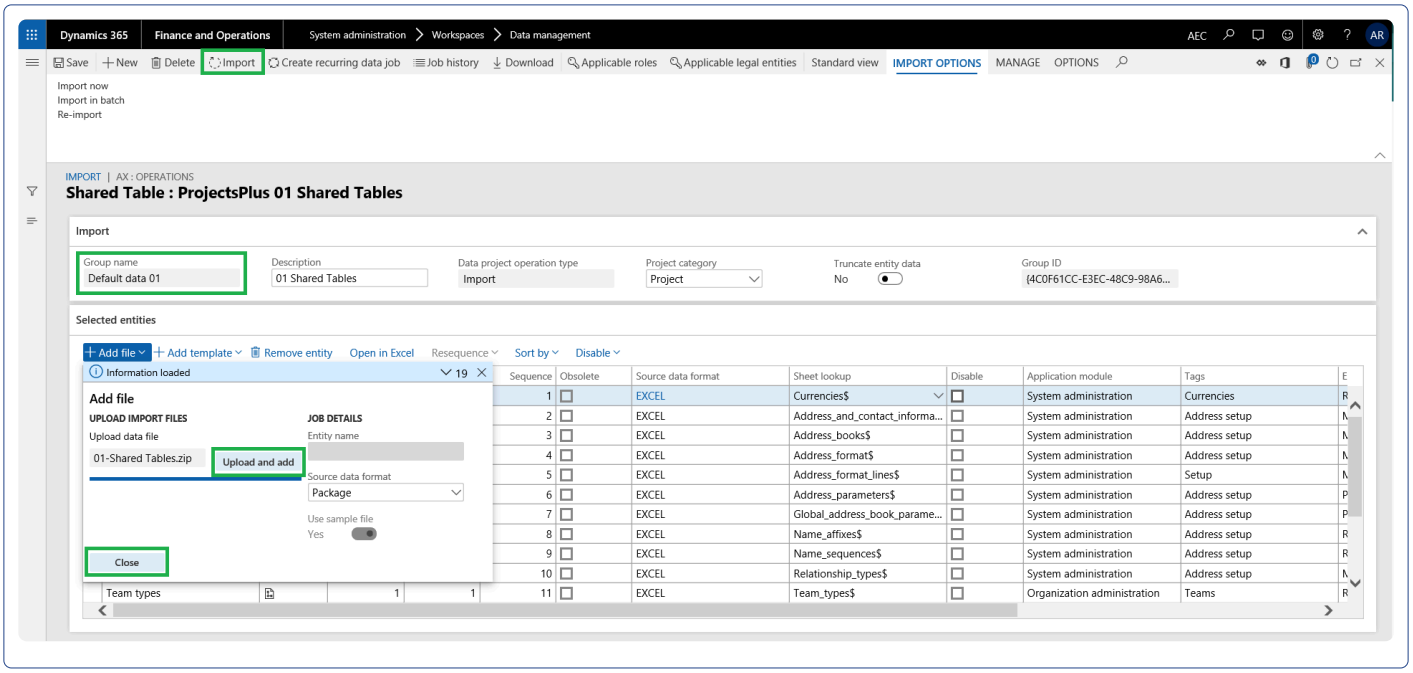
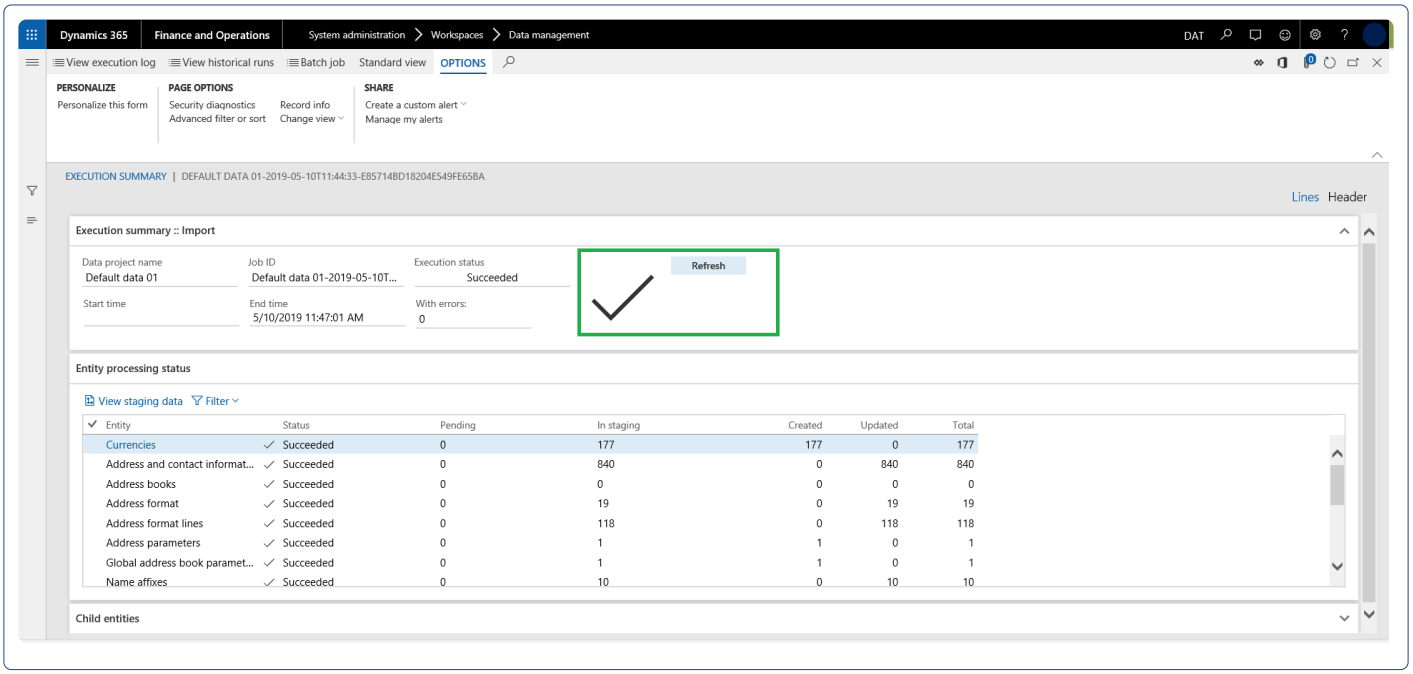


- Look out for the details of the import process on the Execution summary form as shown in the below visuals.



Repeat the above process for all the data packages and then finally import the workflows manually. Follow below steps to import workflow through XML files as the data entities are not supporting for workflows.

- Change the company Id to login company Id in the XML files before importing.
- Navigate to *Project management and accounting > Setup > Project management and accounting workflow.*
- Click on Import button on Workflow tab.

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- Import workflow dialog form will open, Click on Browse button and selected the required workflow XML file.
- Mark Check box “Create new workflow on version conflict” as “True” to create a new workflow.
- Click on Upload button.
- Click OK
- Verify New workflow lines have been created in workflow
- Select the created workflow and click on “Set as default” button.

Follow the above step to import workflows for expenses, personal time off, invoice proposal and other workflows. Do not forget to activate all the workflow versions once its imported manually.

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License Management

All the new functionality pertaining to license management is grouped in this section.

[License configuration]

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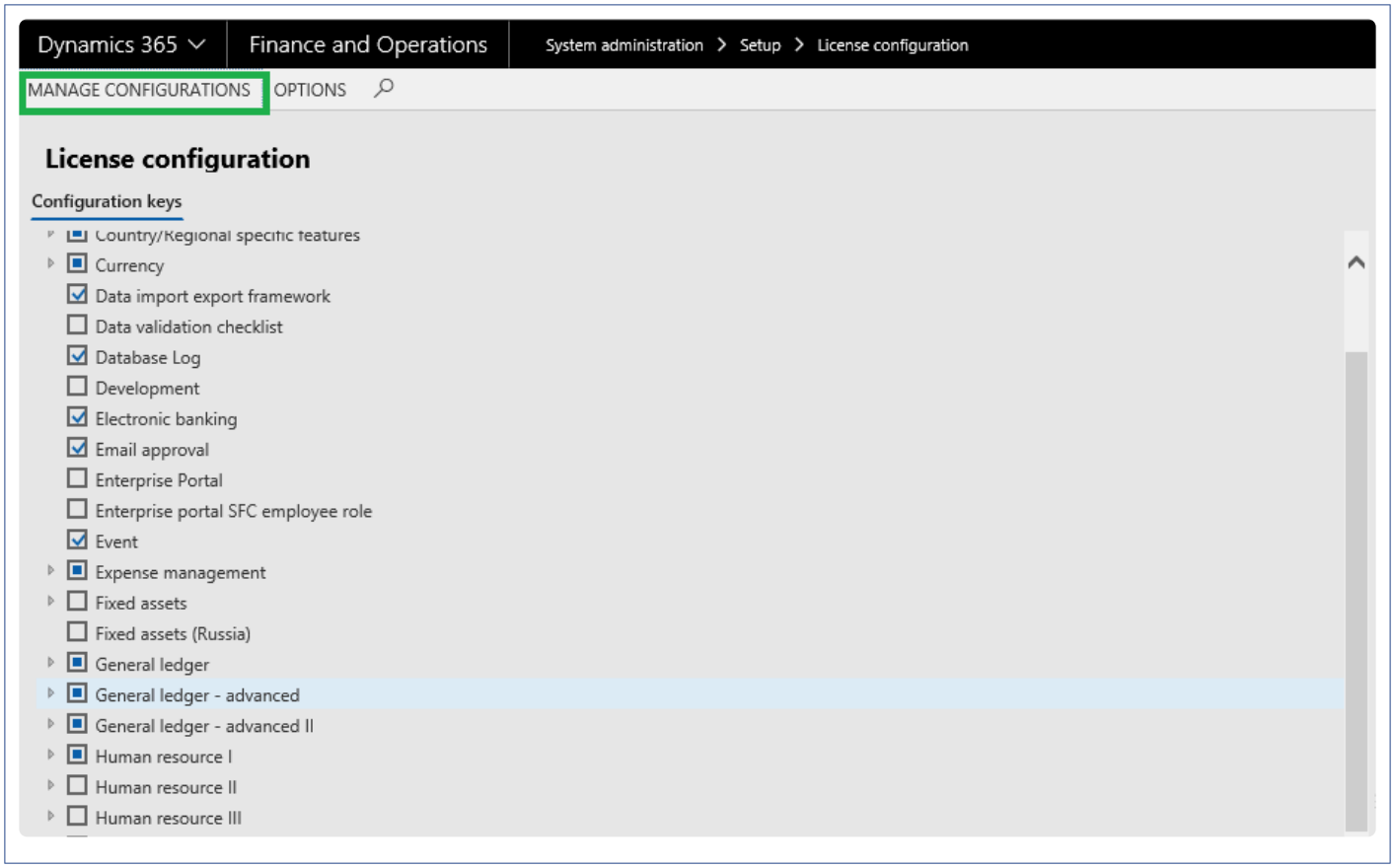
License Configurations

Manage Configurations

projects360 provides the configuration keys to activate or deactivate certain Dynamics 365 Finance and operations features or modules out of the box. There are predefined keys containing the combination of modules which service industry often uses.

This feature is designed keeping in mind the box implementations which in turn reduces the implementation timelines.



License configurations allow activation and deactivation of certain forms, fields, and features based on the industry or country requirements.

The License configurations form has been enhanced to allow for easy activation and deactivation of License keys based on one or more License key groups. A License key group has also been predefined to include configuration keys applicable for the service industry.

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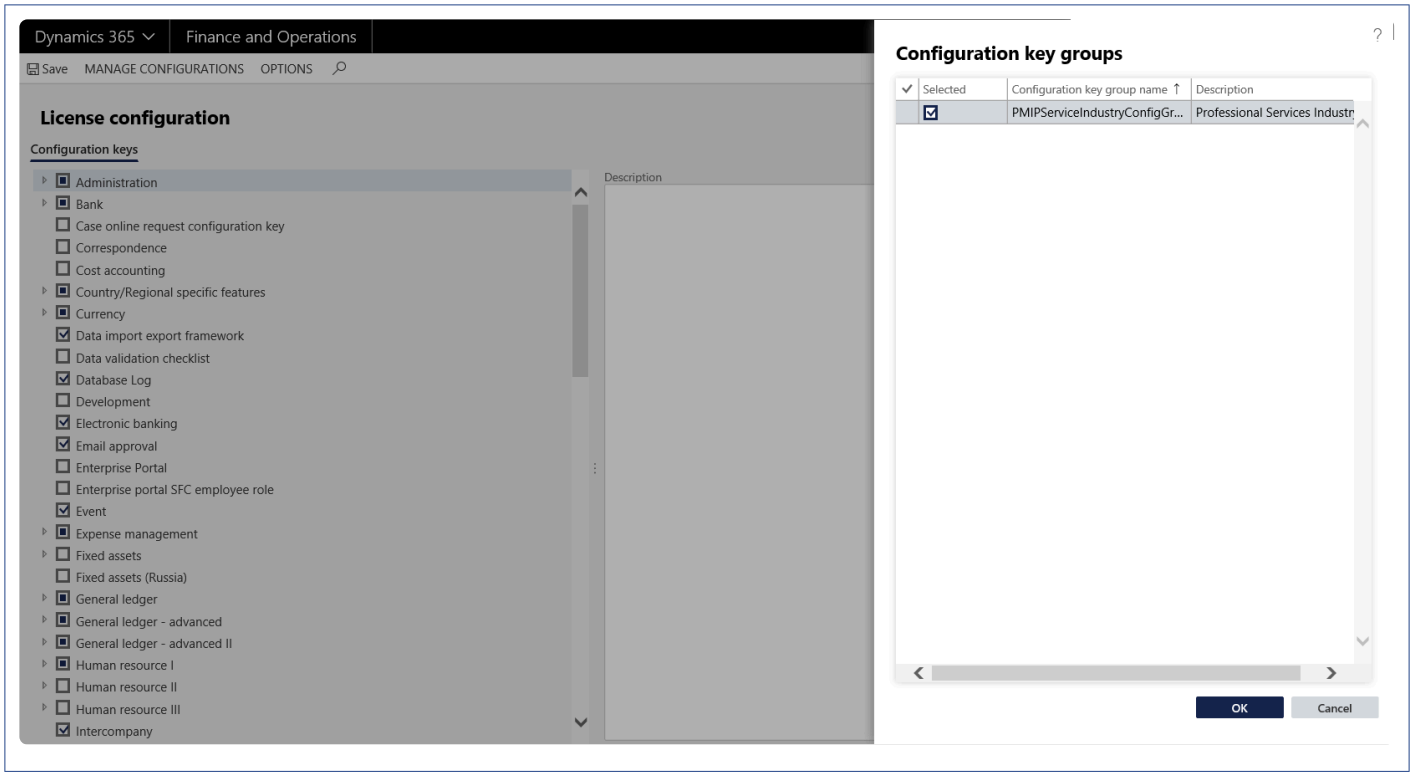
This feature can easily be extended by creating new License key groups.

It is best practice to set the keys prior to going live in Dynamics, or prior to a complete regression test of all processes.



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Version History

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Release Notes v10.0.16

Version 10.0.16.20210226 | Hotfix Release | Feb 26, 2021

Business scenario	Description	VSTS ID	Version
Resourcing	Earlier defaulted resource role was not considered to pick the sales price for hour transactions. Now with this fix, defaulted resource role from resource forecast will get considered to pick the sales price for hour transactions.	45305	10.0.16.20210226
Resourcing	Earlier error used to trigger when try to open resource view for particular resource from resource forecast form. Now with is fix, error will not get triggered.	45516	10.0.16.20210226
Fee management	Earlier Admin fee was not automatically refreshed on fee management when administration fee is created. No with this fix, Admin fee% will get automatically refreshed on fee management when administration fee is created.%	45515	10.0.16.20210226
Contract management	Earlier user was unable to distribute the negative amount in the contract management form. Now with this fix, user will be able to distribute negative amount in contract management form.	45519	10.0.16.20210226
AR by project	Earlier voucher imbalance error used to trigger when try to post invoice after performing adjustment through write up/ down when AR by project parameter is marked. Now with this fix, invoice will get posted without any error.	19176	10.0.16.20210226
Manage pending time	Earlier, manage pending time was not honouring Max allowed timesheet parameter. Now with this fix, Max allowed timesheet parameter will be considered while creating timesheet from manage pending time.	18167	10.0.16.20210226
Billing	Fixed an issue with the different behaviour of Billing schedule status option on list page and details page.	45603	10.0.16.20210226

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AEC invoice report	Earlier AEC invoice report was not showing on the print management settings. Now with this fix, AEC invoice report will show on the print management settings	45620	10.0.16.20210226
Automatic posting	Added few fields on the Posted automatic transactions form.	45933	10.0.16.20210226
Work locations	Earlier, user was unable to import the address on the custom work locations. Now with this fix, user will be able to import the address on the custom work locations	45948	10.0.16.20210226
Personal timeoff	Earlier, PTO lines were not auto transferred to the timesheet if the timesheet was already created. Now with this fix, PTO lines will get auto populated even if the timesheet is created for the period.	45383	10.0.16.20210226
PowerBI	Added Project Id in FactARAging view and Role ID in FactResourcing views to improve BI reporting.	45363	10.0.16.20210226

Version Information

Package Name	Model Name	Version
FinancialBI	FinancialBI	10.0.16.20210226
ProjectsBI	ProjectsBI	10.0.16.20210226
LearningPlan	Learning Plan	10.0.16.20210226
PMIN	Projects360 integrations	10.0.16.20210226
ProjAX	ProjAX	10.0.16.20210226
ProjAXBI	ProjAX BI	10.0.16.20210226
ProjAXIA	ProjAX IA	10.0.16.20210226
ProjAXWorkspace	ProjAXWorkspace	10.0.16.20210226

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Version 10.0.16.20210129 | Major Release | Jan 29, 2021

Business scenario	Description	VSTS ID	Version
Fee management	Addressed an issue where the new grid control feature was causing the refresh and duplicates on the fee management form.	105591	10.0.16.20210129
Invoice grouping	Addressed an issue where the invoice grouping logic was calculating the wrong remaining value on the invoice proposal for time and expense projects.	106404	10.0.16.20210129
Invoice grouping	Whenever adding or removing the record from an invoice proposal creates a rounding fee, the invoice lines doesn't used to get refreshed automatically causing the errors while submitting and posting. This has been addressed now.	105847	10.0.16.20210129
Workspaces	Addressed an issue where timesheet workspace always used to default first available resource in the table rather than resource associated to the logged in user.	105977	10.0.16.20210129
Invoicing enhancements	Addressed an issue where 'Attach as PDF' and 'email Attachments' checkboxes on the invoice posting form weren't behaving as expected. With this fix when print invoice checkbox is marked, 'Attach as PDF' and 'Email attachment' will default every time based on projects360 parameter setting whether it is 'Yes' or 'No'	105214	10.0.16.20210129
Billing schedules	Calendar field is added to contract billing frequency data entity to allow the import the calendar details.	105626	10.0.16.20210129
Invoicing enhancements	Addressed an issue where taxes on the fees were creating a posting issues. This was stopping the posting process for the project invoices.	105573	10.0.16.20210129
Fee management	Fee management revenue adjustment form wasn't showing the correct information for migrated data. This issue is	105671	10.0.16.20210129

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	addressed now.		
Personal time off	Addressed an issue where refreshing the personal time off form brings first record from the table instead of the logged in user.	104407	10.0.16.20210129
Workspaces	Addressed an issue where opening the 'In Planning' tile on the Project management tile throws up the query build data source error. This has been addressed now.	104912	10.0.16.20210129
Timesheets	Addressed an issue where an error 'Company doesn't exists' was thrown to the user while selecting an intercompany timesheet record on the lie level approval form.	104609	10.0.16.20210129
Workspaces	Addressed an issue where submitting a timesheet from timesheet workspace used to return all resources timesheets. This is has been fixed now.	104684	10.0.16.20210129
Manage subprojects	Addressed an issue where creating a project from manage subproject form errors out due to incorrect maximum string validation.	105186	10.0.16.20210129
Fee management	Earlier when a billing rule is created from fee management process, there was no to delete that billing rule. Now with this fix, if a project is created, never transacted, then removed – the billing rule automatically created by fee management will also be removed.	104697	10.0.16.20210129
Invoice enhancements	Addressed an voucher imbalance error while posting an project invoice with the customer retained amount.	103268	10.0.16.20210129
Invoice grouping	Changed the label from 'Pending billing' to Previous billing' on the aec report format.	104421	10.0.16.20210129

Version Information

Package Name	Model Name	Version

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FinancialBI	FinancialBI	10.0.16.20210129
ProjectsBI	ProjectsBI	10.0.16.20210129
LearningPlan	Learning Plan	10.0.16.20210129
PMIN	Projects360 integrations	10.0.16.20210129
ProjAX	ProjAX	10.0.16.20210129
ProjAXBI	ProjAX BI	10.0.16.20210129
ProjAXIA	ProjAX IA	10.0.16.20210129
ProjAXWorkspace	ProjAXWorkspace	10.0.16.20210129

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