



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](#).

HSO ProServ *projects360* Industry Solution



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.

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

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.

Automatic transaction rules

Automatic transaction rules

Rule ID	Description	Start date	End date	Origin transaction type	Valid for category	Category relation	Valid for project	Project relation	Project contract ID	Resource	Active
Rule000000001				Hour	All		Table	Auto trans 1	00005153		✓
Rule000000002				Hour	All		Table	Auto trans 1	00005153		✓
Rule000000004				Expense	All		Table	Adjustment Testing	00005178		✓
Rule000000005		01-01-2021	31-01-2021	Expense	All		Table	Auto trans 1	00005153		✓
Rule000000006				Expense	All		Table	Auto trans 2	00005153		✓
Rule000000009				Hour	All		Table	Auto trans 2	00005153		✓
Rule000000015				Hour	All		Table	Auto trans 2	00005153		✓
Rule000000016				Hour	All		Table	Auto trans 3	00005153		✓
Rule000000017		01-01-2021		Hour	All		Table	auto adjustment 3			✓
Rule000000018				Hour	All		Table	Auto trans 3	00005153		✓
Rule000000019				Hour	All		Table	Auto trans 4	00005153		✓
Rule000000020				Item	All		Table	Auto trans 4	00005153		✓

Automatic transaction rule details

AUTOMATIC TRANSACTION		COST PRICE		SALES PRICE	
Automatic transaction type	Expense	Cost price model	New price	Sales price model	Copy from original
Automatic transaction category	SubLabor	Cost multiplier	0.00	Sales multiplier	0.00
Currency	USD	Cost price	345.00	Sales price	0.00
Main account	110180				
Financial dimensions					

Rule ID	Project ID	Project contract ID	Original transaction type	Original transaction ID	Original voucher number	Automatic transaction	Automatic transaction ID	Automatic transaction ID	Project journal	Project journal line	Posting date	Posted by
Rule000000004	Adjustment Testing	00005178	Hour	PITY_00360463	PIHV_00010619	Expense	PITY_00360464	PROJ00003811	00003400	1.000000000	28-01-2021	MujahidM
Rule000000004	Adjustment Testing	00005178	Hour	PITY_00360465	PIHV_00010620	Expense	PITY_00360466	PROJ00003812	00003401	1.000000000	28-01-2021	MujahidM
Rule000000004	Adjustment Testing	00005178	Fee	PITY_00360469	PIFV_00003702	Expense	PITY_00360470	PROJ00003813	00003402	1.000000000	28-01-2021	MujahidM
Rule000000004	Adjustment Testing	00005178	Fee	PITY_00360469	PIFV_00003702	Fee	PITY_00360471	PROJ00003813	00003403	1.000000000	28-01-2021	MujahidM
Rule000000004	Adjustment Testing	00005178	Fee	PITY_00360506	PIFV_00003727	Expense	PITY_00360507	PROJ00003835	00003403	1.000000000	28-01-2021	MujahidM
Rule000000004	Adjustment Testing	00005178	Fee	PITY_00360506	PIFV_00003727	Fee	PITY_00360508	PROJ00003835	00003404	1.000000000	28-01-2021	MujahidM
Rule000000004	Adjustment Testing	00005178	Fee	PITY_00360509	PIFV_00003729	Expense	PITY_00360510	PROJ00003836	00003404	1.000000000	28-01-2021	MujahidM
Rule000000004	Adjustment Testing	00005178	Fee	PITY_00360509	PIFV_00003729	Fee	PITY_00360511	PROJ00003836	00003405	1.000000000	28-01-2021	MujahidM
Rule000000004	Adjustment Testing	00005178	Expense	PITY_00360513	PROJ00003837	Expense	PITY_00360531	PROJ00003860	00003406	1.000000000	28-01-2021	MujahidM
Rule000000004	Adjustment Testing	00005178	Expense	PITY_00360631	PROJ00003960	Expense	PITY_00360632	PROJ00003961	00003415	1.000000000	28-01-2021	MujahidM
Rule000000017	auto adjustment 3	00005328	Hour	PITY_00360831	PIHV_00010943	Expense	PITY_00360832	PROJ00004135	00003433	1.000000000	28-01-2021	MujahidM
Rule000000017	auto adjustment 3	00005328	Hour	PITY_00360856	PIHV_00010968	Expense	PITY_00360857	PROJ00004160	00003434	1.000000000	28-01-2021	MujahidM

WIP aging by project

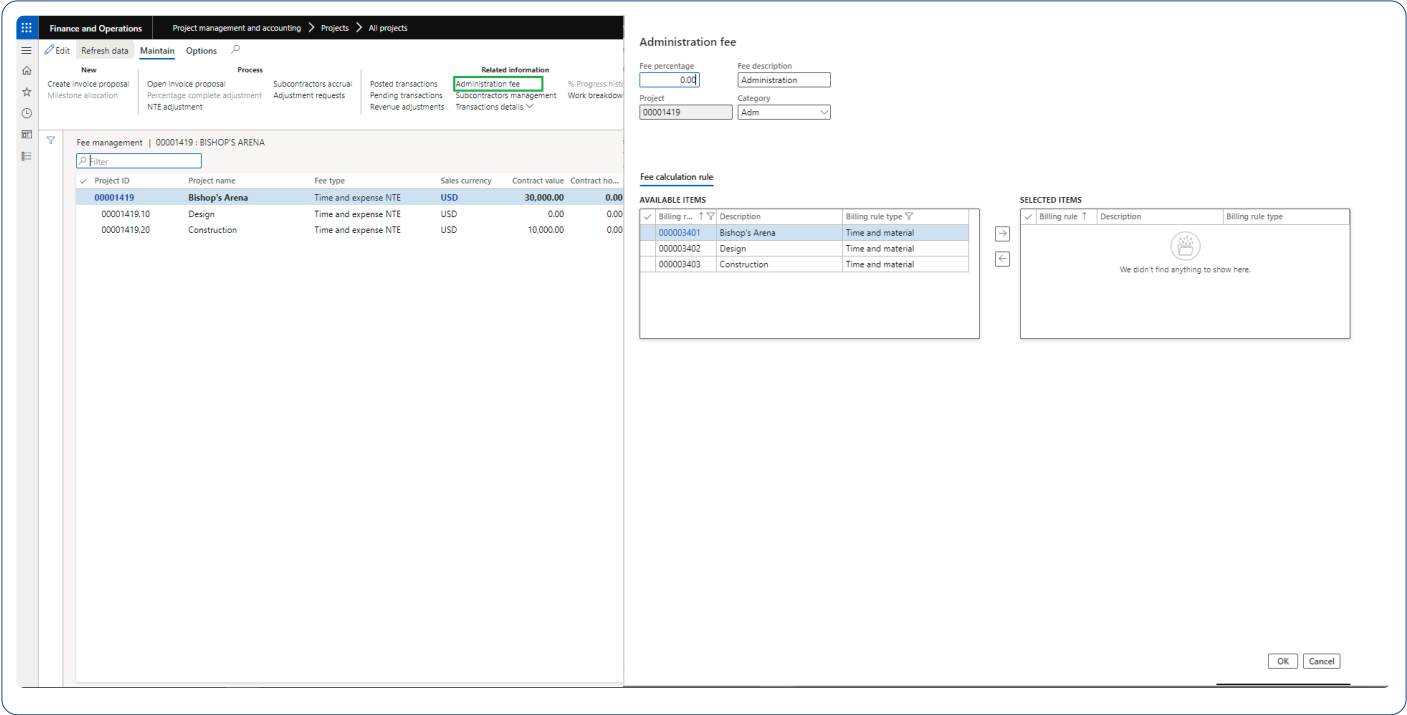
The new “WIP aging by project” report will allow Project Managers and Project Accountants to get real time data about Work In Progress revenue balances by defined aging periods. This report will help in understanding how old the WIP is and take necessary actions to bill it to the client.

Project ID	Project name	Contract name	Principal	Project manager	Project accountant	Balance as of	Current	1-30	31-60	61-90	91-120	121+
						28-01-2021	28-01-2021	29-12-2020	29-11-2020	30-10-2020	30-09-2020	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		147310.5	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.

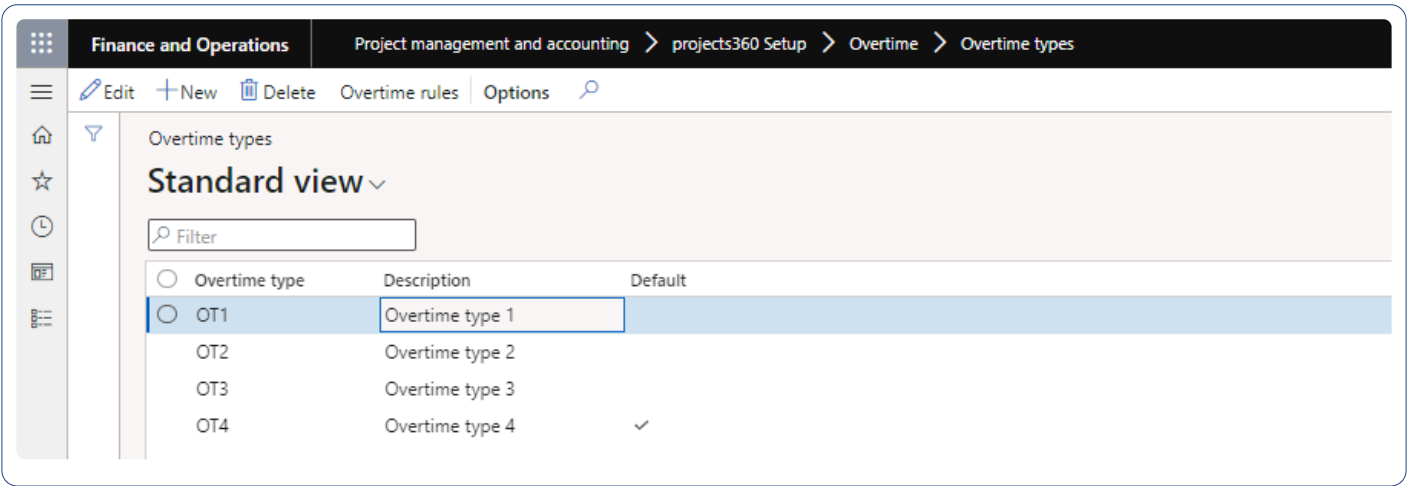
A new billing rule will be automatically created invoicing administration fees to clients. Also, administration fees will be recalculated after any simple adjustment is posted while the invoice proposal is still open.

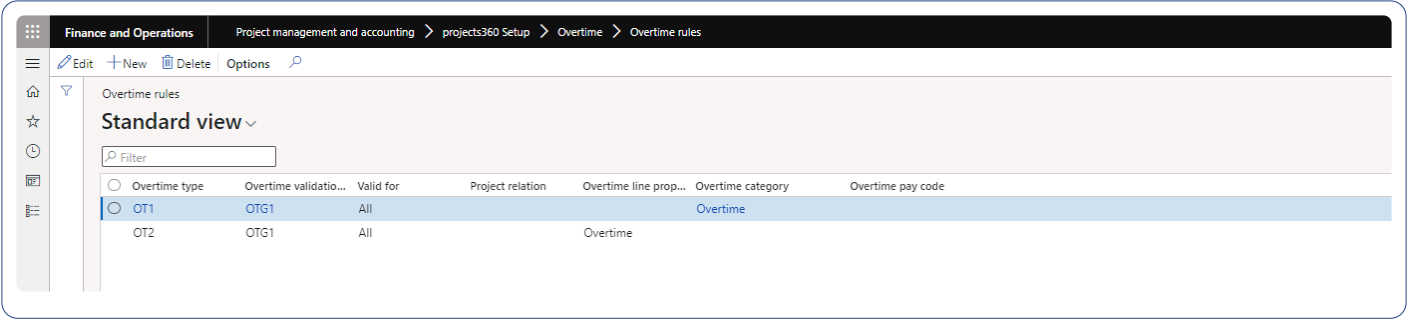
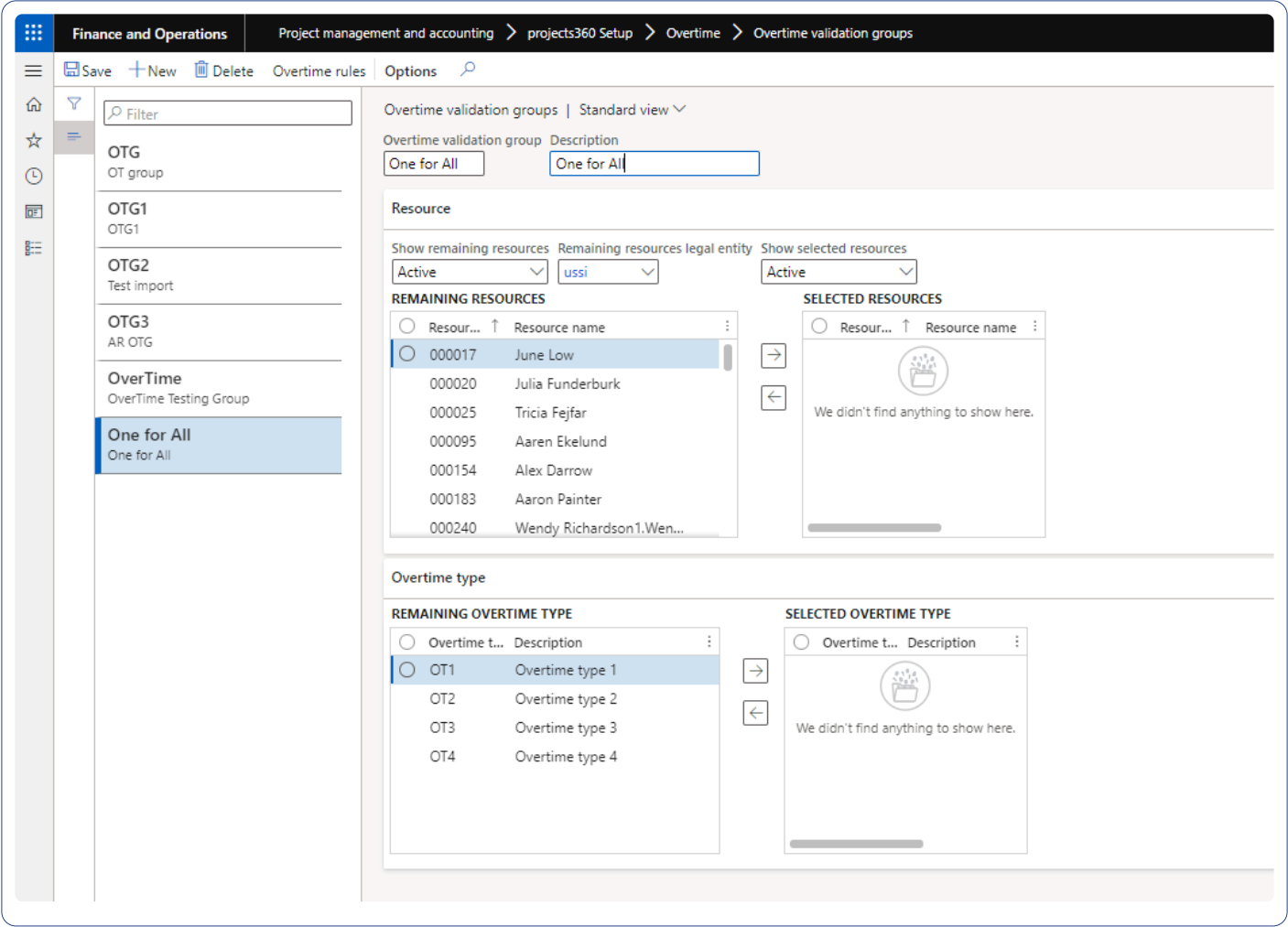


Overtime groups and rules

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.





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.

Set up parameters for resourcing

RECURRING
 Activate recurring enhancement... ☒ Yes
 Original model: **ORIG-Res** (dropdown)
 Resource budget model: **ORIG-WBS** (dropdown)
 Resource ETC model: **ETC-Res** (dropdown)
 Booking method: **Hours per day** (dropdown)
 Default resourcing dates by pr... ☒ No

INTELLIGENT WORK SEARCH
 Legal entity: 25.00
 Role: 25.00
 Hours available: 25.00
 Skills: 25.00
 Education: 25.00
 Certificate: 25.00

BOOK RESOURCE MULTIPLE TIMES
 Book resource multiple times ☒ Yes

DAY WEEK STARTS
 Day week starts: **Monday** (dropdown)

DEFAULT FILTERS
 Format for date range view: **Day** (dropdown)
 Show lines with zero hours ☒ Yes
 Show soft booking lines ☒ Yes

DEFAULT RESOURCE ROLE
 Timesheets ☒ No
 Hour Journals ☒ No

UTILIZATION TARGETS
 Utilization target calculation met... **Working times** (dropdown)
 Standard work day hours
 Working times

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.

Project view | My view | 00000709: LIVING HOPE COMMUNITY CHURCH

Start date: 2/1/2020 | Format for date range view: Month | Show lines with zero hours: ☒ Yes | Show soft booking lines: ☒ Yes

Project summary

	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021
Summary												
Hard booked	296.00	352.00	376.00	336.00	352.00	368.00	336.00	352.00	352.00	336.00	352.00	0.00
Soft booked	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Resource booking

Project name	Legal entity	Role ID	Resource name	Booking type	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021
Living Hope Community ...	USS1	Software developer	Allie Bellieu	Hard			24.00									
Living Hope Community ...	USS1	Software developer	Allie Bellieu	Soft												
Living Hope Community ...	USS1	Project manager	Joel Leitchy	Hard	160.00	176.00	176.00	168.00	176.00	184.00	168.00	176.00	176.00	168.00	176.00	
Living Hope Community ...	USS1	Project manager	Joel Leitchy	Soft												
Living Hope Community ...	USS1	Tester	Thomas Binder	Hard	136.00	176.00	176.00	168.00	176.00	184.00	168.00	176.00	176.00	168.00	176.00	
Living Hope Community ...	USS1	Tester	Thomas Binder	Soft												
Living Hope Community ...	USS1	Project manager	Chris Ashton	Hard	136.00	176.00	176.00	168.00	176.00	184.00	168.00	176.00	176.00	168.00	176.00	
Living Hope Community ...	USS1	Project manager	Chris Ashton	Soft												
Living Hope Community ...	USS1	Software developer	Daniel Escapa	Hard	136.00	176.00	176.00	168.00	176.00	184.00	168.00	176.00	176.00	168.00	176.00	
Living Hope Community ...	USS1	Software developer	Daniel Escapa	Soft												
Living Hope Community ...	USS1	Tester	David Pelton	Hard	136.00	176.00	176.00	168.00	176.00	184.00	168.00	176.00	176.00	168.00	176.00	
Living Hope Community ...	USS1	Tester	David Pelton	Soft												
Living Hope Community ...	USS1	Software developer	Gabe Frost	Hard	136.00	176.00	176.00	168.00	176.00	184.00	168.00	176.00	176.00	168.00	176.00	
Living Hope Community ...	USS1	Software developer	Gabe Frost	Soft												
Living Hope Community ...	USS1	Project manager	Holly Dickson	Hard	136.00	176.00	176.00	168.00	176.00	184.00	168.00	176.00	176.00	168.00	176.00	
Living Hope Community ...	USS1	Project manager	Holly Dickson	Soft												

Last modified: 29 January 2021

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.

Finance and Operations | Project management and accounting > Projects > All projects

Save | New | Delete | Totals | Post | Sales tax | Payment schedule | Print | Refresh invoice lines | Invoice document review | Chat with billing approver | Create archive file | Workflow | Options

Personalize | Page options | Edit | Share

Always open for editing | Personalize this page | Security diagnostics | Record info | Go to | Read mode | Revert | Get a link | Create a custom alert | Manage my alerts

Invoice proposals

PJIP_00006539 : 00004803

Invoice proposal header

GENERAL	Invoice	Status	CONTRACT	Funding source	PRINTING OPT
Invoice proposal		Open	Project contract ID	Security Racks and	Invoicing group
PJIP_00006539		Invoice template	00004803	Billing approver	InvoiceGrp
Sales currency	USD	PSAProjInvoiceReport	Project contract name		
Invoice date	11/7/2020		PWP Progress 2		

Invoice proposal transaction summaries

Project	Project name	Billing rule	Name	Amount invo...	Invoice line a...	Indirect costs	Retention pe...	Customer ref...	Amount less
✓ Project	00001029	Jason Art Gallery	000003676	Jason Art Gallery	5,000.00	3,000.00	0.00	0.00	0.00

Invoice proposal transactions

Invoice lines

Description	Quantity	Sales price	Line amount
Project 00001029 Jason Art ...			
Fees			
Progress Billing Fee Jason Ar...			3,000.00
Fees Subtotal			3,000.00
Project Subtotal			3,000.00

Add PWP vendor invoice relation

Overview

Selected	Vendor name	Invoice	Quantity	Cost price	Sales price	Currency	Ven...
✓	Julia Funderburk	INUR-00196	1.00	2,600.00	3,500.00	USD	US...

PWP remaining balance: 3,500.00 | Total selected: 0.00

OK | Cancel

Finance and Operations

Project management and accounting > Inquiries and reports > Retention inquiries > Vendor invoices with pay when paid

Save Options

Vendor invoices with pay when paid

Filter

From date

To date

Vendor account

Vendor invoice

Project

Project contract

Status

Pay when paid

Vendor invoice

Vendor	Name	Vendor invoice	Date	Payment terms	Currency	Invoice amount	Settled amount
US_SI_000021	Superior Hardware Distributors	PV19987	11/6/2020	Net30	USD	3,000.00	0.00
US_SI_000022	Timely Shipping Service	INR00956	11/6/2020	Net15	USD	750.00	0.00
US_SI_000025	Julia Funderburk	INR-00196	11/7/2020	Net30	USD	2,600.00	0.00

Invoice journal

Project date	Category	Project	Quantity	Cost price	Amount	Pay when paid	Ready for payment	Invoice	Invoice
11/7/2020	Carpet Contractor	00001029	1.00	2,600.00	2,600.00	No	No	INR-00196	

Customer invoice

Add invoice relation

Customer	Name	Invoice	Date	Sales currency	Invoice amo...	Amount settled	Payment due	Invoice amount	Invoice proposal
----------	------	---------	------	----------------	----------------	----------------	-------------	----------------	------------------

Add invoice relation

Overview

Selected	Name	Invoice number	Invoice date	Amount
<input checked="" type="checkbox"/>	Security Racks and Locks Wh...	00001385	11/7/2020	3,000.00

OK Cancel

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.

Finance and Operations

USSI

Save + New Delete Update status Generate request Options

Adjustment request | 00000948 : PENDING

Status

All

Adjustment request

Filter

Attachment	Project ID	Project name	Reason code	Description	Status	Requested by	Project manager	Project accountant
<input checked="" type="checkbox"/>	00000948	ARP3	Sales price	Change in sales price	Completed	UshaR	Sara Thomas	Usha Ravindra Rao
<input type="checkbox"/>	00000948	ARP3	Hour	Move hours	Submitted	UshaR	Sara Thomas	Usha Ravindra Rao
<input type="checkbox"/>	00000948.01	ARP3A	Write off T	Write off time	Created	UshaR	Luke Lenhart	Usha Ravindra Rao
<input type="checkbox"/>	00000948.01.001	ARP3B	Write off Q	Write of quantity	Created	UshaR	David Pelton	Usha Ravindra Rao

Details

Request Id 000000172	Reason code Sales price	Note	Project manager Sara Thomas	Requested by UshaR
Project ID 00000948	Description Change in sales price		Project accountant Usha Ravindra Rao	Requested date and time 11/5/2020 12:55:53 PM
Project name ARP3	Status Completed		Principal Appasaheb Narasannavar	Updated by UshaR
				Updated date and time 11/6/2020 05:54:20 AM

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.

Finance and Operations

USSI

Options

Go to

Finance and Operations

USSI

Options

Go to

Find

Zoom

Export

Customer aging report by project

Contoso Consulting USA

Currency : Accounting currency

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11/6/2020

7:22 PM

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							
								Balance as of	11/6/2020	10/7/2020	9/7/2020	8/8/2020	
								11/6/2020	12/31/2154	11/5/2020	10/6/2020	9/6/2020	
Transaction date													
Voucher/Invoice													
7/23/2020								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%	
US_SI_0075	Fashionable Department Stores	Billing schedule8 - subprojects	00000879.01	Billing schedule8 - Sub1		Usha Ravindra Rao							
								Balance as of	11/6/2020	10/7/2020	9/7/2020	8/8/2020	
								11/6/2020	12/31/2154	11/5/2020	10/6/2020	9/6/2020	
Transaction date													
Voucher/Invoice													
7/23/2020								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%	
US_SI_0075	Fashionable Department Stores	Billing schedule8 - subprojects	00000879.01.001	Billing schedule8 - Sub1-1		Usha Ravindra Rao							
								Balance as of	11/6/2020	10/7/2020	9/7/2020	8/8/2020	
								11/6/2020	12/31/2154	11/5/2020	10/6/2020	9/6/2020	
Transaction date													
Voucher/Invoice													
7/23/2020								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.

Finance and Operations | Project management and accounting > Timesheets > All timesheets

Save + New Delete Workflow Timesheet Options

Maintain My delegates My favorites Recall timesheet

Related information Hour transactions

Manage Timesheet versions

Print Print timesheet

All timesheets

00004397 : Adam Carter

Timesheet Draft

Timesheet lines

+ New line + New overtime line Remove Copy from Save as favorites Chat with project manager

Overtime	Legal entity	Main project name	Se...	Project ID ↑	Project name	Work location ID	Activity number	Activity	Category	Mon 11/02	Tue 11/03	Wed 11/04
<input checked="" type="checkbox"/>	USSI	CapeCod vacation...	Q	00000339	CapeCod vacati...	Project Address	W00004728	CapeC...	Overtime	2.00		

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.

Finance and Operations | Project management and accounting > Projects > All projects

Edit Refresh data Maintain Options

Fee management | 00000906 : PROJECT ROLLUP

Project ID	Project name	Fee type	Sales currency	Contract value	Contract ho...	% Progress	WIP	Invoice proposal	Involved	Revenue	Actual hours	% Completed	Remaining rev...	Reimbursabl...
00000906	Project Rollup	Time and expense	USD	2,980,000.00	29,000.00	0.00	186,253.00	224,315.00	170,855.00	357,108.00	1,111.00	11.98	2,622,892.00	✓
00000906.10	Pre-Design	Progress	USD	650,000.00	5,931.00	0.00	43,375.00	67,250.00	41,125.00	84,500.00	260.00	13.00	565,500.00	
00000906.10.200	PM/Admin/Meetings	Progress	USD	200,000.00	1,431.00	10.00	14,750.00	20,000.00	14,500.00	29,250.00	90.00	14.63	170,750.00	
00000906.10.400	Visioning & Strategy	Progress	USD	300,000.00	3,000.00	9.75	17,950.00	29,250.00	16,500.00	34,450.00	106.00	11.48	265,550.00	
00000906.10.600	Programming	Progress	USD	150,000.00	1,500.00	12.00	10,675.00	18,000.00	10,125.00	20,800.00	64.00	13.87	129,200.00	
00000906.20	Concept Design	Fixed fee	USD	275,000.00	2,750.00	0.00	17,083.00	16,190.00	17,225.00	34,308.00	124.00	12.48	240,692.00	
00000906.20.102	PM/Admin/Meetings	Fixed fee	USD	100,000.00	1,000.00	0.00	7,450.00	7,000.00	7,500.00	14,950.00	46.00	14.95	85,050.00	
00000906.20.104	Presentation Development	Fixed fee	USD	50,000.00	500.00	0.00	1,608.00	1,690.00	1,500.00	3,108.00	28.00	6.22	46,892.00	
00000906.20.106	Research	Fixed fee	USD	125,000.00	1,250.00	0.00	8,025.00	7,500.00	8,225.00	16,250.00	50.00	13.00	108,750.00	
00000906.30	Schematic Design	Time and expense NTE	USD	945,000.00	9,450.00	0.00	47,450.00	47,450.00	47,450.00	94,900.00	292.00	10.04	850,100.00	✓
00000906.30.203	Data Collection	Time and expense NTE	USD	400,000.00	4,000.00	0.00	21,125.00	21,125.00	21,125.00	42,250.00	130.00	10.56	357,750.00	✓
00000906.30.204	Presentation Development	Time and expense NTE	USD	330,000.00	3,300.00	0.00	17,225.00	17,225.00	17,225.00	34,450.00	106.00	10.44	295,550.00	✓
00000906.30.205	Signage & Wayfinding	Time and expense NTE	USD	215,000.00	2,150.00	0.00	9,100.00	9,100.00	9,100.00	18,200.00	56.00	8.47	196,800.00	✓
00000906.40	Design Development	Progress	USD	433,000.00	4,330.00	0.00	24,445.00	43,225.00	21,380.00	45,825.00	141.00	10.58	387,175.00	
00000906.40.305	Signage & Wayfinding	Progress	USD	36,000.00	360.00	20.00	4,200.00	7,200.00	3,600.00	7,800.00	24.00	21.67	28,200.00	
00000906.40.307	Graphics & Digital	Progress	USD	321,000.00	3,210.00	8.50	15,435.00	27,285.00	12,840.00	28,275.00	87.00	8.81	292,725.00	
00000906.40.309	Renderings	Progress	USD	76,000.00	760.00	11.50	4,810.00	8,740.00	4,940.00	9,750.00	30.00	12.83	66,250.00	
00000906.50	Construction Administration	Fixed fee	USD	412,500.00	3,909.00	0.00	32,700.00	29,000.00	24,500.00	57,200.00	176.00	13.87	355,300.00	
00000906.50.403	PM/Admin/Meetings	Fixed fee	USD	83,000.00	830.00	0.00	6,400.00	5,500.00	4,000.00	10,400.00	32.00	12.53	72,600.00	
00000906.50.406	Data Collection	Fixed fee	USD	200,500.00	2,050.00	0.00	15,300.00	13,500.00	12,000.00	27,300.00	84.00	13.62	173,200.00	
00000906.50.409	Graphics & Digital	Fixed fee	USD	129,000.00	1,029.00	0.00	11,000.00	10,000.00	8,500.00	19,500.00	60.00	15.12	109,500.00	
00000906.90	Construction Administration	Time and expense	USD	264,500.00	2,630.00	0.00	21,200.00	21,200.00	19,175.00	40,375.00	118.00	15.26	224,125.00	✓
00000906.90.020	PM/Admin/Meetings	Time and expense	USD	66,000.00	660.00	0.00	6,450.00	6,450.00	5,850.00	12,300.00	36.00	18.64	53,700.00	✓
00000906.90.040	Presentation Development	Time and expense	USD	105,000.00	1,035.00	0.00	7,900.00	7,900.00	7,150.00	15,050.00	44.00	14.33	89,950.00	✓
00000906.90.060	Programming	Time and expense	USD	93,500.00	935.00	0.00	6,850.00	6,850.00	6,175.00	13,025.00	38.00	13.93	80,475.00	✓

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.

Manage pending time

General

Date	Hours	Timer hours	Internal comment	External comment	Work location	Project name	Activity name
11/2/2020	0.50	HH:MM = 0.00	Work location testing	External	Project Address		
11/2/2020	1.00	HH:MM = 0.00	1	2	Test		
11/2/2020	3.00	HH:MM = 0.00	Internal	External	Worker Home Address		

Details

Entity: USSJ
 Project: SEARCH
 Activity:
 Category: Management Consulting
 Work location: Project Address

Related information

Timer details: 00:00:00
 Entity name:
 Project name:
 Activity name:
 Category name:
 Work location name:
 Internal comment:
 External comment:

Project search

Filters

Customer name:
 Main project name: Rollup
 Phase name:
 Sub-phase name:
 Project ID:
 Project name:
 SEARCH

Projects

Customer name	Contract name	Main project name	Phase name	Sub-phase name	Project ID	Project name	Project stage	Fee type	Legal entity
Finish and Sealant Products	Project Rollup	Project Rollup			00000906	Project Rollup	In process	Time and expense	USSJ
Finish and Sealant Products	Project Rollup	Project Rollup	Pre-Design		00000906.10	Pre-Design	In process	Progress	USSJ
Finish and Sealant Products	Project Rollup	Project Rollup	Pre-Design	PM/Admin/Meetings	00000906.10.200	PM/Admin/Meetings	In process	Progress	USSJ
Finish and Sealant Products	Project Rollup	Project Rollup	Pre-Design	Visioning & Strategy	00000906.10.400	Visioning & Strategy	In process	Progress	USSJ
Finish and Sealant Products	Project Rollup	Project Rollup	Pre-Design	Programming	00000906.10.600	Programming	In process	Progress	USSJ
Finish and Sealant Products	Project Rollup	Project Rollup	Concept Design		00000906.20	Concept Design	In process	Fixed fee	USSJ
Finish and Sealant Products	Project Rollup	Project Rollup	Concept Design	PM/Admin/Meetings	00000906.20.102	PM/Admin/Meetings	In process	Fixed fee	USSJ
Finish and Sealant Products	Project Rollup	Project Rollup	Concept Design	Presentation Development	00000906.20.104	Presentation Development	In process	Fixed fee	USSJ
Finish and Sealant Products	Project Rollup	Project Rollup	Concept Design	Research	00000906.20.106	Research	In process	Fixed fee	USSJ
Finish and Sealant Products	Project Rollup	Project Rollup	Schematic Design		00000906.30	Schematic Design	In process	Time and expense NTE	USSJ
Finish and Sealant Products	Project Rollup	Project Rollup	Schematic Design	Data Collection	00000906.30.203	Data Collection	In process	Time and expense NTE	USSJ
Finish and Sealant Products	Project Rollup	Project Rollup	Schematic Design	Presentation Development	00000906.30.204	Presentation Development	In process	Time and expense NTE	USSJ
Finish and Sealant Products	Project Rollup	Project Rollup	Schematic Design	Signage & Wayfinding	00000906.30.205	Signage & Wayfinding	In process	Time and expense NTE	USSJ
Finish and Sealant Products	Project Rollup	Project Rollup	Design Development		00000906.40	Design Development	In process	Progress	USSJ
Finish and Sealant Products	Project Rollup	Project Rollup	Design Development	Signage & Wayfinding	00000906.40.305	Signage & Wayfinding	In process	Progress	USSJ
Finish and Sealant Products	Project Rollup	Project Rollup	Design Development	Graphics & Digital	00000906.40.307	Graphics & Digital	In process	Progress	USSJ
Finish and Sealant Products	Project Rollup	Project Rollup	Design Development	Renderings	00000906.40.309	Renderings	In process	Progress	USSJ
Finish and Sealant Products	Project Rollup	Project Rollup	Construction Administration	PM/Admin/Meetings	00000906.90.020	PM/Admin/Meetings	In process	Time and expense	USSJ
Finish and Sealant Products	Project Rollup	Project Rollup	Construction Administration	Presentation Development	00000906.90.040	Presentation Development	In process	Time and expense	USSJ
Finish and Sealant Products	Project Rollup	Project Rollup	Construction Administration	Programming	00000906.90.060	Programming	In process	Time and expense	USSJ
Demo - Foreign Currency	Another Rollup Test	Another Rollup tests			00000994	Another Rollup tests	In process	Time and expense	USSJ
Demo - Foreign Currency	Another Rollup Test	Another Rollup tests	Phase - 1		00000984.10	Phase - 1	In process	Fixed fee	USSJ

Select Cancel

Billing schedule

Billing approver and Chat with Billing approver

We have introduced new field “Billing approver” and button “Chat with 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.

Billing schedule
BS00000049 : 00003856

General

IDENTIFICATION

Billing schedule Id: BS00000049
Project contract ID: 00003856
Contract name: Billing schedule5 - progress

Billing period start: 7/22/2020
Billing period end: 9/1/2020

Billing frequency: Daily
Status: Pending

Pre-billing validation target date: 8/27/2020
Posted target date: 9/1/2020

Billing approver: Appasaheb Narasannavar
Modified by: UshaR
Modified date and time: 9/11/2020 04:24:02 AM

Billing schedule lines

Fee management Pending project transactions Transactions details % Progress history

Project ID	Project name	Fee type	Pre-billing status	Principal	Project manager	Project accountant	Indicator	Modified by	Modified date and time
00000857	Billing schedul...	Progress	Pending	Appasaheb Na...	Usha Ravindra Rao	Usha Ravindra Rao	% progress was not updated	UshaR	9/11/2020 04:24:02 AM

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
BS00000049 : 00003856

General

IDENTIFICATION

Billing schedule Id: BS00000049
Project contract ID: 00003856
Contract name: Billing schedule5 - progress

Billing period start: 7/1/2020
Billing period end: 9/1/2020

Billing frequency: Daily
Status: Pending

Pre-billing validation target date: 8/27/2020
Posted target date: 9/1/2020

Billing approver: Appasaheb Narasannavar
Modified by: UshaR
Modified date and time: 9/11/2020 04:24:02 AM

Billing schedule lines

Fee management Pending project transactions Transactions details % Progress history

Project ID	Project name	Fee type	Pre-billing status	Principal	Project manager	Project accountant	Indicator	Modified by	Modified date and time
00000857	Billing schedul...	Progress	Pending	Appasaheb Na...	Usha Ravindra Rao	Usha Ravindra Rao	% progress was not updated	UshaR	9/11/2020 04:24:02 AM

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.

Finance and Operations | Project management and accounting > Projects > All projects

Save Refresh data Maintain Options

New Create invoice proposal Milestone allocation

Process Open invoice proposal Percentage complete adjustment NTE adjustment Subcontractors accrual

Related information Posted transactions Pending transactions Revenue adjustments Contract management Subcontractors management Transactions details % Progress history

Fee management | 00000685 : CONT MANAGEMENT V2

Filter

Project ID	Project name	Fee type	Sales currency	Contract value	Contract hours	% Progress	WIP	Invoice prop...	Invoiced	Revenue	Actual hours
00000685	Cont Management V2	Time and expense	USD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
00000685.10	Cont Management V2	Fixed fee	USD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00
00000685.20	Cont Management V2	Progress	USD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00
00000685.30	Cont Management V2	Time and expense NTE	USD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Finance and Operations | Project management and accounting > Projects > All projects

Save Delete Chat with billing approver Maintain Options

New Billing schedule Invoice proposal

Process Billing schedule status

Bill Project invoice proposals Project invoices

Related information Posted project transactions Pending project transactions

Billing schedule

BS00000052 : 00002754

General

IDENTIFICATION

Billing schedule Id: BS00000052

Project contract ID: 00002754

Contract name: CO-0745645

Billing period start: 11/5/2020

Billing period end: 11/5/2020

Billing frequency: Daily

Status: Pending

Pre-billing validation target date: 11/7/2020

Posted target date: 11/10/2020

Billing approver: UshaR

Modified by: UshaR

Modified date and time: 11/5/2020 11:33:21 AM

Billing schedule lines

Fee management Pending project transactions Transactions details % Progress history

Project ID	Project name	Fee type	Pre-billing status	Principal	Project manager	Project accountant	Indicator	Modified by	Modified date and time
00000685	Cont Management V2	Time and expense	Pending				There are no posted transactions.	UshaR	11/5/2020 11:33:21 AM

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.

Finance and Operations | Project management and accounting > Projects > All projects

Save Project view Intelligent resource fulfillment Resource view Options

Resource forecast | 00000816 : RES07

Resource

+ New role Split role Delete role Hard book Soft book Cancel reservations Resource characteristics Move resourcing dates

Project name	Legal entity	Role ID	Resource	Resource name	Category	FTE %	Start date	End date	Estimated eff...	Book hour
Res07	USSI	Software developer	Usha ...	Usha Ravindra Rao	G.C. Project Management	100.00	11/5/2020	11/30/2020	50.00	

Project date	Project ID	Activity number	Category	Resource	Role ID	Description	Hours	Line property
11/5/2020	00000816		G.C. Project Management	000713 Usha Ravin...	Software developer		4.00	Billable

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.

Project name	Legal entity	Role ID	Resource	Resource name	FTE %	Start date	End date	Estimated eff...	Book hour
Res07	USSI	Software developer	Usha ...	Usha Ravindra Rad	100.00	11/1/2020	11/30/2020	50.00	

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.

Finance and Operations | Project management and accounting > Projects > All projects | USSI

Save + New Delete Project Plan Manage Control Unit billing Contract management Fee management Billing schedule Options

Activities: Work breakdown structure, Open in Microsoft Project, Unlink from Microsoft Project
 Activity maintenance, Update planned value forecast
 Update earned value forecast, Update estimate to complete forecast
 Project resource: Resource forecast, Intelligent resource fulfillment, Specify resource hours
 Update resourcing ETC, Resource view, Project view
 Item requirements: Item requirements, Transfer from quotation, Transfer from WBS estimates
 Forecast: All forecasts, Hour forecasts, Expense forecasts, Item forecasts, Fee forecasts, On-account forec

Projects
 00000816 : Res07

General | Time and material | T&M | US_SI_0119 | 6/19/2020 | 7/1/2020 | 12/31/2020 | -- >

PROJECT
 Project ID: 00000816
 Project name: Res07
 Project group: T&M
 Fee type: None

CUSTOMER
 Project stage: In process
 Project contract ID: 00000025
 Account: US_SI_0119
 Email:

RESPONSIBLE
 Principal:
 Project manager:
 Project accountant:

DATES
 Date of creation: 6/19/2020
 Projected start date: 6/19/2020
 Actual start date: 7/1/2020
 Projected end date: 12/31/2020

Extension date:
 Actual end date:

INTEGRATION
 Integration source:

Finance and Operations | Project management and accounting > Projects > All projects | USSI

Save Project view Intelligent resource fulfillment Resource view Options

Resource forecast | 00000816 : RES07

Resource

+ New role Split role Delete role Hard book Soft book Cancel reservations Resource characteristics Move resourcing dates

Project name	Legal entity	Role ID	Resource	Resource name	Activity number	Category	FTE %	Start date	End date	Estimated eff...	B...
Res07	USSI	Business analyst		Business analyst 1 (USSI...		Consult	100.00	7/1/2020	12/31/2020	0.00	

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.

Finance and Operations | Project management and accounting > Projects > All projects | USSI

Save Project view Intelligent resource fulfillment Resource view Options

Resource forecast | 00000816 : RES07

Resource

+ New role Split role Delete role Hard book Soft book Cancel reservations Resource characteristics Move resourcing dates

Role ID	Resource	Resource name	Activity number	Category	FTE %	Start date	End date	Estimated effort	Book hours per day	Booked hours
Business analyst		Business analyst 1 (USSI...		Consult	100.00	7/1/2020	12/31/2020	158.00	7.00	158.00

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.

Project invoicing group

Group name	Description
AEC Progress	AEC Progress format
AEC T&E	AEC T&E format
ArchiveGrp	Archive Group
InvoiceGrp	Default Grouping
Parent project	Parent project
PP	Parent project
Transgroup	Transgroup
Translation	Translation

Invoicing group

Group name: AEC Progress | Description: AEC Progress format

Header

INVOICING GROUP SEPARATOR

Separator: | | Show prepayments: ☐ No

PROJECT PARENT LEVEL GROUPING

Parent project heading: ☒ Yes | Parent project total: ☒ Yes | Grouping caption: Phase

PROJECT LEVEL GROUPING

Project grouping: ☒ No | Project total: ☒ No

TRANSACTION LEVEL GROUPING

Transaction type: ☒ No | Transaction total: ☒ No

Activity roll up: ☒ No | Level:

FEE MANAGEMENT

Main project details: ☒ Yes | Progress details: ☒ Yes | Billing limit details: ☒ Yes

Finance and Operations | Project management and accounting > Projects > All projects

Save | New | Delete | Totals | Post | Sales tax | Payment schedule | Print | Refresh invoice lines | Invoice document review | Chat with billing approver | Create archive file | Options

Invoice proposals

PJIP_00005835 : 00004304

Invoice proposal header

Invoice proposal transaction summaries

Invoice proposal transactions

Invoice lines

✓	Description	Quantity	Sales price	Line 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			
	Project 00000914 AEC invoice format 3-2			
	Phase 00000914 AEC invoice format 3-2			
	Application Development			555.00
	ERP Developer			666.00



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

Pro forma invoice

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.

Finance and Operations | USSI | Delete | Open | Instructions | Open invoice proposal | Invoice archive | Workflow | Options

Filter: 2020-11-06 19:34:10 Image

PJIP_00006537 : 00002353

Attachments for Invoice proposal: PJIP_00006537, 00002353

Contoso Consulting USA
454 1st Street
Suite 99
Redmond, WA
NRN - 4205120900
VAT - 111549
98052
USA

Fun Times Club
8525 South Parker Road
Parker, CO 80138
USA

Pro forma invoice

Invoice number Proforma-UshaR28175
Date Nov 6, 2020
Customer account US_SI_0124
Payment terms Net 15 days
Customer PO Services ending Nov 6, 2020

Description	Quantity	Price	Amount
Project 0000643 InvoiceEmail			
Hours			
Application Development	25.00	111.00	2,775.00
Management Consulting	10.00	111.00	1,110.00
Project Management	5.00	111.00	555.00
Hours Subtotal	40.00		4,440.00
Project Subtotal			4,440.00
Grand total			4,440.00

Appasaheb Narasannavar
Hi Usha - Can please change the price on highlighted item to 125.00
11/6/2020 06:39:15 PM

Usha Ravindra Rao
Hi Appasaheb, I have made the price changes. Let me know for any other changes.
11/6/2020 06:40:48 PM

Appasaheb Narasannavar
No this looks good. We can send this invoice out. Thanks you
11/6/2020 06:42:43 PM

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.

Finance and Operations | Project management and accounting > projects360 Setup > Project invoicing group | USSI | Save | New | Delete | Refresh attributes | Options

Project invoicing group

Group name	Description
AEC Progress	AEC Progress format
AEC T&E	AEC T&E format
ArchiveGrp	Archive Group
Invoice archive	Invoice archive
InvoiceGrp	Default Grouping
Parent project	Parent project
PP	Parent project
Transgroup	Transgroup
Translation	Translation

Invoicing group

Group name: Invoice archive | Description: Invoice archive

Header
All

Invoicing archives

	Documents
<input checked="" type="checkbox"/> Documents for archive	<input type="checkbox"/>
<input type="checkbox"/> Expense report	<input type="checkbox"/>
<input type="checkbox"/> Expense report external documents	<input type="checkbox"/>
<input type="checkbox"/> Invoice proposal external documents	<input type="checkbox"/>
<input checked="" type="checkbox"/> Parent project external documents	<input checked="" type="checkbox"/>
<input type="checkbox"/> Project external documents	<input type="checkbox"/>
<input type="checkbox"/> Timesheet external documents	<input type="checkbox"/>
<input type="checkbox"/> Timesheet report	<input type="checkbox"/>

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.

Finance and Operations | Human resources > Workers > Employees

Worker bank accounts | VENDBANK 1 : 002315

Account identification Name
VB1 VB1

Bank account details

Routing number type None	Bank account type Savings account	Account holder	Bank location code
Routing number 12345678	SWIFT code	Branch name	
Bank account number 556600112233	IBAN	Branch number	

Address

Contact information

Finance and Operations | Accounts payable > Vendors > All vendors

Vendor bank accounts | US_SI_000351 : VENDBANK 1

Bank account Name
VB1 VB1

General

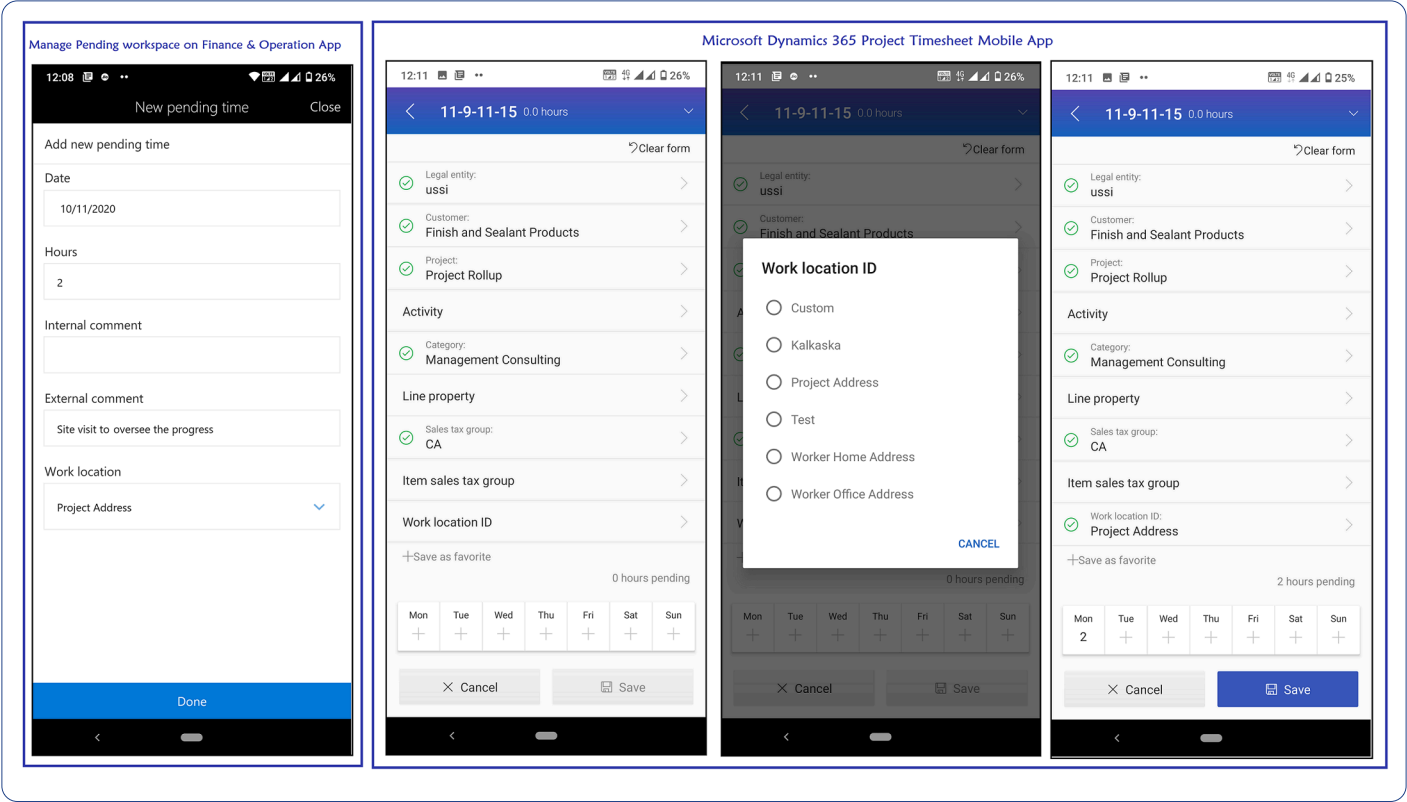
IDENTIFICATION	DUNS	CIN	STATUS
Bank groups	+4 DUNS segment	SWIFT code	Active date
Vendor account US_SI_000351	Routing number 12345678	IBAN	Expiration date
Routing number type None	Bank account number 556600112233	Bank account type Checking account	Status Active

Setup

PAYMENT	Messane to bank	Exhance reference	CURRENCY
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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.



Last modified: 28 January 2021

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 designed 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.

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

Subproject name - level 1

☒ Yes

Subproject name - level 2

☒ Yes

Project ID

☒ Yes

Project name - level 0 title

Main project name

Subproject name - level 1 title

Phase name

Subproject name - level 2 title

Sub-phase name

The screenshot displays the HSO ProServ interface. The top navigation bar includes 'Finance and Operations Preview', 'Project management and accounting', 'Timesheets', and 'All timesheets'. The left sidebar contains navigation options like 'Maintain', 'Related information', 'Manage', and 'Print'. The main content area shows a 'Timesheet' entry for 'Appasaheb Narasannavar' with a 'Draft' status. Below this, a table titled 'Timesheet lines' is visible, with a search bar highlighted by a green box. The search bar contains the text 'Search' and a magnifying glass icon. The table columns include 'Legal entity', 'Main project name', 'Project ID', 'Project name', 'Work location ID', 'Activity number', 'Activity', 'Category', and 'M'. The 'Legal entity' column shows 'USSI' and the 'Category' column shows 'Upgrades'.

Project search

Filters

Main project name

Phase name

Sub-phase name

Project ID

SEARCH

BI Reporting

Show intercompany projects

☐ No

Projects

Main project name ▾	Phase name	Sub-phase name	Project ID	Status	Fee type	Legal entity ▾
For BI Reporting			00000709	In process	Time and expense	ussi
For BI Reporting	Pre-Design		00000709.10	In process	Progress	ussi
For BI Reporting	Pre-Design	PM/Admin/Meetings	00000709.10.01	In process	Progress	ussi
For BI Reporting	Pre-Design	Data Collection	00000709.10.02	In process	Progress	ussi
For BI Reporting	Pre-Design	Visioning & Strategy	00000709.10.03	In process	Progress	ussi
For BI Reporting	Building Designs		00000709.20	In process	Fixed fee	ussi
For BI Reporting	Building Designs	Concept Design	00000709.20.01	In process	Fixed fee	ussi
For BI Reporting	Building Designs	Master Planning	00000709.20.02	In process	Fixed fee	ussi
For BI Reporting	Reimbursable/SubContractors		00000709.30	In process	Time and expense NTE	ussi
For BI Reporting	Reimbursable/SubContractors	In-House Subcontracting	00000709.30.01	In process	Time and expense NTE	ussi
For BI Reporting	Reimbursable/SubContractors	Outside SubContracting	00000709.30.02	In process	Time and expense NTE	ussi

Select

Cancel

Read the [Quick project search](#) 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.

Finance and Operations Preview

Project management and accounting > Projects > All projects

USSI

Subcontractors management

Subcontractors distribution

+ New

Remove

Contract management

Subcontractors accrual

Vendor account	Vendor name	Contract bucket	Subcontractor category	Project ID	Project name	Contract value	Markup	Cost budget	Curr...	Subcontractor accrual
US_SI_000012	General Associates	Sub reimbursables		00000796.20	Phase 02	5,000.00	1,000	5,000.00	USD	None
US_SI_000025	Julia Funderburk	Subcontractors	SubLabor	00000796.30	Phase 03	25,000.00	1,250	20,000.00	USD	Cost and revenue

SUBCONTRACTORS

SUB REIMBURSABLES

CONTRACT VALUE

COST BUDGET

APPROVED CONTRACT	125,000.00	15,000.00	140,000.00	
UNAPPROVED CONTRACT	5,000.00	10,000.00	15,000.00	
TOTAL DISTRIBUTED	25,000.00	5,000.00	30,000.00	25,000.00
DIFFERENCE	105,000.00	20,000.00	125,000.00	

The screenshot displays the 'Subcontractors accrual' page for project 00003528 : US_SI_000012. The page has a sidebar with navigation icons and a top navigation bar. The main content area shows a table with the following columns: Accrual ID, Description, Posting date, Posted, Posted by, Accrual journal, Reversal date, Reversed, and Reversed by. A single line is visible with Accrual ID ACJR000017 and Description 1 Proposa. Below the table, there are summary statistics: TOTAL COST BUDGET (25,000.00), TOTAL VENDOR INVOICED (16,666.67), TOTAL ACCRUAL (0.00), and TOTAL REMAINING BUDGET (8,333.33).

Below the first screenshot, the same interface is shown but with the 'Lines' tab selected. This view displays a table with columns: Vendor account, Vendor name, Contract name, Project ID, Project name, Cost budget, Vendor invoiced, % Vendor invoiced, % Progress, and Accrual amount. The table contains two rows of data:

Vendor account	Vendor name	Contract name	Project ID	Project name	Cost budget	Vendor invoiced	% Vendor invoiced	% Progress	Accrual amount
US_SI_000012	General Associates	SC Manage	00000796.20	Phase 02	5,000.00	0.00	0.00	0.00	0.00
US_SI_000025	Julia Funderburk	SC Manage	00000796.30	Phase 03	20,000.00	16,666.67	83.33	83.33	0.00

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.

The screenshot displays the 'Finance and Operations Preview' interface for 'Project management and accounting' under 'Projects > All projects'. The top navigation bar includes 'Delete', 'Maintain', and 'Options' tabs. The left sidebar shows 'New' (Billing schedule, Invoice proposal), 'Process' (Billing schedule status), 'Bill' (Project invoice proposals, Project invoices), and 'Related information' (Posted project transactions, Pending project transactions).

The main area shows a list of billing schedules for '00000819 : BEACH VALLEY RESORT'. The table includes columns for Billing schedule ID, Project contract ID, Contract name, Billing period start, Billing period end, Billing frequency, Pre-billing validation L., Posted target date, Status, Indicator, Modified by, and Modified date and time.

Billing schedule ID	Project contract ID	Contract name	Billing period start	Billing period end	Billing frequency	Pre-billing validation L.	Posted target date	Status	Indicator	Modified by	Modified date and time
BS00000255	00003653	Sunshine Construction PLC	26-06-2020	27-06-2020	Monthly	02-07-2020	04-07-2020	Invoice posted	✓ Billing cycle finished	AppasahebN	30-07-2020 20:05:18
BS00000256	00003653	Sunshine Construction PLC	26-06-2020	27-07-2020	Monthly	01-08-2020	03-08-2020	Pending		AppasahebN	30-07-2020 20:04:40
BS00000257	00003653	Sunshine Construction PLC	28-07-2020	27-08-2020	Monthly	01-09-2020	03-09-2020	Pending		AppasahebN	30-07-2020 20:04:55

The right sidebar shows 'Related information' with 'Project invoice proposal' and 'All project invoices' sections.

The detailed view for 'Billing schedule BS00000255 : 00003653' is shown below. It includes a 'General' section with 'IDENTIFICATION' (Billing schedule ID: BS00000255, Project contract ID: 00003653, Contract name: Sunshine Construction PLC) and 'Billing schedule lines' (Fee management, Pending project transactions, Posted project transactions, Transactions details).

Project ID	Project name	Fee type	Pre-billing status	Principal	Project manager	Project accountant	Indicator	Modified by	Modified date and time
00000819	Beach Valley Resort	Time and expense	Complete	Sara Thomas	June Low	Daniel Brunner	✓ Pre-billing complete	AppasahebN	30-07-2020 20:05:18
00000819.10	Master Planning	Progress	Complete	Sara Thomas	June Low	Daniel Brunner	✓ Pre-billing complete	AppasahebN	30-07-2020 20:05:18
00000819.20	Design Development	Fixed fee	Complete	Sara Thomas	June Low	Daniel Brunner	✓ Pre-billing complete	AppasahebN	30-07-2020 20:05:18
00000819.30	Construction Documents	Time and expense NTE	Complete	Jerry Orman	Adam Carter	John Evans	✓ Pre-billing complete	AppasahebN	30-07-2020 20:05:18
00000819.40	Construction Administration	Progress	Complete	Janet Galore	Adam Carter	Ricardo Acosta	✓ Pre-billing complete	AppasahebN	30-07-2020 20:05:18

The 'Line details' section includes 'PRE-BILLING' (Pre-billing status: Complete, Indicator: Pre-billing complete), 'FEE MANAGEMENT' (Contract value: 85,000.00, WIP: 3,900.03, Invoiced: 30,000.00, Remaining revenue: 51,099.97, % Completed: 39.88), and 'MILESTONE ALLOCATION' (Add, Delete buttons).

Date	Description	Amount	Completed
18-06-2020	M1	15,000.00	✓
25-06-2020	M2	15,000.00	✓
02-07-2020	M3	15,000.00	
09-07-2020	M4	10,000.00	

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.

Finance and Operations Preview

Project management and accounting > Setup > projects360 parameters

Save Options

projects360 parameters

Invoicing

Work breakdown structure

Resourcing

Timesheets

Transactions

Qualification

Billing schedule (Preview)

Unit billing

Communication

Manage subprojects

Pending work items

Fee management

Contract management

Quick project search

Set up parameters for billing schedule (Preview)

Activate billing schedule
☒ Yes

BILLING FREQUENCY
Billing frequency
Weekly
Day of week
Tuesday
Day of month
1
Billing calendar
20thEveryMonth
Days for validation target date
2
Days for posted target date
4

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.

Finance and Operations Preview | Project management and accounting > Projects > All projects | USS1

Save | New | Delete | Totals | Post | Sales tax | Payment schedule | Print | Refresh invoice lines | Invoice document review | Chat with billing approver | Create archive file | Options

Invoice proposals

PJIP_00005812 : 00003653

Invoice proposal header

GENERAL	CONTRACT	PRINTING OPTIONS	PO DETAILS	SERVICE DATES
Invoice proposal PJIP_00005812 Invoice date 30-07-2020	Project contract ID 00003653 Project contract name Sunshine Construction PLC Funding source Work and Play Asso	Invoicing group InvoiceGrp Invoice header text	PO number Review comments	Service date from Service date to 30-07-2020

Invoice proposal transaction summaries

Remove

Project	Project name	Billing rule	Name	Amount invo...	Invoice line amount	Indirect costs	Retention pe...	Customer ret...	Amount less retention
00000819.10	Master Planning	000002702	Master Planning	9,100.00	3,900.00	0.00	0.00	0.00	3,900.00
00000819.20	Design Development	000002703	Design Development	30,000.00	15,000.00	0.00	0.00	0.00	15,000.00
00000819.30	Construction Documents	000002704	Construction Documents	8,190.50	10,296.00	0.00	0.00	0.00	10,296.00
00000819.40	Construction Administration	000002705	Construction Administration	12,250.00	2,150.00	0.00	0.00	0.00	2,150.00

Invoice proposal transactions

Invoice lines | Hour | Fee

Description	Quantity	Sales price	Line amount
Project 00000819.10 Master Planning			
Fees			
Progress Billing Fee Master Planning			3,900.00
Fees Subtotal			3,900.00
Project 00000819.10 Subtotal			3,900.00
Project 00000819.20 Design Development			
Fees			
Milestone Billing Fee M3			15,000.00

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.

Simple adjustments

Modify time

Project ID

Project name

Activity number

Category

Partial modification - hours

0.01

OK

Simple adjustments

Write off time - transaction

Line property

NonBillable

OK

Legal entity	Project date	Project ID	Category	ID	Hours	Cost price	Sales currency	Sales price	Line property	Invoice status
ussl	03-09-2019	00000418	ERPDev	000240	0.01	195.00	USD	350.00	NonBill	Nonchargeable
ussl	30-08-2019	00000418	AR_RET	000240	0.01	180.00	USD	300.00	NonBill	Nonchargeable
ussl	30-08-2019	00000418	PTO	000240	0.01	180.00	USD	300.00	NonBill	Nonchargeable
ussl	03-09-2019	00000418	ERPDev	000240	0.04	180.00	USD	300.00	NonBill	Nonchargeable
ussl	03-09-2019	00000418	ERPDev	000240	0.04	195.00	USD	350.00	NonBill	Nonchargeable
ussl	03-09-2019	00000418	ERPDev	000240	0.01	195.00	USD	350.00	NonBill	Nonchargeable
ussl	30-08-2019	00000418	AR_RET	000240	0.01	180.00	USD	300.00	NonBill	Nonchargeable
ussl	30-08-2019	00000418	PTO	000240	0.01	180.00	USD	300.00	NonBill	Nonchargeable
ussl	03-09-2019	00000418	ERPDev	000240	0.01	195.00	USD	350.00	NonBill	Nonchargeable
ussl	03-09-2019	00000418	ERPDev	000240	0.01	195.00	USD	350.00	NonBill	Nonchargeable
ussl	03-09-2019	00000418	ERPDev	000240	0.01	195.00	USD	350.00	NonBill	Nonchargeable
ussl	03-09-2019	00000418	ERPDev	000240	0.01	195.00	USD	350.00	NonBill	Nonchargeable
ussl	03-09-2019	00000418	ERPDev	000240	2.87	195.00	USD	350.00	Billable	Chargeable
ussl	30-08-2019	00000418	AR_RET	000240	0.01	180.00	USD	300.00	NonBill	Nonchargeable
ussl	03-09-2019	00000418	AppDev	000240	3.00	190.00	USD	325.00	Billable	Chargeable

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 adjustments

Modify expense

Project ID

Project name

Activity number

Category

OK

Simple adjustments

Write off expense - transaction

Line property

NonBillable

OK

Project date	Project ID	Category	Quantity	Cost price	Sales currency	Sales price	Line property	Invoice status	Transaction origin
30-08-2019	00000418	Car Rental	1.00	10.00	USD	300.00	Billable	Chargeable	Expense journal

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.

The screenshot displays the 'Hour transactions' table for project 00000418. The table includes columns for Legal entity, Project date, Project ID, Category, Resource, Role ID, Hours, Cost price, Sales currency, Sales price, Line property, and Invoice status. A 'Modify work location' dialog box is open, showing a dropdown for 'Work location ID' and a text field for 'Worker Home Address'.

Legal entity	Project date	Project ID	Category	Resource	Role ID	Hours	Cost price	Sales currency	Sales price	Line property	Invoice status
usll	30-08-2019	00000418	PM	000240	Wendy Richa...	5.00	20.00	USD	50.00	Billable	Adjusted
usll	30-08-2019	00000418	PM	000240	Wendy Richa...	-5.00	20.00	USD	50.00	Billable	Adjusted
usll	30-08-2019	00000418	PM	000240	Wendy Richa...	5.00	200.00	USD	350.00	NonBill	Adjusted
usll	30-08-2019	00000418	PM	000240	Wendy Richa...	-5.00	200.00	USD	350.00	NonBill	Adjusted
usll	30-08-2019	00000418	AppDev	000240	Wendy Richa...	5.00	200.00	USD	350.00	Billable	Adjusted
usll	30-08-2019	00000418	AppDev	000240	Wendy Richa...	5.00	200.00	USD	350.00	Billable	Adjusted
usll	30-08-2019	00000418	AppDev	000240	Wendy Richa...	5.00	190.00	USD	325.00	NonBill	Adjusted
usll	30-08-2019	00000418	AppDev	000240	Wendy Richa...	-5.00	190.00	USD	325.00	NonBill	Adjusted
usll	30-08-2019	00000418	PM	000240	Wendy Richa...	5.00	190.00	USD	325.00	Billable	Adjusted
usll	30-08-2019	00000418	PM	000240	Wendy Richa...	-5.00	190.00	USD	325.00	Billable	Adjusted
usll	30-08-2019	00000418	AR_RET	000240	Wendy Richa...	5.00	100.00	USD	300.00	Billable	Adjusted
usll	30-08-2019	00000418	AR_RET	000240	Wendy Richa...	-5.00	100.00	USD	300.00	Billable	Adjusted
usll	30-08-2019	00000418	AR_RET	000240	Wendy Richa...	1.25	180.00	USD	300.00	NonBill	Adjusted
usll	30-08-2019	00000418	AR_RET	000240	Wendy Richa...	3.75	180.00	USD	300.00	Billable	Adjusted
usll	03-09-2019	00000418	PM	000240	Wendy Richa...	3.00	20.00	USD	50.00	Billable	Adjusted
usll	03-09-2019	00000418	PM	000240	Wendy Richa...	-3.00	20.00	USD	50.00	Billable	Adjusted
usll	03-09-2019	00000418	AppDev	000240	Wendy Richa...	3.00	20.00	USD	50.00	Billable	Adjusted

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

automated parameters and same is updated on the vendor record.

Human resource automated event parameters

Employee

Set up requirements for employee

Contractor

Resource

Create resource ☒ Yes

Default category: AECAD

Require start/stop time ☒ Yes

RESOURCE SCHEDULING

Calendar: USCalendar

Resource/project validation groups: RP2,RP3

Enable category validation ☒ Yes

Enable project validation ☒ Yes

Resource/category validation groups: RC1,RC2

Timesheet

Period code: EmpWeek

Max hours calendar: MaxWorking

Use effective labor rate ☒ Yes

User

USER INFO

Create user ☒ Yes

Enable ☒ Yes

SECURITY AND DOMAIN

Security roles: Employee

Domain for email alias: saglobal.com

Vendor

VENDOR

Create vendor ☒ Yes

Create employee mapping ☒ Yes

Method of payment: Check

Terms of payment: Net1

Payment specification: ACH

Sales tax group: CA

Resource pricing

Create cost price ☒ Yes

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.

The screenshot displays the 'projects360 parameters' configuration page and a timesheet entry interface. The top navigation bar shows 'Finance and Operations Preview' and 'Project management and accounting > Setup > projects360 parameters'. The left sidebar lists various modules, with 'Timesheets' selected. The main area is titled 'Set up parameters for timesheets' and contains several sections:

- PERSONAL TIME OFF:** Includes 'Activate personal time off' (Yes), 'Automatically populate in timesheet' (Yes), and 'Display balances' (No).
- WORK LOCATION:** Includes 'Show work location on timesheet' (Yes), 'Show work location on journal' (Yes), and 'Work location is required' (No).
- TIME EXPORT:** Includes 'Require timesheet audit trail' (Yes), 'Include unposted hours' (Yes), and an 'Identification type' dropdown.
- MANAGE PENDING TIME:** Includes 'Timesheet auto submit to work' (Yes) and 'Maximum number of timesheets' (0).
- AUTOMATICALLY MANAGE FAVORITES:** Includes 'Use favorites' (Yes), 'Activate project resource assignment' (Yes), and 'Activate project tasks assignment' (Yes).
- COMMENTS FOR PENDING TIME:** Includes 'External comment is required' (Yes) and 'Internal comment is required' (No).
- COMMENTS FOR TIMESHEET:** Includes 'External comment is required' (Yes) and 'Internal comment is required' (No).

Below the parameters, the 'My timesheets' section shows a timesheet for resource 'Appasaheb Narasannavar' with a total of 1.00. The 'Timesheet lines' table shows one line with activity 'Project Management' and a duration of 1.00. The 'Line details' section includes 'Comments', 'General', and 'Financial dimensions' tabs. The 'Comments' tab shows 'Internal comment' and 'External comment' fields. The 'External comment' field is highlighted with a green box. An 'Action center' on the right shows two notifications: 'Errors in timesheet validation' and 'Field 'External comment' must be filled in.' Both are highlighted with green boxes.

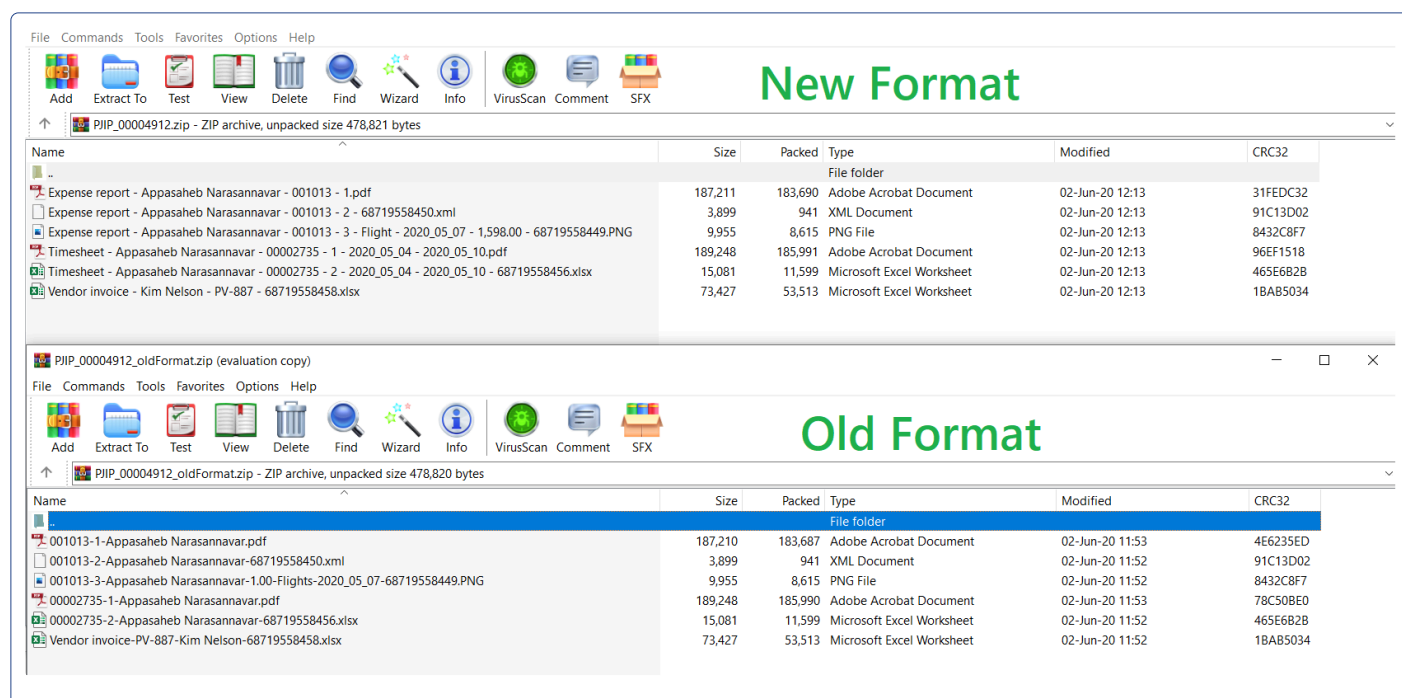
Invoice archives

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

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 will help users to quickly identify the undistributed contract 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 all project contracts, 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.

Contract management

Contract agreements

Agreement number	Agreement type	Reason code	Description	Customer PO	Request date	Labor	Reimbursables	Subcontractors	Sub Reimbursables	Contract value	Contract hours	Currency	Status	Status date	Modified by
AGR0000054	01_OC	IC	Initial contract		15-06-2020	200,000.00	0.00	0.00	0.00	200,000.00	25,000.00	USD	Approved	21-06-2020	AppasahebN
AGR0000055	02_CO	OT	Change Order request		21-06-2020	0.00	0.00	100,000.00	0.00	100,000.00	10,000.00	USD	Approved	15-07-2020	AppasahebN

Total contract value: 300,000.00 Total approved: 300,000.00 Total unapproved: 0.00

Agreement distribution

Project ID	Project name	Fee type	Labor	Reimbursables	Subcontractors	Sub Reimb...	Contract value	Contract hours	Currency
00000819	Beach Valley Resort	Time and expense	0.00	0.00	0.00	0.00	0.00	0.00	USD
00000819.10	Master Planning	Progress	0.00	0.00	0.00	0.00	0.00	0.00	USD
00000819.20	Design Development	Fixed fee	0.00	0.00	30,000.00	0.00	30,000.00	3,000.00	USD
00000819.30	Construction Documents	Time and expense ...	0.00	0.00	25,000.00	0.00	25,000.00	2,500.00	USD
00000819.40	Construction Administration	Progress	0.00	0.00	45,000.00	0.00	45,000.00	4,500.00	USD

	LABOR	REIMBURSABLES	SUBCONTRACTORS	SUB REIMBURSABLES	CONTRACT VALUE	CONTRACT HOURS
TOTAL CONTRACT	200,000.00	0.00	100,000.00	0.00	300,000.00	35,000.00
TOTAL DISTRIBUTED	200,000.00	0.00	100,000.00	0.00	300,000.00	35,000.00
DIFFERENCE	0.00	0.00	0.00	0.00	0.00	0.00

ALL AGREEMENTS: ☒ Yes

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.

Review project invoice proposals - version 5.0.0.0

Instructions:

Basic Settings

Enter the following information

Name: Review project invoice proposals

Owner: UshaR

Email template for workflow notifications: INVEmail

Submission instructions: [Insert placeholder](#) [Translations \(0\)](#)

Text placeholder	Label	Description
%Invoice proposal.OrderAccount%	Order account	
%Invoice proposal.Contract name%	Contract name	
%Invoice proposal.PaymDayId%	Payment day	
%Invoice proposal.Payment%	Terms of payment	
%Invoice proposal.PaymentSched%	Payment schedule	
%Invoice proposal.PMIPFeeJournalForNTE%	Reference	Unique ID for the record in the database
%Invoice proposal.PMIPPOExternalDescript	PO external descrip	PO external description.

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.

The screenshot shows the 'Resource view' form. The left sidebar contains a list of resources: Aaron Con (gbsi), Aaron Con (Software development engineer, ussi), Aaron Painter (uss), Adam Carter (gbsi), and Adam Carter (Project manager, ussi). The main area displays the 'Resource view' for Aaron Con. It includes a 'Start date' of 7/23/2020, a 'Format for date range view' of Week, and checkboxes for 'Show lines with zero hours' and 'Show soft booking lines', both set to Yes. Below this is a 'Resource summary' table showing hours for various dates from July 22 to September 2. The 'Resource booking' table below it lists bookings for 'test proj' with Aaron Con, including 'Hard' and 'Soft' booking types.

	Jul 22	Jul 29	Aug 05	Aug 12	Aug 19	Aug 26	Sep 02
Summary							
Hard booked	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Soft booked	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Target hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Remaining	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Project ID	Project name	Company	Name	Booking type	Jul 22	Jul 29	Aug 05	Aug
00000849	test proj	uss	Aaron Con	Hard				
00000849	test proj	uss	Aaron Con	Soft				

The screenshot shows the 'Project view' form. The left sidebar contains a list of projects: 00000001 | City Manufacturing, 00000011 | Global Sporting Goods, 00000092 | City Manufacturing, 00000093 | Contoso Consulting, 00000094 | Recreation Systems, 00000095 | Cycles Sales and Repair, 00000096 | Fun Times Club, 00000097 | Professional Containers and Packaging Co., 00000098 | Eastside Department Store, 00000099 | District Mall Firewall, 00000100 | Worthwhile Activity Store, 00000101 | Global Sporting Goods, 00000102 | Global Sporting Goods - Phase 2, 00000103 | Alpine Electronics E-Commerce, 00000105 | ERP for Recreation Systems, and 00000112 | Reporting Project. The main area displays the 'Project view' for 00000001 | City Manufacturing. It includes a 'Start date' of 7/23/2020, a 'Format for date range view' of Week, and checkboxes for 'Show lines with zero hours' and 'Show soft booking lines', both set to Yes. Below this is a 'Project summary' table showing hours for various dates from July 22 to August 26. The 'Resource booking' table below it lists bookings for 'City Manufacturing' with 'Team member 1 (USSI, 100.0...)' as the resource, including 'Hard' and 'Soft' booking types.

	Jul 22	Jul 29	Aug 05	Aug 12	Aug 19	Aug 26
Summary						
Hard booked	0.00	0.00	0.00	0.00	0.00	0.00
Soft booked	0.00	0.00	0.00	0.00	0.00	0.00

Project name	Legal entity	Role ID	Resource name	Booking type	Jul 22	Jul 29
City Manufacturing		Team member	Team member 1 (USSI, 100.0...	Hard		
City Manufacturing		Software developer	Software developer 1	Hard		
City Manufacturing		Software developer	Software developer 1 (USSI, 1...	Hard		
City Manufacturing		Team member	Team member 1 (USSI, 100.0...	Soft		

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.

Resource view

Start date: 7/23/2020 | Format for date range view: Week | Show lines with zero hours: Yes | Show soft booking lines: Yes

Summary	Jul 22	Jul 29	Aug 05	Aug 12	Aug 19	Aug 26	Sep 02
Hard booked	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Soft booked	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Target hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Remaining	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Project ID	Project name	Company	Name	Booking type	Jul 22	Jul 29	Aug 05	Aug
00000849	test proj	uss	Aaron Con	Hard				
00000849	test proj	uss	Aaron Con	Soft				

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.

Resource forecast | 00000601 : RESOURCING TESTING

Project name	Legal entity	Role ID	Resource	Resource name	Activity number
Resourcing Testing	USSI	Team member		Team member 1 (USSI, 100.00...	
Resourcing SP1	USSI	Team member		Team member 1 (USSI, 100.00...	
Resourcing SP2	USSI	Business analyst		Business analyst 1 (USSI, 100....	

Booking on Resource view and Project view

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

Resource view | 00000470 : RES02

Start date: 7/23/2020 | Format for date range view: Week | Show lines with zero hours: Yes | Show soft booking lines: Yes

Resource summary

Summary	Jul 22	Jul 29	Aug 05	Aug 12	Aug 19	Aug 26	Sep 02
Hard booked	30.00	30.00	30.00	0.00	0.00	0.00	0.00
Soft booked	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Target hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Remaining	-30.00	-30.00	-30.00	0.00	0.00	0.00	0.00

Resource booking

Project ID	Project name	Company	Name	Booking type	Jul 22	Jul 29	Aug 05	Aug
00000001	City Manufacturing	ussi	Aaron Con	Hard				
00000001	City Manufacturing	ussi	Aaron Con	Hard	30.00	30.00	30.00	
00000011	Global Sporting Goods	ussi	Aaron Con	Hard				

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

% Progress history | 00000819.10 : MASTER PLANNING

Project contract ID	Project contract name	Project ID	Project name	Previous % progress value	New % progress value	Modified by	Modified date
00003653	WIP & % Progress	00000819.10	Master Planning	0.00	1.00	AppasahebN	22-06-2020 13:32:01
00003653	WIP & % Progress	00000819.10	Master Planning	1.00	2.00	AppasahebN	22-06-2020 13:36:29
00003653	WIP & % Progress	00000819.10	Master Planning	2.00	3.00	AppasahebN	22-06-2020 13:36:32
00003653	WIP & % Progress	00000819.10	Master Planning	3.00	4.00	AppasahebN	22-06-2020 13:36:36
00003653	WIP & % Progress	00000819.10	Master Planning	4.00	5.00	AppasahebN	22-06-2020 13:36:41
00003653	WIP & % Progress	00000819.10	Master Planning	5.00	6.00	AppasahebN	22-06-2020 13:36:45
00003653	WIP & % Progress	00000819.10	Master Planning	6.00	7.00	AppasahebN	22-06-2020 13:36:48
00003653	WIP & % Progress	00000819.10	Master Planning	7.00	8.00	AppasahebN	22-06-2020 13:36:53
00003653	WIP & % Progress	00000819.10	Master Planning	8.00	9.00	AppasahebN	22-06-2020 13:36:56
00003653	WIP & % Progress	00000819.10	Master Planning	9.00	10.00	AppasahebN	22-06-2020 13:36:59
00003653	WIP & % Progress	00000819.10	Master Planning	10.00	14.00	AppasahebN	22-06-2020 14:56:26
00003653	WIP & % Progress	00000819.10	Master Planning	14.00	4.00	AppasahebN	20-07-2020 16:39:06
00003653	WIP & % Progress	00000819.10	Master Planning	4.00	18.00	AppasahebN	20-07-2020 19:50:23
00003653	WIP & % Progress	00000819.10	Master Planning	14.00	18.00	AppasahebN	20-07-2020 19:50:23

Last modified: 28 January 2021

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](#)

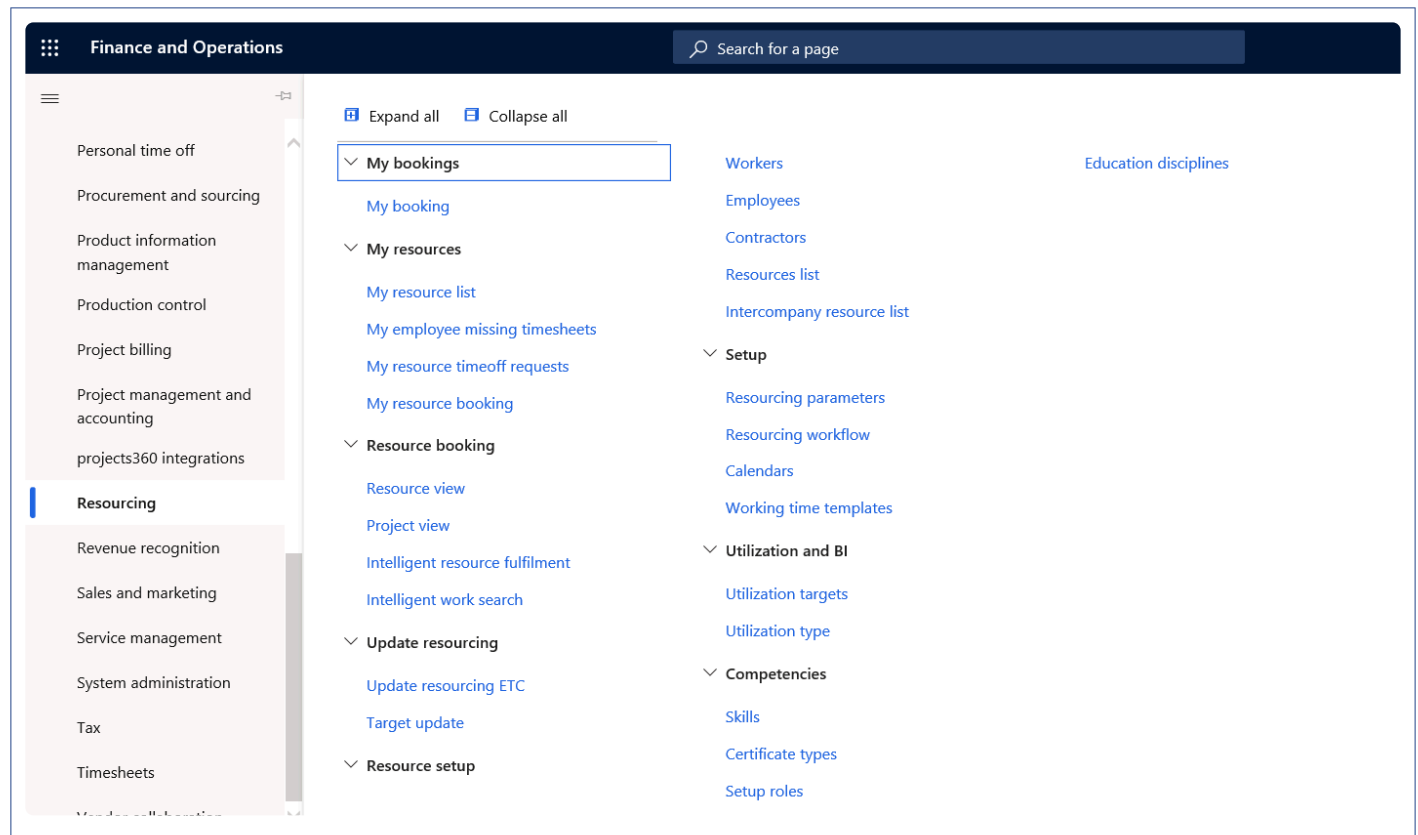
Last modified: 28 January 2021

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.

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.

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

The screenshot shows the 'Resourcing parameters' form in the 'Finance and Operations' module. The form is titled 'Set up parameters for resourcing' and is divided into two main sections: 'GENERAL' and 'RESOURCING'.

GENERAL Section:

- Default working calendar:** A dropdown menu with 'Standard' selected.
- Enable resource request workflow:** A toggle switch set to 'No'.

RESOURCING Section:

- projects360 resourcing:** A toggle switch set to 'Yes'.
- Original model:** A dropdown menu with 'ORIG-Res' selected.
- Resource budget model:** A dropdown menu with 'FORE-Res' selected.
- Resource ETC model:** A dropdown menu with 'ETC-Res' selected.

The form also includes a sidebar with navigation options: 'MY VIEW', 'Resourcing parameters', 'General', 'Booking', and 'Intelligent work search'. The top navigation bar shows 'Finance and Operations' and a search bar.

Booking tab

Finance and Operations

Search for a page

SaveOptions

MY VIEW

Resourcing parameters

General

Booking

Intelligent work search

Set up parameters for booking

BOOK RESOURCE MULTIPLE TIMES

Book resource multiple times

☒ Yes

DAY WEEK STARTS

Day week starts

Wednesday

DEFAULT FILTERS

Format for date range view

Day

Show lines with zero hours

☒ Yes

Show soft booking lines

☒ Yes

Intelligent work search tab

Finance and Operations

Search for a page

SaveOptions

MY VIEW

Resourcing parameters

General

Booking

Intelligent work search

Set up parameters for work search

INTELLIGENT WORK SEARCH

Legal entity

25.00

Role

25.00

Skills

25.00

Education

50.00

Certificate

25.00

Resourcing workflow form

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

Finance and Operations

Search for a page

US\$1

NewDeleteWorkflowOptions

MANAGE

Versions

Set as default

Import

Resourcing workflow

My view

Filter

✓	St...	Default	ID	Name	Association	Type	Instances	Active version
	<input checked="" type="checkbox"/>		000211	Resource request line	ussi	ResRequestLine	0	1.0.0.0
	<input checked="" type="checkbox"/>		000212	Resource request	ussi	ResRequest	0	1.0.0.0

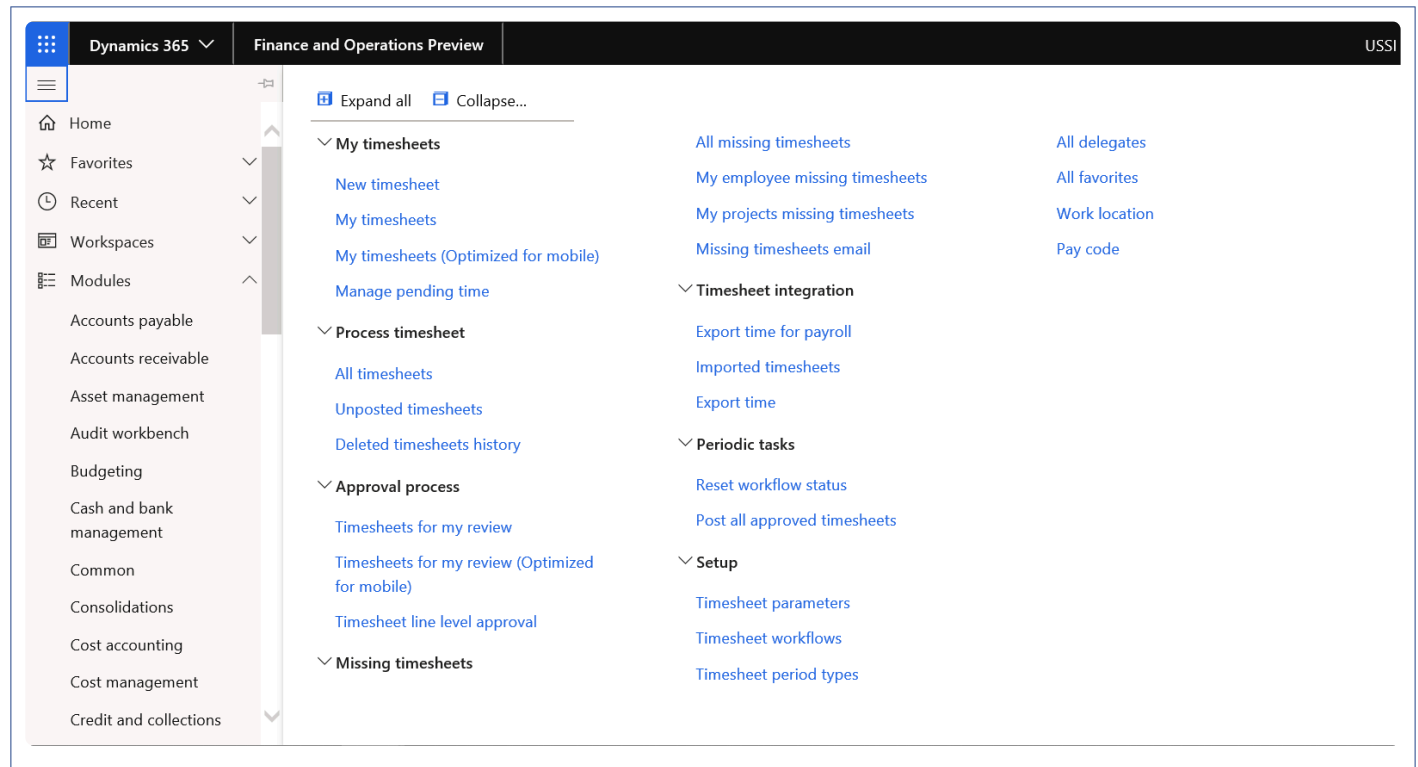
Last modified: 1 February 2021

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.

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.

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

Finance and Operations

post all appro

USSI

Save Options

Timesheet parameters

General

Set up general project information

TIMESHEET MANAGEMENT

Day week starts
Monday

Minimum time increment
0.25

DEFAULT CATEGORY

Category default
Activity

WORK LOCATION

Show work location on timesheet...
☒ Yes

Show work location on timesheet...
☒ Yes

Work location is required
☒ Yes

AUTOMATICALLY MANAGE FAVORITES

Use favorites
☒ Yes

Activate project resource assign...
☒ Yes

Activate project tasks assignm...
☒ Yes

Validation tab

Finance and Operations

post all appro

US\$

SaveOptions

Timesheet parameters

General

Validation

Financial

Time export

Mobile timesheet

Intercompany

Set up parameters for validation

INCLUDE IN JOURNAL LOOK-UP

Inactive categories

No

PROJECT

Project/category

None

Resource/project

None

Category/resource

None

REQUIRE ACTIVITY

Hour

No

Financial tab

Finance and Operations

post all appro

US\$

SaveOptions

Timesheet parameters

General

Validation

Financial

Time export

Mobile timesheet

Intercompany

Set up financial information for projects

TIMESHEET POSTING

Approved timesheet posting

Manual

MANAGE PENDING TIME

Timesheet auto submit to wor...

No

Maximum number of timesheets...

0

VALIDATION

Allow date corrections on time...

Yes

Block future timesheet entries

No

Time export tab

Finance and Operations

post all appro

US\$

SaveOptions

Timesheet parameters

General

Validation

Financial

Time export

Mobile timesheet

Intercompany

Set up information for time export

TIME EXPORT

Require timesheet audit trail

Yes

Include unposted hours

Yes

Identification type

Passport

Mobile timesheet tab

Finance and Operations

post all appro

USSI

Save Options

Timesheet parameters

General

Validation

Financial

Time export

Mobile timesheet

Intercompany

Mobile parameters

MOBILE SETTINGS

Hide category

No

Hide activity

No

Hide line property

No

Hide internal comments

No

Hide external comments

No

MOBILE TIMESHEETS

Enable Dynamics 365 Project T...

No

Customer

Display

Category

Display

Internal comment

Display

Item sales tax group

Display

Activity

Display

External comment

Display

Enable default line property

No

Line property

Display

Sales tax group

Display

Intercompany tab

Finance and Operations

post all appro

USSI

Save Options

Timesheet parameters

General

Validation

Financial

Time export

Mobile timesheet

Intercompany

Set up parameters for intercompany transactions

GENERAL

Enable intercompany resource...

Yes

WHEN BORROWING RESOURCES

Default category

INTERCOMPANY RESOURCES

WHEN LENDING RESOURCES

+ New

Delete

Borrowing le...	Accrue reven...	Default timesheet category
FRSI	<div><div></div></div>	Intercompany
GBSI	<div><div></div></div>	Intercompany
USMF	<div><div></div></div>	
USSI	<div><div></div></div>	Intercompany time

Timesheet workflow form

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

Finance and Operations

post all appro

New Delete Workflow Options

MANAGE

Versions

Set as default

Import

Timesheet workflows

Filter

S...	Default	ID	Name	Association	Type	Inst
<div><div></div></div>	<div><div></div></div>	000013	Review timesheet workflow	ussi	TSDocumentTemplate	
<div><div></div></div>	<div><div></div></div>	000246	Review timesheet line workflow	ussi	TSTimesheetLineTemplate	
<div><div></div></div>	<div><div></div></div>	000371	Review timesheet workflow	ussi	TSDocumentTemplate	
<div><div></div></div>	<div><div></div></div>	000372	Review timesheet workflow	ussi	TSDocumentTemplate	
<div><div></div></div>	<div><div></div></div>	000396	Review timesheet line workflow	USSI	TSTimesheetLineTemplate	
<div><div></div></div>	<div><div></div></div>	000398	Review timesheet line workflow	USSI	TSTimesheetLineTemplate	
<div><div></div></div>	<div><div></div></div>	000399	Review timesheet workflow	USSI	TSDocumentTemplate	

Create workflow

Select workflow type

Filter

Workflow type	Description
Review timesheet line workflow	Use this type to review a timesheet line
Review timesheet workflow	Use this type to review a timesheet

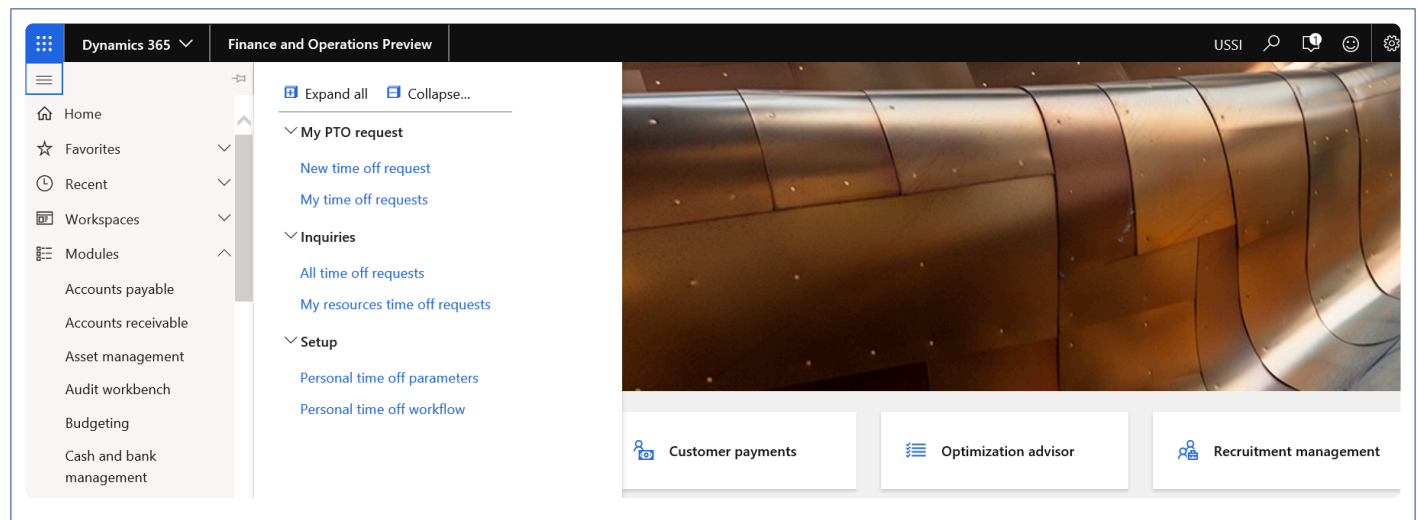
Last modified: 28 January 2021

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.

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

Finance and Operations

post all appro

Save Options

Personal time off parameters

General

Personal time off

PERSONAL TIME OFF

Activate personal time off
☒ Yes

Automatically populate in tim...
☒ Yes

Display balances
☒ Yes

Personal time off workflow form

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

Finance and Operations

post all appro

New Delete Workflow Options

MANAGE

Versions
Set as default
Import

Personal time off workflow

Filter

✓ S...	Default	ID	Name	Association	Type	Instances	Activ
		000321	Personal time off request	ussi	PMIPPTORRequestTemplate	3	
✓		000348	Personal time off request	ussi	PMIPPTORRequestTemplate	6	1.0.3

Create workflow

Select workflow type

Filter

Workflow type	Description
Personal time off request	Personal time off request template

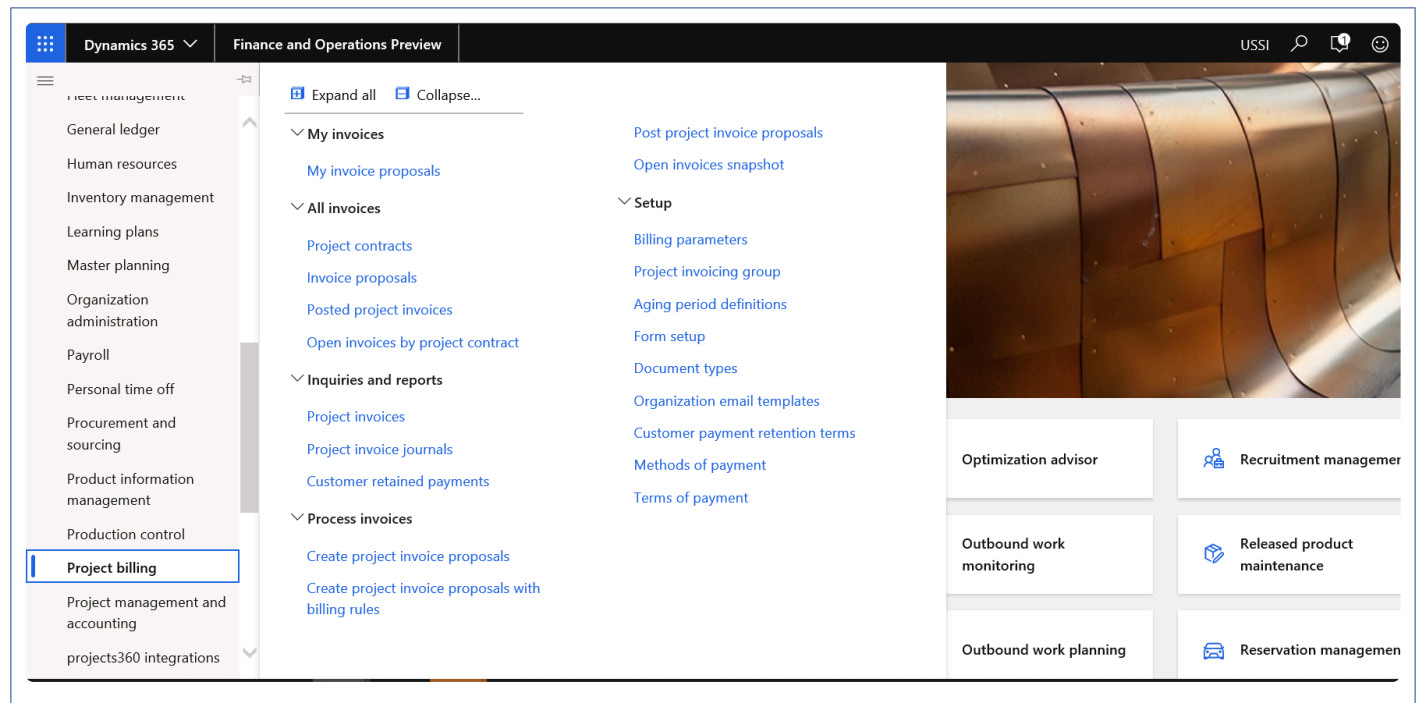
Last modified: 28 January 2021

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.

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.

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

Billing parameters

General

Set up general information for billing

INVOICE ENHANCEMENTS

Activate invoice grouping ☒ Yes

Default invoicing group

Non printing fee category

DEFAULT INVOICE LAYOUT

Invoice format

CUSTOMER PO MATCHING

Activate customer PO matching ☒ Yes

INVOICE PROPOSAL WORKFLOW

Enable processing invoice pro... ☒ Yes

INVOICE DOCUMENT REVIEW

Activate invoice document revi... ☒ Yes

Emailing tab

Billing parameters

Emailing

Set up parameters for emailing

INVOICE EMAILING

Email template

Email provider ID

Email attachment ☒ No

Attach as PDF ☒ No

Archive tab

Finance and Operations

my project

USSI

SaveOptions

Billing parameters

General

Emailing

Archive

Adjustments

Accounts receivable

Set up parameters for Invoicing

INVOICING ARCHIVES

Document type

InvoiceArchives

Maximum file size in megabytes

50

Adjustments tab

Finance and Operations

my project

USSI

SaveOptions

Billing parameters

General

Emailing

Archive

Adjustments

Accounts receivable

Set up parameters for adjustments

SIMPLE ADJUSTMENTS FOR INVOICE PROPOSAL

Activate modify time

Yes

Activate write off time - transa...

Yes

Line property id for write off

NonBill

Activate write off time - percent

Yes

Activate write off time - quanti...

Yes

Activate Write up / write down

Yes

Activate reapply sales price

Yes

Accounts recievable tab

Finance and Operations

my project

USSI

SaveOptions

Billing parameters

General

Emailing

Archive

Adjustments

Accounts receivable

Set up parameters for account receivable

ACCOUNTS RECEIVABLE

Aging period definition

30/60/90/120

Billing workflow form

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

Finance and Operations

my project

+ New

Delete

Workflow

Options

MANAGE

Versions

Set as default

Import

Billing workflows

Filter

✓ S...	Default	ID	Name	Association	Type
		000015	Review project invoice proposals	ussi	PSAProjInvoiceProposal
✓		000296	Review project invoice proposals	USSI	PSAProjInvoiceProposal

Create workflow

Select workflow type

Filter

Workflow type

Description

Review project invoice proposals

Use this type to review project invoice proposals

Last modified: 28 January 2021

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.

Last modified: 28 January 2021

Introduction

✿ This section 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:

[Project Management](#)

[Sales & Marketing](#)

[Project Tasks](#)

[Global Project Administration](#)

[Project Accounting](#)

[Project Status](#)

[Resource Management](#)

Last modified: 28 January 2021

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.

The screenshot shows the 'Manage projects' workspace in the 'Finance and Operations' application. The ribbon bar includes tabs for 'New', 'Delete', 'Manage project', 'Setup', 'Budgeting', 'Resourcing', 'Transactions', 'Invoicing', 'Accounting', 'Reporting', and 'Options'. The 'Manage project' tab is active, showing a 'NEW' section with 'Subproject', 'Copy project', and 'Manage subprojects' buttons. The main area displays a 'Manage projects' grid with a 'My view' dropdown set to 'Show all projects'. The grid has a search filter and a table with the following data:

Customer name	Project ID	Project name	Legal entity	Project contract ID	Project group	Fee type	Project stage
Active Transport Inc.	00000280.01	InvEmSubprojecy	ussi	00000230	T&M	None	Created
Active Transport Inc.	Inv trans	Invoice translation	ussi	00002180	TM_WIP	None	Released
Alpine Electronics	00001833	Invoice email	ussi	00000028	TM_WIP	None	Released
Certified Bicycle Supply	00000481	DDRS	ussi	00000404	T&M	None	Released
City Manufacturing	00000256	InvoiceArch	ussi	00000001	T&M	None	Released
Cycles Wholesaler & Mfg.	00000088	Test	gbsi	00000002	TM_NoWIP	None	In process
Eastside Department Store	00000929	Timesheet DDR	ussi	00000007	T&M	None	Released

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

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.

The screenshot shows the 'Manage projects' tab in the Finance and Operations application. The interface includes a top navigation bar with 'Finance and Operations' and a search bar. Below this is a menu bar with tabs such as 'New', 'Delete', 'Manage project', 'Setup', 'Budgeting', 'Resourcing', 'Transactions', 'Invoicing', 'Accounting', 'Reporting', and 'Options'. The 'Manage project' tab is selected, revealing a sidebar with 'WORKSPACES' (Project management and approvals, Project accounting) and 'NEW' (Subproject, Copy project, Manage subprojects). The main content area displays a 'Manage projects' section with a 'My view' dropdown and a table of project data. The table has columns for Customer name, Project ID, Project name, Legal entity, Project contract ID, Project group, Fee type, and Project stage. The data rows include projects like 'Active Transport Inc.', 'Alpine Electronics', 'Certified Bicycle Supply', 'City Manufacturing', 'Cycles Wholesaler & Mfg.', and 'Eastside Department Store'.

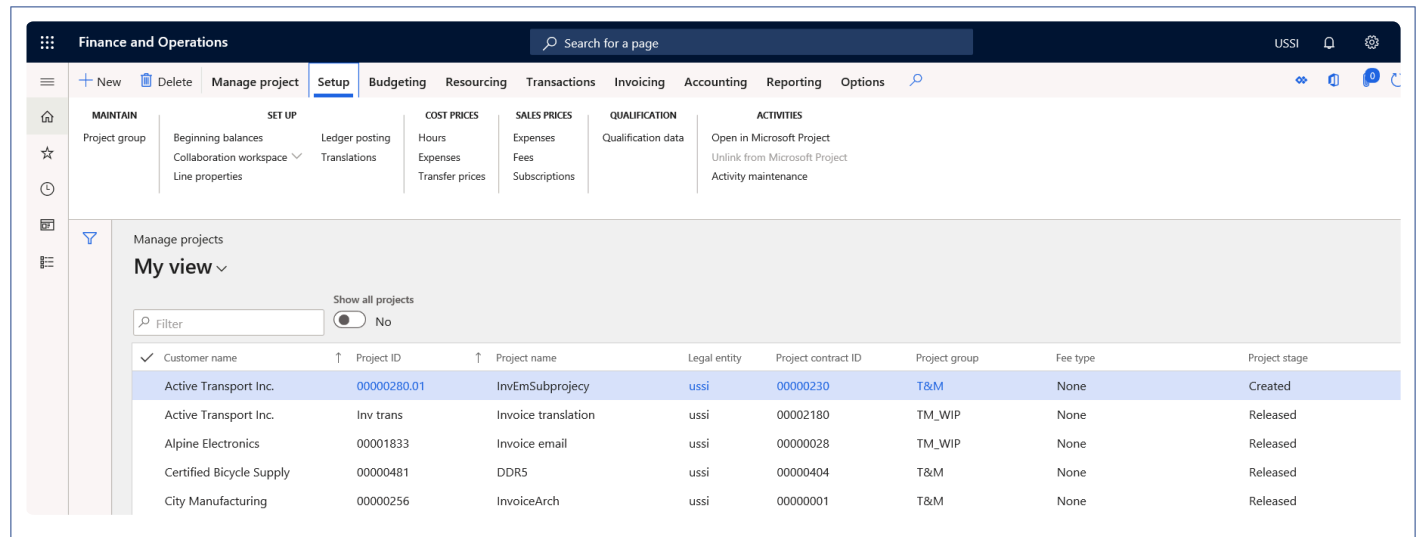
Details of the buttons available on the Manage projects tab are as follows –

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.

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.



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.

project	
Activity maintenance	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.

The screenshot displays the 'Budgeting' tab in the Finance and Operations system. The interface includes a top navigation bar with the title 'Finance and Operations' and a search bar. Below the navigation bar is a tab bar with 'Budgeting' selected. The main area is divided into several sections: 'ACTIVITY' (containing 'Update planned value forecast', 'Update earned value forecast', and 'Update estimate to complete forecast'), 'BUDGET' (containing 'Project budget'), 'ITEM REQUIREMENTS' (containing 'Item requirements', 'Transfer from quotation', and 'Transfer from WBS estimates'), 'FORECAST' (containing 'All forecasts', 'Hour forecasts', 'Expense forecasts', 'Item forecasts', 'Fee forecasts', 'On-account forecasts', 'Copy forecasts', 'Copy forecasts to ledger', and 'Delete forecasts'), and 'UNIT BILLING' (containing 'Unit billing forecast'). Below these sections is a 'Manage projects' section with a 'My view' dropdown and a table of projects.

Customer name	Project ID	Project name	Legal entity	Project contract ID	Project group	Fee type	Project stage
Active Transport Inc.	00000280.01	InvEmSubprojecy	ussi	00000230	T&M	None	Created
Active Transport Inc.	Inv trans	Invoice translation	ussi	00002180	TM_WIP	None	Released
Alpine Electronics	00001833	Invoice email	ussi	00000028	TM_WIP	None	Released
Certified Bicycle Supply	00000481	DDR5	ussi	00000404	T&M	None	Released
City Manufacturing	00000256	InvoiceArch	ussi	00000001	T&M	None	Released

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.

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.

The screenshot shows the 'Resourcing' tab in the HSO ProServ interface. The top navigation bar includes 'Finance and Operations' and a search bar. The left sidebar shows 'CREATE AND VIEW' and 'MAINTAIN' sections. The main content area displays a table of projects with columns: Customer name, Project ID, Project name, Legal entity, Project contract ID, Project group, Fee type, and Project stage. The table lists four projects: Active Transport Inc., Alpine Electronics, and Certified Bicycle Supply.

Customer name	Project ID	Project name	Legal entity	Project contract ID	Project group	Fee type	Project stage
Active Transport Inc.	00000280.01	InvEmSubproject	ussi	00000230	T&M	None	Created
Active Transport Inc.	Inv trans	Invoice translation	ussi	00002180	TM_WIP	None	Released
Alpine Electronics	00001833	Invoice email	ussi	00000028	TM_WIP	None	Released
Certified Bicycle Supply	00000481	DDR5	ussi	00000404	T&M	None	Released

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.

The screenshot shows the 'Finance and Operations' application with the 'Transactions' tab selected. The interface includes a top navigation bar with various tabs like New, Delete, Manage project, Setup, Budgeting, Resourcing, Transactions, Invoicing, Accounting, Reporting, and Options. The 'Transactions' tab is active, displaying a 'Manage projects' section with a 'My view' dropdown and a 'Show all projects' toggle. Below this is a table listing project details.

Customer name	Project ID	Project name	Legal entity	Project contract ID	Project group	Fee type	Project stage
Active Transport Inc.	00000280.01	InvEmSubproject	ussi	00000230	T&M	None	Created
Active Transport Inc.	Inv trans	Invoice translation	ussi	00002180	TM_WIP	None	Released
Alpine Electronics	00001833	Invoice email	ussi	00000028	TM_WIP	None	Released
Certified Bicycle Supply	00000481	DDRS	ussi	00000404	T&M	None	Released
City Manufacturing	00000256	InvoiceArch	ussi	00000001	T&M	None	Released

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

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.

The screenshot shows the 'Invoicing' tab in the 'Finance and Operations' application. The top navigation bar includes 'New', 'Delete', 'Manage project', 'Setup', 'Budgeting', 'Resourcing', 'Transactions', 'Invoicing' (selected), 'Accounting', 'Reporting', and 'Options'. The left sidebar has icons for home, star, clock, and list. The main content area is divided into 'NEW' and 'BILL' sections. The 'NEW' section includes 'Invoice proposal' and 'Update and post unit proposals'. The 'BILL' section includes 'Project invoice proposals', 'Invoice journals', 'On-account transactions', 'Customer advance', and 'Request retained amount'. Below these is a 'Manage projects' section with a 'My view' dropdown and a 'Show all projects' toggle. A table displays project data with columns: Customer name, Project ID, Project name, Legal entity, Project contract ID, Project group, Fee type, and Project stage.

Customer name	Project ID	Project name	Legal entity	Project contract ID	Project group	Fee type	Project stage
Active Transport Inc.	00000280.01	InvEmSubproject	ussi	00000230	T&M	None	Created
Active Transport Inc.	Inv trans	Invoice translation	ussi	00002180	TM_WIP	None	Released
Alpine Electronics	00001833	Invoice email	ussi	00000028	TM_WIP	None	Released
Certified Bicycle Supply	00000481	DDR5	ussi	00000404	T&M	None	Released

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

Button	Description
Invoice proposals	Existing button pulled from projects form.

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

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.

The screenshot shows the 'Reporting' tab in the Finance and Operations system. The top navigation bar includes 'New', 'Delete', 'Manage project', 'Setup', 'Budgeting', 'Resourcing', 'Transactions', 'Invoicing', 'Accounting', 'Reporting' (selected), and 'Options'. The left sidebar shows 'Manage projects' and 'My view'. The main content area displays a table of project data with columns: Customer name, Project ID, Project name, Legal entity, Project contract ID, Project group, Fee type, and Project stage. The table lists several projects, including Active Transport Inc., Alpine Electronics, Certified Bicycle Supply, City Manufacturing, and Cycles Wholesaler & Mfg.

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

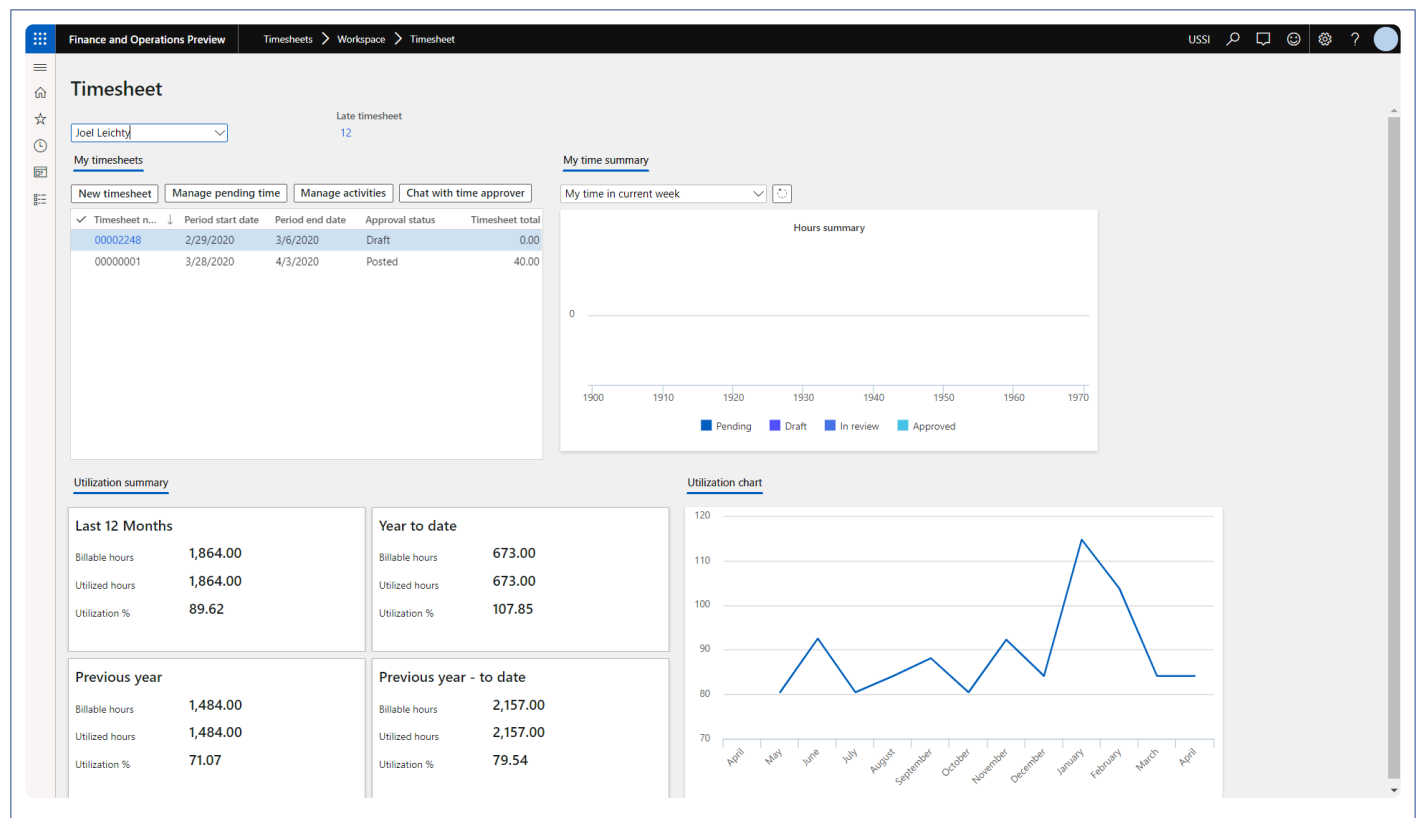
Project budget balances	Existing button pulled from projects form.
Unbudgeted cost	Existing button pulled from projects form
Committed cost	Existing button pulled from projects form.
Vendor invoices	Existing button pulled from projects form
Customer retained payments	Existing button pulled from projects 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

Last modified: 28 January 2021

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.

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 be 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

Finance and Operations

Search for a page

SaveOptions

My view

Timesheet parameters

General

Validation

Financial

Time export

Mobile timesheet

Intercompany

Set up general project information

TIMESHEET MANAGEMENT

Day week starts

Monday

Minimum time increment

0.25

DEFAULT CATEGORY

Category default

None

WORK LOCATION

Show work location on timesh...

Yes

Show work location on timesh...

Yes

Show Work Location on Journ...

Yes

Work location is required

Yes

AUTOMATICALLY MANAGE FAVORITS

Use favorites

Yes

Activate project resource assig...

Yes

Activate project tasks assignm...

Yes

WORKSPACE PARAMETERS

Utilization date parameters

CP

Utilization date parameters

CYTD

Utilization date parameters

PY

Utilization date parameters

PYTD

Utilization chart

Yes

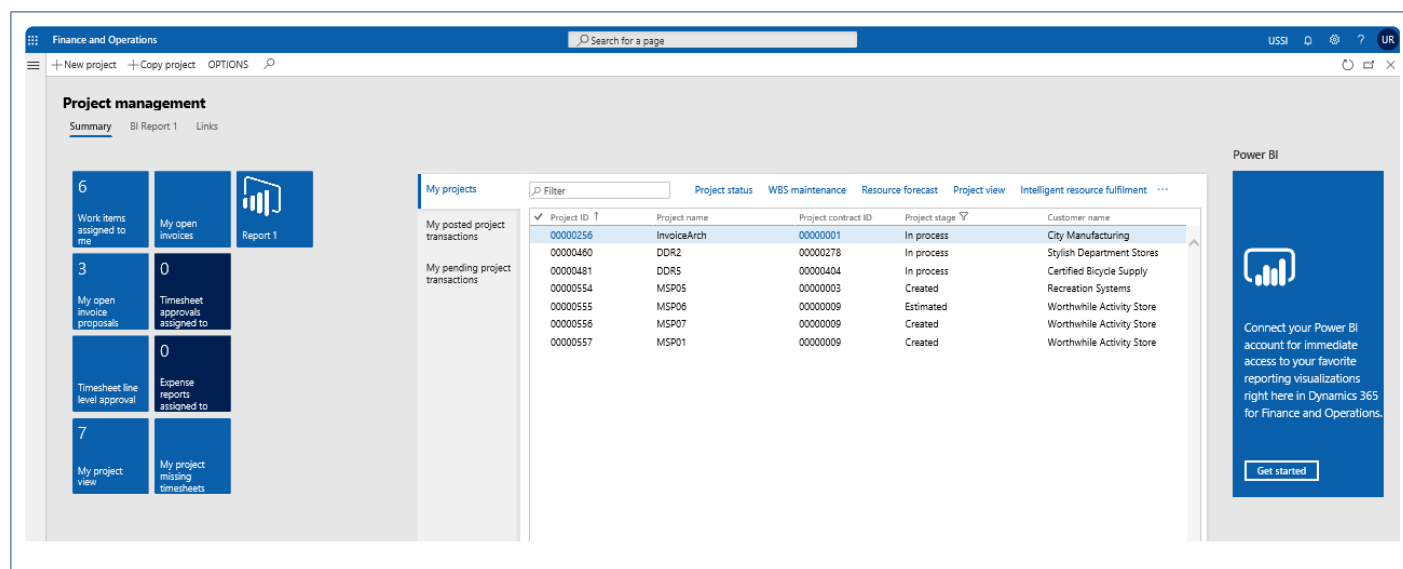
Last modified: 28 January 2021

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

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 listed on this tile.
Expense reports assigned to me	All the expense reports assigned or delegated to the logged in user for approval are listed 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.

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 transaction list page, where all the pending transactions are displayed.
Posted project transactions	Opens up the posted projects transaction 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

	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.

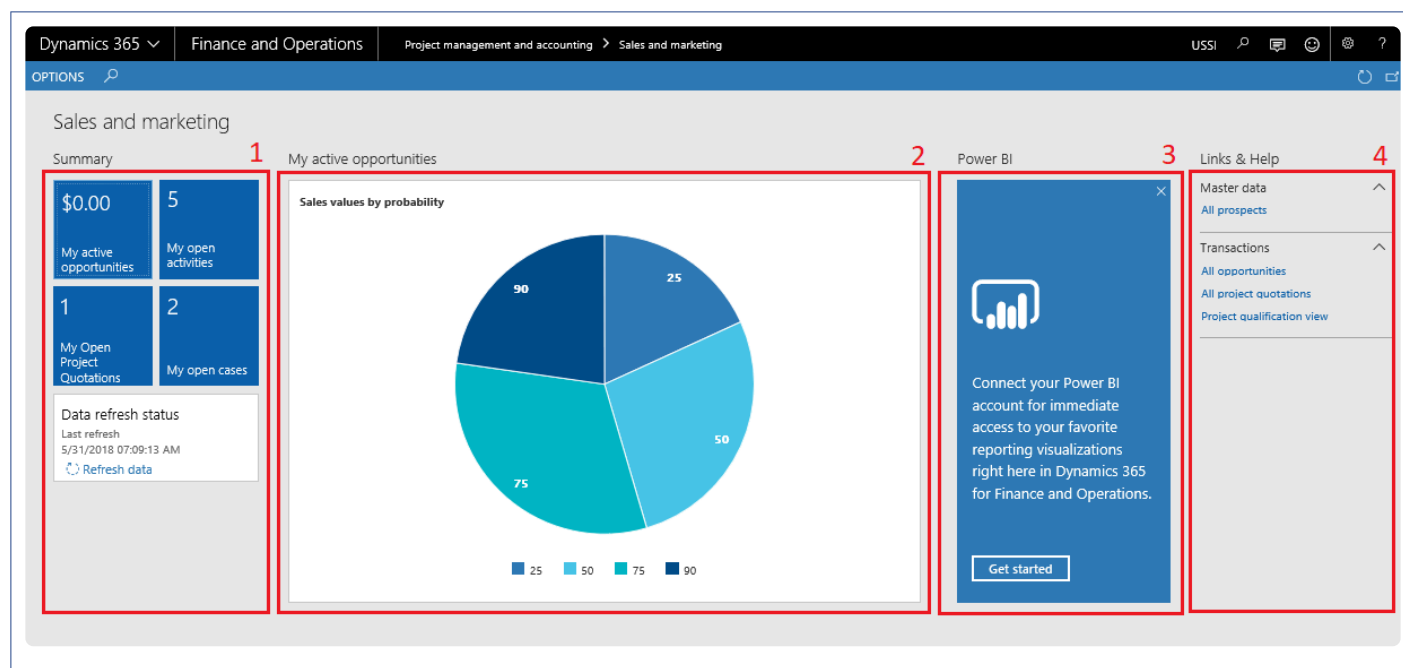
Last modified: 28 January 2021

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 activities	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

	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 opportunities'. 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 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 opportunities	Opens up the All opportunities 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

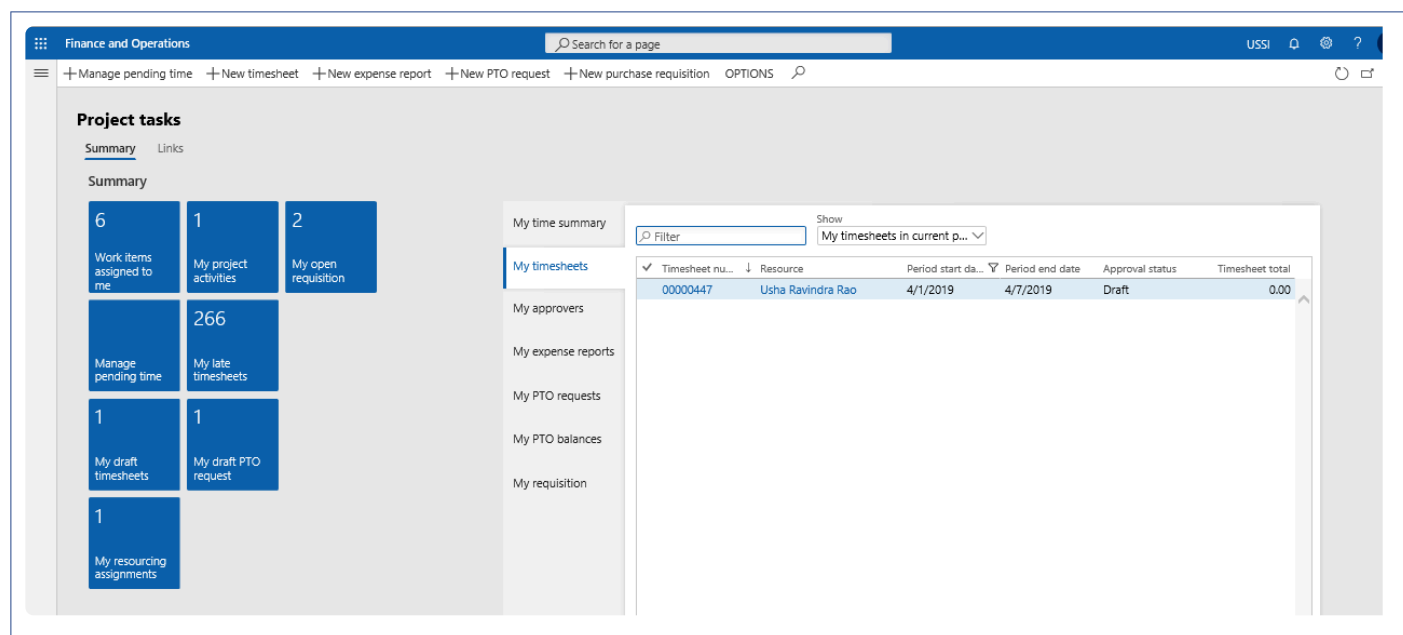
Last modified: 28 January 2021

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 submitted 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

requisition	displayed under this tile.
My project activities	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 previous 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 timesheet. 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.

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 timesheet. User can change the dropdown to see timesheets for different periods and projects.
Delegates	Opens up the My delegates page where delegated 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.

Last modified: 28 January 2021

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

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.

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.

Last modified: 28 January 2021

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.

The screenshot shows the Dynamics 365 Project Accounting workspace. The top navigation bar includes 'Dynamics 365', 'Finance and Operations', 'Project management and accounting', and 'Project accounting'. The workspace is divided into four main sections:

- Summary (1):** A left sidebar containing four tiles: 'Open invoice proposals' (25), 'Timesheets not submitted' (153), 'Timesheets in review' (8), and 'Expense reports in review' (5). Below these is a 'Projects with created status' tile (63).
- Main Table (2):** A large table displaying transaction data. The table has columns: Transaction, Reference no., DocStatus, Project, Worker, Project date, Qty, Transfer curr., and Transfer price. The data includes various transactions such as 'Vendor inv.', 'Expense ma.', and 'Timesheet'.
- Power BI (3):** A right sidebar with a 'Connect your Power BI' button and a 'Get started' button.
- Links & Help (4):** A right sidebar with links for 'Invoicing', 'Timesheet', 'Journals', 'Expense', 'Item', 'Fee', and 'Adjust transactions'.

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.

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.

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

	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-company 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.

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

ability to navigate to that record in the PSA environment.

Last modified: 28 January 2021

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.

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.

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.

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

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

	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.

Last modified: 28 January 2021

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.

Last modified: 28 January 2021

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 section 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.

	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.

Last modified: 28 January 2021

Create Subprojects

✿ This section 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*

Dynamics 365

Finance and Operations

Project management and accounting > Projects > All projects

USSI

+ New

Delete

PROJECT

PLAN

MANAGE

CONTROL

UNIT BILLING

OPTIONS

NEW

MAINTAIN

SET UP

COST PRICES

SALES PRICES

JOURNALS

QUALIFICATION

Subproject

Edit

Beginning balances

Line properties

Hours

Hours

Fees

Hour

Item

Qualification data

Copy project

Project stage

Collaboration workspace

Ledger posting

Expenses

Expenses

Subscriptions

Expense

Fee

Manage subprojects

Project group

Transfer prices

ALL PROJECTS

Filter

Show projects

Active

Show levels

Top

Legal entity

uss

Project ID	Project name	Legal entity	Project contract ID	Customer name	Project type	Project stage	Integration source
00000281	WBSActivities	uss	00000005	Fun Times Club	Time and material	Released	
00000503	Root Project	uss	00000006	Professional Containers and P...	Time and material	Created	
00000259	test1234	uss	00000006	Professional Containers and P...	Time and material	Created	
00000406	SP 1	uss	00000006	Professional Containers and P...	Time and material	Released	
00000628	BMRL	uss	00000006	Professional Containers and P...	Time and material	Approved	
00000580	Manage sub projects 2	uss	00000006	Professional Containers and P...	Fixed-price	Created	
00000504	Parent Project	uss	00000009	Worthwhile Activity Store	Time and material	Released	
00000126	US Auto Repair	uss	00000016	Mechanical Products Ltd.	Time and material	Created	
00000105	ERP for Recreation Systems	uss	00000019	Recreation Systems	Time and material	Estimated	
00000454	SP 4	uss	00000024	District Mall	Time and material	Created	
00000579	Manage sub projects 1	uss	00000039	Global Sporting Goods	Time and material	Estimated	
00000405	MOHAN SUB	uss	00000041	City Manufacturing	Time and material	Created	
00000092	City Manufacturing	uss	00000089	City Manufacturing	Time and material	Released	
00000093	Contoso Consulting	uss	00000090	Contoso Consulting	Time and material	Released	
00000094	Recreation Systems	uss	00000091	Recreation Systems	Time and material	Released	
00000095	Cycles Sales and Repair	uss	00000092	Cycles Sales and Repair	Time and material	Released	
00000096	Fun Times Club	uss	00000093	Fun Times Club	Time and material	Released	
00000097	Professional Containers and P...	uss	00000094	Professional Containers and P...	Time and material	Released	
00000098	Eastside Department Store	uss	00000095	Eastside Department Store	Fixed-price	Released	
00000099	District Mall Firewall	uss	00000096	District Mall	Fixed-price	Released	
00000100	Worthwhile Activity Store	uss	00000097	Worthwhile Activity Store	Fixed-price	Released	
00000101	Global Sporting Goods	uss	00000098	Global Sporting Goods	Fixed-price	Released	
00000102	Global Sporting Goods - Phas...	uss	00000099	Global Sporting Goods	Fixed-price	Released	
00000103	Alpine Electronics E-Commerce	uss	00000100	Alpine Electronics	Fixed-price	Released	

Manage subprojects

Projects

Project ID	Project name	Project group	Project stage	Project contract ID	Project manager	Project accountant	Principal	Projected start date	Projected end date	Actual start date	Actual end date
0000682	CAB Contract Management Testing	NTE	In process	00002728				2/27/2020			
0000682.00	Schematic Design	NTE	In process	00002728				2/27/2020			
0000682.10	Subcontractors	NTE	In process	00002728				2/27/2020			
0000682.30	Design Development	NTE	In process	00002728				2/27/2020			
0000682.30.100	Produce & Issue	NTE	In process	00002728				2/27/2020			
0000682.30.200	Implementation	NTE	In process	00002728				2/27/2020			

Financial dimensions

DEFAULT FINANCIAL DIMENSIONS

BankAccount: No default

BusinessUnit: 004 IT Consulting Practice

Contract: No default

CostCenter: 011 Quality Control

Customer: No default

Department: 024 Finance

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.

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

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.

Last modified: 5 February 2021

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.

Last modified: 28 January 2021

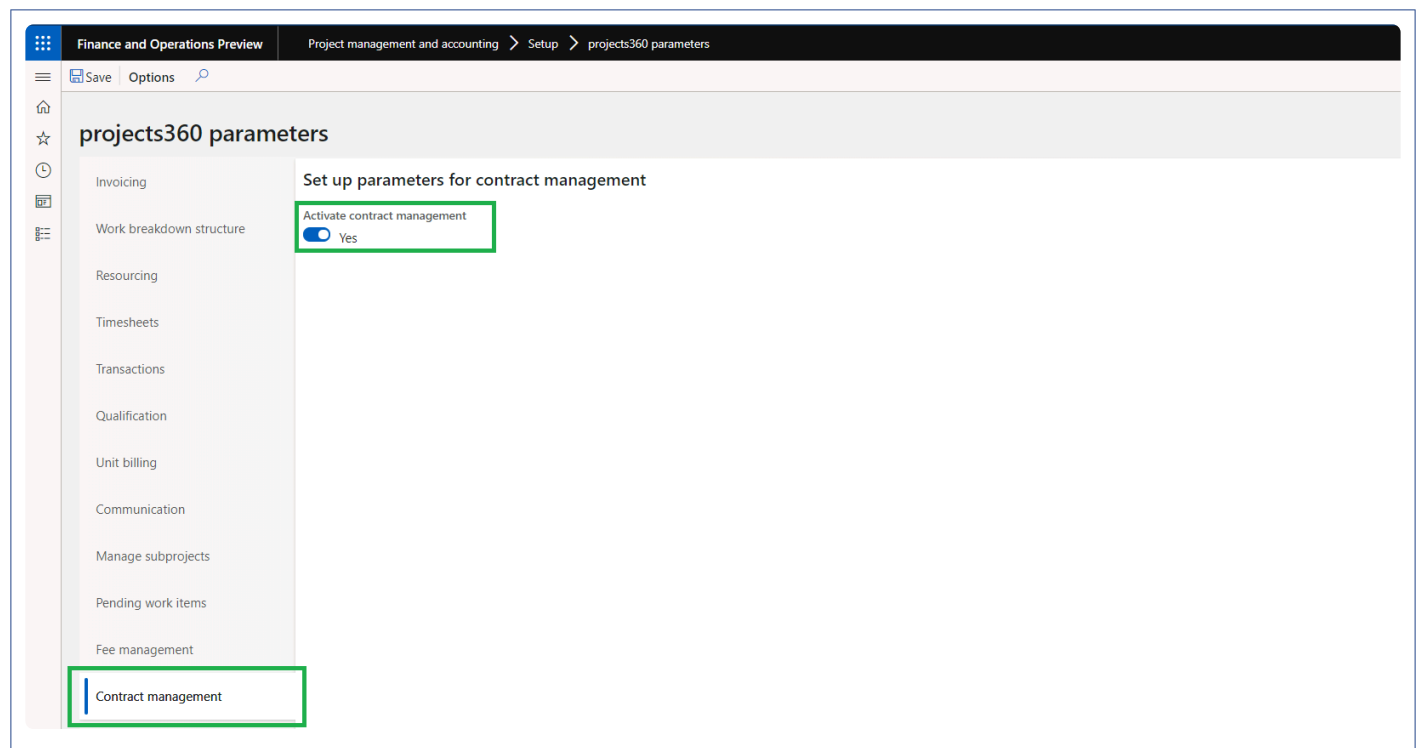
Configure

✿ 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

management buckets

Contract bucket	Title	Active	Fee budget category	Reporting group
Bucket 1	Compensation	<input checked="" type="checkbox"/>	Compensation	Hours
Bucket 2	Reimbursables	<input checked="" type="checkbox"/>	Reimbursables	Expense
Bucket 3	Subcontractors	<input checked="" type="checkbox"/>	Subcontractors	Contractors
Bucket 4	Labor	<input checked="" type="checkbox"/>	Compensation	Hours

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. Only the active buckets show up on the contract management form.
Fee budget category	Select a fee category for the selected 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.

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

Agreement type	Description	Original contract
01_OC	Original Contract	<input checked="" type="checkbox"/>
02_CO	Change Orders	<input type="checkbox"/>
03_PC	Project Close-out	<input type="checkbox"/>

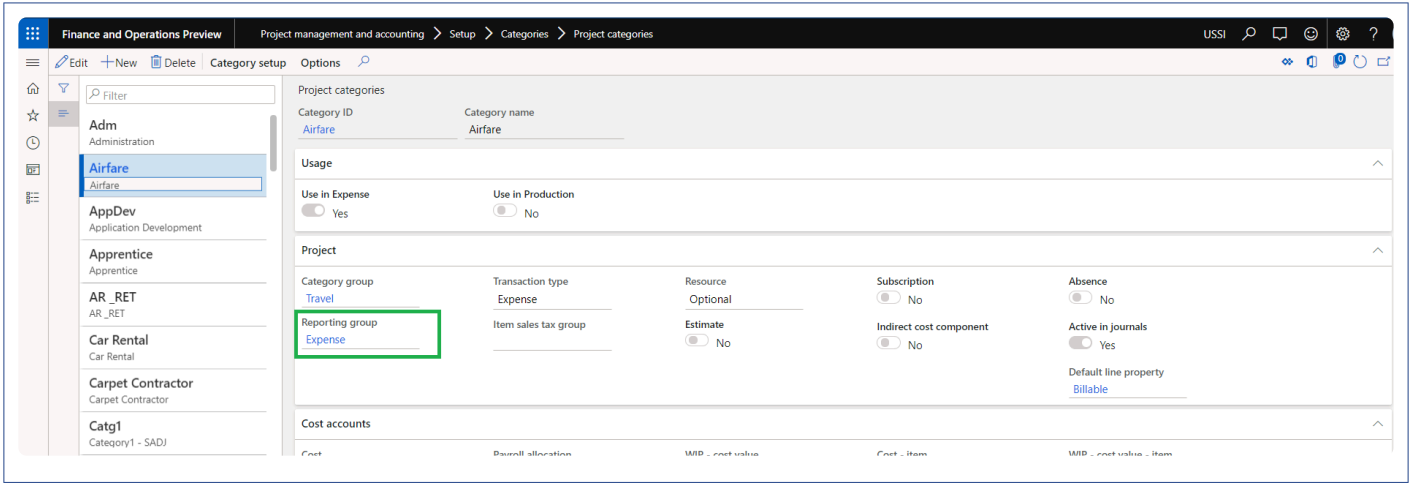
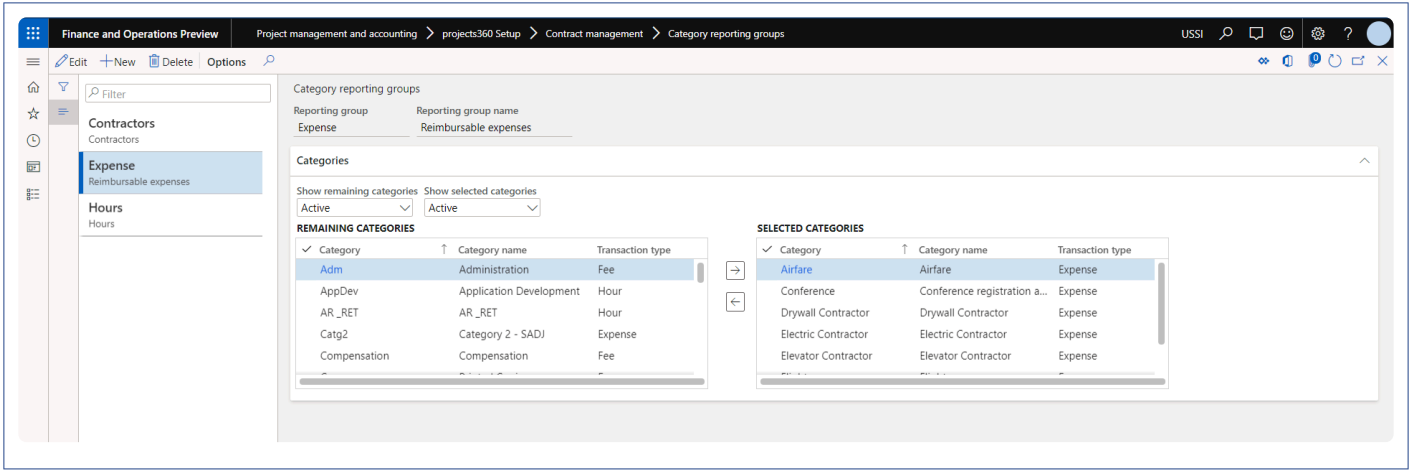
Details of the fields available on this form are as follows:

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



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.

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.

Last modified: 28 January 2021

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.

Finance and Operations Preview

Project management and accounting > Projects > All projects

Update status

Subcontractors Management

Subcontractors accrual

Options

00002778 : RECREATIONAL CONSTRUCTION

Contract management

Contract agreements

+ Add

Remove

Fee forecast

Agreement number	Agreement type	Reason code	Description	Customer PO	Request date	Labor	Reimbursables	Subcontractors	Sub Reimbur...	Contract value	Contract hours	Currency	Status	Status date	Modified by
AGR00000008	01_OC	IC	Initial contract		02-03-2020	25,000.00	85,000.00	65,300.00	0.00	175,300.00	1,260.00	USD	Approved	04-03-2020	AppasahebN
AGR00000009	02_CO	SC	Change in management		16-03-2020	20,000.00	0.00	0.00	0.00	20,000.00	120.00	USD	Approved	16-03-2020	AppasahebN
AGR00000013	02_CO	SC	Contract changed due to infla...		23-03-2020	75,000.00	0.00	0.00	0.00	75,000.00		USD	Approved	19-03-2020	AppasahebN

Total contract value

270,300.00

Total approved

270,300.00

Total unapproved

0.00

Agreement distribution

+ Add

Remove

Copy from

Fee management

Project ID	Project name	Fee type	Labor	Reimbursables	Subcontractors	Sub Reimbur...	Contract value	Contract hours	Currency
00000687	Lagoon Beach Resort	Time and expense	8,000.00	32,000.00	23,100.00	0.00	63,100.00	410.00	USD
00000687.10	Schematic design	Fixed fee	6,500.00	13,650.00	18,100.00	0.00	38,250.00	290.00	USD
00000687.20	Structural design review	Progress	5,400.00	18,430.00	15,100.00	0.00	38,930.00	360.00	USD
00000687.30	Construction documents	Time and expense ...	5,100.00	20,920.00	9,000.00	0.00	35,020.00	200.00	USD

LABOR

25,000.00

REIMBURSABLES

85,000.00

SUBCONTRACTORS

65,300.00

SUB REIMBURSABLES

0.00

CONTRACT VALUE

175,300.00

CONTRACT HOURS

1,260.00

ALL AGREEMENTS

No

TOTAL CONTRACT

25,000.00

TOTAL DISTRIBUTED

25,000.00

DIFFERENCE

0.00

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.

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.

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	<p>This is a drop-down field containing the values – Project structure and Agreement allowing to quickly fill in projects in the grid.</p> <p>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.</p> <p>Agreement – This option allows to add the projects which were part of an existing agreement for the selected contract. On selection of this option Agreement number field gets, allowing to select the agreement number.</p>
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 allowing 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 a 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.
----------	--

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.

Finance and Operations Preview

Project management and accounting > Projects > All projects

Update status

Subcontractors Management

Subcontractors accrual

Options

00002778 - RECREATIONAL CONSTRUCTION

Contract management

Contract agreements

+ Add

Remove

Fee forecast

Agreement number	Agreement type	Reason code	Description	Customer PO	Request date	Labor	Reimbursables	Subcontractors	Sub Reimbur...	Contract value	Contract hours	Currency	Status	Status date	Modified by
AGR0000008	01_OC	IC	Initial contract		02-03-2020	25,000.00	85,000.00	65,300.00	0.00	175,300.00	1,260.00	USD	Approved	04-03-2020	AppasaheBN
AGR0000009	02_CO	SC	Change in management		16-03-2020	20,000.00	0.00	0.00	0.00	20,000.00	120.00	USD	Approved	16-03-2020	AppasaheBN
AGR0000013	02_CO	SC	Contract changed due to infla...		23-03-2020	75,000.00	0.00	0.00	0.00	75,000.00		USD	Approved	19-03-2020	AppasaheBN

Total contract value

270,300.00

Total approved

270,300.00

Total unapproved

0.00

Agreement distribution

+ Add

Remove

Copy from

Fee management

Project ID	Project name	Fee type	Labor	Reimbursables	Subcontractors	Sub Reimbur...	Contract value	Contract hours	Currency
00000687	Lagoon Beach Resort	Time and expense	8,000.00	32,000.00	23,100.00	0.00	63,100.00	410.00	USD
00000687.10	Schematic design	Fixed fee	6,500.00	13,650.00	18,100.00	0.00	38,250.00	290.00	USD
00000687.20	Structural design review	Progress	5,400.00	18,430.00	15,100.00	0.00	38,930.00	360.00	USD
00000687.30	Construction documents	Time and expense ...	5,100.00	20,920.00	9,000.00	0.00	35,020.00	200.00	USD

LABOR

REIMBURSABLES

SUBCONTRACTORS

SUB REIMBURSABLES

CONTRACT VALUE

CONTRACT HOURS

ALL AGREEMENTS

Yes

TOTAL CONTRACT	120,000.00	85,000.00	65,300.00	0.00	270,300.00	1,380.00
TOTAL DISTRIBUTED	120,000.00	85,000.00	65,300.00	0.00	270,300.00	1,380.00
DIFFERENCE	0.00	0.00	0.00	0.00	0.00	0.00

Last modified: 28 January 2021

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.

Last modified: 28 January 2021

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*

projects360 parameters

Set up parameters for fee management

Activate fee management
☒ Yes

BUDGET
 Contract value category:
 Contract value model:

BILLING CATEGORY
 Progress:
 Fixed fee:
 Time and expense NTE:

CONTRACT HOURS
 Contract hours category:
 Contract hours model:

% PROGRESS HISTORY
 Maintain % progress history: ☒ Yes
 Rollup totals by parent project: ☒ Yes
 Hide fee type - None: ☒ Yes

PAY WHEN PAID
 PWP for Progress/Fixed fee: ☐ No

INDIRECT COST
 Include indirect cost: ☒ Yes

REVENUE ADJUSTMENT CATEGORY
 Percentage complete adjustment:
 NTE adjustment:

ADMINISTRATION FEE
 Administration fee: ☒ Yes
 Admin fee category:

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

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	<p>Progress – Select a billing category which will be used while creating a billable fee transactions for the progress type of projects.</p> <p>Fixed Fee – Select a billing category which will be used while creating a billable fee transactions for the milestone/fixed fee type of projects.</p> <p>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.</p>
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 % progress 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 available 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

	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

The screenshot shows the 'Project groups' form in the 'Finance and Operations' module. The 'Fee type' dropdown is highlighted with a green box, showing the following options: 'None', 'Progress', 'Fixed fee', 'Time and expense NTE', and 'Time and expense'. The form includes sections for General, Ledger, Estimate, Cost accounts, and Revenue accounts.

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

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 them to the projects as shown in the below two screenshots.

The screenshots show the Dynamics 365 'Line properties' setup page. The top screenshot displays the 'BillNoAcRe' line property, which is 'Billable non-accrue revenue'. In the 'General' tab, 'INVOICING Chargeable' is set to 'Yes' and 'WIP POSTING Accrue revenue' is set to 'No'. The bottom screenshot displays the 'AcRevNoBil' line property, which is 'Accrue Revenue Non-billable'. In the 'General' tab, 'INVOICING Chargeable' is set to 'No' and 'WIP POSTING Accrue revenue' is set to 'Yes'.

The screenshot shows the 'Project/group line properties' table in Dynamics 365. The table lists various project categories and their associated line properties.

Valid for	Project relation	Valid for	Category relation	Line property
Group	T&M Miles	Table	MilestoneFee	BillNoAcRe
Group	NTE	Table	NTEFee	BillNoAcRe
Group	T&M Prog	Table	ProgressFee	BillNoAcRe
Group	NTE	All		Billable
Group	T&M Miles	All		AcRevNoBil
Group	T&M Prog	All		AcRevNoBil

Last modified: 3 February 2021

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*

The screenshot shows the 'Fee management' form for project '00000819 : Beach Valley Resort'. The form is divided into several sections:

- Project hierarchy:** A tree view showing the project structure:
 - 00000819 : Beach Valley Resort
 - 00000819.10 : Master Planning
 - 00000819.20 : Design Development
 - 00000819.30 : Construction Documents
 - 00000819.40 : Construction Administration
- General:** A table with project details:

PROJECT	Fee type	CUSTOMER	RESPONSIBLE	DATES	Actual start date	Extension date	INTEGRATION
Project ID 00000819	Time and expense	Project contract ID 00003653	Principal Sara Thomas	Date of creation 21-06-2020	Actual start date	Extension date	Integration source
Project name Beach Valley Resort	Project stage In process	Account US_SI_0118	Project manager June Low	Projected start date 15-06-2020	Projected end date 31-12-2021	Actual end date	
Project group T&E		Email	Project accountant Daniel Brunner				

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

Project ID	Project name	Fee type	Sales currency	Contract value	Contract hours	% Progress	WIP	Invoice proposal	Invoiced	Revenue	Actual hours	% Completed	Remaining re...	Reimbursabl...
00000819	Beach Valley Resort	Time and expense	USD	300,000.00	35,000.00	0.00	24,632.75	0.00	78,440.50	103,073.25	188.00	34.36	196,926.75	✓
00000819.10	Master Planning	Progress	USD	65,000.00	8,000.00	20.00	1,300.00	0.00	13,000.00	14,300.00	53.00	22.00	50,700.00	
00000819.20	Design Development	Fixed fee	USD	85,000.00	10,000.00	0.00	3,900.03	0.00	30,000.00	33,900.03	66.00	39.88	51,099.97	
00000819.30	Construction Documents	Time and expense NTE	USD	70,000.00	7,500.00	0.00	282.73	0.00	23,190.50	23,473.23	33.00	33.53	46,526.77	✓
00000819.40	Construction Administration	Progress	USD	80,000.00	9,500.00	2.69	19,149.99	0.00	12,250.00	31,399.99	36.00	39.25	48,600.01	

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.

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

WBS ID	Task name	Forecast mo...	Exploded	Project date	Project ID	Category	Resource	Description	Sales currency	Sales price	Line property	Budget type	Agreement reference
	FEEM	21-06-2020		00000819.10		Compensation		AGR0000054 Labor	USD	65,000.00	AcRevNoBil	None	AGR0000054
	FEEM	21-06-2020		00000819.20		Compensation		AGR0000054 Labor	USD	55,000.00	AcRevNoBil	None	AGR0000054
	FEEM	21-06-2020		00000819.30		Compensation		AGR0000054 Labor	USD	45,000.00	Billable	None	AGR0000054
	FEEM	21-06-2020		00000819.40		Compensation		AGR0000054 Labor	USD	35,000.00	AcRevNoBil	None	AGR0000054
	FEEM	15-07-2020		00000819.20		Subcontractors		AGR0000055 Subcontractors	USD	30,000.00	AcRevNoBil	None	AGR0000055
	FEEM	15-07-2020		00000819.30		Subcontractors		AGR0000055 Subcontractors	USD	25,000.00	Billable	None	AGR0000055
	FEEM	15-07-2020		00000819.40		Subcontractors		AGR0000055 Subcontractors	USD	45,000.00	AcRevNoBil	None	AGR0000055

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

Project contracts
00003653 : Sunshine Construction PLC

General

IDENTIFICATION	Name	Sales currency	Lock sales currency	Invoice frequency	Sales tax group	Price group	INTEGRATION
Project contract ID 00003653	Sunshine Construction PLC	USD	<input type="checkbox"/> Yes	Weekly	MI		Integration source PSAProjInvoiceReport
							Billing approver

Billing rules

Billing rule	Billing rule type	Project	Unit	Quantity	Unit sales price	Contract value	Category	Fee percenta...	Project ID
000002701	Time and material			0.00	0.00	0.00		0.00	00000819
000002702	Progress	00000819.10		0.00	0.00	65,000.00	ProgressFee	0.00	00000819.10
000002703	Time and material			0.00	0.00	0.00		0.00	00000819.20
000002704	Time and material			0.00	0.00	0.00		0.00	00000819.30
000002705	Progress	00000819.40		0.00	0.00	80,000.00	ProgressFee	0.00	00000819.40

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.

% Progress history | 00000819.40 : CONSTRUCTION ADMINISTRATION

Project contract ID	Project contract name	Project ID	Project name	Previous % p...	New % progr...	Modified by	Modified date
00003653	Sunshine Construction PLC	00000819.40	Construction Administration	0.00	2.00	AppasahebN	22-07-2020 23:51:15
00003653	Sunshine Construction PLC	00000819.40	Construction Administration	2.00	4.00	AppasahebN	21-06-2020 20:02:35
00003653	Sunshine Construction PLC	00000819.40	Construction Administration	4.00	1.00	AppasahebN	21-06-2020 20:02:46
00003653	Sunshine Construction PLC	00000819.40	Construction Administration	1.00	35.00	AppasahebN	21-06-2020 21:26:38
00003653	Sunshine Construction PLC	00000819.40	Construction Administration	35.00	2.69	AppasahebN	19-07-2020 23:09:00

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

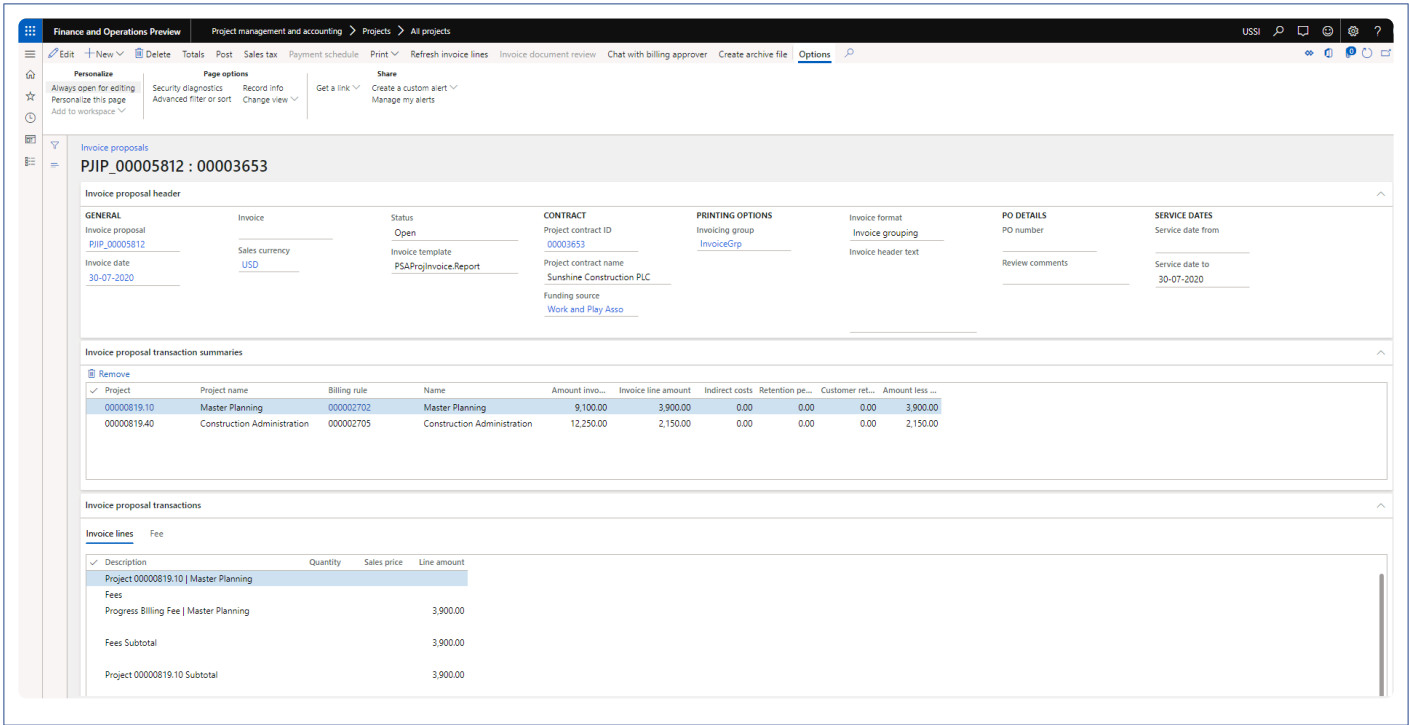
% Progress updated (second attempt) = 35%

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

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.

Percentage complete adjustment

Parameters

Project ID: 00000819.10

Revenue adjustment completion ...: From total revenue

Adjustment date: 8/26/2020

Reason description:

Include sub projects: ☒ No

Run in the background: ☐

OK Cancel

Project ID	Project name	Fee type	Sales currency	Contract value	Contract hours	% Progress	WIP	Invoice proposal	Invoiced	Revenue
00000819	Beach Valley Resort	Time and expense	USD	300,000.00	35,000.00	0.00	24,632.75	0.00	78,440.50	103,073.25
00000819.10	Master Planning	Progress	USD	65,000.00	8,000.00	20.00	1,300.00	0.00	13,000.00	14,300.00
00000819.20	Design Development	Fixed fee	USD	85,000.00	10,000.00	0.00	3,900.03	0.00	30,000.00	33,900.03
00000819.30	Construction Documents	Time and expense NTE	USD	70,000.00	7,500.00	0.00	282.73	0.00	23,190.50	23,473.23
00000819.40	Construction Administration	Progress	USD	80,000.00	9,500.00	2.69	19,149.99	0.00	12,250.00	31,399.99

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.

New revenue adjustment

Percentage complete adjustment

NTE adjustment

Revenue adjustments | 00000819.10 : MASTER PLANNING

Status: Created

Include sub projects: ☐

Adjustment date	Adjustment type	Project ID	Project name	Sales currency	Contract value	Contract hours	Invoiced	WIP	% complete	Actual revenue	Actual hours	Adjustment amount	Adjusted % completed	Adjusted revenue	Status	Adjusted by	Reason description
26-08-2020	Percent complete adjustment	00000819.10	Master Planning	USD	65,000.00	8,000.00	9,100.00	2,900.00	18.46	12,000.00	30.00	-2,900.00	14.00	9,100.00	Created	AppasahebN	

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

parameters.

Split	Date	Project name	Project ID	Category ID	Resource name	Item	Total sales a...	Amount in tr...	Total cost am...	Invoice status	Transaction type	Indirect cost ...	Account
✓	26-08-2020	Master Planning	00000819.10	ProgressAdj			-2,900.00	0.00	0.00	Nonchargeable	Fee		USD

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

Project ID	Project name	Fee type	Sales currency	Contract value	Contract hours	% Progress	WIP	Invoice proposal	Invoiced	Revenue	Actual hours	% Completed	Remaining re...	Reimbursabl...
00000819	Beach Valley Resort	Time and expense	USD	300,000.00	35,000.00	0.00	23,332.75	0.00	79,740.50	103,073.25	188.00	34.36	196,926.75	✓
00000819.10	Master Planning	Progress	USD	65,000.00	8,000.00	22.00	0.00	0.00	14,300.00	14,300.00	53.00	22.00	50,700.00	✓
00000819.20	Design Development	Fixed fee	USD	85,000.00	10,000.00	0.00	3,900.03	0.00	30,000.00	33,900.03	66.00	39.88	51,099.97	✓
00000819.30	Construction Documents	Time and expense NTE	USD	70,000.00	7,500.00	0.00	282.73	0.00	23,190.50	23,473.23	33.00	33.53	46,526.77	✓
00000819.40	Construction Administration	Progress	USD	80,000.00	9,500.00	2.69	19,149.99	0.00	12,250.00	31,399.99	36.00	39.25	48,600.01	✓

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.

Finance and Operations

Project management and accounting > Projects > All projects

USSI

🔍

🗨

😊

⚙

✎ Edit

🔄 Refresh data

Maintain

Options

🔍

⚙

🔗

📄

🔔

🕒

New

Create invoice proposal

Milestone allocation

Process

Open invoice proposal

Percentage complete adjustment

NTE adjustment

Subcontractors accrual

Adjustment requests

Related information

Posted transactions

Pending transactions

Revenue adjustments

Contract management

Subcontractors management

Transactions details

% Progress history

Work breakdown structure

Fee management | 00000819 : BEACH VALLEY RESORT

🔍 Filter

✓ Project ID

00000819

00000819.10

00000819.20

00000819.30

00000819.40

Save

Tracking Views

Publish

⚠ Fulfillment notification

Activity maintenance

Options

🔍

Work breakdown structure | 00000819 : BEACH VALLEY RESORT

00000819: Beach Valley Resort

Draft

+ New

🗑 Delete

↔ Outdent

↔ Indent

↑ Move up

↓ Move down

Expand to

Details

⬇ Import

⬆ Export

Attachments

Auto scheduling

Resource

Product dimension

View

🔍 Filter

Scheduling

Auto scheduling

Show schedule errors

✓	WBS ID	S...	N...	Task name	Predecessors	Category	Effort in hours	Task start date	Task end date	Durati...	Numb...	Role ID	Resc
✓	1			Planning		Jury	96.00	6/15/2020	6/30/2020	12.00	1.00		
✓	2			Design		Design	536.00	6/30/2020	9/30/2020	67.00	1.00		

Last modified: 28 January 2021

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 contract 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.

Finance and Operations

Project management and accounting > Projects > All projects

Edit Refresh data

Maintain Options

New

Process

Create invoice proposal
Milestone allocation

Open invoice proposal
Percentage complete adjustment
NTE adjustment

Subcontractors accrual
Adjustment requests

Posted transactions
Pending transactions
Revenue adjustments

Contract management
Subcontractors management
Transactions details <^

% Progress history
Work breakdown structure

Fee management | 00000819 : BEACH VALLEY RESORT

Filter

Project ID	Project name	Fee type	Sales currency	Contract value	Contract hours	% Progress	WIP	Invoice proposal	In
00000819	Beach Valley Resort	Time and expense	USD	300,000.00	35,000.00	0.00	23,332.75	0.00	79.3
00000819.10	Master Planning	Progress	USD	65,000.00	8,000.00	22.00	0.00	0.00	14.1
00000819.20	Design Development	Fixed fee	USD	85,000.00	10,000.00	0.00	3,900.03	0.00	30.1
00000819.30	Construction Documents	Time and expense NTE	USD	70,000.00	7,500.00	0.00	282.73	0.00	23.1
00000819.40	Construction Administration	Progress	USD	80,000.00	9,500.00	2.69	19,149.99	0.00	12.1

Milestone allocation

Contract value amount 85,000.00 Total installment amount 55,000.00

Allocation

+ Add - Delete

✓	Date ↑	Description	Amount	Completed
	6/18/2020	M1	15,000.00	<input checked="" type="checkbox"/>
	6/25/2020	M2	15,000.00	<input type="checkbox"/>
	7/2/2020	M3	15,000.00	<input type="checkbox"/>
	7/9/2020	M4	10,000.00	<input type="checkbox"/>

OK Cancel

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.

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

WBS ID	Task name	Forecast mo...	Exploded	Project date	Project ID	Category	Resource	Description	Sales currency	Sales price	Line property	Budget type	Agreement reference
	FEEM	21-06-2020		00000819.10		Compensation		AGR0000054 Labor	USD	65,000.00	AcRevNoBil	None	AGR0000054
	FEEM	21-06-2020		00000819.20		Compensation		AGR0000054 Labor	USD	55,000.00	AcRevNoBil	None	AGR0000054
	FEEM	21-06-2020		00000819.30		Compensation		AGR0000054 Labor	USD	45,000.00	Billable	None	AGR0000054
	FEEM	21-06-2020		00000819.40		Compensation		AGR0000054 Labor	USD	35,000.00	AcRevNoBil	None	AGR0000054
	FEEM	15-07-2020		00000819.20		Subcontractors		AGR0000055 Subcontractors	USD	30,000.00	AcRevNoBil	None	AGR0000055
	FEEM	15-07-2020		00000819.30		Subcontractors		AGR0000055 Subcontractors	USD	25,000.00	Billable	None	AGR0000055
	FEEM	15-07-2020		00000819.40		Subcontractors		AGR0000055 Subcontractors	USD	45,000.00	AcRevNoBil	None	AGR0000055

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

Billing rule	Billing rule type	Project	Unit	Quantity	Unit sales price	Contract value	Category	Fee percent	Project ID
000002701	Time and material			0.00	0.00	0.00		0.00	00000819
000002702	Progress	00000819.10		0.00	0.00	65,000.00	ProgressFee	0.00	00000819.10
000002703	Time and material			0.00	0.00	0.00		0.00	00000819.20
000002704	Time and material			0.00	0.00	0.00		0.00	00000819.30
000002705	Progress	00000819.40		0.00	0.00	80,000.00	ProgressFee	0.00	00000819.40

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

The screenshot shows the 'Invoice proposal' header for PJIP_00006362 : 00003653. The header includes fields for GENERAL (Invoice proposal, Invoice date), INVOICE (Invoice, Sales currency), STATUS (Open), CONTRACT (Project contract ID, Project contract name), PRINTING OPTIONS (Invoicing group, Invoice grouping), INVOICE FORMAT (Invoice format, Invoice header text), PO DETAILS (PO number, Review comments), and SERVICE DATES (Service date from, Service date to).

Below the header is the 'Invoice proposal transaction summaries' table:

Project	Project name	Billing rule	Name	Amount invo...	Invoice line amount	Indirect costs	Retention pe...	Customer ret...	Amount less ...
00000819.20	Design Development	000002703	Design Development	30,000.00	15,000.00	0.00	0.00	0.00	15,000.00

Below the summaries is the 'Invoice proposal transactions' table:

Description	Quantity	Sales price	Line amount
Project 00000819.20 Design Development			
Fees			
Milestone Billing Fee M3			15,000.00
Fees Subtotal			15,000.00
Project 00000819.20 Subtotal			15,000.00

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.

Percentage complete adjustment

Parameters

Project ID: 00000819.20

Adjustment date: 8/26/2020

Revenue adjustment completion: From total revenue

Reason description:

Include sub projects: ☐ No

Run in the background: ☐

OK Cancel

Project ID	Project name	Fee type	Sales currency	Contract value	Contract hours	% Progress	WIP	Invoice proposal
00000819	Beach Valley Resort	Time and expense	USD	300,000.00	35,000.00	0.00	23,332.75	0.00
00000819.10	Master Planning	Progress	USD	65,000.00	8,000.00	22.00	0.00	0.00
00000819.20	Design Development	Fixed fee	USD	85,000.00	10,000.00	0.00	3,900.03	0.00
00000819.30	Construction Documents	Time and expense NTE	USD	70,000.00	7,500.00	0.00	282.73	0.00
00000819.40	Construction Administration	Progress	USD	80,000.00	9,500.00	2.69	19,149.99	0.00

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.

New revenue adjustment

Percentage complete adjustment

NTE adjustment

Revenue adjustments | 00000819.10: MASTER PLANNING

Filter: Created ☐ Include subprojects

Adjustment date	Adjustment type	Project ID	Project name	Sales currency	Contract value	Contract hours	Invoiced	WIP	% complete	Actual revenue	Actual hours	Adjustment amount	Adjusted % completed	Adjusted revenue	Status	Adjusted by	Reason description
26-08-2020	Percent complete adjustment	00000819.10	Master Planning	USD	65,000.00	8,000.00	9,100.00	2,900.00	18.46	12,000.00	30.00	-2,900.00	14.00	9,100.00	Created	AppasahebN	

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

parameters.

Finance and Operations Preview | Project management and accounting > Projects > All projects

USSI

New Process View Bill Related information Options

New
Invoice proposal

Posted project transactions | 00000819.10 : MASTER PLANNING

Start date: 27-07-2020 End date: Invoice status: All Include subprojects: No

Split	Date	Project name	Project ID	Category ID	Resource name	Item	Total sales a...	Amount in tr...	Total cost am...	Invoice status	Transaction type	Indirect cost ...	Account
✓	30-07-2020	Master Planning	00000819.10	ProgressFee			3,900.00	0.00	0.00	Chargeable	Fee		USD
	26-08-2020	Master Planning	00000819.10	ProgressAdj			-2,900.00	0.00	0.00	Nonchargeable	Fee		USD

Related information

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

Finance and Operations | Project management and accounting > Projects > All projects

USSI

Save Refresh data Maintain Options

New
Create invoice proposal
Milestone allocation

Process
Open invoice proposal
Percentage complete adjustment
NTE adjustment

Subcontractors accrual
Adjustment requests

Posted transactions
Pending transactions
Revenue adjustments

Related information
Contract management
Subcontractors management
Transactions details

% Progress history
Work breakdown structure

Fee management | 00000819.10 : MASTER PLANNING

Filter

Project ID	Project name	Fee type	Sales currency	Contract value	Contract hours	% Progress	WIP	Invoice proposal	Invoiced	Revenue	Actual hours	% Completed	Remaining re...	Reimbursabl...
00000819	Beach Valley Resort	Time and expense	USD	300,000.00	35,000.00	0.00	23,332.75	0.00	79,740.50	103,073.25	188.00	34.36	196,926.75	✓
✓ 00000819.10	Master Planning	Progress	USD	65,000.00	8,000.00	22.00	0.00	0.00	14,300.00	14,300.00	53.00	22.00	50,700.00	✓
00000819.20	Design Development	Fixed fee	USD	85,000.00	10,000.00	0.00	3,900.03	0.00	30,000.00	33,900.03	66.00	39.88	51,099.97	✓
00000819.30	Construction Documents	Time and expense NTE	USD	70,000.00	7,500.00	0.00	282.73	0.00	23,190.50	23,473.23	33.00	33.53	46,526.77	✓
00000819.40	Construction Administration	Progress	USD	80,000.00	9,500.00	2.69	19,149.99	0.00	12,250.00	31,399.99	36.00	39.25	48,600.01	✓

Last modified: 28 January 2021

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

Finance and Operations Preview

Search for a page

Edit

Milestone allocation

Invoice Proposal

Options

Fee management | 00000347 : ABP_09082019-FEE NTE

Filter

Project ID	Project name	Fee type	Fee budget	% Progress	Sales currency	Actual project revenue	% Complete
00000347	ABP_09082019-FEE NTE	Time and expense NTE	10,000.00	0.00	USD	0.00	0.00
00000347.01	ABP_09082019-FEE NTE-1	Time and expense NTE	5,000.00	0.00	USD	0.00	0.00
00000347.02	ABP_09082019-FEE NTE-2	Time and expense NTE	6,000.00	0.00	USD	0.00	0.00

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

Finance and Operations Preview

USSI

Edit

+ New

Delete

Edit forecast transactions

General ledger preview

Transfer quotation lines

Trade agreement

Options

Search for a page

00000347 : ABP_09082019-FEE NTE

Fee forecasts - Forecast model: FEEM, 8/9/2019, Expand ID: 0

☐ Show report transactions

Overview

General

Dates

Financial dimensions

✓ WBS ID	Task name	Forecast mo...	Exploded	Project date	Project ID	Category	Resource	Description	Sales currency	Sales price	Line property	Budget type
		FEEM		8/9/2019	00000347	Fee Budget		Test	USD	10,000.00	Billable	None
		FEEM		8/9/2019	00000347.01	Fee Budget			USD	5,000.00	Billable	None
		FEEM		8/9/2019	00000347.02	Fee Budget			USD	6,000.00	Billable	None

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

Finance and Operations Preview

Search for a page

US\$

Billing rules | 000000403 : FEE MANAGEMENT

Project contract ID: 00000679 | Billing rule: 000000403 | Line type: Time and material | Description: Fee management

Billing rule line details

Quantity	Unit	Unit sales price	Contract value	Change order number	Project	Category
0.00		0.00	0.00			

Fee percentage: 0.00

Include indirect costs: No

Sales tax group:

Project

Show available projects: Active | Show selected projects: Active

AVAILABLE PROJECTS

Project ID	Project name	Project stage
We didn't find anything to show here.		

SELECTED PROJECTS

Project ID	Project name	Project stage
00000347	ABP_09082019-FEE NTE	In process
00000347.01	ABP_09082019-FEE NTE-1	In process
00000347.02	ABP_09082019-FEE NTE-2	In process

Finance and Operations Preview

Search for a page

000000403 : FEE MANAGEMENT

Billing rules setup for project / category

GENERAL

Project contract: 00000679 | Contract name: ABP_09082019-FEE NTE | Billing rule: 000000403 | Project: 00000347 | Project name: ABP_09082019-FEE NTE

Categories

AVAILABLE CATEGORIES

Category	Category name	Transaction type
We didn't find anything to show here.		

SELECTED CATEGORIES

Category	Category name	Transaction type
Airfare	Airfare	Expense
AppDev	Application Development	Hour
Apprentice	Apprentice	Hour
ARC	Architect	Hour
Carpet Contractor	Carpet Contractor	Expense
Conference	Conference registration and f...	Expense
Consult	Management Consulting	Hour

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

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

Finance and Operations Preview

Search for a page

Invoice proposals

PJIP_00000890 : 00000679

Invoice proposal header

Invoice proposal transaction summaries

Project	Project name	Billing rule	Name	Amount invo...	Invoice line a...	Indirect costs	Retention pe...	Customer ret...	Amount less...
00000347.02	ABP_09082019-FEE NTE-2	000000403	Fee management	0.00	7,500.00	0.00	0.00	0.00	7,500.00

Invoice proposal transactions

Invoice lines

Description	Quantity	Sales price	Line amount
Hours	1.00	7,500.00	7,500.00
Hours Subtotal	1.00		7,500.00
Fees			-1,500.00
Fees Subtotal			-1,500.00
Project 00000347.02 Subtotal			6,000.00

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.

Finance and Operations | Project management and accounting > Projects > All projects

Edit Refresh data Maintain Options

New Create invoice proposal Milestone allocation

Process Open invoice proposal Percentage complete adjustment NTE adjustment Subcontractors accrual Adjustment requests

Related information Posted transactions Pending transactions Revenue adjustments Contract management Subcontractors management Transactions details % Progress history Work breakdown structure

Fee management | 00000819 : BEACH VALLEY RESORT

Filter

Project ID	Project name	Fee type	Sales currency	Contract value	Contract hours	% Progress	WIP	Invoice proposal
00000819	Beach Valley Resort	Time and expense	USD	300,000.00	35,000.00	0.00	23,332.75	0.00
00000819.10	Master Planning	Progress	USD	65,000.00	8,000.00	22.00	0.00	14.00
00000819.20	Design Development	Fixed fee	USD	85,000.00	10,000.00	0.00	3,900.03	0.00
00000819.30	Construction Documents	Time and expense NTE	USD	70,000.00	7,500.00	0.00	282.73	0.00
00000819.40	Construction Administration	Progress	USD	80,000.00	9,500.00	2.69	19,149.99	0.00

NTE adjustment

Parameters

Project ID: 00000819.30

Adjustment date: 11/27/2020

Include sub projects: ☐ No

Reason description:

Run in the background: ☐

OK Cancel

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'.

Finance and Operations Preview | Save + New Delete New revenue adjustment Post revenue adjustments Options

Post revenue adjustments

Post

Revenue adjustments | 00000819.30 : CONSTRUCTION DOCUMENTS

Filter Status: Created Include subprojects

Adjustment date	Adjustment type	Project ID	Project name	Sales currency	Contract value	Contract hours	Invoiced	WIP	% complete	Actual revenue	Actual hours	Adjustment amount	Adjusted % completed	Adjusted revenue	Status	Adjusted by	Reason description
27-08-2020	NTE adjustment	00000819.30	Construction Docu...	USD	70,000.00	7,500.00	27,381.00	12,836.00	57.45	40,217.00	80.00	-4,188.00	51.47	36,029.00	Created	AppasahebN	

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.

Finance and Operations Preview												
New Process View Bill Related information Options												
New Invoice proposal												
Posted project transactions 00000819.30 : CONSTRUCTION DOCUMENTS												
<div>Filter</div> <div>Start date: 28-07-2020 End date: Invoice status: All Include subprojects: No</div>												
Split	Date	Project name	Project ID	Category ID	Resource name	Item	Total sales a...	Amount in tr...	Total cost am...	Invoice status	Transaction type	Indirect cost ...
✓	30-07-2020	Construction Documents	00000819.30	PM	Appasaheb Narasannavar		2,900.00	2,000.00	2,000.00	Chargeable	Hour	USD
	30-07-2020	Construction Documents	00000819.30	ERPDev	Appasaheb Narasannavar		3,396.00	2,340.00	2,340.00	Chargeable	Hour	USD
	27-08-2020	Construction Documents	00000819.30	QA	Appasaheb Narasannavar		2,540.00	1,750.00	1,750.00	Chargeable	Hour	USD
	27-08-2020	Construction Documents	00000819.30	NTEAdj			-4,188.00	0.00	0.00	Chargeable	Fee	USD

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

Finance and Operations Project management and accounting > Projects > All projects														
Edit Refresh data Maintain Options														
<div>New</div> <div>Create invoice proposal Milestone allocation</div> <div>Process</div> <div>Open invoice proposal Percentage complete adjustment NTE adjustment</div> <div>Subcontractors accrual Adjustment requests</div> <div>Posted transactions Pending transactions Revenue adjustments</div> <div>Related information</div> <div>Contract management Subcontractors management Transactions details</div> <div>% Progress history Work breakdown structure</div>														
Fee management 00000819 : BEACH VALLEY RESORT														
Filter														
Project ID	Project name	Fee type	Sales currency	Contract value	Contract hours	% Progress	WIP	Invoice proposal	Invoiced	Revenue	Actual hours	% Completed	Remaining re...	Reimbursabl
✓ 00000819	Beach Valley Resort	Time and expense	USD	300,000.00	35,000.00	0.00	23,332.75	0.00	79,740.50	103,073.25	188.00	34.36	196,926.75	✓
00000819.10	Master Planning	Progress	USD	65,000.00	8,000.00	22.00	0.00	0.00	14,300.00	14,300.00	53.00	22.00	50,700.00	
00000819.20	Design Development	Fixed fee	USD	85,000.00	10,000.00	0.00	3,900.03	0.00	30,000.00	33,900.03	66.00	39.88	51,099.97	
✓ 00000819.30	Construction Documents	Time and expense NTE	USD	70,000.00	7,500.00	0.00	282.73	0.00	23,190.50	23,473.23	33.00	33.53	46,526.77	✓
00000819.40	Construction Administration	Progress	USD	80,000.00	9,500.00	2.69	19,149.99	0.00	12,250.00	31,399.99	36.00	39.25	48,600.01	

Last modified: 28 January 2021

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.

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

Finance and Operations | Project management and accounting > Projects > All projects | USS1

Save + New Delete Totals Post Sales tax Payment schedule Print Refresh invoice lines Invoice document review Chat with billing approver Create archive file Options

Invoice proposals | My view (1) ▼

PJIP_00007590 : 00005778

Invoice proposal header ELECTRONIC

Invoice proposal transaction summaries

Remove	Add PWP vendor invoice	Project	Project name	Billing rule	Name	Amount invoiced	Invoice line amount	Indirect costs	Retention per...	Custo...	Amount less retention	PWP remaining balance
<input type="radio"/>	<input type="radio"/>	00001147	PLASMOTEK	000004801	PLASMOTEK	0.00	200.00	0.00	0.00	0.00	200.00	1,225.00
<input type="radio"/>	<input type="radio"/>	00001148	OTOCON SYSTEMS	000004802	OTOCON SYSTEMS	0.00	1,000.00	0.00	0.00	0.00	1,000.00	1,625.00

Invoice proposal transactions

Invoice lines Fee

Description	Quantity	Sales price	Line amount
Project 00001147 PLASMOTEK			
Phase 00001147 PLASMOTEK			
Fees			
Progress Billing Fee BillNoAcRe			200.00
Fees Subtotal			200.00
Phase Subtotal			200.00
Limit: 10,000.00 To date: 200.00 Remaining: 9,800.00			

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

Add PWP vendor invoice relation

Overview

<input type="radio"/>	<input type="radio"/>	Selected	Vendor name	Invoice	Invoice date	Line nu...	Line description	Quant...	Cost price	Cost amoi ...
<input checked="" type="radio"/>	<input checked="" type="checkbox"/>		Distant Inn	PWP1	2/10/2021	1.0000...	New category	1.00	500.00	500.00
<input type="radio"/>	<input type="checkbox"/>		Countryside ...	PWP2	2/10/2021	1.0000...	New category	1.00	250.00	250.00
<input type="radio"/>	<input type="checkbox"/>		Local Hardw...	PWP3	2/10/2021	1.0000...	New category	1.00	475.00	475.00

PWP remaining balance

725.00

Total selected

500.00

OK

Cancel

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

	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 invoices.
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

Finance and Operations | Project management and accounting > Projects > Project contracts

00005778 : BHAVANI INDUSTRIES | My view

Vendor invoices with pay when paid

FILTER

From date: [] To date: [] Vendor account: [] Vendor invoice: [] Project: [] Project contract: 00005778 Status: All Pay when paid: ☒ No ☐ Yes Purchase order: []

Vendor invoice

Vendor	Name	Vendor...	Date	Payment terms	Currency	Invoice amount	Settled am...
US_SI_000007	Countryside Company	PWP2	2/10/2021	Net15	USD	600.00	0.00
US_SI_000008	Distant Inn	PWP1	2/10/2021	Net15	USD	1,100.00	0.00
US_SI_000016	Local Hardware Factory	PWP3	2/10/2021	Net30	USD	1,150.00	0.00

Vendor invoice lines

Release vendor payment Retain vendor payment

Line number	Item	Item name	Qty	Unit price	Amount	Project	Pay when ...	Ready for payment
1	New category		1.00	500.00	500.00	00001147	✓	No
2	New category		1.00	600.00	600.00	00001148	✓	No

Customer invoice

Add invoice relation

Customer	Name	Invoice	Date	Sales cure...	Invoice amount	Amount settled	Payment due
US_SI_00082	Locks Company	00001493	2/10/2021	USD	1,243.50	0.00	1,243.50

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_

Finance and Operations | Project management and accounting > Projects > All projects

00001148 : OTOCON SYSTEMS | My view

Vendor invoices with pay when paid

FILTER

From date: [] To date: [] Vendor account: [] Vendor invoice: [] Project: 00001148 Project contract: 00005778 Status: All

Vendor invoice

Vendor	Name	Vendor...	Date	Payment terms	Currency	Invoice amount	Settled am...
US_SI_000007	Countryside Company	PWP2	2/10/2021	Net15	USD	600.00	0.00
US_SI_000008	Distant Inn	PWP1	2/10/2021	Net15	USD	1,100.00	0.00
US_SI_000016	Local Hardware Factory	PWP3	2/10/2021	Net30	USD	1,150.00	0.00

Vendor invoice lines

Release vendor payment Retain vendor payment

Line number	Item	Item name	Qty	Unit price	Amount	Project	Pay when ...	Ready for payment
1	New category		1.00	250.00	250.00	00001147	✓	No
2	New category		1.00	350.00	350.00	00001148	✓	No

Customer invoice

Add invoice relation

Customer	Name	Invoice	Date	Sales cure...	Invoice amount	Amount settled	Payment due
US_SI_00082	Locks Company	00001493	2/10/2021	USD	1,243.50	0.00	1,243.50

Add invoice relation

Overview

Selected	Name	Invoice number	Invoice date	Amount	Currency
<input checked="" type="checkbox"/>	Locks Company	00001493	2/10/2021	1,000.00	USD
<input type="checkbox"/>	Locks Company	00001494	2/11/2021	2,500.00	USD
<input type="checkbox"/>	Locks Company	00001495	2/11/2021	4,000.00	USD

OK Cancel

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 invoice.
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.

Last modified: 15 February 2021

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.

Last modified: 28 January 2021

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*

Finance and Operations

Project management and accounting > Setup > projects360 parameters

USSI

Save Options

My view (1)

projects360 parameters

Timesheets

Transactions

Qualification

Billing schedule

Unit billing

Communication

Manage subprojects

Pending work items

Contract management

Fee management

Quick project search

Set up parameters for contract management

Activate contract management

Yes

SUBCONTRACTORS

Activate subcontractors mana...

Yes

Add unapproved contract value

Yes

Activate subcontractors accrual

Yes

Auto-post accrual journal

Yes

Validate budget vs contract val...

Yes

Subcontractor category group

Subcontrac

Accrual journal name

PjJrn

Accrual line property

AcRevNoBil

Accrual offset account type

Ledger

Accrual offset account

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

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Page 155 of 710

unaapproved 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 subcontractors 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

Finance and Operations								
Project management and accounting > projects360 Setup > Contract management > Contract management buckets								
<div> <div> Edit New Delete </div> <div> Category reporting groups Options </div> </div>								
Contract management buckets								
Filter								
Contract bucket ↑	Title	Active	Fee budget category	Reporting group	Subcontractors	Subcontractor accrual	Subcontractor category	
Bucket 1	Labor	✓	Compensation	Hours		None		
Bucket 2	Reimbursables	✓	Reimbursables	Expense		None		
Bucket 3	Subcontractors	✓	Subcontractors	Contractors	✓	Cost and revenue	SubLabor	
Bucket 4	Sub Reimbursables	✓	Compensation	SubReimbursables	✓	Cost and revenue	SubReimb	
Bucket 5	Expense	✓	Fee	Contractors	✓	Cost	SubReimb	

Last modified: 10 February 2021

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.

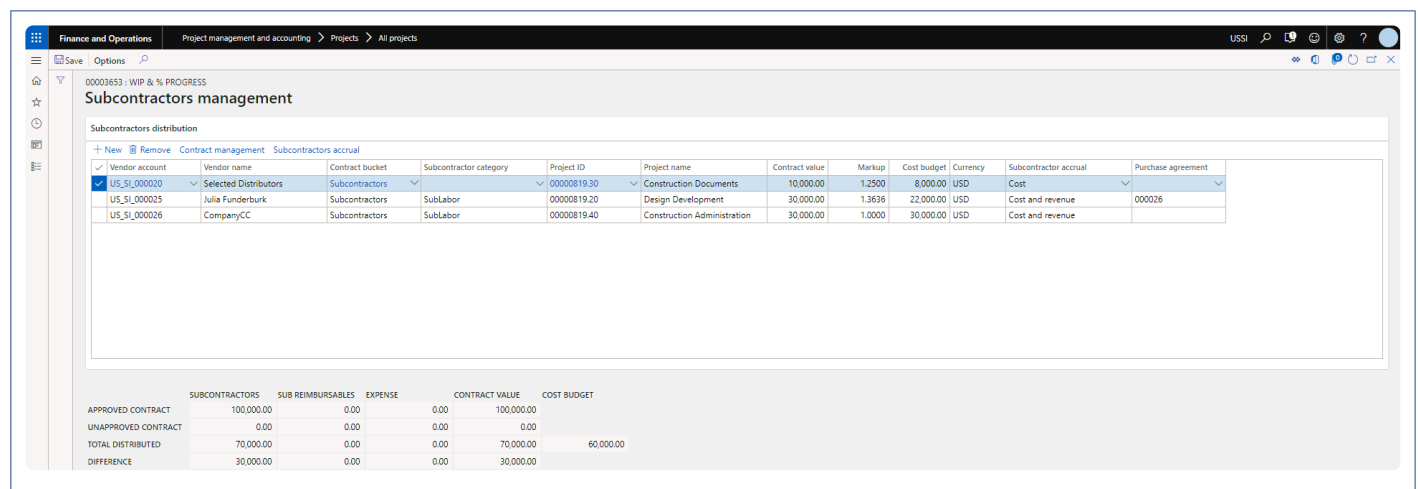
The new form can be accessed from following places –

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



Vendor account	Vendor name	Contract bucket	Subcontractor category	Project ID	Project name	Contract value	Markup	Cost budget	Currency	Subcontractor accrual	Purchase agreement
US_SI_000020	Selected Distributors	Subcontractors	SubLabor	00000819.30	Construction Documents	10,000.00	1.2500	8,000.00	USD	Cost	000026
US_SI_000025	Julia Funderburk	Subcontractors	SubLabor	00000819.20	Design Development	30,000.00	1.3636	22,000.00	USD	Cost and revenue	
US_SI_000026	CompanyCC	Subcontractors	SubLabor	00000819.40	Construction Administration	30,000.00	1.0000	30,000.00	USD	Cost and revenue	

	SUBCONTRACTORS	SUB REIMBURSABLES	EXPENSE	CONTRACT VALUE	COST BUDGET
APPROVED CONTRACT	100,000.00	0.00	0.00	100,000.00	
UNAPPROVED CONTRACT	0.00	0.00	0.00	0.00	
TOTAL DISTRIBUTED	70,000.00	0.00	0.00	70,000.00	60,000.00
DIFFERENCE	30,000.00	0.00	0.00	30,000.00	

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.

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.

Last modified: 28 January 2021

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.

Accrual ID	Description	Posting date	Posted	Posted by	Accrual journal	Reversal date	Reversed	Reversed by	Reversal journal
ACJR000117	Project Expense Journal	31-07-2020	<input checked="" type="checkbox"/>	AppasahebN	00002304	31-07-2020	<input checked="" type="checkbox"/>	AppasahebN	00002305
ACJR000118	Project Expense Journal	28-07-2020	<input checked="" type="checkbox"/>	AppasahebN	00002306	22-08-2020	<input checked="" type="checkbox"/>	AppasahebN	00002313
ACJR000122	Project Expense Journal	12-09-2020	<input checked="" type="checkbox"/>	AppasahebN	00002315		<input type="checkbox"/>		

TOTAL COST BUDGET	TOTAL VENDOR INVOICED	TOTAL ACCRUAL	TOTAL REMAINING BUDGET
52,000.00		12,000.00	4,594.75
			35,405.25

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.

Vendor account	Vendor name	Contract name	Project ID	Project name	Cost budget	Vendor invoiced	% Vendor invoiced	% Progress	Accrual amount	% Accrual	Remaining budget	Sales currency
US_SL_000025	Julia Funderburk	WIP & % Progress	00000819.20	Design Development	22,000.00	12,000.00	54.55	54.55	1.00	0.00	9,999.00	USD
US_SL_000026	CompanyCC	WIP & % Progress	00000819.40	Construction Administration	30,000.00	0.00	0.00	15.31	4,593.75	15.31	25,406.25	USD

TOTAL COST BUDGET	TOTAL VENDOR INVOICED	TOTAL ACCRUAL	TOTAL REMAINING BUDGET
52,000.00	12,000.00	4,594.75	35,405.25

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.

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.

Journals

Show: ☐ Show user-created only

List: General Setup Blocking Financial dimensions History

Journal	Name	Description	Journal type	Posted	Posted on	Log	In use by	Reversing en...	Reversing date	Modified by	Rejected by
00002306	Pjlm	Project Expense Journal	Project - expenses	<input checked="" type="checkbox"/>	23-07-2020 20:44:15	<input type="checkbox"/>		<input type="checkbox"/>		AppasahebN	

Journal voucher

Display journal lines:

List: General Invoice Payment Payment fee Project Fixed assets Remittance 1099 History

+ New Delete Voucher Financial dimensions Sales tax Functions

Date	Voucher	Company	Account type	Account	Description	Debit	Credit	Offset comp...	Offset account type	Offset account	Offset transaction text	Currency	Exchange rate	Item sales tax gr
28-07-2020	PRQJ00003370	US\$1	Project	00000819.20	Project Expense Jour...			US\$1	Vendor	US_S1_000023		USD	1.0000	
28-07-2020	PRQJ00003371	US\$1	Project	00000819.40	Project Expense Jour...	4,593.00		US\$1	Vendor	US_S1_000026		USD	1.0000	

Account name: Design Development Offset account name: Julia Funderburk Calculated sales tax amount: 0.00 Actual sales tax amount: 0.00

CURRENCY: DEBIT CREDIT BALANCE REPORTING CURRENCY: DEBIT CREDIT BALANCE

VOUCHER: 0.00 0.00 0.00 0.00 0.00 0.00 Budget check results

JOURNAL: 4,593.00 4,593.00 0.00 4,593.00 4,593.00 0.00 Budget check not performed



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.

The image shows two screenshots of a financial management software interface.

Top Screenshot: Journals

The 'Journals' screen shows a list of journals. The first journal is selected:

Journal ...	Name	Description	Journal type	Posted	Posted on	Log	L	In use by	Reversing en...	Reversing date	Modified by	Rejected by
00002313	Pj/km	Project Expense Journal	Project - expenses	<input checked="" type="checkbox"/>	22-09-2020 19:51:55	<input type="checkbox"/>			<input type="checkbox"/>		AppasahebN	

Bottom Screenshot: Journal voucher

The 'Journal voucher' screen shows details for the selected journal. The 'Overview' tab is active.

Voucher date	Voucher	Project date	Project	Activity number	Category	Resource	Description	Quantity	Currency	Cost price	Sales price	Line property	Offset account type
28-07-2020	PROJ00003389	28-07-2020	0000081920		SubLabor		Project Expense Jour...	-1.00	USD	0.00	0.00	AcRevNoBil	Vendor
28-07-2020	PROJ00003390	28-07-2020	0000081940		SubLabor		Project Expense Jour...	-1.00	USD	4,593.00	4,593.00	AcRevNoBil	Vendor

INVOICE

Invoice: R_AC/R0001...

Due date: 27-08-2020

Terms of payment: Net30

Payment ID: 0.00

Tax exempt number:

Purchase order:

SALES TAX

Sales tax group:

Item sales tax group:

Calculated sales tax amount: 0.00

Actual sales tax amount: 0.00

CASH DISCOUNT

Cash discount:

Cash discount date:

Cash discount amount: 0.00

DOCUMENT

Document:

Document date:

BUDGET CHECK RESULTS

TOTAL DEBIT	TOTAL CREDIT	BUDGET CHECK RESULTS
Journal	Journal	Per voucher
4,593.00	4,593.00	Budget check not performed
Per voucher	Per voucher	
0.00	0.00	

Vendor transactions

The 'Vendor transactions' screen shows a list of transactions for the selected vendor. The 'General' tab is active.

Voucher	Date	Invoice	Description	Amount in transaction...	Balance in transaction currency	Currency	Amount	Balance	Amount in re...	Balance in reporting currency	Note ID	Sequence nu...	Status
PROJ00003371	28-07-2020	AC/R000118.2	Project Expense Jour...	4,593.00	0.00	USD	4,593.00	0.00	-4,593.00	0.00		0	Invoiced
PROJ00003390	28-07-2020	R_AC/R000118.2	Project Expense Jour...	4,593.00	0.00	USD	4,593.00	0.00	4,593.00	0.00		0	Invoiced

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.

Last modified: 8 February 2021

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*

The screenshot shows the 'Set up parameters for fee management' form in the projects360 parameters tab. The form is organized into several sections:

- Activate fee management:** A toggle switch set to 'Yes'.
- BUDGET:** Includes 'Contract value category' (set to 'Fee') and 'Contract value model' (set to 'FEEM').
- BILLING CATEGORY:** Includes 'Progress' (set to 'ProgressFee'), 'Fixed fee' (set to 'MilestoneFee'), and 'Time and expense NTE' (set to 'NTEFee').
- CONTRACT HOURS:** Includes 'Contract hours category' (set to 'Service') and 'Contract hours model' (set to 'FEEM').
- % PROGRESS HISTORY:** Includes 'Maintain % progress history' (set to 'No') and 'Rollup totals by parent project' (set to 'Yes').
- PAY WHEN PAID:** Includes 'PWP for Progress/Fixed fee' (set to 'No').
- INDIRECT COST:** Includes 'Include indirect cost' (set to 'Yes').
- REVENUE ADJUSTMENT CATEGORY:** Includes 'Percentage complete adjustment' (set to 'DefR') and 'NTE adjustment' (set to 'NTEAdj').
- ADMINISTRATION FEE:** A section highlighted with a green border, containing 'Administration fee' (set to 'Yes') and 'Admin fee category' (set to 'Admin Fee').

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.

Last modified: 8 February 2021

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*

Finance and Operations

Project management and accounting > Projects > All projects

US\$1

?

Edit

Refresh data

Maintain

Options

New

Process

Create invoice proposal

Open invoice proposal

Milestone allocation

Percentage complete adjustment

NTE adjustment

Subcontractors accrual

Adjustment requests

Posted transactions

Pending transactions

Revenue adjustments

Administration fee

Subcontractors management

Transactions details

% Progress history

Work breakdown structure

Fee management | 00000540 : CONSTRUCTION PROJECT

My view

Filter

Project ID	Project name	Fee type	Sales curr...	Contract value	Contract hours	% Progress	WIP	Invoice pr...	Invoiced	Revenue	Actual hours	% Complet...	Remaining...	Reimbursable expe...	Admin fee %
00000540	Construction project	Time and expense NTE	USD	120,000.00	0.00	0.00	23,700.00	21,500.00	111,700.00	135,400.00	2,000.00	112.83	-15,400.00	✓	0.00
00000540.01	Progress testing	Progress	USD	50,000.00	0.00	38.00	-8,800.00	20,000.00	15,200.00	6,400.00	300.00	12.80	43,600.00		0.00
00000540.10	Reimbursable expenses	Time and expense NTE	USD	20,000.00	0.00	0.00	0.00	0.00	80,000.00	80,000.00	600.00	400.00	-60,000.00	✓	0.00
00000540.20	Reimbursable expenses...	Time and expense NTE	USD	20,000.00	0.00	0.00	48,500.00	1,500.00	500.00	49,000.00	100.00	245.00	-29,000.00	✓	5.00
00000540.30	LumpSum	Fixed fee	USD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
00000540.50	Progress 02	Progress	USD	30,000.00	0.00	20.00	-16,000.00	0.00	16,000.00	0.00	1,000.00	0.00	30,000.00		10.00

Administration fee

Fee percentage

8.00

Fee description

Administration Fees

Project

00000540

Category

Admin Fee

Fee calculation rule

AVAILABLE ITEMS

Billing...	Description	Billing rule type
<input checked="" type="radio"/> 000001157	JM test new features and fixes 11/19/19	Time and material
<input type="radio"/> 000001176	Reimbursable expenses 2	Time and material
<input type="radio"/> 000003027	LumpSum	Time and material

SELECTED ITEMS

Billing ...	Description	Billing rule type
<input checked="" type="radio"/> 000001158	Reimbursable expenses	Time and material

OK

Cancel

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.

Finance and Operations | Project management and accounting > Projects > All projects

USSI

Edit + New Delete Translations Options

Personalize
Always open for editing
Personalize this page

Page options
Security diagnostics
Advanced filter or sort
Record info

Share
Create a custom alert
Manage my alerts

Filter

Billing ... ↑ Billing rule type

000004781 Fee

Billing rules | My view | 000004781 : ADMINISTRATION FEES

Project contract ID 00001780 Billing rule 000004781 Line type Fee Description Administration Fees

Billing rule line details

Quantity 0.00 Contract value 0.00 Category Admin Fee Include indirect costs No

Unit Change order number Fee percentage 8.00 Sales tax group MI

Unit sales price 0.00 Project 00000540

Fee calculation rule

AVAILABLE ITEMS

Billing...	Description	Billing rule type
000001157	JM test new features and ...	Time and material
000001176	Reimbursable expenses 2	Time and material
000003027	LumpSum	Time and material

SELECTED ITEMS

Billing...	Description	Billing rule type
000001158	Reimbursable expenses	Time and material

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

Finance and Operations | Project management and accounting > Projects > All projects

USSI

Edit Refresh data Maintain Options

New
Create invoice proposal
Milestone allocation

Process
Open invoice proposal
Percentage complete adjustment
NTE adjustment

Related information
Subcontractors accrual
Adjustment requests
Posted transactions
Pending transactions
Revenue adjustments
Administration fee
Subcontractors management
Transactions details
% Progress history
Work breakdown structure

Fee management | 00000540 : CONSTRUCTION PROJECT

My view

Filter

Project ID	Project name	Fee type	Sales curr...	Contract value	Contract hours	% Progress	WIP	Invoice pr...	Invoiced	Revenue	Actual hours	% Complet...	Remaining...	Reimbursable expe...	Admin fee %
00000540	Construction project	Time and expense NTE	USD	120,000.00	0.00	0.00	23,700.00	21,500.00	111,700.00	135,400.00	2,000.00	112.83	-15,400.00	✓	8.00
00000540.01	Progress testing	Progress	USD	50,000.00	0.00	38.00	-8,800.00	20,000.00	15,200.00	6,400.00	300.00	12.80	43,600.00		0.00
00000540.10	Reimbursable expenses	Time and expense NTE	USD	20,000.00	0.00	0.00	0.00	0.00	80,000.00	80,000.00	600.00	400.00	-60,000.00	✓	0.00
00000540.20	Reimbursable expenses...	Time and expense NTE	USD	20,000.00	0.00	0.00	48,500.00	1,500.00	500.00	49,000.00	100.00	245.00	-29,000.00	✓	5.00
00000540.30	LumpSum	Fixed fee	USD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
00000540.50	Progress 02	Progress	USD	30,000.00	0.00	20.00	-16,000.00	0.00	16,000.00	0.00	1,000.00	0.00	30,000.00		10.00

Last modified: 8 February 2021

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.

Last modified: 28 January 2021

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.

Last modified: 28 January 2021

Configure Forecast Sync

✿ This section 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*

The screenshot displays the 'projects360 parameters' form in a web application. The breadcrumb trail at the top indicates the path: 'Project management and accounting > Setup > projects360 parameters'. The left sidebar shows a navigation menu with options like 'Invoicing', 'Work breakdown structure' (selected), 'Resourcing', 'Timesheets', 'Transactions', 'Qualification', and 'Billing schedule'. The main content area is titled 'Set up parameters for work breakdown structure'. It contains three sections: 'WBS FORECAST' with dropdowns for 'Planned value' (PV-WBS), 'Earned value' (EV-WBS), and 'Estimate to complete' (ETC-WBS); 'WORK BREAKDOWN STRUCTURE' with a toggle for 'Activate work breakdown structure' set to 'Yes'; and 'WBS AUTOMATED EVENTS' (highlighted with a green box) with a toggle for 'Transfer from WBS' set to 'Yes' and a dropdown for 'Forecast model' set to 'ORIG-WBS'.

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.

Last modified: 28 January 2021

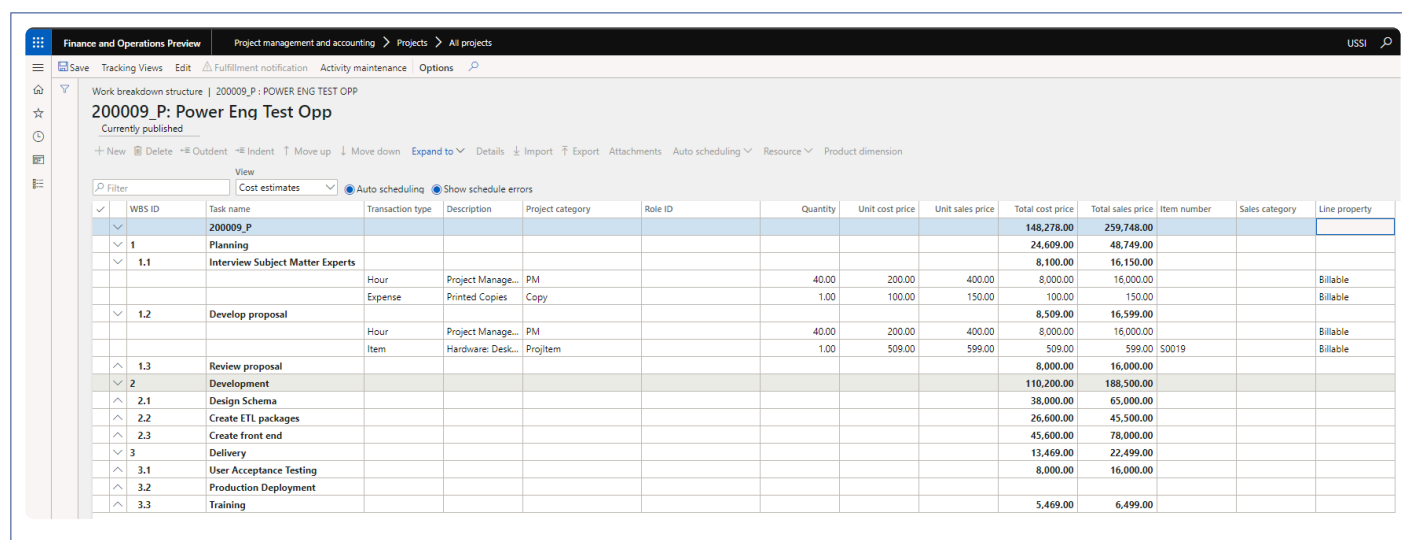
Create & Review Forecasts

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

WBS Publish

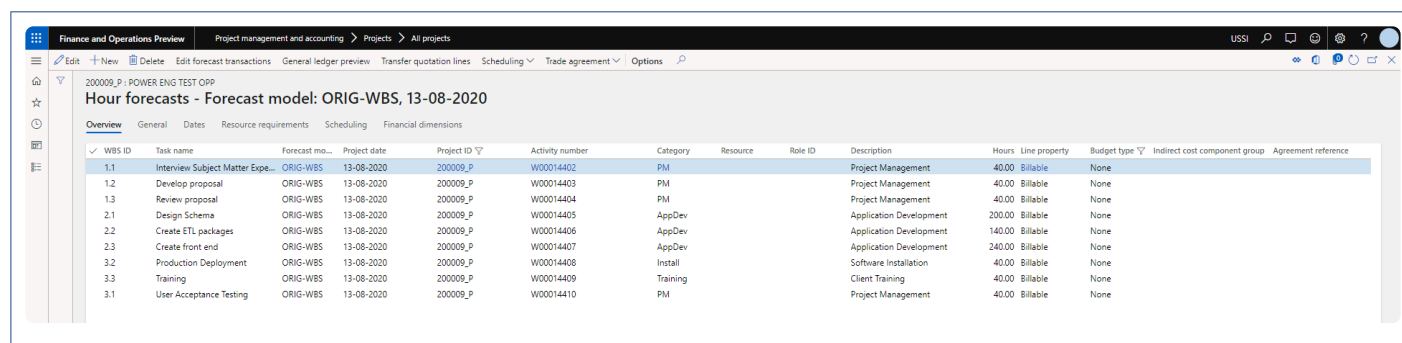
As soon as the WBS created/added/modified on any the projects and published, a process in the background creates the forecasts for the published WBS information. This happens on each publish event. While publishing the modification on WBS, the process deletes the existing forecasts and create a new forecasts 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	Planning								148,278.00	259,748.00			
1	Interview Subject Matter Experts								24,609.00	48,749.00			
1.1	Interview Subject Matter Experts	Hour	Project Manage...	PM		40.00	200.00	400.00	8,000.00	16,000.00			Billable
1.2	Develop proposal	Expense	Printed Copies	Copy		1.00	100.00	150.00	100.00	150.00			Billable
1.3	Review proposal	Hour	Project Manage...	PM		40.00	200.00	400.00	8,000.00	16,000.00			Billable
2	Development	Item	Hardware: Desk...	Projitem		1.00	509.00	599.00	509.00	599.00	50019		Billable
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 is 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 Experts	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		

Finance and Operations Preview | Project management and accounting > Projects > All projects

200009_P : POWER ENG TEST OPP

Hour forecasts - Forecast model: ORIG-WBS, 13-08-2020

Overview | **General** | Dates | Resource requirements | Scheduling | Financial dimensions

Forecast model: **ORIG-WBS**

Activity number: **W00014402**

Project date: **13-08-2020**

Project ID: **200009_P**

Funding source: **PM**

Line property: **Billable**

TRANSACTION

Transaction ID: **PJTY_00349...**

Description: **Project Management**

COST PRICE

Hours: **40.00**

Cost price: **200.00**

Indirect cost: **0.00**

Total cost amount: **8,000.00**

SALES PRICE

Sales currency: **USD**

Exchange rate: **100.0000**

Sales price: **400.00**

Added indirect costs: **0.00**

Total sales amount: **16,000.00**

SCHEDULING

Resource: **Resource**

Working time: **Yes**

Capacity: **Yes**

ADMINISTRATION

Active: **Yes**

Modified by: **AppasahebN**

Line number: **1,0000000000**

FEE MANAGEMENT

Fee record: **No**

CONTRACT MANAGEMENT

Agreement reference:

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

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


Last modified: 28 January 2021

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.

Last modified: 28 January 2021

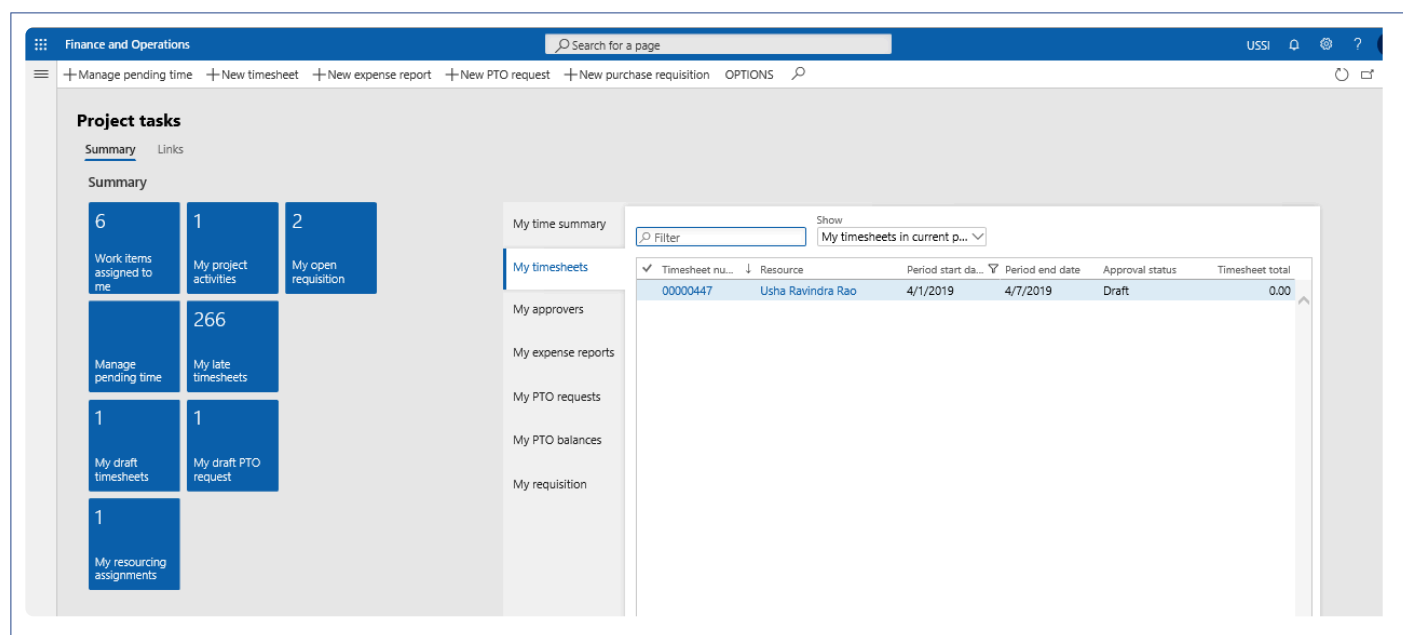
Review Project Activities

 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

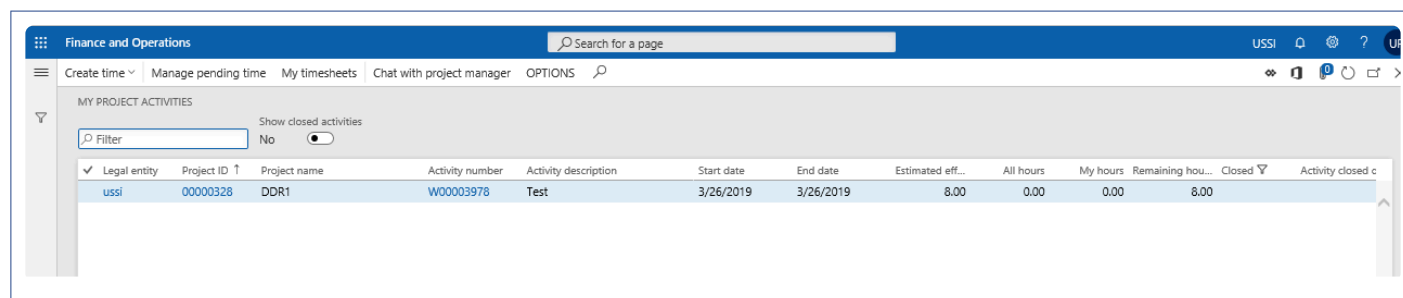
A new form added to display all the tasks (across projects) for the logged in resource which are assigned to them. This new form is added on the Projects Tasks workspace as a tile and will accessible to project timesheet user and employee roles.



The screenshot displays the 'Project tasks' form within the 'Finance and Operations' workspace. The top navigation bar includes a search bar and user information (USSI). Below the navigation bar, there are tabs for 'Manage pending time', 'New timesheet', 'New expense report', 'New PTO request', and 'New purchase requisition'. The main content area is titled 'Project tasks' and has a 'Summary' tab selected. The summary section shows a grid of task counts: 6 work items assigned to me, 1 project activity, 2 open requisitions, 266 pending time, 1 late timesheet, 1 draft timesheet, 1 draft PTO request, and 1 resourcing assignment. A sidebar on the right provides a 'My time summary' and a list of filters and options: 'My timesheets', 'My approvers', 'My expense reports', 'My PTO requests', 'My PTO balances', and 'My requisition'. The 'My timesheets' section is expanded, showing a table of timesheet entries.

Timesheet nu...	Resource	Period start da...	Period end date	Approval status	Timesheet total
00000447	Usha Ravindra Rao	4/1/2019	4/7/2019	Draft	0.00

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



The screenshot displays the 'MY PROJECT ACTIVITIES' form within the 'Finance and Operations' workspace. The top navigation bar includes a search bar and user information (USSI). Below the navigation bar, there are tabs for 'Create time', 'Manage pending time', 'My timesheets', and 'Chat with project manager'. The main content area is titled 'MY PROJECT ACTIVITIES' and has a 'Filter' button. A table of project activities is displayed below the filter button.

Legal entity	Project ID	Project name	Activity number	Activity description	Start date	End date	Estimated eff...	All hours	My hours	Remaining hou...	Closed	Activity closed c
ussl	00000328	DDR1	W00003978	Test	3/26/2019	3/26/2019	8.00	0.00	0.00	8.00		

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

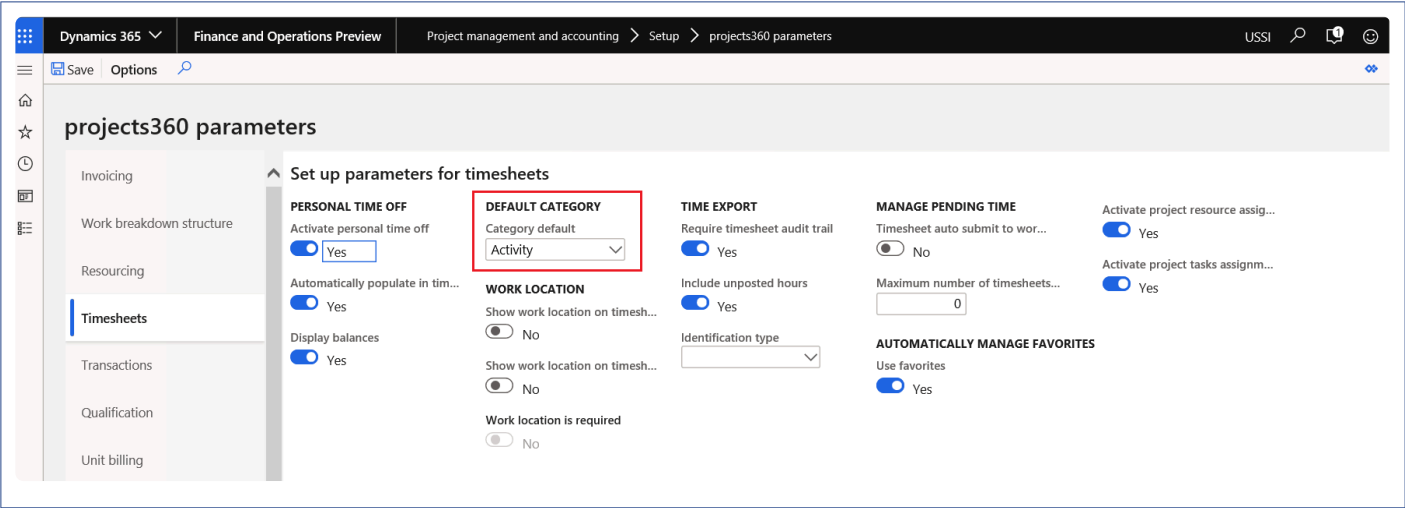
Go to Timesheets > Setups > Timesheet parameters > General tab

The screenshot shows the 'Set up parameters for timesheets' configuration page. The left sidebar lists navigation options: Invoicing, Work breakdown structure, Resourcing, Timesheets (selected), and Transactions. The main content area is titled 'Set up parameters for timesheets' and contains several sections with toggle switches and dropdown menus:

- PERSONAL TIME OFF:** 'Activate personal time off' (Yes, toggle on), 'Automatically populate in timesheets' (Yes, toggle on), 'Display balances' (Yes, toggle on).
- DEFAULT CATEGORY:** 'Category default' (dropdown menu set to 'None').
- WORK LOCATION:** 'Show work location on timesheet lines' (Yes, toggle on), 'Show work location on timesheet tra...' (Yes, toggle on), 'Work location is required' (Yes, toggle on).
- TIME EXPORT:** 'Require timesheet audit trail' (Yes, toggle on), 'Include unposted hours' (Yes, toggle on), 'Identification type' (dropdown menu set to 'Passport').
- MANAGE PENDING TIME:** 'Timesheet auto submit to workflow' (Yes, toggle on), 'Maximum number of timesheets per pe...' (input field set to 0).
- AUTOMATICALLY MANAGE FAVORITES (highlighted with a green box):** 'Use favorites' (Yes, toggle on), 'Activate project resource assignment' (Yes, toggle on), 'Activate project tasks assignment' (Yes, toggle on).

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.

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.

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.

Last modified: 28 January 2021

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.

Last modified: 28 January 2021

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

Finance and Operations

Human resources > Setup > Human resource automated event parameters

USSI

Save Options

Human resource automated event parameters

Employee

Contractor

Set up requirements for employee

Resource

Create resource
☒ Yes

Default category
AppDev

Require start/stop time
☒ Yes

RESOURCE SCHEDULING

Calendar
Standard

Resource/project validation groups
RP1,RP2

Enable category validation
☒ Yes

Enable project validation
☒ Yes

Resource/category validation gro...
RC1

TIMESHEET

Period code
EmpWeek

Max hours calendar
MaxWorking

Use effective labor rate
☒ Yes

User

USER INFO

Create user
☒ Yes

Enable
☒ Yes

SECURITY AND DOMAIN

Security roles
Employee,Project timeshee...

Domain for email alias
www.saglobal.com

Vendor

VENDOR

Create vendor
☒ Yes

Create employee mapping
☒ Yes

Vendor group
EMP

PAYMENT

Method of payment
ACH

Terms of payment
N30

Payment specification
PPD

SALES TAX

Sales tax group
SPct

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
--------	-------------

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

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.

The screenshot displays the Dynamics 365 Human Resources interface for an employee named 'Beta User : 001238'. The interface includes a navigation pane on the left with options like 'Set up', 'Project control', and 'Transactions'. The main area shows the 'Worker summary' section with fields for 'Personnel number' (001238), 'Middle name', 'Last name prefix', 'First name' (Beta), 'Last name' (User), 'Known as' (Beta User), 'Display as' (FirstMiddleLast), 'Original hire date', 'Seniority date', 'Anniversary date', 'Title', 'Office location', 'Office address', 'Retire' status (No), and 'Language' (en-us). Below this is the 'Contact information' table, which has columns for 'Description', 'Type', 'Contact number/address', 'Extension', and 'Primary'. The table contains one row with 'email' as the description, 'Email address' as the type, and 'betauser@saglobal.com' as the contact number/address. The 'Contact number/address' field is highlighted with a green box.

Description	Type	Contact number/address	Extension	Primary
email	Email address	betauser@saglobal.com		<input type="checkbox"/>

Resources list page
Beta User : 001238

Resource details

Resource name Beta User	Resource ID 001238	Sales price 9,900.00	Worker type Employee	Period types EmpWeek	Source legal entity ussl	To date 12/31/2154
Worker name Beta User	Role ID	Cost price 180.00	Calendar Standard	Title	From date 7/31/2019	Is schedulable Yes

Resource setup
Beta User

TIMESHEET
Period code
EmpWeek
Default category
Apprentice

Max hours calendar
Require start/stop time
☐ No
Use effective labor rate
☐ No

RESOURCE SCHEDULING
Calendar
Standard

VALIDATION
Enable project validation
☐ Yes
Enable category validation
☐ Yes

MAXIMUM WORKING TIME

Monday	0.00
Tuesday	0.00
Wednesday	0.00
Thursday	0.00
Friday	0.00
Saturday	0.00
Sunday	0.00
Total working hours	0.00

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.

Users
btauser : Beta User

User details

User ID btauser	User name Beta User	Provider https://sts.windows.net/	Email btauser@saglobal.com	Telemetry ID (00000000-0000-0000-0000-...)	Company ussl	Person Beta User	Enabled Yes
--------------------	------------------------	--------------------------------------	-------------------------------	---	-----------------	---------------------	----------------

User's roles
+ Assign roles | Remove role | Assign organizations

Roles
Employee
Project timesheet user
System user

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

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.

Finance and Operations

Human resources > Workers > Employees

USSI

Save + New Delete Options

Filter

VB1

VB2

VB3

VB4

VB5

Worker bank accounts | VENDBANK 1 : 002315

Account identification

Name

VB2

VB2

Bank account details

Routing number type

BL

Bank account type

Savings account

Account holder

VB2

Bank location code

44080

Routing number

990000

SWIFT code

5555

Branch name

VV

Bank account number

443322

IBAN

Branch number

BB

Address

Contact information

Finance and Operations

Accounts payable > Vendors > All vendors

USSI

Edit + New Delete Options

Filter

VB1

VB2

VB3

VB4

Vendor bank accounts | US_SI_000351 : VENDBANK 1

Bank account

Name

VB2

VB2

General

IDENTIFICATION

Bank groups

Vendor account

Routing number type

DUNS

+4 DUNS segment

US_SI_000351

990000

CIN

SWIFT code

IBAN

Bank account type

STATUS

Active date

Expiration date

Status

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.

Finance and Operations Preview Human resources > Workers > Employees

Employee fixed compensation | BETA USER: 001238

Cumulative pay rate: 0.00 Action: Hire Plan: Grade: 000522

General

EFFECTIVE DATE
 Effective date: 04-08-2020 Status: Future
 Expiration date: Never Type: Grade

PROCESS
 Process type: Non-cyclical

Pay rate conversion
 Annual equivalent: 80,000.0000
 Currency: USD Monthly equivalent: 6,666.6667
 Hourly equivalent: 38.4615

INCREASE
 Increase amount: 0.0000
 Increase percent: 0.00

Adjusted pay rate
 Adjusted pay rate: 80,000.00 Adjusted increase: 0.0000
 Currency adjusted increase percent: 0.00 Exchange rate: 1.0000
 Currency: USD

Ranges

RANGE UTILIZATION
 Compa ratio: 0.83
 Range utilization: 0.40

RANGES
 Minimum: 55,832.0000
 Maximum: 114,988.4000

Control point
 55,832.0000
 114,988.4000

Financial dimensions
 Bank/Account:

Finance and Operations Preview Project management and accounting > Setup > Prices > Cost price (hour)

Cost price - hour

Effective date	Role ID	Resource	Effective lab...	Customer account	Project contract ID	Category	Project ID	Price group	Cost price
23-06-2020		000409	Aaron Con						31.25
01-02-2020		000409	Aaron Con						0.00
01-01-2014		000426	Ron Owens			PM			200.00
01-01-2016		000428	Robin Wood			PM			200.00
01-01-2014		000429	Linda Mitchell			PM			190.00
01-01-2016		000459	Luka Abrus			PM			200.00
20-11-2019		000635	Adam Thomas						52.88
01-01-2020		000713	Usha Ravindra Rao						125.00
01-01-2020		001013	Josh						100.00
01-01-2019		001088	Josh Score						220.00
01-01-2019		001088	Josh Score				00000459		200.00
04-08-2020		001238	Beta User			Apprentice			38.46
01-11-2019		001263	Sai K			Apprentice			60.10
22-11-2019		001389	Test Demo	✓		Apprentice			31.25
29-11-2019		001513	Empl121 Empl121last	✓		Apprentice			34.62
04-11-2019		001513	Empl121 Empl121last	✓		Apprentice			32.21
01-01-2019		001613	Martin Kelly	✓					100.00
01-01-2020		001838	Worker E_01	✓		Apprentice			64.90
15-01-2020		001838	Worker E_01	✓		Apprentice			70.91

Last modified: 28 January 2021

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.

Last modified: 28 January 2021

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 screenshot shows the 'Set up parameters for resourcing' form. The left sidebar lists navigation options: Invoicing, Simple adjustments, Work breakdown structure, Resourcing (selected), Timesheets, Transactions, Qualification, and Billing schedule. The main content area is titled 'Set up parameters for resourcing' and contains the following sections:

- RESOURCING**
 - Activate resourcing enhancement... ☒ Yes
 - Resource original budget: (dropdown: ORIG-Res)
 - Resource current budget: (dropdown: ORIG-WBS)
 - Resource ETC budget: (dropdown: ETC-Res)
 - Booking method: (dropdown)
 - Default resourcing dates by pr... ☒ Yes
- INTELLIGENT WORK SEARCH**
 - Legal entity:
 - Role:
 - Hours available:
 - Skills:
 - Education:
 - Certificate:
- BOOK RESOURCE MULTIPLE TIMES**
 - Book resource multiple times: ☒ Yes
- DAY WEEK STARTS**
 - Day week starts: (dropdown)
- DEFAULT FILTERS**
 - Format for date range view: (dropdown)
 - Show lines with zero hours: ☒ Yes
 - Show soft booking lines: ☒ Yes
- DEFAULT RESOURCE ROLE**
 - Timesheets: ☒ Yes
 - Hour Journals: ☒ Yes
- UTILIZATION TARGETS**
 - Utilization target calculation met...: (dropdown)

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

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 is 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

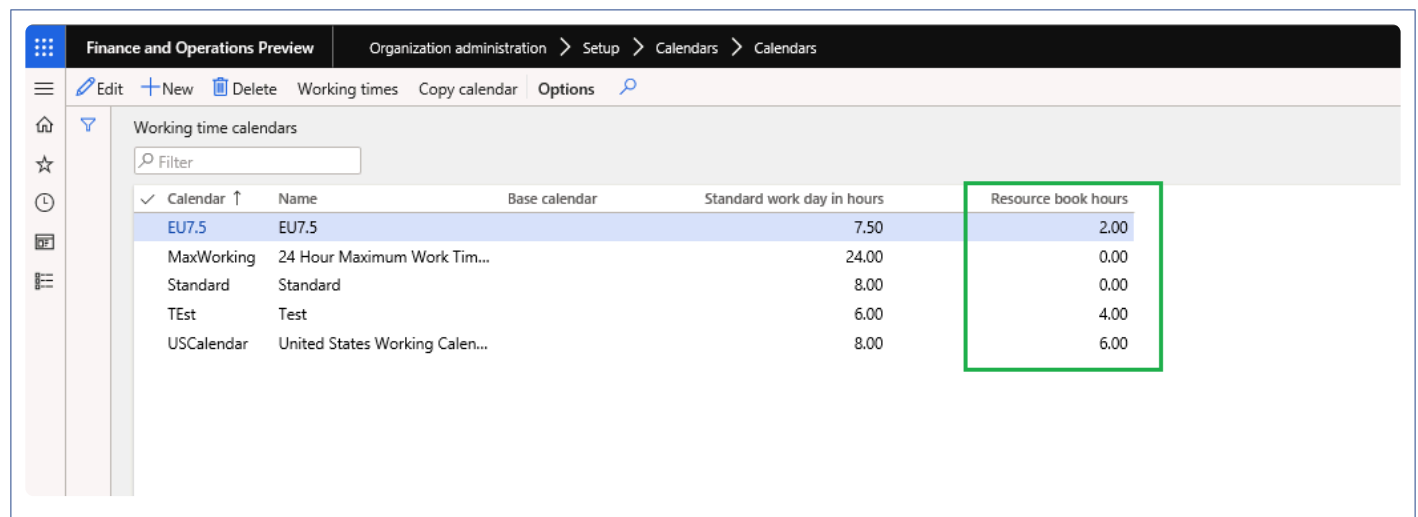
sections.

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



Calendar	Name	Base calendar	Standard work day in hours	Resource book hours
EU7.5	EU7.5		7.50	2.00
MaxWorking	24 Hour Maximum Work Tim...		24.00	0.00
Standard	Standard		8.00	0.00
TEst	Test		6.00	4.00
USCalendar	United States Working Calen...		8.00	6.00

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

✓	Role ID	Description	Default role	Category
✓	Business analyst	Business analyst	<input type="checkbox"/>	Consult
	Developer	Developer	<input type="checkbox"/>	
	Project manager	Project manager	<input type="checkbox"/>	PM
	SA	Solution Architect	<input type="checkbox"/>	
	Software developer	Software development engineer	<input type="checkbox"/>	
	Team member	Default project team member role	<input checked="" type="checkbox"/>	QA
	Tester	Quality assurance engineer	<input type="checkbox"/>	QA
	TL	Technical Lead	<input type="checkbox"/>	

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

✓	Role ID	Description	Default role	Category
	Business analyst	Business analyst	<input type="checkbox"/>	Consult
	Developer	Developer	<input type="checkbox"/>	
	Project manager	Project manager	<input type="checkbox"/>	PM
	SA	Solution Architect	<input type="checkbox"/>	
✓	Software developer	Software development engineer	<input type="checkbox"/>	
	Team member	Default project team member role	<input checked="" type="checkbox"/>	QA
	Tester	Quality assurance engineer	<input type="checkbox"/>	QA
	TL	Technical Lead	<input type="checkbox"/>	

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.

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

Finance and Operations | Project management and accounting > Projects > All projects

USSI

Activities

- Work breakdown structure
- Open in Microsoft Project
- Unlink from Microsoft Project
- Activity maintenance
- Update planned value forecast
- Update earned value forecast
- Update estimate to complete forecast

Resource forecast

- Intelligent resource fulfillment
- Specify resource hours
- Update resourcing ETC
- Resource view
- Project view

Item requirements

- Item requirements
- Transfer from quotation
- Transfer from WBS estimates

Forecast

- All forecasts
- Hour forecasts
- Expense forecasts
- Item forecasts
- Fee forecasts
- On-account foreca...

All projects

Filter: [] Show projects: Active Show levels: Top Legal entity: USSI

Project ID	Project name	Legal entity	Project contract ID	Customer name	Fee type	Project stage	Integration
00000602	Resourcing Testing 2	uss	00002155	Alpine Ski House	None	In process	
00000603	REs_parent	uss	00000025	Worthwhile Activity Store	None	Created	
00000604	Test 33	uss	00000002	Contoso Consulting	None	Created	
00000605	MP-SP-01	uss	00000001	City Manufacturing	None	Created	
00000606	LPA Beach Village Resort	uss	00002178	Wichita Public Schools 259	None	In process	
00000607	TestWBS	uss	00002179	Alpine Ski House	None	In process	
00000608	TestWBS_01	uss	00002179	Alpine Ski House	None	In process	
00000609	TestWBS_02	uss	00002179	Alpine Ski House	None	Created	
00000610	TestWBS_03	uss	00002179	Alpine Ski House	None	In process	

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.

Finance and Operations | Project management and accounting > Projects > All projects

USSI

Resource forecast | 00000603 : RES_PARENT

Resource

+ New role Split role Delete role Hard book Soft book Cancel reservations Resource characteristics Move resourcing dates

Project name	Legal entity	Role ID	Resource	Resource name	Activity number	Category	FTE %	Start
REs_parent	USSI	Team member	Team member 1 (USSI, 100.00%)	David Johnson	QA	QA	100.00	10/1
Res_Subproject 01	USSI	Tester	D... 0... u...	Project manager 3 (USSI, 100.00%)	PM	PM	100.00	3/7/
REs subproject 02	USSI	Business analyst	A... 0... u...	Allie Bellew	G.C. Conc...	G.C. Conc...	100.00	8/1/
REs subproject 02	USSI	Software developer	Software developer 1 (USSI, 100.00...)		Consult	Consult	100.00	6/1/

Financial dimensions

BankAccount: []

BusinessUnit: 006 Sporting

CostCenter: 011 Quality Control

Department: []

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:

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.

Resource forecast | 00000603 : RES_PARENT

Project name	Legal entity	Role ID	Resource	Resource name	Activity number	Category	FTE %	Start date
REs_parent	USSI	SA	SA 1 (USSI, 100.00%)	SA 1 (USSI, 100.00%)		Consult	100.00	1/20/20
REs_parent	USSI	Team member		Team member 1 (USSI, 100.00%)		QA	100.00	10/1/20
Res_Subproject 01	USSI	Tester	D... 0... u...	David Johnson		QA	100.00	4/1/20
Res_Subproject 01	USSI	Project manager		Project manager 3 (USSI, 100.00%)		PM	100.00	3/7/20
REs subproject 02	USSI	Business analyst	A... 0... u...	Allie Bellew		G.C. Conc...	100.00	8/1/20
REs subproject 02	USSI	Software developer		Software developer 1 (USSI, 100.00...)		Consult	100.00	6/1/20

- 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.

Split role

ORIGINAL LINE

Role ID	Resource name	Estimated effort	FTE %
Project manager	Project manager 3 (USSI, 100...	0.00	100.00

NEW SPLIT LINE

Role	Estimated effort	FTE %	
Project manager ▼	0.00	0.00	+ Add line

RESULT AFTER SPLIT

✓	Line info	Role ID	Estimated eff...	FTE %	Book hours p...
	Original line	Project manager	0.00	100.00	7.00

OK

Cancel

- 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.

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.

Resource forecast | 00000603 : RES_PARENT

Activity number	Category	FTE %	Start date	End date	Estimated effort	Book hours per day	Booked hours	Cost price
	Consult	100.00	1/20/2020	11/30/2020	0.00	7.00	0.00	100.00
IL, 100.00%)	QA	100.00	10/1/2020	3/31/2021	0.00	7.00	0.00	175.00
	QA	100.00	4/1/2020	11/30/2020	0.00	7.00	0.00	175.00
SSI, 100.00%)	PM	100.00	3/7/2020	1/31/2021	0.00	7.00	0.00	200.00
	G.C. Conc...	100.00	8/1/2020	12/31/2020	0.00	7.00	0.00	100.00
(USSI, 100.00...	Consult	100.00	6/1/2020	11/30/2020	0.00	7.00	0.00	100.00



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.

General ledger preview

Ledger date	Ledger account	Posting type	Amount type	Amount	Funding source
3/7/2020	411100	Project - invoiced revenue	Sales	40,000.00	Worthwhile Activity
3/7/2020	602100	Project - payroll allocation	Cost	20,000.00	Worthwhile Activity
3/7/2020	540100	Project - cost	Cost	20,000.00	Worthwhile Activity

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.

Project name	Legal entity	Role ID	Resource	Resource name	Activity number	Category	FTE %	Start date	End date	Estimated effort	Book hours per day	Booked hours	Cost price	Sales price
REs_parent	USSI	SA	SA 1 (USSI 100...	Team member 1...		Consult	100.00	1/20/2020	11/30/2020	0.00	7.00	0.00	100.00	245.00
REs_parent	USSI	Team me...		Team member 1...		QA	100.00	10/1/2020	3/31/2021	0.00	7.00	0.00	175.00	250.00
Res_Subproject 01	USSI	Tester	D... 0... u...	David Johnson		QA	100.00	4/1/2020	11/30/2020	0.00	7.00	0.00	175.00	250.00
Res_Subproject 01	USSI	Project ...		Project manage...		PM	100.00	3/7/2020	1/31/2021	0.00	7.00	0.00	200.00	400.00
REs subproject 02	USSI	Business ...	A... 0... u...	Allie Bellew		G.C. Conc...	100.00	8/1/2020	12/31/2020	0.00	7.00	0.00	100.00	245.00
REs subproject 02	USSI	Software...		Software develo...		Consult	100.00	6/1/2020	11/30/2020	0.00	7.00	0.00	100.00	245.00

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

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

Finance and Operations | Project management and accounting > projects360 > Project resources > Resource view

Save Book Project view Options

Filter: ussi

Appasaheb Narasannavar
Project manager
gbsi

Appasaheb Narasannavar
Default project team member role
uss

Arlene Huff
Developer
uss

Armando Pinto
Quality assurance engineer
uss

Ben Andrews
gbsi

Bonnie Kearney
Project manager
uss

Bonnie Skelly
Project manager
uss

Resource view

Start date: 8/17/2020 | Format for date range view: Week | Show lines with zero hours: Yes | Show soft booking lines: Yes

Resource summary

Summary	Aug 12	Aug 19	Aug 26	Sep 02	Sep 09	Sep 16	Sep 23
Hard booked	10.00	15.00	20.00	0.00	0.00	0.00	0.00
Soft booked	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Target hours	40.00	16.00	40.00	40.00	40.00	40.00	40.00
Remaining	30.00	1.00	20.00	40.00	40.00	40.00	40.00

Resource booking

Project ID	Project name	Company	Name	Booking type	Aug 12	Aug 19	Aug 26	Sep 02
00000134	Inter company testing	gbsi	Appasaheb Narasanna...	Hard				
00000263	ManagePendingTime	uss	Appasaheb Narasanna...	Hard	10.00	15.00	20.00	
00000321	Main Project	uss	Appasaheb Narasanna...	Hard				
00000353.10	Phase -1	uss	Appasaheb Narasanna...	Hard				
00000381	Resource data entity	uss	Appasaheb Narasanna...	Hard				
00000435	SADJ33	uss	Appasaheb Narasanna...	Hard				
00000465	Support issues testing	uss	Appasaheb Narasanna...	Hard				
00000480	Teams intepratration testing	uss	Appasaheb Narasanna...	Hard				

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.

- 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 form under projects360 > Project resources, where you will be able to see all projects and the related resource bookings.
- Project management and approval workspace.

- 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

The screenshot shows the 'Project view' interface. The left sidebar lists various projects under the filter '00000443 | Joel Resourcing Parent'. The main content area has a 'Project view' header with settings for 'Start date' (8/17/2020), 'Format for date range view' (Week), 'Show lines with zero hours' (Yes), and 'Show soft booking lines' (Yes). Below this are two tabs: 'Project summary' and 'Resource booking'.

Project summary table:

	Aug 12	Aug 19	Aug 26	Sep 02	Sep 09	Sep 16
Summary						
Hard booked	10.00	40.00	0.00	0.00	0.00	0.00
Soft booked	0.00	0.00	0.00	0.00	0.00	0.00

Resource booking table:

	Project name	Legal entity	Role ID	Resource name	Booking type	Aug 12	Aug 19	Aug 26	Sep 02	Sep 09
✓	REs01	USSI	Team member	Aaron Con	Hard	10.00	40.00			
	REs01	USSI	Team member	Aaron Con	Soft					
	REs01	GBSI	Team member	Interco Calendar	Hard					
	REs01	GBSI	Team member	Interco Calendar	Soft					

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

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.

Intelligent resource fulfillment

Project

✓	Legal entity	Role	Project ID	Project name	FTE %	Start date ↑	End date
<input checked="" type="checkbox"/>	USSI	Software developer	00000184	00000184-RES	100.00	7/26/2017	8/31/2017
<input checked="" type="checkbox"/>	USSI	Software developer	00000184	00000184-RES	100.00	7/26/2017	7/27/2017
<input type="checkbox"/>	USSI	Project manager	00000184	00000184-RES	100.00	7/26/2017	8/31/2017
<input type="checkbox"/>	USSI	Business analyst	00000099	District Mall Firewall	100.00	7/27/2017	8/31/2017
<input type="checkbox"/>	USSI	Team member	00000185	00000185-RES	100.00	7/27/2017	7/31/2017
<input type="checkbox"/>	USSI	Project manager	00000185	00000185-RES	100.00	7/27/2017	7/31/2017

Resource

Assign resource

✓	Legal entity	Role	Resource	Hours available	Match (in %) ↓	Match scores
<input checked="" type="checkbox"/>	gbsl	Software developer	Alistair Speirs	16	100.00	240.00
<input type="checkbox"/>	ussl	Software developer	Allison Brown	16	100.00	240.00
<input type="checkbox"/>	gbsl	Software developer	Amy Strande	16	100.00	240.00
<input type="checkbox"/>	ussl	Software developer	Britta Simon	16	100.00	240.00
<input type="checkbox"/>	ussl	Software developer	Catherine Boeger	16	100.00	240.00
<input type="checkbox"/>	ussl	Software developer	David Campbell	16	100.00	240.00

Resource skills ▼

Project skill ▼

Project education ▼

Resource education ▼

Project certificate ▼

Resource certificate ▼

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 booking > 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.

- 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.

Resource skill search scores ?

Parameters ^

Skill	50.00	Legal entity	10.00
Education	75.00	Role	25.00
Certificate	50.00	Hours available	30.00

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 is 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.

Intelligent work search

Resource

Legal entity	Role	Resource
ussl	Business analyst	Aaron Con
ussl	Software developer	Abhishek V
ussl	Tester	Alfons Staerk
ussl	Project manager	Alice Ciccu
gbsl	Software developer	Alistair Speirs
ussl	Project manager	Alistair Speirs

Project

Assign project

Legal entity	Role	Project ID	Project name	FTE %	Start date	End date	Hours available	Match (in %)
USSl	Business analyst	00000191	00000191	100.00	7/31/2017	7/31/2017	8	100
USSl	Business analyst	00000099	District Mall Firewall	100.00	7/27/2017	8/31/2017	36	8
USSl	Business analyst	00000185	00000185-RES	100.00	7/27/2017	8/31/2017	36	8

Resource skills

Project skill

Resource education

Project education

Resource certificate

Project certificate

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 booking > 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.

- 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.

Last modified: 2 February 2021

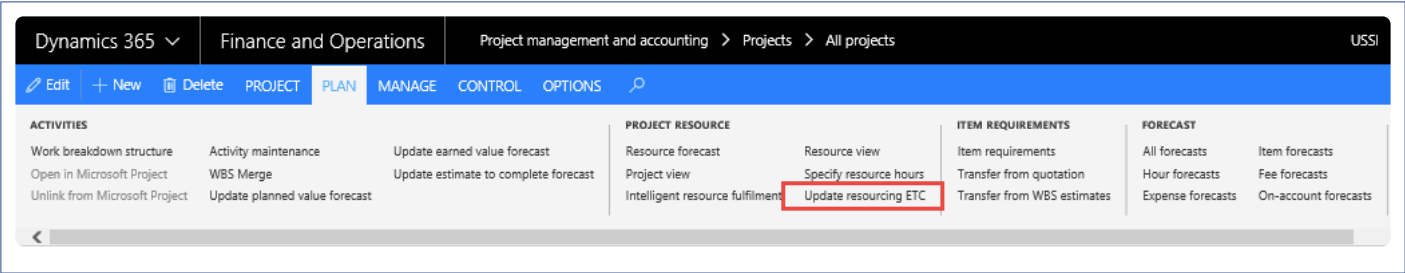
Periodic Process

✿ 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.

Update resourcing ETC

Parameters ^

UPDATE RESOURCING ETC

Resourcing ETC model

T_Forecast

Records to include v

Run in the background v

OK Cancel

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.

Forecast models

Model

Name

Stopped

Include in cash flow forecasts

Accrue revenue on fixed price projects

T_For

Total forecast

No

No

No

Project

FORECAST INVOICE DATE

Use project date as invoice date

No

FORECAST WITH WIP

WIP on time and material project

No

WIP on fixed-price project

No

WIP on investment project

No

BUDGET TYPE

Budget type

None

AUTOMATIC FORECAST REDUCTION

Hour

No

Expense

No

Item

No

REQUIRE SUFFICIENT REMAINING BUDGET

Hour

No

Expense

No

Item

No

CALCULATE PRICING ON FORECAST UPDATE

Cost price

Pricing table

Sales price

Pricing table

FORECAST LINES GROUP BY

Forecasts group by

Week

Last modified: 28 January 2021

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.

The screenshot displays the Dynamics 365 Resource Management workspace. The top navigation bar shows 'Dynamics 365', 'Finance and Operations', and 'Project management and accounting > Resource management'. The main area is titled 'Resource management' and is divided into a 'Summary' section on the left and a 'List' section on the right.

Summary Section: Contains eight tiles with counts:

- Resource list: 133
- Intercompany resource list: 43
- Intelligent resource fulfillment: 10
- My resource view: 3
- Planned resource: 10
- Named resource: 31
- My resource list: 6
- My employee missing timesheet: 940

List Section: Displays a table of resources with columns: Resource name, Resource ID, Sales price, Cost price, Worker type, Calendar, and Period types. A filter box is available above the table.

Resource name	Resource ID	Sales price	Cost price	Worker type	Calendar	Period types
Aaron Con	000409	300.00	180.00	Employee	GAP	EmpWeek
Abhishek V	000713	300.00	180.00	Employee	Standard	EmpWeek
Adam Carter	000402	300.00	180.00	Employee	Standard	EmpWeek
Adam Carter	000402	300.00	180.00	Contractor		EmpWeek
Adriana Giorgi	000405	300.00	180.00	Employee	GAP	EmpWeek
Alfons Staerk	000425	300.00	180.00	Employee		EmpWeek
Alice Ciccu	000349	300.00	180.00	Employee	Standard	EmpWeek
Alistair Speirs	000301	300.00	180.00	Employee		
Allie Bellew	000359	300.00	180.00	Employee	Standard	EmpWeek
Allison Brown	000386	300.00	180.00	Employee	Standard	EmpWeek
Ann Beebe	000342	300.00	180.00	Employee	Standard	EmpWeek
Anna Bedecs	000343	300.00	180.00	Employee	Standard	EmpWeek
Arlene Huff	000413	300.00	180.00	Employee	Standard	EmpWeek
Armando Pinto	000471	300.00	180.00	Employee	Standard	EmpWeek
Bonnie Kearney	000351	300.00	180.00	Employee	Standard	EmpWeek
Bonnie Skelly	000356	300.00	180.00	Employee	Standard	EmpWeek
Britta Simon	000378	300.00	180.00	Employee	Standard	EmpWeek
Carlos Carvalho	000404	300.00	180.00	Employee	Standard	EmpWeek
Catherine Boeger	000383	300.00	180.00	Employee	Standard	EmpWeek
Chase Carpenter	000400	300.00	180.00	Employee	Standard	EmpWeek

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 fulfillment: 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

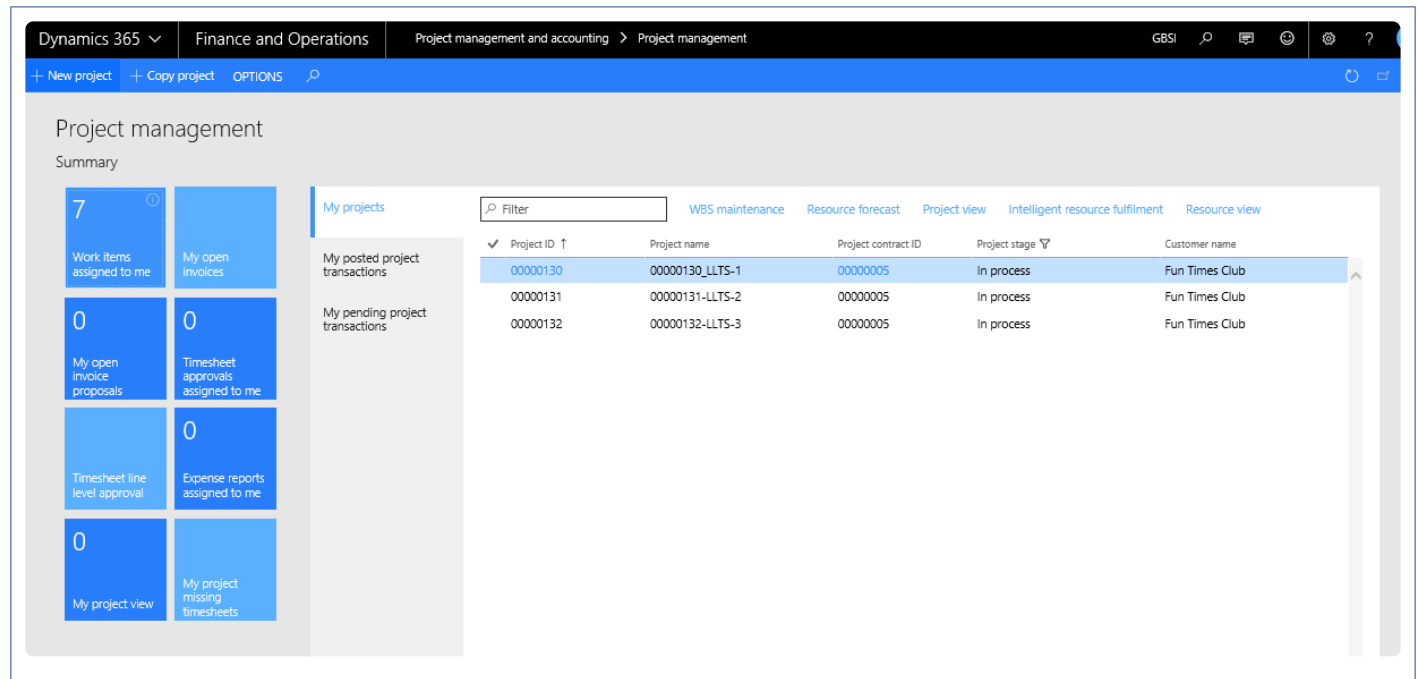
- Resource role: takes you to the form where the list of resources along with the resource ID and role is displayed. It also has the sales price, cost price, worker type, calendar, period types, and source legal entity.
- The buttons available on the resource role section are:
 - Resource role: to create 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.



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.

Project status

Project ID: Project name: Customer name: [Open in PSA](#)

Summary

- Manage WBS
- Effort tracking on WBS
- Activity maintenance
- Resource forecast
- Project budget
- Pending transactions
- Open invoices
- Intelligent resource fulfillment
- Project view
- Resource view

Details

Hour transactions

Expense transactions

Item transactions

Fee transactions

On-account transactions

Assign resources

Assign categories

Filter: Column display: Invoice status:

Legal entity	Project date	Project ID	Category	Resource	Role ID
gbsi	10/30/2016	00000003	PM	000314	Amy Strande
gbsi	10/30/2016	00000003	ERPDev	000320	Wilson Pais
gbsi	10/30/2016	00000003	ERPDev	000307	Craig Dewar
gbsi	10/30/2016	00000003	ERPDev	000305	Justin Thorp
gbsi	10/30/2016	00000003	QA	000310	Iben Thorell
gbsi	10/30/2016	00000003	QA	000299	Patrick Shortt
gbsi	10/26/2016	00000004	PM	000294	Phil Gibbins
gbsi	10/26/2016	00000004	ERPDev	000287	Lesley Allan
gbsi	10/26/2016	00000004	ERPDev	000292	Cynthia Carey
gbsi	10/26/2016	00000004	ERPDev	000318	Roland Winkler
gbsi	10/26/2016	00000004	QA	000301	Alistair Speirs
gbsi	10/26/2016	00000004	QA	000304	Maurice Taylor
gbsi	11/30/2016	00000005	PM	000314	Amy Strande
gbsi	11/30/2016	00000005	ERPDev	000320	Wilson Pais
gbsi	11/30/2016	00000005	ERPDev	000307	Craig Dewar
gbsi	11/30/2016	00000005	ERPDev	000305	Justin Thorp
obsi	11/30/2016	00000005	QA	000310	Iben Thorell

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.

The screenshot displays the Dynamics 365 Project tasks interface. The top navigation bar includes 'Dynamics 365', 'Finance and Operations', 'Project management and accounting', and 'Project tasks'. Below the navigation bar, there are links to '+ New timesheet', '+ New Expense Report', '+ New PTO request', and '+ New purchase requisition'. The main content area is titled 'Project tasks' and includes a 'Summary' section with several tiles: 'Work items assigned to me' (7), 'My open activities' (0), 'My draft timesheets' (22), 'My draft PTO request' (2), 'My late timesheets' (181), 'My resourcing assignments' (1), and 'My open requisition' (0). The 'My timesheets' section is active, showing a table of timesheets. The table has columns for 'Timesheet n...', 'Resource', 'Period start...', 'Period end date', 'Approval status', and 'Timesheet total'. The data shows four timesheets for 'Aaron Con' with various statuses and totals. The right sidebar contains 'Links & Help' with links to 'Time Management', 'Approval out of office delegation', and 'Open in PSA'.

Timesheet n...	Resource	Period start...	Period end date	Approval status	Timesheet total
00000797	Aaron Con	8/7/2017	8/13/2017	Draft	2.00
00000772	Aaron Con	8/7/2017	8/13/2017	In review	2.00
00000699	Aaron Con	8/7/2017	8/13/2017	Draft	64.00
00000698	Aaron Con	8/7/2017	8/13/2017	Draft	0.00
00000697	Aaron Con	8/7/2017	8/13/2017	Draft	0.00

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

Last modified: 28 January 2021

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.

Last modified: 28 January 2021

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*

Dynamics 365 Finance and Operations Project management and accounting > Setup > Projects+ parameters USSI

Save OPTIONS

Projects+ parameters

Invoicing

Work breakdown structure

Resourcing

Timesheets

Transactions

Qualification

Set up parameters for transactions

SUBCONTRACTOR RECONCILIATION

Activate subcontractor timesheet reconciliation

Yes ☒

Activate subcontractor expense reconciliation

Yes ☒

PRICING ENHANCEMENT

Activate pricing enhancements

Yes ☒

DEFERRED REVENUE

Activate deferred revenue fee

Yes ☒

DIMENSION INHERITANCE

Custom project dimension

Projects



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 available 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*

Vendor groups

Vendor group ↑	Description	Terms of payment	Time between invoice due...	Default tax group	Exclude from se...	Subcontractor
10	Preferred vendors	Net30	Net30		<input type="checkbox"/>	<input type="checkbox"/>
20	Regular vendors	Net15	Net15		<input type="checkbox"/>	<input checked="" type="checkbox"/>
30	Other vendors	Net10	Net10		<input type="checkbox"/>	<input type="checkbox"/>

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.

Contractors
Aaron Con : 000409

Contract employment details

Contractor details

CONTRACTOR VENDOR
Vendor: **US_SI_000007**

PURCHASE REQUISITION
ID:

PURCHASE ORDER
ID:

Employment history

Company	Start date ↓
USSI	7/4/2017

Current positions

Position:

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

Last modified: 28 January 2021

Reconcile Invoices with Timesheet

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

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 screenshot shows the 'Vendor invoice journal' interface in Dynamics 365. The 'Functions' dropdown menu is open, and 'Subcontractor reconciliation' is highlighted. In the transaction line below, the 'Subcontractor reconciliation' checkbox is checked.

Account	Account name	Date	Invoice	Description	Debit	Credit	Currency	Offset account type	Offset account	Sales tax group	Item sales tax group	Subcontractor reconciliation
US_SI_000007	Countryside Company	8/15/2017	INV_456			5,000.00	USD	Ledger	110180-003----			<input checked="" type="checkbox"/>

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:

The screenshot shows the 'Subcontractor reconciliation' form in Dynamics 365. The 'TRANSACTION TYPE' dropdown menu is open, showing 'All', 'Hours', and 'Expense' options.

DATE	OTHERS	AMOUNTS
From date	Project ID	Invoice excluding tax
To date	Contractor	Remaining amount to reconcile
		5,000.00
		5,000.00

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:

Dynamics 365 Finance and Operations Accounts payable > Invoices > Invoice journal

00001113 : APIN000179 Subcontractor reconciliation

Search Clear

DATE OTHERS AMOUNTS TRANSACTION TYPE

From date Project ID Invoice excluding tax All

To date Contractor Remaining amount to reconcile

Overview


Reconcile all Clear all

Legal entity	Transaction origin	Personnel number	Name	Category	Project ID	Project date	Cost price	Hours	Total cost amou...	Reconcile
ussi	Hour journal	000462	David Johnson	QA	00000057	1/30/2015	147.58	160.00	23,612.80	<input type="checkbox"/>
ussi	Hour journal	000462	David Johnson	QA	00000057	2/25/2015	147.58	160.00	23,612.80	<input type="checkbox"/>
ussi	Hour journal	000462	David Johnson	QA	00000057	3/30/2015	147.58	160.00	23,612.80	<input type="checkbox"/>
ussi	Hour journal	000462	David Johnson	QA	00000045	4/30/2015	150.59	160.00	24,094.40	<input type="checkbox"/>
ussi	Hour journal	000462	David Johnson	QA	00000045	5/26/2015	150.59	160.00	24,094.40	<input type="checkbox"/>
ussi	Hour journal	000462	David Johnson	QA	00000045	6/28/2015	150.59	160.00	24,094.40	<input type="checkbox"/>
ussi	Hour journal	000462	David Johnson	QA	00000033	7/30/2015	153.66	160.00	24,585.60	<input type="checkbox"/>
ussi	Hour journal	000409	Aaron Con	QA	00000176	7/27/2017	175.00	7.00	1,225.00	<input type="checkbox"/>
ussi	Hour journal	000409	Aaron Con	PM	00000186	7/27/2017	200.00	5.00	1,000.00	<input checked="" type="checkbox"/>
ussi	Hour journal	000409	Aaron Con	PM	00000187	7/27/2017	200.00	10.00	2,000.00	<input checked="" type="checkbox"/>
ussi	Hour journal	000409	Aaron Con	PM	00000187	7/27/2017	200.00	10.00	2,000.00	<input checked="" type="checkbox"/>
ussi	Hour journal	000409	Aaron Con	PM	00000187	7/27/2017	200.00	10.00	2,000.00	<input type="checkbox"/>
ussi	Hour journal	000409	Aaron Con	PM	00000187	7/27/2017	200.00	10.00	2,000.00	<input type="checkbox"/>

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.

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 subcontractor.

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.

Dynamics 365 | Finance and Operations | Accounts payable > Invoices > Open vendor invoices | USSI

Save | + New | Delete | Match product receipts | Totals | Post | Default from: Product receipt quantity | **Subcontractor reconciliation** | VENDOR INVOICE | FINANCIALS | REVIEW | PROCESS

ACTIONS
Apply prepayment
Open lines in Excel

VENDOR INVOICE
INV_458 : Capable Sales and Service

Vendor invoice header

VENDOR		INVOICE IDENTIFICATION		RELATED DOCUMENTS		INVOICE DATES		INVOICE STATUS DETAILS	
Company	ussl	Number	INV_458	Purchase order		Invoice date		On hold	No
Invoice account	US_S_000006	Invoice description		Product receipt		Posting date	8/16/2017	Header budget check results	Budget check not performed
Capable Sales and Service				Purchase agreement		Due date	8/31/2017		

Lines

+ Add line | Remove | Invoice line | Financials | Inventory | Update line

Item number	Item name	Procurement category	Quantity	Unit	CW quantity	CW unit	Unit price	Line net amount	Purchase order	Product receipt	Subcontractor r...
		ADVERTISING	1.00	ea			1,000.00	1,000.00			<input checked="" type="checkbox"/>

Line details

Line details | Setup | Product | Price and discount | Project | Foreign trade | Fixed assets | Financial dimensions | 1099

GENERAL

Item number: []
Item name: []

Procurement category: ADVERTISING
Text: Advertising Expense

Quantity: 1.00
Unit: ea
Unit price: 1,000.00

Adjusted unit price: 0.00000
Price unit: 1.00
Line net amount: 1,000.00

Purchase order: []

VALIDATIONS
Budget check results: Budget check not performed
Close for receipt: No

Lines section will look like below:

Dynamics 365 | Finance and Operations | Accounts payable > Invoices > Open vendor invoices | USSI

Save | OPTIONS

CAPABLE SALES AND SERVICE
Subcontractor reconciliation

Search | Clear

DATE
From date: [] To date: []

OTHERS
Project ID: [] Contractor: []

AMOUNTS
Invoice excluding tax: 1,000.00
Remaining amount to reconcile: 1,000.00

TRANSACTION TYPE
Expense

Overview

Reconcile all | Clear all

✓	Legal entity	Transaction origin	Personnel number	Name	Category	Project ID	Project date	Cost price	Hours	Total cost amou...	Reconcile
	ussl	Expense management	000409	Aaron Con	Conference	00000136	7/14/2017	101.00	1.00	101.00	<input type="checkbox"/>
	ussl	Expense journal	000409	Aaron Con	Travel	00000136	7/17/2017	100.00	1.00	100.00	<input type="checkbox"/>
	ussl	Expense journal	000409	Aaron Con	Travel	00000152	7/23/2017	1,000.00	1.00	1,000.00	<input type="checkbox"/>
	ussl	Expense management	000409	Aaron Con	Car Rental	00000226	8/3/2017	103.00	1.00	103.00	<input type="checkbox"/>
	GBSI	Expense management	000409	Aaron Con	Conference	00000008	7/17/2017	101.00	1.00	101.00	<input type="checkbox"/>
	GBSI	Expense management	000409	Aaron Con	Conference	00000008	7/17/2017	101.00	1.00	101.00	<input type="checkbox"/>
	GBSI	Expense management	000409	Aaron Con	Conference	00000008	7/17/2017	101.00	1.00	101.00	<input type="checkbox"/>



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.

Last modified: 28 January 2021

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.

Subcontractor reconciliation

Parameters

DATE

As of

CONTRACTOR

Contractor

VENDOR

Vendor

Destination

[Change](#)

Run in the background

☐

OK

Cancel

Parameters that can be 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.

Dynamics 365

Finance and Operations

OPTIONS

Go to

Find

Zoom

Export

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

Last modified: 28 January 2021

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.

Last modified: 28 January 2021

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 of 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.

Last modified: 28 January 2021

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

The screenshot shows the 'projects360 parameters' form in the 'Timesheets' tab. The left sidebar lists various setup categories, with 'Timesheets' selected. The main content area is titled 'Set up parameters for timesheets' and contains several sections:

- PERSONAL TIME OFF:** Includes 'Activate personal time off' (Yes), 'Automatically populate in tim...' (Yes), and 'Display balances' (Yes).
- WORK LOCATION:** Includes 'Show work location on timesh...' (Yes), 'Show work location on timesh...' (No), 'Show Work Location on Journals' (No), and 'Work location is required' (No).
- TIME EXPORT:** Includes 'Require timesheet audit trail' (Yes), 'Include unposted hours' (Yes), and an 'Identification type' dropdown menu.
- MANAGE PENDING TIME (highlighted):** Includes 'Timesheet auto submit to wor...' (No) and 'Maximum number of timesheets ...' (0).
- COMMENTS FOR PENDING TIME:** Includes 'External comment is required' (Yes) and 'Internal comment is required' (No).
- COMMENTS FOR TIMESHEET:** Includes 'External comment is required' (Yes) and 'Internal comment is required' (No).
- AUTOMATICALLY MANAGE FAVORITES:** Includes 'Use favorites' (Yes), 'Activate project resource assign...' (Yes), and 'Activate project tasks assign...' (Yes).

Fields	Description
Timesheet auto submit to workflow	When this check box is enabled, timesheet lines will get automatically 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.

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

Dynamics 365 | Finance and Operations | Project management and accounting > Projects > Timesheets > Manage pending time

Save | Import calendar appointments | Manage favorites | Transfer all to timesheet | My timesheets | OPTIONS

Project Management | Project Management | BP_08022018-INVDOCREV | USSI | 00000480

ERP Development | Development | Project Management | Project Management | Quality Assurance | Quality Assurance | BP_22022018-WBS-1 | USSI | 00000606

Project Management | Project Management | Unassigned category | Project Management | BP_22022018-WBS-2 | USSI | 00000607

ERP Development | Development | BP_25012018-Billing Approver | USSI | 00000380

Management Consulting | Development | BP_25012018-Project manager | GBSI | 00000034

Project Management | Unassigned task | BP_25012018-Project Manager | USSI | 00000378

Development | Development | BP_25012018-Time Approver | USSI | 00000379

Documentation | Development | Unassigned project | Unassigned category | Unassigned task

MANAGE PENDING TIME

General

+ Add | Remove | Start timer | Edit timers | Assign lines to favorites | **Transfer to timesheet** | Chat with project manager

✓	Date ↑	Hours	Timer hours	Internal comment	External comment	Work location	Project name
	2/22/2019	0.00	HH:MM = 0.00			Project Address	00000608
	2/22/2019	0.00	HH:MM = 0.00	Test	Test	Project Address	00000608
✓	2/22/2019	3.75	HH:MM = 0.00	Timesheet auto submit to workflow	Timesheet auto submit to workflow	Project Address	00000608

Details

Entity: USSI | Entity name: Contoso Consulting USA | Internal comment: Timesheet auto submit to workflow

Project: 00000608 | Project name: 00000608

Activity: W00004208 | Activity name: Project Management | External comment: Timesheet auto submit to workflow

Category: PM | Category name: Project Management

Work location: Project Address | Work location name: Project Address

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

Dynamics 365 | Finance and Operations | Project management and accounting > Timesheets > My timesheets

Edit | + New | Delete | Workflow | **TIMESHEET** | OPTIONS

NEW: Copy selected timesheet | MAINTAIN: My delegates, My favorites, Recall timesheet | RELATED INFORMATION: Hour transactions | MANAGE: Timesheet versions | PRINT: Print timesheet

MY TIMESHEETS

Filter: My timesheets in current peri...

✓	Timesheet number ↓	Resource	Period start date	Period end date	Approval status	Timesheet total
✓	00000372	AbhishekV	2/18/2019	2/24/2019	In review	3.75
	00000352	AbhishekV	2/18/2019	2/24/2019	Posted	2.25
	00000351	AbhishekV	2/18/2019	2/24/2019	Posted	2.75

Last modified: 28 January 2021

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

Dynamics 365

Finance and Operations

Project management and accounting > Projects+ > Timesheets > Manage pending time

USSI

Save

Import calendar appointments

Manage favorites

Transfer all to timesheet

My timesheets

OPTIONS

Project

Filter

Projects

PendingTime | USSI | 00000272

Project Management | Weekly status meeting

Quality Assurance | Test

Unassigned project

Unassigned category | Unassigned task

MANAGE PENDING TIME

General

+ Add

Remove

Start timer

Edit timers

Assign lines to favorites

Transfer to timesheet

Date	Hours	Timer hours	Internal comment	External comment	Work location	Project name
10/17/2018	3.50	HH:MM = 0.00	8.1 Testing	8.1 Testing	Office	PendingTime
10/18/2018	2.00	HH:MM = 0.00	8.1 Testing	8.1 Testing	Office	PendingTime

Details

Entity

USSI

Project

00000272

Activity

W00003929

Category

QA

Work location

Office

Entity name

Contoso Consulting USA

Project name

PendingTime

Activity name

Test

Category name

Quality Assurance

Work location name

Office

Internal comment

8.1 Testing

External comment

8.1 Testing

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

	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.

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.

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:

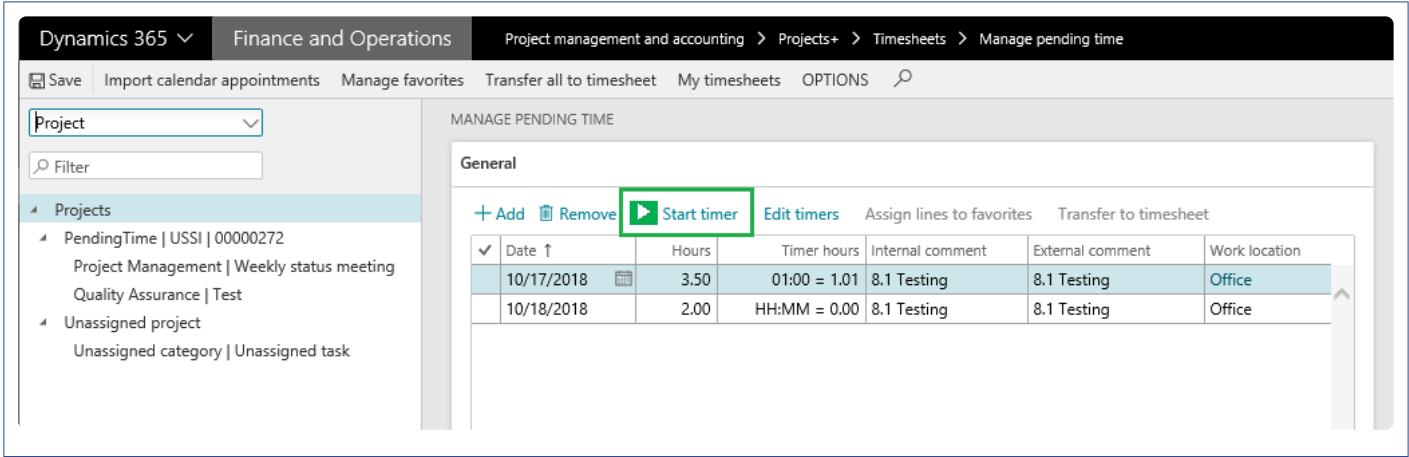
Capture time using Timer

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

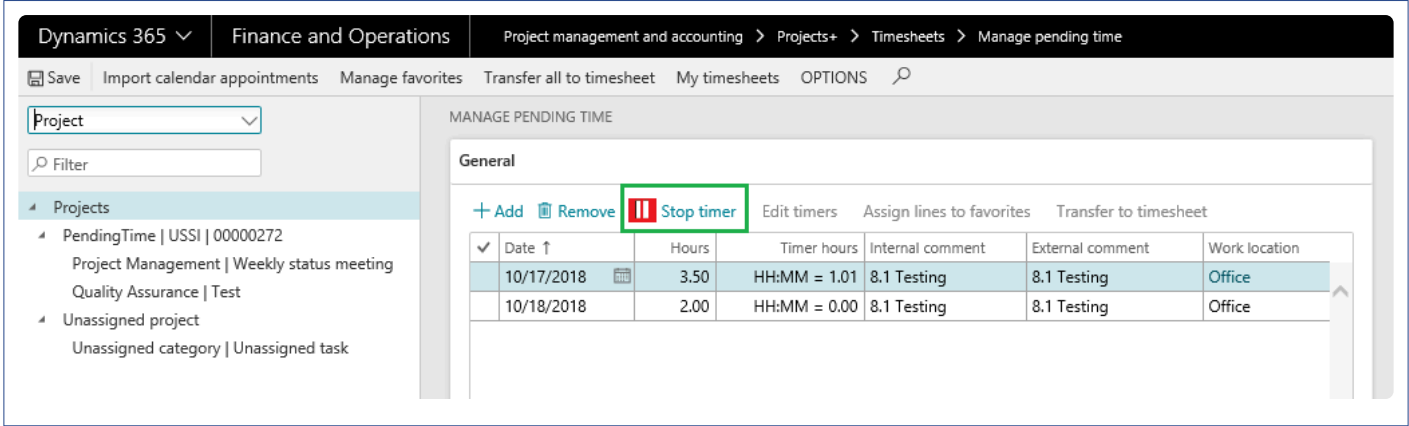
(red color).

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.

MANAGE PENDING TIME

General

+ Add Remove **Stop timer** Edit timers Assign lines to favorites Transfer to timesheet

✓	Date ↑	Hours	Timer hours	Internal comment	External comment	Work location
	10/17/2018	3.50	HH:MM = 1.01	8.1 Testing	8.1 Testing	Office
	10/18/2018	2.00	HH:MM = 0.00	8.1 Testing	8.1 Testing	Office

Details

Entity: USSI Entity name: Contoso Consulting USA Internal comment: 8.1 Testing

Project: 00000272 Project name: PendingTime

Activity: W00003929 Activity name: Test External comment: 8.1 Testing

Category: QA Category name: Quality Assurance

Work location: Office Work location name: Office

Related information

Timer details

Stop timer

00:04:28

Entity name: Contoso Consulting USA

Project name: PendingTime

Activity name: Test

Category name: Quality Assurance

Work location name: Office

Internal comment: 8.1 Testing

External comment: 8.1 Testing

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.

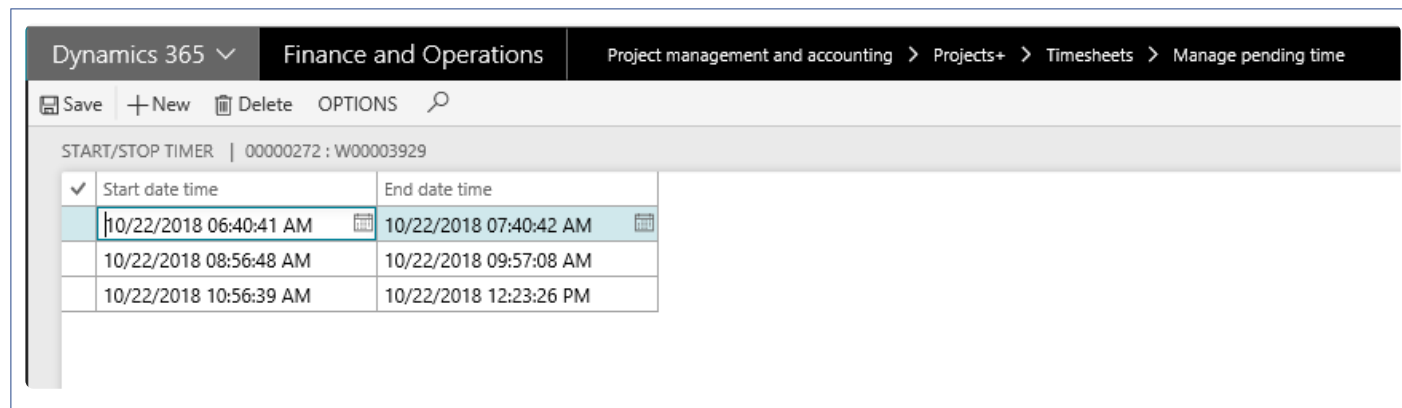
The hours captured through the timer run are stored on the 'Timer hours' column. This column shows data in HH:MM format and is converted into key-able format which the timesheet form accepts (but this is just an approximation). Once hours are captured using timer, users have to manually enter the reciprocal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

MANAGE PENDING TIME

General

+ Add Remove **Start timer** **Edit timers** Assign lines to favorites Transfer to timesheet

✓	Date ↑	Hours	Timer hours	Internal comment	External comment	Work location
	10/17/2018	3.50	03:27 = 3.45	8.1 Testing	8.1 Testing	Office
	10/18/2018	2.00	HH:MM = 0.00	8.1 Testing	8.1 Testing	Office



Start date time	End date time
10/22/2018 06:40:41 AM	10/22/2018 07:40:42 AM
10/22/2018 08:56:48 AM	10/22/2018 09:57:08 AM
10/22/2018 10:56:39 AM	10/22/2018 12:23:26 PM

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 be 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.

Dynamics 365 ▾
Finance and Operations
Project management and accounting > Projects+ > Timesheets > Manage pending time

Save Import calendar appointments Manage favorites Transfer all to timesheet My timesheets OPTIONS 🔍

Project ▾
Filter

Projects

- Fun Times Club | USSI | 00000096
 - Quality Assurance | QA 2
- PendingTime | USSI | 00000272
 - Project Management | Weekly status meeting
 - Quality Assurance | Test
 - Service Labor | Monitor issues
- TimeExport | USSI | 00000132
 - Application Development | Dev 1
- Unassigned project
 - Unassigned category | Unassigned task

MANAGE PENDING TIME

General

+ Add Remove Start timer Edit timers Assign lines to favorites Transfer to timesheet

✓	Date ↑	Hours	Timer hours	Internal comment	External comment	Work location
	10/17/2018	3.50	03:27 = 3.45	8.1 Testing	8.1 Testing	Office
	10/18/2018	2.00	HH:MM = 0.00	8.1 Testing	8.1 Testing	Office

Details

Entity USSI ▾
Project 00000272 ▾
Activity W00003985 ▾
Category Service ▾
Work location Office ▾

Entity name Contoso Consulting USA
Project name PendingTime
Activity name Monitor issues
Category name Service Labor
Work location name Office

Internal comment 8.1 Testing
External comment 8.1 Testing

Import calendar appointments

Please enter the details to import Microsoft Outlook (Office 365) appointments

Current week appointments ▾

From date 10/22/2018
To date 10/28/2018

Calendar folder name Calendar

Note : Only these types of appointments will be imported

- Accepted
- Not all day
- Non-private

OK Cancel

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.

Dynamics 365 ▾ **Finance and Operations** | Project management and accounting > Projects+ > Timesheets > Manage pending time

Save Import calendar appointments Manage favorites Transfer all to timesheet My timesheets OPTIONS

Project ▾
Filter

Projects

- Fun Times Club | USSI | 00000096
 - Quality Assurance | QA 2
- PendingTime | USSI | 00000272
 - Project Management | Weekly status meeting
 - Quality Assurance | Test
 - Service Labor | Monitor issues
- TimeExport | USSI | 00000132
 - Application Development | Dev 1
- Unassigned project
 - Unassigned category | Unassigned task

MANAGE PENDING TIME

General

+ Add Remove Start timer Edit timers Assign lines to favorites Transfer to timesheet

Date ↑	Hours	Timer hours	Internal comment	External comment	Work location	Project name
10/17/2018	3.50	03:27 = 3.45	8.1 Testing	8.1 Testing	Office	PendingTime
10/17/2018	0.00	00:45 = 0.75	Diagnostic Interviews Next Week			
10/17/2018	0.00	00:30 = 0.50	Test Meet			
10/18/2018	2.00	HH:MM = 0.00	8.1 Testing	8.1 Testing	Office	PendingTime
10/18/2018	0.00	01:00 = 1.00	Nuthana Facilities Team Meet			
10/19/2018	0.00	00:30 = 0.50	Projects+ Scrum Meet			
10/19/2018	0.00	01:00 = 1.00	Nuthana Facilities Team Meet			

Details

Entity: USSI Entity name: Contoso Consulting USA Internal comment: Diagnostic Interviews Next Week

Project: Project name:

Activity: Activity name:

Category: Category name:

Work location: Work location name:

External comment:

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.

Dynamics 365 ▾ **Finance and Operations** | Project management and accounting > Setup > Timesheets > All favorites

Save + New Delete OPTIONS

TIMESHEET FAVORITES

Filter

Valid for	Worker/project	Resource	Legal entity	Project ID	Project name	Activity number	Purpose	Category
Group ▾	Grp001 ▾		USSI ▾	00000096 ▾	Fun Times Club	W00002428 ▾	QA 2	QA
All			USSI	00000272	PendingTime	W00003944	Weekly status meeting	PM
Table		Alice Ciccu	USSI	00000296	ABP_15102018-UB-2 Activity ...	W00004138	Week	Consult
Table		Kari Furse	USSI	00000125	Contoso AX Development	W00003344	Design	Design
Table		SubContract_001	USSI	00000181	ABP_05102018-UB-3	W00003667	Week	AppDev
Table		Appasaheb Narasannavar	USSI	00000132	TimeExport	W00003597	Dev 1	AppDev

Save

Import calendar appointments

Manage favorites

Transfer all to timesheet

My timesheet

Project

Filter

Projects

Fun Times Club | USSI | 00000096

Quality Assurance | QA 2

PendingTime | USSI | 00000272

Project Management | Weekly status meeting

Quality Assurance | Test

Service Labor | Monitor issues

TimeExport | USSI | 00000132

Application Development | Dev 1

Unassigned project

Unassigned category | Unassigned task

MANAGE PENDING TIME

General

+ Add

Remove

Start timer

✓

Date ↑

Hours

10/17/2018

3.50

Details

Entity

USSI

Entity name

Contoso Cons

Project

00000272

Project name

PendingTime

Activity

W00003985

Activity name

Monitor issues

Category

Service

Category name

Service Labor

Work location

Office

Work location na

Office

Manage favorites

Favorite	Legal entity	Project name	Category name	Activity name
<input checked="" type="checkbox"/>	USSI	Fun Times Club	Quality Assurance	QA 2
<input type="checkbox"/>	USSI	PendingTime	Quality Assurance	Test
<input type="checkbox"/>	USSI	PendingTime	Service Labor	Monitor issues
<input checked="" type="checkbox"/>	USSI	PendingTime	Project Management	Weekly status meeting
<input checked="" type="checkbox"/>	USSI	TimeExport	Application Development	Dev 1

OK

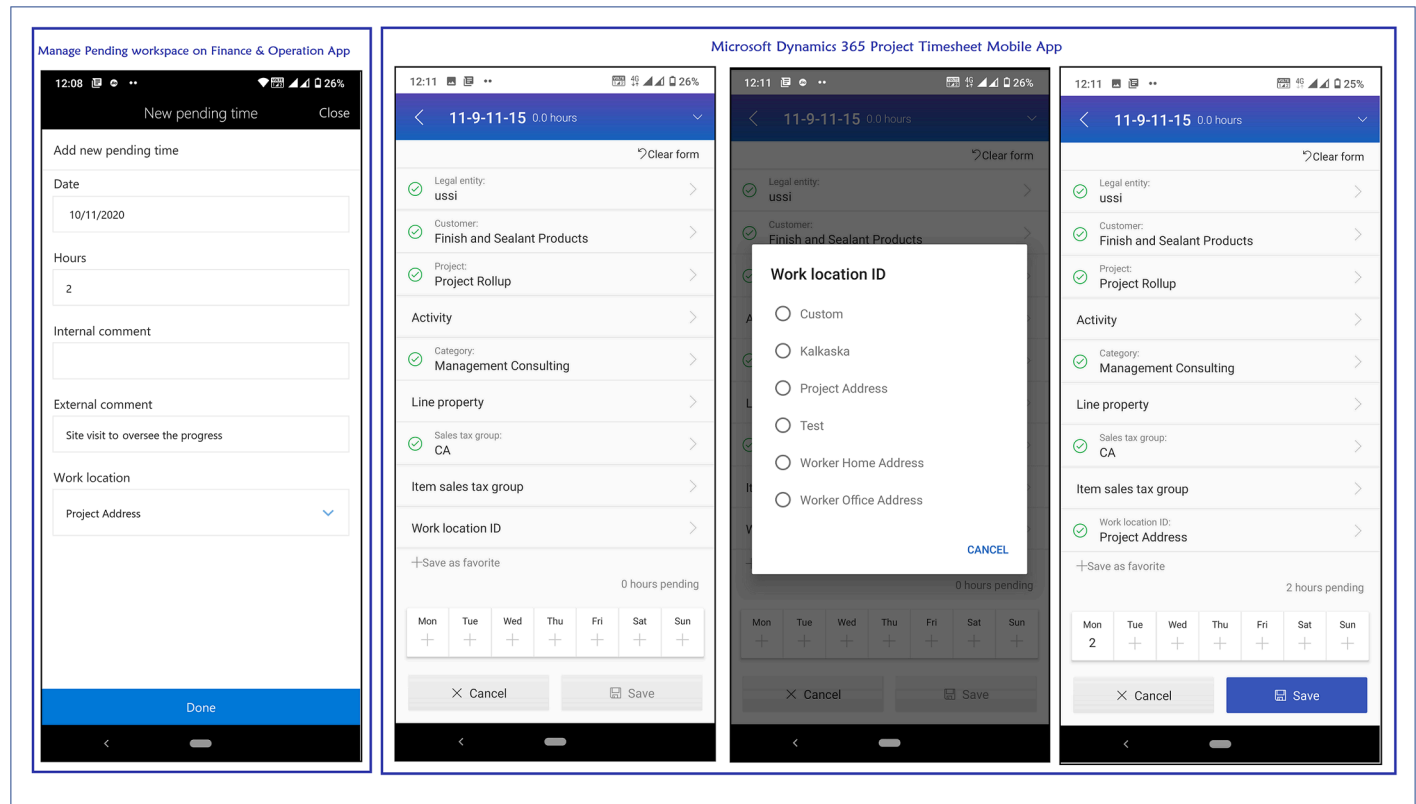
Cancel

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.

Last modified: 28 January 2021

Quick Project Search


This new feature was designed 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.

Last modified: 28 January 2021

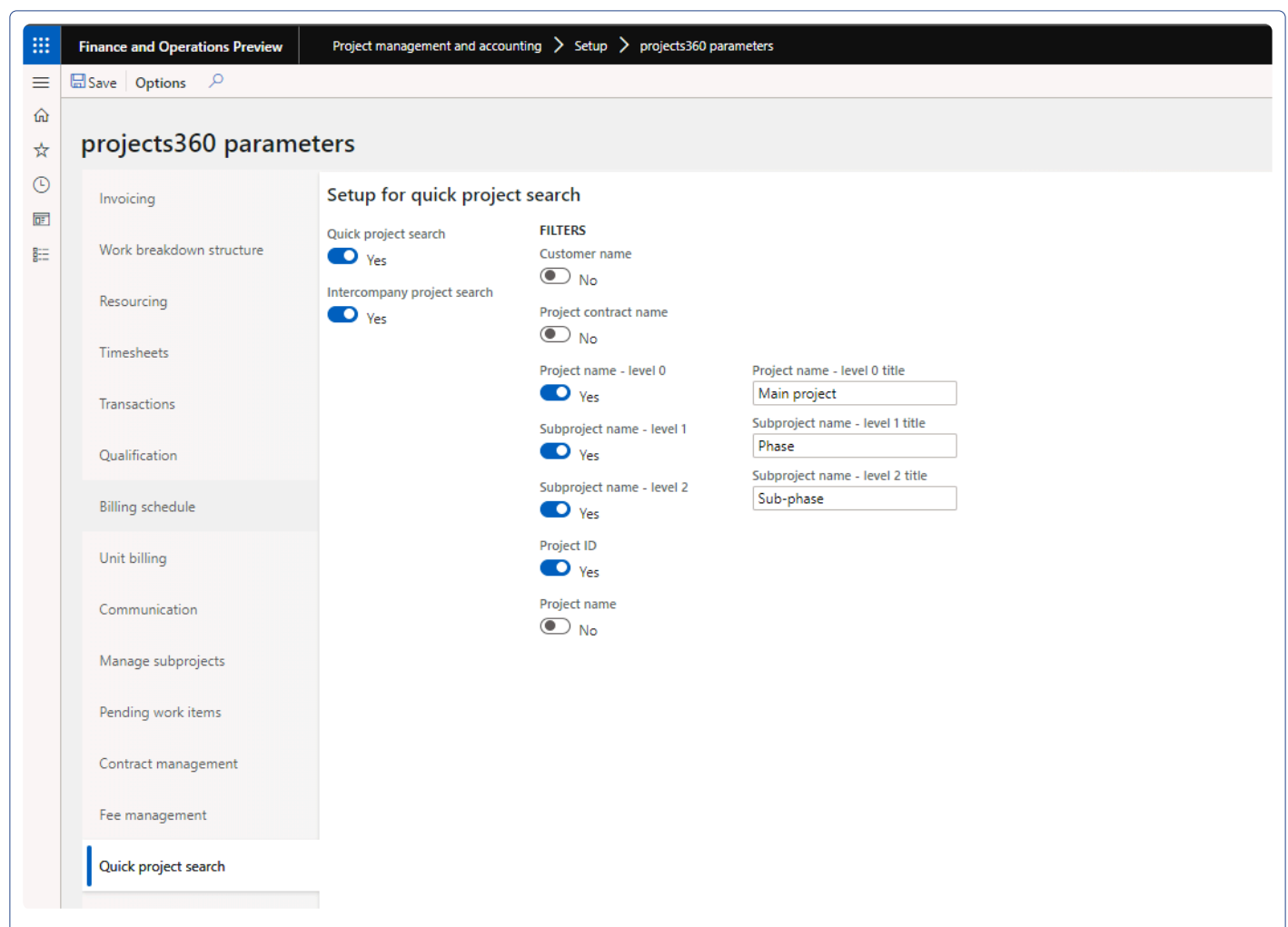
Configure

 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.*



Finance and Operations Preview | Project management and accounting > Setup > projects360 parameters

Save Options

projects360 parameters

- Invoicing
- Work breakdown structure
- Resourcing
- Timesheets
- Transactions
- Qualification
- Billing schedule
- Unit billing
- Communication
- Manage subprojects
- Pending work items
- Contract management
- Fee management
- Quick project search**

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

Subproject name - level 1 ☒ Yes

Subproject name - level 2 ☒ Yes

Project ID ☒ Yes

Project name ☐ No

Project name - level 0 title

Subproject name - level 1 title


Subproject name - level 2 title

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.

Last modified: 28 January 2021

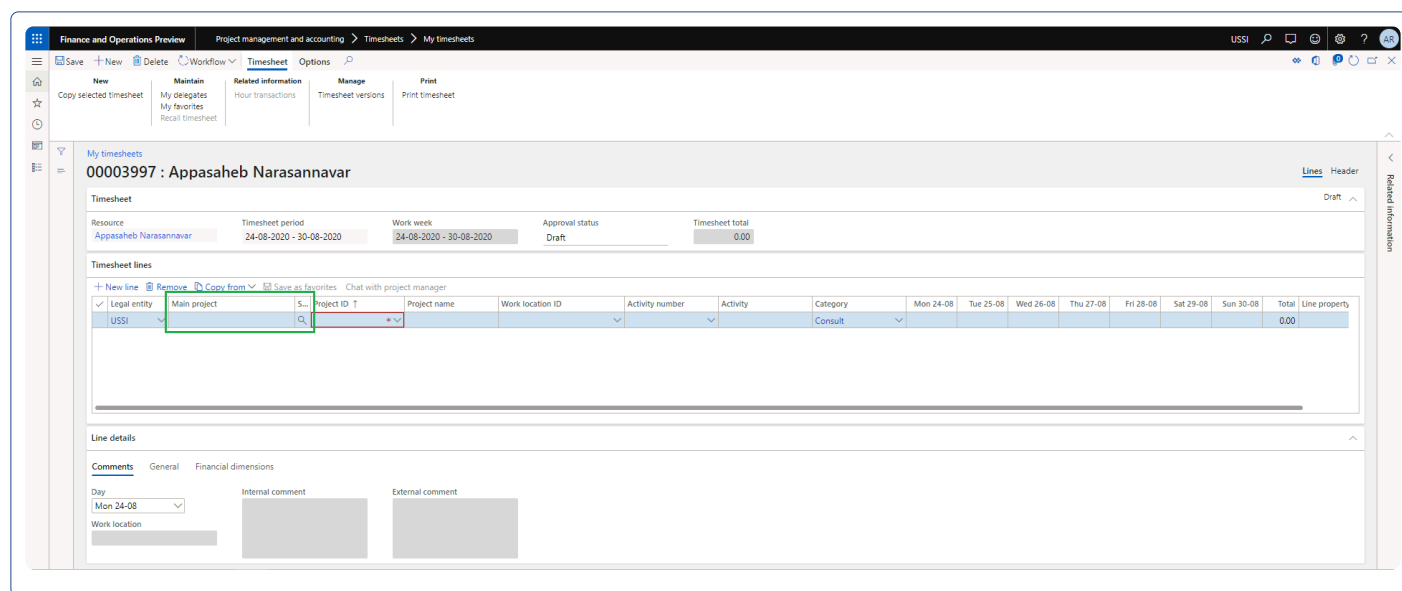
Using Search

 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.



The screenshot displays the 'My timesheets' interface. At the top, there's a navigation bar with 'Finance and Operations Preview' and 'Project management and accounting > Timesheets > My timesheets'. Below this is a toolbar with buttons like 'Save', 'New', 'Delete', 'Workflow', 'Timesheet', 'Options', 'Print', 'Copy selected timesheet', 'My delegates', 'My favorites', 'Recall timesheet', 'Hour transactions', 'Timesheet versions', and 'Print timesheet'. The main section is titled 'My timesheets' and shows a timesheet for resource 'Appasaheb Narasannavar' for the period '24-08-2020 - 30-08-2020'. The 'Timesheet lines' section contains a table with columns for 'Legal entity', 'Main project', 'Project ID', 'Project name', 'Work location ID', 'Activity number', 'Activity', 'Category', and a grid of dates from 'Mon 24-08' to 'Sun 30-08'. The 'Main project' field is highlighted with a green box, and the 'Project ID' field has a search icon. Below the table is a 'Line details' section with tabs for 'Comments', 'General', and 'Financial dimensions'.

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.

Project search

When search is performed on the Project name – level 0/main project.

Filters

Main project Phase Sub-phase Project ID **SEARCH**

Show intercompany projects ☒ No

Projects

Main project	Phase	Sub-phase	Project ID	Project stage	Fee type	Legal entity
LPA Beach Village Resort	Schematic Design		00000606.10	In process	Fixed fee	USSI
LPA Beach Village Resort	Structural design review		00000606.20	In process	Progress	USSI
LPA Beach Village Resort	Construction documents		00000606.30	In process	Time and expense NTE	USSI
Lagoon Beach Resort			00000687	In process	Time and expense	USSI
Lagoon Beach Resort	Schematic design		00000687.10	In process	Fixed fee	USSI
Lagoon Beach Resort	Structural design review		00000687.20	In process	Progress	USSI
Lagoon Beach Resort	Construction documents		00000687.30	In process	Time and expense NTE	USSI
Beach Valley Resort			00000819	In process	Time and expense	USSI
Beach Valley Resort	Master Planning		00000819.10	In process	Progress	USSI
Beach Valley Resort	Design Development		00000819.20	In process	Fixed fee	USSI
Beach Valley Resort	Construction Documents		00000819.30	In process	Time and expense NTE	USSI
Beach Valley Resort	Construction Administration		00000819.40	In process	Progress	USSI

Project search

When search is performed on the Project name – level 1/ Sub project

Filters

Main project Phase Sub-phase Project ID **SEARCH**

Show intercompany projects ☒ No

Projects

Main project	Phase	Sub-phase	Project ID	Project stage	Fee type	Legal entity
LPA Beach Village Resort	Schematic Design		00000606.10	In process	Fixed fee	USSI
CAB Contract Management T...	Schematic Design		00000682.00	In process	Time and expense NTE	USSI
Lagoon Beach Resort	Schematic design		00000687.10	In process	Fixed fee	USSI
Billing schedule8 - Parent	Billing schedule8 - Sub1		00000879.01	In process	None	USSI
Billing schedule8 - Parent	Billing schedule8 - Sub1	Billing schedule8 - Sub1-1	00000879.01.001	In process	None	USSI
Billing schedule8 - Parent	Billing schedule8 - Sub2		00000879.02	In process	None	USSI

When search is performed on the Project ID

Project search

Filters

Main project Phase Sub-phase Project ID **SEARCH**

Show intercompany projects ☒ No

Projects

Main project	Phase	Sub-phase	Project ID	Project stage	Fee type	Legal entity
TestSA-02			00000910	In process	None	US\$
FP Billing Schedule			00000914	In process	Time and expense	US\$
FP Billing Schedule	P-001		00000914.10	In process	Time and expense	US\$
Fixed fee - Milestone			00000915	In process	Fixed fee	US\$
Emirates Arena			00000918	In process	Time and expense	US\$
Emirates Arena	Pre-Design		00000918.10	In process	Progress	US\$
Emirates Arena	Pre-Design	PM/Admin/Meets	00000918.10.01	In process	Progress	US\$
Emirates Arena	Pre-Design	Data Collection	00000918.10.02	In process	Progress	US\$
Emirates Arena	Pre-Design	Vision & Strategy	00000918.10.03	In process	Progress	US\$
Emirates Arena	Building Designs		00000918.20	In process	Fixed fee	US\$
Emirates Arena	Building Designs	Concept Design	00000918.20.01	In process	Fixed fee	US\$
Emirates Arena	Building Designs	Master Planning	00000918.20.02	In process	Fixed fee	US\$
Emirates Arena	Reimbursable/SubContractors		00000918.30	In process	Time and expense NTE	US\$
Emirates Arena	Reimbursable/SubContractors	Inhouse Subcontracting	00000918.30.01	In process	Time and expense NTE	US\$
Emirates Arena	Reimbursable/SubContractors	Outside Subcontracting	00000918.30.02	In process	Time and expense NTE	US\$

Select Cancel

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.

Expense reports

Expense report no.	Approval status	Receipts att...	Purpose	Location	Amount	Created date and time	Payment date	Payment voucher
001513	In review				100.00 USD	10-07-2020 09:26:49		
001013	Processed for payment	✓	On-site training		1,598.00 USD	06-05-2020 21:38:11		
001012	Processed for payment	✓	On-site training	New York	4,500.00 USD	06-05-2020 18:23:33		
001011	Processed for payment	✓	Conference	London	2,000.00 USD	06-05-2020 18:20:18		

New expense report

Purpose: Customer account:

Location: Vendor account:

Legal entity for expenses: Pre-approval number:

Description:

Project ID: **SEARCH** Main project

Map to travel requisition: Travel requisition amount:

Bank account:

Expense report header

General: Purpose: Location: Legal entity for expenses: Project ID: **SEARCH** Main project

Customer account: Vendor account: Map to travel requisition: Travel requisition amount:

Expenses

Transaction date	Approval status	Expense category	Merchant	Transaction a...	Currency	Project ID	Billable	Activity number	Receipts att...	Receipt requi...	Itemization r...
25-08-2020	Draft	Car Rental		1,200.00	USD	S... Main project					

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

Project search

Filters:

Main project: Phase: Sub-phase: Project ID: **SEARCH**

Show intercompany projects: ☐ No

Projects

Main project	Phase	Sub-phase	Project ID	Project stage	Fee type	Legal entity
Josh Fee Management Test			00000492	In process	Progress	US\$1
FeeManagementTests			00000561	In process	None	US\$1
FeeManagementTests	P01 - NTE		00000561.10	In process	Time and expense NTE	US\$1
FeeManagementTests	P02 - Progress		00000561.20	In process	Progress	US\$1
FeeManagementTests	P03 - Milestone		00000561.30	In process	Fixed fee	US\$1
Cont Management			00000670	In process	Time and expense	US\$1
Cont Management	Phase-01		00000670.10	In process	Fixed fee	US\$1
Cont Management	Phase-02		00000670.20	In process	Progress	US\$1
Cont Management	Phase-03		00000670.30	In process	Time and expense NTE	US\$1
CAB Contract Management Testing			00000682	In process	Time and expense NTE	US\$1
CAB Contract Management Testing	Schematic Design		00000682.00	In process	Time and expense NTE	US\$1
CAB Contract Management Testing	Subcontractors		00000682.10	In process	Time and expense NTE	US\$1
CAB Contract Management Testing	Design Development		00000682.30	In process	Time and expense NTE	US\$1
CAB Contract Management Testing	Design Development	Produce & Issue	00000682.30.100	In process	Time and expense NTE	US\$1
CAB Contract Management Testing	Design Development	Implementation	00000682.30.200	In process	Time and expense NTE	US\$1
CAB Contract Management Testing	Design Development	Reimbursables	00000682.30.300	In process	Time and expense NTE	US\$1
Cont Management V2			00000685	In process	Time and expense	US\$1
Cont Management V2	Cont Management V2		00000685.10	In process	Fixed fee	US\$1
Cont Management V2	Cont Management V2		00000685.20	In process	Progress	US\$1
Cont Management V2	Cont Management V2		00000685.30	In process	Time and expense NTE	US\$1
SC Management			00000796	In process	Time and expense	US\$1
SC Management	Phase 01		00000796.10	In process	Time and expense	US\$1
SC Management	Phase 02		00000796.20	In process	Time and expense	US\$1
SC Management	Phase 03		00000796.30	In process	Progress	US\$1

Select Cancel

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.

Finance and Operations | Project management and accounting > projects360 > Timesheets > Manage pending time | USSI

Save Import calendar appointments Manage favorites Transfer all to timesheet My timesheets Options

Project Filter

[- Collapse All] [+ Expand] [+ Expand All]

Projects

- Billingschedule1 | ussi | 00000823
 - Management Consulting | Unassigned task
- Demo - projects360 | ussi | 00000717**
 - Software upgrades | Unassigned task
- ERP Implementation | GBSI | 00000008
 - Quality Assurance | QA 2
- GA Validations | ussi | 00000478
 - Software upgrades | Unassigned task
- KB artical issues | ussi | 00000128
 - Software upgrades | Unassigned task
- Project Test 0123 | ussi | 00000983
 - Management Consulting | Unassigned task
- Project Test 0123 | ussi | 00000986
 - Management Consulting | Unassigned task
- Project Test 0123 | ussi | 00000990
 - Management Consulting | Unassigned task
- Res02 | ussi | 00000470
 - Management Consulting | Unassigned task
- Resource ETC | ussi | 00000735
 - Software upgrades | Unassigned task
- Resourcing Testing 2 | ussi | 00000602
- RSATProject08_2807202017:01:15 | ussi | 00000984

Manage pending time

General

+ Add Remove Start timer Edit timers Assign lines to favorites Transfer to timesheet Chat with project manager

✓	Date ↑	Hours	Timer hours	Internal comment	External comment	Work location	Project name
	5/6/2020	2.00	HH:MM = 0.00				▼ Demo - projects360

Details

Entity: ussi Entity name: Contoso Consulting USA Internal comment:

Project: 00000717 **SEARCH** Main project

Activity: Activity name:

Category: SUpgrades Category name: Software upgrades External comment:

Work location: Work location name:

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

Project search

Filters

Main project Phase Sub-phase Project ID Project name SEARCH

Show intercompany projects ☐ No

Projects

Main project	Phase	Sub-phase	Project ID ↑	Project name ∇	Project stage	Fee type	Legal entity ∇
GA kb article testing			00000278	GA kb article testing	In process	None	USSI
GA KB article			00000279	GA KB article	In process	None	USSI
GA KB test- Multiple fundsou...			00000280	GA KB test- Multiple fundsou...	In process	None	USSI
GA peap 10.0.5			00000451	GA peap 10.0.5	In process	None	USSI
10.0.6 GA test			00000474	10.0.6 GA test	In process	None	USSI
GA Validations			00000478	GA Validations	In process	None	USSI
Unique Billing rule	Phase - 01 NTE Again		00000535.10	Phase - 01 NTE Again	In process	Time and expense NTE	USSI
GA validation10.0.7			00000551	GA validation10.0.7	In process	None	USSI
GA 10.0.9			00000644	GA 10.0.9	In process	None	USSI
GA Validation 10.0.9			00000648	GA Validation 10.0.9	In process	None	USSI
GA validation 10.0.10			00000711	GA validation 10.0.10	In process	None	USSI
Simple adjustment legal360			00000719	Simple adjustment legal360	In process	None	USSI
GA validation 10.0.11			00000742	GA validation 10.0.11	In process	None	USSI
GA Validation 10.0.11			00000787	GA Validation 10.0.11	In process	Time and expense	USSI

Select Cancel

Last modified: 28 January 2021

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.

Last modified: 28 January 2021

Import Timesheet Records



This section details how the timesheet records from external time management systems can be 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 submit to timesheet.
Resource	Enter the resource for whom this line needs to be 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 is created.
Project text	Enter project against which this line needs to be recorded. You can use Project ID or Project

	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.

Data management

Import / Export

Import Export Framework parameters Staging cleanup

Templates Configure data source Set up roles for data projects Copy into legal entity

Configure entity export to database Data entities Data task automation

Data projects

All projects Filter

Run project Load project Delete Download

✓ Data project name	Project type	Project category
PMBL_deCustomer	Export	Project
Document parameter	Export	Project
MultiTS import	Import	Project
TS Import	Import	Project
TS Export	Export	Project
time	Import	Project
DDR	Export	Project
PTO Balances Import	Import	Project
PTO Balances	Export	Project
PMBL_All	Export	Project
TSExport	Export	Project
Timesheet Integrations	Import	Project

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.

The screenshot shows the Dynamics 365 interface for 'Import Timesheets'. The top navigation bar includes 'Dynamics 365', 'Finance and Operations', and 'System administration > Workspaces > Data management'. The main header is 'IMPORT | AX: OPERATIONS' and the title is 'Import Timesheets : Import Timesheets'.

The 'Import' section contains the following fields:

- Group name: Import Timesheets
- Description: Import Timesheets
- Data project operation type: Import
- Project category: Project
- Truncate entity data: No
- Group ID: {DEAD47FA-4439-448D-B366...

The 'Selected entities' section shows a table with one entity:

Sequence	Obsolete	Source data format	Sheet lookup	Disable	Application module
1	<input type="checkbox"/>	EXCEL	Timesheet_integration\$	<input type="checkbox"/>	

The 'Add file' dialog is open, showing the 'Upload data file' section with the file 'Timesheet integration...' selected. The 'JOB DETAILS' section shows the following settings:

- Entity name: Timesheet integration
- Source data format: EXCEL
- Use sample file: Yes
- Skip staging: Yes
- Default refresh type: Full push only

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

The screenshot shows the Dynamics 365 interface for 'Import Timesheets' after clicking the 'Import' button. The top navigation bar is the same. The main header is 'IMPORT | IMPORT TIMESHEETS : IMPORT TIMESHEETS' and the title is 'Import Timesheets : Import Timesheets'.

The 'Import' section contains the same fields as before:

- Group name: Import Timesheets
- Description: Import Timesheets
- Data project operation type: Import
- Project category: Project
- Truncate entity data: No
- Group ID: {DEAD47FA-4439-448D-B366...

The 'Selected entities' section shows a table with one entity:

Entity	View map	Execution...	Level in execu...	Sequence	Obsolete	Source data format	Sheet lookup	Disable	Application module
Timesheet integration		1	1	1		EXCEL	Timesheet_integration\$		

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

Dynamics 365 | Finance and Operations | System administration > Workspaces > Data management | USSI

View execution log | View historical runs | Batch job | Standard view | **OPTIONS**

PERSONALIZE
Personalize this form

PAGE OPTIONS
Security diagnostics | Record info | Advanced Filter/Sort | Change view

SHARE
Create a custom alert | Manage my alerts

EXECUTION SUMMARY | IMPORT TIMESHEETS-2018-10-31T13:33:13-12AE0210ED8A42CA92A25

Execution summary :: Import

Data project name Import Timesheets	Job ID Import Timesheets-2018-10-...	Execution status Succeeded	Refresh
Start time 10/31/2018 01:33:19 PM	End time 10/31/2018 01:33:22 PM	With errors: 0	

Entity processing status

View staging data | Filter

Entity	Status	Pending	In staging	Created	Updated	Total
Timesheet integration	✓ Succeeded	0	8	8	0	8

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

Dynamics 365 | Finance and Operations | System administration > Workspaces > Data management | USSI

Edit | + New | Delete | Validate | Target | Validate all | Copy data to target | Bulk update | Mark duplicates | Show related duplicates | **OPTIONS**

TIMESHEET INTEGRATION : | IMPORT TIMESHEETS-2018-10-31T13:33:13-12AE0210ED8A42CA92A25


Show duplicates
Filter No ☒

Select	Staging to target sta...	Date	Resource	Project text	Activity text	Category text	External comment
	Completed	8/20/2018	Ben Andrews	00000272	Quality plan	PM	import with resource name
	Completed	8/21/2018	000714	ERP Implementation	Dev 1	ERPDev	import with resource ID
	Completed	8/22/2018	ben@contoso.com	272	Monitor issues	Service	import with resource em
	Completed	8/23/2018	000714	00000095	W00002416	Application Development	import with Activity ID
	Completed	8/23/2018	Ben Andrews	Cycles Sales and Repair	Project Management	Consult	import with Project name
	Completed	8/23/2018	ben@contoso.com	Cycles Sales and Repair	Development	Consult	import with Activity name
	Completed	8/23/2018	ben@contoso.com	PendingTime	Go live cutover	Software Installation	import with Category nar
	Completed	8/23/2018	ben@contoso.com	PendingTime	W00003983	Install	import with Category ID

Message
No Errors

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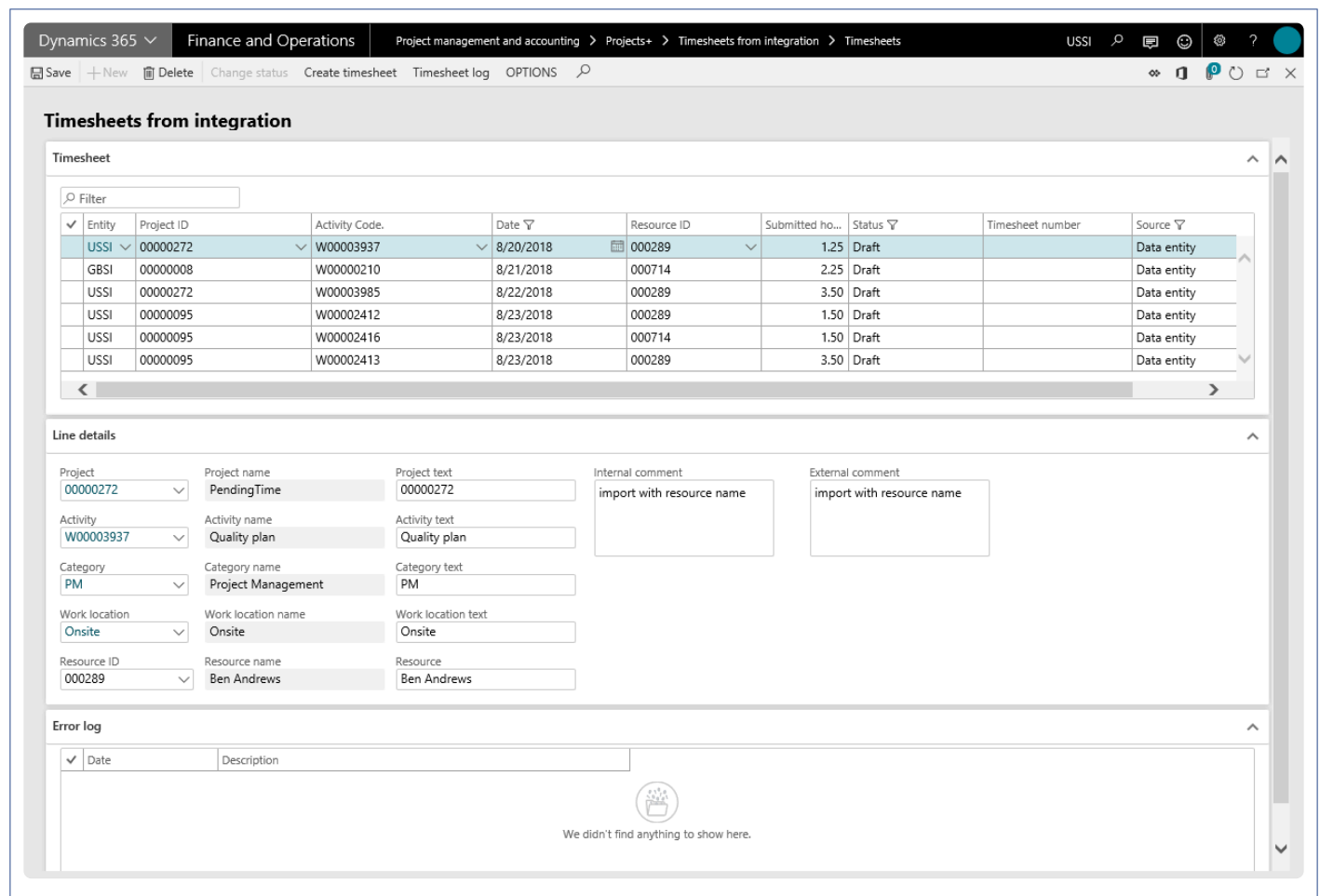
Review Imported Records

 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

Timesheet

Filter

Entity	Project ID	Activity Code	Date	Resource ID	Submitted ho...	Status	Timesheet number	Source
USSI	00000272	W00003937	8/20/2018	000289	1.25	Draft		Data entity
GBSI	00000008	W00000210	8/21/2018	000714	2.25	Draft		Data entity
USSI	00000272	W00003985	8/22/2018	000289	3.50	Draft		Data entity
USSI	00000095	W00002412	8/23/2018	000289	1.50	Draft		Data entity
USSI	00000095	W00002416	8/23/2018	000714	1.50	Draft		Data entity
USSI	00000095	W00002413	8/23/2018	000289	3.50	Draft		Data entity

Line details

Project: 00000272 Project name: PendingTime Project text: 00000272 Internal comment: import with resource name External comment: import with resource name

Activity: W00003937 Activity name: Quality plan Activity text: Quality plan

Category: PM Category name: Project Management Category text: PM

Work location: Onsite Work location name: Onsite Work location text: Onsite

Resource ID: 000289 Resource name: Ben Andrews Resource: Ben Andrews

Error log

Date	Description
We didn't find anything to show here.	

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.
Timesheet log	Opens a timesheet log window, where users can the errors related 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.

The screenshot displays the 'Projects+ parameters' configuration page in Dynamics 365. The left sidebar lists various setup categories, with 'Timesheets' currently selected. The main panel, titled 'Set up parameters for timesheets', is divided into three columns. The first column, 'PERSONAL TIME OFF', contains two settings: 'Activate personal time off' and 'Automatically populate in timesheets', both of which are enabled via toggle switches. The second column, 'DEFAULT CATEGORY', features a dropdown menu currently set to 'None'. The third column, 'WORK LOCATION', includes three settings: 'Show work location on timesheet lines', 'Show work location on timesheet tra...', and 'Work location is required', all of which are also enabled via toggle switches.

- 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.

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.

The screenshot shows the Dynamics 365 Project Management and Accounting interface. The breadcrumb trail is: Project management and accounting > Setup > Posting > Project groups. The left sidebar contains a list of project types: Cost, FP_CompC, FP_CompP, FP_SL, FP_WBS, Investment, PTO (selected), and Sebatide. The main area displays the 'Project groups' form for the 'PTO Project' group. The 'General' tab is active, showing various settings. The 'Personal time off' toggle is highlighted with a red box and is currently set to 'Yes'. Other settings include 'Project type' (Time and material), 'Ledge posting search priority' (Category), 'Default line property' (NonBillabl), 'Verify cost against remaining forecast' (No), 'Post costs - hour' (Profit and loss), 'Post costs - item' (Profit and loss), 'Accrue revenue - hour' (No), 'Accrue revenue - item' (No), 'Post costs - expense' (Profit and loss), 'On-account invoicing' (Balance), 'Accrue revenue - expense' (No), and 'Accrue revenue - fee' (No). The 'Estimate' tab is also visible at the bottom.

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.

Dynamics 365 ▾ Finance and Operations Human resources > Workers > Workers

Edit + New Delete As of date ▾ WORKER PAYROLL COMPENSATION TIME **PROJECT** RETAIL GENERAL EXPENSE OPTIONS 🔍

SET UP PROJECT CONTROL TRANSACTIONS VIEW PROJECTS+ UTILIZATION

Project setup Assign projects Assign categories Project statements Cost control Invoice control Hour utilization Cash flow Expense Fee Hour Period status **Assign approvers** Resource view Intelligent work search Utilization targets

Click the edit button to make changes.

WORKERS

Filter

✓ Name ↑	Search name	Personnel number	Phone	Extension	Email address	Worker type
Aaliyah	Aaliyah	000660				Employee
Aaren Ekelund	Aaren Ekelund	000095	415 555-5153	5153	AarenE@contoso.com	Employee
✓ Aaron Con	Aaron Con	000409	206 555-5630	5630	abhishekv@saglobal.com	Employee
Aaron Painter	Aaron Painter	000183	425-555-5267	5267	aaronp@contoso.com	Employee
Abhishek V	Abhishek V	000713				Employee
Adam Carter	Adam Carter	000402	206 555-5626	5626	AdamC@contoso.com	Both
Adam George	Adam George	000636	+91 11 22 33 44		Ageorge@contoso.com	Employee
Adam Thomas	Adam Thomas	000635	216 555-2345	015	AdamT@contoso.com	Employee
Adina Hagege	Adina Hagege	000178	415 555-5189	5189	AdinaH@contoso.com	Employee
Adrian I Annin	Adrian I Annin	000179	425-555-5235	5235	adrianl@contons.com	Employee

Dynamics 365 ▾ Finance and Operations

Edit OPTIONS 🔍

Click the edit button to make changes.

AARON CON : 000409

Approver setup

Aaron Con

APPROVERS

Timesheet approver

Alice Ciccu

Expense approver

Alice Ciccu

Requisition approver

Alice Ciccu

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.*

Project management and accounting workflows

✓	St...	Default	ID	Name	Association	Type
①	✓		000011	Review original budget workflow	ussi	ProjBudgetOrig
①	✓		000012	Review budget revision workflow	ussi	ProjBudgetRevision
①	✓		000013	Review timesheet workflow	ussi	TSDocumentTemplate
①	✓		000014	Review project quotations	ussi	PSAProjQuotationTempl
①	✓		000015	Review project invoice proposals	ussi	PSAProjInvoiceProposal

Create workflow

Select workflow type

Filter

Workflow type	Description
Personal time off request	Personal time off request template
Review original budget workflow	Use this type to review an original budget
Review budget revision workflow	Use this type to review a budget revision
Review project invoice proposals	Use this type to review project invoice proposals
Review project quotations	Use this type to review project quotations
Resource request	Use this type to review resource requests
Resource request line	Use this type to review resource request lines
Review timesheet workflow	Use this type to review a timesheet
Review timesheet line workflow	Use this type to review a timesheet line

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.

Properties

Step 1

Assignment: Role based: Timesheet approver
Subject: q
Instructions: w

Basic Settings
Assignment
Condition
Escalation

Assign users to this workflow element

Assignment type: Role based | Time limit | Completion policy

Assign users to this workflow element

Participant
Hierarchy
Workflow user
User
None

Participant:
Assign to members of a group or role

Close



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.

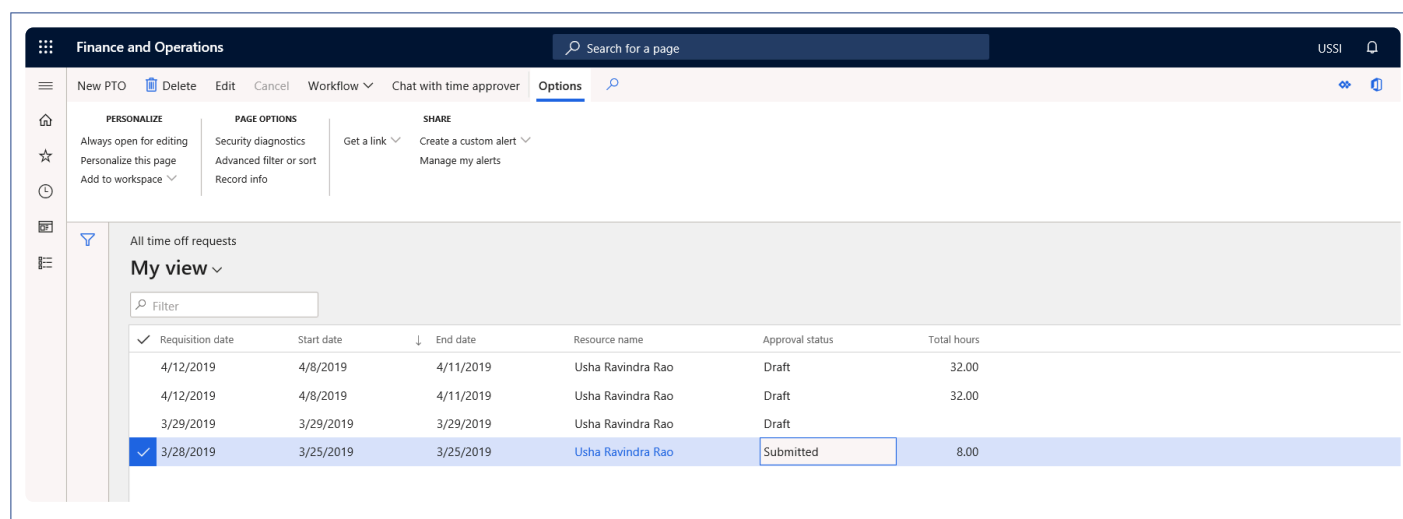
All Time Off Request form

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*.



Requisition date	Start date	End date	Resource name	Approval status	Total hours
4/12/2019	4/8/2019	4/11/2019	Usha Ravindra Rao	Draft	32.00
4/12/2019	4/8/2019	4/11/2019	Usha Ravindra Rao	Draft	32.00
3/29/2019	3/29/2019	3/29/2019	Usha Ravindra Rao	Draft	
3/28/2019	3/25/2019	3/25/2019	Usha Ravindra Rao	Submitted	8.00

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.

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.

Dynamics 365 | Finance and Operations | Project management and accounting > Projects+ > Personal time off request | USS1

Save | Lines | Workflow | OPTIONS

Personal time off

General

Start date	Project ID	Project name	Requisition date
8/14/2017	00000222	00000222-PTO	8/11/2017
End date	Category	Category description	Hours
8/16/2017	PM	Project Management	24.00
Activity number	Activity name	Employee name	
W00004751	Test2	Aaron Con	

Personal time off taken

Filter

Start date	End date	Category	Project ID	Hours
------------	----------	----------	------------	-------

We didn't find anything to show here.

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

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.

Dynamics 365 | Finance and Operations | Project management and accounting > Projects > All projects

Save | Project view | Intelligent resource fulfillment | Resource view | Specify resource hours | OPTIONS

PERSONALIZE: Always open for editing, Personalize this form
PAGE OPTIONS: Security diagnostics, Record info, Advanced Filter/Sort, Change view
EDIT: Read mode, Revert

RESOURCE FORECAST - 00000222 - 00000222-PTO

Lines Header

Project

Project ID: 00000222 | Current forecast model id: R_Forecast | Total hours: 144.00 | Total sales amount: 36,000.00

Resource

+ New role | Split role | Delete role | Hard book | Soft book | Cancel reservations | Resource characteristics

Legal entity	Role ID	Resource	Activity number	Category	FTE %	Start date	End date	Estimated effort	Booked hours	Cost price
GBSI	Team member	Aaron Con	000409	gbsi	100.00	8/7/2017	8/10/2017	32.00	32.00	472.66
GBSI	Team member	Aaron Con	000409	gbsi	100.00	8/7/2017	8/10/2017	32.00	32.00	472.66
GBSI	Team member	Aaron Con	000409	gbsi	100.00	8/3/2017	8/4/2017	16.00	16.00	472.66
GBSI	Team member	Aaron Con	000409	gbsi	100.00	8/7/2017	8/10/2017	32.00	32.00	472.66
GBSI	Team member	Aaron Con	000409	gbsi	100.00	8/14/2017	8/17/2017	32.00	32.00	472.66
USSI	Software developer			WebDev	100.00	8/3/2017		0.00	0.00	180.00

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.

Dynamics 365 | Finance and Operations | Project management and accounting > Timesheets > All timesheets

Save + New Delete Workflow TIMESHEET OPTIONS

PERSONALIZE: Always open for editing, Personalize this form, Add to workspace

PAGE OPTIONS: Security diagnostics, Record info, Advanced Filter/Sort, Change view

EDIT: Read mode, Revert

SHARE: Get a link

ALL TIMESHEETS

00000822 : Aaron Con Lines Header

Timesheet Draft

Resource: Aaron Con Timesheet period: 8/7/2017 - 8/13/2017 Work week: 8/7/2017 - 8/13/2017 Approval status: Draft Timesheet total: 160.00

Timesheet lines

+ New line Remove Copy from Save as favorites

✓	Legal entity	Customer	Name	Project ID ↑	Project name	Work location ID	Activity number	Activity	Category	Mon 08/07	Tu
✓	ussi	U5_SL_0127	District Mall	00000222	00000222-PTO		W00004751	Test2	PM	8.00	
	ussi	U5_SL_0127	District Mall	00000222	00000222-PTO		W00004752	Test3	QA	8.00	
	ussi	U5_SL_0127	District Mall	00000222	00000222-PTO		W00004752	Test3	QA	8.00	
	ussi	U5_SL_0125	Professional Containers and Pac...	00000223	00000223-PTO		W00004776	Test2	PM	8.00	
	ussi	U5_SL_0125	Professional Containers and Pac...	00000223	00000223-PTO		W00004778	Test4	AppDev	8.00	
	ussi	U5_SL_0125	Professional Containers and Pac...	00000223	00000223-PTO		W00004778	Test4	AppDev		

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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.*

Dynamics 365

Finance and Operations

Project management and accounting > Projects+ Inquiries and reports > Personal time off request

USSI

Lines

OPTIONS

Personal time off request.

Operator name

Overview

✓	Start date	End date	Project ID	Employee name	Category	Description	Total PTO hours	Workflow state
	7/31/2017	8/4/2017	00000178	Priyadarshini ...	PM	Project Management	32.00	Draft
	7/1/2017	7/7/2017	00000178	Joel Leichty	Vacation	Vacation	40.00	Draft
	7/4/2017	7/12/2017	00000178	Aaron Con	SickLeave	Sick Leave	56.00	Draft
	7/1/2017	7/7/2017	00000178	Joel Leichty	Vacation	Vacation	40.00	Draft
	8/29/2017	8/31/2017	00000178	Aaron Con	PM	Project Management	24.00	Submitted
	8/17/2017	8/24/2017	00000179	Aaron Con	PM	Project Management	48.00	Draft
	8/6/2017	8/8/2017	00000178	Priyadarshini ...	PM	Project Management	16.00	Draft
	8/13/2017	8/15/2017	00000178	Priyadarshini ...	PM	Project Management	20.00	Submitted
	8/20/2017	8/21/2017	00000179	Priyadarshini ...	Doc	Documentation	12.00	Submitted
	8/14/2017	8/17/2017	00000179	Priyadarshini ...	PM	Project Management	32.00	Draft
	8/7/2017	8/10/2017	00000222	Aaron Con	QA	Quality Assurance	32.00	Approved
	8/7/2017	8/10/2017	00000222	Aaron Con	AppDev	Application Development	32.00	Submitted
	8/7/2017	8/10/2017	00000222	Aaron Con	QA	Quality Assurance	32.00	Approved
	8/3/2017	8/4/2017	00000222	Aaron Con	PM	Project Management	16.00	Approved
	8/7/2017	8/10/2017	00000222	Aaron Con	PM	Project Management	32.00	Approved
	8/14/2017	8/17/2017	00000222	Aaron Con	QA	Quality Assurance	32.00	Approved
	8/7/2017	8/10/2017	00000223	Aaron Con	AppDev	Application Development	32.00	Approved

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.

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.

The screenshot shows the Dynamics 365 interface for the 'Personal time off request' form. The breadcrumb trail is: Project management > Projects + Inquiries > My Resources PTO requests. The form title is 'Personal time off request.' Below the title is a dropdown for 'Employee name'. A table displays the following data:

✓	Requisition date	Start date ↑	End date	Project ID	Project name	Employee name	Category
	1/11/2018	1/16/2018	1/19/2018	00000129	ABP_27122017-2	Julia Funderburk	PM
	1/11/2018	1/15/2018	1/24/2018	00000129	ABP_27122017-2	Julia Funderburk	ITConsult
	1/10/2018	1/10/2018	1/10/2018	00000129	ABP_27122017-2	Julia Funderburk	PM

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:

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.

The screenshot shows the Dynamics 365 Project tasks workspace. The top navigation bar includes 'Dynamics 365', 'Finance and Operations', and 'Project management and accounting > Project tasks'. Below this, a blue bar contains several tabs: '+ New timesheet', '+ New Expense Report', '+ New PTO request' (highlighted with a red box), '+ New purchase requisition', and 'OPTIONS'. The main area is titled 'Project tasks' and includes a 'Summary' section with several tiles: '7 Work items assigned to me', '0 My open activities', '22 My draft timesheets', '3 My draft PTO request' (highlighted with a red box), '181 My late timesheets', '1 My resourcing assignments', and '0 My open requisition'. To the right of the summary is a sidebar with 'My timesheets', 'My approvers', 'My expense reports', 'My PTO requests' (highlighted with a red box), 'My requisition', and 'All expense reports'. The main content area displays a table of PTO requests with columns: Requisition date, Start date, End date, Worker, Workflow state, and Total hours. The table contains 18 rows of data for Aaron Con.

Requisition date	Start date	End date	Worker	Workflow state	Total hours
8/2/2017	8/29/2017	8/31/2017	Aaron Con	Submitted	24.00
8/3/2017	8/28/2017	8/29/2017	Aaron Con	Approved	16.00
8/3/2017	8/25/2017	8/25/2017	Aaron Con	Approved	8.00
8/2/2017	8/17/2017	8/24/2017	Aaron Con	Draft	48.00
8/3/2017	8/14/2017	8/17/2017	Aaron Con	Approved	32.00
8/11/2017	8/14/2017	8/16/2017	Aaron Con	Draft	24.00
8/3/2017	8/14/2017	8/18/2017	Aaron Con	Approved	40.00
8/3/2017	8/14/2017	8/16/2017	Aaron Con	Approved	24.00
8/3/2017	8/9/2017	8/10/2017	Aaron Con	Approved	16.00
8/3/2017	8/7/2017	8/8/2017	Aaron Con	Approved	16.00
8/3/2017	8/7/2017	8/10/2017	Aaron Con	Approved	32.00
8/3/2017	8/7/2017	8/10/2017	Aaron Con	Approved	32.00
8/3/2017	8/7/2017	8/10/2017	Aaron Con	Approved	32.00
8/3/2017	8/7/2017	8/10/2017	Aaron Con	Submitted	32.00
8/3/2017	8/7/2017	8/10/2017	Aaron Con	Approved	32.00
8/3/2017	8/3/2017	8/4/2017	Aaron Con	Approved	16.00
7/28/2017	7/4/2017	7/12/2017	Aaron Con	Draft	56.00

Some of the buttons and tabs related 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.

Last modified: 28 January 2021

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.

Last modified: 28 January 2021

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.*

The screenshot shows the Dynamics 365 interface for configuring parameters. The breadcrumb trail is: Dynamics 365 > Finance and Operations > Project management and accounting > Setup > Projects+ parameters. The left sidebar lists various parameter categories, with 'Timesheets' highlighted. The main content area is titled 'Set up parameters for timesheets' and contains three columns of settings:

- PERSONAL TIME OFF:**
 - Activate personal time off: Yes (toggle on)
 - Automatically populate in times...: Yes (toggle on)
 - Display balances: Yes (toggle on, highlighted with a red box)
- DEFAULT CATEGORY:**
 - Category default: Activity (dropdown menu)
- WORK LOCATION:**
 - Show work location on timeshe...: Yes (toggle on)
 - Show work location on timeshe...: Yes (toggle on)
 - Work location is required: No (toggle off)

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' checkboxes.

Last modified: 28 January 2021

Import PTO Balances



This section details how the PTO balances can be 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](#):

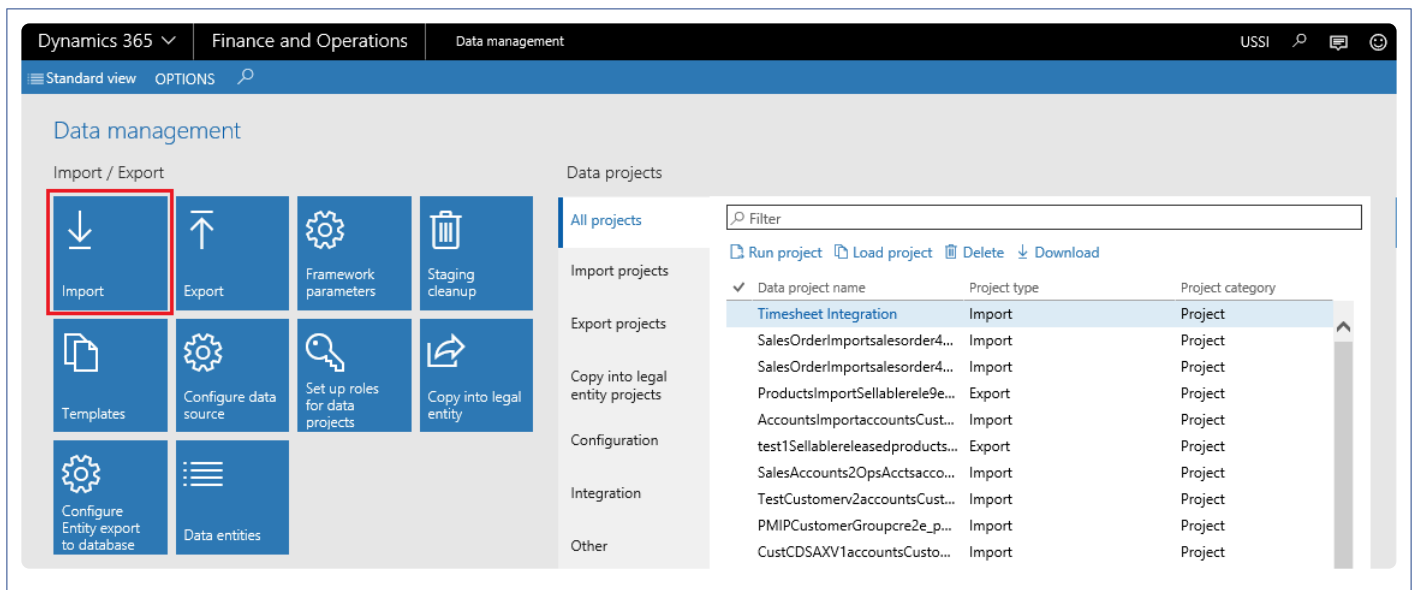
EMAILID	PERSONNELNUMBER	PTOBALANCES	PTOTYPE	RESOURCENAME
april@contoso.com	000045	8	Comp. Off	April Stewart
april@contoso.com	000045	24	WFH	April Stewart

april@contoso.com	000045	20	EL	April Stewart
april@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.

Import now
Import in batch
Re-import

IMPORT : AX : OPERATIONS
PTO Bal Import : PTO balance Import

Import

Group name: PTO Bal Import
Description: PTO balance Import
Data project operation type: Import
Project category: Project
Truncate entity data: No

Selected entities

+ Add file + Add template Remove entity Open in Excel Resequence Sort by Disable

Information loaded 3

1 Obsolete Source data format Sheet lookup Disable Application module

1 EXCEL PTO_Balances\$

Upload data file
PTOBalancesImport... Upload and add

Sheet lookup

Close

JOB DETAILS

Entity name: PTO Balances
Source data format: EXCEL
Use sample file: Yes
Default refresh type: Full push only

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

Import now
Import in batch
Re-import

IMPORT : AX : OPERATIONS
PTO Bal Import : PTO balance Import

Import

Group name: PTO Bal Import
Description: PTO balance Import
Data project operation type: Import
Project category: Project
Truncate entity data: No

Selected entities

+ Add file + Add template Remove entity Open in Excel Resequence Sort by Disable

Entity Execution... Level in execu... Sequence Obsolete Source data format Sheet lookup Disable Application module

PTO Balances 1 1 1 EXCEL PTO_Balances\$

8. Once the import process is executed, for success or failure you should see the Execution summary.

Dynamics 365 | Finance and Operations | Data management

View execution log | View historical runs | Batch job | Standard view | OPTIONS

PERSONALIZE: Personalize this form | PAGE OPTIONS: Security diagnostics, Record info, Advanced Filter/Sort, Change view | SHARE: Create alert rule, Manage my alerts

EXECUTION SUMMARY :: PTO BAL IMPORT-2018-07-05T12:57:56-89721C2420D04C7898A0139A

Execution summary :: Import

Data project name: PTO Bal Import | Job ID: PTO Bal Import-2018-07-05T... | Execution status: Succeeded | Refresh

Start time: 7/5/2018 12:57:58 PM | End time: 7/5/2018 12:57:58 PM | With errors: 0

Entity processing status

View staging data | Filter

Entity	Status	Pending	In staging	Created	Updated	Total
PTO Balances	Succeeded	0	14	14	0	14

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

Dynamics 365 | Finance and Operations | Data management

Edit | + New | Delete | Validate | Target | Validate all | Copy data to target | Bulk update | Mark duplicates | Show related duplicates | OPTIONS

Click the edit button to make changes.

PTO BAL IMPORT-2018-07-05T12:57:56-89721C2420D04C7898A0139A

PTO Balances :

Filter | Show duplicates: No

Select	Staging to target sta...	Record-ID	Contact number/address	Personnel number	PTO balances	PTO type	Resource
Completed		5637144834	april@contoso.com	000045	5.00	Compulsory Off	April Stewart
Completed		5637144835	april@contoso.com	000045	5.00	Work From Home	April Stewart
Completed		5637144836	april@contoso.com	000045	20.00	Earned Leave	April Stewart
Completed		5637144837	april@contoso.com	000045	8.00	Sick Leave	April Stewart

Last modified: 28 January 2021

Review PTO Balances

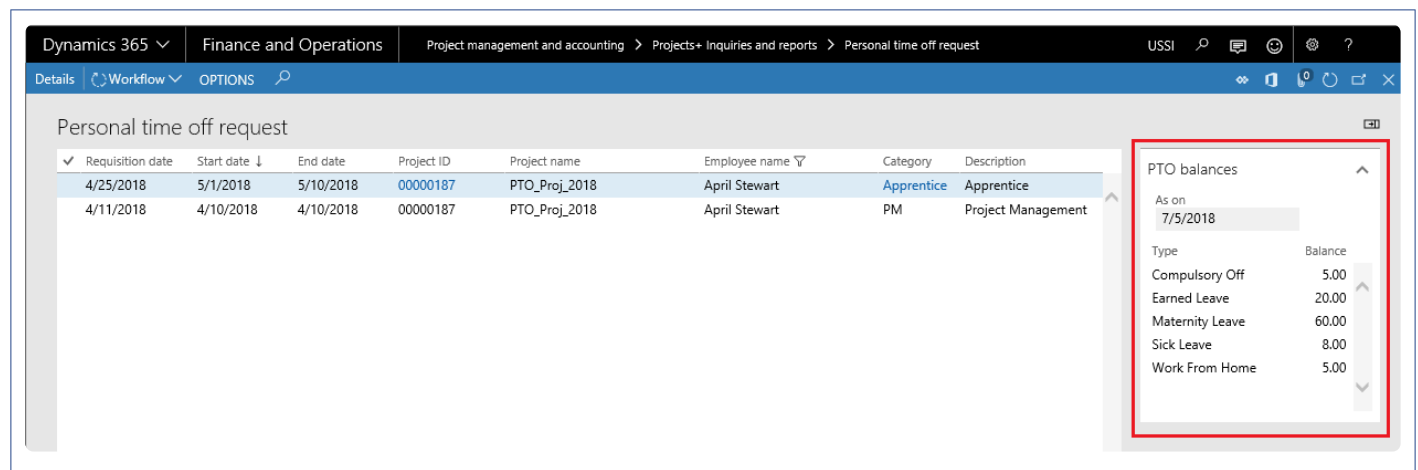
✿ This section details where all the PTO balances can be reviewed in the Microsoft Dynamics 365 for Finance and Operations.

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*.



Requisition date	Start date	End date	Project ID	Project name	Employee name	Category	Description
4/25/2018	5/1/2018	5/10/2018	00000187	PTO_Proj_2018	April Stewart	Apprentice	Apprentice
4/11/2018	4/10/2018	4/10/2018	00000187	PTO_Proj_2018	April Stewart	PM	Project Management

PTO balances
As on: 7/5/2018

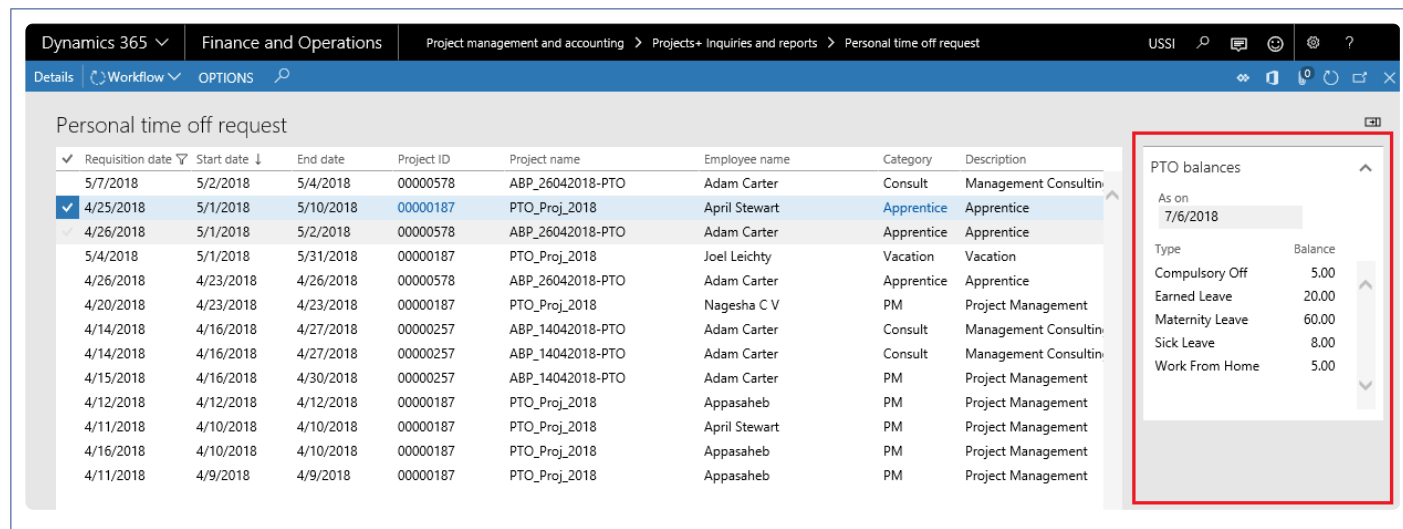
Type	Balance
Compulsory Off	5.00
Earned Leave	20.00
Maternity Leave	60.00
Sick Leave	8.00
Work From Home	5.00

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*.



Personal time off request

Requisition date	Start date	End date	Project ID	Project name	Employee name	Category	Description
5/7/2018	5/2/2018	5/4/2018	00000578	ABP_26042018-PTO	Adam Carter	Consult	Management Consultin
4/25/2018	5/1/2018	5/10/2018	00000187	PTO_Proj_2018	April Stewart	Apprentice	Apprentice
4/26/2018	5/1/2018	5/2/2018	00000578	ABP_26042018-PTO	Adam Carter	Apprentice	Apprentice
5/4/2018	5/1/2018	5/31/2018	00000187	PTO_Proj_2018	Joel Leichty	Vacation	Vacation
4/26/2018	4/23/2018	4/26/2018	00000578	ABP_26042018-PTO	Adam Carter	Apprentice	Apprentice
4/20/2018	4/23/2018	4/23/2018	00000187	PTO_Proj_2018	Nagesha C V	PM	Project Management
4/14/2018	4/16/2018	4/27/2018	00000257	ABP_14042018-PTO	Adam Carter	Consult	Management Consultin
4/14/2018	4/16/2018	4/27/2018	00000257	ABP_14042018-PTO	Adam Carter	Consult	Management Consultin
4/15/2018	4/16/2018	4/30/2018	00000257	ABP_14042018-PTO	Adam Carter	PM	Project Management
4/12/2018	4/12/2018	4/12/2018	00000187	PTO_Proj_2018	Appasaheb	PM	Project Management
4/11/2018	4/10/2018	4/10/2018	00000187	PTO_Proj_2018	April Stewart	PM	Project Management
4/16/2018	4/10/2018	4/10/2018	00000187	PTO_Proj_2018	Appasaheb	PM	Project Management
4/11/2018	4/9/2018	4/9/2018	00000187	PTO_Proj_2018	Appasaheb	PM	Project Management

PTO balances
As on 7/6/2018

Type	Balance
Compulsory Off	5.00
Earned Leave	20.00
Maternity Leave	60.00
Sick Leave	8.00
Work From Home	5.00

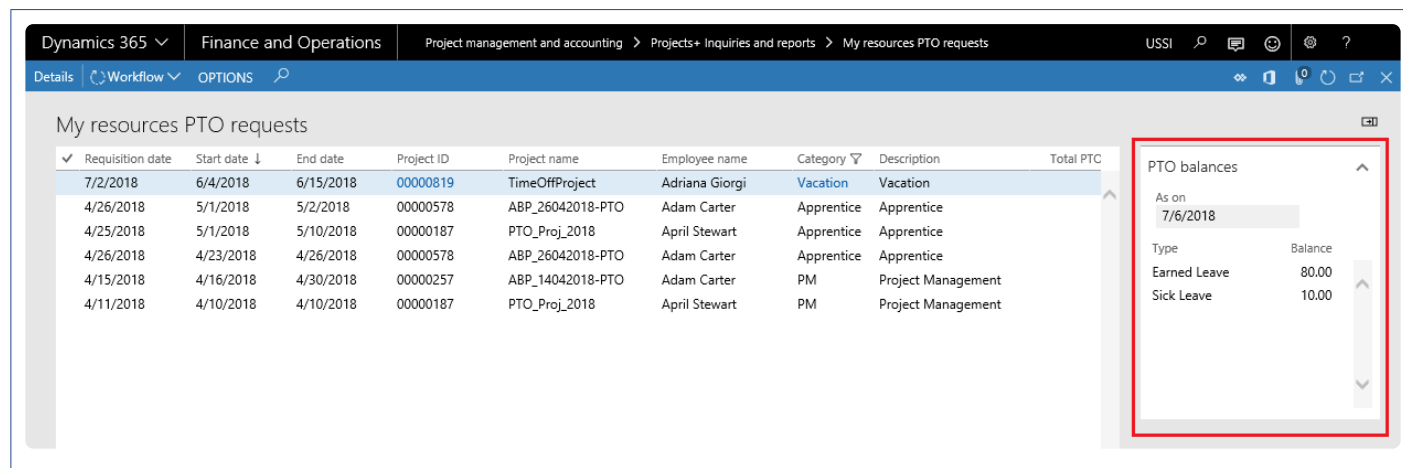
My Resources PTO Requests Inquiry

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*.



My resources PTO requests

Requisition date	Start date	End date	Project ID	Project name	Employee name	Category	Description	Total PTC
7/2/2018	6/4/2018	6/15/2018	00000819	TimeOffProject	Adriana Giorgi	Vacation	Vacation	
4/26/2018	5/1/2018	5/2/2018	00000578	ABP_26042018-PTO	Adam Carter	Apprentice	Apprentice	
4/25/2018	5/1/2018	5/10/2018	00000187	PTO_Proj_2018	April Stewart	Apprentice	Apprentice	
4/26/2018	4/23/2018	4/26/2018	00000578	ABP_26042018-PTO	Adam Carter	Apprentice	Apprentice	
4/15/2018	4/16/2018	4/30/2018	00000257	ABP_14042018-PTO	Adam Carter	PM	Project Management	
4/11/2018	4/10/2018	4/10/2018	00000187	PTO_Proj_2018	April Stewart	PM	Project Management	

PTO balances
As on 7/6/2018

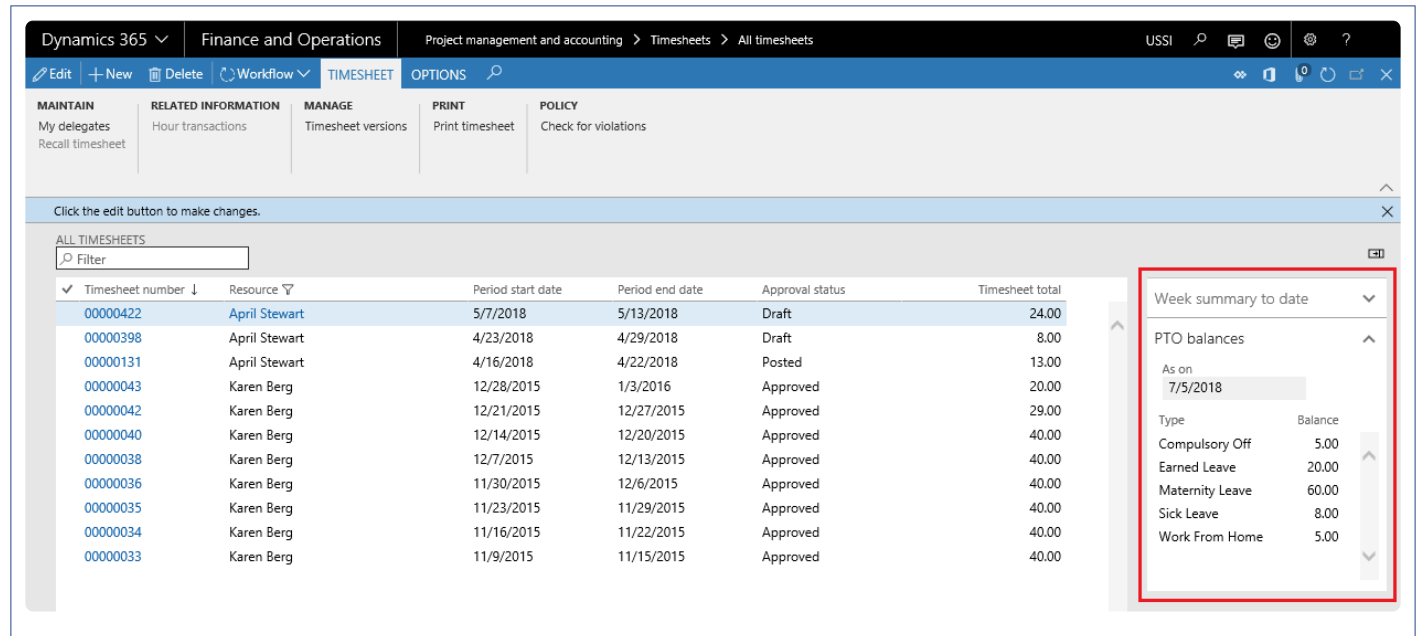
Type	Balance
Earned Leave	80.00
Sick Leave	10.00

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*.

Go to *Timesheets > Process timesheet > All timesheets.*



ALL TIMESHEETS

Timesheet number	Resource	Period start date	Period end date	Approval status	Timesheet total
00000422	April Stewart	5/7/2018	5/13/2018	Draft	24.00
00000398	April Stewart	4/23/2018	4/29/2018	Draft	8.00
00000131	April Stewart	4/16/2018	4/22/2018	Posted	13.00
00000043	Karen Berg	12/28/2015	1/3/2016	Approved	20.00
00000042	Karen Berg	12/21/2015	12/27/2015	Approved	29.00
00000040	Karen Berg	12/14/2015	12/20/2015	Approved	40.00
00000038	Karen Berg	12/7/2015	12/13/2015	Approved	40.00
00000036	Karen Berg	11/30/2015	12/6/2015	Approved	40.00
00000035	Karen Berg	11/23/2015	11/29/2015	Approved	40.00
00000034	Karen Berg	11/16/2015	11/22/2015	Approved	40.00
00000033	Karen Berg	11/9/2015	11/15/2015	Approved	40.00

Week summary to date

PTO balances

As on 7/5/2018

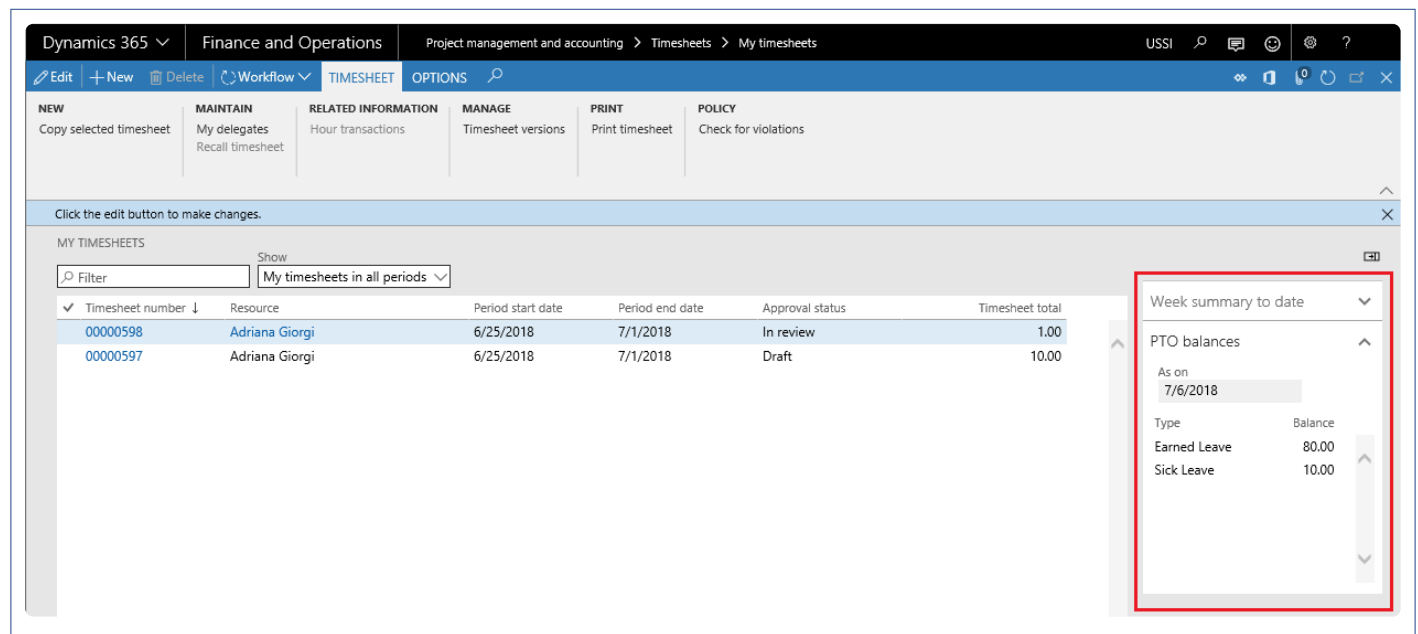
Type	Balance
Compulsory Off	5.00
Earned Leave	20.00
Maternity Leave	60.00
Sick Leave	8.00
Work From Home	5.00

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.*



MY TIMESHEETS

Timesheet number	Resource	Period start date	Period end date	Approval status	Timesheet total
00000598	Adriana Giorgi	6/25/2018	7/1/2018	In review	1.00
00000597	Adriana Giorgi	6/25/2018	7/1/2018	Draft	10.00

Week summary to date

PTO balances

As on 7/6/2018

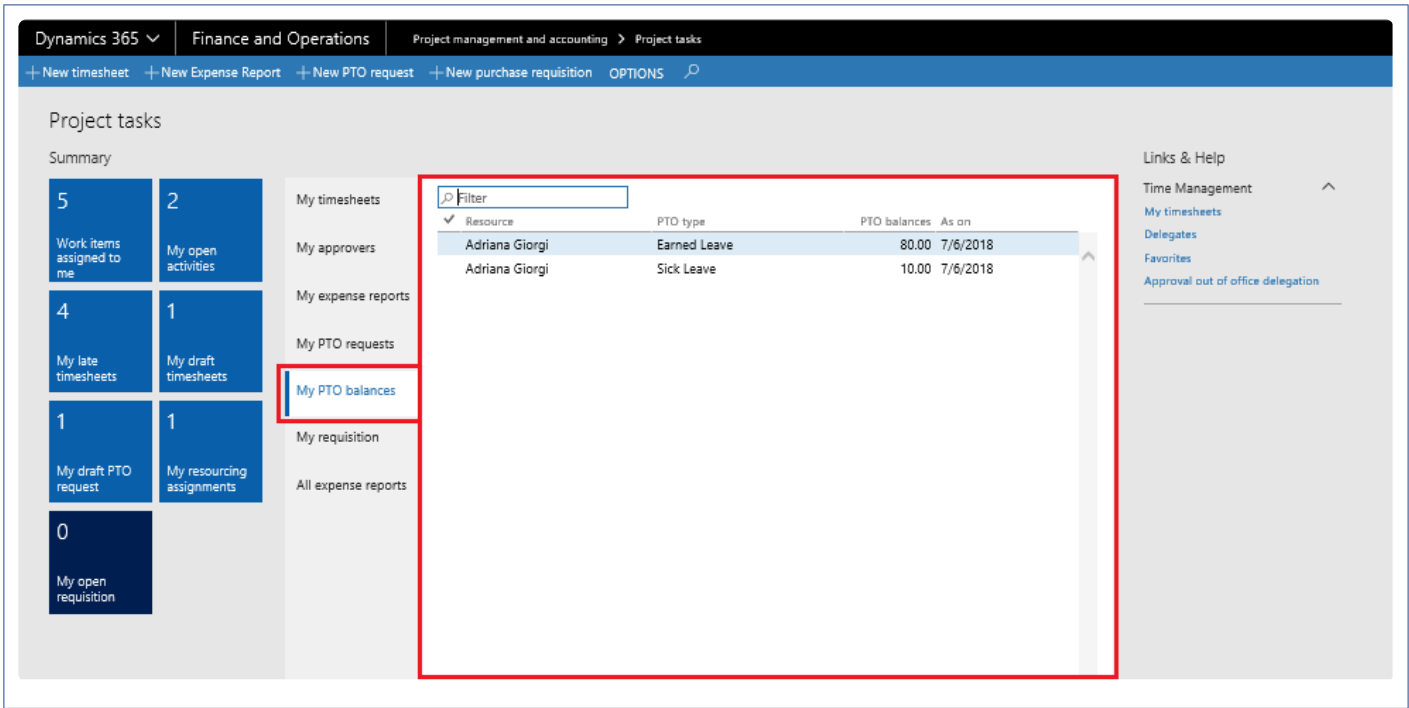
Type	Balance
Earned Leave	80.00
Sick Leave	10.00

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

Dynamics 365
Finance and Operations
Project management and accounting
Resource management

USSI

169
Resource list

49
Intercompany resource list

3
My resource view

14
Planned resource

24
Named resource

5
My resource list

247
My employee missing timesheet

1
My resources PTO requests

Resource role

My employee PTO balances

Filter

Resource	PTO type	PTO balances	As on
Adam Carter	Compulsory Off	2.00	7/6/2018
Adam Carter	Earned Leave	30.00	7/6/2018
Adam Carter	Sick Leave	5.00	7/6/2018
Adam Carter	Work From Home	2.00	7/6/2018
Adriana Giorgi	Earned Leave	80.00	7/6/2018
Adriana Giorgi	Sick Leave	10.00	7/6/2018
April Stewart	Compulsory Off	5.00	7/6/2018
April Stewart	Earned Leave	20.00	7/6/2018
April Stewart	Maternity Leave	60.00	7/6/2018
April Stewart	Sick Leave	8.00	7/6/2018
April Stewart	Work From Home	5.00	7/6/2018

Power BI

Connect your Power BI account for immediate access to your favorite reporting visualizations right here in Dynamics 365 for Finance and Operations.

Get started

Links

Competencies

Skill

Certificate

Role

Education

Last modified: 28 January 2021

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.

Last modified: 28 January 2021

Configure Work Location

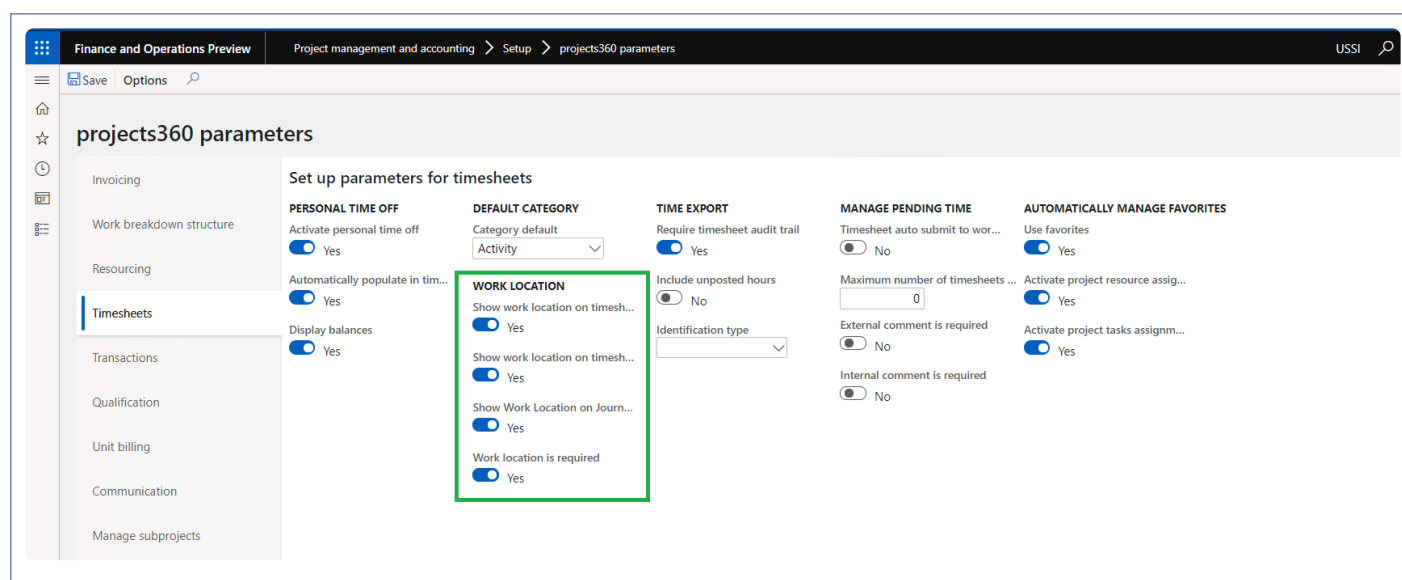
 This section details the setups required to be configured in order to use the work locations feature.

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*



The screenshot shows the 'projects360 parameters' setup screen. The 'General' tab is selected. The 'WORK LOCATION' section is highlighted with a green box. It contains the following settings:

- PERSONAL TIME OFF:** Activate personal time off (Yes), Automatically populate in timesheet (Yes), Display balances (Yes).
- DEFAULT CATEGORY:** Category default (Activity).
- TIME EXPORT:** Require timesheet audit trail (Yes), Include unposted hours (No), Identification type (dropdown).
- MANAGE PENDING TIME:** Timesheet auto submit to work location (No), Maximum number of timesheets (0), External comment is required (No), Internal comment is required (No).
- AUTOMATICALLY MANAGE FAVORITES:** Use favorites (Yes), Activate project resource assignment (Yes), Activate project tasks assignment (Yes).
- WORK LOCATION (highlighted):** Show work location on timesheet lines (Yes), Show work location on timesheet detail (Yes), Show Work Location on Journal (Yes), Work location is required (Yes).

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.

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 screenshot displays the Dynamics 365 interface for setting up work locations. The top navigation bar shows 'Dynamics 365' and 'Finance and Operations'. The breadcrumb trail is 'Project management and accounting > Projects+ Setup > Work location'. The main area is divided into two sections: a table of existing work locations and a form to add a new one.

Work location ID	Location name	Location
CUSTOME ADD	CUSTOME ADD	Custom address
PROJECT-1	PROJECT-1	Project
PROJECT-2	PROJECT-2	Project
PROJECT-3	PROJECT-3	Project
TEST- HOME	TEST HOME	Home
TEST- OFFICE	TEST- OFFICE	Office
TEST- PROJECT	TEST- PROJECT	Project

The form on the right is titled 'Work locations' and contains the following fields:

- Work location ID: CUSTOME ADD
- Location name: CUSTOME ADD
- Location: Custom address
- Address: Portsmouth, NH 00212 USA

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.

- 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.

Work location ID ↑	Location name	Location
CUSTOME ADD	CUSTOME ADD	Custom address
PROJECT-1	PROJECT-1	Project
PROJECT-2	PROJECT-2	Project
PROJECT-3	PROJECT-3	Project
TEST- HOME	TEST HOME	Home
TEST- OFFICE	TEST- OFFICE	Office
TEST- PROJECT	TEST- PROJECT	Project

Work locations

Work location ID: CUSTOME ADD

Location name: CUSTOME ADD

Location: Custom address

Address: Portsmouth, NH 00212 USA

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.

Work locations

Work location ID	Location name	Location
CUSTOME ADD	CUSTOME ADD	Custom address
PROJECT-1	PROJECT-1	Project
PROJECT-2	PROJECT-2	Project
PROJECT-3	PROJECT-3	Project
TEST- HOME	TEST- HOME	Home
TEST- OFFICE	TEST- OFFICE	Office
TEST- PROJECT	TEST- PROJECT	Project

Edit address

Name or description: NEW CUSTOM AA

Country/region: USA

ZIP/postal code: 00212

Street: [Empty]

City: Portsmouth

State: NH

County: ROCKINGHAM

OK Cancel

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:

EMPLOYEES

Aaron Con : 000409

Worker summary

Addresses

Name or description	Address	Purpose	Primary
Home address	413 Oak Street Redmond, WA 98007 USA	Home	Yes
Contoso Consulting USA	454 1st Street Suite 99 Redmond, WA 98052 USA	Business	No
Add Ingredients Inc.	123 Sugar Hill Tampa, FL 33601 USA	Business	No

Employment history

Company	Start date
GBSI	7/13/2017
USSI	10/10/2010

Current positions

Position: 000396

Title: Consultant

Description: Consultant

Job: Consultant

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'.

Workers
Aaron Con : 000409

Worker summary

Personnel number: 000409
Last name prefix: Con
Search name: Aaron Con
Seniority date: 10/10/2010 07:00:00 AM
Works from home: No
Office location: Building B - 5630
Office address: 454 1st Street, Suite 99, Redmond, WA 98052, USA
Other information: Address books: Houston, Language: en-us

Addresses

Name or description	Purpose	Primary
Home address	Home	Yes
Contoso Consulting USA	Business	No

More options > Assign to office location

Project – Project address defined on the selected project.

Projects
00000149 : 00000149-WL

General
Time and material: TM_NoWIP, US_SL0064, 7/22/2017

Project team and scheduling
Not staffed, 7/24/2017, 8/9/2017

Setup
Category: WA

Project hierarchy

Revenue recognition

Budget and forecast

Address

Description: Central Discount Store
Address: Russell Rd. South, Kent, WA 98031, USA

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.

The screenshot shows the Dynamics 365 interface for 'All projects'. The top navigation bar includes 'Dynamics 365', 'Finance and Operations', and 'Project management and accounting > Projects > All projects'. The left sidebar has tabs for 'Edit', '+ New', 'Delete', 'PROJECT', 'PLAN', 'MANAGE', 'CONTROL', and 'OPTIONS'. The main content area is divided into several functional groups: 'PROJECT RESOURCE', 'ITEM REQUIREMENTS', 'FORECAST', 'MAINTAIN FORECAST', 'BUDGET', and 'VALIDATION'. The 'VALIDATION' group contains 'Assign resources', 'Assign categories', and 'Assign work location', with the latter highlighted by a red rectangle. Below this, a message states 'Click the edit button to make changes.' The project details for '00000149 : 00000149-WL' are displayed, including sections for 'General', 'Project team and scheduling', 'Setup', and 'Project hierarchy'.

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:

The screenshot shows the 'Project work location' form. The top navigation bar is the same as the previous screenshot. The left sidebar has 'Set default' and 'Clear default' buttons, followed by 'OPTIONS' and a search icon. The main content area shows the project ID '00000149 : 00000149-WL' and the title 'Project work location'. Below the title are two tabs: 'Overview' and 'Work location'. The 'Work location' tab is active, displaying a table with the following data:

Work location ID	Location name	Default
PROJECT-1	PROJECT-1	✓
TEST- HOME	TEST HOME	

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.

The screenshot shows the Dynamics 365 interface for the 'Project work location' tab. The breadcrumb trail is: Dynamics 365 > Finance and Operations > Project management and accounting > Projects > All projects. The user is 'USSI'. The page has tabs for 'Set default', 'Clear default', and 'OPTIONS'. The main title is '00000149 : 00000149-WL Project work location'. Below the title are 'Overview' and 'Work location' tabs. The 'Work location' tab is active, showing two sections: 'REMAINING WORK LOCATIONS' and 'SELECTED WORK LOCATIONS'. Between these sections are two arrow buttons: a right-pointing arrow (→) and a left-pointing arrow (←).

Work location ID ↑	Location name
CUSTOMER ADD	CUSTOMER ADD
PROJECT-2	PROJECT-2
PROJECT-3	PROJECT-3
TEST- OFFICE	TEST- OFFICE
TEST- PROJECT	TEST- PROJECT

Work location ID	Location name
PROJECT-1	PROJECT-1
TEST- HOME	TEST HOME

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.

Last modified: 28 January 2021

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.

ALL TIMESHEETS
00000823 : Aaron Con

Timesheet

Resource: Aaron Con | Timesheet period: 8/14/2017 - 8/20/2017 | Work week: 8/14/2017 - 8/20/2017 | Approval status: Draft | Timesheet total: 0.00

Timesheet lines

Legal entity	Customer	Name	Project ID ↑	Project name	Work location ID	Activity number	Activity	Category
USSI	US_SI_0064	Central Discount Store	00000149	00000149-WL	PROJECT-1			PM

Line details

Comments | General | Financial dimensions

Day: Mon 08/14 | Work location: PROJECT-1 | Internal comment: | External comment: |

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.

The screenshot shows the Dynamics 365 Finance and Operations interface for the 'Timesheets' module. The top navigation bar includes 'Dynamics 365', 'Finance and Operations', and 'Project management and accounting > Timesheets > All timesheets'. The main header has 'Save', '+ New', 'Delete', 'Workflow', 'TIMESHEET', and 'OPTIONS' tabs. Below the header, there are sections for 'PERSONALIZE', 'PAGE OPTIONS', 'EDIT', and 'SHARE'. A yellow error message bar at the top states: 'Work location must be filled in'. The main content area shows a timesheet for 'Aaron Con' with a 'Draft' status. The 'Timesheet lines' table has one entry for 'Central Discount Store' with a 'Work location ID' field that is empty.

Legal entity	Customer	Name	Project ID ↑	Project name	Work location ID	Activity number	Activity	Category
USSI	US_SI_0064	Central Discount Store	00000149	00000149-WL				

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.

The screenshot shows the Dynamics 365 Finance and Operations interface for the 'Timesheets' module. The top navigation bar is the same as the previous screenshot. The main header has 'Save', '+ New', 'Delete', 'Workflow', 'TIMESHEET', and 'OPTIONS' tabs. Below the header, there are sections for 'PERSONALIZE', 'PAGE OPTIONS', 'EDIT', and 'SHARE'. The main content area shows a timesheet for 'Aaron Con' with an 'Approved' status. The 'Timesheet lines' table has one entry for 'Central Discount Store' with a 'Work location ID' field that is now populated with 'PROJECT-1'.

Name	Project ID ↑	Project name	Work location ID	Activity number	Activity	Category	Mon 08/14	Tue 08/15	V
Central Discount Store	00000149	00000149-WL	PROJECT-1	W00003751	Test	QA	8.00		

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.

Journal lines for beginning balances

Project date	Project ID	Transaction type	Category	Work location ID	Activity number	Item	Resource	Role ID	Quantity/Ho...	Cost price	Cost amount	Sales currency	Sales pri
3/4/2020	00000687	Hour	AppDev	Project Address	W00010937		000738	Appasaheb...	Project manager	120.00	190.00	22,800.00	USD 325.00

Journal lines for hours

Project date	Project ID	Work location ID	Activity number	Category	Resource	Role ID	Description	Hours	Line property	Reversing en...	Reversing date
3/4/2020	00000687	Worker Home Address	W00010938	ERPDev	000738	Appasaheb...	Project manager	Development hours	2.00	Billable	

Timesheets – Others

Intercompany Timesheets

Using the ReclId? 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.

Last modified: 28 January 2021

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.

Last modified: 28 January 2021

Configure Workflow

✿ This section details the workflow required to be configured in order to use the line level timesheet approval feature.

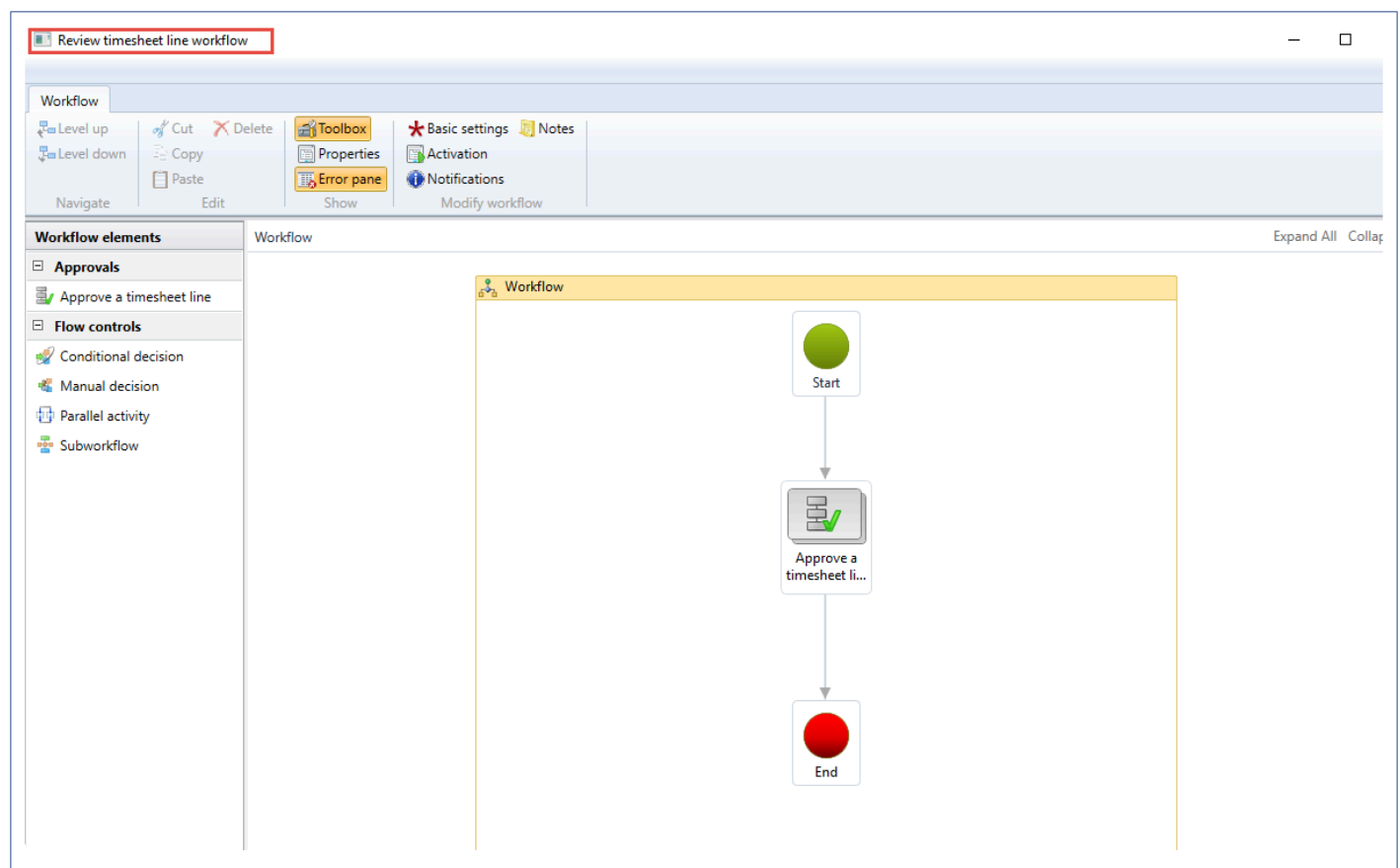
Workflow Setup

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



Invoke the above created timesheet line level workflow in Review timesheet workflow as shown below:

The screenshot displays the 'Review timesheet workflow' window. On the left, a 'Workflow elements' pane lists categories: Approvals, Flow controls, and Line-item workflows. The 'Line-item workflows' section is expanded, showing 'Timesheet line-item workflow 1'. A 'Properties' dialog box is open for this workflow, with the 'Basic Settings' tab selected. The dialog contains the following information:

- Name: Timesheet line-item workflow 1
- Invoke a single workflow for all line-items (selected)
- The line-item workflow: Review timesheet (dropdown menu, highlighted with a red box) and a 'View' button.
- Invoke a workflow for each line-item (unselected)

The main workflow canvas on the right shows a sequence: a green 'Start' node, followed by a yellow 'Timesheet line-item workflow' node, and finally a red 'End' node.



Note – There is no change to the standard workflow setup.

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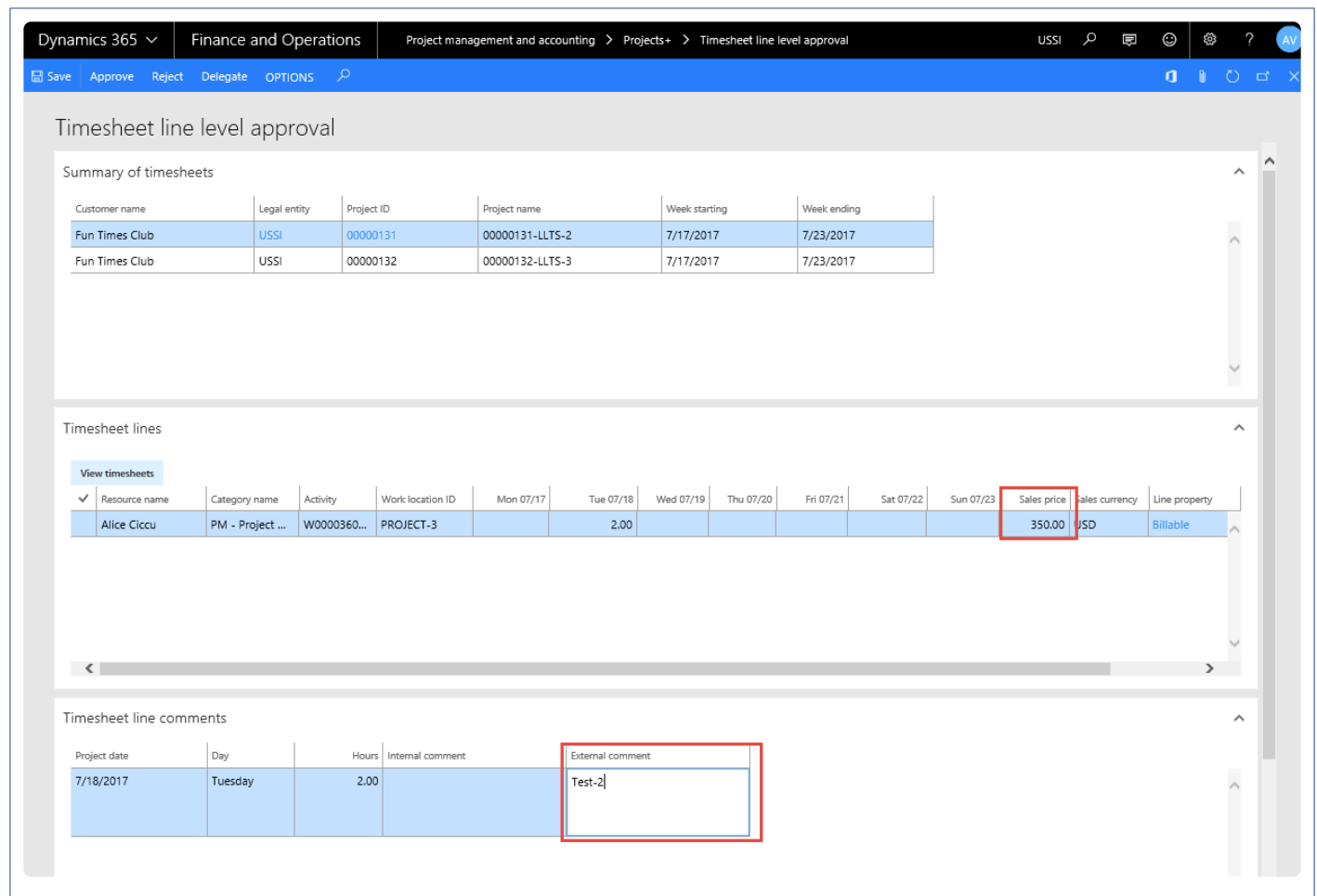
Line level Approval

 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*



Summary of timesheets

Customer name	Legal entity	Project ID	Project name	Week starting	Week ending
Fun Times Club	USSI	00000131	00000131-LLTS-2	7/17/2017	7/23/2017
Fun Times Club	USSI	00000132	00000132-LLTS-3	7/17/2017	7/23/2017

Timesheet lines

[View timesheets](#)

✓	Resource name	Category name	Activity	Work location ID	Mon 07/17	Tue 07/18	Wed 07/19	Thu 07/20	Fri 07/21	Sat 07/22	Sun 07/23	Sales price	Sales currency	Line property
	Alice Ciccu	PM - Project ...	W0000360...	PROJECT-3		2.00						350.00	USD	Billable

Timesheet line comments

Project date	Day	Hours	Internal comment	External comment
7/18/2017	Tuesday	2.00		Test-2

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.

Last modified: 28 January 2021

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.

Last modified: 28 January 2021

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/functionality.

- 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.

Go to *Timesheets > Missing timesheets > All missing timesheets.*

Dynamics 365 | Finance and Operations | Project management and accounting > Projects+ > Timesheets > All missing timesheets | USSI

MAINTAIN

Send email | Workflow history
No timesheet required | View timesheet
Timesheet required

ALL MISSING TIMESHEETS

Filter | Legal entity: USSI | Start date: | End date: 8/14/2017 | Missing timesheet: Timesheets not submitted

✓	Resource name	Legal entity	Period start date	Period end date	Period code	Timesheet status	Timesheet num...	Hours
	Aaron Con	ussl	1/6/2014	1/12/2014	EmpWeek	No timesheet		0.00
	Adriana Giorgi	ussl	1/6/2014	1/12/2014	EmpWeek	No timesheet		0.00
	Alfons Staerk	ussl	1/6/2014	1/12/2014	EmpWeek	No timesheet		0.00
	Allison Brown	ussl	1/6/2014	1/12/2014	EmpWeek	No timesheet		0.00
	Ann Beebe	ussl	1/6/2014	1/12/2014	EmpWeek	No timesheet		0.00
	Anna Bedecs	ussl	1/6/2014	1/12/2014	EmpWeek	No timesheet		0.00
	Arlene Huff	ussl	1/6/2014	1/12/2014	EmpWeek	No timesheet		0.00
	Armando Pinto	ussl	1/6/2014	1/12/2014	EmpWeek	No timesheet		0.00
	Bonnie Kearney	ussl	1/6/2014	1/12/2014	EmpWeek	No timesheet		0.00
	Bonnie Skelly	ussl	1/6/2014	1/12/2014	EmpWeek	No timesheet		0.00
	Britta Simon	ussl	1/6/2014	1/12/2014	EmpWeek	No timesheet		0.00
	Carlos Carvallo	ussl	1/6/2014	1/12/2014	EmpWeek	No timesheet		0.00
	Catherine Boeger	ussl	1/6/2014	1/12/2014	EmpWeek	No timesheet		0.00
	Chase Carpenter	ussl	1/6/2014	1/12/2014	EmpWeek	No timesheet		0.00

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	<p>New filters added to filter timesheets with different statuses are as below in Late timesheets list page.</p> <ol style="list-style-type: none"> 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.

	<p>4. Posted - Posted or no timesheet required will be displayed in this filter option.</p> <p>5. In progress - Timesheets not in status Posted and not in status No timesheet required.</p>
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	<p>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.</p>
Filters – End date	<p>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.</p> <p>In effect, the records displayed in the list page will be that from the start to end date specified in the filters above.</p>

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

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.

The screenshot shows the Dynamics 365 interface for a worker named Aaron Con (000409). The 'PROJECTS' tab is selected, and the 'Assign approvers' option is highlighted with a red box and a red arrow. On the right, the 'Approvers' list shows 'Alice Ciccu' as the Timesheet approver, also highlighted with a red box.

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.*

The screenshot shows the 'My employee missing timesheets' page in Dynamics 365. The table lists employees with missing timesheets, including Allie Bellew, with columns for Resource name, Legal entity, Period start date, Period end date, Period code, Timesheet status, Timesheet number, and Hours.

Resource name	Legal entity	Period start date	Period end date	Period code	Timesheet status	Timesheet number	Hours
Allie Bellew	ussl	1/13/2014	1/19/2014	EmpWeek	No timesheet		0.00
Allie Bellew	ussl	1/20/2014	1/26/2014	EmpWeek	No timesheet		0.00
Allie Bellew	ussl	1/27/2014	2/2/2014	EmpWeek	No timesheet		0.00
Allie Bellew	ussl	2/3/2014	2/9/2014	EmpWeek	No timesheet		0.00
Allie Bellew	ussl	2/10/2014	2/16/2014	EmpWeek	No timesheet		0.00
Allie Bellew	ussl	2/17/2014	2/23/2014	EmpWeek	No timesheet		0.00
Allie Bellew	ussl	2/24/2014	3/2/2014	EmpWeek	No timesheet		0.00
Allie Bellew	ussl	3/3/2014	3/9/2014	EmpWeek	No timesheet		0.00
Allie Bellew	ussl	3/10/2014	3/16/2014	EmpWeek	No timesheet		0.00
Allie Bellew	ussl	3/17/2014	3/23/2014	EmpWeek	No timesheet		0.00
Allie Bellew	ussl	3/24/2014	3/30/2014	EmpWeek	No timesheet		0.00
Allie Bellew	ussl	3/31/2014	4/6/2014	EmpWeek	No timesheet		0.00
Allie Bellew	ussl	4/7/2014	4/13/2014	EmpWeek	No timesheet		0.00
Allie Bellew	ussl	4/14/2014	4/20/2014	EmpWeek	No timesheet		0.00
Allie Bellew	ussl	4/21/2014	4/27/2014	EmpWeek	No timesheet		0.00

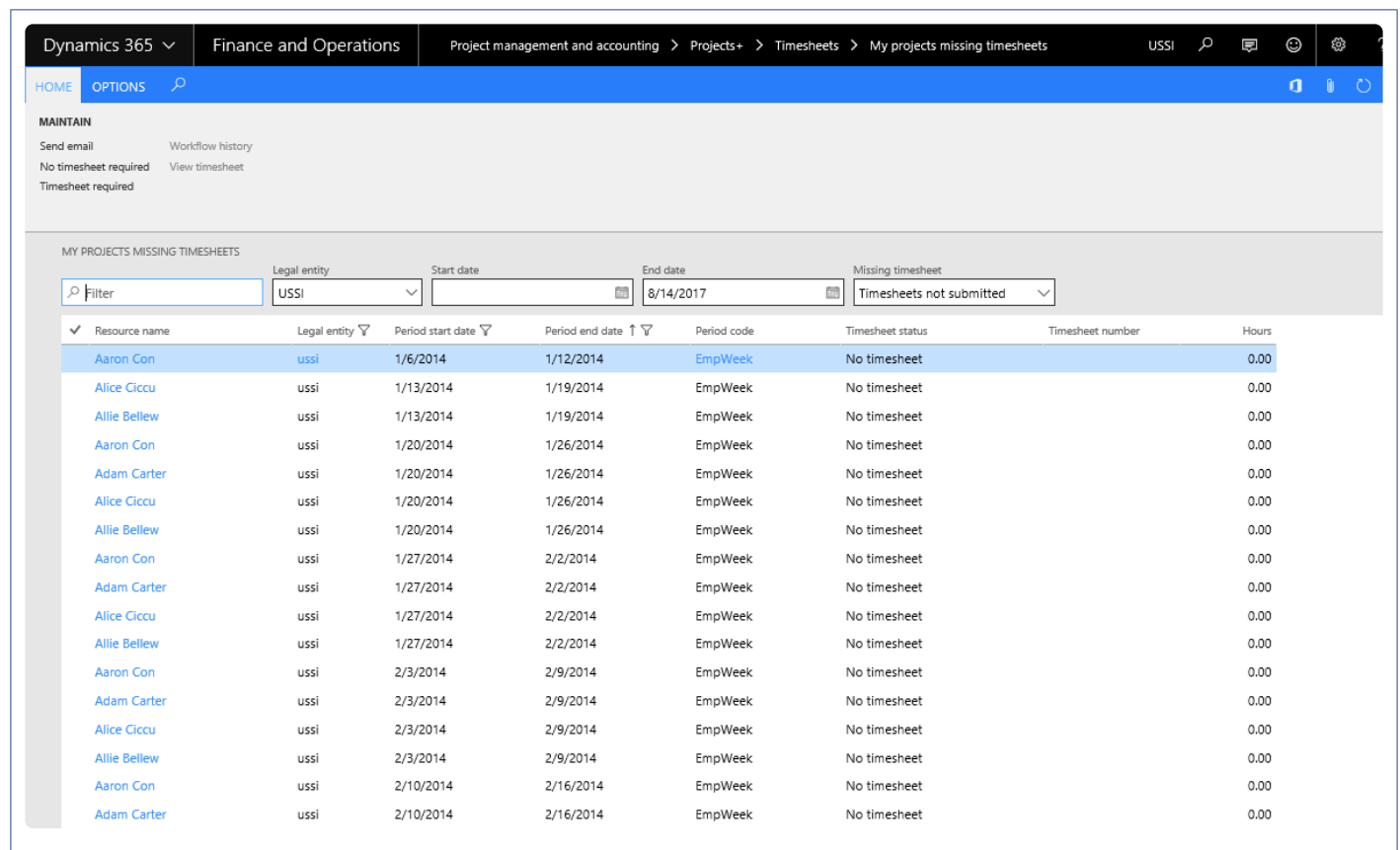
My Projects Missing Timesheets

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.



✓ Resource name	Legal entity	Period start date	Period end date	Period code	Timesheet status	Timesheet number	Hours
Aaron Con	ussl	1/6/2014	1/12/2014	EmpWeek	No timesheet		0.00
Alice Ciccu	ussl	1/13/2014	1/19/2014	EmpWeek	No timesheet		0.00
Allie Bellew	ussl	1/13/2014	1/19/2014	EmpWeek	No timesheet		0.00
Aaron Con	ussl	1/20/2014	1/26/2014	EmpWeek	No timesheet		0.00
Adam Carter	ussl	1/20/2014	1/26/2014	EmpWeek	No timesheet		0.00
Alice Ciccu	ussl	1/20/2014	1/26/2014	EmpWeek	No timesheet		0.00
Allie Bellew	ussl	1/20/2014	1/26/2014	EmpWeek	No timesheet		0.00
Aaron Con	ussl	1/27/2014	2/2/2014	EmpWeek	No timesheet		0.00
Adam Carter	ussl	1/27/2014	2/2/2014	EmpWeek	No timesheet		0.00
Alice Ciccu	ussl	1/27/2014	2/2/2014	EmpWeek	No timesheet		0.00
Allie Bellew	ussl	1/27/2014	2/2/2014	EmpWeek	No timesheet		0.00
Aaron Con	ussl	2/3/2014	2/9/2014	EmpWeek	No timesheet		0.00
Adam Carter	ussl	2/3/2014	2/9/2014	EmpWeek	No timesheet		0.00
Alice Ciccu	ussl	2/3/2014	2/9/2014	EmpWeek	No timesheet		0.00
Allie Bellew	ussl	2/3/2014	2/9/2014	EmpWeek	No timesheet		0.00
Aaron Con	ussl	2/10/2014	2/16/2014	EmpWeek	No timesheet		0.00
Adam Carter	ussl	2/10/2014	2/16/2014	EmpWeek	No timesheet		0.00



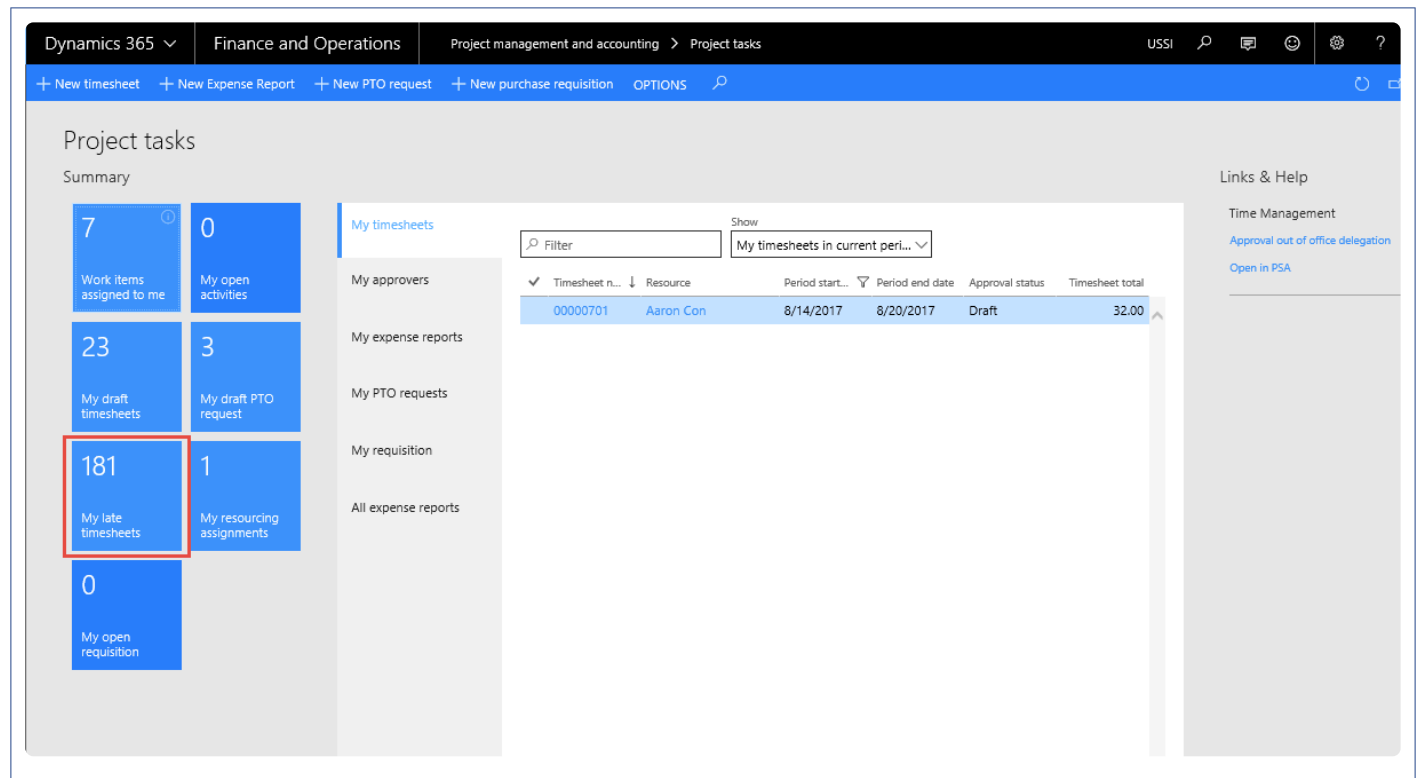
Note – There is a dependency of this feature on the Project manager setup. Unless this setup exists on the projects, there would be no data in this list page.

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.

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.



The screenshot displays the Dynamics 365 Project Task Workspace. The top navigation bar includes 'Dynamics 365', 'Finance and Operations', and 'Project management and accounting > Project tasks'. Below the navigation bar, there are links for '+ New timesheet', '+ New Expense Report', '+ New PTO request', and '+ New purchase requisition'. The main content area is titled 'Project tasks' and includes a 'Summary' section with several tiles: 'Work items assigned to me' (7), 'My open activities' (0), 'My draft timesheets' (23), 'My draft PTO request' (3), 'My late timesheets' (181, highlighted with a red box), 'My resourcing assignments' (1), and 'My open requisition' (0). To the right of the summary tiles is a 'My timesheets' section with a filter and a table of timesheet records. The table has columns for 'Timesheet n...', 'Resource', 'Period start...', 'Period end date', 'Approval status', and 'Timesheet total'. The first row shows a timesheet for 'Aaron Con' with a total of 32.00. On the far right, there is a 'Links & Help' section with links for 'Time Management', 'Approval out of office delegation', and 'Open in PSA'.

Timesheet n...	Resource	Period start...	Period end date	Approval status	Timesheet total
00000701	Aaron Con	8/14/2017	8/20/2017	Draft	32.00

To view more details on the missing timesheets, user can click on the My Late Timesheets tiles and below form opens.

Dynamics 365 | Finance and Operations | Project management and accounting > Project tasks

USSI

HOME OPTIONS

MAINTAIN

Send email Workflow history
No timesheet required View timesheet
Timesheet required

MY LATE TIMESHEETS

Filter Legal entity Start date End date Missing timesheet

Filter ussi 8/13/2017 Timesheets not submitted

✓ Resource name	Legal entity	Period start date	Period end date	Period code	Timesheet status	Timesheet number	Hours
Aaron Con	uss	1/6/2014	1/12/2014	EmpWeek	No timesheet		0.00
Aaron Con	uss	1/20/2014	1/26/2014	EmpWeek	No timesheet		0.00
Aaron Con	uss	1/27/2014	2/2/2014	EmpWeek	No timesheet		0.00
Aaron Con	uss	2/3/2014	2/9/2014	EmpWeek	No timesheet		0.00
Aaron Con	uss	2/10/2014	2/16/2014	EmpWeek	No timesheet		0.00
Aaron Con	uss	2/17/2014	2/23/2014	EmpWeek	No timesheet		0.00
Aaron Con	uss	2/24/2014	3/2/2014	EmpWeek	No timesheet		0.00
Aaron Con	uss	3/3/2014	3/9/2014	EmpWeek	No timesheet		0.00
Aaron Con	uss	3/10/2014	3/16/2014	EmpWeek	No timesheet		0.00
Aaron Con	uss	3/17/2014	3/23/2014	EmpWeek	No timesheet		0.00
Aaron Con	uss	3/24/2014	3/30/2014	EmpWeek	No timesheet		0.00
Aaron Con	uss	3/31/2014	4/6/2014	EmpWeek	No timesheet		0.00
Aaron Con	uss	4/7/2014	4/13/2014	EmpWeek	No timesheet		0.00
Aaron Con	uss	4/14/2014	4/20/2014	EmpWeek	No timesheet		0.00

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.

Dynamics 365 ▾ Finance and Operations Project management and accounting > Project management

+ New project + Copy project OPTIONS 🔍

Project management

Summary

7
Work items assigned to me

0
My open invoice proposals

Timesheet line level approval

0
My project view

My open invoices

0
Timesheet approvals assigned to me

0
Expense reports assigned to me

My project missing timesheets

My projects

My posted project transactions

My pending project transactions

Filter

WBS maintenance Resource forecast Project view Intelligen

✓ Project ID ↑	Project name	Project contract ID	Project stage ▼
00000130	00000130_LLTS-1	00000005	In process
00000131	00000131-LLTS-2	00000005	In process
00000132	00000132-LLTS-3	00000005	In process
00000228	00000228	00000004	In process

To view more details on the timesheets click on the My Project Missing Timesheet tile and below form open with the details.

Dynamics 365 ▾ Finance and Operations Project management and accounting > Project management USSI 🔍 ⚙️ ?

HOME OPTIONS 🔍

MAINTAIN

Send email Workflow history
No timesheet required View timesheet
Timesheet required

MY PROJECT MISSING TIMESHEETS

Filter

Legal entity Any legal entity ▼ Start date End date 8/14/2017 Missing timesheet Timesheets not submitted

✓ Resource name	Legal entity ▼	Period start date ▼	Period end date ↑ ▼	Period code	Timesheet status	Timesheet number	Hours
Aaron Con	ussi	1/6/2014	1/12/2014	EmpWeek	No timesheet		0.00
Alice Ciccu	ussi	1/13/2014	1/19/2014	EmpWeek	No timesheet		0.00
Allie Bellew	ussi	1/13/2014	1/19/2014	EmpWeek	No timesheet		0.00
Aaron Con	ussi	1/20/2014	1/26/2014	EmpWeek	No timesheet		0.00
Adam Carter	ussi	1/20/2014	1/26/2014	EmpWeek	No timesheet		0.00
Alice Ciccu	ussi	1/20/2014	1/26/2014	EmpWeek	No timesheet		0.00
Allie Bellew	ussi	1/20/2014	1/26/2014	EmpWeek	No timesheet		0.00
Aaron Con	ussi	1/27/2014	2/2/2014	EmpWeek	No timesheet		0.00
Adam Carter	ussi	1/27/2014	2/2/2014	EmpWeek	No timesheet		0.00
Alice Ciccu	ussi	1/27/2014	2/2/2014	EmpWeek	No timesheet		0.00
Allie Bellew	ussi	1/27/2014	2/2/2014	EmpWeek	No timesheet		0.00
Aaron Con	ussi	2/3/2014	2/9/2014	EmpWeek	No timesheet		0.00
Adam Carter	ussi	2/3/2014	2/9/2014	EmpWeek	No timesheet		0.00
Alice Ciccu	ussi	2/3/2014	2/9/2014	EmpWeek	No timesheet		0.00
Allie Bellew	ussi	2/3/2014	2/9/2014	EmpWeek	No timesheet		0.00



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.

Dynamics 365 | Finance and Operations | Project management and accounting > Resource management

US\$1

Resource management

Summary

135 Resource list

43 Intercompany resource list

Intelligent resource fulfillment

3 My resource view

10 Planned resource

31 Named resource

6 My resource list

945 My employee missing timesheet

List

Resource role

Filter

Resource name	Resource ID	Sales price	Cost price	Worker type	Calendar	Period types
Aaron Con	000409	300.00	180.00	Employee	GAP	EmpWeek
Abhishek V	000713	300.00	180.00	Employee	Standard	EmpWeek
Adam Carter	000402	300.00	180.00	Employee	Standard	EmpWeek
Adam Carter	000402	300.00	180.00	Contractor		EmpWeek
Adriana Giorgi	000405	300.00	180.00	Employee	GAP	EmpWeek
Adriana Giorgi	000405	300.00	180.00	Employee		EmpWeek
Adriana Giorgi	000405	300.00	180.00	Contractor	Standard	EmpWeek
Alfons Staerk	000425	300.00	180.00	Employee		EmpWeek
Alice Ciccu	000349	300.00	180.00	Employee	Standard	EmpWeek
Alistair Speirs	000301	300.00	180.00	Employee		
Allie Bellew	000359	300.00	180.00	Employee	Standard	EmpWeek
Allison Brown	000386	300.00	180.00	Employee	Standard	EmpWeek
Ann Beebe	000342	300.00	180.00	Employee	Standard	EmpWeek
Anna Bedecs	000343	300.00	180.00	Employee	Standard	EmpWeek
Arlene Huff	000413	300.00	180.00	Employee	Standard	EmpWeek
Armando Pinto	000471	300.00	180.00	Employee	Standard	EmpWeek
Bonnie Kearney	000351	300.00	180.00	Employee	Standard	EmpWeek

To view more details on the timesheets click on the My Employee Missing Timesheet tile and below form open with the details.

Dynamics 365 | Finance and Operations | Project management and accounting > Resource management

HOME OPTIONS

MAINTAIN

Send email Workflow history
No timesheet required View timesheet
Timesheet required

MY EMPLOYEE MISSING TIMESHEETS

Filter Legal entity Start date End date Missing timesheet
Any legal entity 8/13/2017 Timesheets not submitted

Resource name	Legal entity	Period start date	Period end date	Period code	Timesheet status	Timesheet number	Hours
✓ Allie Bellew	ussi	1/13/2014	1/19/2014	EmpWeek	No timesheet		0.00
Allie Bellew	ussi	1/20/2014	1/26/2014	EmpWeek	No timesheet		0.00
Allie Bellew	ussi	1/27/2014	2/2/2014	EmpWeek	No timesheet		0.00
Allie Bellew	ussi	2/3/2014	2/9/2014	EmpWeek	No timesheet		0.00
Allie Bellew	ussi	2/10/2014	2/16/2014	EmpWeek	No timesheet		0.00
Allie Bellew	ussi	2/17/2014	2/23/2014	EmpWeek	No timesheet		0.00
Allie Bellew	ussi	2/24/2014	3/2/2014	EmpWeek	No timesheet		0.00
Allie Bellew	ussi	3/3/2014	3/9/2014	EmpWeek	No timesheet		0.00
Allie Bellew	ussi	3/10/2014	3/16/2014	EmpWeek	No timesheet		0.00
Allie Bellew	ussi	3/17/2014	3/23/2014	EmpWeek	No timesheet		0.00
Allie Bellew	ussi	3/24/2014	3/30/2014	EmpWeek	No timesheet		0.00
Allie Bellew	ussi	3/31/2014	4/6/2014	EmpWeek	No timesheet		0.00
Allie Bellew	ussi	4/7/2014	4/13/2014	EmpWeek	No timesheet		0.00
Allie Bellew	ussi	4/14/2014	4/20/2014	EmpWeek	No timesheet		0.00
Allie Bellew	ussi	4/21/2014	4/27/2014	EmpWeek	No timesheet		0.00
Allie Bellew	ussi	4/28/2014	5/4/2014	EmpWeek	No timesheet		0.00
Allie Bellew	ussi	5/5/2014	5/11/2014	EmpWeek	No timesheet		0.00



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.

Last modified: 28 January 2021

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.

Resource setup
EMP NO TIME : USSI
Emp No time

TIMESHEET	Max hours calendar	RESOURCE SCHEDULING	MAXIMUM WORKING TIME
Period code EmpWeek	USCalendar	Calendar Standard	Monday 0.00
No timesheet required <input checked="" type="checkbox"/> Yes	Require start/stop time <input checked="" type="checkbox"/> Yes	VALIDATION Enable project validation <input checked="" type="checkbox"/> Yes	Tuesday 0.00
Default category Apprentice	Use effective labor rate <input checked="" type="checkbox"/> Yes	Enable category validation <input checked="" type="checkbox"/> Yes	Wednesday 0.00
			Thursday 0.00
			Friday 0.00
			Saturday 0.00
			Sunday 0.00
			Total working hours 0.00

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.

Dynamics 365 | **Finance and Operations Preview** | Project management and accounting > projects360 > Timesheets > All missing timesheets | USSI

Home | **Options**

COMMUNICATIONS
 Chat with resource
 Chat with time approver
 Send email

UPDATE
 Timesheet required
 No timesheet required

MORE INFORMATION
 Workflow history
 View timesheet

All missing timesheets

emp no time | Legal entity: ussi | Start date: | End date: 12/1/2019 | Missing timesheet: All

✓ Resource name	Legal entity	Period start date	Period end date	Period code	Timesheet status	Timesheet n...	Hours
Emp No time	uss	10/28/2019	11/3/2019	EmpWeek	No timesheet required		0.00
Emp No time	uss	11/4/2019	11/10/2019	EmpWeek	No timesheet required		0.00
Emp No time	uss	11/11/2019	11/17/2019	EmpWeek	No timesheet required		0.00
Emp No time	uss	11/25/2019	12/1/2019	EmpWeek	No timesheet required		0.00

Last modified: 28 January 2021

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.

Last modified: 4 March 2021

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.*

The screenshot shows the 'Projects+ parameters' setup page in Dynamics 365 Finance and Operations. The 'Timesheets' tab is selected in the left sidebar. The 'Set up parameters for timesheets' section contains several toggle switches and a dropdown menu. The 'TIME EXPORT' section, highlighted with a green box, shows 'Require timesheet audit trail' set to 'Yes' and 'Include unposted hours' set to 'Yes'.

PERSONAL TIME OFF	DEFAULT CATEGORY	WORK LOCATION	TIME EXPORT
Activate personal time off No <input type="radio"/>	Category default None	Show work location on timeshe... No <input type="radio"/>	Require timesheet audit trail Yes <input checked="" type="radio"/>
Automatically populate in times... No <input type="radio"/>		Show work location on timeshe... No <input type="radio"/>	Include unposted hours Yes <input checked="" type="radio"/>
Display balances No <input type="radio"/>		Work location is required No <input type="radio"/>	

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

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 legal entity	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		NonBillable	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

	category must be selected. This field works in conjunction with the Project category field.
Project category	<p>This field is non-editable, when the option in Category code is set to All.</p> <p>The Category groups are displayed for selection when the Category code field is set to Group.</p> <p>The Project categories are displayed for selection when the Category code field is set to Table.</p>
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	<p>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.</p> <p>In the case where it is missing, the same is shown in the message details, as shown in the below screenshot.</p>

Dynamics 365

Finance and Operations

Project management and account > Projects+ Set > Export time > Pay code USSI

Edit

New

Delete

Validate

OPTIONS

Pay code missing

Message details

PAY CODE

Filter

✓	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	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	Taxi	Billable	Travel
	USSI		All		Table	Training	Billable	Regular
	USSI		All		All		NonBillabl	Overheads

Message details

Pay code missing

Pay code setup is missing for: Legal entity: ussi | Project: 00000122 | Category: AppDev | Line property: Billable

Pay code setup is missing for: Legal entity: ussi | Project: 00000122 | Category: PM | Line property: Billable

Pay code setup is missing for: Legal entity: ussi | Project: 00000122 | Category: QA | Line property: Billable

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.

Last modified: 28 January 2021

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

Export time for payroll ?

Parameters

DATE INTERVAL
From date

WORKER TYPE
Employment type

To date

PAY CYCLE
Pay cycle

PAYROLL
Date

Run in the background

Recurrence
Alerts

Batch processing
No ☒

Task description

Batch group

Private
No ☒

Critical Job
No ☒

Monitoring category

Start date: 10/4/2018 (10:31:34 am) (GMT) Coordinated Universal Time

OK

Cancel

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

	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.

Last modified: 28 January 2021

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*

Dynamics 365
Finance and Operations
Project management and accounting > Projects+ Inquiries and reports > Export time > Export time for payroll
USSI

Export time
View pay codes
Update pay codes
Lines
Cancel
Process
OPTIONS

Export time for payroll

Overview
History

Batch ID	Start date	End date	Payroll date	Status	Employment type	Pay cycle	Created date and time
PJJ_000408	8/1/2018	8/31/2018	9/1/2018	Created	All		10/4/2018 12:15:59 PM
PJJ_000409	7/1/2018	7/31/2018	8/1/2018	Created	All		10/4/2018 12:16:37 PM
PJJ_000410	6/1/2018	6/30/2018	7/1/2018	Created	All		10/4/2018 12:17:19 PM
PJJ_000411	5/1/2018	5/31/2018	6/1/2018	Created	All		10/4/2018 12:17:34 PM
PJJ_000412	4/1/2018	4/30/2018	5/1/2018	Created	All		10/4/2018 12:17:49 PM
PJJ_000413	3/1/2018	3/31/2018	4/1/2018	Created	All		10/4/2018 12:18:08 PM
PJJ_000414	2/1/2018	2/28/2018	3/1/2018	Created	All		10/4/2018 12:18:26 PM
PJJ_000415	1/1/2018	1/31/2018	2/1/2018	Processed	All		10/4/2018 12:18:41 PM
PJJ_000416	12/1/2017	12/31/2017	1/1/2018	Processed	All		10/4/2018 12:18:57 PM

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

	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.

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

Dynamics 365 ▾ Finance and Operations Project management and accounting > Projects+ Inquiries and reports > Export time > Export time for payroll USSI 🔍 🗨️ ⚙️ ?								
OPTIONS 🔍								
PJJ_000416 : PROCESSED								
Time export lines								
🔍 Filter								
Overview								
Batch ID	Transaction ID	Voucher date	Project legal...	Project ID	Category ID	Pay code	Resource ID	Resource name
PJJ_000416	PJTY_00007...	12/12/2017	ussi	00000122	AppDev	Regular	000240	Wendy Richardson
PJJ_000416	PJTY_00007...	12/12/2017	ussi	00000122	QA	Regular	000242	Yvonne McKay
PJJ_000416	PJTY_00007...	12/12/2017	ussi	00000122	PM	Regular	000268	Yoichiro Okada
PJJ_000416	PJTY_00009...	12/25/2017	ussi	00000132	PM	Regular	000356	Bonnie Skelly
PJJ_000416	000329	12/3/2017	usmf	000117	Car Audio	USMF Hours	000025	Tricia Fejfar
PJJ_000416	000331	12/3/2017	usmf	000118	Car Audio	USMF Hours	000025	Tricia Fejfar
PJJ_000416	000334	12/5/2017	usmf	000119	Car Audio	USMF Hours	000025	Tricia Fejfar
PJJ_000416	000337	12/11/2017	usmf	000120	Car Audio	USMF Hours	000025	Tricia Fejfar
PJJ_000416	000340	12/17/2017	usmf	000121	Car Audio	USMF Hours	000025	Tricia Fejfar

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.

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

Last modified: 4 March 2021

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.

Last modified: 2 February 2021

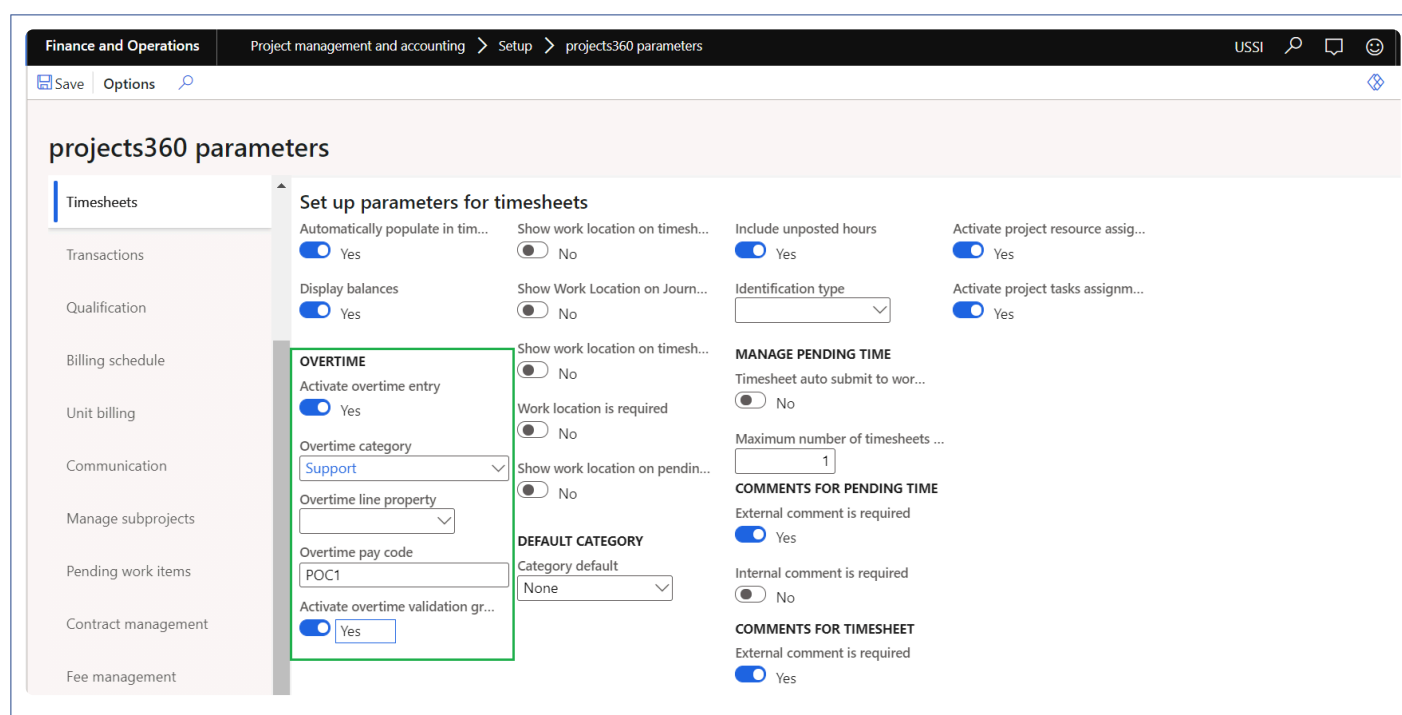
Configure

 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*



The screenshot shows the 'projects360 parameters' form with the 'Timesheets' tab selected. The left sidebar lists various setup categories, and the main area displays parameters for timesheets. The 'OVERTIME' section is highlighted with a green box, showing the following settings:

- Activate overtime entry: ☒ Yes
- Overtime category: Support (selected from a dropdown)
- Overtime line property: (empty dropdown)
- Overtime pay code: POC1 (entered in a text field)
- Activate overtime validation gr...: ☒ Yes

Other visible parameters include:

- Set up parameters for timesheets:
 - Automatically populate in tim...: ☒ Yes
 - Show work location on timesh...: ☐ No
 - Include unposted hours: ☒ Yes
 - Activate project resource assign...: ☒ Yes
 - Display balances: ☒ Yes
 - Show Work Location on Journ...: ☐ No
 - Identification type: (empty dropdown)
 - Activate project tasks assignm...: ☒ Yes
- MANAGE PENDING TIME:
 - Timesheet auto submit to wor...: ☐ No
 - Maximum number of timesheets ...: 1 (entered in a text field)
- COMMENTS FOR PENDING TIME:
 - External comment is required: ☒ Yes
 - Internal comment is required: ☐ No
- COMMENTS FOR TIMESHEET:
 - External comment is required: ☒ Yes
- DEFAULT CATEGORY:
 - Category default: None (selected from a dropdown)

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.

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 overtime sheet lines.

Go to Project management and accounting > projects360 Setup > Overtime > Overtime types

The screenshot shows the 'Overtime types' form in the 'projects360 Setup > Overtime > Overtime types' path. The form has a 'Standard view' and a 'Filter' box. Below the filter, there is a table with columns: Overtime type, Description, and Default. The table lists four overtime types: OT1, OT2, OT3, and OT4. OT1 is selected as the default, indicated by a checkmark in the 'Default' column.

Overtime type	Description	Default
OT1	Overtime type 1	✓
OT2	Overtime type 2	
OT3	Overtime type 3	
OT4	Overtime type 4	

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

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

The screenshot shows the 'Overtime validation groups' form in the 'Standard view'. The left sidebar lists the following groups: 'One for All', 'OTG' (OT group), 'OTG1' (OTG1), 'OTG2' (Test import), 'OTG3' (AR OTG), and 'OverTime' (OverTime Testing Group). The main area displays the details for 'OTG1'.

Overtime validation groups | Standard view

Overtime validation group Description
OTG1 OTG1

Resource

Show remaining resources Remaining resources legal entity Show selected resources
Active ussi Active

REMAINING RESOURCES		SELECTED RESOURCES	
Resour...	Resource name	Resour...	Resource name
<input type="radio"/>	000017 June Low	<input type="radio"/>	000095 Aaren Ekelund
<input type="radio"/>	000020 Julia Funderburk	<input type="radio"/>	000713 Usha Ravindra Rao
<input type="radio"/>	000025 Tricia Fejfar		
<input type="radio"/>	000154 Alex Darrow		
<input type="radio"/>	000183 Aaron Painter		
<input type="radio"/>	000240 Wendy Richardson1.Wen...		
<input type="radio"/>	000242 Yvonne McKay		

of rows
2 rows

Overtime type

REMAINING OVERTIME TYPE		SELECTED OVERTIME TYPE	
Overtime t...	Description	Overtime t...	Description
<input type="radio"/>	OT3 Overtime type 3	<input type="radio"/>	OT1 Overtime type 1
<input type="radio"/>	OT4 Overtime type 4	<input type="radio"/>	OT2 Overtime type 2

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.

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

The screenshot shows the 'Overtime rules' form in the 'projects360 Setup > Overtime' section. The form is in 'Standard view' and displays a table of rules. The table has the following columns: Overtime type, Overtime validation group, Valid for, Project relation, Overtime line property, Overtime category, and Overtime pay code. The first row is selected, showing OT1, OTG1, Group, TM_WIP, Overtime, Overtime, and an empty pay code field.

Overtime type	Overtime validation group	Valid for	Project relation	Overtime line property	Overtime category	Overtime pay code
OT1	OTG1	Table	00001132		Overtime	
OT1	OTG1	Group	TM_WIP	Overtime	Overtime	
OT2	OTG1	All		Overtime		

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.

Last modified: 2 February 2021

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*.

The screenshot displays the 'All timesheets' interface. At the top, the breadcrumb navigation shows 'Finance and Operations > Project management and accounting > Timesheets > All timesheets'. The user 'USSI' is logged in. The interface includes a top navigation bar with 'Save', '+ New', 'Delete', 'Workflow', 'Timesheet', and 'Options'. Below this, there are tabs for 'Maintain', 'Related information', 'Manage', 'Print', and 'Policy'. The 'Maintain' tab is active, showing 'My delegates', 'My favorites', and 'Recall timesheet'. The 'Related information' tab shows 'Hour transactions'. The 'Manage' tab shows 'Timesheet versions'. The 'Print' tab shows 'Print timesheet'. The 'Policy' tab shows 'Check for violations'. The main content area shows 'All timesheets | My view (1)'. A timesheet for '00005122 : Usha Ravindra Rao' is displayed. The timesheet is in 'Draft' status. The 'Timesheet lines' section shows a table with columns: 'Se...', 'Project ID', 'Project name', 'Work location ID', 'Activity ...', 'Activity', 'Category', 'Mon 02/01', 'Tue 02/02', 'Wed 02/03'. A 'New overtime line' dialog box is open, showing 'Copy from current line' as 'Yes', 'Overtime type' as 'OT1', and an 'OK' button.

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.

Finance and Operations | Project management and accounting > Timesheets > All timesheets

USSI

Save + New Delete Workflow Timesheet Options

Maintain | **Related information** | **Manage** | **Print** | **Policy**

My delegates | Hour transactions | Timesheet versions | Print timesheet | Check for violations

My favorites | Recall timesheet

All timesheets | My view (1) ▾

00005122 : Usha Ravindra Rao Lines Header

Timesheet Draft

Resource: Usha Ravindra Rao | Timesheet period: 2/1/2021 - 2/7/2021 | Work week: 2/1/2021 - 2/7/2021 | Approval status: Draft | Timesheet total: 0.00

Timesheet lines

+ New line + New overtime line Remove Copy from Save as favorites Chat with project manager

	Overtime	Legal entity	Main Project N...	Se...	Project ID	Project name	W...	Ac...	Activity	Category	M...	Tue 02/02	Wed 02...	T...	Fri...	S...	Su...	Total	Line property
		USSI	InvoiceEmail		00000643	InvoiceEmail				Consult								0.00	Billable
		USSI	InvoiceEmail		00000643	InvoiceEmail				Overtime								0.00	Overtime

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*.

Finance and Operations | Project management and accounting > projects360 Inquiries and reports > Export time > Export time for payroll

Options

PJJ_009602 : MISSING PAYCODE

Time export lines

Filter

Overview

✓	Batch ID	Transaction ID	Voucher date	Project legal ...	Project ID	Category ID	Pay code	Iden...	Resource ID	Resource name	P...	Hours	Line property	Adjustment	Transaction orig
	PJJ_009602	PJTY_00352238	11/23/2020	ussl	00000120	Consult			000713	Usha Ravindra Rao		7.00	Billable		Timesheet
	PJJ_009602	PJTY_00352239	11/23/2020	ussl	00000120	Overtime	Overtime Pay Code		000713	Usha Ravindra Rao		1.00	Overtime		Timesheet

Click [here](#) for details on Export time

Last modified: 2 February 2021

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.

Last modified: 28 January 2021

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.

Last modified: 28 January 2021

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*

Finance and Operations

Project management and accounting > Setup > projects360 parameters

Save Options

projects360 parameters

Invoicing

Simple adjustments

Work breakdown structure

Resourcing

Timesheets

Transactions

Qualification

Billing schedule

Unit billing

Set up parameters for unit billing

UNIT BILLING

Activate unit billing

Yes

Unit billing model

UNIT

Method of calculation

Resource per week

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.

billing	
Unit billing model	<p>Select the forecast model that will be used for storing the forecasts of the unit billing.</p> <p>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.</p> <p>Locking down of this forecast model from being used in other forms will be delivered to in the future versions.</p>
Method of calculation	<p>Select method of calculation to default when new forecast lines are created.</p>

Last modified: 28 January 2021

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

UNIT BILLING FORECAST | 00000303 : BMRCL

Overview

Method of calculation	Project name	Activity number	Activity name	Item number	Description	Sales quantity	Unit
Resource team per day	Pillars & Structures	W00004776	Project Management	Day	Day	30.00	Day
Resource per month	Electricals	W00004784	Quality Assurance	Month	Month	10.00	Month
Resource per day	Rails & Signals	W00004786	Development	Day	Day	15.00	Day
Resource per week	Elevators	W00004788	Project Management	Day	Day	20.00	Day

General Unit forecast Revenue recognition

PRODUCT
Category: ProjItem
Line property: Billable

METHOD OF CALCULATION
Method of calculation: Resource team per day
Calendar: Standard
Periodic quantity:

FORECAST
Proposal ignores forecast dates: No
Model: UNIT

INVENTORY DIMENSIONS
Site: MainOffice
Warehouse:

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	<p>This field is used to derive the quantity that has to be updated for the forecast line, when the Quantity Unit proposal is generated.</p> <p>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.</p> <p>Manual: This method of calculation allows users to update the quantity manually for the</p>

	<p>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.</p> <p>Resource per day Resource per week Resource per month Resource team per day Resource team per week Resource team per month</p> <p>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.</p> <p>These are the proposed values, however the user will be able to update these quantities to anything that is desired.</p> <p>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.</p> <p>Quantity per day Quantity per week Quantity per month Quantity per quarter Quantity per year</p> <p>In these methods of calculation, the proposed quantity will be considered for the period specified in the Periodic quantity.</p> <p>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.</p>
Project name	Shows the project name.

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	Deletes 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:

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:

Buttons	Description
Forecast allocation	<p>The forecast lines will be split/allocated into multiple lines based on this field.</p> <p>The options available are:</p> <p>Manual – Where the user can manually allocate the forecast line.</p> <p>Day – The forecast line will be split for the number of days lying between start and end date of the forecast line.</p> <p>Week – The forecast line will be split for the number of weeks lying between start and end date of the forecast line.</p> <p>Month – The forecast line will be split for the number of months lying between start and end date of the forecast line.</p>
Manual quantity update	<p>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.</p> <p>Though the user updates the lines in this tab, the same is not reflected onto the forecast lines at the header level.</p>
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	<p>The methods that available for revenue recognition is displayed in this field.</p> <p>Immediate – Revenue is recorded immediately.</p> <p>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.</p>
Revenue period	<p>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.</p>
Category	Category is displayed – Deferred revenue category used for revenue recognition is displayed

	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.

Last modified: 28 January 2021

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.

	<p>If this option is set to “Yes”, then the proposal will include the dates in which the proposal has been created previously.</p> <p>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.</p>
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

Dynamics 365 | Finance and Operations | Project management and accounting > Projects > All projects

Unit billing forecast
Create unit proposals
Update and post unit proposals

ALL PROJECTS

Filter: Active | Show projects: Top | Show levels: Top | Legal entity: ussi

Project ID	Project name	Legal entity	Project contract ID	Customer name
00000283	ABP_14102018-ARC-1	ussi	00000353	Alpine Ski House
00000284	ABP_14102018-RES	ussi	00000354	Alpine Ski House
00000285	ABP-14102018-FIX INV	ussi	00000355	Alpine Ski House
00000286	WBS_Forecasts	ussi	00000005	Fun Times Club
00000287	ABP_14102018-UB-2 Activity ...	ussi	00000356	Alpine Ski House
00000288	ABP_14102018-RES-2	ussi	00000357	Alpine Ski House
00000289	ABP_14102018-UB-3	ussi	00000358	Alpine Ski House
00000290	ABP_15102018-UB-1	ussi	00000359	Alpine Ski House
00000291	ABP_15102018-RES-1	ussi	00000360	Alpine Ski House
00000292	ABP_15102018-RES_2	ussi	00000361	Alpine Ski House
00000293	ABP_15102018-Closed	ussi	00000362	Alpine Ski House
00000294	ABP_15102018-UB-2	ussi	00000378	Alpine Ski House
00000295	ABP_15102018-FIX INV-2	ussi	00000379	Alpine Ski House
00000296	ABP_15102018-UB-2 Activity ...	ussi	00000380	Alpine Ski House
00000298	00000298_PU_UB	ussi	00000002	Contoso Consulting
00000299	ABP_15102018-UB-4	ussi	00000403	Alpine Ski House
00000300	ABP_15102018-UB-5	ussi	00000428	Alpine Ski House
00000343	Multi-Line Transform	ussi		
00000344	Standard Assessment	ussi		
00000345	Single Line IoT Transform	ussi		
00000346	Standard Pilot	ussi		
00000347	Web Design Process	ussi		
00000348	PMIP Project - Project Develo...	ussi		
00000349	Consolidated - Line-Redesign	ussi		
00000350	Consolidated - Multisite-Tran...	ussi		

Create unit proposals

Parameters

CREATE PROPOSAL BETWEEN DATES
Start date: [] End date: []

OVERLAP DATES FROM PREVIOUS PROPOSALS
Overlap: No ☐

Records to include
Filter: []

QUANTITY UPDATE PROPOSAL
Project ID: 00000299
Method of calculation: []
Activity number: []

Run in the background
Recurrence: [] Alerts: []
Batch processing: No ☒
Task description: Create unit proposals
Batch group: []
Private: No ☐
Critical Job: No ☐
Monitoring category: []
Start date: 11/2/2018 (11:40:22 am) (GMT) Coordinated Universal Time

OK Cancel

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

Dynamics 365 | Finance and Operations | Project management and accounting > Projects > All projects

OPTIONS

PERSONALIZE
 Always open for editing
 Personalize this form
 Add to workspace

PAGE OPTIONS
 Security diagnostics
 Advanced Filter/Sort
 Record info

SHARE
 Get a link
 Create a custom alert
 Manage my alerts

UPDATE AND POST UNIT PROPOSALS | 00000299 : ABP_15102018-UB-4

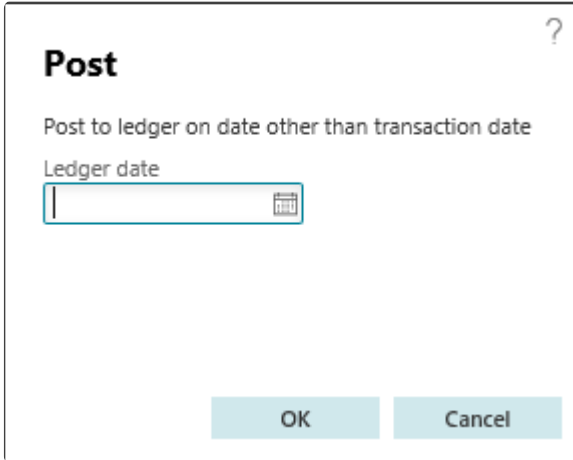
Remove Lines Post

Description	Start date	End date	Unit	Sales price	Currency	Quantity	Sales amount	Posted hours	Unposted hours	Status
Day	10/1/2018	10/6/2018	Day	150.00	USD	5.00	750.00		5.00	Posted
Day	10/16/2018	10/31/2018	Day	150.00	USD		0.00			Draft
Week	10/1/2018	11/4/2018	Week	2,100.00	USD		0.00			Draft

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:

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	<p>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.</p> 

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.

Dynamics 365

Finance and Operations

Project management and accounting > Projects > All projects

OPTIONS

PERSONALIZE

Always open for editing

Personalize this form

Add to workspace

PAGE OPTIONS

Security diagnostics

Advanced Filter/Sort

Record info

SHARE

Get a link

Create a custom alert

Manage my alerts

UPDATE AND POST UNIT PROPOSALS

00000299 : ABP_15102018-UB-4

Remove

Lines

Post

Description	Start date	End date	Unit	Sales price	Currency	Quantity
Day	10/1/2018	10/6/2018	Day	150.00	USD	5.00
Day	10/16/2018	10/31/2018	Day	150.00	USD	
Week	10/1/2018	11/4/2018	Week	2,100.00	USD	

Lines

Start date	End date	Quantity	Posted hours	Unposted hours
10/1/2018	10/1/2018	1.00		1.00
10/2/2018	10/2/2018	1.00		1.00
10/3/2018	10/3/2018	1.00		1.00
10/4/2018	10/4/2018	1.00		1.00
10/5/2018	10/5/2018	1.00		1.00
10/6/2018	10/6/2018	0.00		

OK

Cancel

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.

Last modified: 28 January 2021

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.

Last modified: 28 January 2021

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.

Last modified: 28 January 2021

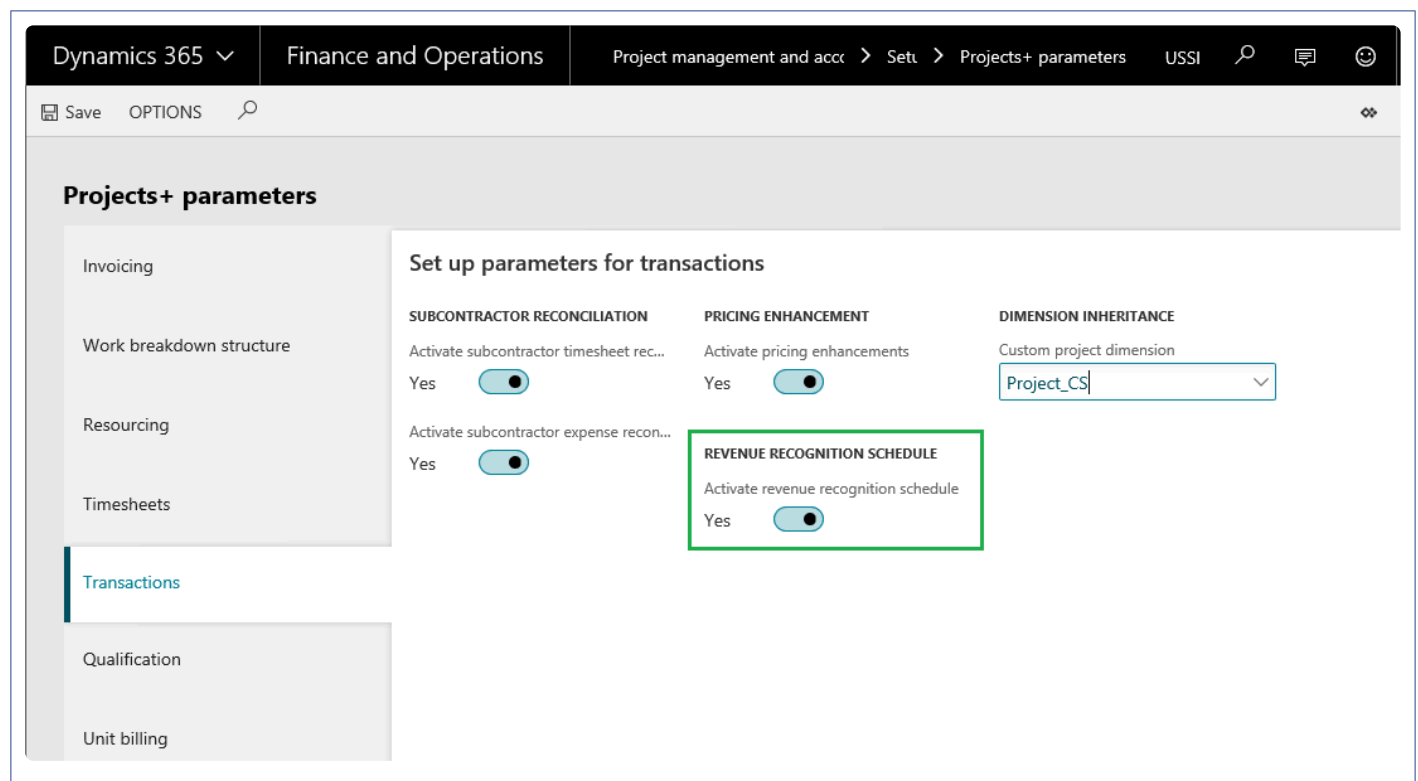
Configure Revenue Recognition

 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*



The screenshot shows the Dynamics 365 Finance and Operations interface. The breadcrumb trail is: Project management and accounting > Setups > Projects+ parameters > Transactions tab. The left sidebar shows the 'Projects+ parameters' section with a list of categories: Invoicing, Work breakdown structure, Resourcing, Timesheets, Transactions (selected), Qualification, and Unit billing. The main area is titled 'Set up parameters for transactions' and contains three sections: SUBCONTRACTOR RECONCILIATION, PRICING ENHANCEMENT, and DIMENSION INHERITANCE. The SUBCONTRACTOR RECONCILIATION section has two toggle switches, both set to 'Yes'. The PRICING ENHANCEMENT section has one toggle switch set to 'Yes'. The DIMENSION INHERITANCE section has a dropdown menu set to 'Project_CS'. The 'REVENUE RECOGNITION SCHEDULE' section is highlighted with a green box and contains one toggle switch set to 'Yes'.

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*

Dynamics 365 ▾

Finance and Operations

Project management > Project > Revenue recognition schedule

USS1

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✎ Edit

➕ New

🗑 Delete

OPTIONS

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✕

REVENUE RECOGNITION SCHEDULE

Revenue period ↑

Description

12 Month12 Month

6 Month6 Month

WeeklyWeekly

YearlyYearly

Revenue period

12 Month

Description

12 Month

Revenue recognition schedule

⌵

Period for allocation

Months ▾

Number of allocations

12

Notes

⌵

Note

12 Months Deferment

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.

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

Project management and accounting parameters

Forecast

Estimate

Hour utilization

Project statements

Cost control

Forecast reduction

Inventory dimensions

Production

Project stage

Vendor contract language

Number sequences

Set up number sequence for Project documents

Group

Reference	Number sequence code	Sales tax book s...	Reuse numbers	Use same number as
Forecast	Proj_307		<input type="checkbox"/>	
Activity identification	Proj_308		<input type="checkbox"/>	
Vendor retention term	Proj_309		<input type="checkbox"/>	
Customer retention terms	Proj_310		<input type="checkbox"/>	
Schedule request identification	Proj_311		<input type="checkbox"/>	
Billing rule	Proj_312		<input type="checkbox"/>	
Timesheet voucher	Proj_300		<input type="checkbox"/>	
On-account invoice voucher	Proj_750		<input type="checkbox"/>	
On-account credit note voucher	Proj_775		<input type="checkbox"/>	
Resource request ID	Proj_656		<input type="checkbox"/>	
Integration journal	Proj_829		<input type="checkbox"/>	
Integration journal entries	Proj_855		<input type="checkbox"/>	
Deferred revenue reversal	Prod_159		<input type="checkbox"/>	

Unique key for project identification, used when creating new main projects.

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

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)		\$1,000

2. When posting the deferment, the below entry would be generated.

Accrued revenue – sales-value Dr. (deferred revenue category say 11040)	\$100	
Accrued revenue – sales-value (posted revenue category)		\$100

Last modified: 28 January 2021

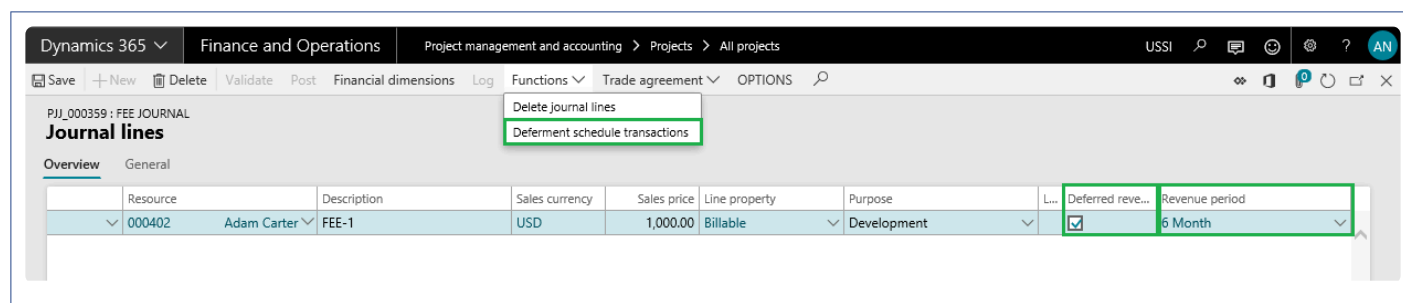
Deferment Process

 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*



Resource	Description	Sales currency	Sales price	Line property	Purpose	L...	Deferred reve...	Revenue period
000402 Adam Carter	FEE-1	USD	1,000.00	Billable	Development		<input checked="" type="checkbox"/>	6 Month

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.

Go to Project management and accounting > Journals > Fee > Lines > Functions > Deferment schedule transactions

Deferment schedule

Invoice amount
2,000.00

Installment amount in total
2,000.00

Deferment schedule Installments

SCHEDULE

Period for allocation
Months

Number of allocations
5

Deferred date
10/4/2018

OK Cancel

Journal lines

Resource	Description	Sales currency	Sales price	Line property
000402 Adam Carter	FEE - 01	USD	2,000.00	Billable

Sales price 2,000.00 Lines 1

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.

Dynamics 365

Finance and Operations

Project management and accounting > Projects > All projects

Save

New

Delete

Validate

Post

Financial dimensions

Log

Functions

Trade agreement

OPTIONS

PJJ_000820 : FEE JOURNAL

Journal lines

Overview

General

	Resource	Description	Sales currency	Sales price	Line property
	000402 Adam Carter	FEE - 01	USD	2,000.00	Billable

Sales price

2,000.00

Lines

1

Deferment schedule

Invoice amount

2,000.00

Installment amount in total

2,000.00

Deferment schedule

Installments

✓	Date	Revenue
	10/4/2018	333.33
	11/4/2018	333.33
	12/4/2018	333.33
	1/4/2019	333.33
	2/4/2019	333.33
	3/4/2019	333.35

OK

Cancel

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.

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.

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 >

Balance.

10/4/2018 : 00000162

Deferred balance

Overview

Project ID	Invoice	Opening balance	Revenue recognized	Closing balance
00000131	00000162	1,200.00	1,200.00	0.00

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.

Dynamics 365 Finance and Operations Project management and accounting > Projects+ Periodic > Post revenue recognition schedule

Save Update financial dimensions Change scheduled date Post Balance **Voucher** OPTIONS

Revenue recognition

Show All

Search Clear

DATE From date To date OTHERS Revenue period Project ID

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.

Dynamics 365 Finance and Operations Project management and accounting > Projects+ Periodic > Deferment transactions

View subledger journal Transaction origin Transactions Audit trail Posted sales tax Original document Accounting source explorer Related vouchers All related vouchers OPTIONS

Voucher transactions

Overview General

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

Last modified: 28 January 2021

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.

Last modified: 28 January 2021

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		
Expenses		All		Projects	Worker		

Details of the fields and buttons on the form are as follows:

Field	Description
Posting type	<p>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:</p> <ol style="list-style-type: none"> 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

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

- 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.

The screenshot displays the 'Dimension default rules' setup form in Dynamics 365 Finance and Operations. The form includes a table with the following columns: Posting type, Borrowing legal entity, Relation, Project relation, Dimension name, Primary source, Alternate source, and Fixed value. A dropdown menu is open for the 'Primary source' column, showing a list of dimension sources: Activity, Source, Worker, Project, Customer, Vendor, Fixed, Activity, Category, and Project. The 'Worker' option is currently selected and highlighted.

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.

Dynamics 365 | Finance and Operations | Project management and accounting > Projects+ Setup > Dimension default rules

USS1

Save + New Delete OPTIONS

Dimension defaults

Filter

Posting type ↑	Borrowing legal...	Relation	Project relation	Dimension name	Primary source	Alternate source	Fixed value
Fees		All		LegalEntity	Project		
Fees		All		Projects	Project		
Project		All		Project	Contract		
Project		All		ServiceLine	Contract	Fixed	Network Services
Project		All		BusinessUnit	Contract		
Project		All		Department	Source ↑		025
Project		All		LegalEntity	Project		USMF
Project		All		Projects	Contract		00000151
Project		All		ProjectContract	Fixed		00000003
Project contract		All		Project			00000006
Project contract		All		ServiceLine			Strategy Consulting
Project contract		All		BusinessUnit			006

Project Contract

- Project Contract creation
 - Project type of sources included as dimension sources for the project contract posting types.

Save + New Delete OPTIONS

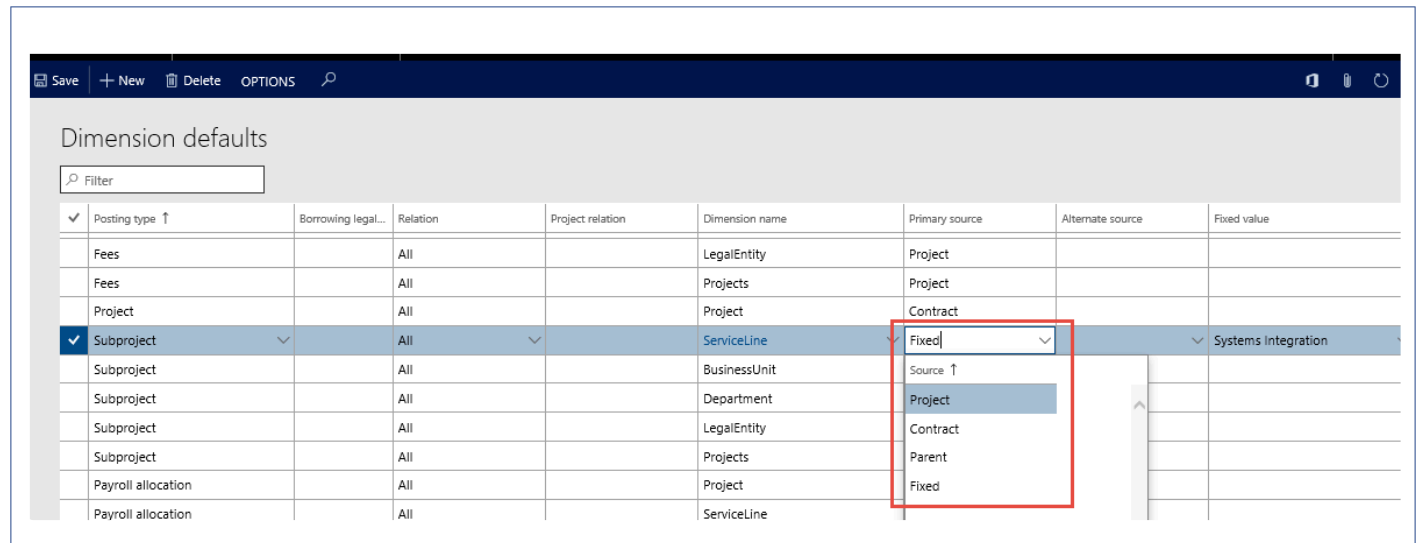
Dimension defaults

Filter

Posting type ↑	Borrowing legal...	Relation	Project relation	Dimension name	Primary source	Alternate source	Fixed value
Fees		All		LegalEntity	Project		
Fees		All		Projects	Project		
Project		All		Project	Contract		
Project		All		ServiceLine	Contract	Fixed	Network Services
Project		All		BusinessUnit	Contract		
Project		All		Department	Fixed		025
Project		All		LegalEntity	Fixed		USMF
Project		All		Projects	Fixed		00000151
Project contract		All		ServiceLine	Fixed		Strategy Consulting
Project contract		All		BusinessUnit	Source ↑		006
Project contract		All		Department	Project		027
Project contract		All		LegalEntity	Fixed		G8SI
Project contract		All		Projects			

Sub Projects

- Sub Project creation
 - Project, contract and Parent are included as dimension sources for the Sub project posting types.

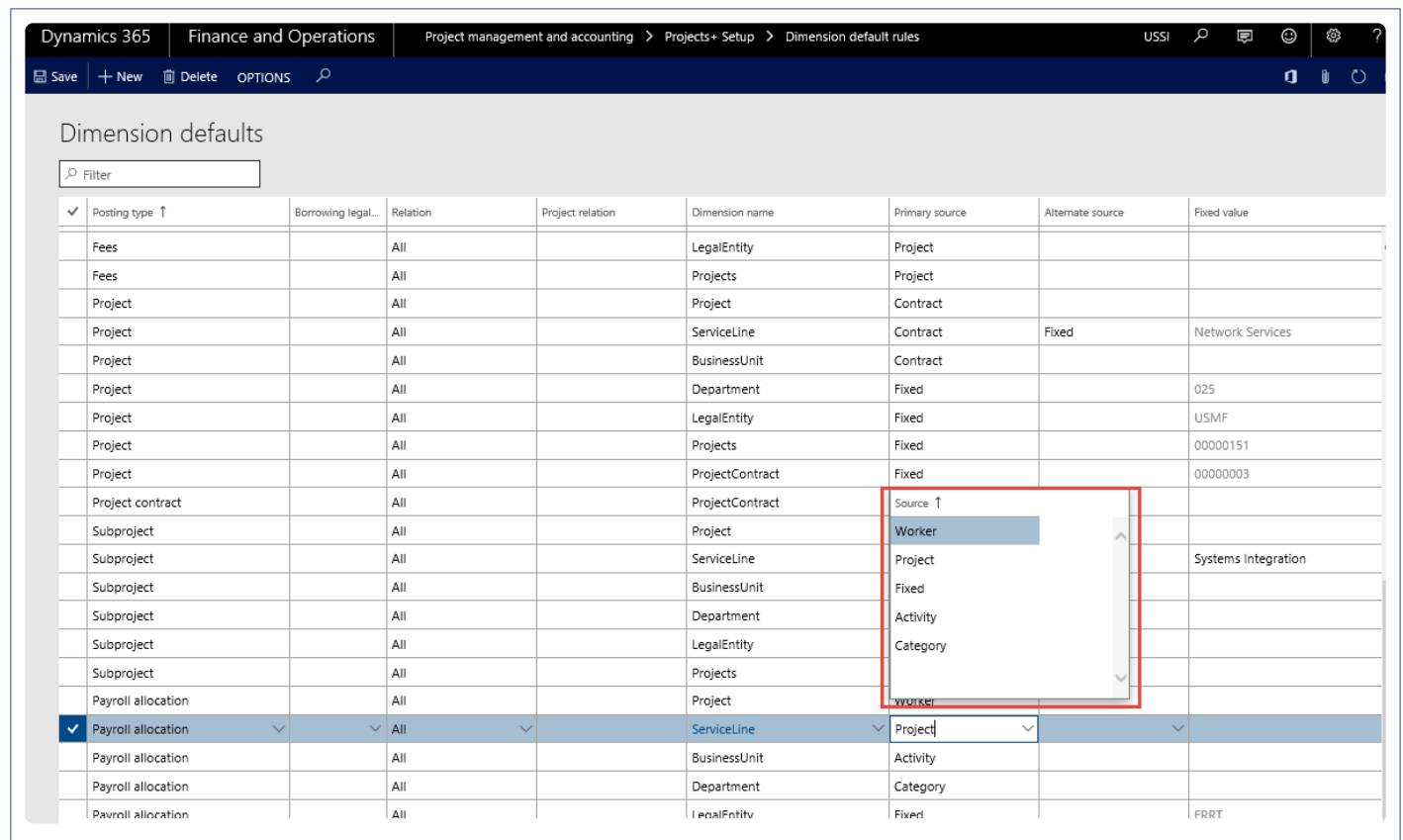


Posting type ↑	Borrowing legal...	Relation	Project relation	Dimension name	Primary source	Alternate source	Fixed value
✓ Fees		All		LegalEntity	Project		
Fees		All		Projects	Project		
Project		All		Project	Contract		
✓ Subproject		All		ServiceLine	Fixed		
Subproject		All		BusinessUnit	Source ↑		
Subproject		All		Department	Project		
Subproject		All		LegalEntity	Contract		
Subproject		All		Projects	Parent		
Payroll allocation		All		Project	Fixed		
Payroll allocation		All		ServiceLine			

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.



Posting type ↑	Borrowing legal...	Relation	Project relation	Dimension name	Primary source	Alternate source	Fixed value
✓ Fees		All		LegalEntity	Project		
Fees		All		Projects	Project		
Project		All		Project	Contract		
Project		All		ServiceLine	Contract	Fixed	Network Services
Project		All		BusinessUnit	Contract		
Project		All		Department	Fixed		025
Project		All		LegalEntity	Fixed		USMF
Project		All		Projects	Fixed		00000151
Project		All		ProjectContract	Fixed		00000003
Project contract		All		ProjectContract	Source ↑		
Subproject		All		Project	Worker		
Subproject		All		ServiceLine	Project		Systems Integration
Subproject		All		BusinessUnit	Fixed		
Subproject		All		Department	Activity		
Subproject		All		LegalEntity	Category		
Subproject		All		Projects			
Payroll allocation		All		Project			
✓ Payroll allocation		All		ServiceLine	Project		
Payroll allocation		All		BusinessUnit	Activity		
Payroll allocation		All		Department	Category		
Payroll allocation		All		LegalEntity	Fixed		FRRT

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.

The screenshot displays the 'projects360 parameters' setup page in Microsoft Dynamics 365. The breadcrumb trail at the top indicates the path: Project management and accounting > Setup > projects360 parameters. The left sidebar lists various setup categories, with 'Transactions' currently selected. The main content area, titled 'Set up parameters for transactions', contains four configuration sections:

- SUBCONTRACTOR RECONCILIATION:** Includes 'Activate subcontractor timesh...' and 'Activate subcontractor expens...' both set to 'Yes'.
- PRICING ENHANCEMENT:** Includes 'Activate pricing enhancements' set to 'Yes'.
- REVENUE RECOGNITION SCHEDULE:** Includes 'Activate revenue recognition s...' set to 'Yes'.
- DIMENSION INHERITANCE:** This section is highlighted with a green box. It shows 'Custom project dimension' as the selected option in a dropdown menu, with 'Projects' listed as an available option.

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.

Last modified: 28 January 2021

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.

Dynamics 365 ▾

Finance and Operations

Project management and accounting > Projects+ Setup > Dimension default rules

USS1 🔍 🗨️ 😊 ⚙️

Save + New Delete OPTIONS 🔍

Dimension defaults

🔍 Filter

✓	Posting type ↑	Borrowing legal...	Relation	Project relation	Dimension name	Primary source	Alternate source	Fixed value
	Hours		All		BusinessUnit	Worker		
	Hours ▾	▾	All ▾		Department ▾	▾	Project ▾	

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”.

Dynamics 365 | Finance and Operations | Project management and accounting > Projects > All projects

US\$1 | Search | Settings | Help

PROJECT | PLAN | MANAGE | CONTROL | OPTIONS

NEW | **MAINTAIN** | **SET UP** | **COST PRICES** | **SALES PRICES** | **JOURNALS** | **QUALIFICATION**

Subproject | Project stage | Beginning balances | Line properties | Hours | Hours | Fees | Hour | Item | Qualification data
Copy project | Project group | Collaboration workspace | Ledger posting | Expenses | Expenses | Subscriptions | Expense | Fee

00000166 : 00000166-DDR

Parker, CO 80136
USA

Financial dimensions

DEFAULT FINANCIAL DIMENSIONS

BusinessUnit: 004 | IT Consulting Practice

Department: 025 | IT Department

Legality: | No default

Project: | No default

ProjectContract: | No default

Projects: | No default

ServiceLine: | No default

Here below, Business unit “078” dimensions set for Worker “Aaron Con”.

Dynamics 365 | Finance and Operations | Human resources > Workers > Contractors

US\$1 | Search | Settings | Help | AV

WORKER | PAYROLL | TIME | PROJECT | RETAIL | GENERAL | EXPENSE | OPTIONS

PERSONNEL ACTIONS | **POSITION ASSIGNMENT** | **VERSIONS** | **PERSONAL INFORMATION**

Change position | Enroll in benefits | Create eligibility event | Worker position assignments | End assignment | Changes timeline | Accommodations | Identification numbers | Loaned equipment | Benefit accruals
Terminate | Benefit enrollment results | Change worker name | Add assignment | View in hierarchy | Employment history | Bank accounts | Injury or illness incidents | Personal contacts | Screenings
Change worker employment type | Edit assignment | Name History | Bank account disbursements | Labor unions | Benefits | Image

Aaron Con : 000409

Profile | **Contract employment** | Competencies and development | Retail

Contract employment details

Contractor details

Time registration

Financial dimensions

BusinessUnit: 078 | Fashion

Department: 023 | Operations

Legality: | No default

Dimensions for business unit and Department default from the DDR Rule setup form.

Enter account financial dimensions

SELECT ACCOUNT DIMENSION VALUES FOR USSI

BusinessUnit: b78 Fashion

Department: 025 IT Department

LegalEntity:

Project:

ProjectContract:

Projects:

ServiceLine:

Dimensions for business unit and Department default from the DDR Rule setup form on the voucher too.

Voucher transactions

Journal number	Voucher	Date ↑	Year closed	Ledger account	Account name	D.	Currency	Amount in trans...	Amount	Amou
003513	PJHV_000014...	9/10/2017		540100-078-025-00000006-Application Development---	Cost of Project - Labor		USD	2,000.00	2,000.00	
003513	PJHV_000014...	9/10/2017		602100-078-----	Salaries - Wages Expense		USD	-2,000.00	2,000.00	



Note – On the standard adjustment form, DDR rule will be applied only if the “Dimension” parameter is ‘ON’ while performing the adjustment.

Last modified: 28 January 2021

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.

Last modified: 28 January 2021

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.

The screenshot shows the Dynamics 365 interface for 'Approver setup' for a worker named 'Aaron Con'. The breadcrumb trail is 'Human resources > Workers > Workers'. The form has a 'Save' button and an 'OPTIONS' menu. The 'APPROVERS' section contains three dropdown menus: 'Timesheet approver', 'Expense approver', and 'Requisition approver'. All three dropdowns are currently set to 'Alice Ciccu'.



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

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.

Properties

Step 1

Assignment: Role based: Timesheet approver
Subject: q
Instructions: w

Basic Settings
Assignment
Condition
Escalation

Assign users to this workflow element

Assignment type: Role based | Time limit | Completion policy

Assign users to this workflow element

Participant
Hierarchy
Workflow user
User
None

Participant:
Assign to members of a group or role

Close

5. Click the Role based tab, to select the type of participant for approval.

Properties

Step 1

Assignment: Role based: Timesheet approver
Subject: q
Instructions: w

Assign users to this workflow element

Assignment type | Role based | Time limit | Completion policy

Type of participant: Personal time off participants

Participant: Timesheet approver

Participant

Expense approver

Requisition approver

Timesheet approver

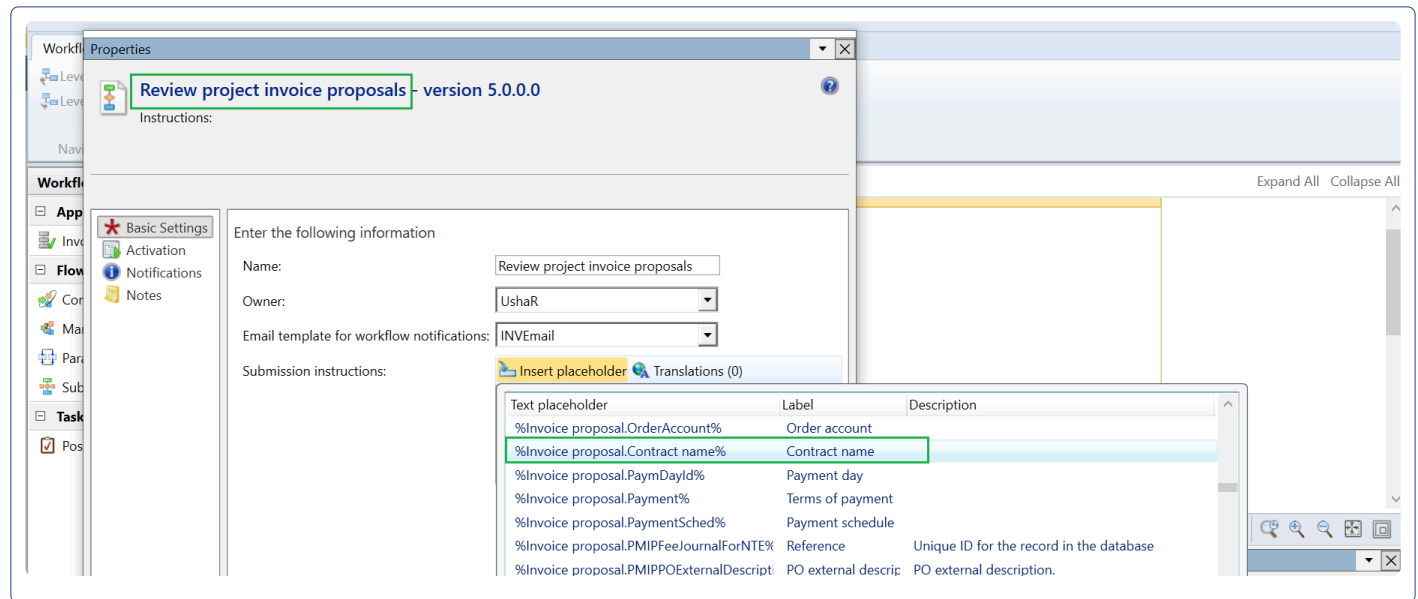
Close



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.

Last modified: 28 January 2021


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.

Last modified: 28 January 2021

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.

Finance and Operations								
Search for a page								
US\$								
<div> <div>Open Reassign Approve Send reminder email</div> <div> <div>PERSONALIZE</div> <div> Always open for editing Personalize this form Add to workspace </div> </div> <div> <div>PAGE OPTIONS</div> <div> Security diagnostics Advanced filter or sort Record info </div> </div> <div> <div>SHARE</div> <div> Get a link Create a custom alert Manage my alerts </div> </div> </div>								
PENDING WORK ITEMS 00000504 : ERPDEV								
Filter								
ID	Document type	Subject	Assigned to	Assigned to name	Due date time	Created date and time	Submitted by	Submitter name
Project ID: 00000504, ERPDev	Personal time off	Test	AbhishekV	AbhishekV	3/29/2019 09:54:00 AM	3/28/2019 09:54:31 AM	NageshaV	Adam Carter
Project ID: 00000504, ERPDev	Personal time off	Test	AbhishekV	AbhishekV	3/29/2019 10:00:00 AM	3/28/2019 10:00:41 AM	NageshaV	Adam Carter
Project ID: 00000129, Support	Timesheet line	Timesheet line level approval	AbhishekV	AbhishekV	3/18/2019 09:47:00 AM	3/15/2019 09:47:53 AM	ushar	Usha Ravindra
Project ID: 00000129, Training	Timesheet line	Timesheet line level approval	AbhishekV	AbhishekV	3/18/2019 09:47:00 AM	3/15/2019 09:47:53 AM	ushar	Usha Ravindra
Project ID: 00000129, Support	Timesheet line	Timesheet line level approval	AbhishekV	AbhishekV	3/19/2019 08:57:00 AM	3/18/2019 08:57:52 AM	ushar	Usha Ravindra
Resource: AbhishekV, 000814, ussi, 00000303	Timesheets	Test	AbhishekV	AbhishekV	4/1/2019 08:14:00 AM	3/29/2019 08:14:24 AM	AbhishekV	AbhishekV
Employee: Julia Funderburk, 000004	Cash advance request	Record returned	Admin	Julia Funderburk	5/16/2017 07:00:00 AM	2/27/2019 12:37:45 AM	Admin	Julia Funderburk
Employee: Kim Nelson, 000005	Cash advance request	Cash advance approval	Admin	Julia Funderburk	5/16/2017 07:00:00 AM	5/14/2017 07:28:37 PM	knelson	Kim Nelson
Catalog number: C0008, Julia Funderburk	Catalog	catalog approval	Admin	Julia Funderburk	11/12/2018 08:50:00 PM	11/9/2018 08:50:51 PM	Admin	Julia Funderburk
Catalog: 5637145339, Julia Funderburk	Catalog	catalog approval	Admin	Julia Funderburk	4/21/2017 11:34:00 PM	4/20/2017 11:34:11 PM	Admin	Julia Funderburk
Employee: Julia Funderburk, 000034	Expense reports	Record returned	Admin	Julia Funderburk	2/27/2019 12:38:48 AM	2/27/2019 12:38:48 AM	Admin	Julia Funderburk
Employee: Paul Cannon, 000036	Expense reports	Expense report approval	Admin	Julia Funderburk	5/16/2017 07:00:00 AM	5/14/2017 06:57:50 PM	knelson	Kim Nelson
Invoice proposal: PIIP_00000251, 00000205	Invoice proposal	Invoice proposal approval	Admin	Julia Funderburk	3/22/2019 11:28:00 AM	3/21/2019 11:28:16 AM	ushar	Usha Ravindra
Invoice proposal: PIIP_00000250, 00000001	Invoice proposal	Invoice proposal approval	Admin	Julia Funderburk	3/22/2019 11:03:00 AM	3/21/2019 11:03:05 AM	ushar	Usha Ravindra
Invoice proposal: PIIP_00000295, 00000007	Invoice proposal	Invoice proposal approval	Admin	Julia Funderburk	3/26/2019 12:36:00 PM	3/25/2019 12:36:27 PM	AbhishekV	AbhishekV
Invoice proposal: PIIP_00000296, 00000007	Invoice proposal	Invoice proposal approval	Admin	Julia Funderburk	3/26/2019 12:41:00 PM	3/25/2019 12:41:16 PM	AbhishekV	AbhishekV
Invoice proposal: PIIP_00000297, 00000007	Invoice proposal	Invoice proposal approval	Admin	Julia Funderburk	3/26/2019 12:43:00 PM	3/25/2019 12:43:38 PM	AbhishekV	AbhishekV
Invoice proposal: PIIP_00000298, 00000007	Invoice proposal	Invoice proposal approval	Admin	Julia Funderburk	3/26/2019 12:47:00 PM	3/25/2019 12:47:17 PM	AbhishekV	AbhishekV
Invoice proposal: PIIP_00000299, 00000007	Invoice proposal	Invoice proposal approval	Admin	Julia Funderburk	3/26/2019 12:53:00 PM	3/25/2019 12:53:18 PM	AbhishekV	AbhishekV
Employee: Kim Nelson, 000001	Travel requisition	Approve travel requisition	Admin	Julia Funderburk	5/17/2017 03:48:00 PM	5/16/2017 03:48:45 PM	knelson	Kim Nelson

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.

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.

Dynamics 365 Finance and Operations Project management and accounting > Global project administration

Global project administration

Summary Links

19 Pending workflows

3 Error workflows

0 Emails pending

2 Timesheets in review

42230 All missing timesheets

37 Pending work items

All pending intercompany

Opens related transactions

✓	Landing...	Borro...	Transaction...	Reference nu...	DocStatus	Project	Project name	Worker	Project date	Qty	Transfer curr...	Transfer price
	ussl	FRSI	Timesheet	00000020	Posted	00000023	TM1: Community Department...	Julia Funde...	11/25/2017	8.00	EUR	0.00
	ussl	FRSI	Timesheet	00000020	Posted	00000023	TM1: Community Department...	Julia Funde...	11/26/2017	8.00	EUR	0.00
	ussl	FRSI	Timesheet	00000020	Posted	00000023	TM1: Community Department...	Julia Funde...	11/27/2017	8.00	EUR	100.00
	ussl	FRSI	Timesheet	00000020	Posted	00000023	TM1: Community Department...	Julia Funde...	11/28/2017	8.00	EUR	100.00
	ussl	FRSI	Timesheet	00000020	Posted	00000023	TM1: Community Department...	Julia Funde...	11/29/2017	8.00	EUR	100.00
	ussl	GBSI	Timesheet	00000022	Approved	00000008	ERP Implementation	Kari Furse	11/12/2016	1.00	GBP	0.00
	ussl	GBSI	Timesheet	00000022	Approved	00000008	ERP Implementation	Kari Furse	11/13/2016	2.00	GBP	0.00
	ussl	GBSI	Timesheet	00000022	Approved	00000008	ERP Implementation	Kari Furse	11/16/2016	2.00	GBP	0.00
	ussl	GBSI	Timesheet	00000022	Approved	00000008	ERP Implementation	Kari Furse	11/17/2016	1.00	GBP	0.00
	ussl	GBSI	Timesheet	00000022	Approved	00000008	ERP Implementation	Kari Furse	11/18/2016	2.00	GBP	0.00
	ussl	GBSI	Timesheet	00000024	Approved	00000008	ERP Implementation	Kari Furse	11/26/2016	3.00	GBP	0.00
	ussl	GBSI	Timesheet	00000024	Approved	00000008	ERP Implementation	Kari Furse	11/27/2016	2.00	GBP	0.00
	ussl	GBSI	Timesheet	00000024	Approved	00000008	ERP Implementation	Kari Furse	11/30/2016	2.00	GBP	0.00
	ussl	GBSI	Timesheet	00000024	Approved	00000008	ERP Implementation	Kari Furse	12/1/2016	3.00	GBP	0.00
	ussl	GBSI	Timesheet	00000024	Approved	00000008	ERP Implementation	Kari Furse	12/2/2016	2.00	GBP	0.00
	ussl	GBSI	Timesheet	00000025	Approved	00000008	ERP Implementation	Kari Furse	12/4/2016	1.00	GBP	0.00
	ussl	GBSI	Timesheet	00000025	Approved	00000008	ERP Implementation	Kari Furse	12/7/2016	2.00	GBP	0.00
	ussl	GBSI	Timesheet	00000027	Approved	00000008	ERP Implementation	Kari Furse	12/17/2016	3.00	GBP	0.00
	ussl	GBSI	Timesheet	00000027	Approved	00000008	ERP Implementation	Kari Furse	12/18/2016	3.00	GBP	0.00
	ussl	GBSI	Timesheet	00000027	Approved	00000008	ERP Implementation	Kari Furse	12/21/2016	3.00	GBP	0.00
	ussl	GBSI	Timesheet	00000027	Approved	00000008	ERP Implementation	Kari Furse	12/22/2016	2.00	GBP	0.00
	ussl	GBSI	Timesheet	00000027	Approved	00000008	ERP Implementation	Kari Furse	12/23/2016	3.00	GBP	0.00
	ussl	GBSI	Timesheet	00000159	Approved	CA13-000001	IC Project Intercompany	Adam Carter	10/8/2018	1.00	GBP	110.00
	ussl	GBSI	Timesheet	00000160	Approved	CA13-000002	CA13-000002	Adam Carter	10/8/2018	1.00	GBP	110.00
	ussl	GBSI	Timesheet	00000162	Approved	CA13-000002	CA13-000002	Alice Ciccu	10/8/2018	1.00	GBP	110.00
	ussl	GBSI	Timesheet	00000423	Approved	CA13-000001	IC Project Intercompany	ABHL_001	10/15/2018	1.00	GBP	110.00
	ussl	GBSI	Timesheet	00000423	Approved	CA13-000002	CA13-000002	ABHL_001	10/15/2018	2.00	GBP	110.00
	ussl	GBSI	Timesheet	00000423	Approved	CA13-000001	IC Project Intercompany	ABHL_001	10/16/2018	2.00	GBP	110.00
	ussl	GBSI	Timesheet	00000423	Approved	CA13-000002	CA13-000002	ABHL_001	10/16/2018	3.00	GBP	110.00
	ussl	GBSI	Timesheet	00000423	Approved	CA13-000001	IC Project Intercompany	ABHL_001	10/17/2018	3.00	GBP	110.00
	ussl	GBSI	Timesheet	00000423	Approved	CA13-000002	CA13-000002	ABHL_001	10/17/2018	1.00	GBP	110.00
	ussl	GBSI	Timesheet	00000399	Draft	00000008	ERP Implementation	Ben Andrews	8/22/2018	15.00	GBP	0.00
	ussl	GBSI	Timesheet	00000176	Draft	00000008	ERP Implementation	Adam Carter	10/8/2018	1.00	GBP	0.00
	ussl	GBSI	Timesheet	00000151	Draft	CA13-000001	IC Project Intercompany	SubContrac...	10/8/2018	1.00	GBP	110.00

Power BI

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Get started

Last modified: 28 January 2021

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.

Last modified: 28 January 2021

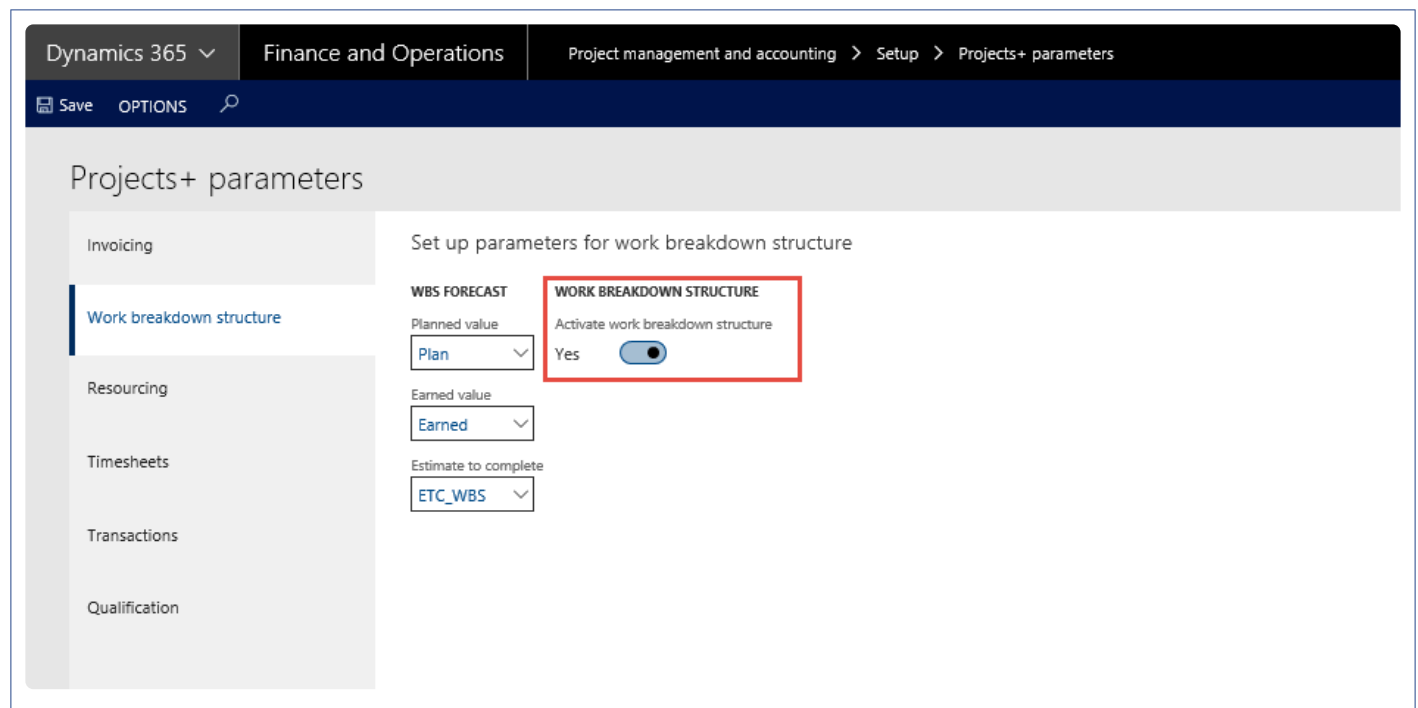
Activate WBS Modifications

✿ 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*



Dynamics 365 ▾ Finance and Operations Project management and accounting > Setup > Projects+ parameters

Save OPTIONS 🔍

Projects+ parameters

- Invoicing
- Work breakdown structure**
- Resourcing
- Timesheets
- Transactions
- Qualification

Set up parameters for work breakdown structure

WBS FORECAST	WORK BREAKDOWN STRUCTURE
Planned value Plan ▾	Activate work breakdown structure Yes <input checked="" type="checkbox"/>
Earned value Earned ▾	
Estimate to complete ETC_WBS ▾	

Last modified: 28 January 2021

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.

The screenshot shows the Dynamics 365 interface for the 'Finance and Operations' project management and accounting section. The top navigation bar includes 'Tracking Views', 'Edit', 'Activity maintenance' (highlighted with a red box), 'WBS Merge', and 'OPTIONS'. Below the navigation bar, the 'Work breakdown structure' form is displayed, showing a summary of the structure and a table of activities.

WBS ID	S...	N...	Task	Predecessors	Category	Effort (hours)	Start date	End date	Duration (days)	Number of resourc...	Role	Resource
00000152			Development		AppDev	100.00	7/24/2017	8/9/2017	13.00	1.00		
2			TEST Support		QA	100.00	7/24/2017	8/9/2017	13.00	1.00		

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:

00000152 : 00000152-DDR

Activity maintenance

Overview Financial dimensions

✓	WBS ID	Activity number	Activity code	Activity description	Invoice detail	Closed	Date and time closed
	1	W00003779	Dev_101	Development	<input type="checkbox"/>	<input type="checkbox"/>	
✓	2	W00003780	Test_101	TEST Support	<input type="checkbox"/>	<input type="checkbox"/>	

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.

Dynamics 365 ▾ **Finance and Operations** **Project management and accounting** > **Projects** > **All projects**

[Edit](#) **Update dimensions** [OPTIONS](#) [🔍](#)

Click the edit button to make changes.

00000152 : 00000152-DDR

Activity maintenance

[Overview](#) [Financial dimensions](#)

FINANCIAL DIMENSIONS

BusinessUnit	078	Fashion
Department	032	Project Operations
LegalEntity	FRSI	Contoso Consulting FR
Project	00000017	Mechanical Products Ltd.
ProjectContract		No default
Projects	00000152	00000152-DDR
ServiceLine	Network Services	Network Services

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.

Dynamics 365 | Finance and Operations | Project management and accounting > Quotations > Project quotations | USSI

WBS Merge | OPTIONS

Work breakdown structure

QN00000106 : Alpine Electronics

Schedule planning | Estimated costs and revenue

Filter

+ New | Save | Delete | Outdent | Indent | Move up | Move down

✓	WBS ID	S...	N...	Task	Predecessors
✓				root	
✓	1			Project Management	
✓	1.1			PM	
✓	2			Development	
	2.1			Dev 1	
	2.2			Dev 2	
	2.3			Dev 3	
✓	3			Quality Assurance	
	3.1			QA 1	
	3.2			QA 2	
	3.3			QA 3	

Line details for PM

Activity number: W00002627

Activity code: AC101

Notes

Priority: Normal

Activity status: Not started

Estimated costs and revenue

+ New | Save | Delete | Refresh | Product dimensions

TASK SCHEDULING		RESOURCE SCHEDULING		SUMMARY PRICE ESTIMATES	
Effort in hours	480.00	Staffed hours	0.00	Summary sales estimate	857,833.17
Number of resources	1.00	Unstaffed hours	480.00	Summary cost estimate	555,958.65
Start date	9/8/2017	Staffing status	Not staffed	TASK CATEGORY	
End date	11/30/2017			Category: PM	
Duration	60.00			Restrict activity category: No	

Last modified: 28 January 2021

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.

Last modified: 28 January 2021

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.*

The screenshot shows the 'Projects+ parameters' setup page in Dynamics 365. The 'Transactions' tab is selected. The 'PRICING ENHANCEMENT' section is highlighted with a red box, indicating that the 'Activate pricing enhancements' toggle is turned on. Other sections include 'SUBCONTRACTOR RECONCILIATION', 'DEFERRED REVENUE', and 'DIMENSION INHERITANCE'.

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

$(1.5635 \times 100) - 100$. The same is shown in the screenshot below.

- 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
ussl	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
ussl	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.

Last modified: 28 January 2021

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.

Last modified: 4 February 2021

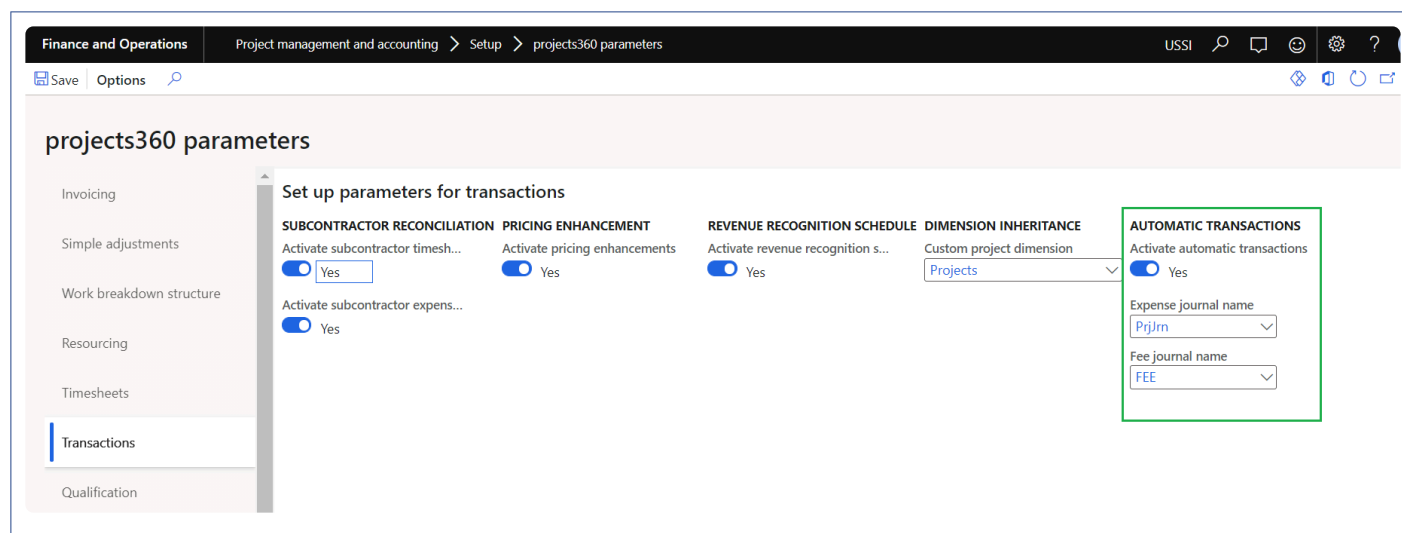
Configure

✿ 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.*



The screenshot displays the 'projects360 parameters' form in the 'Transactions' tab. The left sidebar lists various setup categories: Invoicing, Simple adjustments, Work breakdown structure, Resourcing, Timesheets, Transactions (selected), and Qualification. The main content area is titled 'Set up parameters for transactions' and contains several sections:

- SUBCONTRACTOR RECONCILIATION:** 'Activate subcontractor timesh...' is set to 'Yes'.
- PRICING ENHANCEMENT:** 'Activate pricing enhancements' is set to 'Yes'.
- REVENUE RECOGNITION SCHEDULE:** 'Activate revenue recognition s...' is set to 'Yes'.
- DIMENSION INHERITANCE:** 'Custom project dimension' is set to 'Projects'.
- AUTOMATIC TRANSACTIONS (highlighted with a green box):**
 - 'Activate automatic transactions' is set to 'Yes'.
 - 'Expense journal name' is set to 'PrjJrn'.
 - 'Fee journal name' is set to 'FEE'.

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.

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.

Project management and accounting parameters

Set up number sequence for Project documents

Group

Reference	Number sequence code	Sales tax boo...	Reuse numb...	Use same number as
Billing rule	Proj_312		<input type="checkbox"/>	
Timesheet voucher	Proj_300		<input type="checkbox"/>	
On-account invoice voucher	Proj_750		<input type="checkbox"/>	
On-account credit note voucher	Proj_775		<input type="checkbox"/>	
Resource request ID	Proj_656		<input type="checkbox"/>	
Integration journal	Proj_829		<input type="checkbox"/>	
Integration journal entries	Proj_855		<input type="checkbox"/>	
Deferred revenue reversal	Proj_310		<input type="checkbox"/>	
Agreement number	AGRMT		<input type="checkbox"/>	
Subcontractor accrual ID	ACRL		<input type="checkbox"/>	
Billing schedule Id	Proj_658		<input type="checkbox"/>	
Adjustment request Id	Proj_331		<input type="checkbox"/>	
Rule Id	Rule ID		<input type="checkbox"/>	

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.

Automatic transaction rules

Rule ID	Description	Start date	End date	Origin transaction type	Valid for category	Category relation	Valid for project	Project relation	Project contract ID	Resource	Active
Rule000000001	Posting for hour			Hour	All		Table	Auto trans 1	00005153		<input checked="" type="checkbox"/>
Rule000000002				Hour	All		Table	Auto trans 1	00005153		<input checked="" type="checkbox"/>
Rule000000004	Posting or expense			Expense	All		Table	Adjustment Testing	00005178		<input checked="" type="checkbox"/>
Rule000000005		1/1/2021	1/31/2021	Expense	All		Table	Auto trans 1	00005153		<input checked="" type="checkbox"/>
Rule000000006				Expense	All		Table	Auto trans 2	00005153		<input checked="" type="checkbox"/>
Rule000000009				Hour	All		Table	Auto trans 2	00005153		<input checked="" type="checkbox"/>
Rule000000015				Hour	All		Table	Auto trans 2	00005153		<input checked="" type="checkbox"/>

Automatic transaction rule details

AUTOMATIC TRANSACTION	COST PRICE	SALES PRICE
Automatic transaction type Expense	Cost price model Copy from original	Sales price model Copy from original
Automatic transaction category SubLabor	Cost multiplier 0.00	Sales multiplier 0.00
Currency USD	Cost price 0.00	Sales price 0.00
Main account 110180		

Financial dimensions

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.

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

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 on the 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.

Last modified: 16 February 2021

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

Automatic transaction posting

Parameters

Posting date

2/4/2021



Records to include

 Filter

AUTOMATIC TRANSACTION RULES

Rule Id

Active

Yes

Run in the background

[Recurrence](#) [Alerts](#)

Batch processing

☐

No

Task description

Automatic transaction postin...

Batch group

Private

☐

No

Critical Job

OK

Cancel

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

Rule ID	Project ID	Project contract ID	Original transaction type	Original transaction ID	Original voucher number	Automatic transaction type	Automatic transaction ID	Automatic transaction voucher number	Project journal ID	Project journal line	Posting date	Posted by
RI000005	00001124	00000090	Hour	PITY_00389681	PJHV_00010693	Expense	PITY_00389682	PROJ00003860	00002420	1.0000000000	1/15/2021	UshaR
RI000009	00001124	00000090	Expense	PITY_00389683	PROJ00003861	Expense	PITY_00389684	PROJ00003862	00002422	1.0000000000	1/15/2021	UshaR
RI000010	00001124	00000090	Fee	PITY_00389685	PJFV_00039627	Fee	PITY_00389686	PJFV_00039628	PJJ_045222	1.0000000000	1/15/2021	UshaR
RI000015	00001124	00000090	Item	PITY_00389687	USSI-000000451	Expense	PITY_00389688	PROJ00003863	00002423	1.0000000000	1/15/2021	UshaR
RI000011	00001118	00000084	Fee	PITY_00354598	PJFV_00004606	Fee	PITY_00389689	PJFV_00039629	PJJ_045223	1.0000000000	1/15/2021	UshaR
RI000011	00001118	00000084	Fee	PITY_00354611	PJFV_00004619	Fee	PITY_00389690	PJFV_00039630	PJJ_045224	1.0000000000	1/15/2021	UshaR
RI000011	00001118	00000084	Fee	PITY_00354628	PJFV_00004636	Fee	PITY_00389691	PJFV_00039631	PJJ_045225	1.0000000000	1/15/2021	UshaR
RI000011	00001118	00000084	Fee	PITY_00354629	PJFV_00004637	Fee	PITY_00389692	PJFV_00039632	PJJ_045226	1.0000000000	1/15/2021	UshaR
RI000011	00001118	00000084	Fee	PITY_00354670	PJFV_00004670	Fee	PITY_00389693	PJFV_00039633	PJJ_045227	1.0000000000	1/15/2021	UshaR
RI000011	00001118	00000084	Fee	PITY_00354671	PJFV_00004671	Fee	PITY_00389694	PJFV_00039634	PJJ_045228	1.0000000000	1/15/2021	UshaR
RI000011	00001118	00000084	Fee	PITY_00354672	PJFV_00004672	Fee	PITY_00389695	PJFV_00039635	PJJ_045229	1.0000000000	1/15/2021	UshaR
RI000011	00001118	00000084	Fee	PITY_00354673	PJFV_00004673	Fee	PITY_00389696	PJFV_00039636	PJJ_045230	1.0000000000	1/15/2021	UshaR
RI000011	00001118	00000084	Fee	PITY_00354738	PJFV_00004738	Fee	PITY_00389697	PJFV_00039637	PJJ_045231	1.0000000000	1/15/2021	UshaR
RI000011	00001118	00000084	Fee	PITY_00354739	PJFV_00004739	Fee	PITY_00389698	PJFV_00039638	PJJ_045232	1.0000000000	1/15/2021	UshaR
RI000011	00001118	00000084	Fee	PITY_00354740	PJFV_00004740	Fee	PITY_00389699	PJFV_00039639	PJJ_045233	1.0000000000	1/15/2021	UshaR

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.

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.

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.

Last modified: 4 February 2021


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.

Last modified: 5 February 2021

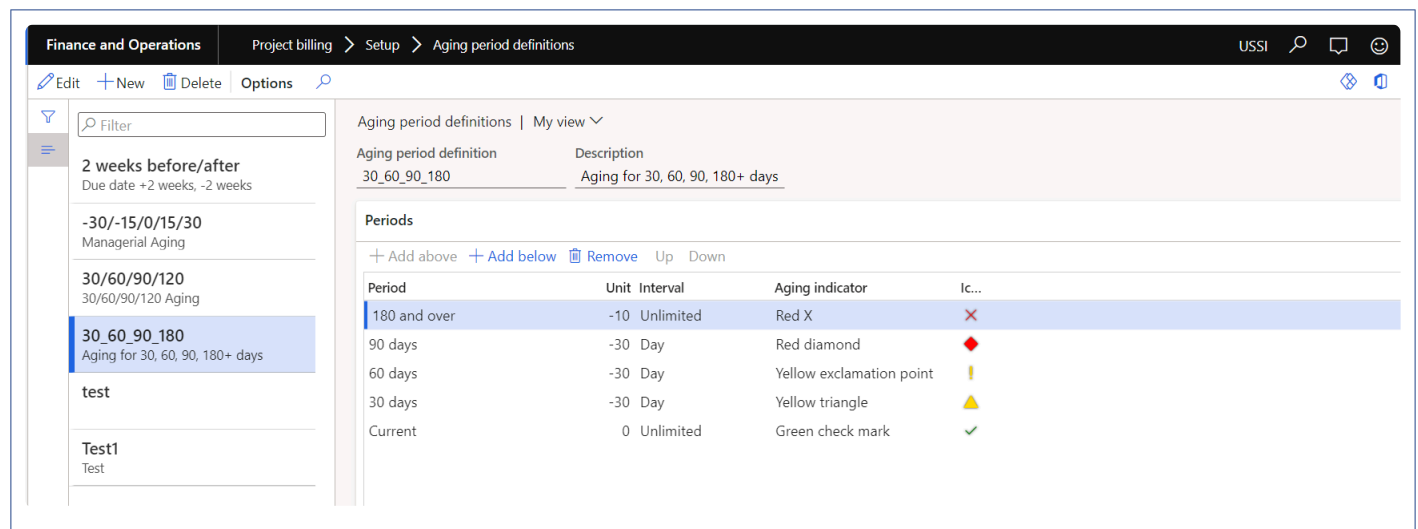
Setup and Run WIP Aging report

 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*



Finance and Operations | Project billing > Setup > Aging period definitions | USSI

Edit | + New | Delete | Options

Filter

2 weeks before/after
Due date +2 weeks, -2 weeks

-30/-15/0/15/30
Managerial Aging

30/60/90/120
30/60/90/120 Aging

30_60_90_180
Aging for 30, 60, 90, 180+ days

test

Test1
Test

Aging period definitions | My view

Aging period definition	Description
30_60_90_180	Aging for 30, 60, 90, 180+ days

Periods

+ Add above + Add below Remove Up Down

Period	Unit	Interval	Aging indicator	Icon
180 and over	-10	Unlimited	Red X	✖
90 days	-30	Day	Red diamond	◆
60 days	-30	Day	Yellow exclamation point	!
30 days	-30	Day	Yellow triangle	▲
Current	0	Unlimited	Green check mark	✓

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.

?

WIP aging report by project

Parameters^

Aging as of

Balance as of

Aging period definition

Print aging period description

Main project rollup

☐ No

Negative WIP auto settlement

☐ No

Exclude zero WIP balance

☐ No

Exclude finished projects

☐ No

Destination^

Records to include^

Filter

PROJECTS

Project ID

Project contract ID

Project manager (Record-ID)

Project accountant (Record-ID)

Principal (Record-ID)

OK

Cancel

Details of the fields available on the WIP aging periodic form are below.

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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.

WIP aging report by project

Contoso Consulting USA

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6:23 AM

Project Id	Project name	Contract name	Principal	Project manager	Project accountant	Balance as of	Current	30 days	60 days	90 days	180 and over
						2/5/2021	2/5/2021	1/6/2021	12/7/2020	11/7/2020	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 Hiwalekar	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

Last modified: 5 February 2021

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.

Last modified: 28 January 2021

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.

Last modified: 28 January 2021

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.

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.

The screenshot shows the 'Billing schedule' tab in the 'Project contracts' form. The 'Contract billing frequency' button is highlighted. The 'Funding sources' table is visible, showing details for 'Customer' funding type.

Funding type	Customer	Grant customer	Funding source ID	Invoice address	Language	Customer payment ret...	Default invoicing group
Customer	US_SI_0079		Honest Repair Serv	Honest Repair Service	en-us		Rsat Test

Finance and Operations | Project management and accounting > Projects > Project contracts | USS1

Save Options

00004630 : SVR DESIGN AND CONSTRUCTIONS

Contract billing frequency

General

OVERVIEW

Project contract ID
00004630

Billing frequency
Weekly

Day of week
Tuesday

Day of month
1

Days for validation target date
2

Days for posted target date
5

Billing calendar

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.

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.

The screenshot shows the 'Billing schedule calendar' form. The breadcrumb trail is: Finance and Operations > Project management and accounting > projects360 Setup > Billing schedule > Billing schedule calendar. The form has a sidebar with filters: 'FirstMondayEveryMnth' (First monday of every month) and 'FirstFridayEveryMth' (First Friday of Every Month). The main area shows a table of 'Calendar days' with columns: Date, Day of week, Month, and Year. The table lists dates from 4/6/2020 to 12/7/2020, all on Mondays.

Date	Day of week	Month	Year
4/6/2020	Monday	April	2020
5/4/2020	Monday	May	2020
6/1/2020	Monday	June	2020
7/6/2020	Monday	July	2020
8/3/2020	Monday	August	2020
9/7/2020	Monday	September	2020
10/5/2020	Monday	October	2020
11/2/2020	Monday	November	2020
12/7/2020	Monday	December	2020

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.

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.

Project management and accounting parameters

Forecast

Estimate

Hour utilization

Project statements

Cost control

Forecast reduction

Inventory dimensions

Production

Project stage

Vendor contract language

Number sequences

Set up number sequence for Project documents

Group

Reference	Number sequence code	Sales tax boo...	Reuse numb...	Use same number as
Schedule request identification	Proj_311		<input type="checkbox"/>	
Billing rule	Proj_312		<input type="checkbox"/>	
Timesheet voucher	Proj_300		<input type="checkbox"/>	
On-account invoice voucher	Proj_750		<input type="checkbox"/>	
On-account credit note vouc...	Proj_775		<input type="checkbox"/>	
Resource request ID	Proj_656		<input type="checkbox"/>	
Integration journal	Proj_829		<input type="checkbox"/>	
Integration journal entries	Proj_855		<input type="checkbox"/>	
Deferred revenue reversal	Proj_310		<input type="checkbox"/>	
Agreement number	AGRMT		<input type="checkbox"/>	
Subcontractor accrual ID	ACRL		<input type="checkbox"/>	
Billing schedule id	Proj_658		<input type="checkbox"/>	

Billing schedule ID

Last modified: 3 February 2021

Create billing schedule



This section 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.

Finance and Operations

Project management and accounting > Projects > All projects

USSI



Delete

Maintain

Options

New

Process

Bill

Related information

Billing schedule

Invoice proposal

Billing schedule status

Project invoice proposals

Project invoices

Posted project transactions

Pending project transactions

All billing schedules | 00001356 : SVR TM

Filter

Status

Indicator

Billing schedule Id	Project contract ID	Contract name	Billing period start	Billing period end	Billing frequency	Pre-billing validation target date	Posted target date	Status	Indicator	Billing approver	Modified by	Modified date and time
B500000043	00004630	SVR constructio...	8/11/2020	8/18/2020	Weekly	8/13/2020	8/16/2020	Invoice posted	Billing cycle finished	Appasaheb Naras...	UshaR	8/20/2020 07:58:01 AM
B500000044	00004630	SVR constructio...	8/12/2020	8/18/2020	Weekly	8/20/2020	8/23/2020	Invoice proposal...	Billing is due	Appasaheb Naras...	UshaR	8/21/2020 06:29:36 AM
B500000045	00004630	SVR constructio...	8/19/2020	8/25/2020	Weekly	8/27/2020	8/30/2020	Pending	Billing is due	Appasaheb Naras...	UshaR	8/19/2020 11:41:40 AM



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.

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:

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.*

Finance and Operations | Project management and accounting > Projects > All projects

Save | Delete | Chat with billing approver | Maintain | Options

New | **Process** | **Bill** | **Related information**

Billing schedule | Billing schedule status | Project invoice proposals | Posted project transactions

Invoice proposal | Project invoices | Pending project transactions

Billing schedule
BS00000044 : 00004630

General

IDENTIFICATION

Billing schedule Id: BS00000044

Project contract ID: 00004630

Billing period start: 8/12/2020

Billing frequency: Weekly

Pre-billing validation target date: 8/20/2020

Billing approver: Appasaheb Narasannavar

Contract name: SVR constructions

Billing period end: 8/18/2020

Status: Invoice proposal created

Posted target date: 8/23/2020

Modified by: UshaR

Modified date and time: 8/21/2020 06:29:36 AM

Billing schedule lines

Fee management | Pending project transactions | Transactions details | % Progress history

Project ID	Project name	Fee type	Pre-billing status	Principal	Project manager	Project accountant	Indicator	Modified by	Modified date and time
00001355	SVR TE	Time and expense	Complete	Theresa Jayne	Usha Ravindra Rao	Claire Kennedy	✓ Pre-billing complete	UshaR	8/20/2020 07:49:17 AM
00001356	SVR TM	None	Complete	Theresa Jayne	Usha Ravindra Rao	Theresa Jayne	✓ Pre-billing complete	UshaR	8/20/2020 07:49:17 AM
00001356.01	SVR TM no wip	None	Complete	Usha Ravindra Rao	Usha Ravindra Rao	Theresa Jayne	✓ Pre-billing complete	UshaR	8/20/2020 07:49:17 AM
00001357	SVR NTE	Time and expense NTE	Complete	Ahmed Barnett	Usha Ravindra Rao	Usha Ravindra Rao	✓ Pre-billing complete	UshaR	8/20/2020 07:49:17 AM
00001358	SVR Fixed fee	Fixed fee	Complete	Usha Ravindra Rao	Usha Ravindra Rao	Usha Ravindra Rao	✓ Pre-billing complete	UshaR	8/20/2020 07:49:17 AM
00001359	SVR progress	Progress	Complete	Usha Ravindra Rao	Usha Ravindra Rao	Usha Ravindra Rao	✓ Pre-billing complete	UshaR	8/20/2020 07:49:17 AM

Line details

Related information

Project invoice proposal

Invoice proposal: PJP_00005855

All project invoices

Invoice: 00001337 | Date: 8/16/2020

Project totals

Contract value: 0.00

Contract hours: 0.00

WIP: 0.00

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.

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:

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.

Finance and Operations | Project management and accounting > Projects > All projects

Save Delete Chat with billing approver Maintain Options

New Billing schedule Invoice proposal | **Process** Billing schedule status | **Bill** Project invoice proposals Project invoices | **Related information** Posted project transactions Pending project transactions

Billing schedule
BS000000044 : 00004630

General

Billing schedule lines

Fee management Pending project transactions Transactions details % Progress history

Project ID	Project name	Fee type	Pre-billing status	Principal	Project manager	Project accountant	Indicator	Modified by	Modified date and time
00001355	SVR TE	Time and expense	Complete	Theresa Jayne	Usha Ravindra Rao	Claire Kennedy	Pre-billing complete	UshaR	8/20/2020 07:49:17 AM
00001356	SVR TM	None	Complete		Usha Ravindra Rao	Theresa Jayne	Pre-billing complete	UshaR	8/20/2020 07:49:17 AM
00001356.01	SVR TM no wip	None	Complete		Usha Ravindra Rao	Theresa Jayne	Pre-billing complete	UshaR	8/20/2020 07:49:17 AM
00001357	SVR NTE	Time and expense NTE	Complete	Ahmed Barnett	Usha Ravindra Rao		Pre-billing complete	UshaR	8/20/2020 07:49:17 AM
00001358	SVR Fixed fee	Fixed fee	Complete		Usha Ravindra Rao		Pre-billing complete	UshaR	8/20/2020 07:49:17 AM
00001359	SVR progress	Progress	Complete		Usha Ravindra Rao		Pre-billing complete	UshaR	8/20/2020 07:49:17 AM

Line details

PRE-BILLING
Pre-billing status: Complete
Indicator: Pre-billing complete
Note:

FEE MANAGEMENT
Contract value: 270.00
WIP: 0.00
Invoiced: 0.00
Remaining revenue: 270.00
% Completed: 0.00

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:

Finance and Operations Project management and accounting > Projects > All projects

Save Delete Chat with billing approver Maintain Options

New Billing schedule Invoice proposal

Process Billing schedule status

Bill Project invoice proposals Project invoices

Related information Posted project transactions Pending project transactions

Billing schedule
BS000000044 : 00004630

General

Billing schedule lines

Fee management Pending project transactions Transactions details % Progress history

Project ID	Project name	Fee type	Pre-billing status	Principal	Project manager	Project accountant	Indicator	Modified by	Modified date and time
00001355	SVR TE	Time and expense	Complete	Theresa Jayne	Usha Ravindra Rao	Claire Kennedy	Pre-billing complete	UshaR	8/20/2020 07:49:17 AM
00001356	SVR TM	None	Complete		Usha Ravindra Rao	Theresa Jayne	Pre-billing complete	UshaR	8/20/2020 07:49:17 AM
00001356.01	SVR TM no wip	None	Complete		Usha Ravindra Rao	Theresa Jayne	Pre-billing complete	UshaR	8/20/2020 07:49:17 AM
00001357	SVR NTE	Time and expense NTE	Complete	Ahmed Barnett	Usha Ravindra Rao		Pre-billing complete	UshaR	8/20/2020 07:49:17 AM
00001358	SVR Fixed fee	Fixed fee	Complete		Usha Ravindra Rao		Pre-billing complete	UshaR	8/20/2020 07:49:17 AM
00001359	SVR progress	Progress	Complete		Usha Ravindra Rao		Pre-billing complete	UshaR	8/20/2020 07:49:17 AM

Line details

PRE-BILLING
Pre-billing status: Complete
Indicator: Pre-billing complete
Note:

FEE MANAGEMENT
Contract value: 0.00
WIP: 11,025.00
Invoiced: 0.00
Remaining revenue: 0.00
% Completed: 0.00

BILLING PROGRESS
% Progress: 0.00

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:

Finance and Operations Project management and accounting > Projects > All projects

Save Delete Chat with billing approver Maintain Options

New Billing schedule Invoice proposal

Process Billing schedule status

Bill Project invoice proposals Project invoices

Related information Posted project transactions Pending project transactions

Billing schedule
BS000000044 : 00004630

General

Billing schedule lines

Fee management Pending project transactions Transactions details % Progress history

Project ID	Project name	Fee type	Pre-billing status	Principal	Project manager	Project accountant	Indicator	Modified by	Modified date and time
00001355	SVR TE	Time and expense	Complete	Theresa Jayne	Usha Ravindra Rao	Claire Kennedy	Pre-billing complete	UshaR	8/20/2020 07:49:17 AM
00001356	SVR TM	None	Complete		Usha Ravindra Rao	Theresa Jayne	Pre-billing complete	UshaR	8/20/2020 07:49:17 AM
00001356.01	SVR TM no wip	None	Complete		Usha Ravindra Rao	Theresa Jayne	Pre-billing complete	UshaR	8/20/2020 07:49:17 AM
00001357	SVR NTE	Time and expense NTE	Complete	Ahmed Barnett	Usha Ravindra Rao		Pre-billing complete	UshaR	8/20/2020 07:49:17 AM
00001358	SVR Fixed fee	Fixed fee	Complete		Usha Ravindra Rao		Pre-billing complete	UshaR	8/20/2020 07:49:17 AM
00001359	SVR progress	Progress	Complete		Usha Ravindra Rao		Pre-billing complete	UshaR	8/20/2020 07:49:17 AM

Line details

PRE-BILLING
Pre-billing status: Complete
Indicator: Pre-billing complete
Note:

FEE MANAGEMENT
Contract value: 0.00
WIP: 0.00
Invoiced: 0.00
Remaining revenue: 0.00
% Completed: 0.00

MILESTONE ALLOCATION
+ Add - Delete

Date	Description	Amount	Completed
8/10/2020		150.00	<input type="checkbox"/>
8/26/2020		120.00	<input type="checkbox"/>
8/24/2020		100.00	<input type="checkbox"/>

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.

Last modified: 28 January 2021

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.



Billing schedule creation

Parameters



Days in Advance

Process date



Records to include



 Filter

CONTRACT BILLING FREQUENCY

Project contract ID

Billing frequency

PROJECTS

Project type

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.



Invoice proposal creation

Parameters



Billing schedule Id

Run in the background



OK

Cancel

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.

Last modified: 28 January 2021

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.

Last modified: 28 January 2021

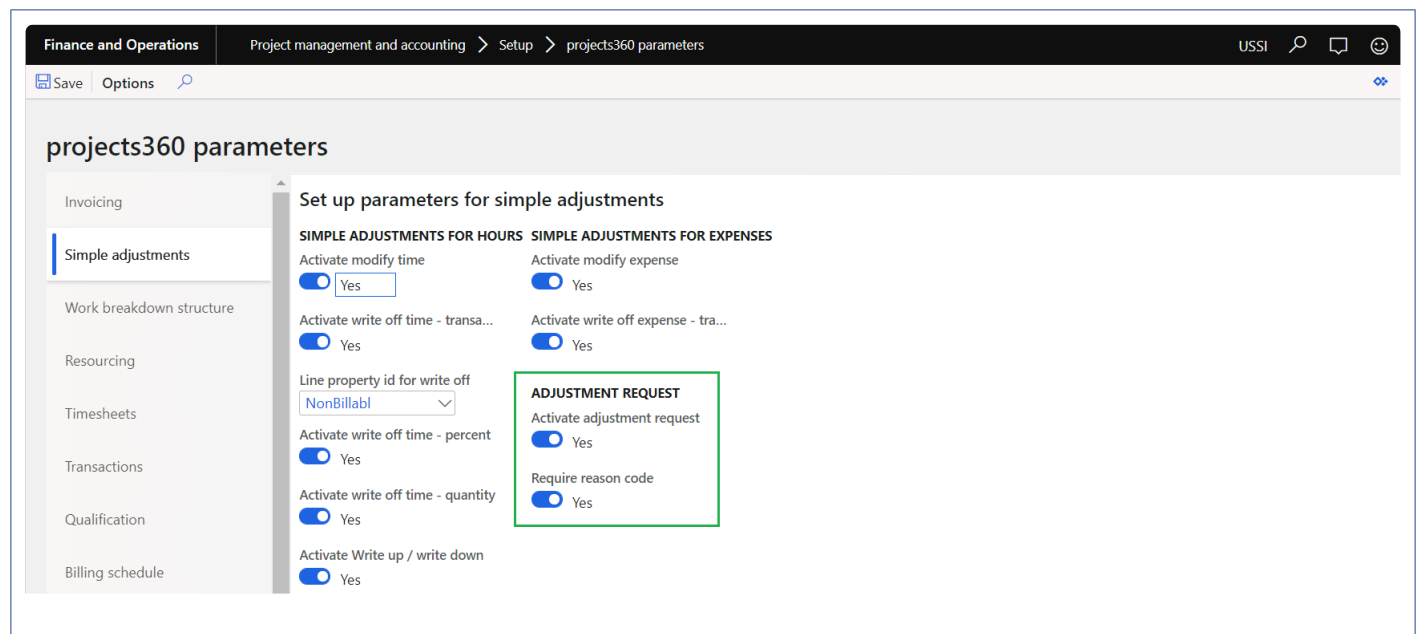
Configure

 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.*



The screenshot shows the 'projects360 parameters' form in the 'Simple adjustments' tab. The left sidebar lists various setup categories. The main content area is titled 'Set up parameters for simple adjustments' and is divided into two columns: 'SIMPLE ADJUSTMENTS FOR HOURS' and 'SIMPLE ADJUSTMENTS FOR EXPENSES'. Each column contains several toggle switches, most of which are set to 'Yes'. A green box highlights a section titled 'ADJUSTMENT REQUEST' which contains two toggle switches: 'Activate adjustment request' (set to Yes) and 'Require reason code' (set to Yes).

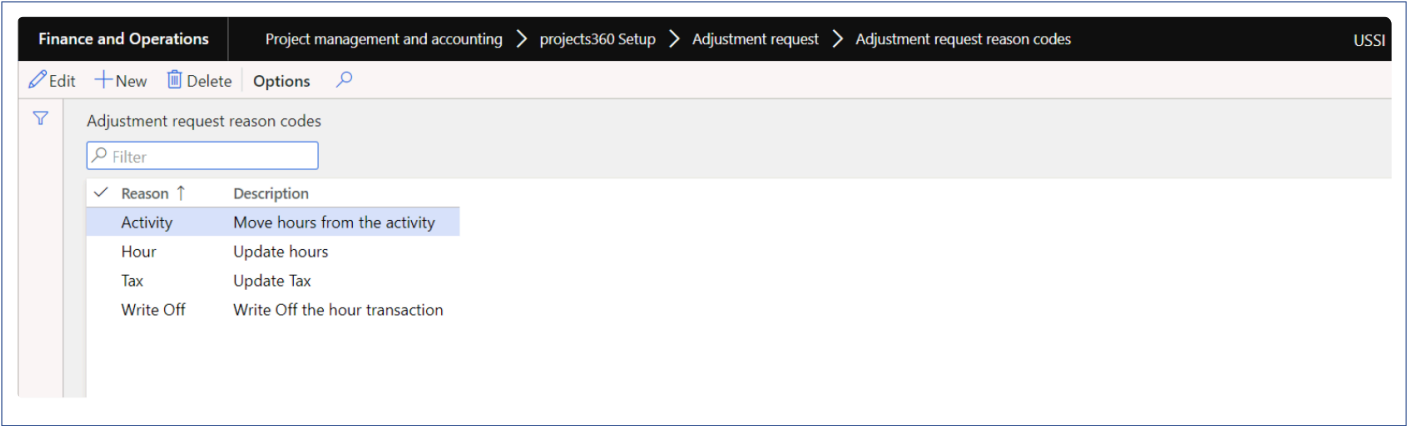
Details of the fields available on the projects360 parameters form are as follows –

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.

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*.

Adjustment request actions

Filter

Action	Description
Billable	Change to Billable
NonBillable	Change to Non-billable

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.

Project management and accounting parameters

Set up number sequence for Project documents

Reference	Number sequence code	Sales tax boo...	Reuse numb...	Use same number as
Billing rule	Proj_312		<input type="checkbox"/>	
Timesheet voucher	Proj_300		<input type="checkbox"/>	
On-account invoice voucher	Proj_750		<input type="checkbox"/>	
On-account credit note voucher	Proj_775		<input type="checkbox"/>	
Resource request ID	Proj_656		<input type="checkbox"/>	
Integration journal	Proj_829		<input type="checkbox"/>	
Integration journal entries	Proj_855		<input type="checkbox"/>	
Deferred revenue reversal	Proj_310		<input type="checkbox"/>	
Agreement number	AGRMT		<input type="checkbox"/>	
Subcontractor accrual ID	ACRL		<input type="checkbox"/>	
Billing schedule Id	Proj_658		<input type="checkbox"/>	
Adjustment request Id	Proj_331		<input type="checkbox"/>	
Rule Id	Rule ID		<input type="checkbox"/>	

Last modified: 16 February 2021

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.

All adjustment requests

Status: All

Adjustment request

Filter

Request	Request ID ↑	Project ID	Project name	Reason code	Description	Status	Requested by	Project manager
<input type="checkbox"/>	ADR0000003	00000430	Winter Park Boathouse	Hour	Update hours	In process	AppasahebN	Appasaheb Nara
<input type="checkbox"/>	ADR0000005	00000230	Invoice report		Testing Reason code	Submitted	RupaliH	Appasaheb Nara
<input type="checkbox"/>	ADR0000006	00000004	Recreation Systems	Tax	Update Tax	Canceled	RupaliH	Susanna Stubber
<input checked="" type="checkbox"/>	ADR0000008	00000094	Recreation Systems	Hour	Update hours	Completed	RupaliH	syed sadiq
<input type="checkbox"/>	ADR0000009	00000261	Invoice grouping 1	Tax	Update Tax	Created	RupaliH	

Details

Project ID 00000094	Description Update hours	Note	Project manager syed sadiq	Requested by RupaliH
Project name Recreation Systems	Status Completed		Project accountant Randy Slycord	Requested date and time 11/23/2020 07:57:36 AM
Reason code Hour			Principal Alfons Staerk	Updated by UshaR
				Updated date and time 11/25/2020 08:40:43 AM

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.

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.

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 .

Generate adjustment request

Parameters

PROJECT DATE

From date



To date



INCLUDE TRANSACTION TYPES

Hour transactions

☐ No

Expense transactions

☐ No

DATA

Transaction status



Run in the background



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.

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.

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.

Last modified: 28 January 2021

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.

Last modified: 28 January 2021

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.*

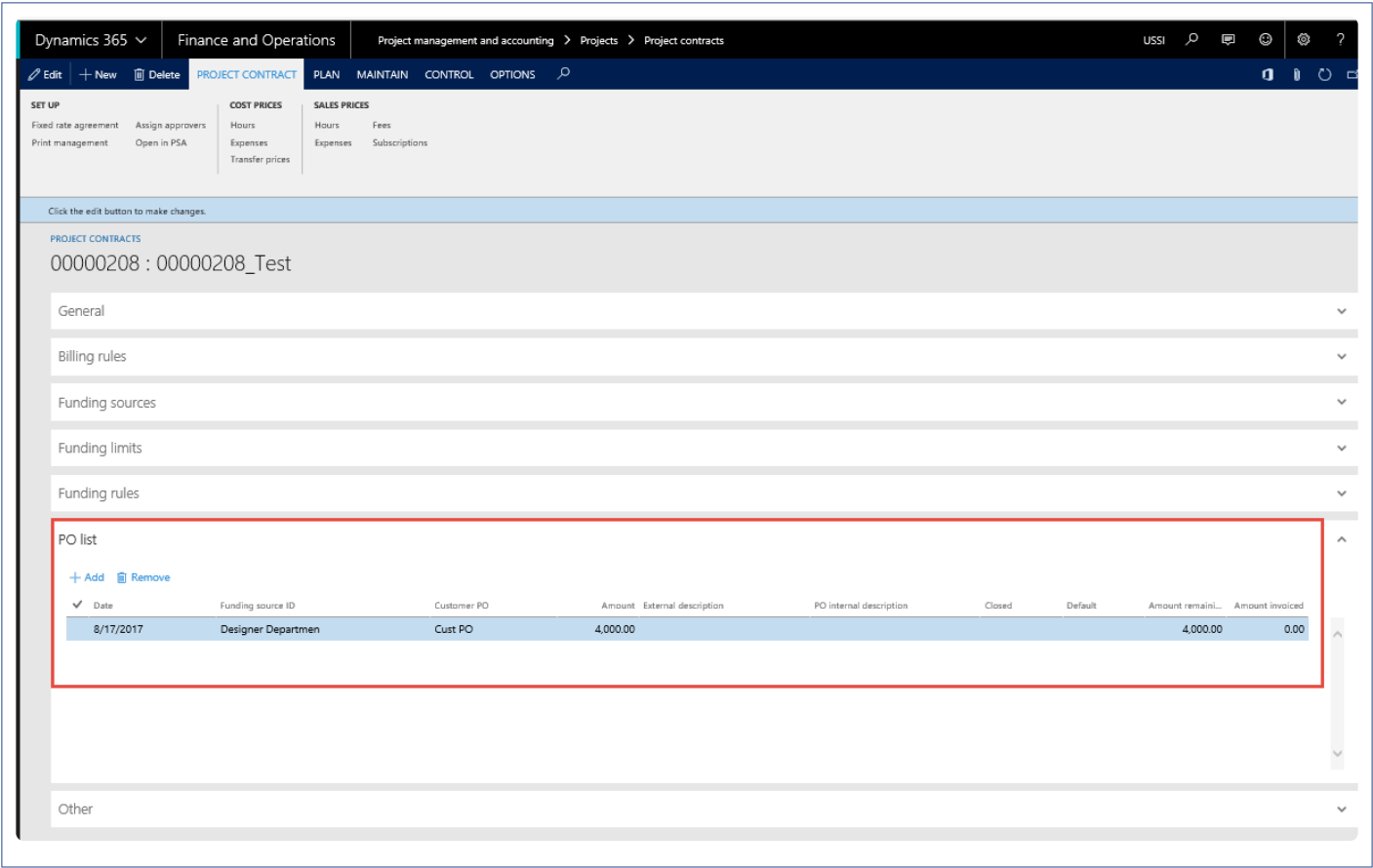
The screenshot shows the Dynamics 365 interface for 'Projects+ parameters' under the 'Invoicing' tab. The breadcrumb trail is: Project management and accounting > Setup > Projects+ parameters. The left sidebar lists navigation options: Work breakdown structure, Resourcing, Timesheets, Transactions, and Qualification. The main content area is titled 'Set up parameters for invoicing' and contains four sections: INVOICE ENHANCEMENTS, ACCOUNTS RECEIVABLE, INVOICING EMAILING, and INVOICING ARCHIVES. The 'CUSTOMER PO MATCHING' section is highlighted with a red box. It contains the label 'Activate customer PO matching' and a 'Yes' checkbox that is currently checked.

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.*



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.

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.

Last modified: 28 January 2021

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.

Dynamics 365

Finance and Operations

Project management > Project i > Project invoice proposals

US\$

Edit

+ New

Delete

Totals

Post

Sales tax

Payment schedule

Print

Create archive file

Workflow

INVOICE PROPOSALS

PJIP_00000339 : 00000092

Funding source

Cycles Sales and Rep

Invoice proposal transaction summaries

✓ Project	Project name	Billing rule	Name	Amount invoiced	Invoice line am...	Indire
00000095	Cycles Sales and Repair			763,638.17	6,000.00	

Invoice proposal transactions

Invoice lines

Hour

✓ Description	Quantity	Sales price	Line amount
Project 00000095 : Cycles Sales ...			
Hours			
Software Installation ; 11/10/20...	20.00	300.00	6,000.00
Hours Subtotal	20.00		6,000.00
Project 00000095 Subtotal			6,000.00

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.

Dynamics 365

Finance and Operations

Project management and accounting > Projects > All projects

OPTIONS

Go to

Find

Zoom

Export

Contoso Consulting USA

454 1st Street

Suite 99

Redmond, WA 98052

USA

Designer Department Stores

Southwest Outlet

Hillsboro, TX 76645

USA

Invoice number

Date

Customer account

Payment terms

Customer PO

Aug 17, 2017

US_SI_0071

Net 30 days

Cust PO

Description	Quantity	Price	Amount
Project 00000313 ; 00000313			
Hours			
Project Management ; 08/17/2017 ; PJTY_00008810 ; Project hours ; Billable	10.00	350.00	3,500.00
Hours Subtotal	10.00		3,500.00
Project 00000313 Subtotal			3,500.00

Bank

Operating account - USD

Routing number

123456780

Account

34567

Subtotal

Retained amount

Tax

Grand total

Currency

3,500.00

3,500.00

USD

Page 1 of 1

Last modified: 28 January 2021

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.

Last modified: 28 January 2021

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.

The screenshot shows the Dynamics 365 interface for the 'Projects+ parameters' form, specifically the 'Invoicing' tab. The page title is 'Set up parameters for invoicing'. The left sidebar lists various parameter categories: Invoicing, Work breakdown structure, Resourcing, Timesheets, Transactions, Qualification, Unit billing, and Communication. The main content area is divided into several sections:

- INVOICE ENHANCEMENTS:** Includes 'Activate invoice enhancements' (Yes, toggle on), 'Default invoicing group' (Default_Invoice), and 'Non printing fee category' (DEF-002).
- ACCOUNTS RECEIVABLE:** Includes 'Aging period definition' (dropdown).
- CUSTOMER PO MATCHING:** Includes 'Activate customer PO matching' (Yes, toggle on).
- INVOICING EMAILING:** Includes 'Email template' (CnfmOrder), 'Email provider ID' (EML), 'Email attachment' (No, toggle on), and 'Attach as PDF' (No, toggle on).
- INVOICE DOCUMENT REVIEW:** This section is highlighted with a red box. It contains the 'Activate invoice document review' toggle, which is set to 'Yes'.
- INVOICING ARCHIVES:** Includes 'Document type' (Image).

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.

Finance and Operations Search for a page USSI

My view **Project management and accounting parameters**

General

Financial

Scheduling

Journals

Intercompany

Timesheet

Invoice

Set up invoicing and on-account invoicing options

FUNDING ALLOCATION ORDER

Priority

Project

Activity

Transaction type

Category group

Category

Worker/Item

Lock allocation settings

☐ No

DEFAULT INVOICE LAYOUT

Invoice format

Summary invoice by category

PROJECT CONTRACT

Prompt for customer information

☐ No

PREPAYMENT RATING

Message when total prepayment exce...

Error

INVOICE PROPOSAL WORKFLOW

Enable processing invoice proposals...

☒ Yes

BILLING RULES

Allow update of chargeable categori...

☐ No

Go to *Project management and accounting > Setups > Project management and accounting workflow.*

Finance and Operations Search for a page USSI

Manage Hierarchy

Versions Associate hierarchy

Set as default Remove hierarchy

Import

Project management and accounting workflows

My view

✓ Status	Default	ID	Name	Association	Type	Instances	Active version
<input type="checkbox"/>	<input type="checkbox"/>	000013	Review timesheet workflow	ussi	TSDocumentTemplate	66	13.0.0.0
<input type="checkbox"/>	<input checked="" type="checkbox"/>	000014	Review project quotations	ussi	PSAProjQuotationTemplate	0	1.0.0.0
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	000015	Review project invoice proposals	ussi	PSAProjInvoiceProposal	11	1.1.0.0
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	000211	Resource request line	ussi	ResRequestLine	0	1.0.0.0
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	000212	Resource request	ussi	ResRequest	0	1.0.0.0
<input type="checkbox"/>	<input type="checkbox"/>	000246	Review timesheet line workflow	ussi	TSTimesheetLineTemplate	42	
<input type="checkbox"/>	<input type="checkbox"/>	000271	Timesheet_Abhishek	ussi	TSDocumentTemplate	10	1.0.6.0

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.*

?

Print destination settings

Print archive

Screen

Printer

File

Email

Save in print archive?

Yes

Last modified: 28 January 2021

Invoice Document Review

Invoice document review

Below is the high-level process for reviewing invoice documents.

- User will create invoice proposal and when the document gets submitted to invoice proposal workflow, an invoice report will be added as attachment automatically and Invoice document review button will be enabled for editing as seen in the below visual.

INVOICE PROPOSALS
PJIP_00000387 : 00000280

Invoice proposal header

GENERAL	INVOICE	STATUS	CONTRACT	PRINTING OPTIONS	INVOICE FORMAT	PO DETAILS	SERVICE DATES
Invoice proposal PJIP_00000387	Invoice Sales currency USD	Status Submitted Invoice template PSAProjInvoice.Report	Project contract ID 00000280 Project contract name ABP_25012018-Billing Approv... Funding source Brakes and Gears	Invoicing group By Resource	Invoice format Invoice grouping Invoice header text	PO number Review comments	Service date from Service date to

Invoice proposal transaction summaries

Project	Project name	Billing rule	Name	Amount Invol...	Invoice line a...	Indirect costs	Retention per...	Customer ret...	Amount less r...
00000380	ABP_25012018-Billing Approv...			0.00	3,000.00	100.00	0.00	0.00	3,100.00

Invoice proposal transactions

Description	Quantity	Sales price	Line amount
Project 00000380 : ABP_2501...			
Hours			
AbhishekV ; Internal Training ...	10.00	300.00	3,000.00
Indirect costs			
10% Surcharge			100.00
Indirect costs total			100.00

- 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.

Finance and Operations | USSI | Delete | Open | Instructions | Open invoice proposal | Invoice archive | Workflow | Options

Filter: 2020-11-06 19:34:10 Image

PJIP_00006537 : 00002353
Attachments for Invoice proposal: PJIP_00006537, 00002353

sa.global
 CONSULTING, CAREFUL AND COMMITTED

Contoso Consulting USA
 454 1st Street
 Suite 99
 Redmond, WA
 NRN - 4205120900
 VAT - 111549
 98052
 USA

Fun Times Club
 8525 South Parker Road
 Parker, CO 80138
 USA

Pro forma invoice

Invoice number Proforma-UshaR28175
Date Nov 6, 2020
Customer account US_SI_0124
Payment terms Net 15 days
Customer PO Services ending Nov 6, 2020

Description	Quantity	Price	Amount
Project 00000643 InvoiceEmail			
Hours			
Application Development	25.00	111.00	2,775.00
Management Consulting	10.00	111.00	1,110.00
Project Management	5.00	111.00	555.00
Hours Subtotal	40.00		4,440.00
Project Subtotal			4,440.00
Grand total			4,440.00

Appasaheb Narasannavar
 Hi Usha - Can please change the price on highlighted item to 125.00
 11/6/2020 06:39:15 PM

Usha Ravindra Rao
 Hi Appasaheb, I have made the price changes. Let me know for any other changes.
 11/6/2020 06:40:48 PM

Appasaheb Narasannavar
 No this looks good. We can send this invoice out. Thanks you
 11/6/2020 06:42:43 PM

- 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.

Dynamics 365 | Finance and Operations | Common > Common > Work items > Work items assigned to me | USSI

+ New | Delete | Open | **Invoice document review** | Workflow | OPTIONS

PERSONALIZE
 Always open for editing
 Personalize this form
 Add to workspace

PAGE OPTIONS
 Security diagnostics
 Advanced filter or sort
 Record info

SHARE
 Get a link
 Create a custom alert
 Manage my alerts

WORK ITEMS ASSIGNED TO ME | PJIP_00000443 : 00000328

Filter

ID	Subject	Document type	Due date time	From	Created date and time
Invoice proposal: PJIP_00000462, 00000328	test	Invoice proposal	2/11/2019 01:28:00 PM	AbhishekV	2/8/2019 01:28:04 PM
Invoice proposal: PJIP_00000442, 00000328	test	Invoice proposal	2/11/2019 12:33:00 PM	AbhishekV	2/8/2019 12:33:48 PM
Invoice proposal: PJIP_00000440, 00000328	test	Invoice proposal	2/11/2019 12:06:00 PM	AbhishekV	2/8/2019 12:06:40 PM
Invoice proposal: PJIP_00000439, 00000328	test	Invoice proposal	2/11/2019 12:04:00 PM	AbhishekV	2/8/2019 12:04:21 PM
Invoice proposal: PJIP_00000438, 00000328	test	Invoice proposal	2/11/2019 12:00:00 PM	AbhishekV	2/8/2019 12:00:50 PM
Invoice proposal: PJIP_00000437, 00000328	test	Invoice proposal	2/11/2019 11:42:00 AM	AbhishekV	2/8/2019 11:42:13 AM
Project ID: 00000379, PM	PTO	Personal time off	1/28/2019 09:18:00 AM	AbhishekV	1/25/2019 09:18:42 AM
Project ID: 00000378, PM	Resource AbhishekV 000963 uss...	Timesheet line	1/28/2019 05:55:00 AM	AbhishekV	1/25/2019 05:55:24 AM

Last modified: 28 January 2021

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.

Last modified: 28 January 2021

Configure

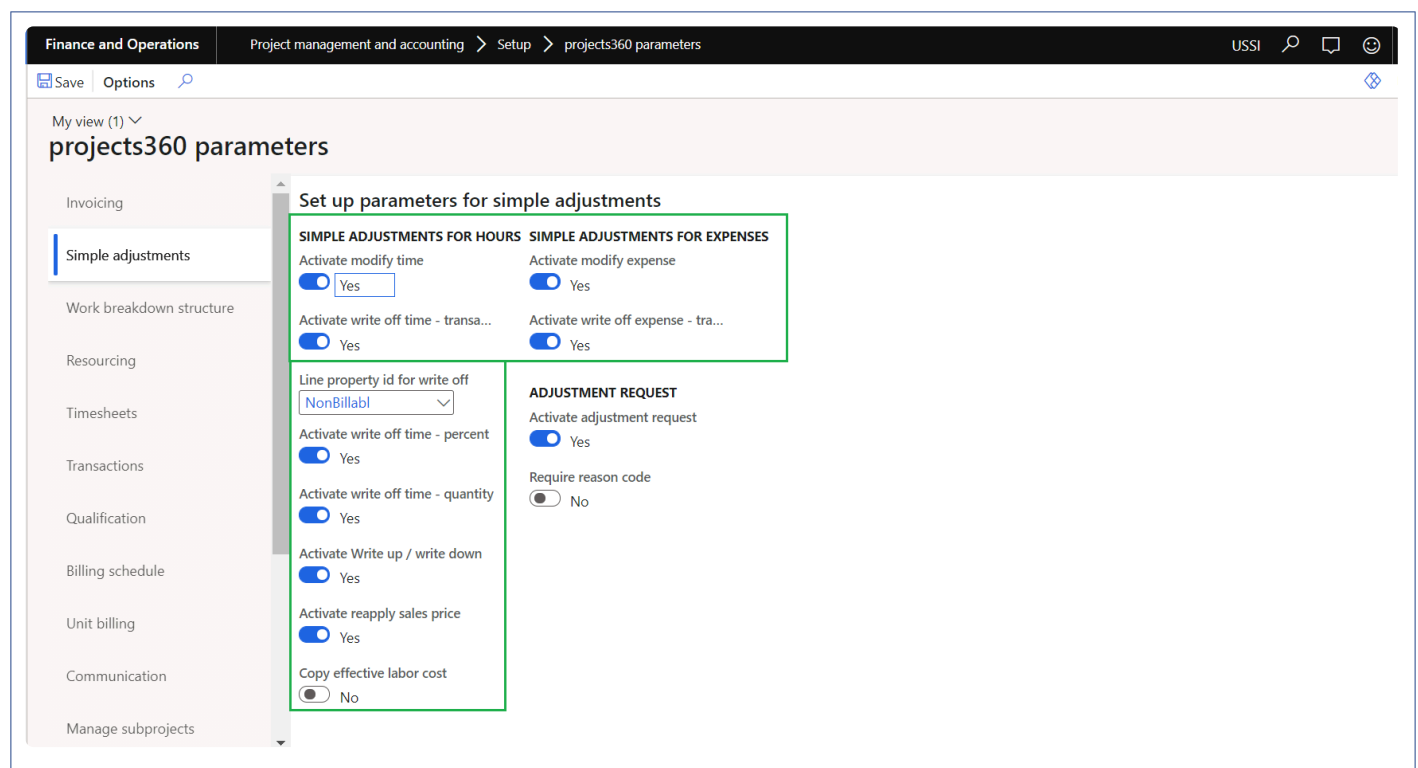
 This sections details out the setups required to be configured in order to use the adjustment on invoice proposal functionality.

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*



The screenshot shows the 'projects360 parameters' form in the 'Simple adjustments' tab. The left sidebar lists various setup categories, with 'Simple adjustments' selected. The main content area is titled 'Set up parameters for simple adjustments' and contains two columns of parameters:

- SIMPLE ADJUSTMENTS FOR HOURS:**
 - Activate modify time: ☒ Yes
 - Activate write off time - transa...: ☒ Yes
 - Line property id for write off:
 - Activate write off time - percent: ☒ Yes
 - Activate write off time - quantity: ☒ Yes
 - Activate Write up / write down: ☒ Yes
 - Activate reapply sales price: ☒ Yes
 - Copy effective labor cost: ☐ No
- SIMPLE ADJUSTMENTS FOR EXPENSES:**
 - Activate modify expense: ☒ Yes
 - Activate write off expense - tra...: ☒ Yes
- ADJUSTMENT REQUEST:**
 - Activate adjustment request: ☒ Yes
 - Require reason code: ☐ No

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.


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.

Last modified: 16 February 2021

Perform adjustment

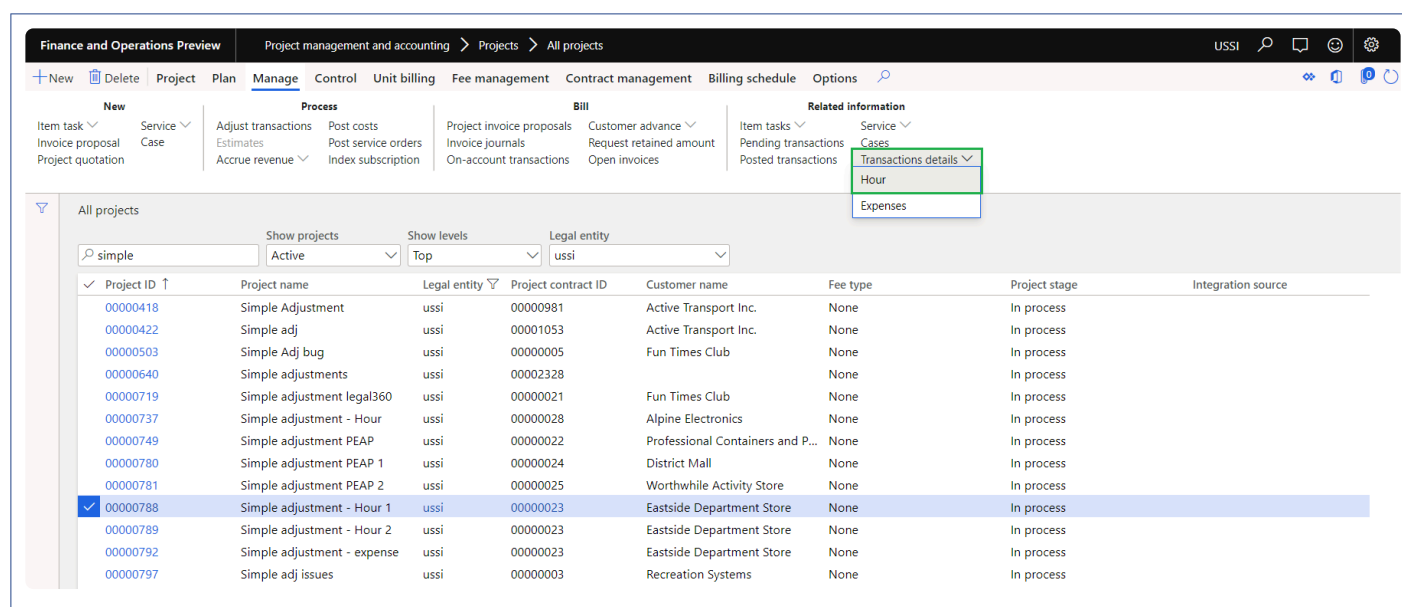
 This sections details out the how the hour and expense transactions can be adjusted through the buttons placed for Simple adjustments.

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



The screenshot displays the 'Finance and Operations Preview' interface. The top navigation bar shows 'Project management and accounting > Projects > All projects'. The 'Manage' tab is selected, and the 'Transaction details' menu is open, showing options for 'Hour' and 'Expenses'. The main table lists various transactions, including 'Simple Adjustment', 'Simple adj bug', 'Simple adjustments', 'Simple adjustment legal360', 'Simple adjustment - Hour', 'Simple adjustment PEAP', 'Simple adjustment PEAP 1', 'Simple adjustment PEAP 2', 'Simple adjustment - Hour 1', 'Simple adjustment - Hour 2', 'Simple adjustment - expense', and 'Simple adj issues'. The 'Simple adjustment - Hour 1' transaction is highlighted.

Project ID	Project name	Legal entity	Project contract ID	Customer name	Fee type	Project stage	Integration source
00000418	Simple Adjustment	ussi	00000981	Active Transport Inc.	None	In process	
00000422	Simple adj	ussi	00001053	Active Transport Inc.	None	In process	
00000503	Simple Adj bug	ussi	00000005	Fun Times Club	None	In process	
00000640	Simple adjustments	ussi	00002328		None	In process	
00000719	Simple adjustment legal360	ussi	00000021	Fun Times Club	None	In process	
00000737	Simple adjustment - Hour	ussi	00000028	Alpine Electronics	None	In process	
00000749	Simple adjustment PEAP	ussi	00000022	Professional Containers and P...	None	In process	
00000780	Simple adjustment PEAP 1	ussi	00000024	District Mall	None	In process	
00000781	Simple adjustment PEAP 2	ussi	00000025	Worthwhile Activity Store	None	In process	
00000788	Simple adjustment - Hour 1	ussi	00000023	Eastside Department Store	None	In process	
00000789	Simple adjustment - Hour 2	ussi	00000023	Eastside Department Store	None	In process	
00000792	Simple adjustment - expense	ussi	00000023	Eastside Department Store	None	In process	
00000797	Simple adj issues	ussi	00000003	Recreation Systems	None	In process	

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.

Hour transactions

Filter: Column display: Price Invoice status: All Allow adjustments: ☒ Yes

Legal...	Project date	Project ID	Category	Resource	Role ID	Hours	Cost price	Sales...	Sales pri...	Line property	Invoice status	Transaction origin	L...	Work location ID
ussi	5/26/2020	00000788	PM	000713	Usha R...	2.00	125.00	USD	400.00	Billable	Chargeable	Hour journal		
ussi	5/26/2020	00000788	AppDev	000713	Usha R...	3.00	125.00	USD	325.00	Billable	Chargeable	Hour journal		
ussi	5/26/2020	00000788	AppDev	000713	Usha R...	10.00	125.00	USD	325.00	Billable	Chargeable	Beginning balances		
ussi	5/26/2020	00000788	Consult	000713	Usha R...	0.50	125.00	USD	245.00	Billable	Chargeable	Hour journal		
ussi	5/26/2020	00000788	Consult	000713	Usha R...	0.50	125.00	USD	245.00	NonBillabl	Nonchargea...	Hour journal		
ussi	5/26/2020	00000788	SUgrades	000713	Usha R...	2.00	125.00	USD	245.00	Billable	Chargeable	Hour journal		

Hour transactions

Filter: Column display: Price Invoice status: All Allow adjustments: ☒ Yes

Simple adjustments

Modify time

Project ID: Project name: Activity number: Category: Partial modification - hours: 2.00 OK

Simple adjustments

Write off time - transaction

Line property: NonBillabl OK

Legal...	Project date	Project ID	Category	Resource	Role ID	Hours	Cost price	Sales...	Sales pri...	Line property	Invoice status	Transaction origin	L...	Work location ID
ussi	5/26/2020	00000788	PM	000713	Usha R...	2.00	125.00	USD	400.00	Billable	Chargeable	Hour journal		
ussi	5/26/2020	00000788	AppDev	000713	Usha R...	3.00	125.00	USD	325.00	Billable	Chargeable	Hour journal		
ussi	5/26/2020	00000788	AppDev	000713	Usha R...	10.00	125.00	USD	325.00	Billable	Chargeable	Beginning balances		
ussi	5/26/2020	00000788	Consult	000713	Usha R...	0.50	125.00	USD	245.00	Billable	Chargeable	Hour journal		
ussi	5/26/2020	00000788	Consult	000713	Usha R...	0.50	125.00	USD	245.00	NonBillabl	Nonchargea...	Hour journal		
ussi	5/26/2020	00000788	SUgrades	000713	Usha R...	2.00	125.00	USD	245.00	Billable	Chargeable	Hour journal		
ussi	5/26/2020	00000788	SUgrades	000713	Usha R...	1.00	125.00	USD	245.00	Billable	Chargeable	Hour journal		
ussi	5/25/2020	00000788	PM	000713	Usha R...	1.50	125.00	USD	400.00	Billable	Chargeable	Timesheet		
ussi	5/26/2020	00000788	Consult	000713	Usha R...	0.50	125.00	USD	245.00	Billable	Chargeable	Timesheet	Custom	
ussi	5/26/2020	00000788	PM	000713	Usha R...	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.

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

The screenshot displays the 'Finance and Operations Preview' interface. The top navigation bar shows 'Project management and accounting > Projects > All projects'. Below this, a secondary navigation bar includes tabs like 'New', 'Delete', 'Project', 'Plan', 'Manage', 'Control', 'Unit billing', 'Fee management', 'Contract management', 'Billing schedule', and 'Options'. The 'Manage' tab is active. On the left, a sidebar menu lists various transaction types under 'New', 'Process', 'Bill', and 'Related information'. The 'Related information' section is expanded, showing 'Transactions details' with sub-items 'Hour' and 'Expenses'. The 'Expenses' item is highlighted with a green box. The main content area shows a table of projects with columns: Project ID, Project name, Legal entity, Project contract ID, Customer name, Fee type, Project stage, and Integration source. The table lists various adjustment transactions, with the row 'Simple adjustment - Hour 1' selected.

Project ID	Project name	Legal entity	Project contract ID	Customer name	Fee type	Project stage	Integration source
00000418	Simple Adjustment	ussi	00000981	Active Transport Inc.	None	In process	
00000422	Simple adj	ussi	00001053	Active Transport Inc.	None	In process	
00000503	Simple Adj bug	ussi	00000005	Fun Times Club	None	In process	
00000640	Simple adjustments	ussi	00002328	Fun Times Club	None	In process	
00000719	Simple adjustment legal360	ussi	00000021	Fun Times Club	None	In process	
00000737	Simple adjustment - Hour	ussi	00000028	Alpine Electronics	None	In process	
00000749	Simple adjustment PEAP	ussi	00000022	Professional Containers and P...	None	In process	
00000780	Simple adjustment PEAP 1	ussi	00000024	District Mall	None	In process	
00000781	Simple adjustment PEAP 2	ussi	00000025	Worthwhile Activity Store	None	In process	
00000788	Simple adjustment - Hour 1	ussi	00000023	Eastside Department Store	None	In process	
00000789	Simple adjustment - Hour 2	ussi	00000023	Eastside Department Store	None	In process	
00000792	Simple adjustment - expense	ussi	00000023	Eastside Department Store	None	In process	
00000797	Simple adj issues	ussi	00000003	Recreation Systems	None	In process	

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

Finance and Operations Preview | Project management and accounting > Projects > All projects | USS1

Ledger updates | Voucher | **Actions** | Options

Functions
Post costs
Accrue revenue
Invoice proposals

Inquiries
Select for credit note
Adjust transaction
Split transaction

Related information
Invoice lines
Expense report
Adjustment trace
Vendor invoice

Simple adjustments
Modify expense
Write off expense - transaction

00000792 : SIMPLE ADJUSTMENT - EXPENSE

Expense transactions

Filter: Price | Invoice status: All | Allow adjustments: Yes

Overview | General | Financial dimensions | Cost | Sales

Project date	Project ID	Category	Resource	Quantity	Cost price	Sales currency	Sales price	Line property	Invoice status
5/27/2020	00000792	Meals		1.00	100.00	USD	150.00	Billable	Chargeable
5/27/2020	00000792	Airfare		1.00	100.00	USD	125.00	Billable	Chargeable
5/27/2020	00000792	Conference		1.00	100.00	USD	150.00	NonBill	Nonchargeable
5/27/2020	00000792	Meals		1.00	100.00	USD	150.00	Billable	Chargeable
5/27/2020	00000792	Meals		1.00	100.00	USD	150.00	Billable	Chargeable
5/27/2020	00000792	Airfare		1.00	100.00	USD	125.00	Demo-Bill	Chargeable
5/27/2020	00000792	Meals		1.00	100.00	USD	150.00	Billable	Chargeable
5/27/2020	00000792	Car Rental		1.00	100.00	USD	150.00	Billable	Chargeable
6/2/2020	00000792	Meals		1.00	100.00	USD	150.00	Billable	Chargeable

Finance and Operations Preview | Project management and accounting > Projects > All projects | USS1

Ledger updates | Voucher | **Actions** | Options

Functions
Post costs
Accrue revenue
Invoice proposals

Inquiries
Select for credit note
Adjust transaction
Split transaction

Related information
Invoice lines
Expense report
Adjustment trace
Vendor invoice

Simple adjustments
Modify expense
Write off expense - transaction

00000792 : SIMPLE ADJUSTMENT - EXPENSE

Expense transactions

Filter: Price | Invoice status: All | Allow adjustments: Yes

Overview | General | Financial dimensions | Cost | Sales

Project date	Project ID	Category	Resource	Quantity	Cost price	Sales currency	Sales price	Line property	Invoice status
5/27/2020	00000792	Meals		1.00	100.00	USD	150.00	Billable	Chargeable
5/27/2020	00000792	Airfare		1.00	100.00	USD	125.00	Billable	Chargeable
5/27/2020	00000792	Conference		1.00	100.00	USD	150.00	NonBill	Nonchargeable
5/27/2020	00000792	Meals		1.00	100.00	USD	150.00	Billable	Chargeable
5/27/2020	00000792	Meals		1.00	100.00	USD	150.00	Billable	Chargeable
5/27/2020	00000792	Airfare		1.00	100.00	USD	125.00	Demo-Bill	Chargeable
5/27/2020	00000792	Meals		1.00	100.00	USD	150.00	Billable	Chargeable
5/27/2020	00000792	Car Rental		1.00	100.00	USD	150.00	Billable	Chargeable
6/2/2020	00000792	Meals		1.00	100.00	USD	150.00	Billable	Chargeable

Modify expense
Project ID: [Dropdown]
Project name: [Text]
Activity number: [Dropdown]
Category: [Dropdown]
OK

Write off expense - transaction
Line property: [Dropdown]
OK

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.

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

00000788 : SIMPLE ADJUSTMENT - HOUR 1

Hour transactions

Column display: Price Invoice status: All Allow adj: No

Overview General Financial dimensions Cost Sales

Legal...	Project date	Project ID	Category	Resource	Role ID	Hours	Cost price	Sales...	Sales pri...	Line property	Invoice status	Transaction origin	...	Work location ID
ussi	5/26/2020	00000788	SUpgrades	000713	Usha R... Busines...	1.00	125.00 USD	245.00	Billable	Adjusted	Hour journal			
ussi	5/26/2020	00000788	PM	000713	Usha R... Busines...	2.00	125.00 USD	400.00	Billable	Adjusted	Hour journal			
ussi	5/26/2020	00000788	Consult	000713	Usha R... Busines...	3.00	125.00 USD	245.00	Billable	Adjusted	Hour journal			
ussi	5/25/2020	00000788	G.C. Survey Crew	000713	Usha R... Busines...	1.50	125.00 USD	245.00	Billable	Adjusted	Timesheet			
ussi	5/26/2020	00000788	G.C. Survey Crew	000713	Usha R... Busines...	2.50	125.00 USD	245.00	Billable	Adjusted	Timesheet			
ussi	5/27/2020	00000788	G.C. Survey Crew	000713	Usha R... Busines...	3.50	125.00 USD	245.00	Billable	Adjusted	Timesheet			
ussi	5/26/2020	00000788	Demo-Admin	000713	Usha R... Busines...	10.00	125.00 USD	245.00	Billable	Adjusted	Beginning balances			

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

– 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

The screenshot displays the 'Invoice proposals' section for 'PJIP_00001162 : 00001055'. Below the header and summaries, the 'Invoice proposal transactions' section is active. A table of 'Invoice lines' is shown with columns: Project date, Project, Project category, Activity, Resource, Description, Hours, Write off hours, Sales price, Line amount, and Sales tax. A red box highlights the action buttons above the table: 'Modify time', 'Write off time - transaction', 'Write off time - percent', 'Write off time - quantity', 'Write up / Write down', and 'Reapply sales price'.

Project date	Project	Project category	Activity	Resource	Description	Hours	Write off hours	Sales price	Line amount	Sales tax
9/4/2019	00000424	PM	W00005654	Wendy ... 000240	ussi	1.80	0.00	350.00	630.00	WA
9/4/2019	00000424	PM	W00005654	Wendy ... 000240	ussi	13.20	0.00	350.00	4,620.00	WA
9/4/2019	00000424	Design	W00005654	Wendy ... 000240	ussi	0.03	0.00	56.00	1.68	WA
9/4/2019	00000424	Design	W00005654	Wendy ... 000240	ussi	0.01	0.00	56.00	0.56	WA
9/4/2019	00000424	Design	W00005654	Wendy ... 000240	ussi	0.29	0.00	56.00	16.24	WA
9/4/2019	00000424	Design	W00005654	Wendy ... 000240	ussi	5.09	0.00	56.00	285.04	WA
9/4/2019	00000424	Design	W00005654	Wendy ... 000240	ussi	0.68	0.00	56.00	38.08	WA
9/4/2019	00000424	Design	W00005654	Wendy ... 000240	ussi	1.00	0.00	56.00	56.00	WA

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/

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.

The screenshot displays the 'Invoice proposals' form for PJIP_00003487 : 00002178. The form is divided into several sections: 'Invoice proposal header', 'GENERAL', 'CONTRACT', 'PRINTING OPTIONS', and 'SERVICE DATES'. Below these is a table for 'Invoice proposal transaction summaries' and another for 'Invoice proposal transactions'. A dropdown menu is open for 'Modify expense', showing options for Project ID, Project name, Activity number, and Category. The background shows the invoice header with fields for General, Contract, Printing Options, and Service Dates. Below the header is a table for 'Invoice proposal transaction summaries' and another table for 'Invoice proposal transactions'.

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.



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

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.

Last modified: 28 January 2021

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.



Note – When Fee category is selected in Non-printing fee category, make sure the 'Resource' field on the category is set to 'Never' as this journal is automatically created and posted for rounding difference.

Go to Project management and accounting > Setups > > projects360 Parameters > Invoicing tab

Go to Project billing > Setups > Billing parameters > General tab

projects360 parameters

Set up parameters for invoicing

INVOICE ENHANCEMENTS

Activate invoice enhancements ☒ Yes

Default invoicing group

Non printing fee category

Invoicing group translations ☐ No

ACCOUNTS RECEIVABLE

Aging period definition

CUSTOMER PO MATCHING

Activate customer PO matching ☒ Yes

INVOICING EMAILING

Email template

Email provider ID

Email attachment ☐ No

Attach as PDF ☐ No

INVOICE DOCUMENT REVIEW

Activate invoice document review... ☒ Yes

ACCOUNTS RECEIVABLE BY PROJECT

Activate accounts receivable b... ☒ Yes

INVOICING ARCHIVES

Document type

Enable enhanced naming conv... ☒ Yes

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

Project invoicing group

Group name	Description
AEC Progress	AEC Progress format
AEC T&E	AEC T&E format
ArchiveGrp	Archive Group
Invoice archive	Invoice archive
InvoiceGrp	Default Grouping
Parent project	Parent project
PP	Parent project
Transgroup	Transgroup
Translation	Translation

Invoicing group

Group name Description

Header

INVOICING GROUP SEPARATOR

Separator Show prepayments ☐ No

PROJECT PARENT LEVEL GROUPING

Parent project heading ☒ Yes Parent project total ☒ Yes Grouping caption

PROJECT LEVEL GROUPING

Project grouping ☐ No Project total ☐ No

TRANSACTION LEVEL GROUPING

Transaction type ☒ Yes Transaction total ☒ Yes

Activity roll up ☐ No Level

FEE MANAGEMENT

Main project details ☒ Yes Progress details ☒ Yes Billing limit details ☒ Yes

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

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

The screenshot shows the 'Project invoicing group' configuration interface. On the left is a sidebar with a list of groups. The main area has two tabs: 'Invoicing group' and 'Header'. The 'Invoicing group' tab is active, showing a form with 'Group name' (AEC Progress) and 'Description' (AEC Progress format). Below this is a table for selecting attributes for grouping transactions.

Attribute	Group by	Order by	Sub-totals by	Description
Activity	<input type="checkbox"/>	1	<input type="checkbox"/>	
Billing rule	<input type="checkbox"/>	6	<input type="checkbox"/>	
Category	<input checked="" type="checkbox"/>	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Category group	<input type="checkbox"/>	8	<input type="checkbox"/>	
Format invoice	<input type="checkbox"/>	12	<input type="checkbox"/>	
Item sales tax group	<input type="checkbox"/>	15	<input type="checkbox"/>	
Line property ID	<input type="checkbox"/>	9	<input type="checkbox"/>	

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

Finance and Operations | Project management and accounting > projects360 Setup > Project invoicing group | USSI

Save + New Delete Refresh attributes Options

Project invoicing group

Group name ↑	Description
AEC Progress	AEC Progress format
AEC T&E	AEC T&E format
ArchiveGrp	Archive Group
Invoice archive	Invoice archive
InvoiceGrp	Default Grouping
Parent project	Parent project
PP	Parent project
Transgroup	Transgroup
Translation	Translation

Invoicing group

Group name: AEC Progress Description: AEC Progress format

Header

Hour

Expense

✓ Attribute ↑	Group by	Order by	Sub-totals by	Description
Activity	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>
Billing rule	<input type="checkbox"/>	7	<input type="checkbox"/>	<input type="checkbox"/>
Category	<input checked="" type="checkbox"/>	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Category group	<input type="checkbox"/>	9	<input type="checkbox"/>	<input type="checkbox"/>
Expense report Id	<input type="checkbox"/>	11	<input type="checkbox"/>	<input type="checkbox"/>
Format invoice	<input type="checkbox"/>	12	<input type="checkbox"/>	<input type="checkbox"/>
Item sales tax group	<input type="checkbox"/>	15	<input type="checkbox"/>	<input type="checkbox"/>

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

Finance and Operations | Project management and accounting > projects360 Setup > Project invoicing group

Save + New Delete Refresh attributes Options

Project invoicing group

Group name ↑	Description
AEC Progress	AEC Progress format
AEC T&E	AEC T&E format
ArchiveGrp	Archive Group
Invoice archive	Invoice archive
InvoiceGrp	Default Grouping
Parent project	Parent project
PP	Parent project
Transgroup	Transgroup
Translation	Translation

Invoicing group

Group name: AEC Progress Description: AEC Progress format

Header

Hour

Expense

Fee

Attribute ↑	Group by	Order by	Sub-totals by	Description
Billing rule	<input type="checkbox"/>	6	<input type="checkbox"/>	
Category	<input type="checkbox"/>	1	<input type="checkbox"/>	
Category group	<input type="checkbox"/>	8	<input type="checkbox"/>	
Format invoice	<input type="checkbox"/>	10	<input type="checkbox"/>	
Item sales tax group	<input type="checkbox"/>	12	<input type="checkbox"/>	
Line property ID	<input type="checkbox"/>	9	<input type="checkbox"/>	
Project date	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

Project invoicing group

Group name ↑	Description
AEC Progress	AEC Progress format
AEC T&E	AEC T&E format
ArchiveGrp	Archive Group
Invoice archive	Invoice archive
InvoiceGrp	Default Grouping
Parent project	Parent project
PP	Parent project
Transgroup	Transgroup
Translation	Translation

Invoicing group

Group name: AEC Progress Description: AEC Progress format

Header

Hour

Expense

Fee

Item

Attribute	Group by	Order by	Sub-totals by	Description
Activity	<input type="checkbox"/>	2	<input type="checkbox"/>	
Billing rule	<input type="checkbox"/>	7	<input type="checkbox"/>	
Category	<input type="checkbox"/>	3	<input type="checkbox"/>	
Category group	<input type="checkbox"/>	9	<input type="checkbox"/>	
Format invoice	<input type="checkbox"/>	11	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Item id	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Item sales tax group	<input type="checkbox"/>	14	<input type="checkbox"/>	

On-account

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

Finance and Operations | Project management and accounting > projects360 Setup > Project invoicing group

Save | New | Delete | Refresh attributes | Options

Project invoicing group

Group name ↑	Description
AEC Progress	AEC Progress format
AEC T&E	AEC T&E format
ArchiveGrp	Archive Group
Invoice archive	Invoice archive
InvoiceGrp	Default Grouping
Parent project	Parent project
PP	Parent project
Transgroup	Transgroup
Translation	Translation

Invoicing group

Group name: AEC Progress | Description: AEC Progress format

Header

Hour

Expense

Fee

Item

On-account

✓ Attribute ↑	Group by	Order by	Sub-totals by	Description
Activity	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>
Billing rule	<input type="checkbox"/>	4	<input type="checkbox"/>	<input type="checkbox"/>
Format invoice	<input type="checkbox"/>	6	<input type="checkbox"/>	<input type="checkbox"/>
Item sales tax group	<input type="checkbox"/>	8	<input type="checkbox"/>	<input type="checkbox"/>
✓ Project date	<input checked="" type="checkbox"/>	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sales tax group	<input type="checkbox"/>	7	<input type="checkbox"/>	<input type="checkbox"/>
Transaction text	<input type="checkbox"/>	3	<input type="checkbox"/>	<input type="checkbox"/>

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

Finance and Operations | Project management and accounting > projects360 Setup > Project invoicing group

Save | New | Delete | Refresh attributes | Options

Project invoicing group

Group name ↑	Description
AEC Progress	AEC Progress format
AEC T&E	AEC T&E format
ArchiveGrp	Archive Group
Invoice archive	Invoice archive
InvoiceGrp	Default Grouping
Parent project	Parent project
PP	Parent project
Transgroup	Transgroup
Translation	Translation

Invoicing group

Group name: Parent project | Description: Parent project

Header

All

✓	Attribute	Group by	Order by	Sub-totals by	Description
<input checked="" type="checkbox"/>	Activity	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Billing rule	<input type="checkbox"/>	3	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Category	<input checked="" type="checkbox"/>	5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Category group	<input type="checkbox"/>	12	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Expense report Id	<input type="checkbox"/>	15	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Format invoice	<input type="checkbox"/>	4	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Item id	<input type="checkbox"/>	6	<input type="checkbox"/>	<input type="checkbox"/>

Invoicing archives

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).



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

Finance and Operations | Project management and accounting > Projects > Project contracts | USSI

Save | New | Delete | Project contract | Plan | **Maintain** | Control | Contract management | Billing schedule | Options

New
Invoice proposal
Adjustment
Project

Process
Manage contract status
Accrue revenue
Post costs
Index subscription

Bill
Project invoice proposals
Invoice journals
On-account transactions
Request retained amount
Open invoices

Related information
Item tasks
Pending transactions
Posted transactions
Service
Cases

Project contracts
00004228 : AEC new format 1

General

IDENTIFICATION
Project contract ID: 00004228
Name: AEC new format 1

Sales currency: USD
Lock sales currency: Yes

Invoice frequency: Weekly
Sales tax group: MN

Price group:
Invoice template: PSAProjInvoice.Report

INTEGRATION
Integration source:
Billing approver: Appasaheb Narasannavar

Billing rules

Funding sources

+ Add | Remove | Details

Funding type	Customer	Grant customer	Funding source ID	Invoice address	Language	Customer payment ret...	Default invoicing group
Customer	US_SI_0103		Security Racks and	Security Racks and Locks W...	en-us		AEC Progress

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

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.

Finance and Operations | Project management and accounting > Projects > Project contracts

Save Options

Funding source details

General

Address

Payment

Invoice settings

EMAILING

To: Ushar@saglobal.com

Cc:

Default invoice header text: Invoices for Construction

Invoice format: Invoice grouping

Other

Financial dimensions

Finance and Operations | Project management and accounting > Projects > Project contracts

Save + New Delete Project contract Plan **Maintain** Control Contract management Billing schedule Options

New Invoice proposal Adjustment Project

Process Manage contract status Accrue revenue Post costs Index subscription

Bill Project invoice proposals Invoice journals On-account transactions Request retained amount Open invoices

Related information Item tasks Pending transactions Posted transactions Service Cases

Project contracts

00004228 : AEC new format 1

General

IDENTIFICATION

Project contract ID: 00004228

Name: AEC new format 1

Sales currency: USD

Lock sales currency: Yes

Invoice frequency: Weekly

Sales tax group: MN

Price group:

Invoice template: PSAPProjInvoice.Report

INTEGRATION

Integration source:

Billing approver: Appasaheb Narasannavar

Billing rules

Funding sources

Funding type	Customer	Grant customer	Funding source ID	Invoice address	Language	Customer payment ret...	Default invoicing group
✓ Customer	US_SI_0103		Security Racks and	Security Racks and Locks W...	en-us		AEC Progress

Last modified: 28 January 2021

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

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.

Description	Quantity	Sales price	Line 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			

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.

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.
 - ii. 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.

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.*

Go to Find Zoom Export



Contoso Consulting USA

454 1st Street
Suite 99
Redmond, WA 98052
USA

Fun Times Club
8525 South Parker Road
Parker, CO 80138
USA
VAT number : USA2387

Invoice

Invoice number	00001181
Date	Apr 30, 2020
Customer account	US_SI_0124
Payment terms	Net 15 days
Customer PO	PO phase 1
Services ending Apr 30, 2020	
First bill for Phase 1 to be paid on or before 30 May.	

Description	Quantity	Price	Amount
Hours			
PJTY_00063623	5.00	245.00	1,225.00
PJTY_00032629	10.00	325.00	3,250.00
PJTY_00032630	10.00	325.00	3,250.00
Hours Subtotal	25.00		7,725.00
Units			
OS: Server	1.00	3,899.00	3,899.00
Units Subtotal	1.00		3,899.00

Bank	Operating account - USD
Address	Street 234 Portsmouth, NH 00213 USA
Routing number	123456780
Account	34567

Please make payment to account num#### through routing number ####

Nontaxable	10,399.00
Taxable	1,225.00
Subtotal	11,624.00
Retained amount	
Tax	266.44
Grand total	11,890.44
Currency	USD

Project invoice for invoice reporting

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	<p>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.</p> <p>VAT number: Shows the Tax exempt number from Customer > Invoice and Delivery tab > Tax exempt number field.</p>
4	Invoice header details	<p>Invoice number: Auto generated number.</p> <p>Date: Shows the transaction date.</p> <p>Customer account: Shows the customer ID used on the transaction.</p> <p>Payment Terms: Shows the payment terms used on the transaction.</p> <p>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.</p>
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	<p>Bank Name: Shows the bank name from Customer > Method of payment > Payment account > Name.</p> <p>Address: Shows the bank name from Customer > Method of payment > Payment account > Address tab.</p>

		<p>Routing number: Shows the bank name from Customer > Method of payment > Payment account > Routing number.</p> <p>Account: Shows the bank name from Customer > Method of payment > Payment account > Bank account number.</p>
8	Payment invoice notes	<p>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.</p>
9	Taxable or Non taxable	<p>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.</p>
10	Notes	<p>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.</p>

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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Suite 99
Redmond, WA

NRN - 4205120900
VAT - 111549
98052
USA

Trendy Department Stores
Marlay Ave
Fontana, CA 92335
USA

Pro forma invoice

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			

Last modified: 28 January 2021

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.

Last modified: 28 January 2021

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.

The screenshot shows the 'projects360 parameters' form in the 'Invoicing' tab. The 'Invoicing group translations' checkbox is highlighted with a green box and is set to 'Yes'. Other visible settings include:

- INVOICE ENHANCEMENTS:** Activate invoice enhancements (Yes), Default invoicing group (Project Grouping), Non printing fee category (Fee Revenue).
- CUSTOMER PO MATCHING:** Activate customer PO matching (Yes).
- INVOICING EMAILING:** Email template (INVEmail), Email provider ID (Exchange), Email attachment (Yes).
- INVOICE DOCUMENT REVIEW:** Activate invoice document review (Yes).
- ACCOUNTS RECEIVABLE BY PROJECT:** Activate accounts receivable by proj... (No).
- SIMPLE ADJUSTMENTS FOR INVOICE PROPOSAL:** Activate modify time (Yes), Activate write off time - transaction (Yes), Line property id for write off (NonBill), Activate write off time - percent (Yes).
- INVOICING ARCHIVES:** Document type (InvoiceArchives).
- ACCOUNTS RECEIVABLE:** Aging period definition (30/60/90/120), Attach as PDF (Yes).

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

Finance and Operations Search for a page USSI

Project invoicing group | My view

Group name ↑ Description

By Activity By Activity

By Category By Category

By Phase By Phase

By Resource By Resource

Detailed Detailed

Expenses Expenses

Format Invoice Format Invoice

Inv Trans Invoice translation

Invoice archive Invoice archive

Issue test Issue test

One Line One Line

Project Grouping Project Grouping

Invoicing group

Header

Hour

✓	Attribute	↑	Group by	Order by	Sub-totals by	Description	Translate
	Activity		<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Billing rule		<input type="checkbox"/>	6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Category		<input type="checkbox"/>	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Category group		<input type="checkbox"/>	8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Format invoice		<input checked="" type="checkbox"/>	12	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Item sales tax group		<input type="checkbox"/>	15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Expense tab

Finance and Operations Search for a page USSI

Project invoicing group | My view

Group name ↑ Description

By Activity By Activity

By Category By Category

By Phase By Phase

By Resource By Resource

Detailed Detailed

Expenses Expenses

Format Invoice Format Invoice

Inv Trans Invoice translation

Invoice archive Invoice archive

Issue test Issue test

One Line One Line

Project Grouping Project Grouping

Project level group Project level group

Resource & Activity Resource & Activity

Invoicing group

Header

Hour

Expense

✓	Attribute	↑	Group by	Order by	Sub-totals by	Description	Translate
	Activity		<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Billing rule		<input type="checkbox"/>	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Category		<input type="checkbox"/>	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Category group		<input type="checkbox"/>	9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Expense report Id		<input type="checkbox"/>	11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Format invoice		<input type="checkbox"/>	12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Fee tab

Finance and Operations Search for a page USSI

Save + New Delete Refresh attributes Options

Project invoicing group | My view

Group name	Description
By Activity	By Activity
By Category	By Category
By Phase	By Phase
By Resource	By Resource
Detailed	Detailed
Expenses	Expenses
Format Invoice	Format Invoice
Inv Trans	Invoice translation
Invoice archive	Invoice archive
Issue test	Issue test
One Line	One Line

Hour

Expense

Fee

✓	Attribute	Group by	Order by	Sub-totals by	Description	Translate
	Billing rule	<input checked="" type="checkbox"/>	6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Category	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Category group	<input checked="" type="checkbox"/>	8	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Format invoice	<input checked="" type="checkbox"/>	10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Item sales tax group	<input type="checkbox"/>	12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Line property ID	<input type="checkbox"/>	9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Item tab

Finance and Operations Search for a page USSI

Save + New Delete Refresh attributes Options

Project invoicing group | My view

Group name	Description
By Activity	By Activity
By Category	By Category
By Phase	By Phase
By Resource	By Resource
Detailed	Detailed
Expenses	Expenses
Format Invoice	Format Invoice
Inv Trans	Invoice translation
Invoice archive	Invoice archive
Issue test	Issue test
One Line	One Line
Project Grouping	Project Grouping
Project level group	Project level group
Resource&Activity	Resource&Activity

Hour

Expense

Fee

Item

✓	Attribute	Group by	Order by	Sub-totals by	Description	Translate
	Activity	<input checked="" type="checkbox"/>	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Billing rule	<input checked="" type="checkbox"/>	7	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Category	<input checked="" type="checkbox"/>	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Category group	<input checked="" type="checkbox"/>	9	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Format invoice	<input checked="" type="checkbox"/>	11	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Item id	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

On account tab

Attribute	Group by	Order by	Sub-totals by	Description	Translate
Activity	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Billing rule	<input checked="" type="checkbox"/>	4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Format invoice	<input checked="" type="checkbox"/>	6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Item sales tax group	<input type="checkbox"/>	8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project date	<input type="checkbox"/>	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sales tax group	<input type="checkbox"/>	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

All tab

Attribute	Group by	Order by	Sub-totals by	Description	Translate
Activity	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Billing rule	<input type="checkbox"/>	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Category	<input type="checkbox"/>	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Category group	<input type="checkbox"/>	12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Expense report Id	<input type="checkbox"/>	15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Format invoice	<input type="checkbox"/>	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

- 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.

The screenshot shows the 'Project contracts' form in the 'Finance and Operations' system. The 'Funding sources' section is expanded, showing a table of funding source details. The 'Ignore translations' checkbox is highlighted with a green border.

	Funding type	Customer	Grant customer	Funding source ID	Invoice address	Language	Customer payment retent...	Default invoicing group	Ignore translations
<input checked="" type="checkbox"/>	Customer	US_SI_0002		Active Transport I	Active Transport Inc. ▾	de ▾	▾	Project Grouping ▾	<input type="checkbox"/>

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*.

The screenshot shows the 'Inv trans : Invoice translation' form in the Finance and Operations application. The top navigation bar includes 'Finance and Operations', a search bar, and the user 'USSI'. The left sidebar contains navigation icons. The main area is divided into several tabs: 'NEW' (Subproject, Copy project, Manage subprojects), 'MAINTAIN' (Project stage, Project group, Open in PSA), 'SET UP' (Beginning balances, Collaboration workspace, Line properties, Ledger posting), 'COST PRICES' (Hours, Expenses, Transfer prices), 'SALES PRICES' (Hours, Expenses, Subscriptions), 'JOURNALS' (Hour, Item, Expense, Fee), and 'QUALIFICATION' (Qualification data). The 'Ledger posting' tab is selected, and the 'Translations' sub-tab is highlighted. Below the tabs, the form is titled 'Inv trans : Invoice translation' and includes a 'General' section with fields for 'PROJECT' (Project ID, Project name), 'CUSTOMER' (Project contract ID), 'RESPONSIBLE' (Principal, Project manager), 'DATES' (Date of creation, Projected start date), and 'Extension date' (Actual end date). The 'Project ID' field is filled with 'Inv trans', and the 'Project contract ID' field is filled with '00002180'. The 'Date of creation' field is filled with '3/2/2020', and the 'Projected start date' field is filled with '3/2/2020'. The 'Extension date' field is empty.

The screenshot shows the 'Inv trans : Invoice translation' form in the Finance and Operations application, focusing on the 'Language' and 'Text' sections. The top navigation bar includes 'Finance and Operations', a search bar, and the user 'USSI'. The left sidebar contains navigation icons. The main area is divided into several tabs: 'NEW' (Subproject, Copy project, Manage subprojects), 'MAINTAIN' (Project stage, Project group, Open in PSA), 'SET UP' (Beginning balances, Collaboration workspace, Line properties, Ledger posting), 'COST PRICES' (Hours, Expenses, Transfer prices), 'SALES PRICES' (Hours, Expenses, Subscriptions), 'JOURNALS' (Hour, Item, Expense, Fee), and 'QUALIFICATION' (Qualification data). The 'Ledger posting' tab is selected, and the 'Translations' sub-tab is highlighted. Below the tabs, the form is titled 'Inv trans : Invoice translation' and includes a 'Language' section with a 'Filter' field and a list of languages: 'da' (Project name Danish) and 'de' (Project name German). The 'de' language is selected. The 'Text' section contains a text area with the text 'Project name German'.

Activity maintenance form

Go to *Project management and accounting > Projects > All projects > Plan > Activity maintenance*

Activity maintenance

Overview Financial dimensions

✓	WBS ID	Activity number	Activity code	Activity description	Invoice detail	Closed	Date and time closed
	1	W00008925		Planning Phase	<input type="checkbox"/>	<input type="checkbox"/>	
✓	1.1	W00008930	Test	Project Proposal	<input type="checkbox"/>	<input type="checkbox"/>	
	1.2	W00008931		Estimates	<input type="checkbox"/>	<input type="checkbox"/>	
	1.3	W00008932		Statement of work (SOW)	<input type="checkbox"/>	<input type="checkbox"/>	
	1.4	W00008933		Project plan	<input type="checkbox"/>	<input type="checkbox"/>	
	1.5	W00008934		Staffing plan	<input type="checkbox"/>	<input type="checkbox"/>	

Billing rules details form

Go to *Project management and accounting > Project > Project contracts > Billing rules tab > Details button.*

Billing rules | 000001726: TM

Project contract ID: 00002403 | Billing rule: 000001726 | Line type: Time and material | Description: TM

Billing rule line details

Quantity	Unit sales price	Change order number	Category	Include indirect costs
0.00	0.00			<input type="radio"/> No

Project

Unit	Contract value	Project	Fee percentage	Sales tax group
	0.00		0.00	

Chargeable categories

Show available projects: Active | Show selected projects: Active

AVAILABLE PROJECTS

✓ Project ID	↑ Project name	Project stage

SELECTED PROJECTS

✓ Project ID	↑ Project name	Project
00000647	Invoice translation with Bi...	In proc

Project categories form

Go to *Project management and accounting > Setup > Category > Project categories.*

Finance and Operations Preview | Project management and accounting > Setup > Categories > Project categories

USSI

Category setup | Options

CATEGORY SETUP

Setup ▾ Transactions ▾ Project control ▾
Validation ▾ Committed costs ▾ Price ▾
Function ▾ Forecast ▾ **Translations**

Filter

Adm
Administration

Airfare
Airfare

AppDev
Application Development

Apprentice
Apprentice

AR_RET
AR_RET

Car Rental
Car Rental

Carpet Contractor
Carpet Contractor

Project categories

Category ID
AppDev

Category name
Application Development

Usage

Use in Expense
☐ No

Use in Production
☐ No

Project

Category group	Transaction type	Resource	Subscription	Absence
Project	Hour	Mandatory	<input type="radio"/> No	<input type="radio"/> No
Reporting group	Item sales tax group	Estimate	Indirect cost component	Active in journals
Hours		<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> Yes
Default line property				Billable

Category groups form

Go to *Project management and accounting > Setup > Category > Category groups*.

Finance and Operations Preview | Project management and accounting > Setup > Categories > Category groups

USSI

Category groups | Options

CATEGORY GROUPS

Setup ▾ Project categories ▾ **Translations**

Filter

Labor
Hour

LaborInd
Hour

Material
Item

NM
Hour

Category groups

Category group	Transaction type	Category group name	Line property
Project	Hour	Project hours	

Cost accounts

Revenue accounts

Fee management

Item sales tax group form

Go to *Tax > Indirect taxes > Sales tax > Item sales tax group*.

Finance and Operations Preview | Tax > Indirect taxes > Sales tax > Item sales tax groups

USSI

Item sales tax groups | Options

Item sales tax groups

Item sales tax group	Description	Reporting type
ALL	All sales tax codes	

Setup

+ Add - Remove

✓ Sales tax code	Percentage/Amount	Name
EXEMPT	0.00000	Tax exempt
HR_CAST	7.25000	California State - Hours
HR_CHCITY	1.25000	Chicago City - Hours
HR_CKCTY	1.50000	Cooke County - Hours
HR_COST	2.90000	Colorado State - Hours
HR_DCST	5.75000	Washington DC - Hours
HR_FARCITY	1.00000	Fargo City - Hours
HR_FLST	6.00000	Florida State - Hours

Resource list form

Go to *Project accounting and management > Project resource > Resource list.*

Resource list page
Usha Ravindra Rao : 000713

Resource details

Resource name	Usha Ravindra Rao	Role ID	Business analyst	Worker type	Employee	Title		To date	12/31/2154
Worker name	Usha Ravindra Rao	Sales price	245.00	Calendar	TEst	Source legal entity	USSi	Is schedulable	<input type="checkbox"/> Yes
Resource ID	000713	Cost price	222.00	Period types	day week	From date	1/1/2019		

Role form

Go to *Project accounting and management > Setup > Resource > Setup roles.*

Resource roles

Role ID	Description	Default role	Category
Business analyst	Business analyst	<input type="checkbox"/>	Consult
Developer	Developer	<input type="checkbox"/>	
Project manager	Project manager	<input type="checkbox"/>	PM
SA	Solution Architect	<input type="checkbox"/>	
Software developer	Software development engineer	<input type="checkbox"/>	
Team member	Default project team member role	<input checked="" type="checkbox"/>	QA
Tester	Quality assurance engineer	<input type="checkbox"/>	QA
TL	Technical Lead	<input type="checkbox"/>	

Sales tax group form

Go to *Tax > Indirect taxes > Sales tax > Sales tax group.*

Sales tax group

Sales tax group	Description
5Pct	5Pct Tax

General

Setup

Retail destination based tax

Call center defaults

Vendor form

Accounts payable > Vendors > All vendors.

<

Expense report form

Expense management > My expenses > Expense reports.

Finance and Operations Preview																				
Expense management > My expenses > Expense reports																				
Edit Change view Submit Add unattached expenses Distribute amounts Header receipts Print Email report Workflow Options																				
Expense report for Usha Ravindra Rao - 000488 USHA RAVINDRA RAO : 000488																				
Expense report header																				
<div> <div>General</div> <div>Financial dimensions</div> </div>																				
Purpose	Legal entity for expenses	Description	Customer account	Map to travel requisition																
	GBSI																			
Location	Project ID		Vendor account	Travel requisition amount																
	00000009																			
Expenses																				
Group by	+ New expense Remove Bulk edit Copy Merge/Match Split Payment Translations																			
None	Expense category	Project category																		
	Fuel	Mileage																		
	Transaction date	Country/region																		
	2/7/2020																			
	Merchant	State/province																		

<div>200.00 USD</div> <div>2/7/2020</div>	<div>100.00 USD</div> <div></div>
---	-----------------------------------



Note – Translations to item names are already available by standard functionality.

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

Finance and Operations

Search for a page

USSI

Save New Delete Totals Post Sales tax Print Refresh invoice lines Invoice document review Chat with billing approver Create archive file Options

PERSONALIZE

PAGE OPTIONS

EDIT

SHARE

Always open for editing

Security diagnostics

Record info

Read mode

Get a link

Create a custom alert

Personalize this page

Advanced filter or sort

Change view

Revert

Manage my alerts

Add to workspace

Invoice proposals | MY VIEW *

PJIP_00002740 : 00002180

Invoice proposal transaction summaries

Invoice proposal transactions

Invoice lines Hour Expense Item Fee On-account

Description	Quantity	Sales price	Line amount
Hours			
Application Development : Project hours : SPct Tax : Hours	13.00	325.00	4,225.00
Project Management : Project hours : SPct 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

Project invoice proposal form – Customer language

Finance and Operations

Search for a page

US\$1

Save

New

Delete

Totals

Post

Sales tax

Print

Refresh invoice lines

Invoice document review

Chat with billing approver

Create archive file

Options

PERSONALIZE

PAGE OPTIONS

EDIT

SHARE

Always open for editing

Security diagnostics

Record info

Read mode

Get a link

Create a custom alert

Personalize this page

Advanced filter or sort

Change view

Revert

Manage my alerts

Add to workspace

Invoice proposals

MY VIEW

PJIP_00002740 : 00002180

Invoice proposal transactions

Invoice lines

Hour

Expense

Item

Fee

On-account

Description

Quantity

Sales price

Line amount

Stunden

Category German : Category group german : Sales tax group german : Item sales tax group german

13.00

325.00

4,225.00

Project Management : Category group german : Sales tax group german

3.00

370.00

1,110.00

Stunden Zwischensumme

16.00

5,335.00

Einheiten

Item german : Activity German : Category german : OS: Client : Category group german

3.00

199.00

597.00

Einheiten Zwischensumme

3.00

597.00

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.*

Project invoice proposal form – Current legal entity language

Finance and Operations

Search for a page

Options

Go to

Find

Zoom

Export

US\$

454 1st Street
 Suite 99
 Redmond, WA 98052
 USA

Invoice number
 Proforma-UshaR2192

Date
 Mar 6, 2020

Customer account
 US_SI_0002

Payment terms
 Net 30 days

Customer PO
 Services ending Mar 6, 2020

Active Transport Inc.
 Miles Ave.
 Bellevue, WA 98007
 USA

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

Project invoice proposal form – Customer language

Finance and Operations

 Search for a page

Options

Go to ▾ | ⏪ ◀ ▶ ⏩ Find ▾ Zoom ▾ ↺ Export ▾

USSI

454 1st Street
Suite 99
Redmond, WA 98052
USA

Active Transport Inc.
Miles Ave.
Bellevue, WA 98007
USA

Rechnungsnummer	Proforma-UshaR3429
Datum	Mrz 6, 2020
Debitorenkonto	US_SI_0002
Zahlungsbedingungen	Net 30 days
Debitoren Bestellung	Services ending Mar 6, 2020

Beschreibung	Menge	Preis	Betrag
Stunden			
Category German ; Category group german ; Sales tax group german ; Item sales tax group german	13.00	325.00	4,225.00
Project Management ; Category group german ; Sales tax group german	3.00	370.00	1,110.00
Stunden Zwischensumme	16.00		5,335.00
Einheiten			
Item german ; Activity German ; Category german ; OS: Client ; Category group german	3.00	199.00	597.00
Einheiten Zwischensumme	3.00		597.00
Ausgaben			
Activity German ; Sales tax group german			480.00
Activity German ; Shis Shridhar ; Sales tax group german			200.00

Last modified: 28 January 2021

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.

Last modified: 28 January 2021

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*

The screenshot shows the 'projects360 parameters' form in the 'Invoicing' section. The form is titled 'Set up parameters for invoicing' and contains several sections:

- INVOICE ENHANCEMENTS**: Includes 'Activate invoice enhancements' (Yes), 'Default invoicing group' (Rsar Test), 'Non printing fee category' (Rounding), and 'Invoicing group translations' (No).
- INVOICING EMAILING**: Includes 'Email template' (INVEmail), 'Email provider ID' (Exchange), 'Email attachment' (No), and 'Attach as PDF' (No).
- SIMPLE ADJUSTMENTS**: Includes 'Activate modify time' (Yes), 'Activate write off time - transa...' (Yes), 'Line property id for write off' (NonBillabl), 'Activate write off time - percent' (Yes), 'Activate write off time - quantity' (Yes), and 'Activate Write up / write down' (Yes).
- ACCOUNTS RECEIVABLE BY PROJECT**: Includes 'Activate accounts receivable b...' (No).
- INVOICING ARCHIVES** (highlighted with a green box): Includes 'Document type' (InvoiceArchives) and 'Enable enhanced naming conv...' (Yes).
- ACCOUNTS RECEIVABLE**: Includes 'Aging period definition' (30_60_90_180).
- INVOICE DOCUMENT REVIEW**: Includes 'Activate invoice document revi...' (Yes).
- CUSTOMER PO MATCHING**: (Empty section).

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*

The screenshot shows the 'Project invoicing group' configuration page. On the left, a list of groups is displayed with 'Inv Archive' selected. The main area on the right contains several tabs: 'Invoicing group', 'Header', 'Hour', 'Expense', 'Fee', 'Item', and 'On-account'. The 'Invoicing archives' tab is active and highlighted with a green border. It contains a table with the following items:

	Documents
<input checked="" type="checkbox"/> Documents for archive	
Expense report	<input checked="" type="checkbox"/>
Expense report external documents	<input checked="" type="checkbox"/>
Invoice proposal external documents	<input checked="" type="checkbox"/>
Parent project external documents	<input checked="" type="checkbox"/>
Project external documents	<input checked="" type="checkbox"/>
Timesheet external documents	<input checked="" type="checkbox"/>
Timesheet report	<input checked="" type="checkbox"/>

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.

Last modified: 28 January 2021

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*.

The screenshot shows the Dynamics 365 interface for 'Project management and accounting > Timesheets > All timesheets'. The 'PRINT' button in the action pane is highlighted with a red box, and a red arrow points from it to the 'Timesheet sign-off report' document preview. The preview shows the following details:

Timesheet sign-off report
Contoso Consulting USA

Timesheet number: 00000124
Aron Con
Approval status: Draft

Start date: 6/26/2017
End date: 7/2/2017
Total hours: 16.00
Total billable hours: 16.00

Work week: 6/26/2017-7/2/2017

Legal entity	Customer name	Project name	Project ID	Category	Activity	Line property	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
USI	Brakes and Gears	LMN26	00000162	PM		Billable	0.00	8.00	0.00	8.00	0.00	0.00	0.00	16.00
Total							0.00	8.00	0.00	8.00	0.00	0.00	0.00	16.00

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.

The screenshot displays the Dynamics 365 Finance and Operations interface. The top navigation bar shows 'Project management and accounting > Timesheets > All timesheets'. A red box highlights the 'Attachments' icon in the top right corner. Below, the 'ALL TIMESHEETS' table lists timesheet numbers and resources. A red box highlights the 'External' restriction dropdown in the 'Attachments for Resource: Aaron Con, 000409, ussi, 00000124' form.

Timesheet number	Resource	Period
00000124	Aaron Con	6/26
00000123	Aaron Con	6/19
00000122	Aaron Con	6/12
00000098	Lekha Nishad	7/31
00000097	Lekha Nishad	7/31
00000078	Lekha Nishad	7/31
00000077	Lekha Nishad	7/31
00000076	Lekha Nishad	7/31
00000075	Lekha Nishad	7/31
00000074	Lekha Nishad	7/31

The 'Attachments for Resource: Aaron Con, 000409, ussi, 00000124' form shows the 'Restriction' dropdown set to 'External'.

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.

The screenshot displays the Dynamics 365 Finance and Operations interface. The top navigation bar shows 'Accounts payable > Invoices > Open vendor invoices'. The left pane shows 'OPEN VENDOR INVOICES' with a table of invoices. The right pane shows 'Attachments for Vendor account: US_SI_000014, 3/27/2017'. The 'Restriction' dropdown menu is highlighted with a red box and a red arrow, showing the value 'External'.

Invoice	Vendor account	Name
00000144_Inv	US_SI_000014	Hardware Comp
00000172_Inv	US_SI_000014	Hardware Comp
	US_SI_000025	Julia Funderburk
USSI-00000001	US_SI_000026	CompanyCC
USSI-00000002	US_SI_000026	CompanyCC
USSI-00000003	US_SI_000026	CompanyCC
USSI-00000004	US_SI_000026	CompanyCC
USSI-00000005	US_SI_000026	CompanyCC
USSI-00000006	US_SI_000026	CompanyCC

Attachments for Vendor account: US_SI_000014, 3/27/2017		
Description	Type	Attached
Invoice Archive	File	Yes

General	
DETAILS Notes Invoice Archive	CREATE Created by AbhishekV Created date and time 8/17/2017 01:07:11 PM

Attachment		
FILE INFORMATION File name Invoice Archive	File type docx Original file name Invoice Archive.docx	FILE LOCATION File location

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

The screenshot shows the Dynamics 365 Finance and Operations interface. The top navigation bar includes 'Dynamics 365', 'Finance and Operations', and 'Project management and accounting > Projects > All projects'. The left pane shows a list of projects with '00000313' selected. The right pane displays the 'Attachments for Project ID: 00000313, 00000313' window. A red arrow points to the 'Restriction' dropdown menu, which is set to 'External'.

Project ID	Project name	Legal
00000313	00000313	ussl
00000312	01PMIP_PROJ	ussl
00000311	Chelsea	ussl
00000310	Dexter	ussl
00000309	Tax Engagement	ussl
00000308	ThunderCat	ussl
00000307	8/7/2017 5:30:00 AM	ussl
00000306	8/7/2017 5:30:00 AM	ussl
00000305	IC_Project_001	ussl

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

The screenshot shows the Dynamics 365 Finance and Operations interface. The top navigation bar includes 'Finance and Operations', 'Project management and accounting > Projects > All projects'. The left pane shows a list of projects with '00000430' selected. The right pane displays the 'Attachments for Projects - Project ID: 00000430, Winter Park Boathouse' window. A red arrow points to the 'Restriction' dropdown menu, which is set to 'External'.

Project ID	Project name
00000426.30	Construction Documents
00000426.40	Construction Administration
00000427	Inv Doc Rev
00000428	SQL01
00000429	Timesheet activity lookup
00000430	Winter Park Boathouse
00000430.10	Construction Administration
00000430.20	Bidding/Negotiation
00000430.30	Renderings
00000431	Milestone
00000432	Miles - 001

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 reports

Filter

Expense report number	Approval status	Receipts attached	Purpose	Location	Amount	Created date and time
000088	Processed for payment		Conference	Chicago	150.00 USD	8/2/2017 06:27:53

Expense report - 000088, Conference

Expense report number: 000088
 Personnel number: 000409
 Worker name: Aaron Con
 Company name: USSI
 Accounting currency: USD
 Expense purpose: Conference
 Location: Chicago
 Description:

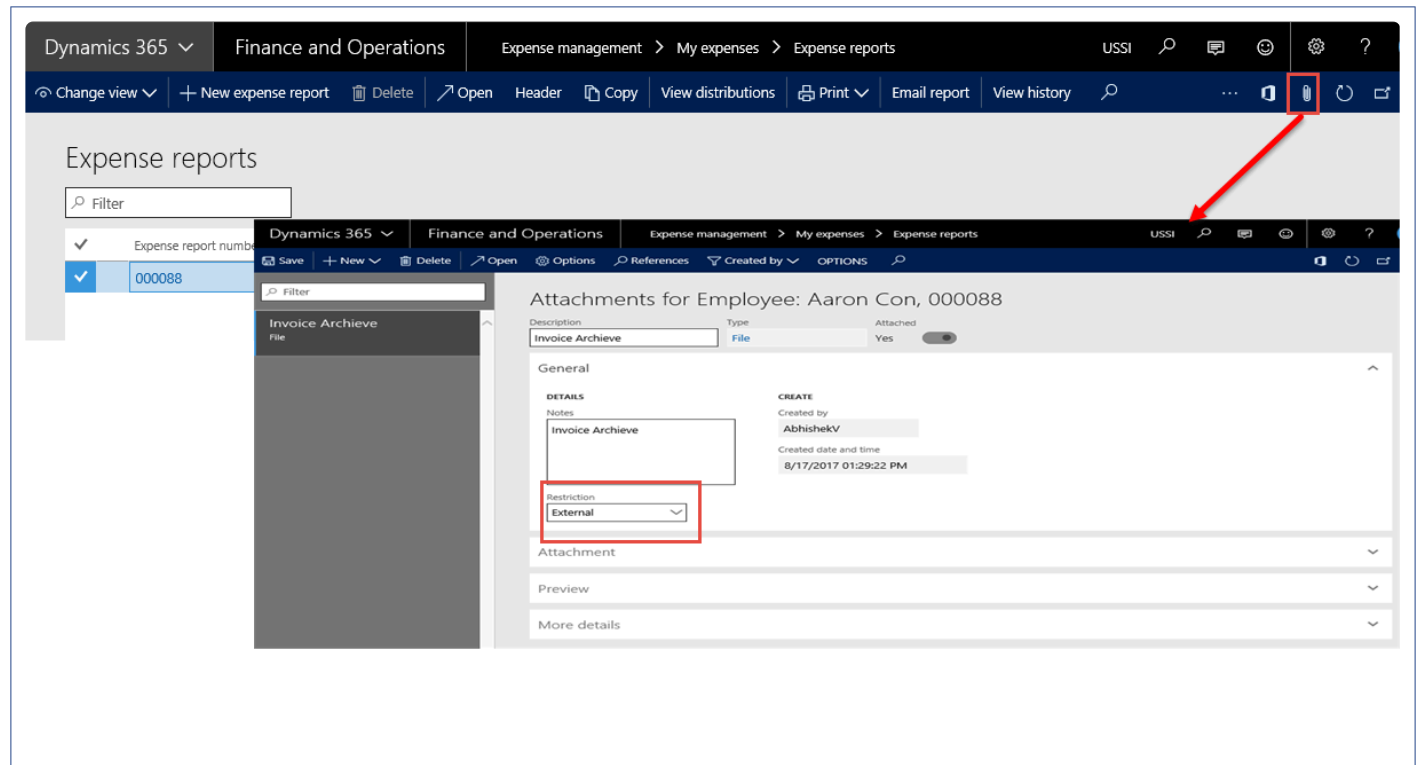
Approval status: Processed for payment
 Report submission date: 8/17/2017 1:36 PM
 Receipts have been attached: Yes
 Amount paid to credit card: 0.00
 Amount paid to employee: 150.00
 Personal amount paid by employee: 0.00

Expense category	Merchant	Project	Billable	Date	Payment method	Transaction amount	Currency	Exchange rate	Amount	Additional information
Flight		00000162	Billable	8/1/2017	Company CC	150.00	USD	1.00	150.00	
Total									150.00	

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



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.

The screenshot displays the Dynamics 365 Finance and Operations interface. The top navigation bar shows the path: Project management and accounting > Projects > All projects. The 'Attachments for Invoice proposal: PJIP_00000297, PJTY_000088' form is open. The 'Restriction' field is highlighted with a red box and set to 'External'. A red arrow points to the 'Options' button in the top navigation bar.

Invoice Archive

Filter

Invoice Archive

File

Attachments for Invoice proposal: PJIP_00000297, PJTY_000088

Description: Invoice Archive, Type: File, Attached: Yes

General

DETAILS

Notes: Invoice Archive

CREATE

Created by: AbhishekV

Created date and time: 8/17/2017 01:46:28 PM

Restriction: External

Attachment

Invoice proposal transaction summary

Project contract ID: 00000208

Project contract name: 00000208_Test

Funding source: Designer Departmen

Invoice proposal transaction summary

Project: 00000313

Invoice proposal transactions

+ Add lines, Create fees, View other transactions

Hour

Remove, View details, Indirect components

Resource: Aaron C..., 000409, ussi



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

Process to Attach Files



This section explains how the invoices can be archived with respect to different document types.

Process to Create Invoice Archives

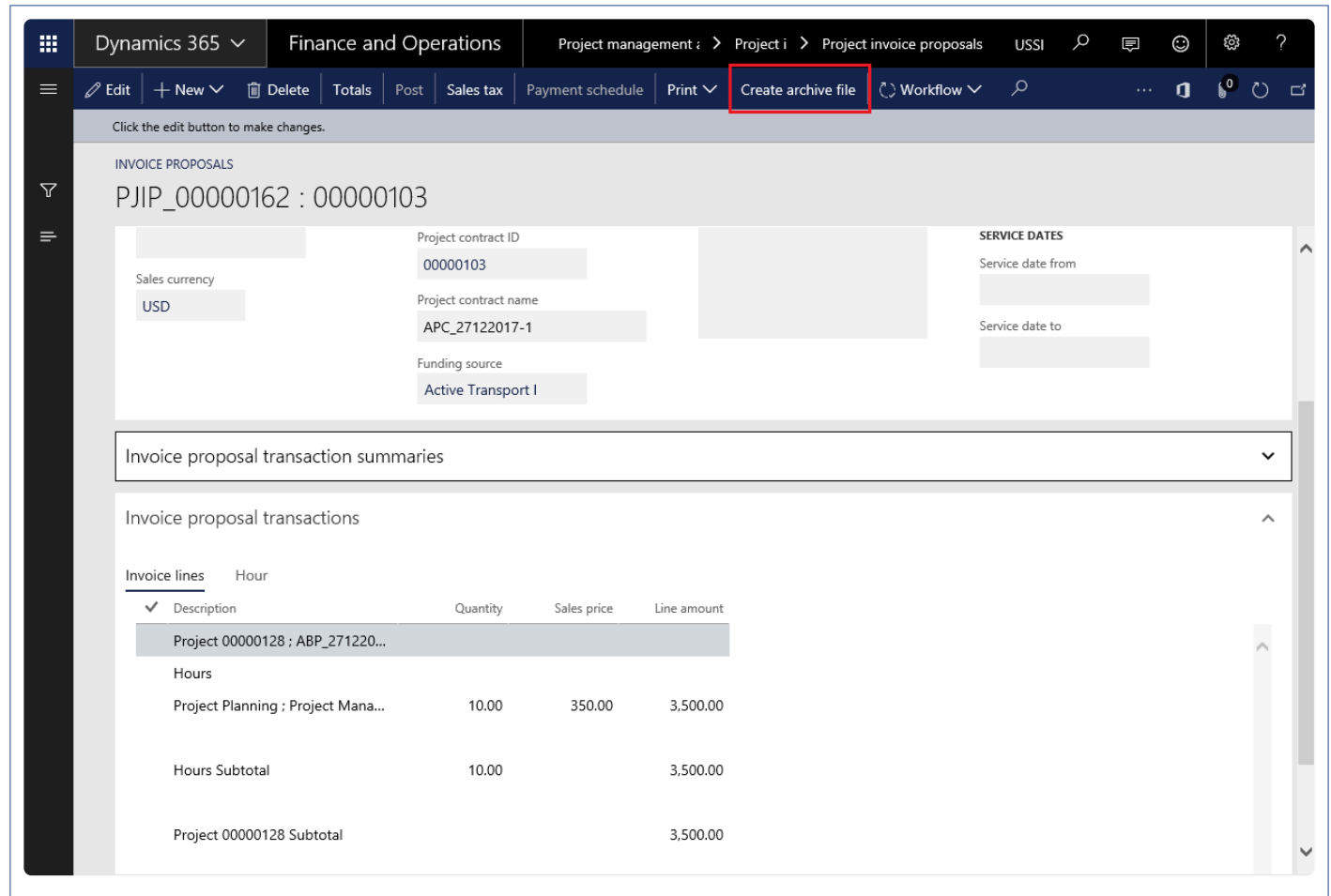
A new button has been added to the Invoice proposal on the action pane.

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.

Message – The Invoice archive ZIP file is being compiled in the background for Invoice proposal PJIP_0000XXXX.



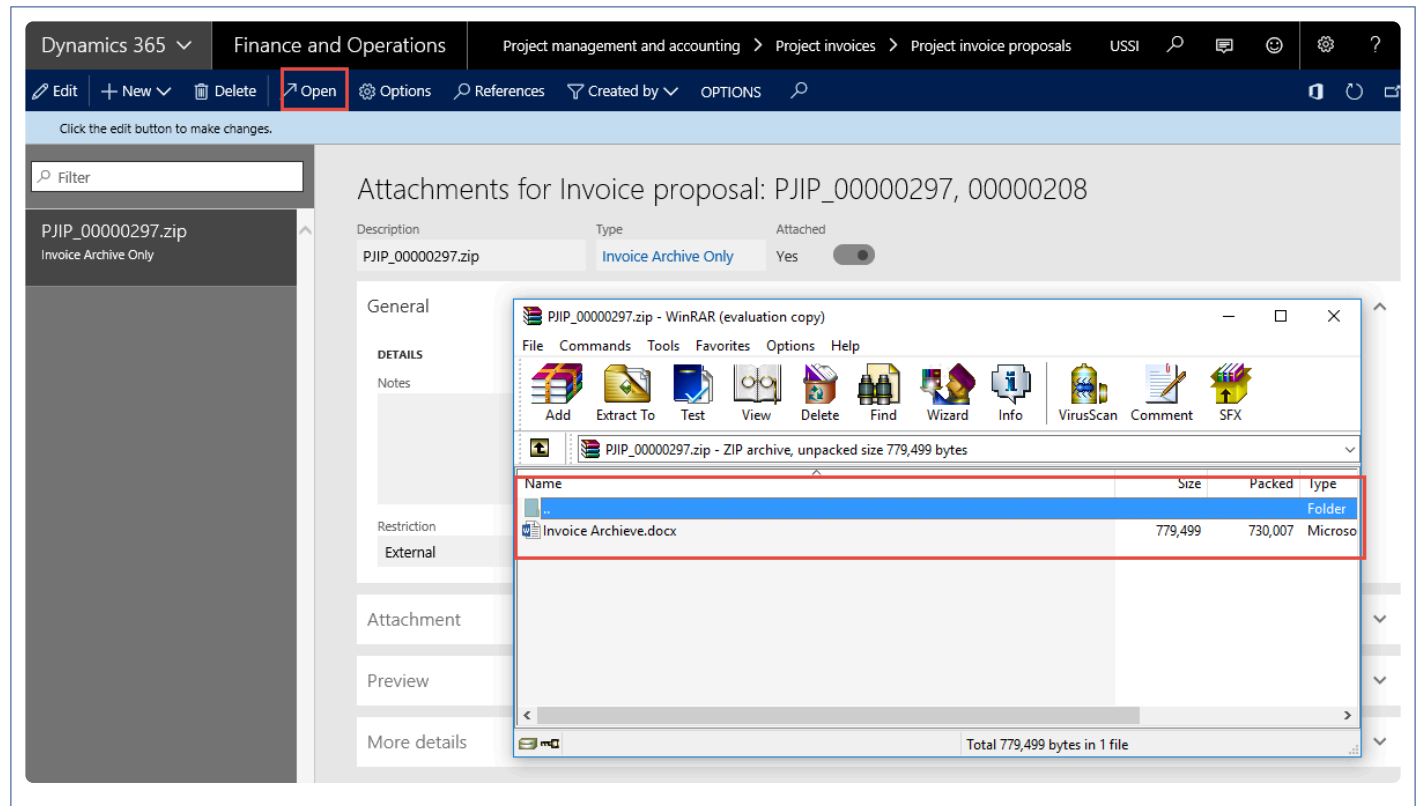
The screenshot shows the Dynamics 365 Finance and Operations interface for 'Project invoice proposals'. The top ribbon includes buttons for 'Edit', '+ New', 'Delete', 'Totals', 'Post', 'Sales tax', 'Payment schedule', 'Print', and 'Create archive file' (which is highlighted with a red box). Below the ribbon, the 'INVOICE PROPOSALS' section displays the ID 'PJIP_00000162 : 00000103'. The form includes fields for 'Sales currency' (USD), 'Project contract ID' (00000103), 'Project contract name' (APC_27122017-1), and 'Funding source' (Active Transport I). A 'SERVICE DATES' section is also visible. Below these fields, there is a section for 'Invoice proposal transaction summaries' and 'Invoice proposal transactions'. The 'Invoice lines' section shows a table with columns for 'Description', 'Quantity', 'Sales price', and 'Line amount'. The table includes a header row, a row for 'Project 00000128 : ABP_271220...', a row for 'Hours', a row for 'Project Planning : Project Mana...', a row for 'Hours Subtotal', and a row for 'Project 00000128 Subtotal'.

Invoice lines	Hour	Description	Quantity	Sales price	Line amount
✓		Project 00000128 : ABP_271220...			
		Hours			
		Project Planning : Project Mana...	10.00	350.00	3,500.00
		Hours Subtotal	10.00		3,500.00
		Project 00000128 Subtotal			3,500.00



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.

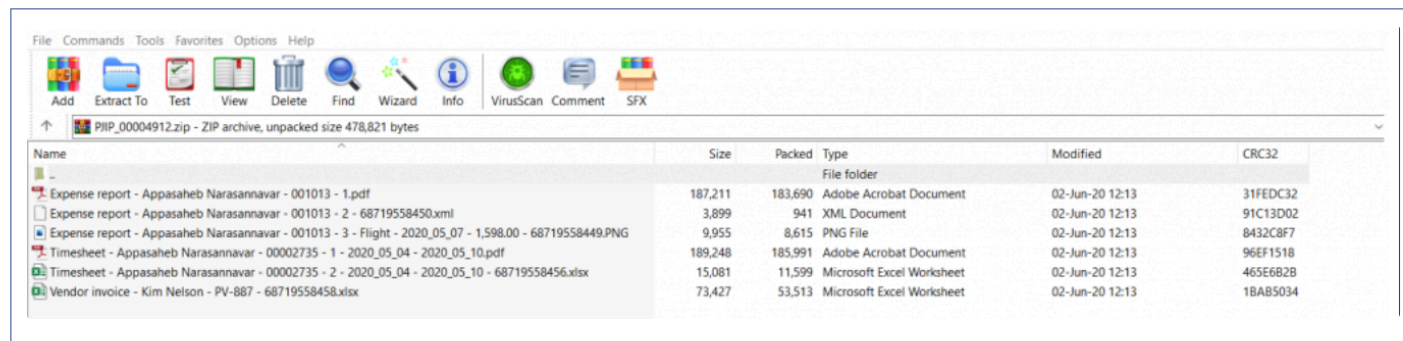


File naming conventions followed for the reports

- 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.



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](#).

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.

Last modified: 28 January 2021

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

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 screenshot shows the Dynamics 365 interface for 'Projects+ parameters' under the 'Invoicing' tab. The main heading is 'Set up parameters for invoicing'. The left sidebar lists various project management options. The main content area is divided into several sections:

- INVOICE ENHANCEMENTS:** Includes 'Activate invoice enhancements' (Yes), 'Default invoicing group' (TEST_A), and 'Non printing fee category' (Bonus).
- ACCOUNTS RECEIVABLE:** Includes 'Aging period definition' (30_60_90_180).
- CUSTOMER PO MATCHING:** Includes 'Activate customer PO matching' (Yes).
- INVOICING EMAILING (highlighted with a red box):** Includes 'Email Template' (INVEmail), 'Email provider ID' (SMTP), 'Email attachment' (Yes), and 'Attach as PDF' (Yes).
- INVOICING ARCHIVES:** Includes 'Document type' (File).

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

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

The screenshot shows the Dynamics 365 Finance and Operations interface for the 'Funding source details' form. The breadcrumb trail indicates the path: Project management and accounting > Project > Project contracts > USSI. The form has several tabs: General, Address, Payment, and Invoice settings. The 'Invoice settings' tab is selected and highlighted with a red box. Within this tab, there is an 'EMAILING' section with two text input fields for 'To' (demo@contoso.com) and 'Cc' (demoAX@contoso.com). To the right of these fields is a large text area for 'Default invoice header text' and a dropdown menu for 'Invoice format' currently set to 'Invoice grouping'.

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.

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.

Dynamics 365

Finance and Operations

Organization administration > Setup > Email templates

USSI

Save

+ New

Delete

Email message

OPTIONS

PERSONALIZE

Always open for editing

Personalize this form

Add to workspace

PAGE OPTIONS

Security diagnostics

Record info

Advanced Filter/Sort

Change view

EDIT

Revert

SHARE

Get a link

EMAIL TEMPLATES

Emails

Email ID

INVEmail

Sender email

abhishekv@saglobal.com

Sender name

Abhishek Verma

Default language code

en-us

Email messages

+ New

Delete

Edit

✓	Email ID ↑	Subject	Language	Email
	INVEmail	Invoice is generated: %ProjInvoice	en-us	Hi %CustomerName%,

Create the required content for the email and upload the message for the template.

?

Upload email template

Specify email template by uploading appropriate HTML content

Upload email template

Html body of the email message.

Hi %CustomerName%, Invoice %ProjInvoiceId% has been generated for you as of %InvoiceDate% for: %CurrencyId% %InvoiceAmount%. Due date for payment is %DueDate%, PO number:%PMIPPONumber% Service dates: Service from:%PMIPServiceDateFrom% Service to:%PMIPServiceDateTo%,%Customerrequisition%,%Customerreference%

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

Finance and Operations | Project management and accounting > Setup > Forms > Form setup

Standard view

Print management setup

- Module - project
- Documents
 - Customer retention release
 - Project invoice with billing rules
 - Project invoice without billing rules
 - Project invoicing**
 - Original <Default>**
 - Project quotation
 - User defined project invoice

ORIGINAL OR COPY IDENTIFICATION

Original / copy
Original

Name
Original

Suspend printing for this docu...
☐ No

☒ **DEFAULT SETTING**

Help
If conditional settings are not set up or do not apply, print the document u

Destination
Archive: Unavailable

Report format
PMIPPSAProjInvoice.PMIPProjectInvoicing

Number of copies
1

Footer text

Print destination settings

Print archive
Screen
Printer
File
Email

Save in print archive?
☒ Yes

OK Cancel

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.

Last modified: 26 March 2021

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.

?

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	Centr...

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.

Send email

From

Pujab@saglobal.com

Cc

Subject

Invoice is generated: 00000263

To

Mansoorf@saglobal.com

Bcc

Body

B

/

U

Format

Font

A

A

A

A

←

→

Hi Central Discount Store, Invoice 00000263 has been generated for you as of 8/17/2017 for: USD 30.00. Due date for payment is 9/16/2017, PO number: Service dates: Service from: Service to:

Attachments

+ Add

Remove

↓

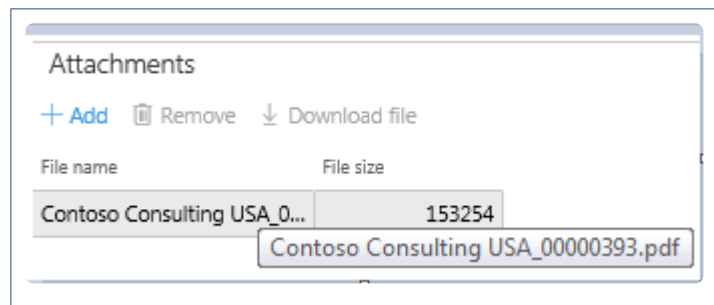
 Download file

File name	File size
Contoso Consulting USA_0...	191118

Send

Cancel

The attachment to the mail has the name of the customer, legal entity, and the invoice number as a naming convention.



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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Open attachments button • Download attachments button • Re-Send mail
My open invoices form	Project management and accounting > Accounts receivable > My open invoices	<ul style="list-style-type: none"> • Open attachments button • Download attachments button • Re-Send mail

Project Invoices

Go to *Projects management and accounting > Project Invoices > Project Invoices*.

Dynamics 365 ▾ Finance and Operations Project management and accounting > Project invoices > Project invoices USSI 🔍 🗨️ 😊 ⚙️

PROJECT INVOICE OPTIONS 🔍

VIEW
Details
Posted sales tax
Totals

DOCUMENT
Print
View ▾
Send ▾

FUNCTIONS
Select for credit note

RELATED INFORMATION
Customer account
Customer transactions
Voucher transactions
Commission transactions

EMAIL
Re-send email

ATTACHMENTS
Download attachments

PROJECT INVOICES

Filter Legal entity USSI ▾

✓ Invoice	Date ↓	Invoice account	Name	Legal entity ▾	Project contract ID	Sales currency	Invoice amount	Due date	Invoice sent electronically	Email sent date
00000263	8/17/2017	US_SI_0064	Central Discount Store	ussl	00000103	USD	30.00	9/16/2017	✓	8/17/2017
00000262	8/16/2017	US_SI_0128	Alpine Electronics	ussl	00000076	USD	6,900.00	8/31/2017		
00000261	8/11/2017	US_SI_0003	Alpine Ski House	ussl	00000207	USD	7,300.00	9/10/2017		
00000239	8/4/2017	US_SI_0064	Central Discount Store	ussl	00000103	USD	0.00	9/3/2017	✓	8/4/2017

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

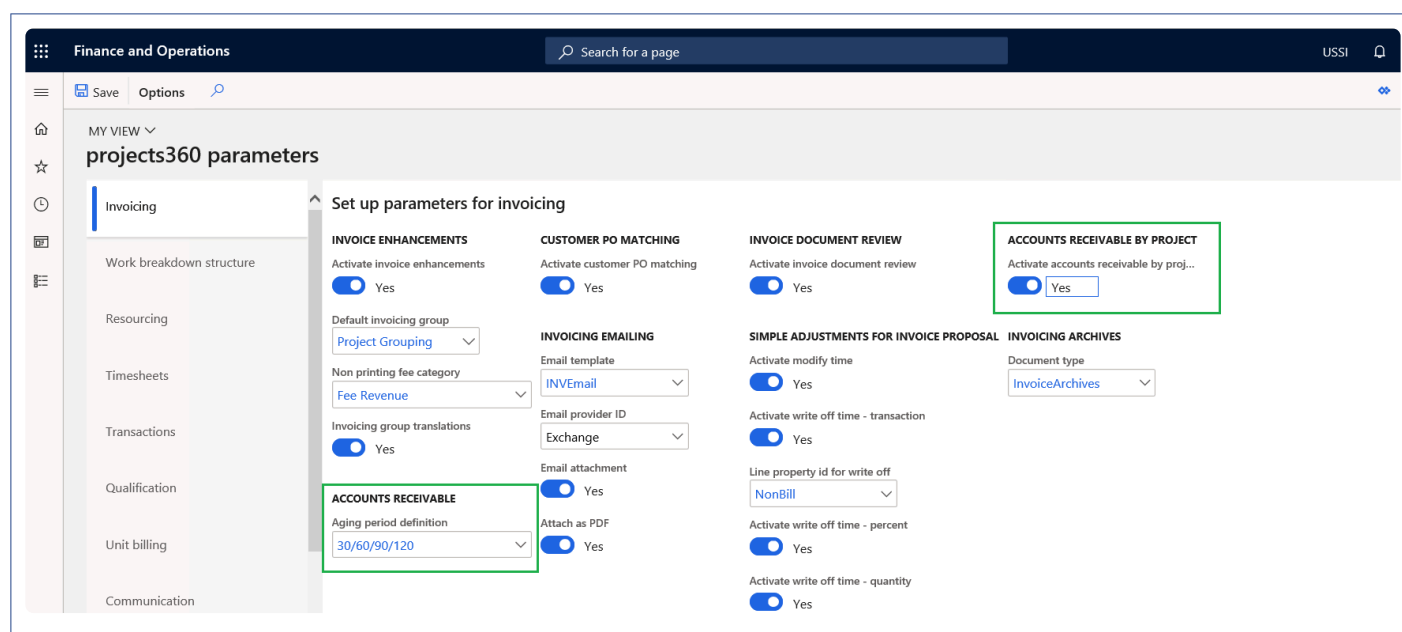
 This section details out the setups required to perform the aging process and how the aging snapshot process is run for project transactions/invoices.

Parameter Setup

This feature is not controlled by a parameter. However, the aging periods by which the AR aging list page has to be 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*



The screenshot displays the 'projects360 parameters' setup page. The left sidebar shows navigation options like 'Invoicing', 'Work breakdown structure', 'Resourcing', 'Timesheets', 'Transactions', 'Qualification', 'Unit billing', and 'Communication'. The main area is titled 'Set up parameters for invoicing' and contains several sections:

- INVOICE ENHANCEMENTS:** Includes a toggle for 'Activate invoice enhancements' (Yes), a dropdown for 'Default invoicing group' (Project Grouping), a dropdown for 'Non printing fee category' (Fee Revenue), and a toggle for 'Invoicing group translations' (Yes).
- CUSTOMER PO MATCHING:** Includes a toggle for 'Activate customer PO matching' (Yes).
- INVOICING EMAILING:** Includes dropdowns for 'Email template' (INVEmail) and 'Email provider ID' (Exchange), and a toggle for 'Email attachment' (Yes).
- INVOICE DOCUMENT REVIEW:** Includes a toggle for 'Activate invoice document review' (Yes).
- SIMPLE ADJUSTMENTS FOR INVOICE PROPOSAL:** Includes toggles for 'Activate modify time' (Yes), 'Activate write off time - transaction' (Yes), 'Line property id for write off' (NonBill), 'Activate write off time - percent' (Yes), and 'Activate write off time - quantity' (Yes).
- ACCOUNTS RECEIVABLE:** A dropdown for 'Aging period definition' is set to '30/60/90/120'.
- ACCOUNTS RECEIVABLE BY PROJECT:** A toggle for 'Activate accounts receivable by proj...' is set to 'Yes'.

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.

Journal number	Voucher	Date	Year closed	Ledger account	Account name	Description	Currency	Amount in tran...	Amount	Posting type
003725	PIJV_00001136	11/12/2019		411100--028-00000457-	Revenue - Labor	Project invoice contractUS_SI_0...	USD	-5,250.00	5,250.00	Project - invoiced re
003725	PIJV_00001136	11/12/2019		411100--028-00000456-	Revenue - Labor	Project invoice contractUS_SI_0...	USD	-3,500.00	3,500.00	Project - invoiced re
003725	PIJV_00001136	11/12/2019		411100--028-00000455-	Revenue - Labor	Project invoice contractUS_SI_0...	USD	-1,750.00	1,750.00	Project - invoiced re
003725	PIJV_00001136	11/12/2019		420200--028-00000457-	Accrued Revenue	Project invoice contractUS_SI_0...	USD	5,250.00	5,250.00	Project - accrued re
003725	PIJV_00001136	11/12/2019		420200--028-00000456-	Accrued Revenue	Project invoice contractUS_SI_0...	USD	3,500.00	3,500.00	Project - accrued re
003725	PIJV_00001136	11/12/2019		420200--028-00000455-	Accrued Revenue	Project invoice contractUS_SI_0...	USD	1,750.00	1,750.00	Project - accrued re
003725	PIJV_00001136	11/12/2019		130100---	Accounts Receivable - Domestic	Project invoice custUS_SI_0075	USD	5,250.00	5,250.00	Customer balance
003725	PIJV_00001136	11/12/2019		130100---	Accounts Receivable - Domestic	Project invoice custUS_SI_0075	USD	3,500.00	3,500.00	Customer balance
003725	PIJV_00001136	11/12/2019		130100---	Accounts Receivable - Domestic	Project invoice custUS_SI_0075	USD	1,750.00	1,750.00	Customer balance
003725	PIJV_00001136	11/12/2019		160100--028-	WIP - Labor	Project invoice contractUS_SI_0...	USD	-10,500.00	10,500.00	Project - WIP - sales

Customer transactions

New fields Project invoice and Project ID is added on the Customer transactions form to identify the invoice based on the project..

Voucher	Transaction type	Date	Invoice	Project invoice	Project ID	Description	Amount in transaction cur...	Balance	Currency
PIJV_00001136	Project	11/12/2019	00001136	00001136.00000455	00000455	Project invoice custUS_SI_0075	1,750.00	1,750.00	USD
PIJV_00001136	Project	11/12/2019	00001136	00001136.00000456	00000456	Project invoice custUS_SI_0075	3,500.00	3,500.00	USD
PIJV_00001136	Project	11/12/2019	00001136	00001136.00000457	00000457	Project invoice custUS_SI_0075	5,250.00	5,250.00	USD

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.

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.

?

Invoice aging snapshot

Create a invoice aging snapshot

General

Run in the background

AGING SNAPSHOT

Aging period definition

30_60_90_180

Criteria

Due date

Aging as of

Today's date

OK

Cancel

Last modified: 28 January 2021

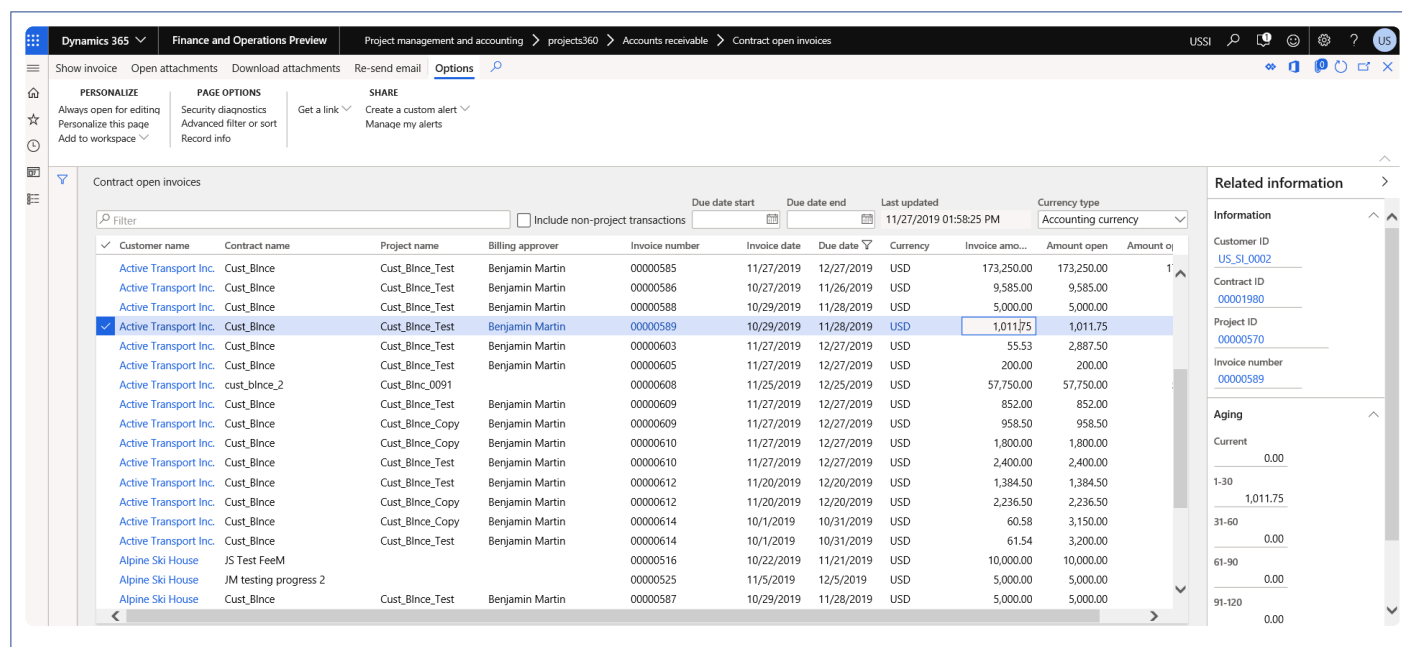
Review Open Invoices

 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.*



Customer name	Contract name	Project name	Billing approver	Invoice number	Invoice date	Due date	Currency	Invoice amo...	Amount open	Amount oi
Active Transport Inc.	Cust_Blnce	Cust_Blnce_Test	Benjamin Martin	00000585	11/27/2019	12/27/2019	USD	173,250.00	173,250.00	1
Active Transport Inc.	Cust_Blnce	Cust_Blnce_Test	Benjamin Martin	00000586	10/27/2019	11/26/2019	USD	9,585.00	9,585.00	
Active Transport Inc.	Cust_Blnce	Cust_Blnce_Test	Benjamin Martin	00000588	10/29/2019	11/28/2019	USD	5,000.00	5,000.00	
Active Transport Inc.	Cust_Blnce	Cust_Blnce_Test	Benjamin Martin	00000589	10/29/2019	11/28/2019	USD	1,011.75	1,011.75	
Active Transport Inc.	Cust_Blnce	Cust_Blnce_Test	Benjamin Martin	00000603	11/27/2019	12/27/2019	USD	55.53	2,887.50	
Active Transport Inc.	Cust_Blnce	Cust_Blnce_Test	Benjamin Martin	00000605	11/27/2019	12/27/2019	USD	200.00	200.00	
Active Transport Inc.	cust_blnce_2	Cust_Blnce_0091		00000608	11/25/2019	12/25/2019	USD	57,750.00	57,750.00	
Active Transport Inc.	Cust_Blnce	Cust_Blnce_Test	Benjamin Martin	00000609	11/27/2019	12/27/2019	USD	852.00	852.00	
Active Transport Inc.	Cust_Blnce	Cust_Blnce_Copy	Benjamin Martin	00000609	11/27/2019	12/27/2019	USD	958.50	958.50	
Active Transport Inc.	Cust_Blnce	Cust_Blnce_Copy	Benjamin Martin	00000610	11/27/2019	12/27/2019	USD	1,800.00	1,800.00	
Active Transport Inc.	Cust_Blnce	Cust_Blnce_Test	Benjamin Martin	00000610	11/27/2019	12/27/2019	USD	2,400.00	2,400.00	
Active Transport Inc.	Cust_Blnce	Cust_Blnce_Test	Benjamin Martin	00000612	11/20/2019	12/20/2019	USD	1,384.50	1,384.50	
Active Transport Inc.	Cust_Blnce	Cust_Blnce_Copy	Benjamin Martin	00000612	11/20/2019	12/20/2019	USD	2,236.50	2,236.50	
Active Transport Inc.	Cust_Blnce	Cust_Blnce_Copy	Benjamin Martin	00000614	10/1/2019	10/31/2019	USD	60.58	3,150.00	
Active Transport Inc.	Cust_Blnce	Cust_Blnce_Test	Benjamin Martin	00000614	10/1/2019	10/31/2019	USD	61.54	3,200.00	
Alpine Ski House	JS Test FeeM			00000516	10/22/2019	11/21/2019	USD	10,000.00	10,000.00	
Alpine Ski House	JM testing progress 2			00000525	11/5/2019	12/5/2019	USD	5,000.00	5,000.00	
Alpine Ski House	Cust_Blnce	Cust_Blnce_Test	Benjamin Martin	00000587	10/29/2019	11/28/2019	USD	5,000.00	5,000.00	

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.

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.

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	<ul style="list-style-type: none"> 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.

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.

Last modified: 28 January 2021

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*

Finance and Operations

Project management and accounting > Setup > projects360 parameters

USSI

Save Options

projects360 parameters

Invoicing

Simple adjustments

Work breakdown structure

Resourcing

Timesheets

Transactions

Qualification

Set up parameters for invoicing

INVOICE ENHANCEMENTS

Activate invoice enhancements

Yes

Default invoicing group

Rsat Test

Non printing fee category

Rounding

Invoicing group translations

Yes

ACCOUNTS RECEIVABLE

Aging period definition

30_60_90_180

CUSTOMER PO MATCHING

Activate customer PO matching

No

INVOICING EMAILING

Email template

INVEmail

Email provider ID

Exchange

Email attachment

No

Attach as PDF

No

INVOICE DOCUMENT REVIEW

Activate invoice document revi...

Yes

ACCOUNTS RECEIVABLE BY PROJECT

Activate accounts receivable b...

Yes

INVOICING ARCHIVES

Document type

InvoiceArchives

Enable enhanced naming conv...

Yes

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*

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

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								Page 1 of 4 11/25/2020 1:10 PM					
Contoso Consulting USA								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-009322	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 Project	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 Project	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								Page 1 of 22 11/25/2020 1:06 PM					
Contoso Consulting USA								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									
								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
Transaction date	Voucher/Invoice							500.00	0.00	500.00	0.00	0.00	0.00
10/29/2020	PIJV_00004130/00001335							500.00	0.00	500.00	0.00	0.00	0.00
Total								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%
CE00013	Customer for testing	Parker Project Test	00000976.02.03	T&E Fee Type		Parker Harrison							
								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
Transaction date	Voucher/Invoice							150.00	0.00	150.00	0.00	0.00	0.00
11/3/2020	PIJV_00004197/00001358							150.00	0.00	150.00	0.00	0.00	0.00
Total								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%
CE00013	Customer for testing	Parker Project Test	00000976.01	Progress Phase		Parker Harrison							
								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
Transaction date	Voucher/Invoice							9,000.00	0.00	9,000.00	0.00	0.00	0.00
11/3/2020	PIJV_00004199/00001360							1,087.00	0.00	1,087.00	0.00	0.00	0.00
11/5/2020	PIJV_00004271/00001384							10,087.00	0.00	10,087.00	0.00	0.00	0.00
Total								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.

Last modified: 28 January 2021

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 screenshot shows the 'projects360 parameters' setup form. The left sidebar lists various options: Invoicing, Simple adjustments, Work breakdown structure, Resourcing (selected), Timesheets, Transactions, Qualification, Billing schedule, and Unit billing. The main content area is titled 'Set up parameters for resourcing' and is divided into several sections:

- RESOURCING**: Includes 'Activate resourcing enhancement...' (Yes), 'Original model' (ORIG-Res), 'Resource budget model' (ORIG-WBS), 'Resource ETC model' (ETC-Res), 'Booking method' (Hours per day), and 'Default resourcing dates by pr...' (No).
- INTELLIGENT WORK SEARCH**: Includes 'Legal entity' (25.00), 'Role' (25.00), 'Hours available' (25.00), 'Skills' (25.00), 'Education' (25.00), and 'Certificate' (25.00).
- BOOK RESOURCE MULTIPLE TIMES**: Includes 'Book resource multiple times' (Yes).
- DAY WEEK STARTS**: Includes 'Day week starts' (Monday).
- DEFAULT FILTERS**: Includes 'Format for date range view' (Day), 'Show lines with zero hours' (Yes), and 'Show soft booking lines' (Yes).
- DEFAULT RESOURCE ROLE**: Includes 'Timesheets' (No) and 'Hour Journals' (No).
- UTILIZATION TARGETS**: Includes 'Utilization target calculation met...' (Working times), 'Standard work day hours', and 'Working times'.

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.

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 screenshot shows the 'Utilization targets' form in the projects360 BI system. The form has a sidebar with a list of resources and a main area with a table of utilization targets.

Resources List:

- Alice Ciccu (USSI)
- Adam Carter (USSI)
- Aaron Con (USSI)
- Usha Ravindra Rao (USSI)
- Appasaheb Narasannavar (USSI)
- SAG_002 (USSI)

Utilization targets table:

Effective date	FTE %	Utilization %	Realization rate
6/1/2019	100.00	80.00	50.00

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 upto 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.

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 $8 \times 75\% = 6$ 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 $6 \times 85\% = 5.10$ 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
------------	-------------

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	Utilized (bill)	UB
Group	TM_WIP	Table	AppDev		Utilized (non-bill)	UNB
Group	TM_WIP	Table	Consult		Non-utilized (Client)	NUC
Group	TM_WIP	Table	Design		Non-utilized (PTO)	NUPTO
Group	TM_WIP	Table	Development		None	
Table	00000003	Table	ITConsult		Utilized (Internal)	
Group	Capital	All			Non-utilized (Internal)	
Group	Internal	All			Non-utilized (PTO)	
Group	PTO	All			Utilized (bill)	
Group	TM_WIP	All			Utilized (bill)	
Group	FixedInv	All		Billable	Not-included	
Group	FixedPC	All		Billable	Utilized (bill)	
Group	FP_WBS	All		Billable	Utilized (bill)	
Group	T&M	All		Billable	Not-included	
Group	FixedInv	All		NonBill	Utilized (non-bill)	
Group	FixedPC	All		NonBill	Utilized (non-bill)	
Group	T&M	All		NonBill	Non-utilized (PTO)	

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

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.

Finance and Operations

Search for a page

USSI

SaveNewDeleteUpdate transaction group historyOPTIONS

TRANSACTION GROUP

Filter

Posting type ↑	Transaction type	Category	Transaction group
Project - cost	Hour		Labor
Project - cost	Expense		None
Project - cost	Item		Expense
Project - payroll allocation	Hour		Labor
Project - cost - item	Item		Revenue
Project - invoiced revenue	Fee		Offset
Project - invoiced revenue	Hour		On-account
Project - invoiced revenue	Expense		WIP
Project - invoiced on-account	On-account		Revenue
Project - accrued revenue - sa...	Fee		Revenue
Project - accrued revenue - sa...	Hour		Revenue
Project - accrued revenue - sa...	Expense		Expense
Project - accrued revenue - sa...	Item		Revenue

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.

Transaction Type	<p>The various project transaction types are displayed for selection in this list.</p> <p>Transaction types available are</p> <p>Blank, Fee, Hour, Expense, Item, OnAccount, WIP, Indirect cost component and Retainage.</p>
Category	<p>The category that should be used. to filter for the given transaction type.</p>
Transaction group	<p>There are 7 types of transaction groups available for selection.</p> <p>None, Expense, Labor, Revenue, Offset, On-Account and WIP.</p>

Last modified: 2 February 2021

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

✓ Voucher	Ledger date ↑	Ledger account	Posting type ▼	Amount type	Amount	Funding source	Indirect cost co...
PJAV_00081	8/30/2017	602100-----	Project - payroll allocation	Cost	100.00	Fun Times Club	
PJAV_00081	8/30/2017	540100-004-028-00000006-Stra...	Project - cost	Cost	100.00	Fun Times Club	

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.

Dynamics 365
Finance and Operations
Project management and accounting > Projects > All projects

Review indirect costs
OPTIONS

00000166 : 8/15/2017
Ledger updates

Filter

Overview
General
Financial dimensions
Utilization type transactions
Transaction group

GENERAL	UTILIZED	NON-UTILIZED	None
Hours	Utilized bill	Non-utilized client	0.00
0.50	0.00	0.00	Not included
Hours adjustment	Utilized internal	Non-utilized internal	0.00
	0.00	0.50	
Utilization type	Utilized non-bill	Non-utilized PTO	
Non-utilized (Internal)	0.00	0.00	

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.

The screenshot displays the Dynamics 365 Finance and Operations interface. The top navigation bar includes 'Dynamics 365', 'Finance and Operations', and a breadcrumb trail: 'Project management and accounting > Projects > All projects'. Below this, a dark blue header contains 'Review indirect costs' and 'OPTIONS' with a search icon. The main content area is titled '00000166 : 8/15/2017' and 'Ledger updates'. A search bar labeled 'Filter' is present. The 'Transaction group' tab is highlighted with a red box. The 'Utilization type' dropdown is set to 'Labor'. A bar chart shows the following values:

Category	Value
Expense	0.00
Labor	100.00
Offset	0.00
On-account	0.00
Revenue	0.00
WIP	0.00

Last modified: 28 January 2021

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.

Resources list

Aaron Con : 000409

Resource details	
Resource name Aaron Con	Resource ID 000409
Sales price 300.00	Worker type Employee
Period types EmpWeek	Source legal entity ussl
To date 12/31/2154	Worker name Aaron Con
Role ID Software developer	Cost price 180.00
Calendar Standard	Title Consultant
From date 10/10/2010	Is schedulable Yes <input checked="" type="checkbox"/>

Resource setup

Aaron Con

TIMESHEET		Max hours calendar		RESOURCE SCHEDULING		VALIDATION		MAXIMUM WORKING TIME	
Period code EmpWeek	Default category	Require start/stop time No <input checked="" type="checkbox"/>	Use effective labor rate No <input checked="" type="checkbox"/>	Calendar Standard	Enable project validation No <input checked="" type="checkbox"/>	Enable category validation No <input checked="" type="checkbox"/>	Monday 0.00	Tuesday 0.00	
							Wednesday 0.00	Thursday 0.00	
							Friday 0.00	Saturday 0.00	
							Sunday 0.00	Total working hours 0.00	

Once user click on Target update button, target transactions are updated accordingly.

Finance and Operations | Search for a page | USSI

Utilization target transactions | AARON CON 000409 USSI

My view ▼

Filter

Overview Financial dimensions

✓ 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

Update utilization target transactions

Parameters

TARGET UPDATE
Update all target transactions as of:

6/30/2019

Run in the background

Recurrence **Alerts**

Batch processing
Yes ☒

Task description
Update utilization target transa

Batch group
▼

Private
No ☐

Critical Job
No ☐

Monitoring category
▼

Start date: 6/28/2019 (09:11:11 am) (GMT) Coordinated Universal Time

Once user runs this batch, Utilization target transactions are updated accordingly till the batch running date.

Finance and Operations						
Utilization target transactions ALICE CICCUC 000349 USSI						
My view						
Filter						
Overview						
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

Last modified: 28 January 2021

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

Last modified: 28 January 2021

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 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

The screenshot displays the 'Projects+ parameters' form in Dynamics 365. The navigation bar at the top shows 'Dynamics 365', 'Finance and Operations', and the breadcrumb 'Project management and accounting > Setup > Projects+ parameters'. The left sidebar lists various tabs: 'Invoicing', 'Work breakdown structure' (selected), 'Resourcing', 'Timesheets', 'Transactions', and 'Qualification'. The main content area is titled 'Set up parameters for work breakdown structure'. It is divided into two sections: 'WBS FORECAST' and 'WORK BREAKDOWN STRUCTURE'. The 'WBS FORECAST' section contains three dropdown menus: 'Planned value' (set to 'Plan'), 'Earned value' (set to 'Earned'), and 'Estimate to complete' (set to 'ETC_WBS'). The 'WORK BREAKDOWN STRUCTURE' section contains a toggle for 'Activate work breakdown structure' set to 'Yes'.

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

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.

The screenshot displays the 'Forecast models' form in Dynamics 365 Finance and Operations. The left sidebar lists various forecast models: ACCREV (Accrev forecast model), CarryFwd (Carry forward), Earned (Earned forecast), ETC_WBS (ETC_WBS), O_forecast (Original forecast), Original (Original budget), Plan (Planned forecast model), and R_Forecast (Remaining forecast). The main form area is titled 'Forecast models' and shows the configuration for the 'ACCREV' model. Key parameters include:

- Model Name:** ACCREV
- Forecast Invoice Date:** Use project date as invoice date (No)
- Budget Type:** None
- Forecast with WIP:** WIP on time and material project (No), WIP on fixed-price project (No), WIP on investment project (No)
- Automatic Forecast Reduction:** Hour (No), Expense (No), Item (No)
- Forecast Lines Group By:** Week (selected from a dropdown menu)
- Calculate Pricing on Forecast Update:** Cost price (Source transaction), Sales price (Source transaction)

- 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.

Last modified: 28 January 2021

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*

Dynamics 365 ▾ Finance and Operations Project management and accounting > Projects > All projects USSI 🔍

Tracking Views Edit Activity maintenance WBS Merge OPTIONS 🔍

Work breakdown structure
00000212: LMN24-Week WBS
Currently published

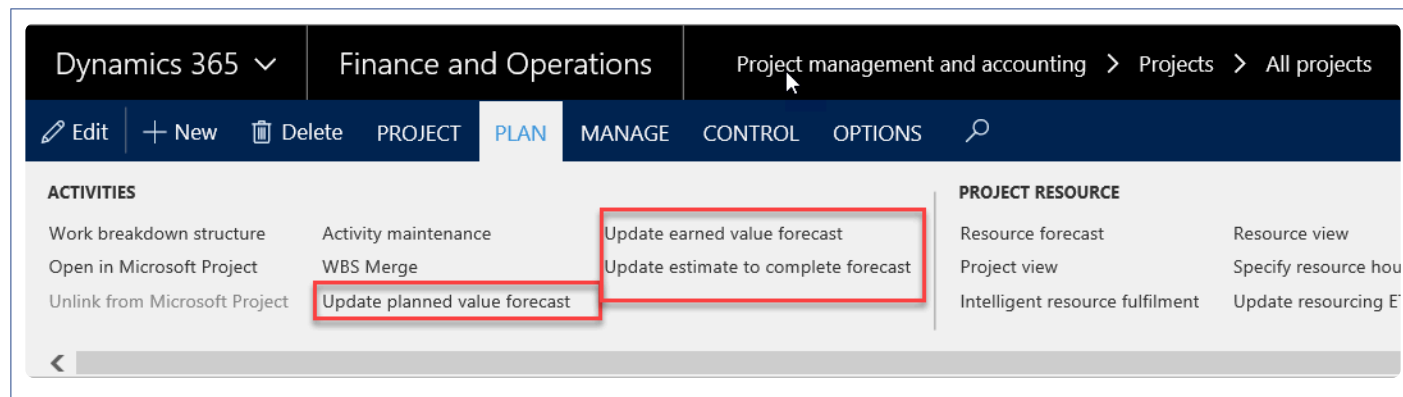
Schedule planning Estimated costs and revenue

🔍 Filter

+ New 📁 Save 🗑 Delete ➡ Outdent ➡ Indent ⬆ Move up ⬇ Move down 🔄 Refresh Expand to ▾ 🔄 Disable auto sync Details 📄 Export ⬇ Import 🔄 Restore Auto scheduling ▾

✓	WBS ID	S...	N...	Task	Predecessors	Category	Effort (hours)	Start date	End date	Duration (days)	Number of resourc...	Role
▾				00000212			230.00	8/1/2017	8/17/2017	13.00		
	1			PM		PM	50.00	8/1/2017	8/9/2017	7.00	1.00	
	2			Dev		PM	100.00	8/1/2017	8/17/2017	13.00	1.00	
	3			QA		PM	80.00	8/1/2017	8/14/2017	10.00	1.00	

Go to Projects management and accounting > Projects > All projects > Plan tab
_Go to Manage projects workspace > Budgeting tab



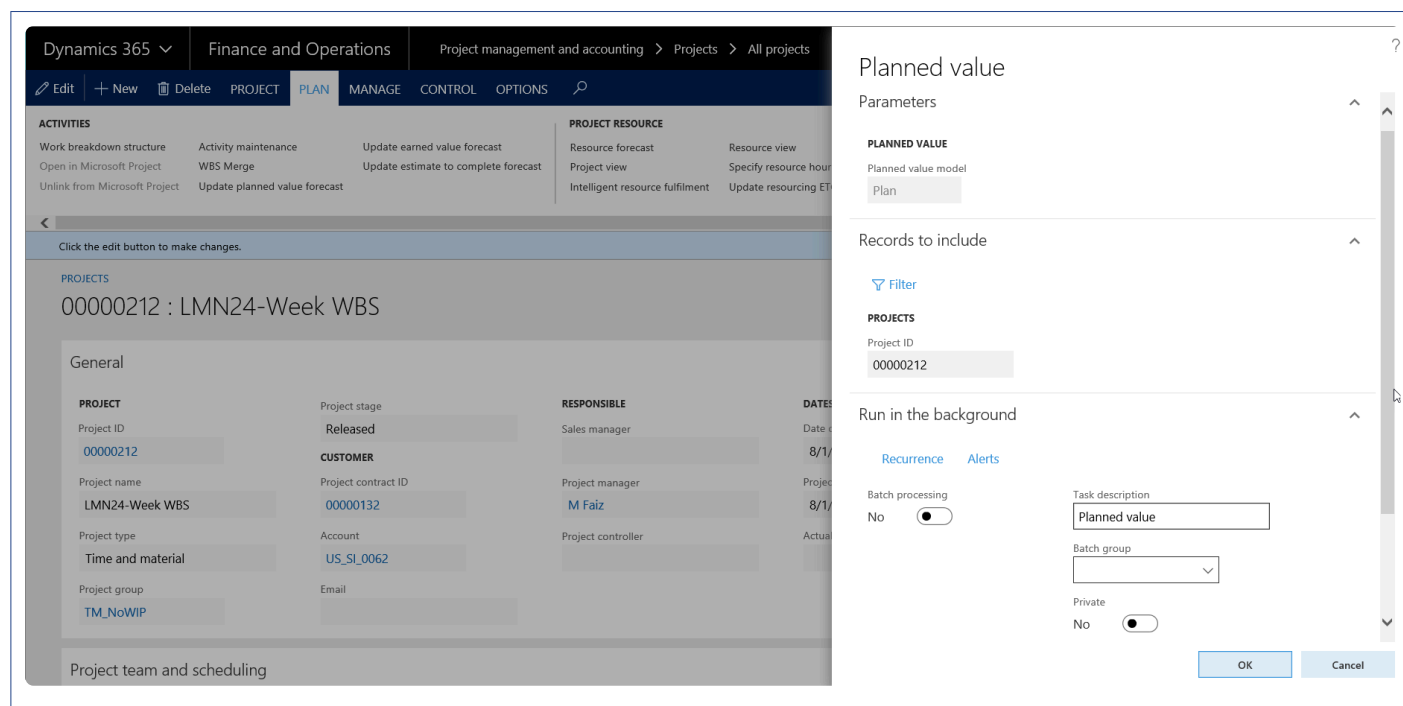
When the user chooses one of these buttons then a batch window opens where the user can process the records further. Details of how each forecast plan is updated is detailed in the below sections of the document.

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.

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

Earned value

Parameters

EARNED VALUE

Earned value model
Earned

Records to include

Filter

PROJECTS

Project ID
00000212

Run in the background

Recurrence Alerts

Batch processing
Yes ☒

Task description
Earned value

Batch group
▼

Private
No ☐

Critical Job
No ☐

Monitoring category
▼

Start date: 9/12/2017 (11:56:26 am) (GMT) Coordinated Universal Time

OK Cancel

PROJECTS

00000212 : LMN24-Week WBS

General

PROJECT	Project stage	RESPONSIBLE	DATE
Project ID 00000212	Released	Sales manager	Date 8/1/2017
Project name LMN24-Week WBS	CUSTOMER	Project manager M Faiz	Project 8/1/2017
Project type Time and material	Project contract ID 00000132	Project controller	Actual 8/1/2017
Project group TM_NoWIP	Account US_SI_0062		
	Email		

Project team and scheduling

SCHEDULING			
Staffing status Not staffed	Total planned effort in hours 230.00	Schedule start date 8/1/2017	Sched 8/1/2017

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

Estimate to complete

Parameters

ESTIMATE TO COMPLETE

Estimate to complete model
ETC_WBS

Records to include

Filter

PROJECTS

Project ID
00000212

Run in the background

Recurrence Alerts

Batch processing
Yes ☒

Task description
Estimate to complete

Batch group
▼

Private
No ☒

Critical Job
No ☒

Monitoring category
▼

Start date: 9/12/2017 (11:57:27 am) (GMT) Coordinated Universal Time

OK Cancel

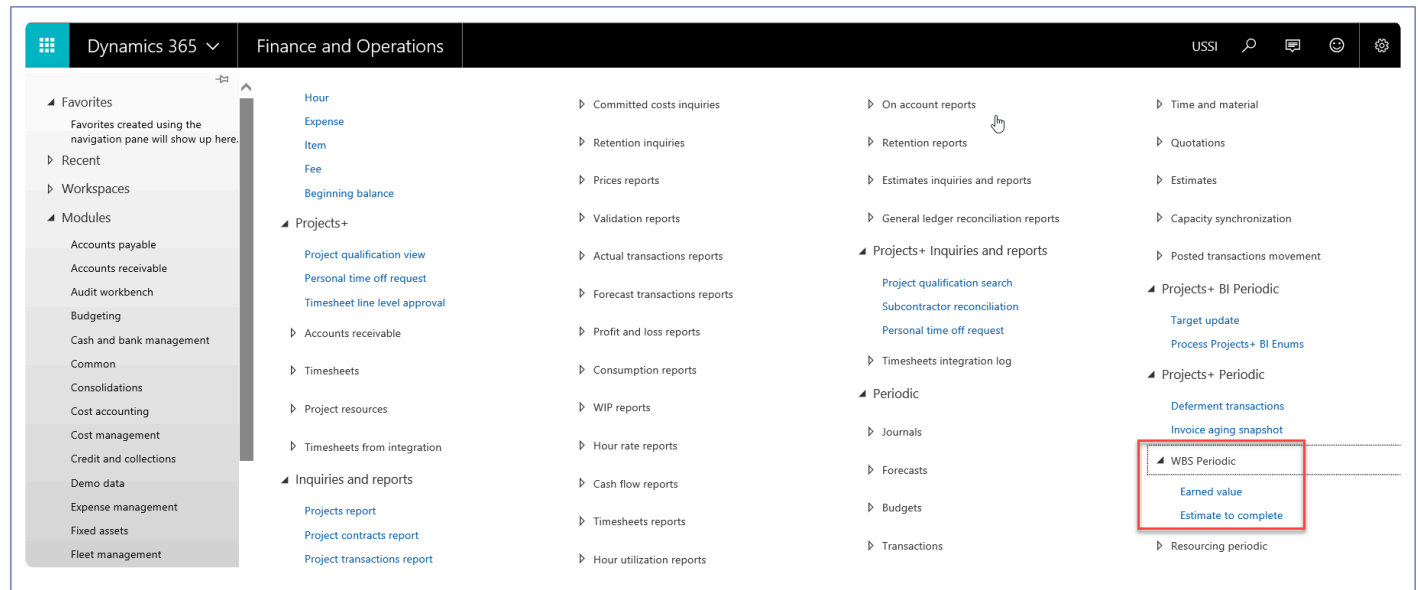
When the user runs the batch then the following data from work breakdown structure is considered for creating forecast lines for the forecast model ID that is selected in the parameters.

- 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



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.

?

Estimate to complete

Parameters

ESTIMATE TO COMPLETE

Estimate to complete model

Earned

Records to include

Filter

PROJECTS

Project ID

Run in the background

OKCancel

Last modified: 28 January 2021

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.

Dynamics 365

Finance and Operations

Project management and accounting > Projects > All projects

USS1

Edit

+ New

Delete

Edit

General ledger preview

Transfer quotation lines

Scheduling

Trade agreement

OPTIONS

Click the edit button to make changes.

00000212 : LMN24-WEEK WBS

Hour forecasts - Forecast model: Plan, 8/15/2017

Overview

General

Dates

Resource requirements

Scheduling

Financial dimensions

✓	WBS ID	Task name	Forecast m...	Project date	Project ID	Activity number	Category	Resource	Role ID	Description	Hours	Line property	Budget type	Indirect cost co...
1	PM	Plan	8/15/2017	00000212	W00004640	PM				Project Management	50.00	Billable	None	
3	QA	Plan	8/15/2017	00000212	W00004642	PM				Project Management	80.00	Billable	None	
2	Dev	Plan	8/15/2017	00000212	W00004641	PM				Project Management	100.00	Billable	None	

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.

The screenshot shows the Dynamics 365 Finance and Operations interface. The breadcrumb trail is: Project management and accounting > Projects > All projects. The page title is 'Hour forecasts - Forecast model: Earned, 8/15/2017'. The 'Overview' tab is selected, showing a table of forecast data.

WBS ID	Task name	Forecast m...	Project date	Project ID	Activity number	Category	Resource	Role ID	Description	Hours	Line property	Budget type	Indirect cost co...
1	PM	Earned	8/15/2017	00000212	W00004640	PM			Project Management	50.00	Billable	None	
2	Dev	Earned	8/15/2017	00000212	W00004641	PM			Project Management	100.00	Billable	None	
3	QA	Earned	8/15/2017	00000212	W00004642	PM			Project Management	80.00	Billable	None	

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.

The screenshot shows the Dynamics 365 Finance and Operations interface. The breadcrumb trail is: Project management and accounting > Projects > All projects. The page title is 'Hour forecasts - Forecast model: ETC_WBS, 8/15/2017'. The 'Overview' tab is selected, showing a table of forecast data.

WBS ID	Task name	Forecast m...	Project date	Project ID	Activity number	Category	Resource	Role ID	Description	Hours	Line property	Budget type	Indirect cost co...
2	Dev	ETC_WBS	8/15/2017	00000212	W00004641	PM			Project Management	90.00	Billable	None	
1	PM	ETC_WBS	8/15/2017	00000212	W00004640	PM			Project Management	40.00	Billable	None	
3	QA	ETC_WBS	8/15/2017	00000212	W00004642	PM			Project Management	70.00	Billable	None	

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.



Note – Only transaction of type hour has been considered for these calculations.

Last modified: 28 January 2021

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.

Last modified: 28 January 2021

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

The screenshot shows the Dynamics 365 Forecast models form. The left sidebar lists various forecast models, including ACCNEW, CarryFwd, EFM, ETCFM, O_forecast, Original, PFM, R_Forecast, Remaining, and T_Forecast. The main area displays the configuration for the 'ACCNEW' model. The 'Accrue revenue on fixed price p...' toggle is highlighted with a red box and is turned on. Other settings include 'Forecast invoice date', 'Budget type', 'Forecast with WIP', 'Automatic forecast reduction', 'Require sufficient remaining budget', 'Calculate pricing on forecast update', and 'Forecast lines group by'.

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

00000630 : BUILD-002
Hour forecasts - Forecast model: **ACCNEW**, 4/2/2018

Overview General Dates Resource requirements Scheduling Financial dimensions

WBS ID	Task name	Forecast model	Project date	Project ID	Activity number	Category	Resource
1	Project Management	ACCNEW	4/2/2018	00000630	W00004874	PM	
2	Development	ACCNEW	4/2/2018	00000630	W00004875	ERPDev	
3	Quality Assurance	ACCNEW	4/2/2018	00000630	W00004876	QA	

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

ACCNEW : 4/2/2018
General ledger preview

Filter

Overview General Financial dimensions Utilization type transactions Transaction group

Ledger date	Ledger account	Posting type	Amount type	Amount	Funding source
4/2/2018	411100	Project - invoiced revenue	Sales	42,000.00	Build0001
4/2/2018	602100	Project - payroll allocation	Cost	24,000.00	Build0001
4/2/2018	540100	Project - cost	Cost	24,000.00	Build0001

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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.

Last modified: 28 January 2021

RecID Update



This section 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.

Last modified: 28 January 2021

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.

Dynamics 365 | Finance and Operations | Project management and accounting > Transactions > Posted project transactions

NEW PROCESS VIEW BILL RELATED INFORMATION OPTIONS

RELATED INFORMATION

Timesheet
Expense report
Vendor invoice

POSTED PROJECT TRANSACTIONS

Filter Start date 4/30/2018 End date Invoice status All

✓ Date ↑	Project name	Project ID	Category ID	Resource name	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.

Dynamics 365 ▾ **Finance and Operations** **Project management and accounting** > **Projects** > **All projects** GBSI 🔍 🗨️ 😊

NEW **PROCESS** **VIEW** **BILL** **RELATED INFORMATION** **OPTIONS** 🔍

RELATED INFORMATION

Timesheet
Expense report
Vendor invoice

POSTED PROJECT TRANSACTIONS :: 00000009 : IC_PROJECT_001

Filter Start date End date Invoice status Include subprojects

✓ Date ↑	Project name	Project ID ▾	Category ID	Resource name	Item
4/9/2018	IC_Project_001	00000009	PM	Adam Carter	
✓ 4/10/2018	IC_Project_001	00000009	PM	Adam Carter	
4/10/2018	IC_Project_001	00000009	Consult	Adam Carter	
✓ 4/10/2018	IC_Project_001	00000009	PM	Adam Carter	
4/10/2018	IC_Project_001	00000009	Consult	Adam Carter	
5/21/2018	IC_Project_001	00000009	PM	Adam Carter	

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.

Dynamics 365 ▾ **Finance and Operations** **Project management and accounting** > **Projects** > **All projects** USSI 🔍 🗨️ 😊

NEW **PROCESS** **VIEW** **BILL** **RELATED INFORMATION** **OPTIONS** 🔍

RELATED INFORMATION

Timesheet
Expense report
Vendor invoice

POSTED PROJECT TRANSACTIONS :: 00000809 : ABP_30052018-ACTIVITY ROLLUP

Filter Start date End date Invoice status Include subprojects

✓ Date ↑ ▾	Project name	Project ID ▾	Category ID	Resource na...	...	Total sales...	Amount in tra...	Total cost am...	Invoice status	Transactio...	Indirect...	Transaction origin
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_30052018-Activity R...	00000809	AppDev	Priya01		2,600.00	1,520.00	1,520.00	Chargeable	Hour		Timesheet
✓ 5/29/2018	ABP_30052018-Activity R...	00000809	Car Rental	Priya01		118.45	103.00	103.00	Chargeable	Expense		Expense management
5/30/2018	ABP_30052018-Activity R...	00000809	AppDev	Priya01		2,600.00	1,520.00	1,520.00	Chargeable	Hour		Timesheet
5/30/2018	ABP_30052018-Activity R...	00000809	PM	Raj Kapoor		3,500.00	2,000.00	2,000.00	Chargeable	Hour		Hour journal
5/30/2018	ABP_30052018-Activity R...	00000809	PM	Raj Kapoor		1,750.00	1,000.00	1,000.00	Chargeable	Hour		Hour journal
5/30/2018	ABP_30052018-Activity R...	00000809	AppDev	Raj Kapoor		975.00	570.00	570.00	Chargeable	Hour		Hour journal
5/30/2018	ABP_30052018-Activity R...	00000809	Doc	Raj Kapoor		3,000.00	2,000.00	2,000.00	Chargeable	Hour		Hour journal
5/30/2018	ABP_30052018-Activity R...	00000809	PM	Raj Kapoor		1,750.00	1,000.00	1,000.00	Chargeable	Hour		Hour journal
5/30/2018	ABP_30052018-Activity R...	00000809	AppDev	Raj Kapoor		975.00	570.00	570.00	Chargeable	Hour		Hour journal
5/30/2018	ABP_30052018-Activity R...	00000809	AppDev	Priya01		2,275.00	1,330.00	1,330.00	Chargeable	Hour		Hour journal
5/31/2018	ABP_30052018-Activity R...	00000809	ProjItem			202.00	202.00	202.00	Chargeable	Item		Vendor invoice

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

borrowing legal entity and based on the type of transaction the buttons are enabled and disabled.

RELATED INFORMATION

Timesheet
Expense report
Vendor invoice

POSTED PROJECT TRANSACTIONS :: 00000009 : IC_PROJECT_001

Start date: 5/1/2018 End date: Invoice status: All Include subprojects: No

✓ Date ↑ ▾	Project name	Project ID ▾	Category ID	Resource na...	L...	Total sales...	Amount in tra...	Total cost am...	Invoice status	Transactio...	Indirect...	Transaction origin
5/21/2018	IC_Project_001	00000009	PM	Adam Carter		700.00	165.02	165.02	Chargeable	Hour		Vendor invoice
5/29/2018	IC_Project_001	00000009	Conference	Raj Kapoor		105.83	145.00	145.00	Chargeable	Expense		Vendor invoice

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.

RELATED INFORMATION

Timesheet
Expense report
Vendor invoice

POSTED PROJECT TRANSACTIONS :: 00000809 : ABP_30052018-ACTIVITY ROLLUP

Start date: 5/1/2018 End date: Invoice status: All Include subprojects: No

✓ Date ↑ ▾	Project name	Project ID ▾	Category ID	Resource na...	L...	Total sales...	Amount in tra...	Total cost am...	Invoice status	Transactio...	Indirect...	Transaction origin
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_30052018-Activity R...	00000809	AppDev	Priya01		2,600.00	1,520.00	1,520.00	Chargeable	Hour		Timesheet
5/29/2018	ABP_30052018-Activity R...	00000809	Car Rental	Priya01		118.45	103.00	103.00	Chargeable	Expense		Expense management
5/30/2018	ABP_30052018-Activity R...	00000809	AppDev	Priya01		2,600.00	1,520.00	1,520.00	Chargeable	Hour		Timesheet
5/30/2018	ABP_30052018-Activity R...	00000809	PM	Raj Kapoor		3,500.00	2,000.00	2,000.00	Chargeable	Hour		Hour journal
5/30/2018	ABP_30052018-Activity R...	00000809	PM	Raj Kapoor		1,750.00	1,000.00	1,000.00	Chargeable	Hour		Hour journal
5/30/2018	ABP_30052018-Activity R...	00000809	AppDev	Raj Kapoor		975.00	570.00	570.00	Chargeable	Hour		Hour journal
5/30/2018	ABP_30052018-Activity R...	00000809	Doc	Raj Kapoor		3,000.00	2,000.00	2,000.00	Chargeable	Hour		Hour journal
5/30/2018	ABP_30052018-Activity R...	00000809	PM	Raj Kapoor		1,750.00	1,000.00	1,000.00	Chargeable	Hour		Hour journal
5/30/2018	ABP_30052018-Activity R...	00000809	AppDev	Raj Kapoor		975.00	570.00	570.00	Chargeable	Hour		Hour journal
5/30/2018	ABP_30052018-Activity R...	00000809	AppDev	Priya01		2,275.00	1,330.00	1,330.00	Chargeable	Hour		Hour journal
5/31/2018	ABP_30052018-Activity R...	00000809	Projitem			202.00	202.00	202.00	Chargeable	Item		Vendor invoice

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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

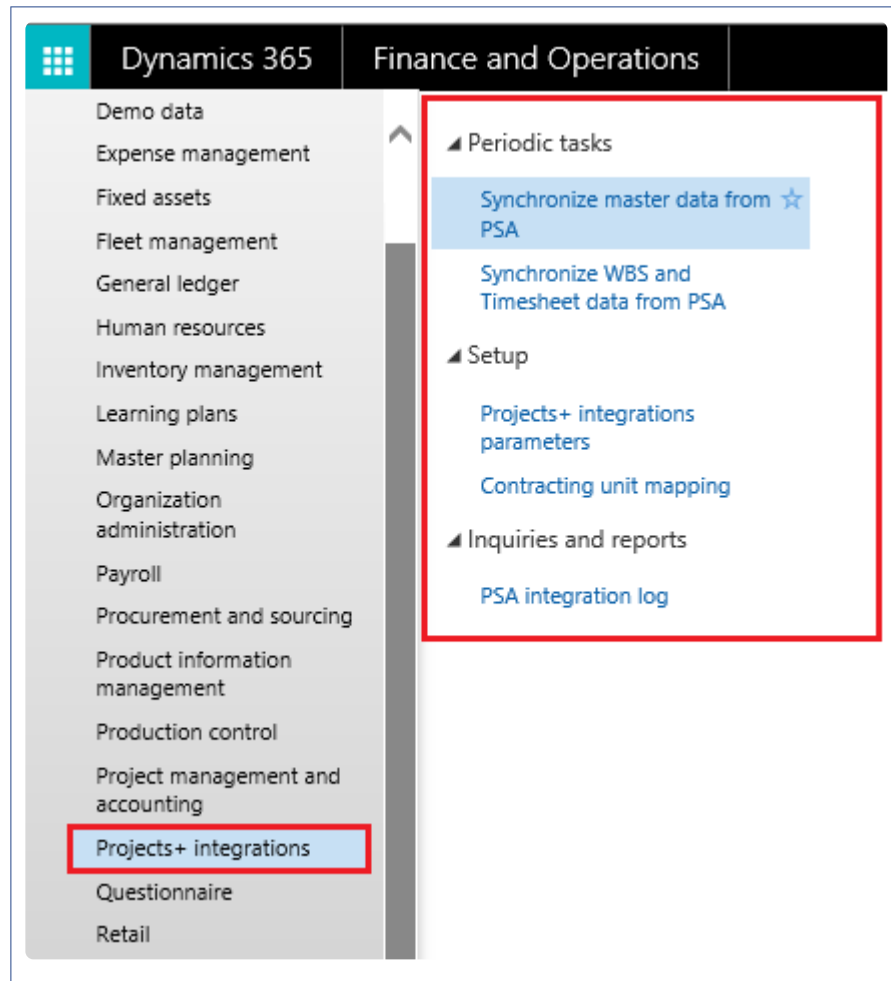


This section contains the information of the generic configurations required to import data from Project Service Automation application (PSA) to Microsoft Dynamics 365 for Finance and Operations.

projects360 Integrations

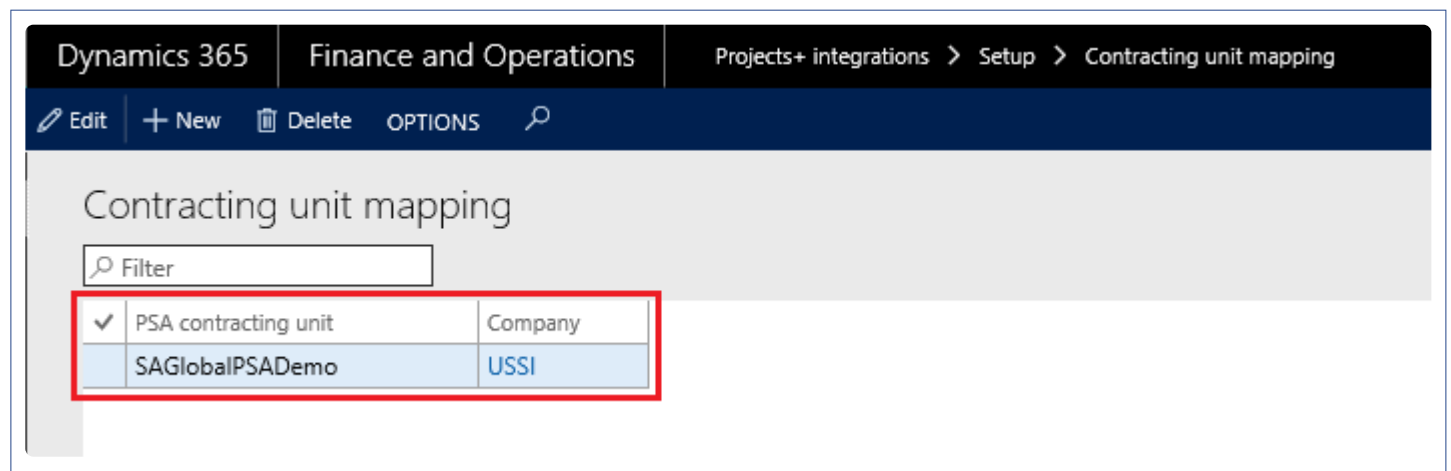
A new module has been created for these integrations and it has the following forms within it.

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.



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.



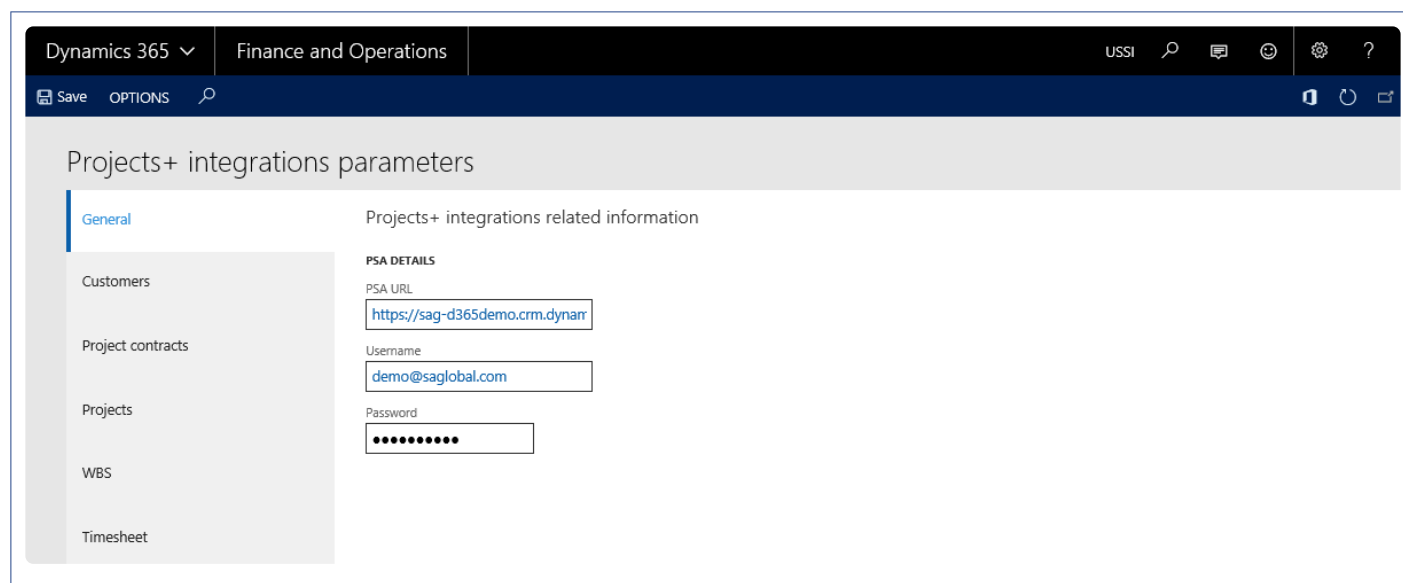
Fields available on this form are:

- **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.



The screenshot shows the Dynamics 365 Finance and Operations user interface. The top navigation bar includes 'Dynamics 365' and 'Finance and Operations'. The main header area displays 'Projects+ integrations parameters'. On the left, a sidebar lists navigation options: General, Customers, Project contracts, Projects, WBS, and Timesheet. The 'General' tab is active, showing 'Projects+ integrations related information'. Under the 'PSA DETAILS' section, there are three input fields: 'PSA URL' with the value 'https://sag-d365demo.crm.dynan...', 'Username' with the value 'demo@saglobal.com', and 'Password' which is masked with dots.

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 order 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)

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.

- 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 environment.

Last modified: 28 January 2021

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 in the Microsoft Dynamics 365 for Finance and Operations, users have to run the integrations either for an individual record or using batches.

Last modified: 28 January 2021

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

The screenshot shows the 'Projects+ integrations parameters' form in Microsoft Dynamics 365 Finance and Operations. The form is titled 'Set up defaults for customers' and includes the following sections:

- SYNCHRONIZE**: Synchronize with PSA (Yes/No toggle)
- UI CONTROL**: UI control (Yes/No toggle)
- PSA PROCESS DETAILS**: Last execution date time (5/31/2019 08:44:07 PM)
- Number sequence type**: AX
- CUSTOMER DEFAULT VALUES**: Customer group (100)

The left-hand navigation pane shows the following tabs: General, Customers (selected), Project contracts, Projects, Resource, WBS, and Timesheet.

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.

- **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.

Last modified: 28 January 2021

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.

✓	Batch job ID	Job description	Execution date ↓	Status ▾
	0		8/3/2017 08:03:28 AM	Error
	0		8/3/2017 07:57:52 AM	Error
	0		8/3/2017 07:57:17 AM	Error
	0		8/3/2017 07:45:27 AM	Error
	0		7/28/2017 08:18:06 AM	Error

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.

- 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.

Integration details

Filter

Type	Name	Reference num	Status	Action
Customer	Acc05	01507bef-8118-e811-a838-000d3a13a671	Completed	Created
Customer	Trey Research Electronics	016c3f4b-1be7-e611-8101-e0071b6af231	Error	Created
Customer	Dunder Mifflin	01d4f8b0-2905-e811-a832-000d3a13a9c6	Completed	Created
Customer	Trey Research Instrumentation	036c3f4b-1be7-e611-8101-e0071b6af231	Error	Created
Customer	Trey Research Assembly	056c3f4b-1be7-e611-8101-e0071b6af231	Error	Created
Customer	Litware Engineering	096c3f4b-1be7-e611-8101-e0071b6af231	Error	Created
Customer	SAG_008	1f8c4384-c41b-e811-a834-000d3a13a9c6	Completed	Created
Customer	Northwind Traders Integration	216c3f4b-1be7-e611-8101-e0071b6af231	Error	Created
Customer	SAG_004	218d7df5-b81b-e811-a834-000d3a13a9c6	Completed	Created
Customer	Southridge Video	236c3f4b-1be7-e611-8101-e0071b6af231	Error	Created
Customer	Southridge Video Engineering	276c3f4b-1be7-e611-8101-e0071b6af231	Error	Created
Customer	Southridge Video Electronics	2b6c3f4b-1be7-e611-8101-e0071b6af231	Error	Created

Error description
Currency code does not exist.
Terms of payment Net 30 does not exist.

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

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

Last modified: 28 January 2021

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.

Dynamics 365 Finance and Operations Accounts receivable > Customers > All customers USSI

Edit + New Delete CUSTOMER SELL INVOICE COLLECT PROJECTS SERVICE MARKET RETAIL GENERAL OPTIONS

ACCOUNTS TRANSACTIONS BALANCE FORECAST SET UP ATTACHMENTS CATALOGS CUSTOMER SERVICE REGISTRATION

Contacts Change party association Open in PSA Transactions Balance Forecast Bank accounts Credit cards Attachments Send catalog Customer service Registration IDs Registration ID search

Click the edit button to make changes.

ALL CUSTOMERS

Filter

Account	Name	Invoice account	Customer group	Currency	Telephone	Extension
CRACT_R7.2	CRACT_R7.2		40	EUR	8880241166	
CRACT-1_R7.2	CRACT-1_R7.2	CRACT_R7.2	40	USD		
CRACT-5_R7.2	CRACT-5_R7.2	CRACT_R7.2	40	USD	926532564	
CRACT-6_R7.2	CRACT-6_R7.2		40	EUR	95156465465	
Cust_001	CUST_001P		40	EUR	4654879864654	
IC_CUST_001	IC_CUST_001		40	EUR	8321546545	
US_SI_0002	Active Transport Inc.		20	USD		
US_SI_0003	Alpine Ski House		20	USD		

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.

Dynamics 365

Sales

Accounts > CRACT-1_R7.2 >

PREVIEW

NEW

DEACTIVATE

CONNECT

ADD TO MARKETING LIST

ASSIGN

EMAIL A LINK

DELETE

FORM

PROCESS

...

ACCOUNT

CRACT-1_R7.2

Annual Revenue
--

No. of Employees
--

Summary

ACCOUNT INFORMATION

Account Name *
CRACT-1_R7.2

Phone
MO-832154555

Fax
F-32545615346

Website
<https://www.cust.com>

Parent Account
[CRACT_R7.2](#)

Ticker Symbol
--

Relationship Type
Customer

Product Price List
[Default Price List](#)

Account Number
--

POSTS ASSISTANT ACTIVITIES NOTES ONENOTE

Enter post here

POST

All posts Auto posts User posts

Primary Contact
--

ADDRESS

SAGlobal
The Estate
Next to Manipal center
London Karnataka 560041
IND

Last modified: 28 January 2021

Project Contracts Integration

The projects contracts integration option provides users the ability to integrate project contract data available on 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.

Last modified: 28 January 2021

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

The screenshot shows the 'Projects+ integrations parameters' form in Microsoft Dynamics 365. The form is titled 'Set up defaults for project contracts' and includes several sections:

- SYNCHRONIZE**: A section with a 'Synchronize with PSA' checkbox set to 'Yes'.
- PSA PROCESS DETAILS**: A section with a 'Last execution date time' field showing '8/14/2017 12:00:00 AM'.
- UI CONTROL**: A section with a 'UI control' checkbox set to 'Yes'.
- Number sequence type**: A dropdown menu showing options 'AX', 'AX', and 'CRM'.

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).

Last modified: 28 January 2021

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.

✓	Batch job ID	Job description	Execution date ↓	Status ▾
	0		8/3/2017 08:03:28 AM	Error
	0		8/3/2017 07:57:52 AM	Error
	0		8/3/2017 07:57:17 AM	Error
	0		8/3/2017 07:45:27 AM	Error
	0		7/28/2017 08:18:06 AM	Error

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.
 - 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.

Integration details

Filter

Overview

Type	Name	Reference num	Status	Action
Project contract	City_Power - Line-Redesign	27cab174-36e7-e611-8110-e0071b66bf01	Error	Created
Project contract	1_Cont_0001	2a6410f4-e80e-e811-a832-000d3a13a9c6	Error	Created
Project contract	KBW Partner-Quote-A	3127ded2-102c-e811-a837-000d3a13ae0a	Completed	Created
Project contract	zSBPBI Contract A	395edf6c-9945-e711-812a-e0071b669f91	Error	Created
Project contract	2_PSA-Cust-003	55f91b72-0617-e811-a836-000d3a13a101	Error	Created
Project contract	User in PSA	5874f80a-040d-e811-a830-000d3a13af3a	Error	Created
Project contract	zUTPBI Contract 1	66d3c4ba-9945-e711-812a-e0071b669f91	Error	Created
Project contract	PSA_ProjectContract-005_CHNG	c6009a5f-9f17-e811-a836-000d3a13a101	Completed	Created
Project contract	New Learning Plans	c8c6cebe-e30f-e811-a830-000d3a13af3a	Error	Created
Project contract	zzActPBI A	e9400ff8-9945-e711-812a-e0071b669f91	Error	Created
Project contract	Proj_Cont1	e02ae485-9123-e811-a835-000d3a13ae0a	Error	Created
Project contract	Sample	ef026f0d-c00f-e811-a830-000d3a13af3a	Error	Created
Project contract	PSA_ProjectContract-006	f78b4717-6023-e811-a839-000d3a13a671	Error	Created
Project contract	Global U Live - PSADemo	fc904b48-c80f-e811-a830-000d3a13af3a	Error	Created

Error description
Customer account is required

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).

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

Last modified: 28 January 2021

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 screenshot shows the Microsoft Dynamics 365 interface for Project Contracts. The top navigation bar includes 'Dynamics 365', 'Finance and Operations', and 'Project management and accounting > Projects > Project contracts'. The left sidebar has a 'PROJECT CONTRACT' tab selected, with sub-tabs 'PLAN', 'MAINTAIN', 'CONTROL', and 'OPTIONS'. Under 'MAINTAIN', there are options like 'New project' and 'Open in PSA' (highlighted with a red box). The main area displays a table of project contracts with the following columns: Project contract ID, Name, Customer account, Customer name, Legal entity, Sales currency, and Invoice frequency. The first row is highlighted with a blue background and has its 'Name' cell (PRCONT-6_R7.2) highlighted with a red box.

Project contract ID	Name	Customer account	Customer name	Legal entity	Sales currency	Invoice frequency
00000132	PRCONT-6_R7.2	CRACT-1_R7.2	CRACT-1_R7.2	ussi	EUR	Weekly
00000108	LMN26	US_SI_0062	Brakes and Gears	ussi	USD	Weekly
00000107	LMN	US_SI_0062	Brakes and Gears	ussi	USD	Weekly
00000106	PC4	US_SI_0062	Brakes and Gears	ussi	USD	Weekly
00000105	PC3		Multiple funding sources	ussi	USD	Weekly

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.

Last modified: 28 January 2021

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.

Last modified: 28 January 2021

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.

The screenshot shows the 'Projects+ integrations parameters' form. The left-hand navigation pane has tabs for General, Customers, Project contracts, Projects (selected), Resource, WBS, and Timesheet. The main content area is titled 'Set up defaults for projects' and contains the following fields:

- SYNCHRONIZE**: Synchronize with PSA (Yes, checked)
- UI CONTROL**: UI control (Yes, checked)
- PSA PROCESS DETAILS**: Last execution date time (6/19/2019 12:10:36 PM)
- Number sequence type**: AX
- PROJECT GROUP**: Fixed price, FixedPC, Time and material, TM_NoWIP, Internal, Internal

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.

- **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.

Last modified: 28 January 2021

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 365 for Finance and Operations and verify that the records are successfully integrated.
3. Create a Project in Project Service Automation application (PSA) to be integrated 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.

Batch job ID	Job description	Execution date ↓	Status
0		8/3/2017 08:03:28 AM	Error
0		8/3/2017 07:57:52 AM	Error
0		8/3/2017 07:57:17 AM	Error
0		8/3/2017 07:45:27 AM	Error
0		7/28/2017 08:18:06 AM	Error

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 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.

ERROR
Integration details

Filter

Overview

Type	Name	Reference num	Status	Action
Project	Tailspin - Multisite-Transform	f0a4fed1-1de7-e611-80f4-e0071b661f01	Error	Created
Project	CP&L site conversion	adb12ce1-a4f3-e611-8103-e0071b66aea1	Completed	Created
Project	The Phone - Plant-Deployment	a78fa691-52e7-e611-8110-e0071b66bf01	Completed	Created
Project	Consolidated - Line-Redesign	ab8fa691-52e7-e611-8110-e0071b66bf01	Completed	Created
Project	Tailspin - Multisite-Conversion	566f6564-36e7-e611-8110-e0071b66bf01	Error	Created
Project	Consolidated - Multisite-Conversion	bfb8fa691-52e7-e611-8110-e0071b66bf01	Completed	Created
Project	The Phone - Multisite-Transform	bb8fa691-52e7-e611-8110-e0071b66bf01	Completed	Created
Project	Consolidated - Site-Transform	bd8fa691-52e7-e611-8110-e0071b66bf01	Completed	Created
Project	The Phone - Transformation-Pilot	b98fa691-52e7-e611-8110-e0071b66bf01	Completed	Created
Project	Multi-Line Transform	27a9690f-4df5-e611-8103-e0071b66cfe1	Completed	Created
Project	Standard Assessment	89d72877-2ae7-e611-8102-e0071b6a1051	Completed	Created
Project	Single Line IoT Transform	fab1693b-2ce7-e611-8102-e0071b6a1051	Completed	Created
Project	Wingtip post-transformation followup	44ff0350-e0f3-e611-8104-e0071b6a1051	Completed	Created
Project	Internal Project - Service Process Reeng	23b88202-74f8-e611-8104-e0071b6a1051	Completed	Created
Project	Standard Pilot	a78c9295-4d57-e711-8119-e0071b6a71e1	Completed	Created

Error description
Project contracts is not available

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"

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?

Last modified: 28 January 2021

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.

Dynamics 365 | Finance and Operations | Project management and accounting > Projects > All projects | USSI

PROJECT | PLAN | MANAGE | CONTROL | OPTIONS

NEW | **MAINTAIN** | **SET UP** | **COST PRICES** | **SALES PRICES** | **JOURNALS** | **QUALIFICATION**

Subproject | Edit | Project group | Beginning balances | Line properties | Hours | Hours | Fees | Hour | Item | Qualification data
Copy project | Project stage | **Open in PSA** | Collaboration workspace | Ledger posting | Expenses | Expenses | Subscriptions | Expense | Fee

ALL PROJECTS

Filter | Show projects: Active | Show levels: Top | Legal entity: USSI

Project ID	Project name	Legal entity	Project contract ID	Customer name	Project type	Project stage
00000256	PROJ-4_R7.2	ussi	00000132	CRACT-1_R7.2	Time and material	Created
00000254	Test Project	ussi	00000153	Test Customer	Time and material	Created
00000229	PROJ-2_R7.2	ussi	00000132	CRACT-1_R7.2	Fixed-price	Created
✓ 00000228	PROJ-1_R7.2	ussi	00000132	CRACT-1_R7.2	Time and material	Created
00000227	CP1 project	ussi			Internal	Created
00000226	PMIP_PROJ_016	ussi			Internal	Created

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.

Dynamics 365 | Project Service | Projects > PROJ-1_R7.2 | **PREVIEW**

NEW TEMPLATE | COPY TEMPLATE | CREATE PROJECT FROM T... | OPEN IN MS PROJECT | BOOK | DELETE | PROCESS | ASSIGN | SHARE

PROJECT : INFORMATION

PROJ-1_R7.2 | Due Date: 8/30/2017 | Estimated Cost: -- | Cost Consumption %: -- | Progress %: 0.00

✓ New | ✓ Quote | Plan (Active for 14 days, 21 hou) | Deliver | Complete | Close

✓ Contract ID | PRCONT-6_R7.2

Project Stages (Active for 14 days, 21 hours) | Next Stage

Summary

General		Estimates		Actuals	
Name	PROJ-1_R7.2	Estimated Start Date	7/31/2017	Actual Start	8/6/2017
Description	PROJ-1_R7.2	Estimated Finish Date	8/30/2017	Actual End	8/29/2017
Customer	CRACT-1_R7.2	Estimated Hours	0.00	Actual Hours	0.00
Calendar template	Default Work Template	Estimated Cost	--	Actual Cost	--
Currency	US Dollar				
Contracting Unit	SAGlobalPSADemo				
Project Manager	Abhishek Kumar Verma				
Project Template	--				

Last modified: 28 January 2021

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.

Last modified: 28 January 2021

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*.

The screenshot shows the 'Projects+ integrations parameters' form in Microsoft Dynamics 365. The 'Resource' tab is selected in the left sidebar. The main content area is titled 'Set up defaults for Resource' and contains the following fields:

- RESOURCE**
 - Synchronize with PSA: Yes (checked)
- PSA LAST PROCESS DETAILS**
 - Last execution date time: 1/20/2018 11:01:05 PM
- USER**
 - Create associate user: Yes (checked)
- RESOURCE CALENDER**
 - Calendar: Standard
 - Period types: EmpWeek
- UI CONTROL**
 - UI control: Yes (checked)
- VENDOR**
 - Resource as a vendor: Yes (checked)
 - Vendor group: 30
 - Method of payment: Check

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

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.

Last modified: 28 January 2021

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.

Batch job ID	Job description	Execution date	Status
0		8/3/2017 08:03:28 AM	Error
0		8/3/2017 07:57:52 AM	Error
0		8/3/2017 07:57:17 AM	Error
0		8/3/2017 07:45:27 AM	Error
0		7/28/2017 08:18:06 AM	Error

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 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.

COMPLETED Integration details

Filter

Overview

Type	Name	PSA GUID	Status	Action
Resource	Appasaheb Narasannavar	{12C09687-FF16-E811-A83E-000D3A13A101}	Completed	Created
Resource	Nagesha V	{4CDE56CE-5B18-E811-A83E-000D3A13A387}	Completed	Created
Resource	Jamie Reding	{1BB425C8-1F05-E811-A832-000D3A13A9C6}	Completed	Created
Resource	Zeke Ayers	{33C55DC1-F505-E811-A830-000D3A13AF3A}	Completed	Created
Resource	Abhishek Kumar Verma	{E83AC6A4-030D-E811-A830-000D3A13AF3A}	Completed	Created
Resource	Molly Clark	{52DCE409-49A1-E711-8122-000D3A2BA2EA}	Completed	Created
Resource	Spencer Low	{5CDCE409-49A1-E711-8122-000D3A2BA2EA}	Completed	Created
Resource	Veronica Quek	{66DCE409-49A1-E711-8122-000D3A2BA2EA}	Completed	Created
Resource	William Contoso	{70DCE409-49A1-E711-8122-000D3A2BA2EA}	Completed	Created

Error description

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).

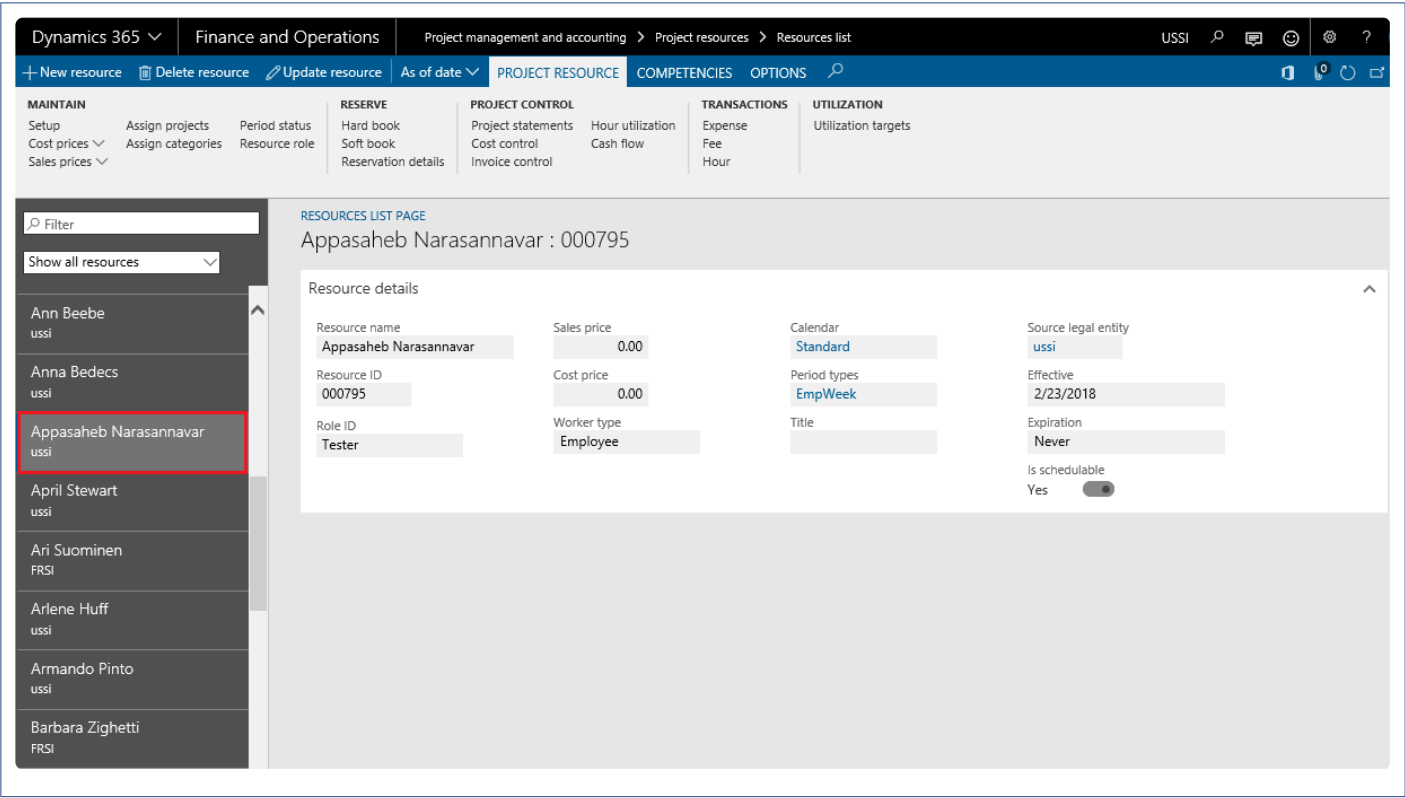
Email ID	Email Id defined on the user form for the associated resource in Project Service Automation application (PSA).
Calendar	Default from the calendar parameter value set on the integration parameter in Microsoft Dynamics 365 finance and operations.
Period Types	Default from the period types parameter 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.

Last modified: 28 January 2021

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.

Dynamics 365

Project Service

Resources > Appasaheb Narasan...

NEW

DEACTIVATE

DELETE

PROCESS

ASSIGN

SHARE

SHARE SECURED FIELDS

EMAIL A LINK

RUN WORKFLOW

BOOKABLE RESOURCE : INFORMATION

Appasaheb Narasannavar

General

Resource Type

User

User

Appasaheb Narasannavar

Name

Appasaheb Narasannavar

Time Zone

(GMT+05:30) Chennai, Kolkata, Mumbai, New Delhi

Project Service

Resource Skills

Name ↑	Characteristic	Rating Value	Approval status
Skill - Accounting an...	Accounting and Fina...	Proficient	Approved
Skill - Cash Flow	Cash Flow	Proficient	Approved

Target Utilization

80

Resource Role

Resource Category ↑	Is Default
Tester	Yes

Last modified: 28 January 2021

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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.

Last modified: 28 January 2021

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.

Last modified: 28 January 2021

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.

Batch job ID	Job description	Execution date	Status
0		8/3/2017 08:03:28 AM	Error
0		8/3/2017 07:57:52 AM	Error
0		8/3/2017 07:57:17 AM	Error
0		8/3/2017 07:45:27 AM	Error
0		7/28/2017 08:18:06 AM	Error

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.

COMPLETED
Integration details

Filter

Overview

Type	Name	Reference num	Status	Action
WBS	Contoso - Line Implementation	046e20ed-9b15-e711-80f6-e0071b66cfa1	Completed	Created
WBS	Proj_PSA-0001	2efe9119-0743-e811-a83a-000d3a13a101	Completed	Created
WBS	Transform Pilot	48652515-4ef5-e611-80f2-e0071b66cfa1	Completed	Created
WBS		66011ee4-ea0e-e811-a832-000d3a13a9c6	Error	Created
WBS	Wingtip Toys Fab Site Refurbishment	d0df1dab-d047-e711-8107-e0071b6a10b1	Completed	Created
WBS		eba9387f-7d36-e811-a838-000d3a13a101	Error	Created
WBS		ec84d1cd-db0f-e811-a830-000d3a13af3a	Error	Created
WBS		f2a4fed1-1de7-e611-80f4-e0071b661f01	Error	Created
WBS		f4a4fed1-1de7-e611-80f4-e0071b661f01	Error	Created
WBS		f8a4fed1-1de7-e611-80f4-e0071b661f01	Error	Created

Error description

Project Id is not exist in master table
Category is missing

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.

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.

The screenshot displays the Microsoft Dynamics 365 System Settings - Auditing page. The top navigation bar shows 'Dynamics 365', 'Settings', and 'Auditing'. The 'Global Audit Settings' section is highlighted with a green box and a circled '2'. The 'System Settings' section is highlighted with a green box and a circled '3'. The 'Audit Settings' section is highlighted with a green box and a circled '4'. The 'Enable Auditing in the following areas' section is highlighted with a green box and a circled '5'. The 'Project Task' entity is highlighted with a green box and a circled '6'. The 'Auditing' checkbox under 'Data Services' is highlighted with a green box and a circled '7'.

Last modified: 28 January 2021

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.

Work breakdown structure

00000228: PROJ-1_R7.2

Currently published

Schedule planning | Estimated costs and revenue

Filter

+ New Save Delete Outdent Indent Move up Move down Refresh Expand to Disable auto sync Details Export Import Restore ...

WBS ID	Task	Predecessors	Category	Effort (hours)	Start date	End date	Duration (days)	Number of resources	Role
00000228	Development			330.00	8/1/2017	8/18/2017	14.00		
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	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.

PROJECT : INFORMATION

PROJ-1_R7.2

Due Date: 8/31/2017 | Estimated Cost: -- | Cost Consumption: --

New | Quote | Plan (Active for 14 days, 23 h) | Deliver | Complete | Close

REFRESH ADD TASK DELETE INDENT OUTDENT MOVE UP MOVE DOWN HIDE GANTT GENERATE PROJECT TEAM MOVE PROJECT CHOOSE COLUMNS TIME SC

Task Mo...	WBS ID	Task Name	Predecessors	Effort H...	Start Date	End Date	Duration	Assigned Roles	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		

Last modified: 28 January 2021

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.

Last modified: 28 January 2021

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”.

Last modified: 28 January 2021

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.

Dynamics 365 | Finance and Operations | Project management and accounting > Projects+ > Timesheets from integration > Timesheets

USSI | Save | + New | Delete | Change status | Create timesheet | Timesheet log | OPTIONS

Timesheets from integration

Timesheet

Filter

Project ID	Activity number	Date	Resource	Submitted hrs	Status	Timesheet nu...
Proj_PSA-0001	PM	4/19/2018	Appasaheb Narasannavar	4.00	Error	
Proj_PSA-0001	QA	4/18/2018	Appasaheb Narasannavar	8.00	Error	
00000206	PM	4/10/2018	Appasaheb Narasannavar	8.00	Error	
00000206	PM	4/11/2018	Appasaheb Narasannavar	8.00	Error	
00000206	PM	4/12/2018	Appasaheb Narasannavar	8.00	Error	
Proj_PSA-0001	Implement	4/16/2018	Appasaheb Narasannavar	8.00	Error	
Proj_PSA-0001	Implement	4/20/2018	Appasaheb Narasannavar	8.00	Error	

Line details

REFERENCES

Project: 2efe9119-0743-e811-a83a-000

Activity: 6f091ec1-0843-e811-a83a-000

Internal comment: Test activity Internal

External comment: Test activity External

Error log

Date	Description
5/18/2018	Project Proj_PSA-0001 does not exist.

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).

Externa comment	Defaults from Project Service Automation application (PSA) timesheet records.
Internal comment	Defaults from Project Service Automation application (PSA) timesheet records.

Last modified: 28 January 2021

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.

Dynamics 365

Finance and Operations

Project management and accounting > Timesheets > All timesheets

USSI

Edit

+ New

Delete

Workflow

TIMESHEET

OPTIONS

MAINTAIN

My delegates

My favorites

Recall timesheet

RELATED INFORMATION

Hour transactions

MANAGE

Timesheet versions

PRINT

Print timesheet

Click the edit button to make changes.

ALL TIMESHEETS

00000127 : Aaron Con

Lines Header

Resource

Aaron Con

Timesheet period

8/14/2017 - 8/20/2017

Work week

8/14/2017 - 8/20/2017

Approval status

Draft

Timesheet total

2.50

Timesheet lines

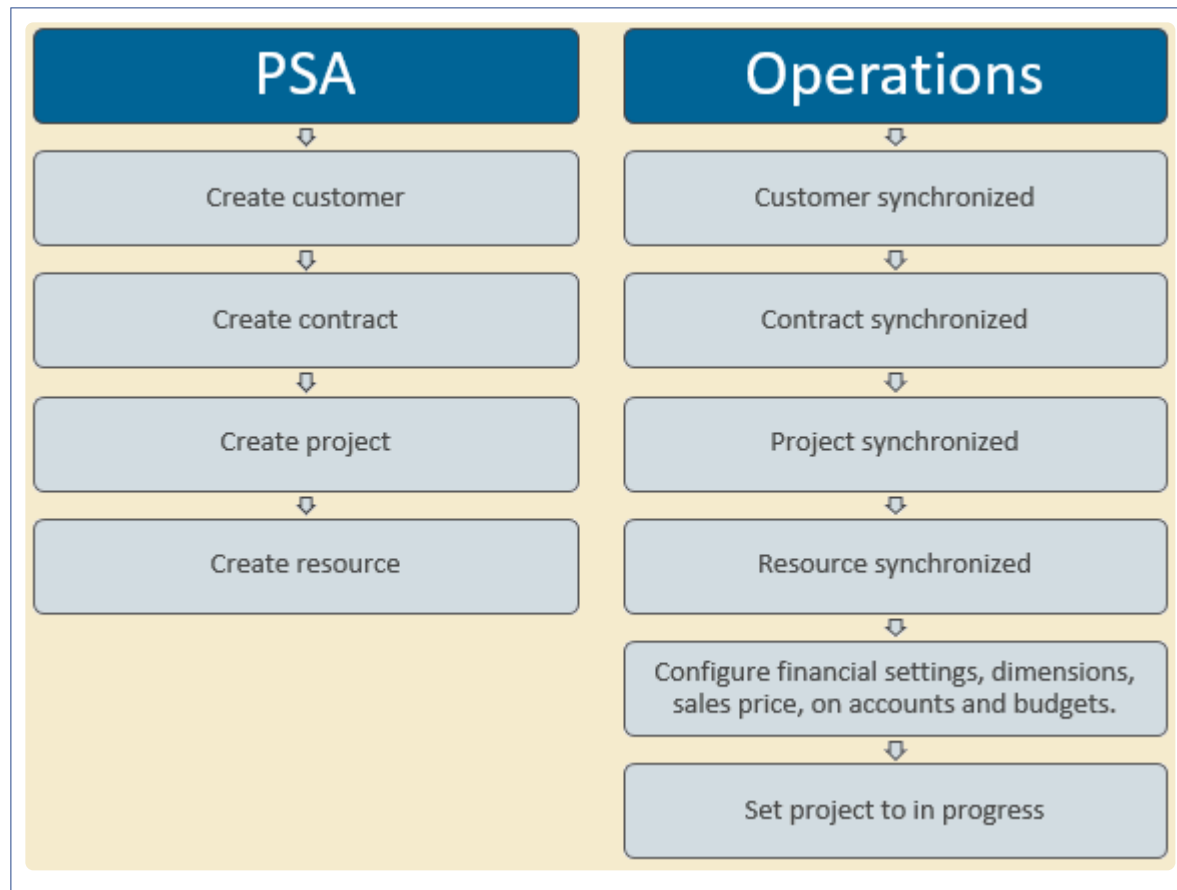
Name	Project ID ↑	Project name	Activity number	Activity	Category	Mon 0...	Tue 08/15	Wed 08/16	Thu 08/17	Fri 08/18	Sat 0
CRACT-1_R7.2	00000228	PROJ-1_R7.2	W00004437	Task 1.1	Consult				2.50		

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.

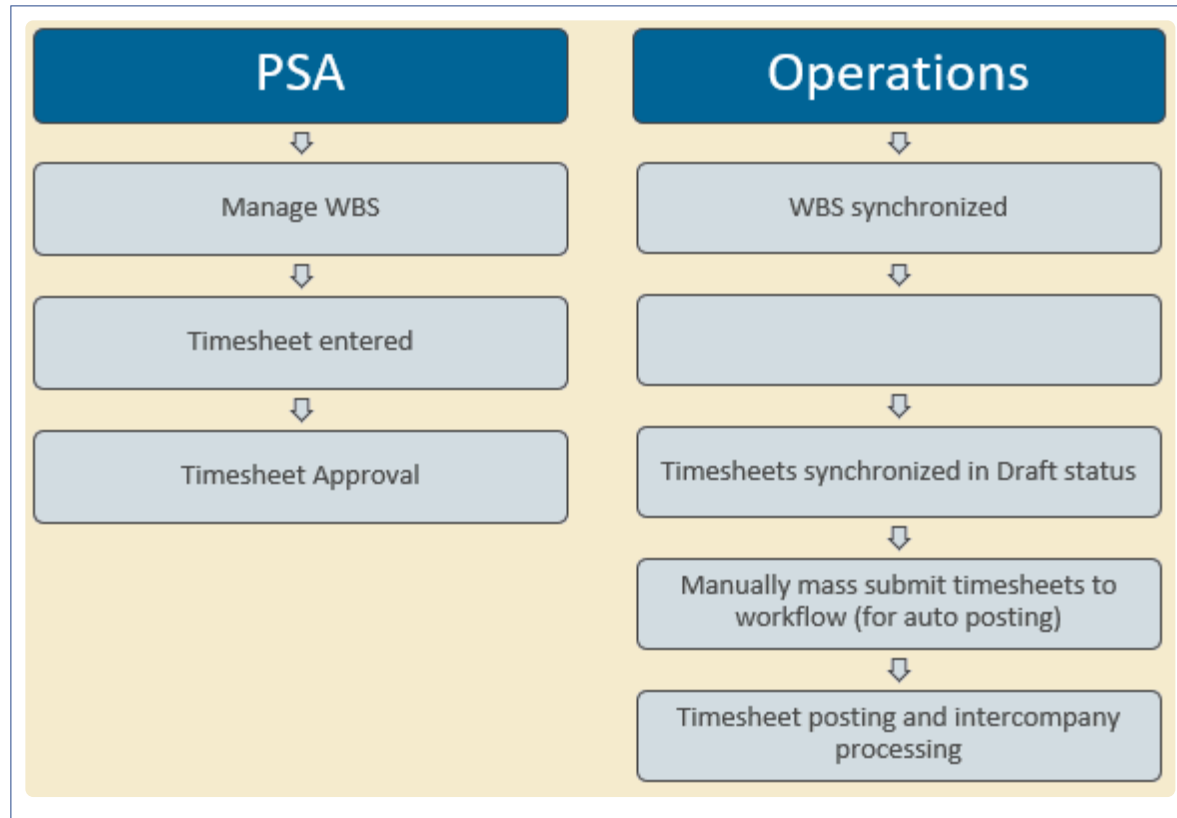
Last modified: 28 January 2021

Flow Charts

Flow chart of the master data integrations



Flow chart of WBS and Timesheets integrations



Last modified: 28 January 2021

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.

Last modified: 28 January 2021

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.

Last modified: 28 January 2021

Configure Qualifications

✿ This section details the configuration process involved in the setting qualification parameters and then assigning them to a project.

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.

The screenshot shows the Dynamics 365 interface for the 'Service group' form. The breadcrumb trail is: Project management and accounting > Projects+ Setup > Qualification setup > Services Setup > Service group. The form has a title bar with 'Edit', '+ New', 'Delete', and 'OPTIONS'. Below the title bar is a message: 'Click the edit button to make changes.' The main content area is titled 'Service group' and contains a search bar labeled 'Filter'. Below the search bar is a table with two columns: 'Service group' and 'Description'. The table has two rows: 'SG1' with description 'Service group1' and 'SG2' with description 'Service group2'.

Service group	Description
SG1	Service group1
SG2	Service group2

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.*

The screenshot shows the Dynamics 365 interface for the 'Services' form. The breadcrumb trail is: Project management and accounting > Projects+ Setup > Qualification setup > Services Setup > Services. The form has a title bar with 'Save', '+ New', 'Delete', and 'OPTIONS'. Below the title bar is a message: 'Click the save button to make changes.' The main content area is titled 'Services' and contains a search bar labeled 'Filter'. Below the search bar is a table with three columns: 'Services', 'Description', and 'Service group'. The table has three rows: 'Service 1' with description 'Services 1' and service group 'SG1', 'Service 2' with description 'Services' and service group 'SG2', and 'Service 3' with description 'Services 3' and service group 'SG2'.

Services	Description	Service group
Service 1	Services 1	SG1
Service 2	Services	SG2
Service 3	Services 3	SG2

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*

Region

Filter

Region ↑	Description
Midwest	Mid west.
North	North
Southe	South

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.

Project type

Filter

Project type ↑	Description
FP	FP with accruals
T&M	T&M
T&M with cap	FP

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.

Client type

Filter

Client type ↑	Description
Local	Local City
DOM	Domestic
Federal	Federal

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*.

Market

Filter

Market ↑	Description
Aerospace	Aerospace
Transportation	Transportation
Construction market	Construction 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*.

Facility type

Filter

Facility type ↑	Description
Airport	Airport
Commercial	Commercial

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.

Facility attribute

Filter

Facility attribute 1 ↑	Description
Multi-Story	Multi-Story
Single- Story	Single- Story

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.

Structure type

Filter

Structure type ↑	Description
✓ Bridge	Bridge
Runway	Runway

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.

Structure attribute


Filter

Structure attribute1 ↑	Description
✓ Above-Ground	Above-Ground
Trench	Trench

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

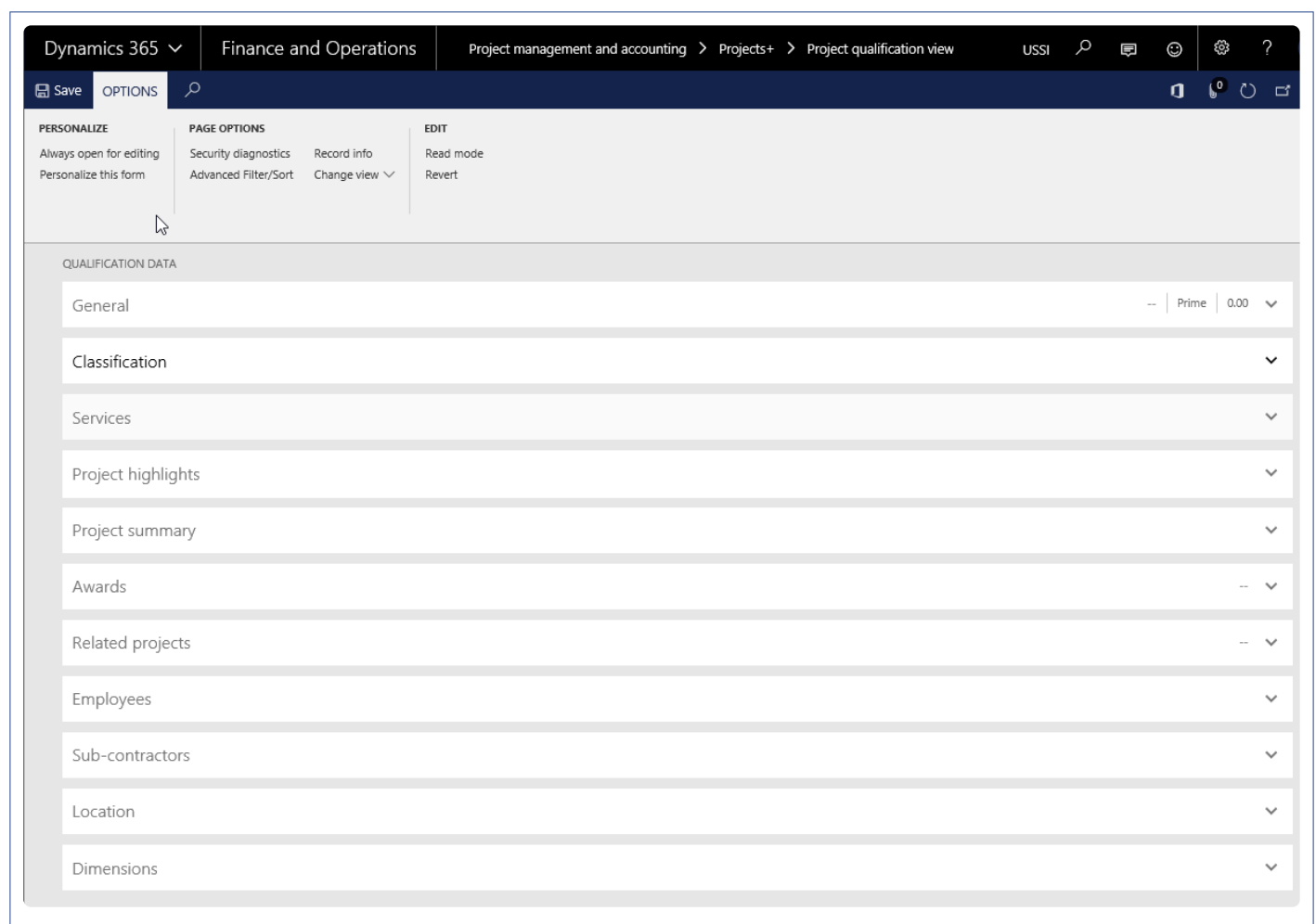
 This sections details the qualification data entered on a single or multiple projects together and which forms help achieving that.

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*



The screenshot displays the Dynamics 365 Project Qualification View interface. The top navigation bar includes 'Dynamics 365', 'Finance and Operations', and the breadcrumb 'Project management and accounting > Projects+ > Project qualification view'. The left sidebar features a 'Save' button and an 'OPTIONS' tab. The 'OPTIONS' tab is active, showing three sections: 'PERSONALIZE' (with 'Always open for editing' and 'Personalize this form'), 'PAGE OPTIONS' (with 'Security diagnostics', 'Advanced Filter/Sort', 'Record info', and 'Change view'), and 'EDIT' (with 'Read mode' and 'Revert'). The main area is titled 'QUALIFICATION DATA' and contains a list of tabs: 'General', 'Classification', 'Services', 'Project highlights', 'Project summary', 'Awards', 'Related projects', 'Employees', 'Sub-contractors', 'Location', and 'Dimensions'. The 'General' tab is selected, showing a 'Prime' value of 0.00.

Details of the each tab available on this form is explained below:

General Tab

The screenshot displays the 'Project qualification view' in Dynamics 365, specifically the 'General' fast tab. The top navigation bar includes 'Dynamics 365', 'Finance and Operations', and 'Project management and accounting > Projects+ > Project qualification view'. Below the navigation bar, there are tabs for 'Save' and 'OPTIONS'. The main content area is divided into sections: 'PERSONALIZE' (Always open for editing, Personalize this form), 'PAGE OPTIONS' (Security diagnostics, Advanced Filter/Sort, Record info, Change view), and 'EDIT' (Read mode, Revert). The 'QUALIFICATION DATA' section is titled 'General' and contains the following fields:

- PROJECT DESCRIPTION**: Project (dropdown with value 00254), Contract (dropdown with value 00000152), Project Title (text field with value Project Title).
- Short description**: Description (text field), Keywords (text field).
- FedBizOpps ID**: FedBizOpps ID (text field), Exclude (checkbox with value No), PARTIES (Project owner dropdown with value 000000009).
- Project owner name**: Project owner name (text field), Contract type (dropdown with value Sub-contractor), Prime/subcontractor (dropdown with value 000000004).
- Contract value**: Contract value (text field with value 20,000.00), Total project value cost (text field with value 50,000.00), Duration in days (text field with value 5.00).

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.

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 screenshot shows the Dynamics 365 interface for the 'Project qualification view'. The top navigation bar includes 'Dynamics 365', 'Finance and Operations', and 'Project management and accounting > Projects+ > Project qualification view'. The left sidebar has 'Save' and 'OPTIONS' buttons. The main content area is divided into several sections:

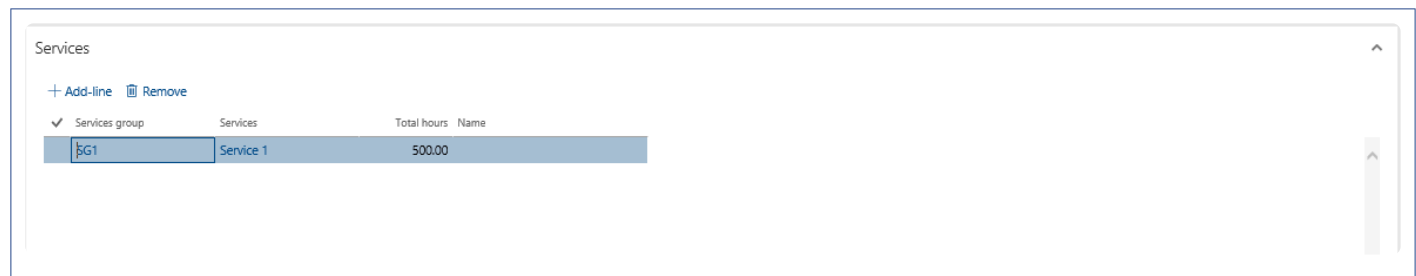
- PERSONALIZE**: Always open for editing, Personalize this form.
- PAGE OPTIONS**: Security diagnostics, Record info, Advanced Filter/Sort, Change view.
- EDIT**: Read mode, Revert.
- QUALIFICATION DATA**: General tab, Project Title, Sub-contractor, 50,000.00.
- Classification**:
 - CLASSIFICATION**: Project type (T&M), Client type (Federal), Market (Construction market).
 - FACILITY DATA**: Facility type (Airport), Facility attribute1 (Multi-Story).
 - FACILITY attribute2**: Element1.
 - FACILITY attribute3**: (Empty field).
 - STRUCTURE DATA**: Structure type (Bridge).
 - STRUCTURE attribute1**: Above-Ground.
 - STRUCTURE attribute2**: Element1.
 - STRUCTURE attribute3**: (Empty field).
 - USER DEFINED**: User-Defined1, User-Defined2, User-Defined3.

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

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



Services group	Services	Total hours	Name
S61	Service 1	500.00	

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.

Project Highlights Tab

Project highlights

+ Add-line

Remove

Highlight ↑

Author

The Best Management team

Ted Howard

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

Project summary

SUMMARY

Project summary

below are the detail about the current project

Project full summary

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.

Awards Tab

Awards

Achievement

+ Add-line
Remove

✓ Awards

Date received

Organisation

Achievement	8/17/2011	00000003
-------------	-----------	----------

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

Related projects

00000004

+ Add-line
Remove

✓ Project

Project name

Project manager

00000004	Recreation Systems	Susanna Stubberod
00000005	Cycles Sales and Repair	Robin Wood

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.

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.

Employees						
+ Add-line Remove Edit work description						
✓ Employee	Employee name	Start date	End date	Role ID	Hours worked	Work description
<input type="text" value="Luke Lenhart"/>	Luke Lenhart	8/16/2011	8/16/2017	Project manager	80.00	

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

Sub-contractors						
+ Add-line Remove						
✓ Business relation	Sub-contractor name	Start date	End date	Role ID	Hours worked	
<input type="text" value="000000005"/>	City Manufacturing	8/12/2014	8/10/2017	Software developer	230.00	

The details of the fields available on the sub-contractor tab is given in the below table:

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

Edit Clear Map

Address

Laguna Boulevard
Seattle, WA 98118
USA

Region

Midwest

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.

Dimensions Tab

Dimensions

DEFAULT FINANCIAL DIMENSIONS

BusinessUnit

006

Sporting

Department

025

IT Department

LegalEntity

USMF

Contoso Entertainment System ...

Project

00000006

Fun Times Club

ProjectContract

00000003

Recreation Systems

Projects

00000151

00000151-DDR

ServiceLine

Strategy Consulting


Strategy Consulting

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

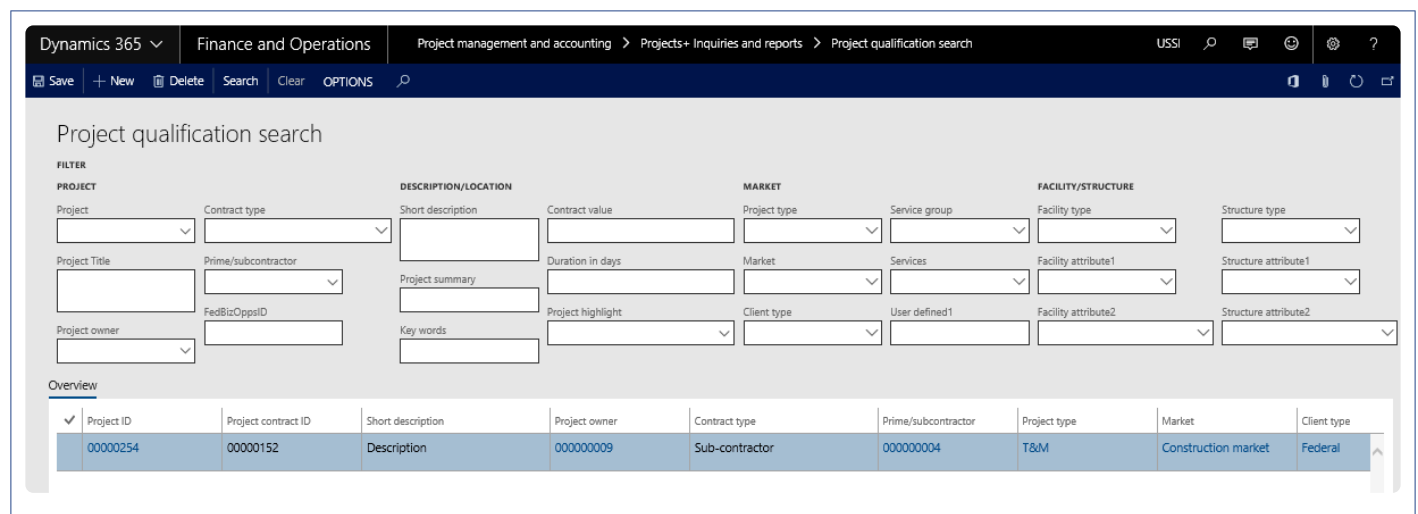
 This section details how the projects can be searched based on the qualification data entered on them.

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*.



Project qualification search

FILTER

PROJECT

Project Contract type

Project Title Prime/subcontractor

Project owner FedBizOppsID

DESCRIPTION/LOCATION

Short description Contract value

Project summary Duration in days

Key words Project highlight

MARKET

Project type Service group

Market Services

Client type User defined1

FACILITY/STRUCTURE

Facility type Structure type

Facility attribute1 Structure attribute1

Facility attribute2 Structure attribute2

Overview

✓	Project ID	Project contract ID	Short description	Project owner	Contract type	Prime/subcontractor	Project type	Market	Client type
	00000254	00000152	Description	00000009	Sub-contractor	00000004	T&M	Construction market	Federal

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.

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.

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.*

The screenshot shows the Dynamics 365 interface for the 'Projects+ parameters' setup. The breadcrumb trail at the top reads: 'Dynamics 365 > Finance and Operations > Project management and accounting > Setup > Projects+ parameters'. Below the breadcrumb, there is a 'Save' button and an 'OPTIONS' dropdown. The main heading is 'Projects+ parameters'. On the left, a sidebar lists several categories: 'Invoicing', 'Work breakdown structure', 'Resourcing', 'Timesheets', 'Transactions', and 'Qualification'. The 'Qualification' category is selected and highlighted with a blue bar. The main content area is titled 'Set up parameters for qualification'. Under the 'QUALIFICATION' section, there is a parameter 'Auto-update qualification data' with a 'Yes' label and a checked checkbox.

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:

Employees							^
+ Add-line  Remove Edit work description							
✓ Employee	Employee name	Start date	End date	Role ID	Hours worked	Work description	
<input type="text" value="Luke Lenhart"/>	Luke Lenhart	8/16/2011	8/16/2017	Project manager	80.00		

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

Last modified: 28 January 2021

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](#)

Last modified: 28 January 2021

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.

Last modified: 28 January 2021

Configure Teams Chat

✿ This section 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.*

The screenshot shows the Dynamics 365 Finance and Operations interface. The top navigation bar includes 'Dynamics 365' and 'Finance and Operations'. The left sidebar lists various parameter categories: Invoicing, Work breakdown structure, Resourcing, Timesheets, Transactions, Qualification, Unit billing, and Communication. The 'Communication' tab is highlighted. A green box highlights the 'Set up parameters for chat and communication' section, which contains a dropdown menu for 'Chat and calling integration' with 'Microsoft Teams' selected. Another green box highlights the 'Communication' tab in the sidebar.

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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.

The screenshot shows the 'MANAGE PENDING TIME' form. The left sidebar contains a navigation menu with 'Project' selected. The main area is divided into 'General' and 'Details' sections.

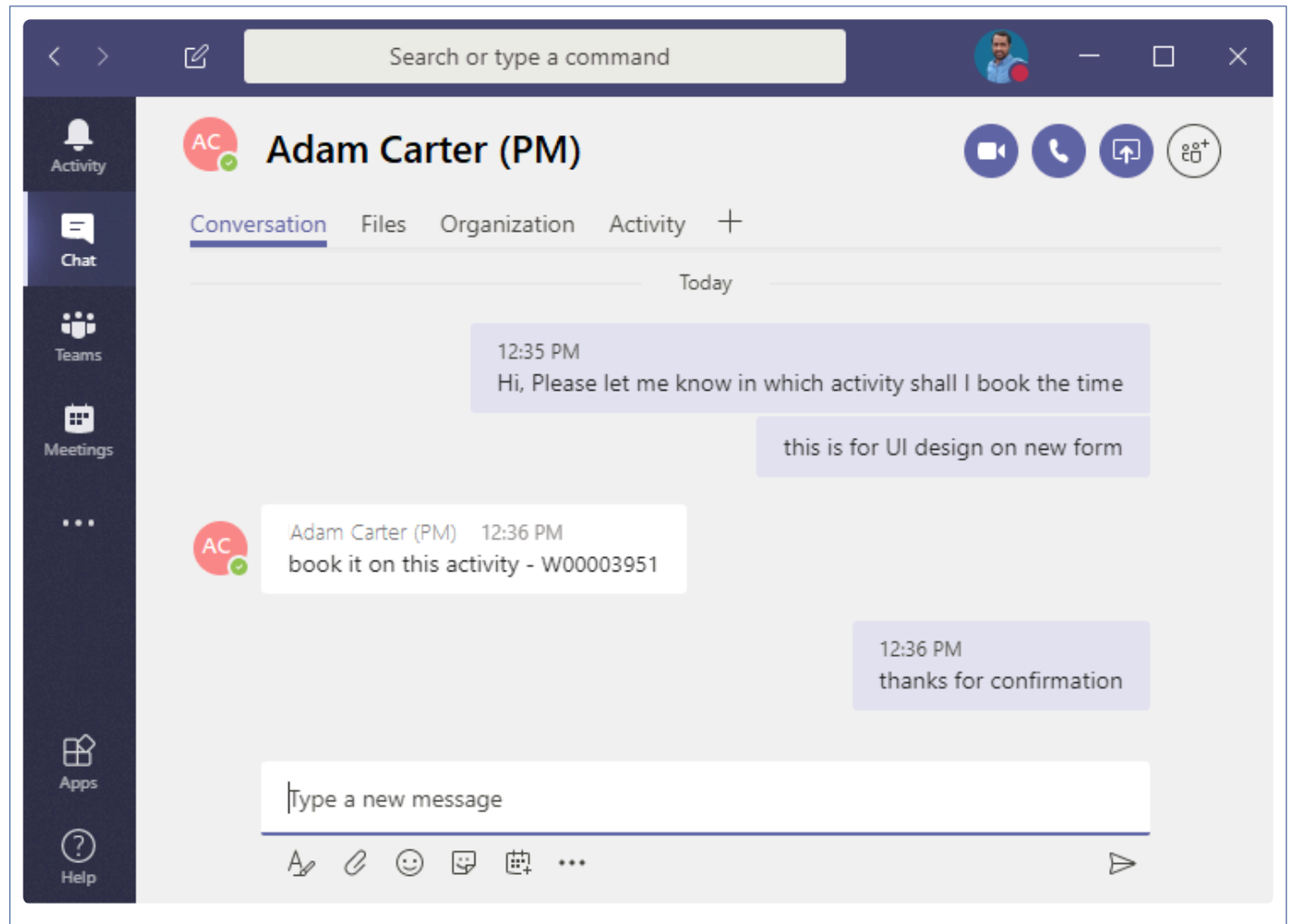
General Section:

- Buttons: + Add, Remove, Start timer, Edit timers, Assign lines to favorites, Transfer to timesheet, **Chat with project manager** (highlighted with a green box).
- Table:

✓	Date 1	Hours	Timer hours	Internal comment	External comment	Work location	Project name
	3/28/2019	2.00	HH:MM = 0.00	Worked on UI design			BMRL

Details Section:

- Entity: USSI (dropdown), Entity name: Contoso Consulting USA (text box), Internal comment: Worked on UI design (text box)
- Project: 00000303 (dropdown), Project name: BMRL (text box)
- Activity: (dropdown), Activity name: (text box), External comment: (text box)
- Category: (dropdown), Category name: (text box)
- Work location: (dropdown), Work location name: (text box)



The Teams chat functionality is available on the following forms:

Forms	Details
<ul style="list-style-type: none"> Timesheet entry My project activities Manage pending time 	<p>Resource can chat with the Project manager.</p> <p>The Project manager is assigned on the project as Project manager for the selected record.</p>
<ul style="list-style-type: none"> Personal time off Personal time off requests My resource PTO requests 	<p>Resource can chat with the Time approver.</p> <p>The Time approver is assigned to the Resource on the Worker record.</p>
<ul style="list-style-type: none"> Timesheet line level approval 	<p>Project manager can chat with the timesheet Resource.</p>
<ul style="list-style-type: none"> All missing timesheets 	<p>The Project manager, Project accountant, or Time approver can chat with the</p>

<ul style="list-style-type: none">• My employee missing timesheets• My project missing timesheets	<p>Resource or Time approver.</p> <p>The Time approver is assigned to the Resource on the Worker record.</p>
<ul style="list-style-type: none">• Project invoice proposal	<p>Project accountants can chat with the Billing approver.</p> <p>The Billing approver is assigned on the Project contract as Billing approver for the selected Invoice proposal.</p>

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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.

Last modified: 28 January 2021

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 be 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*.

The screenshot displays the Microsoft Dynamics 365 interface for the 'Learning plans' form. The top navigation bar includes 'Dynamics 365' and 'Finance and Operations'. The left sidebar shows a tree structure with the following items: 'Projects+ Learning Plans', 'Where to Find Information' (with sub-items 'Microsoft Docs', 'Projects+ Documentation', and 'Company Wiki'), 'Basic UI / Navigation' (with sub-item 'Navigation / Menu Item Search'), and 'Practice navigation' (highlighted with a red box). The main area shows the 'Learning plans' form with the following fields:

- Name:** Practice navigation
- Description:** Play this task guide to practice the common navigation and filtering scenarios for Dynamics 365 Finance and Operations.
- Play task guide:** A blue play button icon.
- Menu item name:** All customers (dropdown menu)
- Open menu item:** CustTableListPage
- Online help:** <https://docs.microsoft.com/en-us/dynamics365/unified-operations/fin-and-ops/get-started/navigation-search>

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.

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.

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.

Last modified: 28 January 2021

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.

Last modified: 28 January 2021

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

	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.	

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

	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.	

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

	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.	

Last modified: 8 February 2021

Load Default Data

What is Default Data

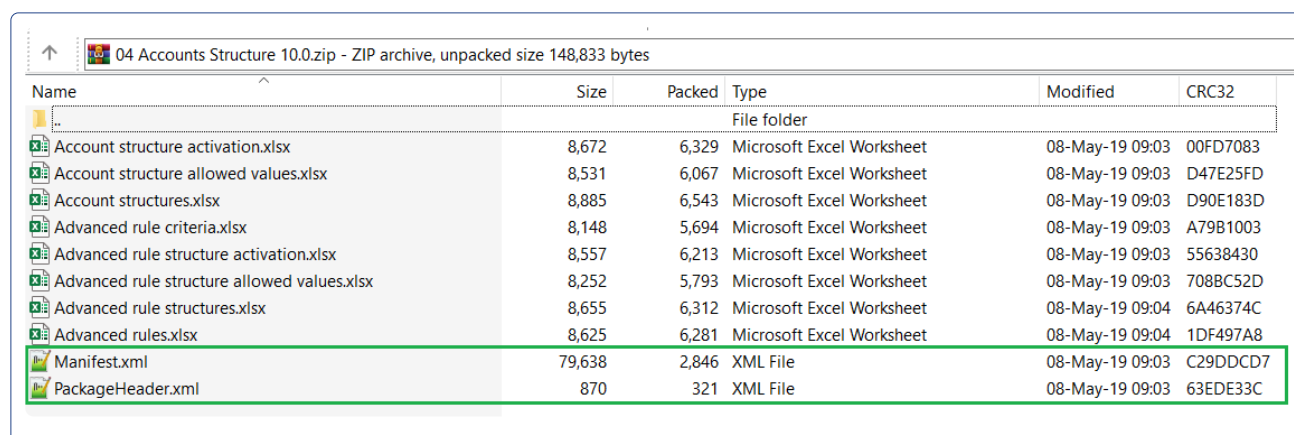
Default data for any application\system is the minimum amount of the information required to start exploring features\functionalities of that application. The Default data in case of Microsoft Dynamics 365 for Finance and Operations, gives you something to experiment with as you learn and helps you see 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

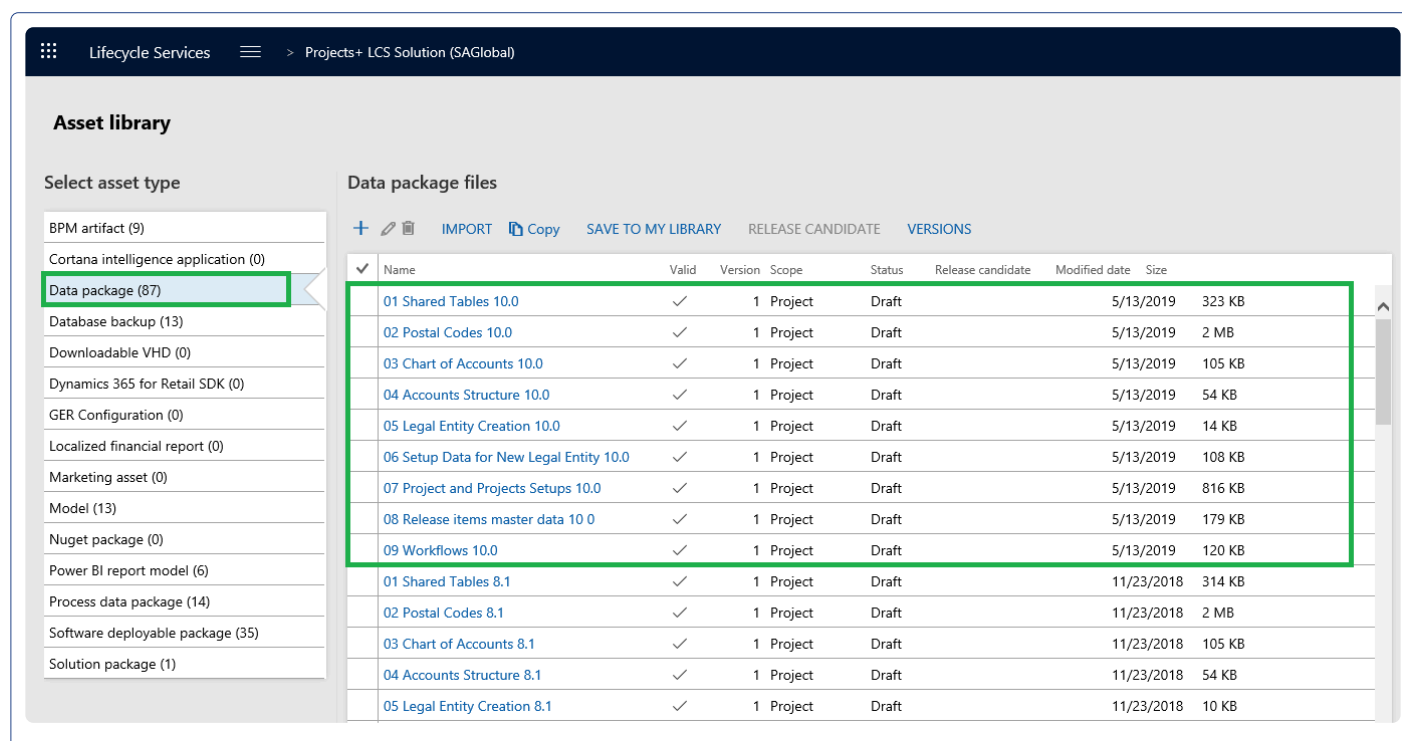
projects360 Data Packages

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.

-  01 Shared Tables 10.0.zip
-  02 Postal Codes 10.0.zip
-  03 Chart of Accounts 10.0.zip
-  04 Accounts Structure 10.0.zip
-  05 Legal Entity Creation 10.0.zip
-  06 Setup Data for New Legal Entity 10.0.zip
-  07 Project and Projects Setups 10.0.zip
-  08 Release items master data 10 0.zip
-  09 Workflows 10.0.zip

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



The screenshot shows the 'Asset library' interface in the Lifecycle Services application. The left sidebar lists various asset types, with 'Data package (87)' selected. The main area displays a table of data package files. The table has columns for Name, Valid, Version, Scope, Status, Release candidate, Modified date, and Size. The first nine rows, representing version 10.0, are highlighted with a green border. Below these are five rows for version 8.1.

Name	Valid	Version	Scope	Status	Release candidate	Modified date	Size
01 Shared Tables 10.0	✓	1	Project	Draft		5/13/2019	323 KB
02 Postal Codes 10.0	✓	1	Project	Draft		5/13/2019	2 MB
03 Chart of Accounts 10.0	✓	1	Project	Draft		5/13/2019	105 KB
04 Accounts Structure 10.0	✓	1	Project	Draft		5/13/2019	54 KB
05 Legal Entity Creation 10.0	✓	1	Project	Draft		5/13/2019	14 KB
06 Setup Data for New Legal Entity 10.0	✓	1	Project	Draft		5/13/2019	108 KB
07 Project and Projects Setups 10.0	✓	1	Project	Draft		5/13/2019	816 KB
08 Release items master data 10 0	✓	1	Project	Draft		5/13/2019	179 KB
09 Workflows 10.0	✓	1	Project	Draft		5/13/2019	120 KB
01 Shared Tables 8.1	✓	1	Project	Draft		11/23/2018	314 KB
02 Postal Codes 8.1	✓	1	Project	Draft		11/23/2018	2 MB
03 Chart of Accounts 8.1	✓	1	Project	Draft		11/23/2018	105 KB
04 Accounts Structure 8.1	✓	1	Project	Draft		11/23/2018	54 KB
05 Legal Entity Creation 8.1	✓	1	Project	Draft		11/23/2018	10 KB

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

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”.

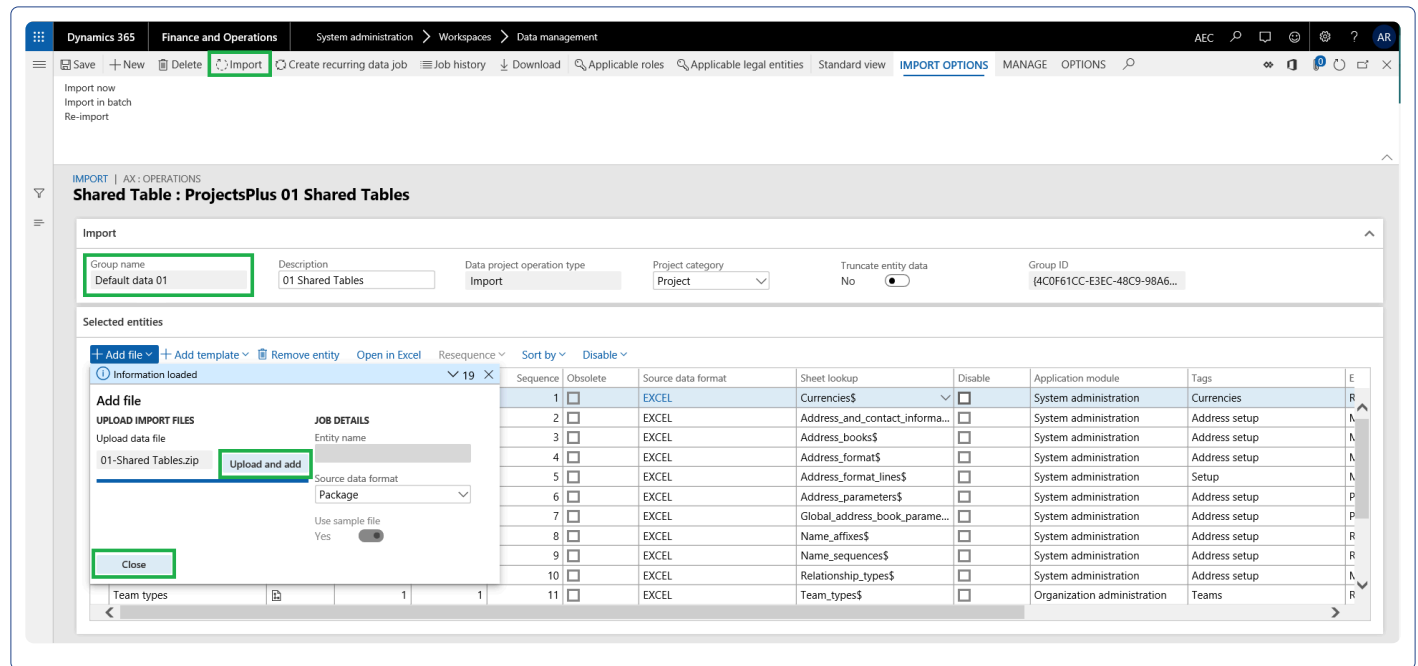
Workflows

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.

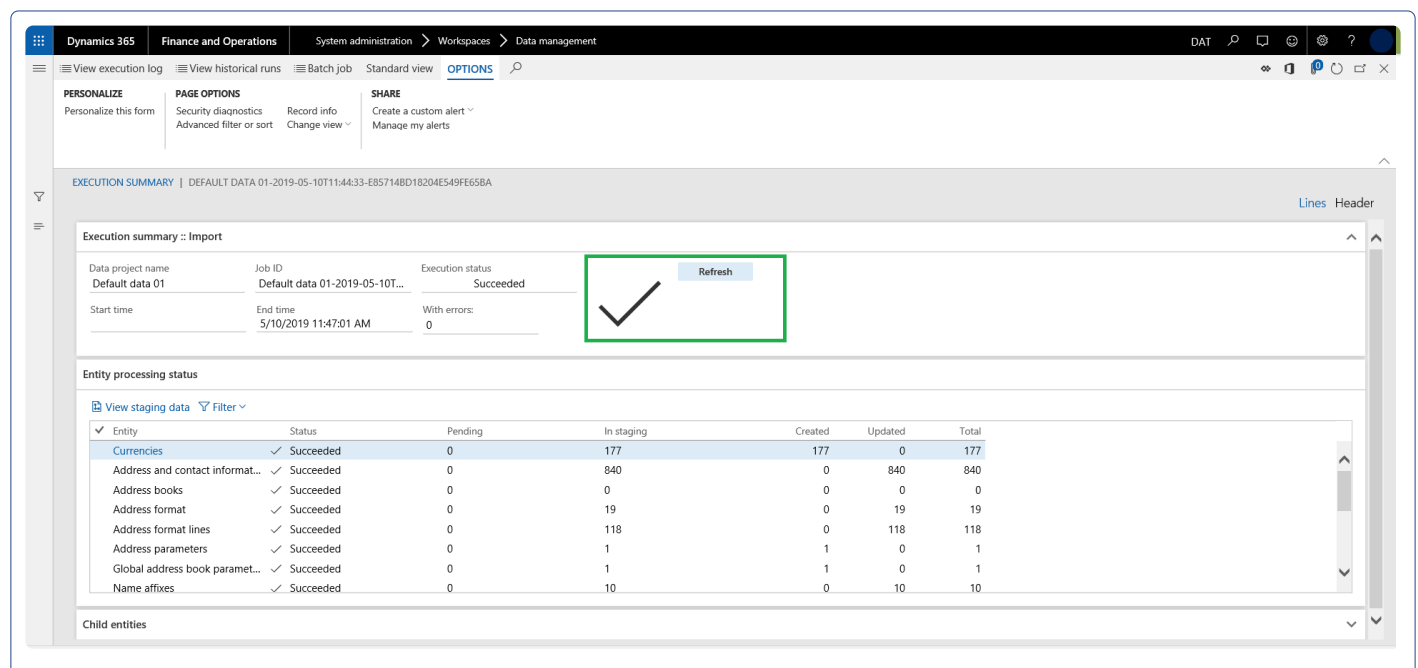
Consume projects360 Data Packages

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.



- 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.

- 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.

Last modified: 1 February 2021

License Management

All the new functionality pertaining to license management is grouped in this section.

[License configuration](#)

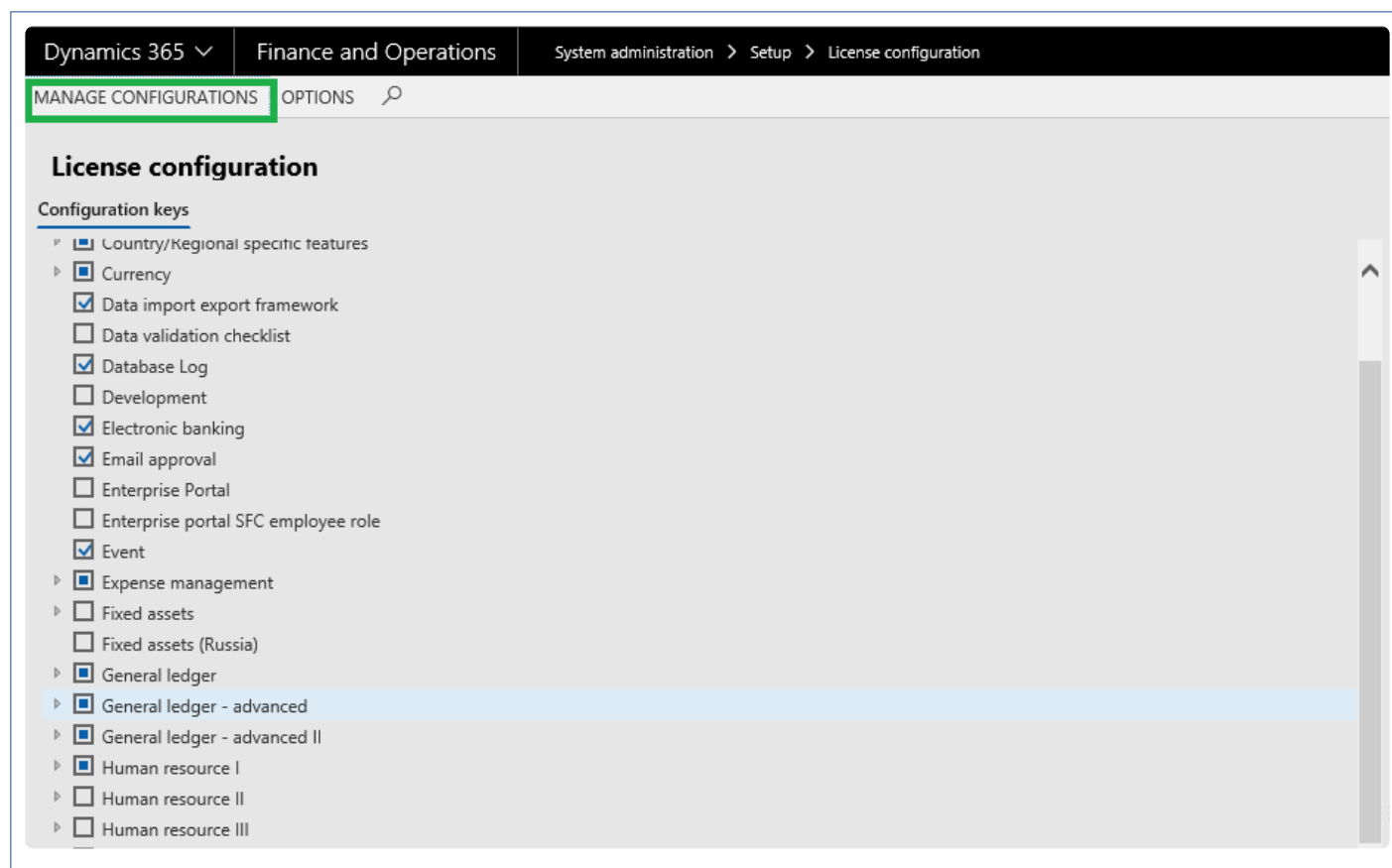
Last modified: 28 January 2021

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.

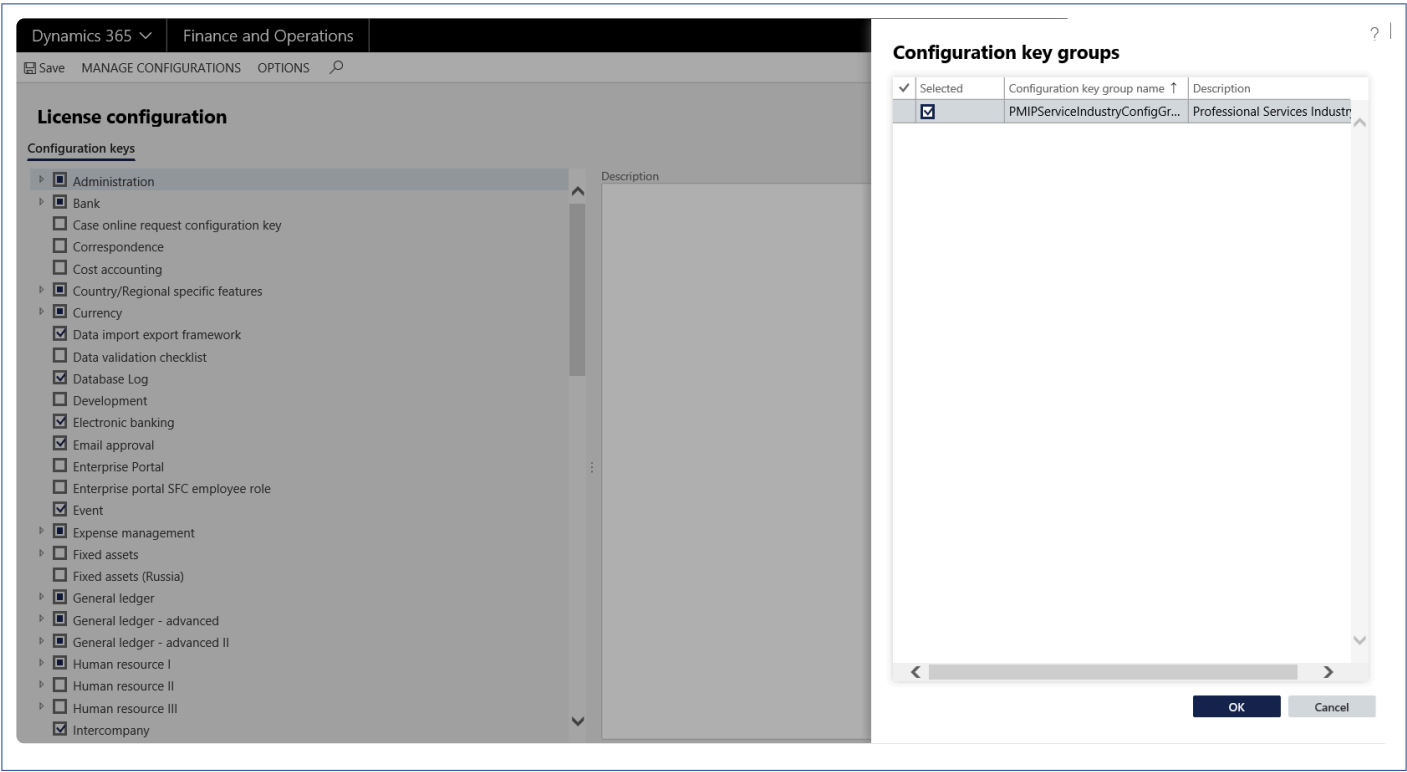


License configurations allow activation and deactivation of certain forms, fields, and features based on the industry or country requirements.

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.

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.



Last modified: 28 January 2021

Version History

Last modified: 28 January 2021

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

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 FactARAgging 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

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

	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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