



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](#).

OneVersion Policy

Overview

HSO ProServ develops and maintains several IP solutions on Dynamics 365. This includes projects360, aec360, accounting360 and consulting360 which are add-on solutions extending Microsoft Dynamics Finance and Operations core modules in particular Project Management and Accounting module. HSO ProServ ISV portfolio also consists of aec360 and legal360 for Dynamics Customer Engagement and other accelerators. The purpose of this document is to provide Customers and Partners deploying the HSO ProServ solutions, an in-depth view of OneVersion software update policies that are adhered to in line with Microsoft's recommended best practices. Note: projects360 for project operations has the same code base of projects360 with additional integrations, the core solution of projects360 will also follow the OneVersion update policy as described here.

Supported Versions

N and N-1 versions are supported

- Our standard policy is to support One major version and one minor version (ex: 10.0.11Maj, 10.0.12Min, 10.0.13Min, 10.0.14Min, 10.0.15Maj, we would support 10.0.14 and 10.0.15)
- Additionally, Hot fixes are supported for P1 issues on any two Major versions (in the above example we will release a HF for P1 on 10.0.11 or through 10.0.15)
- We have four Major releases in a Year that coincides with Microsoft's OneVersion release. All other Minor updates are only compatibility releases (that is if we find a breaking change from Microsoft, then we release a minor compatibility release). If no breaking issues, then we don't release a compatibility release but just issue a statement that the current version is forward compatible.
- The product team, occasionally vary the schedule for a major release date and push it for a week or two due to other priority commitments (supporting go live Customer, HF commitment etc). However, we will work closely with clients on their update plans and will support an early release with follow-on hot fix if needed.

Exceptions for P1 Issues

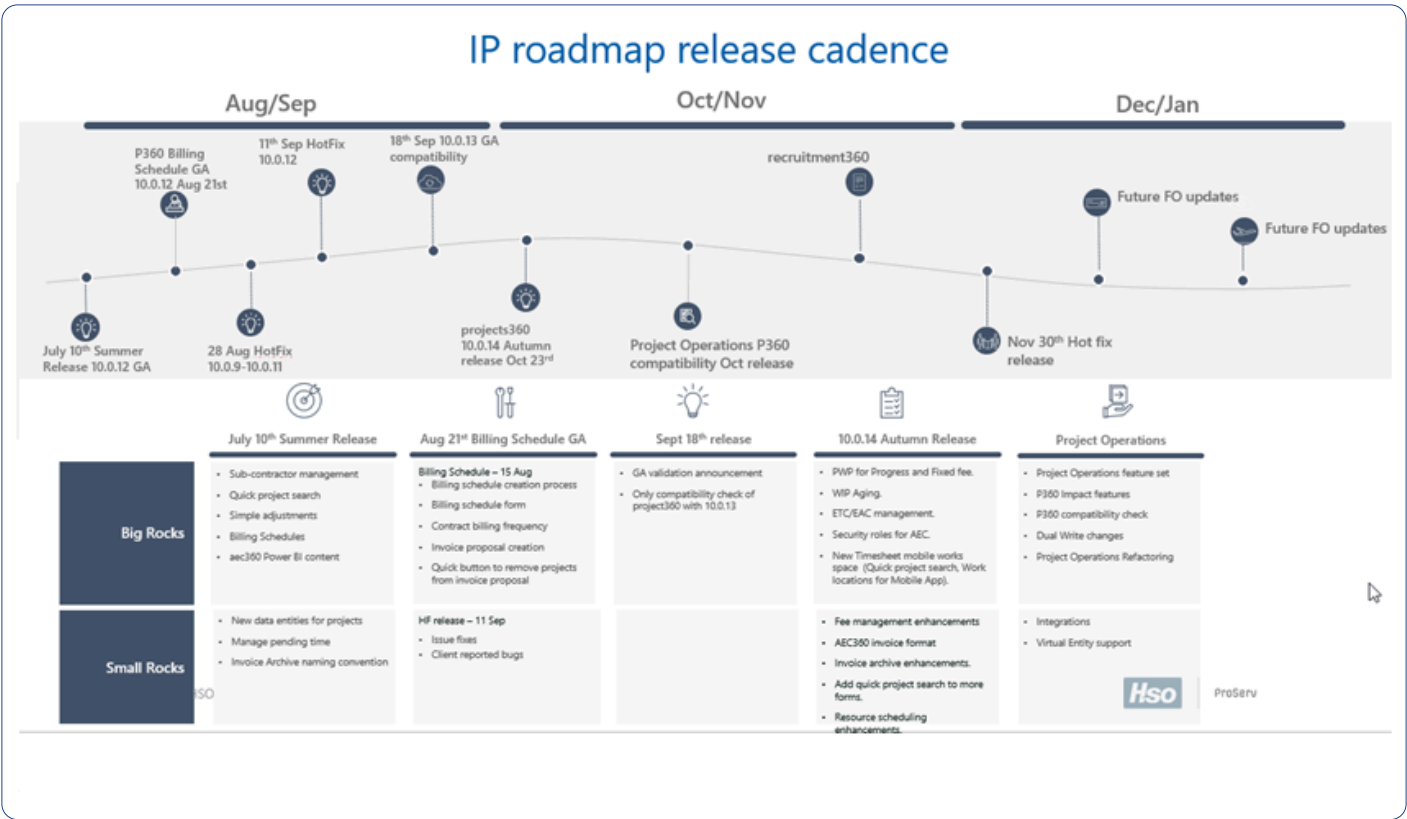
P1 definition: user wide impact, has not potential work arounds.

In general, P1 issues are deemed high-priority and are resolved as soon as possible. The first step in troubleshooting P1 issues is to recreate the issue on non-Client environment. To accelerate the root cause, the troubleshooting of the issue is done directly on the Clients development environments. Once the steps to recreate are determined, they are captured in DevOps and further investigated for resolution. Developers resolve the issue, a build kicks in the update to a QA environment with the code fix and tested before the P1 issue resolution is handed off to the Client.

Release Cadence

There are two major releases and several minor release. Major release contains ‘big rock’ work items. These are features that are significant product investments. Minor releases contain ‘small rock’ work items, quality updates and cumulative releases.

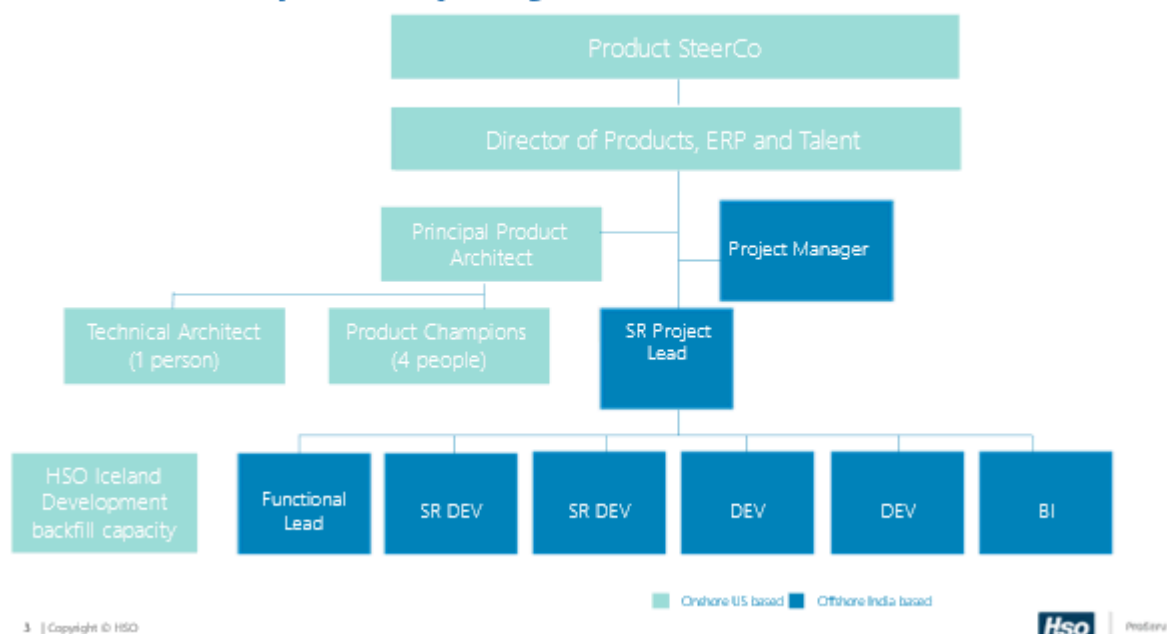
Here is an example of the release cadence shared from time to time.



Product Team

The UO product comprises of developers, technical architects, product champions and functional consultants. The Product Steerco team is responsible of the future roadmap decisions, funding and supporting other strategic decisions.

Team setup for projects360, aec360, PowerBI



Installation

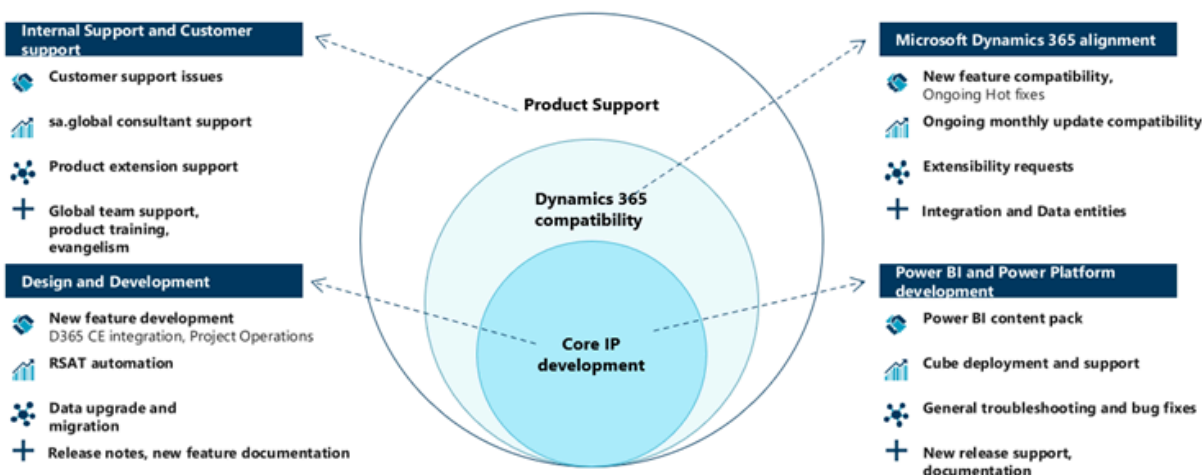
The installation of the deployable package is straightforward, in that, the Client subscribes to an LCS project. Users are notified when new version updates are made available along with Release notes. The release notes detail the net new features and quality issues that are addressed in the release. The deployable packages are stored in the LCS asset library. The Client has the option of using the deployable package or a model file for deploying software. Note: not all Client get access to the model files and is determined based on the Client contracts.

Product Team Setup

The product team is comprised of core IP development teams supported by extended teams for ongoing Client support, Power Platform, Power BI development and Regression Automation teams. Each team is fundamentally responsible for a specific set of tasks. For instance, core IP team is only responsible of net new feature development based on Client feedback. Feedback from various clients is captured in DevOps as a User Story. During sprint planning activities, the core team supported by the principal architect prioritize the features to be developed for the upcoming release. The cycle continues every sprint. There are several sprints before the official Release of the new version.

IP Development

projects360, aec360, consulting360, accounting360



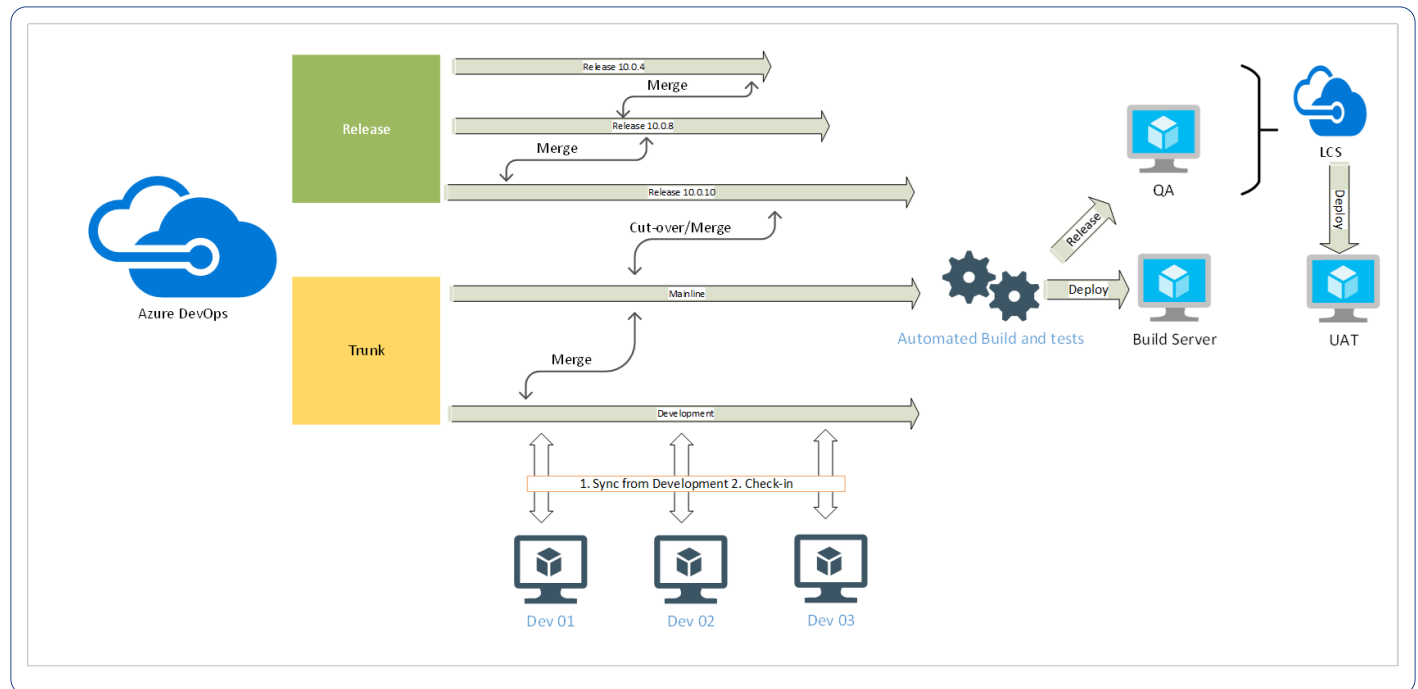
5 | Copyright © HSO

Hso | ProServ

DevOps Branch Strategy

Product baseline code is checked into DevOps repository. Each branch serves a release cadence. The features developed are merged between branches along with any ad hoc hotfixes that are released to Clients. An automated build system generates a build on demand and deploys code to various QA environments for validation of features. Developers connect using local VMs and synchronize code with DevOps repository (get latest) every day. Developer checks out Development branch, writes modification code and tests in the local hosted dev boxes

- Developer checks code into Development branch
- Dev Lead forward-integrates the change into Mainline
- Mainline branch is deployed to Mainline build -environment via Azure DevOps. Automated tests are run as part of build process. Manual testing is also performed here.
- Release manager, releases package to QA environment via continuous integration option of Azure DevOps.
- Release manager creates a cut-off branch to the Release branch
- Managing separate Release branches based on the platform compatibility to support Customers on different platform versions



Development Box (locally hosted)

- **Purpose:** Allow feature development
- **Branch:** Development
- **Build:** Manually sync the proper Azure DevOps branch
- **Deploy:** Manually sync the proper Azure DevOps branch

Mainline/Build (Tier 1 SB)

- **Purpose:** Automated build and tests
- **Branch:** Mainline, Merge completed Development Feature
- **Build:** Automatic Azure DevOps build
- **Deploy:** Continuous integration via Azure DevOps

QA/Release (Tier 1 SB)

- **Purpose:** Testing and Generate a clean deployable package for release
- **Branch:** NA
- **Build:** Continuous integration via Azure DevOps
- **Deploy:** Continuous integration via Azure DevOps

UAT (Tier 2 SB) (if any)

Unit Testing and Code Quality

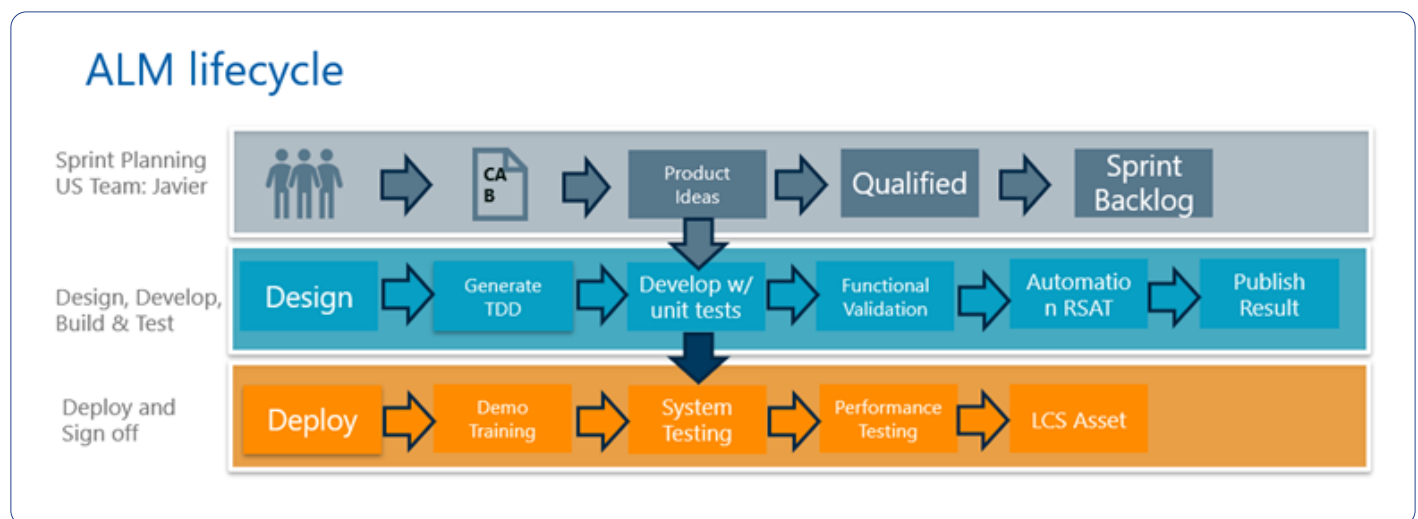
In this process, Developer concentrates on the code quality and the development standards as listed below (example):

- Quality code implementation approach
- Performance based code implementation

- Avoiding redundant code
- Proper naming conventions
- Best practices-based development
- Development standard at each object level (AOT)
- Declare variables as locally as possible.
- Check the error conditions in the beginning; return/abort as early as possible.
- Have only one successful return point in the code (typically, the last statement), with the exception of switch cases, or when checking for start conditions.

ALM Lifecycle and Feature Prioritization

ALM lifecycle of the IP starts with the Steerco meeting with the Customer Advisory Board (CAB). The CAB is a list of industry specific representatives from various HSO ProServ Client portfolio. The CAB team along with the Product team meet once every quarter to chart out road map items. All feedback from CAB is tracked as DevOps work items and goes through the sprint planning meetings for design and development of the features.



Hotfix Requests

Hotfix requests are only supported and released for on 'n' and 'n-1' versions. All hot fix requests are first qualified for priority and severity of the incident. If the issue has a work around, the fix is only resolved in an upcoming version. If a hot fix request is qualified (has wide impact to many users, financial impact like invoicing, implementation teams finding showstoppers during UAT etc). The hot fix is released on the version that it is requested in and then updated to the main branch so future releases includes the one-off fix.

Frequently Asked Questions

1. **When are the main releases?**

During Spring, Summer, Fall and Winter in line with the major releases.

2. What is my downtime on the ISV updates?

Depends on the number of ISVs that are deployed together, typically an update can be achieved within the 1-2 hour window.

3. How do you ensure quality of updates?

We run RSAT regressions on every major release and do a subset of key test scripts for the minor compatibility releases. We have over 150 test scripts that are automated and used in regression testing. These test scripts are completely run for every major release and the exit criteria for any release is a 100% pass rate. For minor releases, the criteria is slightly different, we will release if the pass rate is in the 90% range and if there are no P1 issue identified.

4. What is your guidance to customers who are taking Microsoft updates? Do you require them to take your ISV update?

We encourage them to take all ISV updates available at the same time as the Microsoft update. It saves time on testing, environment deployments, etc. Most all do. If someone didn't want to, we would allow them skip. Our published version supportability is similar to Microsoft's one and then we just work with customers that have any reasons/issues for falling behind.

5. So, a customer can take MSFT update and still run the current version of ISV they are using in production?

We do support forward compatibility if there are no breaking issues from Microsoft in an update. So, a customer could take a Microsoft update and stay on our lower version update. If we have released a major version or compatibility update, we prefer they take it but will work with them to solve the situation either way.

6. Where can I find more help about the product?

- [projects360 product manual](#)
- [projects360 BI manual](#)

7. How can I reach to the Product team to share my ideas, feedback or issues.

- For feedback and ideas, email to – [Product Ideas](#)
- For issues, email to – [Product Support](#)

What's New in Version 10.0.24

projects360 10.0.24 for Microsoft Dynamics 365 Finance & Operations introduces set of new features which includes Pre billing review and mobile workspace. This release also includes few enhancements to existing features such as Fee management, Contract management, Invoice grouping, Invoice archives, Adjustment requests, Billing schedule, Time export, Resourcing, Revenue recognition, Manage sub projects, Subcontractor reconciliation, AR aging, HR automated events, Unit code entry, Unit billing, Daily timesheet.!

New Features

Pre-billing summary view

This new feature allows project managers to review the billing transactions and provides the ability to write electronic notes on billing summary. The version history of billing summary notes are saved and available for future reference. We have added a parameter under projects360 parameters to control this functionality.



Pre-billing summary

Billing schedule id :BS00001759 Legal entity :Contoso Consulting USA

Contract number :00006429 From date :01/01/2022

Contract name :JM EAC/ETC release testing To date :01/21/2022

Progress summary

| Phase/Task | Fee type | Contract value | % Progress | % Complete | Earned | Previous billing | Current billing |
|--|----------------------|----------------|------------|------------|------------------|------------------|------------------|
| 00001219 JM EAC/ETC release testing | | | | | | | |
| Design | Time and expense NTE | 40,000.00 | 177.62% | 100.00% | 71,048.51 | 25,140.00 | 45,908.51 |
| Development | Time and expense NTE | 160,000.00 | 1.86% | 100.00% | 2,973.66 | 0.00 | 2,973.66 |
| Design progress | Progress | 50,000.00 | 40.00% | 100.00% | 20,000.00 | 5,000.01 | 14,999.99 |
| | | | | | 94,022.17 | 30,140.01 | 63,882.16 |

Transactions summary**00001219.01.10 Design Fee type: Time and expense NTE**

Hours:

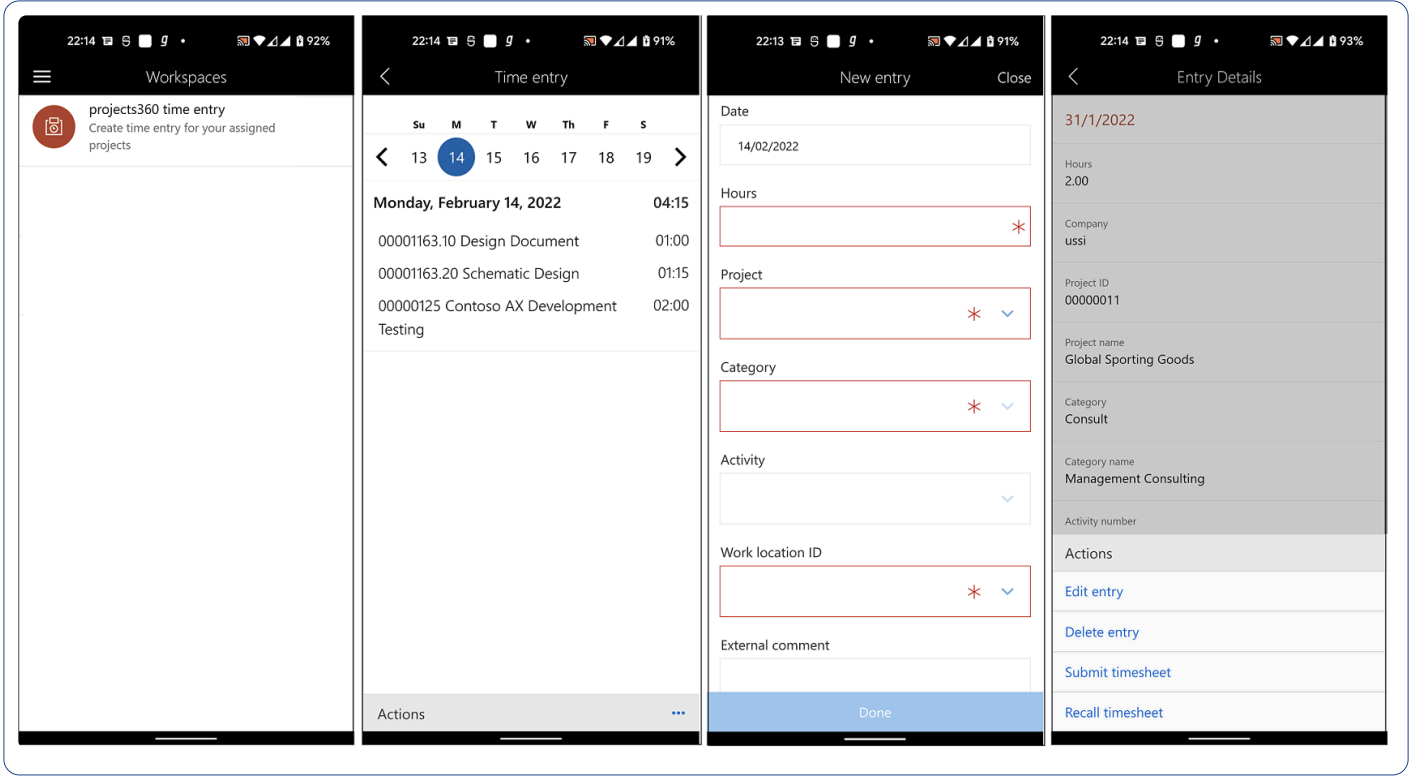
| Date | Role | Resource Name | Category | Hours | Sales Price | Sales amount | Status |
|-----------|-----------------|---------------|-----------------------|-----------------------------------|--------------|-----------------|------------|
| 7/12/2021 | Developer | Aaren Ekelund | Management Consulting | 8 | 200.00 | 1,600.00 | Chargeable |
| 7/13/2021 | Developer | Aaren Ekelund | Management Consulting | 6 | 200.00 | 1,200.00 | Chargeable |
| 7/14/2021 | Developer | Aaren Ekelund | Management Consulting | 6 | 200.00 | 1,200.00 | Chargeable |
| 7/15/2021 | Developer | Aaren Ekelund | Management Consulting | 4 | 200.00 | 800.00 | Chargeable |
| | | | | Subtotal chargeable | 24.00 | 4,800.00 | |
| | | | | Subtotal non-chargeable | 0.00 | 0.00 | |
| 4/30/2021 | Project manager | Adam Carter | Projects360 | 10 | 120.00 | 1,200.00 | Chargeable |
| 4/28/2021 | Project manager | Adam Carter | Projects360 | 5 | 120.00 | 600.00 | Chargeable |
| | | | | Subtotal chargeable | 15.00 | 1,800.00 | |
| | | | | Subtotal non-chargeable | 0.00 | 0.00 | |
| | | | | Total chargeable | 39.00 | 6,600.00 | |
| | | | | Total non-chargeable | | 0.00 | |
| | | | | Total hours 00001219.01.10 | 39.00 | 6,600.00 | |

Expense:

| Date | Resource name | Category | Qty | Sales price | Sales amount | Status |
|-----------|---------------|---------------------|-----------------------------|--------------|-----------------|------------|
| 8/19/2021 | | Reference Materials | 10 | 120.00 | 1,200.00 | Chargeable |
| 8/19/2021 | | Reference Materials | 5 | 120.00 | 600.00 | Chargeable |
| 8/19/2021 | | Reference Materials | 8 | 200.00 | 1,600.00 | Chargeable |
| 8/19/2021 | | Reference Materials | 6 | 200.00 | 1,200.00 | Chargeable |
| 8/19/2021 | | Reference Materials | 6 | 200.00 | 1,200.00 | Chargeable |
| 8/19/2021 | | Reference Materials | 4 | 200.00 | 800.00 | Chargeable |
| 6/10/2021 | Adam Carter | Meals Expenses | 1 | 200.00 | 200.00 | Chargeable |
| 6/10/2021 | Adam Carter | Meals Expenses | 1 | 200.00 | 200.00 | Chargeable |
| 6/10/2021 | Adam Carter | Meals | 1 | 200.00 | 200.00 | Chargeable |
| 6/10/2021 | Adam Carter | Meals | 1 | | 0.00 | Chargeable |
| | | | Total chargeable | 43.00 | 7,200.00 | |
| | | | Total non-chargeable | 0.00 | | |
| | | | Total expenses | 43.00 | 7,200.00 | |
| | | | 00001219.01.10 | | | |

Mobile workspace

A new projects360 mobile workspace has been developed to add existing timesheet projects360 features (Work locations, Submit time) as part of the mobile "Time entry" experience. This mobile timesheet app provides the ability to capture time on the go even when mobile network is not available.



Features Enhanced

Fee management

Revenue adjustment

In this enhancement, users will be allowed to select multiple adjustment records and post multiple records at the same time. “Revenue adjustment” table is added to “Post revenue adjustments” process to filter the records before posting the adjustments.

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

US\$1

Save + New Delete | **New revenue adjustment** | Post revenue adjustments | Options

New revenue adjustment
Percentage complete adjustment
NTE adjustment

Revenue adjustments | 00001048 : PWP-PROJECT TEST PROJECT

My view ▾

Filter Status ☒ Include subprojects

| | Adjustment date | Adjustment type | Project ID | Project name | Sales curre... | Contract v... | Contract h... | Invoiced | WIP | % complete | Actual revenue | Actual hours |
|-------------------------------------|-----------------|----------------------------|-------------|----------------|----------------|---------------|---------------|------------|-------------|------------|----------------|--------------|
| <input checked="" type="checkbox"/> | 1/31/2022 | Percent complete adjust... | 00001048 | PWP-Project... | USD | 0.00 | 0.00 | 0.00 | 6,190.00 | 0.00 | 6,190.00 | 0.00 |
| <input checked="" type="checkbox"/> | 1/31/2022 | Percent complete adjust... | 00001048.01 | PWP-Project... | USD | 750,000.00 | 0.00 | 187,500.00 | -187,500.00 | 0.00 | 0.00 | 0.00 |
| | 1/31/2022 | Percent complete adjust... | 00001048.02 | PWP-Project... | USD | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

Remaining to invoice

In this enhancement, new column “Remaining to invoice” is added on the fee management form which displays the remaining amount that is outstanding to the process invoice.

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

US\$1

Edit Refresh data | **Maintain** | Options

New | **Process** | **Related information**

Create invoice proposal | Open invoice proposal | Customer advance ▾ | Posted transactions | Administration fee | Transactions details ▾ | Required vendor certifications
Milestone allocation | Percentage complete adjustment | Subcontractors accrual | Pending transactions | Contract management | % Progress history | Project statements
NTE adjustment | Adjustment requests | Revenue adjustments | Subcontractors management | Work breakdown structure

Fee management | 00001048 : PWP-PROJECT TEST PROJECT

My view ▾

Filter Fee management

| | Project ID | Project name | Fee type | Sales currency | Contract value | Contract hours | % Progress | WIP | Invoice proposal | Invoiced | Remaining To Invoice |
|----------------------------------|--------------|------------------------------|-------------------|----------------|----------------|----------------|------------|-------------|------------------|------------|----------------------|
| <input checked="" type="radio"/> | 00001048 | PWP-Project Test Project | Progress | USD | 760,000.00 | 0.00 | 0.00 | -181,310... | 150,000.00 | 187,500.00 | 572,500.00 |
| | 00001048.01 | PWP-Project Progress Phase | Progress | USD | 750,000.00 | 0.00 | 15.00 | -187,500.00 | 150,000.00 | 187,500.00 | 562,500.00 |
| | 00001048.... | PWP-Project T&E Header Sub | Progress | USD | 10,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 10,000.00 |
| | 00001048... | PWP-Project T&E test sub sub | None | USD | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 00001048... | PWP-Project T&E NTE Sub sub | Time and expen... | USD | 10,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 10,000.00 |
| | 00001048... | PWP-Project T&E Fee Type | Time and expen... | USD | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

Contract management

In this enhancement, new parameter is introduced to restrict the entry on the header type of projects. When this parameter is set as “Yes”, then the user won’t be able to distribute any amount if project is set as “Header”.

Finance and Operations

Project management and accounting > Projects > All projects

USSI 🔍 📌 😊 ⚙️ ?

Save Update status ▾ Subcontractors management Subcontractors accrual Options 🔍

🔗 📌 🔄 📄

00000085 : WORTHWHILE ACTIVITY STORE | My view ▾

Contract management

Contract agreements ▾

Agreement distribution ^

+ Add 🗑 Remove Copy from ▾ Fee management

| ○ ↺ | Project ID | Project name | Fee type | Direct Labor | Reimbursables | Subcontra... | Sub Reimb... | Direct Exp... | Contract value | Contract hours | Currency | ⋮ |
|-----|----------------|--------------|----------|--------------|---------------|--------------|--------------|---------------|----------------|----------------|----------|---|
| 🔵 | 00001053 ▾ | Res parent | None | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | EUR | |
| | 00001053.01.01 | Sub 001 | None | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | EUR | |

Invoicing

Invoice grouping

In this enhancement, user has given an option to view the “Cost plus rate” for the hour transaction and “Quantity” for the expense transactions on the invoice lines and invoice report. This feature can be configured from the invoice group settings.

| Finance and Operations | | | | | | | | | | | |
|---|---|--|----------|---------------|-------------|------|--|--|--|--|--|
| Project management and accounting > Projects > All projects | | | | | | | | | | | |
| USSI 🔍 📌 ⚙️ ? | | | | | | | | | | | |
| Save + New ▾ Delete Totals Post Sales tax Payment schedule Paragraphs Print ▾ Refresh invoice lines Invoice document review 🔍 ... | | | | | | | | | | | |
| Invoice proposals My view (1) ▾ | | | | | | | | | | | |
| PJIP_00010962 : 00000070 | | | | | | | | | | | |
| Invoice proposal header | | | | | | | | | | | |
| Invoice proposal transaction summaries | | | | | | | | | | | |
| Invoice proposal transactions | | | | | | | | | | | |
| Invoice lines Hour Expense | | | | | | | | | | | |
| ○ | ↺ | Description | Quantity | Sales price | Line amount | Note | | | | | |
| ○ | | Project 00000645 Invoice translation | | | | | | | | | |
| | | Hours | | | | | | | | | |
| | | Project Management Usha Ravindra Rao | 5.00 | 2.50 * 100.00 | 1,250.00 | | | | | | |
| | | Hours Subtotal | 5.00 | | 1,250.00 | | | | | | |
| | | Expenses | | | | | | | | | |
| | | Car Rental PJTY_00402660 | 2.00 | | 520.00 | | | | | | |
| | | Meals PJTY_00402659 | 3.00 | | 600.00 | | | | | | |
| | | Expenses Subtotal | 5.00 | | 1,120.00 | | | | | | |
| | | Limit: 0.00 To date: 63,870.80 Remaining: 0.00 | | | | | | | | | |

Invoices for PWP

The invoice proposal creation process has been enhanced to automatically select the PWP vendor invoice

lines related to “Progress” or “Fixed Fee” projects. This feature can be activated by parameters.

Add PWP vendor invoice relation

Overview

| Selected | Vendor name | Invoice | Invoice date | Line number | Line description |
|-------------------------------------|-------------|---------|--------------|--------------|------------------|
| <input checked="" type="checkbox"/> | Kim Nelson | PVI3412 | 11/19/2020 | 1.0000000000 | New category |

Invoice rounding

The automatic rounding feature was enhanced to allow rounding amount to be distributed by project instead applying the rounding only to the first project.

Project invoice proposals

Invoice proposal transactions

| Project date | Project | Project category | Resource | Description | Quantity | Sales price | Line amount | Paragraph number | Sales tax |
|--------------|-------------|------------------|----------------------|----------------------------|----------|-------------|-------------|------------------|-----------|
| 11/29/2021 | 00001563 | Rounding | Usha ... 000713 ussi | Rounding difference amo... | 1.00 | -0.02 | -0.02 | WA | |
| 11/29/2021 | 00001563.01 | Rounding | Usha ... 000713 ussi | Rounding difference amo... | 1.00 | -0.01 | -0.01 | WA | |

Adjustment request

In this enhancement, the existing “Adjustment request” form is enhanced with the capability of creating and generating a new request at the same time. This will minimize number of clicks for project managers.

Finance and Operations | Project management and accounting > projects360 > Adjustment requests > All adjustment requests

Edit Delete + New Update status Regenerate request Options

My view **All adjustment requests**

Status: All

Adjustment request

| Request | Request ID | Project ID | Project name | Reason code | Description | Status | Requested by | Project manager | Project accountant |
|-------------------------------------|------------|------------|-------------------------|-------------|-------------|-----------|----------------|-----------------|--------------------|
| <input checked="" type="checkbox"/> | 000000469 | 00001356 | AR_1 | | | Created | Shivani.Kundan | | |
| <input type="checkbox"/> | 000000466 | 00001351 | Adjustment issue | | | Created | UshaR | | |
| <input type="checkbox"/> | 000000458 | 00001266 | Billing schedule 13 | | | Created | UshaR | | |
| <input type="checkbox"/> | 000000457 | 00001266 | Billing schedule 13 | | | Created | UshaR | | |
| <input type="checkbox"/> | 000000452 | 00001255 | Adjustment request test | | Testing | Submitted | brian.skiles | | |

Details

| | | | | |
|--------------|-------------|------|--------------------|-------------------------|
| Project ID | Description | Note | Project manager | Requested by |
| 00001356 | | | | Shivani.Kun... |
| Project name | Status | | Project accountant | Requested date and time |
| AR_1 | Created | | | 12/6/2021 10:15:34 AM |
| Reason code | | | Principal | Updated by |
| | | | | Shivani.Kun... |
| | | | | Updated date and time |
| | | | | |

New adjustment request

Request ID: 000000509

Project ID: 00000287.07

Reason code:

Description:

PROJECT DATE

From date: 1/1/2022

To date: 1/31/2022

INCLUDE TRANSACTION TYPES

Hour transactions: ☒ No

Expense transactions: ☒ No

DATA

Transaction status: All

OK Cancel

Billing schedule

My billing schedule form

“My billing schedule” form was enhanced to filter “Billing schedule lines” based on the responsible fields related with current user. All “Billing schedule lines” will be displayed if the current user is assigned as the “Project manager” at the main project level.

Finance and Operations | Project management and accounting > projects360 > Billing schedule > My billing schedules

Save Delete Chat with billing approver Maintain Options

New Billing schedule Pre-billing summary Invoice proposal

Process Billing schedule status Adjustment requests Pre-billing summary review

Bill Project invoice proposals Project invoices

Related information Posted project transactions Pending project transactions

Billing schedule | My view **BS00000431 : 00001828**

General

Billing schedule lines

| Project ID | Project name | Fee type | Pre-billing status | Principal | Project manager | Project accountant | Indicator | Modified by | Modified date |
|------------|-----------------|----------|--------------------|-----------|-----------------|--------------------|-----------------------------------|-------------|-------------------|
| 00000556 | AR By project 2 | None | Pending | | | Usha Ravindra Rao | There are no posted transactions. | UshaR | 11/2/2021 5:50:13 |

Billing schedule by main project.

While creating billing schedules, new process is introduced to create new “Billing schedule” record for each “Main project” related with the selected project contract. This process allow to create multiple “Billing schedule” for same “Contract Id” and same period, but different “Project Id”.

Finance and Operations | Project management and accounting > projects360 > Billing schedule > All billing schedules

USSI

Delete | **Maintain** | **Options**

New
Billing schedule
Pre-billing summary
Invoice proposal

Process
Billing schedule status
Adjustment requests
Pre-billing summary review

Bill
Project invoice proposals
Project invoices

Related information
Posted project transactions
Pending project transactions

Billing schedule

My view *

Filter | Status: All | Indicator: All

| Billing schedule Id | Project contract ID | Contract name | Main project ID | Main project name | Billing period start | Billing period end | Service date from | Service date to |
|---------------------|---------------------|-----------------------------|-----------------|-------------------|----------------------|--------------------|-------------------|-----------------|
| BS00002057 | 00000023 | Eastside Department Store | | | 1/28/2022 | | 1/28/2022 | |
| BS00002056 | 00010703 | PBS 2 | | | 1/25/2022 | | 1/25/2022 | |
| BS00002053 | 00010453 | PBS | | | 1/25/2022 | | 1/25/2022 | |
| BS00002052 | 00010303 | TestBS_1 | 00001631 | TestBS_2 | 1/24/2022 | | 1/24/2022 | |
| BS00002051 | 00010303 | TestBS_1 | 00001630 | TestBS_1 | 1/24/2022 | | 1/24/2022 | |
| BS00002048 | CE-0187 | Opportunity For Test 10/... | | | 1/21/2022 | 1/21/2022 | 1/21/2022 | 1/21/2022 |
| BS00002047 | CE-0147 | Test Project For FO 2 USSI | | | 1/21/2022 | 1/21/2022 | 1/21/2022 | 1/21/2022 |

Revenue adjustment.

New button “Revenue adjustment” is added on the billing schedule lines which allows to open the revenue adjustment from the billing schedule lines.

Finance and Operations | Project management and accounting > projects360 > Billing schedule > My billing schedules

USSI

Save | **Delete** | **Chat with billing approver** | **Maintain** | **Options**

New
Billing schedule
Pre-billing summary
Invoice proposal

Process
Billing schedule status
Adjustment requests
Pre-billing summary review

Bill
Project invoice proposals
Project invoices

Related information
Posted project transactions
Pending project transactions

Billing schedule | My view

BS000000431 : 00001828

General

Billing schedule lines

Fee management | ETC/EAC management | Pending project transactions | Transactions details | % Progress history | Update pre-billing status | **Revenue adjustments**

| Project ID | Project name | Fee type | Pre-billing status | Principal | Project manager | Project accountant | Indicator | Modified I |
|------------|-----------------|----------|--------------------|-----------|-----------------|--------------------|-----------------------------------|------------|
| 00000556 | AR By project 2 | None | Pending | | | Usha Ravindra Rao | There are no posted transactions. | UshaR |

Pre-billing reviewed

New option “Pre-billing reviewed” is added under billing schedule status to update the status of the Billing schedule. This feature is controlled through a parameter.

The screenshot shows the 'Billing schedule' form in the USSI system. The 'Billing schedule status' dropdown menu is open, showing options: Pending, On hold, Pre-billing reviewed (highlighted with a green box), Pre-billing complete, Invoice proposal created, and Invoice posted. The form shows a billing schedule for project BS0000 with a pre-billing status of Pending.

Time export

In this enhancement, “Overtime type” can be defaulted by “Overtime validation group” auto-populating the right type during the timesheet entry. In case if there is no type defaulted on the overtime validation group then the overtime time type will be defaulted from Overtime type main form.

The screenshot shows the 'Overtime validation groups' form in the USSI system. The 'Overtime validation group' dropdown is set to OTG2. The 'Overtime type' dropdown is set to OT1, which is highlighted with a green box. The 'REMAINING OVERTIME TYPE' list shows OT2, OT4, OT5, and TEST. The 'SELECTED OVERTIME TYPE' list shows OT1 and OT3.

Resourcing

Customer name and Main project name

In this enhancement, “Customer name” and “Main project name” fields are added on “Resource view” and “Intelligent fulfillment form”. This feature is controlled by parameter.

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

USSI

Save + New role Book Project view Options

Filter by financial dimension

Filter

Software development engineer
uss

Aaron Painter
Developer
uss

ABHISHEKV
Project manager
sag2

Adam Carter
gbsi

Adam Carter
Project manager
uss

Adam Thomas
Developer
uss

Adriana Giorgi
Developer
uss

Ahmed Sami

My view (1) **Resource view**

Start date: 1/31/2022 | Format for date range view: Week | Show lines with zero hours: Yes | Show soft booking lines: No

Resource summary

| Summary | Jan 31 | Feb 07 | Feb 14 | Feb 21 | Feb 28 | Mar 07 | Mar 14 |
|--------------|--------|--------|--------|--------|--------|--------|--------|
| Hard booked | 56.00 | 56.00 | 56.00 | 56.00 | 56.00 | 56.00 | 56.00 |
| Soft booked | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Target hours | 40.00 | 40.00 | 40.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Remaining | -16.00 | -16.00 | -16.00 | -56.00 | -56.00 | -56.00 | -56.00 |

Resource booking

| | Customer name | Main project name | Project ID | Project name | Company | Name | Booking type |
|-------------------------------------|-----------------------|-----------------------|------------|-----------------------|---------|-----------|--------------|
| <input checked="" type="checkbox"/> | City Manufacturing | City Manufacturing | 00000001 | City Manufacturing | uss | Aaron Con | Hard |
| <input type="checkbox"/> | City Manufacturing | City Manufacturing | 00000001 | City Manufacturing | uss | Aaron Con | Hard |
| <input type="checkbox"/> | City Manufacturing | City Manufacturing | 00000001 | City Manufacturing | uss | Aaron Con | Hard |
| <input type="checkbox"/> | City Manufacturing | City Manufacturing | 00000001 | City Manufacturing | uss | Aaron Con | Hard |
| <input type="checkbox"/> | Global Sporting Goods | Global Sporting Goods | 00000011 | Global Sporting Goods | uss | Aaron Con | Hard |

Contract value

In this enhancement, new fields are added on the “Resource forecast” fact box, which displays the “Total contract hours” and “Total labor contract value” for the selected project. This feature is controlled by parameter.

Finance and Operations | Project view Intelligent resource fulfillment Resource view Options

USSI

Save Project view Intelligent resource fulfillment Resource view Options

Filter

Projects

00001317 | Contract Header

00001317.10 | PreDesign

00001317.20 | PostDesign

00001317 : CONTRACT HEADER | My view (1) **Resource forecast**

Resource

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

| | Project name | Legal entity | Role ID | Resource | Resource name | Activ |
|-------------------------------------|-----------------|--------------|-------------|----------|---------------|-------|
| <input checked="" type="checkbox"/> | Contract Header | USSI | Team member | | Team memb... | |

Related information

Estimated efforts totals

Labor contract totals

Total contract hours
300.00

Total labor contract value
3,000.00

Booking totals

Manage subprojects

Now we can configure the “Manage subprojects” labels displayed at “Create” buttons for both the subprojects level.

Finance and Operations | USSI

Save | **+ Create Phase** | **+ Create Task** | Delete | Project stage | Project group | Fee management | Work breakdown structure | Activity maintenance | Options

00001317 : CONTRACT HEADER | My view

Manage subprojects

Projects | T&E | 7/6/2021 | -- | --

Filter

| Project ID | Project name | Project group | Project stage | Project contract ID | Project manager | Project accountant | Principal | Projected start date |
|-------------|-----------------|---------------|---------------|---------------------|-----------------|--------------------|-----------|----------------------|
| 00001317 | Contract Header | T&E | In process | 00007329 | | | | 7/6/2021 |
| 00001317.10 | PreDesign | T&M Miles | In process | 00007329 | | | | 7/6/2021 |
| 00001317.20 | PostDesign | T&M Prog | In process | 00007329 | | | | 7/6/2021 |

Subcontractor reconciliation

In this enhancement, “Reconciliation difference threshold” parameter has been added to process the vendor invoices/Invoice journals which has penny differences while reconciling the hours/expenses with the vendor invoice amount.

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

Save | Options

My view (1)

projects360 parameters

Invoicing

Simple adjustments

Work breakdown structure

Resourcing

Timesheets

Transactions

Set up parameters for transactions

SUBCONTRACTOR RECONCILIATION

Activate subcontractor timesh... ☒ Yes

Activate subcontractor expens... ☒ Yes

Reconciliation difference threshold

PRICING ENHANCEMENT

Activate pricing enhancements ☒ Yes

REVENUE RECOGNITION SCHEDULE

Activate revenue recognition s... ☒ Yes

DIMENSION INHERITANCE

Custom project dimension

AUTOMATIC TRANSACTIONS

Activate automatic transactions ☒ Yes

Expense journal name

Fee journal name

AR aging

In this enhancement, new field “Grand total” is added on “WIP aging” report.

WIP aging report by project

Contoso Consulting USA

Page 27 of 27
1/31/2022
3:38 PM

| Project ID | Project name | Contract name | Principal | Project manager | Project accountant | Balance as of 1/31/2022 | 1/31/2022 12/31/2154 | 1/1/2022 1/30/2022 | 12/2/2021 12/31/2021 | 11/2/2021 12/1/2021 | 11/1/2021 |
|--------------------|--|--|--------------|---------------------------------|--------------------|----------------------------|-------------------------|-----------------------|-------------------------|--------------------------|-------------------------|
| 00001664 | LS /P07 | LS /P07 | | Sai Raja Syam Prasad Krosuru | | 2,325.00 | 0.00 | 2,325.00 | 0.00 | 0.00 | 0.00 |
| 00001665 | LS Fee | LS Fee | | Sai Raja Syam Prasad Krosuru | | -2,000.00 | 0.00 | -2,000.00 | 0.00 | 0.00 | 0.00 |
| 00001666.01 | Sub1 | TestBS_3 | | | | 19,500.00 | 0.00 | 19,500.00 | 0.00 | 0.00 | 0.00 |
| 00001666.01.01 | SubSub1 | TestBS_3 | | | | 13,000.00 | 0.00 | 13,000.00 | 0.00 | 0.00 | 0.00 |
| 00001668.01 | Feasibility | American Tech and Management University | | Alex Song | | 2,800.00 | 0.00 | 0.00 | 2,800.00 | 0.00 | 0.00 |
| 00001670.01 | AT Science Building Architect | Fun Times Club | Brian Skiles | Alex Song | Sean Skiver | 124,000.00 | 0.00 | 124,000.00 | 0.00 | 0.00 | 0.00 |
| 00001670.02 | AT Science Building Construction Management | Fun Times Club | Brian Skiles | Alex Song | Sean Skiver | 140,000.00 | 0.00 | 140,000.00 | 0.00 | 0.00 | 0.00 |
| 00001671.01 | PBS 2.1 | PBS 2 | | | | 4,696.75 | 0.00 | 4,696.75 | 0.00 | 0.00 | 0.00 |
| 00001671.02 | PBS 2.2 | PBS 2 | | | | 4,489.75 | 0.00 | 4,489.75 | 0.00 | 0.00 | 0.00 |
| 00001671.03 | PBS 2.3 | PBS 2 | | | | 9,494.50 | 0.00 | 9,494.50 | 0.00 | 0.00 | 0.00 |
| 00001671.03.11 | PBS 2.3.1 | PBS 2 | | | | 6,593.00 | 0.00 | 6,593.00 | 0.00 | 0.00 | 0.00 |
| 00001673 | ETC/EAC | EAC/ETC | | Sai Raja Syam Prasad Krosuru | | 200.00 | 0.00 | 200.00 | 0.00 | 0.00 | 0.00 |
| 00001674.01 | PBS 3.1 | PBS 2 | | | | 4,298.25 | 0.00 | 4,298.25 | 0.00 | 0.00 | 0.00 |
| 00001674.02 | PBS 3.2 | PBS 2 | | | | 4,447.50 | 0.00 | 4,447.50 | 0.00 | 0.00 | 0.00 |
| DM4000 | Demo - Large Project | Demo - Large Customer | | | | 14,818,344.29 | 0.00 | 0.00 | 0.00 | 0.00 | 14,818,344.29 |
| DM4001 | Demo - Small Project | Demo - Small Customer | | | | 1,473,310.50 | 0.00 | 0.00 | 0.00 | 0.00 | 1,473,310.50 |
| DM4002 | Demo - Foreign Currency Project | Demo - Foreign Currency | | | | 4,600,442.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4,600,442.00 |
| Grand total | | | | | | 107,521,900,145.32 | 17,751.50 | 470,378.17 | 469,603.65 | 98,980,044,104.42 | 8,540,911,770.33 |

Unit code entry

A new method of calculation “Timesheet entry” was added to the “Unit billing forecasts” form. The “Unit billing proposal” creation process will fetch the unit code entered from the timesheet with transaction type “Item” at “Unit billing forecast” form. This will have the same behavior as calculation method “Manual” apart from fetch the sales quantity.

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

Save | General ledger preview | Options

00001595 : UNIT CODE ITEM 2 | My view

Unit billing forecast

Overview

+ New | Delete

| Method of calculation | Project name | Activity number | Activity name | Unit code | Item number | Description | Sales quantity | Unit | Sales price | Currency | Start date |
|-----------------------|------------------|-----------------|---------------|-----------|-------------|-------------|----------------|------|-------------|----------|------------|
| Timesheet entry | Unit code item 2 | | | Item 1 | TeamDay | TeamDay | | Day | 5,000.00 | USD | 1/6/2022 |

Unit billing

A new form is introduced to show all the unit proposals on a single form. Unit billing proposals can be reviewed and posted from this form.

Finance and Operations | Project management and accounting > projects360 Inquiries and reports > Unit billing > All unit billing proposals

Standard view

All unit billing proposals

Status: All

Unit proposal

| Project ID | Name | Activity number | Activity name | Description | Start date | End date | Unit | Sales price | Currency | Quantity | Sales amount | Posted hours | Unposted hours | Status |
|------------|------------------|-----------------|-------------------|-------------------|------------|------------|-------|-------------|----------|----------|--------------|--------------|----------------|--------|
| 00001583 | Unit code item 1 | | | Day | 12/1/2021 | 12/31/2021 | Day | 100.00 | USD | 19.00 | 1,900.00 | | | Draft |
| 00001583 | Unit code item 1 | | | Week | 12/1/2021 | 12/31/2021 | Week | 2,100.00 | USD | 9.00 | 18,900.00 | | | Draft |
| 00001499 | TestUB | W00020949 | TestUB | Drafting Services | 10/12/2021 | 10/18/2021 | hr | 100.00 | USD | 5.00 | 500.00 | | | Posted |
| 00001499 | TestUB | W00020949 | TestUB | Carpet Contractor | 10/11/2021 | 10/22/2021 | ea | 100.00 | USD | 12.00 | 1,200.00 | | | Posted |
| 00001499 | TestUB | W00020949 | TestUB | Carpet Contractor | 10/12/2021 | 10/18/2021 | ea | 100.00 | USD | | 0.00 | | | Draft |
| 00001524 | JB Test Project | W00021376 | JB Test Project | Month | 10/1/2021 | 10/31/2021 | Month | 5,100.00 | USD | 1.00 | 5,100.00 | | | Posted |
| 00001476 | Unit Delivery | | | Week | 10/1/2021 | 12/31/2021 | Week | 2,100.00 | USD | 9.00 | 18,900.00 | | | Draft |
| 00001478 | UB_02 | W00020682 | test2 | Carpet Contractor | 9/29/2021 | 10/5/2021 | ea | 120,000.00 | USD | | 0.00 | | | Draft |
| 00001430 | UB 1 | W00020249 | Project Manage... | Carpet Contractor | 9/29/2021 | 10/6/2021 | ea | 100.00 | USD | | 0.00 | | | Draft |
| 00001430 | UB 1 | W00020249 | Project Manage... | Carpet Contractor | 9/30/2021 | 10/6/2021 | ea | 100.00 | USD | 2.00 | 200.00 | | | Draft |
| 00001430 | UB 1 | W00020250 | Development | Drafting Services | 9/29/2021 | 10/15/2021 | hr | 100.00 | USD | 1.00 | 100.00 | | | Draft |
| 00001482 | MTB | W00020724 | MTB | Carpet Contractor | 9/29/2021 | 10/12/2021 | ea | 100.00 | USD | 1.00 | 100.00 | | | Posted |
| 00001482 | MTB | W00020724 | MTB | Carpet Contractor | 9/30/2021 | 10/5/2021 | ea | 100.00 | USD | | 0.00 | | | Draft |

General | Unit forecast | Revenue recognition

PRODUCT: Category: ProjItem | Line property: Billable

METHOD OF CALCULATION: Method of calculation: Timesheet entry | Calendar: USCalendar | Periodic quantity: []

FORECAST: Proposal ignores forecast dates: No | Model: ETC-WBS

INVENTORY DIMENSIONS: Site: MainOffice | Warehouse: MainOffice

Daily timesheet entry

In this enhancement, new field “Line property” is added on the “Daily timesheet entry” form.

Finance and Operations | Project management and accounting > projects360 > Timesheets > Daily timesheet entry

Save | Change timesheet period | Submit all time | My timesheets | Options

Personalize: Always open for editing | Personalize this page | Add to workspace

Page options: Security diagnostics | Advanced filter or sort | Record info | Go to

Edit: Read mode | Revert

Share: Get a link | Create a custom alert | Manage my alerts

Daily timesheet entry | Standard view

Usha Ravindra Rao

Timesheet

Daily time entry

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

| Search | Project ID | Project name | Work location ID | Activity number | Category | Hours | Internal comment | External comment | Line Property |
|--------|------------|---------------------|------------------|-----------------|-----------------|-------|------------------|------------------|---------------|
| ✓ | 00000287 | Manage sub projects | | | G.C. Labor Crew | 0.00 | | | Billable |

Revenue recognition

New data entity is added to export the revenue recognition records.

HR automated events

With this enhancement to HR automated events, 'Email provider ID' field will be updated automatically on the user record. The default value is taken from the Batch email provider field in Email parameters.

Again, with another enhancement to HR automated events, the employee financial dimensions will be inherited from position when a primary position is associated to an employee.

Preview Features

Invoice Archives

New capability to generate invoice archives as PDF file is added to the existing feature. This functionality will generate a single PDF file containing all the attached invoice backups. This first version only supports any image, notes and PDF formats. This new functionality can be enabled through a projects360 parameter. This functionality is a preview for the current version.

Finance and Operations

Project management and accounting > Projects > All projects

Edit

New

Delete

Open

View history

Created by

Settings

References

Options

Filter

PJIP_00014387.pdf

InvoiceArchives

Invoice proposal

Standard view

Attachments for Invoice proposal - Invoice proposal: PJIP_00014387, 00010754

Description

Type

Attached

PJIP_00014387.pdf

InvoiceArchives

☒ Yes

General

Attachment

FILE INFORMATION

File type

FILE LOCATION

File name

pdf

File location

PJIP_00014387

Original file name

PJIP_00014387.pdf

Preview

Download

Print

More

| Item | Quantity | Unit | Price | Total |
|------|----------|------|-------|-------|
| ... | ... | ... | ... | ... |

More details

IDENTIFICATION

Type

InvoiceArchives

Company account

ussr

What's New in Version 10.0.22

projects360 10.0.22 for Microsoft Dynamics 365 Finance & Operations introduces set of new features which includes Customer PO management, Time card, Unit code entry, Role billing description. This release also includes few enhancements to existing features such as Fee management, Subcontractor management, Automatic transactions, Invoice grouping, Invoice archives, Invoice email, Billing schedule, Simple adjustments, Activity management, Overtime, Work location, Annual holidays, AR aging, HR automated events, Unit billing, Workspaces, Quick project search!

New Features

Customer PO management

This new feature allows Customer POs to be managed from a single form allowing us to use the same customer PO across different project contracts. Also, a new process will allow “customer PO numbers” to be updated for already posted invoices.

Provides the facility to add multiple funding sources from different project contracts underneath the same customer PO header. In addition, a new process was added to the “Posted project invoices” form providing the ability to update PO numbers for already existing invoices.

The screenshot displays the HSO | ProServ projects360 interface. The top navigation bar shows 'Finance and Operations' and 'Project management and accounting'. The main area is divided into two panels. The left panel, titled 'Customer PO management', shows a table of Customer POs with columns: Customer PO, Customer account, Customer name, Customer PO date, and Total amount. The right panel, titled 'projects360 parameters', shows settings for Invoicing, including 'Set up parameters for invoicing' and 'ACCOUNTS RECEIVABLE'. A green box highlights the 'Activate customer PO management' checkbox, which is checked. Below the main panels, a 'Project contract distribution' table is visible. The bottom section shows a 'Project invoice' form with a 'Posted project invoice' table. A green arrow points to the 'Update PO number' button in the 'Functions' tab, which is highlighted with a green box. The 'Update PO number' dialog box is also shown, with a green box around the 'PO number' field and an 'OK' button.

| Customer PO | Customer account | Customer name | Customer PO date | Total amount |
|-------------|------------------|--------------------|------------------|--------------|
| PO020846 | US_SI_0116 | Village Tours | | 30,000.00 |
| Cust PO | US_SI_0121 | City Manufacturing | | 8,000.00 |
| Cust PO 1 | US_SI_0121 | City Manufacturing | | 2,000.00 |
| PO#00935 | US_SI_0122 | Contoso Consulting | | 20,000.00 |
| PO#00936 | US_SI_0122 | Contoso Consulting | | 15,000.00 |
| PO004 | US_SI_0124 | Fun Times Club | | 999.00 |
| PO31425 | US_SI_0124 | Fun Times Club | | 30,000.00 |
| PO3756 | US_SI_0124 | Fun Times Club | | 15,000.00 |

| Date | Project contract ID | Funding source ID | Amount | External description | PO internal description | Closed | Default | Amount remal... | Amount invoic... |
|----------|---------------------|--------------------|-----------|----------------------|-------------------------|--------|---------|-----------------|------------------|
| 4/7/2020 | 00000054 | Contoso Consulting | 20,000.00 | | Initial PO | | ✓ | 7,554.01 | 12,445.99 |

| Invoice | Date | Invoice account | Name | Legal entity | Project contract ID | Sales currency | Invoice amount | Due date | Sent electronic... | Invoice |
|----------|------------|-----------------|----------------------|--------------|---------------------|----------------|----------------|------------|--------------------|---------|
| 00002064 | 10/28/2021 | US_SI_0100 | Retread Tire Company | ussi | 00009304 | USD | 3,250.00 | 11/27/2021 | | |

Time card

This new feature provides the ability of easily entering Time-card detailed information directly from the Timesheet form. This functionality can be activated only for specific resources/users. From a simple overview the user can see and enter Time In, Time Out as well as Time on break.

Break types can be configured allowing to categorize the time on break for later analysis. Even though this feature can help to partially cover those requirements, we do not officially comply with the State of California regulations.

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

Save + New Delete Workflow Timesheet Options

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

My delegates
My favorites
Recall timesheet

Hour transactions
Timesheet versions
Print timesheet
Check for violations

All timesheets | My view (1) ▾

00009097 : Employee week Lines Header

Timesheet Draft ▾

Time card

Overview Break details

| | Date | Day of the week | Time in | Time out | Time on break | Number of breaks | Total time | Non-working day |
|-------------------------------------|-----------|-----------------|----------|----------|---------------|------------------|------------|-------------------------------------|
| <input checked="" type="checkbox"/> | 11/1/2021 | Monday | 00:00:00 | 00:00:00 | 0.00 | 0 | 0.00 | <input checked="" type="checkbox"/> |
| | 11/2/2021 | Tuesday | 09:00:00 | 18:00:00 | 1.25 | 2 | 7.75 | <input type="checkbox"/> |
| | 11/3/2021 | Wednesday | 09:00:00 | 18:00:00 | 1.00 | 1 | 8.00 | <input type="checkbox"/> |
| | 11/4/2021 | Thursday | 09:00:00 | 18:00:00 | 1.50 | 3 | 7.50 | <input type="checkbox"/> |
| | 11/5/2021 | Friday | 09:00:00 | 18:00:00 | 1.00 | 2 | 8.00 | <input type="checkbox"/> |
| | 11/6/2021 | Saturday | 00:00:00 | 00:00:00 | 0.00 | 0 | 0.00 | <input checked="" type="checkbox"/> |
| | 11/7/2021 | Sunday | 00:00:00 | 00:00:00 | 0.00 | 0 | 0.00 | <input checked="" type="checkbox"/> |

Timesheet lines

Unit entry from Timesheet

This new feature allows users to enter Unit codes for billing purposes directly from the timesheet. Unit codes entry can be activated by resource/user. Billing codes can be created and configured to either use expense, fee or item categories.

Based on the unit codes entered by the user from the timesheet. The timesheet process will automatically create any necessary expense journal and/or a fee journal generating project transactions for billing purposes.

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

Save + New Delete Workflow Timesheet Options

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

My delegates
My favorites
Recall timesheet

Hour transactions
Timesheet versions
Print timesheet
Check for violations

All timesheets | My view (1) ▾

00009148 : Usha Ravindra Rao Lines Header

Timesheet lines

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

| | Overtime | Legal entity | Customer name | Main project name | Search | Project ID | Project name | Work location ID | Activity number | Activity | Category | Mon 11/01 | Tue 11/02 |
|-------------------------------------|----------|--------------|--------------------|-------------------|--------|------------|--------------|------------------|-----------------|----------|----------|-----------|-----------|
| <input checked="" type="checkbox"/> | | USSI | Central Discoun... | 00000337 | | 00000337 | 00000337 | | | | AppDev | | |

Line details

Unit codes entry

+ New Remove

| | Unit code | Description | Mon 11/01 | Tue 11/02 | Wed 11/03 | Thu 11/04 | Fri 11/05 | Sat 11/06 | Sun 11/07 | Total |
|-------------------------------------|-----------|--------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|
| <input checked="" type="checkbox"/> | Fee | Unit code using fees | 1.00 | | | | | | | 1.00 |
| <input checked="" type="checkbox"/> | Expense | Unit code using expenses | 1.00 | | | | | | | 1.00 |

Role billing description

Using this new feature, we can define specific resource role billing descriptions by funding source. “Role billing description groups” can be created allowing us to define “Billing descriptions” by role Id and language for a specific range of dates.

The existing “invoicing group” feature is enhanced to use “Role billing descriptions” and be controlled through a parameter

The screenshot shows the 'Role billing descriptions' configuration screen. The left sidebar contains a tree view with 'AR Group' selected. The main area displays a table of 'Role billing descriptions' with columns: Role billing descriptions group ID, Role ID, Role description, Billing description, Language, From date, and To date. The table lists several entries for 'AR Group' with roles like 'Business analyst', 'Functional Trainer', and 'Analyst for ERP'.

| Role billing descriptions group ID | Role ID | Role description | Billing description | Language | From date | To date |
|------------------------------------|--------------------|--------------------|---------------------|----------|------------|------------|
| AR Group | Business analyst | Business analyst | Analyst for ERP | en-us | 10/25/2021 | Never |
| AR Group | Functional Trainer | Functional Trainer | Trainer | en-us | 9/1/2021 | Never |
| AR Group | Business analyst | Business analyst | Analyst for ERP | en-us | 9/1/2021 | 10/18/2021 |
| AR Group | Business analyst | Business analyst | Analista | es-mx | 8/2/2021 | Never |
| AR Group | Business analyst | Business analyst | Analyst for ERP | en-us | 8/1/2021 | 8/2/2021 |

The screenshot shows the 'Invoice proposal' screen for project PJIP_00013012. The 'Invoice proposal transactions' section is active, displaying a table of 'Invoice lines' with columns: Description, Quantity, Sales price, Line amount, and Note. The table lists several lines for 'Project 0000643 ; InvoiceEmail' with descriptions like 'Application Development ; Analyst for ERP' and 'Application Development ; Trainer'.

| Description | Quantity | Sales price | Line amount | Note |
|---|----------|-------------|-------------|------|
| Project 0000643 ; InvoiceEmail | | | | |
| Hours | | | | |
| Application Development ; Analyst for ERP | 1.00 | 199.25 | 199.25 | |
| Application Development ; Trainer | 1.00 | 325.00 | 325.00 | |
| Project Management ; Analyst for ERP | 2.00 | 199.25 | 398.50 | |
| Hours Subtotal | 4.00 | | 922.75 | |
| Project Subtotal | | | 922.75 | |

Cash basis accounting

Cash basis accounting is now officially as a projects360 feature. We have built the product/functionality in such a way that both accruals & cash basis are available to the business for reporting purposes, with leaving the standard as it is and developing an add-on module.

Key highlights of this feature –

- New posting layer “Cash” introduced to record cash layer entries.
- Posting types play important role to record entries in cash layer.
- Based on the posting types selected in parameters form -
 - If an invoice and payment voucher contains the selected posting types, ledger accounts related with those posting types and amount will be posted to the cash layer.
- Posting will use the journal names specified in the parameters form.
- The trigger point for recording cash-based accounting entries are settlements and it will post cash layer entries as related vouchers to the main current layer voucher.
- Feature is parameter controlled.

Finance and Operations
General ledger > Ledger setup > projects360 Cash basis parameters

Save Options

Standard view
projects360 Cash basis parameters

General

Set up requirements for cash based accounting

General

GENERAL
Enable cash based accounting
☒ Yes
Cash based accounting posting l...
Cash

CASH BASED ACCOUNTING JOURNALS
Accounts receivable
CBAR
Accounts payable
CBAP
General ledger
CBGL

REDIRECT
Use mapping accounts for pos...
☒ Yes

Unallocated cash accounts
Income account
803100
Expense account
618900

Finance and Operations
General ledger > Ledger setup > projects360 Cash basis parameters

Save Options

Standard view
projects360 Cash basis parameters

General

Set up posting types for cash based accounting

Posting types

Posting types for cash based accounting

AVAILABLE
☒ Intercompany acc...
Sales tax rounding
Allocation
Investment tax
Liquidity
Error account
Year-end result
Close

SELECTED
☒ Exchange rate gain
Exchange rate loss
Sales Tax
Penny difference i...
Penny difference i...
Ledger journal
Bank
Customer revenue

ZZUK-INV-00000336 : ZZUK-MC-00112
Voucher transactions
Overview General
Customer invoice voucher

| Journal number | Voucher | Date ↑ | Ye... | Ledger account | Account name | Descripti... | Currency | Amount in tran... | Amount | Posting type | Posting layer |
|----------------|----------------|------------|-------|-----------------|------------------------------|--------------|----------|-------------------|----------|---|---------------|
| ZZUK-JRNTR-... | ZZUK-IV-000... | 10/11/2020 | | 210000-101 | Sales Ledger Control Account | | GBP | 3,000.00 | 3,000.00 | Customer balance | Current |
| ZZUK-JRNTR-... | ZZUK-IV-000... | 10/11/2020 | | 700000-101-1020 | Fee Income | | GBP | -3,000.00 | 3,000.00 | Project - invoiced revenue | Current |
| ZZUK-JRNTR-... | ZZUK-IV-000... | 10/11/2020 | | 700200-101-1020 | WIP Movement | | GBP | -3,000.00 | 3,000.00 | Project - WIP - sales value | Current |
| ZZUK-JRNTR-0 | ZZUK-IV-000... | 10/11/2020 | | 200000-101 | Work in Progress (Time) | | GBP | 3,000.00 | 3,000.00 | Project - accrued revenue - sales value | Current |

ZZUK-JRN-000001160 : ZZUK-CLPAY-00000395
Voucher transactions
Overview General
Customer payment voucher entries

| Journal number | Voucher | Date ↑ | Ye... | Ledger account | Account name | Descripti... | Currency | Amount in tran... | Amount | Posting type | Posting layer |
|----------------|----------------|------------|-------|----------------|------------------------------|--------------|----------|-------------------|----------|------------------|---------------|
| ZZUK-JRNTR-... | ZZUK-CLPAY-... | 10/12/2020 | | 310000-100 | Office Bank Account GBP (1) | | GBP | 3,000.00 | 3,000.00 | Bank | Current |
| ZZUK-JRNTR-0 | ZZUK-CLPAY-... | 10/12/2020 | | 210000-100 | Sales Ledger Control Account | | GBP | -3,000.00 | 3,000.00 | Customer balance | Current |

ZZUK-JRNTR-000002756 : 10/12/2020
Voucher transactions
Overview General
Cash layer entries

| Journal number | Voucher | Date ↑ | Ye... | Ledger account | Account name | Descripti... | Currency | Amount in tran... | Amount | Posting type | Posting layer |
|----------------|---------------|------------|-------|-----------------|-----------------------------|--------------|----------|-------------------|----------|----------------|---------------|
| ZZUK-JRNTR-... | ZZUKARC-00... | 10/12/2020 | | 310000-100 | Office Bank Account GBP (1) | | GBP | 3,000.00 | 3,000.00 | Ledger journal | Cash |
| ZZUK-JRNTR-0 | ZZUKARC-00... | 10/12/2020 | | 700000-101-1020 | Fee Income | | GBP | -3,000.00 | 3,000.00 | Ledger journal | Cash |

Features Enhanced

PWP vendor invoice report by project

A new Pay when paid vendor invoice report by project is introduced to consider the Pay when paid functionality previously introduced for Fee management projects. This report provides a detailed information for all the vendor invoice lines marked as PWP for the selected project between 'From date' and 'To date'. This report has the ability to group the data by main project.

| Project ID | Project name | Customer name | Invoiced | customer | amount | | |
|-----------------------|-----------------------|---------------------|---------------------------|--------------------------------|-----------------------|--------------------------|------------------------|
| 00001534 | PWP Report | | 14,000.00 | 0.00 | 14,000.00 | | |
| Vendor account number | Vendor name | Vendor invoice date | Vendor invoice number | Procurement category name | Vendor invoice amount | Project invoice proposal | Project invoice number |
| 001516 | Empl123 | 10/27/2021 | PWPReport | Charger | 10,000.00 | | |
| 001516 | Empl123last | 10/27/2021 | PWPReport | Mobile | 4,000.00 | | |
| Main project id | Main project name | Customer name | Total PWP vendor invoiced | Total PWP invoiced to customer | Total pending amount | | |
| 00001210 | PWP_Demo | Alpine Ski House | 5,719.00 | 23,900.00 | -18,181.00 | | |
| Project ID | Project name | Customer name | Total PWP vendor invoiced | Total PWP invoiced to customer | Total pending amount | | |
| 00001210 | PWP_Demo | Alpine Ski House | 5,719.00 | 23,900.00 | -18,181.00 | | |
| Vendor account number | Vendor name | Vendor invoice date | Vendor invoice number | Procurement category name | Vendor invoice amount | Project invoice proposal | Project invoice number |
| US_SI_000007 | Countryside Company | 4/16/2021 | PWP_001 | Mobile | 450.00 | PJIP_00008764 | 00001588 |
| US_SI_000020 | Selected Distributors | 5/18/2021 | INV098 | Mobile | 5,269.00 | PJIP_00009172 | 00001647 |
| Main project id | Main project name | Customer name | Total PWP vendor invoiced | Total PWP invoiced to customer | Total pending amount | | |
| 00001307 | PWP vendor certs | | 33,000.00 | 0.00 | 33,000.00 | | |

Subcontractor management

With this enhancement, now the vendor invoiced and the other fields on the lines form will be calculated based on the 'Posting date' on the overview form. This will allow users to backdate accruals to the previous period based on the date in that period.

Also, main project field is now added to subcontractor accrual lines data entity. As some of the clients do their subcontractor accruals on the subproject level, they request if we could add the parent project name to the subcontractor accrual lines data entity instead of the current (subproject) name, since they have more detail about the overall project on the parent project name.

Automatic transactions

Increase in decimal

We have increased the cost and sales multiplier decimal up to 3 decimals which helps the user to calculate

the cost and sales prices.

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 |
|----------|-------------|------------|------------|-------------------------|--------------------|-------------------|-------------------|------------------|---------------------|----------|-------------------------------------|
| RI000106 | C4 | | | Hour | All | | Table | 00001526/01 | 00009255 | | <input checked="" type="checkbox"/> |
| RI000107 | C5 | | | Hour | All | | All | | | | <input checked="" type="checkbox"/> |
| RI000109 | AT_1 | 1/1/2021 | 12/31/2021 | Hour | All | | Table | 00001529 | 00009278 | | <input checked="" type="checkbox"/> |
| RI000110 | C7 | 10/27/2021 | 12/31/2021 | Hour | All | | Table | 00001526 | 00009255 | | <input checked="" type="checkbox"/> |
| RI000111 | D1 | | | Hour | All | | Table | 00001531 | 00009303 | | <input checked="" type="checkbox"/> |
| RI000112 | | | | Hour | All | | Table | 00000598 | | | <input checked="" type="checkbox"/> |

Automatic transaction rule details

| AUTOMATIC TRANSACTION | OFFSET LEDGER ACCOUNT | COST PRICE | SALES PRICE |
|--|--|--|---|
| Automatic transaction type Expense | Offset ledger account 110180 | Cost price model Multiplier from original | Sales price model Multiplier from cost |
| Automatic transaction category Common | Apply default financial dimens... <input checked="" type="radio"/> No | Cost multiplier 2.107 | Sales multiplier 1.098 |
| Currency USD | | Cost price 0.00 | Sales price 0.00 |

Multiple automatic transactions

In this enhancement, multiple automatic transactions can be posted for a single original transactions based on the different automatic transactions rules defined.

Automatic transaction rules

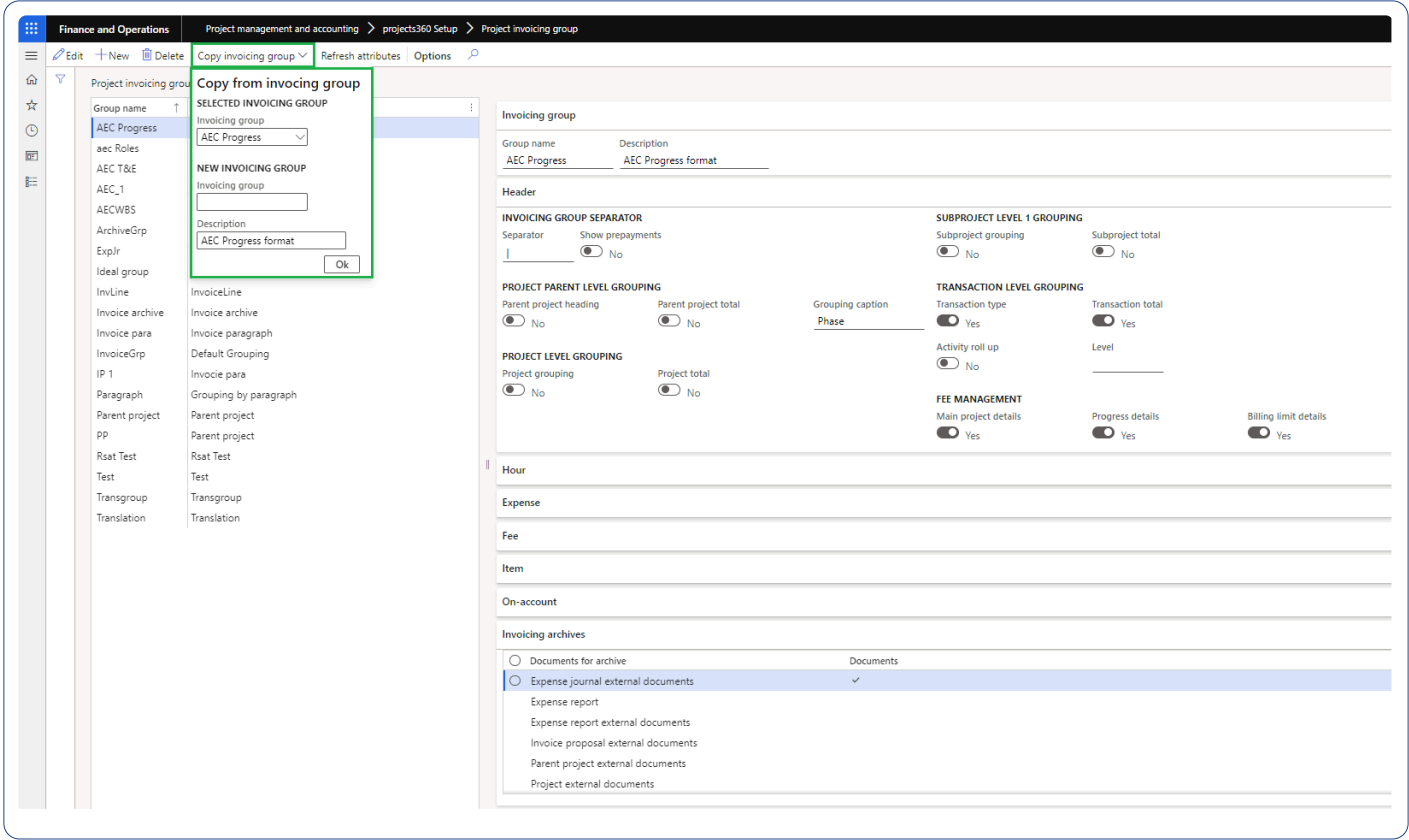
Automatic transaction rules

| 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 |
|----------|-------------|------------|----------|-------------------------|--------------------|-------------------|-------------------|------------------|---------------------|----------|-------------------------------------|
| RI000086 | | | | Hour | All | | Table | 00001465 | | | <input checked="" type="checkbox"/> |
| RI000087 | | | | Hour | All | | Table | 00001465 | | | <input checked="" type="checkbox"/> |
| RI000088 | | | | Hour | All | | Table | 00001465 | | | <input checked="" type="checkbox"/> |
| RI000089 | | | | Hour | All | | Table | 00001471 | | | <input checked="" type="checkbox"/> |
| RI000090 | | | | Hour | All | | Table | 00001471 | | | <input checked="" type="checkbox"/> |

Automatic transaction rule details

Invoice grouping

With this enhancement, we have provided the ability to quickly copy an existing invoice groups and modify them for the small changes. This will facilitate in creating new groups quickly and efficiently.



Billing schedule attachments

With this new enhancements, the attachments added to the billing schedule will automatically be added of the invoice archive zip file. This functionality can be activated on a need basis by marking a checkbox in an invoice group.

Header project

In this enhancement, new indicator is introduced for the Header projects on the billing schedule lines. This will help the user to identify the header projects on the billing schedule. Also, we have now provided the ability to filter by billing approver on the billing schedule form.

| Project ID | Project name | Fee type | Pre-billing status | Principal | Project manager | Project accountant | Indicator |
|-------------|-----------------------------|----------------------|--------------------|-----------|-----------------------------|--------------------|-----------------------------------|
| 00001295 | Nissan constructions | Time and expense | Complete | | Appasaheb Narasannavar 360 | | Header project |
| 00001295.10 | Master Planning | Fixed fee | Pending | | Appasaheb Narasannavar 3... | | There are no completed milestones |
| 00001295.15 | Design Document | Time and expense NTE | Pending | | Appasaheb Narasannavar 3... | | |
| 00001295.20 | Design Development | Time and expense NTE | Pending | | Appasaheb Narasannavar 3... | | |
| 00001295.30 | Construction Documents | Progress | Pending | | Appasaheb Narasannavar 3... | | % progress was not updated |
| 00001295.40 | Construction Administrat... | Time and expense | Pending | | Appasaheb Narasannavar 3... | | |

Overtime

In this enhancement “Overtime type” selection on the timesheet is made mandatory based on the parameters.

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

Save | Options

My view (1)
 projects360 parameters

Invoicing

Simple adjustments

Work breakdown structure

Resourcing

Timesheets

Transactions

Qualification

Billing schedule

Unit billing

Set up parameters for timesheets

PERSONAL TIME OFF

Activate personal time off ☒ Yes

Automatically populate in tim... ☒ Yes

Display balances ☐ No

ANNUAL HOLIDAYS

Activate annual holidays ☒ Yes

Allow timesheet line manual u... ☒ Yes

LATE TIMESHEETS

Missing timesheet template

OVERTIME

Activate overtime entry ☒ Yes

Overtime category

Overtime line property

Overtime pay code

Activate overtime validation gr... ☒ Yes

Overtime type is required ☒ Yes

WORK LOCATION

Show work location on timesh... ☒ Yes

Show work location on timesh... ☒ Yes

Show Work Location on Journals ☒ Yes

Show work location on timesh... ☐ No

Work location is required ☐ No

Show work location on pendin... ☐ No

DEFAULT CATEGORY

Category default

Include unposted hours ☒ Yes

Identification type

MANAGE PENDING TIME

Timesheet auto submit to wor... ☒ Yes

Maximum number of timesheets ...

COMMENTS FOR PENDING TIME

External comment is required ☐ No

Internal comment is required ☐ No

COMMENTS FOR TIMESHEET

External comment is required

AUTOMATICALLY MANAGE FAVORITES

Use favorites ☒ Yes

Activate project resource assign... ☒ Yes

Activate project tasks assignm... ☒ Yes

DAILY TIMESHEET

Activate daily timesheet entry ☒ Yes

TIME CARD

Activate time card entry ☒ Yes

Start time required for breaks ☐ No

Work location

We have enhanced the Work location feature when address data is stored in transactions. If work location address is configured as “Private”, then only fields such as Country, City and State will be captured by Work location’s address field. This will help in securing the personal data of the employees.

Annual holidays

We have introduced a new field to default the category from the resource on the annual holiday line populated on the timesheet.

Finance and Operations | Project management and accounting > projects360 Setup > Calendar > Annual holidays

Edit | + New | Delete | Options

Annual holidays

Standard view

Filter

| | Calendar | Holiday date | Holiday description | Hours | Auto populate in timesheet | Project ID | Activity number | Category | Use resource category |
|----------------------------------|------------|--------------|---------------------|-------|----------------------------|------------|-----------------|----------|-----------------------|
| <input checked="" type="radio"/> | AH | 1/1/2021 | New year | 4.00 | ✓ | 00001164 | | AH | |
| | AH | 5/1/2021 | Labor day | 4.00 | ✓ | 00001164 | | AH | |
| | Standard | 1/1/2021 | New year | 8.00 | ✓ | 00001164 | | AH | |
| | Standard | 5/1/2021 | Labor day | 8.00 | ✓ | 00001164 | | AH | |
| | Standard | 8/16/2021 | Bank 1 | 2.00 | ✓ | 00001164 | | 040 | ✓ |
| | Standard | 9/13/2021 | Bank 2 | 2.00 | ✓ | 00001164 | | 002 | ✓ |
| | Standard | 10/14/2021 | Duseharra | 8.00 | ✓ | 00001164 | | AH | |
| | Standard | 11/1/2021 | Regional holiday | 2.00 | | | | AH | |
| | USCalendar | 10/20/2021 | Special Holiday | 8.00 | ✓ | 00001164 | W00016751 | AH | |
| | USCalendar | 10/28/2021 | Special Holiday 2 | 8.00 | ✓ | 00001164 | | AH | |
| | USCalendar | 11/1/2021 | Special Holiday 3 | 8.00 | ✓ | 00001164 | | AH | |

AR aging

With this new enhancement, the data on the 'My open invoice' and 'contract open invoices' form is displayed based on the aging period definition selected on the projects360 parameters. This enhancement will remove the duplicate records showing up on the form when the system has data for various aging period definition.

HR automated events

An enhancement has made to HR automated events feature to whether or not to use the category while creating the cost prices for the employees/resources when the compensation data is configured into the system. Now a parameter will decide if the category to used or not.

Unit billing

Unit billing feature is enhanced to create and post unit billing proposals through a batch job.

Workspaces

With this enhanced workspace, we have addressed the performance while opening the workspace and deep links navigation through the project portfolio PowerBI report.

Quick project search

Customer name on the timesheet and Daily timesheet will be displayed only when the "Customer name" parameter is selected on the quick project search projects360 parameters form. Similarly "Main project name" will be displayed when the "Project level 0" is selected on the projects360 parameters form.

We have added the quick search project functionality in new "Expense report details" from. This is a new form is part of Microsoft's "Expense report re-imagined" feature. This will allow users to quickly search and add the project details to their expenses.

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

US\$ | Search | Notifications | Settings | Help

Save | New | Delete | Workflow | **Timesheet** | Options

Maintain
My delegates
My favorites
Recall timesheet

Related information
Hour transactions

Manage
Timesheet versions

Print
Print timesheet

Policy
Check for violations

All timesheets | My view (1) ▾

00009148 : Usha Ravindra Rao Lines Header

Timesheet Draft ▾

Timesheet lines

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

| Overtime | Legal entity | Customer name | Main project name | Search | Project ID | Project name | Work location ID | Activity number | Activity |
|-----------------------|--------------|------------------------|-------------------|--------|------------|--------------|------------------|-----------------|----------|
| <input type="radio"/> | US\$ | Central Discount Store | 00000337 | 🔍 | 00000337 | 00000337 | ▾ | ▾ | |

Customer PO matching

In this enhancement, changes has been made to exclude the sales tax amount from the total invoiced amount to display the “Amount invoiced” field on the PO list for the project contract. Also with release, users can update/modify the customer PO information on the posted invoices.

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

US\$ | Search | Notifications | Settings | Help

Edit | New | Delete | Project contract | **Maintain** | Control | Contract management | Fee 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

Related information
Request retained amount
Open invoices
Role billing descriptions group

Item tasks ▾
Pending transactions
Posted transactions

Service ▾
Cases
Posted automatic transactions

Project contracts | My view (1) ▾

00009304 : TestCustPO

Funding limits ▾

Funding rules ▾

PO list ▴

+ Add Remove Customer PO management

| Date | Funding source ID | Customer PO | A... | External descri... | PO internal description | Closed | Default | Amount remaining | Amount invoiced |
|------------|---------------------|-------------|-------|--------------------|-------------------------|--------|---------|------------------|-----------------|
| 10/19/2021 | Retread Tire Com... | L0001 | 10... | New | New | | | 96,750.00 | 3,250.00 |

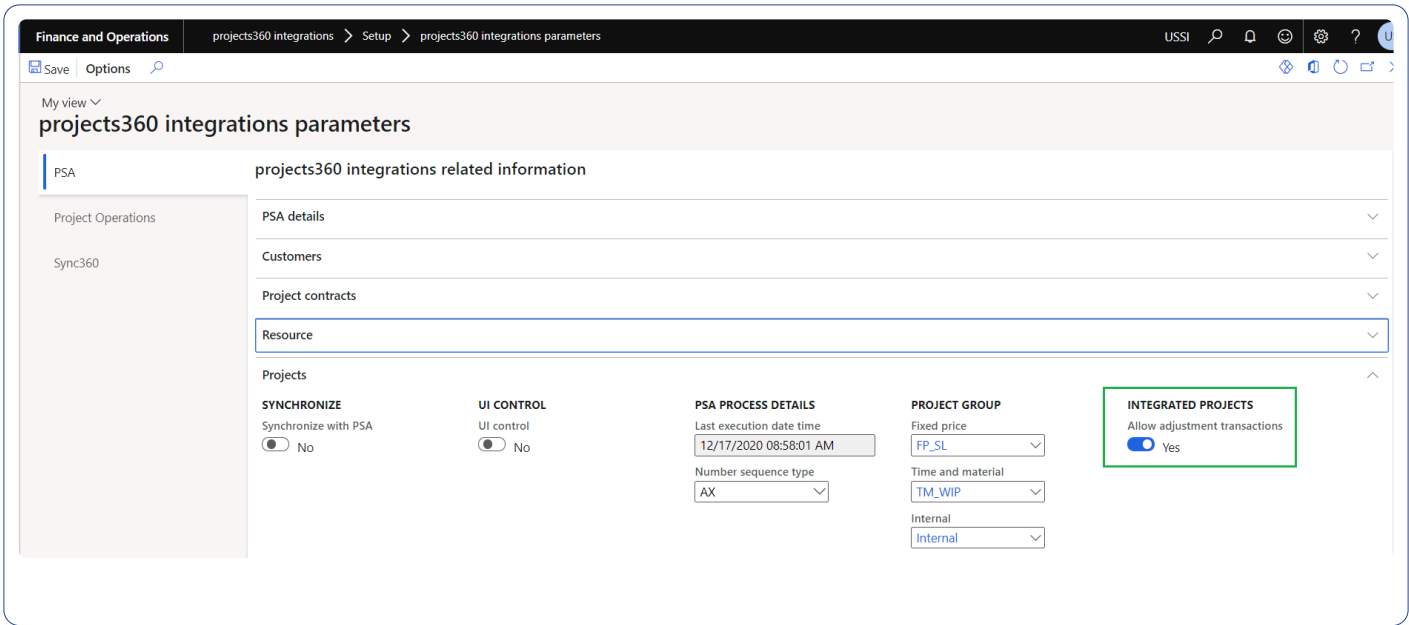
Misc changes

Data entity to load Deferred transactions

Now with this enhancement, project hour journal data entity can be used to revenue recognition load deferred transactions.

Adjustment for integrated projects

Now with this enhancement, new parameter is introduced to enable standard adjustment process for the integrated projects.



What's New in Version 10.0.20

projects360 10.0.20 for Microsoft Dynamics 365 Finance & Operations introduces set of new features which includes Daily timesheets, Invoice paragraphs, Workspaces. This release also includes few enhancements to existing features such as Fee management, Subcontractor management, Resourcing, Timesheet line level approval, Automatic transactions, Billing schedule, Simple adjustments, Invoicing, Invoice archives !

New Features

Daily timesheets

This new feature allows users to quickly enter time on daily basis and submit. This new form provides insight of pending time and submitted time where user can change the timesheet period and look at the time information on daily basis. User has a flexibility to create overtime lines and copy options. This feature controlled through a parameter.

The screenshot shows the 'Daily timesheet entry' form for user 'Usha Ravindra Rao'. The form includes a 'Timesheet' section with fields for Resource (Usha Ravindra Rao), Timesheet period (7/26/2021 - 8/1/2021), Work week (7/26/2021 - 8/1/2021), Pending hours (5.00), and Submitted hours (3.00). Below this is a 'Daily time entry' table with columns for Overtime, Legal entity, Date, Main project name, Project ID, Project name, Work location ID, Activity number, Category, Hours, Internal comment, and External comment. The table contains one entry for 'Invoice attachment' with 5.00 hours. At the bottom is a 'Submitted timesheet summary' table with columns for Overview, days of the week, and a summary row showing total hours for each day and a total of 2.00 hours.

| Daily time entry | | | | | | | | | | | |
|----------------------------------|--------------|-----------|--------------------|------------|--------------------|------------------|-----------------|----------|-------|------------------|------------------|
| Overtime | Legal entity | Date | Main project name | Project ID | Project name | Work location ID | Activity number | Category | Hours | Internal comment | External comment |
| <input checked="" type="radio"/> | USSI | 7/26/2021 | Invoice attachment | 00001263 | Invoice attachment | | | PM | 5.00 | 11 | 22 |

| Submitted timesheet summary | | | | | | | | | | | | |
|----------------------------------|--------|--------------------|-----------|--------------------|--------|----------|--------|--|--|--|--|------|
| Overview | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | | | | | |
| <input checked="" type="radio"/> | USSI | Simple Adj bug | 00000503 | Simple Adj bug | | PM | 2.00 | | | | | 2.00 |
| <input type="radio"/> | USSI | Invoice attachment | 00001263 | Invoice attachment | | PM | 1.00 | | | | | 1.00 |

Invoicing paragraph

This new feature allows users to create and assign paragraph to invoice lines. User will be able to copy the paragraphs from the last contract invoice, prior customer invoice, Invoicing paragraphs template. Invoice grouping can be performed based on the assigned paragraph on the invoice liens. This feature controlled

through a parameter.

Features Enhanced

Fee management

A new method to calculate the revenue adjustments has been introduced in this version. This new method is called as 'From contract value cap' and based on the percentage complete revenue adjustment calculation.

The screenshot displays the 'Fee management' module in the projects360 application. The main window is titled '00001295.30 : Construction Documents'. The right-hand panel, 'Percentage complete adjustment', contains the following details:

- Parameters:**
 - Project ID: 00001295.30
 - Adjustment date: 7/30/2021
 - Include sub projects: No
 - Revenue adjustment completion: From contract value cap (highlighted with a green box)
 - Reason description: (empty field)
 - Skip zero adjustment amount: No
- Run in the background:**
 - Batch processing: No
 - Task description: Percentage complete adjust...
 - Batch group: (empty dropdown)
 - Private: No
 - Critical Job: No
 - Monitoring category: (empty dropdown)

At the bottom of the right panel, it shows: Start date: 7/30/2021 (07:55:42 pm) (GMT+05:30) Chennai, Kolkata, Mumbai, New Delhi.

Subcontractor management

Introduced two new data entities to manage the subcontractor header and subcontractor lines data outside of F&O. These data entities enable scenarios such as import/export, integration, can be exposed as OData services as well.

Resourcing

Resource forecast form.

Resource forecast form is enhanced to quickly create resource forecast record for a project and subprojects. This is controlled through a parameter.

The screenshot shows the 'Resource forecast' form in the 'Finance and Operations' section. The main table lists resource records with columns: Project, Legal entity, Role ID, Resource, Resource name, Activity, Activ..., Category, FTE %, Start date, and End date. A 'New role' sidebar is open on the right, containing fields for Project ID (00001264), Legal entity (USSI), Role ID (Business analyst), Resource, Activity number, Category (Consult), Start date (11/1/2021), End date (12/31/2021), and Estimated effort (50.00). At the bottom right are 'Create' and 'Cancel' buttons.

| Project | Legal entity | Role ID | Resource | Resource name | Activity | Activ... | Category | FTE % | Start date | End date |
|---------|--------------|-------------------|------------------|--------------------------|----------|----------|----------|--------|------------|------------|
| Res 12 | USSI | Business ana... | AA... 00... ussi | AAKK | W000... | Qual... | Consult | 100.00 | 6/16/2021 | 12/31/2021 |
| Res 12 | USSI | Project manager | AA... 00... ussi | AAKK | | | PM | 100.00 | 7/23/2021 | 12/31/2021 |
| Res 12 | USSI | Software devel... | AA... 00... ussi | AAKK | | | erpdev | 100.00 | 7/23/2021 | 12/31/2021 |
| Res 12 | USSI | Project manager | Ad... 00... ussi | Adam Carter | | | appdev | 100.00 | 7/19/2021 | 7/30/2021 |
| Res 12 | USSI | Project manager | Ap... 00... ussi | Appasaheb Narasan... | | | pm | 100.00 | 7/19/2021 | 7/30/2021 |
| Res 12 | GBSI | Business analyst | | Business analyst 2 (...) | | | QA | 100.00 | 7/21/2021 | 7/31/2021 |
| Res 12 | GBSI | Business analyst | Cr... 00... gbsi | Craig Dewar | | | Consult | 100.00 | 7/21/2021 | 8/31/2021 |
| Res 12 | GBSI | Team member | Cr... 00... gbsi | Craig Dewar | | | consult | 100.00 | 7/19/2021 | 7/22/2021 |
| Res 12 | GBSI | Developer | | Developer 3 (GBSI, 1... | | | QA | 100.00 | 7/21/2021 | 7/31/2021 |
| Res 12 | USSI | Junior anaylist | | Junior anaylist 1 (US... | | | QA | 100.00 | 7/21/2021 | 7/30/2021 |
| Res 12 | USSI | Res Manager | | Res Manager 1 (USSI... | | | AppDev | 100.00 | 7/21/2021 | 7/30/2021 |
| Res 12 | USSI | Software devel... | | Software developer ... | | | pm | 100.00 | | 12/31/2021 |
| Res 12 | USSI | Tester | | Tester 1 (USSI, 100.0... | | | AppDev | 100.00 | 7/19/2021 | 7/31/2021 |
| Res 12 | USSI | TL | | TL 2 (USSI, 100.00%) | | | AppDev | 100.00 | 7/20/2021 | 7/29/2021 |

Resource forecast form is enhanced to quickly copy the resource forecast records to other projects/subprojects.

The screenshot shows the 'Resource forecast' form with a 'Copy to project' dialog box open. The dialog box has a 'Destination project ID' field and an 'OK' button. The main table is similar to the one in the previous screenshot, but includes additional columns for 'date', 'Estima...', and 'Book hours per day'.

| Project | Legal entity | Role ID | Resource | Resource name | Activity | Activ... | Category | FTE % | Start date | End date | Estima... | Book hours per day |
|---------|--------------|-------------------|------------------|--------------------------|----------|----------|----------|--------|------------|------------|-----------|--------------------|
| Res 12 | USSI | Business ana... | AA... 00... ussi | AAKK | W000... | Qual... | Consult | 100.00 | 6/16/2021 | 12/31/2021 | 55.00 | 3.00 |
| Res 12 | USSI | Project manager | AA... 00... ussi | AAKK | | | PM | 100.00 | 7/23/2021 | 12/31/2021 | 44.00 | 3.00 |
| Res 12 | USSI | Software devel... | AA... 00... ussi | AAKK | | | erpdev | 100.00 | 7/23/2021 | 12/31/2021 | 33.00 | 2.00 |
| Res 12 | USSI | Project manager | Ad... 00... ussi | Adam Carter | | | appdev | 100.00 | 7/19/2021 | 7/30/2021 | 10.00 | 8.00 |
| Res 12 | USSI | Project manager | Ap... 00... ussi | Appasaheb Narasan... | | | pm | 100.00 | 7/19/2021 | 7/30/2021 | 50.00 | 2.00 |
| Res 12 | GBSI | Business analyst | | Business analyst 2 (...) | | | QA | 100.00 | 7/21/2021 | 7/31/2021 | 25.00 | 8.00 |
| Res 12 | GBSI | Business analyst | Cr... 00... gbsi | Craig Dewar | | | Consult | 100.00 | 7/21/2021 | 8/31/2021 | 0.00 | 8.50 |
| Res 12 | GBSI | Team member | Cr... 00... gbsi | Craig Dewar | | | consult | 100.00 | 7/19/2021 | 7/22/2021 | 0.00 | 8.50 |
| Res 12 | GBSI | Developer | | Developer 3 (GBSI, 1... | | | QA | 100.00 | 7/21/2021 | 7/31/2021 | 11.00 | 8.00 |
| Res 12 | USSI | Junior anaylist | | Junior anaylist 1 (US... | | | QA | 100.00 | 7/21/2021 | 7/30/2021 | 4.00 | 8.00 |
| Res 12 | USSI | Res Manager | | Res Manager 1 (USSI... | | | AppDev | 100.00 | 7/21/2021 | 7/30/2021 | 15.00 | 8.00 |
| Res 12 | USSI | Software devel... | | Software developer ... | | | pm | 100.00 | | 12/31/2021 | 0.00 | 8.00 |
| Res 12 | USSI | Tester | | Tester 1 (USSI, 100.0... | | | AppDev | 100.00 | 7/19/2021 | 7/31/2021 | 15.00 | 8.00 |
| Res 12 | USSI | TL | | TL 2 (USSI, 100.00%) | | | AppDev | 100.00 | 7/20/2021 | 7/29/2021 | 20.00 | 8.00 |

Resource forecast form is enhanced to display the hard booked hours. New fields and fact box are added to display hard booked hours along with Booked cost and sales amount.

| Finance and Operations | | | | | | | | | | | |
|--|--------|------------|------------|-----------|--------------------|--------------|--------------|------------|-------------|--------------------|---------------------|
| Project management and accounting > Projects > All projects | | | | | | | | | | | |
| USSI | | | | | | | | | | | |
| Save Project view Intelligent resource fulfillment Resource view Options | | | | | | | | | | | |
| Resource forecast My view (1) 00001264 : RES 12 | | | | | | | | | | | |
| Resource | | | | | | | | | | | |
| + New role Split role Delete role Hard book Soft book Cancel reservations Resource characteristics Move resourcing dates Copy to project | | | | | | | | | | | |
| | FTE % | Start date | End date | Estima... | Book hours per day | Booked hours | Booking type | Cost price | Sales price | Booked cost amount | Booked sales amount |
| <input type="radio"/> | 100.00 | 6/16/2021 | 12/31/2021 | 55.00 | 3.00 | 429.00 | Soft | 0.00 | 150.00 | 0.00 | 64,350.00 |
| <input type="radio"/> | 100.00 | 7/23/2021 | 12/31/2021 | 44.00 | 3.00 | 0.00 | | 0.00 | 400.00 | 0.00 | 0.00 |
| <input type="radio"/> | 100.00 | 7/23/2021 | 12/31/2021 | 33.00 | 2.00 | 0.00 | | 0.00 | 350.00 | 0.00 | 0.00 |
| <input type="radio"/> | 100.00 | 7/19/2021 | 7/30/2021 | 10.00 | 8.00 | 85.00 | Hard | 190.00 | 325.00 | 16,150.00 | 27,625.00 |
| <input type="radio"/> | 100.00 | 7/19/2021 | 7/30/2021 | 50.00 | 2.00 | 35.00 | Both | 200.00 | 400.00 | 7,000.00 | 14,000.00 |
| <input type="radio"/> | 100.00 | 7/21/2021 | 7/31/2021 | 25.00 | 8.00 | 0.00 | | 175.00 | 199.25 | 0.00 | 0.00 |
| <input type="radio"/> | 100.00 | 7/21/2021 | 8/31/2021 | 0.00 | 8.50 | 0.00 | | 0.00 | 150.00 | 0.00 | 0.00 |
| <input type="radio"/> | 100.00 | 7/19/2021 | 7/22/2021 | 0.00 | 8.50 | 34.00 | Soft | 0.00 | 177.75 | 0.00 | 6,043.50 |
| <input type="radio"/> | 100.00 | 7/21/2021 | 7/31/2021 | 11.00 | 8.00 | 0.00 | | 175.00 | 250.00 | 0.00 | 0.00 |
| <input type="radio"/> | 100.00 | 7/21/2021 | 7/30/2021 | 4.00 | 8.00 | 64.00 | Hard | 175.00 | 250.00 | 11,200.00 | 16,000.00 |
| <input type="radio"/> | 100.00 | 7/21/2021 | 7/30/2021 | 15.00 | 8.00 | 0.00 | | 190.00 | 325.00 | 0.00 | 0.00 |
| <input type="radio"/> | 100.00 | 12/31/2021 | | 0.00 | 8.00 | 0.00 | | 200.00 | 0.00 | 0.00 | 0.00 |
| <input type="radio"/> | 100.00 | 7/19/2021 | 7/31/2021 | 15.00 | 8.00 | 10.00 | | 190.00 | 325.00 | 1,900.00 | 3,250.00 |
| <input type="radio"/> | 100.00 | 7/20/2021 | 7/29/2021 | 20.00 | 8.00 | 64.00 | Hard | 190.00 | 325.00 | 12,160.00 | 20,800.00 |

Related information

Estimated efforts totals

Total estimated hours

1,378.00

Total estimated sales

357,831.25

Booking totals

Total hard booked hours

248.00

Total booked cost

44,410.00

Total booked sales

75,452.50

Gross margin

31,042.50

Project view form.

Project view form is enhanced to display the hard booked hours. New fact box is added to display hard booked hours along with Booked cost and sales amount. Added navigation button to quickly switch the dates.

| Finance and Operations | | | | | | | | | | | |
|--|--------------|--------------|--------------------|-----------------------------------|--------------|--------|--------|--------|--------|--------|--|
| Project management and accounting > Projects > All projects | | | | | | | | | | | |
| USSI | | | | | | | | | | | |
| Save Book Resource view Options | | | | | | | | | | | |
| Project view My view 00001264 : RES 12 | | | | | | | | | | | |
| Start date 7/30/2021 Format for date range view Week Show lines with zero hours No Show soft booking lines Yes | | | | | | | | | | | |
| Project summary | | | | | | | | | | | |
| <input type="radio"/> | Summary | Jul 26 | Aug 02 | Aug 09 | Aug 16 | Aug 23 | Aug 30 | Sep 06 | Sep 13 | | |
| <input type="radio"/> | Hard booked | 127.00 | 10.00 | 0.00 | 10.00 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| <input type="radio"/> | Soft booked | 25.00 | 15.00 | 15.00 | 15.00 | 15.00 | 15.00 | 15.00 | 15.00 | | |
| Resource booking | | | | | | | | | | | |
| | Project name | Legal entity | Role ID | Resource name | Booking type | Jul 26 | Aug 02 | Aug 09 | Aug 16 | Aug 23 | |
| <input type="radio"/> | Res 12 | USSI | Software develo... | AAKK | Hard | | | | | | |
| <input type="radio"/> | Res 12 | ussi | Business analyst | AAKK | Soft | 15.00 | 15.00 | 15.00 | 15.00 | 15.00 | |
| <input type="radio"/> | Res 12 | USSI | Project manager | Adam Carter | Hard | 40.00 | 5.00 | | | | |
| <input type="radio"/> | Res 12 | ussi | Project manager | Appasaheb Narasannavar | Hard | 5.00 | 5.00 | | | | |
| <input type="radio"/> | Res 12 | ussi | Project manager | Appasaheb Narasannavar | Soft | 10.00 | | | | | |
| <input type="radio"/> | Res 12 | GBSI | Team member | Craig Dewar | Hard | 10.00 | | | | | |
| <input type="radio"/> | Res 12 | USSI | Junior anaylist | Junior anaylist 1 (USSI, 100.00%) | Hard | 40.00 | | | | | |

Related information

Booking totals

Total hard booked hours

248.00

Total booked cost

44,410.00

Total booked sales

75,452.50

Gross margin

31,042.50

Resource view form.

Resource view form is enhanced to quickly create resource forecast record for a project and subprojects. Added navigation button to quickly switch the dates.

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

Save + New role Book Project view Options

Filter by financial dimension

Filter

AAKK
Functional Trainer
uss

Adam Carter
Project manager
uss

Appasaheb Narasannavar
Project manager
uss

Craig Dewar
gbsi

Resource view | Classic view | 00001264 : AAKK

Start date: 7/30/2021 | Format for date range view: Week | Show lines with zero hours: Yes | Show soft booking lines: Yes

Resource summary

| Summary | Jul 26 | Aug 02 | Aug 09 | Aug 16 | Aug 23 | Aug 30 |
|--------------|--------|--------|--------|--------|--------|--------|
| Hard booked | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Soft booked | 15.00 | 15.00 | 15.00 | 15.00 | 15.00 | 15.00 |
| Target hours | 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 |

Resource booking

| Project ID | Project name | Company | Name | Booking type | Jul 26 |
|------------|--------------|---------|------|--------------|--------|
| 00001264 | Res 12 | uss | AAKK | Hard | |
| 00001264 | Res 12 | uss | AAKK | Hard | |
| 00001264 | Res 12 | uss | AAKK | Hard | |
| 00001264 | Res 12 | uss | AAKK | Soft | |
| 00001264 | Res 12 | uss | AAKK | Soft | |
| 00001264 | Res 12 | uss | AAKK | Soft | 15.00 |

New role

Project ID: 00001264

Legal entity: ussi

Role ID: Project manager

Resource: AAKK 003213 ussi

Activity number:

Category: PM

Start date: 11/1/2021

End date: 12/31/2021

Estimated effort: 0.00

Create Cancel

Intelligent resource fulfillment.

Intelligent resource fulfillment form is enhanced to update the role directly. This new button 'Update role' will allows users to change the role directly on Intelligent resource fulfillment form.

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

Save Match scores Options

00001264 : RES 12 | Classic view

Intelligent resource fulfilment

Project

Update role Filter by financial dimension

| Legal entity | Role | Project ID | Project name | FTE % | Start date | End date | Hours req... |
|--------------|------------------|------------|--------------|--------|------------|-----------|--------------|
| USSI | Tester | 00001264 | Res 12 | 100.00 | 7/19/2021 | 7/31/2021 | 15.00 |
| USSI | TL | 00001264 | Res 12 | 100.00 | 7/20/2021 | 7/29/2021 | 20.00 |
| USSI | Junior analyst | 00001264 | Res 12 | 100.00 | 7/21/2021 | 7/30/2021 | 4.00 |
| USSI | Res Manager | 00001264 | Res 12 | 100.00 | 7/21/2021 | 7/30/2021 | 15.00 |
| GBSI | Business analyst | 00001264 | Res 12 | 100.00 | 7/21/2021 | 7/31/2021 | 25.00 |
| GBSI | Developer | 00001264 | Res 12 | 100.00 | 7/21/2021 | 7/31/2021 | 11.00 |

Resource

Assign resource Filter by financial dimension

| Legal entity | Role | Resource | Hours avail... | Match ... | Match scor... |
|--------------|--------|--------------------|----------------|-----------|---------------|
| uss | Tester | Carlos Carvallo | 0 | 81.48 | 110.00 |
| uss | Tester | Corinna Bolender | 0 | 81.48 | 110.00 |
| uss | Tester | Daniel Goldschmidt | 0 | 81.48 | 110.00 |
| uss | Tester | David Johnson | 0 | 81.48 | 110.00 |
| uss | Tester | Janet Schorr | 0 | 81.48 | 110.00 |
| uss | Tester | Jelle Visser | 0 | 81.48 | 110.00 |

Related information

- Resource skills
- Project skill
- Project education
- Resource education
- Project certificate
- Resource certificate

Timesheet line level approval

Timesheet line level form is to enhanced to display the 'Booked hours' for the resource for the timesheet

period. This is controlled through a parameter.

Finance and Operations | Project management and accounting > projects360 > Timesheet line level approval

Save Approve Reject Delegate Options

Classic view

Timesheet line level approval

Summary of timesheets

| Customer name | Legal entity | Project ID | Project name | Period starting | Period ending |
|-----------------------|--------------|------------|--------------|-----------------|---------------|
| Active Transport Inc. | ussi | 00001155 | MPT | 3/1/2021 | 3/7/2021 |
| | ussi | 00001164 | AH1 | 3/1/2021 | 3/31/2021 |
| | ussi | 00001164 | AH1 | 3/15/2021 | 3/21/2021 |
| Contoso Consulting | USSi | 00001211 | PTO | 5/17/2021 | 5/23/2021 |
| Recreation Systems | USSi | 00001281 | BH | 5/3/2021 | 5/9/2021 |
| Recreation Systems | USSi | 00001281 | BH | 6/28/2021 | 7/4/2021 |

Timesheet lines

View timesheets Chat with resource

| Resource name | Category name | Activity | Work location ID | Mon 06/28 | Tue 06/29 | Wed 06/30 | Thu 07/01 | Fri 07/02 | Sat 07/03 | Sun 07/04 | Sales price | Sales currency | Line property | Total hours | Booked hours |
|-------------------|----------------------------|------------|------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------------|----------------|---------------|-------------|--------------|
| BH | AppDev - Application D... | | | 2.00 | | | | | | | 325.00 | USD | Billable | 2.00 | 10.00 |
| BH | ERPDev - ERP Developer | W000184... | | | 3.00 | | | | | | 350.00 | USD | Billable | 3.00 | |
| BH | Training - Client Training | | | 1.00 | | | | | | | 120.00 | USD | Billable | 1.00 | 40.00 |
| BH | Training - Client Training | | | | 4.00 | | | | | | 120.00 | USD | Billable | 4.00 | 40.00 |
| Usha Ravindra Rao | ERPDev - ERP Developer | | | | 3.00 | | | | | | 199.25 | USD | Billable | 3.00 | |
| Usha Ravindra Rao | ERPDev - ERP Developer | W000184... | | 2.00 | | | | | | | 199.25 | USD | Billable | 2.00 | 40.00 |

Automatic transactions

Automatic transaction form is enhanced to copy the financial dimensions from the main ledger account to defined offset account on the automatic transactions created through automatic transaction process.

Finance and Operations | Project management and accounting > projects360 Setup > Automatic transactions > Automatic transaction rules

Edit New Delete Automatic transactions Options

My view

Automatic transaction rules

Automatic transaction rules

Filter Active

| Rule ID | Description | Start date | End date | Origin transaction type | Valid for category | Category relation | Valid for project | Project relation | Project contract ID | Re |
|----------|-----------------|------------|----------|-------------------------|--------------------|-------------------|-------------------|------------------|---------------------|----|
| RI000053 | | | | Hour | All | | Table | 00001294 | 00007053 | |
| RI000054 | | | | Hour | All | | Table | 00001294 | 00007053 | |
| RI000055 | | | | Hour | All | | Table | 00001341 | 00000001 | |
| RI000057 | | | | Hour | All | | Table | 00001342 | 00000001 | |
| RI000058 | Testing Expe... | | | Hour | All | | All | | 00007653 | |

Automatic transaction rule details

| AUTOMATIC TRANSACTION | OFFSET LEDGER ACCOUNT | COST PRICE | SALES PRICE |
|---|--|--|---|
| Automatic transaction type Expense | Offset ledger account 601500 | Cost price model Multiplier from original | Sales price model Multiplier from original |
| Automatic transaction category Airfare | Apply default financial dimens... Yes | Cost multiplier 1.00 | Sales multiplier 1.10 |
| Currency USD | | Cost price 0.00 | Sales price 0.00 |

Billing schedule

Billing schedule form is enhanced to define an proposed invoice date for each billing schedule. New field 'Proposed invoice date' is added to define invoice date on the billing schedule form.

Finance and Operations > Project management and accounting > projects360 > Billing schedule > All billing schedules

Save Delete Chat with billing approver **Maintain** Options

New Billing schedule Invoice proposal | **Process** Billing schedule status Adjustment requests | **Bill** Project invoice proposals Project invoices | **Related information** Posted project transactions Pending project transactions

Billing schedule | My view

BS00000403 : 00002804

General

IDENTIFICATION

Billing schedule Id: BS00000403
 Project contract ID: 00002804
 Contract name: JM progress project TEST Co...
 Billing period start: [Date]

Billing period end: 7/15/2021
 Service date from: [Date]
 Service date to: 7/15/2021
 Billing frequency: Daily

Status: Pending
 Pre-billing validation target date: 7/17/2021
 Posted target date: 7/18/2021
 Proposed invoice date: [Date]

Billing approver: Aaren Ekelund
 Modified by: JavierF
 Modified date and time: 7/15/2021 04:40:03 PM

Billing schedule lines

Fee management ETC/EAC management Pending project transactions Transactions details % Progress history Update pre-billing status

| Project ID | Project name | Fee type | Pre-billing status | Principal | Project manager | Project accountant | Inc |
|----------------|--------------------|----------|--------------------|---------------|-----------------|--------------------|-----|
| 00000688.10.10 | DESIGN | Progress | Pending | Aaren Ekelund | Aaren Ekelund | Aaren Ekelund | |
| 00000688.20.02 | CONSTRUCT BUILDING | Progress | Pending | Aaren Ekelund | Aaren Ekelund | Aaren Ekelund | |

Related information

- Project invoice proposal
- All project invoices
- Project totals

Simple adjustments

Write up/Write down process is enhanced to make simple adjustments by resource, by project, by category. Users can also make company write up/write down on invoice proposal which created a fee journal per project. This is controlled through a parameter.

Write up / Write down

Total amounts

Original total amount: 8,580.50 | Write up/down: 10,000.00 | Company write up/down: 5,000.00 | New total amount: 23,580.50 | % Recovery: 274.81

Billing balance

Contract name: WUWD 2 | Prior year billed: 3,000.00 | Current year billed: 81,674.51 | Total billed to date: 84,674.51 | WIP: 20,877.33

Overview Summary by category Hour transactions

| Project ID | Project name | Resource name | Category name | Hours | Original line amount | Write up/down | Company write up/down | New line amount | % Recovery |
|------------|--------------|-------------------|-------------------------|-------|----------------------|---------------|-----------------------|-----------------|------------|
| 00001235 | WUWD 2.1 | | | 17.50 | 4,412.50 | 5,142.47 | 2,571.23 | 12,126.21 | 274.81 |
| 00001235 | WUWD 2.1 | Usha Ravindra Rao | Management Consulting | 4.00 | 600.00 | 699.26 | 349.62 | 1,648.89 | 274.81 |
| 00001235 | WUWD 2.1 | Usha Ravindra Rao | Projects360 | 5.00 | 600.00 | 699.26 | 349.63 | 1,648.89 | 274.81 |
| 00001235 | WUWD 2.1 | Usha Ravindra Rao | Project Management | 6.00 | 2,400.00 | 2,797.04 | 1,398.52 | 6,595.56 | 274.81 |
| 00001235 | WUWD 2.1 | Priya Laxman | Application Development | 2.50 | 812.50 | 946.91 | 473.46 | 2,232.87 | 274.81 |
| 00001236 | WUWD 2.2 | | | 11.50 | 3,157.50 | 3,679.86 | 1,839.93 | 8,677.28 | 274.81 |
| 00001236 | WUWD 2.2 | Usha Ravindra Rao | Management Consulting | 3.00 | 450.00 | 524.44 | 262.22 | 1,236.67 | 274.81 |
| 00001236 | WUWD 2.2 | Usha Ravindra Rao | Projects360 | 1.00 | 120.00 | 139.85 | 69.93 | 329.78 | 274.81 |
| 00001236 | WUWD 2.2 | Usha Ravindra Rao | Project Management | 2.00 | 800.00 | 932.35 | 466.17 | 2,198.52 | 274.81 |
| 00001236 | WUWD 2.2 | Priya Laxman | Application Development | 5.50 | 1,787.50 | 2,083.21 | 1,041.61 | 4,912.32 | 274.81 |

OK Cancel

Invoicing

Invoice grouping is enhanced to group the transactions by subproject grouping. When this parameter is marked, transactions are grouped by subproject level 1 on the invoice proposals.

Project Invoicing group | My view

| Group name | Description |
|-----------------|-----------------------------|
| AEC Progress | AEC Progress format |
| AEC T&E | AEC T&E format |
| AECWBS | WBS group |
| ArchiveGrp | Archive Group |
| ExpJr | Expense journal attachme... |
| Ideal group | Ideal group |
| Invoice archive | Invoice archive |
| Invoice para | Invoice paragraph |
| InvoiceGp | Default Grouping |
| IP 1 | Invoice para |
| Paragraph | Grouping by paragraph |
| Parent project | Parent project |
| PP | Parent project |
| Rsat Test | Rsat Test |
| Tes | Tes |
| Transgroup | Transgroup |
| Translation | Translation |

Invoicing group

Group name: AEC Progress | Description: AEC Progress format

Header

INVOICING GROUP SEPARATOR

Separator: I | Show prepayments: No

PROJECT PARENT LEVEL GROUPING

Parent project heading: No | Parent project total: No | Grouping caption: Phase

PROJECT LEVEL GROUPING

Project grouping: No | Project total: No

SUBPROJECT LEVEL 1 GROUPING

Subproject grouping: Yes | Subproject total: Yes

TRANSACTION LEVEL GROUPING

Transaction type: Yes | Transaction total: No

Activity roll up: No | Level:

Invoice report is enhanced to display the customer name from the invoice name defined on the funding source. Invoice footer text and Notes on invoice lines are added so that user can update and use for the report.

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

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

Invoice proposals | My view (1)

PJIP 00011437 : 00000083

Invoice proposal header

GENERAL

Invoice proposal: PJIP_00011437 | Invoice date: 7/30/2021 | Invoice template: PSAProjInvoice.Report

Sales currency: USD | Status: Open

CONTRACT

Project contract ID: 00000083 | Project contract name: Eastside Department Store | Funding source: Eastside Department | Billing approver:

PRINTING OPTIONS

Invoicing group: Ideal group | Invoice format: Invoice grouping

Invoice header text

PO DETAILS

PO number: | Review comments: | Method of payment: ELECTRONIC

SERVICE DATES

Service date from: | Service date to: 7/30/2021 | Language: en-us

Invoice footer text

This invoice is for Eastside department and there would be a discounted rated granted.

Invoice proposal transaction summaries

Invoice proposal transactions

Invoice lines | Hour | Expense

| Description | Quantity | Sales price | Line amount | Note |
|---------------------------------------|----------|-------------|-------------|--|
| Project 00001263 Invoice attachment | | | | |
| Project 00001263 Invoice attachment | | | | |
| Hours | | | | Hour transaction are posted for the contract employees |
| Application Development | 2.00 | 325.00 | 650.00 | |
| Hours Subtotal | 2.00 | | 650.00 | |
| Expenses | | | | Expenses are directly posted based on per diem |
| Carpet Contractor | | | 125.00 | |
| Parking | | | 200.00 | |



Pro forma invoice

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

NRN - 4205120900
VAT - 111549
98052
USA

Invoice number Proforma-
UshaR22822
Date Jul 30, 2021
Customer account US_SI_0126
Payment terms Net 15 days
Customer PO

Services ending Jul 30, 2021

Eastside Department Store - Invoice name
9992 Whipple Rd, church street road, near water
lake park, behind millennium off shore of the
river on the other hand of the mountain
Union City, CA 94587
USA

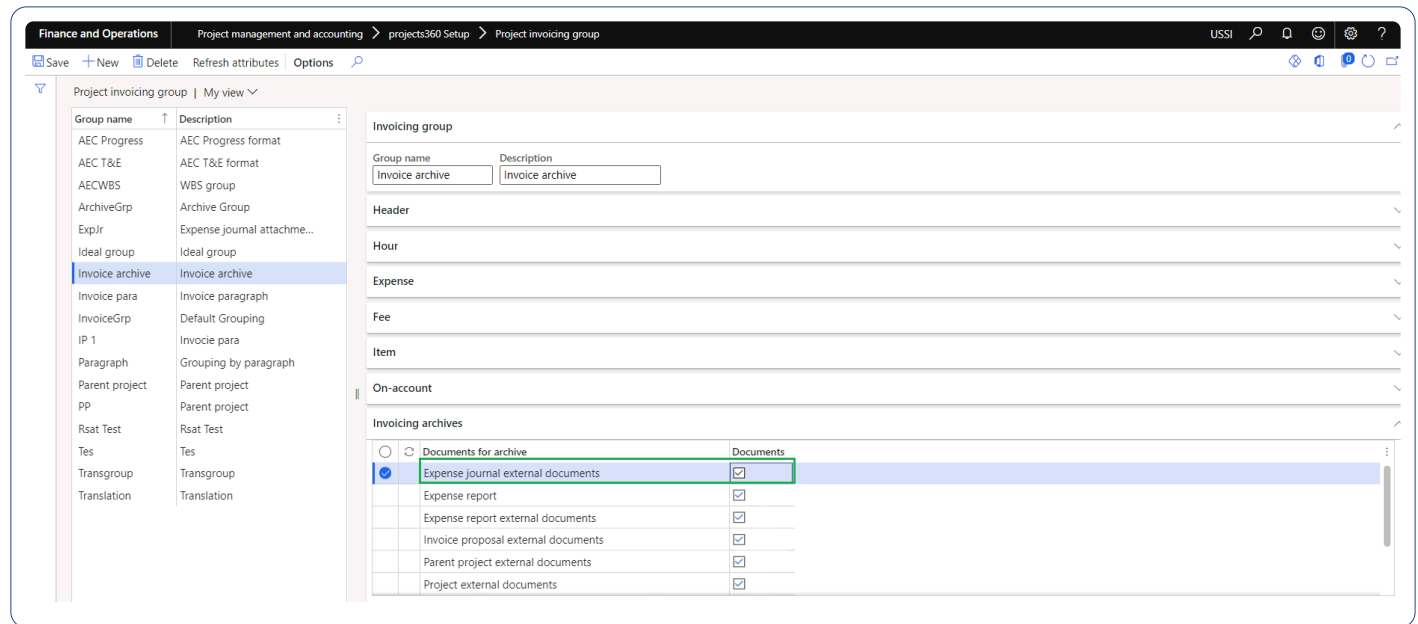
| Description | Quantity | Price | Amount |
|--|----------|--------|---------------|
| Project 00001263 Invoice attachment | | | |
| Project 00001263 Invoice attachment | | | |
| Hours | | | |
| Hour transaction are posted for the contract employees | | | |
| Application Development | 2.00 | 325.00 | 650.00 |
| Hours Subtotal | 2.00 | | 650.00 |
| Expenses | | | |
| Expenses are directly posted based on per diem | | | |
| Carpet Contractor | | | 125.00 |
| Parking | | | 200.00 |
| Expenses Subtotal | | | 325.00 |
| Project Subtotal | | | 975.00 |
| Grand total | | | 975.00 |
| Currency | | | USD |

This invoice is for Eastside department and there would be a discounted rated granted.

This is project invoice invoice note set for en-us language

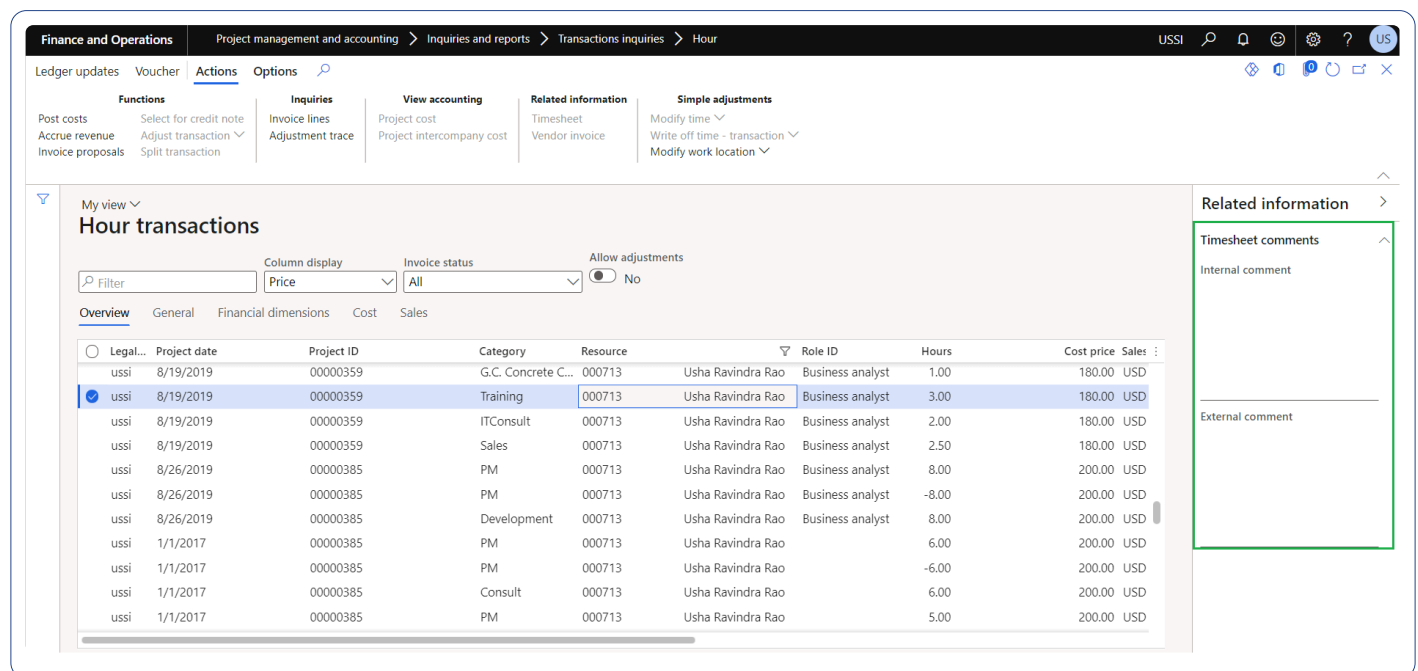
Invoice archives

Invoice archive process is enhance to include the attachments from the expense journal. With this new enhancements all the attached on the expense journal will be included in the invoice archives.



Timesheet comments on Posted transactions

We have introduced new fact box on the 'Posted transactions' and 'Hour transactions' form to display the timesheet comments for the timesheet records.

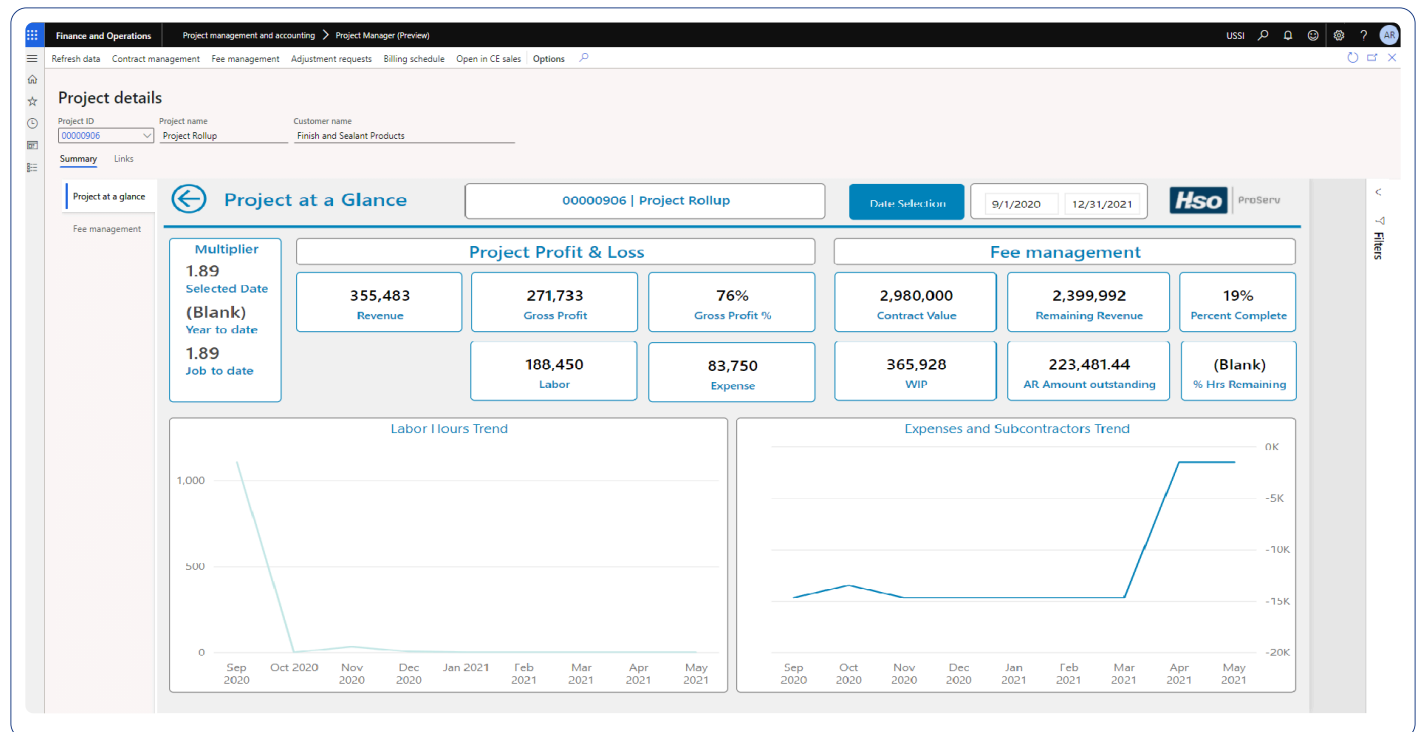


Preview Feature

Project details workspace

This new workspace is linked to the project manager workspace. Once a user clicks on a project ID field on the project manager workspace, it opens the Project details workspace, showing all the details of the selected project. A project manager can accomplish most of the project related stuff from this page.

Also the Project manager and Project details workspaces are enhanced to support the PowerBI.com or embedded PowerBI reports on them. These tab are configurable and can be turned off if not required.



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.

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](#)

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' grid in the Finance and Operations workspace. The grid is titled 'My view' and has a 'Show all projects' checkbox. The grid columns are: Customer name, Project ID, Project name, Legal entity, Project contract ID, Project group, Fee type, and Project stage. The data rows are as follows:

| 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 the navigation bar is a 'Manage project' tab with various sub-tabs like 'NEW', 'ACTIVITIES', 'MAINTAIN', 'HOURS SALES PRICE', 'VALIDATION', 'BUDGETING', and 'RELATED INFORMATION'. The main area displays a 'My view' table 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', '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.

The screenshot displays the 'Setup' tab in the projects360 application. The interface includes a top navigation bar with the title 'Finance and Operations' and a search bar. Below the navigation bar, there is a tab bar with various options: 'New', 'Delete', 'Manage project', 'Setup' (which is currently selected), 'Budgeting', 'Resourcing', 'Transactions', 'Invoicing', 'Accounting', 'Reporting', and 'Options'. The main content area is organized into several functional sections. On the left, under 'MAINTAIN', there is a 'Project group' section. To its right, the 'SET UP' section contains buttons for 'Beginning balances', 'Ledger posting', 'Collaboration workspace', and 'Line properties'. Further right, there are sections for 'COST PRICES' (with buttons for 'Hours', 'Expenses', and 'Transfer prices'), 'SALES PRICES' (with buttons for 'Expenses', 'Fees', and 'Subscriptions'), 'QUALIFICATION' (with a 'Qualification data' button), and 'ACTIVITIES' (with buttons for 'Open in Microsoft Project', 'Unlink from Microsoft Project', and 'Activity maintenance'). At the bottom of the screen, there is a 'Manage projects' section. This section includes a 'My view' dropdown, a search filter, and a toggle for 'Show all projects'. Below these controls is a table listing project information.

| 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 |
| City Manufacturing | 00000256 | InvoiceArch | ussi | 00000001 | T&M | None | Released |

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 project | Existing button pulled from projects form. |
| 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 shows the 'Finance and Operations' application interface. The top navigation bar includes tabs for 'New', 'Delete', 'Manage project', 'Setup', 'Budgeting', 'Resourcing', 'Transactions', 'Invoicing', 'Accounting', 'Reporting', and 'Options'. The 'Budgeting' tab is selected, showing a list of project budget items under the 'BUDGET' section. Below this, there is a 'Manage projects' section with a 'My view' dropdown and a table of project data.

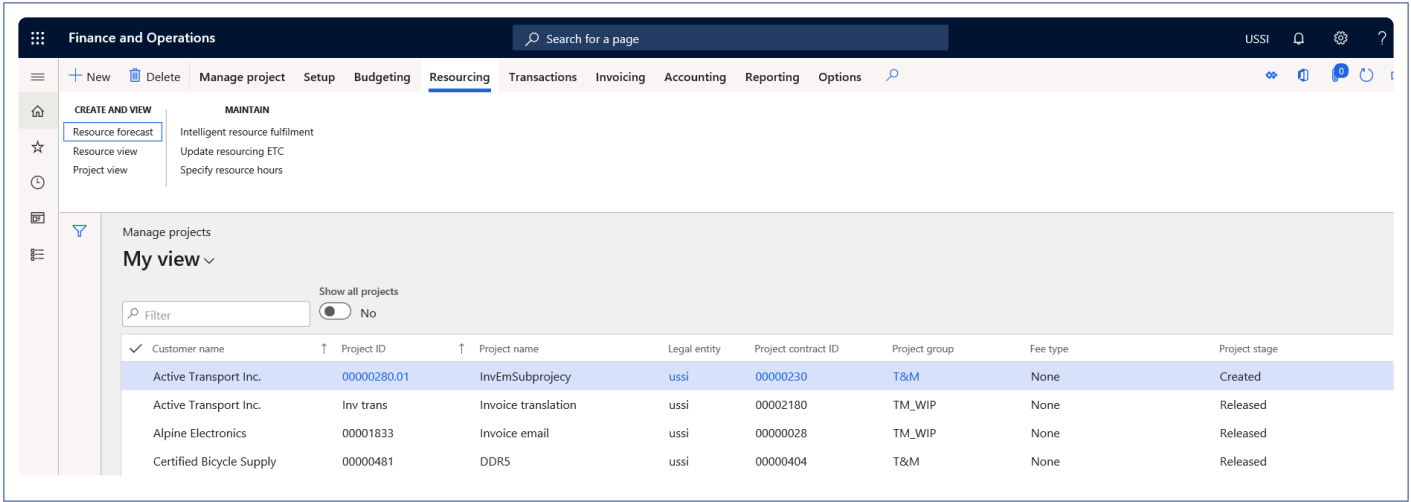
| Customer name | Project ID | Project name | Legal entity | Project contract ID | Project group | Fee type | Project stage |
|--------------------------|-------------|---------------------|--------------|---------------------|---------------|----------|---------------|
| Active Transport Inc. | 00000280.01 | 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 |
| 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 estimates | Existing button pulled from projects form. |
| All forecasts | Existing button pulled from projects form |
| Hour forecasts | Existing button pulled from projects form. |
| Expense forecasts | Existing button pulled from project form |
| Item forecasts | Existing button pulled from projects form. |
| Fee forecasts | Existing button pulled from projects form |
| on account forecasts | Existing button pulled from projects form. |
| Copy forecasts | Existing button pulled from projects form |
| Copy forecast to ledger | Existing button pulled from projects form. |
| Delete forecasts | Existing button pulled from projects form |
| Transfer from quotation | Existing button pulled from projects form. |
| Transfer from WBS | Existing button pulled from projects form |
| Unit billing forecast | Existing button pulled from projects form. |

Resourcing tab

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

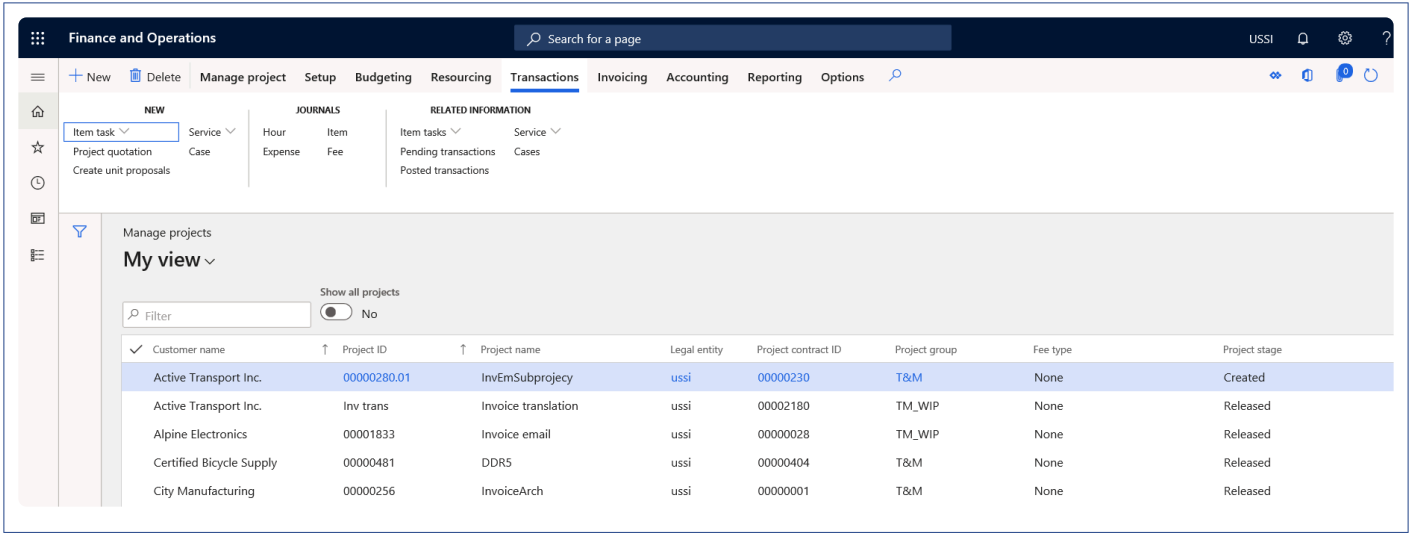


Details of the button available on the Resourcing tab are as follows –

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

Transactions tab

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

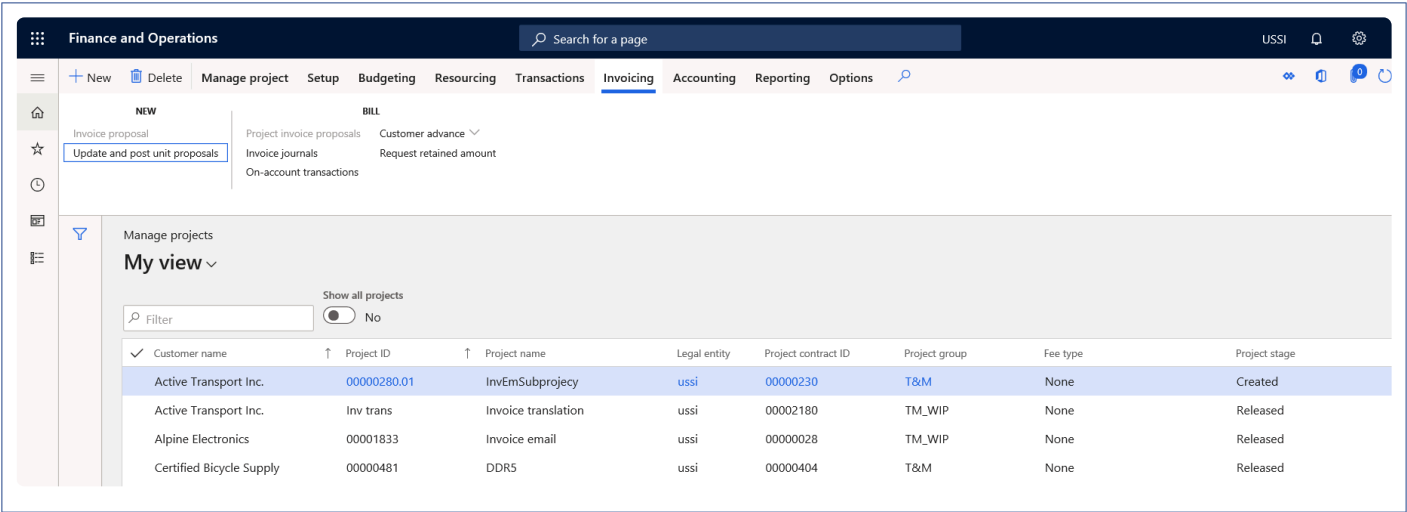


Details of the button available on the Transactions tab are as follows –

| Button | Description |
|-----------------------|--|
| Item task | Existing button pulled from projects form. |
| Project quotation | Existing button pulled from projects form. |
| Create unit proposals | Existing button pulled from projects form |
| Service | Existing button pulled from projects form |
| Case | Existing button pulled from projects form. |
| Hours | Existing button pulled from projects form |
| Expense | Existing button pulled from projects form. |
| Item | Existing button pulled from projects form |
| Fee | Existing button pulled from projects form. |
| Item tasks | Existing button pulled from projects form |
| Pending transactions | Existing button pulled from projects form. |
| Posted transactions | Existing button pulled from projects form |
| Service | Existing button pulled from projects form. |
| Cases | Existing button pulled from projects form |

Invoicing tab

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

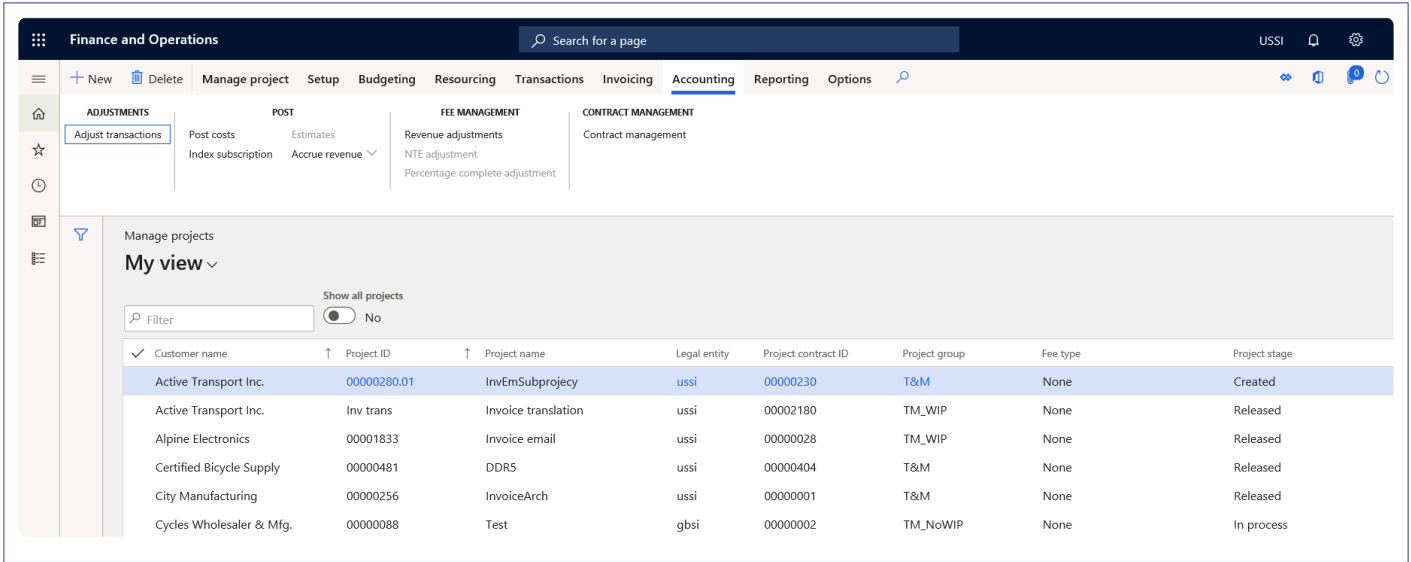


Details of the button available on the Invoicing tab are as follows –

| Button | Description |
|--------------------------------|--|
| Invoice proposals | Existing button pulled from projects form. |
| 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.

| ✓ | 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 |
| | City Manufacturing | 00000256 | InvoiceArch | ussi | 00000001 | T&M | None | Released |
| | Cycles Wholesaler & Mfg. | 00000088 | Test | gbsi | 00000002 | TM_NoWIP | None | In process |

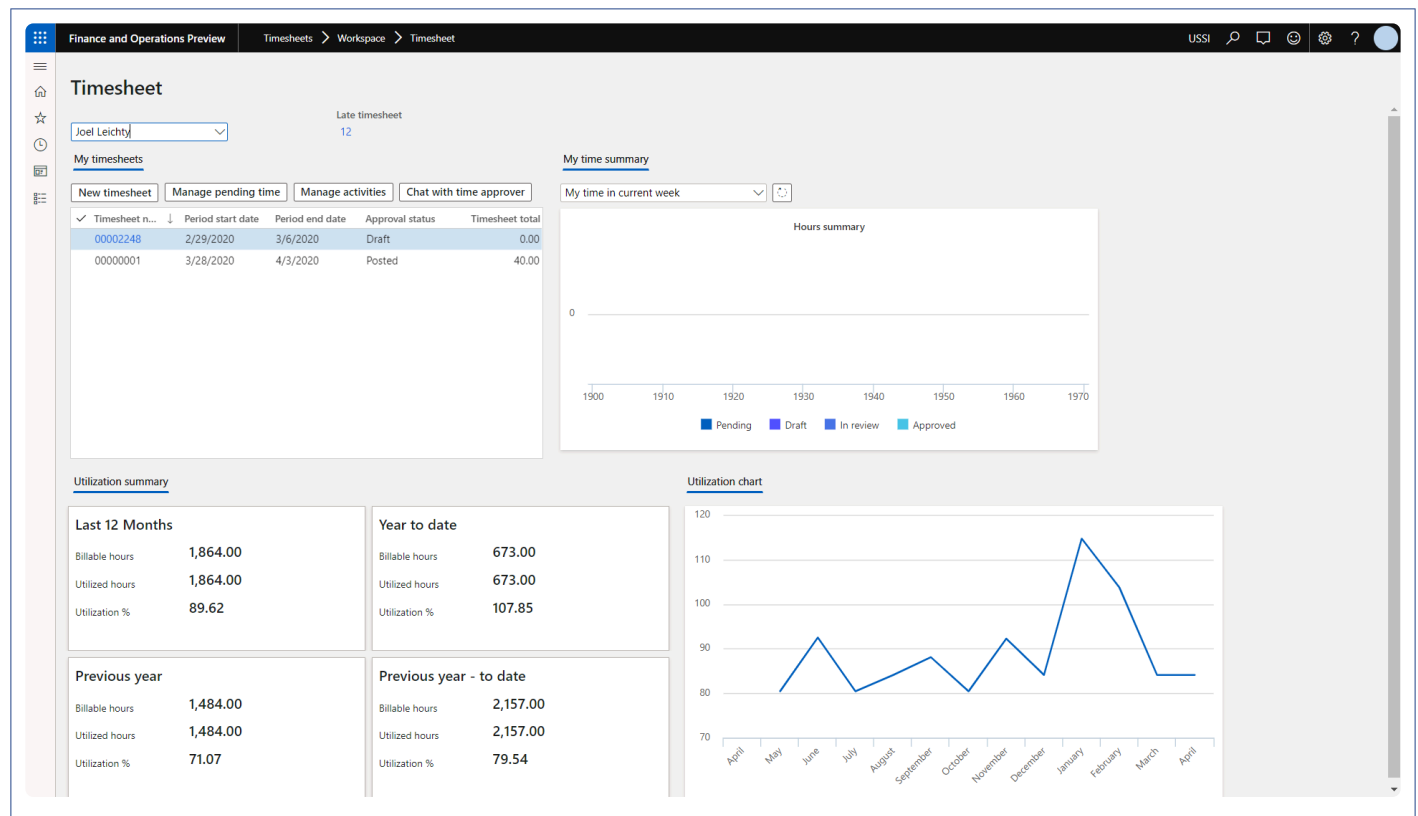
Details of the button available on the Reporting tab are as follows –

| 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 |

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 | Allows to quickly open the manage pending time form, this button will not be visible for the |

| | |
|-------------------------|--|
| pending time | 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

Set up general project information

Validation

Financial

Time export

Mobile timesheet

Intercompany

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 FAVORITES

Use favorites

Yes

Activate project resource assign...

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

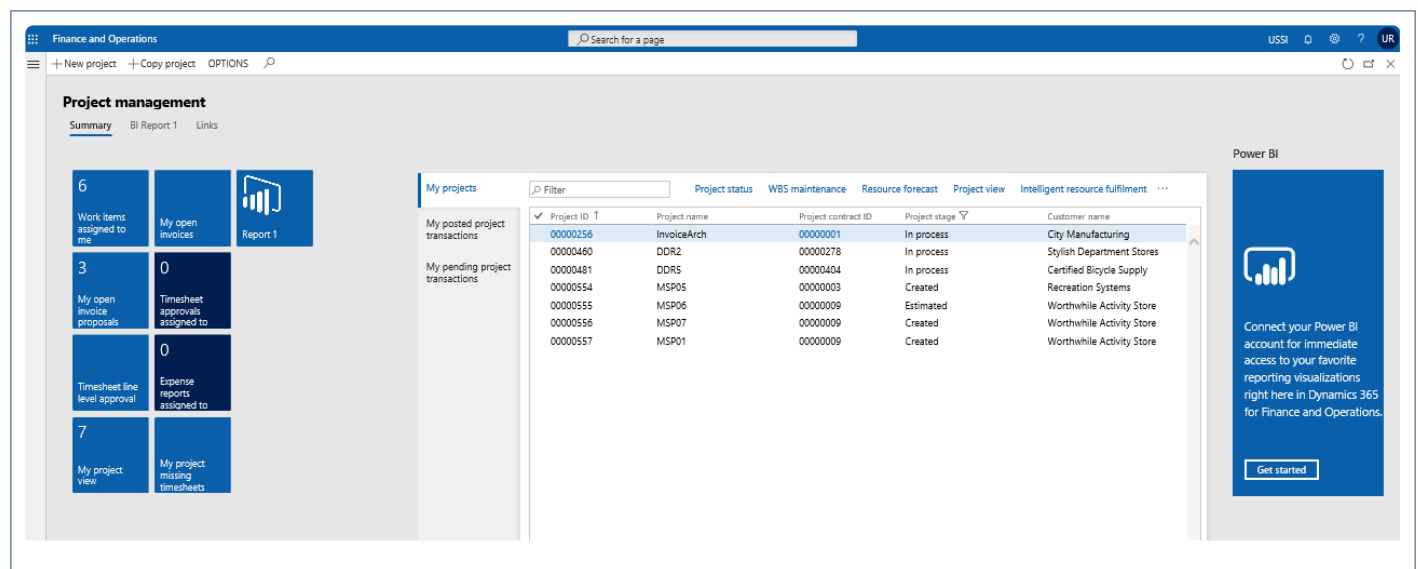
Yes

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 section 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. |

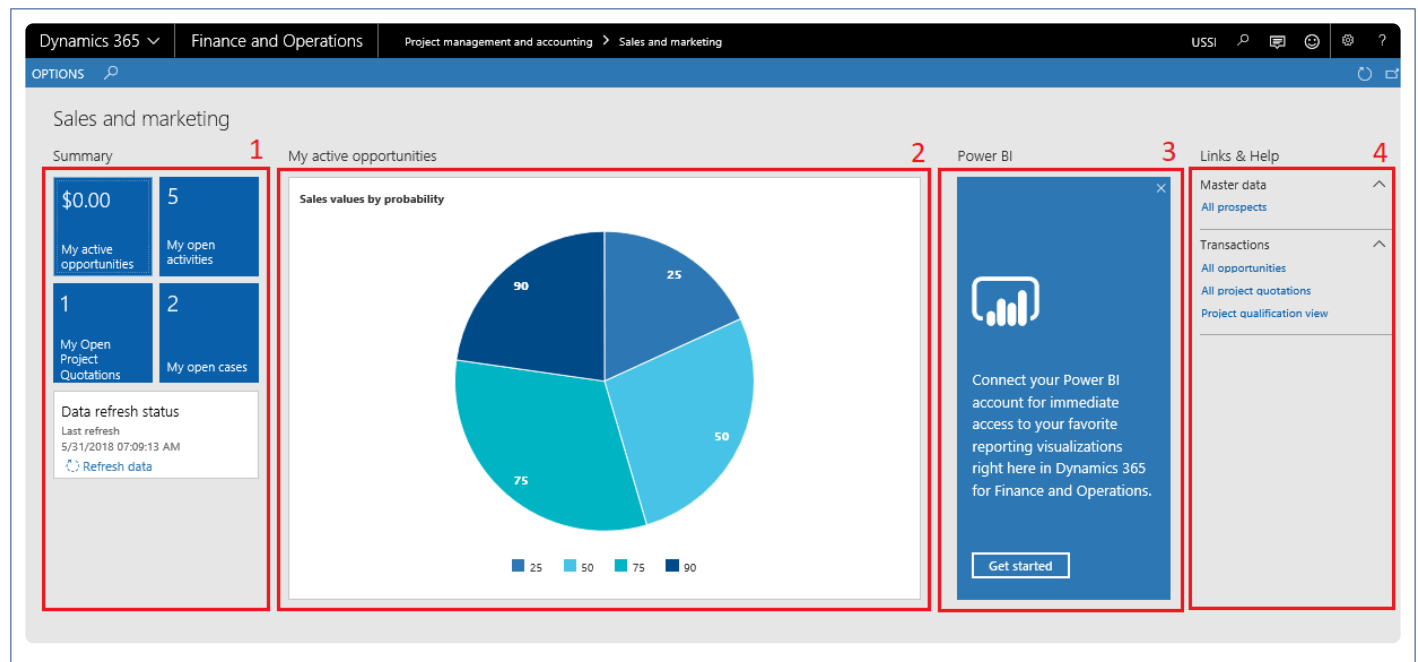
| | |
|---------------------------------|--|
| Intelligent resource fulfilment | Opens up the Intelligent resource fulfilment form for the project selected in the My projects list page. |
| Resource view | Opens up the resource view form for the project selected in the My projects list page. |
| Activity maintenance | Opens up the Activity maintenance form for the project selected in the My projects list page. |

Sales and Marketing

Intent of this Workspace

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

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



1. Tiles Section

| Tiles | Description |
|----------------------------|---|
| My active opportunities | This tile lists all the active opportunities where the logged user is defined as the owner. |
| My open project quotations | This tile lists all the active project quotations where the logged user is defined as the responsible sales person. |
| My open activites | This tile lists all the open activities where the logged user is defined as the responsible party. |
| My open cases | This tile lists all the open cases where the logged user is defined as the responsible employee. |
| Data refresh | This tile shows when the last time data on this workspace was refreshed and allows the |

| | |
|--------|------------------------|
| status | 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:

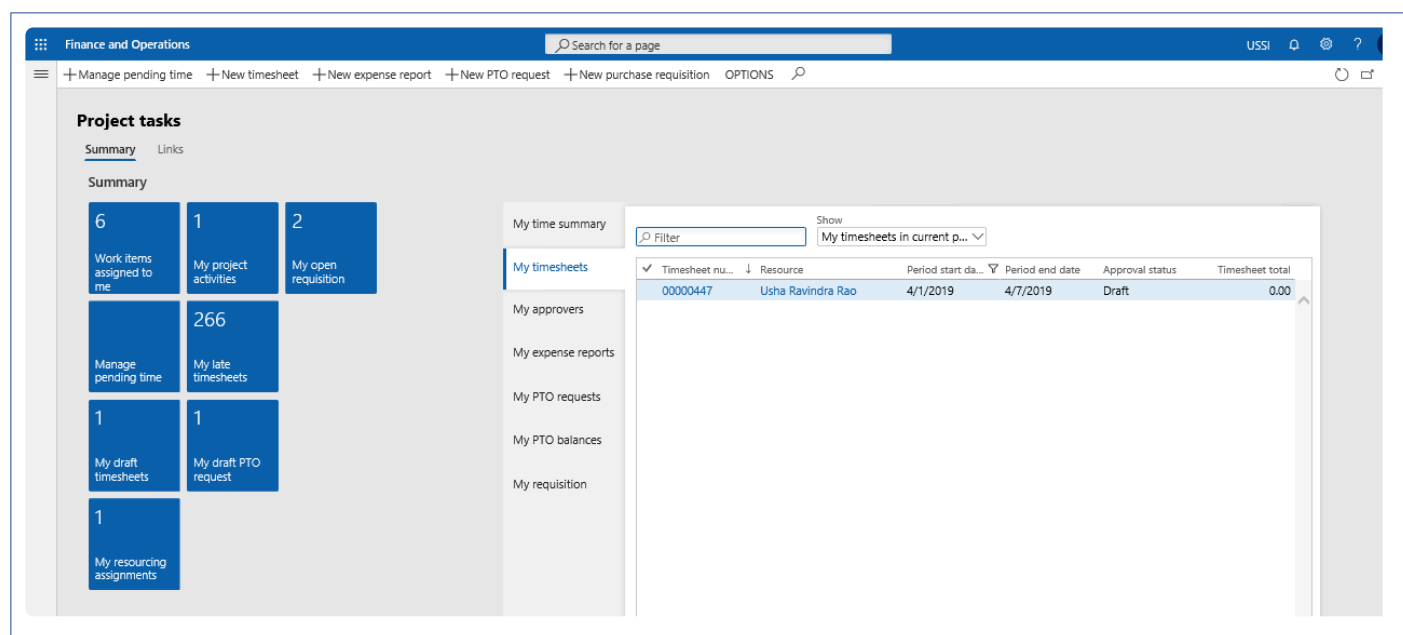
| Links & Help | Description |
|----------------------------|--|
| All prospects | Opens up the All prospects list page. |
| All opportunities | Opens up the All opportunities list page. |
| All project quotations | Opens up the Project quotations list page. |
| Project qualification view | Opens the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

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 requisition | All the requisitions created/submitted by the logged in user and are in the draft status are displayed under this tile. |
| My project | This tile lists all the project activities where the logged user is defined as the responsible. |

| | |
|---------------------------|--|
| activites | |
| My draft timesheets | All the timesheets created by the logged user and are in draft status are displayed under this tile. |
| My resourcing assignments | Shows the resource summary and the projects against which the logged in user is booked. |
| Manage pending time | Shows the resource pending time details of the logged in user. |

2. List Page Section

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

3. Links & Help Section

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

| | |
|-----------------------------------|---|
| | seen. |
| Approval out of office delegation | Opens up the user options page where the logged in user can setup the delegation information. |

4. List of Buttons

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

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

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 timesheets | All the timesheets missing i.e. not submitted by the resources in the application are 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. |
|---------------------------|--|

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

- Summary (1):** A sidebar on the left containing seven tiles: 'Open invoice proposals' (25), 'Timesheets not submitted' (153), 'Timesheets in review' (8), 'Unposted timesheets' (21), 'Expense reports in review' (5), 'Approved expense reports' (1), and 'Projects with created status' (63).
- Main Content Area (2):** A table titled 'Opens related transactions' with columns: Lending, Borrowing, Transaction, Reference number, DocStatus, Project, Worker, Project date, Qty, Transfer currency, and Transfer price. The table lists various transactions, including Vendor invoices, Expense management, and Timesheets, with their respective statuses and values.
- Power BI (3):** A section on the right with a 'Connect your Power BI account for immediate access to your favorite reporting visualizations right here in Dynamics 365 for Finance and Operations.' button and a 'Get started' link.
- Links & Help (4):** A sidebar on the far right with links for Invoicing, Timesheet, Journals, Hour, Expense, Item, Fee, Adjust transactions, Periodic, Estimate to complete, Earned value, and Update resourcing ETC.

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 in review | This tile displays all the expense reports which are in-review status. |

| | |
|------------------------------|--|
| 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-compnay list page. |

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

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

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 | 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. |

| | |
|----------------------|---|
| fulfilment | |
| 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. |

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 | Intercompany resource list displays a count of all the resources other than current legal |

| | |
|---------------------------------|--|
| resource list | 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. |

Project manager

Intent of this Workspace

This workspace is intended for the project managers where the users will be able to review the action items assigned and take necessary actions. Project managers will be able to view all his/her projects, open invoices, timesheets, expenses and PTO information. User will have access to and edit the personal information like address, Contact details, Personal contacts, Bank information etc.

The PM can approve the timesheet lines, expense report, invoice proposal etc. which are assigned to him. Also, PM can directly create new timesheet, new expense report, new PTO request. Users having the role of Service industry super user, Service industry view role, Project accountant, Project manager, AEC principle, AEC project accountant, AEC project manager can access this workspace.

The screenshot displays the 'Project Manager' workspace. On the left, a sidebar shows the user's name 'Hello Usha HSP proserv' and a list of navigation tiles: 'All work items assigned to me' (2), 'Expense reports for approval' (0), 'Timesheet lines for approval' (0), 'Invoices for approval' (0), 'My prebills due' (0), 'My prebills past due' (0), 'My adjustment requests' (1), 'My open invoice proposals' (0), 'My projects missing timesheet' (70), and 'My opportunities in CRM' (0). The main dashboard area includes a 'Dashboard' section with a filter and a table of project data. The table has columns for Project ID, Project name, Fee type, Sales currency, Contract value, Contract hours, % Progress, WIP, Invoice price, Invoiced, Revenue, Actual hours, % Completed, Remaining, and Reimbursed. The table lists three projects: 00001254 (A1360), 00001274 (University Building), and 00001300 (Software development).

| Project ID | Project name | Fee type | Sales currency | Contract value | Contract hours | % Progress | WIP | Invoice price | Invoiced | Revenue | Actual hours | % Completed | Remaining | Reimbursed |
|------------|----------------------|----------------------|----------------|----------------|----------------|------------|-----------|---------------|------------|------------|--------------|-------------|------------|-------------------------------------|
| 00001254 | A1360 | None | USD | 0.00 | 0.00 | 0.00 | 2,000.00 | 3,000.00 | 0.00 | 2,000.00 | 25.00 | 0.00 | 0.00 | <input type="checkbox"/> |
| 00001274 | University Building | Fixed fee | USD | 20,200.00 | 0.00 | 0.00 | 20,800.00 | 4,500.00 | 6,000.00 | 26,800.00 | 28.00 | 132.67 | -6,600.00 | <input type="checkbox"/> |
| 00001300 | Software development | Time and expense NTE | USD | 100,000.00 | 0.00 | 0.00 | 52,500.00 | 0.00 | 100,000.00 | 152,500.00 | 1,100.00 | 152.50 | -52,500.00 | <input checked="" type="checkbox"/> |

1. Tiles Section

| Tiles | Description |
|-------------------------------|--|
| All 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. |
| Expense reports for approval | All the expense reports waiting for the logged in user's approval are listed on this tile. |
| Timesheet lines | All the timesheets lines waiting for logged in user's approval are listed on this tile. |

| | |
|-------------------------------|--|
| for approval | |
| Invoices for approval | All the invoice proposals waiting for logged in user's approval are listed on this tile. |
| My prebills due | All the 'Billing schedules' listed on this tile where 'Pre-billing validation target' is equal to today's date and 'status' is 'pending'. |
| My prebills past due | All the 'Billing schedules' listed on this tile where 'Pre-billing validation target' is smaller than today's date and status is 'pending'. |
| My adjustment requests | All adjustment requests created by logged in user are listed on this tile. |
| My open invoice proposals | All the invoice proposal created by logged in user and are in unposted state 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. |
| My opportunities in CRM | It opens the configured URL on the parameters displaying the opportunities from CRM. |
| My accounts in CRM | It opens the configured URL on the parameters displaying accounts from CRM. |

2. List Page Section

| List page | Description |
|------------------|--|
| Dashboard | It opens a BI dashboard. |
| My projects | List shows all the projects where the logged in user is assigned as the project manager. |
| My open invoices | List shows all the open invoices created by user. |
| My timesheets | Opens my timesheet list page showing all the timesheets with different statuses created by the logged in user. |
| My expenses | List shows all the expense reports created by the logged in user. |
| My PTO | List shows all the PTO requests created by the logged in user. |

3. List of Buttons

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

| Button | Description |
|---------------------------|---|
| Manage subprojects | Opens up the manage subprojects form for the selected project in the My projects list page. |
| Fee Management | Opens up the fee management form for the selected project in the My projects list page. |
| Contract management | Opens up the contract management form for the selected project in the My projects list page. |
| Project invoice proposals | Opens up the project invoice proposal form for the project selected in My projects list page. |
| Project statements | Opens up the project statement form for the project selected in My projects list page. |
| Resource forecast | Opens up the resource forecast form for the project selected in the My projects list page. |

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

| Button | Description |
|-------------------------|--|
| New timesheet | Use this button to create new timesheets from the workspace. Clicking on this button will open up the new timesheet creation form. |
| 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. |
| Manage activities | Use this button to quickly open my project activities form. |
| Chat with time approver | Allows to chat with the time approver for the selected line. |

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

| Button | Description |
|--------------------|--|
| 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. |

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

| Button | Description |
|---------|--|
| New PTO | Use this button to create new PTO request from the workspace. Clicking on this button will |

open up the Personal timeoff creation form.

4. List of Filters

Multiple filters are available on the selection of My open invoices list page on the workspace. User can narrow down their searches using these.

- Currency type
- Due date start
- Due date end
- Include non project transaction

5. Dashboard

A configurable dashboard is created for the project managers where based on the configuration setup the dashboard will be displayed.

Go to Project management and accounting > projects360 Setup > projects360 parameters > Workspace configuration tab

The screenshot displays the 'projects360 parameters' configuration page. The left sidebar lists various configuration categories, with 'Workspace configuration' selected. The main content area is titled 'Setup for workspaces' and contains two sections: 'Project manager workspace' and 'Project details workspace'. Each section has a 'DASHBOARD' subsection with a 'Show Dashboard tab' toggle (set to 'Yes'), a 'Power BI report view' dropdown (set to 'PowerBI.com'), and a 'Dashboard URL' text field. Below the dashboard settings, there are 'TILES' subsections for 'My Accounts in CRM' and 'My Leads & Opportunities', each with a toggle (set to 'Yes') and a URL field.

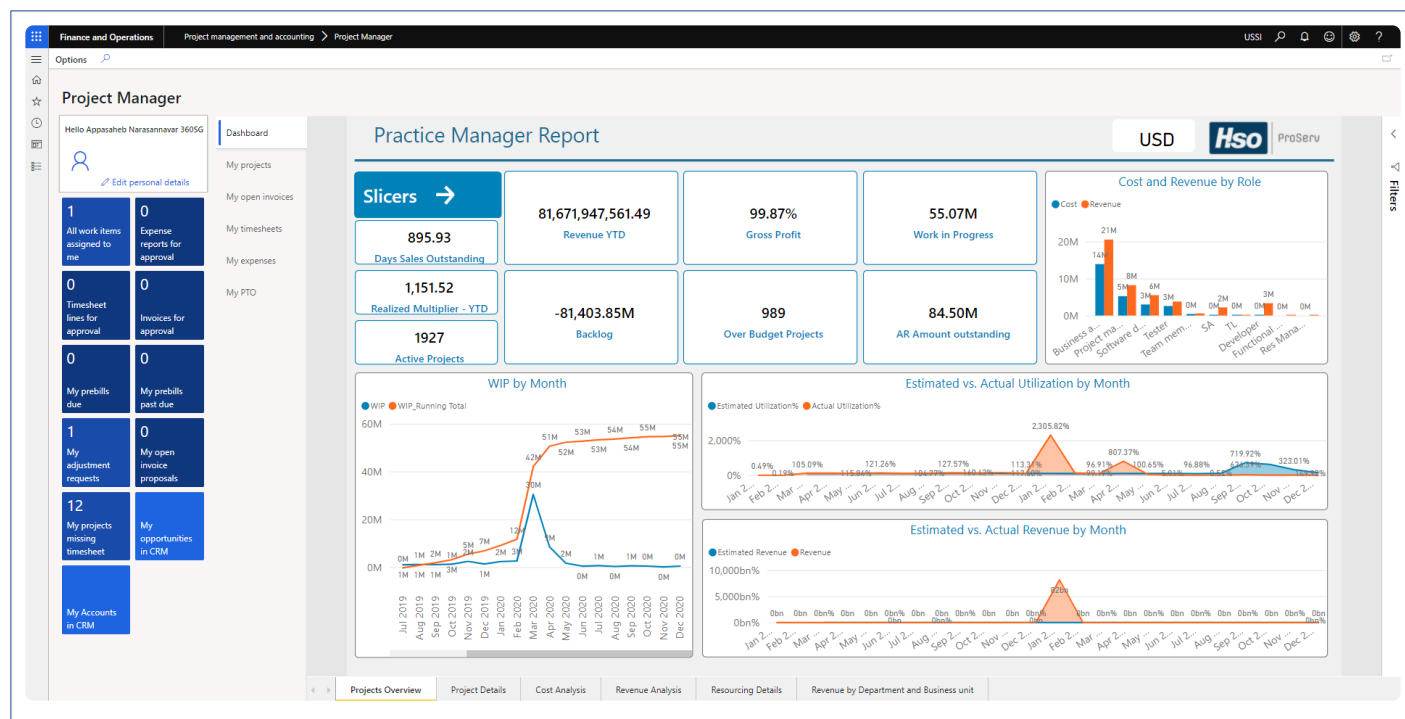
Details of the each field available on this form are as follows :

| Fields | Description |
|--------------------|--|
| Show dashboard tab | When this parameter is set to 'Yes' then the dashboard on the project manager will be displayed. |

| | |
|---------------------------|--|
| Power BI report view | Select 'Embedded BI' or 'PowerBi.com' report view to view the report in the workspace. |
| Dashboard URL | Specify the URL of the report to be viewed on the workspace. |
| My accounts in CRM | When this parameter is set to 'Yes' then the 'My accounts in CRM' tile will be visible on the workspace. |
| URL | Specify the URL of the environment from where the data to be viewed on the workspace. |
| My lead and opportunities | When this parameter is set to 'Yes' then the 'My lead and opportunities' tile will be visible on the workspace. |
| URL | Specify the URL of the environment from where the data to be viewed on the workspace. |
| Show dashboard tab | When this parameter is set to 'Yes' then the dashboard on the project manager for project details will be displayed. |
| Power BI report view | Select 'Embedded BI' or 'PowerBi.com' report view to view the report in the workspace. |
| Dashboard URL | Specify the URL of the report to be viewed on the workspace. |

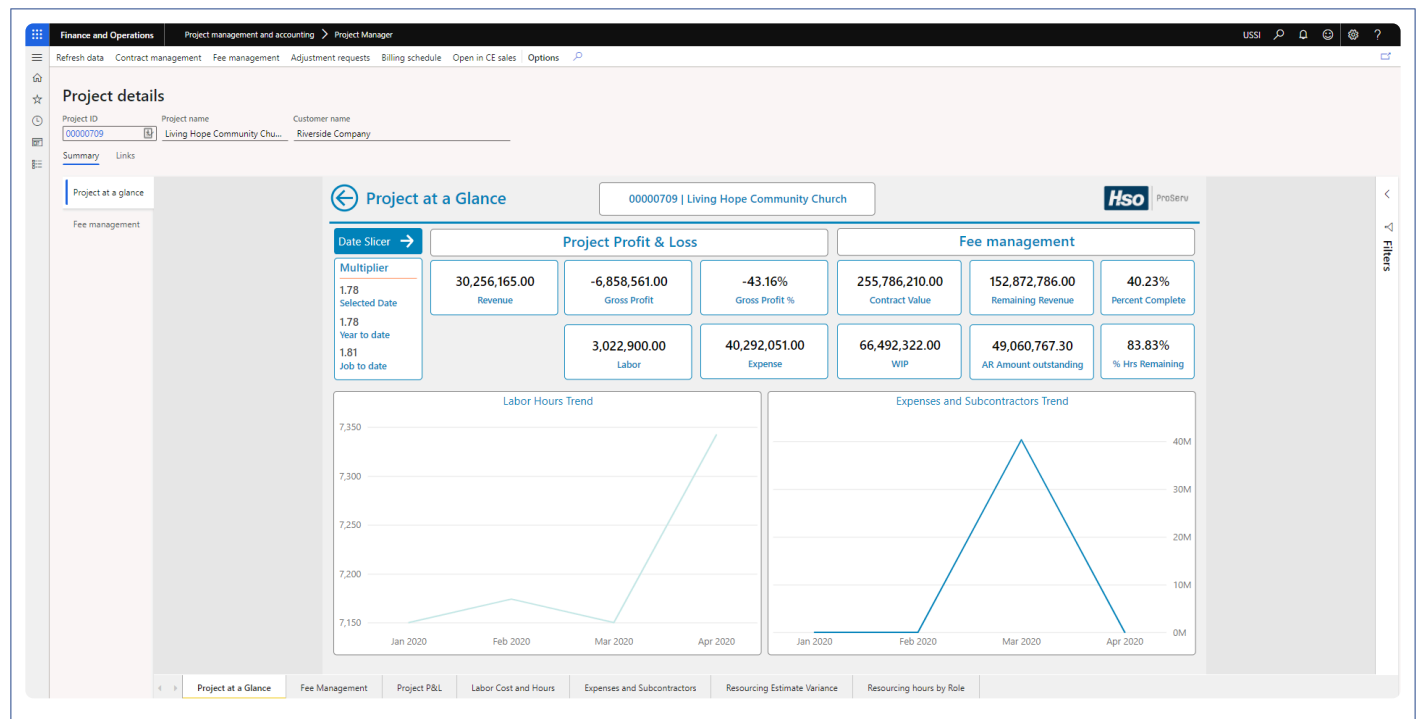
Project manager dashboard

This report displays based on the URL configured on the parameters form.



Project details dashboard

This report displays based on the URL configured on the parameters form. This report gets opened when the 'Project ID' hyper link is clicked on the 'My projects' list.



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.

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.

Configure Subproject

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

Parameter Setup

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

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

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

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*

The screenshot shows the Dynamics 365 interface for managing subprojects. The navigation pane on the left includes 'NEW' and 'MAINTAIN' tabs. Under 'NEW', there are options for 'Subproject', 'Copy project', and 'Manage subprojects' (highlighted with a green box). The main area displays a table of projects with columns: Project ID, Project name, Legal entity, Project contract ID, Customer name, Project type, Project stage, and Integration source. The table lists various projects, with '00000628' (BMRL) selected. The 'Legal entity' is 'ussi' and the 'Project stage' is 'Approved'.

| Project ID | Project name | Legal entity | Project contract ID | Customer name | Project type | Project stage | Integration source |
|------------|----------------------------------|--------------|---------------------|----------------------------------|-------------------|---------------|--------------------|
| 00000281 | WBSActivities | ussi | 00000005 | Fun Times Club | Time and material | Released | |
| 00000503 | Root Project | ussi | 00000006 | Professional Containers and P... | Time and material | Created | |
| 00000259 | test1234 | ussi | 00000006 | Professional Containers and P... | Time and material | Created | |
| 00000406 | SP 1 | ussi | 00000006 | Professional Containers and P... | Time and material | Released | |
| 00000628 | BMRL | ussi | 00000006 | Professional Containers and P... | Time and material | Approved | |
| 00000580 | Manage sub projects 2 | ussi | 00000006 | Professional Containers and P... | Fixed-price | Created | |
| 00000504 | Parent Project | ussi | 00000009 | Worthwhile Activity Store | Time and material | Released | |
| 00000126 | US Auto Repair | ussi | 00000016 | Mechanical Products Ltd. | Time and material | Created | |
| 00000105 | ERP for Recreation Systems | ussi | 00000019 | Recreation Systems | Time and material | Estimated | |
| 00000454 | SP 4 | ussi | 00000024 | District Mall | Time and material | Created | |
| 00000579 | Manage sub projects 1 | ussi | 00000039 | Global Sporting Goods | Time and material | Estimated | |
| 00000405 | MOHAN SUB | ussi | 00000041 | City Manufacturing | Time and material | Created | |
| 00000092 | City Manufacturing | ussi | 00000089 | City Manufacturing | Time and material | Released | |
| 00000093 | Contoso Consulting | ussi | 00000090 | Contoso Consulting | Time and material | Released | |
| 00000094 | Recreation Systems | ussi | 00000091 | Recreation Systems | Time and material | Released | |
| 00000095 | Cycles Sales and Repair | ussi | 00000092 | Cycles Sales and Repair | Time and material | Released | |
| 00000096 | Fun Times Club | ussi | 00000093 | Fun Times Club | Time and material | Released | |
| 00000097 | Professional Containers and P... | ussi | 00000094 | Professional Containers and P... | Time and material | Released | |
| 00000098 | Eastside Department Store | ussi | 00000095 | Eastside Department Store | Fixed-price | Released | |
| 00000099 | District Mall Firewall | ussi | 00000096 | District Mall | Fixed-price | Released | |
| 00000100 | Worthwhile Activity Store | ussi | 00000097 | Worthwhile Activity Store | Fixed-price | Released | |
| 00000101 | Global Sporting Goods | ussi | 00000098 | Global Sporting Goods | Fixed-price | Released | |
| 00000102 | Global Sporting Goods - Phas... | ussi | 00000099 | Global Sporting Goods | Fixed-price | Released | |
| 00000103 | Alpine Electronics E-Commerce | ussi | 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 |
|-----------------|---------------------------------|---------------|---------------|---------------------|-----------------|--------------------|-----------|----------------------|--------------------|-------------------|-----------------|
| 00000682 | CAB Contract Management Testing | NTE | In process | 00002728 | | | | 2/27/2020 | | | |
| 00000682.00 | Schematic Design | NTE | In process | 00002728 | | | | 2/27/2020 | | | |
| 00000682.10 | Subcontractors | NTE | In process | 00002728 | | | | 2/27/2020 | | | |
| 00000682.30 | Design Development | NTE | In process | 00002728 | | | | 2/27/2020 | | | |
| 00000682.30.100 | Produce & Issue | NTE | In process | 00002728 | | | | 2/27/2020 | | | |
| 00000682.30.200 | 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.

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.

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*

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

| Fields | Description |
|-------------------------------|--|
| Activate contract management | Select this parameter to activate the contract management functionality. |
| Restrict project header entry | If this parameter is set as "Yes", then the user won't be able to distribute any amount if project is set as "Header". |

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 for reporting purpose. |

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

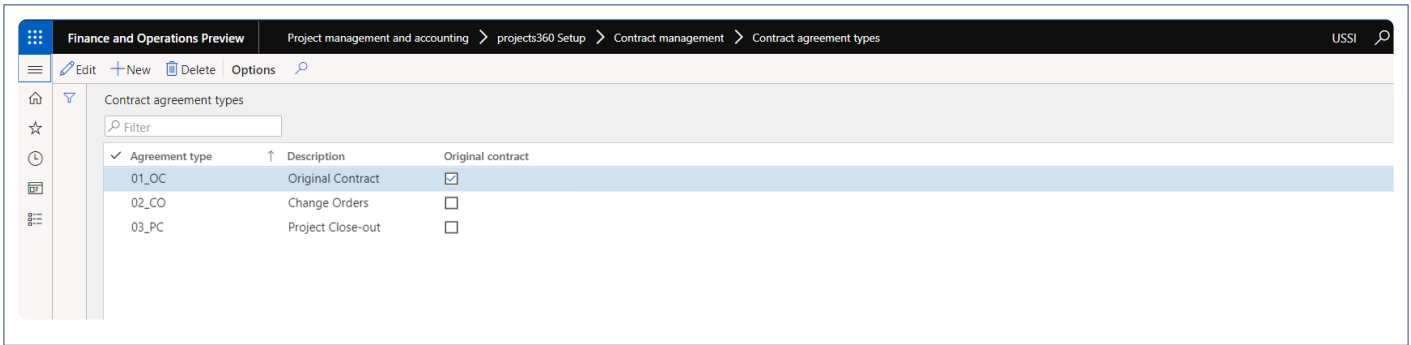
| Buttons | Description |
|--------------------|--|
| New | Allows to create a new record on this form. |
| Delete | Allows to delete the records created on this form |
| Category reporting | Allows to open the Category reporting groups form for the selected record. |

| | |
|--------|--|
| groups | |
|--------|--|

Contract Agreement Types

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

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



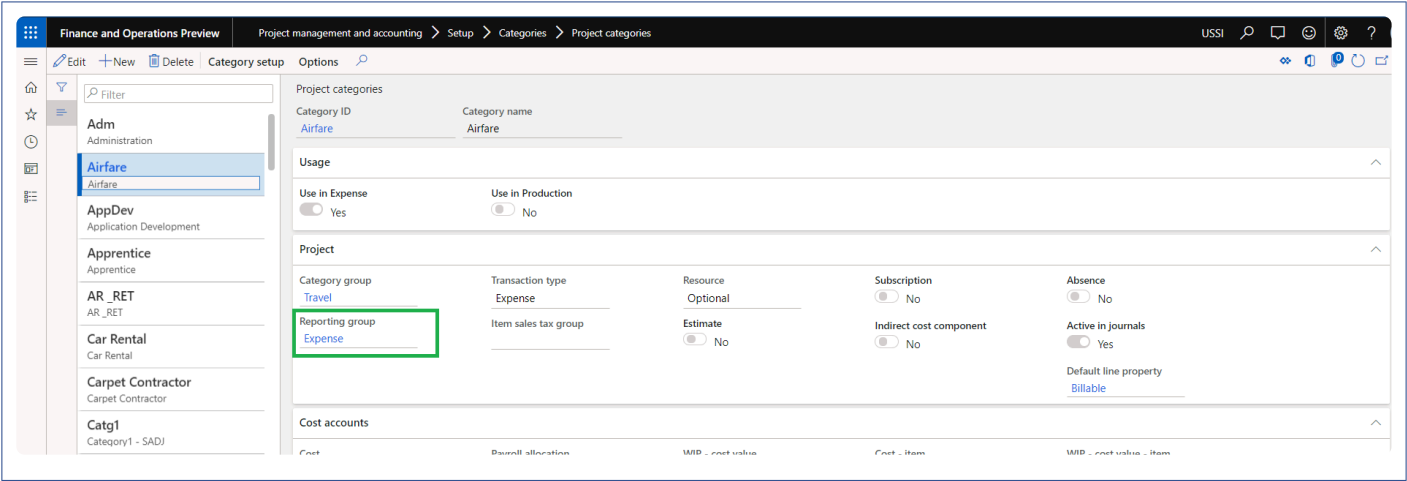
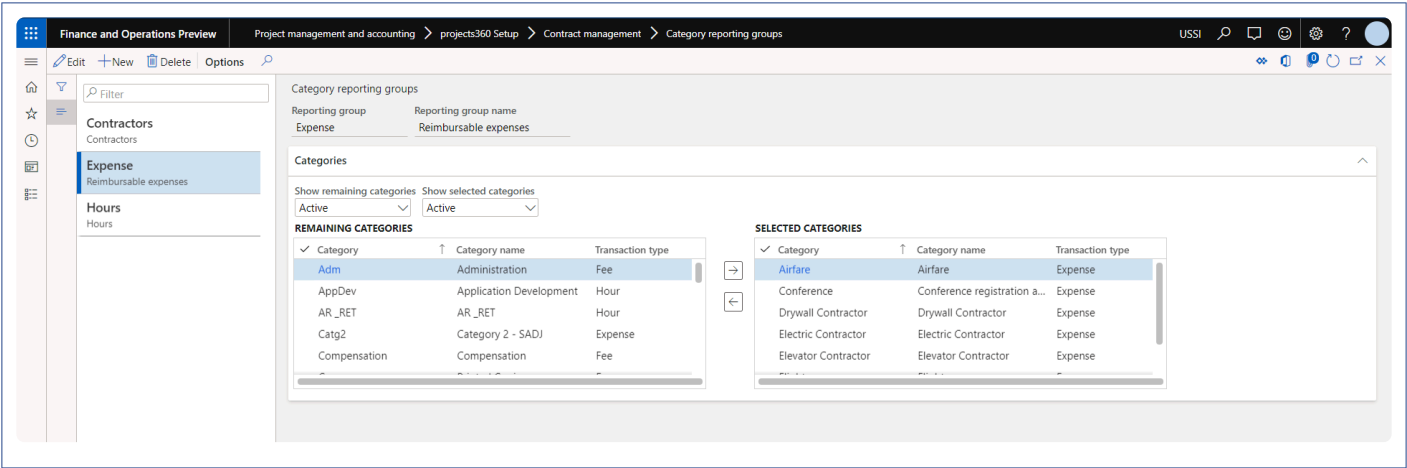
Details of the fields available on this form are as follows:

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

Category Reporting Groups

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

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



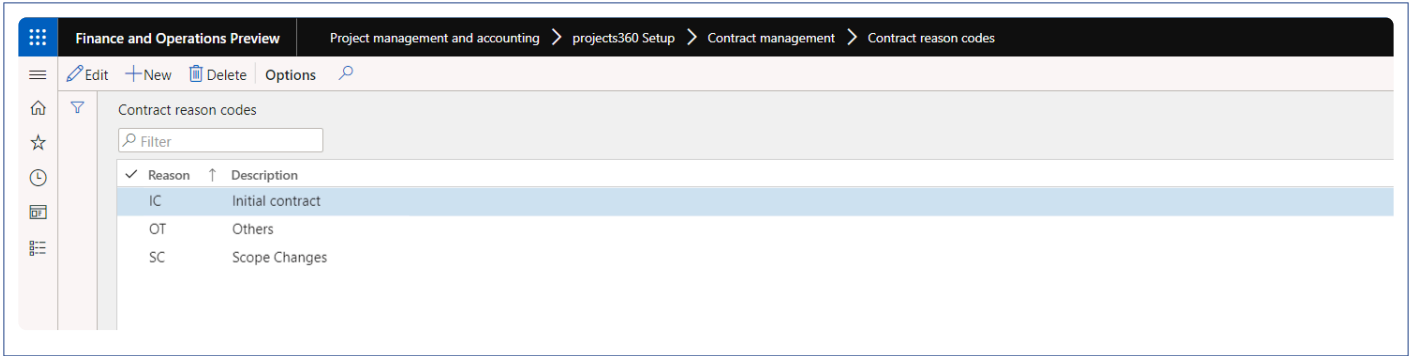
Details of the fields available on this form are as follows :

| 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. |

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.

<

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 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 a non-editable field showing currency associated with the project contract. |
| Status | Status is a 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 a non-editable field showing 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 a 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 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 sum of 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 | This is a drop-down field containing the values – Project structure and Agreement allowing to |

| | |
|----------------|--|
| | <p>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 a non-editable field showing currency associated with the project contract. |

Footer totals

This is a 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 keep 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 as 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.

Contract management

Contract agreements

| 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 | AppashehN |
| AGR00000009 | 02_CD | 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 | AppashehN |
| AGR00000013 | 02_CD | 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 | AppashehN |

Total contract value: 270,300.00
Total approved: 270,300.00
Total unapproved: 0.00

Agreement distribution

| 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

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

ALL AGREEMENTS ☒ Yes

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.

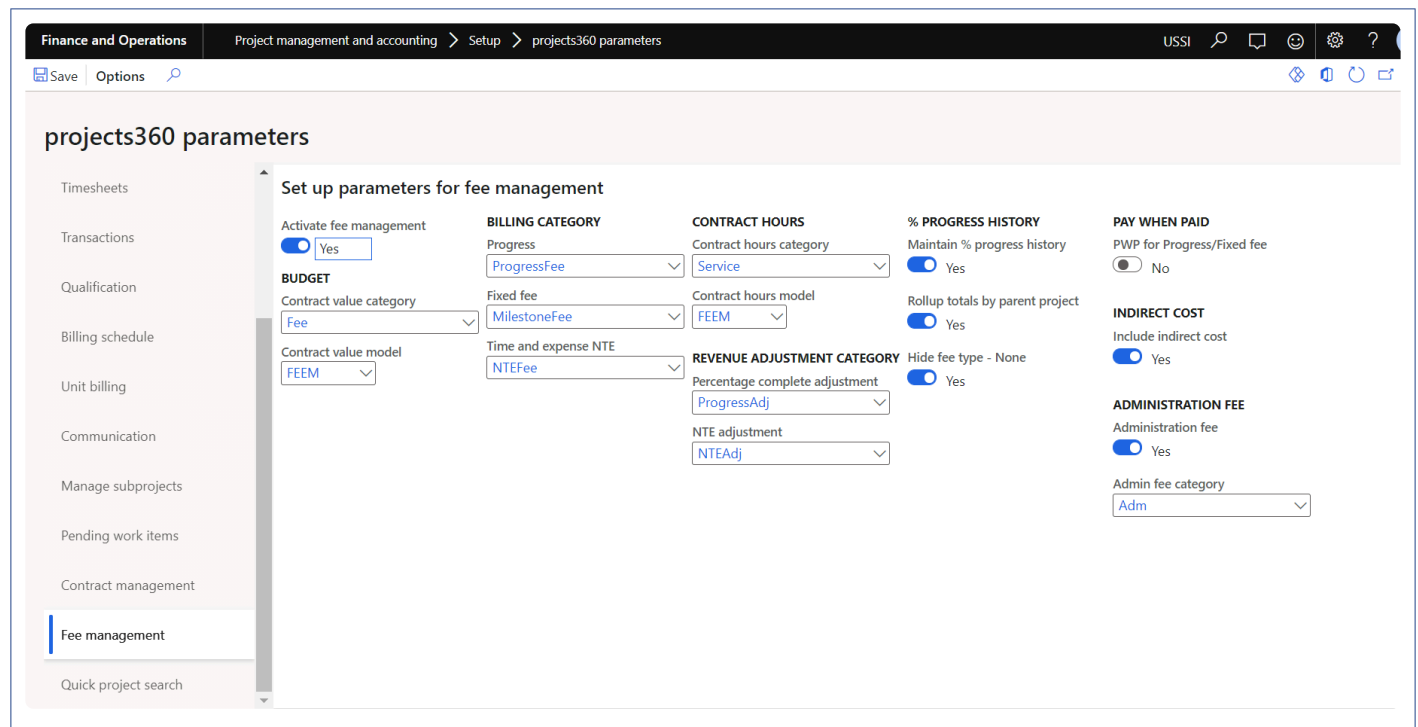
Configure

 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

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 category | Select the fee category to be used for creating the fee forecast when a contract value is entered 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 and set to 'Progress'. The form includes sections for General, Ledger, Estimate, Cost accounts, and Revenue accounts.

| Project group | Name |
|---------------|----------------------------|
| T&M Prog | Time and Material Progress |

| General | | | | | | |
|-----------------------------------|----------------------|-------------------------|--|--|---------------------------------------|--|
| Project type Time and material | Fee type Progress | Personal time off No | Ledger posting search priority Category | Line property search priority Project | Default line property AccrueNoBill | Verify cost against remaining f... No |

| Ledger | | | | | | |
|--------------------------------------|---|--------------------------------------|---------------------------------|------------------------------|---------------------------------|------------------------------|
| Post costs - hour Profit and loss | Post costs - expense Profit and loss | Post costs - item Profit and loss | On-account invoicing Balance | Accrue revenue - hour Yes | Accrue revenue - expense Yes | Accrue revenue - item Yes |
| | | | | | Accrue revenue - fee Yes | |

| Estimate | | | | | | |
|--|------------------------------|--------------------------------------|---|------------|------------------------|--|
| FIXED-PRICE Revenue recognition accounting... None | Calculation method (None) | REVENUE RECOGNITION Cost template | SET UP CATEGORIES FOR ESTIMATE Sales value | Production | Profit Accrued loss | PROVISION FOR FORESEEABLE LOSSES Foreseeable losses No |

| Cost accounts | | | | | | |
|---------------|--------------------|------------------|-------------|-------------------------|--------------|--------------------|
| Cost | Payroll allocation | WIP - cost value | Cost - item | WIP - cost value - item | Accrued loss | WIP - accrued loss |

| Revenue accounts | | | | | | |
|-------------------------------|------------------------------|-------------------------------|------------------------------|--------------------------|--------------------------------|--|
| Invoiced revenue | Accrued revenue - on-account | Accrued revenue - sales value | Accrued revenue - production | Accrued revenue - profit | Accrued revenue - subscription | |
| Invoiced revenue - on-account | WIP - Invoiced - on-account | WIP - sales value | WIP - production | WIP - profit | WIP - subscription | |

| 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 and associate them to the projects as shown in the below two screenshots.

Dynamics 365 | **Finance and Operations** | Project management and accounting > Setup > Line properties > Line properties

Edit + New Delete Project/group line properties Options

Filter

Line properties | My view

Line property Name

BillNoAcRe Billable non-accrue revenue

General

INVOICING Chargeable ☒ Yes

WIP POSTING Accrue revenue ☒ No

CHARGES ON HOURS Cost percentage 0.00

PRINT ZERO SALES PRICE On invoice ☒ Yes

UTILIZATION HOURS Efficient hours ☒ Yes

Add to norm hours - billable r... ☐ No

Add to norm hours - efficient r... ☐ No

On quotation ☒ Yes

Capitalize cost ☐ No

Sales percentage 0.00

NonBill Non Billable

NonBillabl Non billable

Dynamics 365 | **Finance and Operations** | Project management and accounting > Setup > Line properties > Project/group line properties

Edit + New Delete Options

Project/group line properties

My view * v

Filter

| 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 |

Progress Billing

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

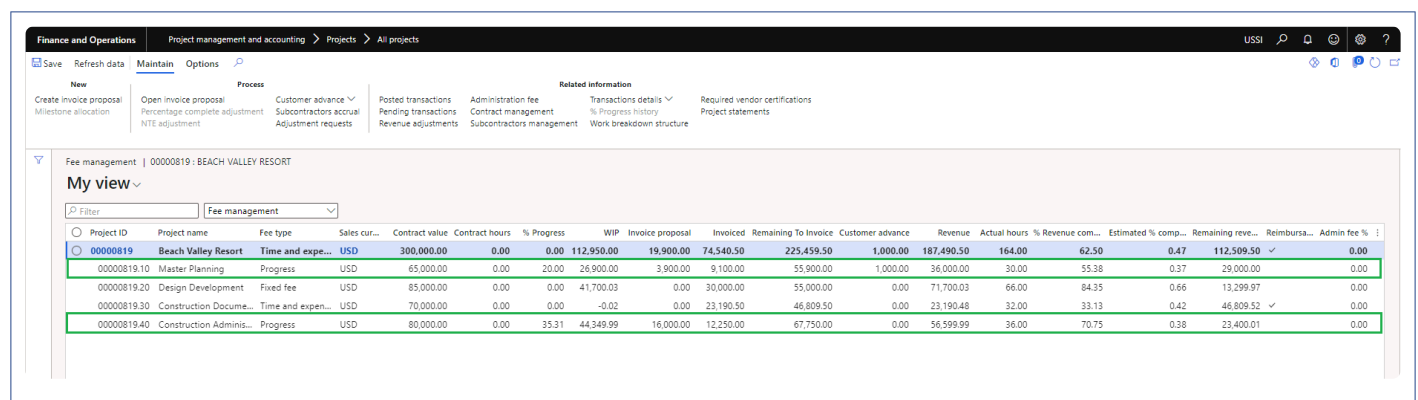
In this project type the billing will be based on the progress of the project. Create a project with the project group of fee type “Progress” and when the user opens the new fee management form, the line with fee type “Progress” will get automatically created and a billing rule will be automatically 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 – 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



| Project ID | Project name | Fee type | Sales cur... | Contract value | Contract hours | % Progress | WIP | Invoice proposal | Invoiced | Remaining To Invoice | Customer advance | Revenue | Actual hours | % Revenue com... | Estimated % comp... | Remaining reve... | Reimburs... | Admin fee % |
|------------|-------------------------|-------------------|--------------|----------------|----------------|------------|------------|------------------|-----------|----------------------|------------------|------------|--------------|------------------|---------------------|-------------------|-------------|-------------|
| 00000819 | Beach Valley Resort | Time and expe... | USD | 300,000.00 | 0.00 | 0.00 | 112,950.00 | 19,900.00 | 74,540.50 | 225,459.50 | 1,000.00 | 187,490.50 | 164.00 | 62.50 | 0.47 | 112,509.50 | ✓ | 0.00 |
| 0000081910 | Master Planning | Progress | USD | 65,000.00 | 0.00 | 20.00 | 26,900.00 | 3,900.00 | 9,100.00 | 55,900.00 | 1,000.00 | 36,000.00 | 30.00 | 55.38 | 0.37 | 29,000.00 | | 0.00 |
| 0000081920 | Design Development | Fixed fee | USD | 85,000.00 | 0.00 | 0.00 | 41,700.03 | 0.00 | 30,000.00 | 55,000.00 | 0.00 | 71,700.03 | 66.00 | 84.35 | 0.66 | 13,299.97 | | 0.00 |
| 0000081930 | Construction Docume... | Time and expen... | USD | 70,000.00 | 0.00 | 0.00 | -0.02 | 0.00 | 23,190.50 | 46,809.50 | 0.00 | 23,190.48 | 32.00 | 33.13 | 0.42 | 46,809.52 | ✓ | 0.00 |
| 0000081940 | Construction Adminis... | Progress | USD | 80,000.00 | 0.00 | 35.31 | 44,349.99 | 16,000.00 | 12,250.00 | 67,750.00 | 0.00 | 56,599.99 | 36.00 | 70.75 | 0.38 | 23,400.01 | | 0.00 |

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.

Customer advance is added to fee management form, enabling users to request and track customer advances from fee management form itself. Also, a new column 'Customer advance' is added on the fee management allowing to track the customer advances received so far.

Project statement is added to fee management form, enabling users to view the project progress details.

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

| Project ID | Project name | Fee type | Sales cur... | Contract value | Contract hours | % Progress | WIP | Invoice proposal | Invoiced | Remaining To Invoice | Customer advance | Revenue | Actual hours | % Revenue com... | Estimated % comp... | Remaining reve... | Reimburs... | Admin fee % |
|-------------|-------------------------|-------------------|--------------|----------------|----------------|------------|------------|------------------|-----------|----------------------|------------------|------------|--------------|------------------|---------------------|-------------------|-------------|-------------|
| 00000819 | Beach Valley Resort | Time and expen... | USD | 300,000.00 | 0.00 | 0.00 | 112,950.00 | 19,900.00 | 74,540.50 | 225,459.50 | 1,000.00 | 187,490.50 | 164.00 | 62.50 | 0.47 | 112,509.50 | ✓ | 0.00 |
| 00000819.10 | Master Planning | Progress | USD | 65,000.00 | 0.00 | 20.00 | 26,900.00 | 3,900.00 | 9,100.00 | 55,900.00 | 1,000.00 | 36,000.00 | 30.00 | 55.38 | 0.37 | 29,000.00 | | 0.00 |
| 00000819.20 | Design Development | Fixed fee | USD | 85,000.00 | 0.00 | 0.00 | 41,700.03 | 0.00 | 30,000.00 | 55,000.00 | 0.00 | 71,700.03 | 66.00 | 84.35 | 0.66 | 13,299.97 | | 0.00 |
| 00000819.30 | Construction Docume... | Time and expen... | USD | 70,000.00 | 0.00 | 0.00 | -0.02 | 0.00 | 23,190.50 | 46,809.50 | 0.00 | 23,190.48 | 32.00 | 33.13 | 0.42 | 46,809.52 | ✓ | 0.00 |
| 00000819.40 | Construction Adminis... | Progress | USD | 80,000.00 | 0.00 | 35.31 | 44,349.99 | 16,000.00 | 12,250.00 | 67,750.00 | 0.00 | 56,599.99 | 36.00 | 70.75 | 0.38 | 23,400.01 | | 0.00 |

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. |
| Remaining to invoice | Shows the amount for which invoice has to be raised. |
| Customer advance | Show the customer advanced received. |
| Revenue | Show the revenue generated so far for the selected project. |
| Actual hours | Shows the actual transactions/hours posted for the selected project. |
| Revenue 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. |
| Estimated completed% | Shows the estimate to complete percentage to complete. |
| Remaining revenue | Shows the remaining revenue. |
| Reimbursable expenses | Once this field is marked as yes, it will create a separate T&M billing rule on the project contract allowing us to bill the expenses as well for the project. |
| %{color:#333333;}Admin fee %% | This field shows the admin fee % from the billing rules. |

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. Users will be restricted to update or delete this forecast lines if 'Activate contract management' parameter is marked on the projects360 parameters form and contract agreement references are updated on the forecast lines on the general tab.

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. Project field will be hidden on the billing rules.

Go to Project management and accounting > Projects > Project contracts

The screenshot shows the 'Project contracts' form in the 'Maintain' tab. The form title is '00003653 : WIP & % Progress'. Under the 'Billing rules' section, there is a table with the following data:

| Billing rule | Billing rule type | Unit | Quantity | Unit sales price | Contract value | Category | Fee percentage | Project ID |
|--------------|-------------------|------|----------|------------------|----------------|-------------|----------------|-------------|
| 000002701 | Time and material | | 0.00 | 0.00 | 0.00 | | 0.00 | 00000819 |
| 000002702 | Progress | | 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 | | 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.

The screenshot shows the '% Progress history' table for project '00000819.40 : CONSTRUCTION ADMINISTRATION'. The table has the following columns: Project contract ID, Project contract name, Project ID, Project name, Previous % p..., New % progr..., Modified by, and Modified date.

| 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

Invoice proposals
PJIP_00005812 : 00003653

Invoice proposal header

| GENERAL | Invoice | Status | CONTRACT | PRINTING OPTIONS | Invoice format | PO DETAILS | SERVICE DATES |
|-----------------------------------|--|---------------------|--|-------------------------------|-------------------------------|------------|-------------------|
| Invoice proposal PJIP_00005812 | Sales currency USD | Open | Project contract ID 00003653 | Invoicing group InvoiceGrp | Invoice grouping | PO number | Service date from |
| Invoice date 30-07-2020 | Invoice template PSAProjInvoiceReport | Invoice header text | Project contract name Sunshine Construction PLC | Review comments | Service date to 30-07-2020 | | |

Invoice proposal transaction summaries

| Project | Project name | Billing rule | Name | Amount invo... | Invoice line amount | Indirect costs | Retention pe... | Customer ret... | Amount less ... |
|-------------|-----------------------------|--------------|-----------------------------|----------------|---------------------|----------------|-----------------|-----------------|-----------------|
| 00000819.10 | Master Planning | 000002702 | Master Planning | 9,100.00 | 3,900.00 | 0.00 | 0.00 | 0.00 | 3,900.00 |
| 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 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 |

Revenue adjustments

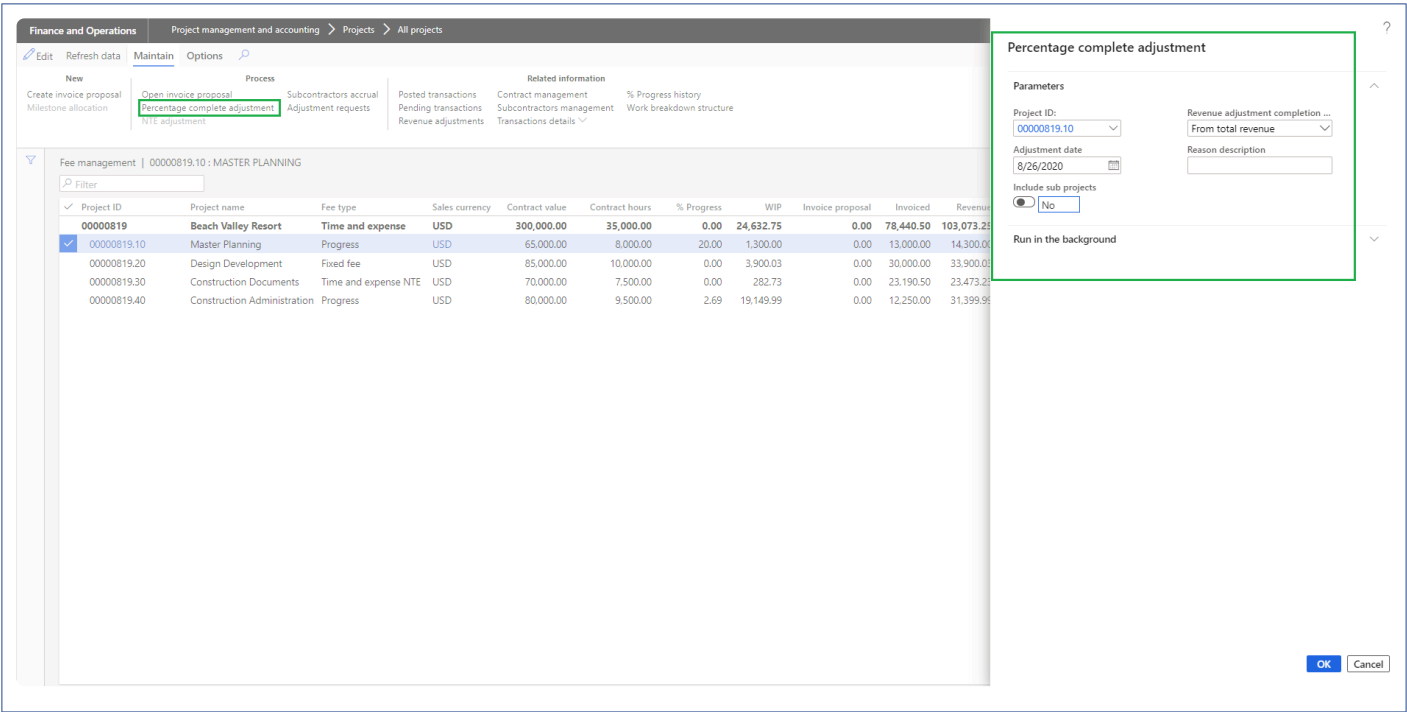
Revenue adjustments capabilities has been built on top fee management allowing us to adjust the accrued revenue getting the correct total revenue as well as WIP and % complete at given point of time. There could be scenarios where the actual work completed is more or less than then what's been already 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

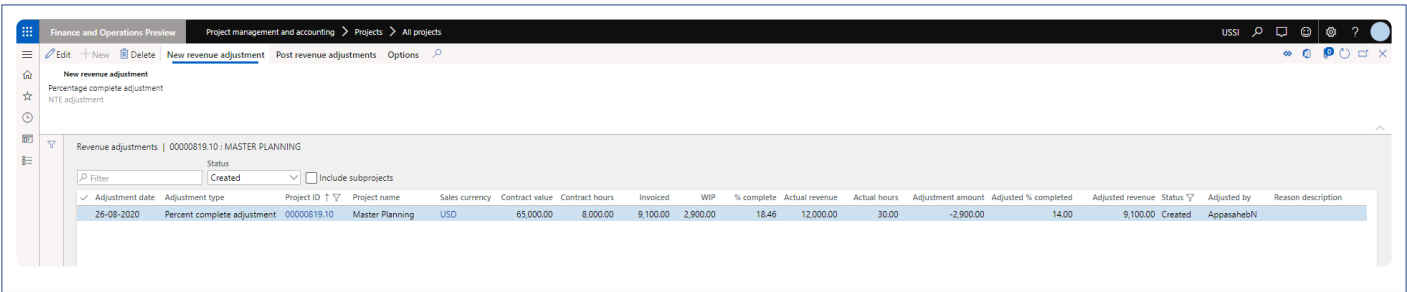
adjustment

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



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

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



Once an adjustment record is created, user the update the 'Adjustment amount' and 'Adjusted % completed' to adjust the project balances. On the update previously mentioned fields the rest of the fields are auto

calculated to reflect the right values. Once you are sure of the adjustment values, you can update the reason description and can post multiple revenue adjustments using button provided at the menu.

On posting a fee journal is created in system. The fee journal uses the category defined 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 |
|-------|------------|-----------------|-------------|-------------|---------------|------|------------------|-----------------|------------------|----------------|------------------|-------------------|---------|
| ✓ | 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 |

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 cur... | Contract value | Contract hours | % Progress | WIP | Invoice proposal | Invoiced | Remaining To Invoice | Customer advance | Revenue | Actual hours | % Revenue com... | Ei : |
|-------------|-------------------------|-------------------|--------------|----------------|----------------|------------|------------|------------------|-----------|----------------------|------------------|------------|--------------|------------------|------|
| 00000819 | Beach Valley Resort | Time and expe... | USD | 300,000.00 | 0.00 | 0.00 | 112,950.00 | 0.00 | 74,540.50 | 225,459.50 | 1,000.00 | 187,490.50 | 164.00 | 62.50 | |
| 00000819.10 | Master Planning | Progress | USD | 65,000.00 | 0.00 | 22.00 | 26,900.00 | 0.00 | 9,100.00 | 55,900.00 | 1,000.00 | 36,000.00 | 30.00 | 55.38 | |
| 00000819.20 | Design Development | Fixed fee | USD | 85,000.00 | 0.00 | 0.00 | 41,700.03 | 0.00 | 30,000.00 | 55,000.00 | 0.00 | 71,700.03 | 66.00 | 84.35 | |
| 00000819.30 | Construction Docume... | Time and expen... | USD | 70,000.00 | 0.00 | 0.00 | -0.02 | 0.00 | 23,190.50 | 46,809.50 | 0.00 | 23,190.48 | 32.00 | 33.13 | |
| 00000819.40 | Construction Adminis... | Progress | USD | 80,000.00 | 0.00 | 35.31 | 44,349.99 | 0.00 | 12,250.00 | 67,750.00 | 0.00 | 56,599.99 | 36.00 | 70.75 | |

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

🔍

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⚙

✎ Edit

🔄 Refresh data

Maintain

Options

🔍

⚙

🔗

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🔔

🕒

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

🔍 Filter

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

🔍 Filter

View

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 |
|---|--------|------|------|-----------|--------------|----------|-----------------|-----------------|---------------|-----------|---------|---------|------|
| ✓ | | | | 00000819 | | | 632.00 | 6/15/2020 | 9/30/2020 | 78.00 | | | |
| | 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 | | |

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.

Note – If 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.

The screenshot shows the 'Fee management' form for project '00000819: BEACH VALLEY RESORT'. The form includes a table with columns: Project ID, Project name, Fee type, Sales currency, Contract value, Contract hours, % Progress, WIP, Invoice proposal, and In. The table contains several rows, with the row for 'Design Development' (Project ID: 00000819.20) highlighted. To the right, the 'Milestone allocation' dialog is open, showing a table with columns: Date, Description, Amount, and Completed. The dialog also displays 'Contract value amount' as 85,000.00 and 'Total installment amount' as 55,000.00.

| 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 |

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

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. Users will be restricted to update or delete this forecast lines if 'Activate contract management' parameter is marked on the projects360 parameters form and contract agreement references are updated on the forecast lines on the general tab.

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

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

USSI

Edit + New Delete Project contract Plan Maintain Control Contract management Fee 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 Role billing descriptions group
Related information Item tasks Pending transactions Posted transactions Service Cases Posted automatic transactions

Project contracts | My view (1)

00003653 : WIP & % Progress

General

Billing rules

+ Add Remove Details

| Billing rule | Billing rule type | Unit | Quantity | Unit sales price | Contract value | Category | Fee percentage | Project ID |
|--------------|-------------------|------|----------|------------------|----------------|-------------|----------------|-------------|
| 000002701 | Time and material | | 0.00 | 0.00 | 0.00 | | 0.00 | 00000819 |
| 000002702 | Progress | | 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 | | 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

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

USSI

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

Personalize Always open for editing Personalize this page Add to workspace
Page options Security diagnostics Advanced filter or sort Record info Change view
Edit Read mode Revert
Share Get a link Create a custom alert Manage my alerts

Invoice proposals

PJIP_00006362 : 00003653

Invoice proposal header

GENERAL
 Invoice proposal PJIP_00006362
 Invoice date 26-08-2020

Invoice
 Sales currency USD

Status
 Open

CONTRACT
 Project contract ID 00003653
 Project contract name Sunshine Construction PLC
 Funding source Work and Play Asso

PRINTING OPTIONS
 Invoicing group InvoiceGrp
 Invoice format Invoice grouping
 Invoice header text

PO DETAILS
 PO number
 Review comments

SERVICE DATES
 Service date from
 Service date to 26-08-2020

Invoice proposal transaction summaries

| 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 |

Invoice proposal transactions

Invoice lines Fee

| 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.

The screenshot shows the 'Percentage complete adjustment' dialog box. The background is a table titled 'Fee management | 00000819 : BEACH VALLEY RESORT'. The table has columns: Project ID, Project name, Fee type, Sales currency, Contract value, Contract hours, % Progress, WIP, Invoice proposal, and In. The table lists several projects, with '00000819.20 Design Development' selected. The dialog box is titled 'Percentage complete adjustment' and contains the following fields:

- Project ID: 00000819.20
- Adjustment date: 8/26/2020
- Revenue adjustment completion ...: From total revenue
- Reason description: (empty field)
- Include sub projects: No
- Run in the background: (checkbox)

The 'OK' button is highlighted in blue.

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.
- From contract value cap – In this case an adjustment record is created considering the percentage complete revenue adjustment calculation. A record is created on the revenue adjustments form.
- From estimated at completion – In this case an adjustment record is created considering the estimated at completion percent vs total contract value of the project as on the day of adjustment. A record is created on the revenue adjustments form. This option is available and defaulted when “Activate ETC/EAC management” projects360 parameter is set as “Yes”.

| 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 multiple 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 | | | 3,900.00 | 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

USSI

Save Refresh data

Maintain Options

New

Process

Related information

Create invoice proposal
Milestone allocation

Open invoice proposal
Percentage complete adjustment
NTE adjustment

Customer advance
Subcontractors accrual
Adjustment requests

Posted transactions
Pending transactions
Revenue adjustments

Administration fee
Contract management
Subcontractors management

Transactions details
% Progress history
Work breakdown structure

Required vendor certifications
Project statements

Fee management | 00000819 : BEACH VALLEY RESORT

My view

Filter

Fee management

| | Project ID | Project name | Fee type | Sales cur... | Contract value | Contract hours | % Progress | WIP | Invoice proposal | Invoiced | Remaining To Invoice | Customer advance | Revenue | Actual hours | % Revenue com... | Er |
|--|-------------|-------------------------|-------------------|--------------|----------------|----------------|------------|------------|------------------|-----------|----------------------|------------------|------------|--------------|------------------|----|
| | 00000819 | Beach Valley Resort | Time and expe... | USD | 300,000.00 | 0.00 | 0.00 | 112,950.00 | 0.00 | 74,540.50 | 225,459.50 | 1,000.00 | 187,490.50 | 164.00 | 62.50 | |
| | 00000819.10 | Master Planning | Progress | USD | 65,000.00 | 0.00 | 20.00 | 26,900.00 | 0.00 | 9,100.00 | 55,900.00 | 1,000.00 | 36,000.00 | 30.00 | 55.38 | |
| | 00000819.20 | Design Development | Fixed fee | USD | 85,000.00 | 0.00 | 0.00 | 41,700.03 | 0.00 | 30,000.00 | 55,000.00 | 0.00 | 71,700.03 | 66.00 | 84.35 | |
| | 00000819.30 | Construction Docume... | Time and expen... | USD | 70,000.00 | 0.00 | 0.00 | -0.02 | 0.00 | 23,190.50 | 46,809.50 | 0.00 | 23,190.48 | 32.00 | 33.13 | |
| | 00000819.40 | Construction Adminis... | Progress | USD | 80,000.00 | 0.00 | 35.31 | 44,349.99 | 0.00 | 12,250.00 | 67,750.00 | 0.00 | 56,599.99 | 36.00 | 70.75 | |

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.

Note – If 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.

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. Users will be restricted to update or delete this forecast lines if ‘Activate contract management’ parameter is marked on the projects360 parameters form and contract agreement references are updated on the forecast lines on the general tab.

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

Billing rules on Project contract

When the user defines Fee budget on the Fee management form, automatically billing 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*

| Billing rule | Billing rule type |
|--------------|-------------------|
| 000000403 | Time and material |

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

| Project | Project name | Project stage |
|--------------|------------------------|---------------|
| Project 1 | ABP_09082019-FEE NTE | In process |
| Project 1.01 | ABP_09082019-FEE NTE-1 | In process |
| Project 1.02 | ABP_09082019-FEE NTE-2 | In process |

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

| 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 Hour Fee

| ✓ 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

New | **Process** | **Related information**

Create invoice proposal | Open invoice proposal | Subcontractors accrual | Posted transactions | Contract management | % Progress history
 Milestone allocation | Percentage complete adjustment | Adjustment requests | Pending transactions | Subcontractors management | Work breakdown structure
 NTE adjustment

Fee management | 00000819: BEACH VALLEY RESORT

| 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 | 79,7 |
| 00000819.10 | Master Planning | Progress | USD | 65,000.00 | 8,000.00 | 22.00 | 0.00 | 0.00 | 14, |
| 00000819.20 | Design Development | Fixed fee | USD | 85,000.00 | 10,000.00 | 0.00 | 3,900.03 | 0.00 | 30, |
| 00000819.30 | Construction Documents | Time and expense NTE | USD | 70,000.00 | 7,500.00 | 0.00 | 282.73 | 0.00 | 23, |
| 00000819.40 | Construction Administration | Progress | USD | 80,000.00 | 9,500.00 | 2.69 | 19,149.99 | 0.00 | 12, |

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 | **Post revenue adjustments**

Save | New | Delete | New revenue adjustment | **Post revenue adjustments** | Options

Post revenue adjustments

Post

Revenue adjustments | 00000819.30: CONSTRUCTION DOCUMENTS

| 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 |
|-----------------|-----------------|-------------|----------------------|----------------|----------------|----------------|-----------|-----------|------------|----------------|--------------|-------------------|----------------------|------------------|---------|-------------|--------------------|
| 27-06-2020 | 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 multiple 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> <div>Filter</div> <div>Start date: 28-07-2020</div> <div>End date:</div> <div>Invoice status: All</div> <div>Include subprojects: No</div> </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 | | | | | | | | | | | | | | | | | | |
| <div> <div>Save Refresh data Maintain Options</div> <div> <div>New</div> <div> <div>Create invoice proposal</div> <div>Milestone allocation</div> </div> </div> <div> <div>Process</div> <div> <div>Open invoice proposal</div> <div>Percentage complete adjustment</div> <div>NTE adjustment</div> </div> </div> <div> <div>Related information</div> <div> <div>Customer advance</div> <div>Subcontractors accrual</div> <div>Adjustment requests</div> </div> </div> <div> <div>Posted transactions</div> <div>Pending transactions</div> <div>Revenue adjustments</div> </div> <div> <div>Administration fee</div> <div>Contract management</div> <div>Subcontractors management</div> </div> <div> <div>Transactions details</div> <div>% Progress history</div> <div>Work breakdown structure</div> </div> <div> <div>Required vendor certifications</div> <div>Project statements</div> </div> </div> | | | | | | | | | | | | | | | | | | |
| Fee management 00000819 : BEACH VALLEY RESORT | | | | | | | | | | | | | | | | | | |
| My view | | | | | | | | | | | | | | | | | | |
| <div> <div>Filter</div> <div>Fee management</div> </div> | | | | | | | | | | | | | | | | | | |
| Project ID | Project name | Fee type | Sales cur... | Contract value | Contract hours | % Progress | WIP | Invoice proposal | Invoiced | Remaining To Invoice | Customer advance | Revenue | Actual hours | % Revenue com... | Estimated % comp... | Remaining reve... | Reimbursa... | Admin fr |
| 00000819 | Beach Valley Resort | Time and expe... | USD | 300,000.00 | 0.00 | 0.00 | 112,950.00 | 0.00 | 74,540.50 | 225,459.50 | 1,000.00 | 187,490.50 | 164.00 | 62.50 | 0.47 | 112,509.50 | ✓ | 0.00 |
| 00000819.10 | Master Planning | Progress | USD | 65,000.00 | 0.00 | 20.00 | 26,900.00 | 0.00 | 9,100.00 | 55,900.00 | 1,000.00 | 36,000.00 | 30.00 | 55.38 | 0.37 | 29,000.00 | | 0.00 |
| 00000819.20 | Design Development | Fixed fee | USD | 85,000.00 | 0.00 | 0.00 | 41,700.03 | 0.00 | 30,000.00 | 55,000.00 | 0.00 | 71,700.03 | 66.00 | 84.35 | 0.66 | 13,299.97 | | 0.00 |
| 00000819.30 | Construction Docume... | Time and expe... | USD | 70,000.00 | 0.00 | 0.00 | 282.73 | 0.00 | 23,190.50 | 46,809.50 | 0.00 | 23,473.23 | 32.00 | 33.53 | 0.42 | 46,526.77 | ✓ | 0.00 |
| 00000819.40 | Construction Admini... | Progress | USD | 80,000.00 | 0.00 | 35.31 | 44,349.99 | 0.00 | 12,250.00 | 67,750.00 | 0.00 | 56,599.99 | 36.00 | 70.75 | 0.38 | 23,400.01 | | 0.00 |

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.

The screenshot shows the 'Set up parameters for fee management' form. The 'PAY WHEN PAID' section is highlighted with a green box, indicating the 'PWP for Progress/Fixed fee' is set to 'Yes' and 'Auto-select vendor invoices' is set to 'No'.

| Fields | Description |
|-----------------------------|---|
| Activate fee management | This parameter enables users to activate PWP for Progress/Fixed fee functionality. |
| Auto-select vendor invoices | When this parameter is turned on, all open PWP vendor invoice lines will be automatically selected related with each project. |

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 | USSI

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 |
|----------|----------------|--------------|----------------|-----------------|---------------------|----------------|------------------|----------|-----------------------|-----------------------|
| 00001147 | PLASMOTEK | 000004801 | PLASMOTEK | 0.00 | 200.00 | 0.00 | 0.00 | 0.00 | 200.00 | 1,225.00 |
| 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 manually to the project invoice proposal or if the "Auto-select vendor invoices" parameter is marked, all PWP open vendor invoices will get automatically linked.

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="checkbox"/> | 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

The screenshot displays the 'Vendor invoices with pay when paid' interface. At the top, there's a navigation bar with 'Finance and Operations' and 'Project management and accounting > Projects > Project contracts'. Below this, a filter section allows users to search by 'From date', 'To date', 'Vendor account', 'Vendor invoice', 'Project', 'Project contract' (set to 00005778), and 'Status' (set to All). There are also checkboxes for 'Pay when paid' (set to No) and a 'Purchase order' field.

The main section is titled 'Vendor invoice' and contains a table with the following data:

| 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 |

Below this is the 'Vendor invoice lines' section, which includes a sub-header 'Release vendor payment' and 'Retain vendor payment'. It contains a table with the following data:

| 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 |

At the bottom, there's a 'Customer invoice' section with a sub-header 'Add invoice relation'. It contains a table with the following data:

| Customer | Name | Invoice | Date | Sales curre... | Invoice amount | Amount settled | Payment due |
|------------|---------------|----------|-----------|----------------|----------------|----------------|-------------|
| US_SI_0082 | 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_

Vendor invoices with pay when paid

00001148 - OTOCON SYSTEMS | My view

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 curre... | Invoice amount | Amount settled | Payment due |
|----------|------|---------|------|----------------|----------------|----------------|-------------|
| | | | | | | | |

We didn't find anything to show here.

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.

ETC/EAC Management

New functionality has been introduced to allows users to view the estimated costs/ hours based on either WBS, Resourcing or Manual forecast. User is provided with a new Fee management form's view where Estimated hours/cost To Complete (ETC) as well as Estimated hours/cost At Completion (EAC) are available. This view allows users to compare the actual versus estimated along with the revenue deviations per project. Revenue adjustments can be calculated based on the ETC percentage for fixed fee and progress projects. ETC information is available from billing schedule as well.

This feature is parameter controlled. Forecast models and Forecast calculation method can be specified on the parameters form to view the revenues generated from each kind of calculation methods.

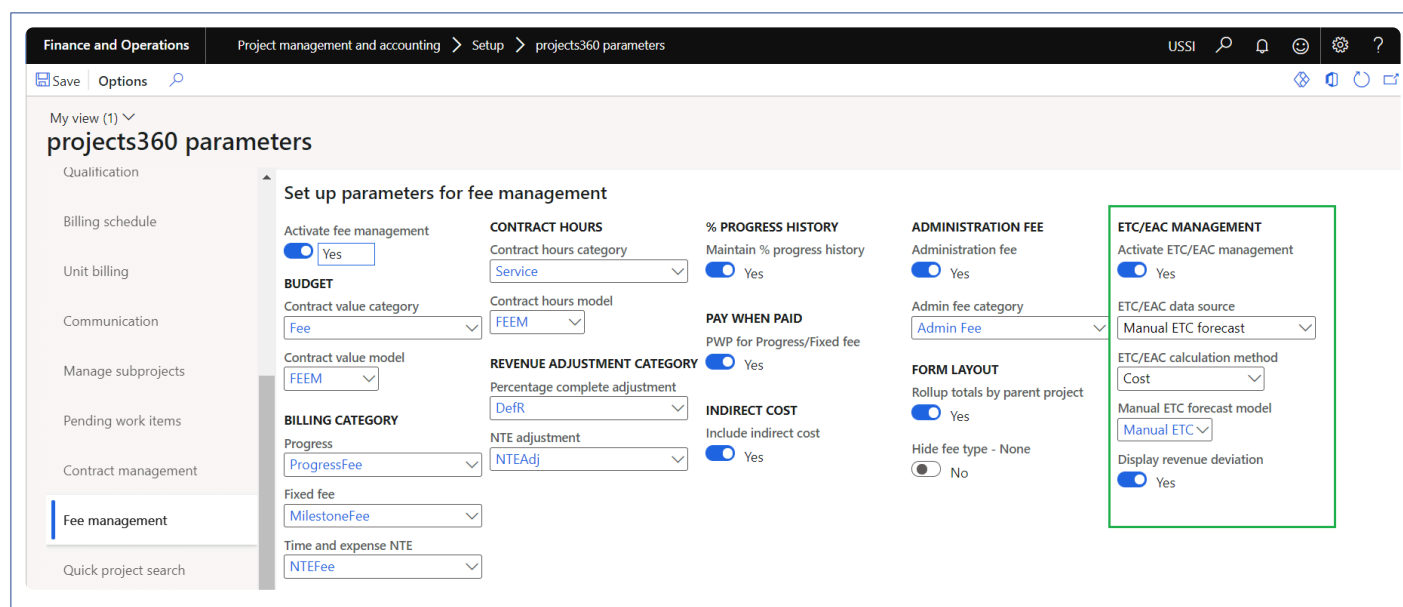
Configure

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

Parameter Setup

On projects360 parameter form, under Fee management tab, a new parameter “Activate ETC/EAC management” has been introduced to control the ETC/EAC management functionality. User needs to set the “Activate ETC/EAC management” field value to ‘Yes’ in order to use this feature. Along with activation, there are few more details need to be 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*



The screenshot displays the 'projects360 parameters' form in the 'Fee management' tab. The form is organized into several sections:

- Set up parameters for fee management:**
 - Activate fee management:** A toggle switch set to 'Yes'.
 - BUDGET:**
 - Contract value category: 'Fee' (dropdown).
 - Contract value model: 'FEEM' (dropdown).
 - BILLING CATEGORY:**
 - Progress: 'ProgressFee' (dropdown).
 - Fixed fee: 'MilestoneFee' (dropdown).
 - Time and expense NTE: 'NTEFee' (dropdown).
 - CONTRACT HOURS:**
 - Contract hours category: 'Service' (dropdown).
 - Contract hours model: 'FEEM' (dropdown).
 - REVENUE ADJUSTMENT CATEGORY:**
 - Percentage complete adjustment: 'DefR' (dropdown).
 - NTE adjustment: 'NTEAdj' (dropdown).
 - % PROGRESS HISTORY:**
 - Maintain % progress history: 'Yes' (toggle).
 - PAY WHEN PAID:**
 - PWP for Progress/Fixed fee: 'Yes' (toggle).
 - INDIRECT COST:**
 - Include indirect cost: 'Yes' (toggle).
 - ADMINISTRATION FEE:**
 - Administration fee: 'Yes' (toggle).
 - Admin fee category: 'Admin Fee' (dropdown).
 - FORM LAYOUT:**
 - Rollup totals by parent project: 'Yes' (toggle).
 - Hide fee type - None: 'No' (radio button).
 - ETC/EAC MANAGEMENT (highlighted with a green box):**
 - Activate ETC/EAC management: 'Yes' (toggle).
 - ETC/EAC data source: 'Manual ETC forecast' (dropdown).
 - ETC/EAC calculation method: 'Cost' (dropdown).
 - Manual ETC forecast model: 'Manual ETC' (dropdown).
 - Display revenue deviation: 'Yes' (toggle).

Details of the fields available for ETC/EAC management are as follows –

| Fields | Description |
|-----------------------------|---|
| Activate ETC/EAC management | This parameter enables users to activate ETC/EAC management functionality. |
| ETC/EAC data source | Select the data source as Manual ETC forecast, Resource forecast or WBS forecast which is used for calculating the ETC hours/Cost for the project in ETC/EAC management form. |
| ETC/EAC | Select the calculation method as Hours or Cost which is used as base for calculating the ETC |

| | |
|---------------------------|---|
| calculation method | and EAC. |
| Manual ETC forecast model | Select the manual forecast model when the ETC/EAC data source is set as Manual ETC forecast. |
| Display revenue deviation | When this parameter is set to Yes, Estimated revenue deviation amount field will be visible on ETC/EAC management form. |

ETC/EAC settings by project contract

On project contract form, under Fee management tab, a new button “ETC/EAC management settings” has been introduced to control the ETC/EAC management functionality per project contract. If “Activate ETC/EAC project contract settings” is set as “Yes” for the specific project contract, then calculations will take settings from project contract or considered the settings from projectss360 parameters form.

Go to Project management and accounting > All projects > Project contracts > Fee management tab > ETC/EAC management settings

The screenshot shows the 'ETC/EAC management' form within the 'Project contracts' section of the 'Project management and accounting' module. The form is titled '00005954 : ETC 2 | Standard view'. It features a 'General' tab and an 'OVERVIEW' section. The 'OVERVIEW' section includes a toggle switch for 'Activate ETC/EAC project contr...' which is currently set to 'Yes'. Below this, there are two dropdown menus: 'ETC/EAC data source' set to 'Manual ETC forecast' and 'ETC/EAC calculation method' set to 'Hours'. The top navigation bar shows 'Finance and Operations' and 'Project management and accounting > Projects > Project contracts'. The top right corner has 'USSI' and icons for search, notifications, and user profile.

Details of the fields available for ETC/EAC management settings form are as follows –

| Fields | Description |
|-----------------------------|---|
| Activate ETC/EAC management | This parameter enables users to activate ETC/EAC management functionality for a project contract. |
| ETC/EAC data source | Select the data source as Manual ETC forecast, Resource forecast or WBS forecast which is used for calculating the ETC hours/Cost for the project in ETC/EAC management form. |

| | |
|----------------------------|---|
| ETC/EAC calculation method | Select the calculation method as Hours or Cost which is used as base for calculating the ETC and EAC. |
|----------------------------|---|

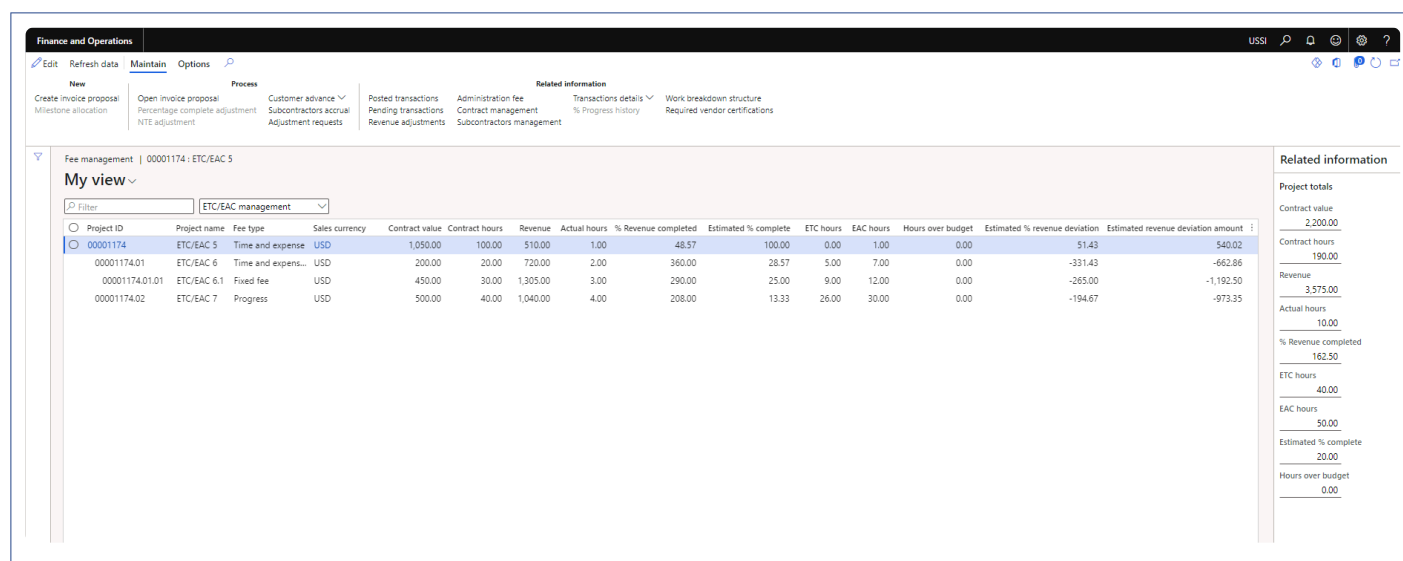
View ETC/EAC management

 This sections details out the how the ETC/EAC is calculated based on the various settings.

New view option “ETC/EAC management” is added on the existing Fee management form. This view option will be available when “Activate ETC/EAC management” parameter is set as “Yes”. New fields will be initialized only when the “ETC/EAC management” view option is selected on the Fee management form. New menu item is created to open and initialize the “Fee management” form directly as “ETC/EAC management” on the projects form.

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 tab > ETC/EAC management



| Project ID | Project name | Fee type | Sales currency | Contract value | Contract hours | Revenue | Actual hours | % Revenue completed | Estimated % complete | ETC hours | EAC hours | Hours over budget | Estimated % revenue deviation | Estimated revenue deviation amount |
|----------------|--------------|------------------|----------------|----------------|----------------|----------|--------------|---------------------|----------------------|-----------|-----------|-------------------|-------------------------------|------------------------------------|
| 00001174.01 | ETC/EAC 5 | Time and expense | USD | 1,050.00 | 100.00 | \$10.00 | 1.00 | 48.57 | 100.00 | 0.00 | 1.00 | 0.00 | 51.43 | \$40.02 |
| 00001174.01.01 | ETC/EAC 6 | Time and expense | USD | 200.00 | 20.00 | 720.00 | 2.00 | 360.00 | 28.57 | 5.00 | 7.00 | 0.00 | -331.43 | -662.86 |
| 00001174.01.01 | ETC/EAC 6.1 | Fixed fee | USD | 450.00 | 30.00 | 1,305.00 | 3.00 | 290.00 | 25.00 | 9.00 | 12.00 | 0.00 | -265.00 | -1,192.50 |
| 00001174.02 | ETC/EAC 7 | Progress | USD | 500.00 | 40.00 | 1,040.00 | 4.00 | 208.00 | 13.33 | 26.00 | 30.00 | 0.00 | -194.67 | -973.35 |

Details of the fields available on ETC/EAC 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'. |
| Revenue | Show the revenue generated so far for the selected project. |
| Actual hours | Shows the actual hour transactions posted for the selected project. |
| Actual cost | Shows actual cost amount posted from all project transactions. This field is visible only when ETC/EAC calculation method" is set as "Cost". |
| % Revenue completed | Show the actual % completed for the selected projects based on what's already billed and work in progress. |
| Estimated % completed | Shows the estimated % completed for the selected projects based on actual hours/cost posted and estimated at completion hours/cost. |
| ETC hours | Shows sum of hours from all hours forecast transactions related with Project Id and Forecast model set on the project contract/parameter. This field is visible only when ETC/EAC calculation method" is set as "Hours". |
| ETC cost | Shows sum of cost from all hours forecast transactions related with Project Id and Forecast model set on the project contract/parameter. This field is visible only when ETC/EAC calculation method" is set as "Cost". |
| EAC hours | Shows sum of ETC hours and actual hours posted for the selected project. This field is visible only when ETC/EAC calculation method" is set as "Hours". |
| EAC cost | Shows sum of ETC cost and actual cost posted for the selected project. This field is visible only when ETC/EAC calculation method" is set as "Cost". |
| Hours over budget | Shows the hours when estimated at completion hours is more than the contract hours. This field is visible only when ETC/EAC calculation method" is set as "Hours". |
| Estimated revenue deviation % | This field shows the estimated revenue deviation percentage for the selected project. This is calculated considering estimated % complete and revenue completed. |
| Estimated revenue deviation amount | This field shows the estimated revenue deviation amount for the selected project. This is calculated considering contract amount and Estimated revenue deviation. |

Details of the fields available on Project totals form are as follows –

| Fields | Description |
|--------|-------------|
|--------|-------------|

| | |
|-----------------------|--|
| 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'. |
| Revenue | Show the revenue generated so far for the selected project. |
| Actual hours | Shows the actual hour transactions posted for the selected project. |
| Actual cost | Shows actual cost amount posted from all project transactions. This field is visible only when ETC/EAC calculation method" is set as "Cost". |
| % Revenue completed | Show the actual % completed for the selected projects based on what's already billed and work in progress. |
| Estimated % completed | Shows the estimated % completed for the selected projects based on actual hours/cost posted and estimated at completion hours/cost. |
| ETC hours | Shows sum of hours from all hours forecast transactions related with Project Id and Forecast model set on the project contract/parameter. This field is visible only when ETC/EAC calculation method" is set as "Hours". |
| ETC cost | Shows sum of cost from all hours forecast transactions related with Project Id and Forecast model set on the project contract/parameter. This field is visible only when ETC/EAC calculation method" is set as "Cost". |
| EAC hours | Shows sum of ETC hours and actual hours posted for the selected project. This field is visible only when ETC/EAC calculation method" is set as "Hours". |
| EAC cost | Shows sum of ETC cost and actual cost posted for the selected project. This field is visible only when ETC/EAC calculation method" is set as "Cost". |
| Hours over budget | Shows the hours when estimated at completion hours is more than the contract hours. This field is visible only when ETC/EAC calculation method" is set as "Hours". |

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.

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 displays the 'Set up parameters for fee management' form in the projects360 parameters setup. 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' (selected), 'Fixed fee' (set to 'MilestoneFee'), and 'Time and expense NTE' (set to 'NTEFee').
- CONTRACT HOURS:** Includes 'Contract hours category' (set to 'Service'), 'Contract hours model' (set to 'FEEM'), and 'REVENUE ADJUSTMENT CATEGORY' (set to 'DeR').
- % 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') and 'INDIRECT COST' (set to 'Yes').
- ADMINISTRATION FEE (highlighted in green):** Includes '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. |

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 | | | | | | | | | | | | | | | |
|--|-----------------------|------------------------|---------------------|--------------------------------|---------------------|---------------------------|----------------------|--------------------------|--|--|--|--|--|--|--|
| New | | | | Process | | | | Related information | | | | | | | |
| Create invoice proposal | Open invoice proposal | Subcontractors accrual | Posted transactions | Percentage complete adjustment | Adjustment requests | Pending transactions | Administration fee | % Progress history | | | | | | | |
| Milestone allocation | NTE adjustment | | Revenue adjustments | | | Subcontractors management | Transactions details | 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 |
|------------|---|-------------------|
| 000001157 | JM test new features and fixes 11/19/19 | 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 |

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.

The screenshot displays the 'Administration Fee' form within the 'projects360' application. The form is titled 'Billing rules | My view | 000004781 : ADMINISTRATION FEES'. It contains several sections:

- Billing rule details:** A table with columns: Project contract ID (00001780), Billing rule (000004781), Line type (Fee), and Description (Administration Fees).
- Billing rule line details:** A section with fields for Quantity (0.00), Contract value (0.00), Unit, Change order number, Unit sales price (0.00), Project (00000540), Category (Admin Fee), Fee percentage (8.00), Include indirect costs (No), and Sales tax group (MI).
- Fee calculation rule:** A section with two lists: 'AVAILABLE ITEMS' and 'SELECTED ITEMS'.
 - 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

USSR

Edit Refresh data

Maintain Options

New

Process

Related information

Create invoice proposal
Milestone allocation

Open invoice proposal
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 curre... | 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 |

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.

Configure

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

Parameter Setup

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

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

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

| Fields | Description |
|------------------------------------|--|
| Activate subcontractors management | This checkbox allows you to enable the subcontractors management feature. |
| Add unaaproved | This will allow either only the approved contracts for subcontracting or both approved and unapproved contracts. If the checkbox is ON, both approved and unapproved contracts will be |

| | |
|-----------------------------------|---|
| contract value | 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

| 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 |

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.

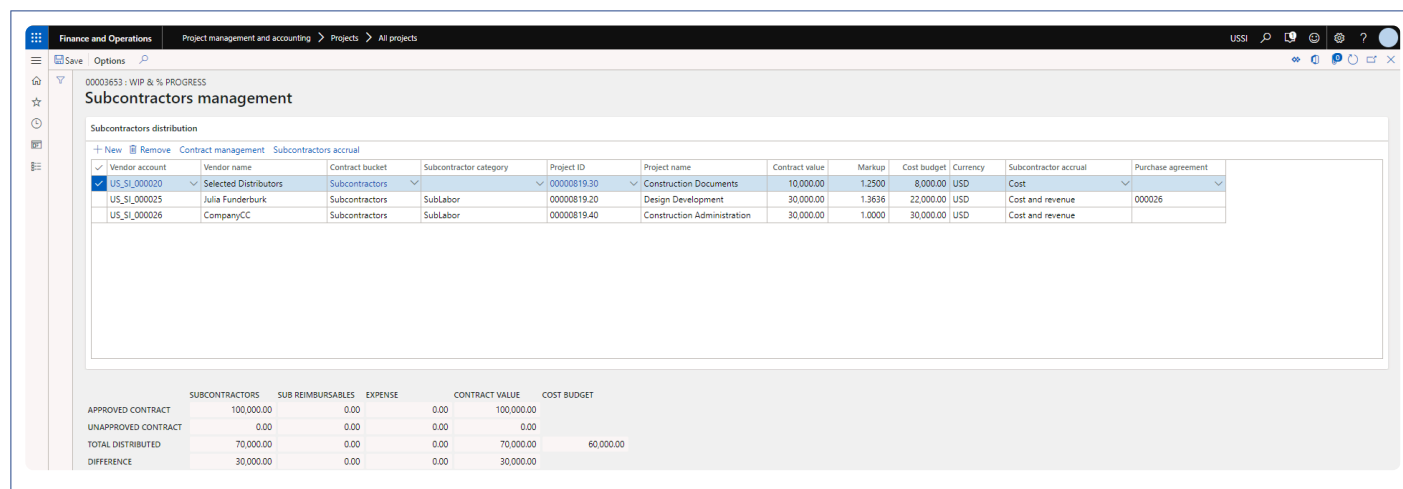
The new form can be accessed from following places –

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 | |
| US_SI_000025 | Julia Funderburk | Subcontractors | SubLabor | 00000819.20 | Design Development | 30,000.00 | 1.3636 | 22,000.00 | USD | Cost and revenue | 000026 |
| 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. |

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.

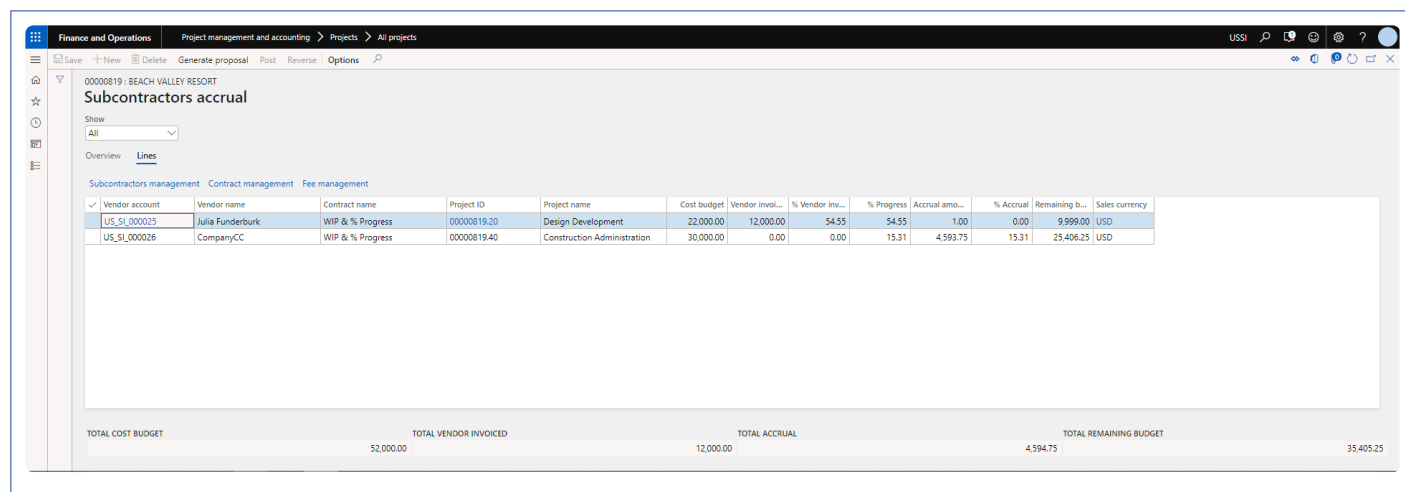
| Accrual ID | Description | Posting date | Posted | Posted by | Accrual journal | Reversal date | Reversed | Reversed by | Reversal journal |
|------------|-------------------------|--------------|-------------------------------------|------------|-----------------|---------------|-------------------------------------|-------------|------------------|
| ACIR000117 | Project Expense Journal | 31-07-2020 | <input checked="" type="checkbox"/> | AppasahebN | 00002304 | 31-07-2020 | <input checked="" type="checkbox"/> | AppasahebN | 00002305 |
| ACIR000118 | Project Expense Journal | 28-07-2020 | <input checked="" type="checkbox"/> | AppasahebN | 00002306 | 22-08-2020 | <input checked="" type="checkbox"/> | AppasahebN | 00002313 |
| ACIR000122 | 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_01_000025 | Julia Funderburk | WIP & % Progress | 00000819.30 | Design Development | 22,000.00 | 12,000.00 | 54.55 | 54.55 | 1.00 | 0.00 | 9,999.00 | USD |
| US_01_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.

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

Save | New | Delete | Lines | Open lines in Excel | Validate | Post | Approval | Inquiries | Print | Options

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 | PjJm | Project Expense Journal | Project - expenses | <input checked="" type="checkbox"/> | 23-07-2020 20:44:15 | | | | | AppashehN | |

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

Post | Post in batch | Validate | General journals | Period journal | Functions | Fixed assets | Inquiries | Print | Options

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 | PRJ00003370 | USSI | Project | 00000819.20 | Project Expense Jour... | | | USSI | Vendor | US_SI_000025 | | USD | 1.0000 | |
| 28-07-2020 | PRJ00003371 | USSI | Project | 00000819.40 | Project Expense Jour... | 4,593.00 | | USSI | Vendor | US_SI_000026 | | USD | 1.0000 | |

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

| CURRENCY | | | | REPORTING CURRENCY | | | |
|----------|----------|----------|------|--------------------|----------|---------|--|
| DEBIT | CREDIT | BALANCE | | DEBIT | CREDIT | BALANCE | |
| VOUCHER | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| JOURNAL | 4,593.00 | 4,593.00 | 0.00 | 4,593.00 | 4,593.00 | 0.00 | |

Budget check results
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.

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

Save + New Delete Lines Open lines in Excel Validate Post Approval Inquiries Print Options

Journals

Show: All ☐ Show user-created only

List: General Setup Blocking Financial dimensions History

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

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

New Delete Validate Post Financial dimensions Sales tax Inquiries Print Trade agreement Options

Journal voucher

Overview General Project Cash discount Invoice History 1099

| 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 | 00000819.20 | | SubLabor | | Project Expense Jour... | -1.00 | USD | 0.00 | 0.00 | AcRevNoBil | Vendor |
| 28-07-2020 | PROJ00003390 | 28-07-2020 | 00000819.40 | | 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:
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:

TOTAL DEBIT **TOTAL CREDIT** **BUDGET CHECK RESULTS**

| Journal | Journal | Per voucher |
|-------------------|-------------------|----------------------------|
| 4,593.00 | 4,593.00 | Budget check not performed |
| Per voucher: 0.00 | Per voucher: 0.00 | |

Finance and Operations | Accounts payable > Vendors > All vendors

Edit Voucher View settlements Settlement Paid by checks Original document Open details Promissory note Reverse Vendor 1099 transactions Inquiry Project Cash flow forecasts Options

US_SI_000026 : COMPANVCC

Vendor transactions

Show: All Date: 23-09-2020 ☐ Hide currency revaluations

List: General Payment Promissory note Settlement Remittance History 1099 Financial dimensions

| Voucher | Date | Invoice T | 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 | ACJR000118.2 | 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 |

Subcontractor Accruals data entity

New data entity “Subcontractors accrual” and “Subcontractors accrual line” are introduced to import and export the subcontractor accruals data.

Required Vendor Certification by Project

A new functionality has been introduced wherein the vendor certifications can be associated with projects. While associating certifications to a project, we can specify if these certificates are required/mandatory to release the vendor payments. If the active certifications on the vendor do not match the project certification requirement, the vendor invoices are not released for payments

Configure Vendor Certification

✿ This sections details out the configuration required for vendor certification.

A new functionality has been introduced wherein the vendor certifications can be associated with projects. While associating certifications to a project, we can specify if these certificates are required/mandatory to release the vendor payments. If the active certifications on the vendor do not match the project certification requirement, the vendor invoices are not released for payments.

Parameters

On the projects360 parameters form, new parameter is introduced 'Activate vendor certifications by project' to associate vendor certification on projects and to define if these certificates are required/mandatory to release the vendor payments. User needs to set the "Activate vendor certifications by project" field value to 'Yes' in order to use this feature.

The screenshot shows the 'projects360 parameters' form in the 'Finance and Operations' module. The left sidebar lists various parameters, with 'Vendor certifications by project' highlighted. The main content area shows the 'Vendor certifications by project' section, which includes two toggle switches: 'Activate vendor certifications by project' (set to 'Yes') and 'PWP for vendor certifications' (set to 'Yes'). The 'PWP for vendor certifications' section is also labeled 'PAY WHEN PAID'.

| Fields | Description |
|---|---|
| Activate vendor certifications by project | This parameter enables users to activate vendor certification on projects. |
| PWP for vendor certifications | When this parameter is set to Yes, PWP release will validate "Required vendor certifications" while releasing a vendor invoice for payment. |

Required vendor certifications

New form is introduced to create the vendor certifications and to define if these certificates are required/mandatory to release the vendor payments. In this form user can create vendor certification for particular project, vendor, group of vendors or for all vendors.

Go to Project management and accounting > All projects/project details form > “Control” tab > “Retention” group > “Required vendor certifications” button

Go to Project management and accounting > All projects/project details form > Fee management > “Related information” group > “Required vendor certifications” button

Go to Project management and accounting > Project details form > “Vendor agreements” fast tab > “Required vendor certifications” button

Details of the fields available on the Required vendor certification form are as follows –

| Fields | Description |
|--------------------|---|
| Project Id | Display Project ID. |
| Valid for | Defaults with All. |
| Vendor relation | Displays vendor relation if is applicable for particular vendor or group or for all vendor. |
| Certification type | Displays certification types from vendor certificates. |
| From date | Select from date. |
| To date | Select To date. |
| Required for PWP | When this parameter is set to Yes, then before releasing the payment for the vendor invoices, vendor certificate will be validated. |

Validate Vendor Certification for PWP

Validation of vendor certificate for pay when paid

When the parameter is marked, while releasing the payment to the vendor, based on the required vendor certification setup, validation process will begin to check with the required vendor certifications are available on the vendor or not, if available then successfully payments will be released to the vendor or else warning icon will be displayed on the form.

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

Save Options

00001210 : PWP_DEMO | My view

Vendor invoices with pay when paid

FILTER

From date: [] To date: [] Vendor account: [] Vendor invoice: [] Project: 00001210 Project contract: 00006329 Status: All Pay when paid: ☒ No ☐ Yes Purchase order: []

Vendor invoice

| Vendor | Name | Vendor... | Date | Payment terms | Currency | Invoice amount | Settled amount |
|--------------|-----------------------|-----------|-----------|---------------|----------|----------------|----------------|
| US_SI_000007 | Countryside Company | PWP_001 | 4/16/2021 | Net15 | USD | 450.00 | 0.00 |
| US_SI_000020 | Selected Distributors | INV098 | 5/18/2021 | Net30 | USD | 5,269.00 | 0.00 |

Vendor invoice lines

Release vendor payment Retain vendor payment

| Line number | Item | Item name | Qty | Unit price | Amount | Project | Pay when paid | Ready for payment | Required vendor certifications |
|-------------|-------|----------------------|------|------------|----------|----------|---------------|-------------------|--------------------------------|
| 1 | 50014 | Hardware: App Server | 1.00 | 5,269.00 | 5,269.00 | 00001210 | ✓ | No | ⚠ |

Customer Invoice

Add invoice relation

| Customer | Name | Invoice | Date | Sales curre... | Invoice amount | Amount settled | Payment due |
|------------|------------------|----------|-----------|----------------|----------------|----------------|-------------|
| US_SI_0003 | Alpine Ski House | 00001647 | 5/18/2021 | USD | 23,302.50 | 22,000.00 | 1,302.50 |

Update PWP from required vendor certifications

New process is introduced to validate the required vendor certificate and update Ready for payment on vendor invoices pay when paid form. This process can be executed from various forms as defined below. This process can be executed in batch or in real time.

Project management and accounting > projects360 periodic > Required vendor certifications > Update PWP from required vendor certifications

Required vendor certifications" form > Update PWP button

Vendor certifications" form > Update PWP button

Finance and Operations

Project management and accounting > Projects > All projects

Edit

New

Delete

Update PWP

Options

Required vendor certifications | 00001210 : PWP_DEMO

Standard view

Filter

| Project ID | Project name | Valid for | Vendor relation | Certification type | From date |
|------------|--------------|-----------|-----------------|--------------------|-----------|
| 00001210 | PWP_Demo | Group | 10 | Profession | 1/1/2021 |

Update PWP from required vendor certifications

Parameters

Project ID

00001210

Records to include

Filter

VENDORS

Vendor account

Group

10

Run in the background

OK

Cancel

Vendor Certifications Report

Firms often need to collect information on the certifications or policies a vendor holds. A new report “Vendor certifications” report has been introduced to access all vendor’s information in a single location as well as a way to identify when a vendor certification will expire.

Accounts payable > Inquiries and reports > Vendor reports > Vendor certifications

?

Vendor certifications

Parameters

Expires by
6/30/2021

Destination

Change

Screen

Records to include

Run in the background

Recurrence Alerts

Batch processing

No

Task description

Vendor certifications

Batch group

Private

No

Critical Job

No

Monitoring category

OK

Cancel

Vendor certifications

Contoso Consulting USA

Page 1 of 1
7/5/2021
5:55 PM

| Vendor account | Vendor name | Vendor group | Phone number | Certification type | Certification ID | Amount/limit | Expiration date |
|----------------|--------------------------------|--------------|--------------|--------------------|----------------------|----------------|-----------------|
| US_SI_000014 | Hardware Components | 10 | | Delivery | 0009879 | 0.00 | 4/30/2021 |
| 001516 | Empl123 Empl123last | 20 | | Delivery | 2323ss | 0.00 | |
| US_SI_000022 | Timely Shipping Service | 20 | | Quality | DKI0348308723823572 | 0.00 | 3/31/2020 |
| US_SI_000020 | Selected Distributors | 10 | 9987374623 | Quality | DKI0987634628 | 500,000.00 | 12/31/2020 |
| US_SI_000020 | Selected Distributors | 10 | 9987374623 | Delivery | DLY98302847595038284 | 0.00 | 10/1/2019 |
| US_SI_000021 | Superior Hardware Distributors | 10 | | Profession | PS89403827183849595 | 670,000,000.00 | 6/30/2020 |


Details of the fields available on the Vendor certification report are as follows –

| Fields | Description |
|----------------------|--|
| Vendor account | Displays the vendor account. |
| Name | Displays Vendor name. |
| Vendor group | Displays vendor group. |
| Phone number | Displays vendor contact number. |
| Certification type | Displays certificate type. |
| Certification number | Displays certificate number. |
| Amount/Limit | Displays the Amount. |
| Expiration date | Displays expiration date of the certification. |

Project report sort fields

This feature has been developed to create and maintain labels for the report sorting fields.

Configure project report sort label

 This sections details out the setups required to be configured in order to use project sort field labels.

Project report sort field labels

A new form is introduced to define the labels for the project report sorting fields. This is not a parameterized controlled feature..

Go to *Project management and accounting > projects360 setup > Project report sort fields > Project report sort fields*

Finance and Operations

Project management and accounting > projects360 Setup > Project report sort fields > Project report sort field labels

USSI

Save + New Delete Options

Project report sort field labels

Standard view

Filter

| Sorting | Label | Language |
|--------------|--------------------|----------|
| Sort field 1 | Quantity copy - de | de |
| Sort field 1 | Quantity - Eng | en-us |
| Sort field 1 | Tipo de proyecto | es-mx |
| Sort field 2 | Premium - de | de |
| Sort field 2 | Project type | en-us |
| Sort field 2 | Proyecto Federal? | es |
| Sort field 3 | Parameter - Eng | en-us |

Details of the fields available on the Project sort field label form are as follows –

| Fields | Description |
|----------|--|
| Sorting | This field displays the sorting field numbers in the lookup. |
| Label | Define the label to be displayed for the sort field. |
| Language | Select the preferred language. |

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.

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.

Configure Forecast Sync

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

Parameter Setup

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

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

The screenshot shows the 'projects360 parameters' form with the 'Work breakdown structure' tab selected. The form is divided into three main sections: 'WBS FORECAST', 'WORK BREAKDOWN STRUCTURE', and 'WBS AUTOMATED EVENTS'. The 'WBS AUTOMATED EVENTS' section is highlighted with a green box. It contains a 'Transfer from WBS' toggle set to 'Yes' and a 'Forecast model' dropdown 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. |

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.

Work breakdown structure | 200009_P: POWER ENG TEST OPP
Currently published

View: Cost estimates | Auto scheduling | Show schedule errors

| 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 | Hour | Project Manage... | PM | | | 40.00 | 200.00 | 400.00 | 8,000.00 | 16,000.00 | | | Billable |
| 1.1 | Expense | Printed Copies | Copy | | | 1.00 | 100.00 | 150.00 | 100.00 | 150.00 | | | Billable |
| 1.2 | Develop proposal | | | | | | | | 8,509.00 | 16,599.00 | | | |
| 1.2 | Hour | Project Manage... | PM | | | 40.00 | 200.00 | 400.00 | 8,000.00 | 16,000.00 | | | Billable |
| 1.2 | Item | Hardware: Desk... | ProjItem | | | 1.00 | 509.00 | 599.00 | 509.00 | 599.00 | 50019 | | Billable |
| 1.3 | Review proposal | | | | | | | | 8,000.00 | 16,000.00 | | | |
| 2 | Development | | | | | | | | 110,200.00 | 188,500.00 | | | |
| 2.1 | Design Schema | | | | | | | | 38,000.00 | 65,000.00 | | | |
| 2.2 | Create ETL packages | | | | | | | | 26,600.00 | 45,500.00 | | | |
| 2.3 | Create front end | | | | | | | | 45,600.00 | 78,000.00 | | | |
| 3 | Delivery | | | | | | | | 13,469.00 | 22,499.00 | | | |
| 3.1 | User Acceptance Testing | | | | | | | | 8,000.00 | 16,000.00 | | | |
| 3.2 | Production Deployment | | | | | | | | | | | | |
| 3.3 | Training | | | | | | | | 5,469.00 | 6,499.00 | | | |

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

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

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


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. |

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.

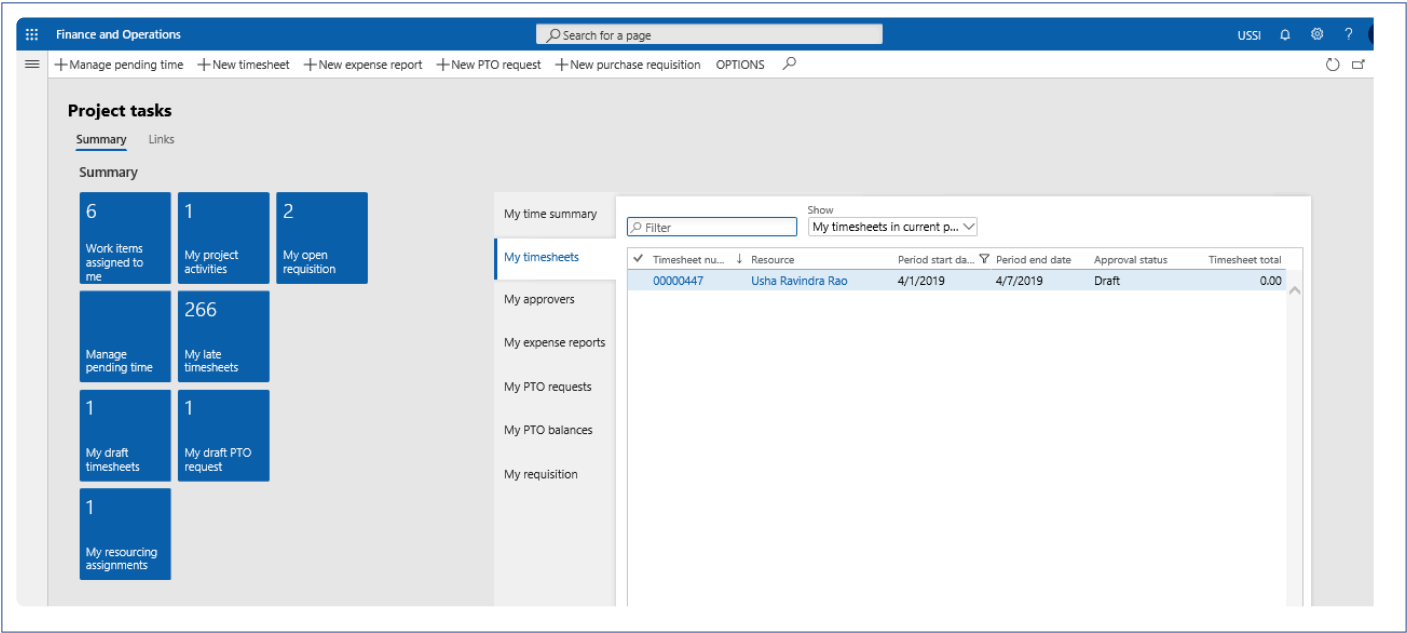
Review Project Activities

 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.

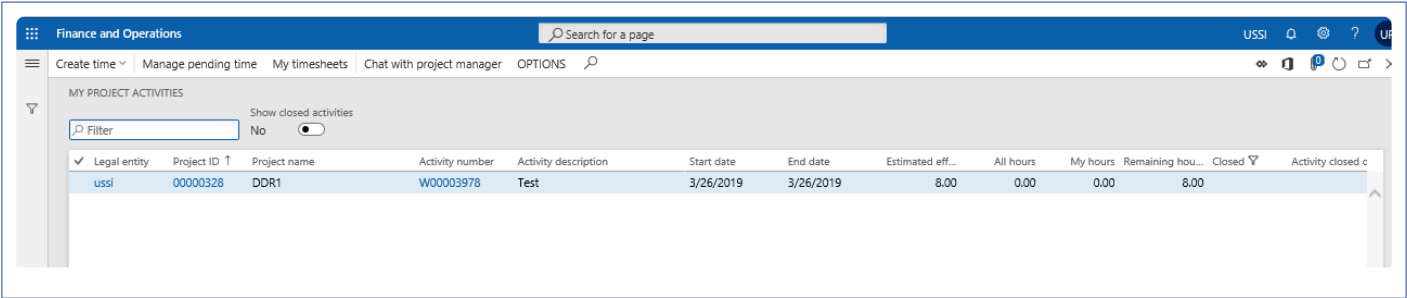
My Projects Activities form

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.



| 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 –



| 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. |

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.

Configure Auto add to favorites

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

Parameter Setup

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

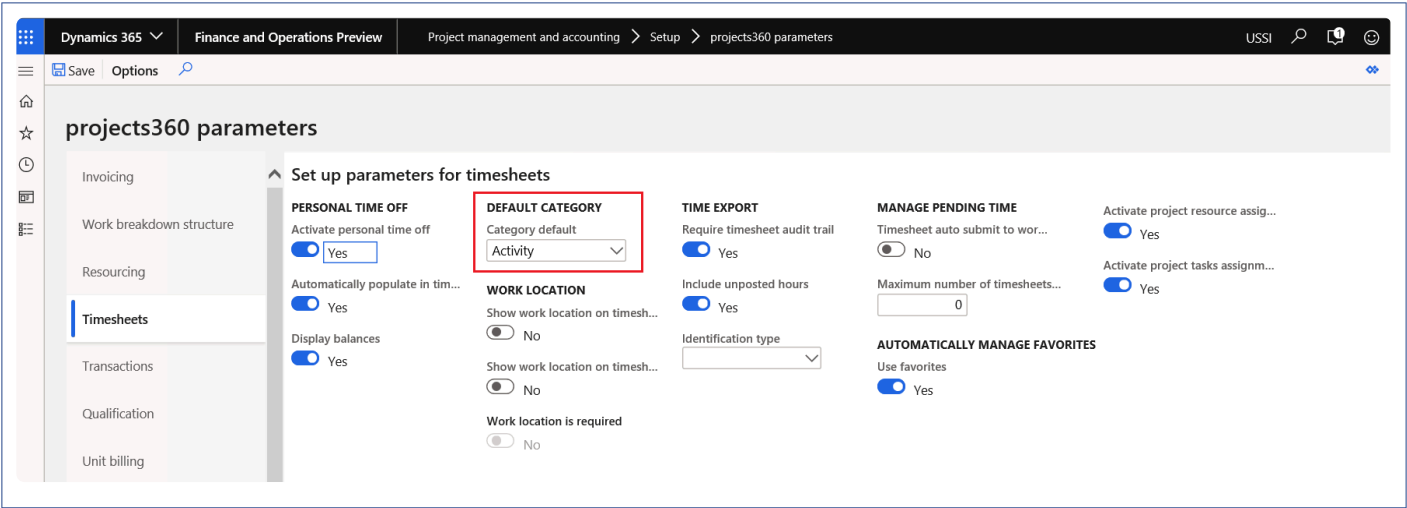
Go to *Project management and accounting > Setups > projects360 parameters > Timesheets tab*

Go to *Timesheets > Setups > Timesheet parameters > General tab*

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

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 'From activity (mandatory)', 'Category' field on 'All favorites' form gets updated whenever there is a category modification on the work breakdown structure. When the Category default is set as 'From resource', 'Category' field on 'All favorites' form gets updated from resource. |

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.
3. When the resource is assigned from the 'Resource forecast 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'.

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.

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.

Configure

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

Parameter Setup

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

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

Details of the fields, tabs and buttons available on the form are as follows

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

| Fields | Description |
|-----------------|--|
| Create Resource | Set this field to 'Yes' in order create the resource information automatically on the event of adding a new employee/worker in the system. |
| Period code | The value defined on this parameter will used as the default period code for all the new employee/workers created by automatic event. |

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

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

| Fields | Description |
|----------------|---|
| 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 | Add the domain name. This domain name will be matched with the domain of the email ID entered |

| | |
|-------------|--|
| email alias | 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. |
| Use default category | Set this field to 'Yes' in order to default category while creating the cost price for the resources in the projects module. |

Financial dimensions – “Inherit dimensions from position’ parameter helps in defaulting financial

dimensions on the employees. when employee is assigned to a primary position, then the financial dimensions from position will automatically update the employee financial dimensions and when financial dimensions are updated for any existing primary position, then the employee financial dimensions will be automatically updated from the position financial dimensions.

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.

Dynamics 365

Finance and Operations

Human resources

Workers

Employees

Save

New

Delete

As of date

Worker

Payroll

Compensation

Time

Project

Retail

General

Expense

Options

Set up

Project control

Transactions

View

Project

Retail

General

Expense

Options

Project setup

Project statements

Hour utilization

Expense

Period status

Assign approvers

Resource view

Intelligent work search

Utilization

Utilization targets

Employees

Beta User : 001238

Profile

Employment

Compensation

Competencies and development

Retail

Time registration

Worker summary

Personnel number

Middle name

Known as

Display as

Anniversary date

Office location

Rehire

Language

Personal title

Last name prefix

Personal suffix

Original hire date

Title

Office address

Address books

First name

Last name

Search name

Seniority date

Works from home

Show more fields

Addresses

Contact information

+ Add

Remove

Advanced

Description

Type

Contact number/address

Extension

Primary

email

Email address

betauser@saglobal.com

Resources list page

Beta User : 001238

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

Resource setup

Beta User

TIMESHEET

Period code: EmpWeek

Default category: Apprentice

RESOURCE SCHEDULING

Calendar: Standard

VALIDATION

Enable project validation: Yes

Enable category validation: Yes

MAXIMUM WORKING TIME

| Day | Hours |
|---------------------|-------|
| 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 and also updates email provider for the user. 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

betauser : Beta User

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

User's roles

- 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.

The screenshot displays the 'All vendors' form for a vendor named 'US SI 000103 : Beta User'. The form is organized into multiple sections, each with a tabbed interface. The 'General' section is currently active, showing various fields for identification, personal information, and contact details. The 'SALES TAX' section is highlighted with a green box, indicating the 'Sales tax group' is set to 'FL' and 'Prices include sales tax' is set to 'No'. The 'PAYMENT' section is also highlighted with a green box, showing the 'Terms of payment' as 'N10', 'Method of payment' as 'ACH', 'Payment type' as 'Electronic payment', and 'Payment specification' as 'PPD'. The 'Contact information' section shows an email address 'betauser@saglobal.com' and a 'Contact number/address' field. The 'Miscellaneous details' section shows a 'Vendor price tolerance group' and a 'Vendor exception group'. The 'Purchase order defaults' section shows a 'Purchase order type' and a 'Purchase order number'. The 'Payment' section shows a 'Payment type' and a 'Payment specification'.

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

Routing number

990000

Bank account number

CIN

SWIFT code

IBAN

Bank account type

STATUS

Active date

Expiration date

Status

Active

Cost pricing information

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

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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
 Expiration date: Never

PROCESS
 Status: Future
 Process type: Non-cyclical
 Type: Grade

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

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.

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 'projects360 parameters' setup form. The breadcrumb trail is 'Project management and accounting > Setup > projects360 parameters'. The form is titled 'Set up parameters for resourcing' and is divided into several sections:

- RESOURCING**
 - Activate resourcing enhancement... ☒ Yes
 - Resource original budget: ORIG-Res (dropdown)
 - Resource current budget: ORIG-WBS (dropdown)
 - Resource ETC budget: FORE-Res (dropdown)
 - Booking method: (dropdown)
 - Hours per day: (input field)
 - Default resourcing dates by pr... ☒ Yes
 - Activate enhanced forecast cre... ☒ Yes
- INTELLIGENT WORK SEARCH**
 - Legal entity: 10.00 (input field)
 - Role: 25.00 (input field)
 - Hours available: 25.00 (input field)
 - Skills: 25.00 (input field)
 - Education: 25.00 (input field)
 - Certificate: 25.00 (input field)
- BOOK RESOURCE MULTIPLE TIMES**
 - Book resource multiple times ☒ Yes
- DAY WEEK STARTS**
 - Day week starts: Monday (dropdown)
- UTILIZATION TARGETS**
 - Utilization target calculation met...: Working times (dropdown)
- DEFAULT FILTERS**
 - Format for date range view: Week (dropdown)
 - Show lines with zero hours ☒ Yes
 - Show soft booking lines ☒ Yes
- DEFAULT RESOURCE ROLE**
 - Timesheets ☒ Yes
 - Hour Journals ☒ Yes
- DISPLAY BOOKED HOURS**
 - Timesheet line level approval ☒ Yes

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

Resourcing –

The below set of parameters can be defined to work with projects360 feature. These parameters allows to activate and configure the feature based on the user requirement.

- **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.
- **Activate enhanced forecast creation** – When this option is selected, New role creation will open a new form to create resource forecast records.

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 –

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

Default filters –

- **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 –

- **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.

Default resource role –

- **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 hour journal lines from the resource forecast lines.

Display booked hours –

- **Timesheet line level approval** – When this parameter is marked, Booked hours will be displayed on Timesheet line level approval form.

Utilization targets –

- **Utilization target calculation method** – This parameter defines whether the utilization targets should be calculated based on the working hours for each day defined in the working times or standard work day hours configured in the calendar.

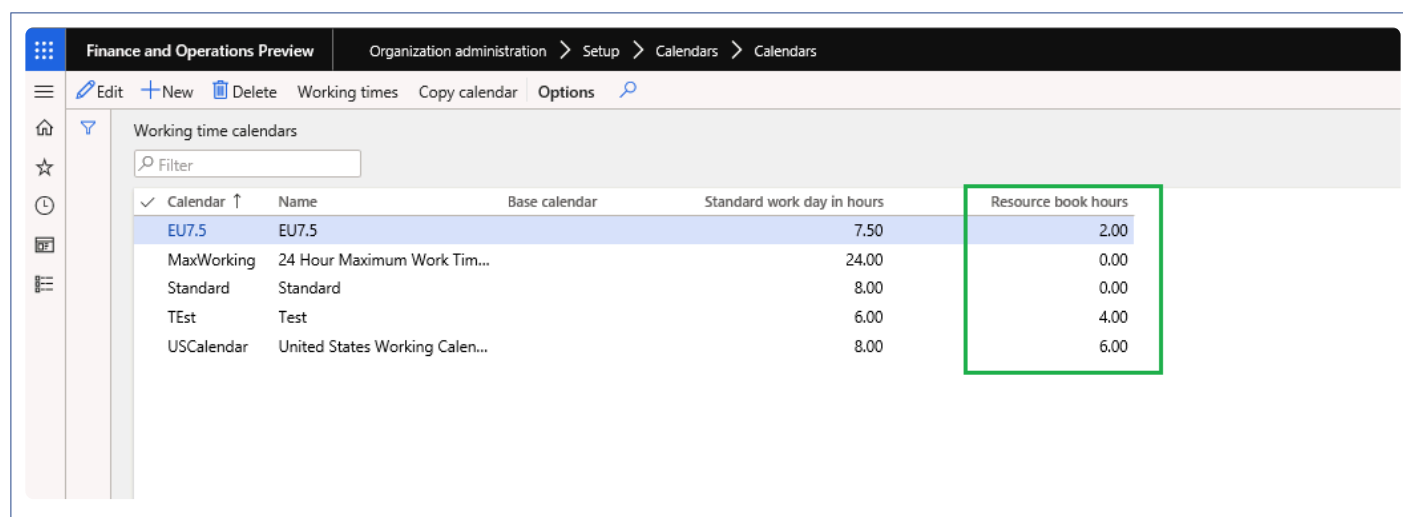
A new form was added in resource roles to look up roles apart from the specified roles; it is called the dependent roles. This form is available as a button on the setup roles form, as shown in the subsequent sections.

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:

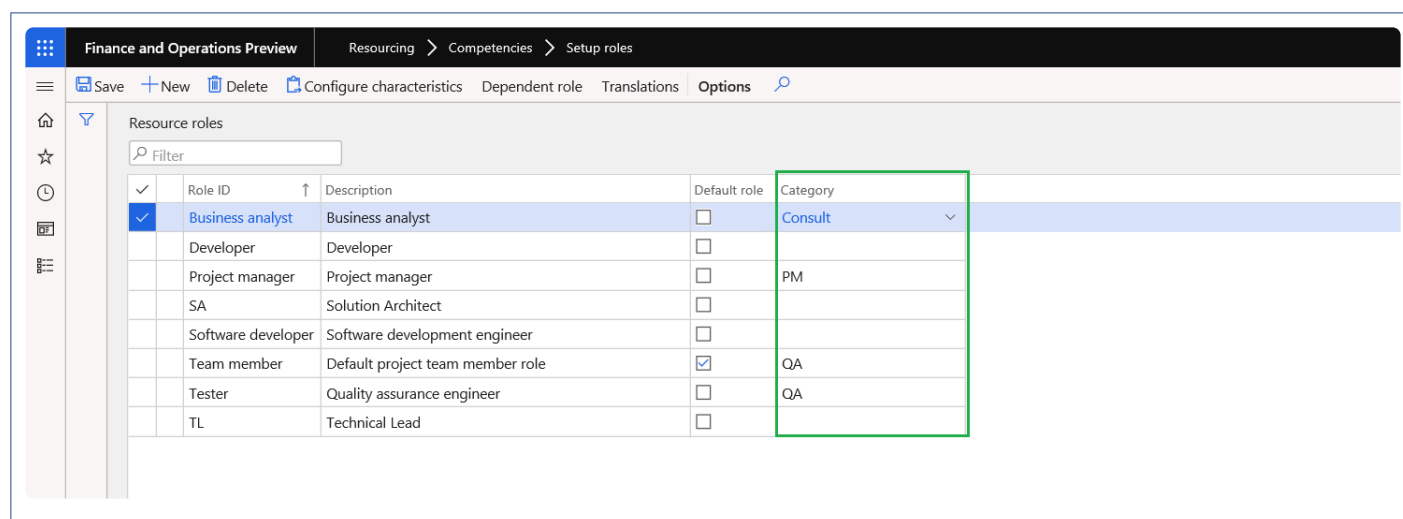
- Resource book hours – This value will default in the 'Book hours per day' on the resource forecast form. If the Resource book hours is not mentioned then value updated in Standard work hours per day will be updated.

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

Finance and Operations Preview | Resourcing > Competencies > Setup roles

Save + New Delete Configure characteristics Dependent role Translations Options

Resource roles

Filter

| ✓ | 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.

Finance and Operations Preview | Resourcing > Competencies > Setup roles

Save + New Delete Options

Dependent role | SOFTWARE DEVELOPER

Filter

| ✓ | Role ID | Description |
|---|-----------------|-------------|
| | Project manager | |

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

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 forecast

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 | ussl | 00002155 | Alpine Ski House | None | In process | |
| 00000603 | Res parent | ussl | 00000025 | Worthwhile Activity Store | None | Created | |
| 00000604 | Test 33 | ussl | 00000002 | Contoso Consulting | None | Created | |
| 00000605 | MP-SP-01 | ussl | 00000001 | City Manufacturing | None | Created | |
| 00000606 | LPA Beach Village Resort | ussl | 00002178 | Wichita Public Schools 259 | None | In process | |
| 00000607 | TestWBS | ussl | 00002179 | Alpine Ski House | None | In process | |
| 00000608 | TestWBS_01 | ussl | 00002179 | Alpine Ski House | None | In process | |
| 00000609 | TestWBS_02 | ussl | 00002179 | Alpine Ski House | None | Created | |
| 00000610 | TestWBS_03 | ussl | 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 | Standard view | 00001053: RES PARENT

Resource

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

| Project name | Legal entity | Role ID | Resource | Resource name | Activity number | Activity name | Category | FTE % | Start date |
|--------------|--------------|------------------|------------------------------|------------------------------|-----------------|---------------|----------|--------|------------|
| Res parent | USSI | Business analyst | Ann... 000... ussl | Ann Beebe | | | Consult | 100.00 | 2/18/2021 |
| Sub 001 | USSI | Project manager | Ap... 000... ussl | Appasaheb Narasannavar | | | PM | 100.00 | 2/18/2021 |
| Sub 002 | USSI | Team member | Team member 1 (USSI, 10... | Team member 1 (USSI, 10... | W00015153 | Sub 001 | QA | 100.00 | 11/30/2020 |
| Sub 003 | USSI | Developer | Developer 1 (USSI, 100,00... | Developer 1 (USSI, 100,00... | | | Consult | 100.00 | 12/7/2020 |
| Sub 004 | USSI | SA | Ale... 002... ussl | Alex Rugelis | | | Consult | 100.00 | 12/7/2020 |

Financial dimensions

BUSINESSUNIT

COSTCENTER

CUSTOMER

DEPARTMENT

LEGALENTITY

USSI

LOCATION

Contoso Consulting USA

Related information

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 estimated hours, Total estimated sales fields, Total contract hours, Total labor contract value, Total hard booked hours, Total booked cost, Total booked sales, Gross margin. Total contract hours, Total labor contract value will display values based on the Labor reporting group selected on the parameters.

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.

The screenshot displays the 'Resource forecast' interface. The top navigation bar includes 'Finance and Operations', 'Project management and accounting', 'Projects', and 'All projects'. The left sidebar shows a tree view of projects, with '00001053 | Res parent' selected. The main area is titled 'Resource forecast | Standard view | 00001053 : RES PARENT'. Below this, the 'Resource' section contains a table with columns: Project name, Legal entity, Role ID, Resource, Resource name, Activity number, Activity name, Category, FTE %, and Start date. The table lists several roles, including 'Res parent', 'Sub 001', and 'Sub 02'. The 'Res parent' role is highlighted. Below the table, the 'Financial dimensions' section contains dropdown menus for BUSINESSUNIT (078), COSTCENTER, CUSTOMER, DEPARTMENT (028), LEGALENTITY (USSI), and LOCATION (Contoso Consulting USA).

| Project name | Legal entity | Role ID | Resource | Resource name | Activity number | Activity name | Category | FTE % | Start date |
|--------------|--------------|------------------|--------------------|------------------------------|-----------------|---------------|----------|--------|-------------|
| Res parent | USSI | Business analyst | Ann... 000... ussi | Ann Beebe | | | Consult | 100.00 | 2/18/2021 |
| Res parent | USSI | Tester | | Tester 1 (USSI, 0.00%) | | | QA | 100.00 | 11/30/20... |
| Sub 001 | USSI | Project manager | Ap... 000... ussi | Appasaheb Narasannavar | | | PM | 100.00 | 2/18/2021 |
| Sub 001 | USSI | Team member | | Team member 1 (USSI, 10... | W00015153 | Sub 001 | QA | 100.00 | 11/30/2020 |
| Sub 02 | USSI | Developer | | Developer 1 (USSI, 100.00... | | | Consult | 100.00 | 12/7/2020 |

Financial dimensions

BUSINESSUNIT: 078 | Edinburgh

COSTCENTER: |

CUSTOMER: |

DEPARTMENT: 028 | Client Services

LEGALENTITY: USSI | Contoso Consulting USA

LOCATION: |

- When the “Activate enhanced forecast creation” parameter is marked, ‘New role’ button opens a new form where the user can enter the details to create new forecast record.

The screenshot shows the 'New role' dialog box in the projects360 software. The dialog is open over a resource forecast table. The 'New role' form contains the following fields:

- Project ID: 00001053
- Legal entity: USSI
- Role ID: Junior analyst
- Resource: [empty]
- Activity number: [empty]
- Activity name: [empty]
- Category: PM
- Start date: 8/1/2021
- End date: 10/31/2021
- Estimated effort: 50.00

Buttons for 'Create' and 'Cancel' are located at the bottom right of the dialog.

- 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.
- Copy to project – This option will be used to move the resource forecast records to other projects.

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 estimated hours – Displays the sum of the Estimated effort total hours from the lines.
- Total estimated sales – Displays the total value of the sales amount.
- Total hard booked hours – Displays total hard booked hours for all the projects in the hierarchy.
- Total booked cost – Displays total booked cost amount for hard booked hours.
- Total booked sales – Displays total booked sales amount for hard booked hours.
- Gross margin – Displays gross margin for the project.

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.

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

Save | Project view | Intelligent resource fulfilment | Resource view | Options

Resource forecast | Standard view | 00001053 : RES PARENT

Filter

Projects

- 00001053 | Res parent
 - 00001053.01 | Sub 01
 - 00001053.02 | Sub 02

| Project name | Legal entity | Role ID | Resource | Resource name | Activity number | Activity name | Category | FTE % | Start date | Er |
|--------------|--------------|--------------------|---------------------|--------------------------------|-----------------|---------------|----------------|--------|------------|------|
| Res parent | USSI | Business analyst | Ann... 000... ussi | Ann Beebe | | | Consult | 100.00 | 2/18/2021 | 2/28 |
| Res parent | USSI | Tester | | Tester 1 (USSI, 0.00%) | | | QA | 100.00 | 11/30/2020 | 8/31 |
| Sub 001 | USSI | Project manager | Ap... 000... ussi | Appasaheb Narasannavar | | | PM | 100.00 | 2/18/2021 | 2/25 |
| Sub 001 | USSI | Team member | | Team member 1 (USSI, 10... | W00015153 | Sub 001 | QA | 100.00 | 11/30/2020 | 12/1 |
| Sub 002 | USSI | Developer | | Developer 1 (USSI, 100.00... | | | Consult | 100.00 | 12/7/2020 | 12/3 |
| Sub 002 | USSI | SA | Ale... 002... ussi | Alex Rugellis | | | Consult | 100.00 | 12/7/2020 | 12/1 |
| Sub 002 | USSI | Business analyst | Ann... 000... ussi | Ann Beebe | | | Consult | 100.00 | 2/18/2021 | 2/28 |
| Sub 002 | USSI | Project manager | BBKK 003... ussi | BBKK | | | Electric Co... | 100.00 | 7/1/2021 | 7/30 |
| Sub 002 | USSI | Business analyst | | Business analyst 1 (USSI, ... | | | Consult | 100.00 | 12/7/2020 | 12/2 |
| Sub 002 | USSI | Tester | Carl... 000... ussi | Carlos Carvalho | | | QA | 100.00 | 11/30/2020 | 12/9 |
| Sub 002 | USSI | Developer | | Developer 1 (USSI, 100.00... | | | Consult | 100.00 | 12/7/2020 | 12/2 |
| Sub 002 | USSI | Functional Trainer | | Functional Trainer 1 (USSI,... | | | Doc | 100.00 | 7/15/2021 | 7/31 |
| Sub 002 | USSI | Project manager | | Project manager 1 (USSI, ... | | | PM | 100.00 | 12/7/2020 | 12/3 |



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.

ORIG-WBS : 3/7/2020

General ledger preview

Filter

Overview General Financial dimensions Utilization type transactions Transaction group

| ✓ 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:

- Project name – Displays project name of the project.
- 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. Role ID lookup displays role ID description also.
- 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.
- Resource name – Displays the resource name of 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.

- Booking type – Displays booking type of the resource.
- Cost price – Cost price of the resource forecast booking line.
- Sales price – Sales price of the resource forecast booking line.
- Booked cost amount – Displays booked cost amount.
- Booked sales amount – Displays booked sales amount.

Finance and Operations

Project management and accounting > Projects > All projects

Save

Project view

Intelligent resource fulfillment

Resource view

Options

USSI

Resource forecast | Standard view

00001053 : RES PARENT

Resource

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

| Project name | Legal entity | Role ID | Resource | Resource name | Activity number | Activity name | Category | FTE % | Start date | End date | Estimated effort | Book hours per day | Booked hours | Booking type | Cost price | Sales price | Booked cost amount | Booked sales amount |
|--------------|--------------|----------------|----------------|---------------------|-----------------|---------------|--------------|--------|------------|------------|------------------|--------------------|--------------|--------------|------------|-------------|--------------------|---------------------|
| Res parent | USSI | Business... | A... 0... ussi | Ann Beebe | | | Cons... | 100.00 | 2/18/2020 | 2/28/2021 | 15.00 | 7.50 | 52.50 | Hard | 100.00 | 150.00 | 5,250.00 | 7,875.00 |
| Res parent | USSI | Tester | | Tester 1 (USSI ... | | | QA | 100.00 | 11/30/2020 | 8/31/2021 | 0.00 | 8.00 | 0.00 | | 175.00 | 0.00 | 0.00 | 0.00 |
| Sub 001 | USSI | Project ma... | A... 0... ussi | Appasaheb Nar... | | | PM | 100.00 | 2/18/2021 | 2/25/2021 | 10.00 | 8.00 | 58.00 | Hard | 200.00 | 150.00 | 11,600.00 | 8,700.00 |
| Sub 001 | USSI | Team mem... | | Team member ... | W00015153 | Sub 001 | QA | 100.00 | 11/30/2020 | 12/17/2020 | 10.00 | 7.00 | 0.00 | | 175.00 | 0.00 | 0.00 | 0.00 |
| Sub 02 | USSI | Developer | | Developer 1 (U... | | | Consult | 100.00 | 12/7/2020 | 12/31/2020 | 15.00 | 7.00 | 133.00 | Hard | 100.00 | 0.00 | 13,300.00 | 0.00 |
| Sub 002 | USSI | SA | A... 0... ussi | Alex Rugellis | | | Consult | 100.00 | 12/7/2020 | 12/16/2020 | 20.00 | 8.00 | 0.00 | | 50.00 | 0.00 | 0.00 | 0.00 |
| Sub 002 | USSI | Business a... | A... 0... ussi | Ann Beebe | | | Consult | 100.00 | 2/18/2021 | 2/28/2021 | 25.00 | 7.50 | 0.00 | | 100.00 | 150.00 | 0.00 | 0.00 |
| Sub 002 | USSI | Project ma... | B... 0... ussi | BBKK | | | Electric ... | 100.00 | 7/1/2021 | 7/30/2021 | 0.00 | 2.00 | 0.00 | | 0.00 | 150.00 | 0.00 | 0.00 |
| Sub 002 | USSI | Business a... | | Business analys... | | | Consult | 100.00 | 12/7/2020 | 12/23/2020 | 0.00 | 7.00 | 0.00 | | 100.00 | 0.00 | 0.00 | 0.00 |
| Sub 002 | USSI | Tester | C... 0... ussi | Carlos Canvallo | | | QA | 100.00 | 11/30/2020 | 12/9/2020 | 0.00 | 8.00 | 0.00 | | 175.00 | 0.00 | 0.00 | 0.00 |
| Sub 002 | USSI | Developer | | Developer 1 (U... | | | Consult | 100.00 | 12/7/2020 | 12/23/2020 | 30.00 | 7.00 | 91.00 | Hard | 100.00 | 0.00 | 9,100.00 | 0.00 |
| Sub 002 | USSI | Functional ... | | Functional Train... | | | Doc | 100.00 | 7/15/2021 | 7/31/2021 | 35.00 | 8.00 | 0.00 | | 80.00 | 150.00 | 0.00 | 0.00 |
| Sub 002 | USSI | Project ma... | | Project manage... | | | PM | 100.00 | 12/7/2020 | 12/31/2020 | 40.00 | 7.00 | 133.00 | Soft | 200.00 | 0.00 | 26,600.00 | 0.00 |

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 forecasts – Open in excel option

An option is provided to the users to open the resource forecast records through open in excel options for add/update the bulk forecast records.

AutoSave Off

PMIPResourceForecastsExcelTemplate_637557108348734853.xlsx - Excel

Usha R.

FileHomeInsertPage LayoutFormulasDataReviewViewHelpTeamTable Design

Clipboard

Font

Alignment

Number

Styles

Cells

Editing

Analysis

Sensitivity

Share

Comments

L11

50

| | A | B | C | D | E | F | G | H | I | J | K | L | M |
|----|------|------------|--------------|--------------------|-------------|----------------------|----------|----------|------------|------------|----------|-----------------|--------------------|
| 1 | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | |
| 5 | Line | Project ID | Legal entity | Role ID | Resource ID | Resource name | Activity | Category | FTE % | Start date | End date | Estimate effort | Book hours per day |
| 6 | 1 | 00001201 | USSI | Tester | 000433 | Daniel Roman | QA | 100 | 2021-08-01 | 2021-09-30 | 25 | 8 | |
| 7 | 2 | 00001201 | USSI | Software developer | 000402 | Adam Carter | Consult | 50 | 2021-04-01 | 2021-04-21 | 100 | 3.5 | |
| 8 | 3 | 00001201 | USSI | Software developer | 000635 | Adam Thomas | Design | 88 | 2021-04-01 | 2021-04-24 | 0 | 7 | |
| 9 | 4 | 00001201 | USSI | Developer | 000095 | Aaren Ekelund | DRec | 100 | 2021-04-16 | 2021-04-23 | 50 | 8 | |
| 10 | 5 | 00001201 | USSI | Project manager | 000738 | Appasaheb Narasannav | PM | 100 | 2021-04-16 | 2021-04-23 | 50 | 8 | |
| 11 | 6 | 00001201 | GBSI | Project manager | 000738 | Appasaheb Narasannav | PM | 100 | 2021-04-16 | 2021-04-23 | 50 | 8 | |
| 12 | 7 | 00001201 | USSI | Business analyst | 000362 | Christa Preston | PM | 100 | 2021-04-16 | 2021-04-23 | 50 | 8 | |
| 13 | 8 | 00001201 | USSI | Team member | 000418 | Katie Jordan | QA | 100 | 2021-05-08 | 2021-06-07 | 77 | 8 | |
| 14 | 9 | 00001201 | USSI | Team member | | Team member 1 (USSI) | QA | 100 | 2021-04-22 | 2021-04-30 | 10 | 8 | |
| 15 | | | | | | | | | | | | | |
| 16 | | | | | | | | | | | | | |

Microsoft Dynamics

Data Connector

Usha Ravindra Rao

Source: Resource forecast

Field: Estimate efforts

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 | New role | Book | Project view | Options

Filter by financial dimension

Filter

Ann Beebe
Business analyst
ussi

Anna Bedecs
Business analyst
ussi

Appasaheb Narasannavar
gbsi

Appasaheb Narasannavar
Project manager
ussi

Appasaheb Narasannavar ...
ussi

Arlene Huff
Developer
ussi

Armando Pinto
Quality assurance engineer
ussi

My view (1) ▾

Resource view

Start date: 2/2/2022 | Format for date range view: Week | Show lines with zero hours: Yes | Show soft booking lines: No

Resource summary

| Summary | Jan 31 | Feb 07 | Feb 14 | Feb 21 | Feb 28 | Mar 07 | Mar 14 |
|--------------|--------|--------|--------|--------|--------|--------|--------|
| Hard booked | 19.00 | 5.00 | 6.00 | 10.00 | 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 | 40.00 | 40.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Remaining | 21.00 | 35.00 | 34.00 | -10.00 | 0.00 | 0.00 | 0.00 |

Resource booking

| | Customer name | Parent Project | Project ID | Project name | Company | Name | Booking type | Jan 31 |
|--|---------------------------|------------------------|----------------|------------------------|---------|-----------|--------------|--------|
| | City Manufacturing | City Manufacturing 001 | 00000001 | City Manufacturing 001 | ussi | Ann Beebe | Hard | 5.00 |
| | City Manufacturing | City Manufacturing 001 | 00000001-10 | Phase 1 | ussi | Ann Beebe | Hard | 10.00 |
| | City Manufacturing | TestProject | 00000848 | TestProject | ussi | Ann Beebe | Hard | 4.00 |
| | Worthwhile Activity Store | Res parent | 00001053 | Res parent | ussi | Ann Beebe | Hard | |
| | Worthwhile Activity Store | Res parent | 00001053.02.01 | Sub 002 | ussi | Ann Beebe | 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.
- Navigation button: Navigation button helps to switch the period on the resource view form

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.

- Customer name – displays the customer name for the associated project record. The display of this field is based on quick project search configuration.
- Parent project – displays the root project id for the associated project record. The display of this field and field name is based on quick project search configuration.
- 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.

The resource view form can be filtered by financial dimensions through the Filter by financial dimension button.

The screenshot displays the 'Resource view' form. On the left, a sidebar lists resources: Alex Rugelis (Solution Architect), Ann Beebe (Business analyst), Appasaheb Narasannavar (Project manager), BBKK (Project manager), and Carlos Carvallo (Quality assurance engineer). The main area is titled 'Resource view | Classic view | 00001053 : ANN BEEBE'. It includes a 'Filter by financial dimension' button and a 'Filter' input field. Below this is a 'Resource summary' table showing hours for various dates (Aug 02, Aug 09, Aug 16, Aug 23) for Hard booked, Soft booked, Target hours, and Remaining. The 'Resource booking' table below it shows a single booking for Project ID 00001086, Project name AR T&M, Company ussi, Name Alex Rugelis, and Booking type Hard. On the right, the 'Resource dimension filter' panel contains dropdown menus for BusinessUnit, Location, CostCenter, Project, Customer, ProjectContract, Department, Vendor, LegalEntity, and Worker. At the bottom right are 'OK' and 'Cancel' buttons.

| Summary | Aug 02 | Aug 09 | Aug 16 | Aug 23 |
|--------------|--------|--------|--------|--------|
| Hard booked | 35.00 | 35.00 | 35.00 | 35.00 |
| Soft booked | 0.00 | 0.00 | 0.00 | 0.00 |
| Target hours | 36.00 | 36.00 | 36.00 | 36.00 |
| Remaining | 1.00 | 1.00 | 1.00 | 1.00 |

| Project ID | Project name | Company | Name | Booking type |
|------------|--------------|---------|--------------|--------------|
| 00001086 | AR T&M | ussi | Alex Rugelis | Hard |

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

New role – Once the user clicks on this button, New role gets created on the resource forecast form.

Book button – Once the user clicks on this button Hard book and Soft book hours are booked for the resource.

Project view button – Once the user clicks on this button, Project view form will be opened for a particular resource.

Project View

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

This form can be launched from:

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

Project view | My view | 00001053 : RES PARENT

Start date: 8/3/2021 | Format for date range view: Week | Show lines with zero hours: Yes | Show soft booking lines: Yes

| | Aug 02 | Aug 09 | Aug 16 | Aug 23 | Aug 30 | Sep 06 |
|-------------|--------|--------|--------|--------|--------|--------|
| Summary | | | | | | |
| Hard booked | 15.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Soft booked | 10.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

| | Project name | Legal entity | Role ID | Resource name | Booking type | Aug 02 | Aug 09 | Aug 16 | A |
|------------|--------------|------------------|------------------------|---------------|--------------|--------|--------|--------|---|
| Res parent | USSI | Business analyst | Ann Beebe | Hard | | | | | |
| Res parent | USSI | Business analyst | Ann Beebe | Soft | 10.00 | | | | |
| Res parent | USSI | Tester | Tester 1 (USSI, 0.00%) | Hard | 15.00 | | | | |
| Res parent | USSI | Tester | Tester 1 (USSI, 0.00%) | Soft | | | | | |

Related information

Booking totals

| | |
|-------------------------|------------|
| Total hard booked hours | 349.50 |
| Total booked cost | 41,875.00 |
| Total booked sales | 16,575.00 |
| Gross margin | -25,300.00 |

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.
- Navigation button: Navigation button helps to switch the period on the resource view form

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.

The project view form can be filtered through button Filter by financial dimension. All the active dimensions get displayed for user to filter the projects with financial dimension. When the projects are filtered by the financial dimension, data on the parent project will not be rolled up.

The screenshot displays the 'Project view' form in the projects360 application. The interface includes a breadcrumb trail: Finance and Operations > Project management and accounting > projects360 > Project resources > Project view. A 'Filter by financial dimension' button is highlighted in the top left. The main area is divided into three sections: a project hierarchy tree on the left, a 'Project summary' table in the center, and a 'Resource booking' table at the bottom. The 'Project summary' table shows data for 'Hard booked' hours and costs. The 'Resource booking' table lists resources assigned to projects. A 'Project dimension filter' dialog box is open on the right, providing a way to filter data by various dimensions such as BusinessUnit, LegalEntity, CostCenter, Project, Customer, ProjectContract, Department, Vendor, EmployeeTypes, and Worker. The 'OK' and 'Cancel' buttons are visible at the bottom right of the dialog.

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

- Total hard booked hours – Displays total hard booked hours for all the projects in the hierarchy.
- Total booked cost – Displays total booked cost amount for hard booked hours.
- Total booked sales – Displays total booked sales amount for hard booked hours.
- Gross margin – Displays gross margin for the project.

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

Update role: ☐ Legal entity ☒ USSi Filter by financial dimension

| Role | Customer name | Parent Project | Project ID | Project name | FTE % | Start d... | End date | Hours required |
|-----------------|---------------------------|------------------------|------------|----------------------|--------|------------|------------|----------------|
| Tester | City Manufacturing | City Manufacturing 001 | 00000001 | City Manufacturi... | 100.00 | 1/1/2016 | 3/30/2016 | 10.00 |
| Tester | City Manufacturing | Reporting Project | 00000112 | Reporting Project | 100.00 | 1/15/2016 | 12/31/2021 | 300.00 |
| Project manager | District Mall | Move resourcing dates | 00000999 | Move resourcin... | 100.00 | 12/1/2019 | 12/31/2019 | 100.00 |
| TL | Contoso Consulting | Demo - projects360 | 00000717 | Demo - projects... | 20.00 | 4/7/2020 | 4/30/2020 | 20.00 |
| Project manager | Contoso Consulting | Demo - projects360 | 00000717 | Demo - projects... | 100.00 | 4/7/2020 | 4/29/2020 | 50.00 |
| Developer | Worthwhile Activity Store | Utilization No ledger | 00000753 | Utilization No le... | 100.00 | 5/21/2020 | | 6.00 |

Resource

Assign resource: ☐ Legal entity ☒ ussi Filter by financial dimension

| Role | Resource | Hours available | Match (in %) | Match scores |
|--------|------------------|-----------------|--------------|--------------|
| Tester | Corinna Bolender | 0 | 81.48 | 110.00 |
| Tester | David Johnson | 0 | 81.48 | 110.00 |
| Tester | Janet Schorr | 0 | 81.48 | 110.00 |
| Tester | Jelle Visser | 0 | 81.48 | 110.00 |

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.
- Customer name – displays the customer name for the associated project record. The display of this field is based on quick project search configuration.
- Parent project – displays the root project id for the associated project record. The display of this field and field name is based on quick project search configuration.
- 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.
- Filter by financial dimension button – Can filter projects by project financial dimension.

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.
- Update role – When the user clicks on this button a new form opens where the role can be defined to update on the existing record.

- Filter by financial dimension – Can filter the resources by resource financial dimension.

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

Filter by financial dimension

| Legal entity | Role | Resource |
|--------------|--------------------|---------------|
| ussl | Developer | Aaren Ekelund |
| ussl | Team member | Aaron Con |
| ussl | Software developer | Aaron Con |
| ussl | Developer | Aaron Painter |
| ussl | Team member | Adam Carter |
| ussl | Test | Adam Carter |

Project

Assign project Filter by financial dimension

| Legal entity | Role | Project ID | Project name | FTE % | Start date | End date | Hours available | Match ... |
|--------------|-----------|------------|--------------------|-------|------------|------------|-----------------|-----------|
| GBSI | Developer | 00001100 | Project-RSAT_16... | 50.00 | 8/1/2020 | 8/31/2020 | 168 | 100.00 |
| USSI | Developer | 00000940 | Contoso Consult... | 18.52 | 11/2/2020 | 1/22/2021 | 436 | 99.85 |
| USSI | Developer | 00000940 | Contoso Consult... | 18.94 | 10/26/2020 | 1/15/2021 | 432 | 99.70 |
| USSI | Developer | 00000940 | Contoso Consult... | 20.83 | 10/19/2020 | 1/8/2021 | 432 | 99.70 |
| USSI | Developer | 00000940 | Contoso Consult... | 51.47 | 11/2/2020 | 12/4/2020 | 196 | 99.67 |
| USSI | Developer | 00000943 | Cter consulting | 37.04 | 10/13/2020 | 11/23/2020 | 232 | 99.44 |

Related information

- 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
- Filter by financial dimension button – Can filter resource by resource financial dimension.

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.
- Filter by financial dimension button – Can filter projects by project financial dimension.
- Match score button – Similar to what in the Intelligent resource fulfilment form.

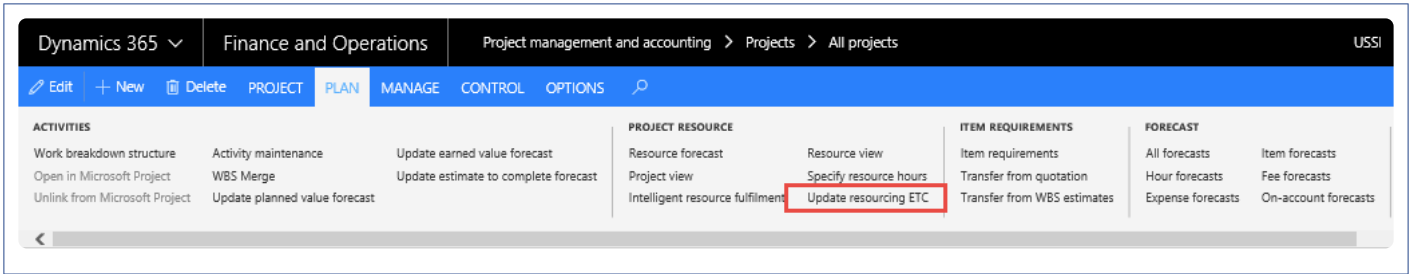
Periodic Process

✳ 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

Run in the background

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

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', 'Project management and accounting', and 'Resource management'. The left sidebar contains a 'Summary' section with eight tiles: 'Resource list' (133), 'Intercompany resource list' (43), 'Intelligent resource fulfillment', 'My resource view' (3), 'Planned resource' (10), 'Named resource' (31), 'My resource list' (6), and 'My employee missing timesheet' (940). The main area shows a 'List' view of resources. A filter is applied to 'Resource role'. The table lists resources with columns: Resource name, Resource ID, Sales price, Cost price, Worker type, Calendar, and Period types.

| 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 |
| Ariene 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 Carvallo | 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

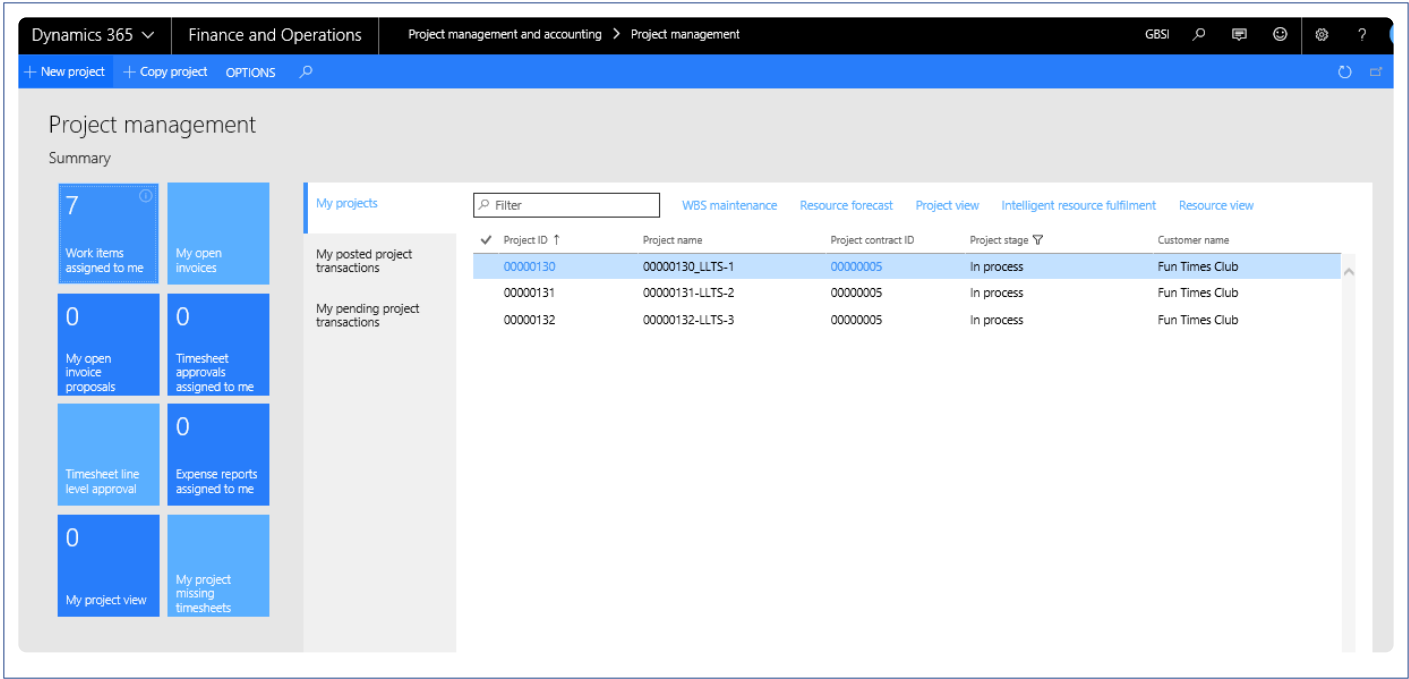
- Resource role: takes you to the form where the list of resources along with the resource ID and role is displayed. It also has the sales price, cost price, worker type, calendar, period types, and source legal entity.
- The buttons available on the resource role section are:
 - Resource role: to create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

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

+ Invoice proposal + Adjustments + Purchase orders OPTIONS

Project status

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

Summary

Manage WBS

Activity maintenance

Project budget

Open invoices

Project view

Details

Hour transactions

Expense transactions

Item transactions

Fee transactions

On-account transactions

Assign resources

Assign categories

Column display: Price Invoice status: All

| 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.

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

US\$ | Search | Help | Settings | ?

+ New timesheet + New Expense Report + New PTO request + New purchase requisition OPTIONS

Project tasks

Summary

7
Work items assigned to me

0
My open activities

22
My draft timesheets

2
My draft PTO request

181
My late timesheets

1
My resourcing assignments

0
My open requisition

My timesheets

My approvers

My expense reports

My PTO requests

My requisition

All expense reports

Filter

Show My timesheets in current peri...

| 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 |

Links & Help

Time Management

[Approval out of office delegation](#)

[Open in PSA](#)

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

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.

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*

The screenshot displays the 'projects360 parameters' configuration page under the 'Transactions' tab. The left sidebar lists navigation options: Invoicing, Simple adjustments, Work breakdown structure, Resourcing, Timesheets, Transactions (selected), Qualification, and Billing schedule. The main content area is titled 'Set up parameters for transactions' and contains several sections:

- SUBCONTRACTOR RECONCILIATION** (highlighted with a red box):
 - Activate subcontractor timesheet... ☒ Yes
 - Activate subcontractor expenses... ☒ Yes
 - Reconciliation difference threshold:
- PRICING ENHANCEMENT**:
 - Activate pricing enhancements ☒ Yes
- REVENUE RECOGNITION SCHEDULE**:
 - Activate revenue recognition s... ☒ Yes
- DIMENSION INHERITANCE**:
 - Custom project dimension:
- AUTOMATIC TRANSACTIONS**:
 - Activate automatic transactions ☒ Yes
 - Expense journal name:
 - Fee journal name:



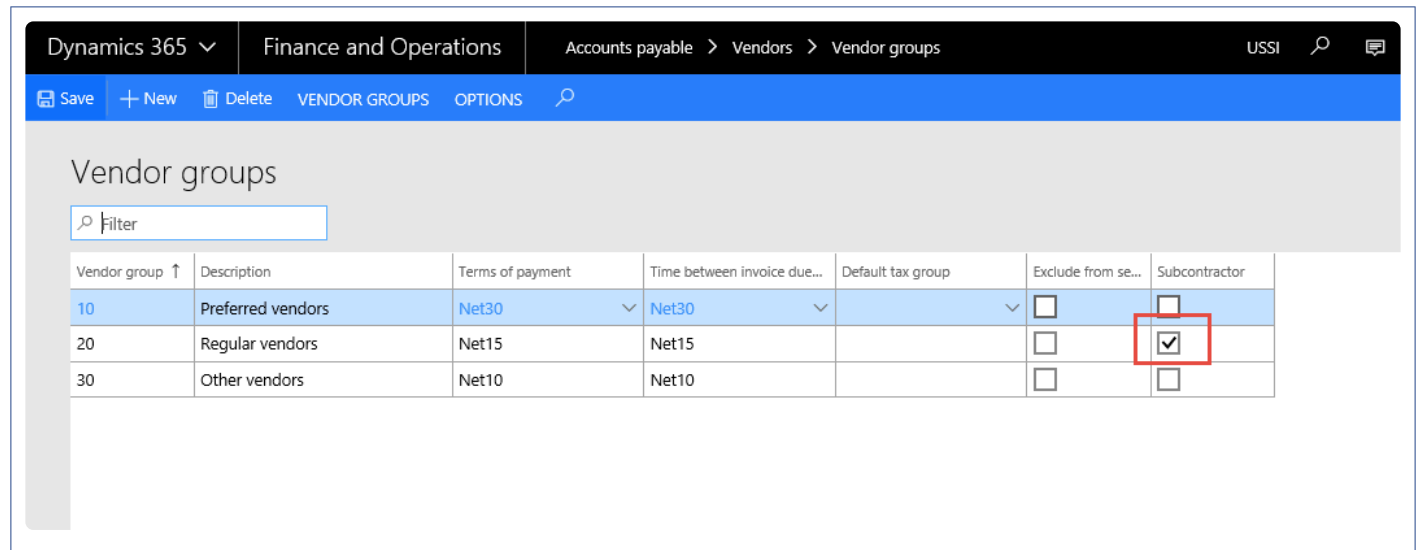
Note – If any one of the check boxes are selected, the subcontractor reconciliation feature will be enabled. Based on the selection of checkboxes, the transaction types available for reconciliation will be restricted.

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.

Define “Reconciliation difference threshold” field to process the reconciliation which will allow a difference equal either to positive or negative “Reconciliation difference threshold” amount value.

Setup Vendor Groups for SubContractors

Go to *Accounts payable > Vendors > Vendor groups*



Dynamics 365 | Finance and Operations | Accounts payable > Vendors > Vendor groups | USSI

Save | + New | Delete | VENDOR GROUPS | OPTIONS

Vendor groups

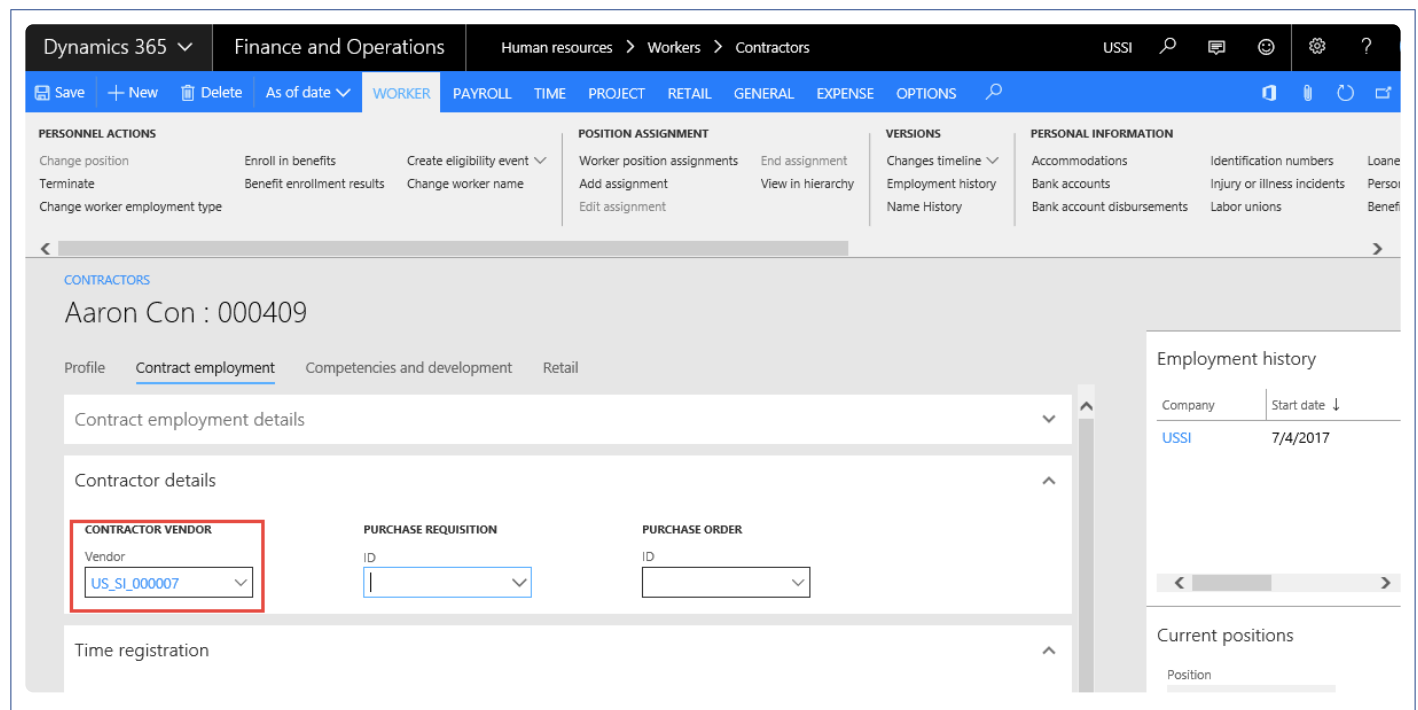
Filter

| 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.*



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

Save | + New | Delete | As of date | WORKER | PAYROLL | TIME | PROJECT | RETAIL | GENERAL | EXPENSE | OPTIONS

PERSONNEL ACTIONS
 Change position | Enroll in benefits | Create eligibility event
 Terminate | Benefit enrollment results | Change worker name
 Change worker employment type

POSITION ASSIGNMENT
 Worker position assignments | End assignment
 Add assignment | View in hierarchy
 Edit assignment

VERSIONS
 Changes timeline
 Employment history
 Name History

PERSONAL INFORMATION
 Accommodations | Identification numbers | Loans
 Bank accounts | Injury or illness incidents | Personal benefits
 Bank account disbursements | Labor unions

CONTRACTORS
 Aaron Con : 000409

Profile | Contract employment | Competencies and development | Retail

Contract employment details

Contractor details

CONTRACTOR VENDOR
 Vendor: US_SI_000007

PURCHASE REQUISITION
 ID:

PURCHASE ORDER
 ID:

Time registration

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.

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 Dynamics 365 Finance and Operations interface. The breadcrumb trail is 'Accounts payable > Invoices > Invoice journal'. The 'Functions' menu is open, showing options like 'Post and transfer', 'Delete journal lines', 'Select voucher template', 'Save voucher template', and 'Subcontractor reconciliation'. The 'Subcontractor reconciliation' option is highlighted. In the table below, the 'Subcontractor reconciliation' checkbox is also highlighted.

| Account | Account name | Date | 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 Dynamics 365 Finance and Operations interface. The breadcrumb trail is 'Accounts payable > Invoices > Invoice journal'. The 'Subcontractor reconciliation' form is open. The 'TRANSACTION TYPE' dropdown is open, showing options like 'All', 'Hours', and 'Expense'. The 'All' option is selected.

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 | | OTHERS | | AMOUNTS | | TRANSACTION TYPE | |
|-----------|--|------------|--|-------------------------------|----------|------------------|--|
| From date | | Project ID | | Invoice excluding tax | 1,000.00 | Expense | |
| To date | | Contractor | | Remaining amount to reconcile | 1,000.00 | | |

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.

Report



This section 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

▼

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 |

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.

Daily timesheet

projects360 introduces a new feature, which allows users to quickly enter time on daily basis and submit. This new form provides insight of pending time and submitted time where user can change the timesheet period and look at the time information on daily basis. User has a flexibility to create overtime lines and copy options. This feature controlled through a parameter..

Configure daily timesheet

✿ To start using Daily timesheet entry feature, user needs to perform specific setups. This section details the configuration process.

Parameter Setup

On projects360 parameter form, under Timesheets tab, a new parameter “Activate daily timesheet entry” has been introduced to enter daily timesheet and submit the timesheets. User needs to set the ‘Activate daily timesheet entry’ field value to ‘Yes’ in order to use this feature.

Go to *Project management and accounting > Setups > projects360 parameters > Timesheets*

The screenshot displays the 'Set up parameters for timesheets' configuration page. The left sidebar shows the navigation menu with 'Timesheets' selected. The main content area is divided into several sections:

- PERSONAL TIME OFF**: Includes 'Activate personal time off' (Yes), 'Automatically populate in tim...' (Yes), 'Display balances' (Yes), and 'ANNUAL HOLIDAYS' (Activate annual holidays: Yes, Allow timesheet line manual u...: Yes).
- WORK LOCATION**: Includes 'Show work location on timesh...' (Yes), 'Show work location on timesh...' (Yes), 'Show Work Location on Journals' (Yes), 'Show work location on timesh...' (Yes), 'Work location is required' (No), and 'Show work location on pendin...' (Yes).
- MANAGE PENDING TIME**: Includes 'Timesheet auto submit to wor...' (Yes), 'Maximum number of timesheets ...' (0), and 'COMMENTS FOR PENDING TIME' (External comment is required: No, Internal comment is required: No).
- COMMENTS FOR TIMESHEET**: Includes 'External comment is required' (No), 'Internal comment is required' (No), and 'Show comments on transactions' (Yes).
- DEFAULT CATEGORY**: Includes 'Category default' (Standard logic).
- DAILY TIMESHEET** (highlighted with a green box): Includes 'Activate daily timesheet entry' (Yes) and 'Show line property' (Yes).
- TIME CARD**: Includes 'Activate time card entry' (Yes), 'Start time required for breaks' (No), 'Duration required for breaks' (Yes), 'Default time out' (17:30:00), and 'Default time in' (09:00:00).

| Fields | Description |
|--------------------------------|--|
| Activate daily timesheet entry | When this check box is enabled, user can enter daily timesheets. |
| Show line property | When this check box is enabled, Line property field will be displayed on the daily timesheet entry form. |

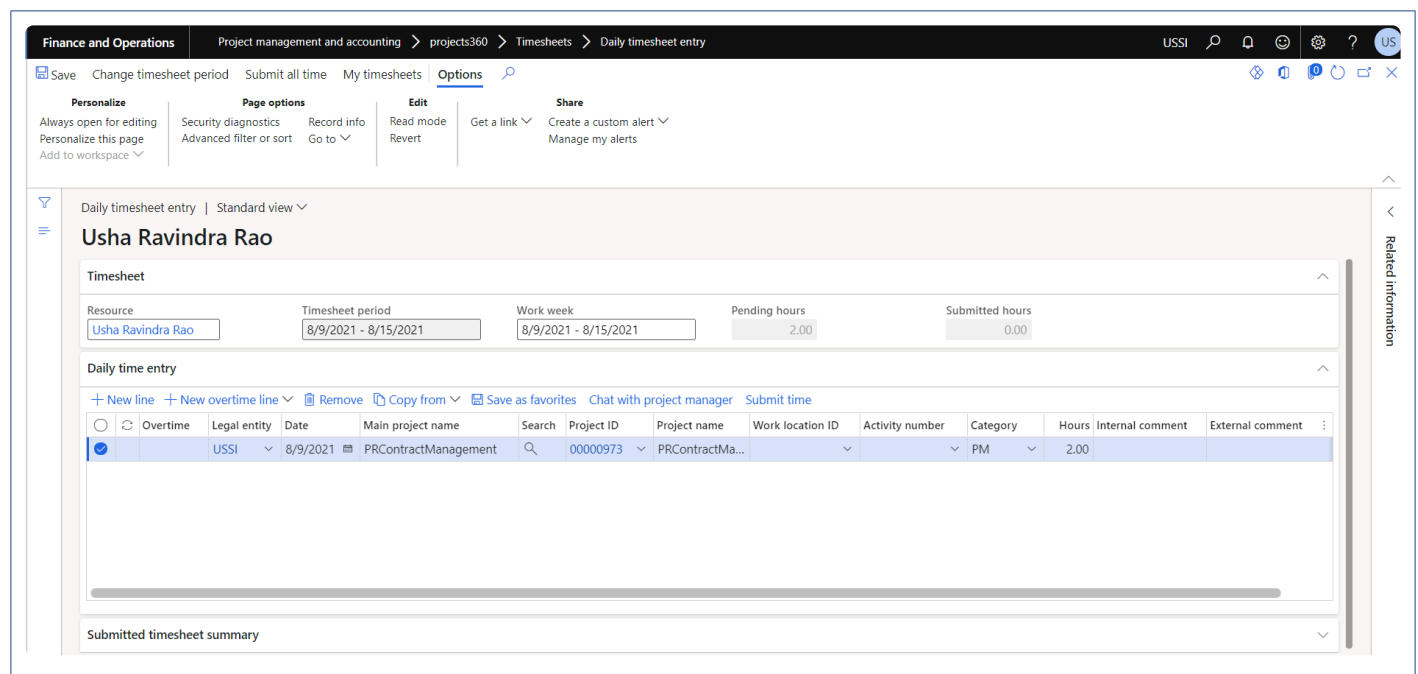
Enter daily timesheet

 This section shows how to enter daily timesheets with various options and submit timesheets.

A new form 'Daily timesheet entry' is added which allows users to quickly enter time on daily basis and submit. This new form provides the details on how many hours is pending to submit and the submitted hours. User has an option to change the timesheet period and look at the time information on daily basis. Similar options are provided to to copy the timesheet from the previous timesheet or favorites or from assignments.

This form can be accessed following the below path:

Go to Project management and accounting > projects360 > Timesheets > Daily timesheet entry



Details of the buttons available on the Daily timesheet entry form are as follows –

| Fields | Description |
|-------------------------|---|
| Change timesheet period | This option will allow user to change the timesheet period. |
| Submit all time | This option allows users to submit all the time entered. |
| My timesheets | This option open all the timesheet of the logged in user. |

Details of the fields available on the Timesheet tab are as follows –

| Fields | Description |
|------------------|---|
| Resource | Displays logged in resource name. |
| Timesheet period | Displays the current timesheet period. |
| Pending hours | Displays sum of all the pending hours for the timesheet period. |
| Submitted hours | Displays sum of all the submitted hours for the timesheet period. |

Details of the buttons available on the Daily timesheet entry tab are as follows –

| Fields | Description |
|---------------------------|--|
| New line | Add a new line to the daily time entry. |
| New overtime line | Add a new overtime line in daily time entry. |
| Remove | Remove the selected line from the daily time entry. |
| Copy from | Open a menu that contains the following items: <ul style="list-style-type: none"> • Timesheet – Copy timesheet lines from an existing timesheet. • My favourites – Create new timesheet lines by using the timesheet settings that is saved as favorites. • Copy from assignments – Create a new timesheet line from previously assigned projects and activities. |
| Save as favorites | Save timesheet lines as favorite to use later in daily time entry. |
| Chat with project manager | Allows to chat with project manager. |
| Submit time | Submit the selected timesheet line. |

Details of the fields available on the Daily timesheet entry tab are as follows –

| Fields | Description |
|-------------------|---|
| Overtime | Display overtime icon to identify the overtime entry. |
| Legal entity | Defaults with the current legal entity. User can select the required legal entity. |
| Date | Defaults with current date and has an option to change. |
| Main project name | Display main project name of the selected project ID. |
| Search | Search functionality is added to quickly search the projects by filtering. This is available when |

| | |
|------------------|---|
| | 'Quick project search' is enabled on projects360 parameter. |
| Project ID | Select the project ID to enter hours. |
| Project name | Display project name. |
| Work location ID | Enter the work location ID. |
| Activity number | Select activity number. |
| Category | Defaults category. User has an option to select category. |
| Hours | Enter hours. |
| Internal comment | Enter internal comments. |
| External comment | Enter external comments. |
| Line property | Display line property. |

Details of the fields available on the Submitted timesheet entry tab are as follows –

| Fields | Description |
|--|--|
| Overtime | Display icon to identify overtime submitted. |
| Legal entity | Display legal entity of the submitted timesheet line. |
| Main project name | Display main project name. |
| Project Id | Display project ID. |
| Project name | Display project name. |
| Work location ID | Display work location ID. |
| Activity number | Display activity number. |
| Category | Display category. |
| Days along with dates. (Mon/Tue/Wed/Thu/Fri/Sat/Sun) | Display hours submitted on a particular day. |
| Total hours | Display sum of hour submitted for all the days. |
| Create daily time entry | New daily timesheet line will be created defaulting the values from the selected record. |

Line property

Display line property.

Apart from the above fields on the Overview tab, there are tabs which displays the timesheet information based on the days. Related fact fox displays the hours for the timesheet period as standard.

Finance and Operations

Project management and accounting > projects360 > Timesheets > Daily timesheet entry

USSI

Save

Change timesheet period

Submit all time

My timesheets

Options

Personalize

Always open for editing

Personalize this page

Add to workspace

Page options

Security diagnostics

Advanced filter or sort

Edit

Record info

Go to

Read mode

Revert

Get a link

Share

Create a custom alert

Manage my alerts

Daily timesheet entry | Standard view

00007547 : Usha Ravindra Rao

Timesheet

Daily time entry

Submitted timesheet summary

OverviewMondayTuesdayWednesdayThursdayFridaySaturdaySunday

Overtime

Legal entity

Main project name

Project ID

Project name

Activity number

Work location ID

Category

Mon 08/09

Internal comments

External comments

USSI

PRContractManag...

00000973

PRContractM...

PM

2.00

Task 1

Task 1

Related information

Week summary to date

Monday2.00

Tuesday0.00

Wednesday0.00

Thursday0.00

Friday0.00

Saturday0.00

Sunday0.00

Total2.00

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.

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 'MANAGE PENDING TIME' section is highlighted with a green box. It contains the following fields:

- Timesheet auto submit to workflow:** A toggle switch currently set to 'No'.
- Maximum number of timesheets per period:** A text input field with the value '0'.

Other sections visible include:

- PERSONAL TIME OFF:** 'Activate personal time off' (Yes), 'Automatically populate in timesheet' (Yes), 'Display balances' (Yes).
- WORK LOCATION:** 'Show work location on timesheet' (Yes), 'Show work location on timesheet' (No), 'Show Work Location on Journals' (No), 'Work location is required' (No).
- TIME EXPORT:** 'Require timesheet audit trail' (Yes), 'Include unposted hours' (Yes), 'Identification type' (dropdown menu).
- COMMENTS FOR PENDING TIME:** 'External comment is required' (Yes), 'Internal comment is required' (No).
- COMMENTS FOR TIMESHEET:** 'External comment is required' (Yes), 'Internal comment is required' (No).
- AUTOMATICALLY MANAGE FAVORITES:** 'Use favorites' (Yes), 'Activate project resource assignment' (Yes), 'Activate project tasks assignment' (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. Depending upon this parameter, button on the manage pending form will be displayed. If the parameter is 'Yes', the button will be named as ' Submit time ' and if the parameter is set to 'No' then it will read as ' Transfer to 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 | Show: 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 |

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

Related information

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 | <p>The selected line or lines will be transferred to timesheet or submitted to workflow provided all the required fields are available for the creation of a timesheet. Once the record is transferred to timesheet or submitted to workflow, 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.</p> <p>Depending upon a ‘Timesheet auto submit to workflow’ parameter on projects360 parameters form, the label on button changes. If the parameter is ‘Yes’, the button will be named as ‘Submit time’ and if the parameter is set to ‘No’ then it will read as ‘Transfer to timesheet’.</p> |

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. |

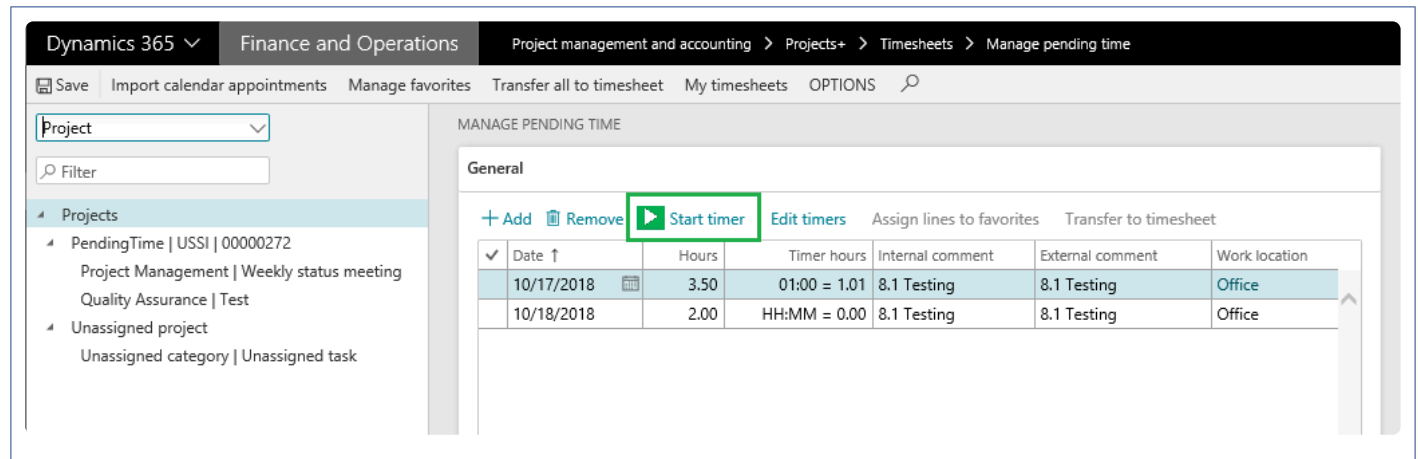
Some of the sub-functionalities available in this feature are as follows:

Capture time using Timer

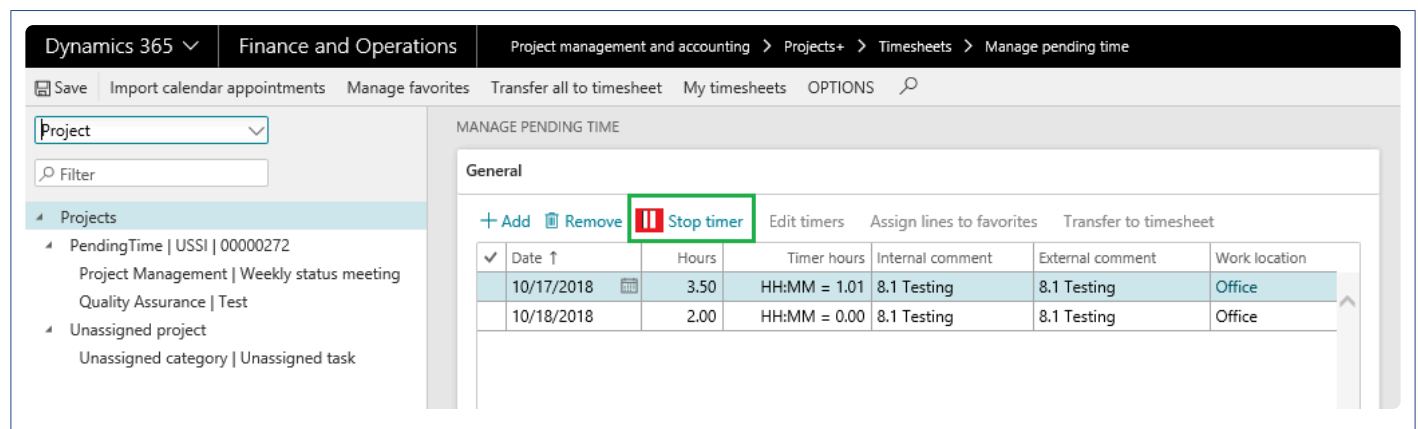
Timer button is provided on the header section to precisely track the time spent on an activity. To use this functionality, users have to add a new line or select an existing line and start the timer. Before starting, the timer button will appear in a start state (green color) and once its starts running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

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.

TIMESHEET FAVORITES

| 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 |

Dynamics 365 ▾

Finance and Operations

Project management and accounting

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

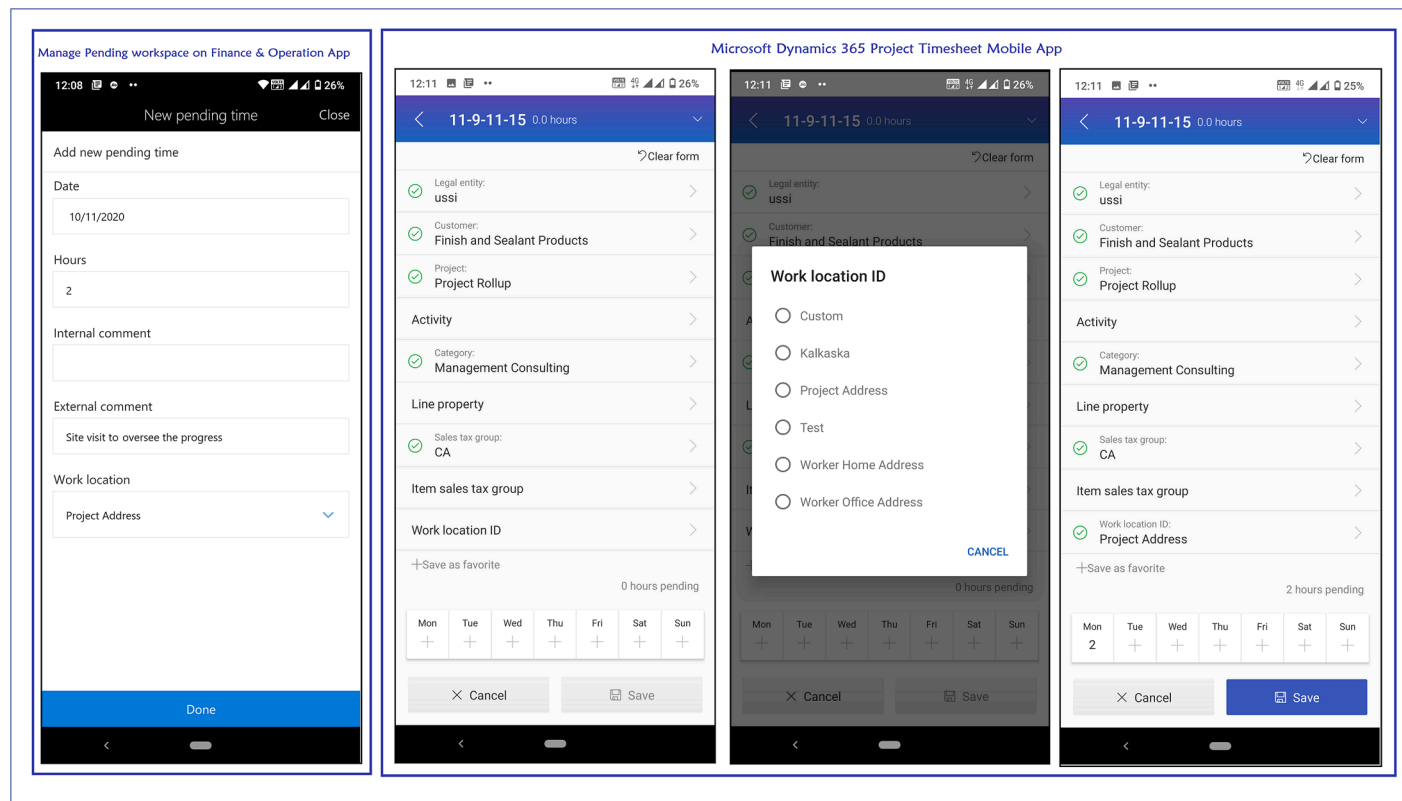
| Favorite | Legal entity | Project name | Category name | Activity name |
|-------------------------------------|--------------|----------------|-------------------------|-----------------------|
| <input checked="" type="checkbox"/> | USSI | Fun Times Club | Quality Assurance | QA 2 |
| <input type="checkbox"/> | 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.



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.


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.

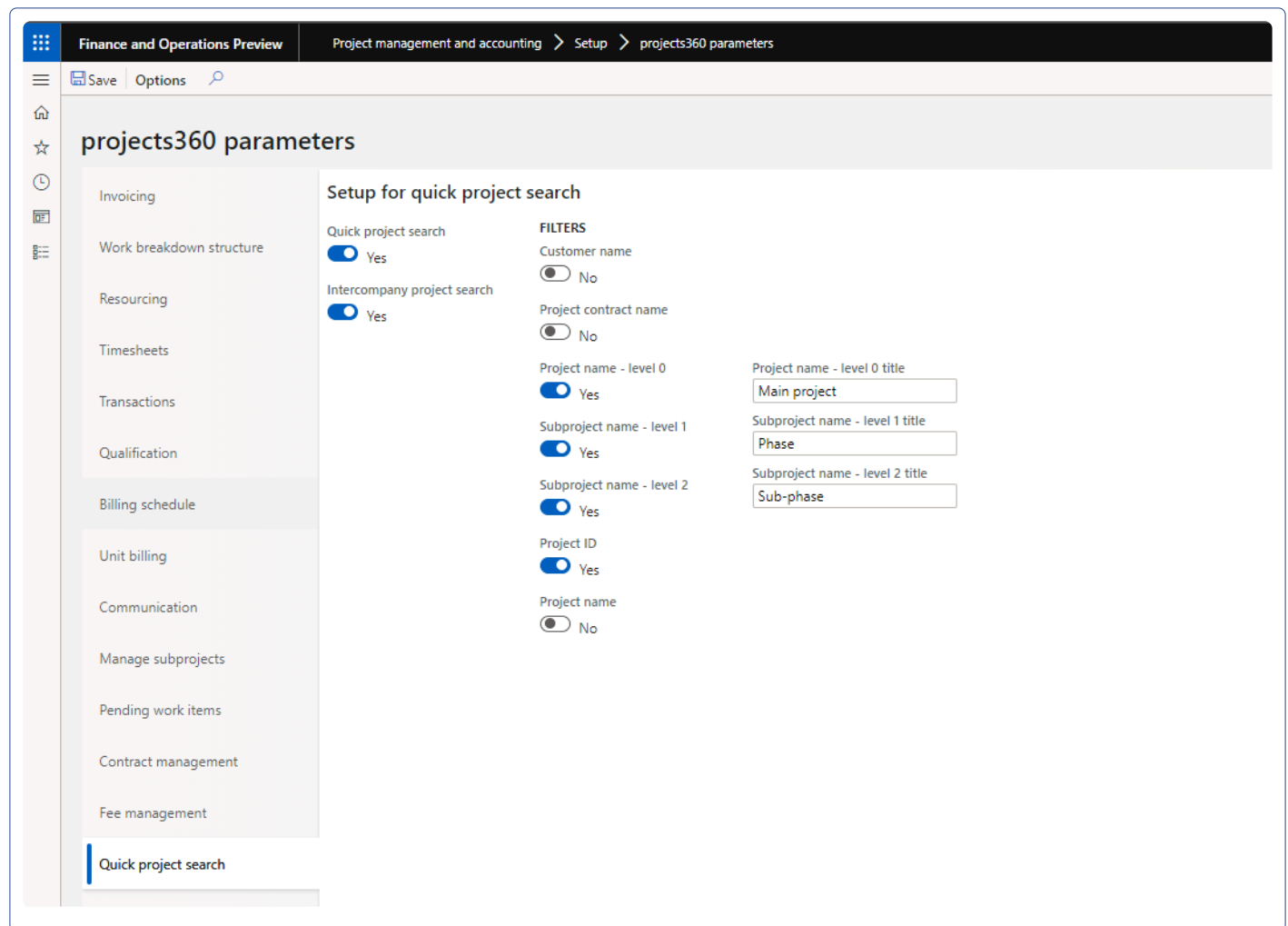
Configure

 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. |

Existing data update

All the clients who has created projects prior to activating this feature or upgrading from previous version needs to mandatorily run a onetime batch process. This batch process will update the relevant/required quick project search tables facilitating the use of the feature in different places in application. Batch job can be found at the following menu path –

Go to Projects management and accounting > projects360 Periodic > Insert data for quick project

The screenshot displays the HSO | ProServ projects360 interface. On the left is a navigation pane under the 'Finance and Operations' header, listing various modules like Home, Favorites, Recent, Workspaces, and Modules. The main area shows a list of project management tasks, with 'Insert data for quick project search' highlighted. A modal dialog box titled 'Insert data for quick project search' is open on the right. It includes a 'Run in the background' section with 'Recurrence' and 'Alerts' tabs. The 'Batch processing' section has a 'No' radio button selected. The 'Task description' field contains 'Insert data for quick project s...'. The 'Batch group' is a dropdown menu. The 'Private' section has a 'No' radio button selected. The 'Critical Job' section has a 'No' radio button selected. The 'Monitoring category' is a dropdown menu. The 'Start date' is 11/3/2021 (12:09:52 pm) (GMT+05:30) Chennai, Kolkata, Mumbai, New Delhi. At the bottom right of the dialog are 'OK' and 'Cancel' buttons.

Finance and Operations

Expand all Collapse ...

Project management and approvals

Sales and marketing

Project tasks

Global project administration

Project accounting

Project status

Resource management

Project Manager (Preview)

Workspaces

Projects

Project resources

Item tasks

Timesheets

Transactions

Project invoices

Quotations

Grants

Journals

projects360

Inquiries and reports

Insert data for quick project search

Update transactions of old adjustment requests

Update project ID for customer transactions

Post revenue recognition schedule

Invoice aging snapshot

Populate customer PO management data

WBS Periodic

Resourcing periodic

Export time

Revenue adjustment

Fee management

Subcontractors management

Billing Schedule

Automatic transactions

Required vendor certifications

Unit billing

Setup

Project management and accounting parameters

projects360 parameters

Journals

Posting

Line properties

Categories

Prices

Indirect costs

Policies

Timesheets

Forecasts

Estimates

Forms

Resources

Validation

Retention

Quotations

Grants

Collaboration workspace

projects360 Setup

projects360 BI Setup

Insert data for quick project search

Run in the background

Recurrence Alerts

Batch processing

No

Task description

Insert data for quick project s...

Batch group

Private

No

Critical Job

No

Monitoring category

Start date: 11/3/2021 (12:09:52 pm) (GMT+05:30) Chennai, Kolkata, Mumbai, New Delhi

OK Cancel

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 and 'Customer name' parameter is turned on then, 'Customer ID' and Name' field will be replaced with "Customer name" field on the timesheet. Similarly when 'Project name – level 0' parameter is turned on, then 'Project name – level 0' title defined field will be displayed on the timesheet.

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 |
|--------------------|-----------------------|-----------------|------------------|----------|--------------|-----------------------|--------------|-----------------|
| 001013 | 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: Legal entity for expenses: Description: Customer account: Map to travel requisition:

Location: Project ID: **SEARCH** Main project

Vendor account: Travel requisition amount:

Expenses

+ New expense Remove Bulk edit Copy Merge/Match Split Payment Translations

| ✓ | 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

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

Project Filter

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 Entity name Internal comment

Project **SEARCH** Main project

Activity Activity name External comment

Category Category name

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

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.

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](#).

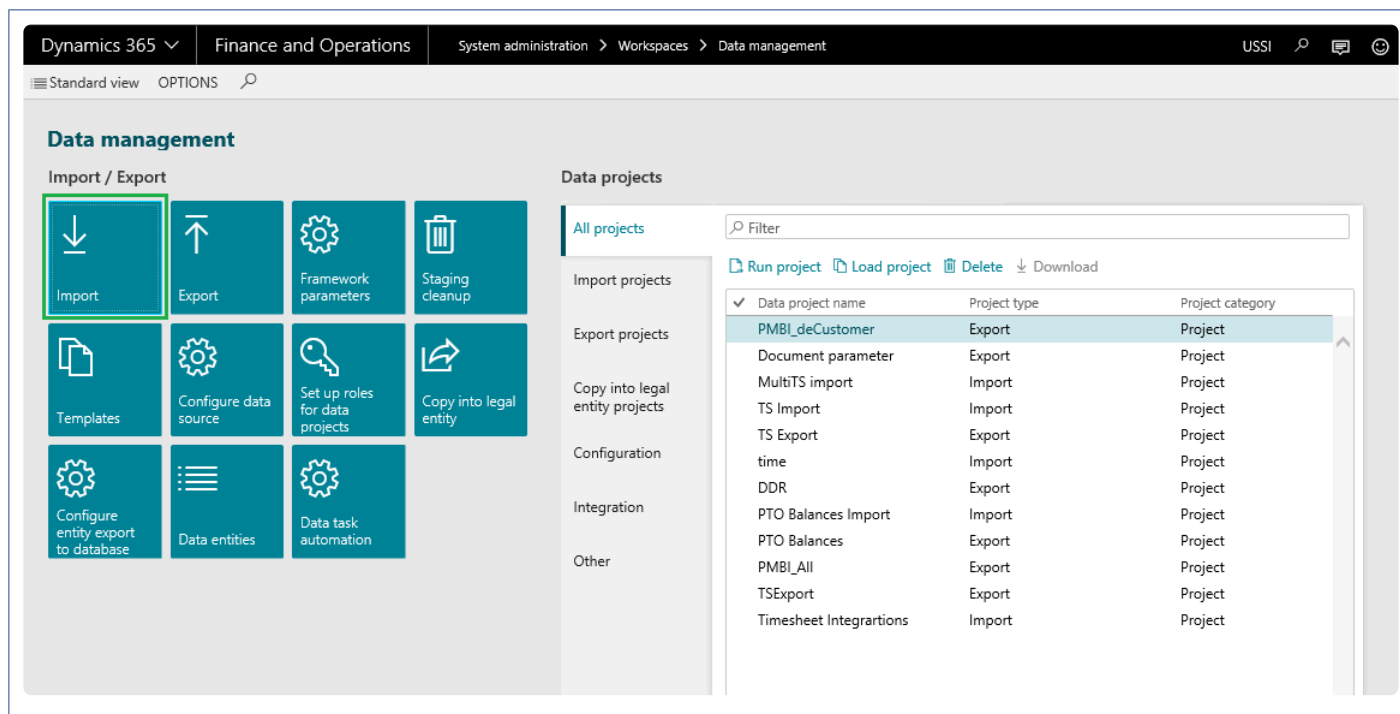


Note – None of the fields in the timesheet integration data entity are mandatory, so if leave fields empty integrations will still go ahead and create the records on the timesheets integration form. On integration form, you edit the records accordingly and transfer them to timesheet.

Process to Import Timesheet records.

The process to import the timesheet records is as follows.

1. Navigate to Workspaces > Data management > Import.



The screenshot shows the Dynamics 365 interface with the following structure:

- Navigation Bar:** Dynamics 365 | Finance and Operations | System administration > Workspaces > Data management | USS1
- Standard view:** OPTIONS
- Data management section:**
 - Import / Export:** A grid of 12 tiles. The 'Import' tile (downward arrow) is highlighted with a green border. Other tiles include 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, and Data task automation.
 - Data projects:**
 - All projects:** A table with columns: Data project name, Project type, and Project category.

| Data project name | Project type | Project category |
|------------------------|--------------|------------------|
| PMBI_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 |
| PMBI_All | Export | Project |
| TSEExport | 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 'Import Timesheets' form in Dynamics 365. The 'Import' tab is active. The 'Add file' dialog is open, showing the 'Upload data file' section with a file named 'Timesheet integration...' selected. The 'Job details' section shows 'Entity name' as 'Timesheet integration', 'Source data format' as 'EXCEL', and 'Default refresh type' as 'Full push only'. The 'Close' button is highlighted.

Import Timesheets : Import Timesheets

Import

Group name: Import Timesheets

Description: Import Timesheets

Data project operation type: Import

Project category: Project

Truncate entity data: No

Group ID: {DEAD47FA-4439-448D-8366...

Selected entities

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

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

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

The screenshot shows the 'Import Timesheets' form in Dynamics 365. The 'Import' button in the top toolbar is highlighted with a green box. The 'Import' tab is active. The 'Add file' dialog is closed.

Import Timesheets : Import Timesheets

Import

Group name: Import Timesheets

Description: Import Timesheets

Data project operation type: Import

Project category: Project

Truncate entity data: No

Group ID: {DEAD47FA-4439-448D-8366...

Selected entities

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

| Entity | View map | Execution... | Level in execu... | Sequence | Obsolete | Source data format | Sheet lookup | Disable | Application module |
|-------------------------|----------|--------------|-------------------|----------|--------------------------|--------------------|-------------------------|--------------------------|--------------------|
| ✓ Timesheet integration | | 1 | 1 | 1 | <input type="checkbox"/> | EXCEL | Timesheet_integration\$ | <input type="checkbox"/> | |

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 name |
| | Completed | 8/23/2018 | ben@contoso.com | PendingTime | W00003983 | Install | import with Category ID |

Message
No Errors

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

| 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. |
| Timsheet log | Opens a timesheet log window, where users can the errors releated to the selected line. If user has tried to transfer the lines multiple times and ended up with errors every-time, that history can be seen in this window. |

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".

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 shows the 'Projects+ parameters' configuration page in Dynamics 365. The left sidebar lists various setup areas: Invoicing, Work breakdown structure, Resourcing, Timesheets (selected), Transactions, and Qualification. The main content area is titled 'Set up parameters for timesheets'. It contains three sections: 'PERSONAL TIME OFF' (highlighted with a red box), 'DEFAULT CATEGORY', and 'WORK LOCATION'. In the 'PERSONAL TIME OFF' section, both 'Activate personal time off' and 'Automatically populate in timesheets' are set to 'Yes' using toggle switches. The 'DEFAULT CATEGORY' section has a dropdown menu set to 'None'. The 'WORK LOCATION' section has three toggle switches, all set to 'Yes'.

- 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 groups setup form. The left sidebar lists various project types, with 'PTO' selected. The main form area is titled 'Project groups' and shows the 'PTO Project' configuration. The 'General' section includes fields for 'Project type' (Time and material), 'Ledge posting search priority' (Category), 'Default line property' (NonBillabl), 'Personal time off' (Yes, highlighted with a red box), 'Line property search priority' (Project), and 'Verify cost against remaining forecast' (No). The 'Ledge' section includes fields for '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' section includes fields for 'FIXED-PRICE' (Revenue recognition accounting rule), 'REVENUE RECOGNITION' (Cost template), 'SET UP CATEGORIES FOR ESTIMATE' (Select value), and 'Profit'.

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*.

The screenshot shows the Dynamics 365 interface for creating a workflow. The left pane displays a list of project management and accounting workflows. The right pane, titled 'Create workflow', shows a list of workflow types. The 'Personal time off request' workflow type is highlighted in blue.

| 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.

Request Time Off

 This section describes how the Personal time off is requested and which windows helps us in completing these tasks.

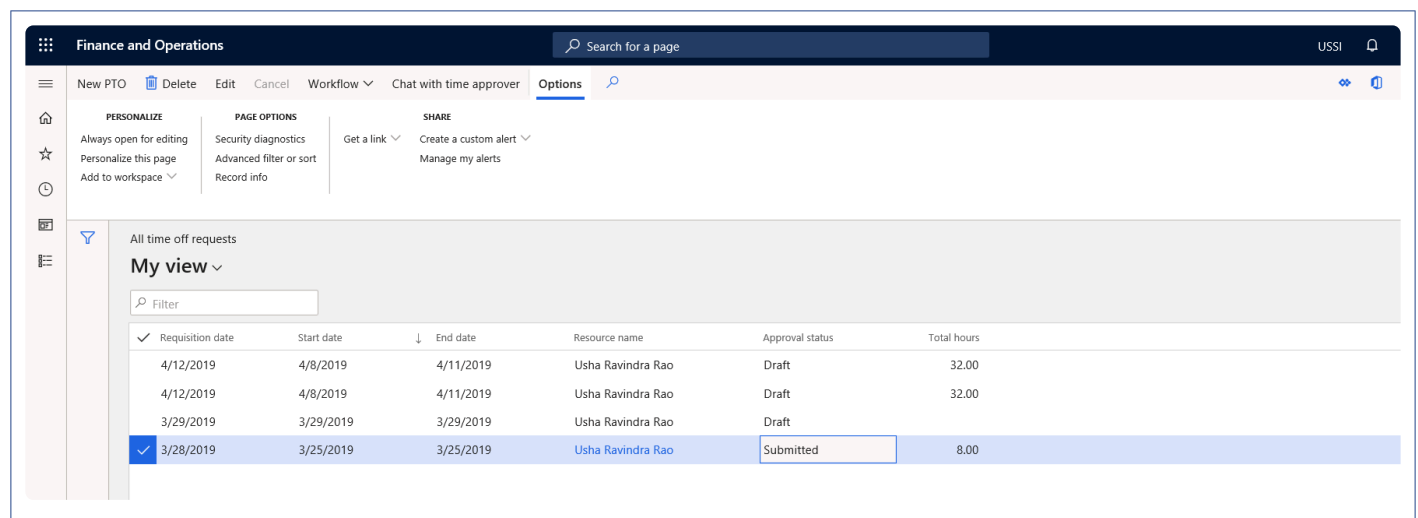
All Time Off Request form

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.

Personal time off

General

Start date: 8/14/2017 | Project ID: 00000222 | Project name: 00000222-PTO | Requisition date: 8/11/2017

End date: 8/16/2017 | Category: PM | Category description: Project Management | Hours: 24.00

Activity number: W00004751 | Activity name: Test2 | Employee name: 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

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 | W00004752 | QA | 100.00 | 8/7/2017 | 8/10/2017 | 32.00 | 32.00 | 472.66 |
| | GBSI | Team member | Aaron Con | 000409 | gbsi | W00004752 | QA | 100.00 | 8/7/2017 | 8/10/2017 | 32.00 | 32.00 | 472.66 |
| | GBSI | Team member | Aaron Con | 000409 | gbsi | W00004751 | QA | 100.00 | 8/3/2017 | 8/4/2017 | 16.00 | 16.00 | 472.66 |
| | GBSI | Team member | Aaron Con | 000409 | gbsi | W00004751 | QA | 100.00 | 8/7/2017 | 8/10/2017 | 32.00 | 32.00 | 472.66 |
| | GBSI | Team member | Aaron Con | 000409 | gbsi | W00004751 | QA | 100.00 | 8/14/2017 | 8/17/2017 | 32.00 | 32.00 | 472.66 |
| | USSI | Software developer | | | | W00004752 | 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
USSI

Save
+ New
Delete
Workflow
TIMESHEET
OPTIONS

PERSONALIZE
Always open for editing
Personalize this form
Add to workspace
PAGE OPTIONS
Security diagnostics
Advanced Filter/Sort
Record info
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 |
|---|--------------|------------|------------------------------------|------------|--------------|------------------|-----------------|----------|----------|-----------|----|
| ✓ | ussl | U5_SL_0127 | District Mall | 00000222 | 00000222-PTO | | W00004751 | Test2 | PM | 8.00 | |
| | ussl | U5_SL_0127 | District Mall | 00000222 | 00000222-PTO | | W00004752 | Test3 | QA | 8.00 | |
| | ussl | U5_SL_0127 | District Mall | 00000222 | 00000222-PTO | | W00004752 | Test3 | QA | 8.00 | |
| | ussl | U5_SL_0125 | Professional Containers and Pac... | 00000223 | 00000223-PTO | | W00004776 | Test2 | PM | 8.00 | |
| | ussl | U5_SL_0125 | Professional Containers and Pac... | 00000223 | 00000223-PTO | | W00004778 | Test4 | AppDev | 8.00 | |
| | ussl | U5_SL_0125 | Professional Containers and Pac... | 00000223 | 00000223-PTO | | W00004778 | Test4 | AppDev | | |

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 displays the 'Personal time off request' form in Dynamics 365. The form has a header bar with 'Dynamics 365', 'Finance and Operations', and a breadcrumb trail: 'Project management > Projects + Inquiries > My Resources PTO requests'. Below the header, there's a 'Details' tab and a 'Workflow' dropdown. The main content area shows a table of requests. The table has columns: Requisition date, Start date, End date, Project ID, Project name, Employee name, and Category. The data is as follows:

| 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), and '+ New purchase requisition'. Below the tabs, the 'Project tasks' section is visible, with a 'Summary' sidebar on the left. The sidebar contains several tiles: 'Work items assigned to me' (7), 'My open activities' (0), 'My draft timesheets' (22), 'My draft PTO request' (3, highlighted with a red box), 'My late timesheets' (181), 'My resourcing assignments' (1), and 'My open requisition' (0). The main area displays a table of PTO requests with columns: Requisition date, Start date, End date, Worker, Workflow state, and Total hours. The table is filtered by 'My PTO requests' (highlighted with a red box). The table contains 18 rows of data, all 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.

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.

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 'Projects+ parameters' configuration page in Dynamics 365. The left sidebar lists various setup 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' is set to 'Yes' with a toggle switch.
 - 'Automatically populate in times...' is set to 'Yes' with a toggle switch.
 - 'Display balances' is set to 'Yes' with a checked checkbox, which is highlighted by a red rectangle.
- DEFAULT CATEGORY:**
 - 'Category default' is set to 'Activity' via a dropdown menu.
- WORK LOCATION:**
 - 'Show work location on timeshe...' is set to 'Yes' with a toggle switch.
 - 'Work location is required' is set to 'No' with a toggle switch.

Mark the 'Display balances' checkbox to enable this feature. By default this checkbox turned off. In order to use the PTO balances feature, turn on both the 'activate personal time off' and 'display balances' check boxes.

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.

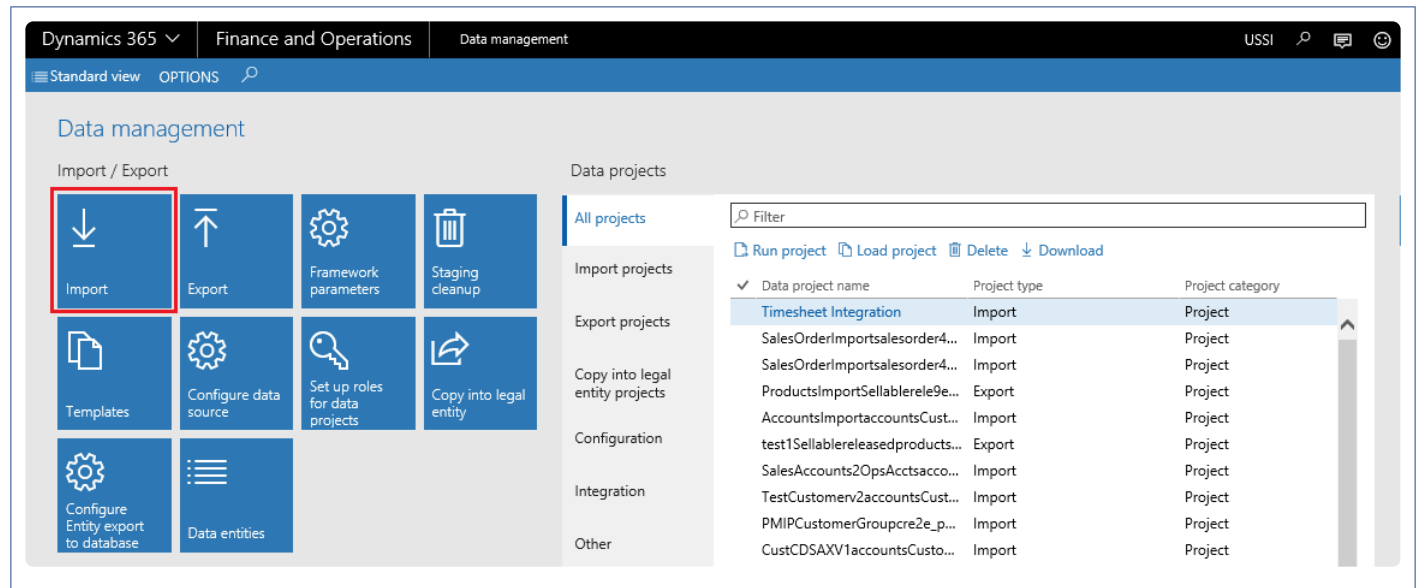
Sample import data could be as below or download the sample file from [here](#):

| EMAILID | PERSONNELNUMBER | PTOBALANCES | PTOTYPE | RESOURCENAME |
|--------------------|-----------------|-------------|-----------|---------------|
| aprils@contoso.com | 000045 | 8 | Comp. Off | April Stewart |
| aprils@contoso.com | 000045 | 24 | WFH | April Stewart |
| aprils@contoso.com | 000045 | 20 | EL | April Stewart |
| aprils@contoso.com | 000045 | 15 | SL | April Stewart |

Process to Import PTO balances

The process to import the PTO balances is as follows.

1. Navigate to Workspaces > Data management > Import.



2. Enter group name and description in the import tab\section.
3. Click Add file on the selected entities tab\section.
4. Enter 'PTO Balances' entity name.
5. Click upload and add to select and upload the source data file. Source data will be the external HR or payroll file.
6. Once the information is loaded, close out the form.

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

Information loaded: 3

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

| Entity | Execution... | Level in execu... | Sequence | Obsolete | Source data format | Sheet lookup | Disable | Application module |
|--------------|--------------|-------------------|----------|--------------------------|--------------------|----------------|--------------------------|--------------------|
| PTO Balances | 1 | 1 | 1 | <input type="checkbox"/> | EXCEL | PTO_Balances\$ | <input type="checkbox"/> | |

7. Now go back to the main form and click 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

Entity: PTO Balances
Execution...: 1
Level in execu...: 1
Sequence: 1
Obsolete: ☐
Source data format: EXCEL
Sheet lookup: PTO_Balances\$
Disable: ☐
Application module:

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

Dynamics 365 ▾ **Finance and Operations** **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 alert rule ▾
Manage my alerts

EXECUTION SUMMARY :: PTO BAL IMPORT-2018-07-05T12:57:56-89721C2420D04C7898A0139A [Lines](#) [Header](#)

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** USSI 🔍 🗨️ 📅 ⚙️ ?

[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 |

Review PTO Balances

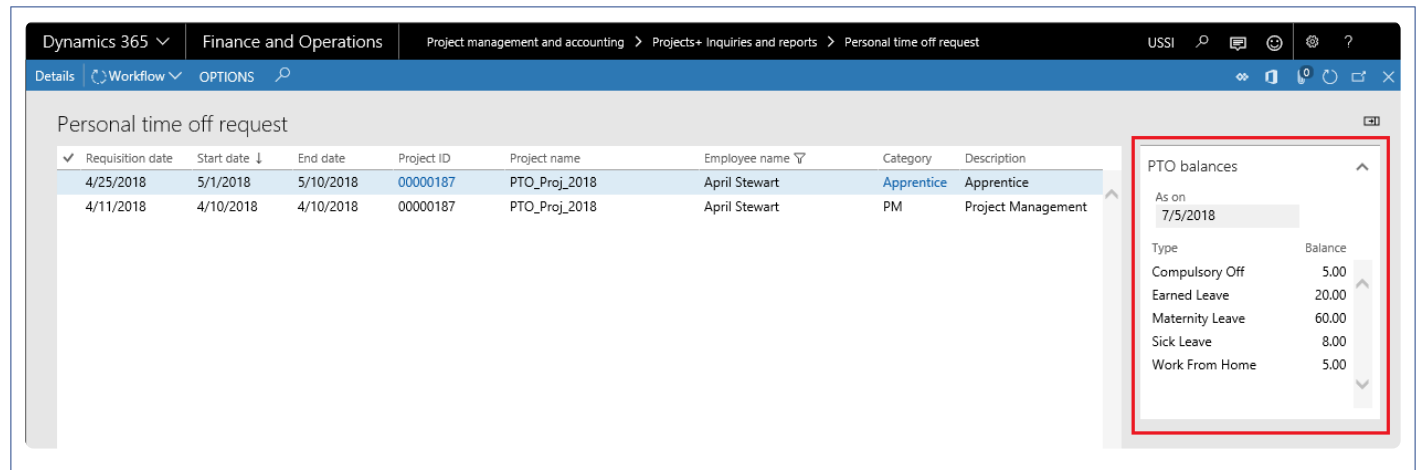
✿ This section details where all the PTO balances can be reviewed in the Microsoft Dynamics 365 for Finance and Operations.

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*.



The screenshot shows the 'Personal time off request' form in Dynamics 365. The breadcrumb trail is: Dynamics 365 > Finance and Operations > Project management and accounting > Projects+ Inquiries and reports > Personal time off request. The form title is 'Personal time off request'. Below the title is a table with the following data:

| ✓ 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 |

On the right side of the form, there is a fact box titled 'PTO balances'. It shows the 'As on' date as 7/5/2018. Below this, there is a table of PTO balances:

| 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*.

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*.

Week summary to date

PTO balances

As on
7/6/2018

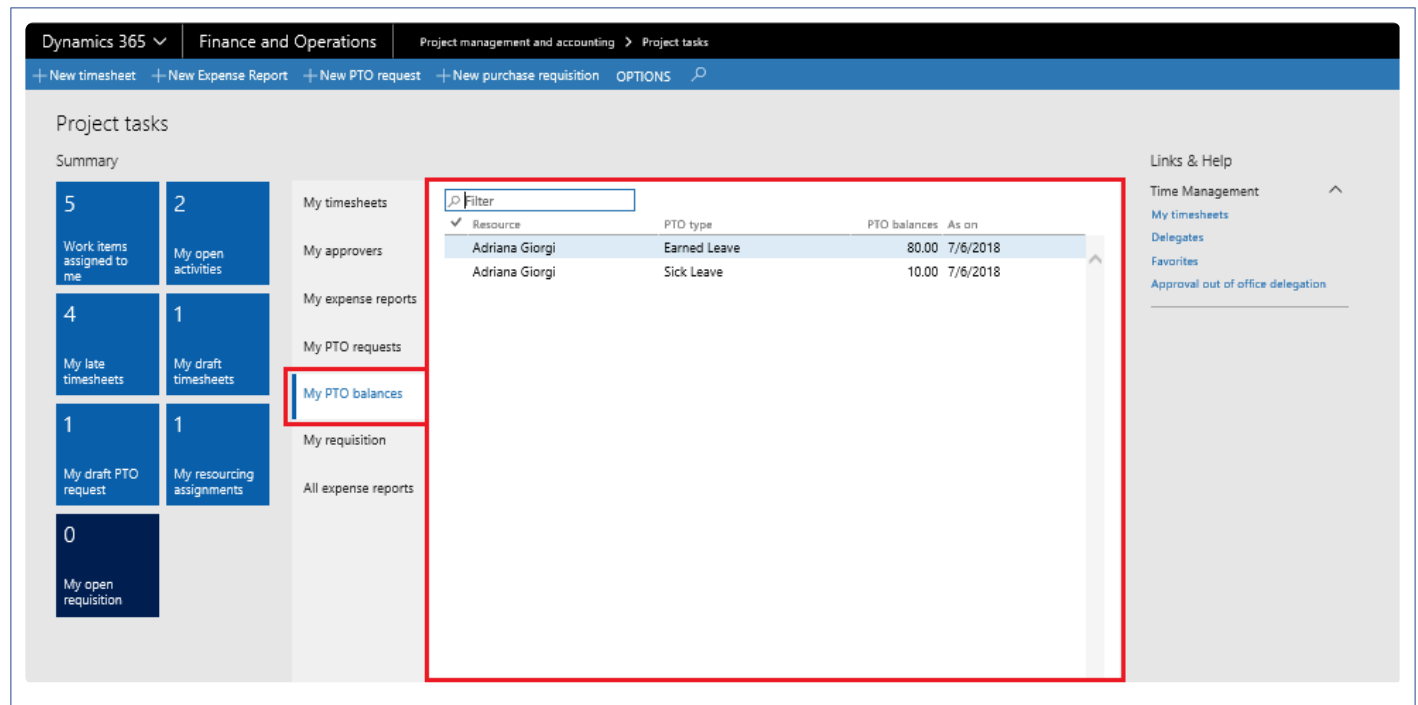
| Type | Balance |
|--------------|---------|
| Earned Leave | 80.00 |
| Sick Leave | 10.00 |

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



The screenshot shows the Dynamics 365 interface for the 'Project tasks' workspace. The top navigation bar includes 'Dynamics 365', 'Finance and Operations', and 'Project management and accounting > Project tasks'. Below the navigation bar, there are buttons for '+ New timesheet', '+ New Expense Report', '+ New PTO request', and '+ New purchase requisition', followed by an 'OPTIONS' button and a search icon. The main content area is titled 'Project tasks' and contains a 'Summary' section with a grid of tiles: '5 Work items assigned to me', '2 My open activities', '4 My late timesheets', '1 My draft timesheets', '1 My draft PTO request', '1 My resourcing assignments', and '0 My open requisition'. To the right of the summary is a list of links: 'My timesheets', 'My approvers', 'My expense reports', 'My PTO requests', 'My PTO balances' (highlighted with a red box), 'My requisition', and 'All expense reports'. The 'My PTO balances' section is a table with columns: 'Resource', 'PTO type', 'PTO balances', and 'As on'. The table contains two rows of data for 'Adriana Giorgi': 'Earned Leave' with a balance of 80.00 and 'Sick Leave' with a balance of 10.00, both as of 7/6/2018. A 'Filter' input field is located above the table. On the right side of the workspace, there is a 'Links & Help' section with links to 'Time Management', 'My timesheets', 'Delegates', 'Favorites', and 'Approval out of office delegation'.

| Resource | PTO type | PTO balances | As on |
|----------------|--------------|--------------|----------|
| Adriana Giorgi | Earned Leave | 80.00 | 7/6/2018 |
| Adriana Giorgi | Sick Leave | 10.00 | 7/6/2018 |

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

US\$

OPTIONS

Resource management

Summary

169

Resource list

49

Intercompany resource list

Intelligent resource fulfillment

3

My resource view

14

Planned resource

24

Named resource

5

My resource list

247

My employee missing timesheet

1

My resources PTO requests

List

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


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.

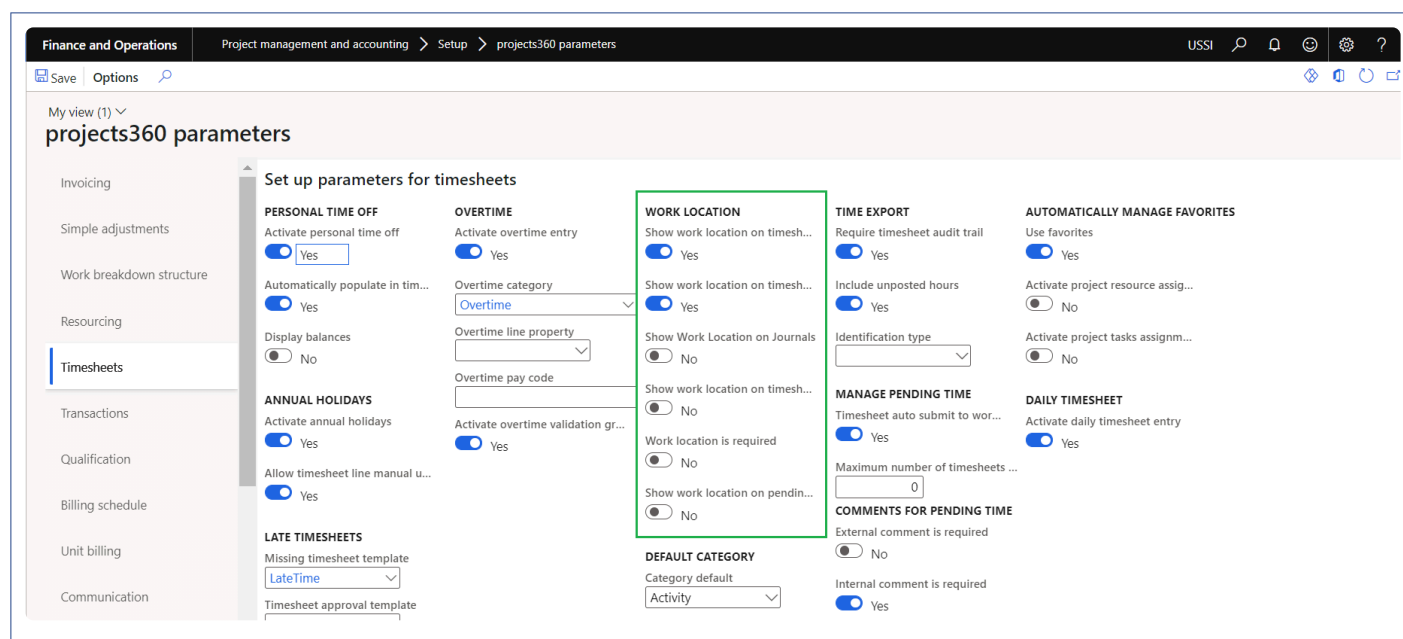
Configure Work Location

 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*



The screenshot shows the 'Set up parameters for timesheets' configuration page. The 'WORK LOCATION' section is highlighted with a green box. It contains the following settings:

- WORK LOCATION**
 - Show work location on timesheet lines: ☒ Yes
 - Show work location on timesheet transactions: ☒ Yes
 - Show Work Location on Journals: ☐ No
 - Show work location on timesheet transactions: ☐ No
 - Work location is required: ☐ No
 - Show work location on pending timesheets: ☐ No
- DEFAULT CATEGORY**
 - Category default: Activity

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 transactions | When the user chooses Yes in this check box, the work location field will be displayed on the timesheet line detail section. |

| | |
|--|--|
| 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. |
| Show Work Location on timesheet mobile app | When the user chooses Yes in this check box, the work location field will be displayed on the timesheet open through mobile app. |
| 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. |
| Show Work Location on manage pending time | When the user chooses Yes in this check box, the work location field will be displayed on the manage pending time. |



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 the path: Project management and accounting > Projects+ Setup > Work location. The left pane contains a table of existing work locations, and the right pane shows the form for adding 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 includes 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.

The screenshot displays the Dynamics 365 interface for the 'Work locations' entity. The left pane contains a table with the following data:

| 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 right pane shows the 'Work locations' form. The 'Location' dropdown menu is open, showing the following options: 'Custom address', 'Home', 'Office', 'Project', and 'Custom address' (highlighted). The 'Address' field is visible below the dropdown, containing the text '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. When the 'Private' checked box is turned on the address only Country, State and City will be displayed on work location address.

Employee: Aaron Con : 000409

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 | Title | Description | Job |
|----------|------------|-------------|------------|
| 000396 | Consultant | Consultant | 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'. When the 'Private' checked box is turned on the address only Country, State and City will be displayed on work location address.

Workers
Aaron Con : 000409

Worker summary

| | | | | | |
|----------------------------|------------------|-------------------------------|--|--|---|
| Personnel number 000409 | Last name prefix | Search name Aaron Con | Seniority date 10/10/2010 07:00:00 AM | Works from home No | OTHER INFORMATION Address books Houston Language en-us |
| Personal title | Last name Con | Display as FirstMiddleLast | Anniversary date | Office location Building B - 5630 | |
| First name Aaron | Known as | Original hire date | Title Consultant | Office address 454 1st Street Suite 99 Redmond, WA 98052 USA | |
| Middle name | Personal suffix | | | | |

Addresses

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

Project – Project address defined on the selected project.

Projects
00000149 : 00000149-WL

General

Time and material | TM_NoWIP | US_SL_0004 | 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

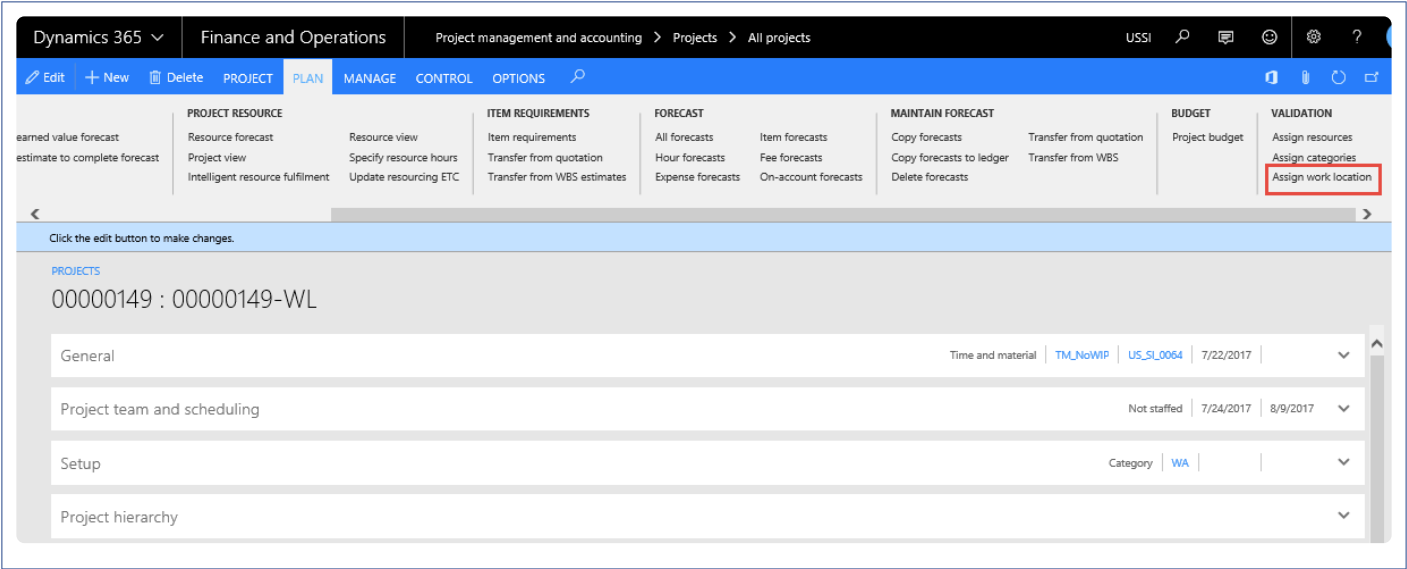
Address: Russell Rd. South
Kent, WA 98031
USA

Custom – Address entered in the new Work Location form, for location type custom.

Setup – Assign Work Locations

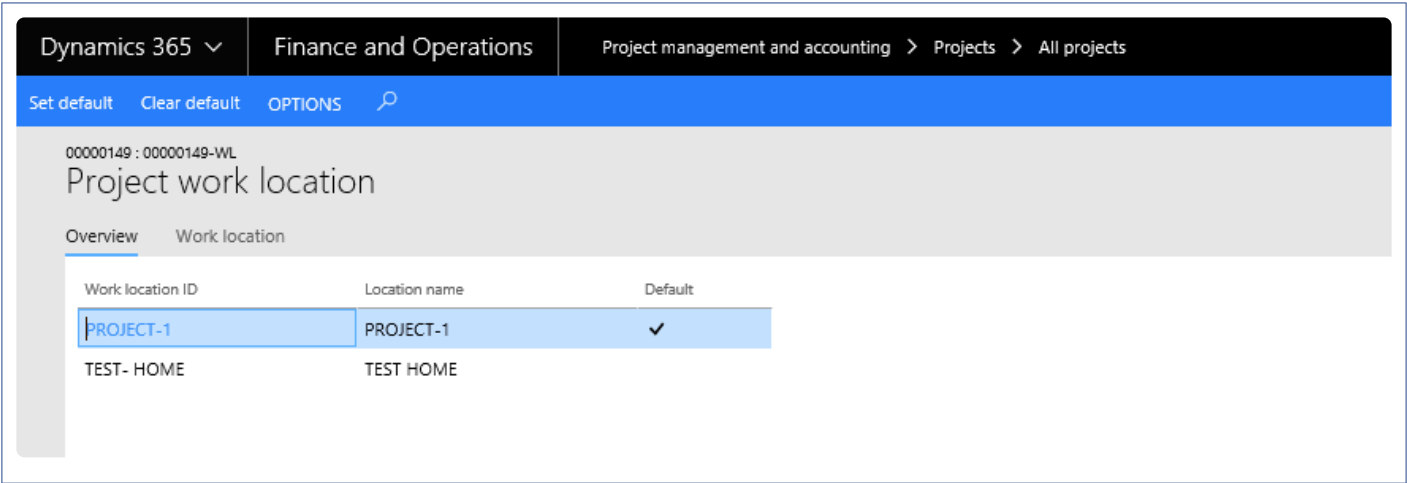
This is a new form introduced for the user to select the work locations that can be allowed for the project. Thus, when the user selects this project on the timesheet, only those work locations entered or selected in this form are displayed.

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.



There is also an option to mark the default work location so that there is a default value of work location on the timesheet line or at the transaction level.

The form contains two tabs:



Overview Tab – Where the information of all the selected work locations will be visible to the user. This tab contains the following fields:

- Work location id – field where all the selected work location ID's selected under the work location tab is displayed.
- Work location name – field where all the selected work location name selected under the work location tab is displayed.
- Default – shows the record that is default onto timesheets, for this project.
- Set default button- using which the user can setup a default work location ID, to default onto timesheets.
- Clear default- To clear the default option on the form. The timesheet will show a blank work location ID by default, and the lookup will display all the selected work location records selected in the Work location tab.

The screenshot shows the Dynamics 365 interface for 'Project work location'. The breadcrumb trail is: Dynamics 365 > Finance and Operations > Project management and accounting > Projects > All projects. The user is logged in as 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 tabs for 'Overview' and 'Work location'. The 'Work location' tab is active, showing two lists:

REMAINING WORK LOCATIONS

| 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 |

SELECTED WORK LOCATIONS

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

Two arrow buttons (→ and ←) are located between the two lists to facilitate moving records between them.

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.

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.

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
Advanced Filter/Sort
Record info
Change view

EDIT
Read mode
Revert

SHARE
Get a link

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

+ New line | Remove | Copy from | Save as favorites

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

Work location ID dropdown options:
PROJECT-1
TEST-HOME

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 Timesheets. The top navigation bar includes 'Dynamics 365', 'Finance and Operations', and 'Project management and accounting > Timesheets > All timesheets'. The main header shows 'USSI' and various icons. The left sidebar has 'PERSONALIZE', 'PAGE OPTIONS', 'EDIT', and 'SHARE' sections. The main content area displays a timesheet for '00000823 : Aaron Con'. The timesheet header shows 'Resource: Aaron Con', 'Timesheet period: 8/14/2017 - 8/20/2017', 'Work week: 8/14/2017 - 8/20/2017', 'Approval status: Draft', and 'Timesheet total: 8.00'. Below the header is a table of 'Timesheet lines' with columns: Legal entity, Customer, Name, Project ID, Project name, Work location ID, Activity number, Activity, and Category. The first line shows 'USSI', 'US_SI_0064', 'Central Discount Store', '00000149', '00000149-WL', and is currently empty for the 'Work location ID' field.

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 Timesheets, now in 'Approved' status. The top navigation bar and left sidebar are the same. The main content area displays the timesheet for '00000823 : Aaron Con'. The timesheet header shows 'Resource: Aaron Con', 'Timesheet period: 8/14/2017 - 8/20/2017', 'Work week: 8/14/2017 - 8/20/2017', 'Approval status: Approved', and 'Timesheet total: 8.00'. Below the header is a table of 'Timesheet lines' with columns: Name, Project ID, Project name, Work location ID, Activity number, Activity, Category, Mon 08/14, Tue 08/15, and V. The first line shows 'Central Discount Store', '00000149', '00000149-WL', 'PROJECT-1', 'W00003751', 'Test', 'QA', '8.00', and 'V'. The 'Work location ID' field is highlighted with a red box.

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.

The screenshot displays two screenshots of the projects360 software interface. The top screenshot shows the 'Journal lines for beginning balances' form. It includes a table with columns: Project date, Project ID, Transaction type, Category, Work location ID, Activity number, Item, Resource, Role ID, Quantity/Ho..., Cost price, Cost amount, Sales currency, and Sales pri. A single row is visible with values: 3/4/2020, 00000687, Hour, AppDev, Project Address, W00010937, Appasaheb..., Project manager, 120.00, 190.00, 22,800.00, USD, 325.6. The bottom screenshot shows the 'Journal lines for hours' form. It includes a table with columns: Project date, Project ID, Work location ID, Activity number, Category, Resource, Role ID, Description, Hours, Line property, Reversing en..., and Reversing date. A single row is visible with values: 3/4/2020, 00000687, Worker Home Address, W00010938, ERPDev, 000738, Appasaheb..., Project manager, Development hours, 2.00, Billable, and an unchecked checkbox for Reversing en....

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.

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.

Configure Workflow

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

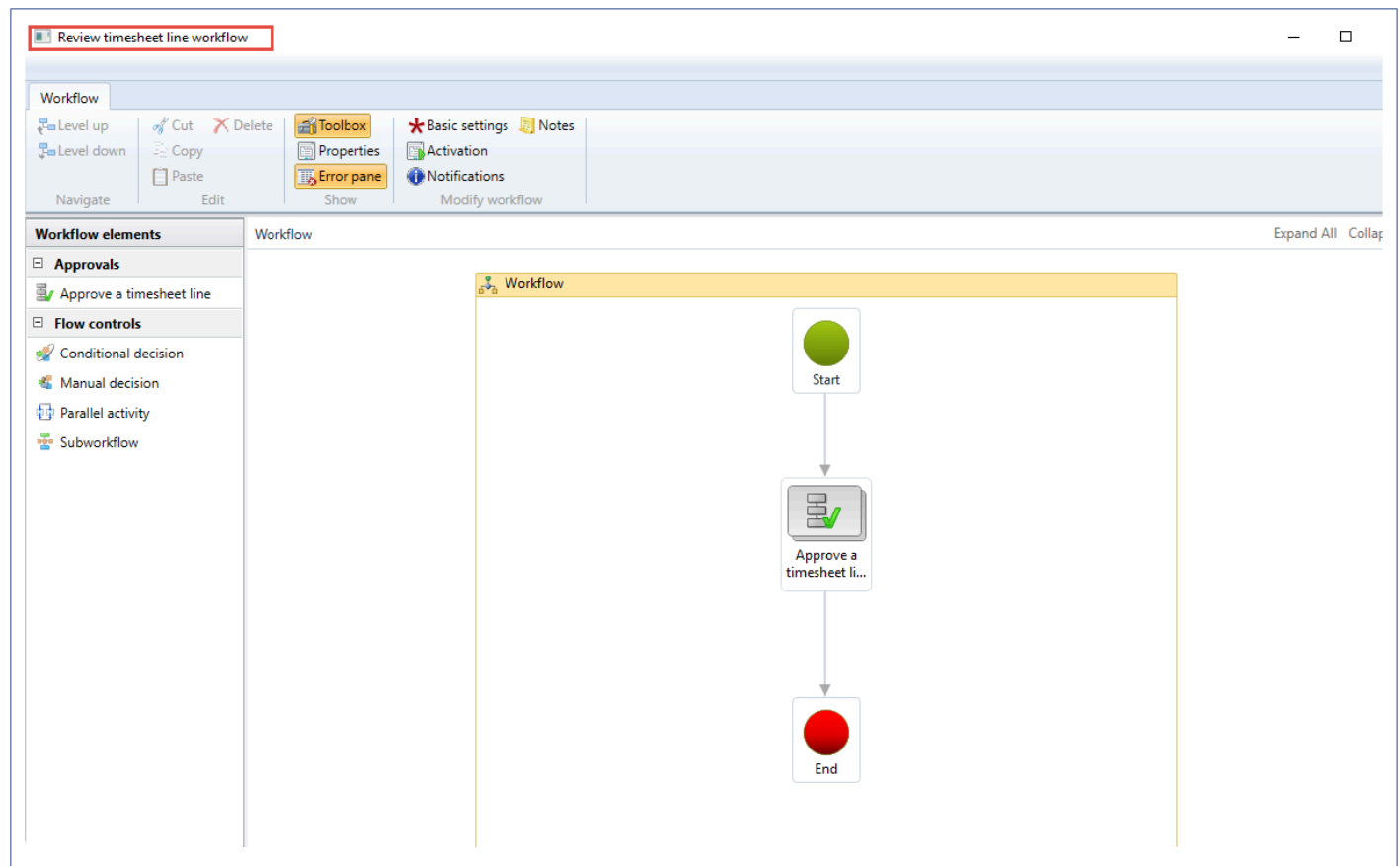
Workflow Setup

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' configuration window. The interface includes a top toolbar with 'Workflow' and 'Basic Settings' tabs, and a left sidebar with 'Workflow elements' and 'Line-item workflows'. The main area shows a workflow diagram with a 'Start' node, a 'Timesheet line-item workflow' node, and an 'End' node. A 'Properties' dialog box is open, showing the 'Basic Settings' tab for 'Timesheet line-item workflow 1'. The dialog prompts the user to 'Enter the following information' and provides a text field for the 'Name' (set to 'Timesheet line-item workflow 1'). It also features two radio buttons: 'Invoke a single workflow for all line-items' (selected) and 'Invoke a workflow for each line-item'. Below the first radio button, there is a dropdown menu labeled 'The line-item workflow:' with 'Review timesheet' selected, and a 'View' button next to it. A red rectangle highlights the dropdown menu and the 'View' button. The 'End' node in the workflow diagram is a red circle.



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

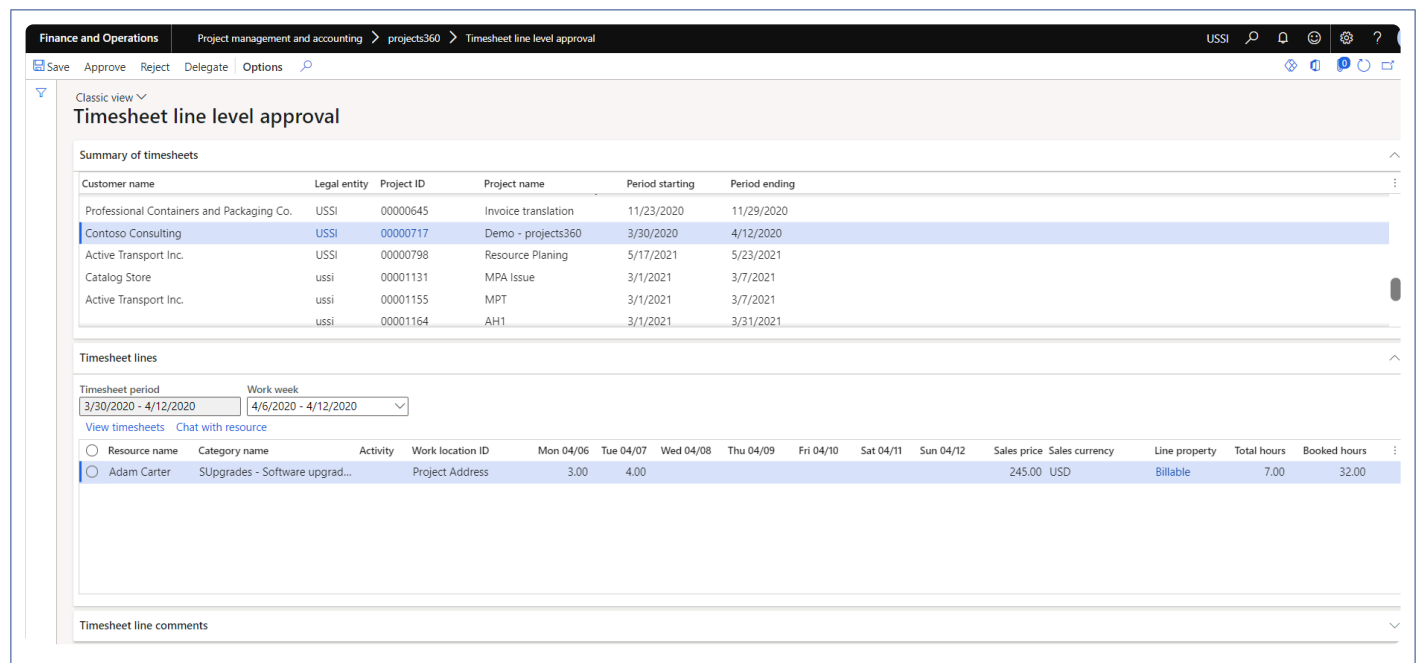
Line level Approval

 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



The screenshot shows the 'Timesheet line level approval' form. At the top, there's a navigation bar with 'Finance and Operations' and 'Project management and accounting > projects360 > Timesheet line level approval'. Below this is a toolbar with 'Save', 'Approve', 'Reject', 'Delegate', and 'Options'. The main content area is titled 'Timesheet line level approval' and includes a 'Classic view' dropdown. Below the title is a 'Summary of timesheets' section with a table listing various projects and their periods. The 'Timesheet lines' section below it shows a table with columns for 'Resource name', 'Category name', 'Activity', 'Work location ID', and days of the week (Mon 04/06 to Sun 04/12), along with 'Sales price', 'Sales currency', 'Line property', 'Total hours', and 'Booked hours'. The bottom section is 'Timesheet line comments'.

| Customer name | Legal entity | Project ID | Project name | Period starting | Period ending |
|---|--------------|------------|---------------------|-----------------|---------------|
| Professional Containers and Packaging Co. | USSI | 00000645 | Invoice translation | 11/23/2020 | 11/29/2020 |
| Contoso Consulting | USSI | 00000717 | Demo - projects360 | 3/30/2020 | 4/12/2020 |
| Active Transport Inc. | USSI | 00000798 | Resource Planing | 5/17/2021 | 5/23/2021 |
| Catalog Store | ussi | 00001131 | MPA Issue | 3/1/2021 | 3/7/2021 |
| Active Transport Inc. | ussi | 00001155 | MPT | 3/1/2021 | 3/7/2021 |
| | ussi | 00001164 | AH1 | 3/1/2021 | 3/31/2021 |

| Resource name | Category name | Activity | Work location ID | Mon 04/06 | Tue 04/07 | Wed 04/08 | Thu 04/09 | Fri 04/10 | Sat 04/11 | Sun 04/12 | Sales price | Sales currency | Line property | Total hours | Booked hours |
|---------------|-------------------------------|-----------------|------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------------|----------------|---------------|-------------|--------------|
| Adam Carter | Upgrades - Software upgrad... | Project Address | | 3.00 | 4.00 | | | | | | 245.00 | USD | Billable | 7.00 | 32.00 |

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. Period starting and Period ending defines the timesheet period which can be weekly, bi-weekly, monthly.
5. Work week field will be displayed only for the lines where the timesheet period is more than a week.
6. Sales price is displayed in the timesheet line under timesheet line level approval form.
7. 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.
8. If the "Timesheet line level approval" parameter is marked under Resourcing tab on projects360 parameters form, then Booked hours will be displayed on the form.

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.

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 projects360 parameters form.

Project management and accounting > Setup > projects360 parameters > Timesheet fast tab.

| Field name | Description |
|-----------------------------|--|
| Missing timesheet template | Select a email template which will be used to send to a resource who's timesheet is missing. |
| Timesheet approval template | Select a email template which will be used to send the mail to the timesheet approvers. |

All Missing Timesheets

This list page displays all timesheets of each and every employees, for all timesheet periods. This new list page gives the user the following options/functionalities.

- Send email to employees who have pending updates to timesheets.
- Mark certain employees who do not have to submit timesheets.
- View the workflow history for timesheets.
- View all timesheets of all employees for all timesheet periods, or based on the filters selected.
- View all timesheets of any others legal entity employees for all the timesheet period.
- Sort the employee timesheets by period end date and resource name on All missing timesheet form.

Go to *Project management and accounting > projects360 > Timesheets > All missing timesheets*.

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

| ✓ 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. 4. Posted - Posted or no timesheet required will be displayed in this filter option. 5. In progress - Timesheets not in status Posted and not in status No timesheet required. |
| Timesheet number | Timesheet number of the timesheet will be displayed. |
| Hour | The hours entered in the timesheets will be displayed in this field. |
| Quick filter Control | New filter added on the All missing timesheet form to filter the timesheet records by resource name and followed by all the field in this form. |
| Legal entity | Added new filter legal entity to control legal entity lookup to filter the intercompany resource timesheet records. |
| Filters – Start date | The user can enter a date from when they would like to see the information on the list page. By default, this start date will be blank, thus all records will be seen. |
| Filters – End date | <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 history | The user can choose a timesheet which is in the status other than Created, No timesheet or 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 Finance and Operations interface. The top navigation bar includes 'Dynamics 365', 'Finance and Operations', and 'Human resources > Workers > Employees'. The left sidebar has tabs for 'SET UP', 'PROJECT CONTROL', 'TRANSACTIONS', 'VIEW', 'PROJECTS', 'RETAIL', 'GENERAL', 'EXPENSE', and 'OPTIONS'. The 'PROJECTS' tab is selected, and the 'Assign approvers' option is highlighted with a red box. A red arrow points from this box to the 'Approver setup' form on the right. The form shows the employee 'Aaron Con : 000409' and lists approvers under the 'APPROVERS' section, with 'Alice Ciccu' highlighted as the 'Timesheet approver'. The 'Worker summary' section on the left shows details for Aaron Con, including his personnel number, last name, and title.

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 Dynamics 365 Finance and Operations interface for 'My employee missing timesheets'. The top navigation bar includes 'Dynamics 365', 'Finance and Operations', and 'Project management and accounting > Projects+ > Timesheets > My employee missing timesheets'. The left sidebar has tabs for 'HOME' and 'OPTIONS'. The main area shows a table of missing timesheets for the employee 'Allie Bellew'. The table has columns for 'Resource name', 'Legal entity', 'Period start date', 'Period end date', 'Period code', 'Timesheet status', 'Timesheet number', and 'Hours'. The table shows 14 rows of missing timesheets, all with a status of 'No timesheet' and 0.00 hours.

| 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 |

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.

Dynamics 365
Finance and Operations
Project management and accounting > Projects > Timesheets > My projects missing timesheets
USSI

HOME
OPTIONS

MAINTAIN

Send email
Workflow history

No timesheet required
View timesheet

Timesheet required

MY PROJECTS MISSING TIMESHEETS

Filter

Legal entity
USSI

Start date
8/14/2017

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 | 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 |



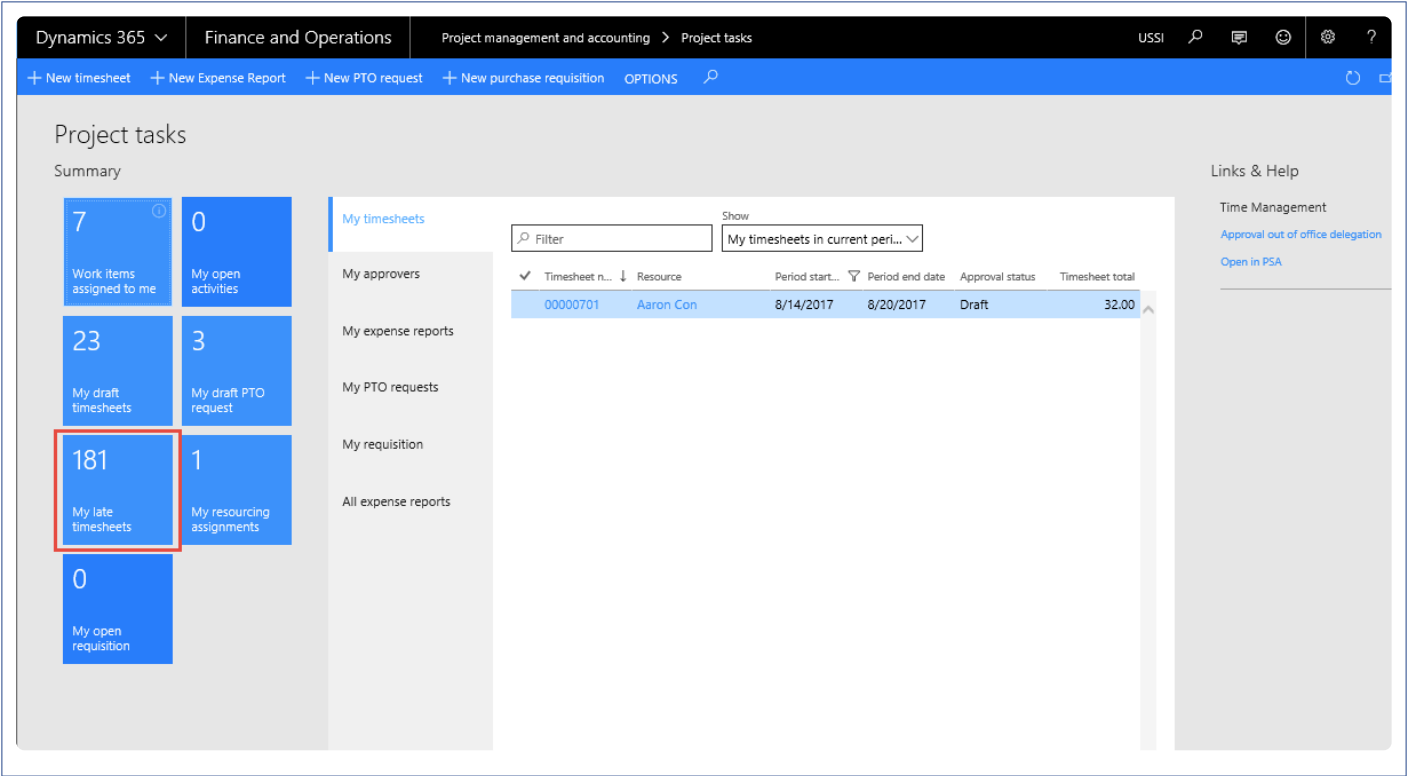
Note – There is a dependency of this feature on the Project manager setup. Unless this setup exists on the projects, there would be no data in this list page.

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.



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 | ussl | 1/6/2014 | 1/12/2014 | EmpWeek | No timesheet | | 0.00 |
| Aaron Con | 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 |
| Aaron Con | 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 |
| Aaron Con | ussl | 2/17/2014 | 2/23/2014 | EmpWeek | No timesheet | | 0.00 |
| Aaron Con | ussl | 2/24/2014 | 3/2/2014 | EmpWeek | No timesheet | | 0.00 |
| Aaron Con | ussl | 3/3/2014 | 3/9/2014 | EmpWeek | No timesheet | | 0.00 |
| Aaron Con | ussl | 3/10/2014 | 3/16/2014 | EmpWeek | No timesheet | | 0.00 |
| Aaron Con | ussl | 3/17/2014 | 3/23/2014 | EmpWeek | No timesheet | | 0.00 |
| Aaron Con | ussl | 3/24/2014 | 3/30/2014 | EmpWeek | No timesheet | | 0.00 |
| Aaron Con | ussl | 3/31/2014 | 4/6/2014 | EmpWeek | No timesheet | | 0.00 |
| Aaron Con | ussl | 4/7/2014 | 4/13/2014 | EmpWeek | No timesheet | | 0.00 |
| Aaron Con | ussl | 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

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 |

My posted project transactions

My pending project transactions

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 | | EmpWeek |
| 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: Any legal entity | Start date: | End date: 8/13/2017 | Missing timesheet: 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.

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.*

| TIMESHEET | |
|-----------------------|------------|
| Period code | EmpWeek |
| No timesheet required | Yes |
| Default category | Apprentice |

| MAX HOURS CALENDAR | |
|--------------------------|------------|
| Max hours calendar | USCalendar |
| Require start/stop time | Yes |
| Use effective labor rate | Yes |

| RESOURCE SCHEDULING | |
|----------------------------|----------|
| Calendar | Standard |
| 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 |

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
uss
12/1/2019
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 |

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.

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 displays the 'Projects+ parameters' configuration page in Dynamics 365 Finance and Operations. The breadcrumb trail at the top indicates the path: Dynamics 365 > Finance and Operations > Project management and accounting > Setup > Projects+ parameters. The left sidebar lists various setup areas, 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' (set to No) and 'Automatically populate in times...' (set to No).
- DEFAULT CATEGORY:** A dropdown menu set to 'None'.
- WORK LOCATION:** Includes 'Show work location on timeshe...' (set to No) and 'Work location is required' (set to No).
- TIME EXPORT (highlighted with a green box):** Includes 'Require timesheet audit trail' (set to Yes) and 'Include unposted hours' (set to Yes).

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

| Dynamics 365 ▾ Finance and Operations Project management and accounting > Projects+ Setup > Export time > Pay code USSI 🔍 | | | | | | |
|---|-----------|------------------|-----------|-------------------|---------------|------------|
| Edit + New Delete Validate OPTIONS 🔍 | | | | | | |
| PAY CODE <input type="text" value="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 | AppDev | Billable | Regular |
| USSI | All | | Table | Car Rental | Billable | Travel |
| USSI | All | | Table | Consult | Billable | Regular |
| USSI | All | | Table | Design | Billable | Regular |
| USSI | All | | Table | Doc | Billable | Regular |
| USSI | All | | Table | ERPDev | Billable | Regular |
| USSI | All | | Table | Flight | Billable | Travel |
| USSI | All | | Table | Fuel | Billable | Travel |
| USSI | All | | Table | Hotel | Billable | Travel |
| USSI | All | | Table | ITConsult | Billable | Regular |
| USSI | All | | Table | Meal | Billable | Travel |
| USSI | All | | Table | PM | Billable | Regular |
| USSI | All | | Table | QA | Billable | Regular |
| USSI | All | | Table | Taxi | Billable | Regular |
| USSI | All | | Table | Training | Billable | Regular |
| USSI | All | | All | | Billable | Regular |
| USSI | All | | All | | NonBillabl | Overhead |

The fields available on this form are as follows:

| Fields | Description |
|------------------------|--|
| Borrowing legal entity | Allows to select the borrowing legal entity. The default value in this field is the logged in legal entity. |
| Project code | The options available are – Table, Group and All. When set to group or table, the project relation must be selected. This field works in conjunction with the Project Relation field. |
| Project relation | This field is non-editable, when the option in Project code is set to All. The Project groups are displayed for selection when the Project code field is set to Group. The Projects are displayed for selection when the Project code field is set to Table. |
| Category code | The options available here are – Table, Group and All. When set to group or table, the project category must be selected. This field works in conjunction with the Project category field. |
| Project category | This field is non-editable, when the option in Category code is set to All. The Category groups are displayed for selection when the Category code field is set to |

| | |
|---------------|--|
| | Group. The Project categories are displayed for selection when the Category code field is set to Table. |
| Line property | This field displays all the line properties configured in the borrowing legal entity selected for the line. |
| Pay code | This field is user entry field. For different combinations of legal entities, projects, categories and line property different pay codes can be entered. |

The buttons available on this form are as follows:

| Buttons | Description |
|----------|--|
| Save | Saves the changes user has made on the form. |
| New | Allows to create a new combination of legal entities, projects, categories and line property for a pay code. |
| Delete | Provides option to remove the selected records on the form. |
| Validate | Allows to validate the pay code setup. There is a check on all the transactions for the specified period in the form to verify if all the transactions have the pay code defined in the setup. In the case where it is missing, the same is shown in the message details, as shown in the below screenshot. |

The screenshot shows the Dynamics 365 Finance and Operations interface. The main window displays the 'Pay code' setup form with a table of pay codes. The table has columns: Borrowing l..., Valid for, Project relation, Valid for, Category relation, Line property, and Pay code. The table lists various pay codes for different legal entities, projects, and categories. A yellow banner at the top indicates 'Pay code missing'. On the right, a 'Message details' pane shows three error messages related to missing pay code setups for specific legal entities, projects, and categories.

| 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: 0000122 | Category: AppDev | Line property: Billable
- Pay code setup is missing for: Legal entity: ussi | Project: 0000122 | Category: PM | Line property: Billable
- Pay code setup is missing for: Legal entity: ussi | Project: 0000122 | 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.

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. |
|-----------|---|

Inquire Exported Time

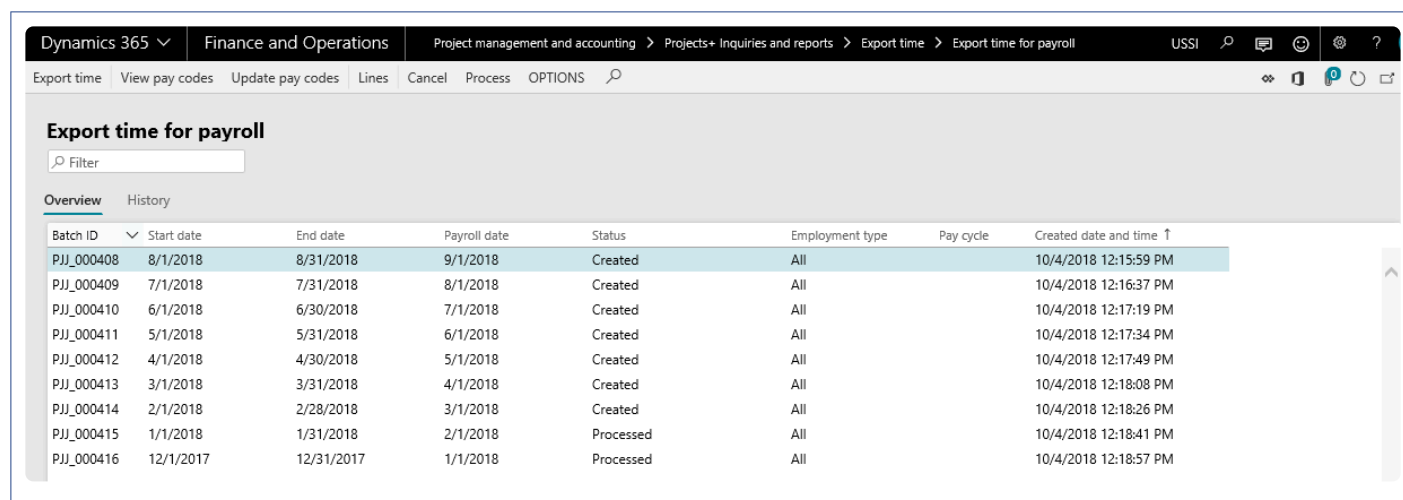
 There are two forms from where the time export can be verified. One is at the summary level which has the details of the batch created, etc. From this form, the user can launch the lines form to view the details of the lines exported for payroll.

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*



| 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

| 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 |

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.

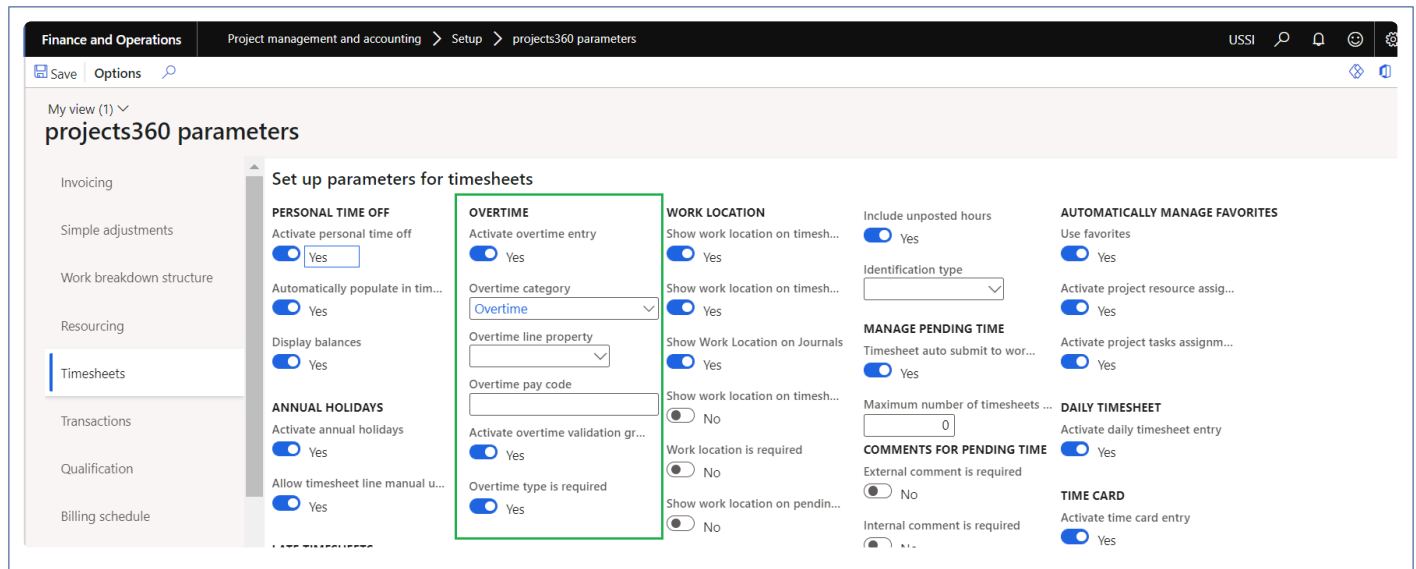
Configure

 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 in the 'Timesheets' tab. The 'OVERTIME' section is highlighted with a green box. It contains the following fields:

- Activate overtime entry:** Toggle set to 'Yes'.
- Overtime category:** Dropdown menu with 'Overtime' selected.
- Overtime line property:** Dropdown menu.
- Overtime pay code:** Text input field.
- Activate overtime validation gr...:** Toggle set to 'Yes'.
- Overtime type is required:** Toggle set to 'Yes'.

Other sections visible include:

- PERSONAL TIME OFF:** 'Activate personal time off' (Yes), 'Automatically populate in tim...' (Yes), 'Display balances' (Yes).
- ANNUAL HOLIDAYS:** 'Activate annual holidays' (Yes), 'Allow timesheet line manual u...' (Yes).
- WORK LOCATION:** 'Show work location on timesh...' (Yes), 'Show work location on timesh...' (Yes), 'Show Work Location on Journals' (Yes), 'Show work location on timesh...' (No), 'Work location is required' (No), 'Show work location on pendin...' (No).
- MANAGE PENDING TIME:** 'Timesheet auto submit to wor...' (Yes), 'Maximum number of timesheets ...' (0).
- COMMENTS FOR PENDING TIME:** 'External comment is required' (No), 'Internal comment is required' (No).
- AUTOMATICALLY MANAGE FAVORITES:** 'Use favorites' (Yes), 'Activate project resource assignm...' (Yes), 'Activate project tasks assignm...' (Yes).
- TIME CARD:** 'Activate time card entry' (Yes).

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 type is required | When this parameter is set to Yes, overtime type on the timesheet will be mandatory. |

Overtime types

With this new form, user will be able to define overtime types which can be used while entering over timesheet lines.

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

| Overtime type | Description | Default |
|--------------------------------------|-----------------|---------|
| <input checked="" type="radio"/> OT1 | Overtime type 1 | ✓ |
| <input type="radio"/> OT2 | Overtime type 2 | |
| <input type="radio"/> OT3 | Overtime type 3 | |
| <input type="radio"/> 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. Overtime type will

be defaulted on the timesheet when the Overtime line is created based on the overtime validation group. Incase if there is no default overtime type/resource then the Overtime type will be defaulted from Overtime type main form.

Go to Project management and accounting > projects360 Setup > Overtime > Overtime validation group

The screenshot shows the 'Overtime validation groups' form. The left sidebar lists validation groups: 'One for All', 'OTG', 'OTG1', 'OTG2', 'OTG3', and 'OverTime'. 'OTG1' is selected. The main area shows details for 'OTG1'. It includes a 'Resource' section with 'Remaining Resources' and 'Selected Resources'. The 'Remaining Resources' list includes '000017 June Low', '000020 Julia Funderburk', '000025 Tricia Fejfar', '000154 Alex Darrow', '000183 Aaron Painter', '000240 Wendy Richardson1.Wen...', and '000242 Yvonne McKay'. The 'Selected Resources' list includes '000095 Aaren Ekelund' and '000713 Usha Ravindra Rao'. The 'Overtime type' section shows 'Remaining Overtime Type' and 'Selected Overtime Type'. The 'Selected Overtime Type' list includes 'OT1 Overtime type 1' (selected) and '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 type can be selected for each overtime validation 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

| Overtime type | Overtime validation group | Valid for | Project relation | Overtime line property | Overtime category | Overtime pay code |
|---------------|---------------------------|-----------|------------------|------------------------|-------------------|-------------------|
| OT1 | OTG1 | Table | 00001132 | Overtime | 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. |

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, there's a navigation bar with 'Finance and Operations' and 'Project management and accounting > Timesheets > All timesheets'. Below this, a toolbar includes 'Save', 'New', 'Delete', 'Workflow', 'Timesheet', and 'Options'. A sidebar on the left has 'Maintain' (My delegates, My favorites, Recall timesheet), 'Related information' (Hour transactions), 'Manage' (Timesheet versions), 'Print' (Print timesheet), and 'Policy' (Check for violations). The main area shows a timesheet for '00005122 : Usha Ravindra Rao' with a status of 'Draft'. It includes fields for 'Resource' (Usha Ravindra Rao), 'Timesheet period' (2/1/2021 - 2/7/2021), 'Work week' (2/1/2021 - 2/7/2021), 'Approval status' (Draft), and 'Timesheet total' (0.00). Below this is a table of 'Timesheet lines'. A 'New overtime line' dialog box is open, showing options to 'Copy from current line' (Yes), 'Overtime type' (OT1), and an 'OK' button. The dialog also shows fields for 'Project ID' (00000643), 'Project name' (InvoiceEmail), and 'Work location ID' (InvoiceEmail).

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 | My favorites | Recall timesheet | Hour transactions | Timesheet versions | Print timesheet | Check for violations

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 | uss | 00000120 | Consult | | | 000713 | Usha Ravindra Rao | | 7.00 | Billable | | Timesheet |
| | PJJ_009602 | PJTY_00352239 | 11/23/2020 | uss | 00000120 | Overtime | Overtime Pay Code | | 000713 | Usha Ravindra Rao | | 1.00 | Overtime | | Timesheet |


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

Annual Holiday

A feature called, “Annual holiday”, has been introduced which allows users to define all the holiday dates for a specific calendar and legal entity. In addition, holidays can be configured to be auto populated when timesheets are created by users facilitating proper time entry.

This feature is parameter controlled. New settings are introduced to define the annual holiday and provided an option to the user if these holidays to be automatically populated onto the timesheets.

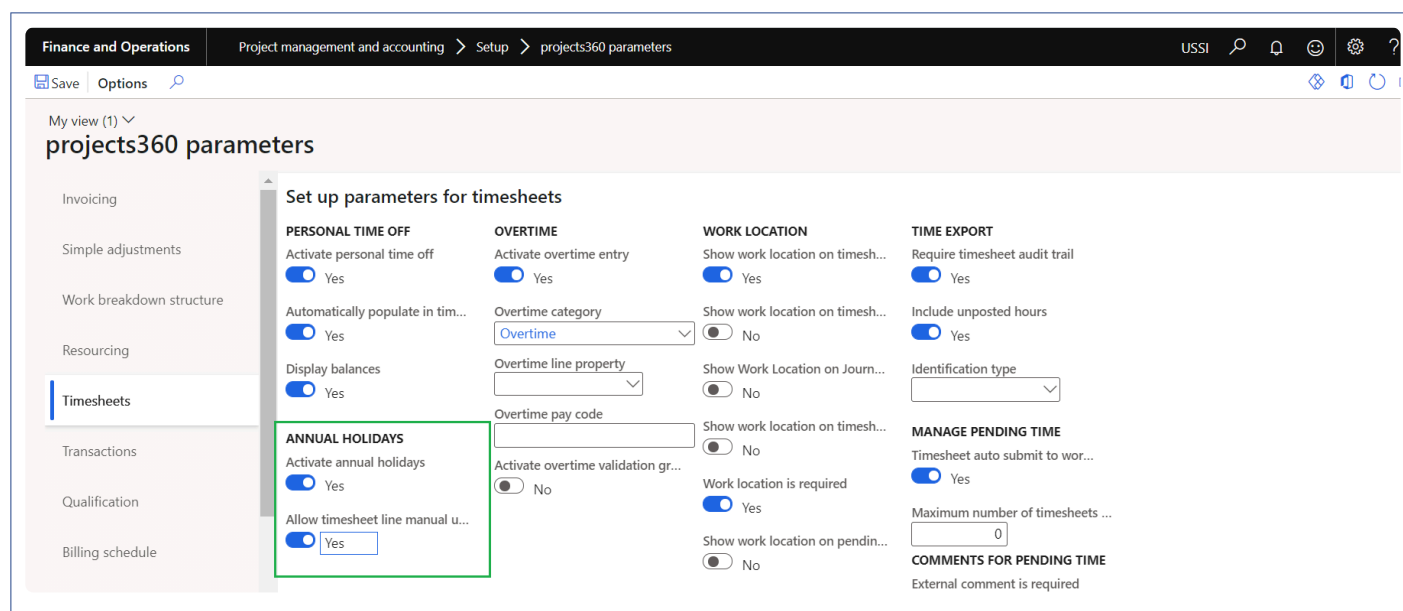
Set and Use Annual holiday

 This section details the setups required to be configured in order to use the Annual holiday feature.

Parameter Setup

On projects360 parameter form, under Timesheets tab, a new set of parameters under the “Annual holidays” has been introduced to control the annual holidays feature. 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 in the 'Timesheets' tab. The 'ANNUAL HOLIDAYS' section is highlighted with a green box. It contains the following parameters:

- PERSONAL TIME OFF**
 - Activate personal time off: ☒ Yes
 - Automatically populate in tim...: ☒ Yes
 - Display balances: ☒ Yes
- OVERTIME**
 - Activate overtime entry: ☒ Yes
 - Overtime category:
 - Overtime line property:
 - Overtime pay code:
 - Activate overtime validation gr...: ☐ No
- WORK LOCATION**
 - Show work location on timesh...: ☒ Yes
 - Show work location on timesh...: ☐ No
 - Show Work Location on Journ...: ☐ No
 - Show work location on timesh...: ☐ No
 - Show work location on pendin...: ☐ No
- TIME EXPORT**
 - Require timesheet audit trail: ☒ Yes
 - Include unposted hours: ☒ Yes
 - Identification type:
- MANAGE PENDING TIME**
 - Timesheet auto submit to wor...: ☒ Yes
 - Maximum number of timesheets ...:
- COMMENTS FOR PENDING TIME**
 - External comment is required: ☐

The 'ANNUAL HOLIDAYS' section is highlighted with a green box. It contains the following parameters:

- ANNUAL HOLIDAYS**
 - Activate annual holidays: ☒ Yes
 - Allow timesheet line manual u...: ☒ Yes

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

| Fields | Description |
|------------------------------------|---|
| Activate annual holidays | When this parameter is set to Yes, user can enter annual holidays. |
| Allow timesheet line manual update | When this parameter is set as “Yes”, then auto-populated timesheet lines can be manually updated within Timesheet form. |

Annual holidays

New form “Annual Holidays” is introduced to create annual holidays. User can define all the holiday dates for specific calendar and legal entity in this form. This new will be available only if “Activate annual holidays” parameter is set as “Yes”.

_Go to Project management and accounting > Setups > projects360 setup > Calendar > Annual holiday _

| Calendar | Holiday date | Holiday description | Hours | Auto populate in timesheet | Project ID | Activity number | Category | Use resource category |
|------------|--------------|---------------------|-------|-------------------------------------|------------|-----------------|----------|-------------------------------------|
| AH | 1/1/2021 | New year | 4.00 | <input checked="" type="checkbox"/> | 00001164 | | AH | <input type="checkbox"/> |
| AH | 5/1/2021 | Labor day | 4.00 | <input checked="" type="checkbox"/> | 00001164 | | AH | <input type="checkbox"/> |
| Standard | 1/1/2021 | New year | 8.00 | <input checked="" type="checkbox"/> | 00001164 | | AH | <input type="checkbox"/> |
| Standard | 5/1/2021 | Labor day | 8.00 | <input checked="" type="checkbox"/> | 00001164 | | AH | <input type="checkbox"/> |
| Standard | 8/16/2021 | Bank 1 | 2.00 | <input checked="" type="checkbox"/> | 00001164 | | 040 | <input checked="" type="checkbox"/> |
| Standard | 9/13/2021 | Bank 2 | 2.00 | <input checked="" type="checkbox"/> | 00001164 | | 002 | <input checked="" type="checkbox"/> |
| Standard | 10/14/2021 | Duseharra | 8.00 | <input checked="" type="checkbox"/> | 00001164 | | AH | <input type="checkbox"/> |
| Standard | 11/1/2021 | Regional holiday | 2.00 | <input type="checkbox"/> | | | AH | <input type="checkbox"/> |
| USCalendar | 10/20/2021 | Special Holiday | 8.00 | <input checked="" type="checkbox"/> | 00001164 | W00016751 | AH | <input type="checkbox"/> |
| USCalendar | 10/28/2021 | Special Holiday 2 | 8.00 | <input checked="" type="checkbox"/> | 00001164 | | AH | <input checked="" type="checkbox"/> |
| USCalendar | 11/1/2021 | Special Holiday 3 | 8.00 | <input checked="" type="checkbox"/> | 00001164 | | AH | <input type="checkbox"/> |

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

| Fields | Description |
|----------------------------|--|
| Calendar | Select calendar to define annual holiday. |
| Holiday date | Define holiday date. |
| Holiday description | Define description for a holiday date. |
| Hours | Define hours. |
| Auto populate in timesheet | When this parameter to Yes, holiday record will get automatically created on the timesheet for the defined period. |
| Project ID | Define project ID. This field is mandatory when Auto populate in timesheet field is set to yes |
| Activity number | Define activity number. |
| Category | Define category. |
| Use resource category | When this parameter to Yes, category will default from the resource on the annual holiday lines. |

Annual holiday on Timesheet

When the user set “Auto populate in timesheet” parameter to yes, annual holidays will get automatically populated on the timesheet with the Project ID and the category mentioned on the annual holiday setup form. This annual holiday record will be editable only when the “Allow timesheet line manual update” parameter is set to Yes on the parameters form. User will be able to remove these timesheet lines.

Go to Project management and accounting > All timesheets > All timesheets

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)

00006397 : Usha Ravindra Rao

Lines Header

Timesheet

Draft

Resource

Timesheet period

Work week

Approval status

Timesheet total

Usha Ravindra Rao

1/11/2021 - 1/17/2021

1/11/2021 - 1/17/2021

Draft

8.00

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 | Work location ID | Activity... | A... | Category | Mo... | Tue 0... | Wed 01/13 | Thu 01/14 | Fri 01/15 | Sat 01/16 | : |
|-------------------------------------|----------|--------------|-------------------|-------|------------|--------------|------------------|-------------|------|----------|-------|----------|-----------|-----------|-----------|-----------|---|
| <input checked="" type="checkbox"/> | | ussl | ▼ AH1 | 🔍 | 00001164 | ▼ AH1 | ▼ | ▼ | ▼ | AH | ▼ | | | 8.00 | | | |

Time card

projects360 introduces a new feature that provides the ability of easily entering Time-card detailed information directly from the Timesheet form. This functionality can be activated only for specific resources/users. From a simple overview the user can see and enter Time In, Time Out as well as Time on break. Break types can be configured allowing to categorize the time on break for later analysis. Even though this feature can help to partially cover those requirements, we do not officially comply with the State of California regulations. This feature controlled through a parameter.

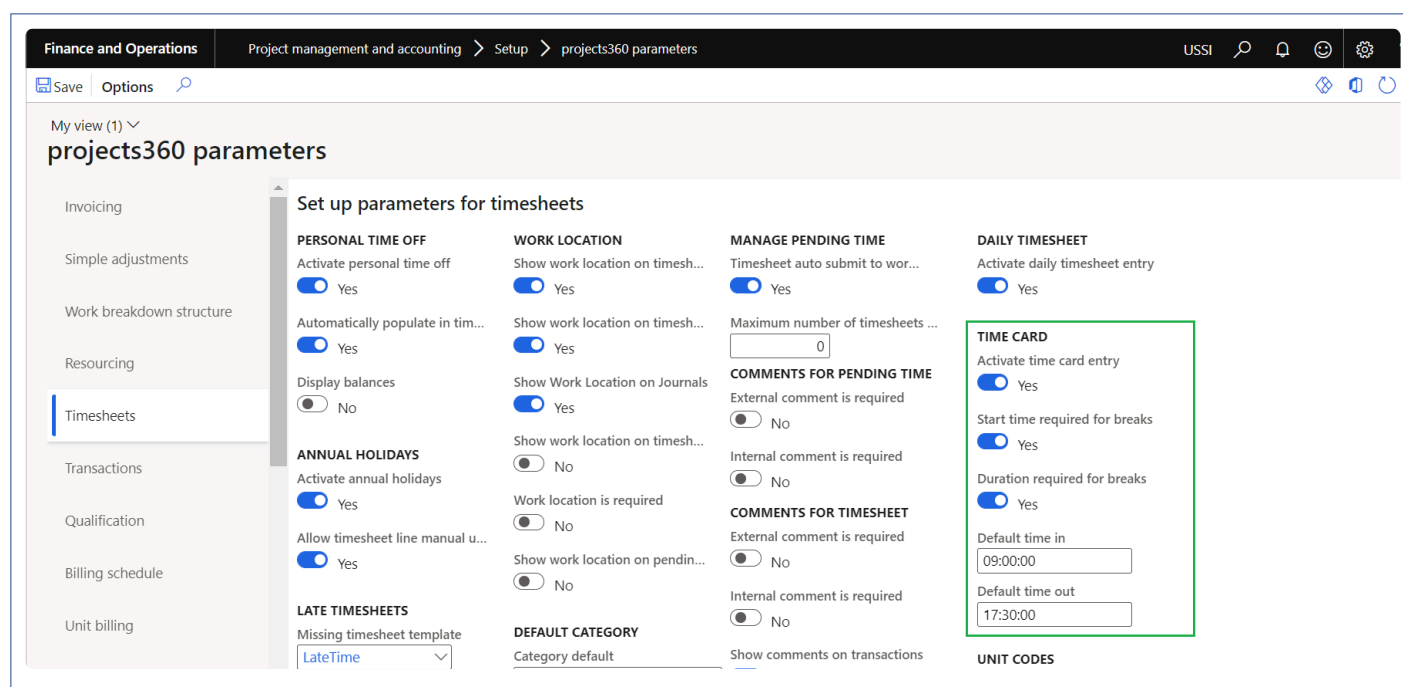
Configure time card

 To start using Time card feature, user needs to perform specific setups. This section details the configuration process.

Parameter setup

On projects360 parameter form, under Timesheets tab, a new parameter “Activate time card entry” has been introduced to enter time card on timesheets. User needs to set the ‘Activate time card entry’ field value to ‘Yes’ in order to use this feature.

Go to *Project management and accounting > Setups > projects360 parameters > Timesheets*



The screenshot shows the 'projects360 parameters' form with the 'Timesheets' tab selected. The 'Set up parameters for timesheets' section contains several sub-sections: PERSONAL TIME OFF, WORK LOCATION, MANAGE PENDING TIME, DAILY TIMESHEET, ANNUAL HOLIDAYS, COMMENTS FOR PENDING TIME, COMMENTS FOR TIMESHEET, LATE TIMESHEETS, and UNIT CODES. The 'TIME CARD' section, highlighted with a green box, includes the following settings:

- Activate time card entry: ☒ Yes
- Start time required for breaks: ☒ Yes
- Duration required for breaks: ☒ Yes
- Default time in: 09:00:00
- Default time out: 17:30:00

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

| Fields | Description |
|-------------------------------|---|
| Activate time card entry | When this check box is enabled, user can enter time card on timesheets. |
| Stat time required for breaks | If this parameter is turned on, “Start time” field on the time card will be made mandatory. |
| Duration | If this parameter is turned on, “Duration” field on the time card will be made mandatory. |

| | |
|---------------------|------------------------------------|
| required for breaks | |
| Default time in | Defaults time in on the Time card. |
| Default time out | Defaults time in on the Time card. |

Resource setup

On employees form, under Project setup, a new parameter “Time card required” has been introduced to enter time card on timesheets. User needs to set the ‘Time card required’ field value to ‘Yes’ on resources to activate time card for the resource..

Go to Human resources > Employees > Employees > Project setup

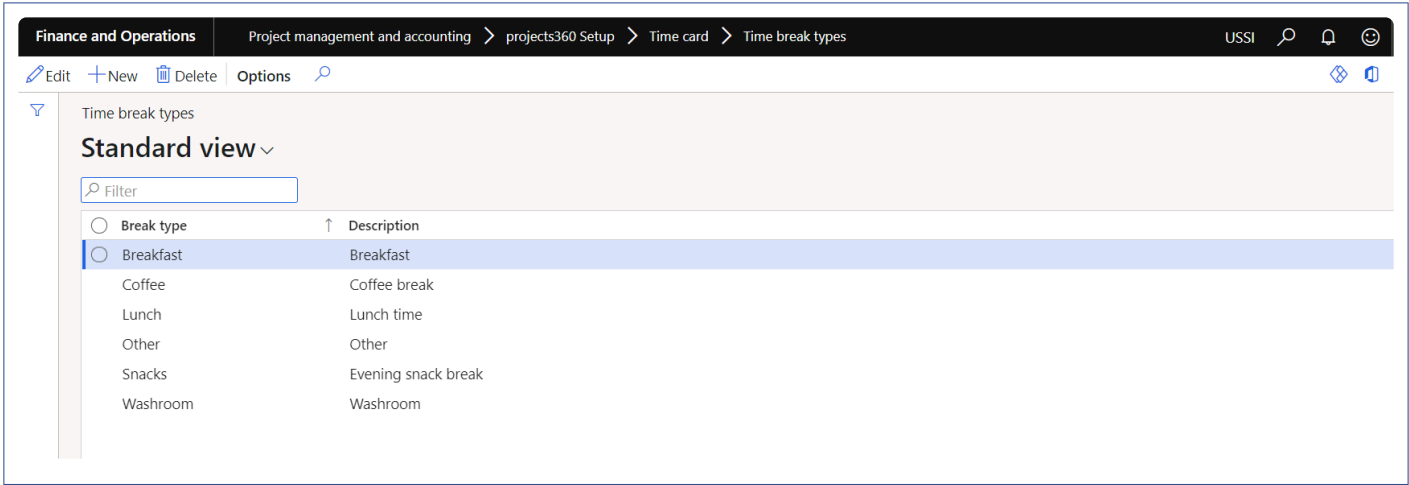
Details of the fields available on the projects360 parameters form are as follows –

| Fields | Description |
|--------------------------|---|
| Activate time card entry | When this check box is enabled, resource can enter time card on timesheets. |

Break types

Break types can be configured that can be used while entering the time card from the timesheets. User needs to set the ‘Activate time card entry’ field value to ‘Yes’ in order to use this form.

Go to Project management and accounting > projects360 setups > Time card > Time break types



Details of the fields available on the Time break types form are as follows –

| Fields | Description |
|-------------|--|
| Break type | Define break type to be used on time card. |
| Description | Define a description for a break type. |

Enter Time card

 This section shows how to enter time card with break types on timesheets.

A new section 'Time card' is added on the timesheet which allows users to quickly enter time in, time out on daily basis. This new section provides the details on how many breaks taken in a day with the duration spent for each break and based on the duration defined on the breaks automatically the remaining hours gets updated.

Go to *Project management and accounting > Timesheets > All timesheets*

Details of the fields available on the Time card section on timesheet are as follows –

| Fields | Description |
|-----------------|---|
| Date | This field will auto populate the dates based on the work week selected on the timesheet. |
| Day of the week | This field will auto populated based on the date. |
| Time in | This field will default from the parameter or user has an option to update or edit. |
| Time out | This field will default from the parameter or user has an option to update or edit. |
| Time on breaks | This field will display the total time of breaks taken which is auto calculated based on the duration defined on the Break details tab. |

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| | |
|------------------|--|
| Number of breaks | This field will display the number of breaks taken in a day based on the break types. |
| Total time | This field will display the total time based on the time in- time out and excluding break time. |
| Non-working days | This field will be by default marked for the non-working days. User can unmark this check box if required. |

Details of the buttons available on the Time card section on timesheet are as follows –

| Fields | Description |
|-----------------|---|
| Reset time card | When this button is clicked all the time card records will delete and recreate the time card records again. |

Details of the fields available on the Break details tab are as follows –

| Fields | Description |
|-----------------|--|
| Date | Select a date to update the break details. |
| Day of the week | his field will auto populated based on the date. |
| Break type | Select tune break type. |
| Start time | Define start time for the break. This field will be mandatory when “Start time is required” parameter is marked. |
| Duration | Define the duration of the break. This field will be mandatory when “Duration is required” parameter is marked . |
| Comment | Update comments if any. |

Unit code entry

projects360 introduces a new feature that allows users to enter Unit codes for billing purposes directly from the timesheet. Unit codes entry can be activated by resource/user. Billing codes can be created and configured to either use expense, fee or item categories. Based on the unit codes entered by the user from the timesheet, the timesheet process will automatically create necessary expense journal and/or a fee journal generating project transactions for billing purposes.

Configure unit code entry

✿ To start using Unit code entry feature, user needs to perform specific setups. This section details the configuration process.

Parameter setup

On projects360 parameter form, under Timesheets tab, a new parameter “Activate unit codes entry” has been introduced to enter unit code card on timesheets. User needs to set the ‘Activate unit codes entry’ field value to ‘Yes’ in order to use this feature.

Go to *Project management and accounting > Setups > projects360 parameters > Timesheets*

The screenshot displays the 'projects360 parameters' form in the 'Timesheets' tab. The left sidebar shows navigation options: Invoicing, Simple adjustments, Work breakdown structure, Resourcing, Timesheets (selected), Transactions, and Qualification. The main content area is titled 'Set up parameters for timesheets' and includes several sections: 'Missing timesheet template' (LateTime), 'Timesheet approval template' (LatetimeAA), 'OVERTIME' (Activate overtime entry: Yes, Overtime category: Overtime), 'DEFAULT CATEGORY' (Category default: From resource), 'TIME EXPORT' (Require timesheet audit trail: Yes, Include unposted hours: Yes, Identification type), 'Show comments on transactions' (Yes), 'AUTOMATICALLY MANAGE FAVORITES' (Use favorites: Yes, Activate project resource assign...: Yes, Activate project tasks assignm...: Yes), and a highlighted 'UNIT CODES' section (Activate unit codes entry: Yes, Unit fee journal name: FEE, Unit expense journal name: Prjrn).

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

| Fields | Description |
|---------------------------|--|
| Activate unit code entry | When this check box is enabled, user can enter unit code on timesheets. |
| Unit fee journal name | Select fee journal name which will be used while creating the journal when unit code is entered on timesheets. |
| Unit expense journal name | Select expense journal name which will be used while creating the journal when unit code is entered on timesheets. |

Resource setup

On employees form, under Project setup, a new parameter “Allow unit codes entry” has been introduced which enables to enter unit code on timesheets. User needs to set the ‘Allow unit codes entry’ field value to ‘Yes’ on resources to activate unit code entry for the resource..

Go to Human resources > Employees > Employees > Project setup

Finance and Operations

Human resources > Workers > Employees

USSI

Save

Target update

Options

USHA RAVINDRA RAO : USSI

My view (1)

Resource setup

Usha Ravindra Rao

TIMESHEET

Period code

EmpWeek

No timesheet required

No

Default category

AppDev

Max hours calendar

Standard

Require start/stop time

No

Use effective labor rate

No

Time card required

No

Allow unit codes entry

Yes

RESOURCE SCHEDULING

Calendar

Standard

VALIDATION

Enable project validation

No

Enable category validation

No

MAXIMUM WORKING TIME

Monday

0.00

Tuesday

0.00

Wednesday

0.00

Thursday

0.00

Friday

0.00

Saturday

0.00

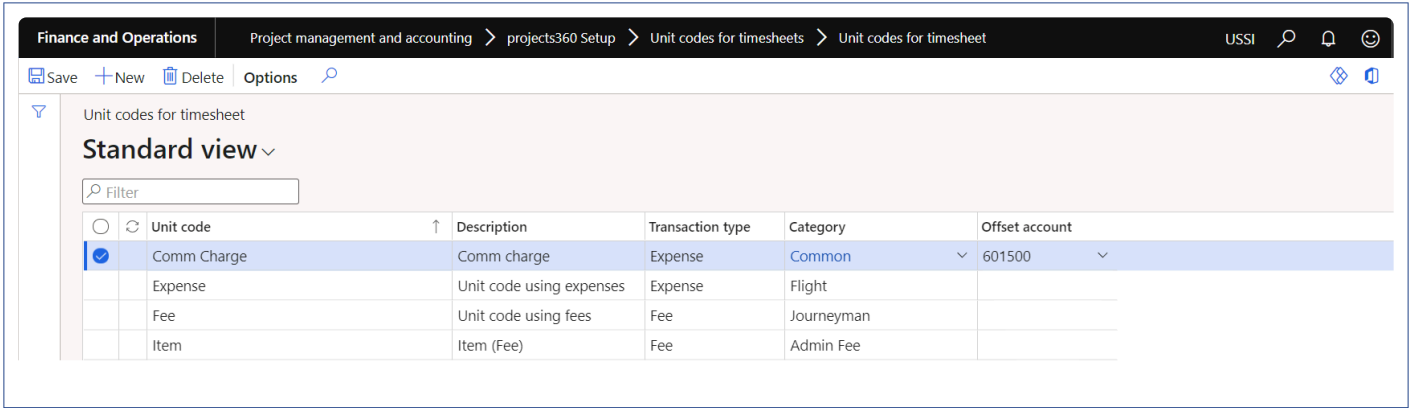
Details of the fields available on the projects360 parameters form are as follows –

| Fields | Description |
|-----------------------|--|
| Allow unit code entry | When this check box is enabled, resource can enter unit codes on timesheets. |

Unit codes

Unit codes can be configured that can be used while entering the unit codes from the timesheets. In this form, user can configure the billing codes with required transactions types which will be used for posting automatic transactions during timesheet posting.

Go to Project management and accounting > projects360 setups > Unit codes for timesheets > Unit codes for timesheets



Details of the fields available on the Unit codes for timesheets form are as follows –

| Fields | Description |
|------------------|---|
| Unit code | Define Unit code to be used on timesheets. |
| Description | Define a description for a Unit code. |
| Transaction type | Select a transaction type for a unit code. |
| Category | Select a category for the unit code. This field is mandatory when the transaction type is expense or fee. |
| Offset account | Select a offset account to be used for expense. |

Note – When the user select transaction type Item, no transactions will be posted in the current version 10.0.22.

Unit code entry on timesheets



This section shows how to enter unit codes on timesheets.

A new section 'Unit codes entry' is added on the timesheet which allows users to quickly enter unit codes. Based on the unit codes entered on the timesheet, automatically expense journal and/or a fee journal will get posted when user posts the timesheet.

Go to Project management and accounting > Timesheets > All timesheets

The screenshot displays the 'Timesheet' interface for user 'Usha Ravindra Rao'. The 'Unit codes entry' section is highlighted with a green border. It contains a table with columns for 'Unit code', 'Description', and dates from 'Mon 11/08' to 'Sun 11/14', along with a 'Total' column. The table shows two entries: 'Expense' with a total of 3.00 and 'Fee' with a total of 4.00.

| Unit code | Description | Mon 11/08 | Tue 11/09 | Wed 11/10 | Thu 11/11 | Fri 11/12 | Sat 11/13 | Sun 11/14 | Total |
|-----------|--------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|
| Expense | Unit code using expenses | 1.00 | 2.00 | | | | | | 3.00 |
| Fee | Unit code using fees | | | 1.00 | | 3.00 | | | 4.00 |

Details of the fields available on the Unit codes entry section on timesheet are as follows –

| Fields | Description |
|---------------|--|
| Unit code | Select a unit code. |
| Description | This field will auto populate based on the selected unit code. |
| Date with day | This field will display the dates based on the selected work week. |
| Total | This field will display the total quantity for a unit code. |

Misc changes

New option is been introduced for 'Category field' on projects 360 parameters form. We have relabeled the existing options and added new option for this enum.

Go to *Project management and accounting > Setups > projects360 parameters > Timesheets*

The screenshot shows the 'Set up parameters for timesheets' form. The 'DEFAULT CATEGORY' section is highlighted with a green box, showing the following options:

- Category default: Standard logic (selected)
- Standard logic
- From activity (mandatory)
- From resource

Other sections include:

- PERSONAL TIME OFF:** Activate personal time off (Yes), Automatically populate in tim... (Yes), Display balances (Yes).
- OVERTIME:** Activate overtime entry (Yes), Overtime category (Overtime), Overtime line property (dropdown), Overtime pay code (dropdown), Include unposted hours (Yes), Identification type (dropdown).
- ANNUAL HOLIDAYS:** Activate annual holidays (Yes), Allow timesheet line manual u... (Yes).
- AUTOMATICALLY MANAGE FAVORITES:** Use favorites (Yes), Activate project resource assign... (Yes), Activate project tasks assignm... (Yes).
- UNIT CODES:** Activate unit codes entry (Yes), Unit fee journal name (FEE), Unit expense journal name (PrjJrn).
- DAILY TIMESHEET:** Activate daily timesheet entry (Yes), Show line property (Yes).
- MANAGE PENDING TIME:** Timesheet auto submit to wor... (Yes).

Details of the options are as follows –

| Fields | Description |
|---------------------------|--|
| Standard logic | No changes in the current logic. |
| From activity (mandatory) | If category default is set to 'From activity (mandatory)' then category will default on timesheet from activity. |
| From resource | If category default is set to 'From activity (mandatory)' then category will default on timesheet from resource. |

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.

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.

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*

The screenshot displays the 'Unit billing' configuration interface. The breadcrumb trail at the top indicates the navigation path: **Finance and Operations** > **Project management and accounting** > **Setup** > **projects360 parameters**. Below the breadcrumb, there are 'Save' and 'Options' buttons. The main heading is 'projects360 parameters'. On the left, a sidebar lists several categories: Invoicing, Simple adjustments, Work breakdown structure, Resourcing, Timesheets, Transactions, Qualification, Billing schedule, and **Unit billing** (which is highlighted). The 'Unit billing' section is expanded, showing a box titled 'Set up parameters for unit billing'. Inside this box, the following settings are visible:

- UNIT BILLING**
- Activate unit billing**: A toggle switch is turned on, with the text 'Yes' next to it.
- Unit billing model**: A dropdown menu is set to 'UNIT'.
- Method of calculation**: A dropdown menu is set to 'Resource per week'.

Parameters available on this form and functionality involved are as follows:

| Fields | Description |
|-----------------------|--|
| Activate unit billing | Enables the feature when the checkbox is set to yes. |

| | |
|-----------------------|--|
| 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> |

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 | This field is used to derive the quantity that has to be updated for the forecast line, when the Quantity Unit proposal is generated. |
| | Based on the method selected in this field the quantity that can be updated for the line is proposed, based on resource timesheet and team timesheet. Below are the methods of calculation available to handle user timesheet records to update quantity. |
| | Manual: This method of calculation allows users to update the quantity manually for the proposal line which is created in update and post unit proposal, however the user will be able to update these quantities to anything that is desired. |
| | Resource per day |
| | Resource per week |
| | Resource per month |
| | Resource team per day |
| | Resource team per week |
| | Resource team per month |
| | In the above methods, the timesheet hours are considered for the quantity update. For example, when set to Resource per day, the timesheet entered for the resource for the day will be considered as quantity one. In case there are three resources booking time for the same project on the same day then this quantity will be three. |
| | These are the proposed values, however the user will be able to update these quantities to anything that is desired. |
| | However, for the methods where team is included irrespective of the number of resources, the quantity will be considered as one for the quantity update. |
| | Quantity per day |

| | |
|-----------------|---|
| | <p>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> <p>In Timesheet entry method of calculation, the proposed quantity will be considered from the posted Unit code on the timesheet for a given period of time.</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. |
| Unit code | Select Unit code when method of calculation is Timesheet entry. |
| Item number | Shows the item description based on item selected. user will be able to modify item description field to anything that is desired. |
| Decription | 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. This date is required while creating a proposal. |

The buttons available on this Overview grid are as follows:

| Buttons | Description |
|---------|-----------------------------------|
| New | Creates a new item forecast line. |
| Delete | Delates the item forecast line. |

The buttons available on the action pane are as follows:

| Buttons | Description |
|------------------------|--|
| Save | Saves the records on the form. |
| General ledger preview | Shows the ledger entries that will be impacted after processing the selected line. |

There are three tabs added to the below grid. Details and fields on these grids are as follows:

General Tab

Fields available on this tab are as follows:

| 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. The options available are:</p> <p>Manual – Where the user can manually allocate the forecast line. Day – The forecast line will be split for the number of days lying between start and end date of the forecast line. Week – The forecast line will be split for the number of weeks lying between start and end date of the forecast line. Month – The forecast line will be split for the number of months lying between start and end date of the forecast line.</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. 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. Immediate – Revenue is recorded immediately. Deferred schedule – Where the revenue amount is split over the revenue periods. Once this option is selected, the related fields will be enabled. However for the user to be able to choose this value, the category associated with the item should be setup as a deferred revenue category. Refer the Deferred revenue category setup.</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. |

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 | <p>This checkbox determines whether the proposal should consider the dates for which the proposal has been previously run.</p> <p>If this option is set to "Yes", then the proposal will include the dates in which the proposal has been created previously.</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. |
| 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 Project management and accounting > projects360 Periodic > Unit billing > Create unit proposals

Go to Manage projects workspace > Transaction tab > Create unit proposals

Create unit proposals

Parameters

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

OVERLAP DATES FROM PREVIOUS PROPOSALS
Overlap: No ☐

Records to include

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

| 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 | <div><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><div><div>?</div><div><div>Post</div><div>Post to ledger on date other than transaction date</div><div>Ledger date</div><div><input type="text"/></div><div><div>OK</div><div>Cancel</div></div></div></div></div> |

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. |

Post unit billing proposals

Once the unit billing proposals are created, users can post the unit billing proposal through batch.

Go to Project management and accounting > projects360 Periodic > Unit billing > Post unit billing proposals

Post unit billing proposals

Parameters

POST TO LEDGER ON DATE OTHER THAN TRANSACTION DATE

Ledger date

11/11/2021



Records to include

Filter

PROJECTS

Project Id

Project status

In process

FORECAST PROPOSAL HEADER

Status

Draft

Run in the background

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

Batch processing



No

Task description

Post unit billing proposals

Batch group

Private



No

Critical Job

OK

Cancel

The fields available on this form are as follows:

| Fields | Description |
|---|---|
| Ledger date | Unit proposals will get fetched based on the ledger date for posting. |
| Records to include tab: Filter Project | User can select the Project Id to filter the unit proposals. |
| Run in the background tab | Has all the standard options available for running this process in batches. |

All unit billing 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 > projects360 > Inquiries and reports > Unit billing > All unit billing proposals

Finance and Operations | Project management and accounting > projects360 Inquiries and reports > Unit billing > All unit billing proposals

Standard view

All unit billing proposals

Status: All

Unit proposal

| Project ID | Name | Activity number | Activity name | Description | Start date | End date | Unit | Sales price | Currency | Quantity | Sales amount | Posted hours | Unposted hours | Status |
|------------|--------------|-----------------|---------------|---------------|------------|------------|------|-------------|----------|----------|--------------|--------------|----------------|--------|
| 00000641 | Unit billing | | | Day | 5/28/2020 | 5/31/2020 | Day | 100.00 | USD | 2.00 | 200.00 | | | Posted |
| 00000338 | UB001 | | | OS: Server | 4/13/2020 | 4/19/2020 | ea | 3,899.00 | USD | 1.00 | 3,899.00 | | 1.00 | Draft |
| 00000713 | Demo Project | W00011525 | Dev | Day | 4/6/2020 | 4/17/2020 | Day | 100.00 | USD | 1.00 | 100.00 | | | Posted |
| 00000338 | UB001 | | | OS: Server | 4/4/2020 | 4/8/2020 | ea | 3,899.00 | USD | 3.00 | 11,697.00 | | 5.00 | Draft |
| 00001040 | Fjorela 1911 | W00015000 | AP1 | Localizati... | 1/1/2020 | 11/30/2020 | hr | 100.00 | USD | 8.00 | 800.00 | | | Posted |
| 00001040 | Fjorela 1911 | W00015001 | AP2 | Localizati... | 1/1/2020 | 11/30/2020 | hr | 100.00 | USD | 6.00 | 600.00 | | | Posted |

General | Unit forecast | Revenue recognition

PRODUCT
 Category: ProjItem
 Line property: Billable

METHOD OF CALCULATION
 Method of calculation: Timesheet entry
 Calendar: USCalendar
 Periodic quantity:

FORECAST
 Proposal ignores forecast dates: No
 Model: ETC-WBS

INVENTORY DIMENSIONS
 Site: MainOffice
 Warehouse: MainOffice

The fields available on this form are as follows:

| Fields | Description |
|-----------------|---|
| Project ID | Displays project ID for which unit proposal is generated. |
| Name | Displays project name. |
| Activity number | Displays activity number of the unit proposal. |

| | |
|----------------|--|
| Activity name | Displays activity name. |
| 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. |

All the buttons and fields under General, Unit forecast, Revenue recognition functions same as “Update and post unit proposals” form.

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.

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.

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 top navigation bar includes 'Dynamics 365', 'Finance and Operations', and a breadcrumb trail: 'Project management and accounting > Setups > Projects+ parameters'. The left sidebar is titled 'Projects+ parameters' and lists various options: Invoicing, Work breakdown structure, Resourcing, Timesheets, Transactions (highlighted), Qualification, and Unit billing. The main content area is titled 'Set up parameters for transactions' and contains three sections: 'SUBCONTRACTOR RECONCILIATION', 'PRICING ENHANCEMENT', and 'DIMENSION INHERITANCE'. Each section has a 'Yes' toggle switch. The 'REVENUE RECOGNITION SCHEDULE' section is highlighted with a green box and has a 'Yes' toggle switch.

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 OperationsProject managem€ > Project > Revenue recognition scheduleUSSI🔍💬😊⚙️?🟢

✎ Edit+ New🗑 DeleteOPTIONS🔍

REVENUE RECOGNITION SCHEDULE

| Revenue period ↑ | Description |
|------------------|-------------|
| 12 Month | 12 Month |
| 6 Month | 6 Month |
| Weekly | Weekly |
| Yearly | Yearly |

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 |

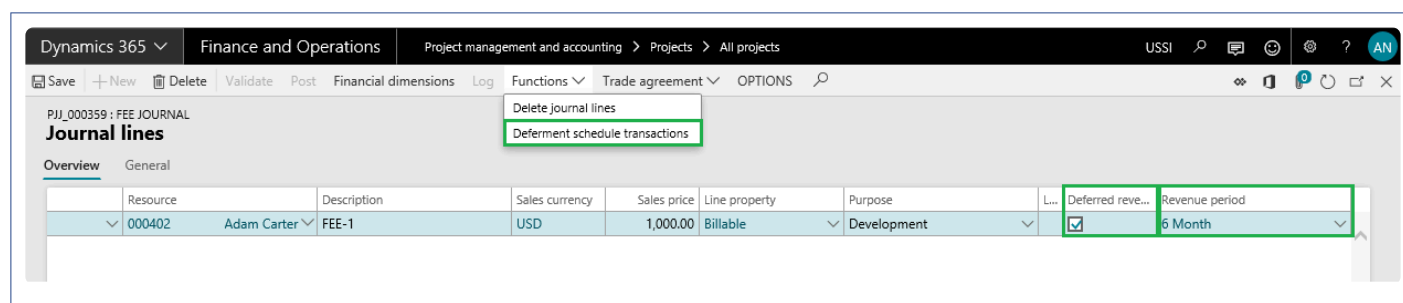
Deferment Process

 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*



The screenshot shows the Dynamics 365 Finance and Operations interface. The breadcrumb trail is: Project management and accounting > Projects > All projects. The main form is titled 'PJJ_000359 : FEE JOURNAL Journal lines'. The 'Overview' tab is selected. The 'General' section contains a table with the following data:

| 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*

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

SCHEDULE

Period for allocation

Months

Number of allocations

Deferred date

10/4/2018

OK

Cancel

| Field | Description |
|-----------------------------|--|
| Deferred amount | View the deferred amount from the journal. |
| Installment amount in total | View the aggregate installment amount. |
| Period of allocation | View the defaulted period from deferred revenue id that is attached on the journal line. |
| Number of allocation | View the number of allocation that's being setup in the Deferred revenue ID form and can be changed. |
| Deferred date | Defaults the date on the fee journal, but can be edited on this form. |

Go to the *Installments* tab, to review the list of installments for deferrals.

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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 |

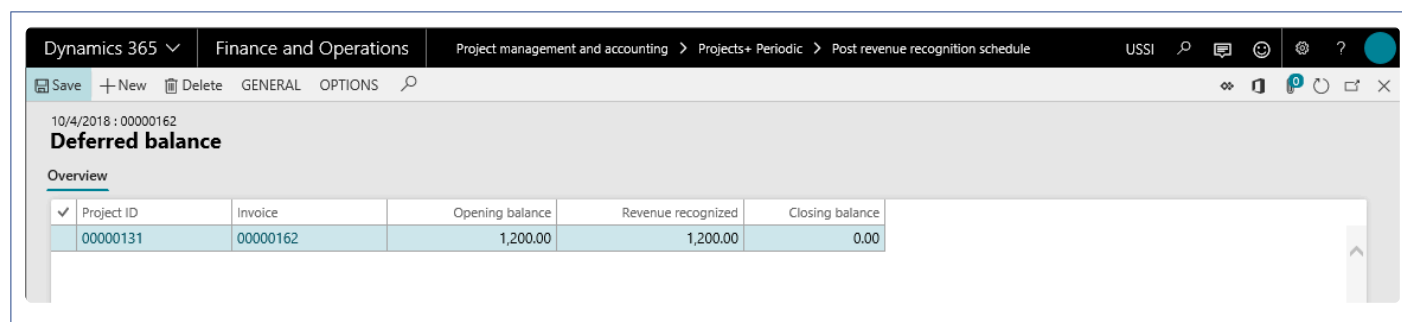
Details of the fields and buttons used on the above form are as follows:

| 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.



| 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.

Revenue recognition

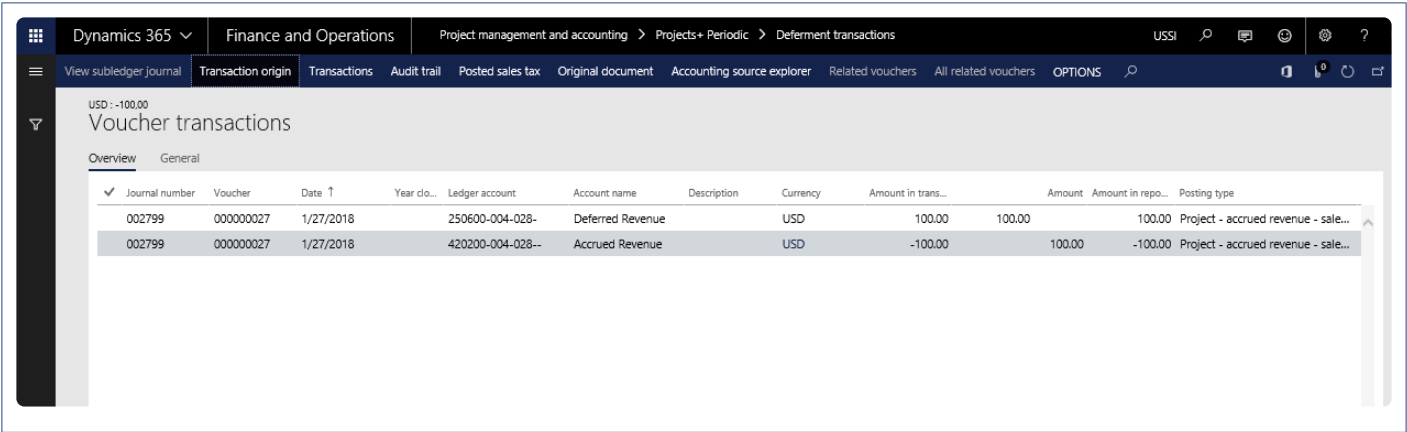
Show: All

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.



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 |

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.

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 | Project | |
| 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.

| Posting type ↑ | Borrowing legal... | Relation | Project relation | Dimension name | Primary source | Alternate source | Fixed value |
|----------------|--------------------|----------|------------------|----------------|----------------|------------------|-------------|
| Hours | | All | | Project | Activity | | |
| Hours | | All | | ServiceLine | Source ↑ | | |
| Hours | | All | | BusinessUnit | Worker | | |
| Hours | | All | | Department | Project | | |
| Hours | | All | | LegalEntity | Customer | | |
| Hours | | All | | Projects | Vendor | | |
| Expenses | | All | | Project | Fixed | | |
| Expenses | | All | | ServiceLine | Activity | | |
| Expenses | | All | | BusinessUnit | Category | | |
| Expenses | | All | | Department | Fixed | | 033 |

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' configuration page. The left sidebar lists navigation options: Invoicing, Work breakdown structure, Resourcing, Timesheets, Transactions (selected), Qualification, Billing schedule, and Unit billing. The main content area is titled 'Set up parameters for transactions' and includes 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' (highlighted with a green box).

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.

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 OperationsProject management and accounting > Projects+ Setup > Dimension default rulesUSSI 🔍 🗨️ 😊 ⚙️

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\$ | Search | Settings | Help

Save | New | Delete | 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

Legitimacy: 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\$ | Search | Settings | Help | AV

Save | New | Delete | As of date | 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

Legitimacy: No default

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

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_001474: HOURS, NO APPROVAL JOURNAL
Journal lines for hours

Overview | General

| Project date | Project ID | Activity number | Category | Resource | Role ID |
|--------------|------------|-----------------|----------|------------------|---------------|
| 9/8/2017 | 00000166 | | PM | 000409 Aaron Con | Business anal |

Enter account financial dimensions

SELECT ACCOUNT DIMENSION VALUES FOR USS1

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.

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

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

00000166: 9/8/2017
Voucher transactions

Overview | General

| 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.

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.

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

Basic Settings

Assignment

Condition

Escalation

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

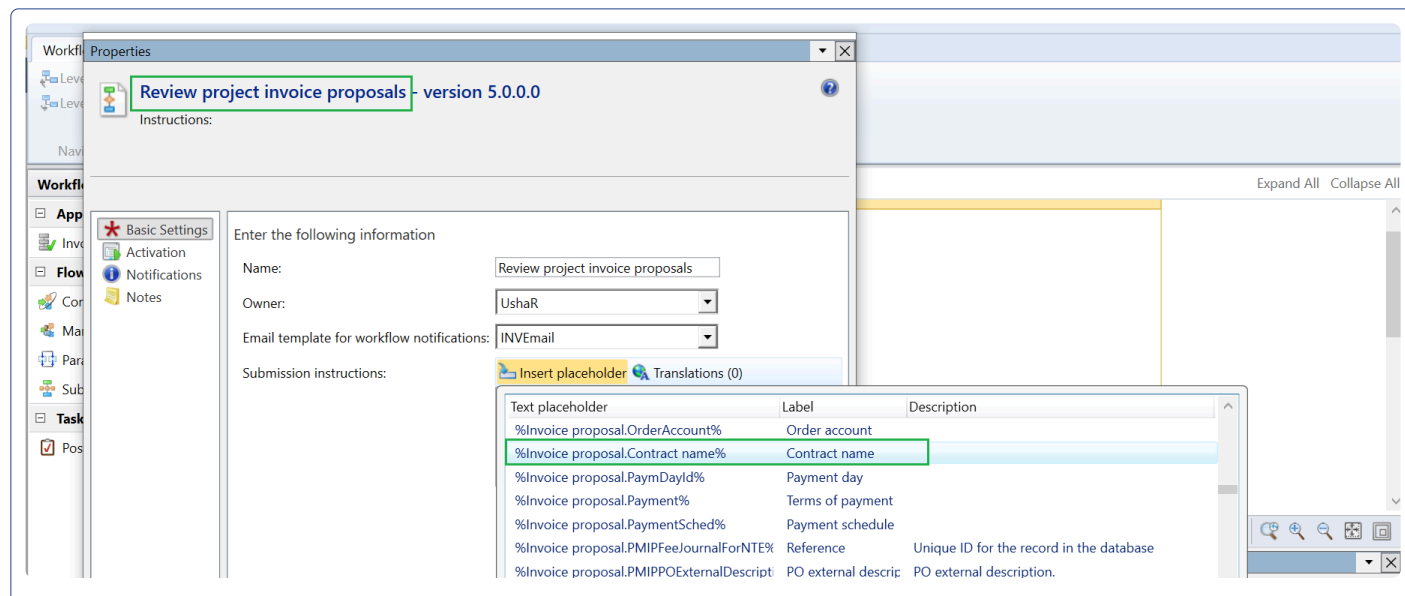
Close



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.

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.

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 | | | | | | | | |
| <div> <div> Open Reassign Approve Send reminder email </div> <div> <div>PERSONALIZE</div> <div>Always open for editing</div> <div>Personalize this form</div> <div>Add to workspace</div> </div> <div> <div>PAGE OPTIONS</div> <div>Security diagnostics</div> <div>Advanced filter or sort</div> <div>Record info</div> </div> <div> <div>SHARE</div> <div>Get a link</div> <div>Create a custom alert</div> <div>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 | 3/28/2019 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 | | 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 | 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: PJIP_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: PJIP_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: PJIP_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: PJIP_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: PJIP_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: PJIP_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: PJIP_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

US\$

OPTIONS

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 | 10/6/2018 | 1.00 | GBP | 110.00 |
| | ussl | GBSI | Timesheet | 00000160 | Approved | CA13-000002 | CA13-000002 | Adam Carter | 10/6/2018 | 1.00 | GBP | 110.00 |
| | ussl | GBSI | Timesheet | 00000162 | Approved | CA13-000002 | CA13-000002 | Alice Ciccu | 10/6/2018 | 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 | 10/6/2018 | 1.00 | GBP | 0.00 |
| | ussl | GBSI | Timesheet | 00000151 | Draft | CA13-000001 | IC Project Intercompany | SubContrac... | 10/6/2018 | 1.00 | GBP | 110.00 |

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

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.

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*

The screenshot shows the Dynamics 365 Finance and Operations interface. The breadcrumb trail is: Project management and accounting > Setup > Projects+ parameters. The left sidebar lists various parameters: Invoicing, Work breakdown structure (selected), Resourcing, Timesheets, Transactions, and Qualification. The main area is titled 'Set up parameters for work breakdown structure'. It contains two sections: 'WBS FORECAST' and 'WORK BREAKDOWN STRUCTURE'. The 'WORK BREAKDOWN STRUCTURE' section is highlighted with a red box and contains the 'Activate work breakdown structure' toggle switch, which is currently turned 'Yes'.

| WBS FORECAST | WORK BREAKDOWN STRUCTURE |
|---------------------------------|--|
| Planned value Plan | Activate work breakdown structure Yes |
| Earned value Earned | |
| Estimate to complete ETC_WBS | |

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. The top navigation bar includes 'Dynamics 365', 'Finance and Operations', and 'Project management and accounting > Projects > All projects'. The 'Activity maintenance' menu is highlighted in the top navigation bar. Below the navigation bar, the 'Work breakdown structure' form is displayed, showing the '00000152: 00000152-DDR' structure. The 'Schedule planning' tab is selected, and the 'Estimated costs and revenue' section is visible. The table below shows the activities defined in the work breakdown structure.

| WBS ID | S... | N... | Task | Predecessors | Category | Effort (hours) | Start date | End date | Duration (days) | Number of resourc... | Role | Resource |
|--------|------|------|--------------|--------------|----------|----------------|------------|----------|-----------------|----------------------|------|----------|
| 1 | | | 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

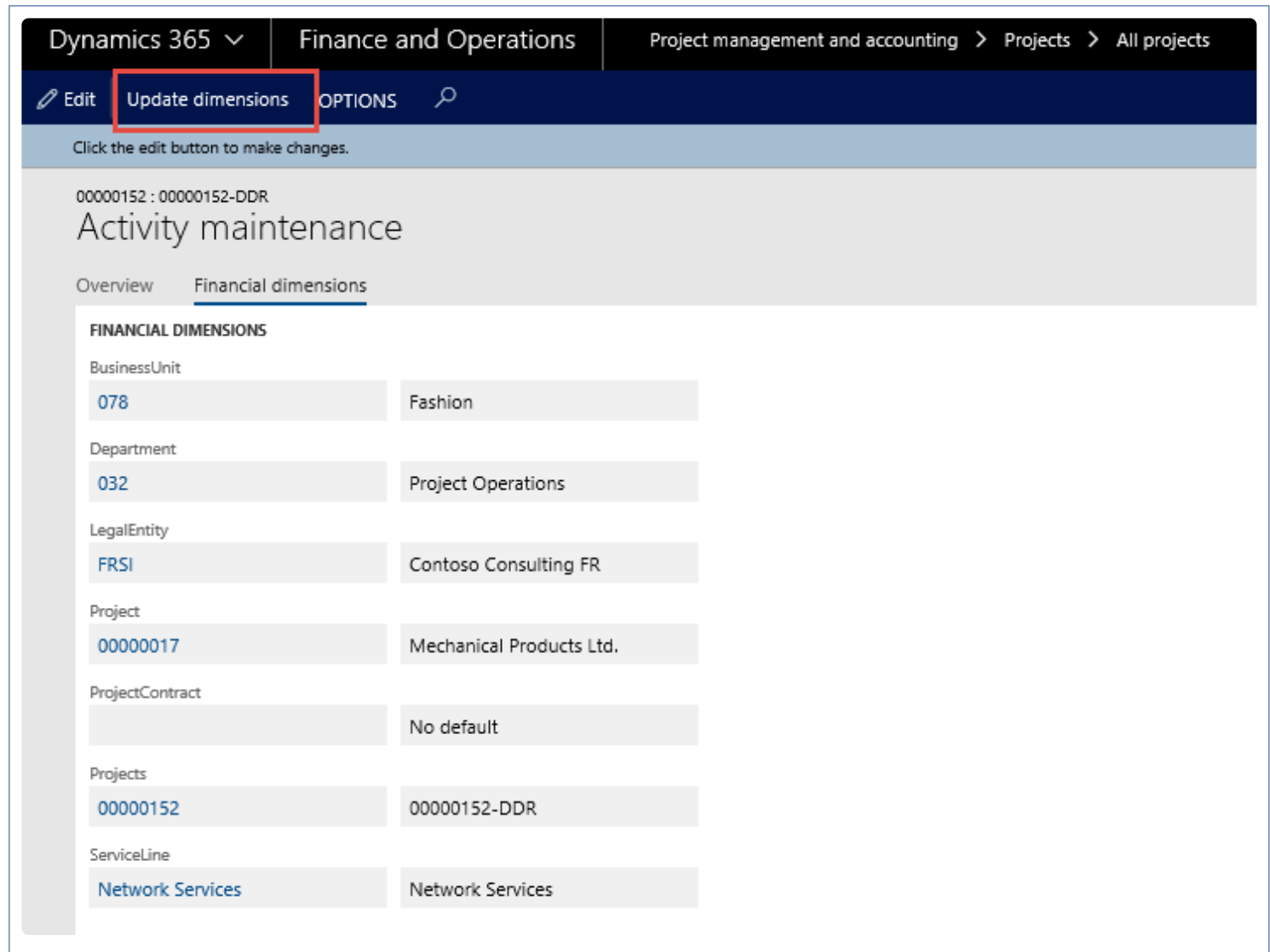
Activity maintenance

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
US\$1

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

TASK SCHEDULING

Effort in hours
480.00

Number of resources
1.00

Start date
9/8/2017

End date
11/30/2017

Duration
60.00

RESOURCE SCHEDULING

Staffed hours
0.00

Unstaffed hours
480.00

Staffing status
Not staffed

SUMMARY PRICE ESTIMATES

Summary sales estimate
857,833.17

Summary cost estimate
555,958.65

TASK CATEGORY

Category
PM

Restrict activity category
No

Estimated costs and revenue

+ New
Save
Delete
Refresh
Product dimensions

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.

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 displays the 'Projects+ parameters' configuration page in Dynamics 365. The breadcrumb trail at the top indicates the path: Dynamics 365 > Finance and Operations > Project management and accounting > Setup > Projects+ parameters. The left-hand navigation pane lists various setup categories: Invoicing, Work breakdown structure, Resourcing, Timesheets, Transactions (which is highlighted), and Qualification. The main content area is titled 'Set up parameters for transactions' and contains four distinct parameter groups. The 'PRICING ENHANCEMENT' group is specifically highlighted with a red rectangular box. Within this group, the 'Activate pricing enhancements' toggle switch is shown in the 'Yes' position. Other visible parameters include 'SUBCONTRACTOR RECONCILIATION' (with 'Activate subcontractor timesheet rec...' and 'Activate subcontractor expense recon...' toggles), 'DEFERRED REVENUE' (with 'Activate deferred revenue fee' toggle), and 'DIMENSION INHERITANCE' (with a 'Custom project dimension' dropdown menu currently set to 'Projects').

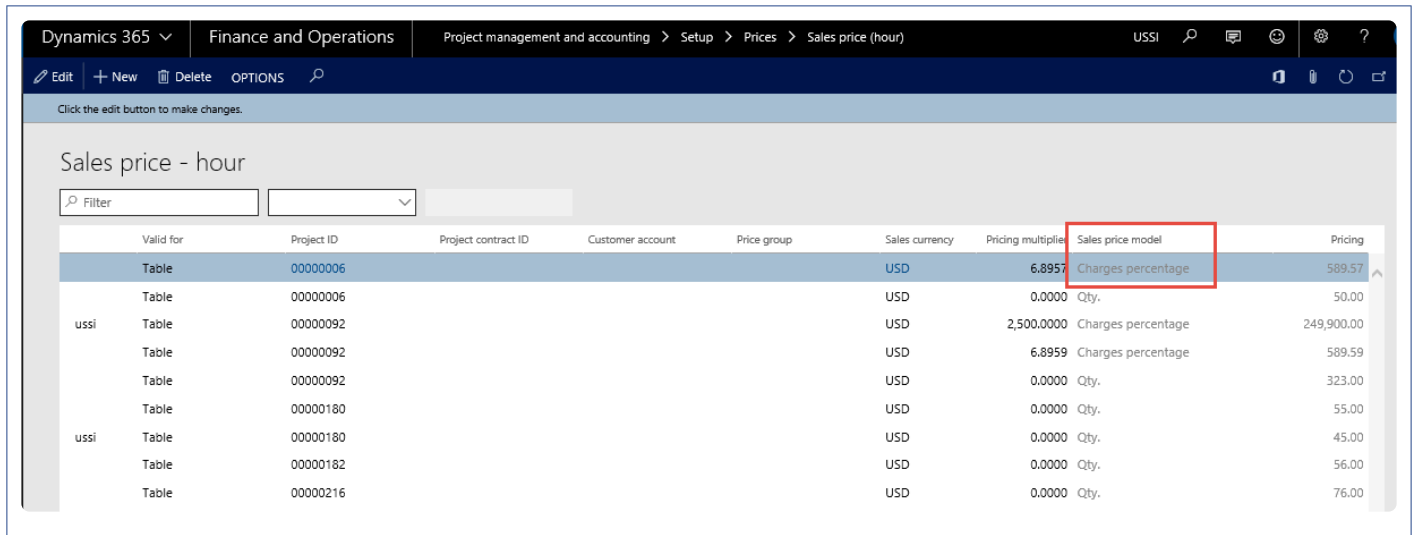
Modification to Sales Price Hour and Expense Forms

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.



Sales price - hour

| 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.

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.

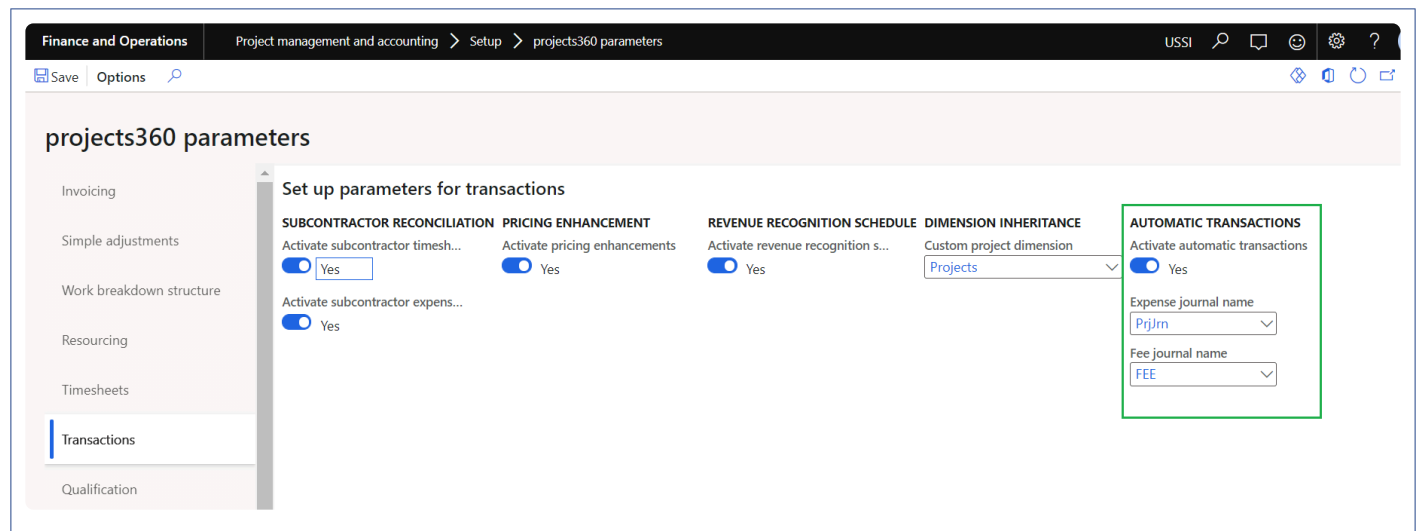
Configure

 This section 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 navigation options: 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...' with a 'Yes' toggle.
- PRICING ENHANCEMENT:** 'Activate pricing enhancements' with a 'Yes' toggle.
- REVENUE RECOGNITION SCHEDULE:** 'Activate revenue recognition s...' with a 'Yes' toggle.
- DIMENSION INHERITANCE:** 'Custom project dimension' dropdown set to 'Projects'.
- AUTOMATIC TRANSACTIONS (highlighted with a green box):**
 - 'Activate automatic transactions' toggle set to 'Yes'.
 - 'Expense journal name' dropdown set to 'PrjJrn'.
 - 'Fee journal name' dropdown 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

Forecast

Estimate

Hour utilization

Project statements

Cost control

Forecast reduction

Inventory dimensions

Production

Project stage

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. When the multiple rules are created then automatic transaction will get posted for all the rules for an original transaction. So one original transaction can have multiple automatic transactions based on the rules created.

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

Filter: Active

| 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 |
|----------|-------------|------------|----------|-------------------------|--------------------|-------------------|-------------------|------------------|---------------------|----------|--------|
| RI000088 | | | | Hour | All | | Table | 00001465 | | | ✓ |
| RI000089 | | | | Hour | All | | Table | 00001471 | | | ✓ |
| RI000090 | | | | Hour | All | | Table | 00001471 | | | ✓ |
| RI000091 | | | | Hour | All | | Table | 00001471 | | | ✓ |
| RI000092 | | | | Hour | All | | Table | 00001471 | | | ✓ |
| RI000093 | | | | Hour | All | | Table | 00001472 | | | ✓ |

Automatic transaction rule details

| AUTOMATIC TRANSACTION | OFFSET LEDGER ACCOUNT | COST PRICE | SALES PRICE |
|---|--|--|---|
| Automatic transaction type Expense | Offset ledger account 110180 | Cost price model Multiplier from original | Sales price model Multiplier from original |
| Automatic transaction category Carpet Contractor | Apply default financial dimens... <input checked="" type="radio"/> No | Cost multiplier 2.907 | Sales multiplier 2.907 |
| Currency USD | | Cost price 0.00 | Sales price 0.00 |

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. |
| Offset ledger account | Define offset account to pick up for the automatic transaction. This field is editable only for automatic transaction type expense. |
| Apply default financial dimension | Select this parameter to default financial dimension on the offset ledger account. |
| 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 | User can process the automatic transaction through which automatic transactions gets based posted based on the rule ID. |

| | |
|------------------------------|--|
| posting | |
| Posted automatic transaction | User can view posted automatic transactions for the rule ID. |

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.



Note – When the user adjusts the original transaction then related automatic transactions also will get automatically adjusted.

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 |
|----------|------------|---------------------|---------------------------|-------------------------|-------------------------|----------------------------|--------------------------|--------------------------------------|--------------------|----------------------|--------------|-----------|
| R1000005 | 00001124 | 00000090 | Hour | PITY_00389681 | PJHV_00010693 | Expense | PITY_00389682 | PROJ00003860 | 00002420 | 1.0000000000 | 1/15/2021 | UshaR |
| R1000009 | 00001124 | 00000090 | Expense | PITY_00389683 | PROJ00003861 | Expense | PITY_00389684 | PROJ00003862 | 00002422 | 1.0000000000 | 1/15/2021 | UshaR |
| R1000010 | 00001124 | 00000090 | Fee | PITY_00389685 | PJFV_00039627 | Fee | PITY_00389686 | PJFV_00039628 | PJJ_045222 | 1.0000000000 | 1/15/2021 | UshaR |
| R1000015 | 00001124 | 00000090 | Item | PITY_00389687 | USSI-000000451 | Expense | PITY_00389688 | PROJ00003863 | 00002423 | 1.0000000000 | 1/15/2021 | UshaR |
| R1000011 | 00001118 | 00000084 | Fee | PITY_00354598 | PJFV_00004606 | Fee | PITY_00389689 | PJFV_00039629 | PJJ_045223 | 1.0000000000 | 1/15/2021 | UshaR |
| R1000011 | 00001118 | 00000084 | Fee | PITY_00354611 | PJFV_00004619 | Fee | PITY_00389690 | PJFV_00039630 | PJJ_045224 | 1.0000000000 | 1/15/2021 | UshaR |
| R1000011 | 00001118 | 00000084 | Fee | PITY_00354628 | PJFV_00004636 | Fee | PITY_00389691 | PJFV_00039631 | PJJ_045225 | 1.0000000000 | 1/15/2021 | UshaR |
| R1000011 | 00001118 | 00000084 | Fee | PITY_00354629 | PJFV_00004637 | Fee | PITY_00389692 | PJFV_00039632 | PJJ_045226 | 1.0000000000 | 1/15/2021 | UshaR |
| R1000011 | 00001118 | 00000084 | Fee | PITY_00354670 | PJFV_00004670 | Fee | PITY_00389693 | PJFV_00039633 | PJJ_045227 | 1.0000000000 | 1/15/2021 | UshaR |
| R1000011 | 00001118 | 00000084 | Fee | PITY_00354671 | PJFV_00004671 | Fee | PITY_00389694 | PJFV_00039634 | PJJ_045228 | 1.0000000000 | 1/15/2021 | UshaR |
| R1000011 | 00001118 | 00000084 | Fee | PITY_00354672 | PJFV_00004672 | Fee | PITY_00389695 | PJFV_00039635 | PJJ_045229 | 1.0000000000 | 1/15/2021 | UshaR |
| R1000011 | 00001118 | 00000084 | Fee | PITY_00354673 | PJFV_00004673 | Fee | PITY_00389696 | PJFV_00039636 | PJJ_045230 | 1.0000000000 | 1/15/2021 | UshaR |
| R1000011 | 00001118 | 00000084 | Fee | PITY_00354738 | PJFV_00004738 | Fee | PITY_00389697 | PJFV_00039637 | PJJ_045231 | 1.0000000000 | 1/15/2021 | UshaR |
| R1000011 | 00001118 | 00000084 | Fee | PITY_00354739 | PJFV_00004739 | Fee | PITY_00389698 | PJFV_00039638 | PJJ_045232 | 1.0000000000 | 1/15/2021 | UshaR |
| R1000011 | 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. |

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.

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.

| 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 with Grand total amount.

| WIP aging report by project | | | | | | | Page 1 of 14 | | | | |
|-----------------------------|---------------------------------|---|------------------------|-------------------|--------------------|---------------|------------------|----------|-----------|-----------|--------------|
| Contoso Consulting USA | | | | | | | 2/5/2021 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 |
| 0000011 | Global Sporting Goods | Global Sporting Goods | | | | 70000 | 0 | 0 | 0 | 0 | 70000 |
| 0000098 | Eastside Department Store | Eastside Department Store | | Yoichiro Okada | | 2458635.75 | 0 | 0 | 0 | 0 | 2458635.75 |
| 0000099 | District Mall Firewall | District Mall | | Yoichiro Okada | | 2458635.75 | 0 | 0 | 0 | 0 | 2458635.75 |
| 0000100 | Worthwhile Activity Store | Worthwhile Activity Store | | Yoichiro Okada | | 764908.9 | 0 | 0 | 0 | 0 | 764908.9 |
| 0000101 | Global Sporting Goods | Global Sporting Goods | | Yoichiro Okada | | 764908.9 | 0 | 0 | 0 | 0 | 764908.9 |
| 0000102 | Global Sporting Goods - Phase 2 | Global Sporting Goods | | Yoichiro Okada | | 437090.8 | 0 | 0 | 0 | 0 | 437090.8 |
| 0000103 | Alpine Electronics E-Commerce | Alpine Electronics | | Yoichiro Okada | | 491727.15 | 0 | 0 | 0 | 0 | 491727.15 |
| 0000105 | ERP for Recreation Systems | Recreation Systems | Zac Woodall | Yoichiro Okada | | 3800 | 0 | 0 | 0 | 0 | 3800 |
| 0000118 | Brakes & Gears XRM | Brakes and Gears | | | | 79915.88 | 0 | 0 | 0 | 0 | 79915.88 |
| 0000128 | KB artical issues | Professional Containers and Packaging Co. | | David Pelton | | 6087 | 0 | 0 | 0 | 0 | 6087 |
| 0000178 | Invoice grouping | Professional Containers and Packaging Co. | | | | 5675 | 0 | 0 | 0 | 0 | 5675 |
| 0000230 | Invoice report | Fun Times Club | | Usha Ravindra Rao | Rupali Hivalekar | 1491.9 | 0 | 0 | 333 | 308.9 | 850 |
| 00001024.10 | Phase 1 | SECH TEST | | | | -153010 | 0 | 0 | 990 | 0 | -154000 |
| 00001024.20 | Phase 2 | SECH TEST | | | | 5130 | 0 | 0 | 1500 | 3630 | 0 |
| 00001126 | WIP report 1 | WIP report | Appasaheb Narasannavar | Usha Ravindra Rao | | 15415 | 0 | 11673 | 333 | 110 | 3299 |
| 00001127 | Auto trans 4 | Auto1 | | | | 7860 | 0 | 7860 | 0 | 0 | 0 |
| 00001128 | WIP Aging report | WIP Aging report | | Appasaheb | | 13200 | 0 | 3450 | 600 | 750 | 8400 |

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.

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.

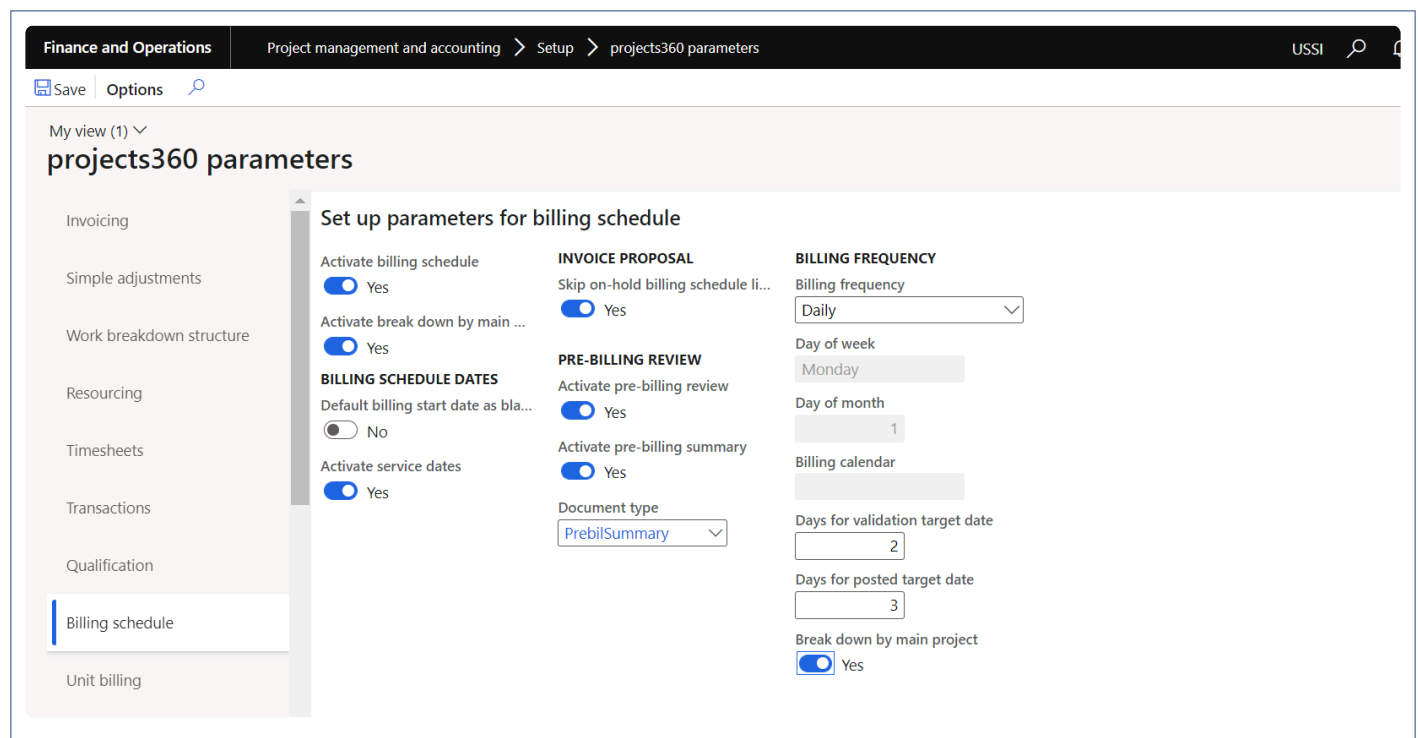
Configure billing schedule

 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.*



The screenshot shows the 'Set up parameters for billing schedule' form. On the left, a sidebar lists various project management categories, with 'Billing schedule' selected. The main form area is divided into three columns:

- Left Column:**
 - Activate billing schedule:** A toggle switch set to 'Yes'.
 - Activate break down by main ...:** A toggle switch set to 'Yes'.
 - BILLING SCHEDULE DATES:**
 - Default billing start date as bla...:** A radio button set to 'No'.
 - Activate service dates:** A toggle switch set to 'Yes'.
- Middle Column:**
 - INVOICE PROPOSAL:**
 - Skip on-hold billing schedule li...:** A toggle switch set to 'Yes'.
 - PRE-BILLING REVIEW:**
 - Activate pre-billing review:** A toggle switch set to 'Yes'.
 - Activate pre-billing summary:** A toggle switch set to 'Yes'.
 - Document type:** A dropdown menu with 'PrebilSummary' selected.
- Right Column:**
 - BILLING FREQUENCY:**
 - Billing frequency:** A dropdown menu with 'Daily' selected.
 - Day of week:** A dropdown menu with 'Monday' selected.
 - Day of month:** A dropdown menu with '1' selected.
 - Billing calendar:** A dropdown menu.
 - Days for validation target date:** A dropdown menu with '2' selected.
 - Days for posted target date:** A dropdown menu with '3' selected.
 - Break down by main project:** A toggle switch set to 'Yes'.

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. |
| Activate break down by main project | When this check box is turned on, Billing schedule will be created per main project. |
| Default billing start date as | When this parameter is set to Yes, then “Billing period start” field will be defaulted as blank during billing schedule creation. |

| | |
|-------------------------------------|---|
| blank | |
| Activate service dates | When this parameter is set to Yes, then “Service date from” and “Service to date” fields will be displayed on the billing schedule and same dates will be used to default on invoice proposal.. |
| Skip on-hold billing schedule lines | When this parameter is set to Yes, then billing schedule lines with pre-billing status “On-hold” will be skipped while creating invoice proposal. |
| Activate pre-billing review | When this parameter is set to Yes, new status called “Pre-billing reviewed” will be added to billing schedule status on billing schedule header level. |
| Activate pre-billing summary | When this parameter is set to Yes, then user will have an option to generate and review pre-billing transactions through a report. |
| Document type | Select the document type that will be used to generate pre-billing summary report. |
| 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 posted target date | Set value in this field to arrive at the posted target date for a billing schedule. |
| Break down by main project | When this parameter is set to Yes, then “Break down by main project” field will be defaulted as during project contract 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.*

Finance and Operations

Project management and accounting > Projects > Project contracts

US\$1

Save New Delete

Project contract Plan Maintain Control Contract management Billing schedule Options

Maintain

Contract billing frequency

Billing schedule

Project contracts | 00004630 : SVR DESIGN AND CONSTRUCTIONS

00004630 : SVR design and constructions

General

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_0079 | | Honest Repair Serv | Honest Repair Service | en-us | | Rsat Test |

Finance and Operations

Project management and accounting > Projects > Project contracts

Save Options

00001734 : C - 001 | My view

Contract billing frequency

General

OVERVIEW

Project contract ID

00001734

Billing frequency

Daily

Day of week

Monday

Day of month

1

Days for validation target date

2

Days for posted target date

3

Billing calendar

Break down by main project

Yes

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 date | 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. |
| Break down by main project | When this parameter is set to 'Yes', billing schedule will be created for each main project in the project hierarchy. |

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.

Billing schedule calendar

Calendar: FirstMonda... Description: First monday of every month

Calendar days

| 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.

Finance and Operations

Project management and accounting > Setup > Project management and accounting parameters

USSI

Save

Options

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

Create billing schedule



This sections details out the how to create billing schedule and view various details on billing schedule form.

Billing schedule form

New form is introduced to create billing schedule based on the frequency and maintain the billing schedules for a project contract. This form helps to review the status for each billing period whether its pre-billing complete or not, invoice proposal is created or not or if it still pending for some reasons for a particular billing period. Users can review the details on these billing schedules and get the invoices proposals created from the same form once the details are verified and confirmed.

This form provides the details of all the transactions posted for each billing schedule and provides information on all the invoices posted for this particular contract and can also perform adjustments.

Go to Project management and accounting > projects360 > Billing schedule > All billing schedule.

Go to Project management and accounting > projects360 > Billing schedule > My billing schedule.

Go to Project management and accounting > Projects > Project contracts > Billing schedule tab > Billing schedule button.

Go to Project management and accounting > Projects > All projects > Billing schedule tab > Billing schedule button.

Finance and Operations

Project management and accounting > projects360 > Billing schedule > All billing schedules

Delete

Maintain

Options

New

Process

Bill

Related information

Billing schedule

Pre-billing summary

Invoice proposal

Billing schedule status

Adjustment requests

Pre-billing summary review

Project invoice proposals

Project invoices

Posted project transactions

Pending project transactions

Billing schedule

My view

Filter

Status

Indicator

| Billing sch... | Project contr... | Contract name | Main project ID | Main project na... | Billing period e... | Billing period e... | Service dat... | Service date to | Billing fre... | Pre-billing val... | Posted target date | Status | Indicator | Billing ap... | Modified by | Modified date and |
|----------------|------------------|-------------------|-----------------|--------------------|---------------------|---------------------|----------------|-----------------|----------------|--------------------|--------------------|---------|----------------|---------------|--------------|-------------------|
| BS00002009 | 00010103 | Multi Rev Adj 1 | | | 1/21/2022 | 1/21/2022 | 1/21/2022 | 1/21/2022 | Daily | 1/23/2022 | 1/24/2022 | Pending | Billing is due | | Javier.Milla | 1/21/2022 9:01:34 |
| BS00002008 | 00010079 | BS_PBR_1 | 00001603 | BS_PBR_1 | 1/21/2022 | 1/21/2022 | 1/21/2022 | 1/21/2022 | Daily | 1/23/2022 | 1/24/2022 | Pending | Billing is due | | Javier.Milla | 1/21/2022 9:01:34 |
| BS00002007 | 00010078 | Rouding | | | 1/21/2022 | 1/21/2022 | 1/21/2022 | 1/21/2022 | Daily | 1/23/2022 | 1/24/2022 | Pending | Billing is due | | Javier.Milla | 1/21/2022 9:01:33 |
| BS00002006 | 00010056 | BUIL_REPAIR_1 | 00001598 | BUIL_REPAIR_1 | 1/21/2022 | 1/21/2022 | 1/21/2022 | 1/21/2022 | Daily | 1/23/2022 | 1/24/2022 | Pending | Billing is due | | Javier.Milla | 1/21/2022 9:01:33 |
| BS00002005 | 00010055 | BS_1 | 00001596 | BS_1 | 1/21/2022 | 1/21/2022 | 1/21/2022 | 1/21/2022 | Daily | 1/23/2022 | 1/24/2022 | Pending | Billing is due | | Javier.Milla | 1/21/2022 9:01:33 |
| BS00002004 | 00010053 | Unit code item 2 | | | 1/21/2022 | 1/21/2022 | 1/21/2022 | 1/21/2022 | Daily | 1/23/2022 | 1/24/2022 | Pending | Billing is due | | Javier.Milla | 1/21/2022 9:01:33 |
| BS00002003 | 00010028 | UB_New | | | 1/21/2022 | 1/21/2022 | 1/21/2022 | 1/21/2022 | Daily | 1/23/2022 | 1/24/2022 | Pending | Billing is due | | Javier.Milla | 1/21/2022 9:01:33 |
| BS00002002 | 00010004 | Vendor Invoice... | | | 1/21/2022 | 1/21/2022 | 1/21/2022 | 1/21/2022 | Daily | 1/23/2022 | 1/24/2022 | Pending | Billing is due | | Javier.Milla | 1/21/2022 9:01:33 |
| BS00002001 | 00010003 | Add PWP 1 | | | 1/21/2022 | 1/21/2022 | 1/21/2022 | 1/21/2022 | Daily | 1/23/2022 | 1/24/2022 | Pending | Billing is due | | Javier.Milla | 1/21/2022 9:01:33 |
| BS00002000 | 00009978 | AR_2 | | | 1/21/2022 | 1/21/2022 | 1/21/2022 | 1/21/2022 | Daily | 1/23/2022 | 1/24/2022 | Pending | Billing is due | | Javier.Milla | 1/21/2022 9:01:33 |
| BS00001999 | 00009953 | Test_121 | | | 1/21/2022 | 1/21/2022 | 1/21/2022 | 1/21/2022 | Daily | 1/23/2022 | 1/24/2022 | Pending | Billing is due | | Javier.Milla | 1/21/2022 9:01:33 |
| BS00001998 | 00009929 | Grass Lake 2 | | | 1/21/2022 | 1/21/2022 | 1/21/2022 | 1/21/2022 | Daily | 1/23/2022 | 1/24/2022 | Pending | Billing is due | | Javier.Milla | 1/21/2022 9:01:33 |
| BS00001997 | 00009903 | Unit code item 1 | | | 1/21/2022 | 1/21/2022 | 1/21/2022 | 1/21/2022 | Daily | 1/23/2022 | 1/24/2022 | Pending | Billing is due | | Javier.Milla | 1/21/2022 9:01:33 |
| BS00001996 | 00009879 | AR_1 | | | 1/21/2022 | 1/21/2022 | 1/21/2022 | 1/21/2022 | Daily | 1/23/2022 | 1/24/2022 | Pending | Billing is due | | Javier.Milla | 1/21/2022 9:01:33 |



Note – My billing schedule form and lines 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. |
| Pre-billing summary | Pre-billing summary process creates pre-billing summary review report for the given date range and selected parameters. |
| 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 reviewed, Pre-billing complete, Invoice proposal created, Invoice posted for a billing schedule when each of the process gets completed. |
| Adjustment requests | User will be able to generate adjustment request for a billing schedule. |
| Pre-billing summary review | User will be able to view the generated pre-billing summary report for a billing schedule. |
| Project invoices | User will be able to view the posted project invoice for a billing schedule. |
| 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 |
|-------|-------------|
|-------|-------------|

| | |
|-----------|--|
| Filter | User can filter the billing schedules records based on the available fields. |
| 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. |
| Main project ID | Displays main project ID for the billing schedule. Main project ID will display only when billing schedule is created when 'Break down main project" parameter is marked on project contract. |
| Main project name | Displays main project name. |
| Billing period start | Displays start date of the billing schedule. When the billing period is created for first time, this field 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. |
| Service date from | Displays billing period start date. This field is controlled through a parameter and is editable. |
| Service date to | Displays billing period end date. This field is controlled through a parameter and is editable. |
| 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'. |
| Billing approver | Displays the billing approver of the project contract. User can filter the records based on billing approver |
| 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. |

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
Billing schedule
Pre-billing summary
Invoice proposal

Process
Billing schedule status
Adjustment requests
Pre-billing summary review

Bill
Project invoice proposals
Project invoices

Related information
Posted project transactions
Pending project transactions

Billing schedule | My view
BS00000394 : 00002178

General

IDENTIFICATION

Billing schedule id: BS00000394
Project contract ID: 00002178
Contract name: Encore Development Group

Main project ID: [Field]
Main project name: [Field]
Billing period start: 4/13/2021

Billing period end: 4/19/2021
Service date from: 4/13/2021
Service date to: 4/19/2021

Billing frequency: Weekly
Status: Invoice proposal created
Pre-billing validation target date: 4/21/2021

Posted target date: 4/22/2021
Proposed invoice date: [Field]
Billing approver: Appasaheb Narasannavar

Modified by: UshaR
Modified date and time: 5/10/2021 05:50:20 AM

Billing schedule lines

Fee management | ETC/EAC management | Pending project transactions | Transactions details | % Progress history | Update pre-billing status | Revenue adjustments

| Project ID | Project name | Fee type | Pre-billing status | Principal | Project manager | Project accountant | Indicator | Modified by | Modified date and time |
|-------------|--------------------------|----------------------|--------------------|------------|-----------------|--------------------|----------------------|-------------|------------------------|
| 00000606 | LPA Beach Village Resort | None | Complete | Luke Le... | Tony Krijnen | Pierre Hezi | Header project | UshaR | 5/10/2021 5:50:13 AM |
| 00000606.10 | Schematic Design | Fixed fee | Complete | Luke Le... | Tony Krijnen | Pierre Hezi | Pre-billing complete | UshaR | 5/10/2021 5:50:13 AM |
| 00000606.20 | Structural design review | Progress | Complete | Luke Le... | Tony Krijnen | Pierre Hezi | Pre-billing complete | UshaR | 5/10/2021 5:50:13 AM |
| 00000606.30 | Construction documents | Time and expense NTE | Complete | Luke Le... | Tony Krijnen | Pierre Hezi | Pre-billing complete | UshaR | 5/10/2021 5:50:13 AM |

Related information

Project invoice proposal
Invoice proposal | Invoice
PIIP_00009088

All project invoices

| Invoice | Date |
|----------|-----------|
| 00000637 | 1/20/2020 |
| 00000915 | 1/20/2020 |

Project totals

Contract value: 425,000.00
Contract hours: 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. |
| Pre-billing summary | Pre-billing summary process creates pre-billing summary review report for the given date range and selected parameters. |
| 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 reviewed, Pre-billing complete, Invoice proposal created, Invoice posted for a billing schedule when each of the process gets completed. In case if the billing schedule lines has pre-billing status as "On-hold" those lines status will not get changed when manually the header status is changed to pre-billing complete. |
| Adjustment requests | User can create Adjustment request for a billing schedule. |
| Pre-billing summary review | User will be able to view the generated pre-billing summary report for a billing schedule. |
| Project | User will be able to view the project invoice proposal for a billing schedule. |

| | |
|------------------------------|---|
| invoice proposals | |
| 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 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. |
| Main project contract ID | Displays main project ID for the billing schedule. |
| Main project name | Displays main project 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. |
| Service date from | Displays billing period start date. This field is controlled through a parameter and is editable. |
| Service date to | Displays billing period end date. This field is controlled through a parameter and is editable. |
| Billing frequency | Defaults the billing frequency used for creating billing schedule. |
| Status | Displays the status of billing schedule. |
| Pre billing validation target | Displays the validation date to complete pre-billing. |

| | |
|------------------------|--|
| date | |
| Posted target date | Displays the validation date to complete billing. |
| Proposed invoice date | Select proposed invoice date for the invoice proposal. |
| Billing approver | Displays the billing approver of the project contract. |
| 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. |

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. |
| ETC/EAC management | Opens ETC/EAC 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. |
| Update pre-billing status | User can change the pre-billing status for single or multiple lines. |
| Revenue adjustment | User can generate revenue adjustments for the project. |

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. If the projects are displayed with Header project parameter marked on projects the the indicator will be displayed as "Header". 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.

Billing schedule lines

| Project ID | Project name | Fee type | Pre-billing status | Principal | Project manager | Project accountant | Indicator | Modified by | Modified date and time |
|-------------|--------------------------|----------------------|--------------------|--------------|-----------------|--------------------|------------------------|-------------|------------------------|
| 00000606 | LPA Beach Village Resort | None | Complete | Luke Lenhart | Tony Krijnen | Pierre Hezi | ✓ Pre-billing complete | UshaR | 5/10/2021 5:50:13 AM |
| 00000606.10 | Schematic Design | Fixed fee | Complete | Luke Lenhart | Tony Krijnen | Pierre Hezi | ✓ Pre-billing complete | UshaR | 5/10/2021 5:50:13 AM |
| 00000606.20 | Structural design review | Progress | Complete | Luke Lenhart | Tony Krijnen | Pierre Hezi | ✓ Pre-billing complete | UshaR | 5/10/2021 5:50:13 AM |
| 00000606.30 | Construction documents | Time and expense NTE | Complete | Luke Lenhart | Tony Krijnen | Pierre Hezi | ✓ Pre-billing complete | UshaR | 5/10/2021 5:50:13 AM |

Line details

PRE-BILLING

Pre-billing status: Complete

Indicator: Pre-billing complete

FEE MANAGEMENT

Contract value: 75,000.00

WIP: 83,300.00

Invoiced: 100,100.00

Remaining revenue: -108,400.00

% Revenue completed: 244.53

Estimated % complete: 100.00

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. |
| % Revenue Completed | Displays the percentage of completed work for the selected project. |
| Estimated % complete | Displays the estimated percent complete for the selected project. |

Details of the fields available on Line details tab apart from the mentioned above for Project type Progress:

The screenshot displays the 'Billing schedule' section of the projects360 software. The main header shows 'BS00000394 : 00002178'. Below this, the 'Billing schedule lines' table lists four items, with the third item, 'Structural design review', selected and highlighted in blue. The 'Line details' section at the bottom provides a breakdown of financial data for the selected line item.

| Project ID | Project name | Fee type | Pre-billing status | Principal | Project manager | Project accountant | Indicator | Modified by | Modified date and time |
|-------------|--------------------------|----------------------|--------------------|--------------|-----------------|--------------------|------------------------|-------------|------------------------|
| 00000606 | LPA Beach Village Resort | None | Complete | Luke Lenhart | Tony Krijnen | Pierre Hezi | ✓ Pre-billing complete | UshaR | 5/10/2021 5:50:13 AM |
| 00000606.10 | Schematic Design | Fixed fee | Complete | Luke Lenhart | Tony Krijnen | Pierre Hezi | ✓ Pre-billing complete | UshaR | 5/10/2021 5:50:13 AM |
| 00000606.20 | Structural design review | Progress | Complete | Luke Lenhart | Tony Krijnen | Pierre Hezi | ✓ Pre-billing complete | UshaR | 5/10/2021 5:50:13 AM |
| 00000606.30 | Construction documents | Time and expense NTE | Complete | Luke Lenhart | Tony Krijnen | Pierre Hezi | ✓ Pre-billing complete | UshaR | 5/10/2021 5:50:13 AM |

| PRE-BILLING | | FEE MANAGEMENT | | BILLING PROGRESS | |
|--------------------|----------------------|---------------------|------------|------------------|-------|
| Pre-billing status | Complete | Contract value | 120,000.00 | % Progress | 10.00 |
| Indicator | Pre-billing complete | WIP | -19,875.00 | | |
| Note | | Invoiced | 120,000.00 | | |
| | | Remaining revenue | 19,875.00 | | |
| | | % Revenue completed | 83.44 | | |

| 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:

The screenshot displays the 'Billing schedule' and 'Line details' sections of the projects360 software. The 'Billing schedule' section shows a table of billing schedule lines with columns for Project ID, Project name, Fee type, Pre-billing status, Principal, Project manager, Project accountant, Indicator, Modified by, and Modified date and time. The 'Line details' section is divided into three sub-sections: PRE-BILLING, FEE MANAGEMENT, and MILESTONE ALLOCATION. The PRE-BILLING section includes fields for Pre-billing status, Indicator, and Note. The FEE MANAGEMENT section includes fields for Contract value, WIP, Invoiced, Remaining revenue, and % Revenue completed. The MILESTONE ALLOCATION section includes a table with columns for Date, Description, Amount, and Completed.

| Project ID | Project name | Fee type | Pre-billing status | Principal | Project manager | Project accountant | Indicator | Modified by | Modified date and time |
|-------------|--------------------------|----------------------|--------------------|--------------|-----------------|--------------------|------------------------|-------------|------------------------|
| 00000606 | LPA Beach Village Resort | None | Complete | Luke Lenhart | Tony Krijnen | Pierre Hezi | ✓ Pre-billing complete | UshaR | 5/10/2021 5:50:13 AM |
| 00000606.10 | Schematic Design | Fixed fee | Complete | Luke Lenhart | Tony Krijnen | Pierre Hezi | ✓ Pre-billing complete | UshaR | 5/10/2021 5:50:13 AM |
| 00000606.20 | Structural design review | Progress | Complete | Luke Lenhart | Tony Krijnen | Pierre Hezi | ✓ Pre-billing complete | UshaR | 5/10/2021 5:50:13 AM |
| 00000606.30 | Construction documents | Time and expense NTE | Complete | Luke Lenhart | Tony Krijnen | Pierre Hezi | ✓ Pre-billing complete | UshaR | 5/10/2021 5:50:13 AM |

| Date | Description | Amount | Completed |
|-----------|-------------|-----------|-----------|
| 1/1/2021 | M1 | 30,000.00 | ✓ |
| 2/1/2021 | M2 | 50,000.00 | |
| 4/7/2021 | M3 | 65,000.00 | |
| 4/14/2021 | M4 | 45,000.00 | ✓ |
| 4/22/2021 | M5 | 25,000.00 | |
| 4/28/2021 | M6 | 15,000.00 | |

| 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, Revenue % completed, Estimated % complete and Remaining revenue on the main project |

for a billing schedule.

Pre-billing summary

New button is introduced to generate pre-billing summary where a report will be created showing a summary of % progress and transactions for all the projects in the structure from “Billing schedule” form. This report will be available for the review where users will be able to highlight, makes notes, corrections or any edits.

The screenshot shows the 'Pre-billing summary' form in the HSO | ProServ interface. The form is titled 'Pre-billing summary' and is part of the 'Billing schedule' form. It includes a 'Parameters' section with 'BILLING PERIOD' (From date: 1/1/2022, To date: 1/25/2022), 'INCLUDE TRANSACTION TYPES' (Hour transactions: Yes, Expense transactions: Yes, Fee transactions: Yes, Item transactions: Yes), and 'DATA' (Show progress summary: Yes). There are also sections for 'Records to include' and 'Run in the background'. The background shows the 'Billing schedule' form with a table of 'Billing schedule lines'.

| Project ID | Project name | Fee type | Pre-billing status | Principal | Project manager |
|----------------|--------------|----------------------|--------------------|-----------|-----------------|
| 00001671 | PBS 2 | Time and expense | Pending | | |
| 00001671.01 | PBS 2.1 | Time and expense | Pending | | |
| 00001671.02 | PBS 2.2 | Time and expense NTE | Pending | | |
| 00001671.03 | PBS 2.3 | Progress | Pending | | |
| 00001671.03.11 | PBS 2.3.1 | Fixed fee | Pending | | |
| 00001674 | PBS 3 | Time and expense | Pending | | |

Details of the fields available on this 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. |
| Fee transactions | User can select this option to include fee transactions. |
| Item transactions | User can select this option to include item transactions. |
| Show summary | When this parameter is turned on, 'Progress summary' section will be printed on the report. |

| | |
|----------|--|
| progress | |
| OK | On clicking OK, pre-billing summary report will get generated and tiff file will get attached. |
| Cancel | On clicking Cancel the process will get cancelled. |

Pre-billing summary review

New form is introduced to maintain all the “Pre-billing summary” versions generated. Once the pre-billing summary is generated, a tiff file will be opened for user to review where users will be able to highlight, makes notes, corrections or any edits using toolbar. This report displays the progress summary section provides an insight of progress of each subprojects and transaction summary section provides an insight of all the posted transactions which includes chargeable and non-chargeable transactions for each subprojects with fee type.

‘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.

Apart from above capabilities, user can open the tiff attachment and related billing schedule.

The screenshot displays the 'Pre-billing summary review' interface. The top navigation bar includes 'Finance and Operations', 'Project management and accounting', 'Projects', and 'All projects'. The main content area shows a report for billing schedule BS00002056. The report includes a progress summary table with columns for Fee type, Contract value, % Progress, % Complete, Earned, Previous billing, and Current billing. Below this is a transactions summary table with columns for Date, Role, Resource Name, Category, Hours, Sales Price, Sales amount, and Status. The right-hand panel contains a comments section with a text area and a 'Add missing transactions for the resource' button.

Details of the fields available on this report header are as follows:

| Field | Description |
|---------------------|--|
| Company logo | Displays company logo. |
| Billing schedule Id | Displays billing schedule Id from selected billing schedule. |
| Contract number | Displays contract number related with billing schedule. |

| | |
|---------------|--|
| Contract name | Displays contract name related with contract number. |
| Legal entity | Displays legal entity related with billing schedule. |
| From date | Displays from date from process parameters. |
| To date | Displays to date from process parameters. |

Details of the fields available under Progress summary section are as follows:

| Field | Description |
|------------------|--|
| Phase/ Task | Displays subproject name. |
| Fee type | Displays fee type of the subproject. |
| Contract value | Displays contract value of the subproject. |
| Progress | Displays “ progress” if the project type is Progress or displays value where Earned value is divided by Contract value and multiplied by 100.% |
| Complete | Displays “Estimated % complete” from fee management If “ETC/EAC management” is active or displays “ revenue completed” from fee management form.% |
| Earned | Displays value by multiplying Contract value * % Progress if the project type is Progress or displays value by adding Previous billing and Current billing |
| Previous billing | Displays value from “Invoiced” field from Fee management form related with selected subproject. |
| Current billing | Displays value by deducting Previous billing value from Earned value if the project type is Progress or displays sum of sales amount for all the chargeable transactions |

Details of the fields available under Transactions summary section for Hour transactions are as follows:

| Field | Description |
|---------------|---|
| Date | Display the project date from transaction. |
| Role | Display role from the related transaction. |
| Resource name | Display resource name from the related transaction. |
| Category | Displays category from the related transaction, |
| Hours | Displays hours quantity from the related transaction. |
| Sales price | Displays sales price from the related transaction. |

| | |
|--------------|--|
| Sales amount | Displays sales amount of the related transaction. |
| Status | Displays chargeable status of the related transaction. |

Details of the fields available under Transactions summary section for Expense transactions are as follows:

| Field | Description |
|---------------|--|
| Date | Display the project date from transaction. |
| Resource name | Display resource name from the related transaction. |
| Category | Displays category from the related transaction, |
| Qty | Displays hours quantity from the related transaction. |
| Sales price | Displays sales price from the related transaction. |
| Sales amount | Displays sales amount of the related transaction. |
| Status | Displays chargeable status of the related transaction. |

Details of the fields available under Transactions summary section for Fee transactions are as follows:

| Field | Description |
|------------------|---|
| Date | Display the project date from transaction. |
| Category | Displays category from the related transaction, |
| Transaction text | Displays transaction text from the related transaction. |
| Sales amount | Displays sales amount of the related transaction. |
| Status | Displays chargeable status of the related transaction. |

Details of the fields available under Transactions summary section for Item transactions are as follows:

| Field | Description |
|------------------|---|
| Date | Display the project date from transaction. |
| Category | Displays category from the related transaction, |
| Transaction text | Displays transaction text from the related transaction. |
| Qty | Displays quantity from the related transactions. |
| Sales prices | Displays sales price from the related transactions. |
| Sales amount | Displays sales amount of the related transaction. |

| | |
|--------|--|
| Status | Displays chargeable status of the related transaction. |
|--------|--|

Periodic process

✿ *This section 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.

While creating invoice proposal if there are any project with pre-billing status as “on-hold” on the billing schedule lines, such projects will not be considered for the invoice proposal. This is controlled through a parameter “Skip on-hold billing lines”.

On the billing schedule if there is any adjustment request created, billing schedule ID will get updated on the adjustment request and if the user updates the action type as “On-hold billing” such transactions will not be considered for the invoice proposal.

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. |

Pre-billing Summary

✿ This sections details out the setups required to configure and process Pre-billing summary.

Parameter Setup

On projects360 parameter form, under billing schedule tab, a new parameter “Activate pre-billing summary” has been introduced to control the pre-billing summary functionality. When this checkbox is turned on ‘Yes’, the Pre-billing summary feature is activated.

Go to *Project management and accounting > Setups > projects360 parameters > Billing schedule Tab.*

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

- Activate billing schedule:** A toggle switch set to 'Yes'.
- Activate break down by main ...:** A toggle switch set to 'Yes'.
- BILLING SCHEDULE DATES:**
 - Default billing start date as bla...: A radio button set to 'No'.
 - Activate service dates: A toggle switch set to 'Yes'.
- INVOICE PROPOSAL:**
 - Skip on-hold billing schedule li...: A toggle switch set to 'Yes'.
- PRE-BILLING REVIEW:**
 - Activate pre-billing review: A toggle switch set to 'Yes'.
 - Activate pre-billing summary:** A toggle switch set to 'Yes', highlighted with a green box.
 - Document type:** A dropdown menu set to 'PrebilSummary', also highlighted with a green box.
- BILLING FREQUENCY:**
 - Billing frequency: A dropdown menu set to 'Daily'.
 - Day of week: A dropdown menu set to 'Monday'.
 - Day of month: A dropdown menu set to '1'.
 - Billing calendar: A dropdown menu.
 - Days for validation target date: A text input field set to '2'.
 - Days for posted target date: A text input field set to '3'.
 - Break down by main project: A checkbox.

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

| Field | Description |
|------------------------------|--|
| Activate pre-billing summary | When this parameter is set to Yes, then user will have an option to generate and review pre-billing transactions through a report. |
| Document type | Select the document type that will be used to generate pre-billing summary report. |

Pre-billing summary

New button is introduced to generate pre-billing summary where a report will be created showing a summary of % progress and transactions for all the projects in the structure from “Billing schedule” form. This report will be available for the review where users will be able to highlight, makes notes, corrections or any edits.

Finance and Operations

Save Delete Chat with billing approver Maintain Options

New **Process** **Bill** **Related information**

Billing schedule Pre-billing summary Invoice proposal

Billing schedule status Adjustment requests Pre-billing summary review

Project invoice proposals Project invoices

Posted project transactions Pending project transactions

Billing schedule | My view

BS00002056 : 00010703

General

Billing schedule lines

Fee management ETC/EAC management Pending project transactions Transactions details % Progress history Update pre-billing status

| Project ID | Project name | Fee type | Pre-billing status | Principal | Project manager |
|----------------|--------------|----------------------|--------------------|-----------|-----------------|
| 00001671 | PBS 2 | Time and expense | Pending | | |
| 00001671.01 | PBS 2.1 | Time and expense | Pending | | |
| 00001671.02 | PBS 2.2 | Time and expense NTE | Pending | | |
| 00001671.03 | PBS 2.3 | Progress | Pending | | |
| 00001671.03.11 | PBS 2.3.1 | Fixed fee | Pending | | |
| 00001674 | PBS 3 | Time and expense | Pending | | |

Line details

Pre-billing summary

Parameters

BILLING PERIOD

From date: 1/1/2022

To date: 1/25/2022

DATA

Show progress summary: Yes

INCLUDE TRANSACTION TYPES

Hour transactions: Yes

Expense transactions: Yes

Fee transactions: Yes

Item transactions: Yes

Records to include

Run in the background

OK Cancel

Details of the fields available on this 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. |
| Fee transactions | User can select this option to include fee transactions. |
| Item transactions | User can select this option to include item transactions. |
| Show summary progress | When this parameter is turned on, 'Progress summary' section will be printed on the report. |
| OK | On clicking OK, pre-billing summary report will get generated and tiff file will get attached. |

Cancel

On clicking Cancel the process will get cancelled.

Pre-billing summary review

New form is introduced to maintain all the “Pre-billing summary” versions generated. Once the pre-billing summary is generated, a tiff file will be opened for user to review where users will be able to highlight, makes notes, corrections or any edits using toolbar. This report displays the progress summary section provides an insight of progress of each subprojects and transaction summary section provides an insight of all the posted transactions which includes chargeable and non-chargeable transactions for each subprojects with fee type.

‘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.

Apart from above capabilities, user can open the tiff attachment and related billing schedule.

Pre-billing summary review for billing schedule: BS00002056

Summary:

| Phase/Task | Fee type | Contract value | % Progress | % Complete | Earned | Previous billing | Current billing |
|------------------|----------------------|----------------|------------|------------|------------------|------------------|------------------|
| 00001674 PBS 2 | Time and expense | 80,000.00 | 5.87% | 23.08% | 4,696.75 | 0.00 | 4,696.75 |
| PBS 2.1 | Time and expense NTE | 30,000.00 | 14.87% | 31.82% | 4,489.75 | 0.00 | 4,489.75 |
| PBS 2.2 | Progress | 20,000.00 | 2.00% | 35.90% | 400.00 | 0.00 | 400.00 |
| PBS 2.3 | Fixed fee | 20,000.00 | 2.50% | 24.24% | 500.00 | 0.00 | 500.00 |
| 00001674 PBS 3 | Time and expense | 80,000.00 | 5.37% | 100.00% | 4,298.25 | 0.00 | 4,298.25 |
| PBS 3.1 | Time and expense NTE | 70,000.00 | 6.35% | 100.00% | 4,447.50 | 0.00 | 4,447.50 |
| PBS 3.2 | Progress | 60,000.00 | 3.00% | 100.00% | 1,800.00 | 0.00 | 1,800.00 |
| PBS 3.3 | Fixed fee | 50,000.00 | 0.40% | 100.00% | 200.00 | 0.00 | 200.00 |
| PBS 3.3.1 | | | | | 200.00 | 0.00 | 200.00 |
| Total | | | | | 20,832.25 | 0.00 | 20,832.25 |

Transactions summary:

00001674.01 | PBS 2.1 | Fee type: Time and expense

| Date | Role | Resource Name | Category | Hours | Sales Price | Sales amount | Status |
|-----------|------------------|-------------------|-----------------------------|-------------|-------------|---------------|------------|
| 1/25/2022 | Business analyst | Usha Ravindra Rao | Project Management | 3 | 199.25 | 597.75 | Chargeable |
| | | | Subtotal chargeable | 3.00 | | 597.75 | |
| | | | Subtotal non-chargeable | 0.00 | | 0.00 | |
| | | | Total chargeable | 3.00 | | 597.75 | |
| | | | Total non-chargeable | 0.00 | | 0.00 | |
| | | | Total hours | 3.00 | | 597.75 | |

Expense:

| Date | Resource name | Category | Qty | Sales price | Sales amount | Status |
|-----------|---------------|-----------------------------|-------------|-------------|---------------|------------|
| 1/25/2022 | | Meals | 1 | 200.00 | 200.00 | Chargeable |
| | | Total chargeable | 1.00 | | 200.00 | |
| | | Total non-chargeable | 0.00 | | 0.00 | |
| | | Total expense | 1.00 | | 200.00 | |

Comments:

- Usha Ravindra Rao: Add missing transactions for the resource. 2/8/2022 12:31:10 PM
- Narasannavar Appasaheb: Add all the missing transactions for the resources. 2/9/2022 5:48:54 AM
- Narasannavar Appasaheb: Also please review the prices for the resources. 2/9/2022 5:49:15 AM

Details of the fields available on this report header are as follows:

| Field | Description |
|---------------------|--|
| Company logo | Displays company logo. |
| Billing schedule Id | Displays billing schedule Id from selected billing schedule. |
| Contract number | Displays contract number related with billing schedule. |
| Contract name | Displays contract name related with contract number. |
| Legal entity | Displays legal entity related with billing schedule. |

| | |
|-----------|---|
| From date | Displays from date from process parameters. |
| To date | Displays to date from process parameters. |

Details of the fields available under Progress summary section are as follows:

| Field | Description |
|---------------------|--|
| Phase/ Task | Displays subproject name. |
| Fee type | Displays fee type of the subproject. |
| Contract value | Displays contract value of the subproject. |
| Progress | Displays “ progress” if the project type is Progress or displays value where Earned value is divided by Contract value and multiplied by 100.% |
| Complete | Displays “Estimated % complete” from fee management If “ETC/EAC management” is active or displays “ revenue completed” from fee management form.% |
| Earned | Displays value by multiplying Contract value * % Progress if the project type is Progress or displays value by adding Previous billing and Current billing |
| Previous billing | Displays value from “Invoiced” field from Fee management form related with selected subproject. |
| Current billing | Displays value by deducting Previous billing value from Earned value if the project type is Progress or displays sum of sales amount for all the chargeable transactions |

Details of the fields available under Transactions summary section for Hour transactions are as follows:

| Field | Description |
|---------------|--|
| Date | Display the project date from transaction. |
| Role | Display role from the related transaction. |
| Resource name | Display resource name from the related transaction. |
| Category | Displays category from the related transaction, |
| Hours | Displays hours quantity from the related transaction. |
| Sales price | Displays sales price from the related transaction. |
| Sales amount | Displays sales amount of the related transaction. |
| Status | Displays chargeable status of the related transaction. |

Details of the fields available under Transactions summary section for Expense transactions are as follows:

| Field | Description |
|---------------|--|
| Date | Display the project date from transaction. |
| Resource name | Display resource name from the related transaction. |
| Category | Displays category from the related transaction, |
| Qty | Displays hours quantity from the related transaction. |
| Sales price | Displays sales price from the related transaction. |
| Sales amount | Displays sales amount of the related transaction. |
| Status | Displays chargeable status of the related transaction. |

Details of the fields available under Transactions summary section for Fee transactions are as follows:

| Field | Description |
|------------------|---|
| Date | Display the project date from transaction. |
| Category | Displays category from the related transaction, |
| Transaction text | Displays transaction text from the related transaction. |
| Sales amount | Displays sales amount of the related transaction. |
| Status | Displays chargeable status of the related transaction. |

Details of the fields available under Transactions summary section for Item transactions are as follows:

| Field | Description |
|------------------|---|
| Date | Display the project date from transaction. |
| Category | Displays category from the related transaction, |
| Transaction text | Displays transaction text from the related transaction. |
| Qty | Displays quantity from the related transactions. |
| Sales prices | Displays sales price from the related transactions. |
| Sales amount | Displays sales amount of the related transaction. |
| Status | Displays chargeable status of the related transaction. |

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.

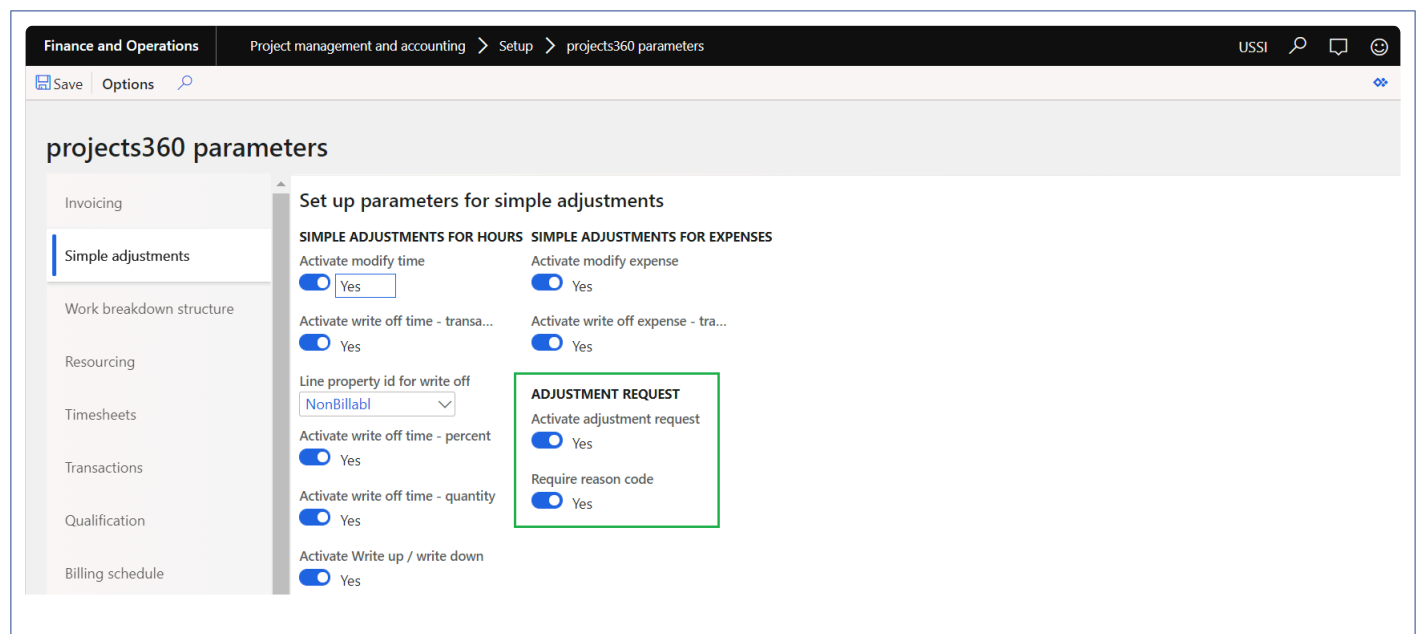
Configure

 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 navigation options: Invoicing, Simple adjustments (selected), Work breakdown structure, Resourcing, Timesheets, Transactions, Qualification, and Billing schedule. 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, all of which are currently set to 'Yes'. A dropdown menu for 'Line property id for write off' is set to 'NonBillabl'. A green box highlights the 'ADJUSTMENT REQUEST' section, 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*.

Finance and Operations

Project management and accounting > projects360 Setup > Adjustment request > Adjustment request reason codes

USSI

Edit + New Delete Options

Adjustment request reason codes

Filter

Reason ↑

Description

ActivityMove hours from the activity

HourUpdate hours

TaxUpdate Tax

Write OffWrite Off the hour transaction

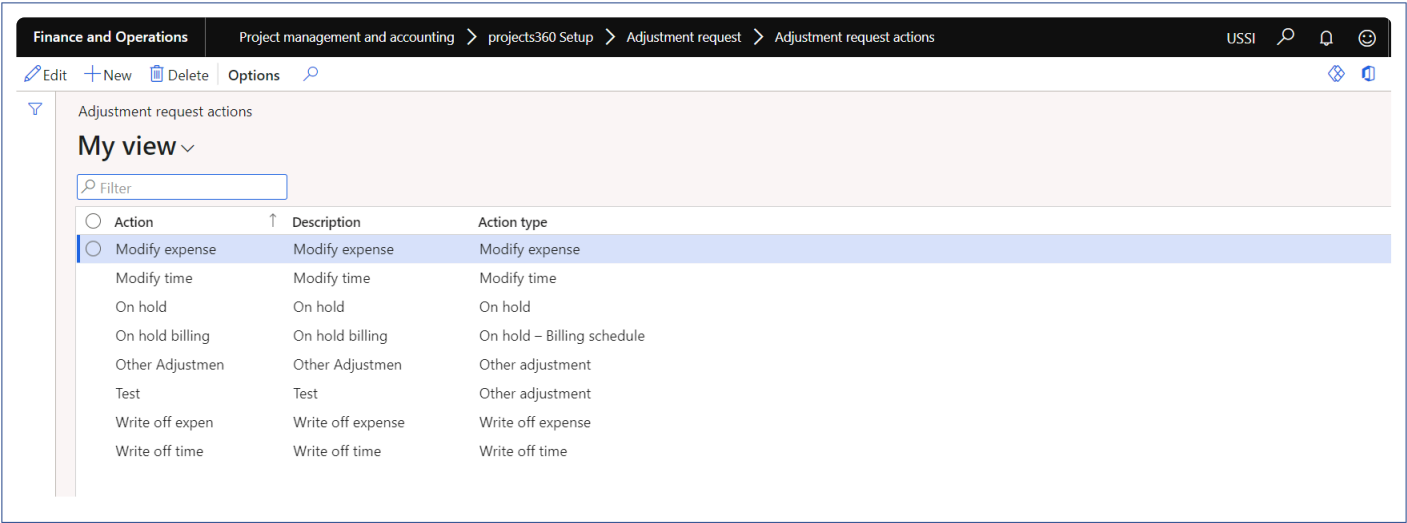
Details of the fields available on the adjustment request reason codes form are as follows –

| 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*.



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. |
| Action type | Define action type. |

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.

Finance and Operations

Project management and accounting > Setup > Project management and accounting parameters

US\$1

Save Options

Project management and accounting parameters

Forecast

Estimate

Hour utilization

Project statements

Cost control

Forecast reduction

Inventory dimensions

Production

Project stage

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"/> | |

Generate adjustment request



This section 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.

Finance and Operations | Project management and accounting > projects360 > Adjustment requests > All adjustment requests

USSI | [Icons]

My view: All adjustment requests

Status: All

Adjustment request

Filter

| Request | Request ID | Project ID | Project name | Reason code | Description | Status | Requested by | Project manager | Project accountant | Principal |
|---------|------------|------------|-------------------------|-------------|--------------|-----------|---------------|--------------------|--------------------|------------------------|
| | 000000441 | 00000847 | Auto Billing | MT | Modify ti... | Created | Javier.Milla | Charlie Carson | Aaren Ekelund | Narasannavar Appasaheb |
| | 000000442 | 00000285 | Auto Add to Fav | ME | Modify ex... | Submitted | Javier.Milla | Benjamin Martin | Charlie Carson | |
| | 000000449 | 00001207 | ETC/EAC 7 | | | Submitted | UshaR | Usha Ravindra Rao | Natasha Desai | Appasaheb Narasannavar |
| | 000000452 | 00001255 | Adjustment request test | | Testing | Submitted | brian.skiles | | | |
| | 000000457 | 00001266 | Billing schedule 13 | | | Created | UshaR | | | |
| | 000000458 | 00001266 | Billing schedule 13 | | | Created | UshaR | | | |
| | 000000464 | 00000709 | Living Hope Communit... | | | Created | ANarasannavar | Appasaheb Naras... | | Joel Leichty |
| | 000000467 | 00001266 | Billing schedule 13 | | | Created | UshaR | | | |

Details

Project ID: 00001207 | Reason code: | Status: Submitted | Project manager: Usha Ravindra Rao | Principal: Appasaheb Narasannavar | Requested date and time: 5/10/2021 10:04:23 AM

Project name: ETC/EAC 7 | Description: | Note: | Project accountant: Natasha Desai | Requested by: UshaR | Updated by: UshaR | Updated date and time: 5/10/2021 10:28:43 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. |
| Regenerate request | User can regenerate adjustment request through this button. |

Details of the fields available on Adjustment requests tab of Adjustment request 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 tab 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 and time | Displays the updated date and time of the adjustment request. |

New and Regenerate request button

New button is introduced to create and generate adjustment request for a project at a same time. This form helps to generate adjustment request with different filter options. “Regenerate request” button is introduced to regenerate the adjustment request if required.

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 .

New adjustment request

Request Id

000000862

Project ID

Reason code

Description

PROJECT DATE

From date

To date

INCLUDE TRANSACTION TYPES

Hour transactions

☐ No

Expense transactions

☐ No

DATA

Transaction status

OK

Cancel

Details of the fields available on the New adjustment request form are as follows –

| Fields | Description |
|----------------------|--|
| Request ID | Displays auto generated number sequence for adjustment request. |
| Project ID | Select project ID for which adjustment request has to be generated. |
| Reason code | User can select the reason code for the adjustment request. |
| Description | Displays the description of the reason code and is editable. |
| 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. |


Regenerate request button

Regenerate 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

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

Batch processing

☐ No

Task description

Batch group



Private

☐ No

Critical Job

☐ No

Monitoring category



Start date: 2/7/2022 (10:42:53 am) (GMT) Coordinated Universal Time

OK

Cancel

Details of the fields available on the regenerate 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. |

Adjustment request details form.

When the clicks on the “Request ID” it opens the adjustment request details form where user can update the actions and comments required on each transaction and submit the adjustment request.

The screenshot shows the 'Adjustment request details form' in the projects360 application. The breadcrumb trail indicates the path: Finance and Operations > Project management and accounting > projects360 > Adjustment requests > All adjustment requests. The form is titled 'Adjustment requests' and is in 'Standard view'.

General

Request Id: 000000449
 Main project name: ETC/EAC 7
 From date: 4/1/2021
 Hour transactions: ☒ No
 Project invoice status: All
 Requested by: UshaR
 Status: Created
 To date: 4/30/2021
 Expense transactions: ☒ No
 Date stamp: 5/10/2021

Adjustment request lines

Remove Update action

Filter

| | Project date | Project ID | Parent name | Name | Category | Resource name | Quantity | Sales price | Sales amo... | Description | Line prop... | Invoice status | Action | Comment |
|----------------------------------|--------------|------------|-------------|-----------|----------|-------------------|----------|-------------|--------------|-------------|--------------|----------------|-----------------|---------|
| <input type="radio"/> | 4/14/2021 | 00001207 | | ETC/EAC 7 | PM | | 2.00 | 400.00 | 800.00 | | Billable | Chargeable | Modify time | |
| <input type="radio"/> | 4/21/2021 | 00001207 | | ETC/EAC 7 | Consult | Usha Ravindra Rao | 1.00 | 150.00 | 150.00 | | Billable | Chargeable | Write off time | |
| <input type="radio"/> | 4/21/2021 | 00001207 | | ETC/EAC 7 | AppDev | Usha Ravindra Rao | 2.00 | 325.00 | 650.00 | | Billable | Chargeable | Other Adjustmen | |
| <input type="radio"/> | 4/21/2021 | 00001207 | | ETC/EAC 7 | ERPDev | Usha Ravindra Rao | 3.00 | 350.00 | 1,050.00 | | Billable | Chargeable | On hold | |
| <input type="radio"/> | 4/21/2021 | 00001207 | | ETC/EAC 7 | Meals | | 1.00 | 110.00 | 110.00 | | Billable | Chargeable | Modify expense | |
| <input checked="" type="radio"/> | 4/21/2021 | 00001207 | | ETC/EAC 7 | Airfare | | 2.00 | 125.00 | 250.00 | | Billable | Chargeable | Write off expen | |

Details of the buttons available on the adjustment request 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. |
| Posted transactions | Displays posted transactions for the adjustment request date range along with subprojects. |

Details of the fields available on the General tab 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. |
| Status | Displays the status of the adjustment request. |
| From date | Displays From date of the adjustment transaction. |
| To date | Displays From date of the adjustment transaction. |
| Hour transactions | Displays parameter selected while generating adjustment request. |
| Expense transaction | Displays parameter selected while generating adjustment request. |
| Project invoice status | Displays transaction status selected while generating adjustment request. |
| Date stamp | Displays the date when the adjustment request was created. |

Details of the buttons available on the Adjustment request lines tab are as follows –

| Fields | Description |
|---------------|---|
| Remove | User can remove the transactions. |
| Update action | User can update “Action” field for single or multiple transactions. |

Details of the fields available on the Adjustment request lines tab are as follows –

| Fields | Description |
|--------|-------------|
|--------|-------------|

| | |
|----------------|---|
| 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. |
| Adjusted | This field will be automatically marked when the adjustment is performed for a transaction. |

Once the user submits the adjustment request, option is provided to perform adjustment actions through the simple adjustment buttons. New field “Action type” is added on the Adjustment request lines tab where the user can select required action to be performed. By default action type will be “All”. Based on the action type selected simple adjustment buttons get displayed. Ex: If Modify time action type is selected then “Modify time” button is displayed. If the user updates the action type to ‘On hold’ or ‘on hold billing’, these transactions will be included in the next adjustment request process.

When the adjustment request process is run again, all the transactions within the given date range will be included even if those transactions are already part of the other adjustment request process which is in ‘Completed’ or ‘Cancelled’ status.

Details of the buttons available on the adjustment request form when the adjustment request is submitted are as follows –

| Fields | Description |
|-------------------------------|--|
| Modify time | User can modify time to other activity, Category or Project. Also user can partially move time to another project, activity or category for hour transactions. |
| Write off time-transaction | User can write off time to non-chargeable for hour transactions. |
| Modify expense | User can modify time to other activity, Category or Project for expense transactions. |
| Write off expense-transaction | User can write off time to non-chargeable for expense transactions. |

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. |

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.

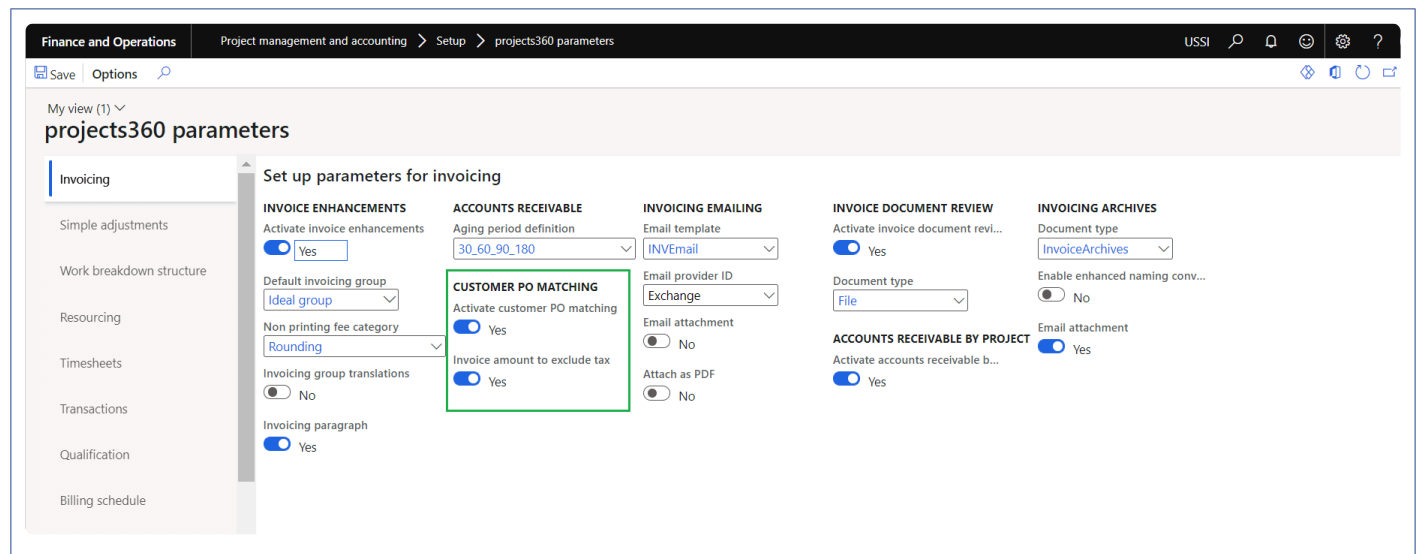
Configure PO Matching

 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.*



The screenshot shows the 'projects360 parameters' form in the 'Invoicing' tab. The 'CUSTOMER PO MATCHING' checkbox is highlighted with a green box and is set to 'Yes'. Other visible settings include 'Activate invoice enhancements' (Yes), 'Aging period definition' (30_60_90_180), 'Email template' (INVEmail), 'Activate invoice document review' (Yes), 'Document type' (File), 'Invoicing archives' (InvoiceArchives), 'Enable enhanced naming conv...' (No), 'Email attachment' (No), 'Attach as PDF' (No), 'Accounts receivable by project' (Yes), and 'Activate accounts receivable b...' (Yes).

| Field | Description |
|-------------------------------|---|
| Activate customer PO matching | Set this field to Yes, to activate the feature. |
| Invoice amount to exclude tax | Set this field to Yes, to exclude the tax amount from the Invoice amount and update 'Amount remaining' and 'Amount invoiced' the PO list. |

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.

The screenshot displays the 'PO List' tab within the 'Project contracts' section. The table below represents the data shown in the application.

| | Date | Funding source ID | Customer PO | Amount | External description | PO internal description | Closed | Default | Amount remaining | Amount invoiced |
|-------------------------------------|----------|-------------------|-------------|------------|----------------------|-------------------------|--------------------------|--------------------------|------------------|-----------------|
| <input checked="" type="checkbox"/> | 7/1/2021 | Global Sportin... | CP29408 | 100,000.00 | PO invoicing | PO customer invoicing | <input type="checkbox"/> | <input type="checkbox"/> | 100,000.00 | 0.00 |

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. If the 'Invoice amount to exclude tax' is marked then total invoice amount excluding taxes will be displayed. |

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.

Go to *Project management and accounting > Projects Invoices > Projects Invoice Proposals*.

Go to *Project billing > All invoices > Invoice proposals*.

The screenshot shows the 'Invoice proposals' form in the USSI system. The form is titled 'PJIP_00013187 : 00009154'. It contains several sections:

- GENERAL**: Invoice proposal (PJIP_00013187), Invoice date (11/10/2021), Invoice, Sales currency (USD).
- CONTRACT**: Project contract ID (00009154), Project contract name (Cust_PO_3).
- PRINTING OPTIONS**: Invoicing group (Ideal group), Invoice format (Invoice grouping).
- PO DETAILS** (highlighted with a green box): PO number (CP29408), Review comments (PO invoicing), Method of payment (ELECTRONIC).
- SERVICE DATES**: Service date from, Service date to (11/10/2021), Language (en-us).

Below the form is a table titled 'Invoice proposal transaction summaries' with the following data:

| Project | Project name | Billing rule | Name | Amount in... | Invoice line amount | Indirect co... | Retention ... | Customer retained amount | Amount le... | Paragraph number |
|----------|--------------|--------------|------|--------------|---------------------|----------------|---------------|--------------------------|--------------|------------------|
| 00001514 | Cust_PO_3 | | | 0.00 | 996.25 | 0.00 | 0.00 | 0.00 | 996.25 | |

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 while printing or posting the invoices as shown in the below report.



Contoso Consulting USA
454 1st Street
Suite 99
Redmond, WA 98052
USA

Global Sporting Goods
Fountains On The Lake
Stafford, TX 77477
USA

Pro forma invoice

Invoice number Proforma-14526
Date Nov 10, 2021
Customer account US_SI_0078
Payment terms Net 30 days
Customer PO CP29408
Services ending Nov 10, 2021

| Description | Quantity | Price | Amount |
|-------------------------------------|----------|--------|--------|
| Project 00001514 Cust_PO_3 | | | |
| Test 00001514 Cust_PO_3 | | | |
| Hours | | | |
| Application Development | 5.00 | 199.25 | 996.25 |
| Hours Subtotal | 5.00 | | 996.25 |
| Test Subtotal | | | 996.25 |

Update PO number on posted invoices

The user can update the PO number on the posted invoices. Update PO number button is provided to update the PO numbers on the posted invoices. The lookup displays all the PO numbers available from the invoice funding sources.

Go to *Project management and accounting > Projects Invoices > Project invoices*.

The screenshot displays the Microsoft Dynamics 365 interface for 'Project invoices'. A dialog box titled 'Update PO number' is open, showing a dropdown menu for 'PO number' with 'CP29408' selected. The 'OK' button is highlighted. The background shows the 'Project invoices' list with columns for Invoice, Date, Invoice account, Name, Legal entity, Project contract, Sales currency, Invoice amount, Due date, Sent electronically, Invoice status, Email sent date, and PO number. The row for invoice 00002096 is selected, showing a PO number of CP29408.

When the user updates the PO number on the posted invoices, 'Amount invoiced' and 'Amount remaining' fields on the PO list will get updated on the project contract

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

USSI 🔍 📢 😊 ⚙️

Edit + New Delete Project contract Plan **Maintain** Control Contract management Fee 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 Role billing descriptions group
Related information Item tasks ▾ Pending transactions Posted transactions Service ▾ Cases Posted automatic transactions

Project contracts | My view (1) ▾

00009154 : Cust_PO_3

General ▾

Billing rules ▾

Funding sources ▾

Funding limits ▾

Funding rules ▾

PO list ▴

+ Add 🗑 Remove

| <input type="radio"/> Date | Funding source ID | Customer PO | Amount | External description | PO internal description | Closed | Default | Amount remaining | Amount invoiced |
|---|--------------------|-------------|------------|----------------------|-------------------------|--------|---------|------------------|-----------------|
| <input checked="" type="radio"/> 7/1/2021 | Global Sporting Go | CP29408 | 100,000.00 | PO invoicing | PO customer invoicing | | | 98,503.75 | 1,496.25 |

Customer PO management

This feature has been developed to manage Customer POs from a single form allowing us to use the same customer PO across different project contracts. Provides the facility to add multiple funding sources from different project contracts underneath the same customer PO header.

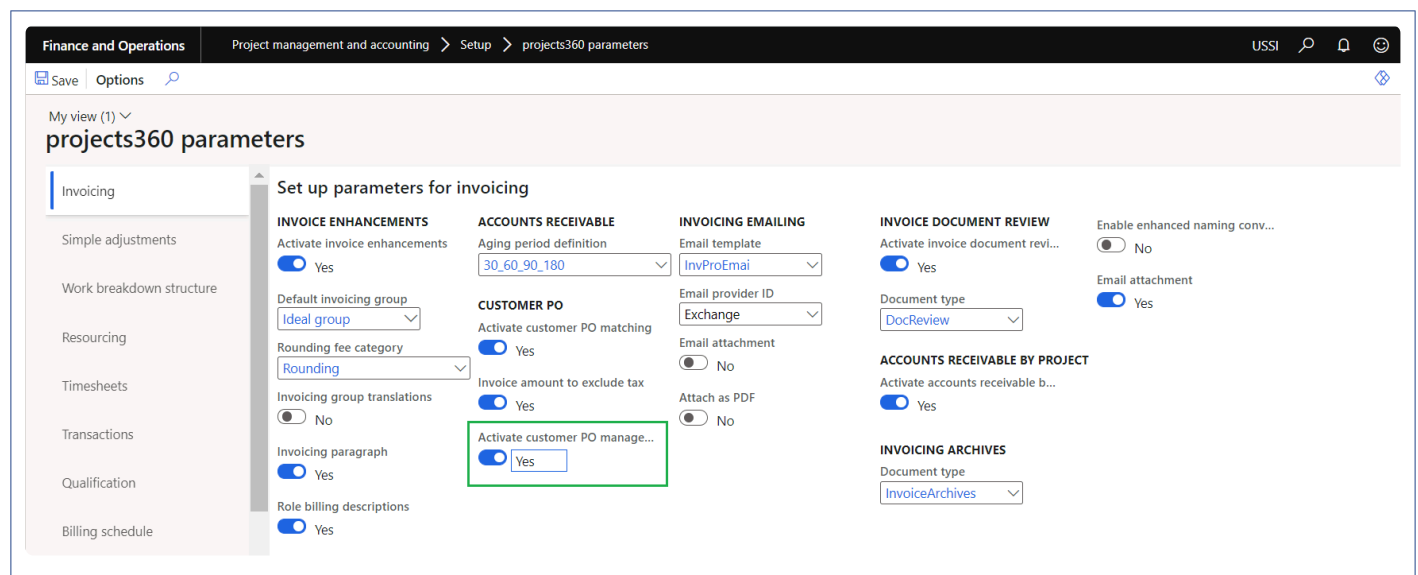
Create Customer PO

 This sections details out the setups required and the process to create Customer PO.

Parameter Setup

On projects360 parameter form, under Invoicing tab, a new parameter “Activate customer PO management” has been introduced to control the customer PO management feature. When the user makes the value of this checkbox as ‘Yes’, the customer PO management feature is activated.

Go to Project management and accounting > Setups > projects360 Parameters > Invoicing Tab.



The screenshot shows the 'projects360 parameters' form in the 'Invoicing' tab. The 'Set up parameters for invoicing' section contains several groups of settings:

- INVOICE ENHANCEMENTS**
 - Activate invoice enhancements: ☒ Yes
 - Default invoicing group:
 - Rounding fee category:
 - Invoicing group translations: ☐ No
 - Invoicing paragraph: ☒ Yes
 - Role billing descriptions: ☒ Yes
- ACCOUNTS RECEIVABLE**
 - Aging period definition:
- CUSTOMER PO**
 - Activate customer PO matching: ☒ Yes
 - Invoice amount to exclude tax: ☒ Yes
 - Activate customer PO manage...: ☒ Yes (highlighted with a green box)
- INVOICING EMAILING**
 - Email template:
 - Email provider ID:
 - Email attachment: ☐ No
 - Attach as PDF: ☐ No
- INVOICE DOCUMENT REVIEW**
 - Activate invoice document revl...: ☒ Yes
 - Document type:
 - Enable enhanced naming conv...: ☐ No
 - Email attachment: ☒ Yes
- ACCOUNTS RECEIVABLE BY PROJECT**
 - Activate accounts receivable b...: ☒ Yes
- INVOICING ARCHIVES**
 - Document type:

Customer PO management form

This form allows to create multiple customer PO's for a particular and can attach it to the multiple funding sources through a single form. This form provides an visibility of all the Customer PO and the related project contracts with the invoiced amount details.

Project management and accounting > Projects360 > Customer PO > Customer PO management.

Project management and accounting > All Projects > Project contracts > PO list fast tab > Customer PO management button

Finance and Operations | Project management and accounting > projects360 > Customer PO > Customer PO management

Standard view

Customer PO management

Customer PO

+ Add Remove

| Customer PO | Customer acco... | Customer name | Customer PO date | Total amount |
|-------------|------------------|--------------------------|------------------|--------------|
| PO111 | US_SL_0085 | Mechanical Sports Center | | 5,000.00 |
| PO2345 | US_SL_0085 | Mechanical Sports Center | | 10,000.00 |
| S0001 | US_SL_0096 | Raw Materials Inc | | 500.00 |
| S0010 | US_SL_0096 | Raw Materials Inc | | 9,000.00 |
| L0001 | US_SL_0100 | Retread Tire Company | 10/19/2021 | 100,000.00 |
| S0002 | US_SL_0100 | Retread Tire Company | | 10,000.00 |

Project contract distribution

+ Add Remove

| Date | Project contract... | Funding source ID | Amount | External description | PO internal description | Closed | Default | Amount remaining | Amount invoiced |
|-----------|---------------------|-------------------|----------|----------------------|-------------------------|--------------------------|--------------------------|------------------|-----------------|
| 11/1/2021 | 00008403 | Mechanical Sp... | 1,000.00 | | | <input type="checkbox"/> | <input type="checkbox"/> | 1,000.00 | 0.00 |
| 10/1/2021 | 00008330 | Mechanical Sports | 3,000.00 | | | <input type="checkbox"/> | <input type="checkbox"/> | 3,000.00 | 0.00 |
| 8/1/2021 | 00008080 | Mechanical Sports | 5,000.00 | | | <input type="checkbox"/> | <input type="checkbox"/> | 3,804.50 | 1,195.50 |

Details of the fields available on the Customer PO tab are as follows:

| Field | Description |
|------------------|---|
| Customer PO | Define Customer PO number in this field. |
| Customer account | User can select Customer account. |
| Customer name | This field defaults customer name based on the selected customer account. |
| Customer PO date | User can define customer PO date. |
| Total amount | Shows the total amount of the Customer PO. |

Details of the fields available on the Project contract distribution tab are as follows:

| Field | Description |
|----------------------|---|
| Date | The user can update the Customer PO number in this field. |
| Project contract ID | User can select the project contract which is linked with the header customer account. |
| Funding source ID | User can selected the funding source Id. This field filters the funding sources of the selected project contract. |
| 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. If the 'Invoice amount to exclude tax' is marked then total invoice amount excluding taxes will be displayed. |

Customer PO management button on Project contract

User will be able to use the same form from the project contract. When the customer PO management form is opened from the project contract form, records will be filtered based on the selected funding source and 'Customer PO' field will display as lookup with all the related Customer PO numbers.

Project management and accounting > All Projects > Project contracts > PO list fast tab > Customer PO management button

The screenshot displays the 'Project contracts' section in the 'Customer PO management' form. The 'PO list' tab is active, showing a table with columns: Date, Funding source ID, Customer PO, Amount, External description, PO internal description, Closed, Default, Amount remaining, and Amount invoiced. A single record is visible for the date 11/1/2021, with a funding source of 'Mechanical Sports' and a customer PO of 'PO111'. The 'Customer PO management' button is highlighted with a green box in the top left corner of the table area.

| Date | Funding source ID | Customer PO | Amount | External description | PO internal description | Closed | Default | Amount remaining | Amount invoiced |
|-----------|-------------------|-------------|----------|----------------------|-------------------------|--------------------------|--------------------------|------------------|-----------------|
| 11/1/2021 | Mechanical Sports | PO111 | 1,000.00 | | | <input type="checkbox"/> | <input type="checkbox"/> | 1,000.00 | 0.00 |

Finance and Operations

Project management and accounting > projects360 > Customer PO > Customer PO management

USSI

Save + New Delete Options

PO111 | Standard view

Customer PO management

Customer PO

+ Add Remove

| Customer PO | Customer account | Customer name | Customer PO date | Total amount |
|-------------|------------------|--------------------------|------------------|--------------|
| PO111 | US_SI_0085 | Mechanical Sports Center | | 9,000.00 |
| PO2345 | US_SI_0085 | Mechanical Sports Center | | 10,000.00 |

Project contract distribution

+ Add Remove

| Date | Project contract ID | Funding source ID | Amount | External description | PO internal description | Closed | Default | Amount remaining | Amount invoiced |
|-----------|---------------------|-------------------|----------|----------------------|-------------------------|--------------------------|--------------------------|------------------|-----------------|
| 11/1/2021 | 00008403 | Mechanical Sp... | 1,000.00 | | | <input type="checkbox"/> | <input type="checkbox"/> | 1,000.00 | 0.00 |

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.

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 and configure the document type to be used for Invoice document review.

Go to *Project management and accounting > Setups > projects360 Parameters > Invoicing Tab.*

The screenshot shows the 'projects360 parameters' form in the 'Invoicing' tab. The 'INVOICE DOCUMENT REVIEW' section is highlighted with a green box. It contains the following settings:

- Activate invoice document review...**: ☒ Yes
- Document type**:

Other visible sections include:

- INVOICE ENHANCEMENTS**:
 - Activate invoice enhancements: ☒ Yes
 - Default invoicing group:
 - Non printing fee category:
 - Invoicing group translations: ☐ No
 - Invoicing paragraph: ☒ Yes
- ACCOUNTS RECEIVABLE**:
 - Aging period definition:
- CUSTOMER PO MATCHING**:
 - Activate customer PO matching: ☒ Yes
 - Invoice amount to exclude tax: ☒ Yes
- INVOICING EMAILING**:
 - Email template:
 - Email provider ID:
 - Email attachment: ☐ No
 - Attach as PDF: ☐ No
- ACCOUNTS RECEIVABLE BY PROJECT**:
 - Activate accounts receivable b...: ☒ Yes
- INVOICING ARCHIVES**:
 - Document type:
 - Enable enhanced naming conv...: ☐ No
 - Email attachment: ☒ Yes

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

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

+ New Delete Workflow Options

Manage Hierarchy

Versions Associate hierarchy

Set as default Remove hierarchy

Import

Project management and accounting workflows

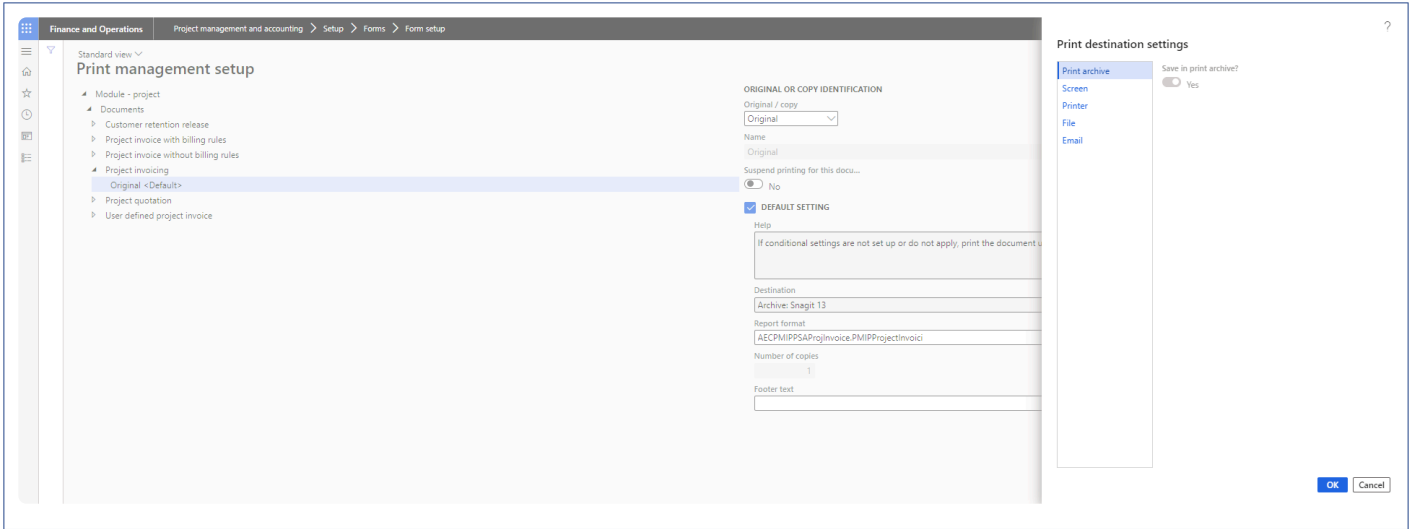
My view

| ✓ 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 type="checkbox"/> | <input checked="" type="checkbox"/> | 000211 | Resource request line | ussi | ResRequestLine | 0 | 1.0.0.0 |
| <input 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 destination settings

On the project print management setup form, select a destination to automatically attach the Invoice document to the Invoice proposal for the review. Here user can select any options except for the 'Screen' and invoice document review will work. If the user has set this option to 'Screen', the message pops during the invoice proposal submission but invoice document review do not get attached/created due to technical limitations. If the option selected is 'Print archive', make sure the 'Save in print archive?' is set to yes.

Go to *Project management and accounting > Setup > Forms > Form setup > General tab > Print management > Select report > Printer setup option.*



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 date: 1/25/2019 | 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 Invoiced | Invoice line amount | Indirect costs | Retention percentage | Customer retention | Amount less tax |
|----------|--------------------------------|--------------|------|-----------------|---------------------|----------------|----------------------|--------------------|-----------------|
| 00000380 | ABP_25012018-Billing Approv... | | | 0.00 | 3,000.00 | 100.00 | 0.00 | 0.00 | 3,100.00 |

Invoice proposal transactions

| Invoice lines | Hour | Description | Quantity | Sales price | Line amount |
|------------------------------------|------|-------------|----------|-------------|-------------|
| Project 00000380 : ABP_2501... | | | | | |
| Hours | | | | | |
| Abhishek V : 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

projects360

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 | PJP_00000443 : 00000328

Filter

| ID | Subject | Document type | Due date time | From | Created date and time |
|--|----------------------------------|-------------------|-----------------------|-----------|-----------------------|
| Invoice proposal: PJP_00000462, 00000328 | test | Invoice proposal | 2/11/2019 01:28:00 PM | AbhishekV | 2/8/2019 01:28:04 PM |
| Invoice proposal: PJP_00000442, 00000328 | test | Invoice proposal | 2/11/2019 12:33:00 PM | AbhishekV | 2/8/2019 12:33:48 PM |
| Invoice proposal: PJP_00000440, 00000328 | test | Invoice proposal | 2/11/2019 12:06:00 PM | AbhishekV | 2/8/2019 12:06:40 PM |
| Invoice proposal: PJP_00000439, 00000328 | test | Invoice proposal | 2/11/2019 12:04:00 PM | AbhishekV | 2/8/2019 12:04:21 PM |
| Invoice proposal: PJP_00000438, 00000328 | test | Invoice proposal | 2/11/2019 12:00:00 PM | AbhishekV | 2/8/2019 12:00:50 PM |
| Invoice proposal: PJP_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 |

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.

Configure

✿ This sections details out the setups required to be configured in order to use the adjustment on invoice proposal functionality.

Parameter Setup

On projects360 parameter form, under Simple adjustment tab, a new set of parameters has been introduced to control the adjustments on the transactions and invoice proposal. User needs to set the field value to 'Yes' in order to use the different functionalities provided.

Go to *Project management and accounting > Setups > projects360 parameters > Simple adjustment tab*
Go to *Project billing > Setups > Billing parameters > Adjustment tab*

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

| Fields | Description |
|---------------------------------------|---|
| Activate modify time | When this parameter is set to Yes, user can modify time to other activity, Category or Project on the Invoice proposal for the Hour transactions. |
| 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 | This field is used to default the line property for write offs either fully or partially. |

| | |
|--|---|
| for write off | |
| 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. |
| Write up/write down view | Select write up/write down view perform adjustment by resource, by project/resource/ category or by project/resource/category/company |
| Company write up/write down fee | Select company write up/write down fee category that will be used to create company write up/write down fee transaction. |
| 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. |
| 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. |
| 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 write off expense – transaction | When this parameter is set to Yes, user can write off time to Non billable on the Invoice proposal for the expense transactions. |



Note – Currently, Simple adjustment functionality is dependent on the standard parameter “Invoice proposal” under Allow adjustment of transaction status.

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 shows the 'All projects' section in the projects360 application. The top navigation bar includes 'Finance and Operations Preview' and 'Project management and accounting > Projects > All projects'. Below the navigation bar, there are tabs for 'New', 'Delete', 'Project', 'Plan', 'Manage', 'Control', 'Unit billing', 'Fee management', 'Contract management', 'Billing schedule', and 'Options'. The 'Manage' tab is active. On the left, there are filters for 'Show projects' (Active), 'Show levels' (Top), and 'Legal entity' (ussi). A search bar contains the text 'simple'. The main table lists transactions with columns: Project ID, Project name, Legal entity, Project contract ID, Customer name, Fee type, Project stage, and Integration source. The table contains 15 rows of data. A dropdown menu is open for 'Transactions details' showing 'Hour' and 'Expenses' options. The 'Hour' option 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.

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

Ledger updates | Voucher | **Actions** | Options

Functions
Post costs
Accrue revenue
Invoice proposals

Inquiries
Select for credit note
Adjust transaction
Split transaction

View accounting
Project cost
Project intercompany cost

Related information
Timesheet
Vendor invoice

Simple adjustments
Modify time
Write off time - transaction
Modify work location

00000788 : SIMPLE ADJUSTMENT - HOUR 1

Hour transactions

Filter: Column display: Price Invoice status: All **Allow adjustments: Yes**

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 | 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 | SUpgrades | 000713 | Usha R... | 2.00 | 125.00 | USD | 245.00 | Billable | Chargeable | Hour journal | | |

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

Ledger updates | Voucher | **Actions** | Options

Functions
Post costs
Accrue revenue
Invoice proposals

Inquiries
Select for credit note
Adjust transaction
Split transaction

View accounting
Project cost
Project intercompany cost

Related information
Timesheet
Vendor invoice

Simple adjustments
Modify time
Write off time - transaction
Modify work location

00000788 : SIMPLE ADJUSTMENT - HOUR 1

Hour transactions

Filter: Column display: Price Invoice status: All **Allow adjustments: Yes**

Overview | General | Financial dimensions | Cost | Sales

Modify time
Project ID:
Project name:
Activity number:
Category:
Partial modification - hours: 2.00 **OK**

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 | SUpgrades | 000713 | Usha R... | 2.00 | 125.00 | USD | 245.00 | Billable | Chargeable | Hour journal | | |
| ussi | 5/26/2020 | 00000788 | SUpgrades | 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. |

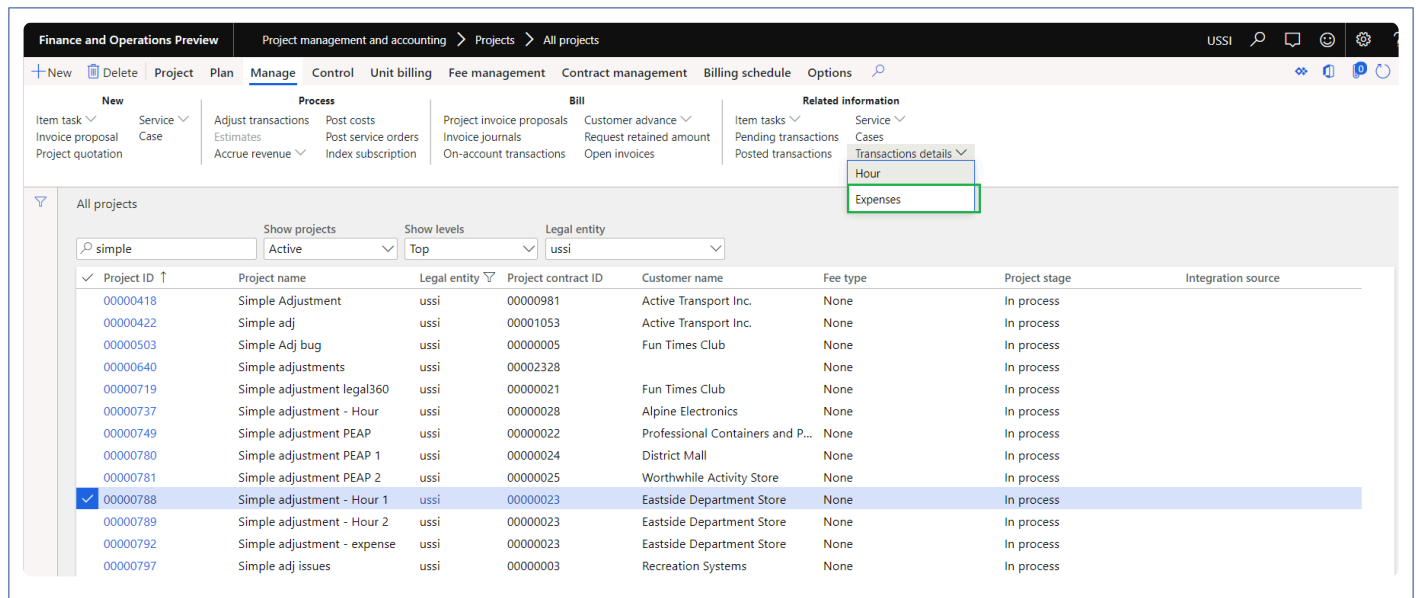
Adjustment to Expenses

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

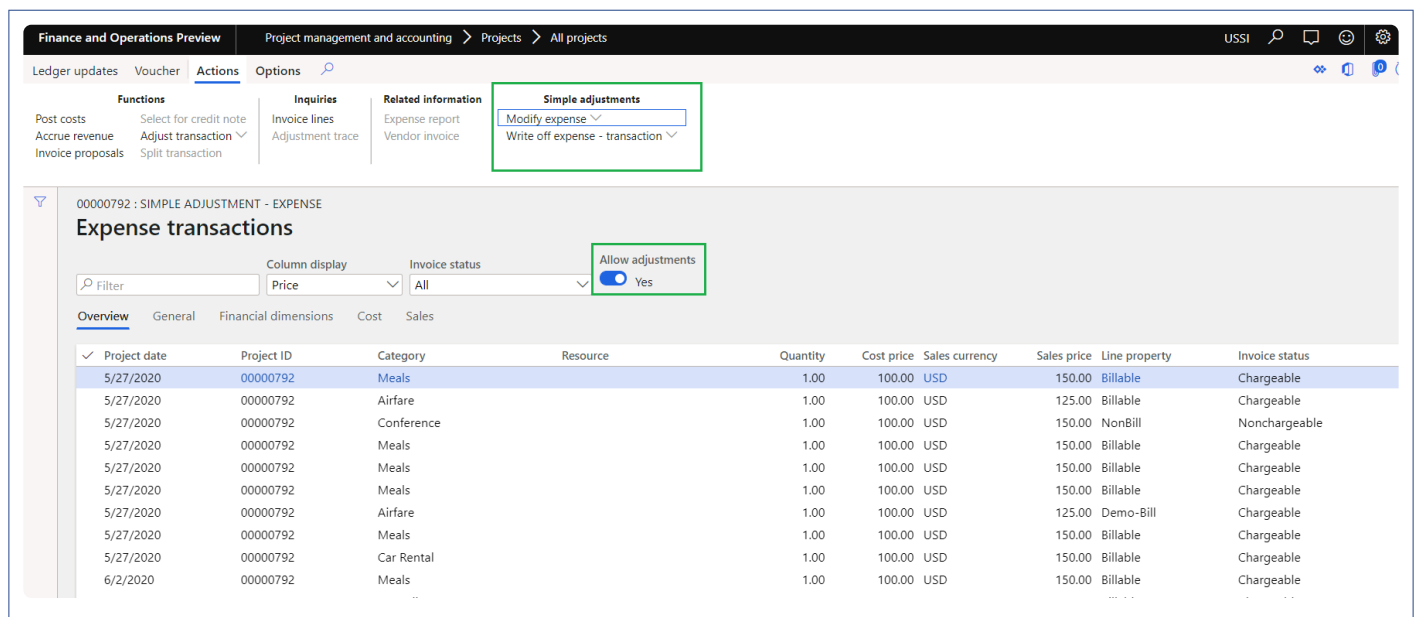
Go to Project management and accounting > Projects > All projects > Fee management tab > Transaction details menu > Expense button



The screenshot shows the 'All projects' list in the 'Manage' tab. The 'Transactions details' dropdown menu is open, showing 'Hour' and 'Expenses' options. The 'Expenses' option is highlighted with a green box.

| 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



The screenshot shows the 'Expense transactions' view for project 00000792. The 'Simple adjustments' dropdown menu is open, showing 'Modify expense' and 'Write off expense - transaction' options. The 'Allow adjustments' toggle is set to 'Yes'.

| 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 | 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 |

The screenshot displays the 'Expense transactions' form. The main table lists transactions with the following data:

| Project date | Project ID | Category | 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 |

Details of the buttons available on the Transaction details inquiry form are as follows –

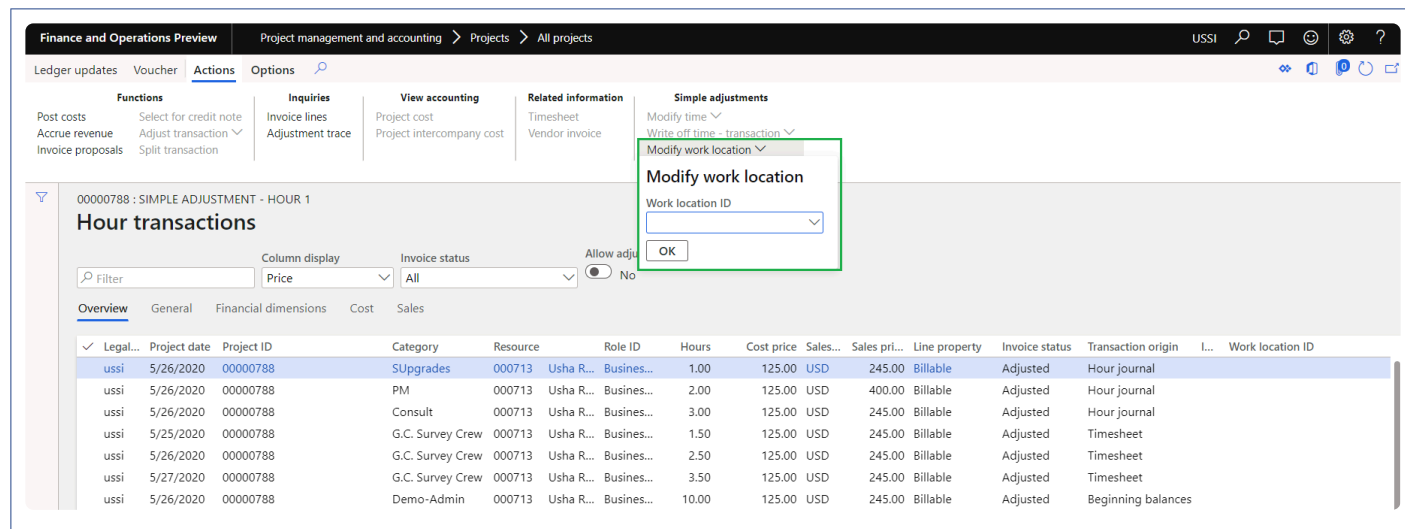
| Buttons | Description |
|-------------------------------|---|
| Modify expense | User can modify expense to other activity, Category or Project on the Transaction details inquiry for the Expense transactions. |
| Write off expense-transaction | User can write off expense to non-chargeable on the transaction 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



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

Finance and Operations Preview

Search for a page

USSI

Invoice proposals

PJIP_00001162 : 00001055

Invoice proposal header

Invoice proposal transaction summaries

Invoice proposal transactions

+ Add lines Create fees View other transactions

Invoice lines Hour

Remove View details Indirect components Sales tax Modify time Write off time - transaction Write off time - percent Write off time - quantity Write up / Write down Reapply sales price

| ✓ | Project date | Project | Project category | Activity | Resource | Description | Hours | Write off hours | Sales price | Line amount | Sales |
|---|--------------|----------|------------------|-----------|-----------------------|-------------|-------|-----------------|-------------|-------------|-------|
| ✓ | 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. Quick project search function is available to search the project and transfer accordingly. |
| 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 down | User can update the line amount for transactions within invoice proposal based on the option selected on the parameters form and the write up/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 Write up/write down parameter is selected as 'By resource', adjustment can be performed per resource on the write up/write down form.

Finance and Operations

Project management and accounting > Projects > All projects

Edit New Delete Totals Post Sales tax Payment schedule Paragraphs Print Refresh invoice

Invoice proposals | My view (1)

PJIP_00009813 : 00006603

Invoice proposal transactions

+ Add lines Create fees View other transactions

Invoice lines Hour

Remove View details Indirect components Sales tax Modify time Write off time - transaction

| Project date | Project | Project category | Activity | Resource |
|--------------|----------|------------------|----------|--------------|
| 6/18/2021 | 00001235 | AppDev | | Priya Lax... |
| 6/18/2021 | 00001236 | AppDev | | Priya Lax... |
| 6/18/2021 | 00001235 | Consult | | Usha Ravi... |
| 6/18/2021 | 00001236 | Consult | | Usha Ravi... |
| 6/18/2021 | 00001235 | P360 | | Usha Ravi... |
| 6/18/2021 | 00001236 | P360 | | Usha Ravi... |
| 6/18/2021 | 00001235 | PM | | Usha Ravi... |
| 6/18/2021 | 00001236 | PM | | Usha Ravi... |
| 6/18/2021 | 00001243 | Doc | | Chen Yang |
| 6/18/2021 | 00001243 | Doc | | Usha Ravi... |

Write up / Write down

Original total amount New total amount

8,580.50 8,580.50

| Resource name | Original a... | New amount |
|-------------------|---------------|------------|
| Chen Yang | 10.50 | 10.50 |
| Usha Ravindra Rao | 5,970.00 | 5,970.00 |
| Priya Laxman | 2,600.00 | 2,600.00 |

OK Cancel

When the Write up/write down parameter is selected as 'By project resource category', adjustment can be performed per project, per resource and category. Additionally user can view the billed details also.

Write up / Write down

Total amounts

Original total amount Write up/down New total amount % Recovery

8,580.50 5,000.00 13,580.50 158.27

Billing balance

Contract name Prior year billed Current year billed Total billed to date WIP

WUWD 2 3,000.00 81,674.51 84,674.51 20,877.33

Overview Summary by category Hour transactions

| Project ID | Project name | Resource name | Category name | Hours | Original line amount | Write up/down | New line amount | % Recovery |
|------------|--------------|-------------------|-------------------------|-------|----------------------|---------------|-----------------|------------|
| 00001235 | WUWD 2.1 | | | 17.50 | 4,412.50 | 2,571.24 | 6,983.74 | 158.27 |
| 00001235 | WUWD 2.1 | Usha Ravindra Rao | Management Consulting | 4.00 | 600.00 | 349.63 | 949.63 | 158.27 |
| 00001235 | WUWD 2.1 | Usha Ravindra Rao | Projects360 | 5.00 | 600.00 | 349.63 | 949.63 | 158.27 |
| 00001235 | WUWD 2.1 | Usha Ravindra Rao | Project Management | 6.00 | 2,400.00 | 1,398.52 | 3,798.52 | 158.27 |
| 00001235 | WUWD 2.1 | Priya Laxman | Application Development | 2.50 | 812.50 | 473.46 | 1,285.96 | 158.27 |
| 00001236 | WUWD 2.2 | | | 11.50 | 3,157.50 | 1,839.93 | 4,997.43 | 158.27 |
| 00001236 | WUWD 2.2 | Usha Ravindra Rao | Management Consulting | 3.00 | 450.00 | 262.22 | 712.22 | 158.27 |
| 00001236 | WUWD 2.2 | Usha Ravindra Rao | Projects360 | 1.00 | 120.00 | 69.93 | 189.93 | 158.27 |
| 00001236 | WUWD 2.2 | Usha Ravindra Rao | Project Management | 2.00 | 800.00 | 466.17 | 1,266.17 | 158.27 |
| 00001236 | WUWD 2.2 | Priya Laxman | Application Development | 5.50 | 1,787.50 | 1,041.61 | 2,829.11 | 158.27 |

OK Cancel

Details of the fields available on the Write up/Write down form are as follows –

| Fields | Description |
|-----------------------|---|
| Original total amount | Displays total amount from the invoice proposal . |

| | |
|----------------------|--|
| Write up/down | User can update write up/down amount to be adjusted. |
| New total amount | Displays total amount after adding write up/down amount. |
| % Recovery | Display recovery % which calculates using New proposed invoice amount / "Original total amount" *100. |
| Contract name | Displays contract name. |
| Prior year billed | Displays the total billed amount in the prior year. |
| Current year billed | Displays the total billed amount in the current year. |
| Total billed to date | Displays the total billed amount till date. |
| WIP | Displays WIP amount. |
| Project ID | Displays project ID. |
| Project name | Displays project name. |
| Resource name | Displays resource name. |
| Category name | Displays category name. |
| Hours | Displays hours from invoice proposal. |
| Original line amount | Displays original line amount from the invoice proposal. |
| Write up/down | Displays write up/down amount when header Write up/down amount is updated or user can update for each record. |
| New line amount | Displays new line amount adding original amount and write up/down amount. User can directly update the new line amount based on which write up/down amount gets updated. |
| % Recovery | Display recovery % which calculates using New line amount / "Original total amount" *100. |

User can view the write up write down amount based on category and resource on the Summary by category. On this tab user can view the original line amount, adjusted amount and new line amount per project/resource/category.

Write up / Write down

Total amounts

Original total amount

Write up/down

New total amount

% Recovery

8,580.50

5,000.00

13,580.50

158.27

Billing balance

Contract name

Prior year billed

Current year billed

Total billed to date

WIP

WUWD 2

3,000.00

81,674.51

84,674.51

20,877.33

Overview

Summary by category

Hour transactions

Category name

Hours

Original line amount

Write up/down

New line amount

% Recovery

Application Development

8.00

2,600.00

1,515.06

4,115.06

158.27

Management Consulting

7.00

1,050.00

611.85

1,661.85

158.27

Documentation

15.00

1,010.50

588.84

1,599.34

158.27

Projects360

6.00

720.00

419.56

1,139.56

158.27

Project Management

8.00

3,200.00

1,864.69

5,064.69

158.27

OK

Cancel

User preview the allocation of adjustment amount on the hour transaction tab.

Write up / Write down

Total amounts

Original total amount

Write up/down

New total amount

% Recovery

8,580.50

5,000.00

13,580.50

158.27

Billing balance

Contract name

Prior year billed

Current year billed

Total billed to date

WIP

WUWD 2

3,000.00

81,674.51

84,674.51

20,877.33

Overview

Summary by category

Hour transactions

Project date

Project ID

Category

Resource name

Description

Hours

Original sales price

Sales price

Line amount

6/18/2021

00001235

AppDev

Priya Laxman

2.50

325.00

514.38

1,285.96

6/18/2021

00001236

AppDev

Priya Laxman

5.50

325.00

514.38

2,829.11

6/18/2021

00001235

Consult

Usha Ravindra Rao

4.00

150.00

237.41

949.63

6/18/2021

00001236

Consult

Usha Ravindra Rao

3.00

150.00

237.41

712.22

6/18/2021

00001235

P360

Usha Ravindra Rao

5.00

120.00

189.93

949.63

6/18/2021

00001236

P360

Usha Ravindra Rao

1.00

120.00

189.93

189.93

6/18/2021

00001235

PM

Usha Ravindra Rao

6.00

400.00

633.09

3,798.52

6/18/2021

00001236

PM

Usha Ravindra Rao

2.00

400.00

633.09

1,266.17

6/18/2021

00001243

Doc

Chen Yang

7.00

1.50

2.37

16.62

6/18/2021

00001243

Doc

Usha Ravindra Rao

8.00

125.00

197.84

1,582.72

OK

Cancel

When the Write up/write down parameter is selected as 'By project resource category (Company write up/write down)', user can perform company write up/write down by updating company write up/write down field. This process automatically fee journal will get created per project for the company write up/write down amount.

Write up / Write down

Total amounts

Original total amount

Write up/down

Company write up/down

New total amount

% Recovery

8,580.50

5,000.00

1,000.00

14,580.50

169.93

Billing balance

Contract name

Prior year billed

Current year billed

Total billed to date

WIP

WUWD 2

3,000.00

81,674.51

84,674.51

20,877.33

Overview

Summary by category

Hour transactions

| | Project ID | Project name | Resource name | Category name | Hours | Original line amount | Write up/down | Company write up/down | New line amount | % Recovery |
|--|-----------------|-----------------|-------------------|-------------------------|--------------|----------------------|-----------------|-----------------------|-----------------|---------------|
| | 00001235 | WUWD 2.1 | | | 17.50 | 4,412.50 | 2,571.24 | 514.26 | 7,497.98 | 169.93 |
| | 00001235 | WUWD 2.1 | Usha Ravindra Rao | Management Consulting | 4.00 | 600.00 | 349.63 | 69.94 | 1,019.56 | 169.93 |
| | 00001235 | WUWD 2.1 | Usha Ravindra Rao | Projects360 | 5.00 | 600.00 | 349.63 | 69.93 | 1,019.56 | 169.93 |
| | 00001235 | WUWD 2.1 | Usha Ravindra Rao | Project Management | 6.00 | 2,400.00 | 1,398.52 | 279.70 | 4,078.22 | 169.93 |
| | 00001235 | WUWD 2.1 | Priya Laxman | Application Development | 2.50 | 812.50 | 473.46 | 94.69 | 1,380.65 | 169.93 |
| | 00001236 | WUWD 2.2 | | | 11.50 | 3,157.50 | 1,839.93 | 367.98 | 5,365.41 | 169.93 |
| | 00001236 | WUWD 2.2 | Usha Ravindra Rao | Management Consulting | 3.00 | 450.00 | 262.22 | 52.44 | 764.67 | 169.93 |
| | 00001236 | WUWD 2.2 | Usha Ravindra Rao | Projects360 | 1.00 | 120.00 | 69.93 | 13.99 | 203.91 | 169.93 |
| | 00001236 | WUWD 2.2 | Usha Ravindra Rao | Project Management | 2.00 | 800.00 | 466.17 | 93.23 | 1,359.41 | 169.93 |
| | 00001236 | WUWD 2.2 | Priya Laxman | Application Development | 5.50 | 1,787.50 | 1,041.61 | 208.32 | 3,037.43 | 169.93 |

OK

Cancel

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.

Invoice proposal header

| | | | | | | | |
|-----------------------------------|---|---------------|---------------------------------|--------------------------------------|-------------------------------|-----------------------|-----------------------------|
| GENERAL | Invoice | Status | CONTRACT | Project contract name | PRINTING OPTIONS | Invoice format | SERVICE DATES |
| Invoice proposal PJIP_00003487 | Sales currency USD | Open | Project contract ID 00002178 | Encore Development Group | Invoicing group InvoiceGrp | Invoice grouping | Service date from |
| Invoice date 3/9/2020 | Invoice template PSAProgInvoice.Report | | | Funding source Wichita Public Sch | Invoice header text | | Service date to 3/9/2020 |

Invoice proposal transaction summaries

| Project | Project name | Billing rule | Name | Amount invo... | Invoice line a... | Indirect costs | Retention pe... | Customer ret... | Amount less ... |
|-------------|------------------------|--------------|------------------------|----------------|-------------------|----------------|-----------------|-----------------|-----------------|
| 00000606.30 | Construction documents | 000001332 | Construction documents | 63,400.00 | 83,300.00 | 0.00 | 0.00 | 0.00 | 83,300.00 |

Invoice proposal transactions

+ Add lines Create fees View other transactions

Invoice lines Hour Expense

Remove View details Sales tax **Modify expense** Write off expense - transaction

Modify expense

Project ID
Project name
Activity number
Category
OK

| Project date | Project | Activity | Resource | Description | Quantity | Unit price | Line amount | Sales tax group | MainAccount | Project | Worker |
|--------------|----------|----------|-----------|-------------|----------|------------|-------------|-----------------|-------------|----------|--------|
| 1/20/2020 | 00000606 | | Appasa... | 000738 ussi | 1.00 | 16,500.00 | 16,500.00 | | | 00000021 | 000002 |

| Buttons | Description |
|---------------------------------|---|
| Modify expense | User can modify expense to other activity, category or project on the Invoice proposal for the expense transactions. Quick project search function is available to search the project and transfer accordingly. |
| 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.

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.

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. **Rounding type:** The user can set the rounding type options which will be applied while posting the invoice proposal. There are 3 options 'General rounding', 'Rounding by project', 'None'. When 'General rounding' option is selected, fee rounding journal will get posted for the first project in the hierarchy. When 'Rounding by project' option is selected, fee rounding journal will get posted for the project for which rounding is raised. When 'None' option is selected, user will be stopped from posting.
4. **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

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

My view (1) ▾

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 ▼ Ideal group

Rounding type ▼ Rounding by project

Rounding fee category ▼ Rounding

Invoicing group translations ☒ Yes

Invoicing paragraph ☒ Yes

ACCOUNTS RECEIVABLE

Aging period definition ▼ 30_60_90_180

CUSTOMER PO

Activate customer PO matching ☒ Yes

Invoice amount to exclude tax ☒ Yes

Activate customer PO manage... ☒ Yes

INVOICING EMAILING

Email template ▼ InvProEmail

Email provider ID ▼ Exchange

Email attachment ☐ No ☒ Yes

Attach as PDF ☐ No ☒ Yes

INVOICE DOCUMENT REVIEW

Activate invoice document revi... ☒ Yes

ACCOUNTS RECEIVABLE BY PROJECT

Activate accounts receivable b... ☒ Yes

INVOICING ARCHIVES

Document type ▼ InvoiceArchives

Archive file type ▼ ZIP File

Enable enhanced naming conv... ☒ Yes

Email attachment ☒ Yes

Setting up Invoice Groups

Copy invoicing group

The user would be able to copy the existing invoicing group to the new invoicing group which copies all the details from the existing invoicing group.

Go to *Project management and accounting > Setup > projects360 Setup > Project invoicing group*.

Go to *Project billing > Setup > Project invoicing group*

Finance and Operations | Project management and accounting > projects360 Setup > Project invoicing group

Edit + New Delete Copy invoicing group ▾ Refresh attributes Options

Project invoicing group

Group name ↑

- AEC Progress
- AEC Roles
- AEC T&E
- AEC_1
- AECWBS
- ArchiveGrp
- ExpJr
- Ideal group
- InvLine
- Invoice archive
- Invoice para
- InvoiceGrp
- IP 1

Copy from invoicing group

SELECTED INVOICING GROUP

Invoicing group ▼ AEC Progress

NEW INVOICING GROUP

Invoicing group

Description AEC Progress format

Ok

InvoiceLine

Invoice archive

Invoice paragraph

Default Grouping

Invoice para

Invoicing group

Header

Footer

Expense

Fee

Item

On-account

Invoicing archives

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.

The screenshot shows the 'Project invoicing group' configuration window. On the left, a sidebar lists various group types like 'AEC Progress', 'AEC Roles', 'AEC T&E', etc. The main area is titled 'Invoicing group' and contains the following sections:

- Header**: A section for the group's header.
- INVOICING GROUP SEPARATOR**: Includes a 'Separator' dropdown and a 'Show prepayments' checkbox (currently 'No').
- PROJECT PARENT LEVEL GROUPING**: Includes 'Parent project heading' (checked 'Yes'), 'Parent project total' (checked 'Yes'), and a 'Grouping caption' text field with the value 'Phase'.
- SUBPROJECT LEVEL 1 GROUPING**: Includes 'Subproject grouping' (radio 'No') and 'Subproject total' (radio 'No').
- PROJECT LEVEL GROUPING**: Includes 'Project grouping' (radio 'No'), 'Project total' (radio 'No'), and 'Translate project name' (radio 'No').
- TRANSACTION LEVEL GROUPING**: Includes 'Transaction type' (checked 'Yes'), 'Transaction total' (checked 'Yes'), 'Activity roll up' (radio 'No'), 'Level' text field, 'Cost plus rate' (radio 'No'), and 'Show expense quantity' (radio 'No').
- FEE MANAGEMENT**: Includes 'Main project details' (checked 'Yes'), 'Progress details' (checked 'Yes'), and 'Billing limit details' (checked 'Yes').

At the bottom, there is a 'Hour' label.

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 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. Sub project level 1 grouping: The check boxes below this group bring in the totalling on the invoice, which is the totals at the sub project level 1.
 - Subproject grouping: Marking of this check box signifies that the user would be able to group the transactions on the invoice based on each sub project level 1 project separately. This can be with further grouping based on transactions and sub groups based on the setup.
 - Subproject total: This check box will be enabled only when the subproject grouping check box is marked. This check box when selected will total up the transactions for each subproject.
7. 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.
 - Cost plus rate: When this option is turned on, Cost plus rate information will be displayed on the Invoice lines and Invoice report.
 - Show expense quantity: When this option is turned on, expense quantity will be displayed on the Invoice lines and Invoice report.
 - 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' form. The 'Hour' tab is selected and highlighted with a green box. The 'Hour' tab contains a table with columns: Attribute, Group by, Order by, Sub-totals, and Description. The 'Activity' attribute is selected with a radio button. The 'Category' attribute is also selected with a checkbox. The 'Billing rule' attribute is not selected. The 'Category group' attribute is not selected. The 'Format invoice' attribute is not selected. The 'Item sales tax group' attribute is not selected. The 'Expense' tab is also visible below the 'Hour' tab.

| Attribute | Group by | Order by | Sub-totals | 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"/> | |

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
- Paragraph
- 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

Save + New Delete Copy invoicing group Refresh attributes Options

Project invoicing group | My view

| Group name | Description |
|-----------------|-----------------------------|
| AEC Progress | AEC Progress format |
| aec Roles | aec Roles |
| AEC T&E | AEC T&E format |
| AEC_1 | AEC_1 |
| AECWBS | WBS group |
| ArchiveGrp | Archive Group |
| Explr | Expense journal attachme... |
| Ideal group | Ideal group |
| InvLine | InvoiceLine |
| Invoice archive | Invoice archive |
| Invoice para | Invoice paragraph |
| InvoiceGrp | Default Grouping |
| IP 1 | Invoice para |
| Paragraph | Grouping by paragraph |
| Parent project | Parent project |
| PP | Parent project |
| Rsat Test | Rsat Test |
| Test | Test |
| Transgroup | Transgroup |

Invoicing group

Header

Hour

Expense

| Attribute | Group by | Order by | Sub-totals ... | Description |
|------------------|-------------------------------------|----------|--------------------------|-------------------------------------|
| Resource | <input checked="" type="checkbox"/> | 2 | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Sales price | <input type="checkbox"/> | 4 | <input type="checkbox"/> | <input type="checkbox"/> |
| Sales tax group | <input type="checkbox"/> | 14 | <input type="checkbox"/> | <input type="checkbox"/> |
| transaction text | <input type="checkbox"/> | 6 | <input type="checkbox"/> | <input type="checkbox"/> |
| TransID | <input type="checkbox"/> | 8 | <input type="checkbox"/> | <input type="checkbox"/> |
| Vendor id | <input type="checkbox"/> | 13 | <input type="checkbox"/> | <input type="checkbox"/> |

Fee

Item

On-account

Invoicing archives

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
- Paragraph
- 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 Copy invoicing group Refresh attributes Options

Project invoicing group | My view

| Group name | Description |
|-----------------|-----------------------------|
| AEC Progress | AEC Progress format |
| aec Roles | aec Roles |
| AEC T&E | AEC T&E format |
| AEC_1 | AEC_1 |
| AECWBS | WBS group |
| ArchiveGrp | Archive Group |
| Explr | Expense journal attachme... |
| Ideal group | Ideal group |
| InvLine | InvoiceLine |
| Invoice archive | Invoice archive |
| Invoice para | Invoice paragraph |
| InvoiceGrp | Default Grouping |
| IP 1 | Invoice para |
| Paragraph | Grouping by paragraph |
| Parent project | Parent project |
| PP | Parent project |
| Rsat Test | Rsat Test |
| Test | Test |
| Transgroup | Transgroup |
| Translation | Translation |

Invoicing group

Header

Hour

Expense

Fee

| Attribute | Group by | Order by | Sub-totals ... | Description |
|------------------|-------------------------------------|----------|--------------------------|-------------------------------------|
| Project date | <input type="checkbox"/> | 1 | <input type="checkbox"/> | |
| Resource | <input type="checkbox"/> | 2 | <input type="checkbox"/> | |
| Sales price | <input type="checkbox"/> | 3 | <input type="checkbox"/> | |
| Sales tax group | <input checked="" type="checkbox"/> | 11 | <input type="checkbox"/> | |
| Transaction text | <input checked="" type="checkbox"/> | 5 | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| TransID | <input type="checkbox"/> | 7 | <input type="checkbox"/> | |

Item

On-account

Invoicing archives

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
- Paragraph
- Format invoice
- Item sales tax group
- Sales tax group

Item Tab

Finance and Operations | Project management and accounting > projects360 Setup > Project invoicing group

Save +New Delete Copy invoicing group Refresh attributes Options

Project invoicing group | My view

| Group name | Description |
|-----------------|-----------------------------|
| AEC Progress | AEC Progress format |
| aec Roles | aec Roles |
| AEC T&E | AEC T&E format |
| AEC_1 | AEC_1 |
| AECWBS | WBS group |
| ArchiveGrp | Archive Group |
| ExpJr | Expense journal attachme... |
| Ideal group | Ideal group |
| InvLine | InvoiceLine |
| Invoice archive | Invoice archive |
| Invoice para | Invoice paragraph |
| InvoiceGrp | Default Grouping |
| IP 1 | Invoice para |
| Paragraph | Grouping by paragraph |
| Parent project | Parent project |
| pp | Parent project |
| Rsat Test | Rsat Test |
| Test | Test |
| Transgroup | Transgroup |

Invoicing group

Header

Hour

Expense

Fee

Item

| Attribute | Group by | Order by | Sub-totals ... | Description |
|------------------|-------------------------------------|----------|-------------------------------------|-------------|
| Project date | <input checked="" type="checkbox"/> | 5 | <input checked="" type="checkbox"/> | |
| Sales tax group | <input type="checkbox"/> | 13 | <input type="checkbox"/> | |
| Transaction text | <input type="checkbox"/> | 6 | <input type="checkbox"/> | |
| TransID | <input type="checkbox"/> | 8 | <input type="checkbox"/> | |
| Unit of measure | <input type="checkbox"/> | 4 | <input type="checkbox"/> | |
| Vendor Id | <input type="checkbox"/> | 12 | <input type="checkbox"/> | |

On-account

Invoicing archives

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
- Paragraph
- Format invoice
- Item ID
- Vendor ID
- Item sales tax group
- Sales tax group

On-Account Tab

Project invoicing group | My view

| Group name | Description |
|-----------------|-----------------------------|
| AEC Progress | AEC Progress format |
| aec Roles | aec Roles |
| AEC T&E | AEC T&E format |
| AEC_1 | AEC_1 |
| AECWBS | WBS group |
| ArchiveGrp | Archive Group |
| Explr | Expense journal attachme... |
| Ideal group | Ideal group |
| InvLine | InvoiceLine |
| Invoice archive | Invoice archive |
| Invoice para | Invoice paragraph |
| InvoiceGrp | Default Grouping |
| IP 1 | Invoice para |
| Paragraph | Grouping by paragraph |
| Parent project | Parent project |
| PP | Parent project |
| Rsat Test | Rsat Test |
| Test | Test |
| Transgroup | Transgroup |

Invoicing group

Header

Hour

Expense

Fee

Item

On-account

| Attribute | Group by | Order by | Sub-totals ... | Description |
|----------------------|-------------------------------------|----------|--------------------------|-------------|
| Item sales tax group | <input type="checkbox"/> | 8 | <input type="checkbox"/> | |
| Paragraph | <input type="checkbox"/> | 9 | <input type="checkbox"/> | |
| Project date | <input checked="" type="checkbox"/> | 2 | <input type="checkbox"/> | |
| Sales tax group | <input type="checkbox"/> | 7 | <input type="checkbox"/> | |
| Transaction text | <input type="checkbox"/> | 3 | <input type="checkbox"/> | |
| TransID | <input type="checkbox"/> | 5 | <input type="checkbox"/> | |

Invoicing archives

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
- Paragraph
- 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

Project invoicing group | My view

| Group name | Description |
|-----------------|-----------------------------|
| AEC Progress | AEC Progress format |
| aec Roles | aec Roles |
| AEC T&E | AEC T&E format |
| AEC_1 | AEC_1 |
| AECWBS | WBS group |
| ArchiveGrp | Archive Group |
| Explr | Expense journal attachme... |
| Ideal group | Ideal group |
| InvLine | InvoiceLine |
| Invoice archive | Invoice archive |
| Invoice para | Invoice paragraph |
| InvoiceGrp | Default Grouping |

Invoicing group

Header

All

| Attribute | Group by | Order by | Sub-totals ... | Description |
|-------------------|-------------------------------------|----------|--------------------------|-------------|
| Activity | <input checked="" type="checkbox"/> | 1 | <input type="checkbox"/> | |
| Billing rule | <input type="checkbox"/> | 3 | <input type="checkbox"/> | |
| Category | <input type="checkbox"/> | 5 | <input type="checkbox"/> | |
| Category group | <input type="checkbox"/> | 12 | <input type="checkbox"/> | |
| Expense report Id | <input type="checkbox"/> | 15 | <input type="checkbox"/> | |
| Format invoice | <input type="checkbox"/> | 4 | <input type="checkbox"/> | |

This tab has the fields mentioned below, based on which the transactions can be grouped.

- Activity
- Billing rule
- Category
- Category group
- Expense report ID
- Format invoice
- Item ID
- Item sales tax group
- Line property ID
- Paragraph
- Project date
- Project name
- Resource
- Role
- Sales tax group
- Timesheet ID
- Transaction text
- Transaction type
- Trans ID
- Unit of measure
- Vendor ID

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: 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 |

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

My view

Funding source details

General

Address

Invoice name: SRL wholesalers

Invoice address: Security Racks and Locks W...

Address: Main Street, Dundas, MN 55019 USA

Payment

Invoice settings

EMAILING

To: Ushar@saglobal.com

Cc:

Default invoice header text: Invoices for Construction

Invoice format: Invoice grouping

Default paragraph template: SPECIAL_PT

Other

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

+ 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 |

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.

Invoice footer text: There is a new option added in the project invoice proposal form. The new option is 'Invoice footer text' where user can update the footer text and will be displayed on the invoice report.

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.

| Project | Project name | Billing rule | Name | Amount in... | Invoice line amount | Indirect co... | Retention ... | Customer retained amount | Amount le... | Paragraph number |
|-------------|---------------------|--------------|------------------|--------------|---------------------|----------------|---------------|--------------------------|--------------|------------------|
| 00000913 | AEC invoice form... | 000003177 | AEC invoice f... | 0.00 | 222.00 | 0.00 | 0.00 | 0.00 | 222.00 | |
| 00000913.01 | AEC IF 1 | 000003178 | AEC IF 1 | 0.00 | 111.00 | 0.00 | 0.00 | 0.00 | 111.00 | |
| 00000913.02 | AEC IF 2 | 000003179 | AEC IF 2 | 0.00 | 150.00 | 0.00 | 0.00 | 0.00 | 150.00 | |
| 00000914.01 | AEC IF 3 | 000003181 | AEC IF 3 | 0.00 | 555.00 | 0.00 | 0.00 | 0.00 | 555.00 | |

| Description | Quantity | Sales price | Line amount | Note |
|--|----------|-------------|-------------|--|
| Project 00000913 AEC invoice format 3-1 | | | | This invoice is for work completed on phase 1 projects |
| 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 | | | | |

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.
- Note: User can enter the invoice line notes to view on the invoice report.

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.



Contoso Consulting USA
454 1st Street
Suite 99
Redmond, WA
98052
USA

2

Trendy Department Stores
Marlay Ave
Fontana, CA 92335
USA
VAT number : US3454475477

3

Pro forma invoice

Invoice number Proforma-UshaR25029
Date Sep 28, 2020
Customer account US_SL0114
Payment terms Net 30 days
Customer PO PO963538

4

Sep 1, 2020 to Sep 28, 2020

5

First bill for phase 1 to be paid.

6

| Description | Quantity | Price | Amount |
|--|----------|--------|--------|
| Project 00000913 AEC invoice format 3-1 | | | |
| Phase 1 completed and the first billing for project. | | | |
| 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 | | | |

7

Bank Operating account - USD
Address Street 234 Portsmouth, NH
00213 USA
Routing number 123456780
Account 34567

8

Please make payment to
account number *****
through routing number
*****.

9

Nontaxable 888.00
Taxable 816.00
Subtotal 1,704.00
Retained amount 0.00
Tax 177.48
Grand total 1,881.48
Currency USD

10

Special Invoice rates applicable

11

This is project invoice invoice note set for en-us language

12

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 | This section show the legal entity adress defined on the legal entities form. To view the |

| | | |
|----|------------------------|--|
| | address | 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 invoice name if available on funding source details or 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 | Invoice lines note | Shows the note entered on the Invoice lines tab from the invoice proposal. |
| 8 | 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> |
| 9 | Payment invoice notes | This field show the payment invoice notes added on the customer method of payment. To view the details go to Accounts receivables > Payment setups > Method of payment > Select the desired method of payment > Payment invoice notes tab. |
| 10 | Taxable or Non | Visibility of this section of the report is dependent on the parameter. If the 'Separate tax exempt balance in forms' is set to true then this section is visible. To set the parameter |

| | | |
|----|---------------------|---|
| | taxable | to true, go to Project management and accounting > Setup > Forms > Forms setup > General tab. |
| 11 | Invoice footer text | This section prints the information entered from the 'Invoice footer text field on the invoice proposal form. |
| 12 | Notes | This section prints the information entered on the form notes. To review form notes go to Project management and accounting > Setup > Forms > Form notes and see the form note tab. |

When the 'Progress' parameter is marked on the project invoicing group form, new section will be printed with the details of Contract value, % progress, Earned value, Pending billing and Current billing.



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

Role billing description

projects360 introduces a new feature that allows user to define specific resource role billing descriptions for each role for a specific range of dates. This can be configured at each funding source level which will then consider on the invoices. When the invoice is sent to the customers, it will include the defined billing role descriptions.

The existing “invoicing group” feature is enhanced to use “Role billing descriptions” and be controlled through a parameter.

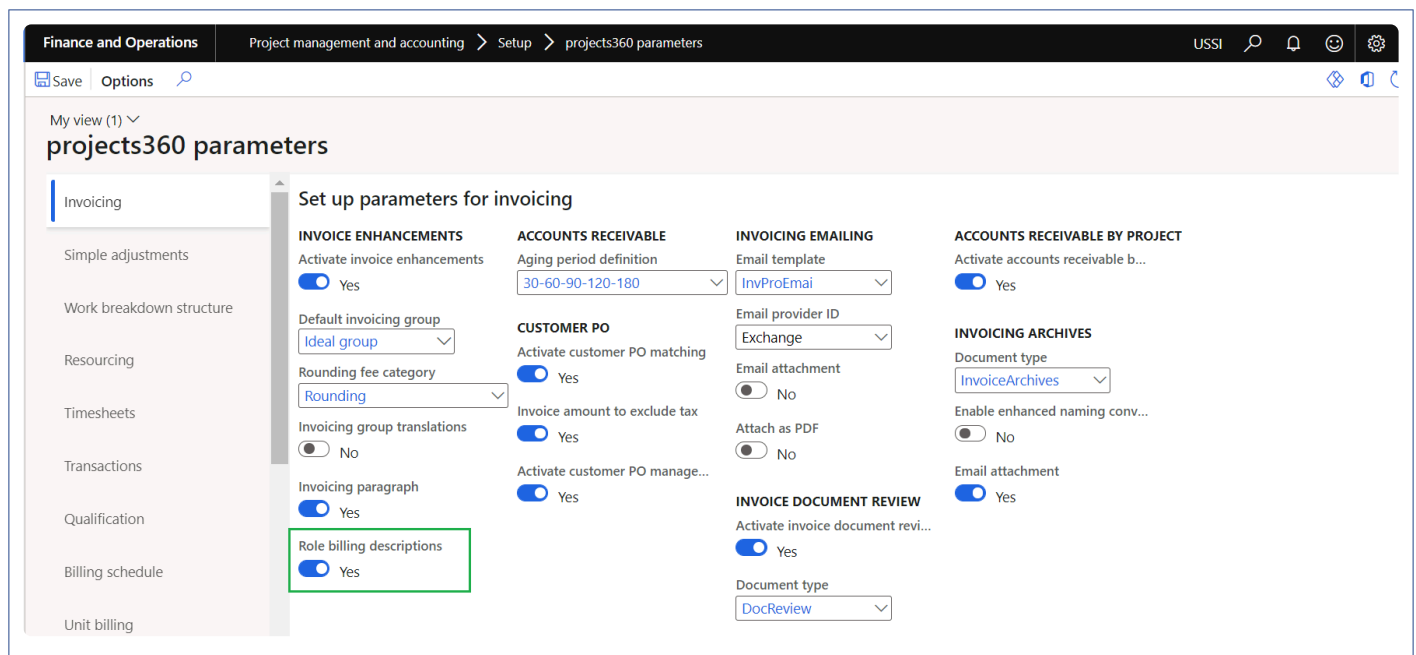
Configure role billing description

 To start using Role description feature, user needs to perform specific setups. This section details the configuration process.

Parameter setup

On projects360 parameter form, under Invoicing tab, a new parameter “Role billing description” has been introduced. User needs to set the ‘Activate time card entry’ field value to ‘Yes’ in order to use this feature.

Go to *Project management and accounting > Setups > projects360 parameters > Invoicing*



The screenshot shows the 'projects360 parameters' form in the 'Invoicing' tab. The left sidebar lists various setup categories: Invoicing, Simple adjustments, Work breakdown structure, Resourcing, Timesheets, Transactions, Qualification, Billing schedule, and Unit billing. The main area is titled 'Set up parameters for invoicing' and contains several sections:

- INVOICE ENHANCEMENTS**: Includes 'Activate invoice enhancements' (Yes), 'Default invoicing group' (Ideal group), 'Rounding fee category' (Rounding), 'Invoicing group translations' (No), 'Invoicing paragraph' (Yes), and 'Role billing descriptions' (Yes, highlighted with a green box).
- ACCOUNTS RECEIVABLE**: Includes 'Aging period definition' (30-60-90-120-180), 'CUSTOMER PO' (Activate customer PO matching: Yes), 'Invoice amount to exclude tax' (Yes), and 'Activate customer PO manage...' (Yes).
- INVOICING EMAILING**: Includes 'Email template' (InvProEmail), 'Email provider ID' (Exchange), 'Email attachment' (No), and 'Attach as PDF' (No).
- ACCOUNTS RECEIVABLE BY PROJECT**: Includes 'Activate accounts receivable b...' (Yes).
- INVOICING ARCHIVES**: Includes 'Document type' (InvoiceArchives), 'Enable enhanced naming conv...' (No), and 'Email attachment' (Yes).
- INVOICE DOCUMENT REVIEW**: Includes 'Activate invoice document revi...' (Yes) and 'Document type' (DocReview).

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

| Fields | Description |
|--------------------------|--|
| Activate time card entry | When this check box is enabled, user can use role billing description. |

Role billing description group

Role billing description can be configured for every role with the specific date ranges. Role billing description can be configured with the different languages also.

Go to Project management and accounting > projects360 setups > Role billing descriptions > Role billing description groups

Go to Project management and accounting > Projects > Project contracts

Go to Project management and accounting > Setups > Resources > Resource roles

Role billing descriptions group | Standard view

Role billing descriptions group ID: AR Group | Description: AR Group

Role billing descriptions

+ Add - Remove

| Role billing descriptions group ID | Role ID | Role description | Billing description | Language | From date | To date |
|------------------------------------|--------------------|--------------------|---------------------|----------|-------------|------------|
| AR Group | Business analyst | Business analyst | Analyst for ERP | en-us | 10/25/20... | Never |
| AR Group | Functional Trainer | Functional Trainer | Trainer | en-us | 9/1/2021 | Never |
| AR Group | Business analyst | Business analyst | Analyst for ERP | en-us | 9/1/2021 | 10/18/2021 |
| AR Group | Business analyst | Business analyst | Analista | es-mx | 8/2/2021 | Never |
| AR Group | Business analyst | Business analyst | Analyst for ERP | en-us | 8/1/2021 | 8/2/2021 |

Details of the fields available on the Role billing description group form are as follows –

| Fields | Description |
|-----------------------------------|---|
| Role billing description group ID | Define role billing description group ID to be used for invoicing. |
| Description | Define a description for a role billing description group ID. |
| Role billing description group ID | Role billing description group ID will default from the header section. |
| Role ID | Select Role ID to define the billing description. |
| Role description | Defaults role description from the selected Role ID. |
| Billing description | Define a billing description for a role ID. |
| Language | Select a language. This language will be compared with the invoice language and will display billing description. |
| From date | Define from date. |
| To date | Define To date. |

Project contracts

Role billing description can be configured on each funding source which is then used for the invoicing. User can select the “Role billing description ID” on the funding source level or from the details form.

Go to Project management and accounting > Projects > Project contracts > Funding sources

The screenshot shows the 'Project contracts' configuration page for '00008453 : Auto_Repair'. The page is divided into several sections: General, Billing rules, and Funding sources. The 'Funding sources' section is expanded, showing a table with one entry. The 'Role billing descriptions group ID' column is highlighted with a green box, indicating the selected value 'AR Group'.

| | Funding type | Customer | Grant customer | Funding source ID | Invoice address | Language | Customer payme... | Default invoicing group | Default pa... | Role billing descriptions group ID |
|----------------------------------|--------------|------------|----------------|-------------------|-----------------|----------|-------------------|-------------------------|---------------|------------------------------------|
| <input checked="" type="radio"/> | Customer | US_SI_0082 | | Locks Company | Locks Company | en-us | | Ideal group | | AR Group |

Invoice with Role billing description

✿ This sections details out on how the role billing description will be displayed on the invoice proposal and invoice based on the attached invoicing group and Role billing description group ID.

Project invoice proposal form

On project invoice proposal form, role billing description will be displayed only when the “Role” attribute is marked on the attached invoicing group and matches the role ID defined on the role billing description group ID which is attached on the funding source. It also matches the invoice date with the date range and the invoice language with the language defined on the Role billing description ID to display the billing description.

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

Finance and Operations

Project management and accounting > Projects > All projects

USSI

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

Invoice proposals | My view (1)

PJIP_00013162 : 00008453

Invoice proposal header ELECTRONIC

Invoice proposal transaction summaries

Invoice proposal transactions

Invoice lines Hour

| Description | Quantity | Sales price | Line amount | Note |
|---|----------|-------------|-------------|------|
| Project 00001440 ; Auto_Repair | | | | |
| Hours | | | | |
| Application Development ; Analyst for ERP | 1.00 | 199.25 | 199.25 | |
| Management Consulting ; Trainer | 3.00 | 150.00 | 450.00 | |
| Project Management ; Analyst for ERP | 4.00 | 199.25 | 797.00 | |
| Hours Subtotal | 8.00 | | 1,446.25 | |
| Project Subtotal | | | 1,446.25 | |

On project invoice report also billing description for the role will be displayed.



Contoso Consulting USA
454 1st Street
Suite 99
Redmond, WA 98052
USA

Locks Company
West Sunnyview Ave
Visalia, CA 93291
USA

Pro forma invoice

Invoice number Proforma-5566
Date Nov 9, 2021
Customer account US_SI_0082
Payment terms Net 30 days
Customer PO
Services ending Nov 9, 2021

| Description | Quantity | Price | Amount |
|---|----------|--------|----------|
| Project 00001440 ; Auto_Repair | | | |
| Hours | | | |
| Application Development ; Analyst for ERP | 1.00 | 199.25 | 199.25 |
| Management Consulting ; Trainer | 3.00 | 150.00 | 450.00 |
| Project Management ; Analyst for ERP | 4.00 | 199.25 | 797.00 |
| Hours Subtotal | 8.00 | | 1,446.25 |
| Project Subtotal | | | 1,446.25 |

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.

Configure Invoice translation

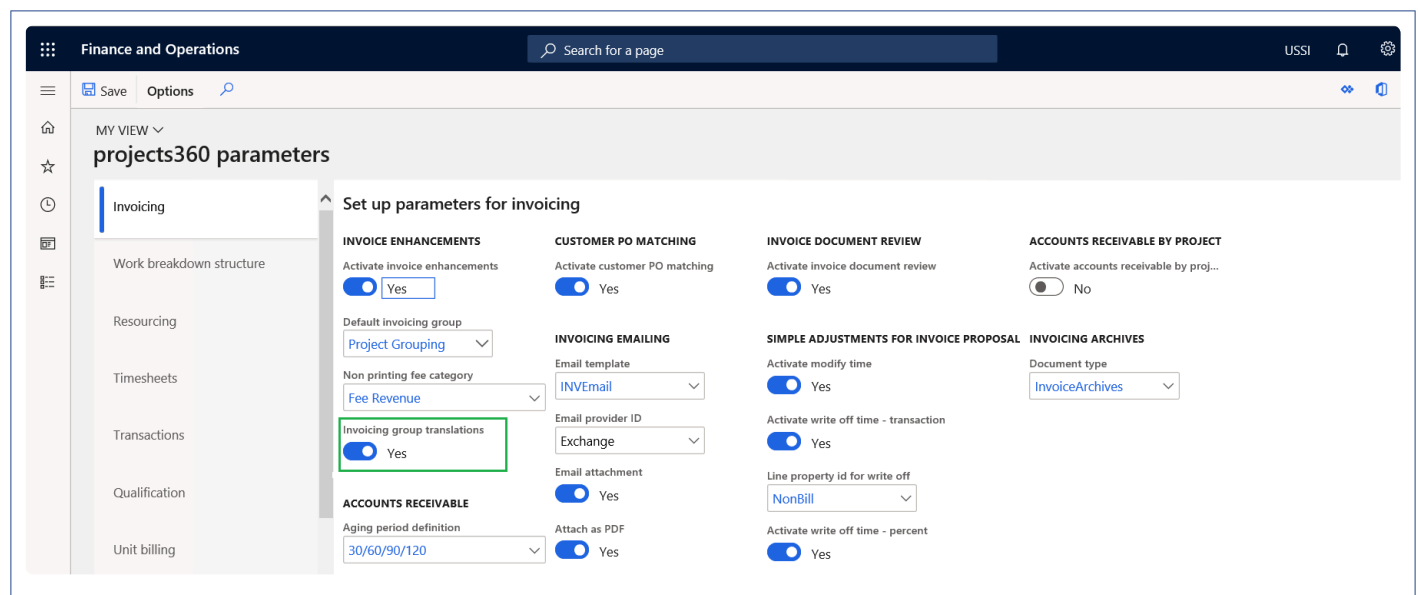
 This sections details out the setups required to configure for the Invoice translation.

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 'Set up parameters for invoicing' form. The 'Invoicing group translations' checkbox is highlighted with a green box and is set to 'Yes'. Other visible settings include 'Activate invoice enhancements' (Yes), 'Default invoicing group' (Project Grouping), 'Non printing fee category' (Fee Revenue), '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), '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), 'ACCOUNTS RECEIVABLE' (Aging period definition: 30/60/90/120), and 'ACCOUNTS RECEIVABLE BY PROJECT' (Activate accounts receivable by proj...: No).

| 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

The screenshot shows the 'Hour' tab in the 'Project invoicing group' setup. The left sidebar lists various group names, with 'Inv Trans' (Invoice translation) selected. The main area displays a table with columns: Attribute, Group by, Order by, Sub-totals by, Description, and Translate. The 'Activity' row is highlighted, and the 'Translate' column for 'Activity' is checked. A green box highlights the 'Translate' column for 'Activity'.

| 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

The screenshot shows the 'Expense' tab in the 'Project invoicing group' setup. The left sidebar lists various group names, with 'Inv Trans' (Invoice translation) selected. The main area displays a table with columns: Attribute, Group by, Order by, Sub-totals by, Description, and Translate. The 'Activity' row is highlighted, and the 'Translate' column for 'Activity' is checked. A green box highlights the 'Translate' column for 'Activity'.

| 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 |

Header

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

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

On-account

| ✓ | 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

Finance and Operations

Search for a page

USSI

Edit + New Delete Refresh attributes Options

Project invoicing group | My view

Group name ↑ Description

Activity Summary Activity Summary

AEC Grouping AEC Grouping

All No Transaction Type

All transactions All

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

Invoicing group

Header

All

| ✓ | 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' application. The 'Funding sources' section is expanded, showing a table with the following columns: Checkmark, Funding type, Customer, Grant customer, Funding source ID, Invoice address, Language, Customer payment retention, Default invoicing group, and Ignore translations. The 'Ignore translations' checkbox is highlighted with a green box.

| | Funding type | Customer | Grant customer | Funding source ID | Invoice address | Language | Customer payment retention | 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. The top navigation bar includes 'Finance and Operations', a search bar, and the user 'USSI'. The main menu on the left has 'NEW' (Subproject, Copy project, Manage subprojects) and 'MAINTAIN' (Project stage, Project group, Open in PSA) options. The 'SET UP' section includes 'Beginning balances', 'Collaboration workspace', 'Line properties', and 'Translations' (highlighted with a green box). The 'COST PRICES' section includes 'Hours', 'Expenses', and 'Transfer prices'. The 'SALES PRICES' section includes 'Hours', 'Fees', 'Expenses', and 'Subscriptions'. The 'JOURNALS' section includes 'Hour', 'Item', 'Expense', and 'Fee'. The 'QUALIFICATION' section includes 'Qualification data'. The form itself has a 'General' tab with fields for 'PROJECT' (Project ID, Project name), 'RESPONSIBLE' (Principal, Project manager), 'DATES' (Date of creation, Projected start date), and 'Extension date'. The 'CUSTOMER' section includes 'Project contract ID' and 'Project manager'.

The screenshot shows the 'Inv TRANS : INVOICE TRANSLATION' form. The top navigation bar includes 'Finance and Operations', a search bar, and the user 'USSI'. The main menu on the left has 'Filter' and 'Language' options. The 'Language' section includes 'da' (Project name Danish) and 'de' (Project name German, highlighted with a blue box). The 'Text' section includes a text area for 'Project name German'.

Activity maintenance form

Go to *Project management and accounting* > *Projects* > *All projects* > *Plan* > *Activity maintenance*

The screenshot shows the 'Activity maintenance' form. The top navigation bar includes 'Finance and Operations', a search bar, and the user 'USSI'. The main menu on the left has 'Save', 'Update dimensions', 'Translations' (highlighted with a green box), and 'Options'. The form has a 'Overview' tab and a 'Financial dimensions' tab. The 'Overview' tab shows a table with the following data:

| ✓ | 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.*

The screenshot shows the 'Billing rules' details form for project contract ID 00001726. The form is divided into several sections:

- Header:** 'Billing rules | 00001726 : TM'.
- Table:** A table with columns: Project contract ID (00002403), Billing rule (00001726), Line type (Time and material), and Description (TM).
- Billing rule line details:** A section containing fields for Quantity (0.00), Unit sales price (0.00), Change order number, Category, Include indirect costs (No), Unit, Contract value (0.00), Project, Fee percentage (0.00), and Sales tax group.
- Project:** A section with a 'Chargeable categories' dropdown and 'Show available projects' / 'Show selected projects' buttons.
- AVAILABLE PROJECTS:** A table with columns: Project ID, Project name, and Project stage.
- SELECTED PROJECTS:** A table with columns: Project ID, Project name, and Project stage. It shows one selected project: 00000647, Invoice translation with Bi...

Project categories form

Go to *Project management and accounting > Setup > Category > Project categories.*

The screenshot shows the 'Project categories' form for category ID AppDev. The form is divided into several sections:

- Header:** 'Project categories'.
- Category ID:** AppDev.
- Category name:** Application Development.
- Usage:** A section with 'Use in Expense' and 'Use in Production' toggle buttons, both set to 'No'.
- Project:** A section with fields for Category group (Project), Transaction type (Hour), Resource (Mandatory), Subscription (No), Absence (No), Reporting group (Hours), Item sales tax group, Estimate (No), Indirect cost component (No), Active in journals (Yes), and Default line property (Billable).

Category groups form

Go to *Project management and accounting > Setup > Category > Category groups.*

Item sales tax group form

Go to *Tax > Indirect taxes > Sales tax > Item sales tax group*.

Resource list form

Go to *Project accounting and management > Project resource > Resource list*.

Role form

Go to *Project accounting and management > Setup > Resource > Setup roles*.

The screenshot shows the 'Resource roles' form in the 'Translations' tab. The breadcrumb trail is: Finance and Operations Preview > Project management and accounting > Setup > Resources > Setup roles. The left sidebar has a search filter. The main table lists resource roles with columns: Role ID, Description, Default role, and Category.

| 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*.

The screenshot shows the 'Sales tax group' form in the 'Translations' tab. The breadcrumb trail is: Finance and Operations Preview > Tax > Indirect taxes > Sales tax > Sales tax groups. The left sidebar has a search filter. The main form displays details for the '5Pct' sales tax group, including sections for General, Setup, Retail destination based tax, and Call center defaults.

Vendor form

Accounts payable > Vendors > All vendors.

The screenshot shows the 'All vendors' list in the 'Name Translations' tab. The breadcrumb trail is: Finance and Operations Preview > Accounts payable > Vendors > All vendors. The left sidebar has a search filter. The main table lists vendors with columns: Vendor account, Name, Vendor hold, Phone, Extension, Primary contact, Group, and Currency.

| Vendor account | Name | Vendor hold | Phone | Extension | Primary contact | Group | Currency |
|----------------|---------------------------|-------------|--------------|-----------|-----------------|-------|----------|
| 001515 | Test Vendor Creation | No | | | | EMP | USD |
| 001516 | TestVend NumSeq | No | | | | EMP | USD |
| 001517 | Empl123 Empl123last | No | | | | 20 | USD |
| 001518 | Empl124 Empl124last | No | | | | EMP | USD |
| 001519 | Empl125 Empl125last | No | | | | EMP | USD |
| 001519 | Empl126 Empl126last | No | | | | EMP | USD |
| US_SI_000006 | Capable Sales and Service | No | | | | 20 | USD |
| US_SI_000007 | Countryside Company | No | | | | 20 | USD |
| US_SI_000008 | Distant Inn | No | 901-555-0125 | | | 20 | USD |
| US_SI_000009 | Exconomics Part Supply | No | | | | 20 | USD |
| US_SI_000010 | Executive Discount Store | No | | | | 20 | USD |
| US_SI_000011 | Fad Outlet | No | | | | 30 | USD |

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

General | Financial dimensions

| | | | | |
|----------|-----------------------------------|-------------|------------------|---------------------------|
| Purpose | Legal entity for expenses GBSI | Description | Customer account | Map to travel requisition |
| Location | Project ID 00000009 | | Vendor account | Travel requisition amount |

Expenses

Group by: None

+ New expense | Remove | Bulk edit | Copy | Merge/Match | Split | Payment | **Translations**

| | | |
|---|---|---|
| <p>200.00 USD 2/7/2020</p> <p>100.00 USD 2/7/2020</p> | <p>Expense category Fuel</p> <p>Transaction date 2/7/2020</p> <p>Merchant</p> | <p>Project category Mileage</p> <p>Country/region</p> <p>State/province</p> |
|---|---|---|

Receipts | Financial dimensions

Attach existing receipts | Upload and attach new receipt



Note – Translations to item names are already available by standard functionality.

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

| Description | Quantity | Sales price | Line 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 |

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

USSI

454 1st Street
Suite 99
Redmond, WA 98052
USA

Active Transport Inc.
Miles Ave.
Bellevue, WA 98007
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

| 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

Datum

Debitorenkonto

Zahlungsbedingungen

Debitoren Bestellung

Proforma-UshaR3429

Mrz 6, 2020

US_SI_0002

Net 30 days

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 |

Invoicing paragraph

Currently in Microsoft Dynamics 365 for Finance and Operations, the Manage invoice functionality does not give the flexibility to add or group transactions based on defined paragraph. Enhancements have been made to the invoicing functionality to group transactions based on paragraph defined on the invoice proposal summary or transactions.

This new feature allows users to create and assign paragraph to invoice lines. User will be able to copy the paragraphs from the last contract invoice, prior customer invoice, Invoicing paragraphs template. Invoice grouping can be performed based on the assigned paragraph on the invoice lines.

Configure invoice paragraph

✿ This section explains the setups required to be completed in order to use the Invoice paragraph feature effectively.

Parameter Setup

On projects360 parameters from, in the Invoicing tab, a new parameter “Invoicing paragraph” has been introduced to control the Invoice paragraph feature. When the user makes the value of this check box to ‘Yes’, the Invoicing paragraph functionality gets activated. This checkbox gets enabled only when ‘Activate invoicing enhancement’ checkbox is set to ‘Yes’..

Go to *Project management and accounting > Setups > projects360 Parameters > Invoicing tab*

The screenshot shows the 'projects360 parameters' setup page for the 'Invoicing' tab. The 'Invoicing paragraph' 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 (Ideal group), Non printing fee category (Rounding), Invoicing group translations (No).
- ACCOUNTS RECEIVABLE:** Aging period definition (30_60_90_180), CUSTOMER PO MATCHING (Activate customer PO matching: Yes, Invoice amount to exclude tax: No).
- INVOICING EMAILING:** Email template (INVEmail), Email provider ID (Exchange), Email attachment (No), Attach as PDF (No).
- INVOICE DOCUMENT REVIEW:** Activate invoice document review (Yes), Document type (File).
- ACCOUNTS RECEIVABLE BY PROJECT:** Activate accounts receivable b... (Yes).
- INVOICING ARCHIVES:** Document type (InvoiceArchives), Enable enhanced naming conv... (No), Email attachment (Yes).

| Fields | Description |
|---------------------|---|
| Invoicing paragraph | When this parameter is set to Yes, paragraphs can be associated to the invoice proposal and transactions can be grouped based on the paragraphs attached. |

Project invoice grouping

On project invoicing group form, ‘Paragraph’ attribute is added under under Hour, Expense, Fee, Item, On account and All tab. This checkbox will be available only when ‘Invoicing paragraph’ check box is marked on the parameters.

Go to *Project management and accounting > Setup > projects360 Setup > Project invoicing group*.

Go to *Project billing > Setup > Project invoicing group*

| Attribute | Group by | Order by | Sub-totals ... | Description |
|----------------------|-------------------------------------|----------|-------------------------------------|-------------|
| Item sales tax group | <input type="checkbox"/> | 15 | <input type="checkbox"/> | |
| Line property ID | <input type="checkbox"/> | 9 | <input type="checkbox"/> | |
| Paragraph | <input checked="" type="checkbox"/> | 16 | <input checked="" type="checkbox"/> | |
| Project date | <input type="checkbox"/> | 4 | <input type="checkbox"/> | |
| Resource | <input type="checkbox"/> | 3 | <input type="checkbox"/> | |
| Role | <input type="checkbox"/> | 11 | <input type="checkbox"/> | |

Invoicing paragraph template

New form 'Invoicing paragraph template' is introduced to create and maintain invoice paragraph templates. 'Paragraph' created can be attached directly on the invoice proposal or can be attached on the funding sources.

Go to *Project management and accounting > Setup > projects360 Setup > Invoicing paragraph > Invoicing paragraph templates*.

| Paragraph number | Paragraph |
|------------------|-----------------------|
| 1 | Paragraph for phase 1 |
| 2 | Paragraph for phase 2 |

Details of the fields available on the invoicing paragraph template form are as follows –

| Fields | Description |
|-----------------------|-------------------------------|
| Paragraph template ID | Define paragraph template ID. |

| | |
|------------------|---|
| Description | Define description for the paragraph template ID. |
| Paragraph number | This field defaults with the numeric. |
| Paragraph | Define paragraph. |

Project Contract Form

A new field 'Default paragraph template' has been added in the Project contract under General tab. User can setup the default paragraph template. While using the invoicing paragraph functionality, this option will get enabled and defaults on the funding source line. The invoicing paragraph 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 > All projects | USSI

Save Options

My view

Funding source details

General

Address

Payment

PAYMENT

Terms of payment: Net30

Payment schedule: [dropdown]

Cash discount: [dropdown]

Individual buffer days: [input]

Posting profile: AR

INVOICE

Number sequence group: [dropdown]

Language: en-us

Invoice settings

EMAILING

To: ushar@sagloba.com

Cc: [input]

Default invoice header text: Invoice header text for invoice proposal

Invoice format: [dropdown]

Invoice grouping: [dropdown]

Default paragraph template: Para template

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

Save + New Delete | Project contract Plan Maintain Control Contract management Fee 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
Posted automatic transactions

Project contracts | My view (1)

00006678 : IP 2

General

Billing rules

Funding sources

+ Add Remove Details

| | Funding type | Customer | Grant customer | Funding source ID | Invoice address | Language | Customer payable... | Default invoicing group | Default paragraph template |
|--|--------------|-----------|----------------|-------------------|-----------------|----------|---------------------|-------------------------|----------------------------|
| | Customer | US_SL0062 | | Brakes and Gears | New Address | en-us | | Ideal group | Para template |

Grouping by paragraph

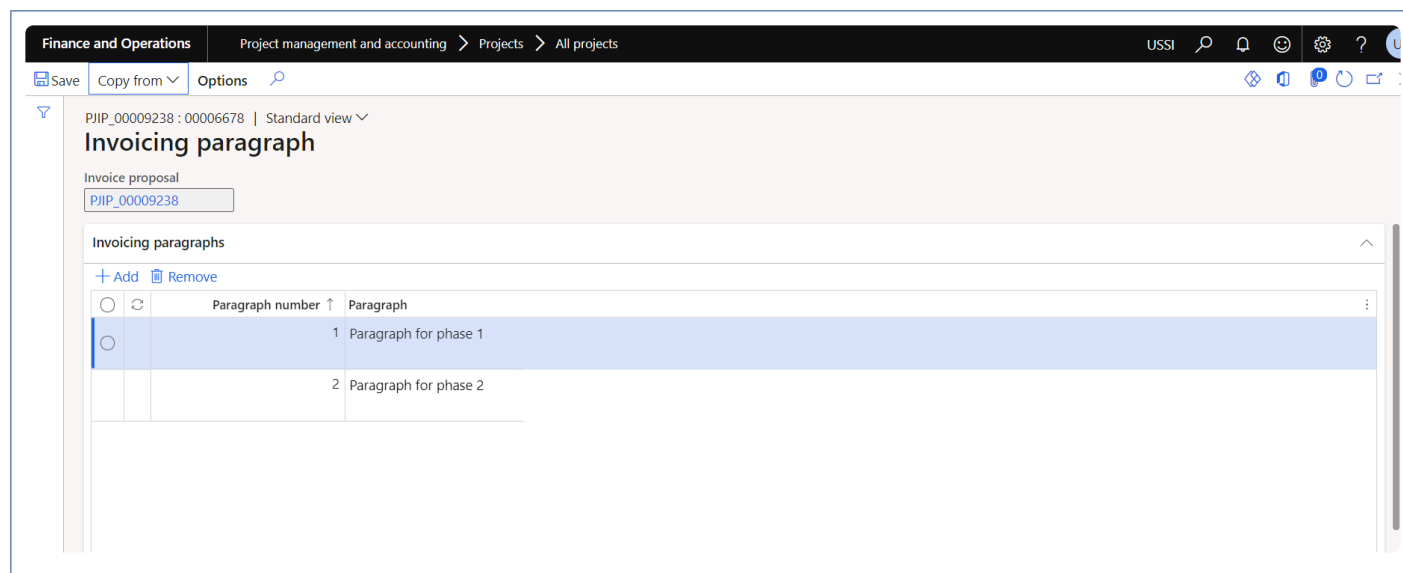
 This section details out the attaching the invoice paragraph on project invoice proposal and grouping based on invoice paragraph.

Project invoice proposal form

On project invoice proposal form, new form 'Paragraphs' is added where the user can attach or create the required paragraph. User has a option to copy the invoice paragraph or create new paragraphs. Below options are provided to copy the invoice paragraph.

1. Last contract invoice: Selecting this option will copy the invoicing paragraphs from latest posted invoice proposal related to the project contract.
2. Prior customer invoice: Selecting this option will copy the invoicing paragraphs from invoice proposal related to selected customer invoice.
3. Invoicing paragraph template: Selecting this option will copy the selected invoicing paragraphs from the 'Invoicing paragraph template'.

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



The screenshot shows the 'Invoicing paragraph' form within the 'Project management and accounting > Projects > All projects' navigation path. The form is titled 'Invoicing paragraph' and includes a sub-section 'Invoicing paragraphs' with a table. The table has two columns: 'Paragraph number' and 'Paragraph'. The first row is highlighted in blue and contains the value '1' in the first column and 'Paragraph for phase 1' in the second column. The second row contains the value '2' in the first column and 'Paragraph for phase 2' in the second column. The form also includes a 'Save' button and a 'Copy from' dropdown menu.

| Paragraph number | Paragraph |
|------------------|-----------------------|
| 1 | Paragraph for phase 1 |
| 2 | Paragraph for phase 2 |

Once the paragraphs are attached on project invoice proposal form, user can select the paragraph number on the 'Invoice transaction summary' which will get defaulted on the transactions and user has an option to change the paragraph number for each transaction. Based on the paragraph number, transaction grouping will be displayed on the Invoice lines tab and on Invoice report.

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

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

Invoice proposals | My view (1)

PJIP_00009238 : 00006678

Invoice proposal header ELECTRONIC

Invoice proposal transaction summaries

Remove

| | Project | Project name | Billing rule | Name | Amount in... | Invoice line amount | Indirect co... | Retention ... | Customer retained amount | Amount le... | Paragraph number |
|--|----------|--------------|--------------|------|--------------|---------------------|----------------|---------------|--------------------------|--------------|------------------|
| | 00001241 | IP 3 | | | 5,920.00 | 7,175.00 | 0.00 | 0.00 | 0.00 | 7,175.00 | 1 |

Invoice proposal transactions

Invoice lines | Hour | Expense | Fee

| | Description | Quantity | Sales price | Line amount | Note |
|--|-------------------------|----------|-------------|-------------|------|
| | Project 00001241 ; IP 3 | | | | |
| | Hours | | | | |
| | Paragraph for phase 1 | 6.00 | 325.00 | 1,950.00 | |
| | Hours Subtotal | 6.00 | | 1,950.00 | |
| | Expenses | | | | |
| | Paragraph for phase 1 | | | 725.00 | |

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

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

Invoice proposals | My view (1)

PJIP_00009238 : 00006678

Invoice proposal header ELECTRONIC

Invoice proposal transaction summaries

Invoice proposal transactions

+ Add lines | Create fees | View other transactions

Invoice lines | Hour | Expense | Fee

Remove | View details | Sales tax | Modify expense | Write off expense - transaction

| | Project date | Project | Project category | Activity | Resource | Description | Quantity | Unit price | Line amount | Paragraph number | Sales tax group | MainAccount |
|--|--------------|----------|------------------|----------|----------|-------------|----------|------------|-------------|------------------|-----------------|-------------|
| | 5/24/2021 | 00001241 | Airfare | | | | 1.00 | 125.00 | 125.00 | 1 | UT | |
| | 5/24/2021 | 00001241 | Meals | | | | 1.00 | 200.00 | 200.00 | 1 | UT | |
| | 5/24/2021 | 00001241 | Meals | | | | 2.00 | 200.00 | 400.00 | 1 | UT | |

Project invoice report

When the grouping is being applied on the invoice proposal, the report prints the same invoice paragraph grouping details on to the report.



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

New Address
 SAGlobal,
 Salarapuria, Windsor
 Bangalore 560042
 Portsmouth, NH 00213
 USA

Pro forma invoice

Invoice number Proforma-
UshaR5908
Date May 24, 2021
Customer account US_SI_0062
Payment terms Net 30 days
Customer PO
Services ending May 24, 2021


| Description | | Quantity | Price | Amount |
|--------------------------------|---------------------------|------------------------|--------|-------------------|
| Project 00001241 ; IP 3 | | | | |
| Hours | | | | |
| Paragraph for phase 1 | | 6.00 | 325.00 | 1,950.00 |
| Hours Subtotal | | 6.00 | | 1,950.00 |
| Expenses | | | | |
| Paragraph for phase 1 | | | | 725.00 |
| Expenses Subtotal | | | | 725.00 |
| Bank | Operating account - USD | Please make payment to | | Nontaxable |
| Address | Street 234 Portsmouth, NH | account number ***** | | Taxable |
| | 00213 USA | through routing number | | Subtotal |
| | | ***** | | Retained |
| Routing number | 123456780 | | | amount |
| Account | 34567 | | | Tax |
| | | | | 6,975.00 |
| | | | | 200.00 |
| | | | | 7,175.00 |
| | | | | 0.00 |
| | | | | 28.20 |

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.

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.

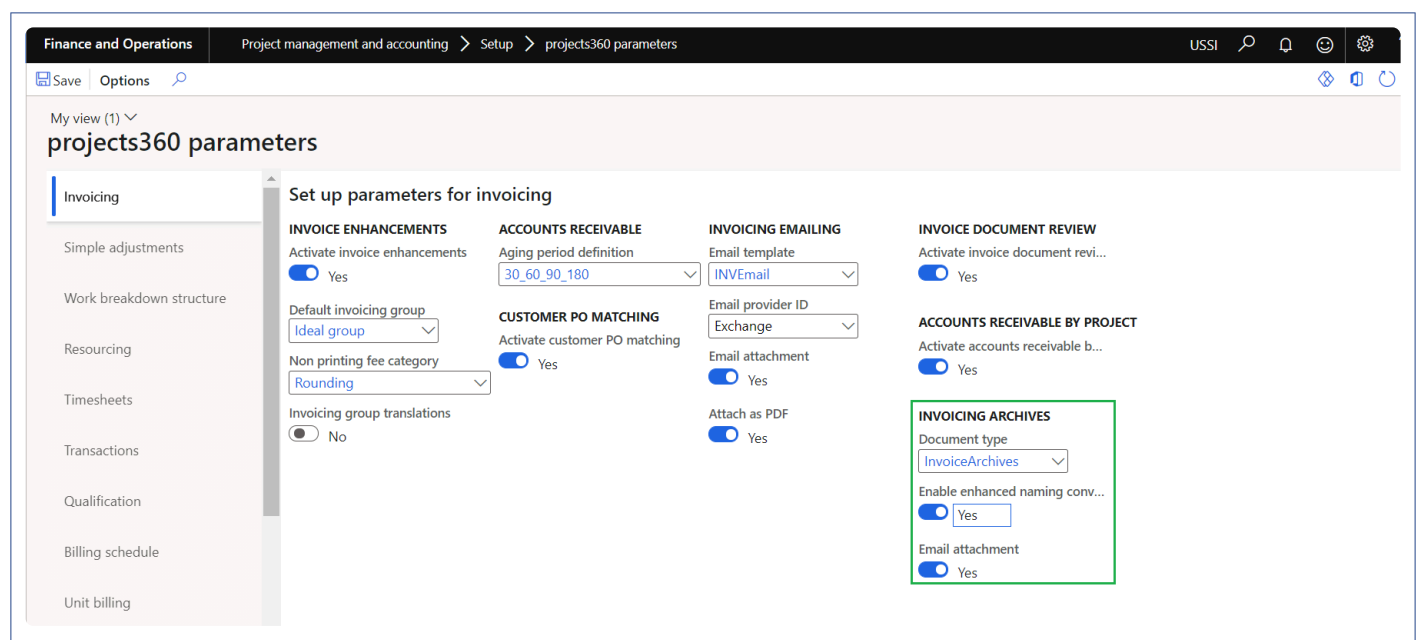
Parameter Setup

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*

1. Document type: Select document type for Invoice archive.
2. Enable enhanced naming convention: When this parameter is marked, new naming convention will be applied for the invoice archive files.
3. Email attachment: When this parameter is marked, Invoice archive file will be attached during Invoice emailing.



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

Save | Options

My view (1) 

projects360 parameters

Invoicing

- Simple adjustments
- Work breakdown structure
- Resourcing
- Timesheets
- Transactions
- Qualification
- Billing schedule
- Unit billing

Set up parameters for invoicing

| INVOICE ENHANCEMENTS | ACCOUNTS RECEIVABLE | INVOICING EMAILING | INVOICE DOCUMENT REVIEW |
|--|--|---|--|
| Activate invoice enhancements <input checked="" type="checkbox"/> Yes | Aging period definition <input type="text" value="30_60_90_180"/> | Email template <input type="text" value="INVEmail"/> | Activate invoice document revi... <input checked="" type="checkbox"/> Yes |
| Default invoicing group <input type="text" value="Ideal group"/> | CUSTOMER PO MATCHING Activate customer PO matching <input checked="" type="checkbox"/> Yes | Email provider ID <input type="text" value="Exchange"/> | ACCOUNTS RECEIVABLE BY PROJECT Activate accounts receivable b... <input checked="" type="checkbox"/> Yes |
| Non printing fee category <input type="text" value="Rounding"/> | | Email attachment <input checked="" type="checkbox"/> Yes | |
| Invoicing group translations <input type="radio"/> No | | Attach as PDF <input checked="" type="checkbox"/> Yes | |

INVOICING ARCHIVES

Document type

Enable enhanced naming conv...
☒ Yes

Email attachment
☒ Yes

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

The screenshot shows the 'Document management parameters' page in Dynamics 365. The page has a dark blue header with 'Finance and Operations Preview' and a search bar. Below the header is a navigation pane with 'Save' and 'Options' buttons. The main content area is titled 'Document management parameters' and has a 'General' tab selected. The 'General' tab is divided into two sections: 'Set up document handling' and 'Deferred deletion'. In the 'Set up document handling' section, there is a 'Maximum file size in megabytes' field with a value of 10, which is highlighted with a green box. Other fields include 'Use Active document tables' (set to No), 'Office Web Apps Server' (https://onenote.officeapps.live.), and 'Deferred deletion' (set to No). The 'Deferred deletion' section also has a 'Number of days to defer deletion' field set to 30 and a 'Deleted attachments' button.

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

The screenshot shows the 'Document types' form in Dynamics 365. The form has a dark blue header with 'Dynamics 365' and 'Finance and Operations' tabs. Below the header is a navigation pane with 'Edit', '+ New', 'Delete', and 'OPTIONS' buttons. The main content area is titled 'Document types' and has a 'General' tab selected. The 'General' tab is divided into two sections: 'General' and 'DOCUMENT REMOVAL OPTIONS'. In the 'General' section, there are fields for 'Type' (InvoiceArchive), 'Name' (InvoiceArchive), 'Class' (Attach file), 'Category' (None), 'Group' (File), and 'Location' (Azure storage). The 'DOCUMENT REMOVAL OPTIONS' section has a 'Remove' button, a 'Document and physical file' button, and an 'Ask for confirmation' toggle set to No. The 'Location' field is highlighted with a green box.

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

| Group name | Description |
|------------------------|-----------------------------|
| AEC Progress | AEC Progress format |
| aec Roles | aec Roles |
| AEC T&E | AEC T&E format |
| AEC_1 | AEC_1 |
| AECWBS | WBS group |
| ArchiveGrp | Archive Group |
| ExpJr | Expense journal attachme... |
| Ideal group | Ideal group |
| InvLine | InvoiceLine |
| Invoice archive | Invoice archive |
| Invoice para | Invoice paragraph |
| InvoiceGrp | Default Grouping |
| IP 1 | Invocie para |
| Paragraph | Grouping by paragraph |
| Parent project | Parent project |
| PP | Parent project |
| Rsat Test | Rsat Test |
| Test | Test |
| Transgroup | Transgroup |
| Translation | Translation |

| Invoicing archives | |
|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> | Documents for archive |
| <input checked="" type="checkbox"/> | Billing schedule external documents |
| <input type="checkbox"/> | Expense journal external documents |
| <input type="checkbox"/> | Expense report |
| <input type="checkbox"/> | Expense report external documents |
| <input type="checkbox"/> | Invoice proposal external documents |
| <input type="checkbox"/> | Parent project external documents |

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:

- Billing schedule external documents.
- Expense journal external documents.
- Expense report.
- Expense report external documents.
- Invoice proposal external document.
- Parent project external documents.
- Project external documents.
- Timesheet report.
- Timesheet external document.
- Vendor invoice external documents.

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.

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 Finance and Operations interface. The top navigation bar indicates the path: Project management and accounting > Timesheets > All timesheets. The left sidebar shows the 'PRINT' section with the 'Print timesheet' button highlighted by a red box. A red arrow points from this button to the 'Timesheet sign-off report' document preview below.

The document preview is titled 'Timesheet sign-off report' and is for Contoso Consulting USA. It displays the following information:

- Timesheet number: 00000124
- Resource: Aaron Con
- Start date: 6/26/2017
- End date: 7/2/2017
- Approval status: Draft
- Total hours: 16.00
- Total billable hours: 16.00

The report also includes a table for work weeks and a summary table for the period 6/26/2017-7/2/2017.

| Work weeks | Legal entity | Customer name | Project name | Project ID | Category | Activity | Line property | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Total |
|--------------|--------------|------------------|--------------|------------|----------|----------|---------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------|
| 00000046 | US | 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 interface for Timesheets. The top navigation bar shows 'Dynamics 365', 'Finance and Operations', and 'Project management and accounting > Timesheets > All timesheets'. The left sidebar includes 'Edit', '+ New', 'Delete', 'Workflow', and 'TIMESHEET'. The main area shows a list of timesheets with columns for 'Timesheet number', 'Resource', and 'Period'. The selected timesheet is 00000124 for Aaron Con, dated 6/26. The right pane shows the 'Attachments for Resource: Aaron Con, 000409, ussi, 00000124' page. The 'Restriction' dropdown is set to 'External'. The 'Attachment' section shows a file named 'Invoice Archive' with a file type of 'docx' and an original file name of 'Invoice Archive.docx'.

| 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 |

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 'Dynamics 365' and 'Finance and Operations'. The main navigation pane on the left includes 'New', 'Vouchers', 'Transactions', 'INVOICE', and 'OPTIONS'. The 'INVOICE' tab is selected. The main content area shows the 'Attachments for Vendor account: US_SI_000014, 3/27/2017' page. A red arrow points to the 'Attachments' icon in the top navigation bar. The 'Restriction' dropdown menu is set to '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 |

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 main pane displays the 'Attachments for Project ID: 00000313, 00000313' page. 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', and 'USSl'. The left pane shows a list of projects with '00000430' selected. The main pane displays the 'Attachments for Projects - Project ID: 00000430, Winter Park Boathouse' page. 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

Page 1 of 1
8/17/2017 1:36 PM

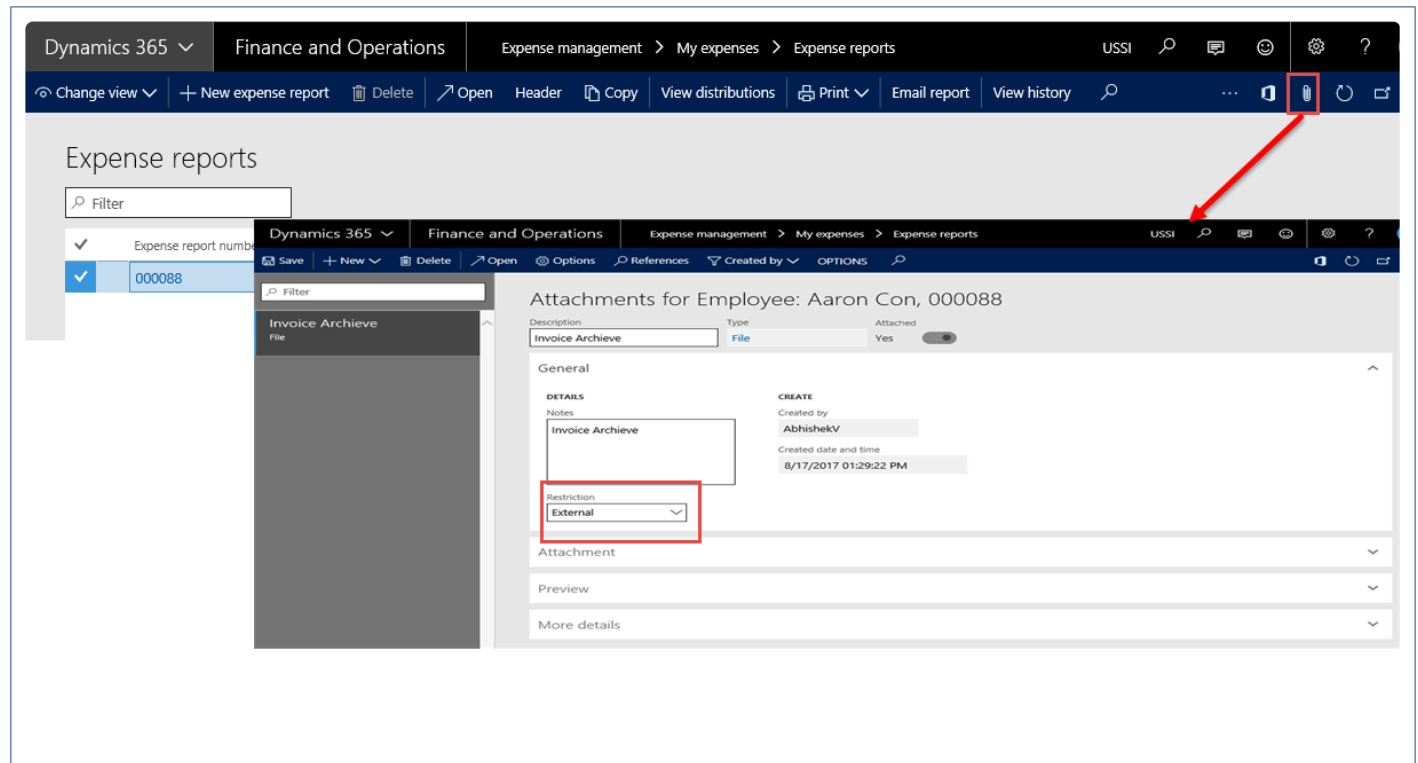
| | | | |
|-----------------------|------------|----------------------------------|-----------------------|
| Expense report number | 000088 | Approval status | Processed for payment |
| Personnel number | 000409 | Report submission date | |
| Worker name | Aaron Con | Receipts have been attached | Yes |
| Company name | USSI | Amount paid to credit card | 0.00 |
| Accounting currency | USD | Amount paid to employee | 150.00 |
| Expense purpose | Conference | Personal amount paid by employee | 0.00 |
| Location | Chicago | | |
| Description | | | |

| Expense category | Merchant | Project | Billable | Date | Payment method | Transaction amount | Currency | Exchange rate | Amount | Additional information |
|------------------|----------|----------|----------|----------|----------------|--------------------|----------|---------------|---------------|------------------------|
| Flight | | 00000162 | Billable | 8/1/2017 | CompanyCC | 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.

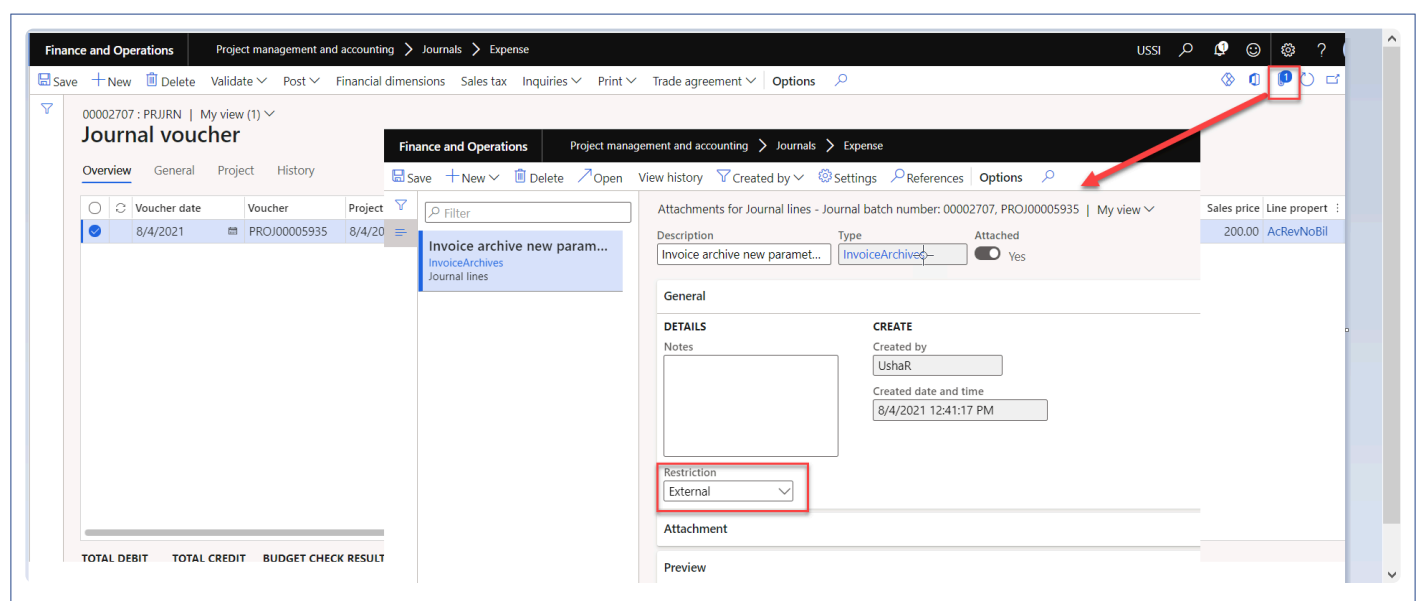
Go to Expense management > My Expense > Expense Reports



Expense journal External Documents

These are documents that are attached to the Expense journal 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 Project management and accounting > Journals > Expense



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 'Project management and accounting > Projects > All projects'. The main area is titled 'Attachments for Invoice proposal: PJIP_00000297, PJTY_000088'. The 'Restriction' dropdown is highlighted with a red box and set to 'External'. A red arrow points to the 'Create archive file' button in the top ribbon.

Invoice Archive

| Description | Type | Attached |
|-----------------|------|----------|
| Invoice Archive | File | Yes |

General

DETAILS

Notes

Invoice Archive

CREATE

Created by

AbhishekV

Created date and time

8/17/2017 01:46:28 PM

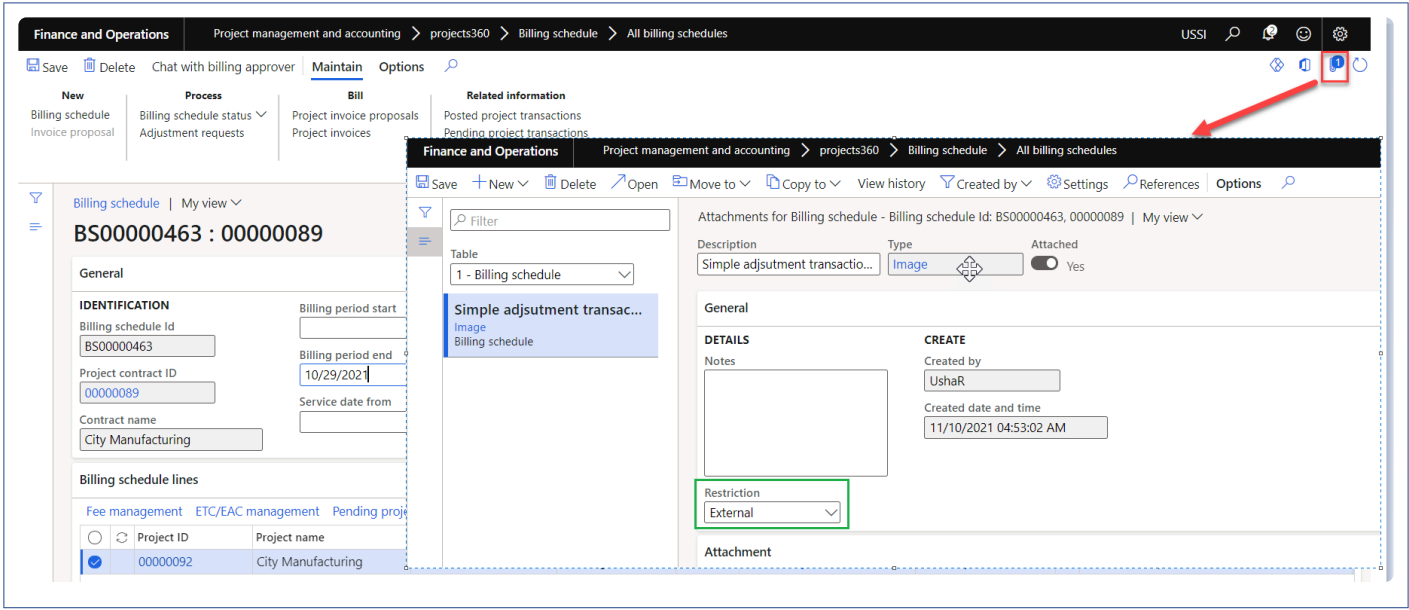
Attachment

| Resource | Description |
|------------------------|-------------|
| Aaron C... 000409 ussi | |

Billing schedule External Document

These are documents that are attached to the billing schedule 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 > Billing schedules



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.

Process to Attach Files



This section explains how the invoices can be archived with respect to different document types.

Process to Create Invoice Archives

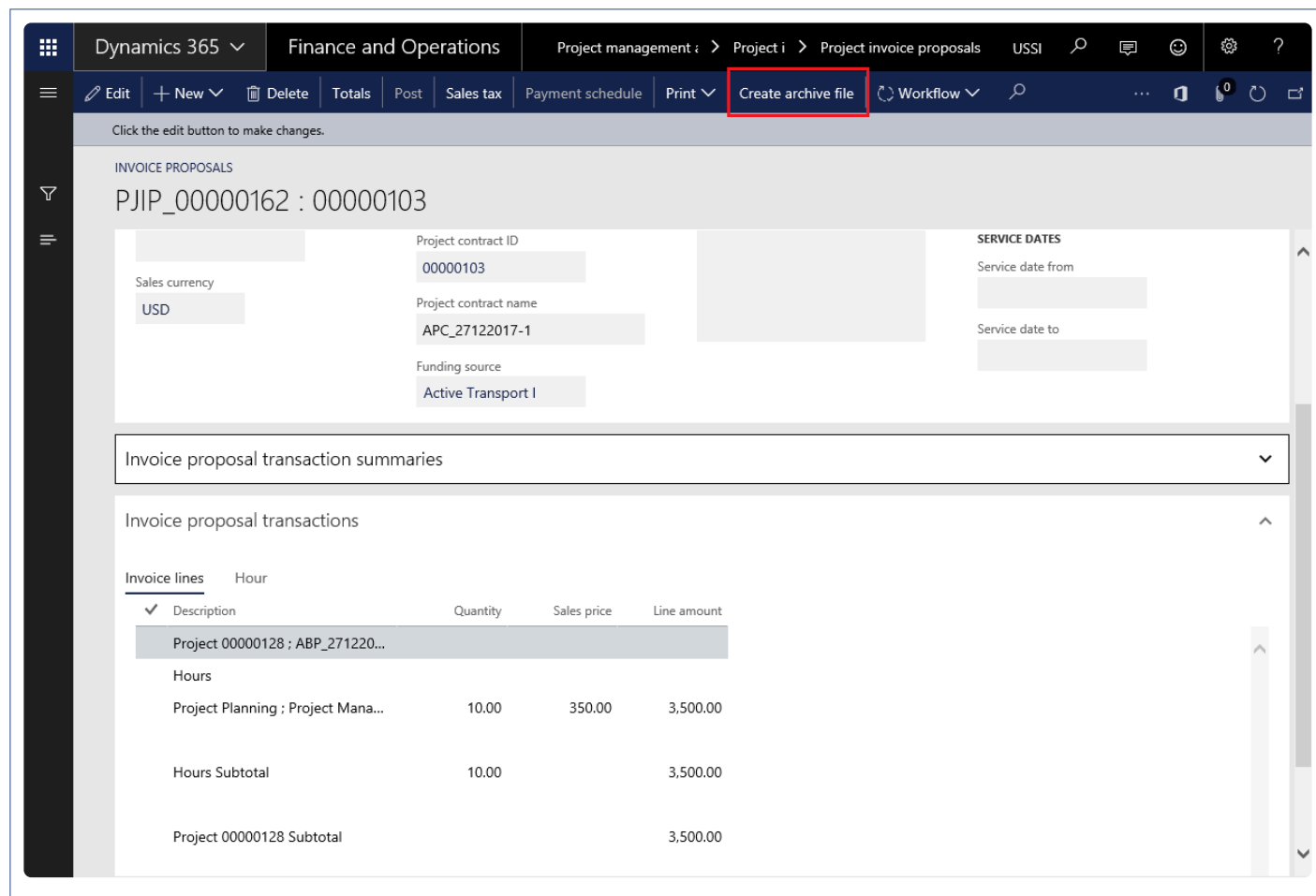
A new button has been added to the Invoice proposal on the action pane.

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.



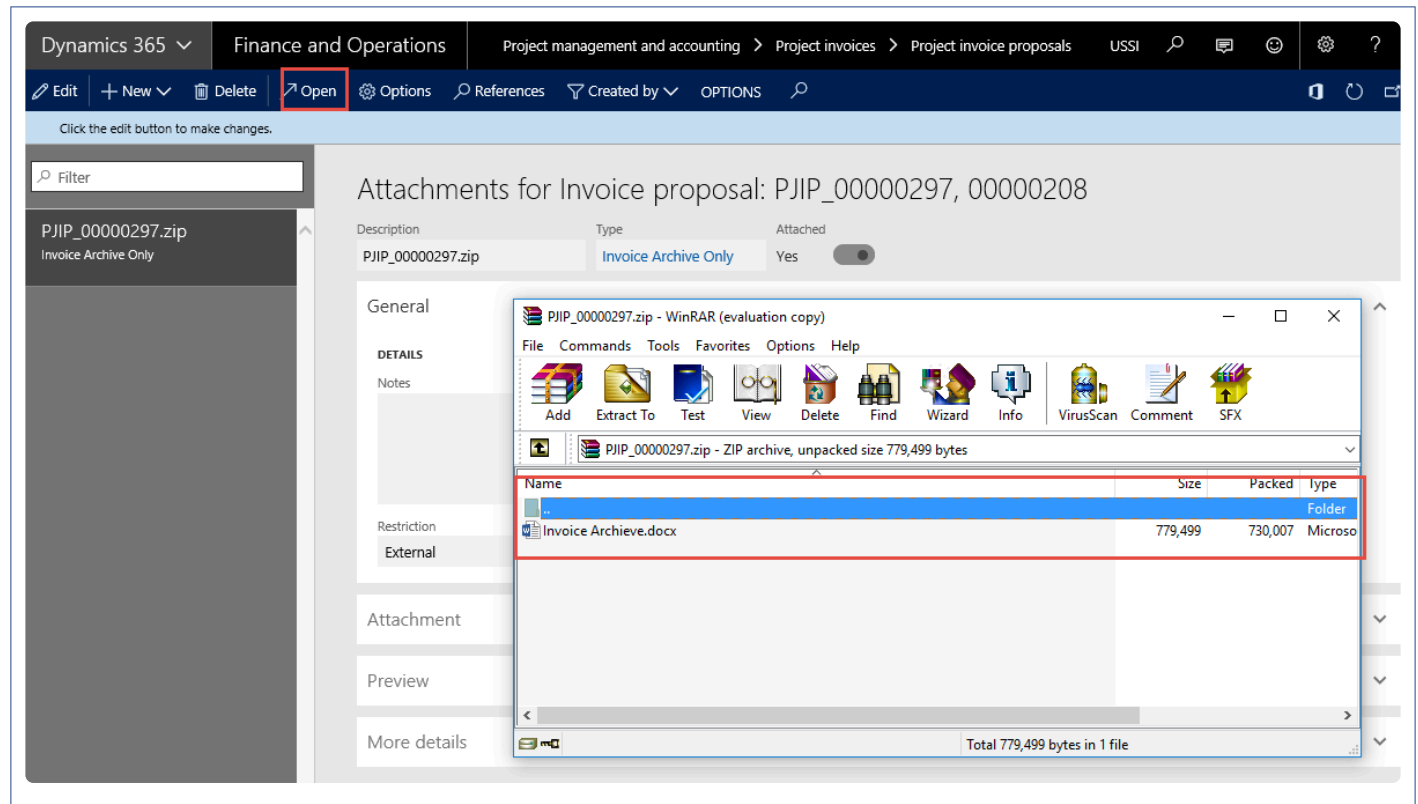
The screenshot shows the Dynamics 365 Finance and Operations interface for 'Project invoice proposals'. The top ribbon includes buttons for 'Edit', '+ New', 'Delete', 'Totals', 'Post', 'Sales tax', 'Payment schedule', 'Print', and 'Create archive file' (which is highlighted with a red box). Below the ribbon, the 'INVOICE PROPOSALS' section displays the ID 'PJIP_00000162 : 00000103'. The 'Project contract ID' is '00000103', and the 'Project contract name' is 'APC_27122017-1'. The 'Funding source' is 'Active Transport I'. The 'SERVICE DATES' section shows 'Service date from' and 'Service date to' fields. Below this, the 'Invoice proposal transaction summaries' section is expanded, showing 'Invoice proposal transactions'. The 'Invoice lines' table is visible, 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.

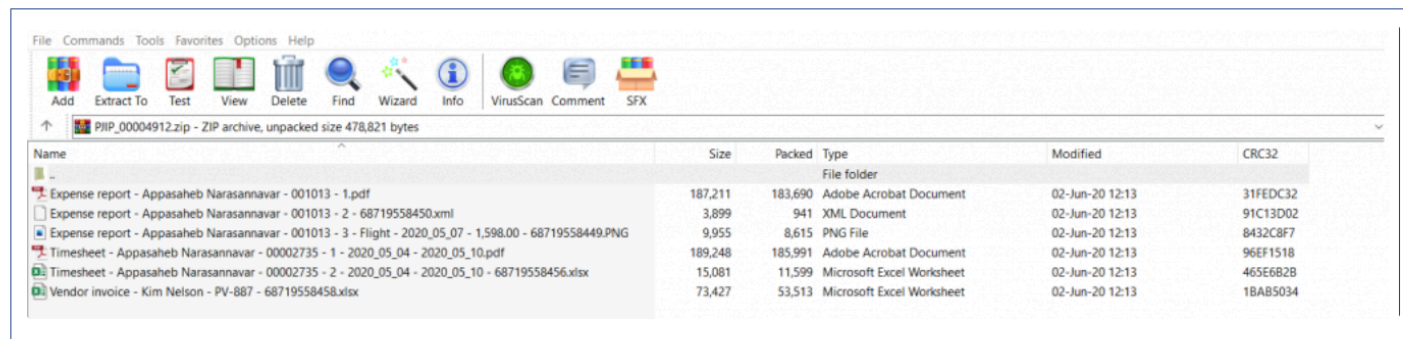


File naming conventions followed for the reports

- 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}”
- Expense journal external documents
- Documents attached to header: Expense journal number_Recid”
- Documents attached to a line: Expense journal number_Employee name_Line number_ {yyyy_mm_dd}_Recid”

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*}

Expense journal header documents

Expense journal {@Label Invoice language} – {Resource name} – {Expense report #} – 2 – {Attachment RecId*}

Expense journal external documents with multiple categories

Expense journal {@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*}

When the “Email attachment” parameter is marked under “Invoice emailing” and “Invoice archive”, invoice archive files gets created/attached on the to email as an attachment while posting the invoice proposal.

?

Send email

From

Appasaheb.Narasannavar@hso...

Cc

appasahebn@saglobal.com

Subject

Invoice is generated: 00001628

To

ushar@saglobal.com

Bcc

B

I

U

Format

Font

AA

AA

Hi Rally Master Company Inc, Invoice 00001628 has been generated for you as of 5/4/2021 for: USD 800.00. Due date for payment is 6/3/2021, PO number: Service dates: Service from: Service to:5/4/2021,, Thanks

Attachments

+ Add

Remove

Download file

| File name | File size |
|-----------------------------|-----------|
| 00001628.zip | 407046 |
| Contoso Consulting USA_0... | 196516 |

Send

Cancel

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.

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.

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 'Projects+ parameters' form in Dynamics 365 Finance and Operations. The 'Invoicing' tab is selected. The form is titled 'Set up parameters for invoicing'. It contains four main sections: 'INVOICE ENHANCEMENTS', 'ACCOUNTS RECEIVABLE', 'INVOICING EMAILING', and 'INVOICING ARCHIVES'. The 'INVOICING EMAILING' section is highlighted with a red box. It includes fields for 'Email Template' (set to 'INVEmail'), 'Email provider ID' (set to 'SMTP'), 'Email attachment' (set to 'Yes'), and 'Attach as PDF' (set to 'Yes'). Other sections include 'INVOICE ENHANCEMENTS' with 'Activate invoice enhancements' (Yes), 'Default invoicing group' (TEST_A), and 'Non printing fee category' (Bonus). 'ACCOUNTS RECEIVABLE' has 'Aging period definition' (30_60_90_180) and 'CUSTOMER PO MATCHING' (Activated). 'INVOICING ARCHIVES' has '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 'Funding source details' form in Dynamics 365. The 'Invoice settings' section is highlighted with a red box. It contains the following fields:

- EMAILING**
 - To:** demo@contoso.com
 - Cc:** demoAX@contoso.com
- Default invoice header text:** (Empty text box)
- Invoice format:** Invoice grouping (Dropdown menu)

Other visible fields in the form include:

- General:** Project contract ID (00000103), Funding source ID (Active Transport I), Funding type (Customer), Customer (US_SI_0002)
- Address:** (Collapsible section)
- Payment:** (Collapsible section)

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

US\$

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

abhishek@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 document
☐ No

☒ **DEFAULT SETTING**

Help
If conditional settings are not set up or do not apply, print the document using the default settings.

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 are on the print management setup form, select the Project invoicing option and expand it. Once expanded again select original <Default>. 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.

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 projects360 parameters form, as described in the Parameter setup section. Use print management destination will be by default marked when “Email attachment” parameter is turned on on the parameters form. 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... |

<

>

OK

Cancel

Batch

Based on the set up, the email for the project invoice is generated and sent successfully, when

- The Print invoice check box is selected. Once the Print invoice check box is selected, “Email attachment” and “Attach PDF” fields will get defaulted from the parameters and user can modify the same. If the Print invoice check box is not selected “Email attachment” and “Attach PDF” fields will be disabled.
- The Email attachment is marked.

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

↓

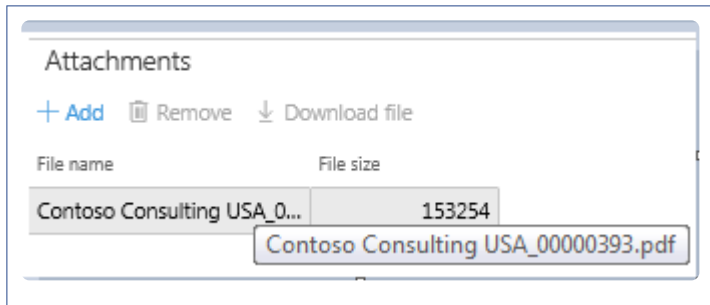
 Download file

| 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.

Accounts Receivables by Projects

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.

Setup and Run Aging

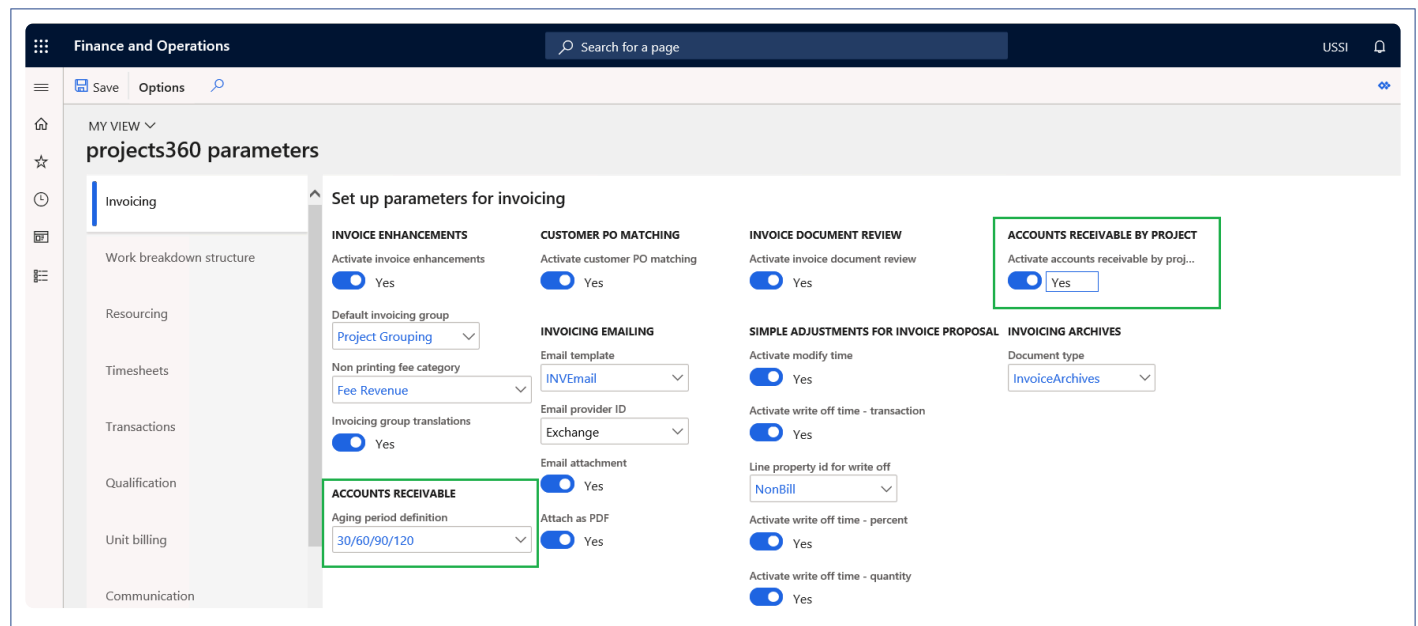
 This section details out the setups required to perform the aging process and how the aging snapshot process is run for project transactions/invoices.

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 a navigation menu with options like 'Invoicing', 'Work breakdown structure', 'Resourcing', 'Timesheets', 'Transactions', 'Qualification', 'Unit billing', and 'Communication'. The main content 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 a dropdown for 'Email template' (INVEmail), a dropdown for 'Email provider ID' (Exchange), a toggle for 'Email attachment' (Yes), and a toggle for 'Attach as PDF' (Yes).
- INVOICE DOCUMENT REVIEW:** Includes a toggle for 'Activate invoice document review' (Yes).
- SIMPLE ADJUSTMENTS FOR INVOICE PROPOSAL:** Includes a toggle for 'Activate modify time' (Yes), a toggle for 'Activate write off time - transaction' (Yes), a dropdown for 'Line property id for write off' (NonBill), a toggle for 'Activate write off time - percent' (Yes), and a toggle for 'Activate write off time - quantity' (Yes).
- ACCOUNTS RECEIVABLE:** A dropdown menu showing '30/60/90/120'.
- ACCOUNTS RECEIVABLE BY PROJECT:** A toggle switch set to 'Yes'.
- INVOICING ARCHIVES:** A dropdown for 'Document type' (InvoiceArchives).

| 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 along with the adjusted taxes will be posted per project.

Dynamics 365 Finance and Operations

00001136 : 00001042

Voucher transactions

Overview

| Journal number | Voucher | Date ↑ | Year closed | Ledger account | Account name | Description | Currency | Amount in tran... | Amount | Posting type |
|----------------|---------------|------------|-------------|-----------------------|--------------------------------|------------------------------------|----------|-------------------|-----------|-----------------------|
| 003725 | PJIV_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 | PJIV_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 | PJIV_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 | PJIV_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 | PJIV_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 | PJIV_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 | PJIV_00001136 | 11/12/2019 | | 130100--- | Accounts Receivable - Domestic | Project invoice custUS_SI_0075 | USD | 5,250.00 | 5,250.00 | Customer balance |
| 003725 | PJIV_00001136 | 11/12/2019 | | 130100--- | Accounts Receivable - Domestic | Project invoice custUS_SI_0075 | USD | 3,500.00 | 3,500.00 | Customer balance |
| 003725 | PJIV_00001136 | 11/12/2019 | | 130100--- | Accounts Receivable - Domestic | Project invoice custUS_SI_0075 | USD | 1,750.00 | 1,750.00 | Customer balance |
| 003725 | PJIV_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..

Dynamics 365 Finance and Operations

Customer transactions | 00001136 : 00001042

Filter

Show All Date 11/12/2019 Hide currency revaluations

| Voucher | Transaction type | Date | Invoice | Project invoice | Project ID | Description | Amount in transaction cur... | Balance | Currency |
|---------------|------------------|------------|----------|-------------------|------------|--------------------------------|------------------------------|----------|----------|
| PJIV_00001136 | Project | 11/12/2019 | 00001136 | 00001136.00000455 | 00000455 | Project invoice custUS_SI_0075 | 1,750.00 | 1,750.00 | USD |
| PJIV_00001136 | Project | 11/12/2019 | 00001136 | 00001136.00000456 | 00000456 | Project invoice custUS_SI_0075 | 3,500.00 | 3,500.00 | USD |
| PJIV_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

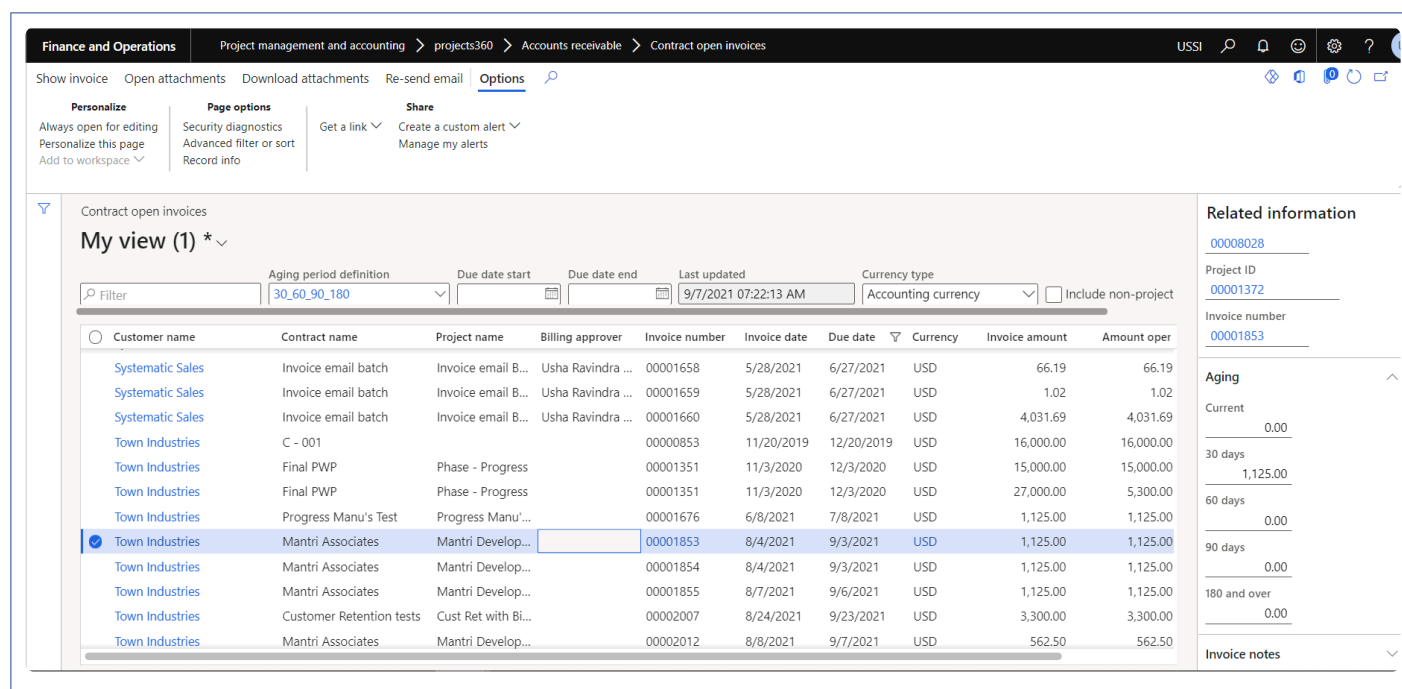
Review Open Invoices

 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.*



Contract open invoices

My view (1) * ∨

Filter: 30_60_90_180 Aging period definition: Due date start: Due date end: Last updated: 9/7/2021 07:22:13 AM Currency type: Accounting currency: ☐ Include non-project

| Customer name | Contract name | Project name | Billing approver | Invoice number | Invoice date | Due date | Currency | Invoice amount | Amount open |
|---|--------------------------|---------------------|-------------------|----------------|--------------|------------|----------|----------------|-------------|
| Systematic Sales | Invoice email batch | Invoice email B... | Usha Ravindra ... | 00001658 | 5/28/2021 | 6/27/2021 | USD | 66.19 | 66.19 |
| Systematic Sales | Invoice email batch | Invoice email B... | Usha Ravindra ... | 00001659 | 5/28/2021 | 6/27/2021 | USD | 1.02 | 1.02 |
| Systematic Sales | Invoice email batch | Invoice email B... | Usha Ravindra ... | 00001660 | 5/28/2021 | 6/27/2021 | USD | 4,031.69 | 4,031.69 |
| Town Industries | C - 001 | | | 00000853 | 11/20/2019 | 12/20/2019 | USD | 16,000.00 | 16,000.00 |
| Town Industries | Final PWP | Phase - Progress | | 00001351 | 11/3/2020 | 12/3/2020 | USD | 15,000.00 | 15,000.00 |
| Town Industries | Final PWP | Phase - Progress | | 00001351 | 11/3/2020 | 12/3/2020 | USD | 27,000.00 | 5,300.00 |
| Town Industries | Progress Manu's Test | Progress Manu'... | | 00001676 | 6/8/2021 | 7/8/2021 | USD | 1,125.00 | 1,125.00 |
| <input checked="" type="checkbox"/> Town Industries | Mantri Associates | Mantri Develop... | | 00001853 | 8/4/2021 | 9/3/2021 | USD | 1,125.00 | 1,125.00 |
| Town Industries | Mantri Associates | Mantri Develop... | | 00001854 | 8/4/2021 | 9/3/2021 | USD | 1,125.00 | 1,125.00 |
| Town Industries | Mantri Associates | Mantri Develop... | | 00001855 | 8/7/2021 | 9/6/2021 | USD | 1,125.00 | 1,125.00 |
| Town Industries | Customer Retention tests | Cust Ret with Bi... | | 00002007 | 8/24/2021 | 9/23/2021 | USD | 3,300.00 | 3,300.00 |
| Town Industries | Mantri Associates | Mantri Develop... | | 00002012 | 8/8/2021 | 9/7/2021 | USD | 562.50 | 562.50 |

Related information

Project ID: 00008028
Invoice number: 00001853

Aging

| Aging | Amount |
|--------------|----------|
| Current | 0.00 |
| 30 days | 1,125.00 |
| 60 days | 0.00 |
| 90 days | 0.00 |
| 180 and over | 0.00 |

Invoice notes

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 |
|---|--|
| Aging definition period | Based on the ageing definition period, the transactions will be displayed on the the form. This field defaults from the projects360 parameters. User can change the aging defined period is required |
| 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. |
| Last updated. | Last batch-run Date and time will be seen. It will get updated based on the batch-run. |
| Currency Type. | Accounting and Transaction currencies are the options available for selection. Based on the selection, the amounts in the buckets will change. |
| 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. |

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.*

Finance and Operations | Project management and accounting > projects360 > Accounts receivable > My open invoices

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

Show invoice | Open attachments | Download attachments | Re-send email | **Options**

Personalize
Always open for editing
Personalize this page
Add to workspace

Page options
Security diagnostics
Advanced filter or sort
Record info

Share
Get a link
Create a custom alert
Manage my alerts

My open invoices

My view (1)

Filter | Aging period definition: 30/60/90/120 | Due date start | Due date end | Last updated: 9/7/2021 06:24:10 AM | Currency type: Accounting currency | ☐ Include non-project

| Customer name | Contract name | Project name | Invoice number | Invoice date | Due date | Currency | Invoice amount | Amount open | Amount open (U) |
|-----------------------------|---------------------------|-------------------|----------------|--------------|------------|----------|----------------|-------------|-----------------|
| Active Transport Inc. | C-0092322 | Simple adjustm... | 00000982 | 2/5/2020 | 3/6/2020 | USD | 15,210.00 | 15,210.00 | 15,210.00 |
| Active Transport Inc. | C-0092322 | Simple adjustm... | 00001180 | 5/6/2020 | 6/5/2020 | USD | 300.00 | 300.00 | 300.00 |
| Alpine Ski House | Eastside Department Store | STD Adjustment | 00000862 | 11/22/2019 | 12/22/2019 | USD | 1,400.00 | 1,400.00 | 1,400.00 |
| Alpine Ski House | Eastside Department Store | STD Adjustment | 00000789 | 6/7/2019 | 7/7/2019 | USD | 350.00 | 350.00 | 350.00 |
| Family Entertainment Center | InvoiceResend | Invoice Resend | 00000996 | 2/17/2020 | 3/18/2020 | USD | 4,200.00 | 4,200.00 | 4,200.00 |
| Family Entertainment Center | InvoiceResend | Invoice Resend | 00000678 | 2/17/2020 | 3/18/2020 | USD | 4,200.00 | 4,200.00 | 4,200.00 |
| Family Entertainment Center | InvoiceResend | Invoice Resend | 00000679 | 2/17/2020 | 3/18/2020 | USD | 4,200.00 | 4,200.00 | 4,200.00 |
| Family Entertainment Center | InvoiceResend | Invoice Resend | 00000680 | 2/17/2020 | 3/18/2020 | USD | 4,200.00 | 4,200.00 | 4,200.00 |
| Family Entertainment Center | InvoiceResend | Invoice Resend | 00000681 | 2/17/2020 | 3/18/2020 | USD | 4,200.00 | 4,200.00 | 4,200.00 |
| Family Entertainment Center | InvoiceResend | Invoice Resend | 00000682 | 2/17/2020 | 3/18/2020 | USD | 4,200.00 | 4,200.00 | 4,200.00 |
| Family Entertainment Center | InvoiceResend | Invoice Resend | 00000683 | 2/17/2020 | 3/18/2020 | USD | 4,200.00 | 4,200.00 | 4,200.00 |
| Family Entertainment Center | InvoiceResend | Invoice Resend | 00000786 | 5/21/2021 | 6/20/2021 | USD | -240.00 | -240.00 | -240.00 |

Related information

Information

Customer ID: [US_SI_0002](#)

Contract ID: [00002328](#)

Project ID: [00000640](#)

Invoice number: [00000982](#)

Aging

Current: 0.00

30 days: 0.00

60 days: 0.00

90 days: 0.00

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. |

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. “Main project rollup” parameter is added and when this parameter to Yes, all the aging balances are rolled up main project. User can also filter the projects based on the project financial dimensions.

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

5/10/2021



Balance as of

5/10/2021



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



Main project rollup



Yes

Details



No

Exclude zero balance accounts



Yes

Include amounts in transactio...



No

Negative balance



No

Payment positioning



No

PROJECT FINANCIAL DIMENSIONS

BusinessUnit



CostCenter



Customer



Department



Employee types



LegalEntity



Project



ProjectContract



Vendor



Worker



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 7 5/10/2021 11:15 AM | | | | | |
|----------------------------------|--------------------------|----------------------------|------------|-------------------------------|-----------|-----------------|--------------------|--------------------------------------|--------------|-----------------------|-----------------------|-----------------------|-------------------------|
| Contoso Consulting USA | | | | | | | | | | | | | |
| Currency : Accounting currency | | | | | | | | | | | | | |
| Account | Name | Contract name | Project Id | Project name | Principal | Project manager | Project accountant | Balance as of 5/10/2021 | 2/8/2021 | 2/9/2021 3/10/2021 | 3/11/2021 4/9/2021 | 4/10/2021 5/9/2021 | 5/10/2021 12/31/2154 |
| CE00013 | CMS | TEST AR | 00000993 | Test Fee | | | | 200.00 | 200.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CE00013 | CMS | AR Contract | 00001020 | AR Progress Billing | | | | 150.00 | 150.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CE00013 | CMS | Parker Project Test | 00000976 | Test Project | | Parker Harrison | | 10,237.00 | 10,237.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CE00013 | CMS | PWP Contract | 00001048 | PWP-Project Test Project | | Parker Harrison | | 187,500.00 | 187,500.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CE00013 | CMS | New Contract PH | 00001039 | Parker Test 11-18 | | Parker Harrison | | 5,000.00 | 5,000.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| DM1000 | Demo - Large Customer | Demo - Large Customer | DM4000 | Demo - Large Project | | | | 2,867,894.80 | 2,867,894.80 | 0.00 | 0.00 | 0.00 | 0.00 |
| DM1000 | Demo - Large Customer | Project 360 Contract | 00000762 | Project 360 | | | | 113,277.50 | 113,277.50 | 0.00 | 0.00 | 0.00 | 0.00 |
| DM1000 | Demo - Large Customer | Test_SA | 00000842 | Test_SA | | | | 165.54 | 165.54 | 0.00 | 0.00 | 0.00 | 0.00 |
| DM1000 | Demo - Large Customer | Retainage Example Contract | 00001021 | Retainage Example Project | | | | 1,023.00 | 1,023.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| DM1000 | Demo - Large Customer | II | 00001022 | Retention Project II | | | | 900.00 | 900.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| DM1000 | Demo - Large Customer | JM EAC/ETC release testing | 00001219 | JM EAC/ETC release testing | | | | 17,240.00 | 0.00 | 0.00 | 0.00 | 17,240.00 | 0.00 |
| DM1001 | Demo - Small Customer | Demo - Small Customer | DM4001 | Demo - Small Project | | | | 62,726.00 | 62,726.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| DM1003 | Demo - Internal Customer | TMwithQuantity | 00000732 | TMwithQuantity | | | | 602,000.00 | 602,000.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| DM1003 | Demo - Internal Customer | SAG DEMO CONTRACT | 00000757 | Utilization Multi Fund source | | | | 141.75 | 141.75 | 0.00 | 0.00 | 0.00 | 0.00 |
| US_SI_0002 | Active Transport Inc. | Currency Test | 00000591 | Currency Test | | | | 173,201.83 | 173,201.83 | 0.00 | 0.00 | 0.00 | 0.00 |
| US_SI_0002 | Active Transport Inc. | Cust_Bince | 00000570 | Cust_Bince_Test | | | | 248,502.28 | 248,502.28 | 0.00 | 0.00 | 0.00 | 0.00 |
| US_SI_0002 | Active Transport Inc. | TM Deferred Revenue | 00000398 | TM Deferred Revenue | | | | 15,863.00 | 15,863.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| US_SI_0002 | Active Transport Inc. | Active Transport Inc. | 00000419 | Test | | | | 600.00 | 600.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| US_SI_0002 | Active Transport Inc. | Simple Adjustment | 00000418 | Simple Adjustment | | | | -2,430.00 | -2,430.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| US_SI_0002 | Active Transport Inc. | Simple Adj | 00000422 | Simple adj | | | | 17,884.00 | 17,884.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| US_SI_0002 | Active Transport Inc. | SA Modify | 00000421 | SA - modify | | | | 6,993.00 | 6,993.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| US_SI_0002 | Active Transport Inc. | SA2 | 00000424 | SA2 | | | | 15,541.20 | 15,541.20 | 0.00 | 0.00 | 0.00 | 0.00 |
| US_SI_0002 | Active Transport Inc. | Inv Doc Rev | 00000427 | Inv Doc Rev | | | | 90.00 | 90.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| US_SI_0002 | Active Transport Inc. | SADJ | 00000433 | SADJ | | | | 2,464.00 | 2,464.00 | 0.00 | 0.00 | 0.00 | 0.00 |

Customer aging report by project – Details

Apart from the standard fields, new fields like Contract name, Project ID, Project name, Project manager, Project accountant and Principal are added on the report. For each record the details will be displayed.

Customer aging report by project

Contoso Consulting USA

Page 1 of 60
5/10/2021
11:17 AM

Currency : Accounting currency

| Account | Name | Contract name | Project Id | Project name | Principal | Project manager | Project Accountant |
|---------|------|---------------|------------|--------------|-----------|-----------------|--------------------|
| CE00013 | CMS | TEST AR | 00000993 | Test Fee | | | |

| Transaction date | Voucher/Invoice | Balance as of 5/10/2021 | 2/8/2021 | 2/9/2021 3/10/2021 | 3/11/2021 4/9/2021 | 4/10/2021 5/9/2021 | 5/10/2021 12/31/2154 |
|------------------|------------------------|----------------------------|----------|-----------------------|-----------------------|-----------------------|-------------------------|
| 10/29/2020 | PIIV_00004130/00001335 | 200.00 | 200.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total | | 200.00 | 200.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | 100.00% | 100.00% | 0.00% | 0.00% | 0.00% | 0.00% |

| | | | | | | | |
|---------|-----|-------------|----------|---------------------|--|--|--|
| CE00013 | CMS | AR Contract | 00001020 | AR Progress Billing | | | |
|---------|-----|-------------|----------|---------------------|--|--|--|

| Transaction date | Voucher/Invoice | Balance as of 5/10/2021 | 2/8/2021 | 2/9/2021 3/10/2021 | 3/11/2021 4/9/2021 | 4/10/2021 5/9/2021 | 5/10/2021 12/31/2154 |
|------------------|------------------------|----------------------------|-----------|-----------------------|-----------------------|-----------------------|-------------------------|
| 11/2/2020 | PICV_00000636/00000636 | -1,050.00 | -1,050.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 11/2/2020 | PICV_00000637/00000637 | -100.00 | -100.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 11/2/2020 | PICV_00000638/00000638 | -200.00 | -200.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 11/2/2020 | PICV_00000639/00000639 | -500.00 | -500.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 11/2/2020 | PICV_00000640/00000640 | -100.00 | -100.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 11/2/2020 | PIIV_00004180/00001344 | 500.00 | 500.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 11/2/2020 | PIIV_00004181/00001345 | 550.00 | 550.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 11/2/2020 | PIIV_00004182/00001346 | 100.00 | 100.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 11/2/2020 | PIIV_00004183/00001347 | 200.00 | 200.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 11/2/2020 | PIIV_00004184/00001348 | 100.00 | 100.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 11/2/2020 | PIIV_00004185/00001349 | 500.00 | 500.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 11/2/2020 | PIIV_00004186/00001350 | 150.00 | 150.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total | | 150.00 | 150.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | 100.00% | 100.00% | 0.00% | 0.00% | 0.00% | 0.00% |

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](#)

[Reclد Enhancements](#)

[projects360 Workspaces](#)

Select a feature to view more details about them.

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.

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' configuration page. The left sidebar lists various setup categories, with 'Resourcing' selected. The main area is titled 'Set up parameters for resourcing' and is divided into several columns of settings. The 'UTILIZATION TARGETS' section is highlighted with a green box, showing the 'Utilization target calculation met...' dropdown set to 'Working times'. Other settings include 'Activate resourcing enhancement...' (Yes), 'Original model' (ORIG-Res), 'Resource budget model' (ORIG-WBS), 'Resource ETC model' (ETC-Res), 'Booking method' (Hours per day), 'Default resourcing dates by pr...' (No), 'Legal entity', 'Role', 'Hours available', 'Skills', 'Education', 'Certificate' (all 25.00), 'Book resource multiple times' (Yes), 'Day week starts' (Monday), 'Format for date range view' (Day), 'Show lines with zero hours' (Yes), 'Show soft booking lines' (Yes), 'Timesheets' (No), and 'Hour Journals' (No).

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. On the left, there is a list of resources: Alice Ciccu, Adam Carter, Aaron Con, Usha Ravindra Rao, Appasaheb Narasannavar, and SAG_002. The main area displays a table with the following data:

| 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 unto the user intelligence to update an unambiguous dates in employment history.

The user can define the utilization percentage of current legal entity resources which will be used for utilization analysis based on the effective date from the workers form.

The buttons and the fields available on this form are as follows:

| Field\Button name | Description |
|-------------------|---|
| New | Click to create a new utilization targets. |
| Delete | Click to delete an existing utilization targets. |
| Name | View the name of the resource. |
| Resource lookup | View the Resource for the utilization. This field is un-editable. |
| 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

The screenshot displays the 'Utilization type' form in Dynamics 365. The breadcrumb trail at the top indicates the path: Dynamics 365 > Finance and Operations > Project management and accounting > projects360 BI Setup > Utilization type. The form includes a sidebar with navigation icons and a top bar with buttons for Save, New, Delete, and Update utilization type history. The main area contains a table with the following data:

| 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 | Utilized (bill) | |
| Group | FixedPC | All | | Billable | Utilized (bill) | |
| Group | FP_WBS | All | | Billable | Not-included | |
| Group | T&M | All | | Billable | Utilized (bill) | |
| Group | FixedInv | All | | NonBill | Utilized (non-bill) | |
| Group | FixedPC | All | | NonBill | Utilized (non-bill) | |
| Group | T&M | All | | NonBill | Non-utilized (PTO) | |

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.

| 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 | The various project transaction types are displayed for selection in this list. Transaction types available are Blank, Fee, Hour, Expense, Item, OnAccount, WIP, Indirect cost component and Retainage. |
| Category | The category that should be used. to filter for the given transaction type. |
| Transaction group | There are 7 types of transaction groups available for selection. None, Expense, Labor, Revenue, Offset, On-Account and WIP. |

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... |
|------------|---------------|---------------------------------|------------------------------|-------------|--------|----------------|---------------------|
| PIAV_00081 | 8/30/2017 | 602100----- | Project - payroll allocation | Cost | 100.00 | Fun Times Club | |
| PIAV_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.

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**

Utilization type

Labor

Expense

0.00

Labor

100.00

Offset

0.00

On-account

0.00

Revenue

0.00

WIP

0.00

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 page
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 | usli |
| 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 : HUMAN RESOURCES
 Aaron Con

| TIMESHEET | | MAX HOURS CALENDAR | | RESOURCE SCHEDULING | | VALIDATION | | MAXIMUM WORKING TIME | |
|------------------|---------|--------------------------|--|-------------------------|--|----------------------------|--|----------------------|------|
| Period code | EmpWeek | Max hours calendar | Calendar | Require start/stop time | No <input checked="" type="checkbox"/> | Enable project validation | No <input checked="" type="checkbox"/> | Monday | 0.00 |
| Default category | | Use effective labor rate | No <input checked="" type="checkbox"/> | Calendar | Standard | Enable category validation | No <input checked="" type="checkbox"/> | 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

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 CICCUCU 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 |

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

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 contains two sections: 'WBS FORECAST' and 'WORK BREAKDOWN STRUCTURE'. The 'WBS FORECAST' section has 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 has a toggle switch for 'Activate work breakdown structure' which is currently turned off.

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 form is divided into several sections:

- Model Information:** Includes fields for Model Name (ACCRI), Stopped status, Include in cash flow forecasts, and Accrue revenue on fixed price projects.
- Project Section:**
 - FORECAST INVOICE DATE:** Use project date as invoice date (No).
 - BUDGET TYPE:** 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).
 - REQUIRE SUFFICIENT REMAINING BUDGET:** Hour (No), Expense (No), Item (No).
- Submodel:** Includes '+ Add' and 'Remove' buttons.
- Calculate Pricing on Forecast Update:** A red box highlights this section, showing 'Cost price' and 'Sales price' both set to 'Source transaction'.
- Forecast Lines Group By:** A red box highlights the 'Forecast lines group by' dropdown, which is open, showing options: Week, Day, Week, Month, and Total.

- Creating lines in the forecast model could be split based on the below options
 - Weekly
 - Daily
 - Monthly
 - Total: one single line for the entire value
- Pricing: cost price and sales price.
 - Source transaction: This option is for defaulting the price as it is on the WBS form.
 - Price table: The price here defaults from the pricing tables.

Process Forecasts



This section 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 value 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*

| WBS ID | S... | N... | Task | Predecessors | Category | Effort (hours) | Start date | End date | Duration (days) | Number of resources | Role |
|----------|------|------|------|--------------|----------|----------------|------------|-----------|-----------------|---------------------|------|
| 00000212 | | | PM | | PM | 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

| ACTIVITIES | | PROJECT RESOURCE | |
|-------------------------------|-------------------------------|--------------------------------------|------------------------|
| Work breakdown structure | Activity maintenance | Update earned value forecast | Resource forecast |
| Open in Microsoft Project | WBS Merge | Update estimate to complete forecast | Resource view |
| Unlink from Microsoft Project | Update planned value forecast | Project view | Specify resource hours |
| | | Intelligent resource fulfillment | Update resourcing E |

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 screenshot displays the Dynamics 365 interface for the 'Planned value' batch window. The window is titled 'Planned value' and has a 'Parameters' section with a 'Planned value model' dropdown set to 'Plan'. Below this is a 'Records to include' section with a 'Filter' button and a 'PROJECTS' section with a 'Project ID' field containing '00000212'. The 'Run in the background' section has a 'Batch processing' toggle set to 'No', a 'Task description' field containing 'Planned value', a 'Batch group' dropdown, and a 'Private' toggle set to 'No'. The background shows the 'PROJECTS' list with '00000212 : LMN24-Week WBS' selected.

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

The screenshot displays the Dynamics 365 interface for project management. The main window shows the 'PROJECTS' tab with a list of projects. The selected project is '00000212 : LMN24-Week WBS'. The 'Earned value' dialog box is open, showing the 'Parameters' section with 'EARNED VALUE' set to 'Earned'. The 'Records to include' section shows a filter for 'PROJECTS' with 'Project ID' set to '00000212'. The 'Run in the background' section has 'Batch processing' set to 'Yes' and 'Task description' set to 'Earned value'. The 'Start date' is '9/12/2017 (11:56:26 am) (GMT) Coordinated Universal Time'. The dialog box has 'OK' and 'Cancel' buttons at the bottom right.

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

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

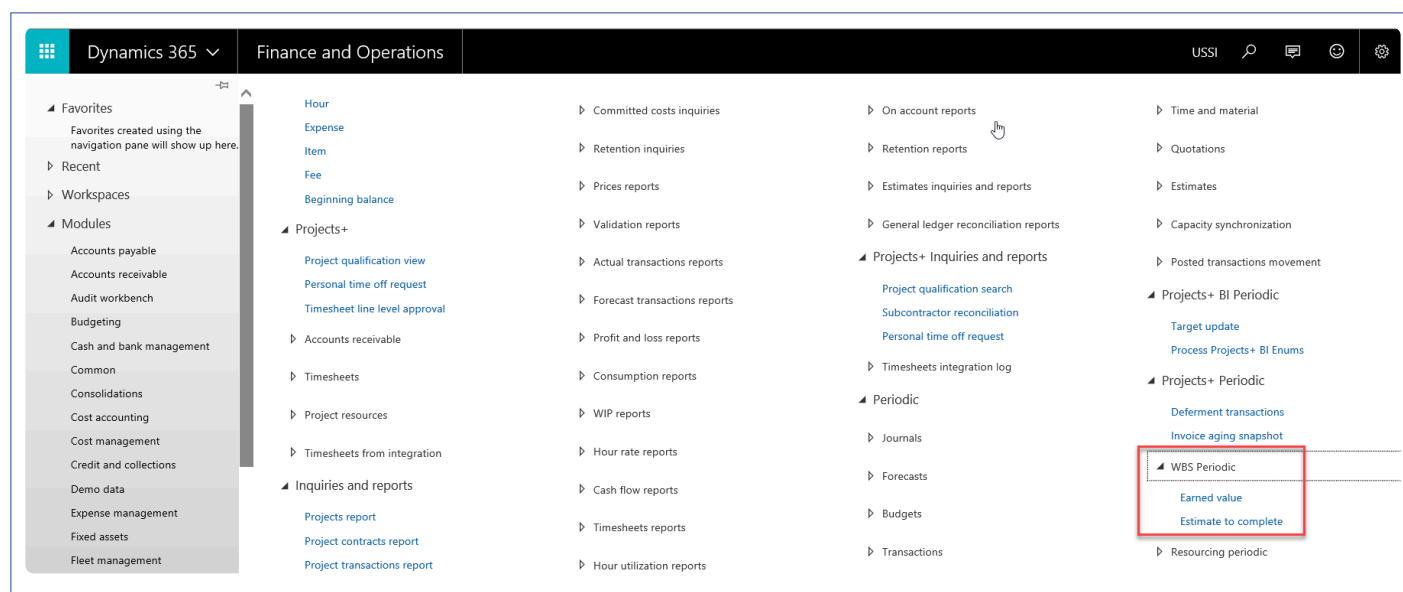
line.

In case a task is estimated for 20 days starting from June 1st to June 20th, When Update planned forecasts is executed, the forecasts will be created from June 1st to June 20th. When Update earned value forecast is executed on June 5th, the forecasts will be created from June 1st to June 5th. When Update estimate to complete value forecast is executed on June 5th, the forecast will be created from June 5th to June 20th.

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

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.

| 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 interface for 'Hour forecasts - Forecast model: Earned, 8/15/2017'. The table displays three forecast lines for Project Management tasks.

| 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 interface for 'Hour forecasts - Forecast model: ETC_WBS, 8/15/2017'. The table displays three forecast lines for Project Management tasks, with the first line highlighted.

| 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.

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.

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*

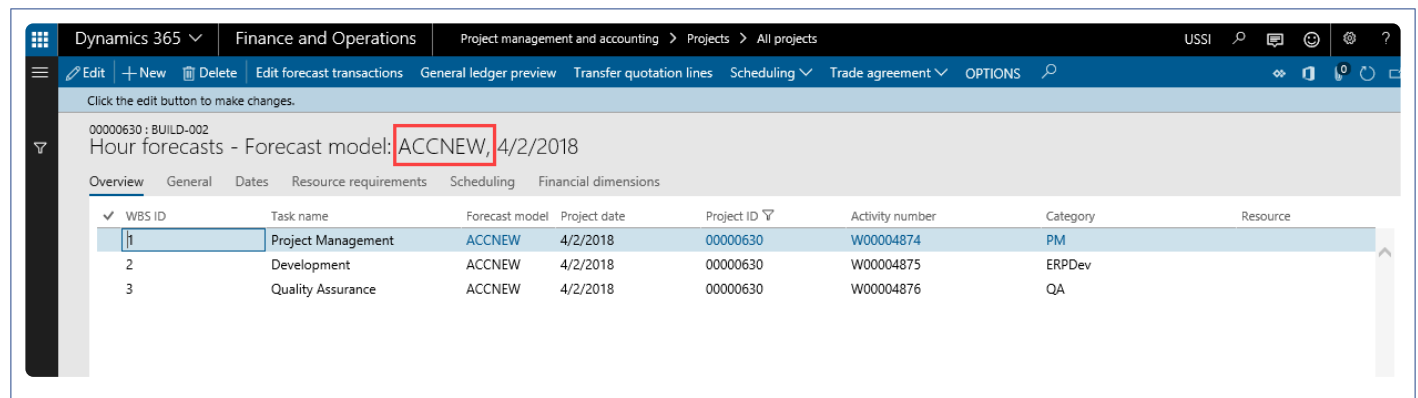
The screenshot shows the Dynamics 365 Forecast models form. The left sidebar lists various forecast models, including ACCNEW, CarryFwd, EFM, ETCFM, O_forecast, Original, PFM, R_Forecast, Remaining, and T_Forecast. The main area displays the configuration for the 'Accrue Forecast Model'. The 'Accrue revenue on fixed price p...' toggle is highlighted with a red box and is currently 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**

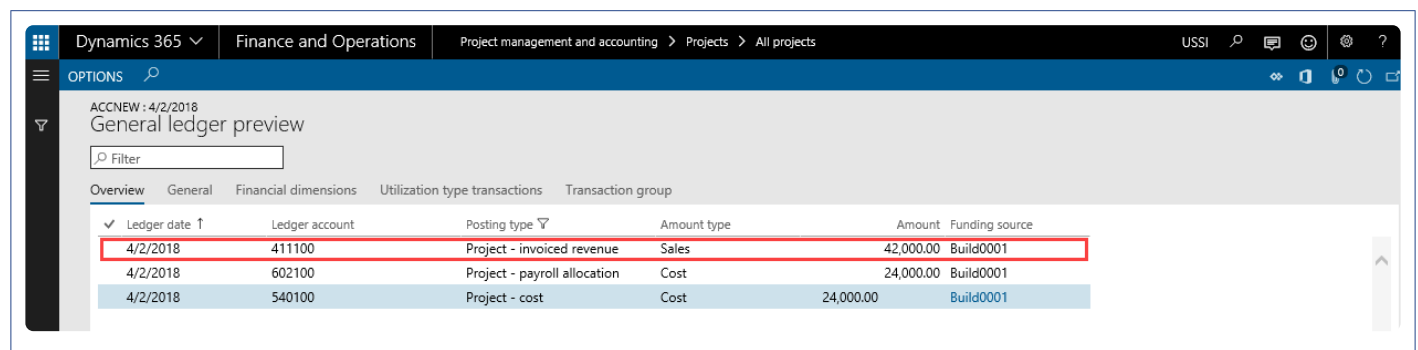
| WBS ID | Task name | Forecast model | Project date | Project ID | Activity number | Category | Resource |
|--------|--------------------|----------------|--------------|------------|-----------------|----------|----------|
| 1 | Project Management | ACCNEW | 4/2/2018 | 00000630 | W00004874 | PM | |
| 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

| 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 |

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.

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.

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.

RELATED INFORMATION

- Timesheet
- Expense report
- Vendor invoice

POSTED PROJECT TRANSACTIONS

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... | 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... | 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 |

Timesheet comments

We have introduced new fact box on the ‘Posted transactions’ and ‘Hour transactions’ form to display the timesheet comments for the timesheet records. On this fact box user can view the ‘Internal comments’ and ‘External comments’ for each timesheet record.

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

USSI [Search] [Notifications] [Calendar] [Settings] [Help] [US]

New Process **View** Bill Related information Options

View

View transaction Invoice lines Adjustment trace
View voucher Committed cost Posted automatic transactions
View ledger updates Inventory

Posted project transactions | 00000643 : INVOICEEMAIL

My view (1)

Start date: 7/11/2021 End date: Invoice status: All Include subprojects: Yes

| Split | Date | Project name | Project ID | Category ID | Resource name | Item | Total sales am... | Amount in transaction currency | Total cost amount | Invoice status |
|-----------------------|-----------|--------------|------------|-------------|-------------------|------|-------------------|--------------------------------|-------------------|----------------|
| <input type="radio"/> | 8/9/2021 | InvoiceEmail | 00000643 | PM | Usha Ravindra Rao | | 398.50 | 250.00 | 250.00 | Chargeable |
| <input type="radio"/> | 8/10/2021 | InvoiceEmail | 00000643 | PM | Usha Ravindra Rao | | 996.25 | 625.00 | 625.00 | Chargeable |

Related information

Related information

Timesheet comments

Internal comment
Time spent on project 1

External comment
Time spent on project 1

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

USSI [Search] [Notifications] [Calendar] [Settings] [Help] [US]

Ledger updates Voucher **Actions** Options

Functions
Post costs Select for credit note
Accrue revenue Adjust transaction
Invoice proposals Split transaction

Inquiries
Invoice lines
Adjustment trace

View accounting
Project cost
Project intercompany cost

Related information
Timesheet
Vendor invoice

Simple adjustments
Modify time
Write off time - transaction
Modify work location

00000643 : INVOICEEMAIL | My view

Hour transactions

Column display: Price Invoice status: All Allow adjustments: No

Overview General Financial dimensions Cost Sales

| Legal... | Project date | Project ID | Category | Resource | Role ID | Hours | Cost price | Sales |
|----------|--------------|------------|----------|--------------------------|------------------|-------|------------|-------|
| ussl | 8/10/2021 | 00000643 | PM | 000713 Usha Ravindra Rao | Business analyst | 5.00 | 125.00 | USD |
| ussl | 8/9/2021 | 00000643 | PM | 000713 Usha Ravindra Rao | Business analyst | 2.00 | 125.00 | USD |
| ussl | 3/30/2021 | 00000643 | PM | 000713 Usha Ravindra Rao | Tester | 0.25 | 125.00 | USD |
| ussl | 3/30/2021 | 00000643 | P360 | 000713 Usha Ravindra Rao | Tester | 0.25 | 125.00 | USD |
| ussl | 3/30/2021 | 00000643 | Consult | 000713 Usha Ravindra Rao | Tester | 0.75 | 125.00 | USD |
| ussl | 11/6/2020 | 00000643 | Consult | 000713 Usha Ravindra Rao | | 10.00 | 125.00 | USD |
| ussl | 11/6/2020 | 00000643 | PM | 000713 Usha Ravindra Rao | | 5.00 | 125.00 | USD |
| ussl | 11/6/2020 | 00000643 | AppDev | 000713 Usha Ravindra Rao | | 25.00 | 125.00 | USD |

Related information

Timesheet comments

Internal comment
Time spent on project 1 - Task 2

External comment
Time spent on project 1 - Task 2

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.

Generic Configurations

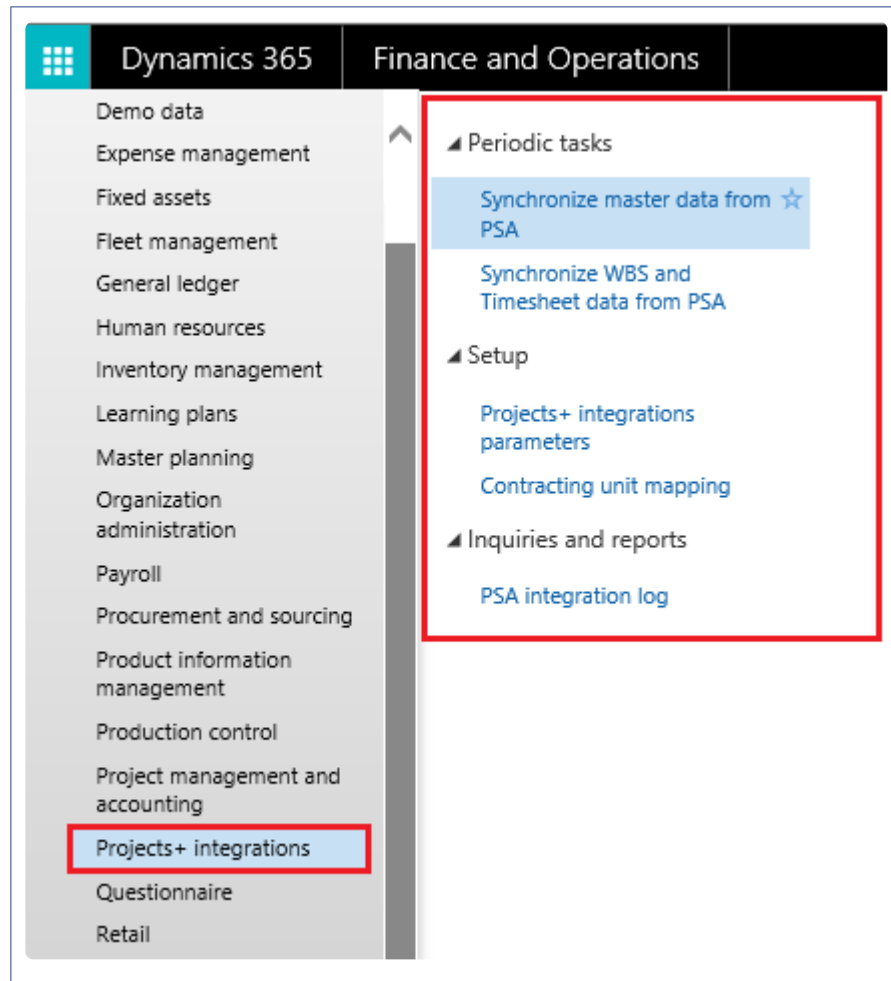


This section contains the information of the generic configurations required to import data from Project Service Automation application (PSA) to Microsoft Dynamics 365 for Finance and Operations.

projects360 Integrations

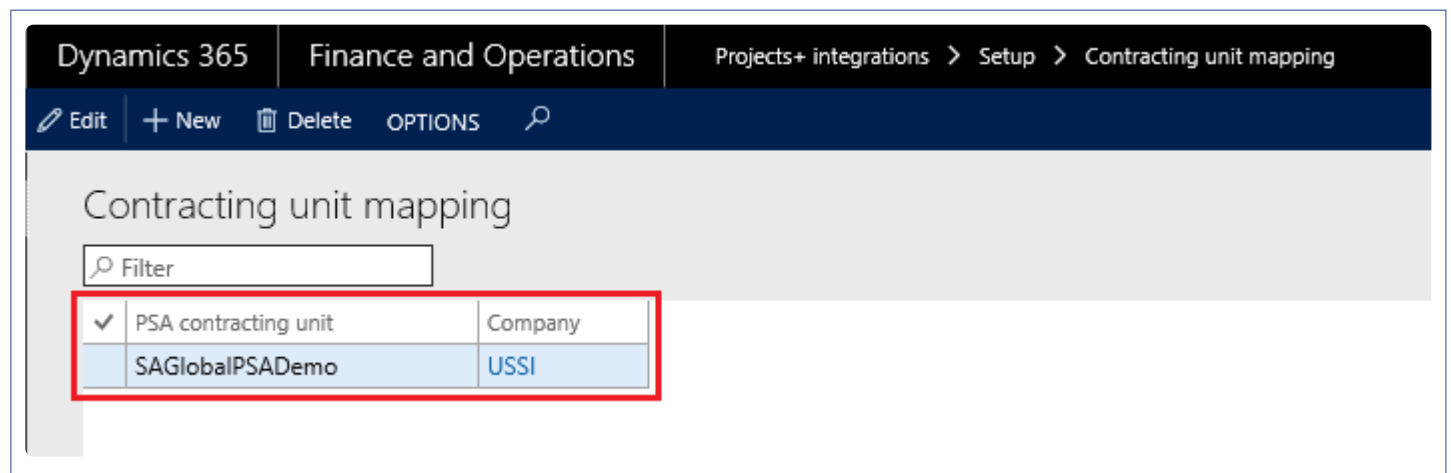
A new module has been created for these integrations and it has the following forms within it.

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.

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.

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.

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.

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

Projects+ integrations parameters

General

Customers

Project contracts

Projects

Resource

WBS

Timesheet

Set up defaults for customers

| SYNCHRONIZE | UI CONTROL | PSA PROCESS DETAILS | Number sequence type | CUSTOMER DEFAULT VALUES |
|---|---|---|----------------------|-------------------------|
| Synchronize with PSA Yes <input checked="" type="checkbox"/> | UI control Yes <input checked="" type="checkbox"/> | Last execution date time 5/31/2019 08:44:07 PM | AX | Customer group 100 |

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.

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.

Dynamics 365 | Finance and Operations | Projects > Integrations > Inquiries and reports > PSA integration log

USSI

Edit Delete View details OPTIONS

Click the edit button to make changes.

ERROR
Integration details

Filter

Overview

| 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 |

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.

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

Project Contracts Integration

The projects contracts integration option provides users the ability to integrate project contract data available in 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.

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 Dynamics 365 for Finance and Operations. 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 with options 'AX', 'AX', and 'CRM', currently set to 'AX'.

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).

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.

Dynamics 365 | Finance and Operations | Projects+ Integrations > Inquiries and reports > PSA integration log

Click the edit button to make changes.

ERROR
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 | c6609a5f-9f17-e811-a836-000d3a13a101 | Completed | Created |
| Project contract | New Learning Plans | c8c6cebe-e30f-e811-a830-000d3a13af3a | Error | Created |
| Project contract | zzActPBI A | c9400ff8-9945-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:

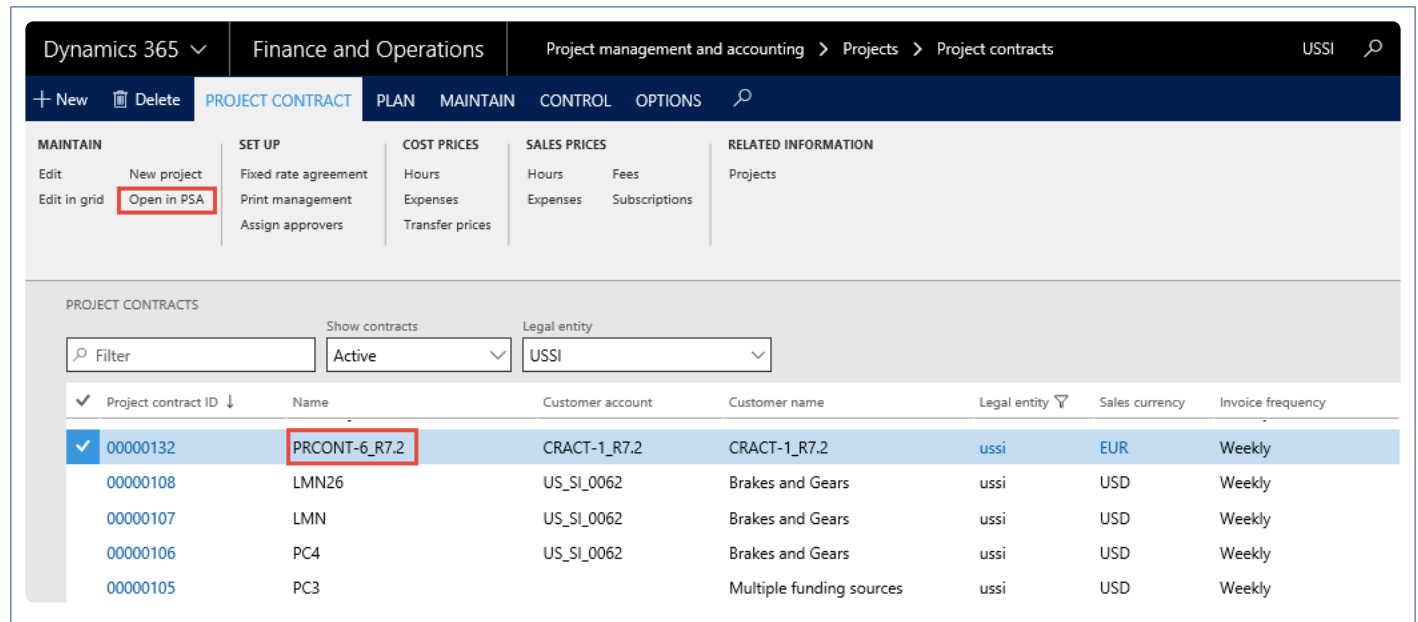
| Field name | Validation description |
|---------------------|--|
| Funding source ID | Customer Account from Project Service Automation application (PSA), validation for its existence in Microsoft Dynamics 365 for Finance and Operations. |
| Currency | No Validation on Currency and will consider whatever 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 |

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 for 'PLAN', 'MAINTAIN', 'CONTROL', and 'OPTIONS'. The 'MAINTAIN' section includes a 'New project' button and an 'Open in PSA' button (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, showing contract ID 00000132 and name 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.

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

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.

Configure

Parameter Setups

The below form provides options to setup the information required for project integration from Project Service Automation application (PSA) to Microsoft Dynamics 365 for Finance and Operations.

Go to *projects360 integration > Setup > projects360 integrations parameters > Projects*.

Fields available on the form are as follows:

- **Synchronize with PSA** – This checkbox enables or disables the Project integration from Project Service Automation application (PSA).
- **UI control** – This checkbox controls view of Project Service Automation application (PSA) data and provides navigation to view the Project Service Automation application (PSA) data from Microsoft Dynamics 365 for Finance and Operations workspaces, Integration logs and Projects.
- **Last execution date time** – Initially the Last execution date time field will be editable. After the first execution this field will not be editable and displays the most recent execution date when a user runs periodic process for integrating data. Once the record is updated in the Project Service Automation application (PSA), this date will be reset to the modified date of the Project Service Automation application (PSA) record. The modified data will be retrieved from Project Service Automation application (PSA), from last execution date time to the current system date time.
- **Number sequence type** – Provides the option to use the number sequence for projects either from Microsoft Dynamics 365 for Finance and Operations number sequence or from Project Service Automation application (PSA). Since we don't have the project ID's\numbers on the Project Service

Automation application (PSA), please use this as AX to avoid the errors.

- **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.
- **Allow adjustment transactions** – For the integrated projects, standard adjustment was not allowed so parameters were added at Project360 integration parameters which allows to perform standard adjustment for integrated projects.

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.

Integration details

Filter

| 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 | Defaults from Project group setup from the parameters |

| | |
|----------------------|--|
| posting | |
| 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? |

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

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 hours) | 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 | -- | | | | |

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.

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 displays the 'Projects+ integrations parameters' form in Microsoft Dynamics 365. The 'Resource' tab is selected in the left-hand navigation pane. The main content area is titled 'Set up defaults for Resource' and contains the following fields:

- RESOURCE**
 - Synchronize with PSA: Yes (checked)
- USER**
 - Create associate user: Yes (checked)
- UI CONTROL**
 - UI control: Yes (checked)
- PSA LAST PROCESS DETAILS**
 - Last execution date time: 1/20/2018 11:01:05 PM
- RESOURCE CALENDER**
 - Calendar: Standard (dropdown)
 - Period types: EmpWeek (dropdown)
- VENDOR**
 - Resource as a vendor: Yes (checked)
 - Vendor group: 30 (dropdown)
 - Method of payment: Check (dropdown)

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.

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-A836-000D3A13A101} | Completed | Created |
| Resource | Nagesha V | {4CDE56CE-5B18-E811-A83E-000D3A13A387} | Completed | Created |
| Resource | Jamie Reding | {1BB425CB-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:

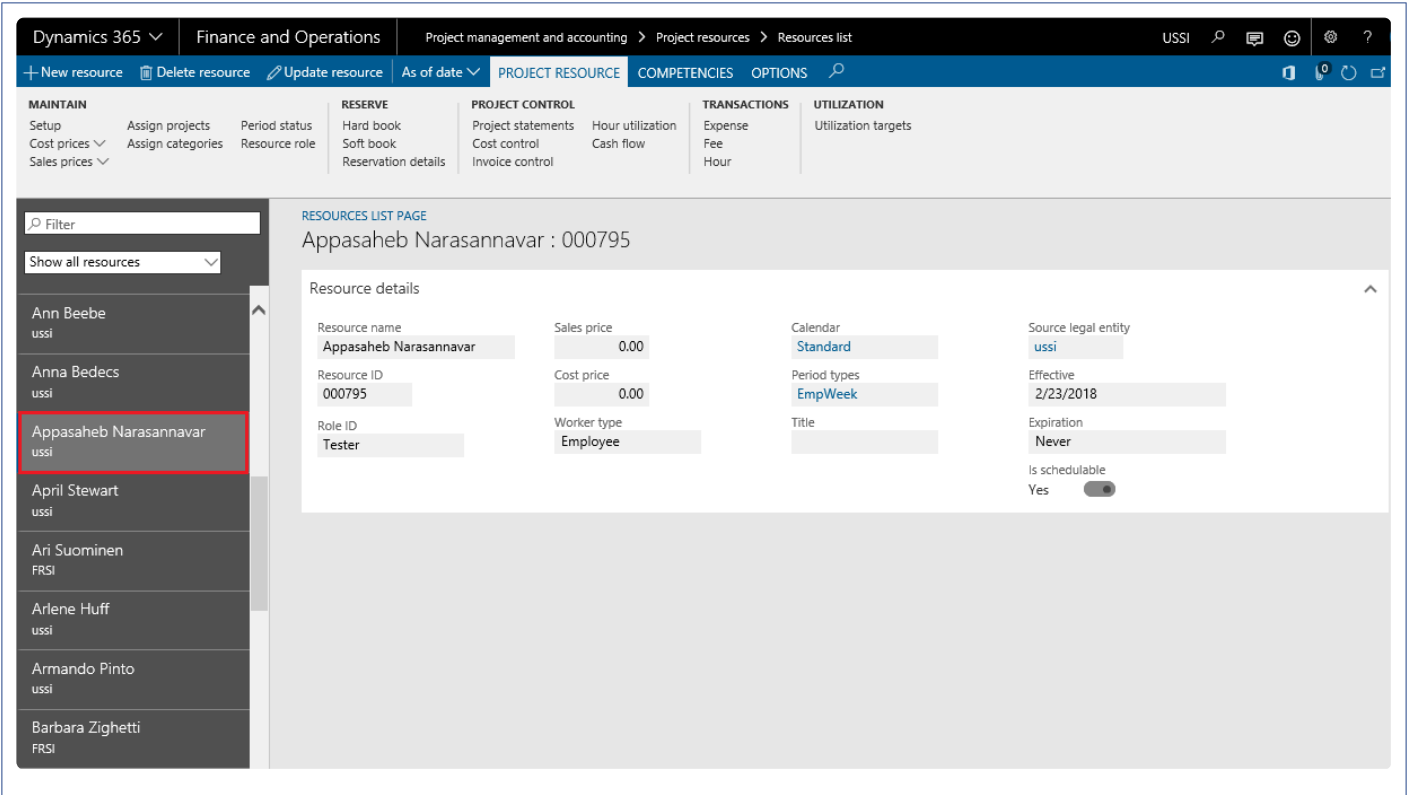
| Field name | Validation description |
|--------------------|--|
| Name | Name defined in the resource form in Project Service Automation application (PSA). |
| Utilization target | Utilization target defined in resource form in Project Service Automation application (PSA). |
| Resource role | Resource 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. |

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 |

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.

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:

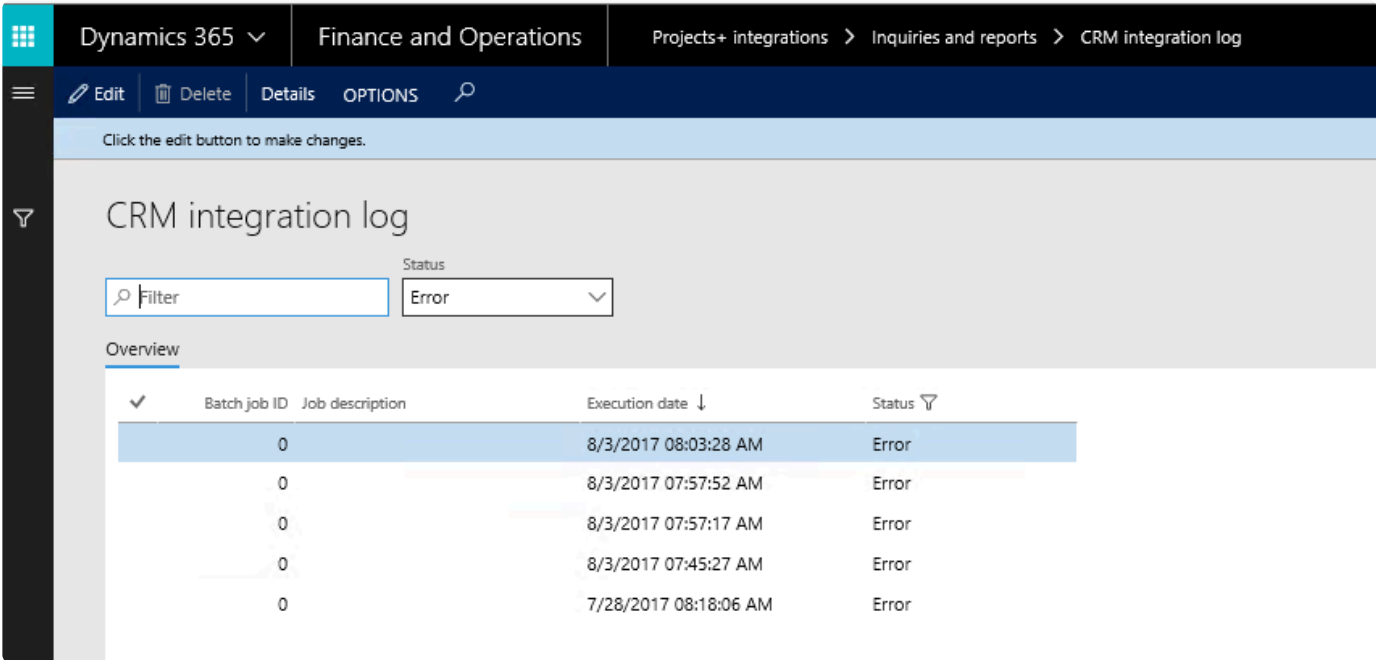
- **Synchronize with PSA** – This checkbox enables or disables the work breakdown integration from Project Service Automation application (PSA).
- **Last execution date time** – Initially the Last execution date time field will be editable. After the first execution this field will not be editable and 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.

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.



The screenshot displays the 'CRM integration log' page in Microsoft Dynamics 365. The breadcrumb navigation at the top reads: 'Projects+ integrations > Inquiries and reports > CRM integration log'. Below the navigation bar, there is a search filter and a status dropdown menu set to 'Error'. The main content area shows a table with the following 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.

Click the edit button to make changes.

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 | Defaults from Project Service Automation application (PSA) work breakdown structure line. |

| | |
|--------------------|---|
| date | |
| 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. |

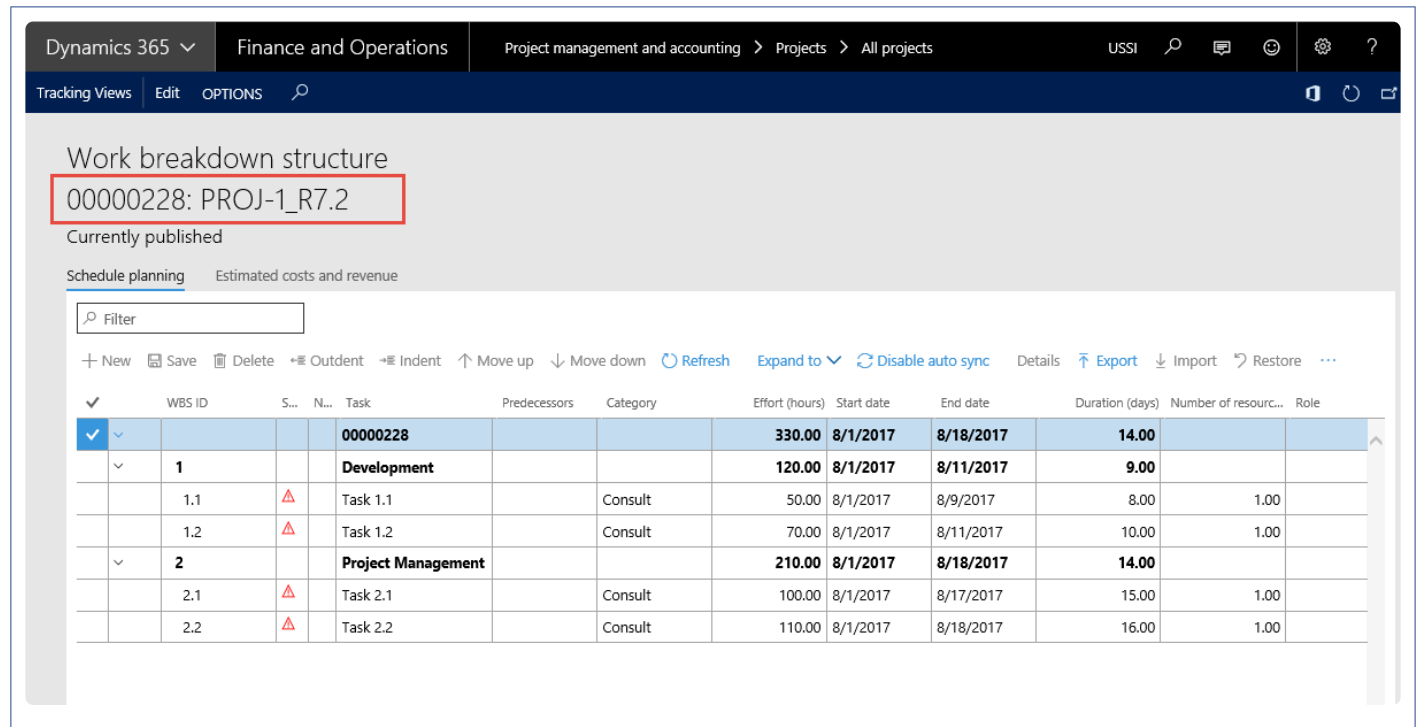


Note – In order to delete the WBS records in PSA environment and re-integrate the information back to Microsoft Dynamics F&O, you need to enable the Auditing for Entities functionality in PSA, below visual shows more details.

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

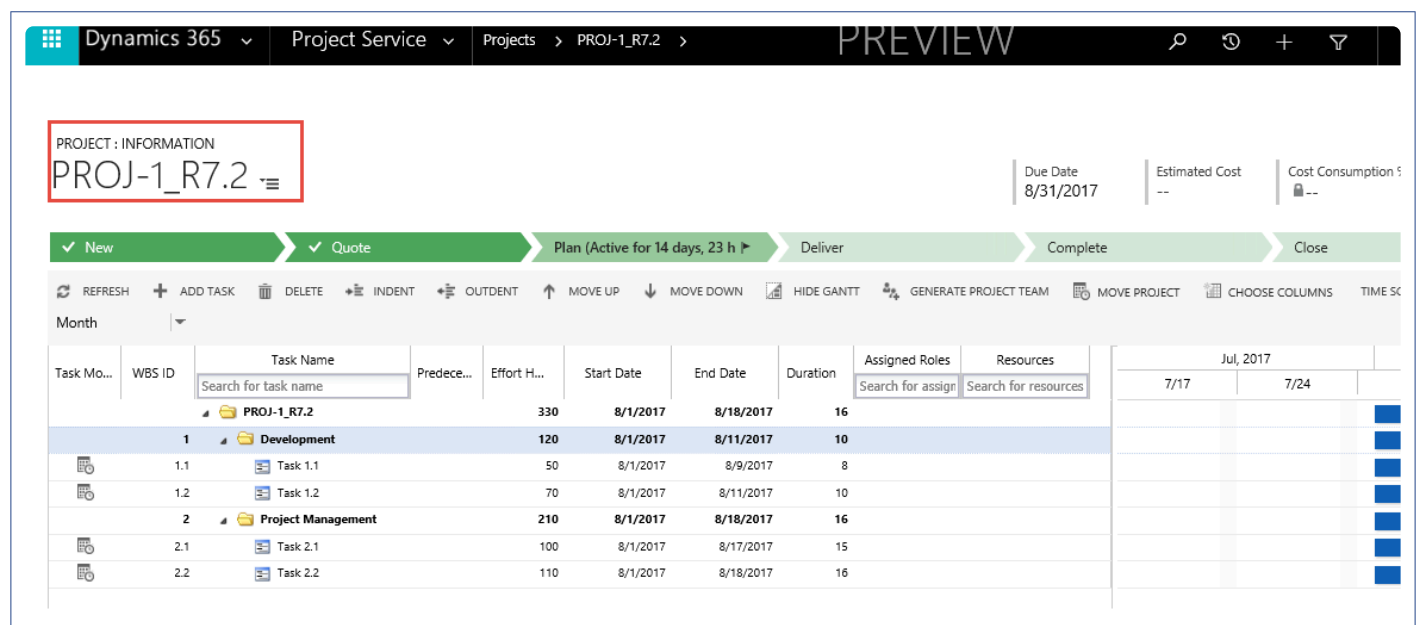
Schedule planning Estimated costs and revenue

Filter

+ New Save Delete Outdent Indent Move up Move down Refresh Expand to Disable auto sync Details Export Import Restore

| WBS ID | S... | N... | Task | Predecessors | Category | Effort (hours) | Start date | End date | Duration (days) | Number of resourc... | Role |
|----------|------|------|--------------------|--------------|----------|----------------|------------|-----------|-----------------|----------------------|------|
| 00000228 | | | Development | | | 330.00 | 8/1/2017 | 8/18/2017 | 14.00 | | |
| 1 | | | Development | | | 120.00 | 8/1/2017 | 8/11/2017 | 9.00 | | |
| 1.1 | | | Task 1.1 | | Consult | 50.00 | 8/1/2017 | 8/9/2017 | 8.00 | 1.00 | |
| 1.2 | | | Task 1.2 | | Consult | 70.00 | 8/1/2017 | 8/11/2017 | 10.00 | 1.00 | |
| 2 | | | Project Management | | | 210.00 | 8/1/2017 | 8/18/2017 | 14.00 | | |
| 2.1 | | | Task 2.1 | | Consult | 100.00 | 8/1/2017 | 8/17/2017 | 15.00 | 1.00 | |
| 2.2 | | | Task 2.2 | | Consult | 110.00 | 8/1/2017 | 8/18/2017 | 16.00 | 1.00 | |

The work breakdown structure data integrated to Microsoft Dynamics 365 for Finance and Operations can be compared with Project Service Automation application (PSA) on the below form.



PROJECT : INFORMATION

PROJ-1_R7.2

Due Date 8/31/2017 Estimated Cost -- Cost Consumption 5

New Quote Plan (Active for 14 days, 23 h) Deliver Complete Close

REFRESH ADD TASK DELETE INDEMENT OUTDEMENT MOVE UP MOVE DOWN HIDE GANTT GENERATE PROJECT TEAM MOVE PROJECT CHOOSE COLUMNS TIME SC

Month

| Task Mo... | WBS ID | Task Name | Predecessors | Effort H... | Start Date | End Date | Duration | Assigned Roles | Resources | Jul, 2017 |
|------------|--------|--------------------|--------------|-------------|------------|-----------|----------|----------------|-----------|-----------|
| | | PROJ-1_R7.2 | | 330 | 8/1/2017 | 8/18/2017 | 16 | | | 7/17 7/24 |
| | 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 | | | |

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.

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.

The screenshot shows the 'Projects+ integrations parameters' form in Microsoft Dynamics 365 for Finance and Operations. The form is titled 'Set up defaults for project timesheets'. It includes a left-hand navigation pane with options: General, Customers, Project contracts, Projects, WBS, and Timesheet (which is selected). The main content area contains several sections:

- SYNCHRONIZE**: A section with a checkbox 'Synchronize with PSA' set to 'Yes' and a toggle switch.
- UI CONTROL**: A section with a checkbox 'UI control' set to 'Yes' and a toggle switch.
- PSA PROCESS DETAILS**: A section with a 'Last execution date time' field showing '8/14/2017 12:00:00 AM'.
- ABSENCE**: A section with a 'Project ID' dropdown (00000096) and an 'Activity number' dropdown (W00000255).
- VACATION**: A section with a 'Project ID' dropdown (00000097) and an 'Activity number' dropdown (W000002436).

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”.

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. |

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

Timesheet period

Work week

Approval status

Timesheet total

Aaron Con

8/14/2017 - 8/20/2017

8/14/2017 - 8/20/2017

Draft

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.

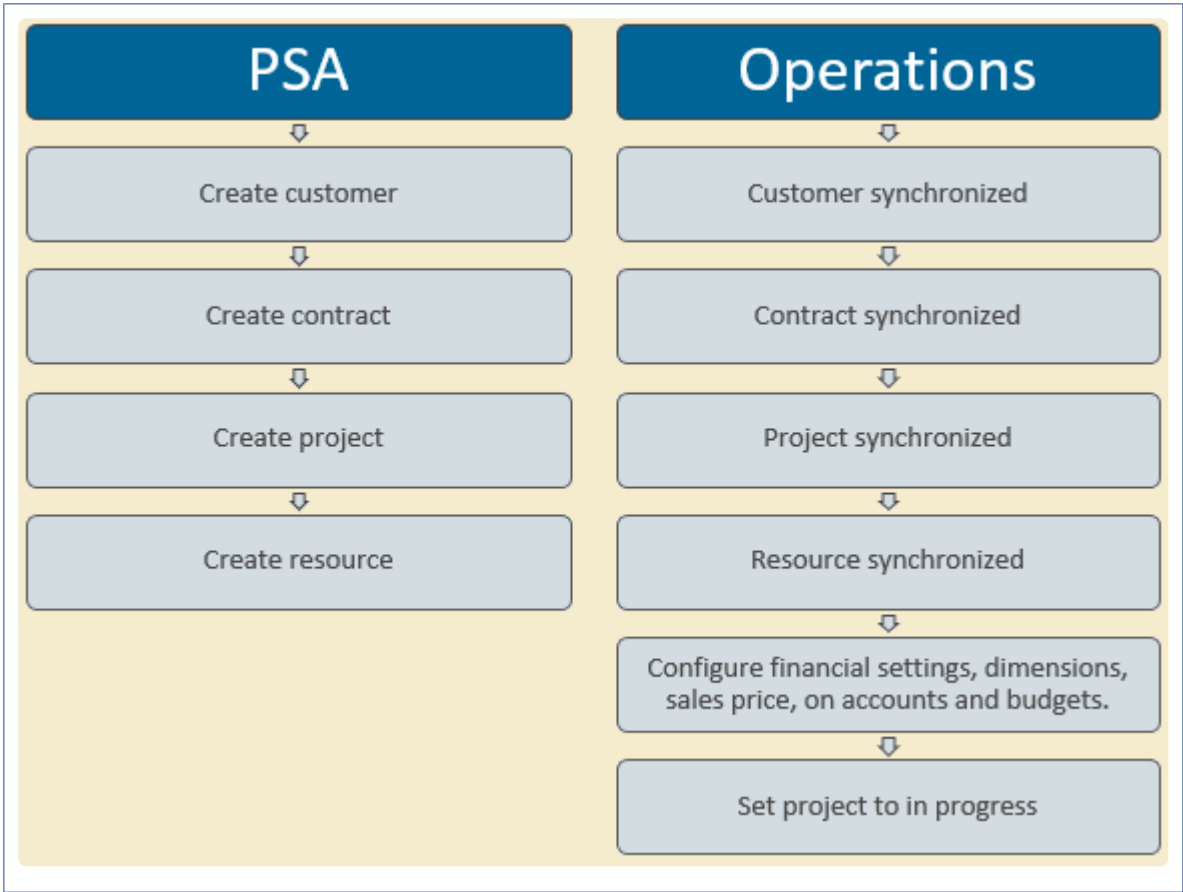
Copyright © 2022 HSO | ProServ

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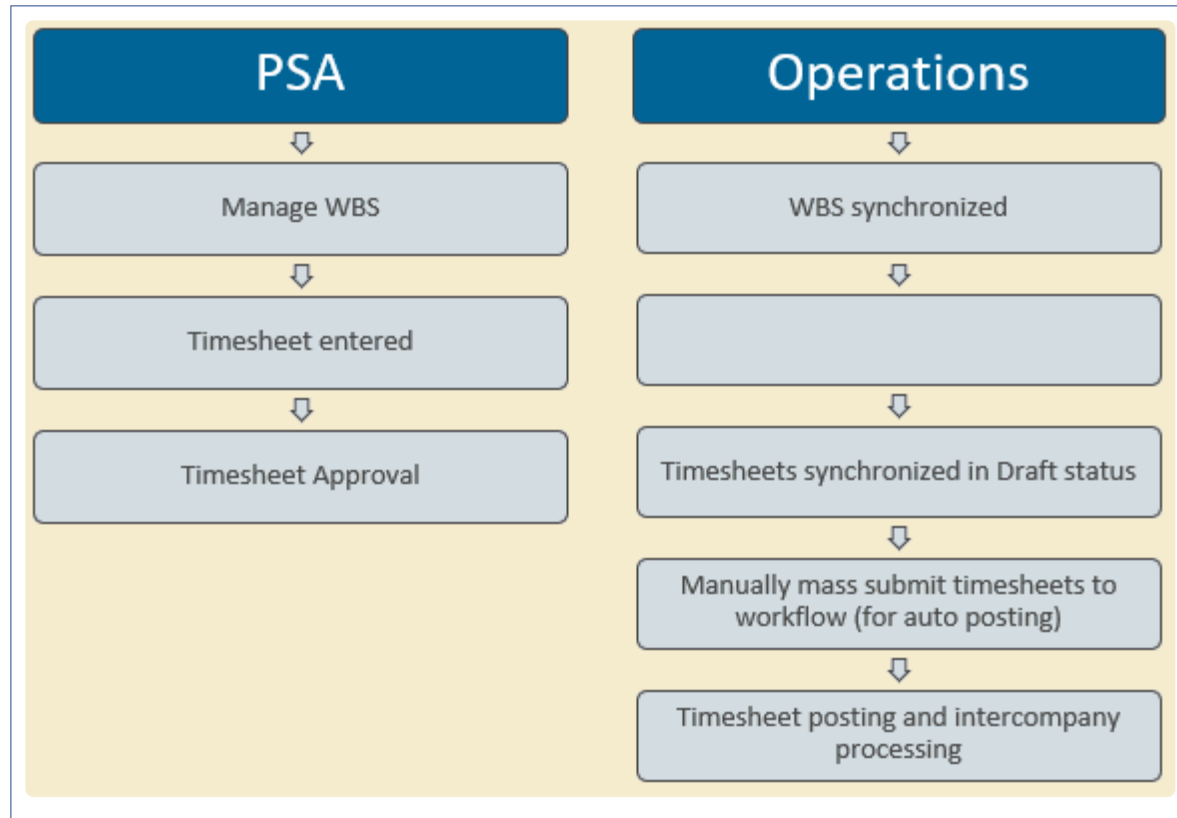
[illegible]

Flow Charts

Flow chart of the master data integrations



Flow chart of WBS and Timesheets integrations



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.

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.

Configure Qualifications

✱ This sections details the configuration process involved in the setting qualification parameters and then assigning them to a projects.

Parameter Setup

This feature is not parameter driven. However, there is one setup which controls the update of timesheets related to the project into the qualification view based on this parameter.

Go to *Project management and accounting > Setups > projects360 parameters > Qualifications tab*

The screenshot shows the Dynamics 365 interface for 'Projects+ parameters'. The breadcrumb trail is 'Project management and accounting > Setup > Projects+ parameters'. The left sidebar lists various setup categories, with 'Qualification' highlighted. The main content area, titled 'Set up parameters for qualification', features a red-bordered box containing the 'QUALIFICATION' section. This section includes the label 'Auto-update qualification data' and a toggle switch currently set to 'Yes'.

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*.

Service group

Filter

| 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*.

Services

Filter

| 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 |
| 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 |
|------------------------|--------------|
| Trench | Trench |
| ✓ Above-Ground | Above-Ground |
| Above-Ground | Above-Ground |

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.

Enter Qualification Data

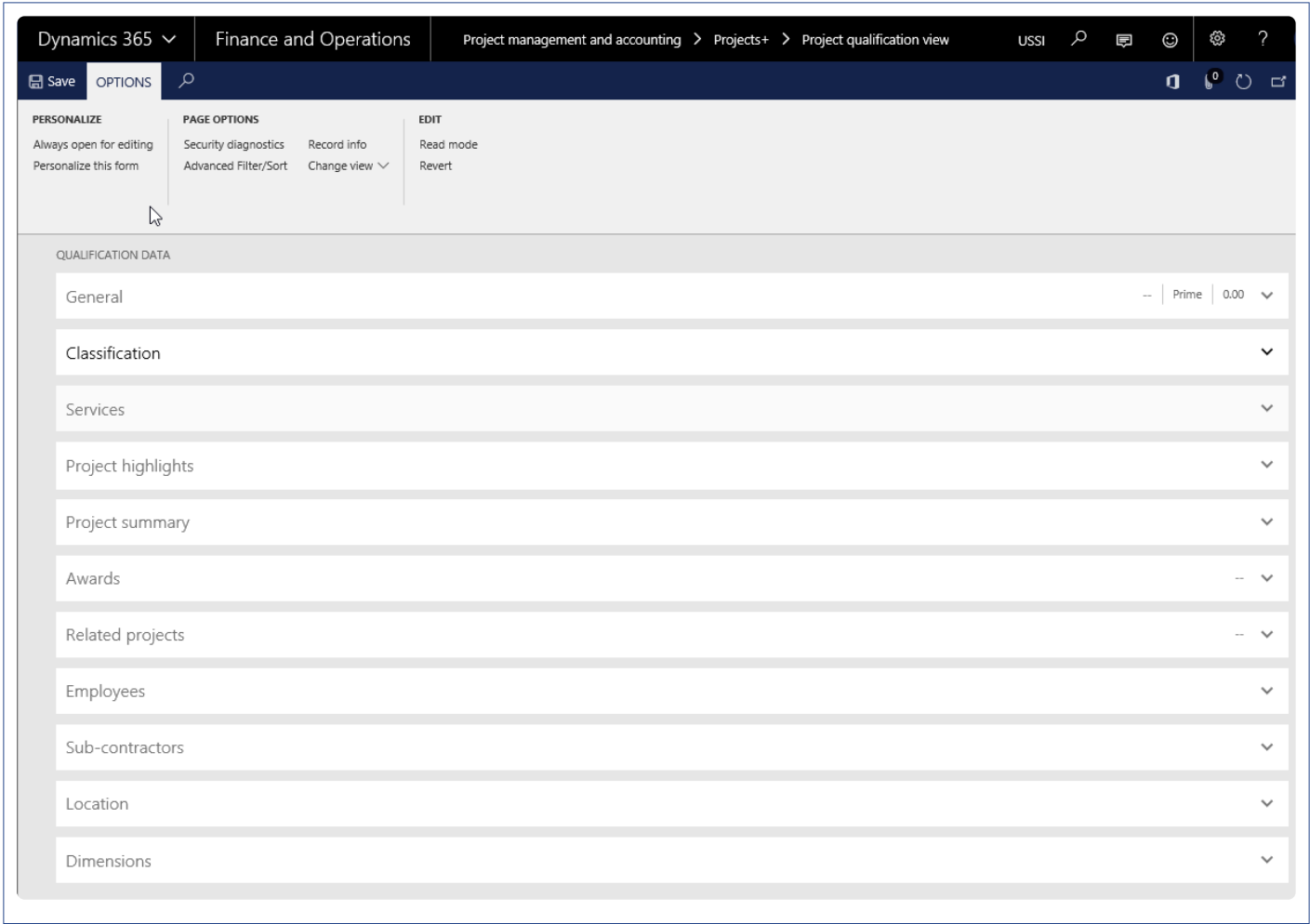
 This sections details the qualification data entered on a single or multiple projects together and which forms help achieving that.

Associate Qualification Data with Projects

Qualification data can be associated on the project from the project forms, through the qualification button or through the qualification view list page. The Qualification view list page would be used when the user would like to enter data for more than one project at a time.

Project Qualification View

Go to *Project management and accounting > projects360 > Project qualification view*



Details of the each tab available on this form is explained below:

General Tab

QUALIFICATION DATA

General

Project Title | Sub-contractor | 50,000.00

PROJECT DESCRIPTION

Project: 00254

Contract: 00000152

Project Title: Project Title

Short description: Description

Keywords:

FedBizOpps ID:

Exclude: No

Project owner: 000000009

Project owner name:

Contract type: Sub-contractor

Prime/subcontractor: 000000004

Contract value: 20,000.00

Total project value cost: 50,000.00

Duration in days: 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 contractor | Select the client. |
| Contract value | Enter the contract value for the firm. |
| Total project | Enter the total project value involving all the firms. |

| | |
|------------------|--|
| value cost | |
| Duration in days | Enter the number of days when involved in the project. |

Classification Tab

The details of the fields available on the Classification tab is given in the below table.

| Field | Description |
|-----------------------|--|
| Project type | Select project type. |
| Client type | Select client type. |
| Market | Select market focus. |
| Facility type | Select facility type. |
| Facility attribute 1 | Select facility attribute. |
| Facility attribute 2 | Select the values as element 1, element 2 or element 3 |
| Facility attribute 3 | Enter facility attribute 3, if any. |
| Structure type | Select structure type. |
| Structure attribute 1 | Select structure attribute. |
| Structure | Select default lookup values as element 1, element 2 or element 3. |

| | |
|-----------------------|---|
| attribute 2 | |
| 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

+ Add-line
Remove

| Services group | Services | Total hours | Name |
|----------------|-----------|-------------|------|
| SG1 | 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

000000003

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 |
|--------------|---------------|------------|-----------|-----------------|--------------|------------------|
| 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 |
|-------------------|---------------------|------------|-----------|--------------------|--------------|
| 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
p06 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. |

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 | 000000009 | Sub-contractor | 000000004 | 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. |

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 displays the Dynamics 365 interface for setting up parameters. The breadcrumb trail at the top reads: Dynamics 365 > Finance and Operations > Project management and accounting > Setup > Projects+ parameters. Below this is a 'Save' button and an 'OPTIONS' tab. The main heading is 'Projects+ parameters'. On the left, a list of categories includes Invoicing, Work breakdown structure, Resourcing, Timesheets, Transactions, and Qualification (which is highlighted). The right-hand pane is titled 'Set up parameters for qualification' and features a 'QUALIFICATION' section. Under this section, the text 'Auto-update qualification data' is followed by a 'Yes' label and a checked toggle switch.

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="checkbox"/> 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

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](#)

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.

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'. Below the navigation bar, the 'Projects+ parameters' section is visible. On the left, a sidebar lists various parameters: Invoicing, Work breakdown structure, Resourcing, Timesheets, Transactions, Qualification, Unit billing, and Communication. The 'Communication' tab is highlighted. The main content area is titled 'Set up parameters for chat and communication'. Under the heading 'CHAT AND COMMUNICATION', there is a section for 'Chat and calling integration' with a dropdown menu. The dropdown menu is open, showing three options: 'Microsoft Teams' (selected), 'None', and 'Microsoft Teams'.

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 displays the 'Manage Pending Time' interface within the 'Finance and Operations' section. The top navigation bar includes 'Save', 'Manage favorites', 'Transfer all to timesheet', 'My timesheets', and 'OPTIONS'. A search bar is also present. The left sidebar shows a tree view with 'Project' selected, containing 'BMRCL | USSI | 00000303' and 'Unassigned category | Unassigned task'. The main area is titled 'MANAGE PENDING TIME' and contains a 'General' section with a table of time entries. A 'Chat with project manager' button is highlighted in the top right of the 'General' section. Below the table is a 'Details' section with various input fields for entity, project, activity, category, and work location.

| ✓ | Date ↑ | Hours | Timer hours | Internal comment | External comment | Work location | Project name |
|---|-----------|-------|--------------|---------------------|------------------|---------------|--------------|
| | 3/28/2019 | 2.00 | HH:MM = 0.00 | Worked on UI design | | | BMRCL |

Details

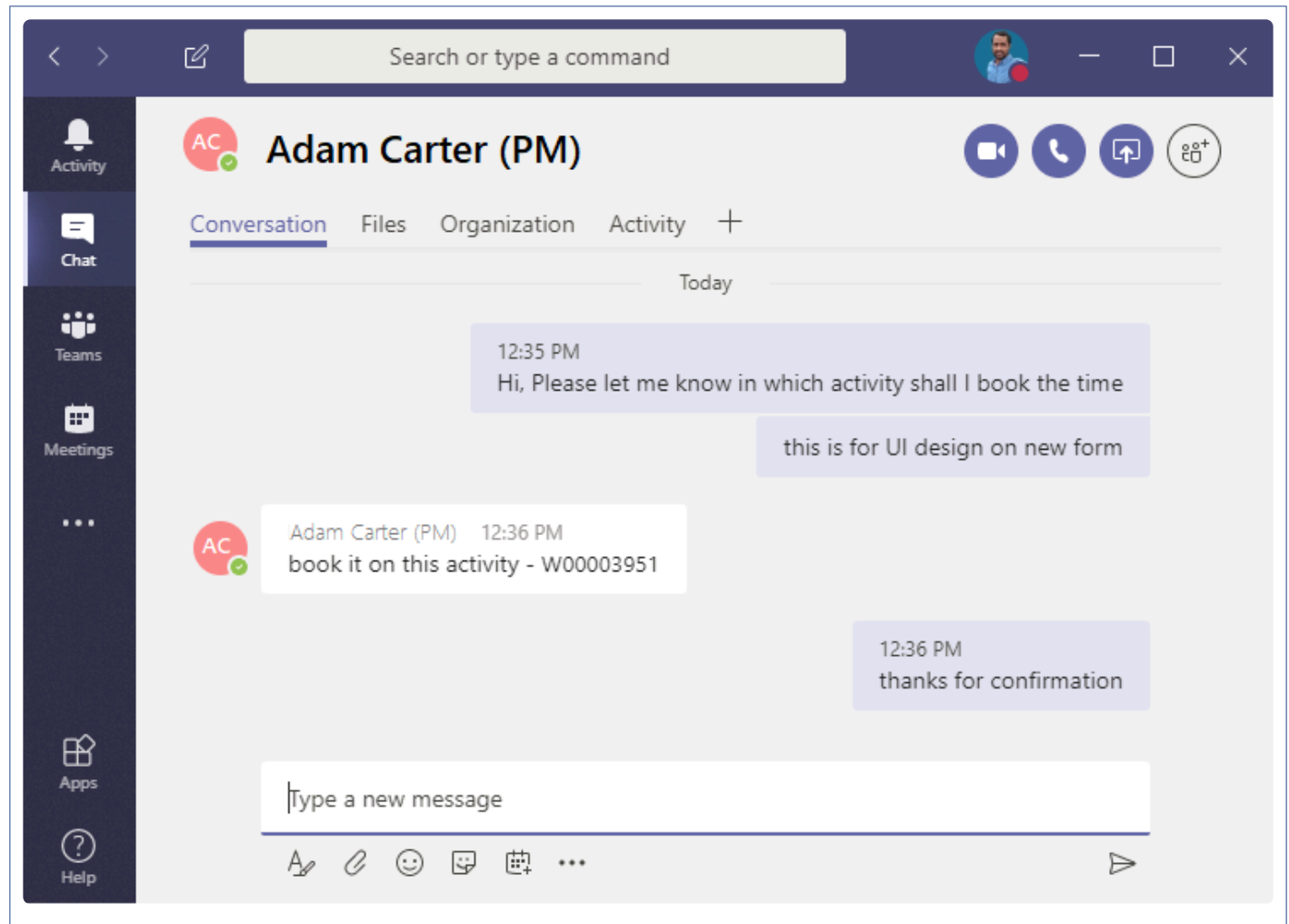
Entity: USSI | Entity name: Contoso Consulting USA | Internal comment: Worked on UI design

Project: 00000303 | Project name: BMRCL

Activity: | Activity name: | External comment:

Category: | Category name:

Work location: | Work location name:



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 My employee | <p>The Project manager, Project accountant, or Time approver can chat with the Resource or Time approver.</p> <p>The Time approver is assigned to the Resource on the Worker record.</p> |

| | |
|---|---|
| <p>missing timesheets</p> <ul style="list-style-type: none">• My project missing timesheets | |
| <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> |

Implementation Tools

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.

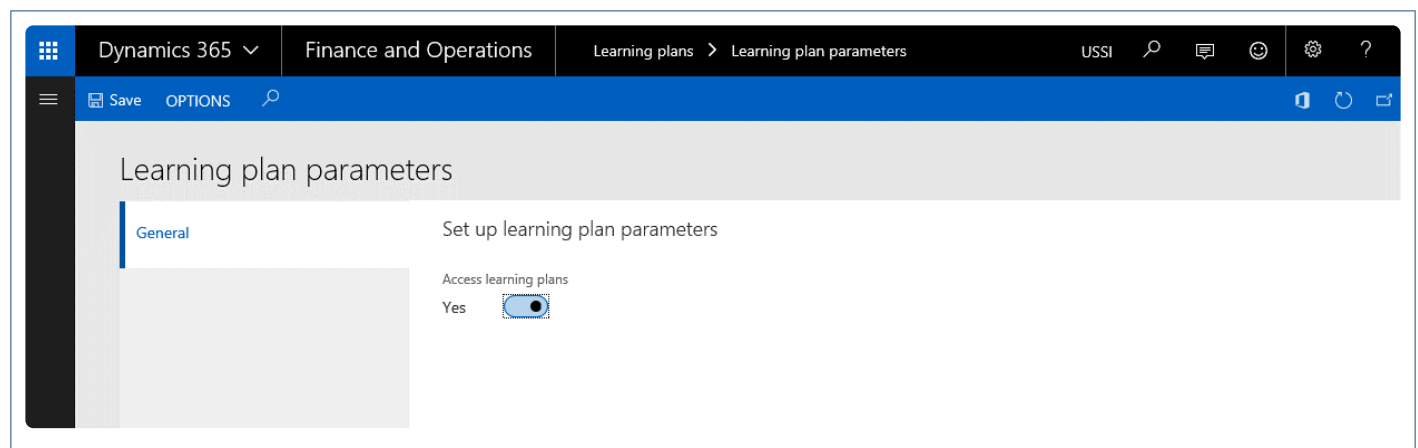
Configure

✿ 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*



The screenshot shows the Dynamics 365 interface for 'Learning plan parameters'. The breadcrumb trail is 'Learning plans > Learning plan parameters'. The 'Access learning plans' checkbox is checked, and the 'Yes' radio button is selected.

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. |

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 'Learning plans' form in Microsoft Dynamics 365. The top navigation bar includes 'Dynamics 365' and 'Finance and Operations'. Below this is a blue ribbon with 'Save', 'Load from LCS', and 'OPTIONS'. A left-hand navigation pane lists various sections, with 'Practice navigation' highlighted in red. The main area is titled 'Learning plans' and contains a 'General' tab 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.
- Menu item name:** All customers
- 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.

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:

[Data Entities](#)

[Load Default Data](#)

Select a feature to view more details about them.

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 | PMIPTTimeExportLineEntity |
| | 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 PowerBI reporting. | |
| 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. | |
| 65 | Project PWP vendor retention setting | ProjPWPVendorRetentionSettingEntity |
| | Purpose – To import or export vendor agreement data from projects. | |
| 66 | Subcontractors accruals | PMIPSubcontractorsAccrualEntity |
| | Purpose – To import or export subcontractor accruals data from subcontractor accruals form. | |
| 67 | Subcontractors accrual line | PMIPSubcontractorsAccrualLineEntity |
| | Purpose – To import or export subcontractor accrual lines data from subcontractor accruals form. | |
| 68 | Revenue recognition transactions | ProjJournalTransEntity |
| | Purpose – To import or export revenue recognition deferred transactions data from fee journal form. | |
| 67 | Revenue recognition | PMIPDefermentScheduleInstallmentsEntity |
| | Purpose – To export revenue recognition records from Post revenue recognition schedule form. | |

Load Default Data

What is Default Data

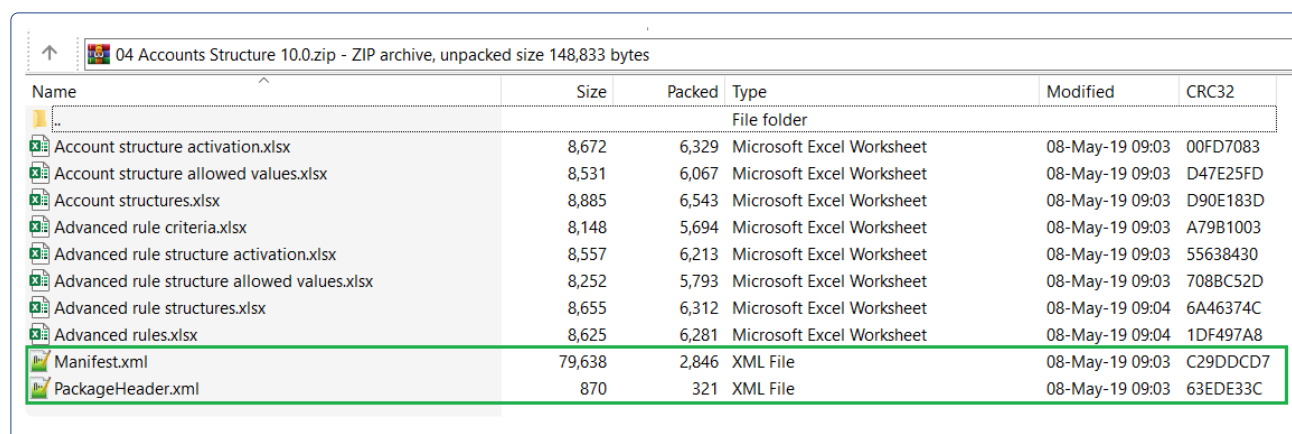
Default data for any application\system is the minimum amount of the information required to start exploring features\functionalities of that application. The Default data in case of Microsoft Dynamics 365 for Finance and Operations, gives you something to experiment with as you learn and helps you see 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

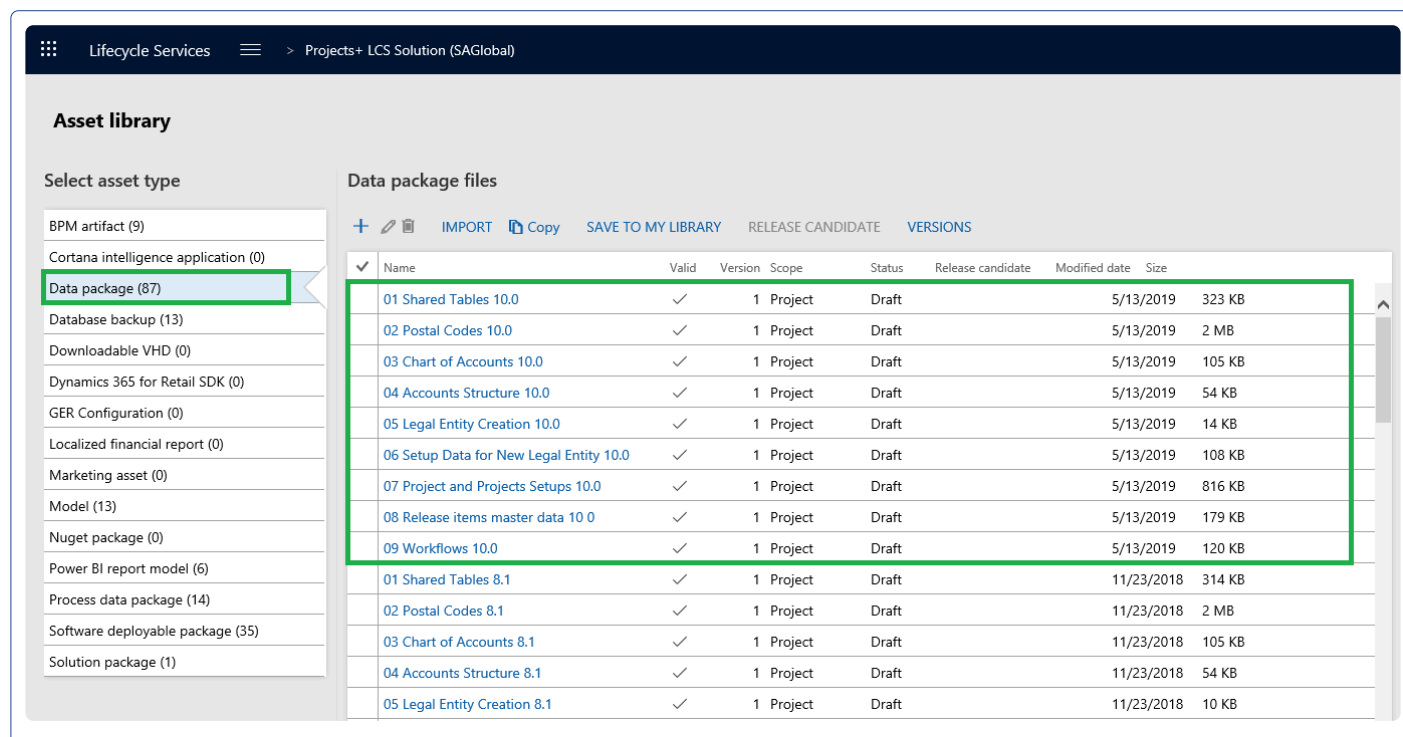
Once the data packages are downloaded from your initial configuration environment and the data is finalized,

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 Lifecycle Services interface. The top navigation bar includes "Lifecycle Services" and "Projects+ LCS Solution (SAGlobal)". The main section is titled "Asset library". On the left, under "Select asset type", "Data package (87)" is selected. The main area displays a table of "Data package files". The table has columns: Name, Valid, Version, Scope, Status, Release candidate, Modified date, and Size. The first 9 rows of the table are highlighted with a green border, corresponding to the data packages listed in the previous screenshot. Below these, there are 5 more rows for version 8.1 packages.

| 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”.

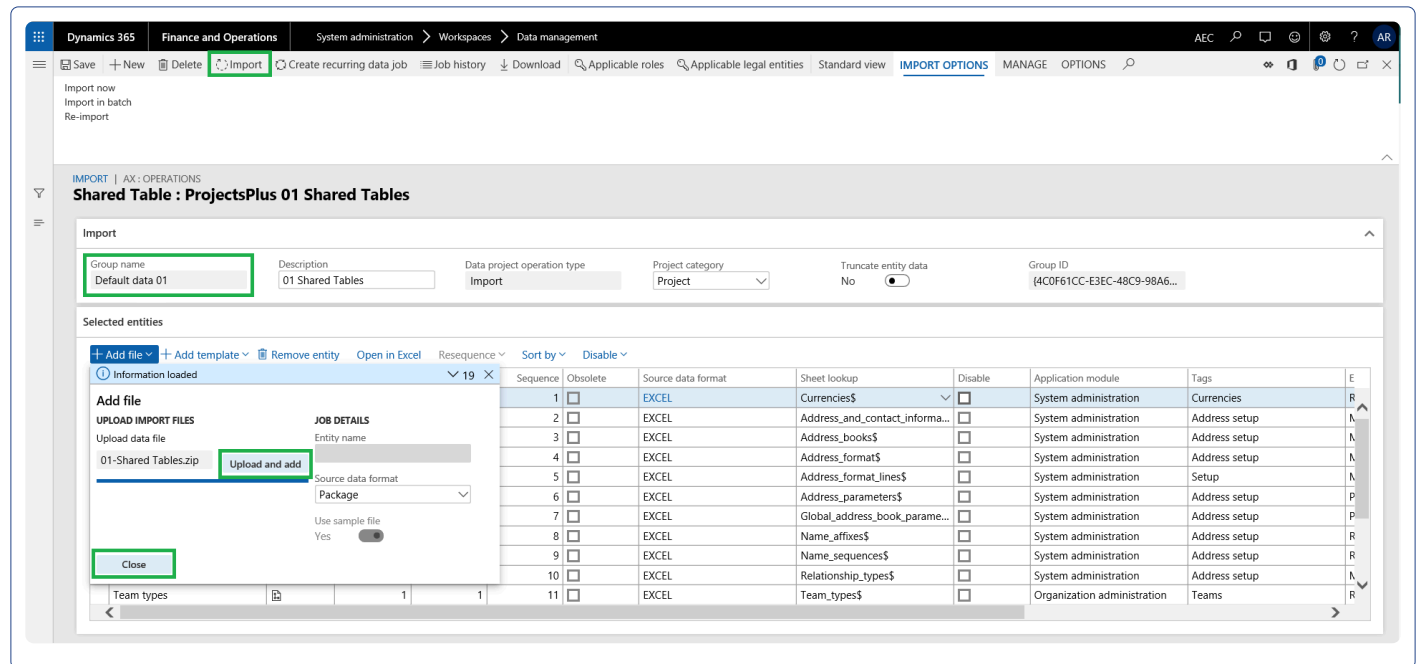
Workflows

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.

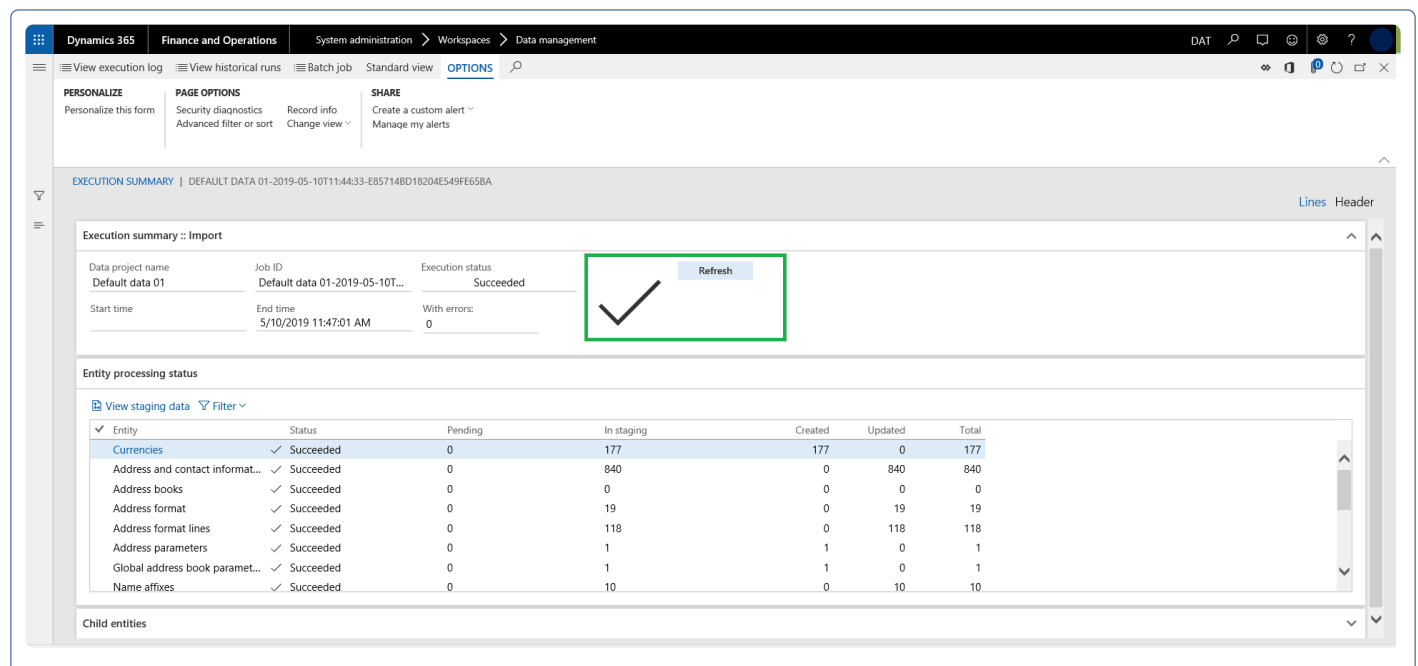
Consume projects360 Data Packages

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.

License Management

All the new functionality pertaining to license management is grouped in this section.

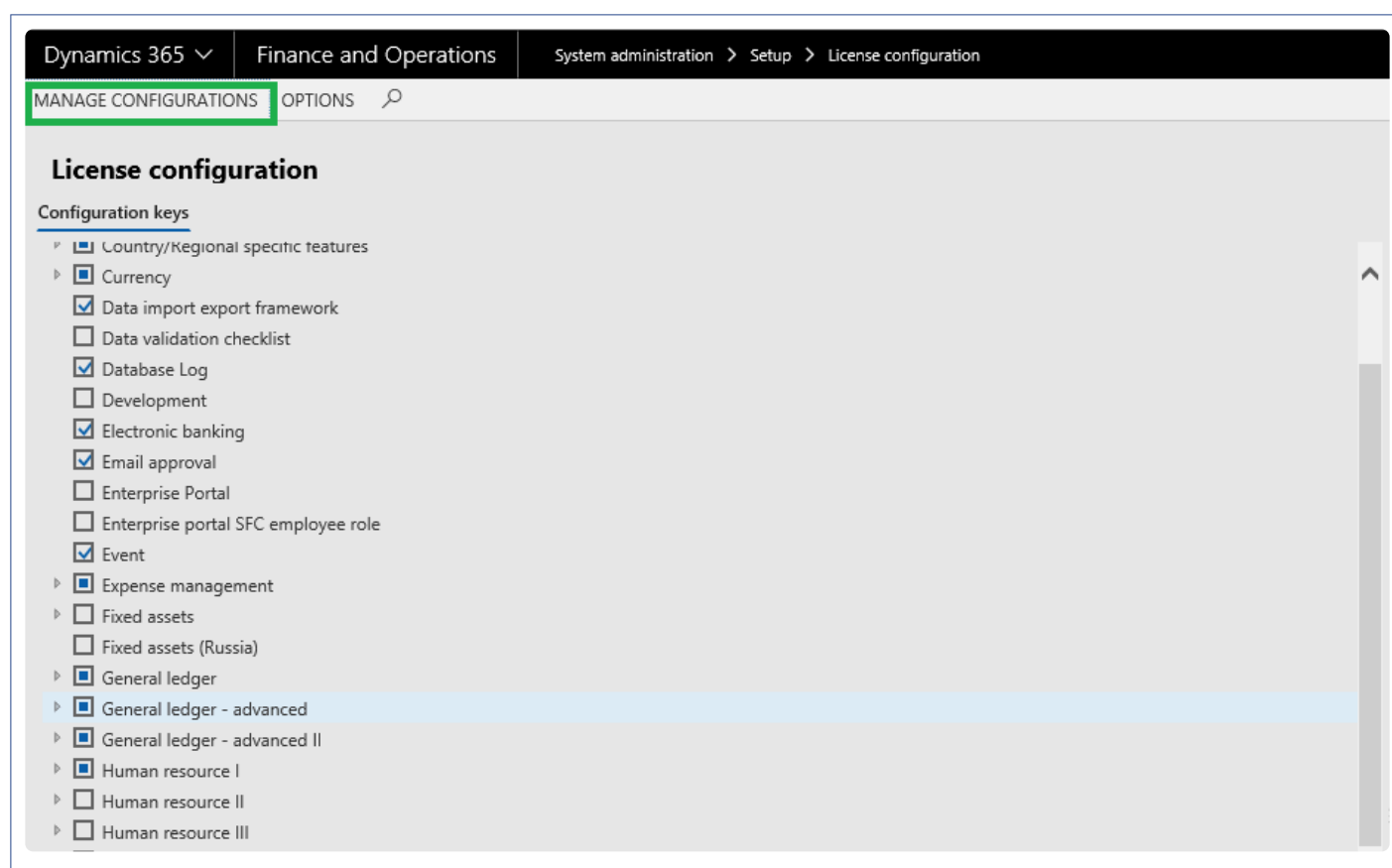
[License configuration](#)

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.

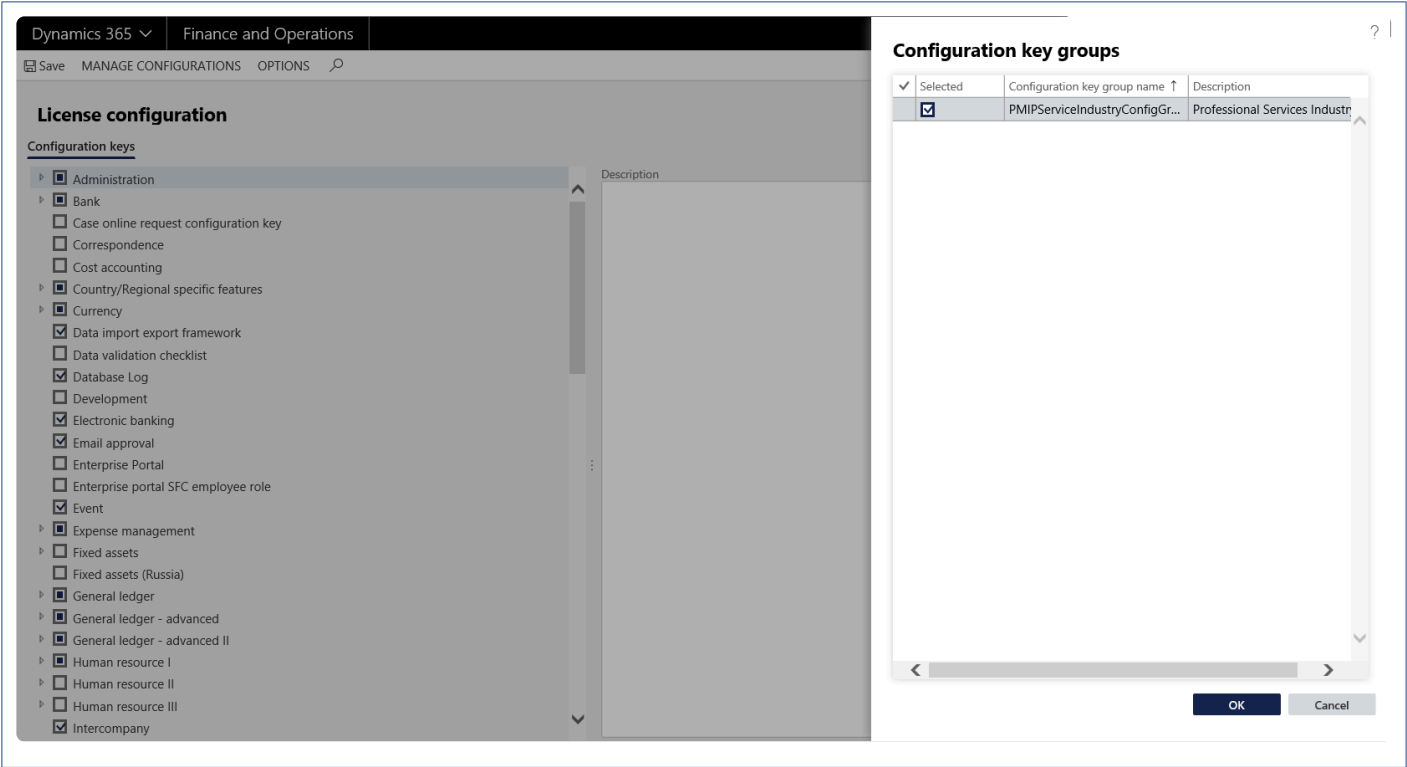


License configurations allow activation and deactivation of certain forms, fields, and features based on the industry or country requirements.

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.



Version History

Release Notes v10.0.24

Version 10.0.24.20220222 | Hotfix Release | Feb 22, 2022

| Work item type | Business scenario | Description | VSTS ID | Version |
|----------------|---|--|---------|------------------|
| Issue | projects360 time entry mobile workspace app | Addressed an issue where users were getting “Cannot create a record in Mobile time entry (PMMWTSTimesheetMobile)” error while creating a new timesheet line. | 53737 | 10.0.24.20220222 |

Version Information

| Package Name | Model Name | Version |
|-----------------------------------|--------------------------|------------------|
| projects360 | ProjAX | 10.0.24.20220222 |
| projects360 BI | ProjAX BI | 10.0.24.20220222 |
| projects360 IA | ProjAX IA | 10.0.24.20220222 |
| projects360 Mobile | Projects360Mobile | 10.0.24.20220222 |
| projects360 projects BI | ProjectsBI | 10.0.24.20220222 |
| projects360 Workspace | ProjAXWorkspace | 10.0.24.20220222 |
| projects360 Integrations | Projects360 integrations | 10.0.24.20220222 |
| projects360 Financials BI | FinancialBI | 10.0.24.20220222 |
| projects360 Learning Plan | Learning Plan | 10.0.24.20220222 |
| projects360 Cash Basis Accounting | CBA | 10.0.24.20220222 |

Version 10.0.24.20220131 | Major Release | Jan 31, 2022

| Work item type | Business scenario | Description | VSTS ID | Version |
|----------------|-------------------|---------------------------------------|---------|------------------|
| Enhancement | HR | Addressed an issue where user was not | 53737 | 10.0.24.20220131 |

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|-------------|------------------------|---|-------|------------------|
| | automated events | getting created due to data entity changes from MS. | | |
| Enhancement | Fee management | Few modification made to the query to calculate the WIP amount on the Fee management form for the multicurrency scenarios. | 53744 | 10.0.24.20220131 |
| Enhancement | Fee management | Made few performance tuning for faster loading and operability on the Fee management and Project management workspace. | 53792 | 10.0.24.20220131 |
| Enhancement | Invoicing | Few UI enhancement on the invoice grouping setup form for better visibility and accessibility. | 54453 | 10.0.24.20220131 |
| Issue | Automatic transactions | Addressed an issue where Sales price was incorrectly calculated when try to adjust fee transaction created through Automatic transactions | 54985 | 10.0.24.20220131 |
| Issue | Contract management | Addressed an issue where contract value and contract hours were edited on the PM workspace even when the contract management feature is active. | 54998 | 10.0.24.20220131 |
| Issue | PTO balances | Corrected the PTO balances factbox to show the last imported records not matter which year they belong to. | 55010 | 10.0.24.20220131 |
| Enhancement | Extensibility request | Extensibility provided for Invoice document review for other functions to subscribe to. | 55032 | 10.0.24.20220131 |

Version Information

| Package Name | Model Name | Version |
|-------------------------|-------------------|------------------|
| projects360 | ProjAX | 10.0.24.20220131 |
| projects360 BI | ProjAX BI | 10.0.24.20220131 |
| projects360 IA | ProjAX IA | 10.0.24.20220131 |
| projects360 Mobile | Projects360Mobile | 10.0.24.20220131 |
| projects360 projects BI | ProjectsBI | 10.0.24.20220131 |
| projects360 Workspace | ProjAXWorkspace | 10.0.24.20220131 |

| | | |
|-----------------------------------|--------------------------|------------------|
| projects360 Integrations | Projects360 integrations | 10.0.24.20220131 |
| projects360 Financials BI | FinancialBI | 10.0.24.20220131 |
| projects360 Learning Plan | Learning Plan | 10.0.24.20220131 |
| projects360 Cash Basis Accounting | CBA | 10.0.24.20220131 |