ProServ

projects360

BI

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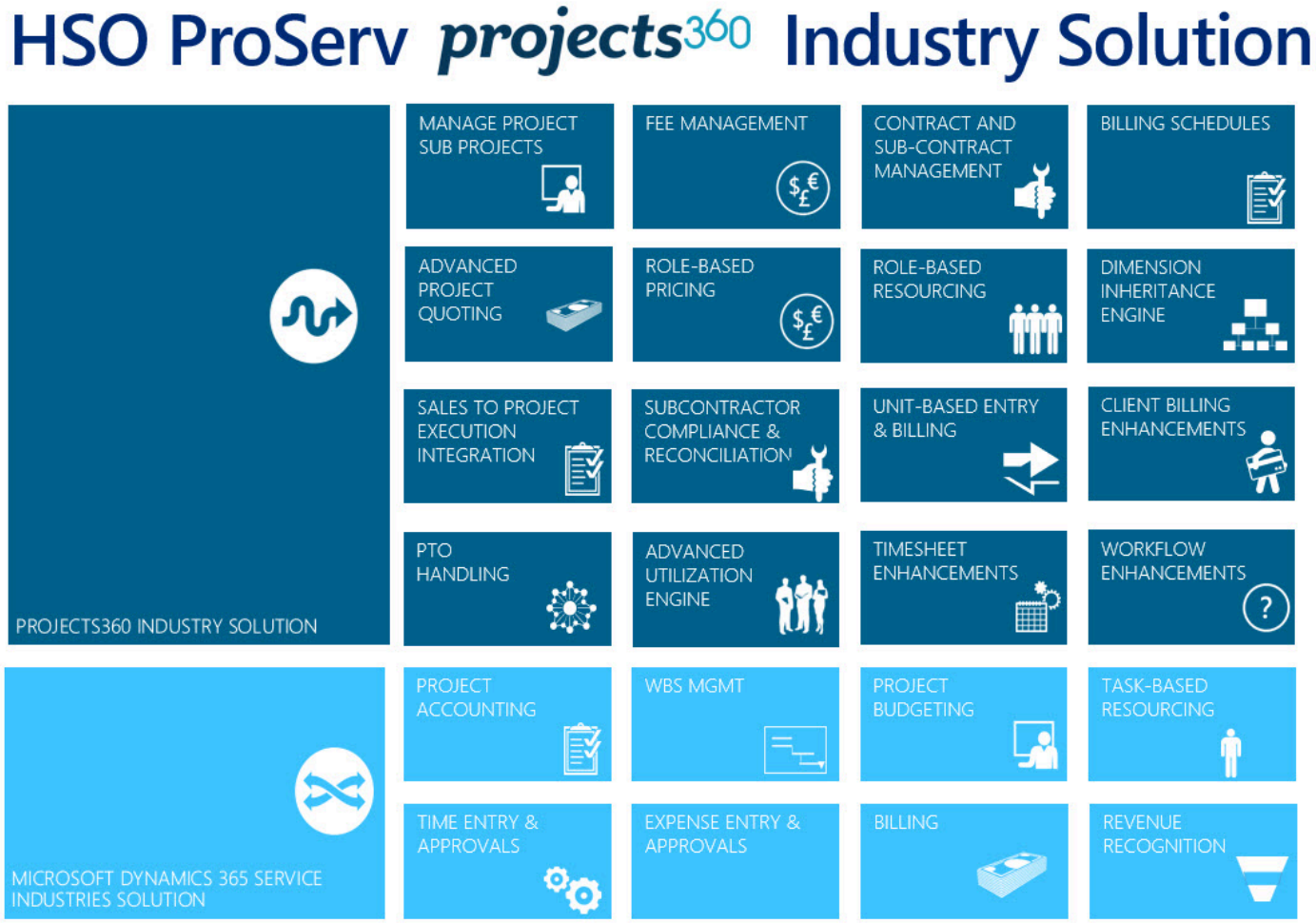
Introduction

HSO ProServ projects360 for Microsoft Dynamics 365

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

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



projects360 Features Manual

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

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The topic areas included in the Feature Manual include:

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

There is also a dedicated site for the projects360 for Project Operations solution and projects360 BI Feature Manual.

- projects360 for Project Operations
- 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.

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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.

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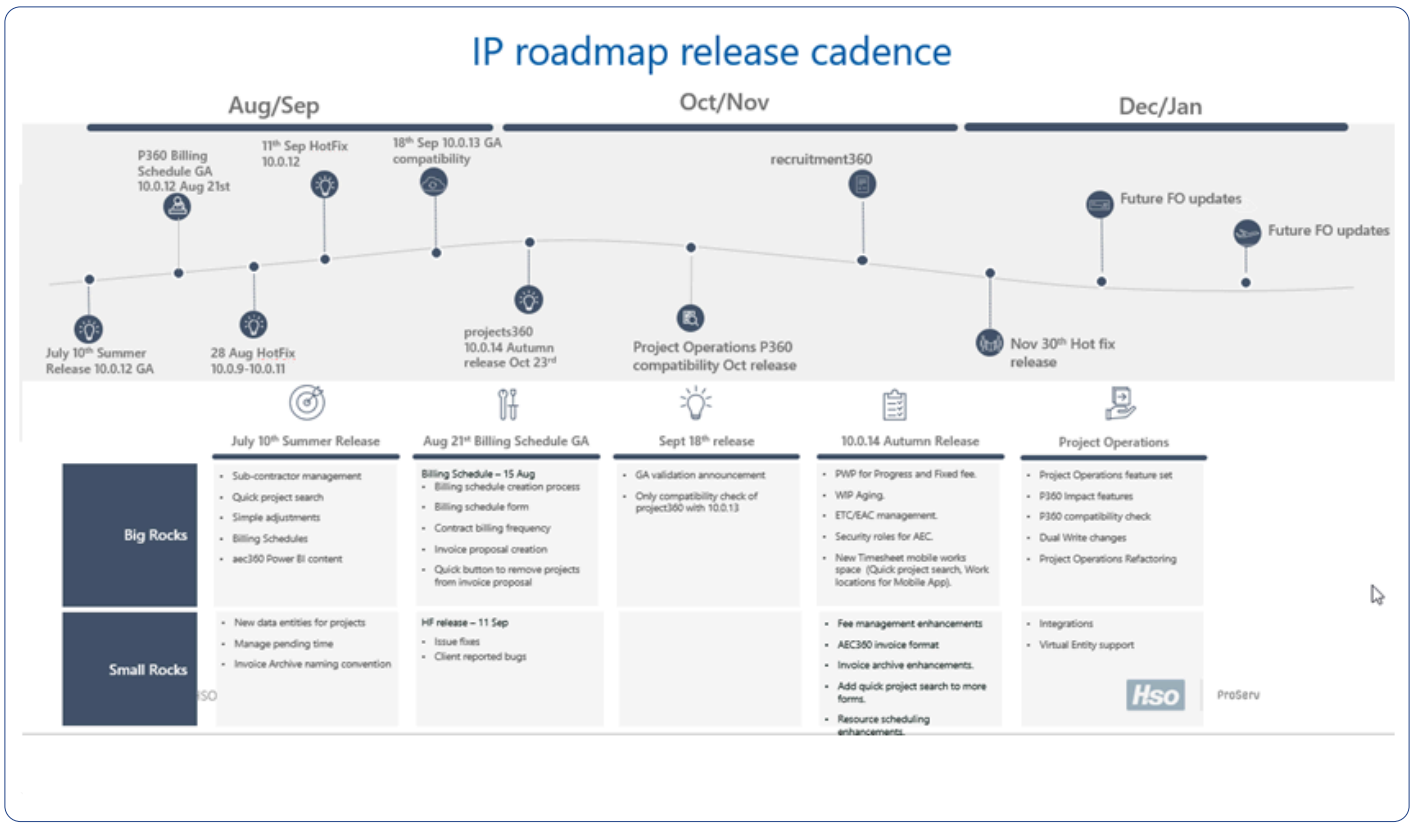
Release Cadence

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.

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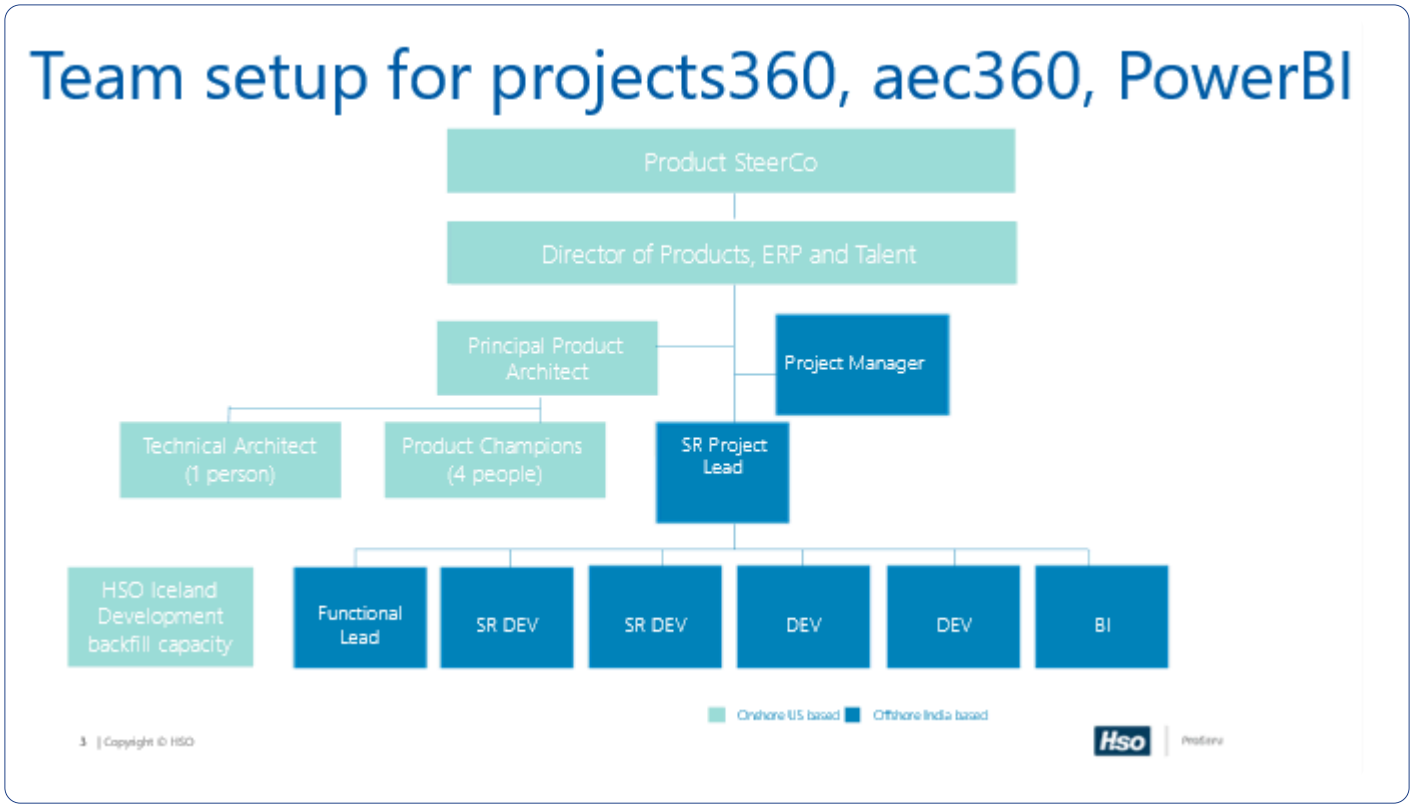

Installation

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.

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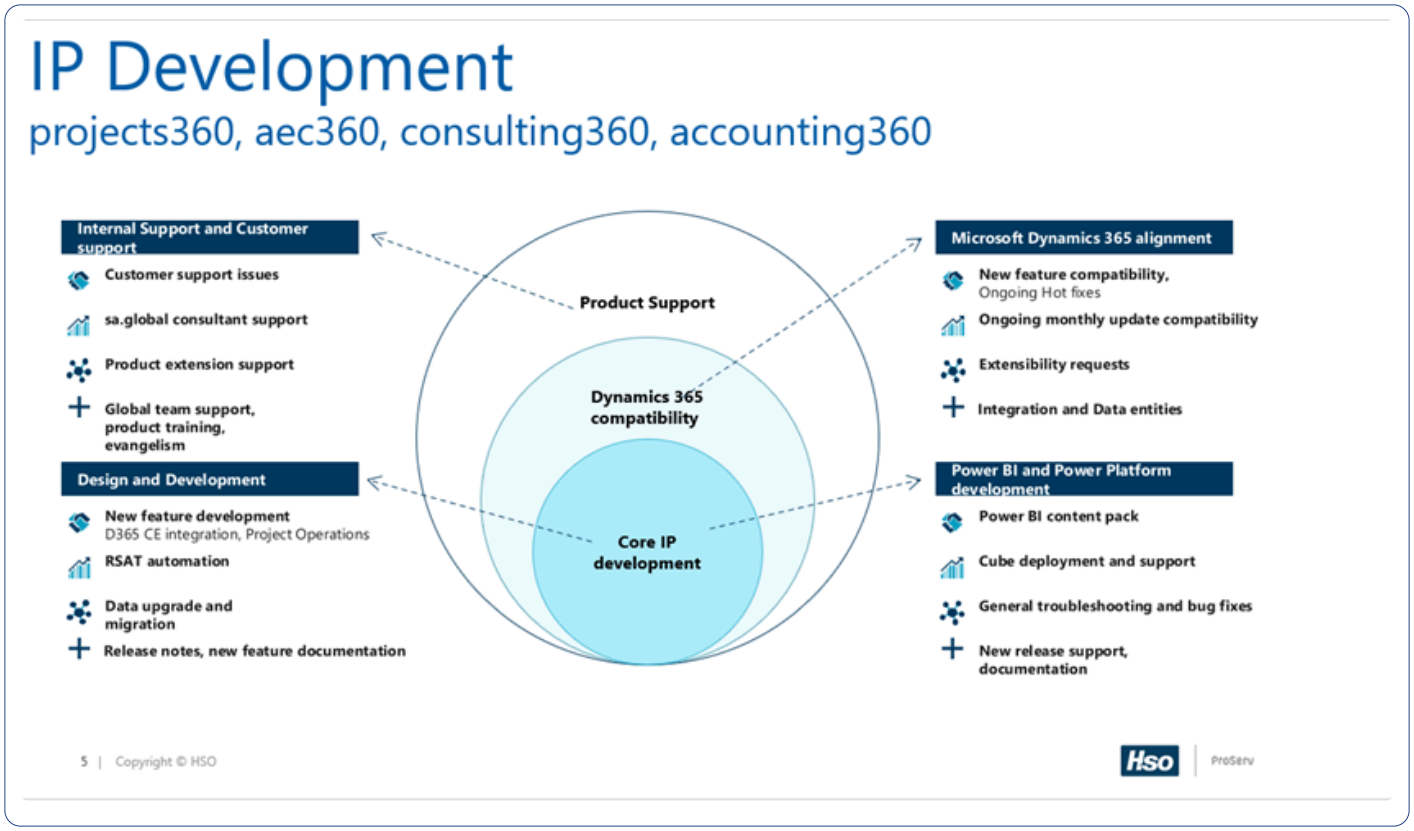

DevOps Branch Strategy

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

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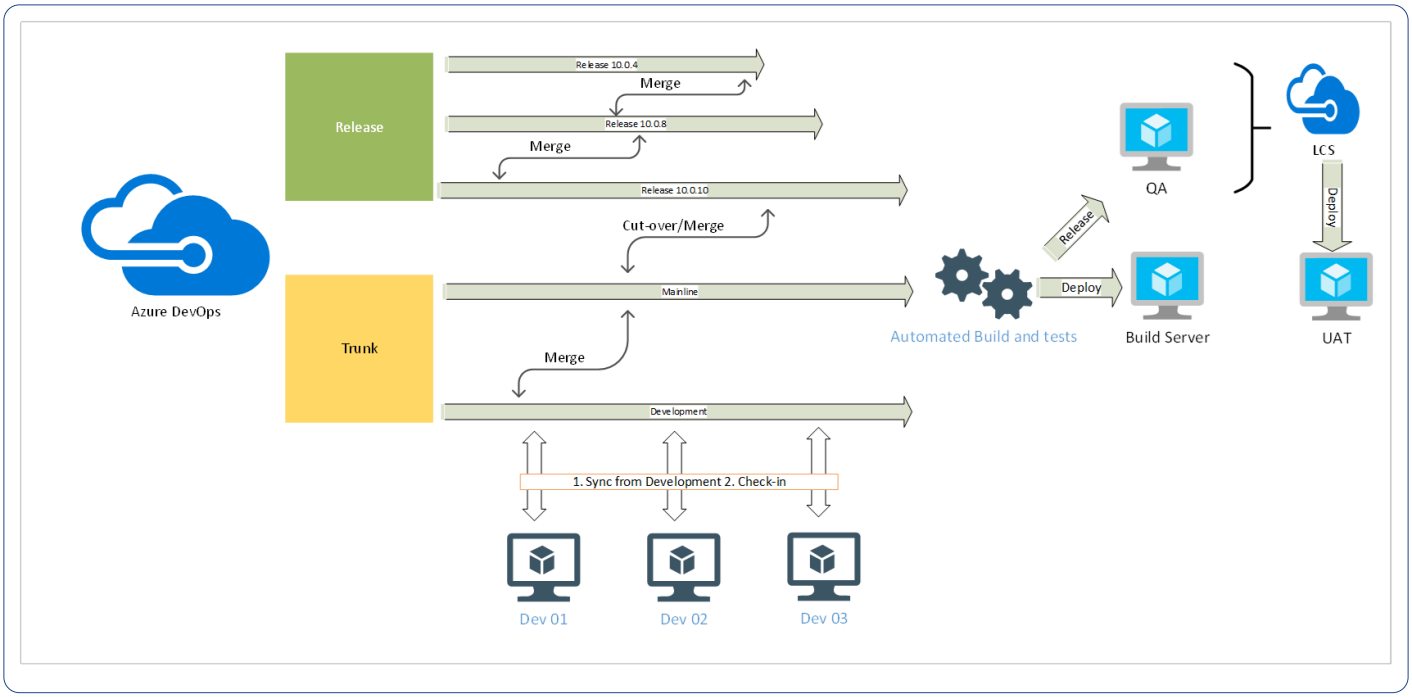

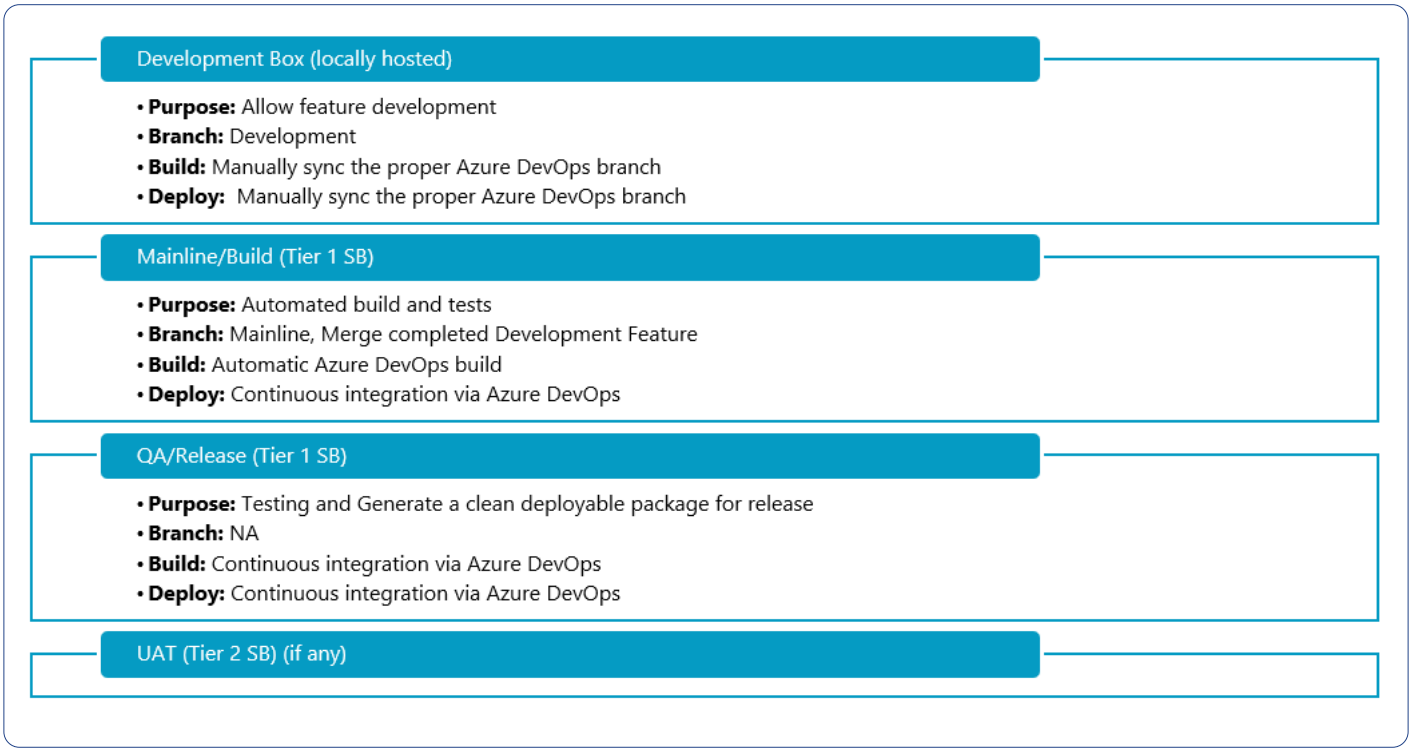

Unit Testing and Code Quality

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

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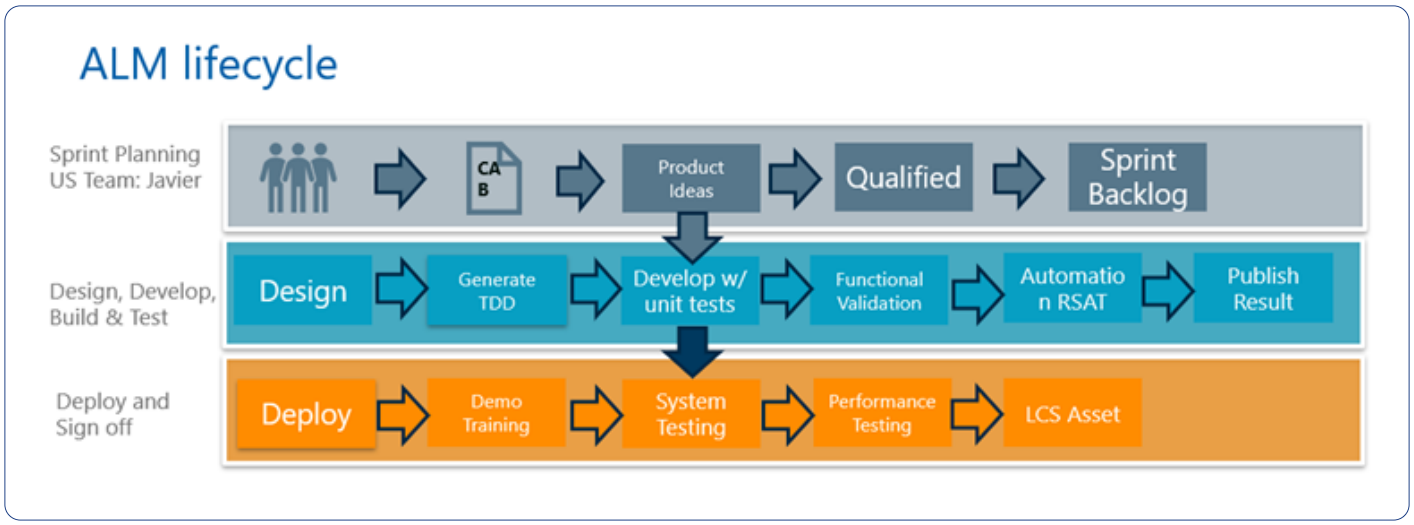
- Avoiding redundant code
- Proper naming conventions
- Best practices-based development
- Development standard at each object level (AOT)
- Declare variables as locally as possible.
- Check the error conditions in the beginning; return/abort as early as possible.
- Have only one successful return point 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?**

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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

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Product roadmap

This product roadmap is a strategic planning tool used by us to outline the planned development of a product over a specific period. This provides a high-level overview of the product's milestones/releases. This roadmap serves as a communication tool that aligns stakeholders and team members, including product managers, developers and executives, around the product's direction and strategy.

Targeted release schedule (dates subject to change)

Release type	Version – projects360/ aec360	Compatible with MS version	Release date
Major release	10.0.34	10.0.34	30 Jun 2023
Hotfix release	10.0.34	10.0.34 and 10.0.35	28 Jul 2023
Hotfix release	10.0.34	10.0.34 and 10.0.35	31 Aug 2023
Major release	10.0.36	10.0.36	29 Sep 2023

It's important to note that a product roadmap is a living document that evolves over time. It is often updated and adjusted as new information, MS release, or user feedback emerges. This iterative approach allows for flexibility and adaptability in responding to changes and prioritizing the product's development accordingly.

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What's New in Version 10.0.32

projects360 10.0.32 for Microsoft Dynamics 365 Finance & Operations introduces a set of new features which includes Simple adjustments on billing schedule, Billing instructions, Invoice formatted footer text, new security role to restrict access to "Cost prices", Invoice transaction report, Auto create credit notes. This release also includes several enhancements to existing features such as Unit code entries, Invoice email, Billing schedule, Pre billing summary, Resourcing, HR automated events, Simple adjustments, Automatic transactions, Adjustment requests, Personal time-off, Cash basis accounting for intercompany transactions, Expense approval to expense line level workflow.

New Features

Simple adjustments on Billing schedule

This new feature enhances the Billing schedule capabilities allowing users to perform simple adjustments directly from the Billing schedule form.

- Users can perform simple adjustments such as "modify time", "write off time – transactions", "write off time – percent", "modify work location", "reapply sales price" and "put on hold" for hour transactions.
- Users will also be able to perform expense simple adjustments such as "modify expenses", "write off expense" for expense transactions.
- This new form displays projects/subprojects as a tree structure allowing users to select a node to get the respective transactions.
- This new feature should be activated by parameters configuration.

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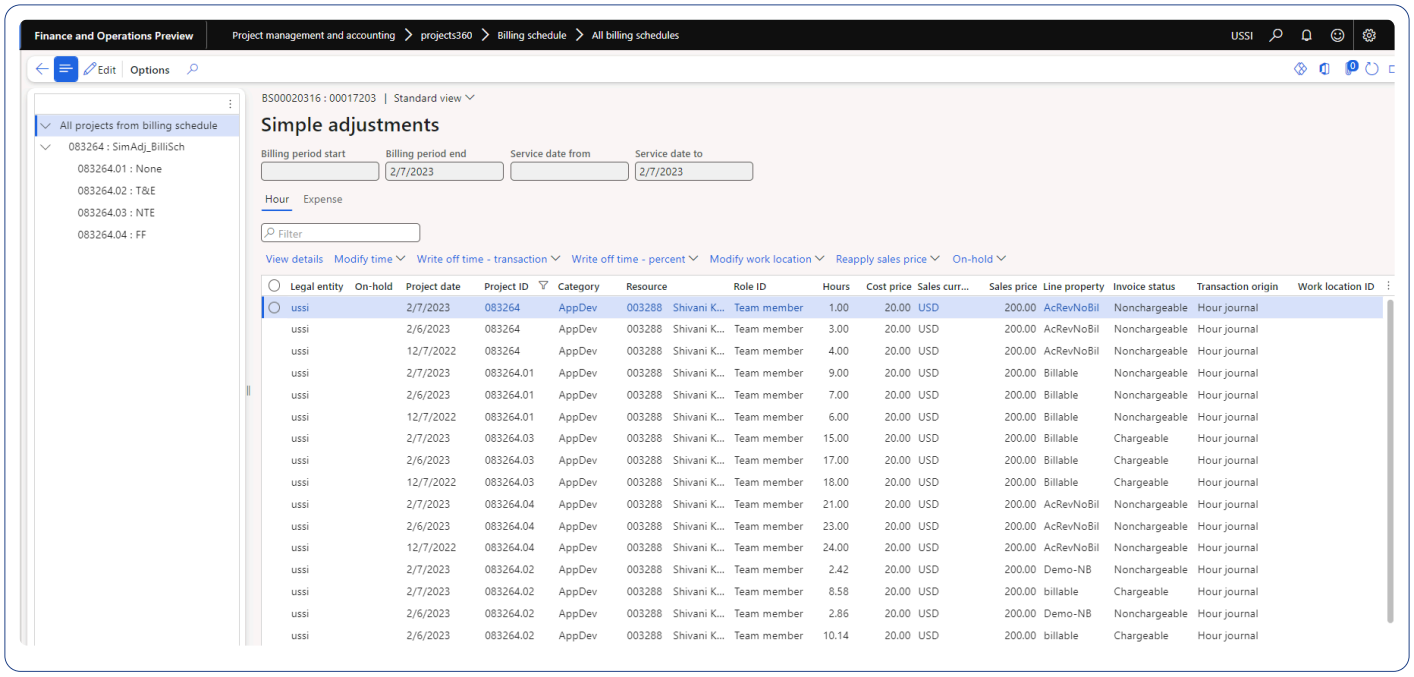
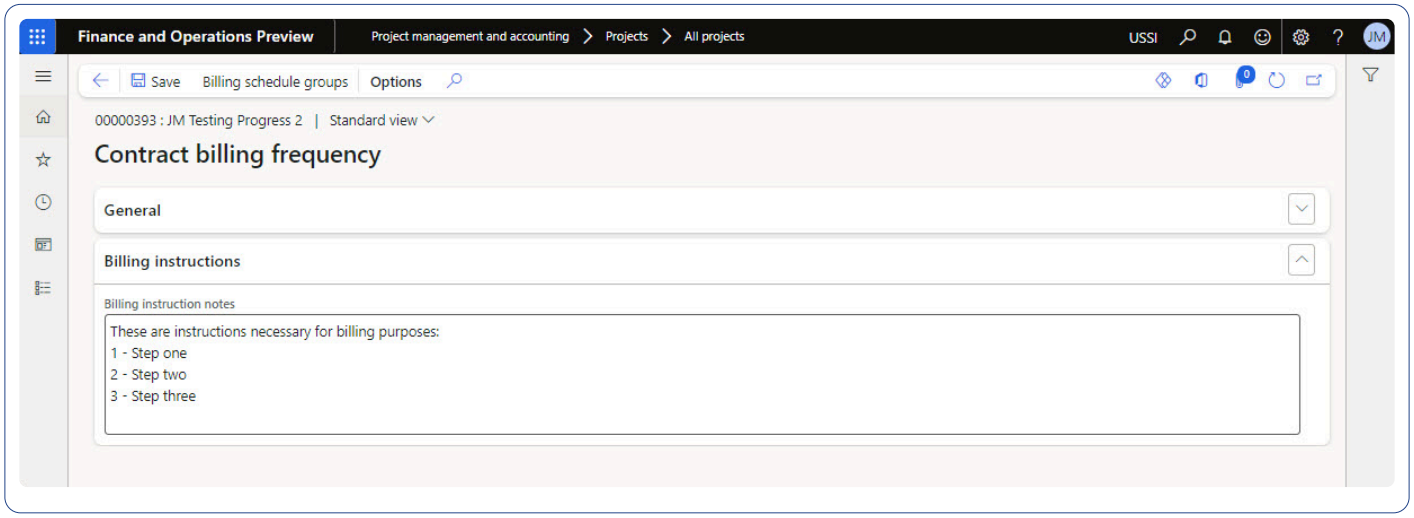


Billing instructions

This new feature allows users to maintain a list of instructions necessary during invoicing lifecycle.

- ‘’Billing instructions” notes can be now maintained from “Contract billing frequency” form.



- These instructions are visible through button ‘’View instructions’’ from “Billing schedule” and “Invoice proposal” forms.

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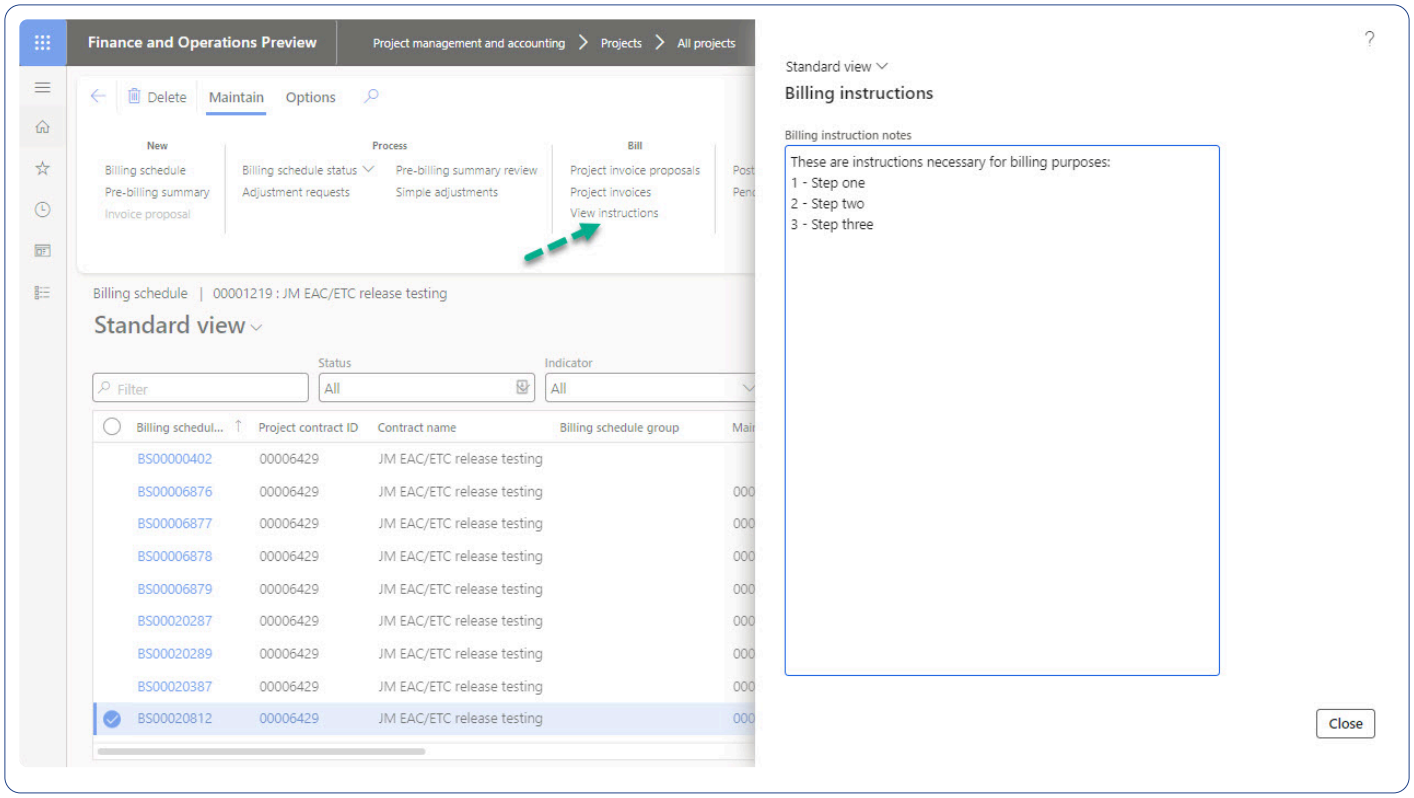

- This new feature is activated by parameters configuration.

Invoice formatted footer text

This new feature provides an enhanced invoice Header/Footer text maintenance experience.

- Allowing users to create and maintain invoice Header and Footer content in a consolidated more operational view from the “Billing schedule” and the “Invoice proposal” forms.
- Also, a new “Invoice formatted footer text” is now available as part of the invoice document.
- This new feature is activated by parameters configuration.

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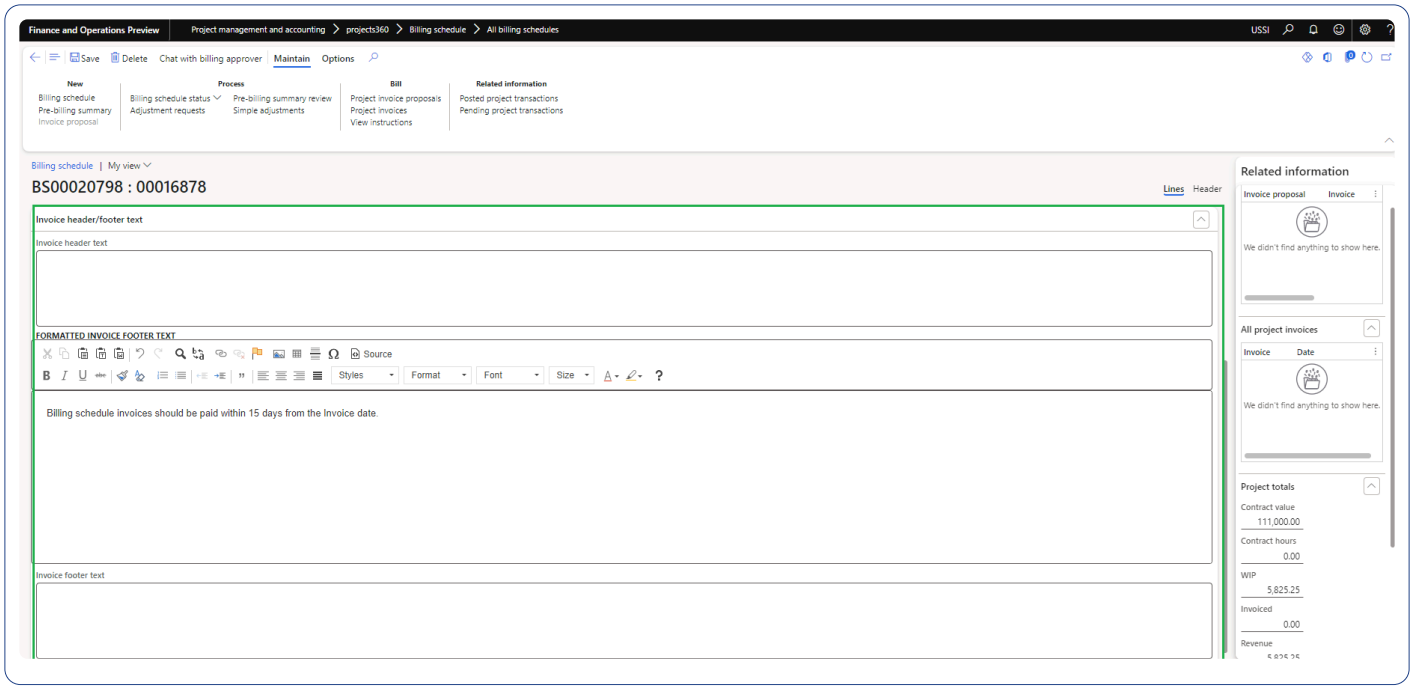

Invoice transactions report

This new report provides insight of all the transactions included in the invoice proposal.

- This report will be automatically generated as part of the “Invoice Archive” when activated at “Invoicing group” level.

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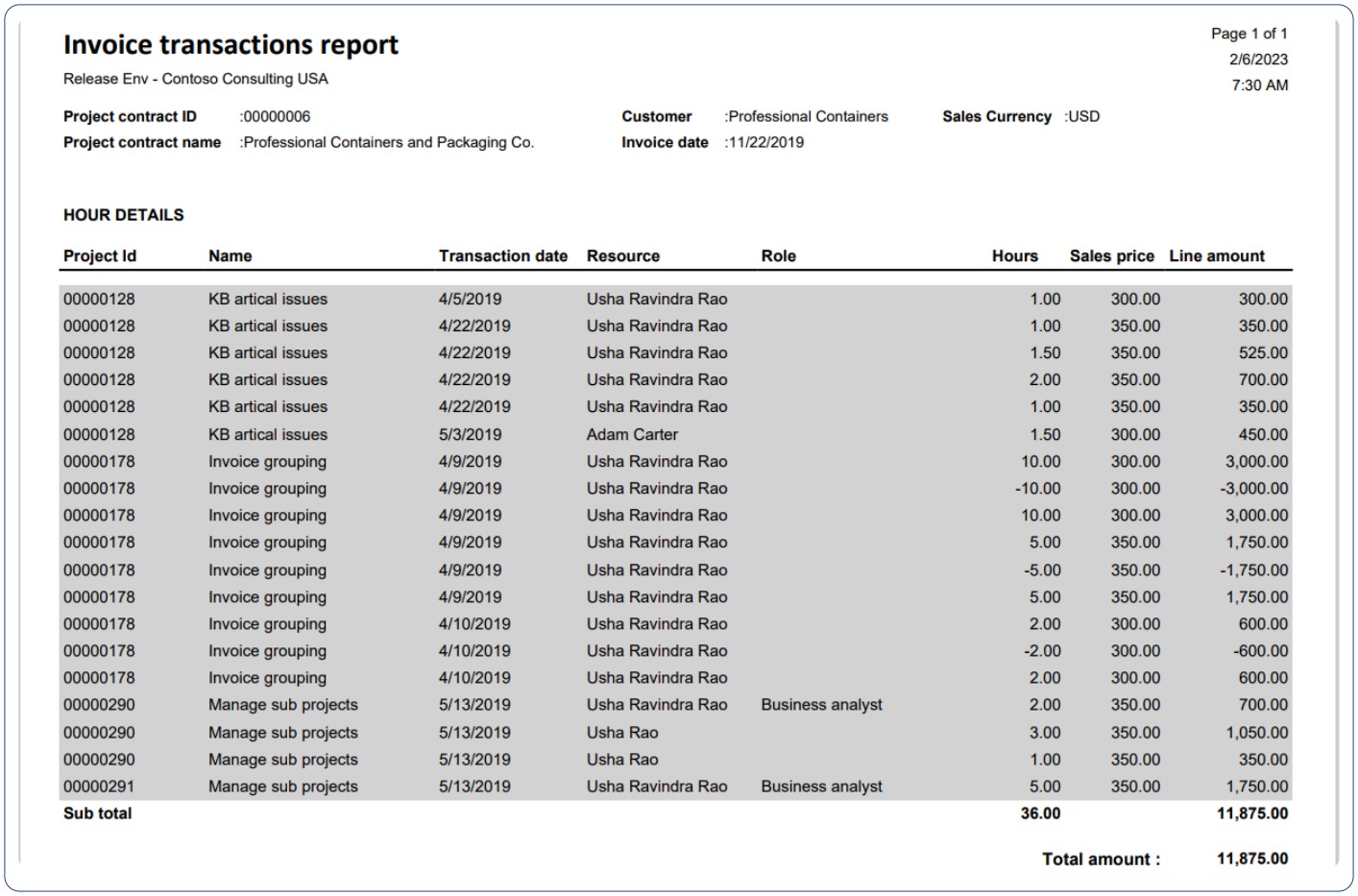

Invoice transactions report

Page 1 of 1
2/6/2023
7:30 AM

Release Env - Contoso Consulting USA

Project contract ID :00000006 **Customer** :Professional Containers **Sales Currency** :USD
Project contract name :Professional Containers and Packaging Co. **Invoice date** :11/22/2019

HOUR DETAILS

Project Id	Name	Transaction date	Resource	Role	Hours	Sales price	Line amount
00000128	KB artical issues	4/5/2019	Usha Ravindra Rao		1.00	300.00	300.00
00000128	KB artical issues	4/22/2019	Usha Ravindra Rao		1.00	350.00	350.00
00000128	KB artical issues	4/22/2019	Usha Ravindra Rao		1.50	350.00	525.00
00000128	KB artical issues	4/22/2019	Usha Ravindra Rao		2.00	350.00	700.00
00000128	KB artical issues	4/22/2019	Usha Ravindra Rao		1.00	350.00	350.00
00000128	KB artical issues	5/3/2019	Adam Carter		1.50	300.00	450.00
00000178	Invoice grouping	4/9/2019	Usha Ravindra Rao		10.00	300.00	3,000.00
00000178	Invoice grouping	4/9/2019	Usha Ravindra Rao		-10.00	300.00	-3,000.00
00000178	Invoice grouping	4/9/2019	Usha Ravindra Rao		10.00	300.00	3,000.00
00000178	Invoice grouping	4/9/2019	Usha Ravindra Rao		5.00	350.00	1,750.00
00000178	Invoice grouping	4/9/2019	Usha Ravindra Rao		-5.00	350.00	-1,750.00
00000178	Invoice grouping	4/9/2019	Usha Ravindra Rao		5.00	350.00	1,750.00
00000178	Invoice grouping	4/10/2019	Usha Ravindra Rao		2.00	300.00	600.00
00000178	Invoice grouping	4/10/2019	Usha Ravindra Rao		-2.00	300.00	-600.00
00000178	Invoice grouping	4/10/2019	Usha Ravindra Rao		2.00	300.00	600.00
00000290	Manage sub projects	5/13/2019	Usha Ravindra Rao	Business analyst	2.00	350.00	700.00
00000290	Manage sub projects	5/13/2019	Usha Rao		3.00	350.00	1,050.00
00000290	Manage sub projects	5/13/2019	Usha Rao		1.00	350.00	350.00
00000291	Manage sub projects	5/13/2019	Usha Ravindra Rao	Business analyst	5.00	350.00	1,750.00
Sub total					**36.00**		**11,875.00**

Total amount : **11,875.00**

New security role to restrict access to “Cost prices”

We have introduced a new security role called ‘’Restrict access to cost prices’’ to restrict access and visualization of “Cost prices”.

- Assigning this new security role to any user, all “Cost prices” will be hidden for that user.

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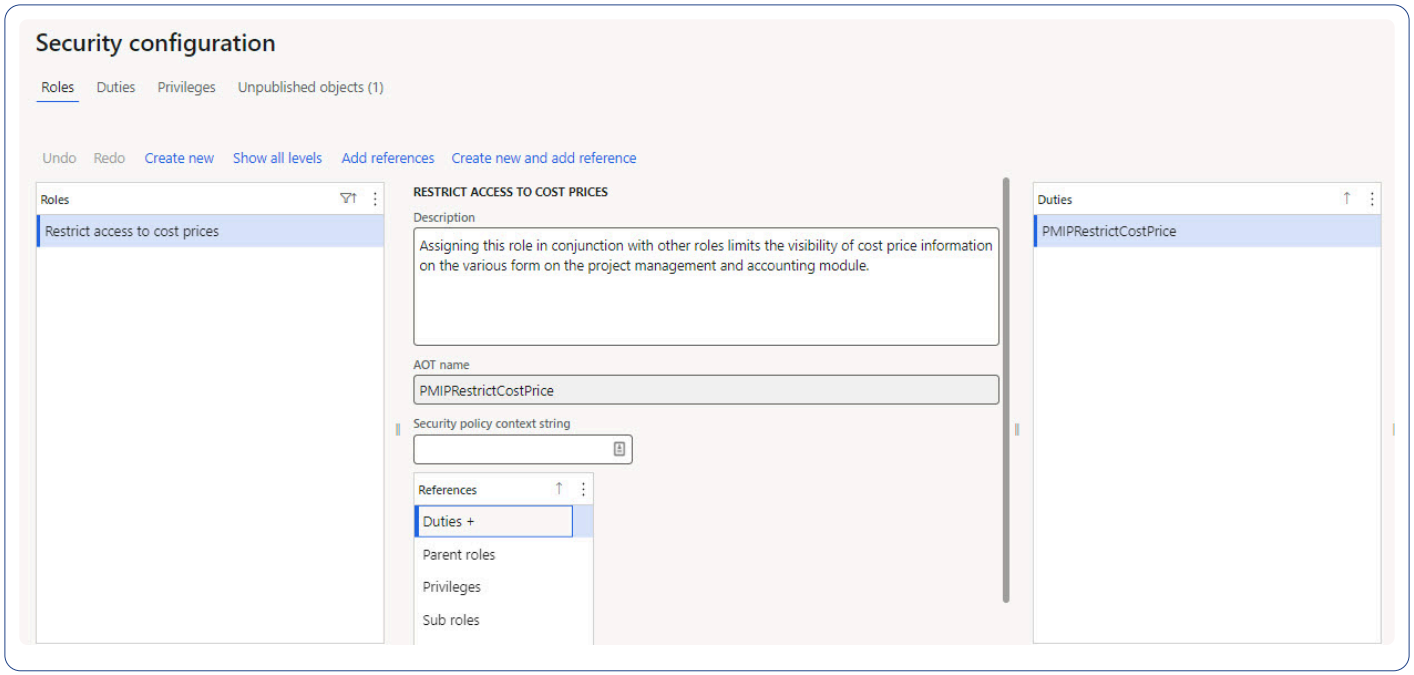

Auto create credit notes

This new feature enhances the standard “Credit note” functionality creating a new invoice proposal containing all the credit note transactions selected by the user.

- The invoice proposal will be automatically created when “Auto-create invoice proposal” settings will be set as “Yes”.

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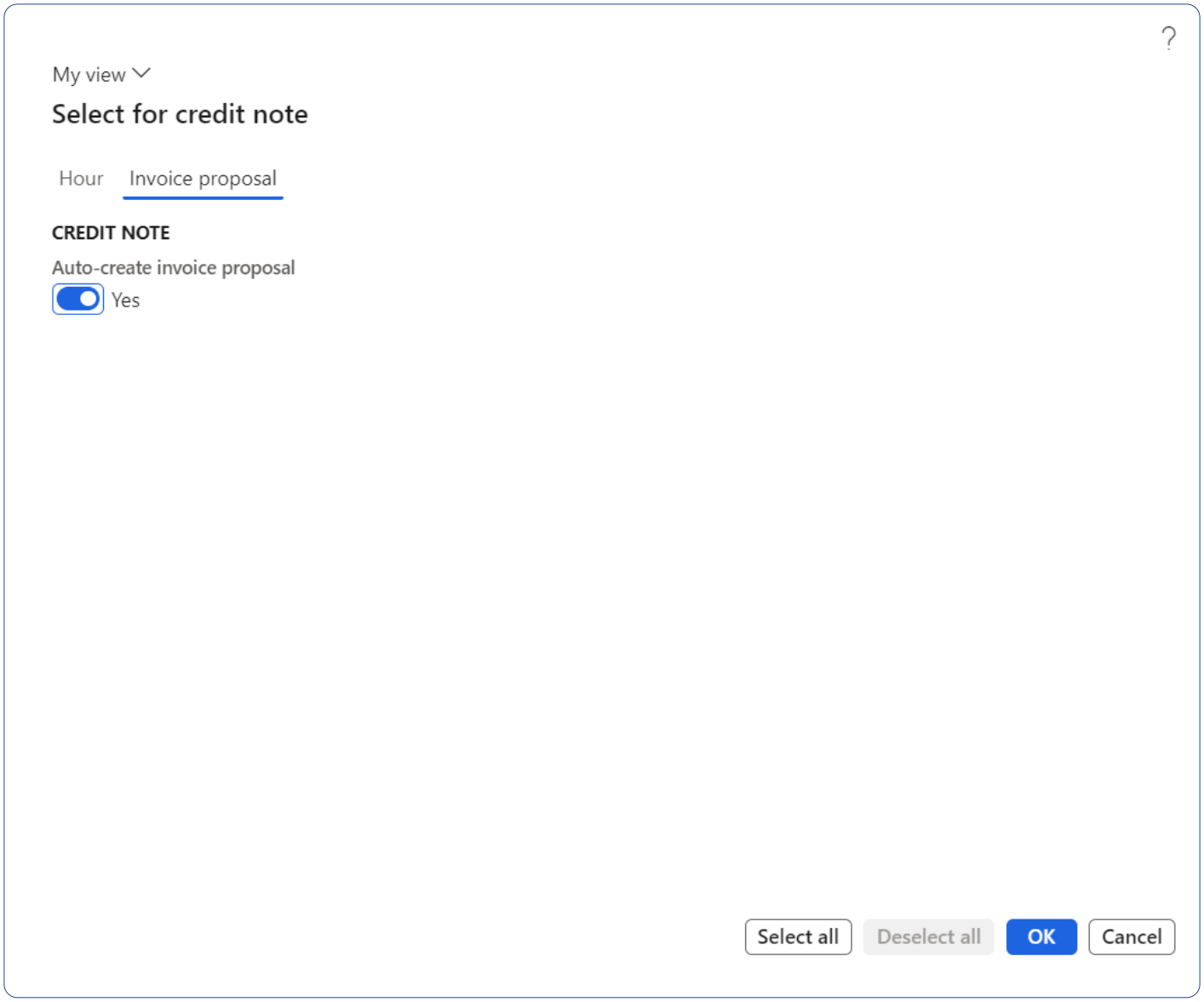

Features Enhanced

Unit code entry for intercompany timesheets

This new functionality enhances the creation of “Unit code entry” transactions for intercompany timesheets.

- In intercompany timesheet scenarios, all the unit code entries will be posted as journals belonging to the legal entity selected at the timesheet line level.

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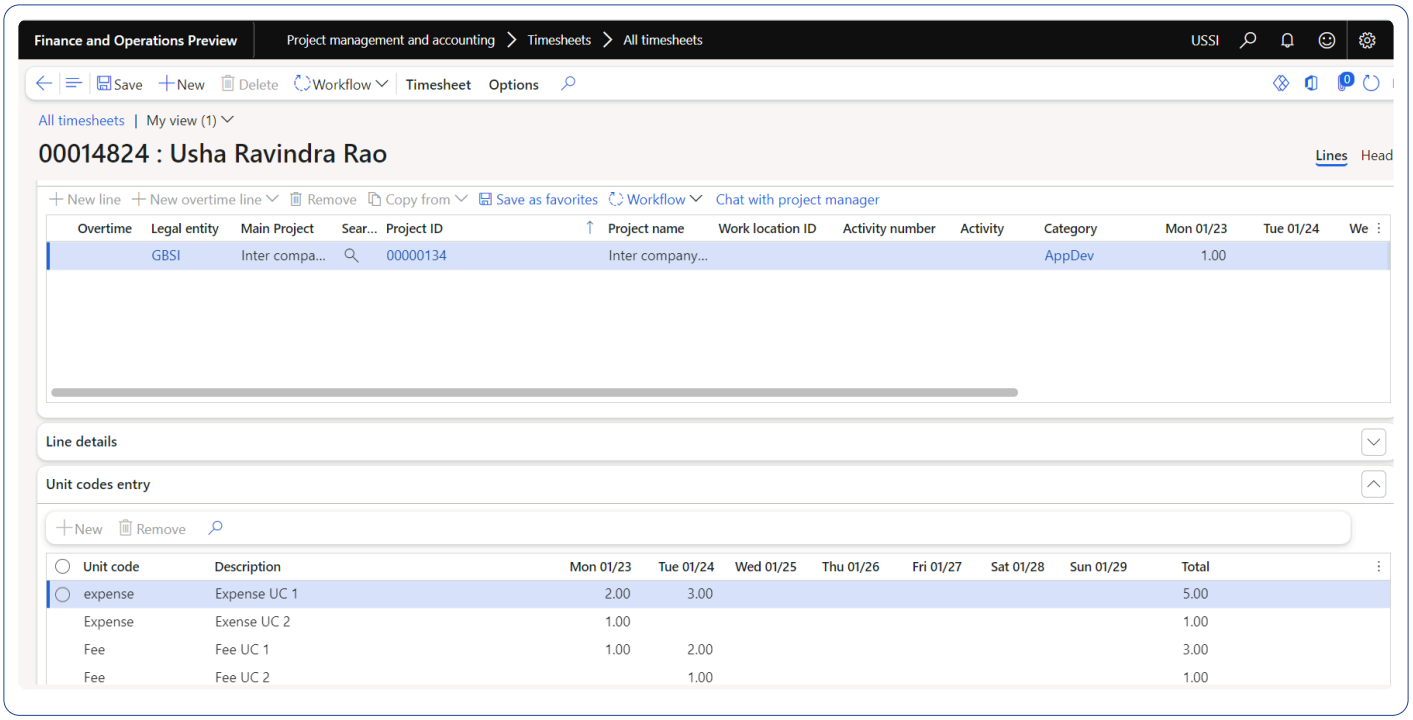

Invoice email for electronic reporting

In this enhancement users will be able to send the Invoice document as email using Electronic Reporting format.

- Now, the ER invoice document can be sent as PDF attachment through an email while posting the invoice.
- Existing “Invoice email” feature is enhanced to automatically recognize when a report format is set as Electronic Reporting within “Print management”,

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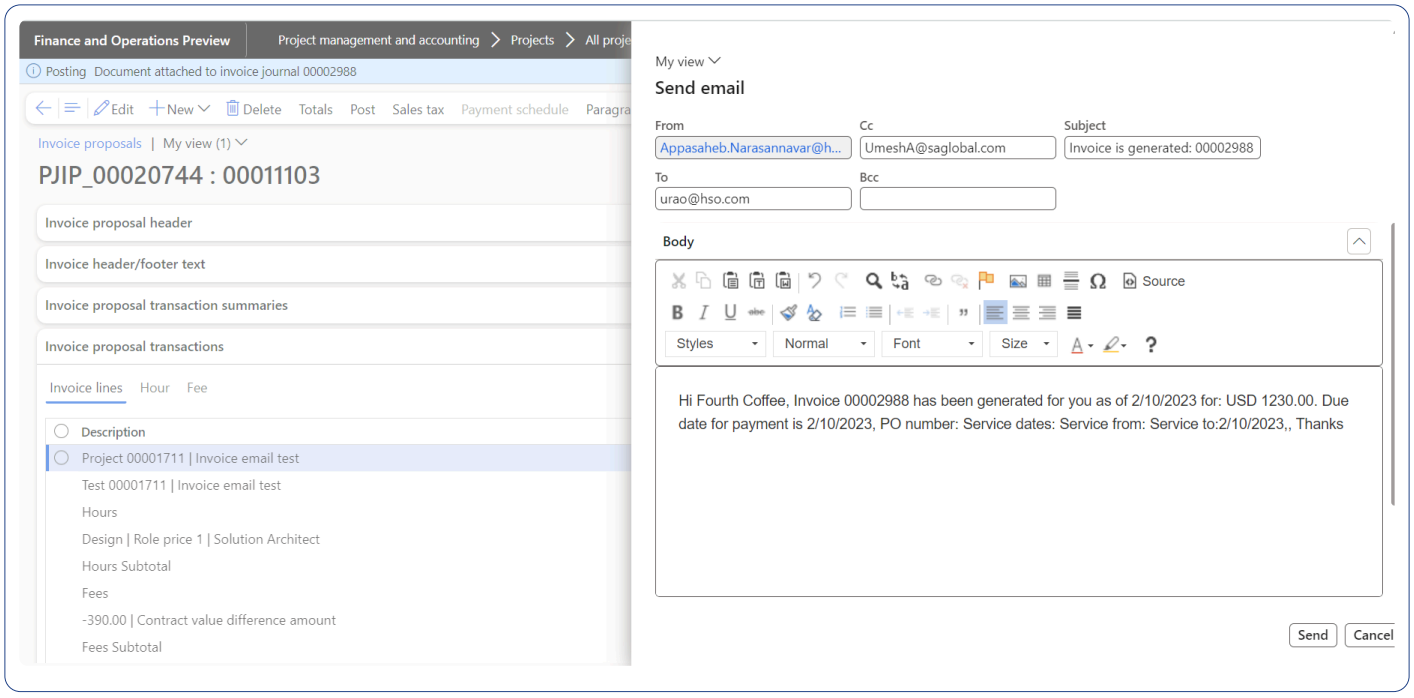

Duplicate billing schedule

In this enhancement, we are providing the ability to create a new billing schedule duplicating/overlapping an existing billing period.

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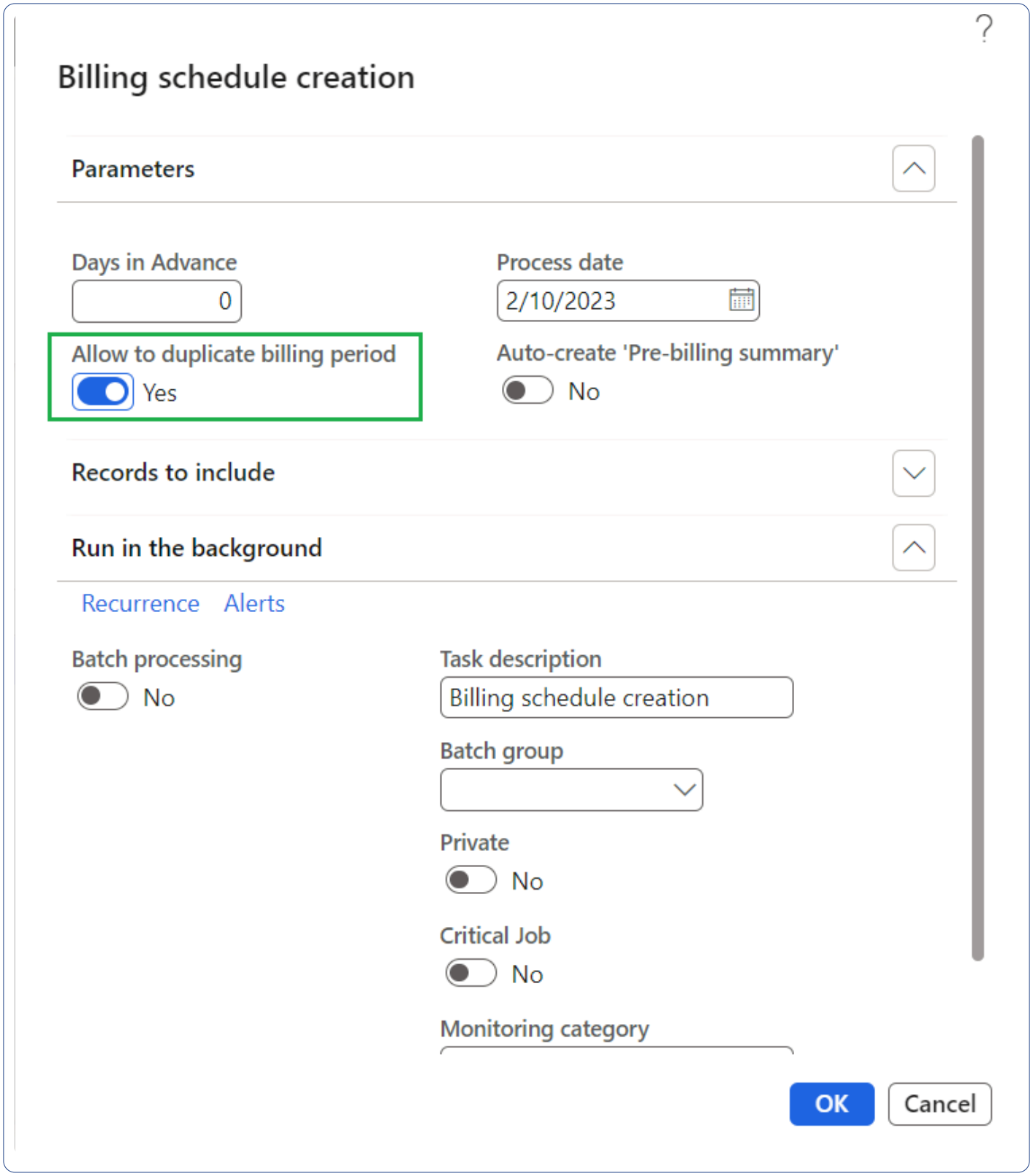

Pre-billing summary

In this enhancement, new parameter “Auto-create ‘Pre-billing summary” will allow users to generate ‘pre-billing summary review’ at the time of billing schedule creation.

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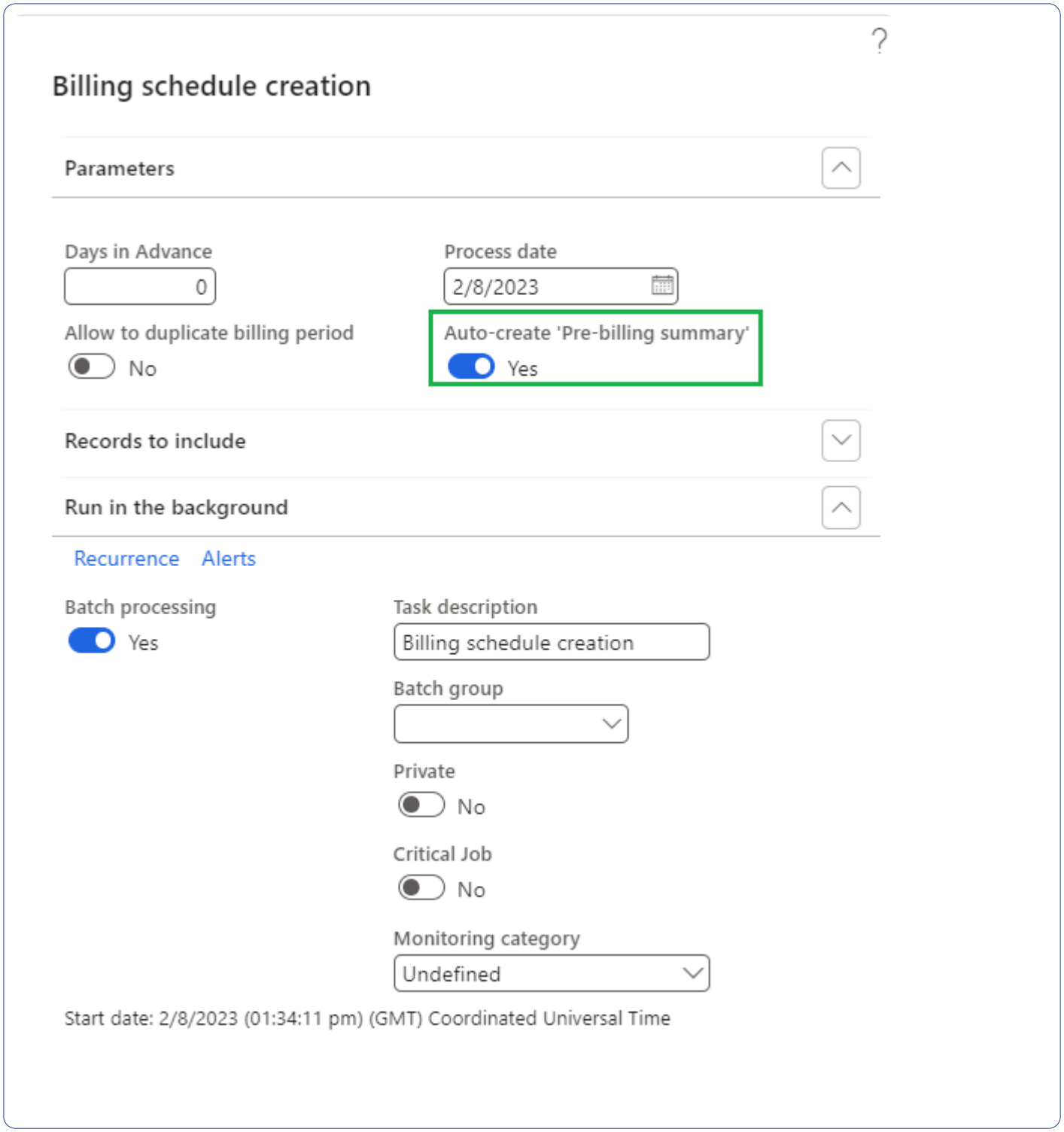

Resource role pricing for intercompany transactions

In this enhancement, new parameter “Intercompany transactions” is introduced. If this new functionality is activated, then “Sales price” will be calculated according to the role configured in “Resource forecast” in the borrowing legal entity for intercompany timesheets.

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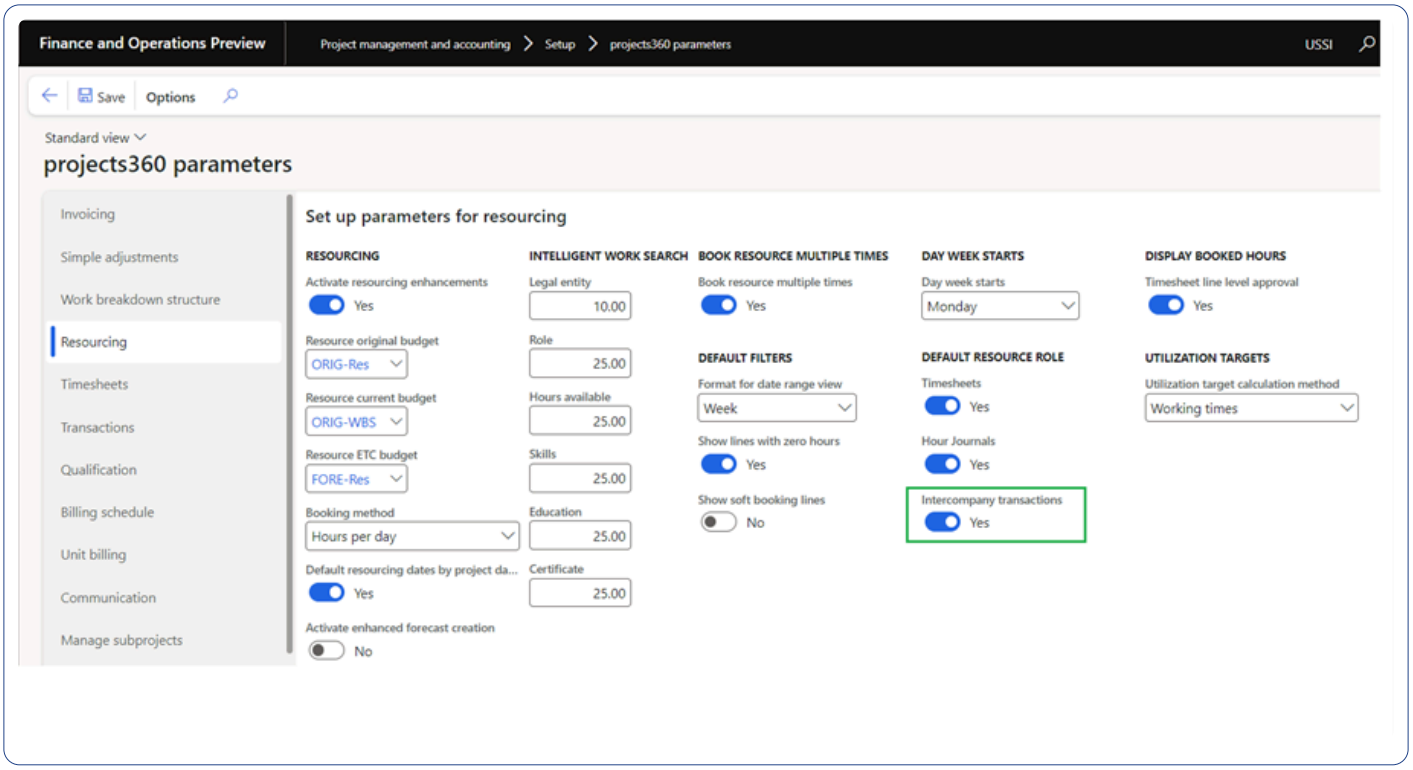
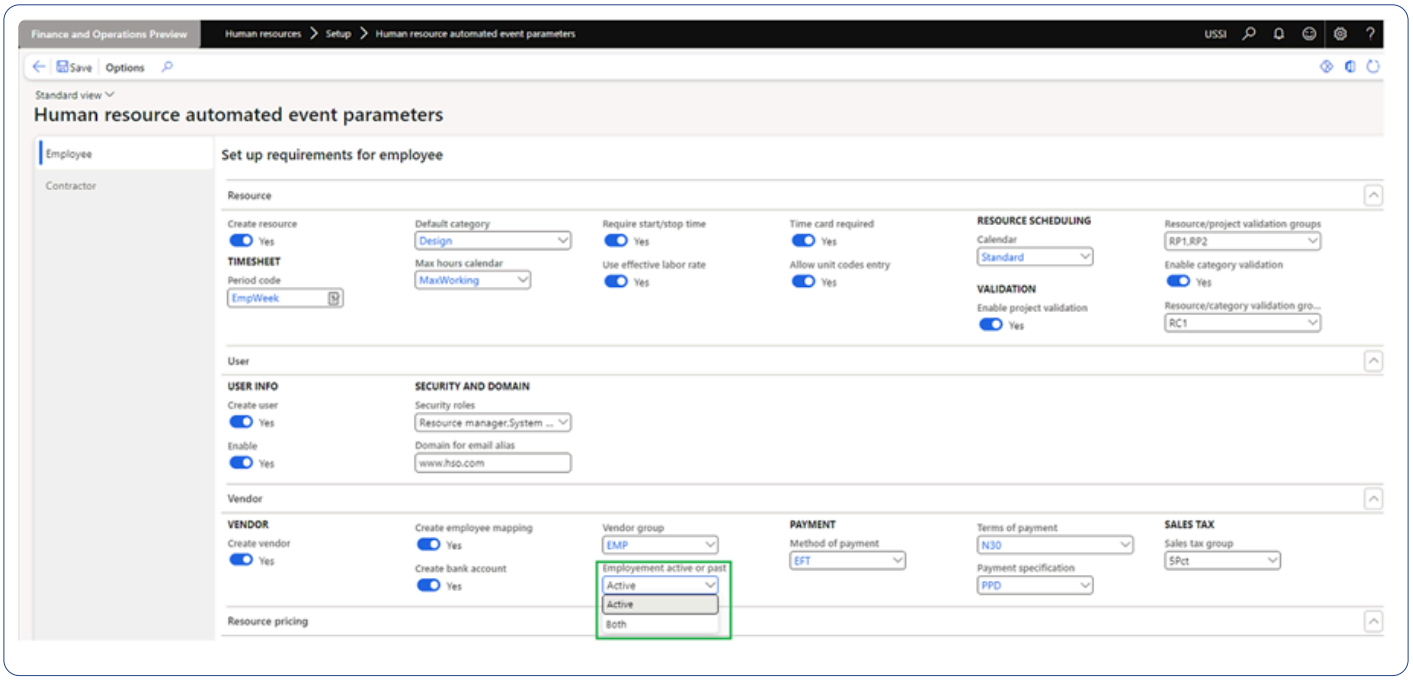


HR automated events

In this enhancement, vendor creation will be processed with new option “Employment active or past”, when selected “active”, it will allow users to create vendor only for active employment. If selected “both”, it will create vendor for active/inactive employment.



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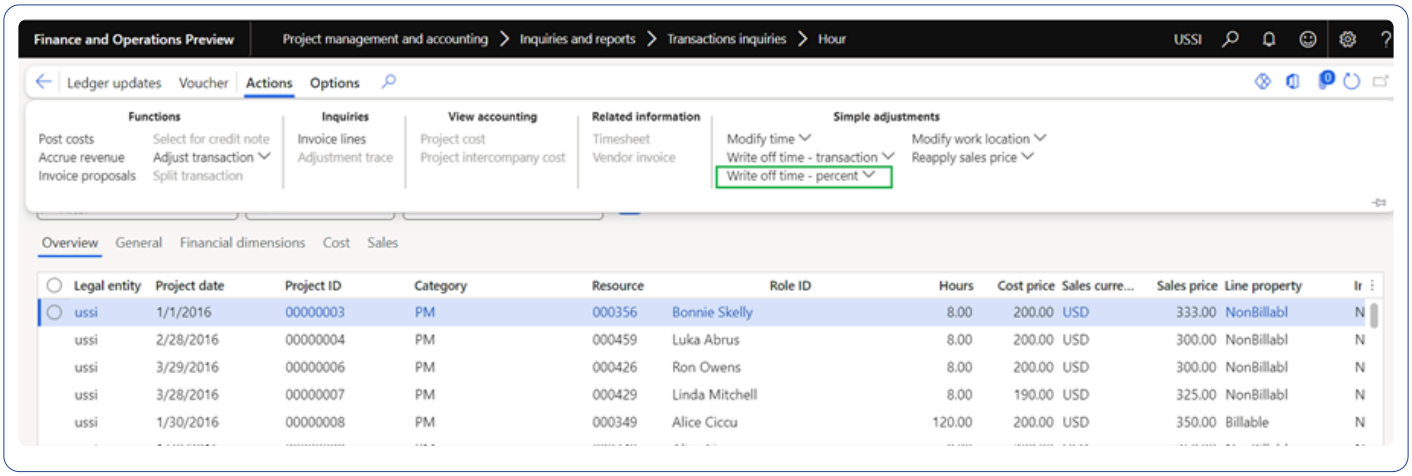
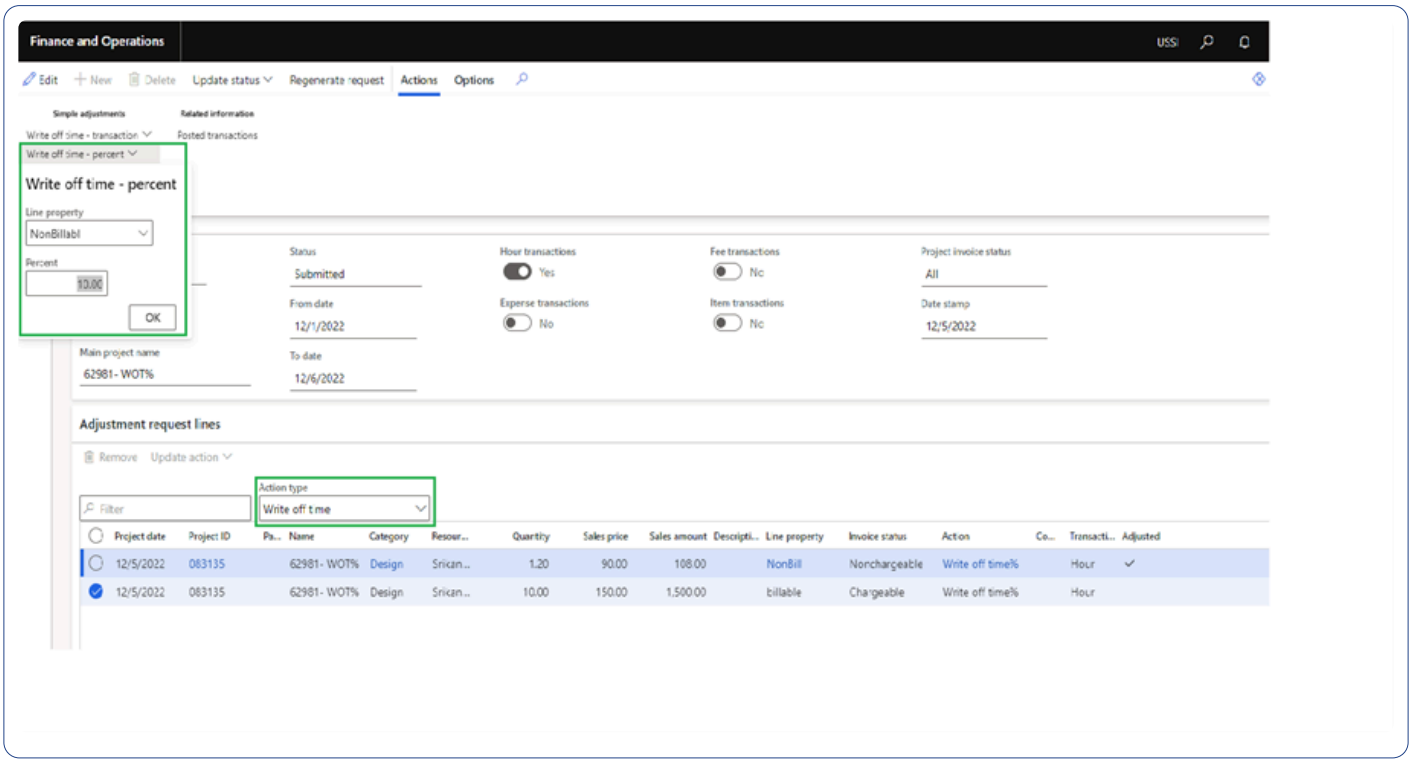
Added “Write off time – percent” on “Hour transactions” and “Adjustments request” forms

In this enhancement, “Write off time – percent” simple adjustment is added to “Hour transactions” and “Adjustments request” forms allowing users to perform write off time based on percentage for the selected transactions.





Posting date for automatic transactions

In this enhancement, when the automatic transactions are posted in closed period then the voucher will get posted on the next open period. This feature is controlled through a parameter.

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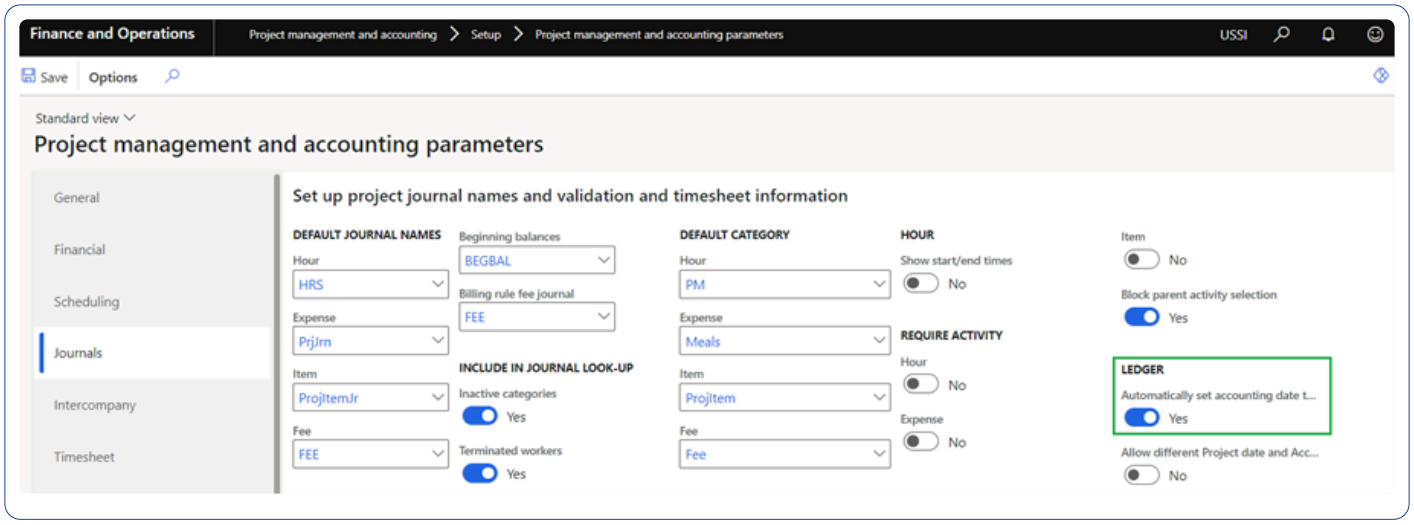
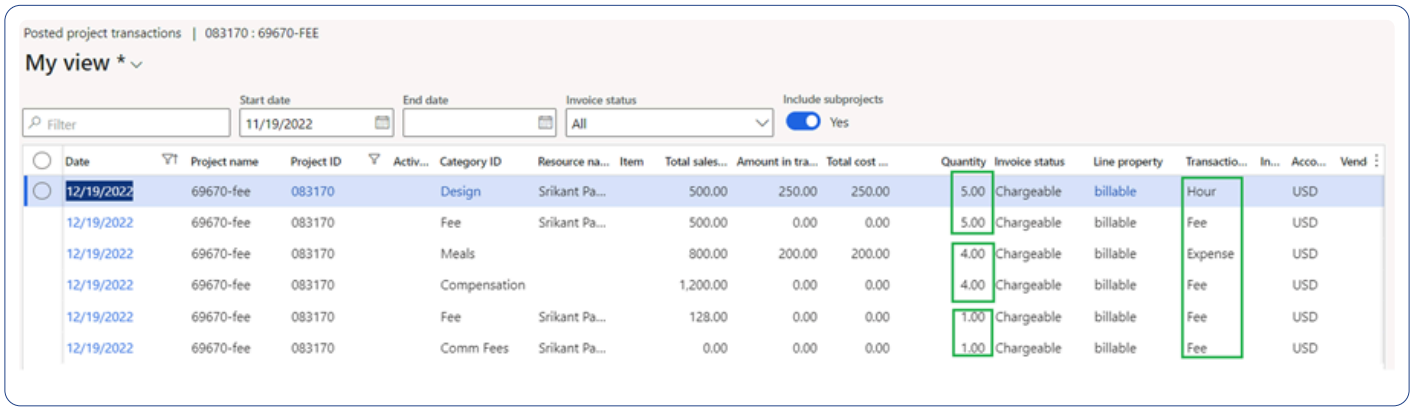


Copy original quantity for Fee automatic transactions

In this enhancement, when Fee automatic transactions are posted, quantity from original transactions will be copied into the Fee automatic transaction.



Date	Project name	Project ID	Activ...	Category ID	Resource na...	Item	Total sales...	Amount in tra...	Total cost ...	Quantity	Invoice status	Line property	Transactio...	In...	Acco...	Vend
12/19/2022	69670-fee	083170		Design	Srikant Pa...		500.00	250.00	250.00	5.00	Chargeable	billable	Hour		USD	
12/19/2022	69670-fee	083170		Fee	Srikant Pa...		500.00	0.00	0.00	5.00	Chargeable	billable	Fee		USD	
12/19/2022	69670-fee	083170		Meals			800.00	200.00	200.00	4.00	Chargeable	billable	Expense		USD	
12/19/2022	69670-fee	083170		Compensation			1,200.00	0.00	0.00	4.00	Chargeable	billable	Fee		USD	
12/19/2022	69670-fee	083170		Fee	Srikant Pa...		128.00	0.00	0.00	1.00	Chargeable	billable	Fee		USD	
12/19/2022	69670-fee	083170		Comm Fees	Srikant Pa...		0.00	0.00	0.00	1.00	Chargeable	billable	Fee		USD	

Auto populate Personal Time-Off avoiding duplicate timesheet entries

In this enhancement, requested PTO will get automatically populated in timesheets only once for the specific timesheet period.

- This enhancement will avoid generating duplicated PTO entries when users are creating multiple Timesheet for the same period.

Cash basis for intercompany transactions

projects360 Cash Basis Accounting (CBA) earlier wasn't contemplating the intercompany postings. Now with

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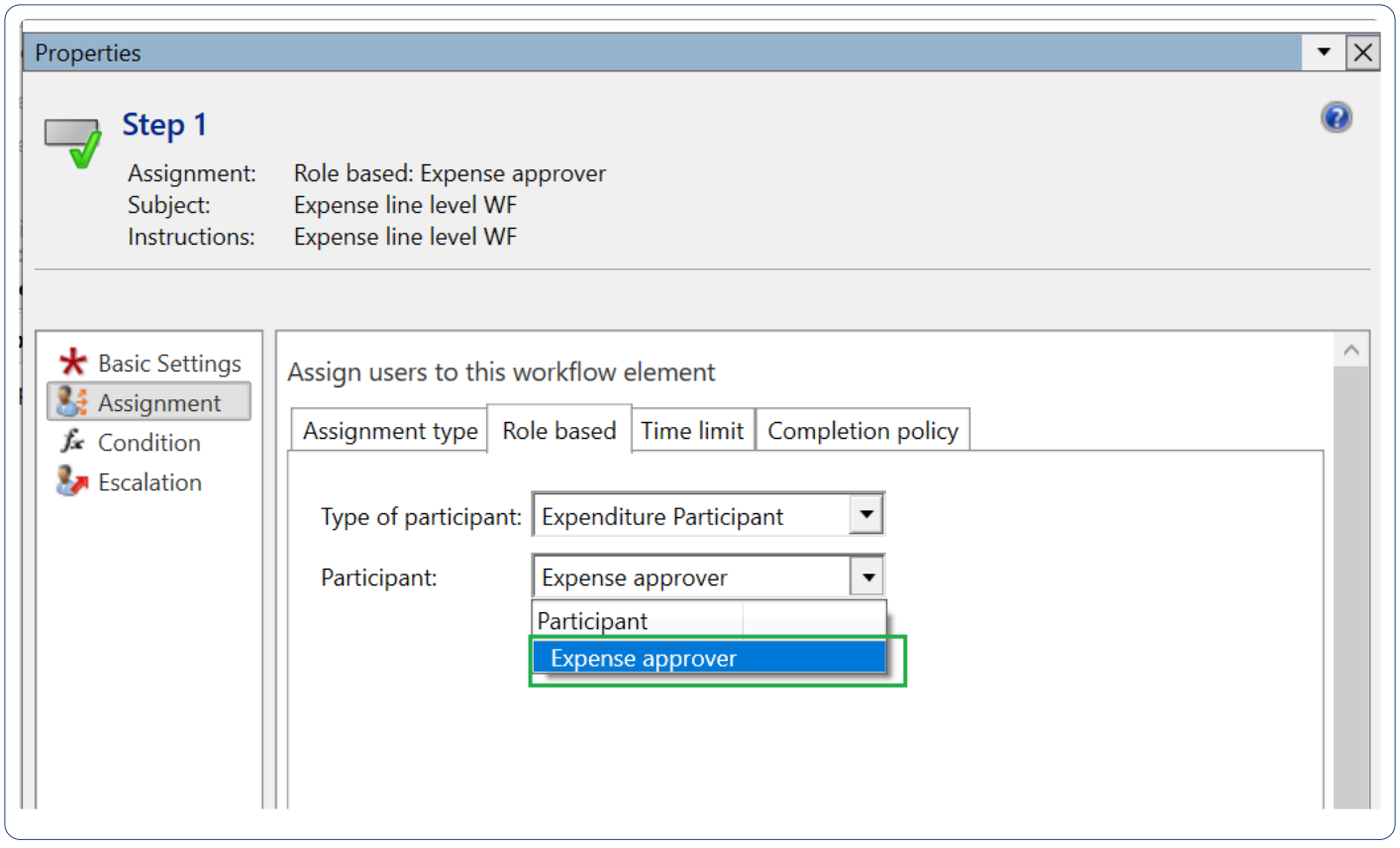
this enhancement, cash layer entries will be posted for intercompany payables and receivables. Following intercompany scenarios have been considered as part of this new release:

- Pending vendor invoice and full payment
- Vendor invoice through General journal and full payment
- Free text invoice and payment through Customer receipts
- Customer invoice and payment through General journal
- Project advance, project invoice and adjusting the advance
- Pending vendor invoice with project and settle with advance payment.

Expense line level approval

Now, we can define the expense approver on ‘’expense line level approval workflow’’, where the approver can be either “Expense approver” or “Project manager” based on configuration.



Proforma invoices clean-up process

We have introduced a new batch job called ‘’Proforma invoices clean up’’ under projects360 periodic.

- This process was provided as a workaround to fix a known Microsoft standard bug where “Proforma invoices” get created but not removed afterwards from “Project Invoice” table causing the effect of

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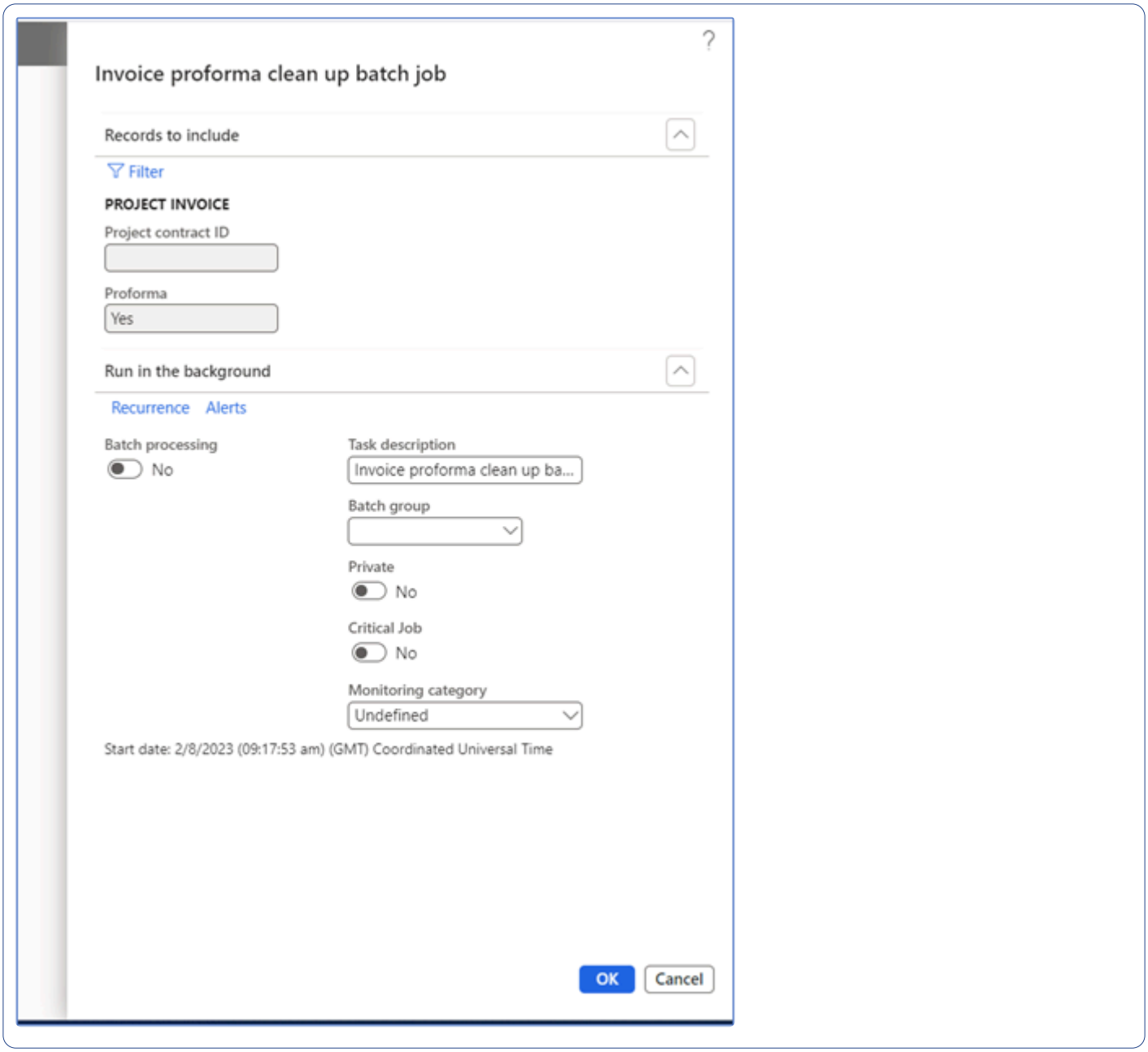
phantom invoices.

- This process will remove any stuck proforma invoice record ‘’Project Invoices’’ table.



Role billing description

In this enhancement, extension capabilities are provided for “Role billing description” (PMIPRoleBillingDescription) table.

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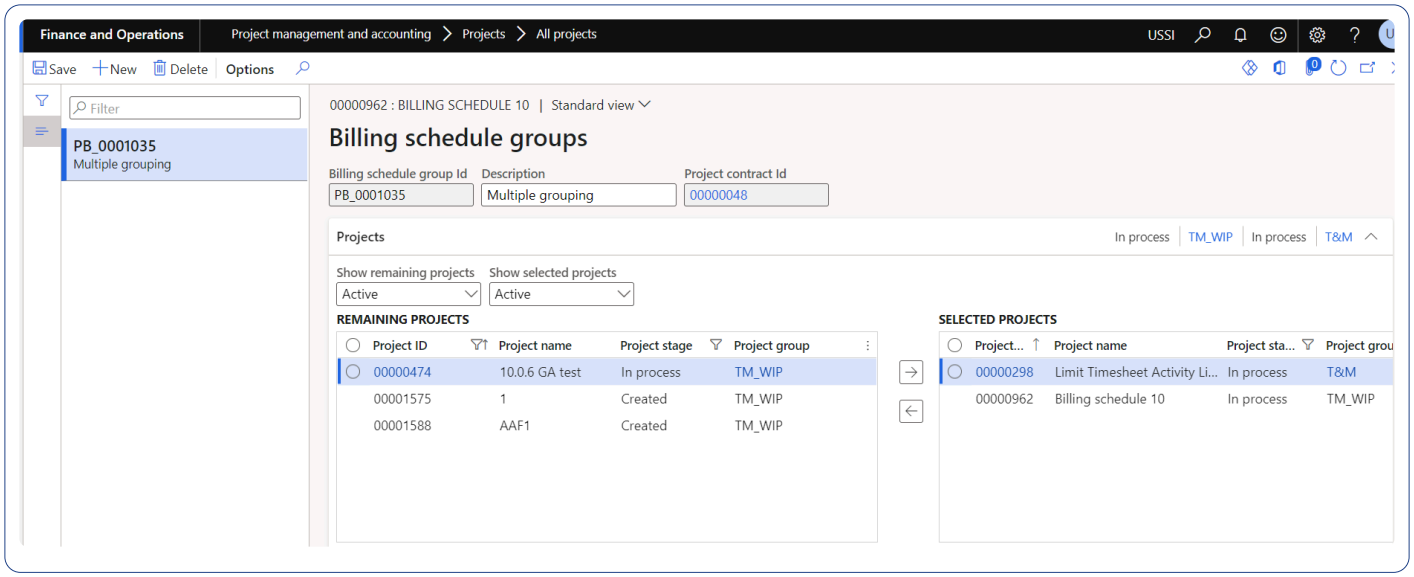
What's New in Version 10.0.30

projects360 10.0.30 for Microsoft Dynamics 365 Finance & Operations introduces set of new features which includes Billing schedule groups, Overtime weekly summary report, Revenue adjustment for multicurrency difference and Split customer advance. This release also includes few enhancements to existing features such as Invoicing, Invoice archives, Billing schedule, Fee management, Subcontractor management, Adjustment requests, Automatic transactions, Resourcing, Personal time off, HR automated events, WIP aging and Timesheet validations.

New Features

Billing schedule groups

This new feature enhances the Billing schedule capabilities allowing users to group multiple main projects to be invoiced together. "Billing schedule groups" are defined at contract level where users can select which main projects will be added to the Billing schedule during its creation. In addition, the invoice proposal created from the Billing schedule will also consider the main projects from the "Billing schedule group".



Overtime weekly summary report

This new feature helps users to view the overtime details through a weekly summary report which provides details of "Regular hours" and "Overtime hours". It also provides the information of "Total regular hours" and "Total overtime hours" for each resource.

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Overtime weekly summary

Page 1 of 1
11/3/2022
10:20 AM

Build Env - Contoso Consulting USA

Timesheet period 09/19/2022 - 09/25/2022

Resource	Employee name	Work week	Total regular hours	Total overtime
000713	Usha Ravindra Rao	09/19/2022 - 09/25/2022	7.00	2.00

Hour type	Mon 09/19	Tue 09/20	Wed 09/21	Thu 09/22	Fri 09/23	Sat 09/24	Sun 09/25
Regular hours	5.00						
Overtime	2.00						
Total hours	**7.00**						

Resource	Employee name	Work week	Total regular hours	Total overtime
003388	S Kundan	09/19/2022 - 09/25/2022	8.00	

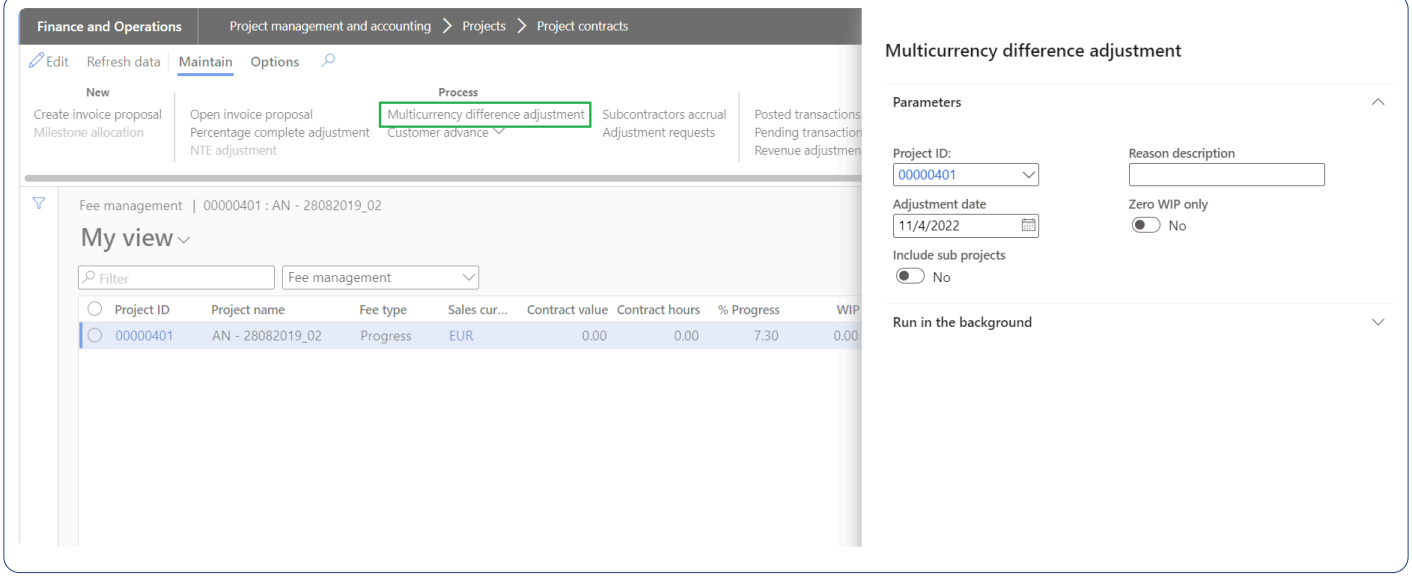
Hour type	Mon 09/19	Tue 09/20	Wed 09/21	Thu 09/22	Fri 09/23	Sat 09/24	Sun 09/25
Regular hours	8.00						
Total hours	**8.00**						

Resource	Employee name	Work week	Total regular hours	Total overtime
004216	Srikant Padhy	09/19/2022 - 09/25/2022	9.00	2.25

Hour type	Mon 09/19	Tue 09/20	Wed 09/21	Thu 09/22	Fri 09/23	Sat 09/24	Sun 09/25
Regular hours	4.50	2.25					
Overtime type 3		2.25					
Total hours	**4.50**	**4.50**					

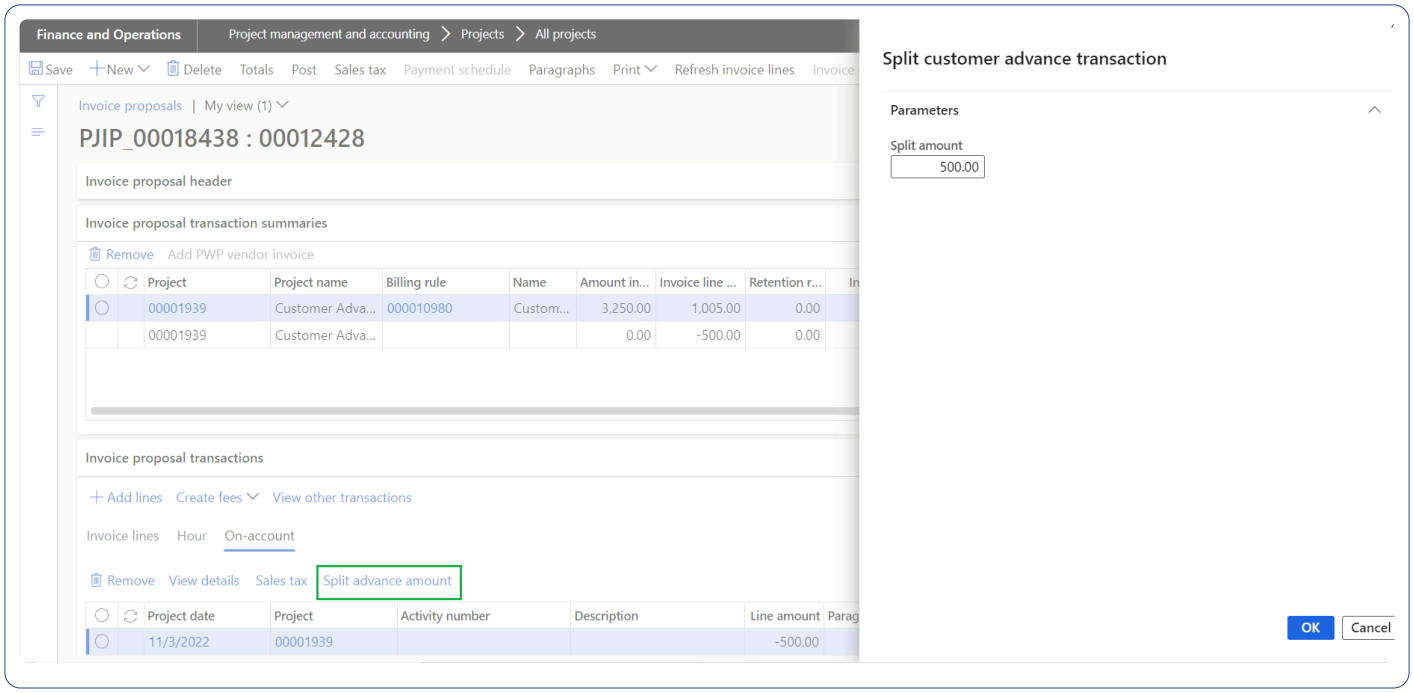
Revenue adjustments for multicurrency difference

This new feature is providing a new revenue adjustment type to adjust variances between WIP (work-in-progress) in contract currency vs WIP in accounting currency. These multicurrency difference happen due to the currency exchange rate fluctuations during the project life cycle.



Split customer advance from invoice proposal

With this new feature, “Split advance amount” is added on the invoice proposal form to quickly split the customer advance amount based on the invoice amount. In just one step the user will be able to apply the right portion of the customer advance for the specific invoice.



Features Enhanced

Invoicing – Enhanced invoice grouping calculations with customer retainage

With this enhancement, customer retainage amount will be excluded while amounts are displayed under “Limit details” on the “Invoice report”. These calculation changes will be also reflected on the “Progress details” on the Invoice report.

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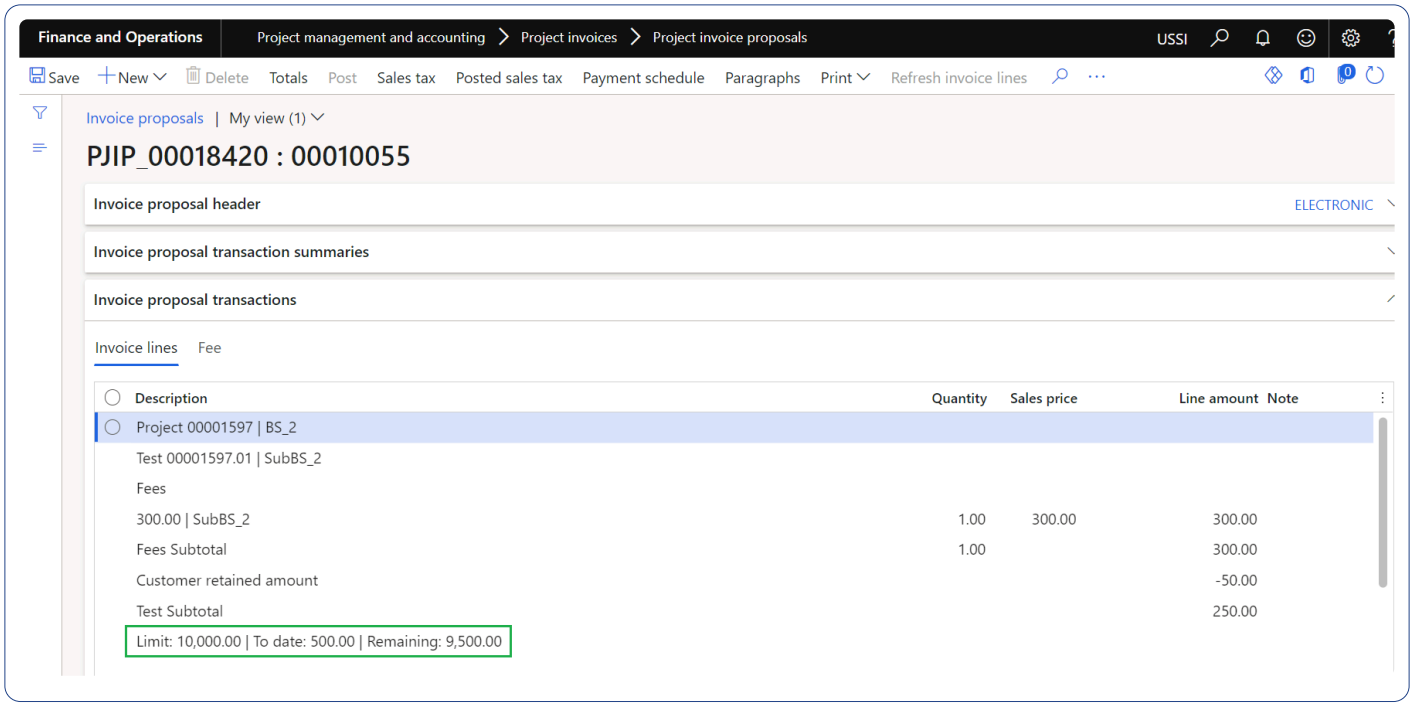
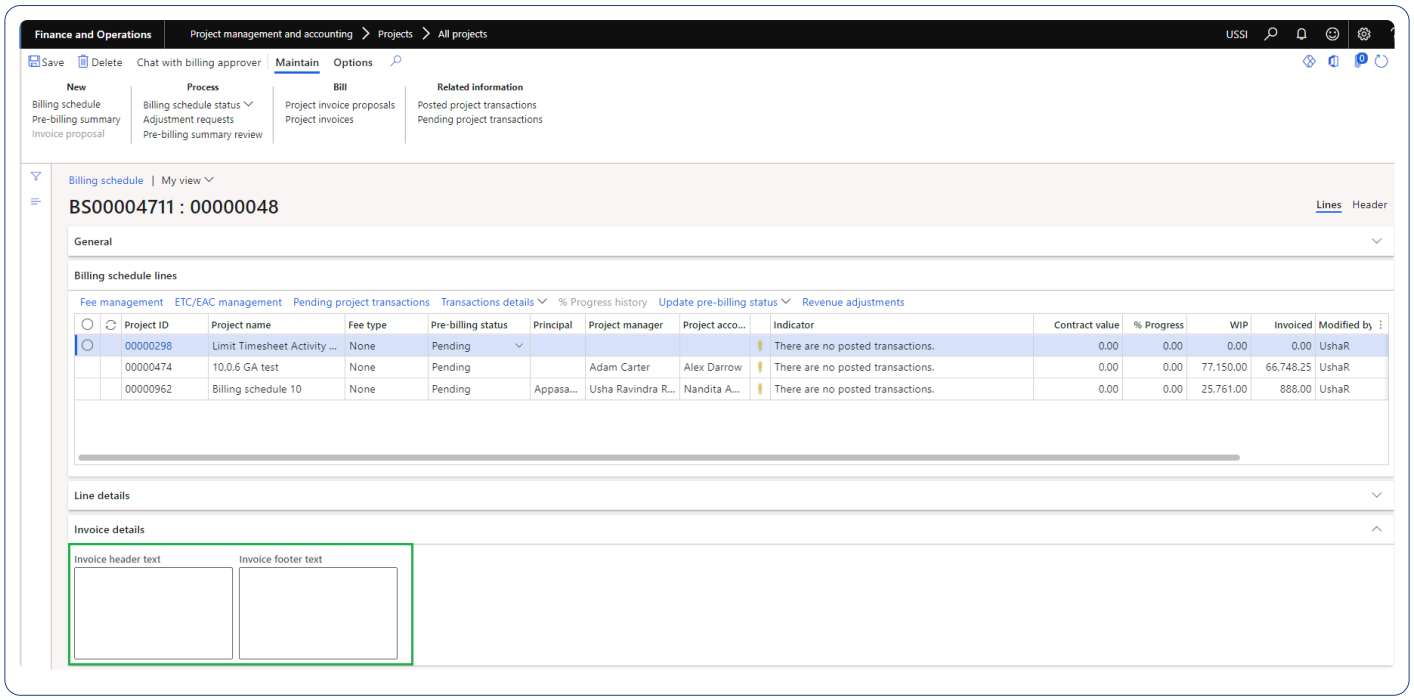


Billing schedule – Added invoice header and footer fields

Billing schedule is enhanced adding “Invoice header” and “Invoice footer” fields. Both fields will be later used to default values at the invoice proposal level.



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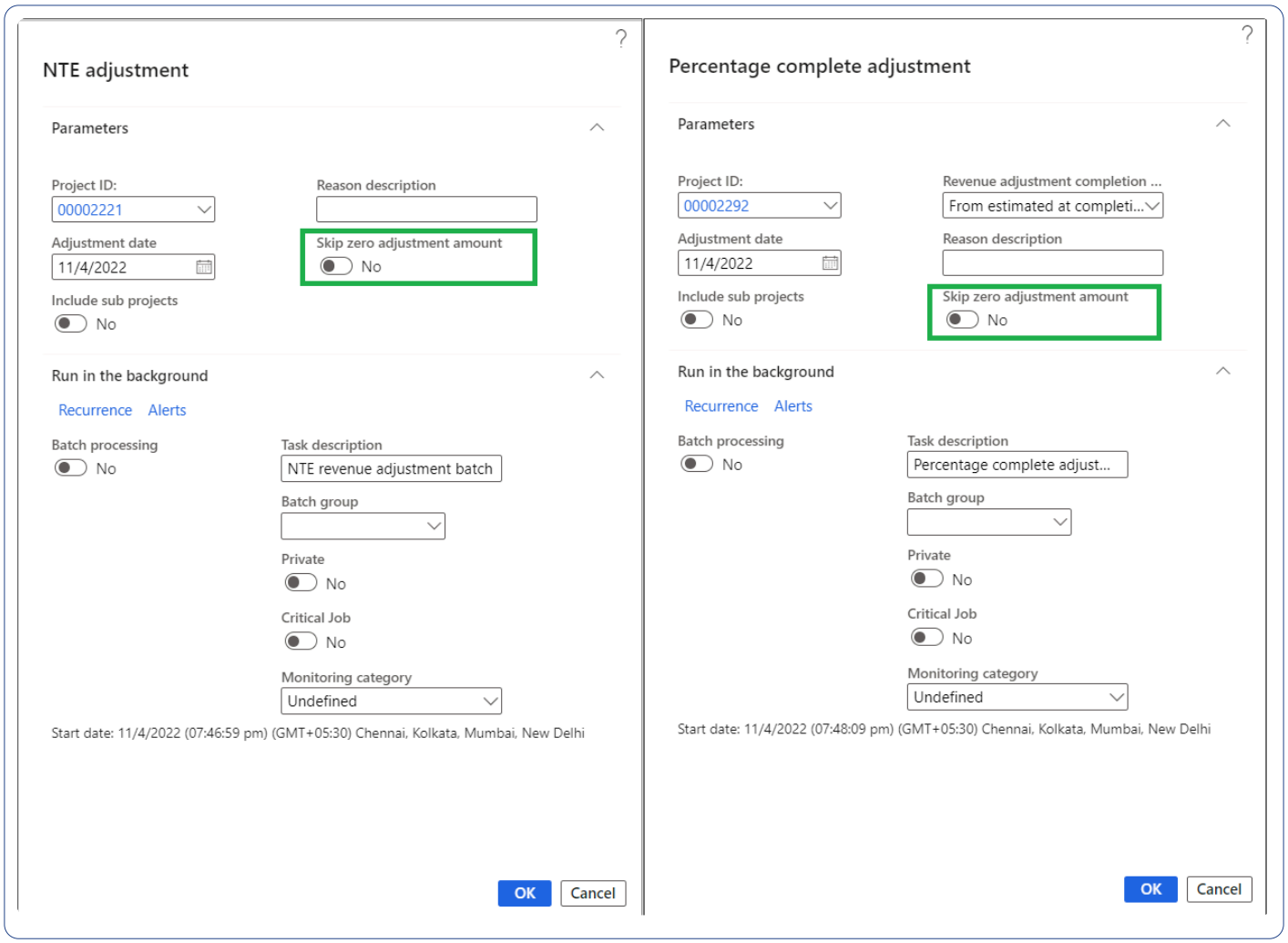
Fee management

Revenue adjustment – “Skip zero adjustment amount” for 606 revenue compliance scenarios

Enhanced the revenue adjustments to skip creating the reversal adjustment for “606 revenue compliance” if the overall adjustment amount will be zero. This enhancement is available for NTE adjustment as well as for Percentage complete adjustments when “606 revenue compliance” is activated.



Pay when paid – Allowing to apply multiple vendor invoices against multiple customer invoices.

In this enhancement, multiple customer invoices can be linked to multiple vendor invoices and the opposite, multiple customer invoices can be linked to multiple vendor invoices through “Vendors pay when paid” form.

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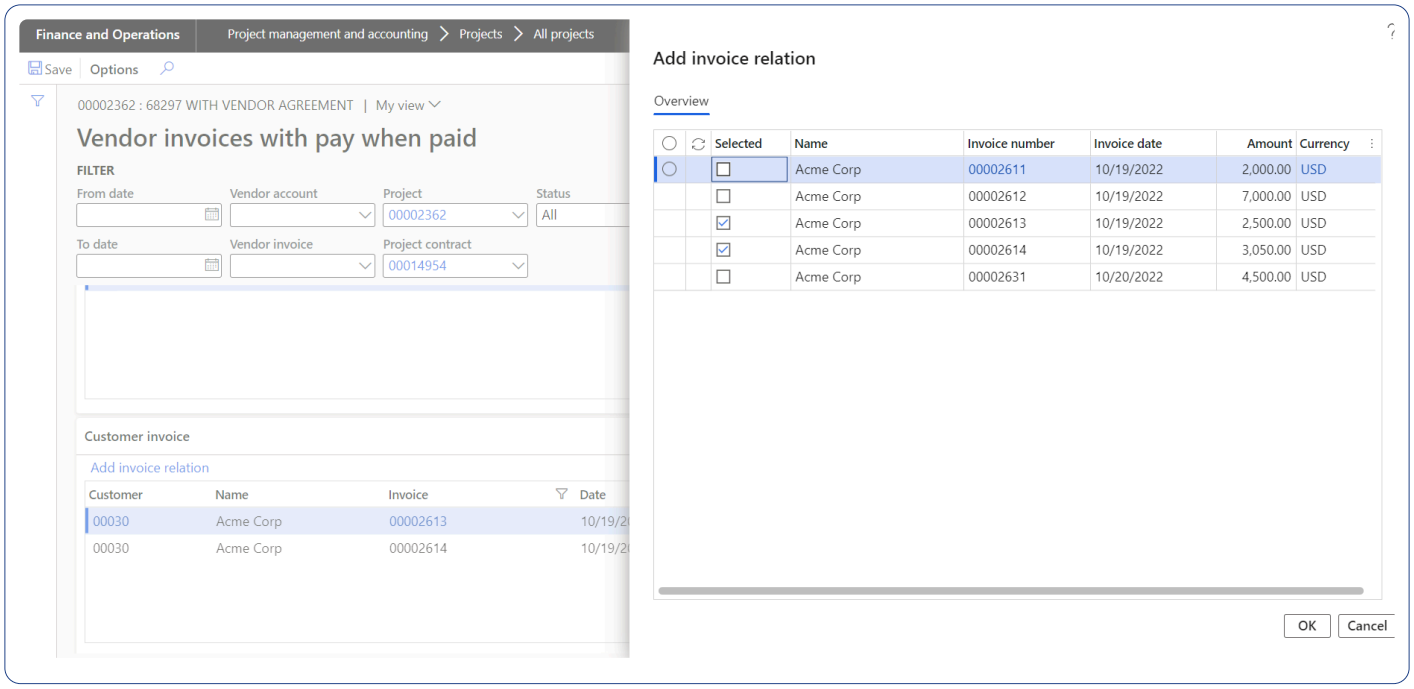
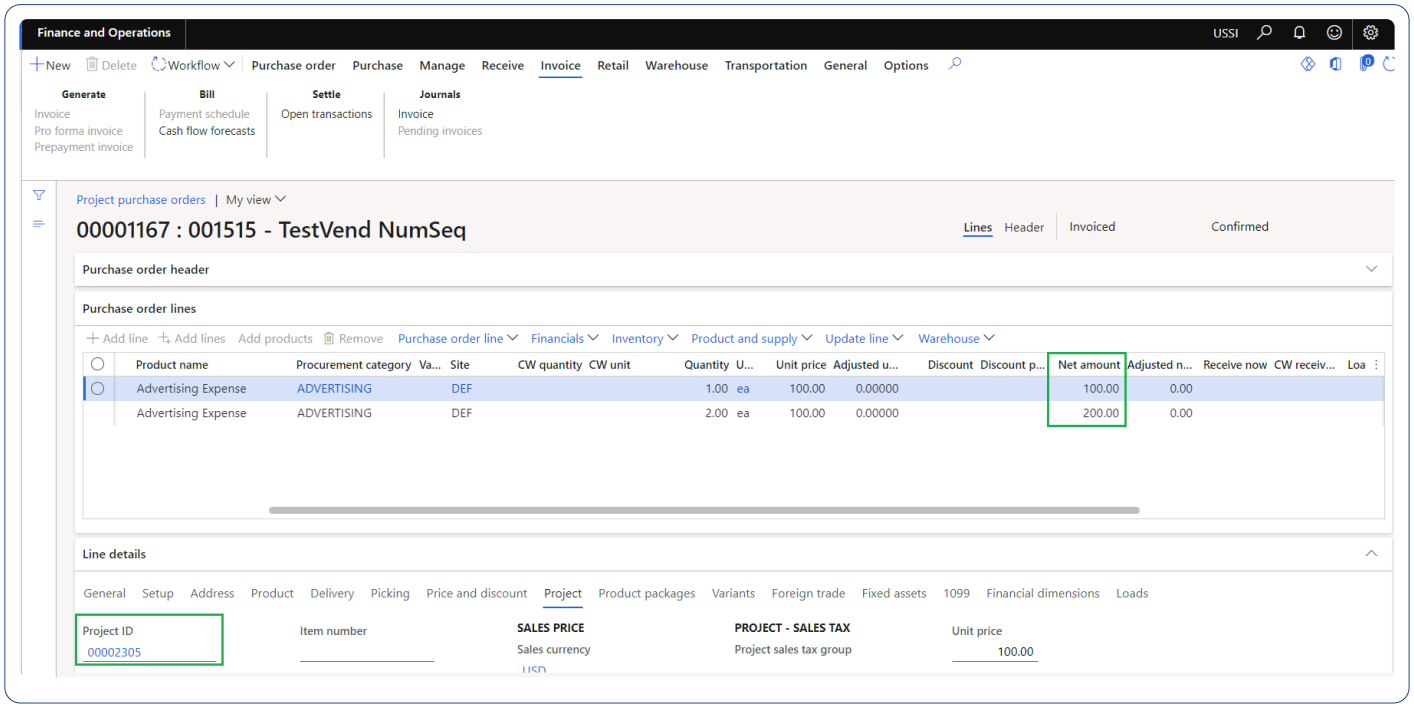
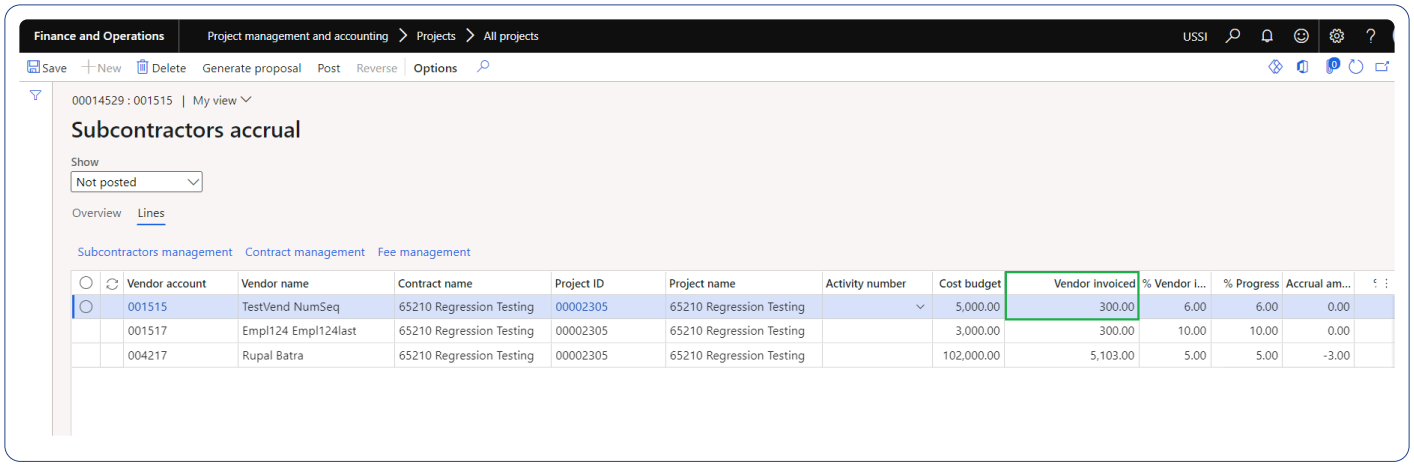


Subcontractor management – Added purchase orders to the subcontractor accrual process

In this enhancement, purchases orders will be considered as part of the cost calculation during the generation of subcontractor accruals in “Subcontractor management” feature.

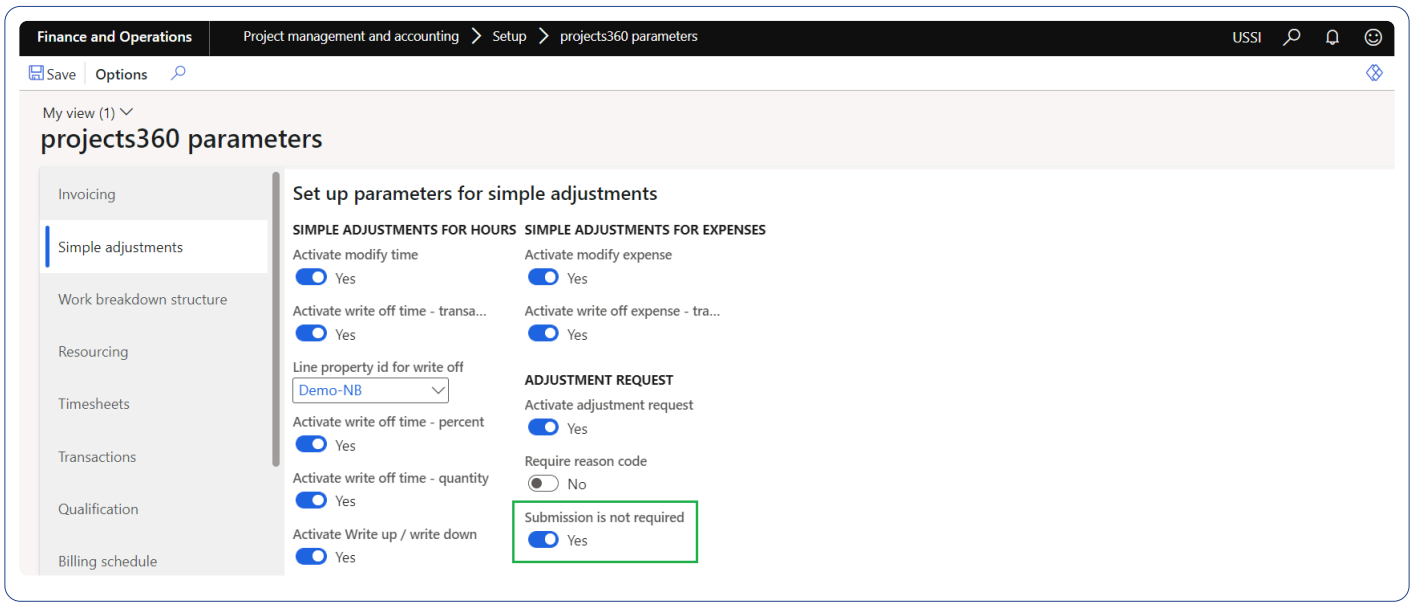




Adjustments request

New parameter “Submission is not required”

In this enhancement, new parameter “Submission is not required” is introduced where the transactions can be adjusted without going through the submission/approval process which allows the user to skip one step to quickly complete the adjustment process.



Re-apply sales price

In this enhancement, new action type “Re-apply sales price” is added in “Adjustment request” feature. Users will be able to define which transactions require the action “Re-apply sales price” as well as execute the simple adjustment process directly from the same “Adjustments request” form.

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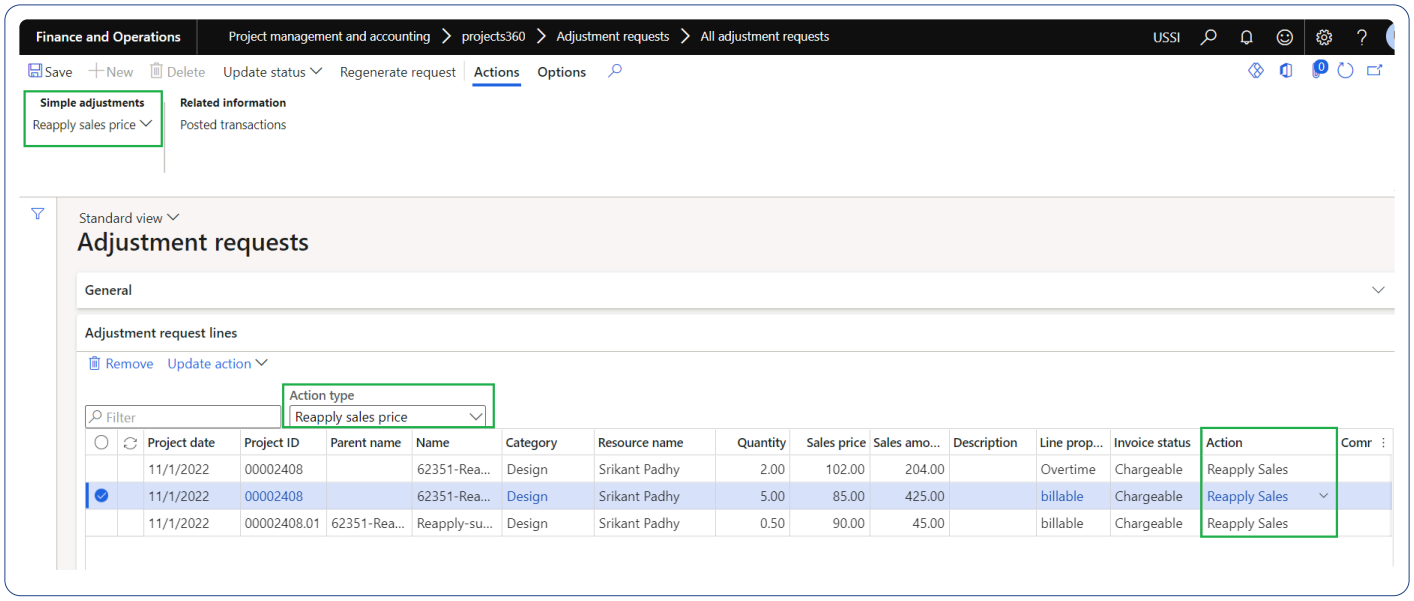
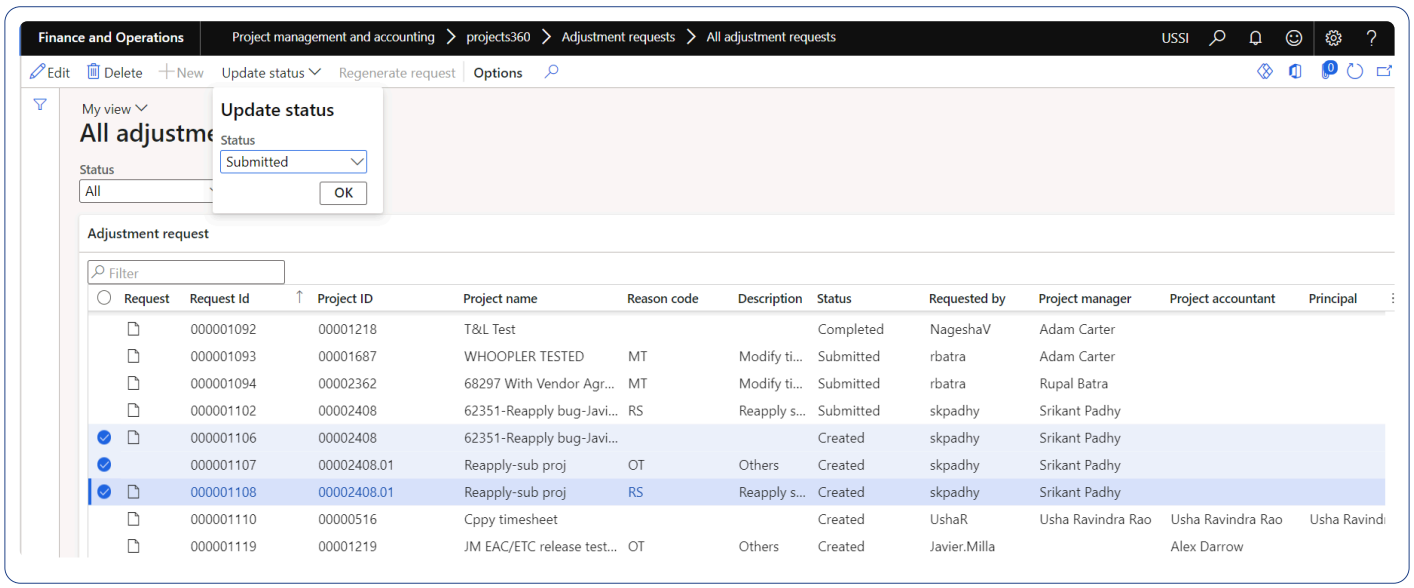


Update status for multiple adjustment request at the same time

In this enhancement, users will be able to select multiple adjustment request with same status and update those to a new status at the same time in one step.



Automatic transactions

Automatically remove related transaction from Invoice proposal

In this enhancement, when transactions are removed in “Invoice proposal” form, any related automatic transactions will be automatically removed as well.

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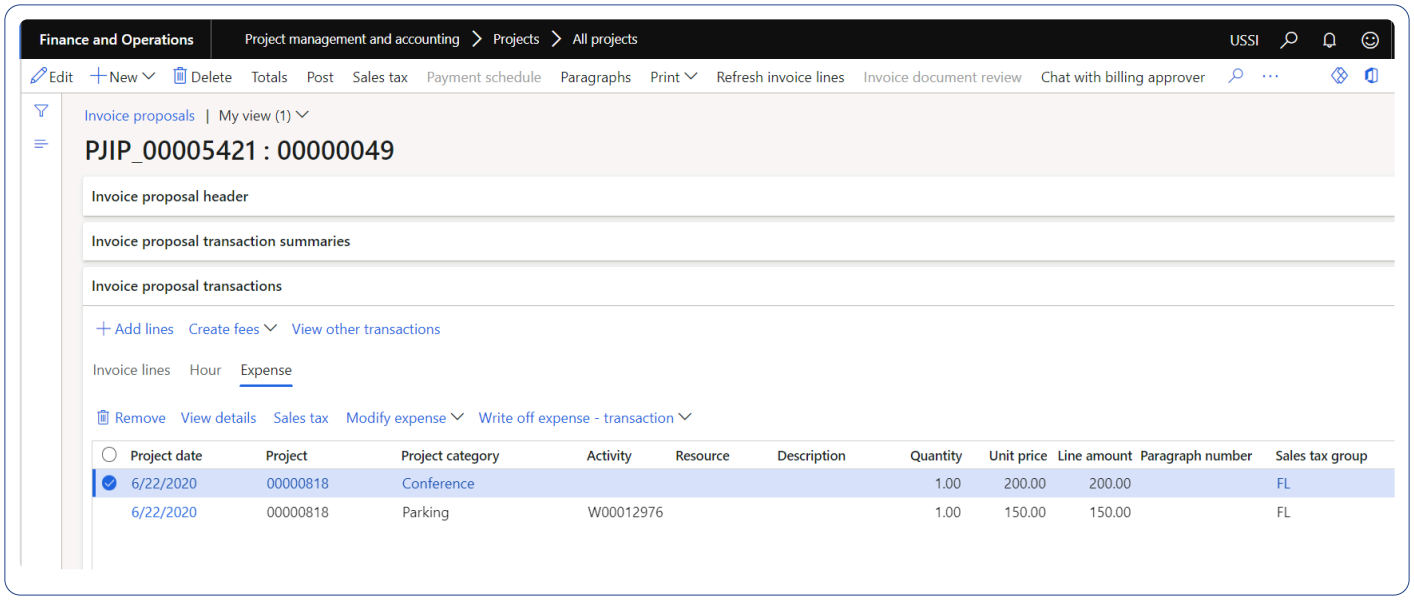

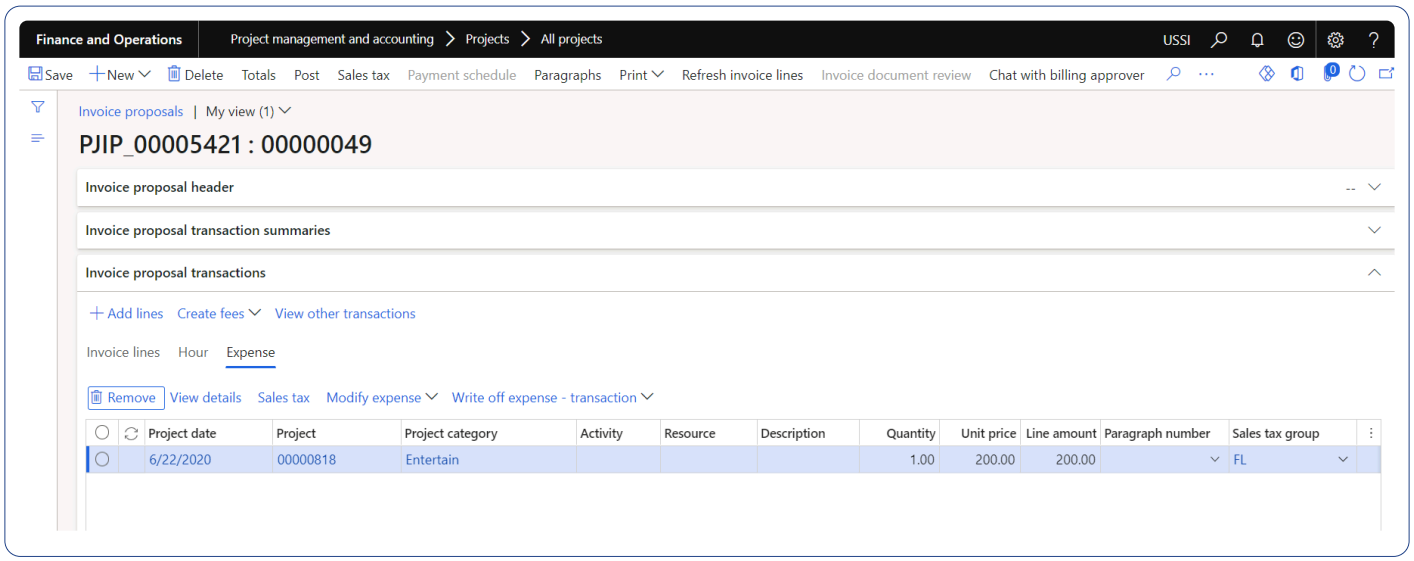

Ability to use original “Project date” as “Posting date”

In this enhancement, new parameter “Use original project date as posting date” will allow users to use the “Project date” from original transactions as the “Posting date” when automatic transactions are generated.

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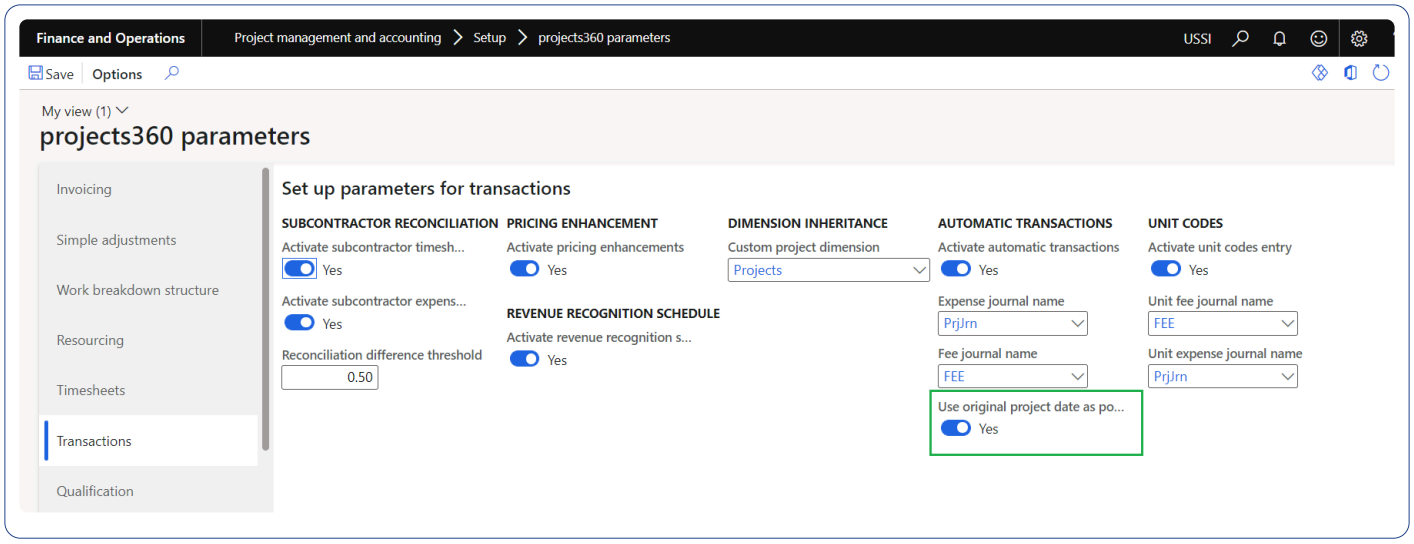
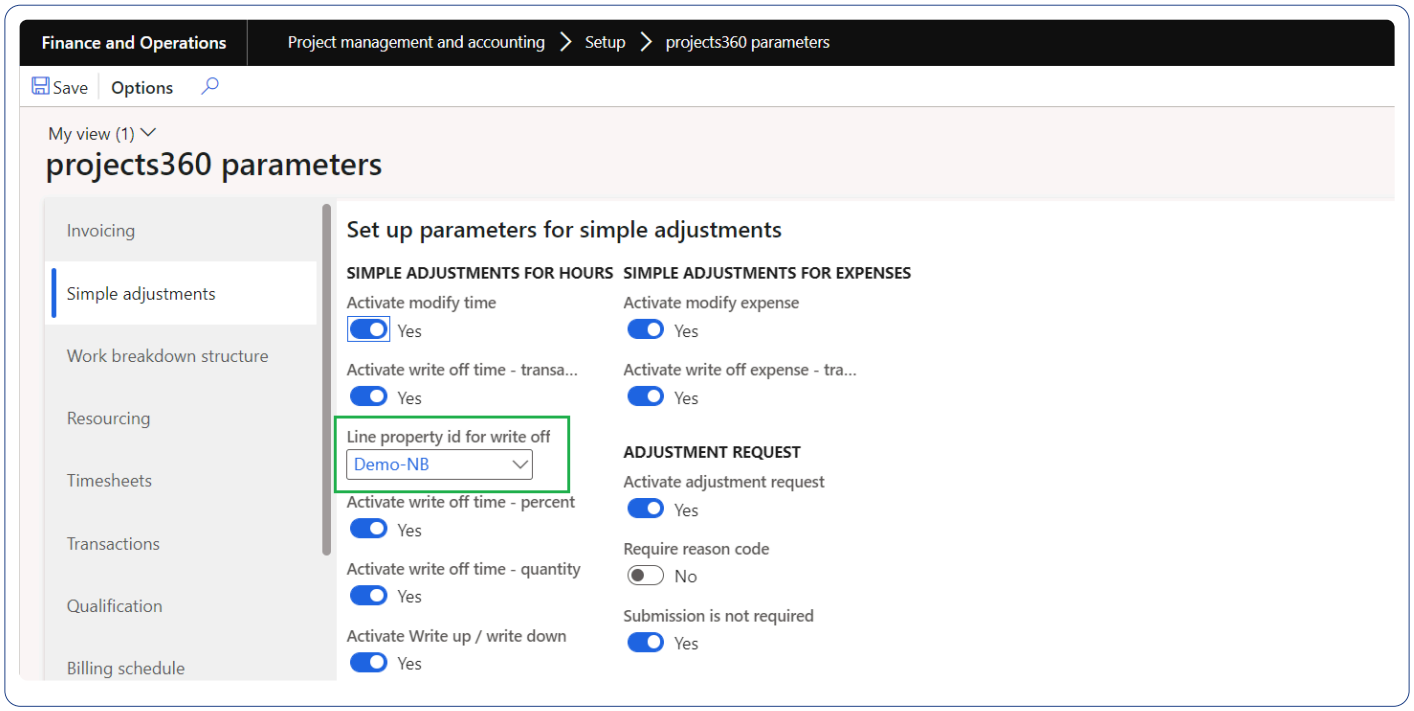


Apply proper “Write-off line property” on automatic transaction adjustments

In this enhancement, simple adjustments applied to transactions created through “Automatic transactions” will use the proper line property defined in “Line property id for write off” parameter in “projects360 parameters” form.



Resourcing

Move resourcing dates – Copy existing reservation

“Move resourcing dates” feature was enhanced with new option “Copy existing reservations”, which will allow

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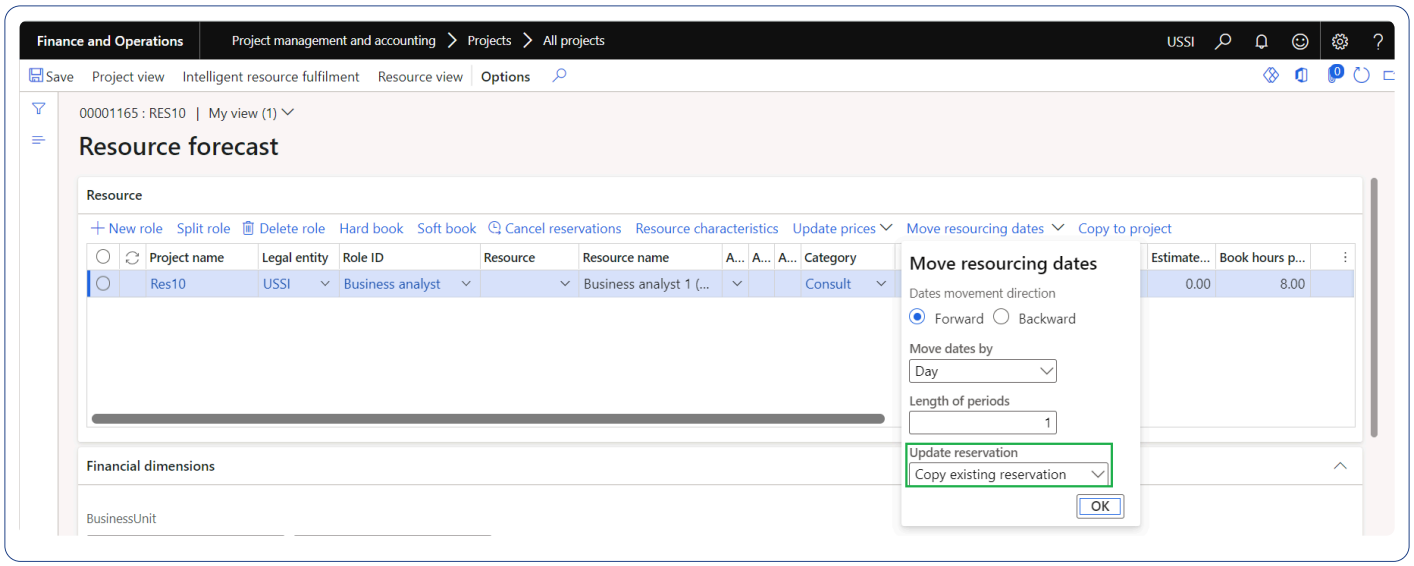
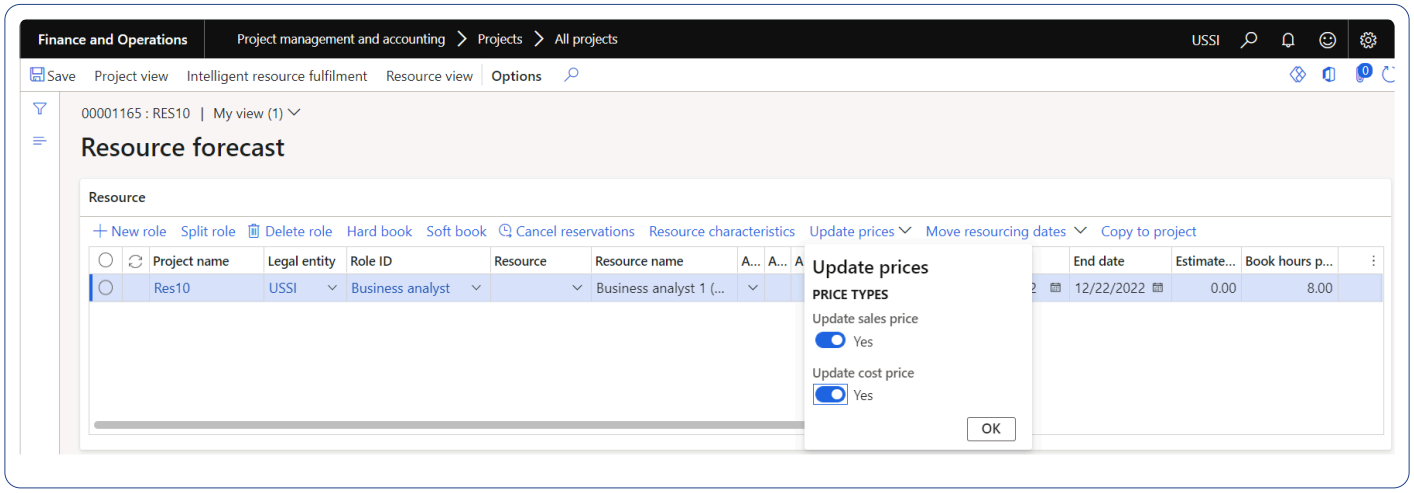
users to move the existing booking/reservations while moving dates from the “Resource forecast” form.



Resource forecast – Recalculate prices

In this enhancement, new button “Update prices” is introduced where user can update the Sales/Cost prices from the price configuration for the selected resource forecast record. Also, this new capability will allow users to manually enter Sales/Cost prices on this form without automatically always getting overwritten.



Resource forecast – Copy to project lookup

“Copy to project” feature was enhanced to provide a better experience when “Quick project search” is not enabled.

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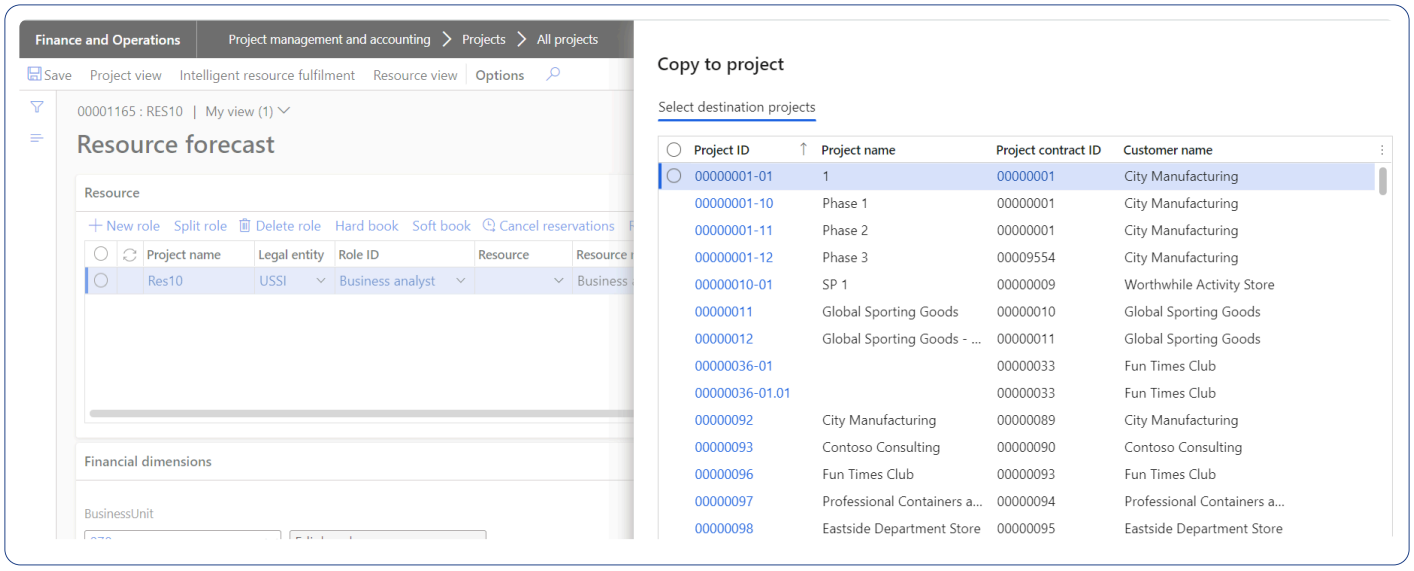
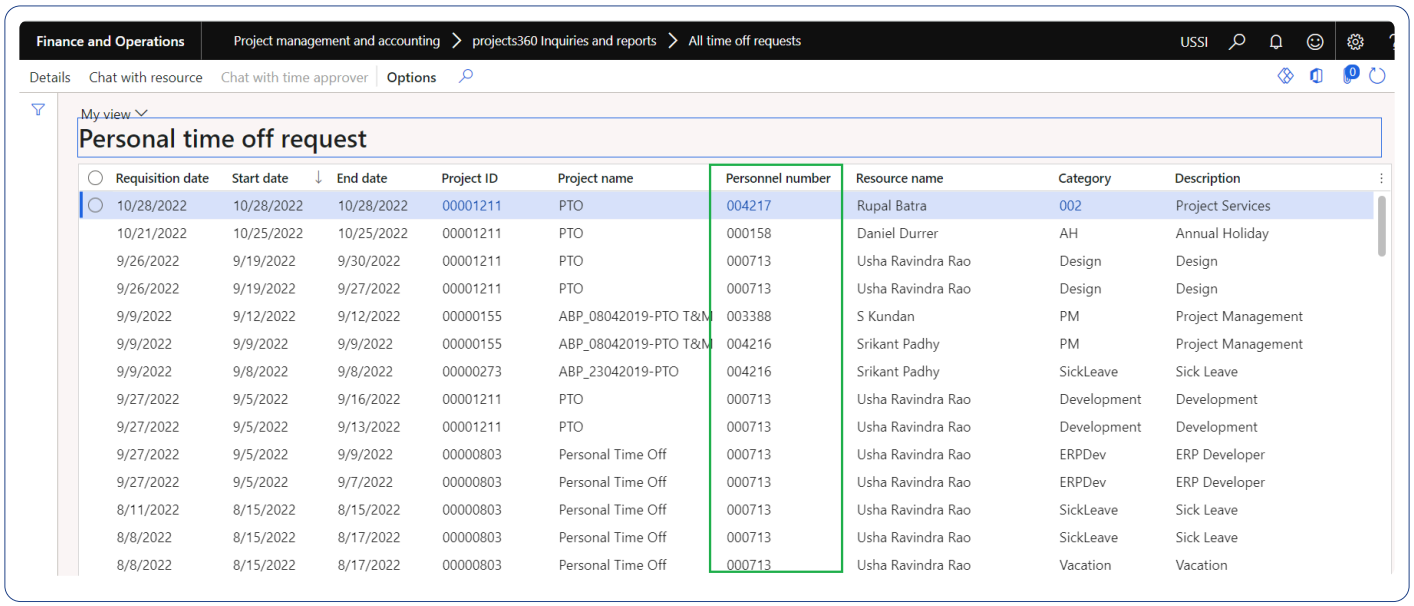


Personal time-off – Added personnel number to inquiry

In this enhancement, new field “Personnel number” on the “All time-off request” inquiry for better identification of the resource.



HR automated events

Enhance vendor bank account creation

When the same worker is employed in multiple legal entities at the same time vendor bank account will get created for each active employment for the updated worker.

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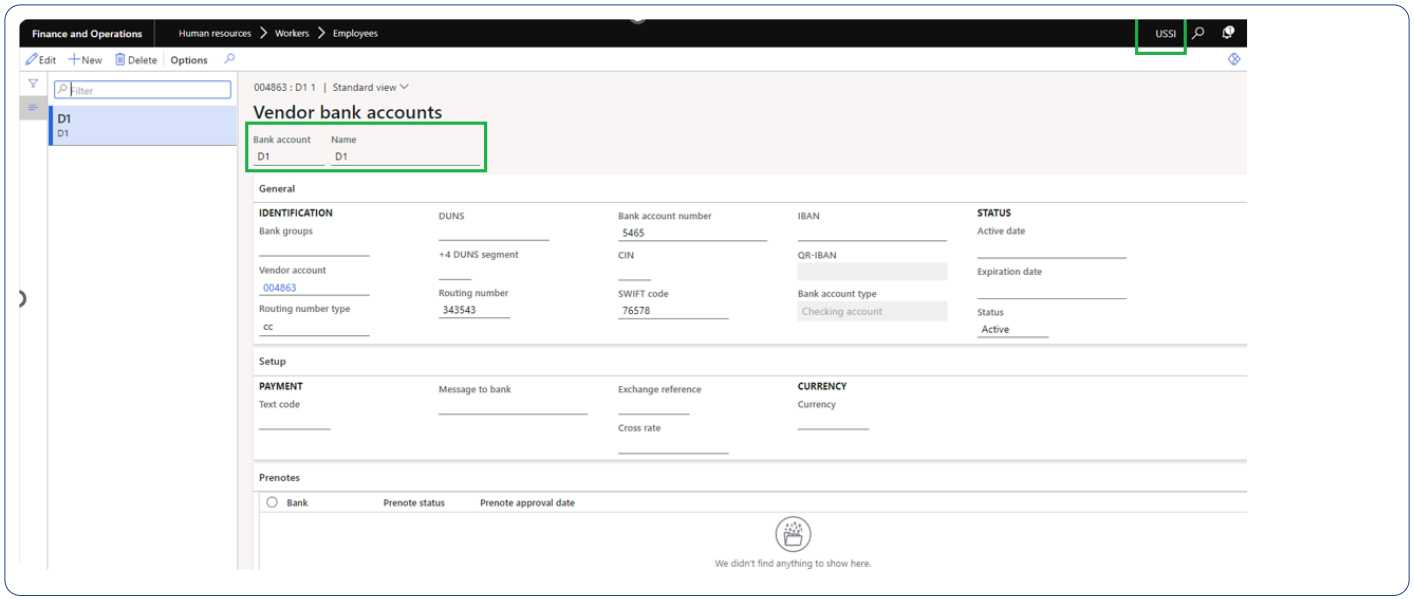

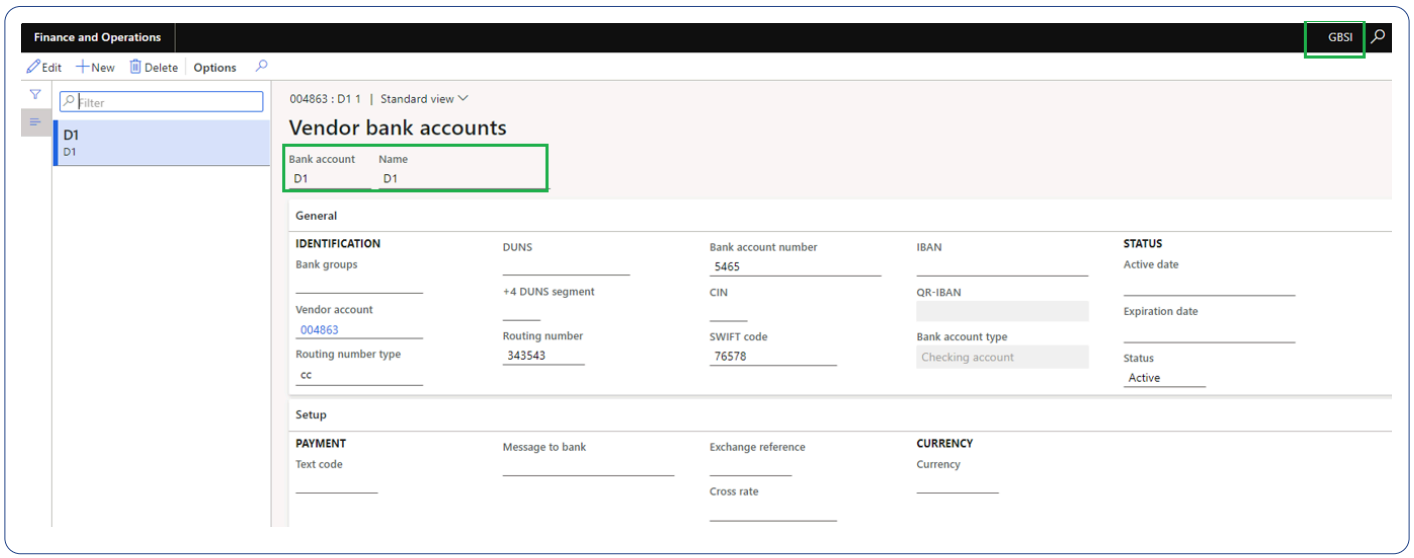

Added “Timecard required” parameter

In this enhancement, new parameter “Time card required” is added on the HR automated events parameters which defaults when the new employee is created.

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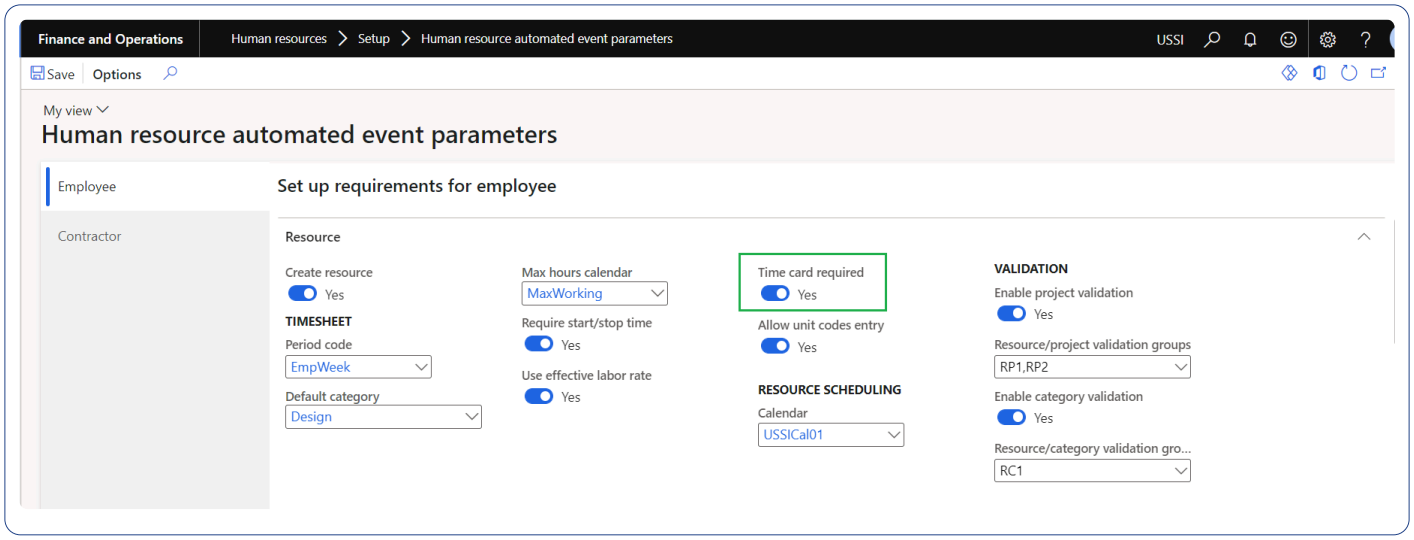

WIP aging report – Added Transaction/Ledger date parameter

“WIP aging report” was enhanced to allow calculating the WIP based on either “Transaction date” or “Ledger date” by configuration.

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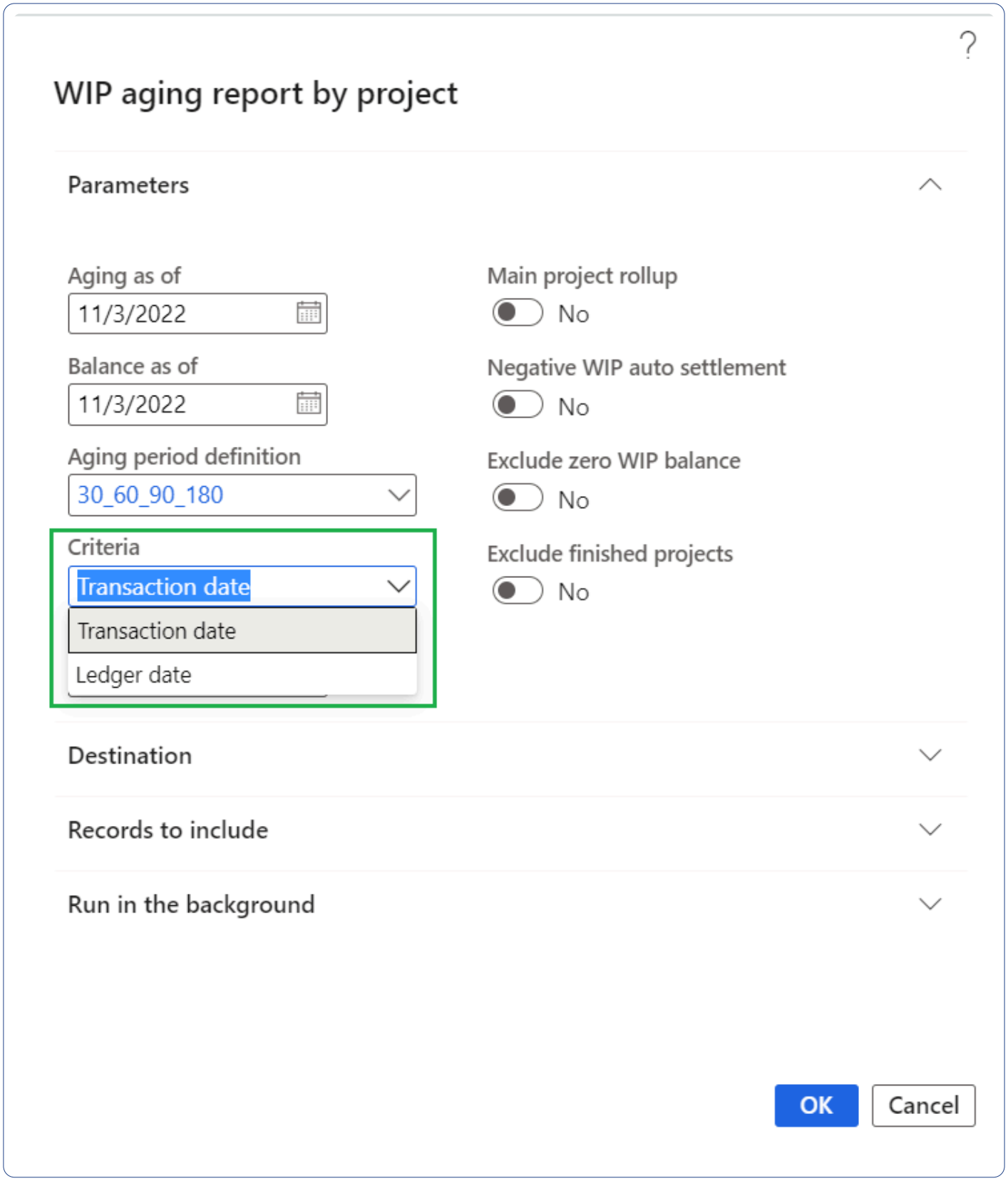
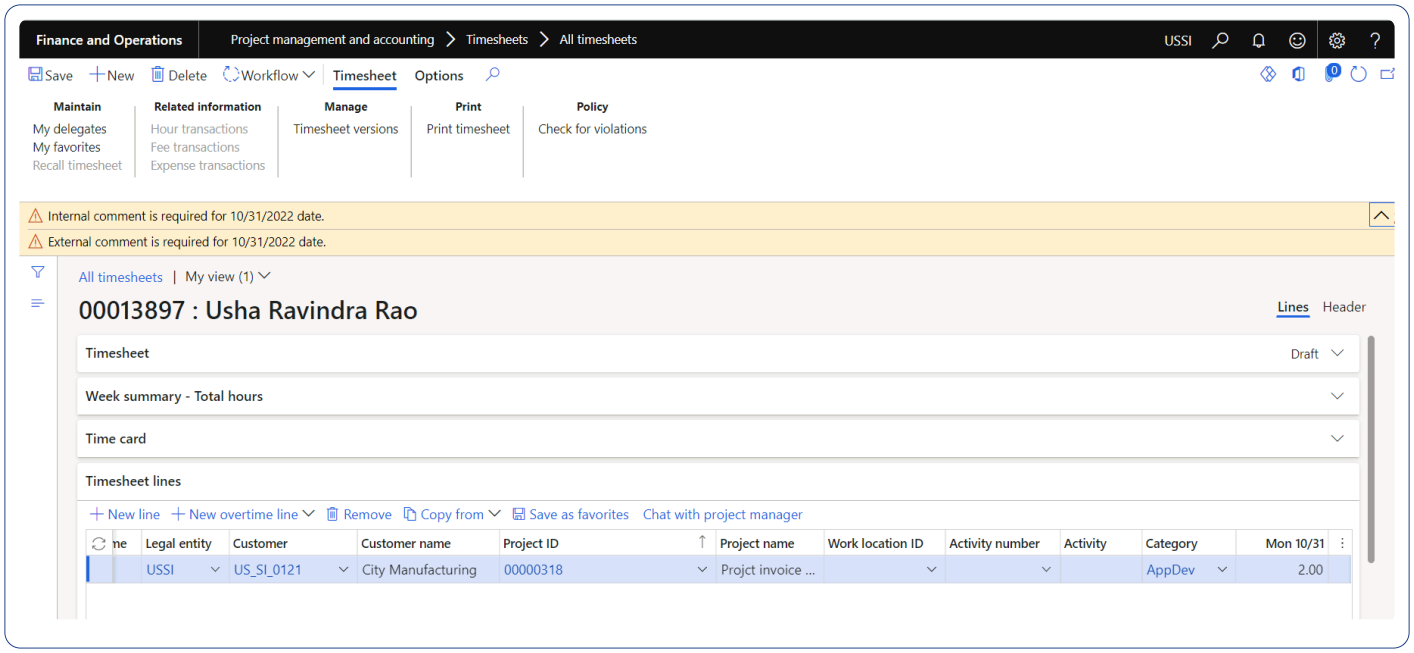

WIP aging report by project
Parameters
Aging as of
11/3/2022
Balance as of
11/3/2022
Aging period definition
30_60_90_180
Criteria
Transaction date
Transaction date
Ledger date
Main project rollup
No
Negative WIP auto settlement
No
Exclude zero WIP balance
No
Exclude finished projects
No
Destination
Records to include
Run in the background
OK
Cancel

Timesheet – External/Internal comment validation is now executed during timesheet entry

In this enhancement, validations related to “Mandatory external/internal comments” will be displayed as a warning message during timesheet entry instead of as an action message after workflow submission.



Data entity – Enhanced Project and ProjectV2 entities

Project and ProjectV2 OData entities are enhanced to validate if scheduled start/end dates are working days, if not the logic will use the following working day.

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What's New in Version 10.0.28

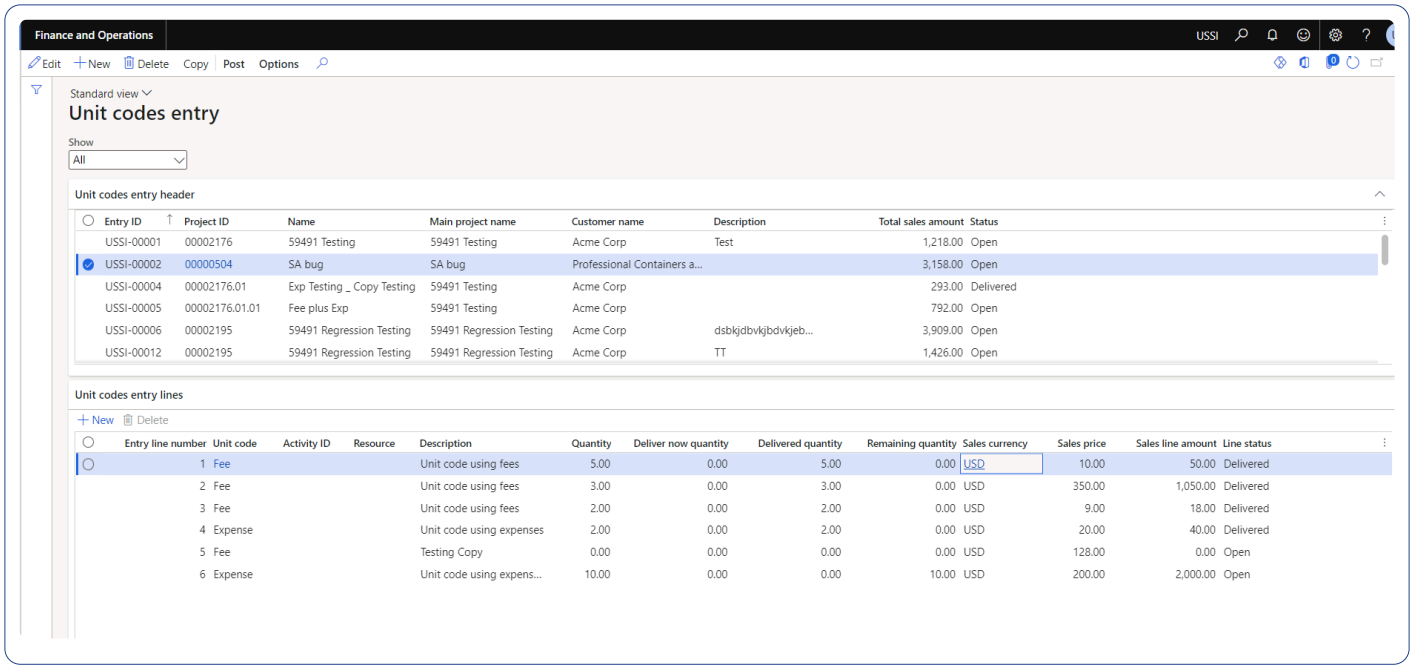
projects360 10.0.28 for Microsoft Dynamics 365 Finance & Operations introduces set of new features which includes a standalone "Unit codes entry" form. This release also includes few enhancements to existing features such as Invoice archives, Billing schedule, Timesheet line level approval, Adjustment requests, Personal time off and Data entities!

New Features

Standalone "Unit codes entry" form

This new feature allows users to enter "Unit codes" for specific project/sub-project for billing purposes directly through a newly developed form "Unit codes entry". Based on the "Unit codes" and "Deliver now quantity" entered by the user on the form, the system automatically creates expense journals and/or fee journals for billing purposes. Users are provided with the option of either posting "Deliver now quantity" or all the "Remaining quantity".

"Unit codes" can be configured to either use expense or fee categories. This feature is independently activated through "projects360 parameters".



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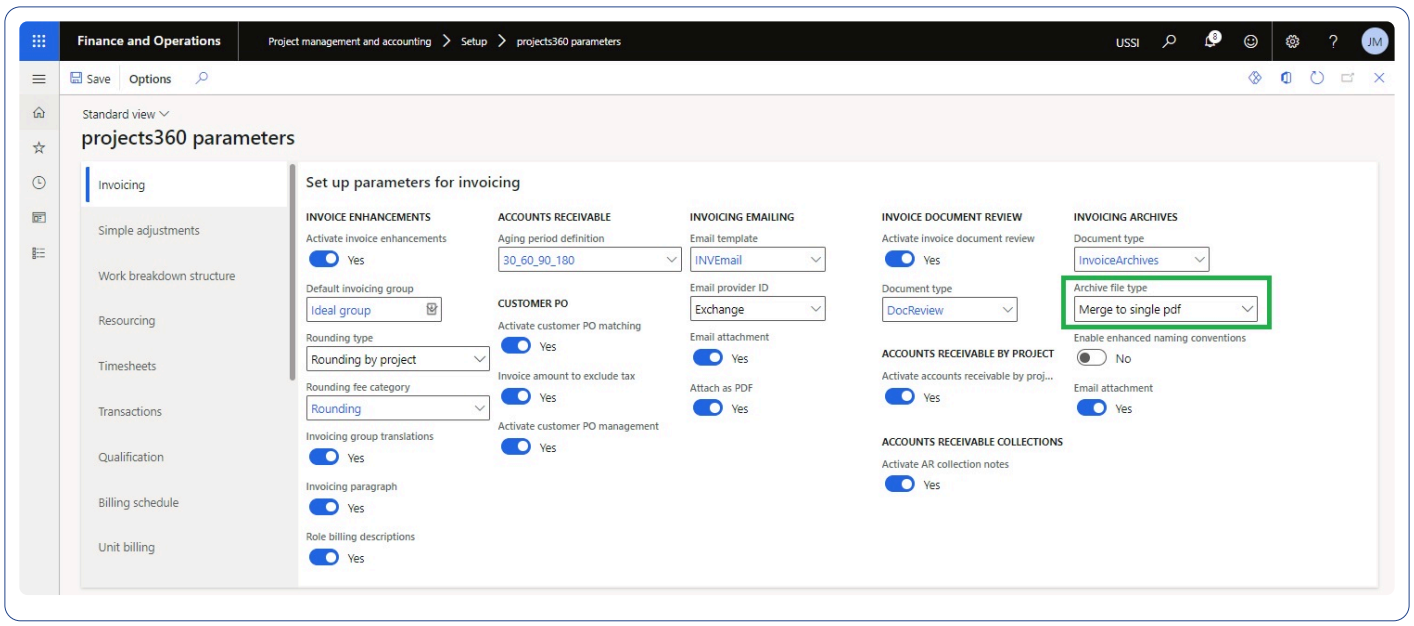
Features Enhanced

Invoice archive – Merge as single PDF

With the new enhancement, Invoice archive function is now officially GA. This feature is capable of merging all required invoice attachments in a single PDF file during Invoice proposal. We have enhanced it this final version supports all Image formats, MS Word documents, MS Outlook files, MS Excel files, MS PowerPoint files and PDF files as attachment allowing to merge and convert them as a single PDF.
In addition, this final version is capable of auto fit images to page and compress images to reduce the final PDF size. This new functionality can be turned on through “project360 parameters”.



Billing schedule

Pre-billing summary review

On the “Project invoice proposal” form, “Pre-billing summary review” is been added to access any “Pre-billing summary” report already generated during billing schedule. This button is available only for “Invoice proposals” created from billing schedule.

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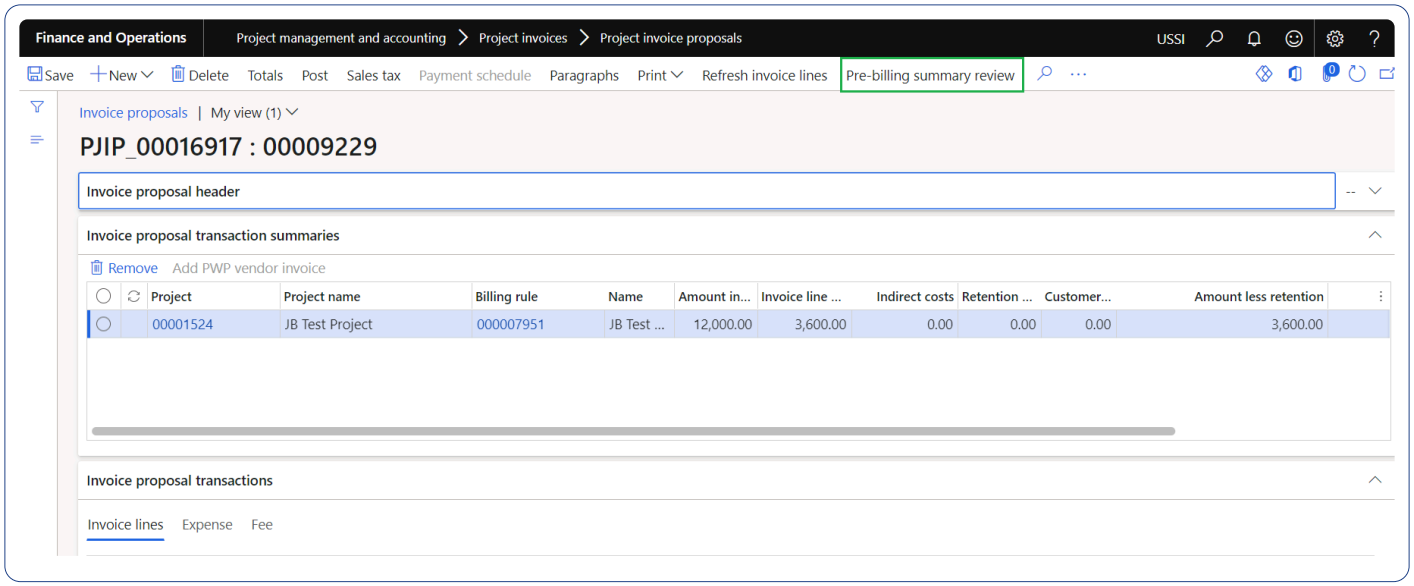
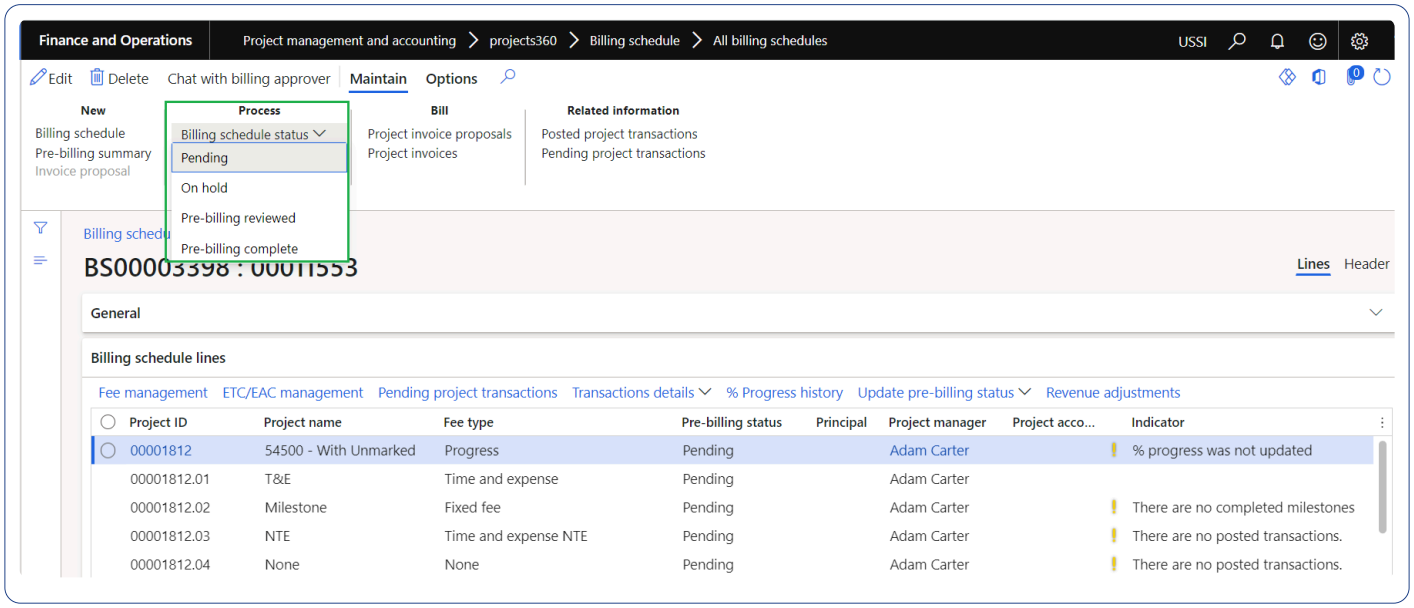


Billing schedule status

“Invoice proposal created” and “Invoice posted” statuses are now removed from the available Billing schedule options for manual update.



Pre-billing tiles on Project manager workspace

Now with this new enhancement, “My prebills dues” and “My prebills past due” buttons will be available on the project manager workspace only when the “Activate billing schedule” parameter is marked.

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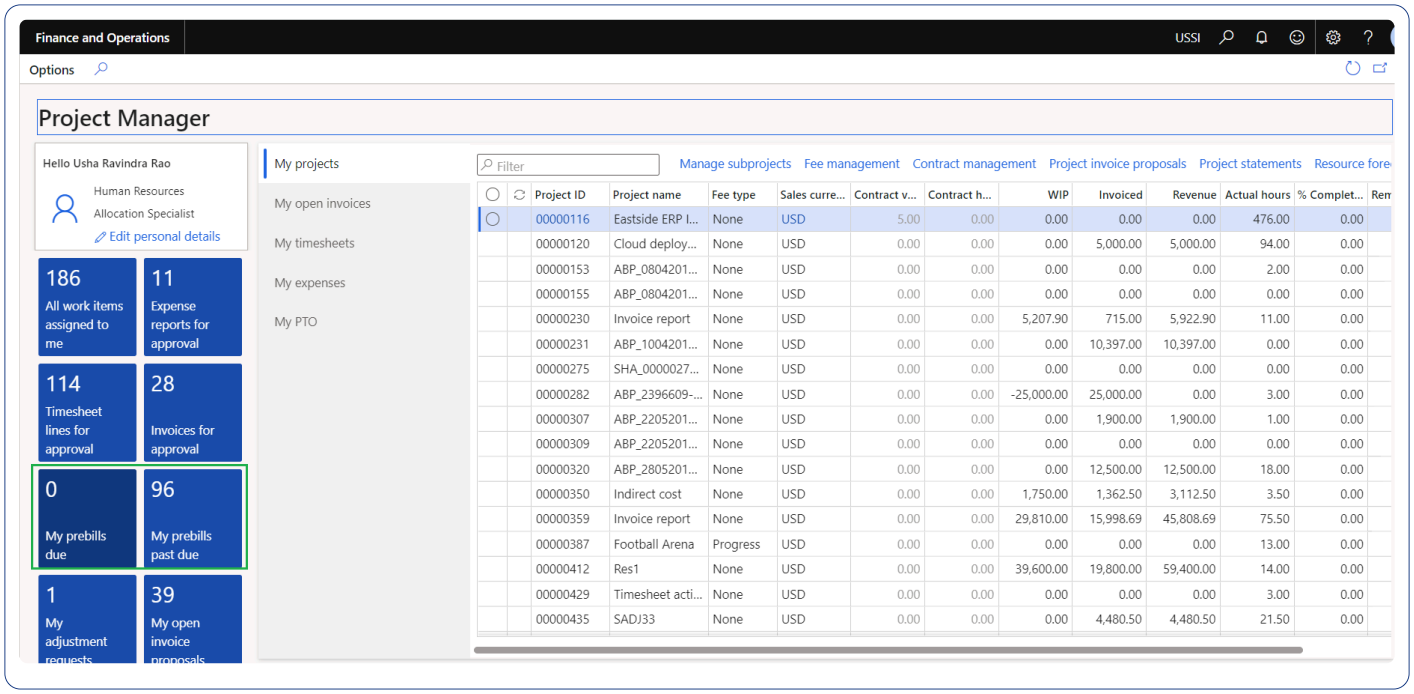
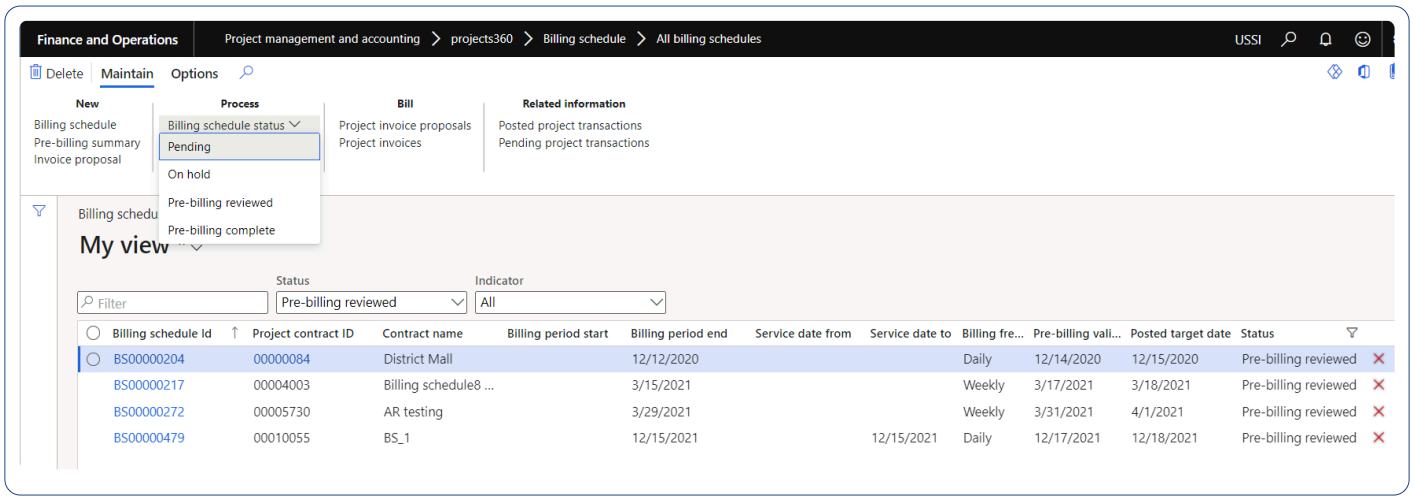


Multi selection for billing schedule status

Now with this new enhancement, users are allowed to select multiple records and update the billing schedule status at once. The multi selection option is only available when the billing schedule “Status” filter is different than “All”.



Timesheet and Timesheet line level approval

In this enhancement, if the project contract has multiple funding sources, then “Customer name” related with “Customer account” from the Project will be shown on “Timsheet” and “Timesheet line level approval form”. This is controlled through a parameter.

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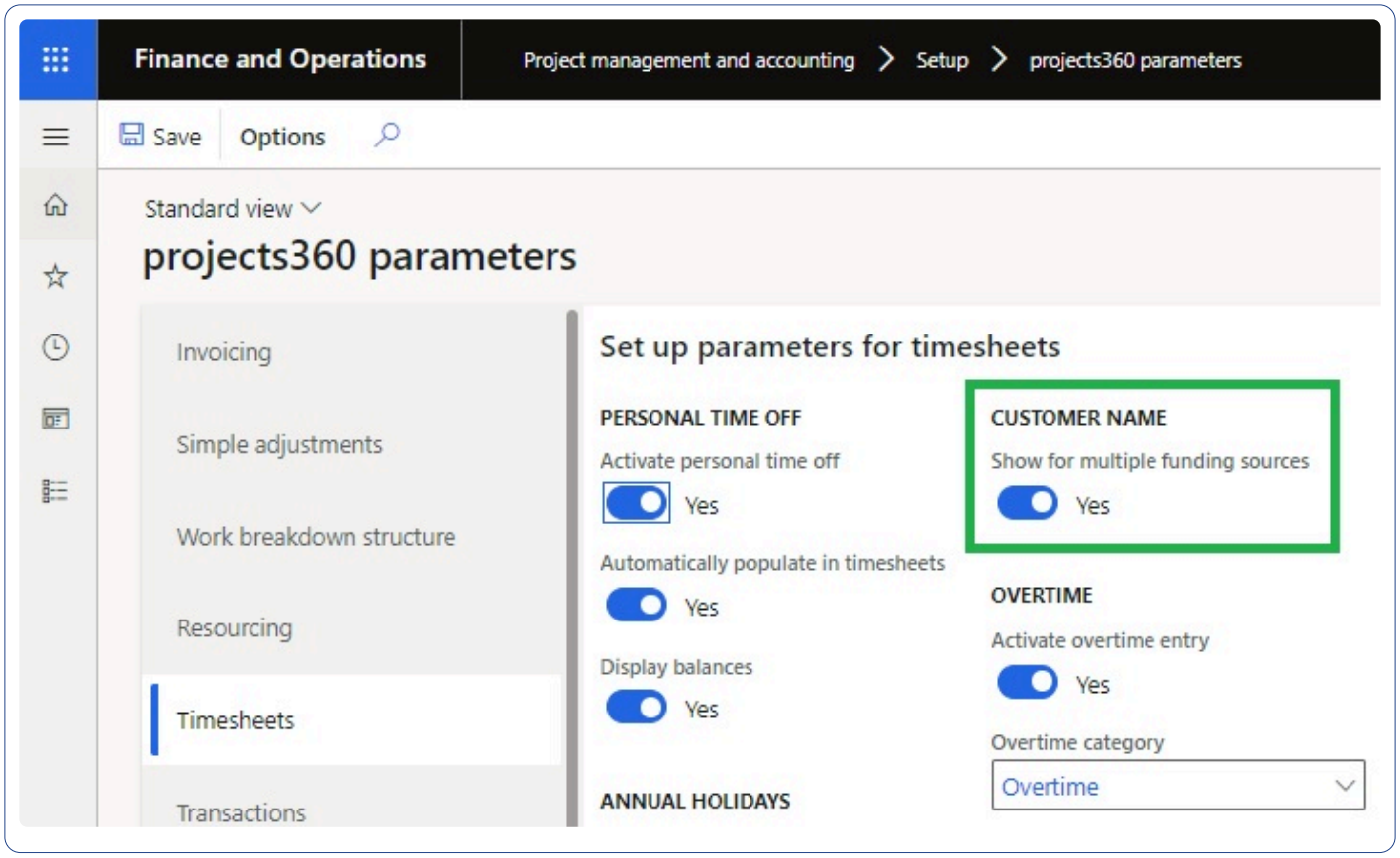
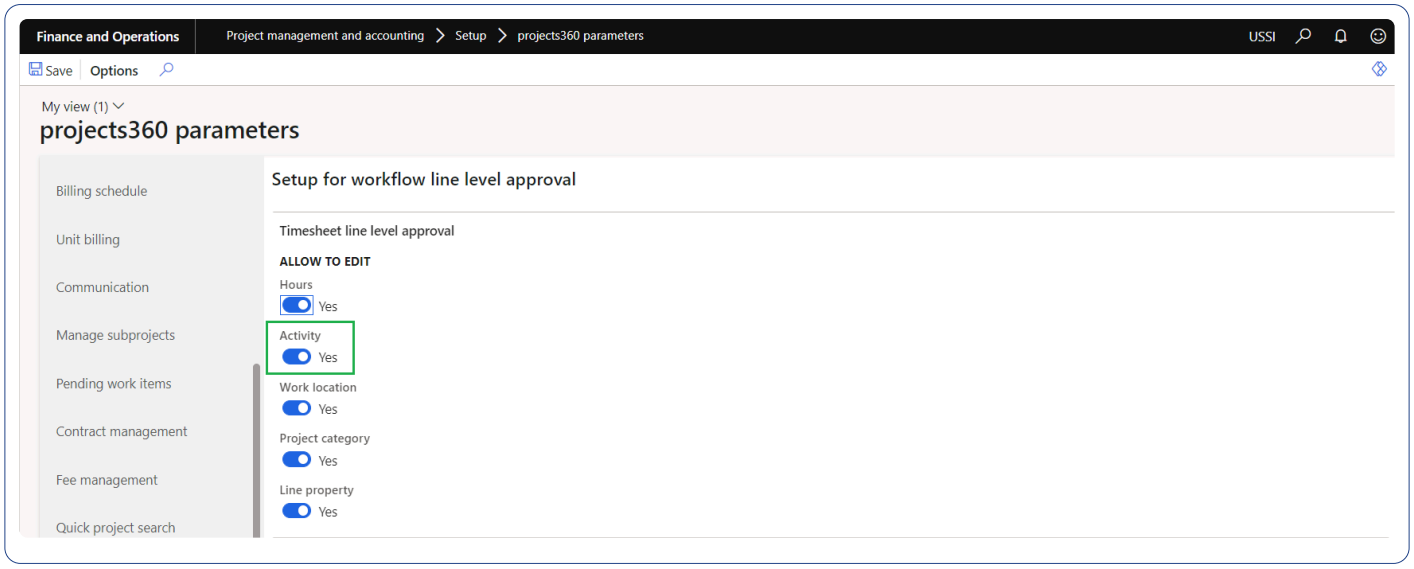


Along with this enhancement, “Activity” parameter is added based on which user will able to edit the “Activity” on the Timesheet line level approval form.



Simple Adjustment

In this enhancement, “Reapply sales price” button is added on the “Hour transactions” form where users can perform reapply sales price similar as from Invoice proposal.

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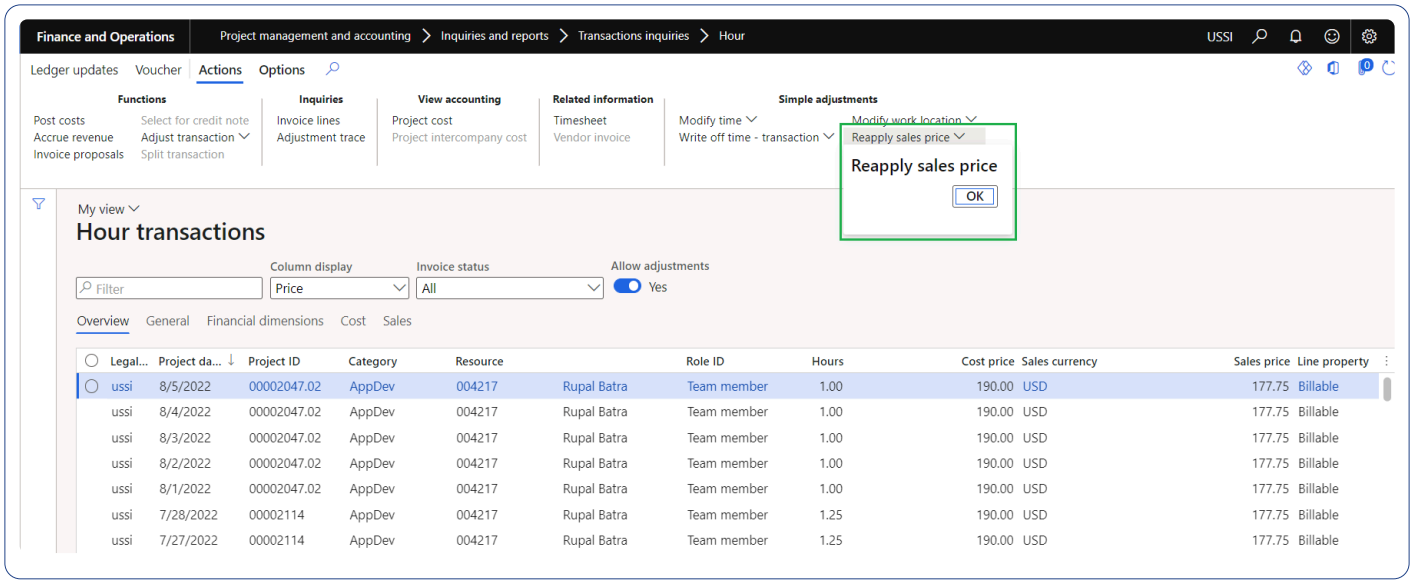
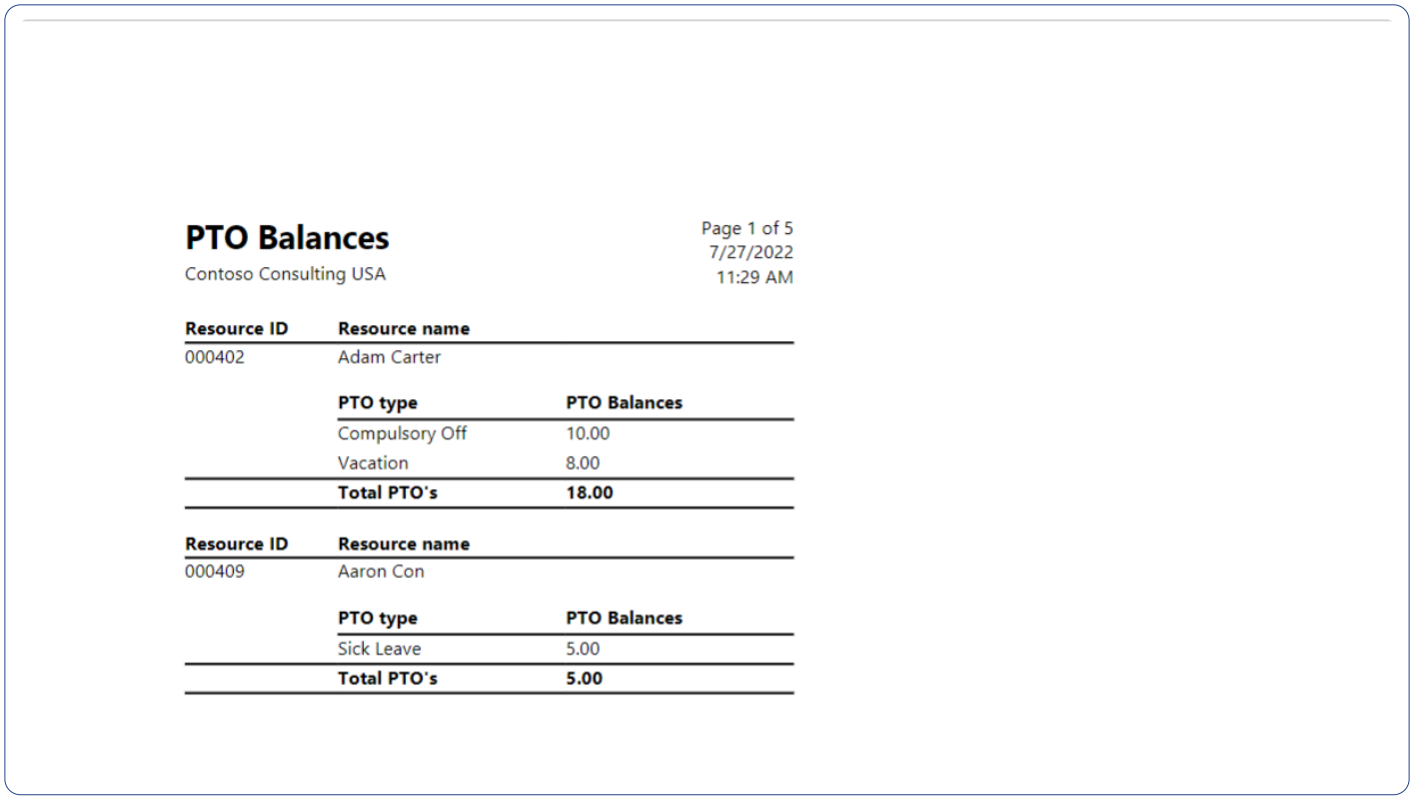


PTO balance report

In this enhancement, new report “PTO balance report” is developed which displays the PTO balances of all the resources.



PTO Balances

Contoso Consulting USA

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11:29 AM

Resource ID	Resource name
000402	Adam Carter

PTO type	PTO Balances
Compulsory Off	10.00
Vacation	8.00
Total PTO's	**18.00**

Resource ID	Resource name
000409	Aaron Con

PTO type	PTO Balances
Sick Leave	5.00
Total PTO's	**5.00**

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Misc changes

Projects entity

In this enhancement, new parameters “Disable external comments” and “Disable Internal comments” parameters are added to the “Projects” data entity.

Standard adjustment

In this enhancement, while performing adjustment “Cost percentage” will be considered while calculating the cost price for the new adjusted transaction based on the attached line property.

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Workspaces

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

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

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

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

Select a feature to view more details about them.

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Introduction

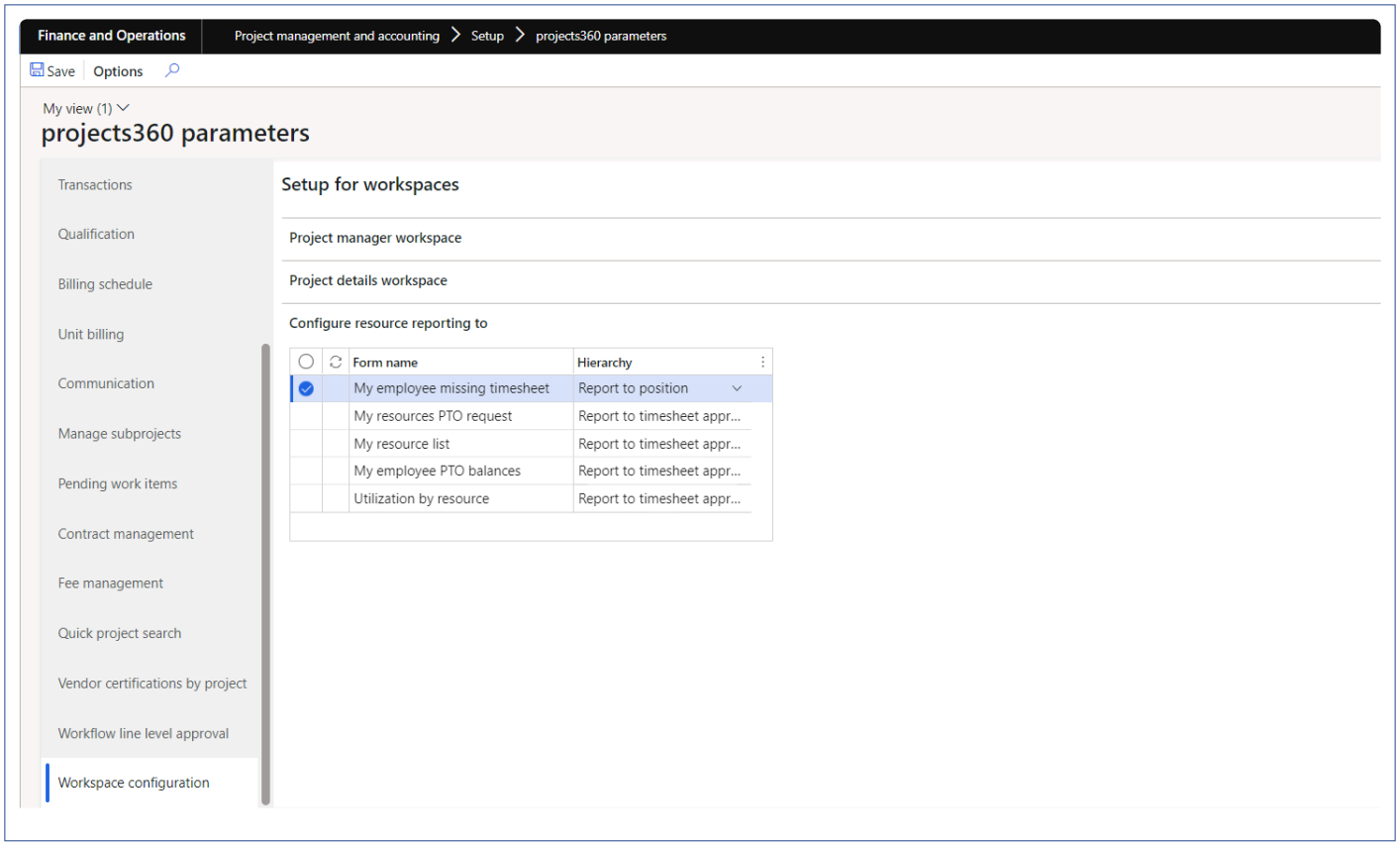
This sections deals with the workspaces available out-of-the-box in the projects360 suite. These workspaces are role specific and based on the logged in user's role.

Workspace

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

Workspace parameters

Parameters settings are required for few Tiles which can be defined on the projects360 parameters.



Buttons	Description
Form name	Displays all the form for which the data can be viewed based on Hierarchy.

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Hierarchy	There are 2 options ‘Report to position’ and ‘Report of timesheet approver. Based on the option selected data will be displayed on the Tile/List.

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

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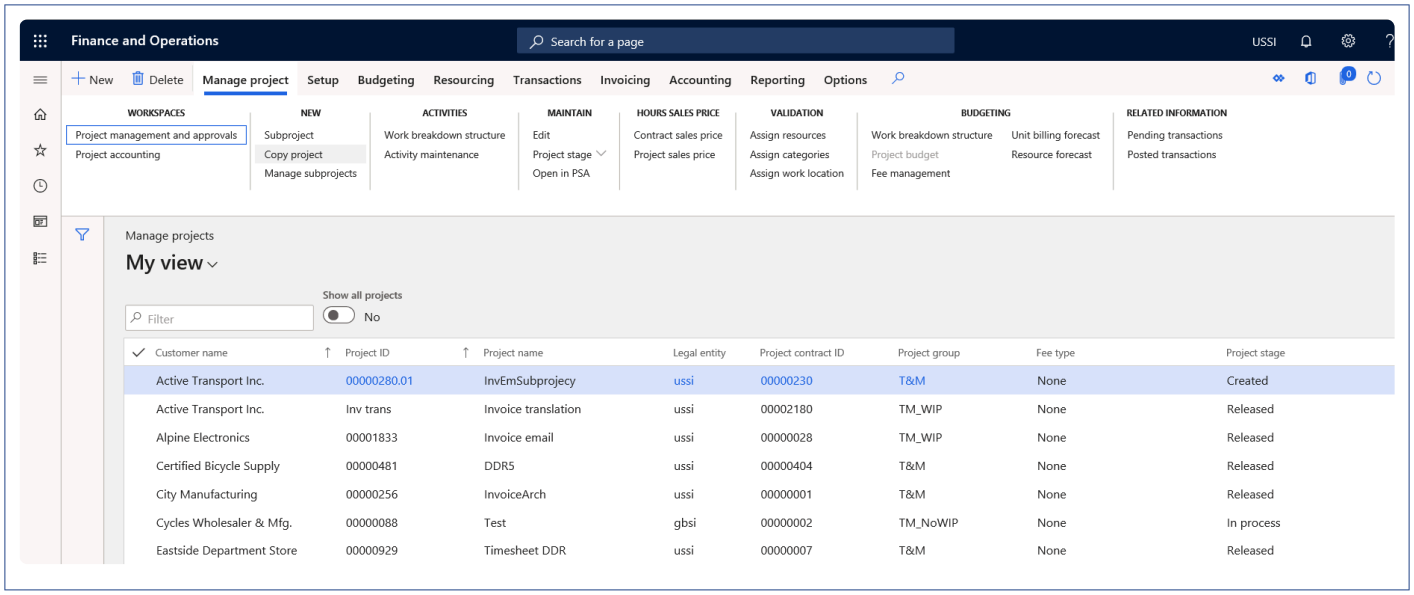
Manage Projects

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

Manage projects grid

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

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



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

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

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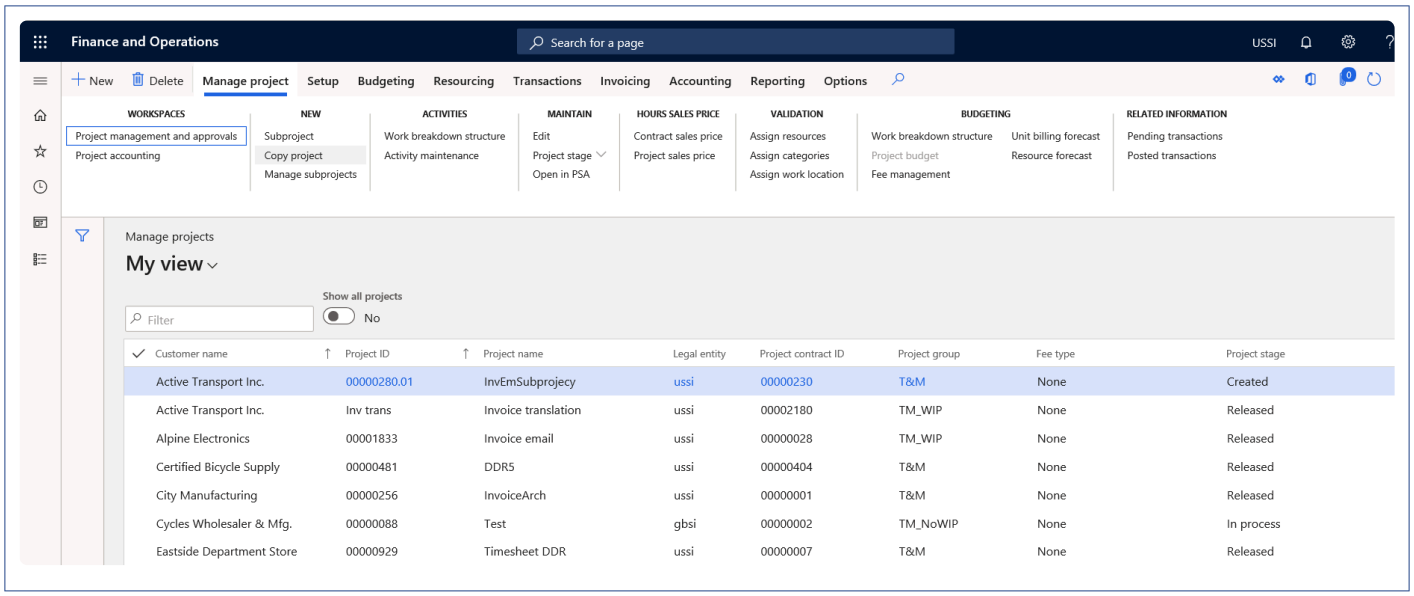
Project group	Existing field pulled from projects form
Fee type	Existing field pulled from projects form.
Project stage	Existing field pulled from projects form

Manage projects tab

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



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

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

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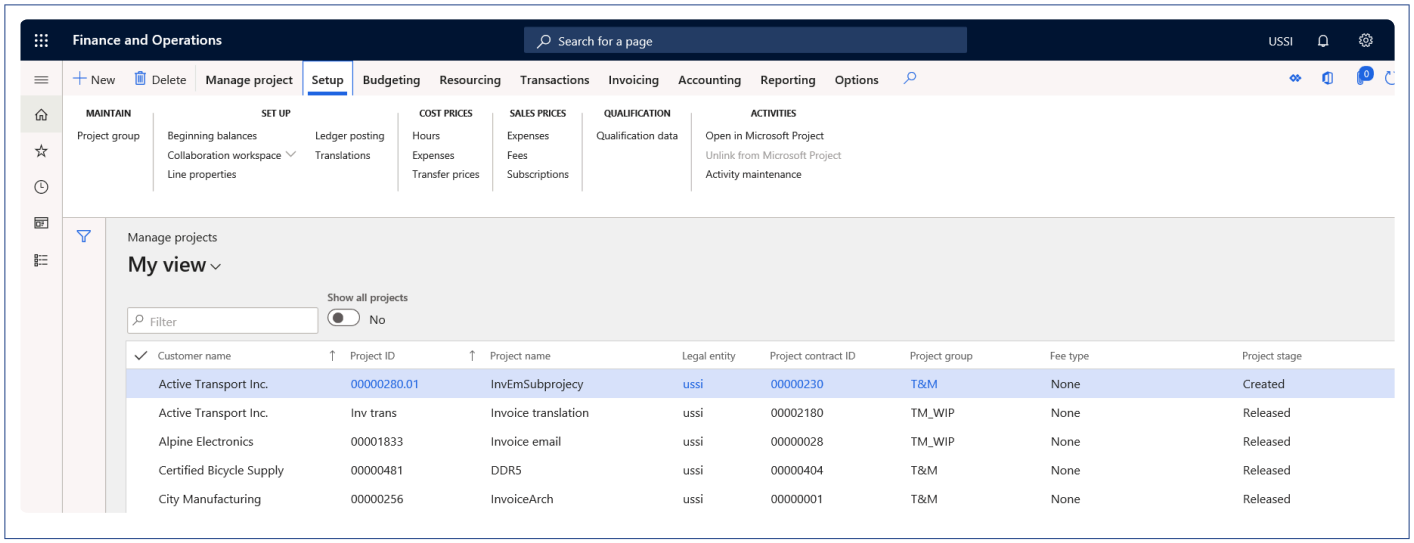
Open is PSA	Existing button pulled from projects form.
Contract sales price	Existing button pulled from project contracts form
Project sales price	Existing button pulled from projects form.
Assign resources	Existing button pulled from projects form
Assign categories	Existing button pulled from projects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

Setup tab

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



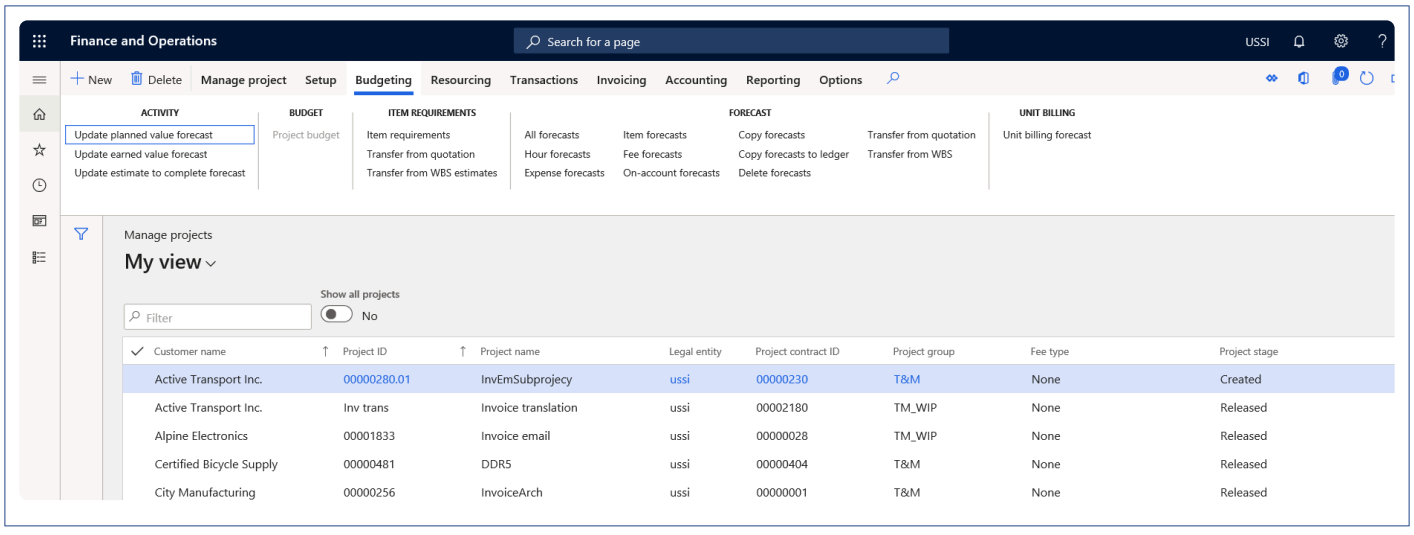
Details of the buttons available on the Setup tab are as follows –

Button	Description
Project group	Existing button pulled from projects form.
Beginning balance	Existing button pulled from projects form.

Collaboration workspace	Existing button pulled from projects form
Line properties	Existing button pulled from projects form
Ledger posting	Existing button pulled from projects form.
Translation	Existing button pulled from projects form
Hours	Existing button pulled from projects form.
Expenses	Existing button pulled from projects form
Transfer prices	Existing button pulled from projects form.
Expenses	Existing button pulled from project contracts form
Fee	Existing button pulled from projects form.
Subscriptions	Existing button pulled from projects form
Qualification data	Existing button pulled from projects form.
Open in Microsoft project	Existing button pulled from projects form
Unlink from Microsoft project	Existing button pulled from projects form.
Activity maintainence	Existing button pulled from projects form

Budgeting tab

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



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

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

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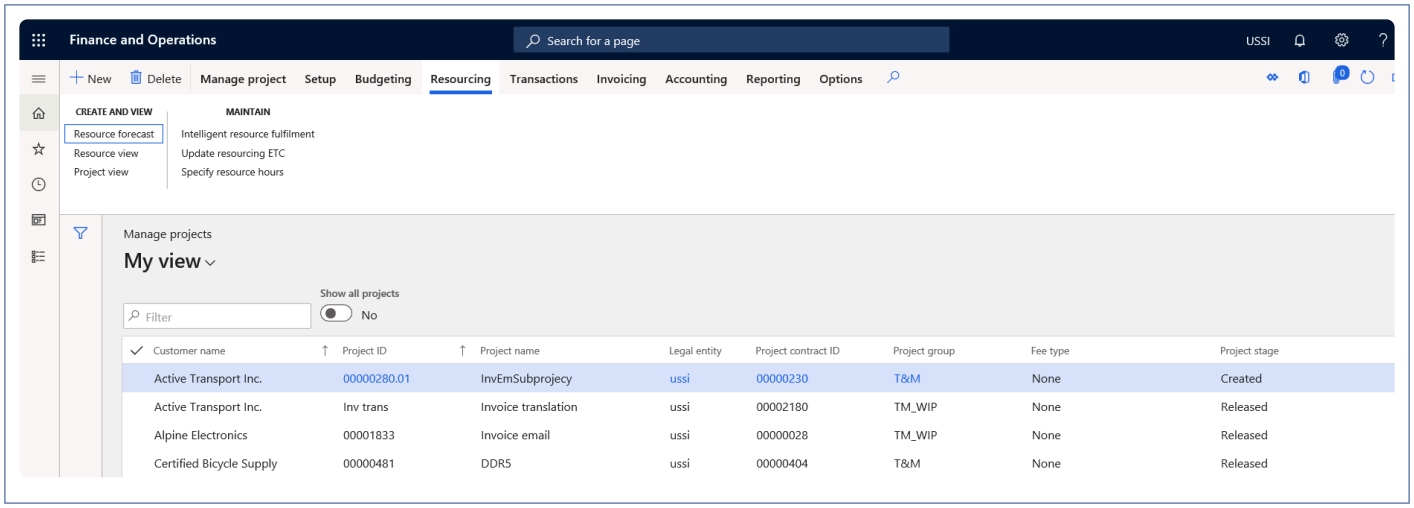

Details of the button available on the Resourcing tab are as follows –

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.

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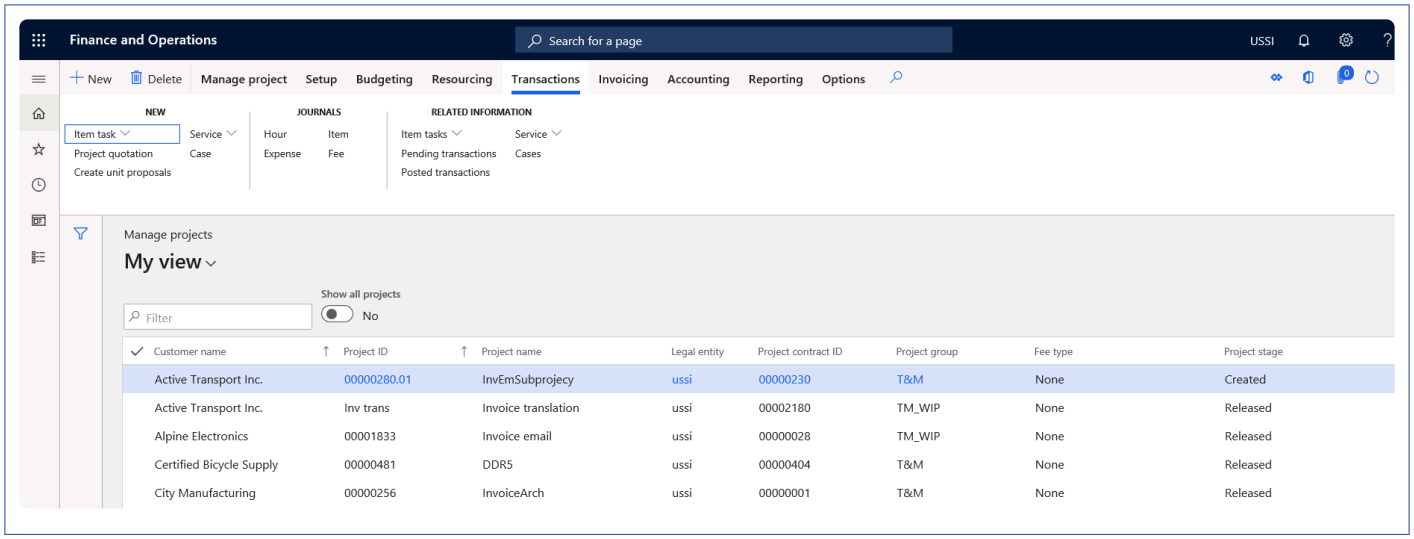

Details of the button available on the Transactions tab are as follows –

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.

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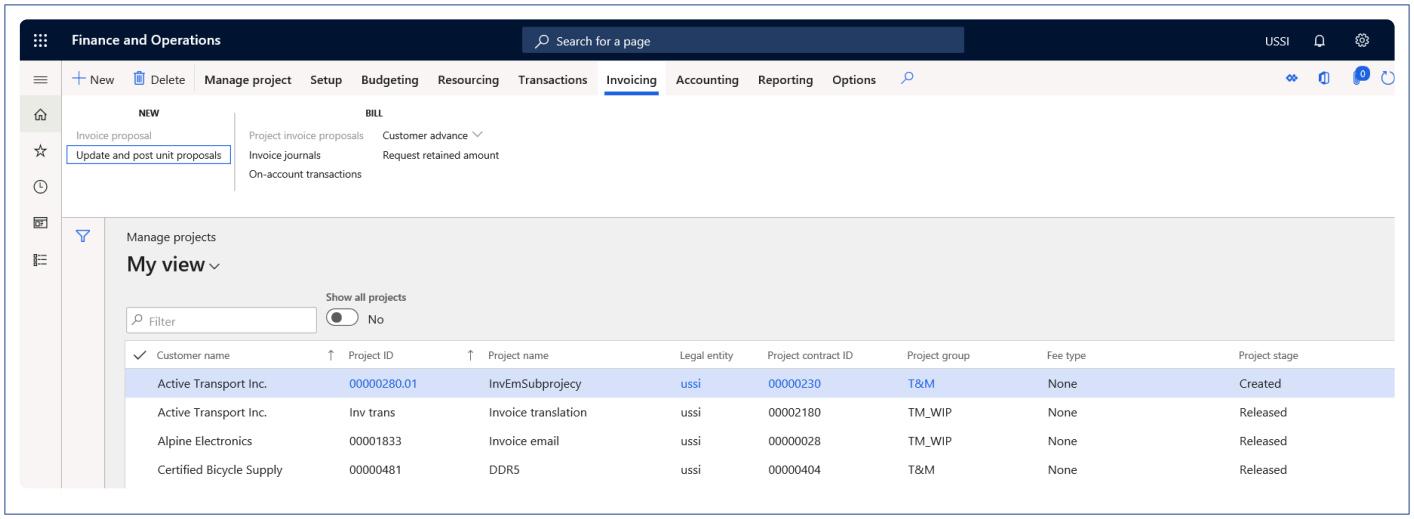

Details of the button available on the Invoicing tab are as follows –

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.

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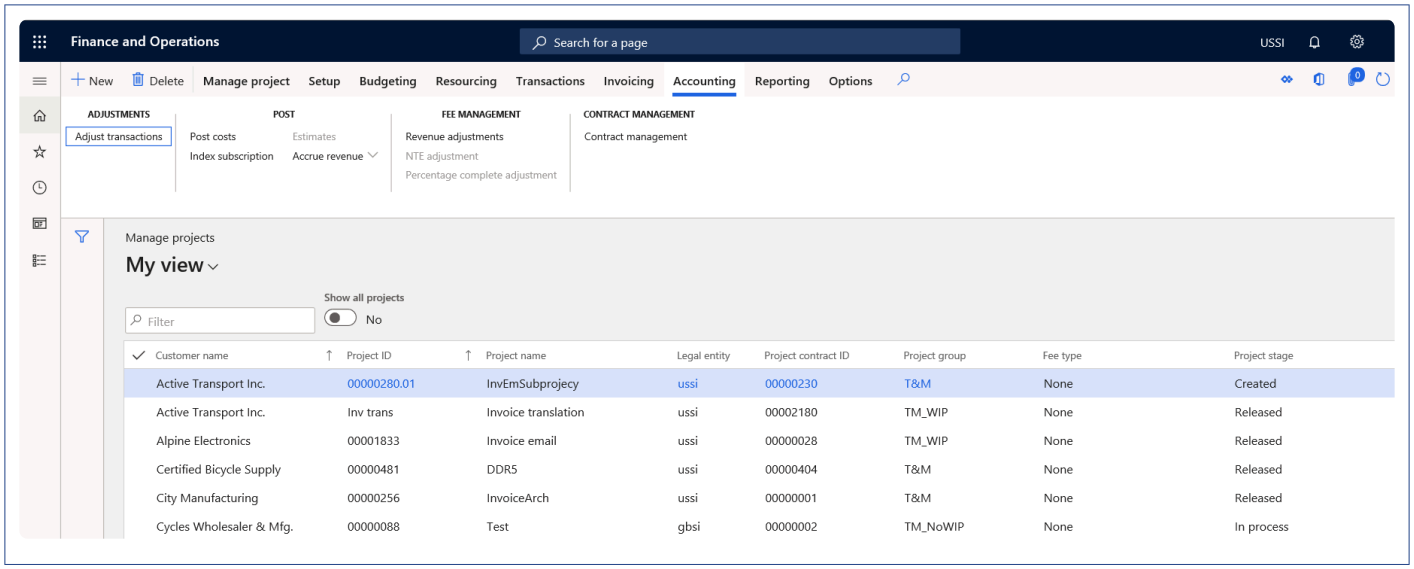

Details of the button available on the Accounting tab are as follows –

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.

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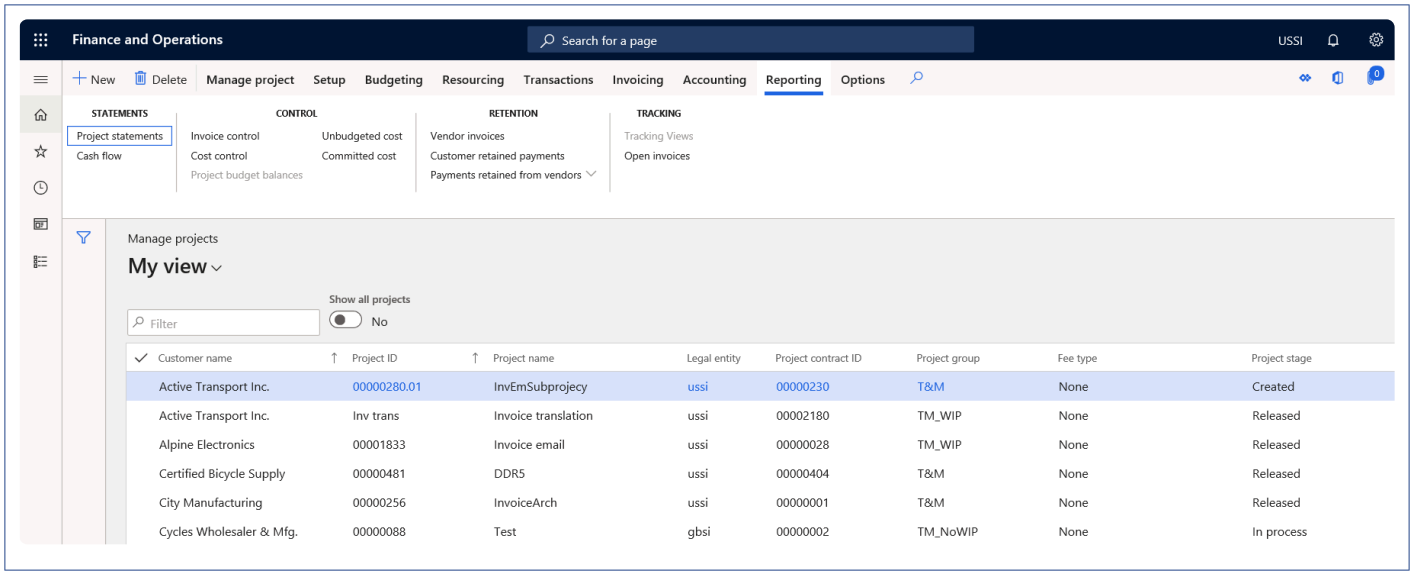

Details of the button available on the Reporting tab are as follows –

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

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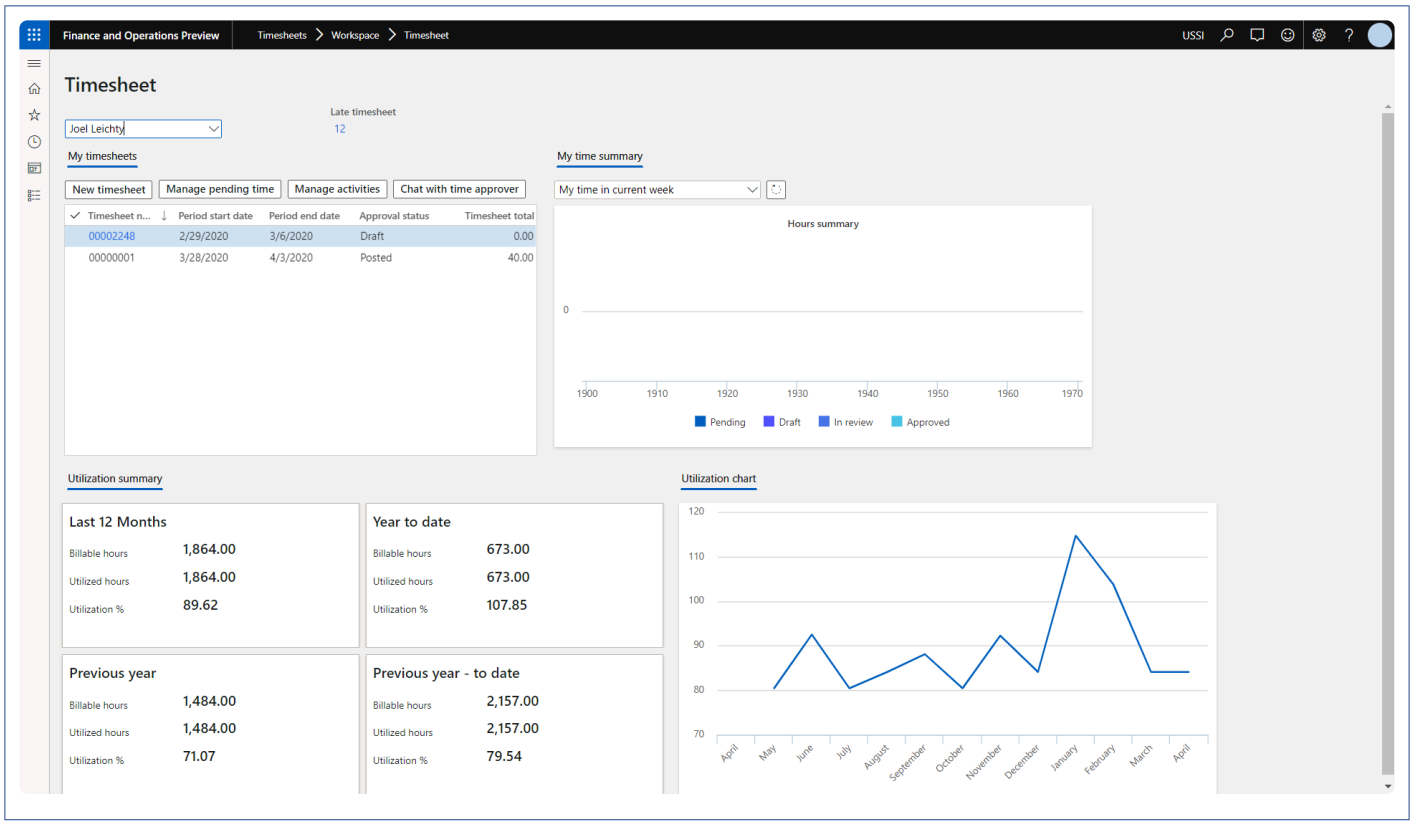
Timesheet

Intent of this Workspace

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



1. My timesheets

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

Buttons	Description
New Timesheet	Allows to quickly create timesheet by directly opening the new timesheet slide out form.
Manage	Allows to quickly open the manage pending time form, this button will not be visible for the

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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 clicked to turn them on or off, hence these legends can be utilized as filters to see data in different statuses.

3. Utilization summary

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

3. Utilization chart

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

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

Go to Timesheets > Setup > Timesheet parameters

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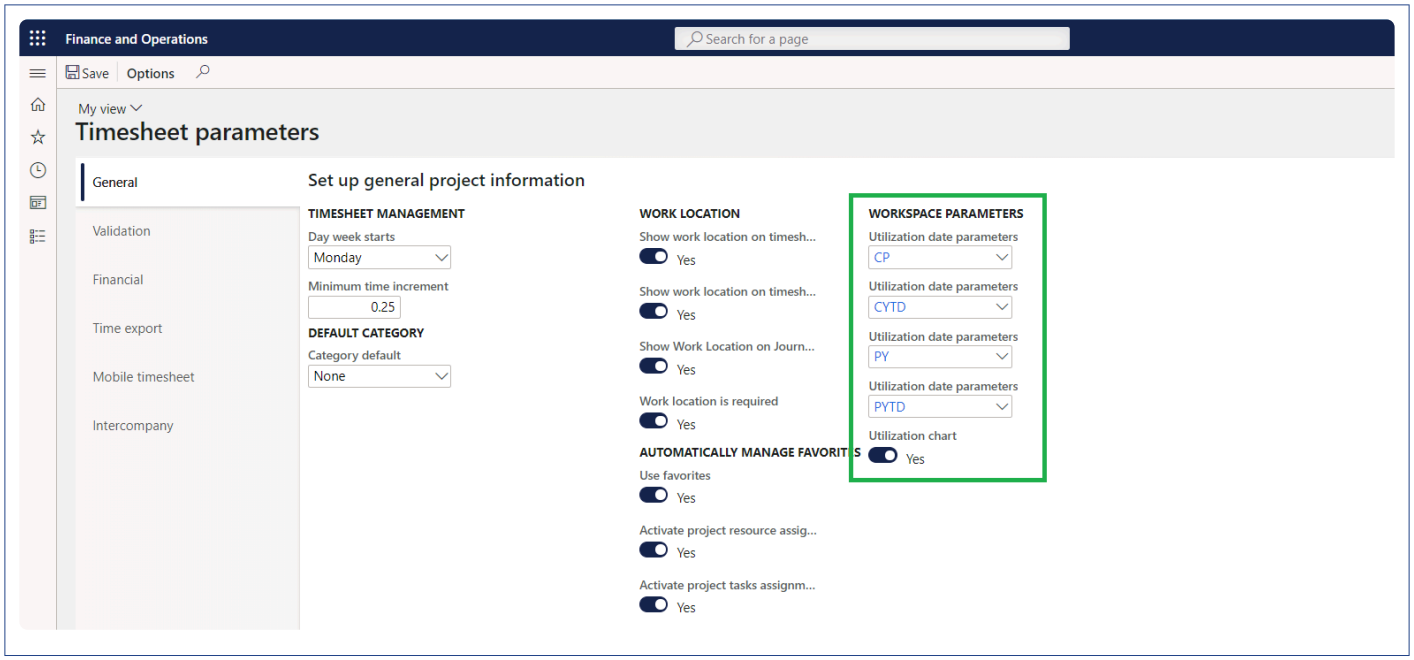

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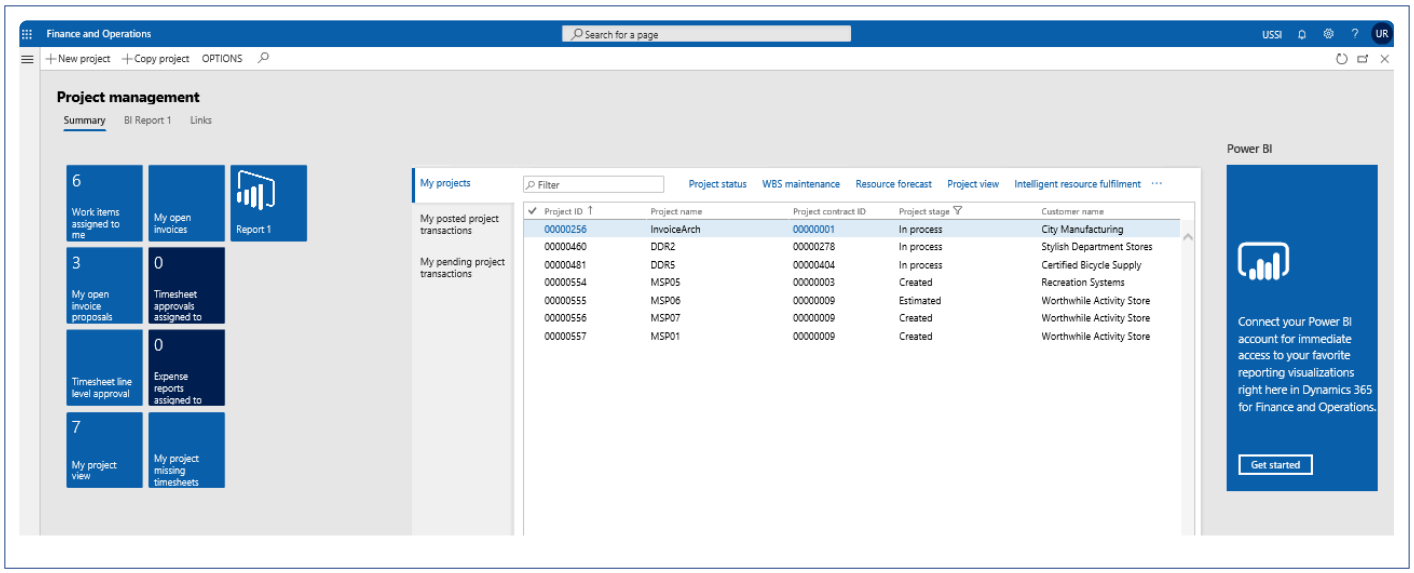
Project Management

Intent of this Workspace

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

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



1. Tiles Section

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

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Timesheet approvals assigned to me	All the timesheets assigned or delegated to the logged in user for approval are lisetd on this tile.
Expense reports assigned to me	All the expense reports assigned or delegated to the logged in user for approval are lisetd on this tile.
My project missing timesheets	All the timesheets missing i.e. not submitted by the resources assigned in the projects where the logged in user is defined as Project manager are listed on this tile.

2. List Page Section

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

3. Power BI Section

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

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

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.

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

5. List of Buttons

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

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

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

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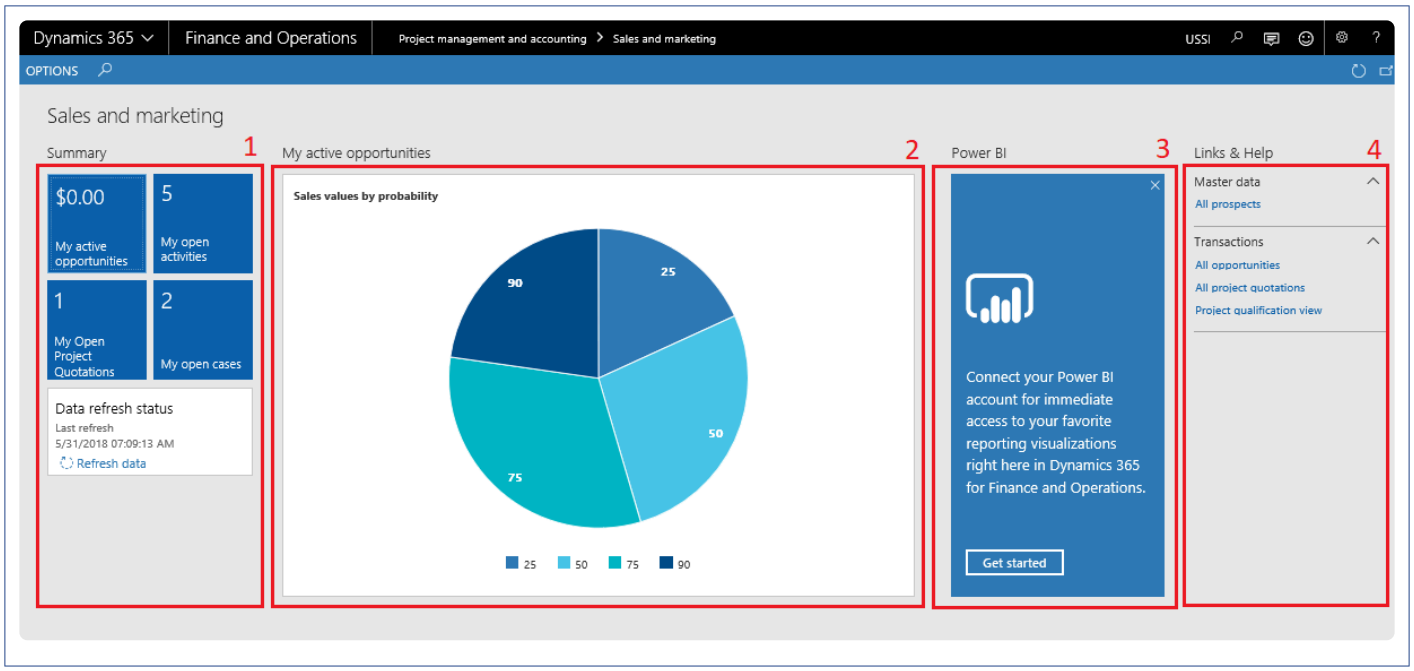
Sales and Marketing

Intent of this Workspace

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

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



1. Tiles Section

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

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status	users to refresh data.

2. Graph Section

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

3. Power BI Section

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

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

4. Links & Help Section:

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

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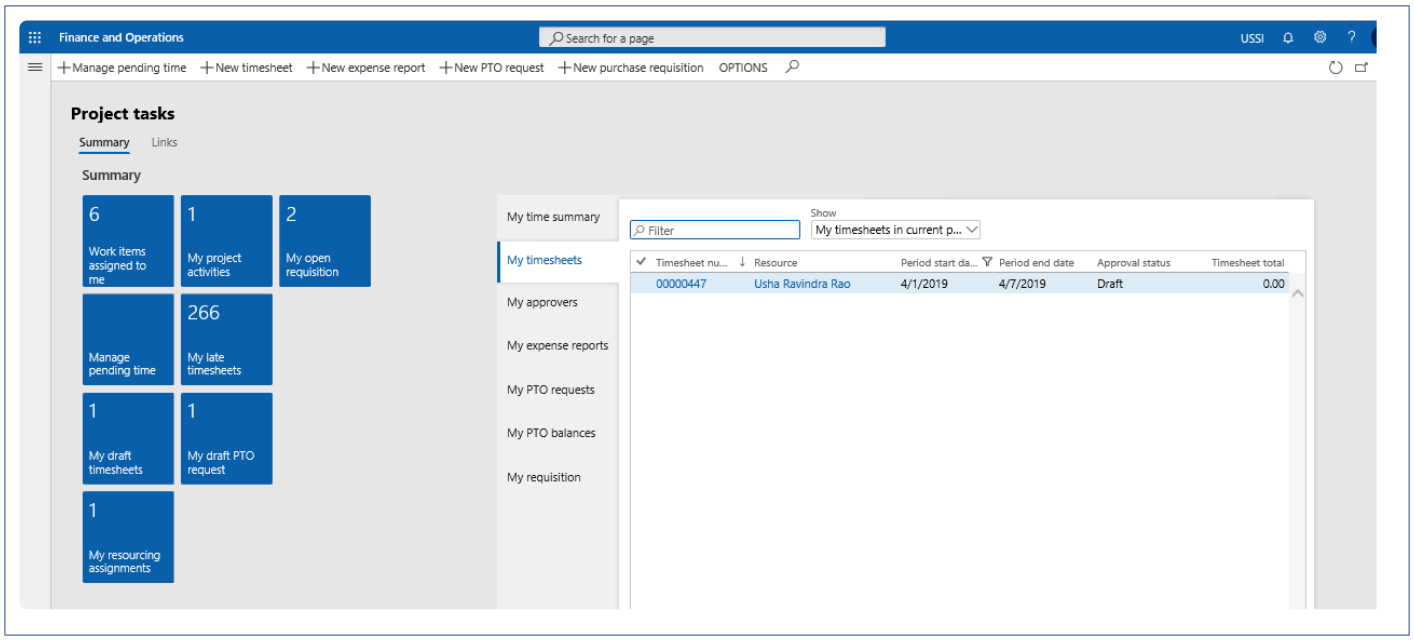
Project Tasks

Intent of this Workspace

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

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



1. Tiles Section

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

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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

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

4. List of Buttons

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

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

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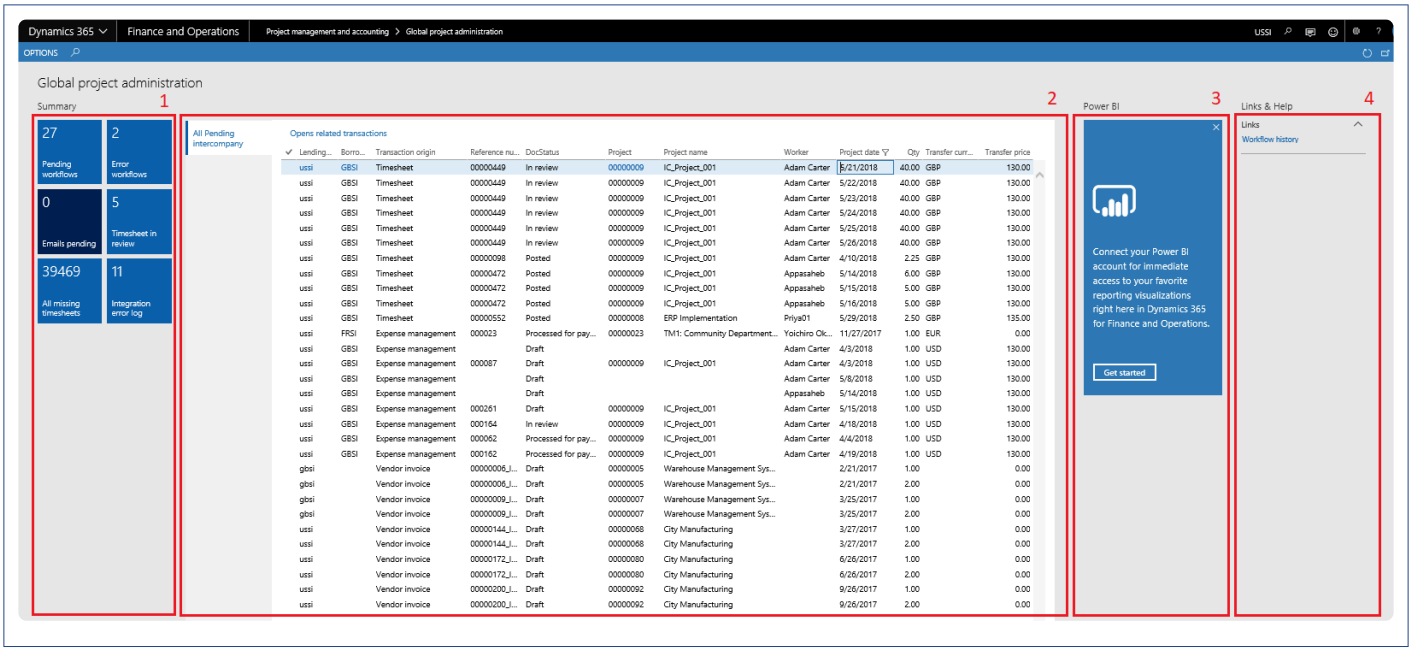
Global Project Administration

Intent of this Workspace

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

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



1. Tiles Section

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

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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

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

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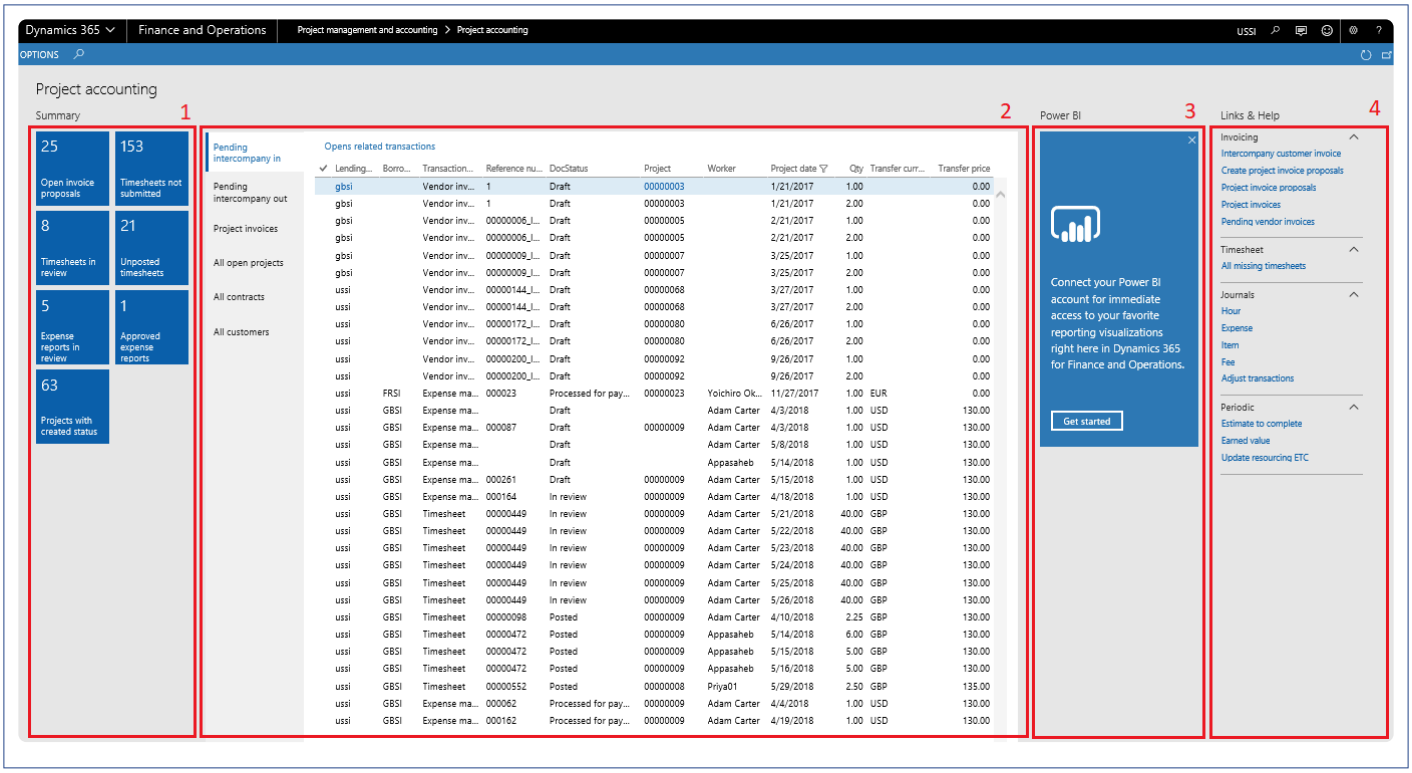
Project Accounting

Intent of this Workspace

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

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



1. Tiles Section

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

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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.

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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.

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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.

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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.

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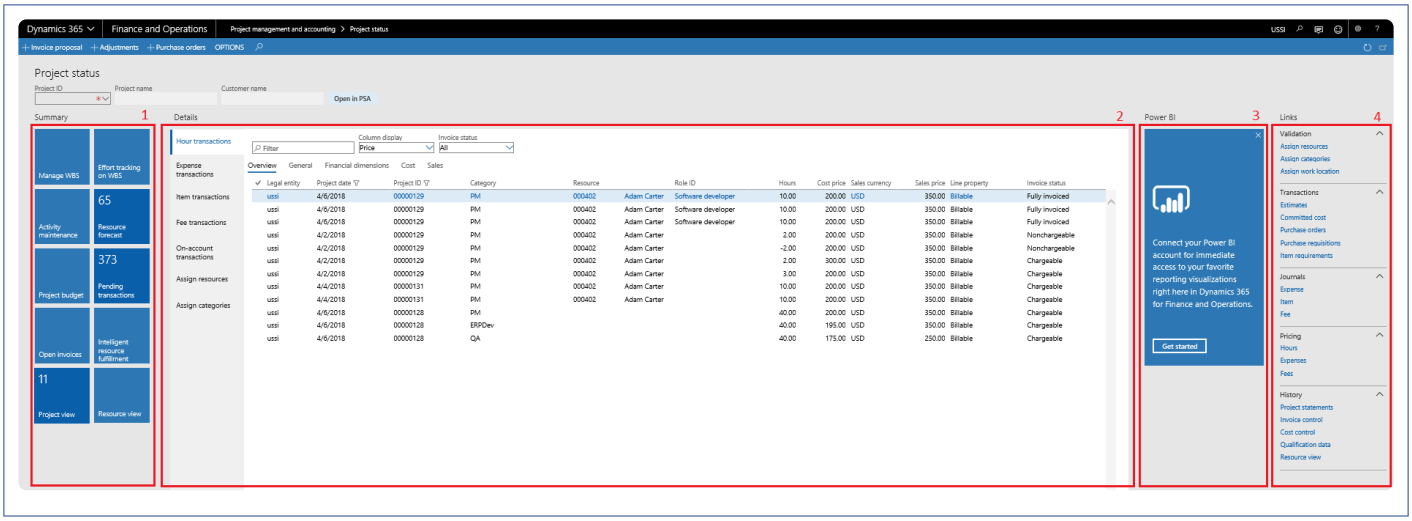
Project Status

Intent of this Workspace

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

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

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



1. Tiles Section

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

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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.

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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

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

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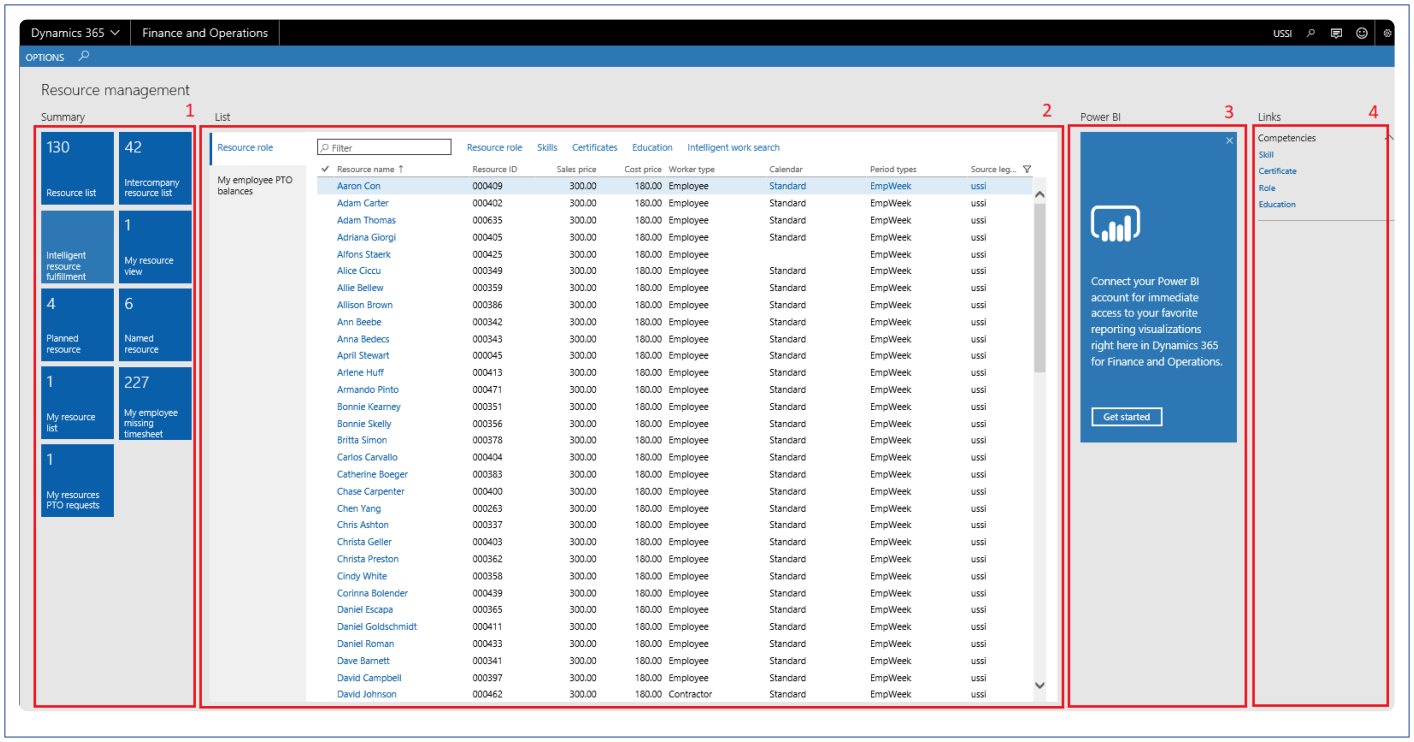
Resource Management

Intent of this Workspace

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

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

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



1. Tiles Section

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

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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.

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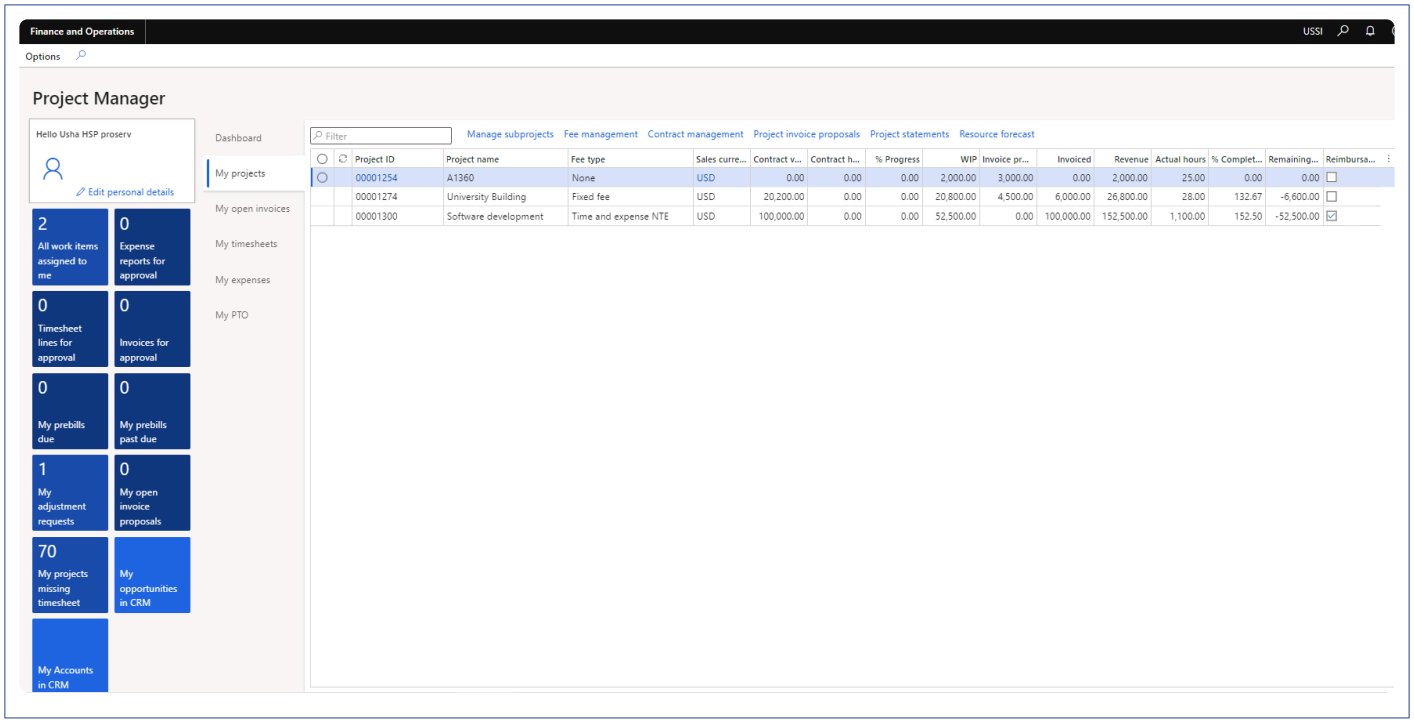
Project manager

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.



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.

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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'. This tile will be available only when "Activate billing schedule" parameter is marked on project360 parameters.
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'. This tile will be available only when "Activate billing schedule" parameter is marked on project360 parameters.
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.

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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.

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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

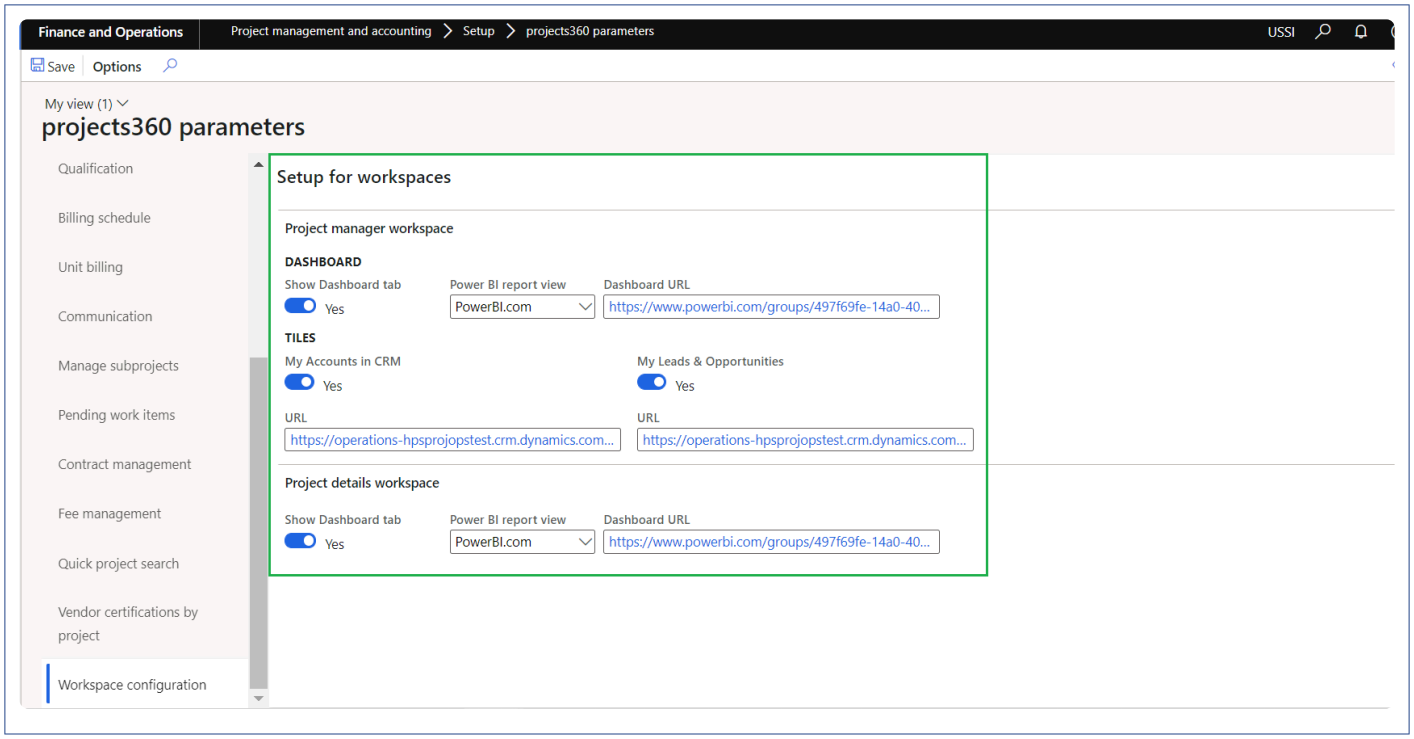
Multiple filters are available on the selection of My open invoices list page on the workspace. User can narrow down their searches using these.

- 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



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.

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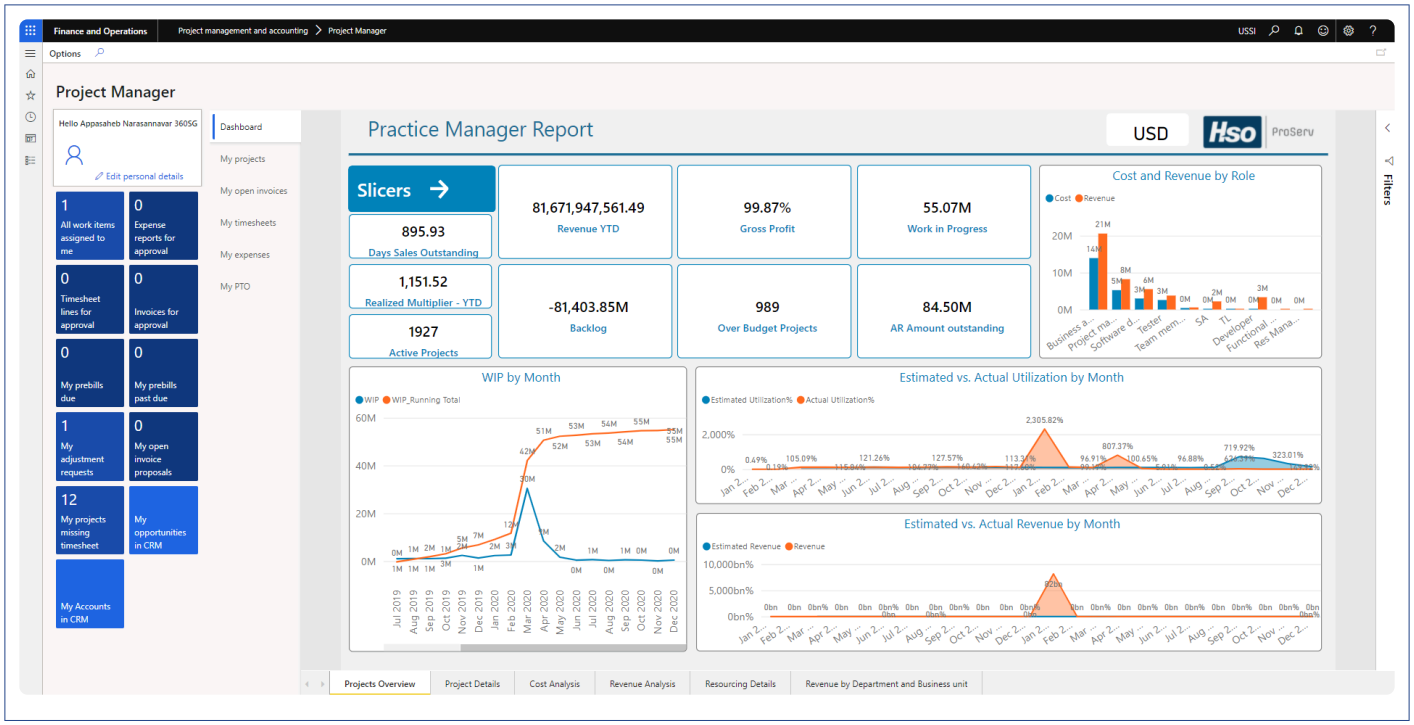
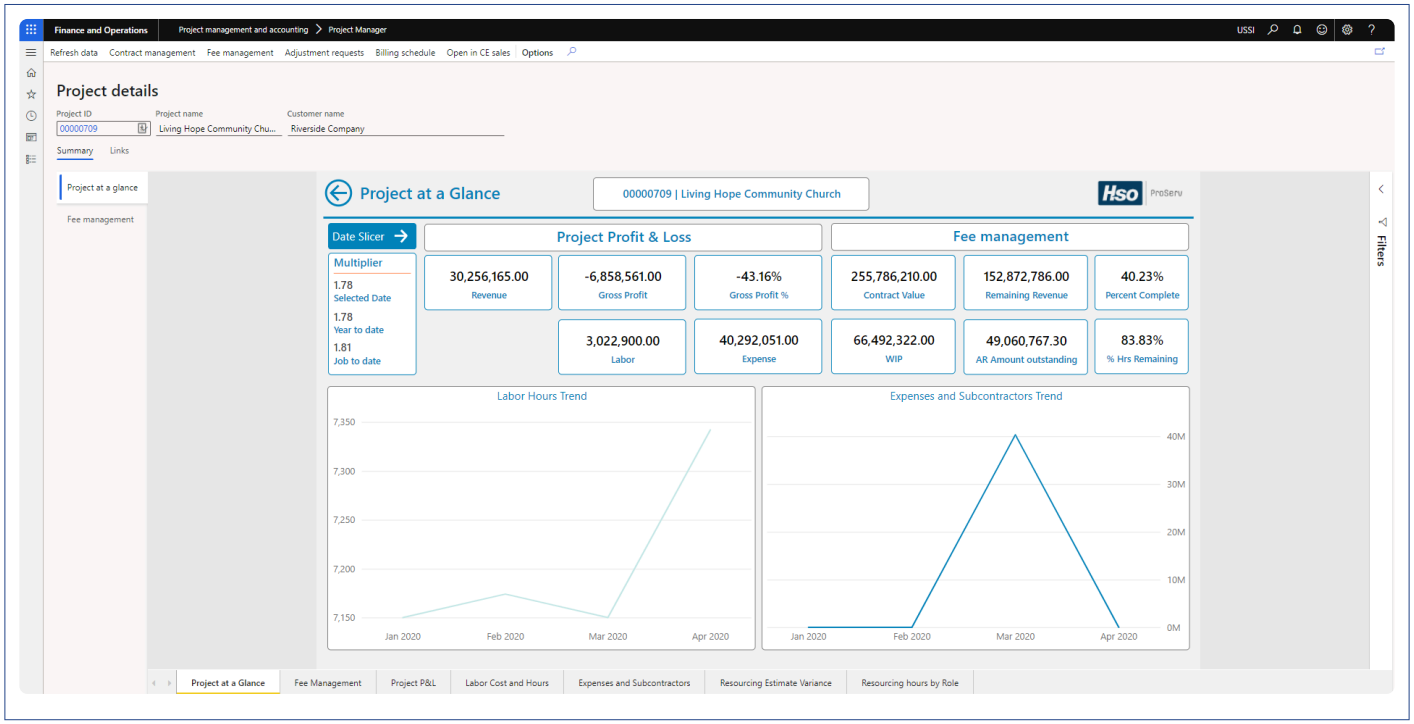


Project details dashboard

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.

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Manage Subprojects

The Manage subprojects feature has been specifically designed with the user in mind, allowing for the creation and maintenance of subprojects with an easy-to-use interface. With this feature, you can create multiple subprojects within a single grid, eliminating the need for complex navigation typically required when performing similar tasks using standard forms. All projects created using this feature are presented in a hierarchical structure, providing a clear visual representation of their relationship to one another.

When creating a subproject, all details, including dimensions, are defaulted from the parent project. However, these details can be easily modified and edited before saving the record. Additionally, a new data entity has been introduced to facilitate easy Excel import and maintenance for larger project structures.

With the Manage subprojects feature, a project tree can consist of up to three levels, which means a root project can have up to two child or sub-level projects, with multiple sibling projects within each level. This allows for greater flexibility in project organization and management, making it easier to keep track of project progress and ensure timely completion.

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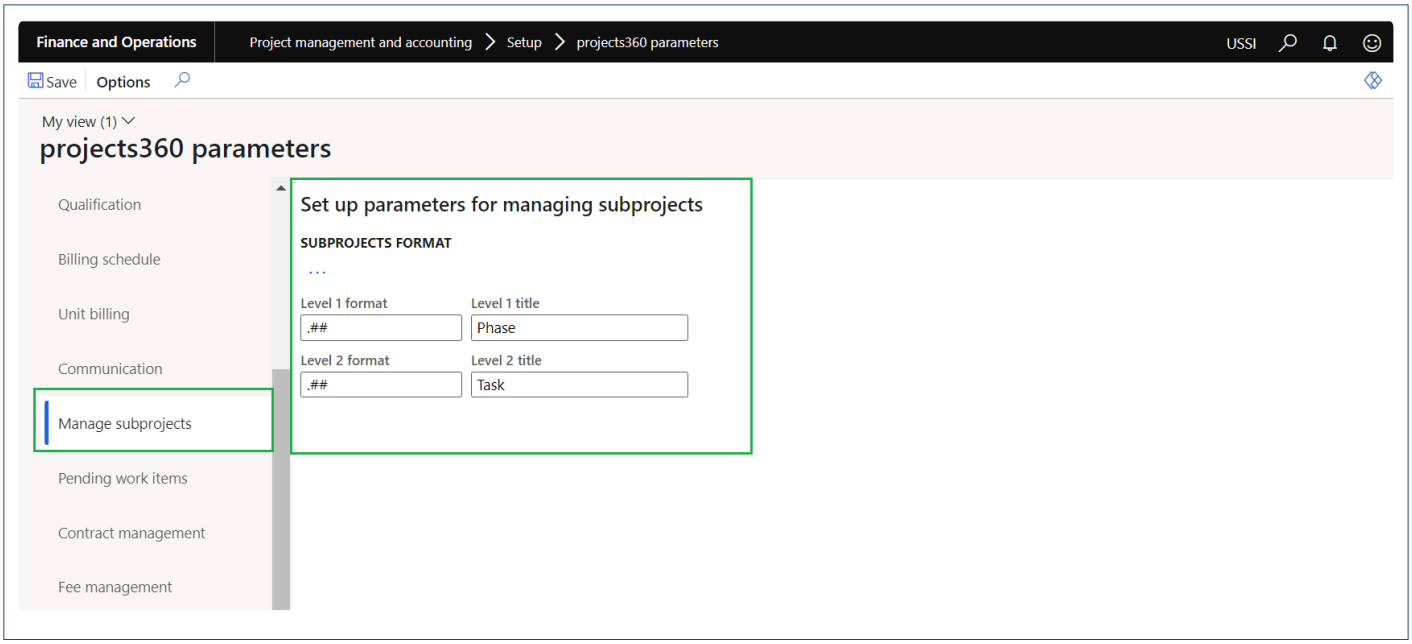
Configure Subproject

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

Parameter Setup

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

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



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

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	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 .

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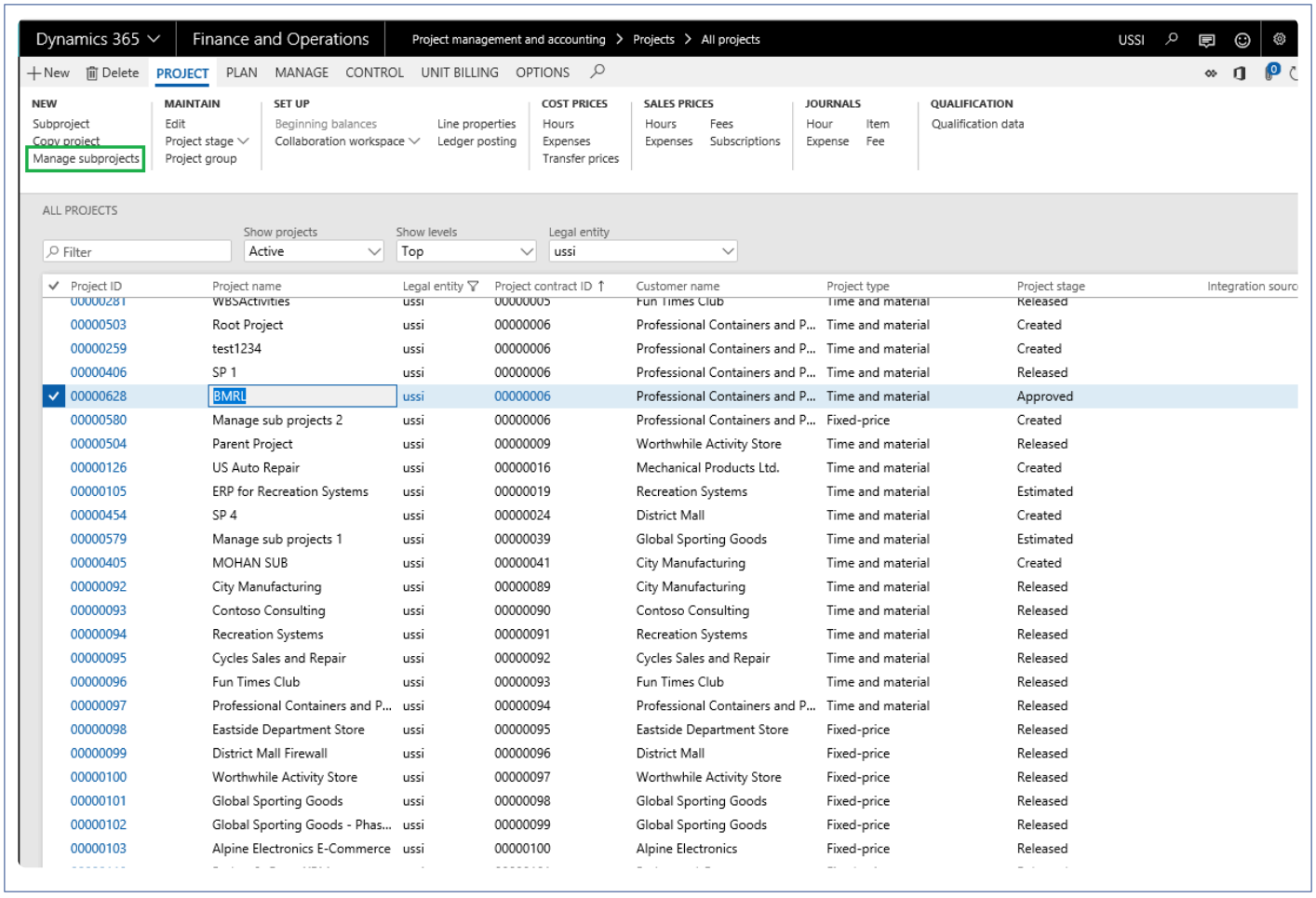
Create Subprojects

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

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

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



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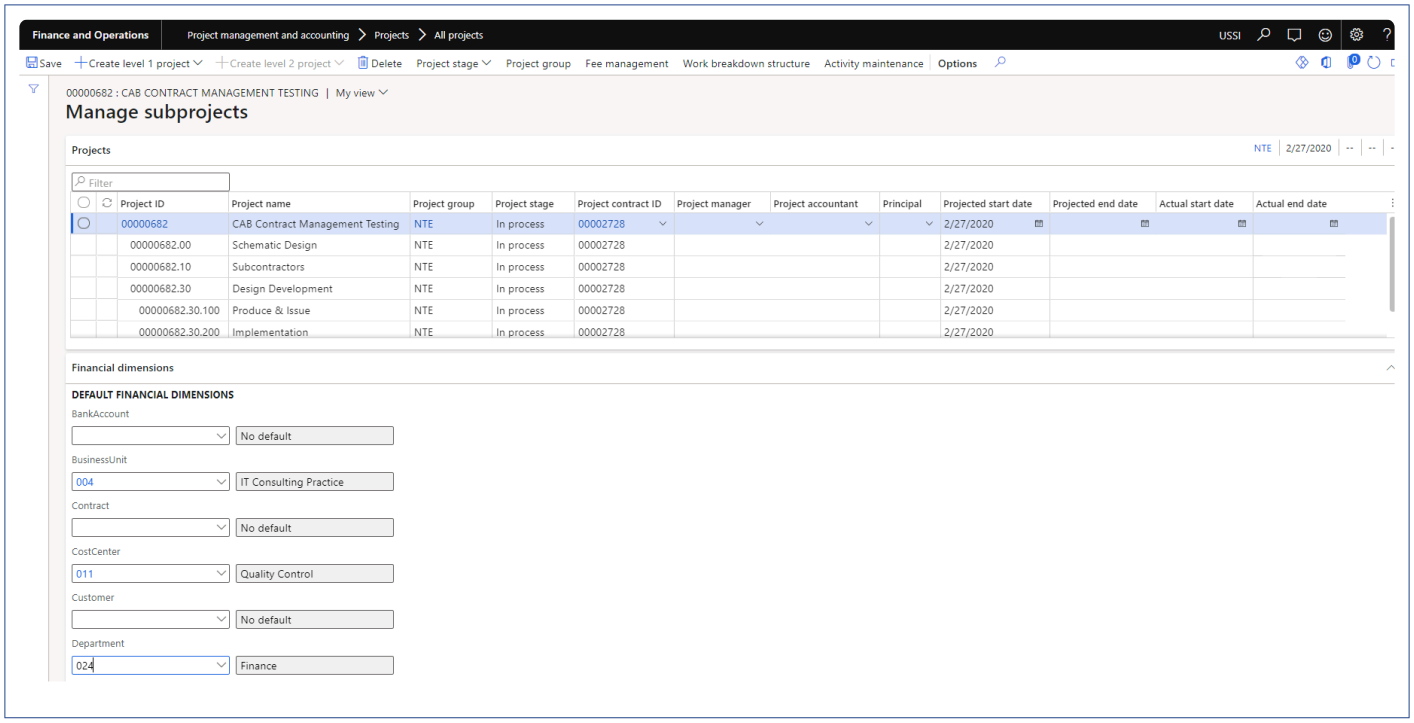

Details of the buttons available on the Manage subprojects form are as follows –

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

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.

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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.

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Contract Management

Welcome to the Contract Management feature, designed to simplify your financial agreement tracking and change order management.

With this feature, you can easily monitor agreement amounts and allocate them to projects and subprojects using customizable buckets. Agreements can be entered during negotiations and tracked until customer sign-off. Once approved, the contract amounts are transferred to Fee management and Billing rules as the current Contract value. You can also attach electronic documents related to the contractual agreement using the Document handling function.

This tool allows you to break down amounts into up to 10 user-definable buckets, making it easy to manage your finances and keep track of project progress. In addition, Contract Management helps with backlog reporting by tracking forecasted amounts and executing contracts on a specific date. The Contract Management form also has classification fields that allow for a breakdown of Backlog reporting columns.

Pending agreements can also be included in contracts, making it possible to layer future predicted backlog into your reports. This feature helps you stay ahead of the curve and make informed decisions about your financial agreements.

Lastly, Contract Management information can be easily exposed to reports including Power BI through the reporting groups. These reporting groups connect contract buckets with project groups, enabling you to create and explain data in your reports. This makes it easy to share important information with team members and stakeholders.

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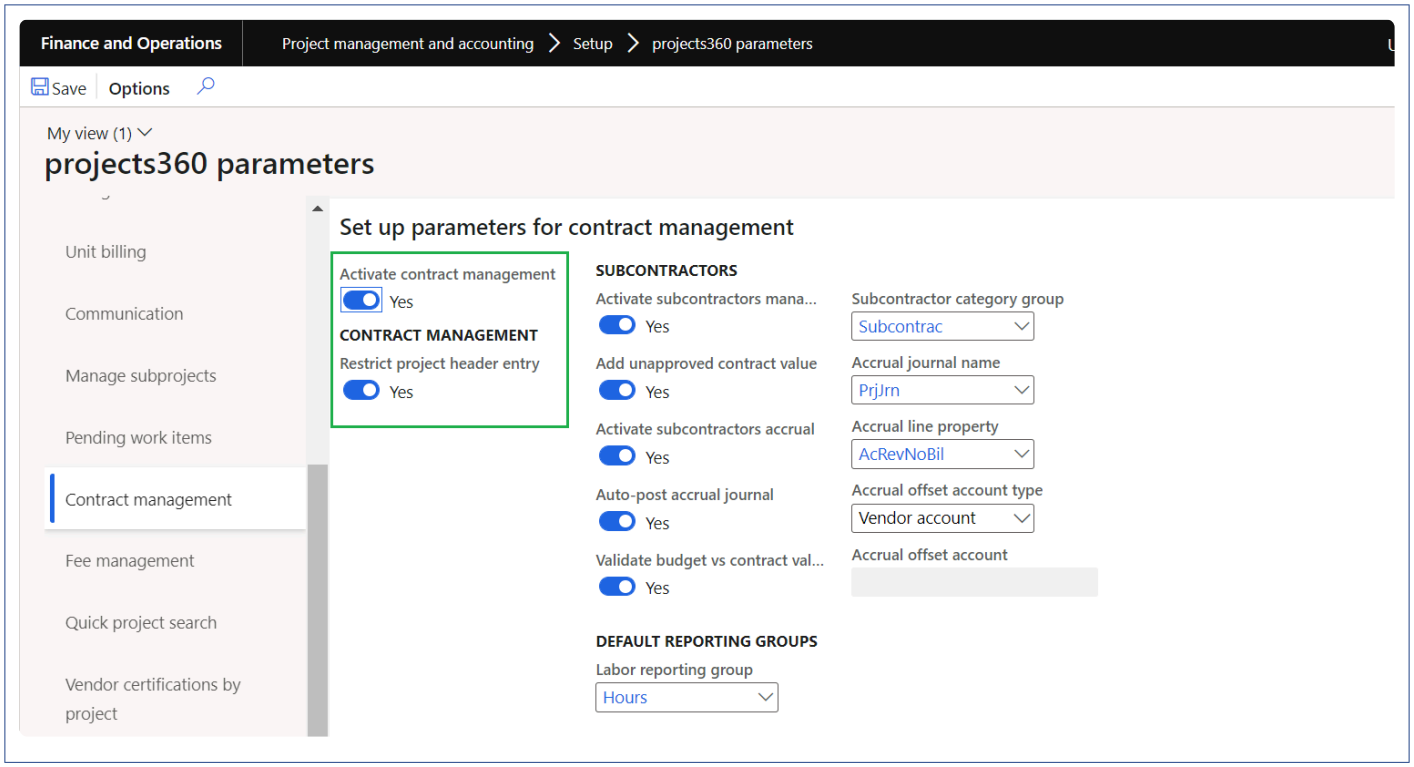
Configure

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

Parameter Setup

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

Go to Project management and accounting > Setup > projects360 parameters



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".

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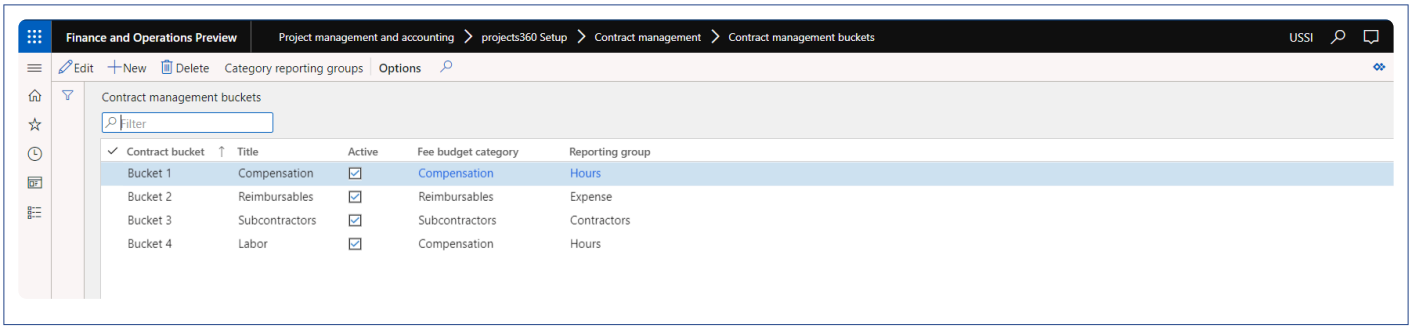
Contract Management Buckets

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



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

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

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

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

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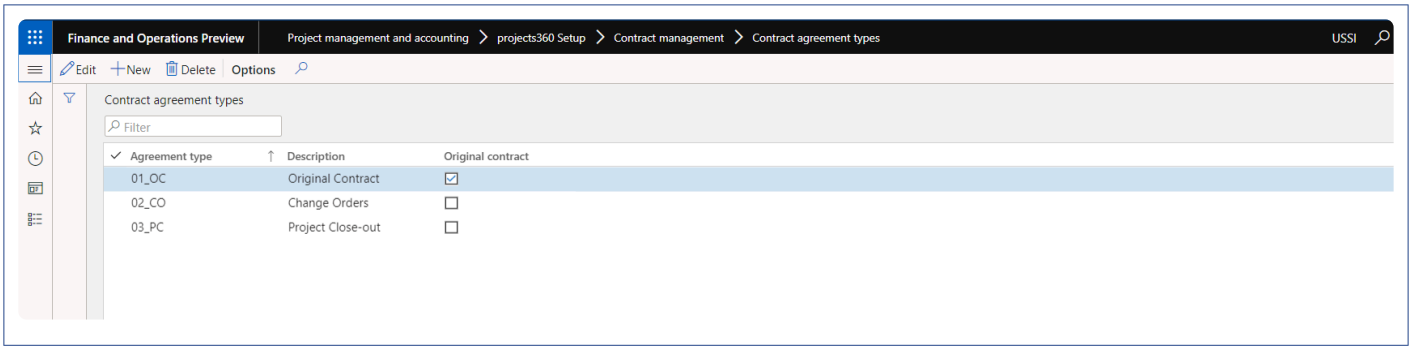
groups	

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

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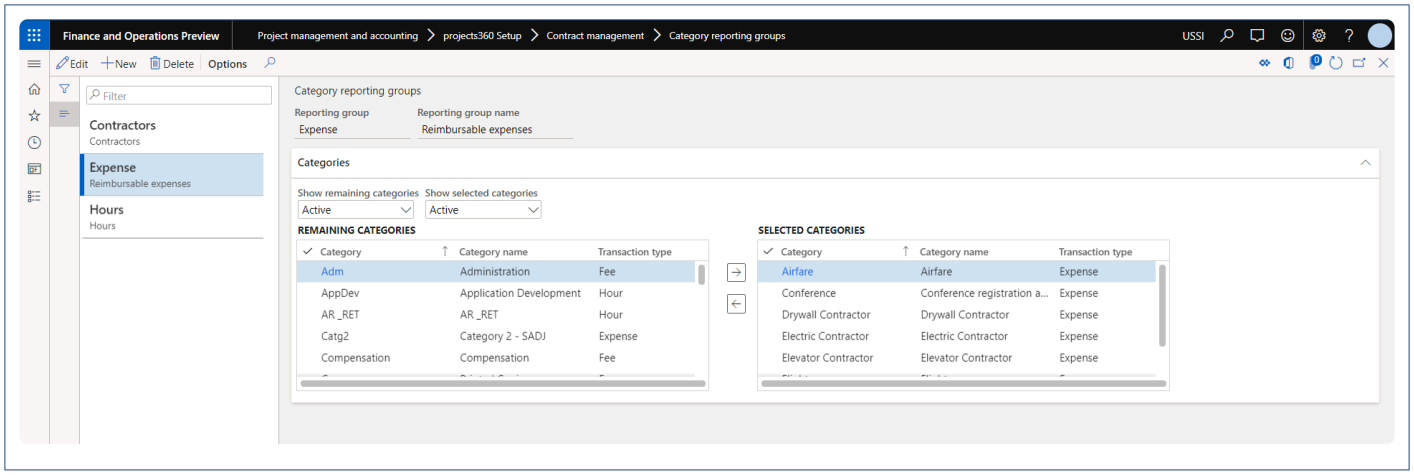

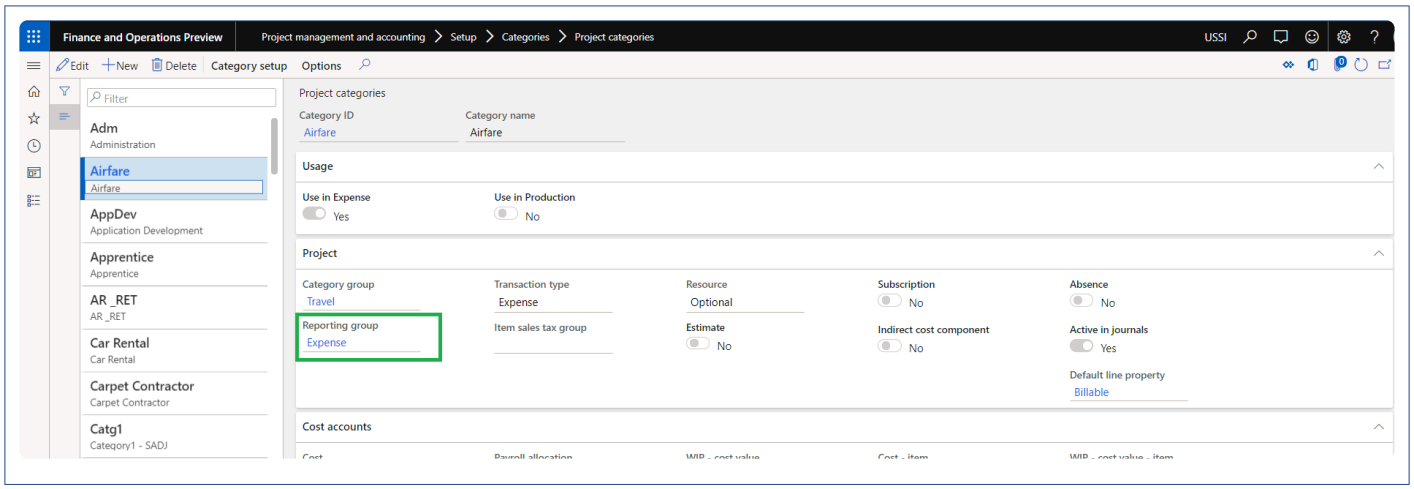

Details of the fields available on this form are as follows :

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

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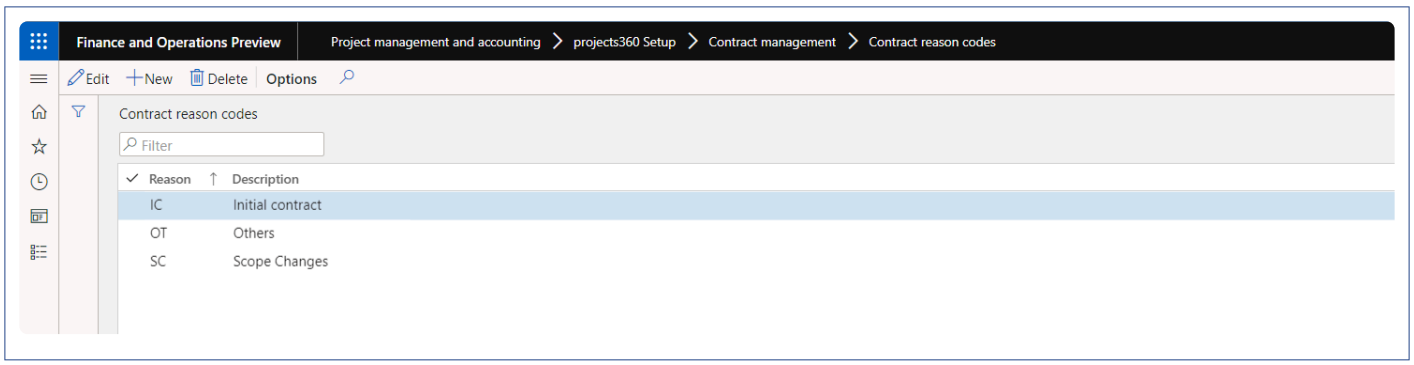
Contract Reason Codes

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

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



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

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

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Create Contract Agreements

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

Contract Management

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

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

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

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

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

Contract Agreements

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

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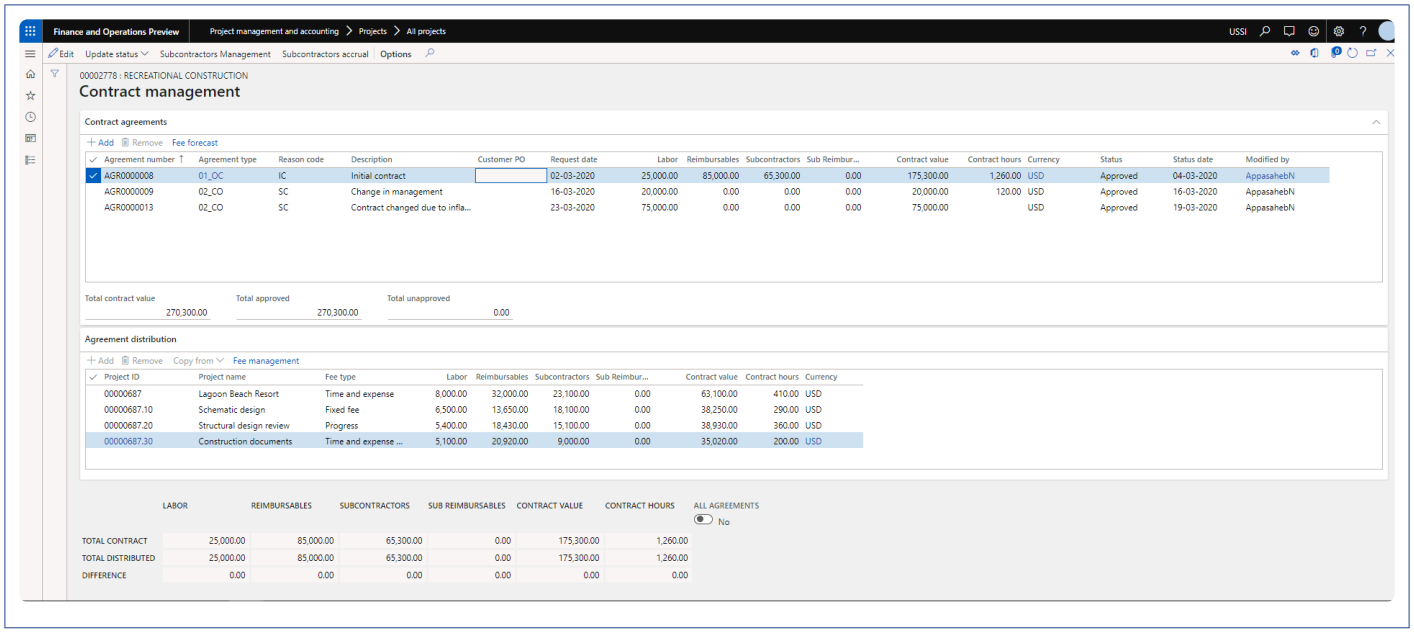

Buttons available on the contract agreements grid are as follows –

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

Fields available on the contract agreements grid are as follows –

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

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

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

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

Agreement distribution

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

Buttons available on the agreement distribution grid are as follows –

Buttons	Description
Add	Allows to create a new project line to distribute the agreement amount.
Remove	Allows to remove the project lines from the grid.
Copy from	This is a drop-down field containing the values – Project structure and Agreement allowing to

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	quickly fill in projects in the grid. **Project Structure** – This option allows to add the entire project structure including child projects. On selection of this option Project ID field gets enabled, allowing to select the project and its entire structure. **Agreement** – This option allows to add the projects which were part of an existing agreement for the selected contract. On selection of this opton Agreement number field gets, allowing to select the agreement number.
Fee management	Allows to open the Fee management form for the selected project in the grid.

Fields available on the agreement distribution grid are as follows –

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

Footer totals

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

Fields	Description
Total contract	Shows the sum of contract value for an agreement line selected in the top grid.

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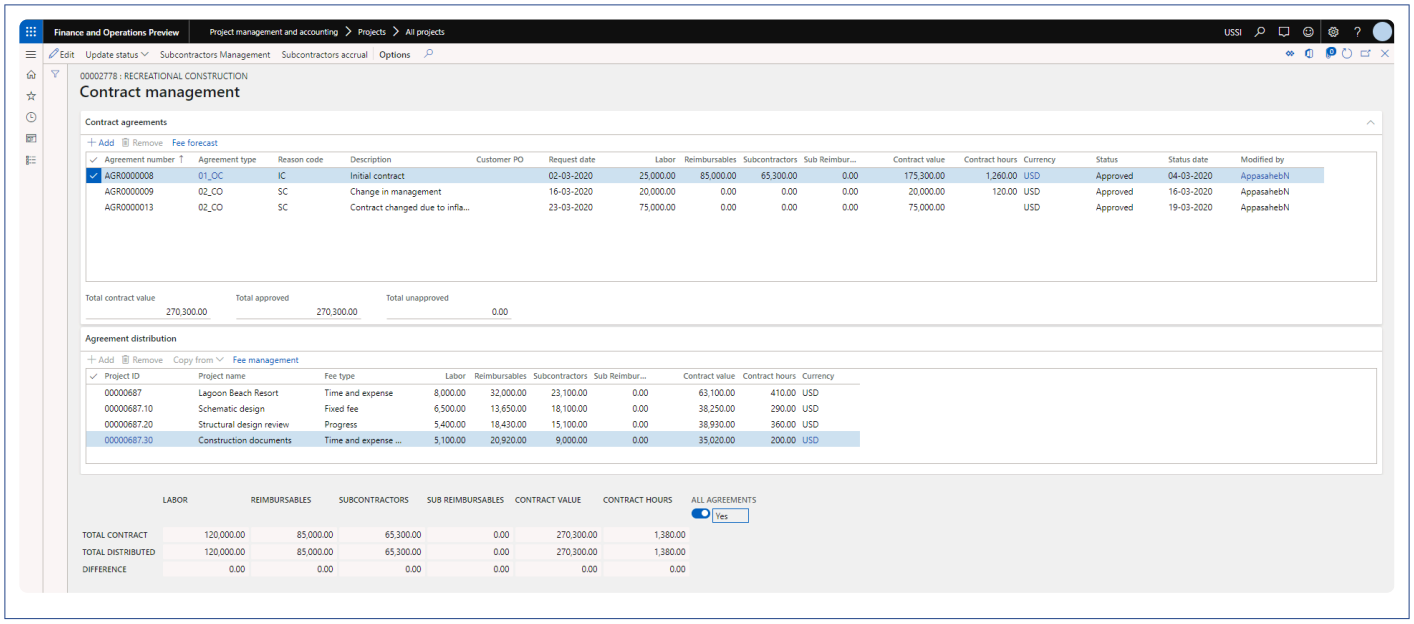
Total distributed	Shows the sum of contract value distributed to projects so far for an agreement line selected in the top grid.
Total unapproved	Shows the of sum contract value not yet distributed to any of the projects.

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



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Fee Management

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

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

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

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

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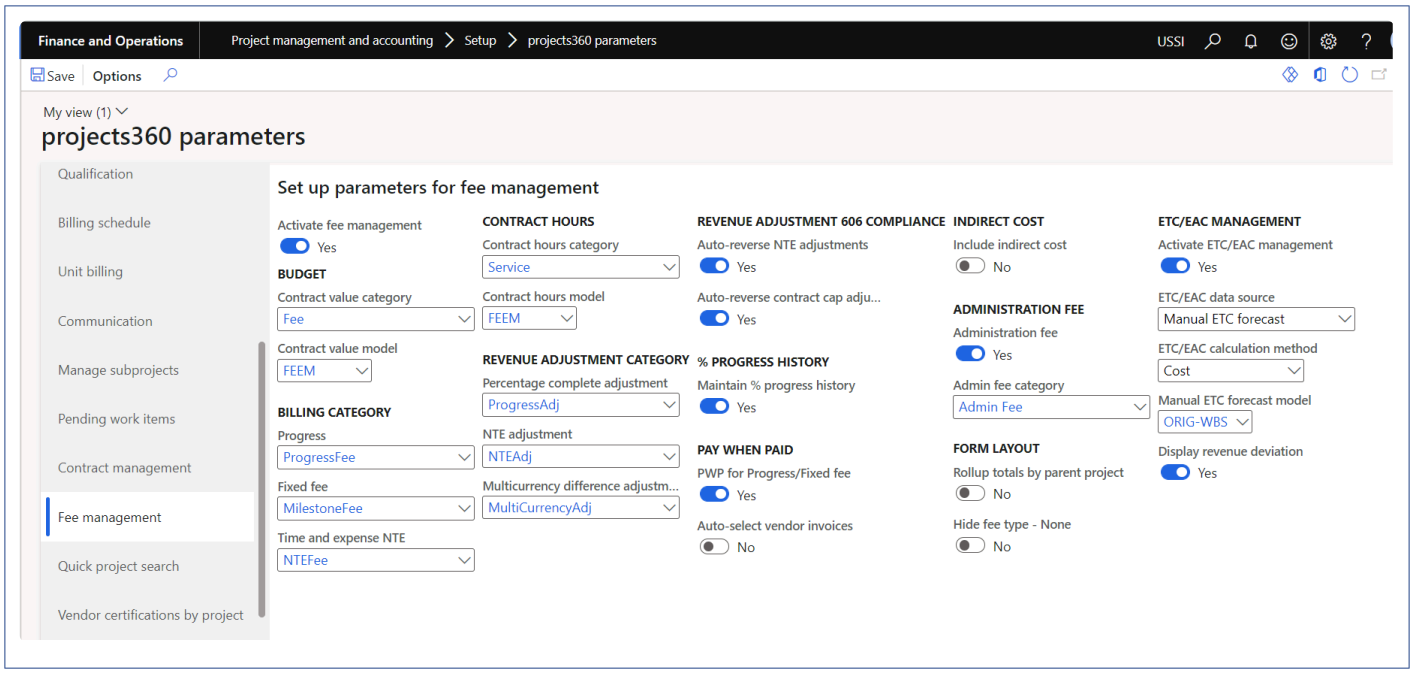
Configure

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

Parameter Setup

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

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



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

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

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model	on the project in fee management form.
Billing category	Progress – Select a billing category which will be used while creating a billable fee transactions for the progress type of projects. Fixed Fee – Select a billing category which will be used while creating a billable fee transactions for the milestone\fixed fee type of projects. Time and expense NTE – Select a billing category which will be used while creating a negative fee transactions for the not to exceed type of projects.
Contract hour category	Select the hour category to be used for creating the hour forecasts when a contract hours are entered on the project in fee management form.
Contract hour model	Select the forecast to be used for creating the hour forecast when a contract hours are entered on the project in fee management form.
Percentage complete adjustment	Select a fee category to track the revenue adjustments on the project, this category be used for progress and fixed fee type of projects.
NTE adjustment	Select a fee category to track the revenue adjustments on the project, this category be used for Time and expense NTE type of projects.
Multicurrency difference adjustment	Select a fee category to track the revenue adjustments on the project, this category be used for where there is a difference in billing and accounting currency WIP balance.
Auto-reverse NTE adjustment	If this parameter is set to Yes, allows us to enable the auto-reversal of NTE adjustments.
Auto-reverse contract cap adjustment	If this parameter is set to Yes, allows us to enable the auto-reversal of percentage complete adjustments for only contract cap method.
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	I 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.

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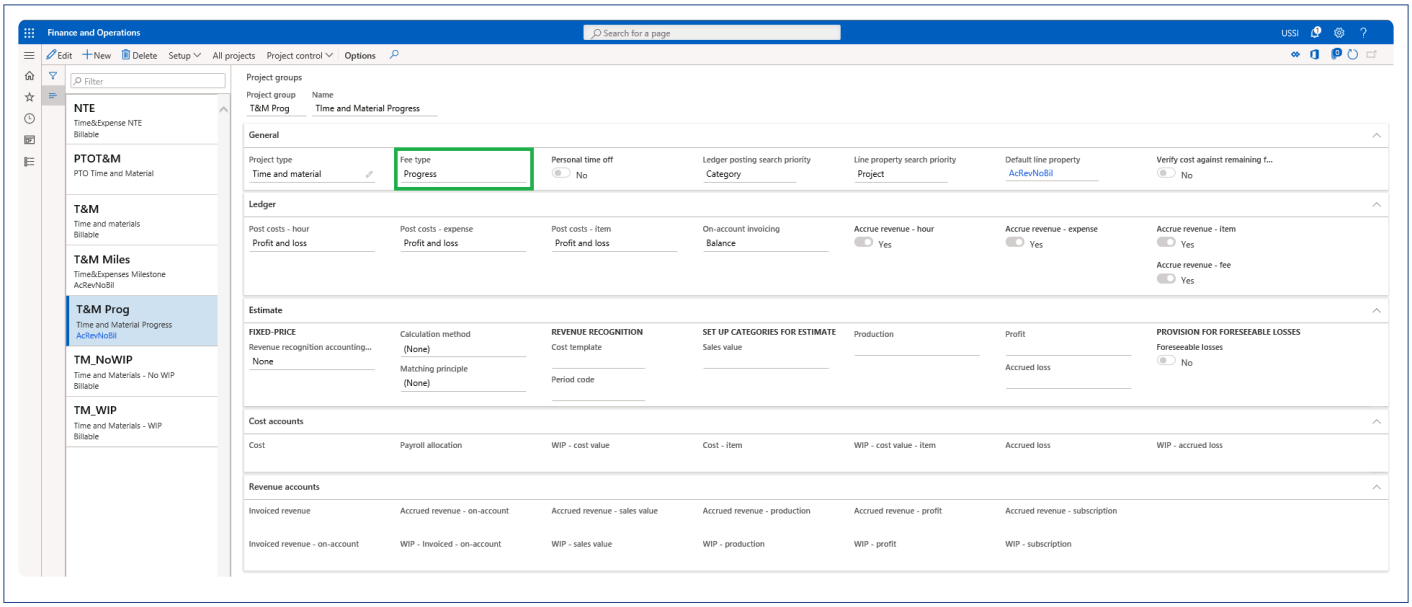
Administration fee	If this parameter is set to Yes, then user can create administration fee through fee management process.
Administration fee category	Select the fee category to be defaulted while creating administration fee on fee management form.

Project Groups

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

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

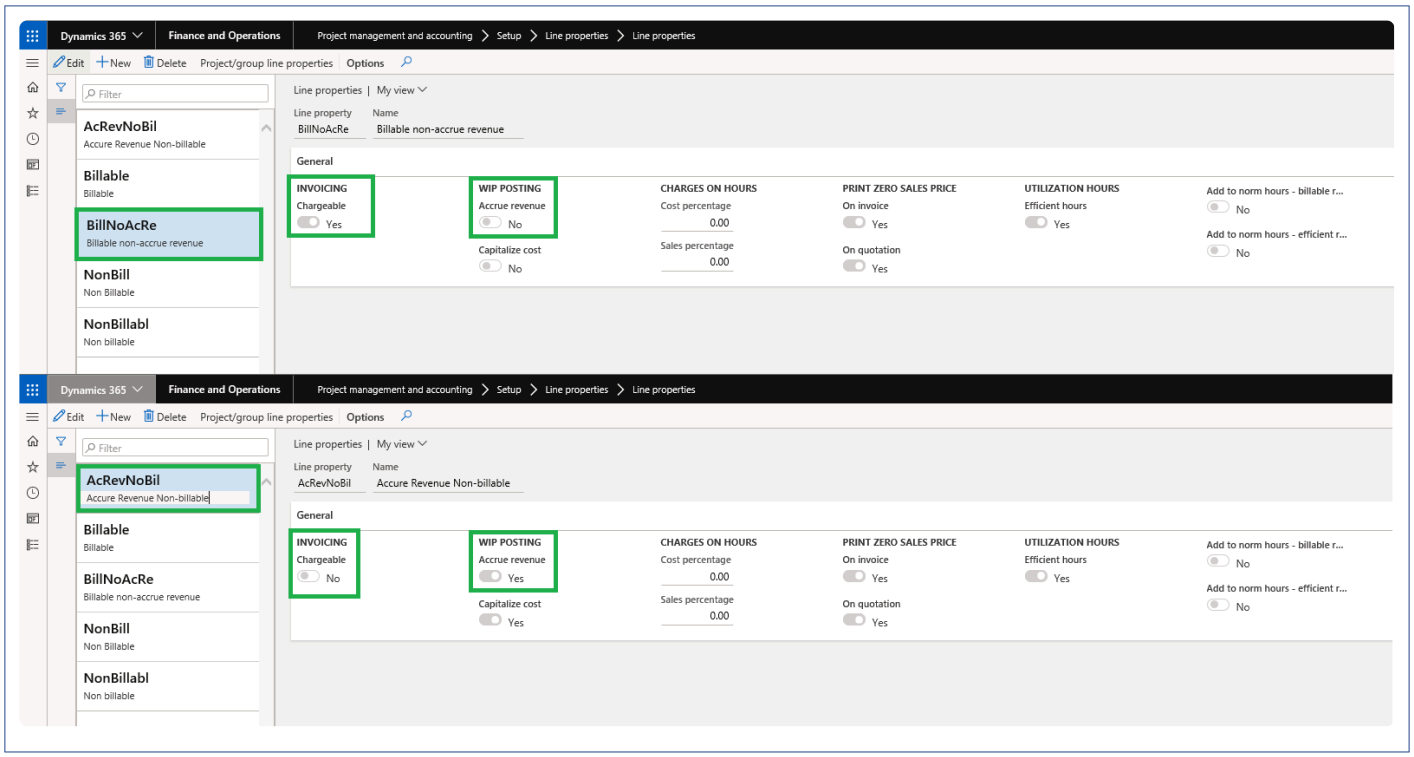


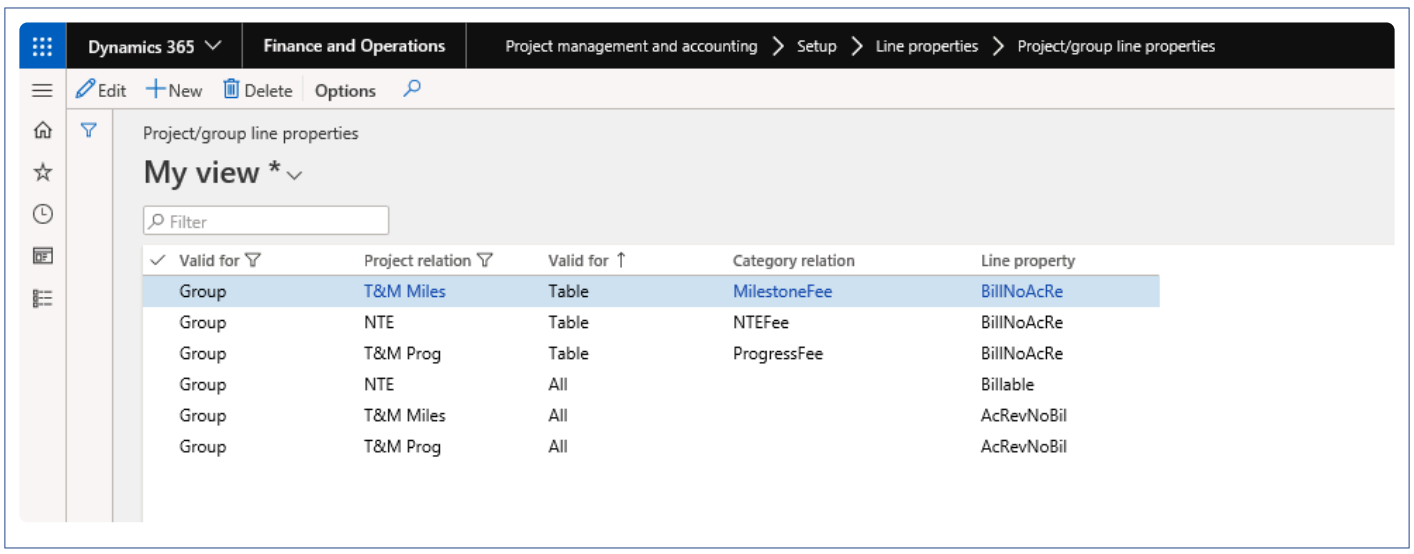
Fields	Description
Fee type	Select fee type ‘**None**’ to use the standard time and material projects. Select fee type ‘**Progress**’ to use progress billing projects. Select fee type ‘**Fixed fee**’ for milestone billing projects. Select fee type ‘**Time and expense NTE**’ for not to exceed billing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

Line Properties

Create different line properties, to cater to different scenarios. Create a line property with ‘Chargeable’ as yes and accrue revenue as ‘No’ and associate this with all the categories created to track the fee journals created

with fee management. Now create another line property with Chargeable set to ‘No’ and accrue revenue set to ‘Yes’ and associate and associate them to the projects as shown in the below two screenshots.





Fixed rate agreements

Existing Microsoft standard configuration for “Project contract > Fixed rate agreements” is now taken in consideration when multi-currency conversion is used in “Fee management” for migrated data. Now the WIP and invoiced fields are calculated based on the fixed rate agreements defined on the contract.

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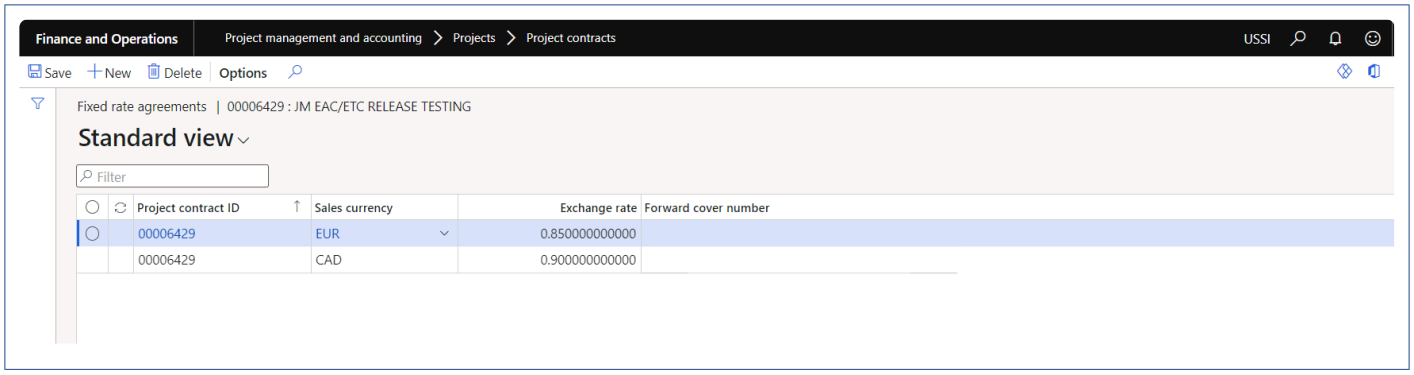

Finance and Operations
Project management and accounting
Projects
Project contracts
USSI
Save
New
Delete
Options
Fixed rate agreements | 00006429 : JM EAC/ETC RELEASE TESTING
Standard view
Filter
Project contract ID
Sales currency
Exchange rate
Forward cover number
00006429
EUR
0.850000000000
00006429
CAD
0.900000000000

Progress Billing

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

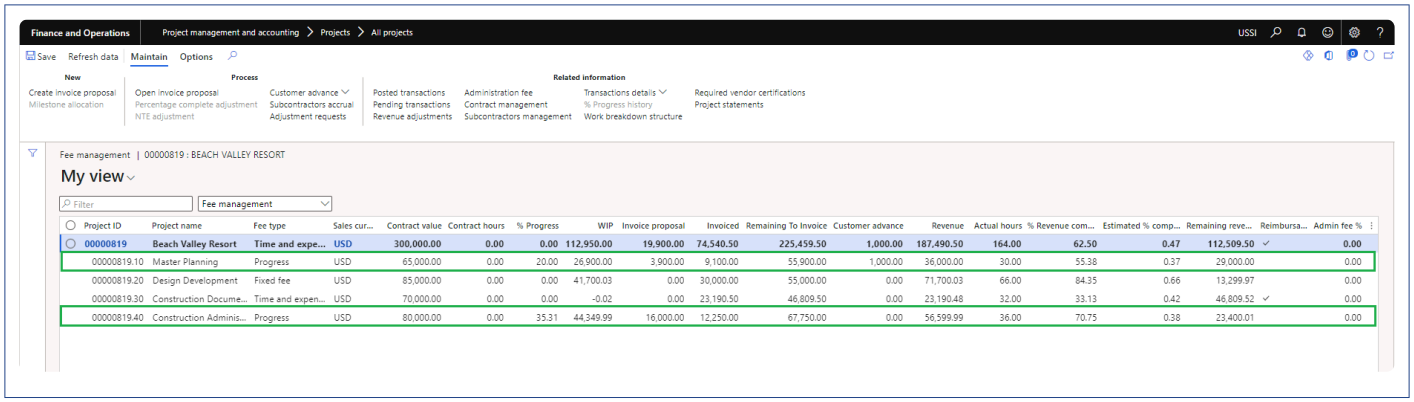
In this project type the billing will be based on the progress of the project. Create a project with the project group of fee type “Progress” and when the user opens the new fee management form, the line with fee type “Progress” will get automatically created and a billing rule will be automatically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



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.

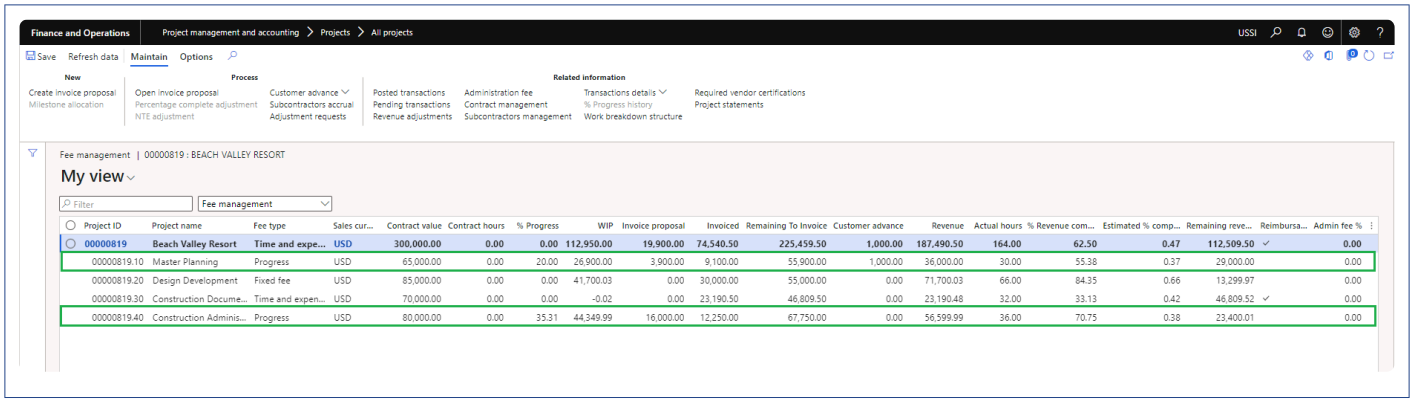
When Rollup totals by parent project parameter is marked, Parent projects that contains sub-project will be

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



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.

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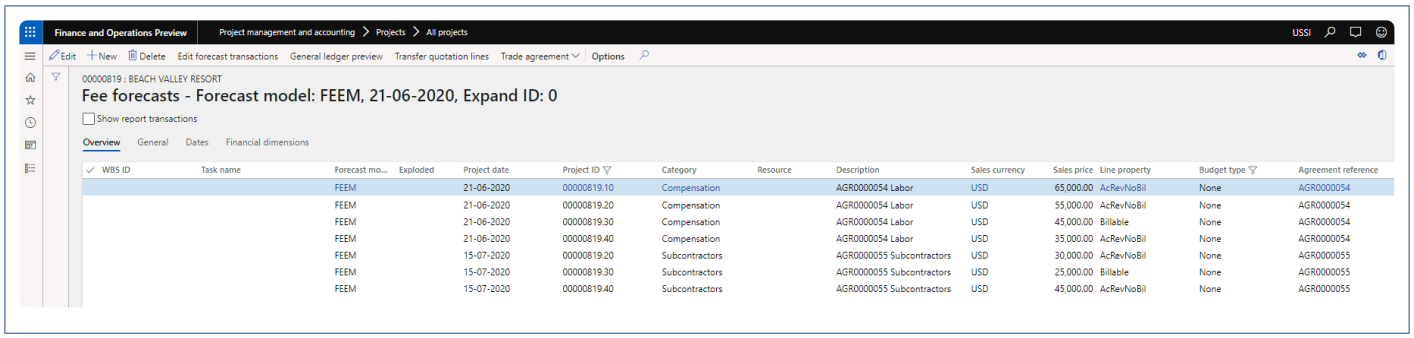
Invoiced	Show the amount for which there is an invoices posted for the selected projects.
Remaining to invoice	Shows the amount for which invoice has to be raised.
Customer advance	Show the customer advanced recevied.
Revenue	Show the revenue generated so far for the selected project.
Actual hours	Shows 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.
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



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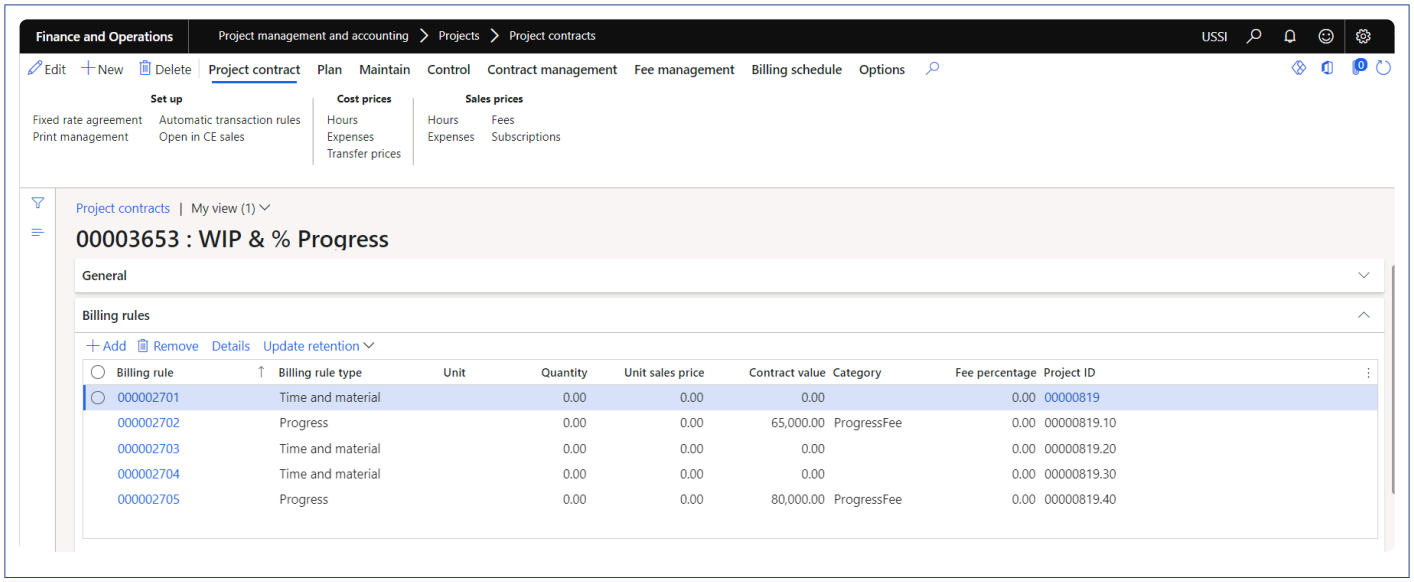
Billing rules on Project contract

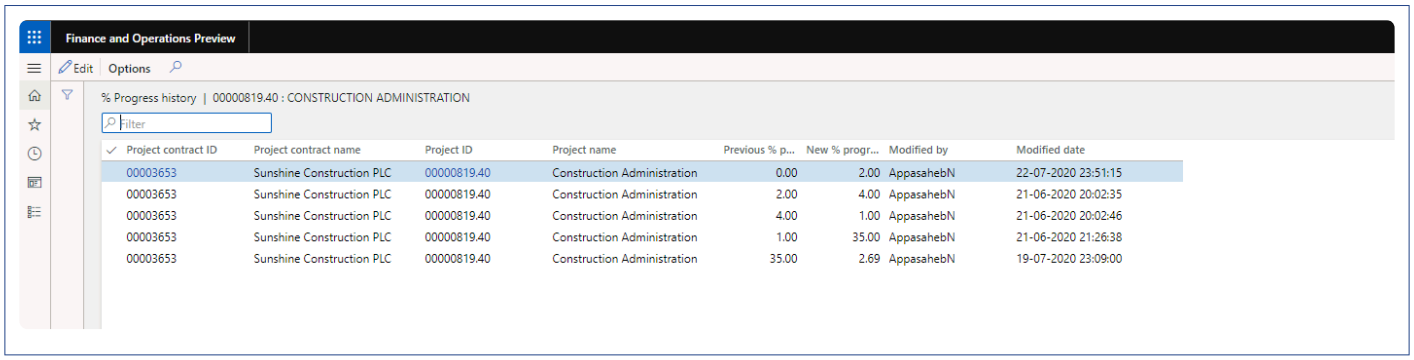
When the user defines Fee budget on the Fee management form, automatically billing rules will be updated with defined contract value amount on project contract form. Update retention button is introduced to update retention percentage on the billing rules.

Go to Project management and accounting > Projects > Project contracts



Project invoice proposals

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



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

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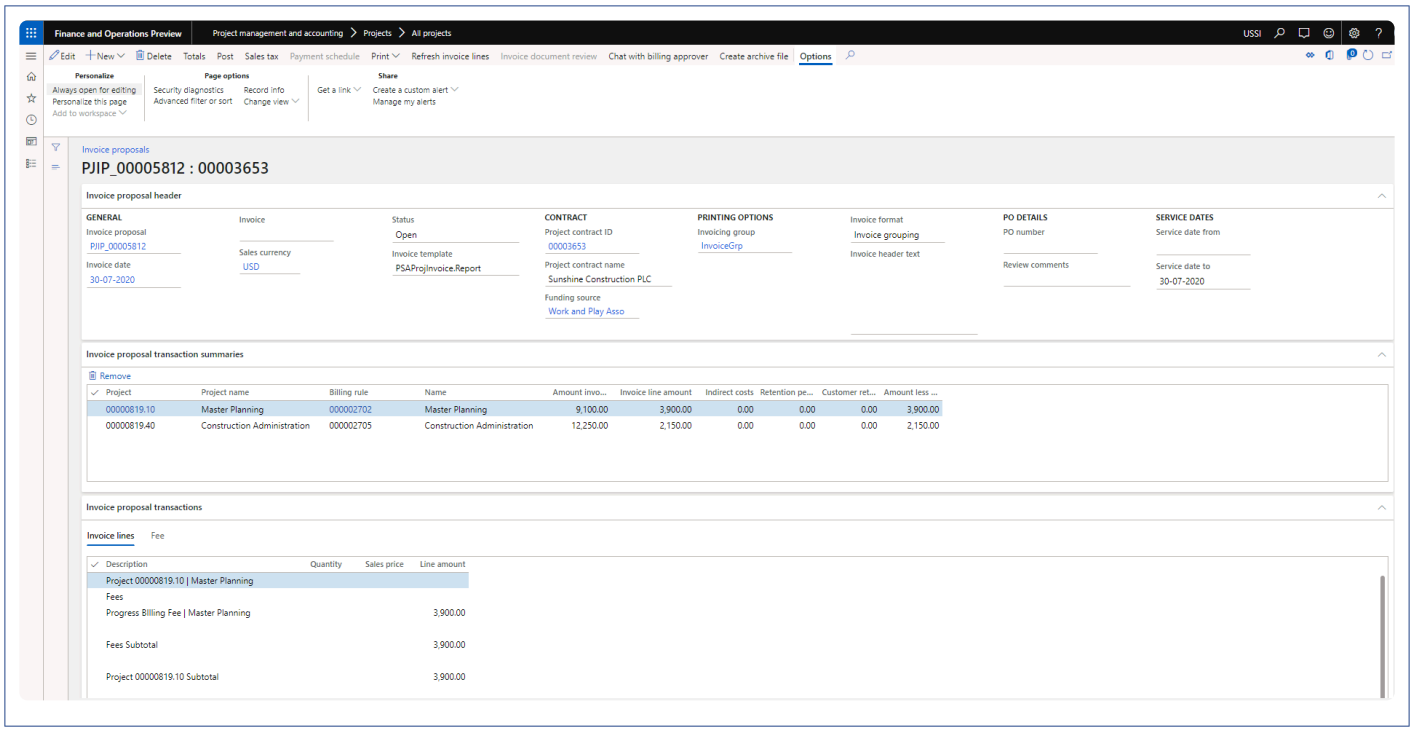
Contract value of a project = 10,000
% Progress updated (first attempt) = 10%
Fee journal while IP creation = 1,000
Invoice created and posted = 1,000

% 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



Work breakdown structure

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

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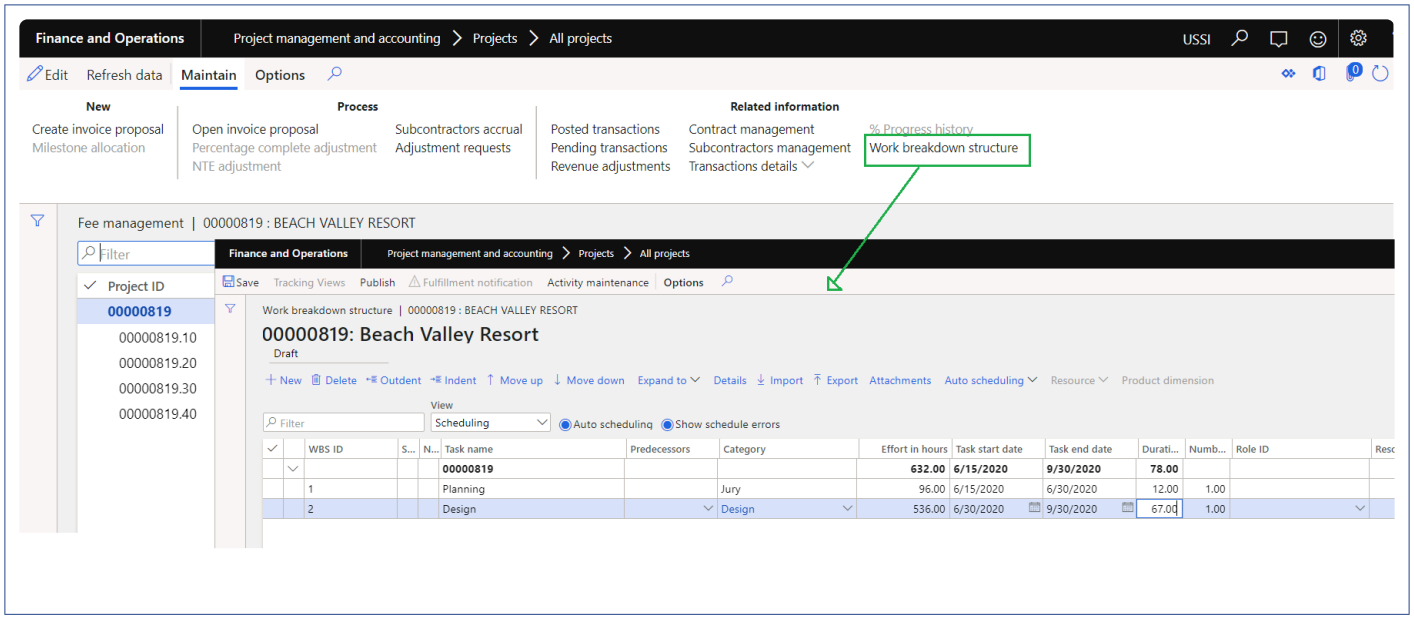

Finance and Operations
Project management and accounting > Projects > All projects
USSI
Edit
Refresh data
Maintain
Options
New
Create invoice proposal
Milestone allocation
Process
Open invoice proposal
Percentage complete adjustment
NTE adjustment
Subcontractors accrual
Adjustment requests
Related information
Posted transactions
Pending transactions
Revenue adjustments
Contract management
Subcontractors management
Transactions details
% Progress history
Work breakdown structure
Fee management | 00000819 : BEACH VALLEY RESORT
Filter
Project ID
00000819
00000819.10
00000819.20
00000819.30
00000819.40
Finance and Operations
Project management and accounting > Projects > All projects
Save
Tracking Views
Publish
Fulfillment notification
Activity maintenance
Options
Work breakdown structure | 00000819 : BEACH VALLEY RESORT
00000819: Beach Valley Resort
Draft
New
Delete
Outdent
Indent
Move up
Move down
Expand to
Details
Import
Export
Attachments
Auto scheduling
Resource
Product dimension
View
Scheduling
Auto scheduling
Show schedule errors
WBS ID
Task name
Predecessors
Category
Effort in hours
Task start date
Task end date
Role ID
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.

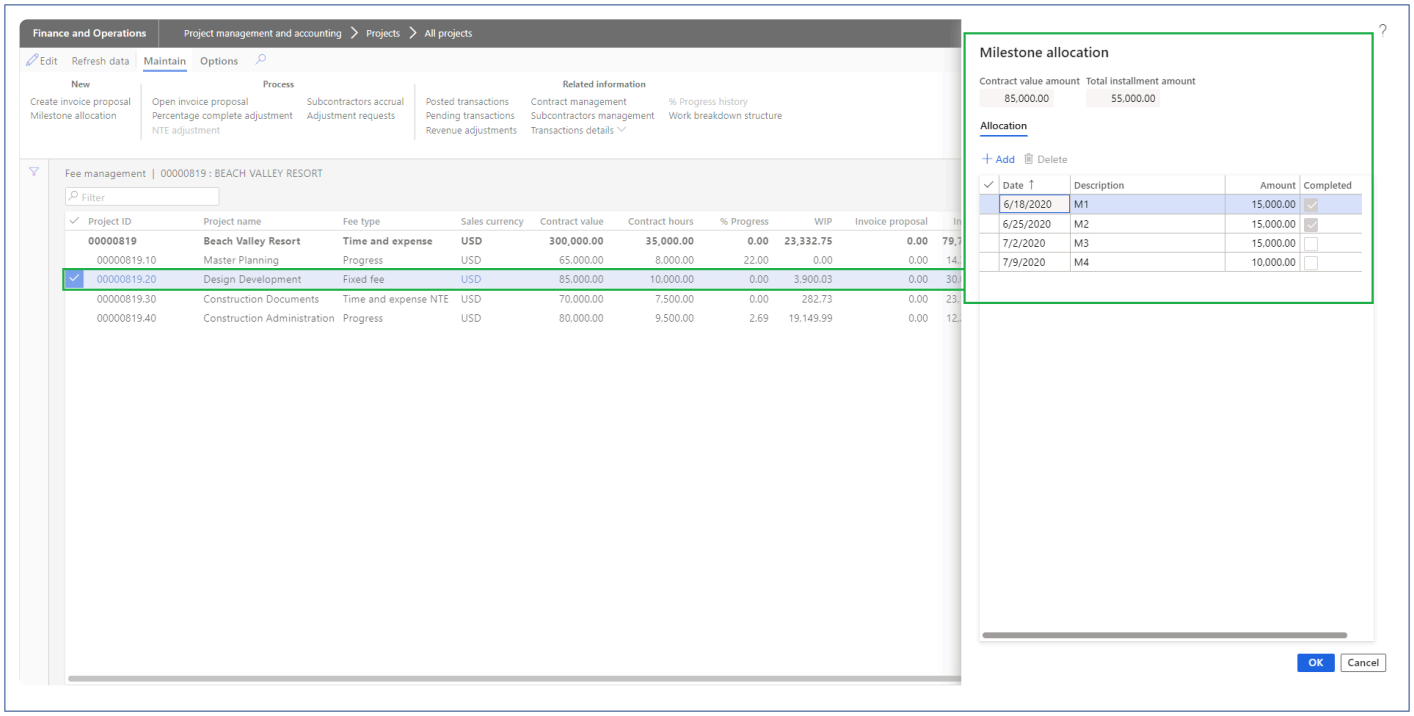
In this project type billing will be based on the milestones completed for the project. This feature allows professional services firms to automate and determine the accurate completion of the project.

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 contact value amount as zero automatically. Once the user updates “contract value” then a corresponding fee forecast line will get automatically created on fee forecast form.

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.



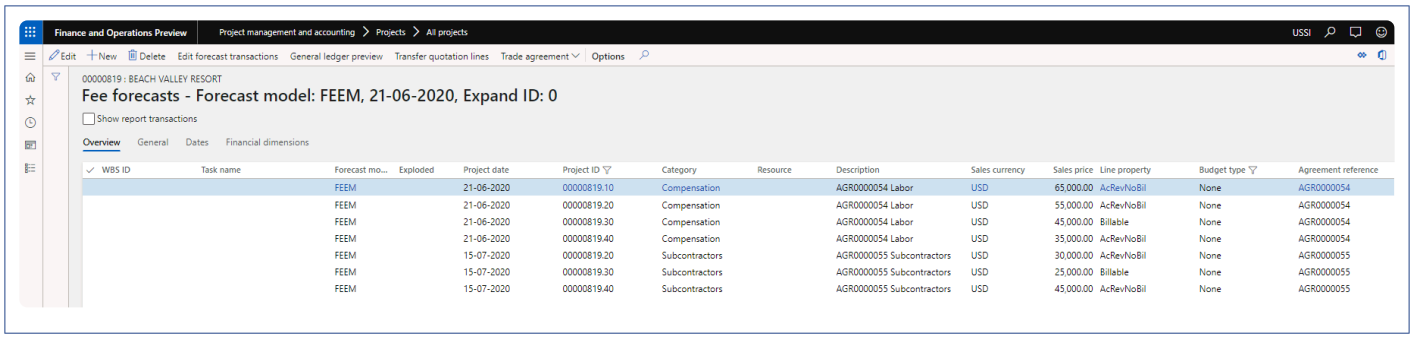
Fields	Description

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



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

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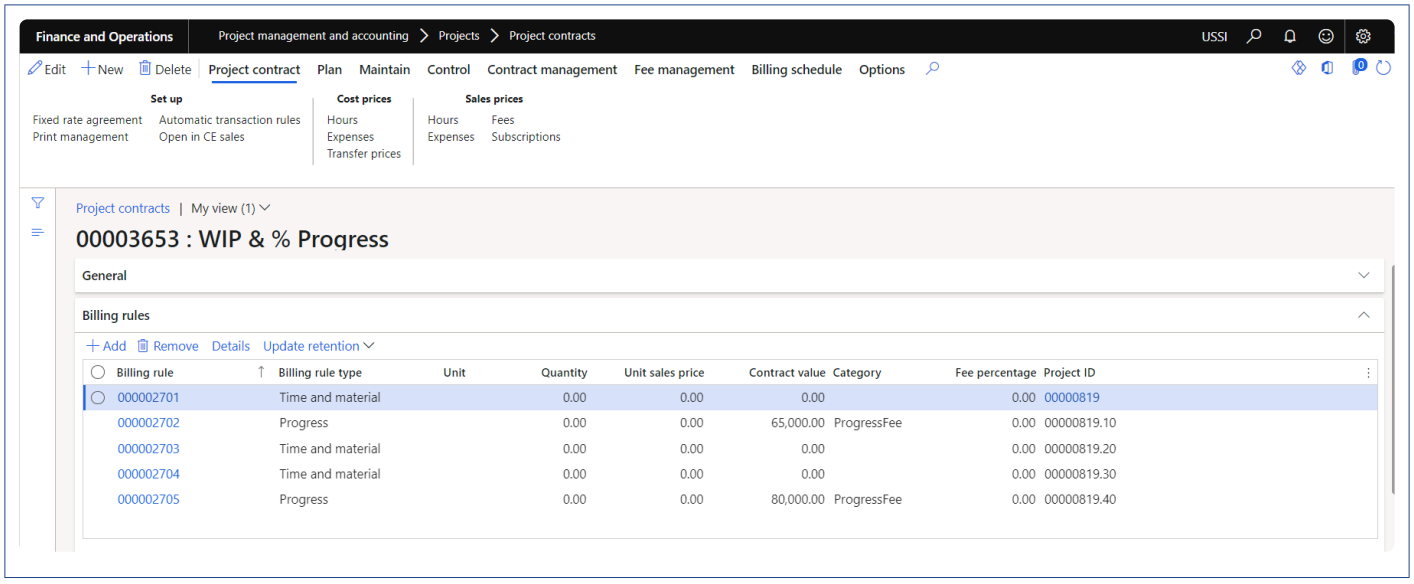
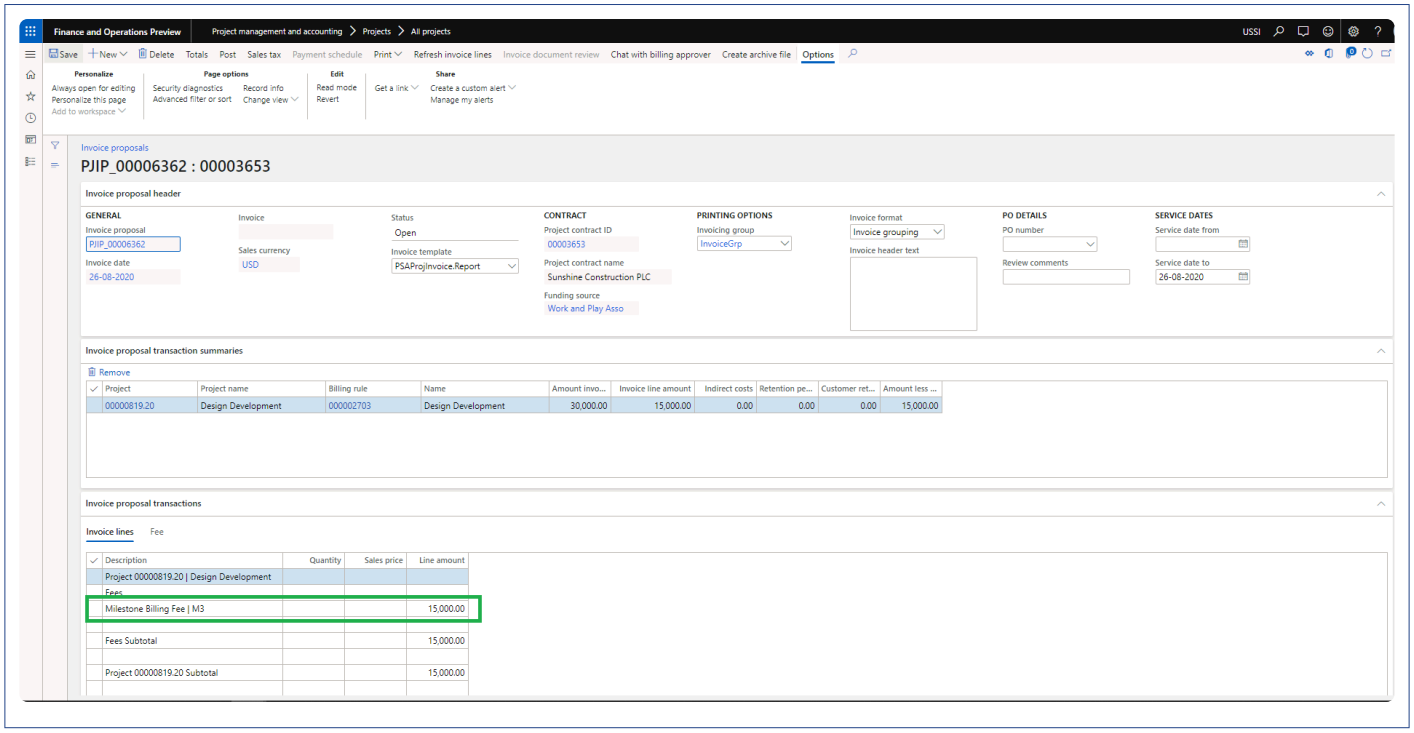


Project invoice proposals

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



Time & Expense (NTE)

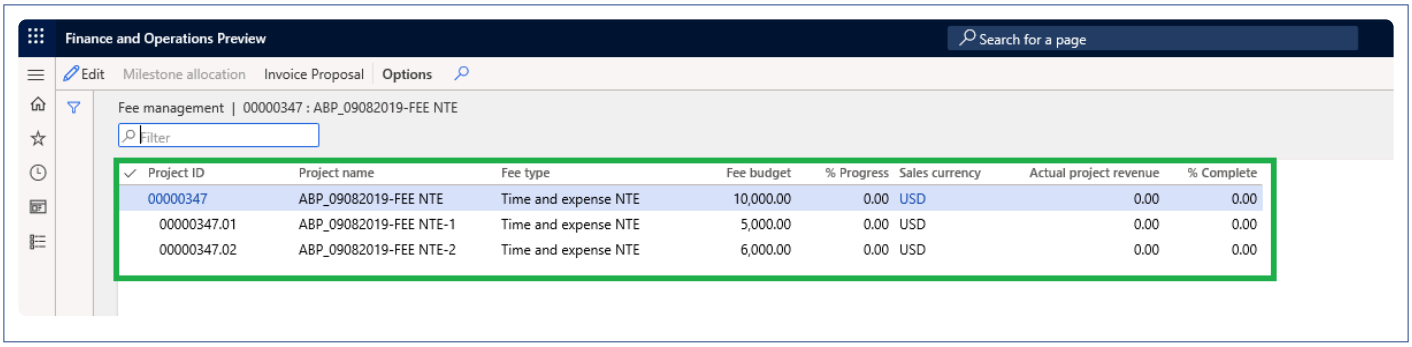
This sections details out the how the Fee forecast and billing is created for time and expense not to exceed projects.

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



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

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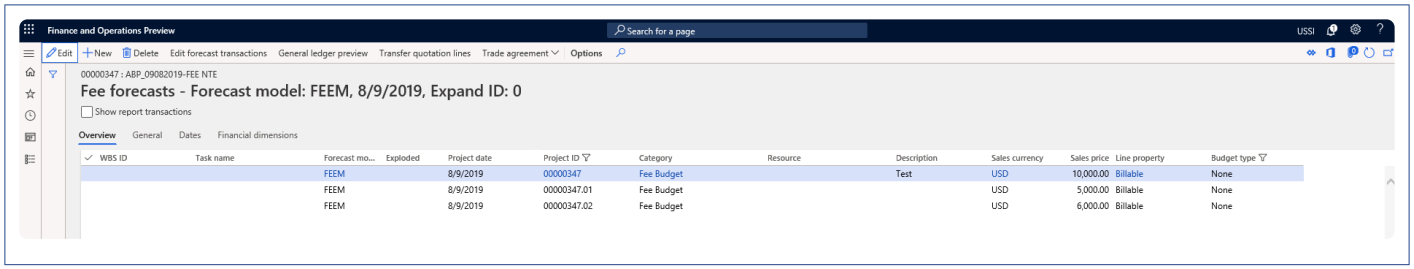
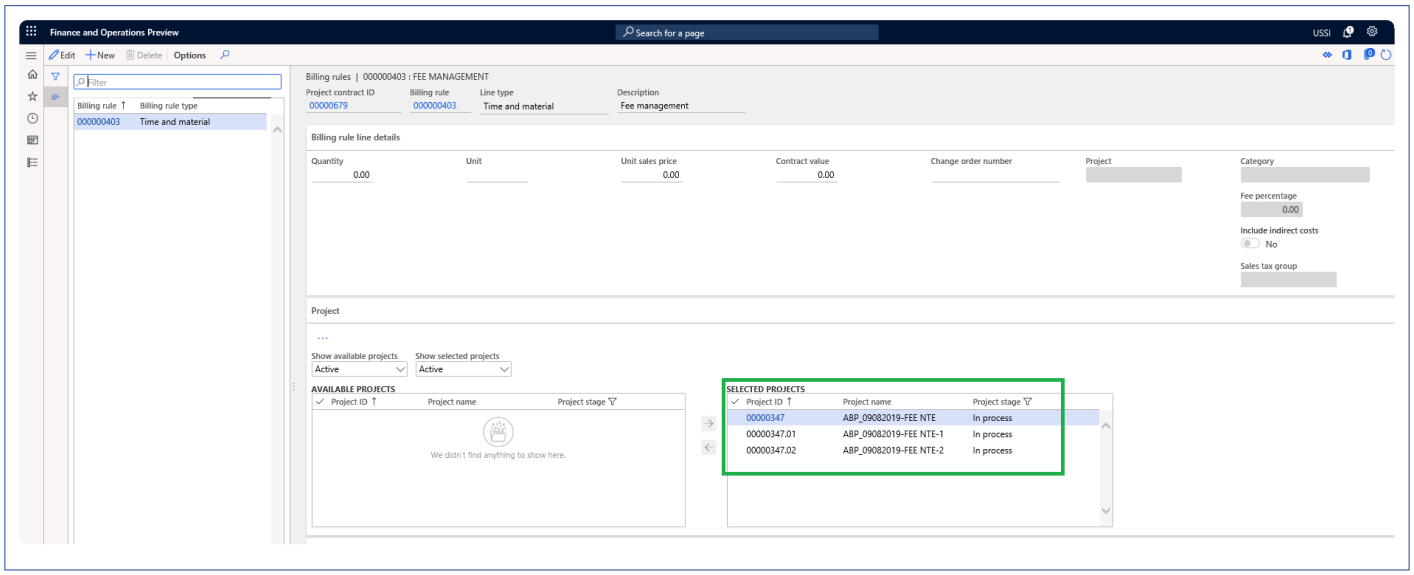
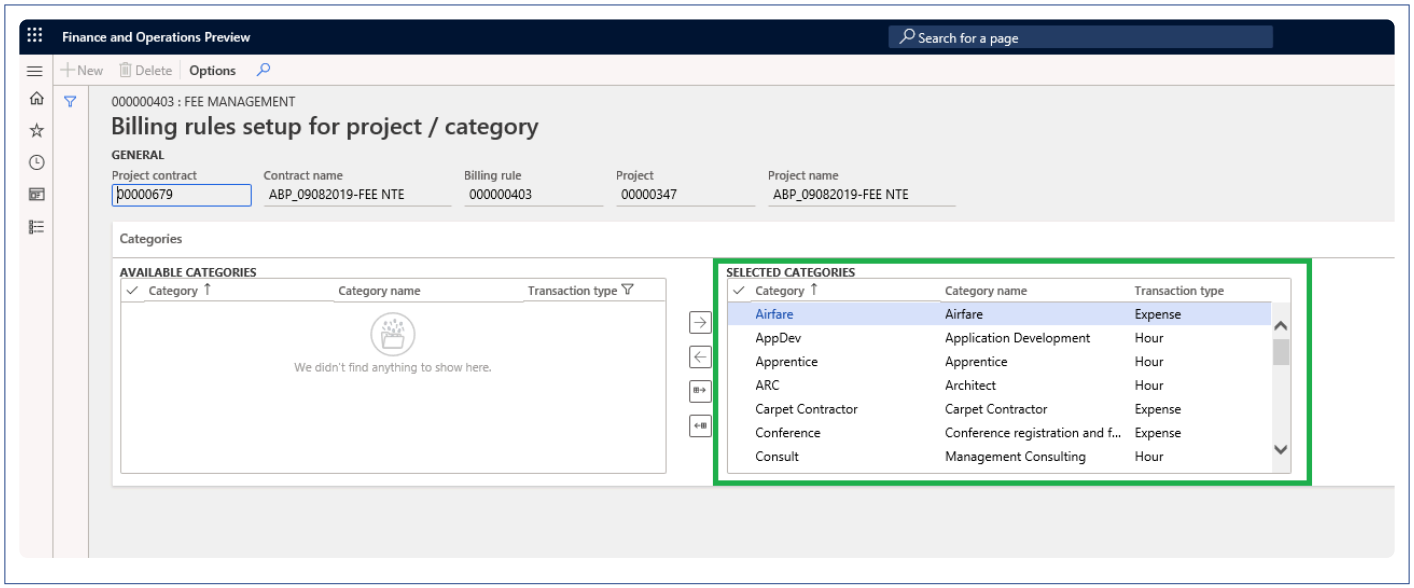


Billing rules on Project contract

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

Go to Project management and accounting > Projects > Project contracts





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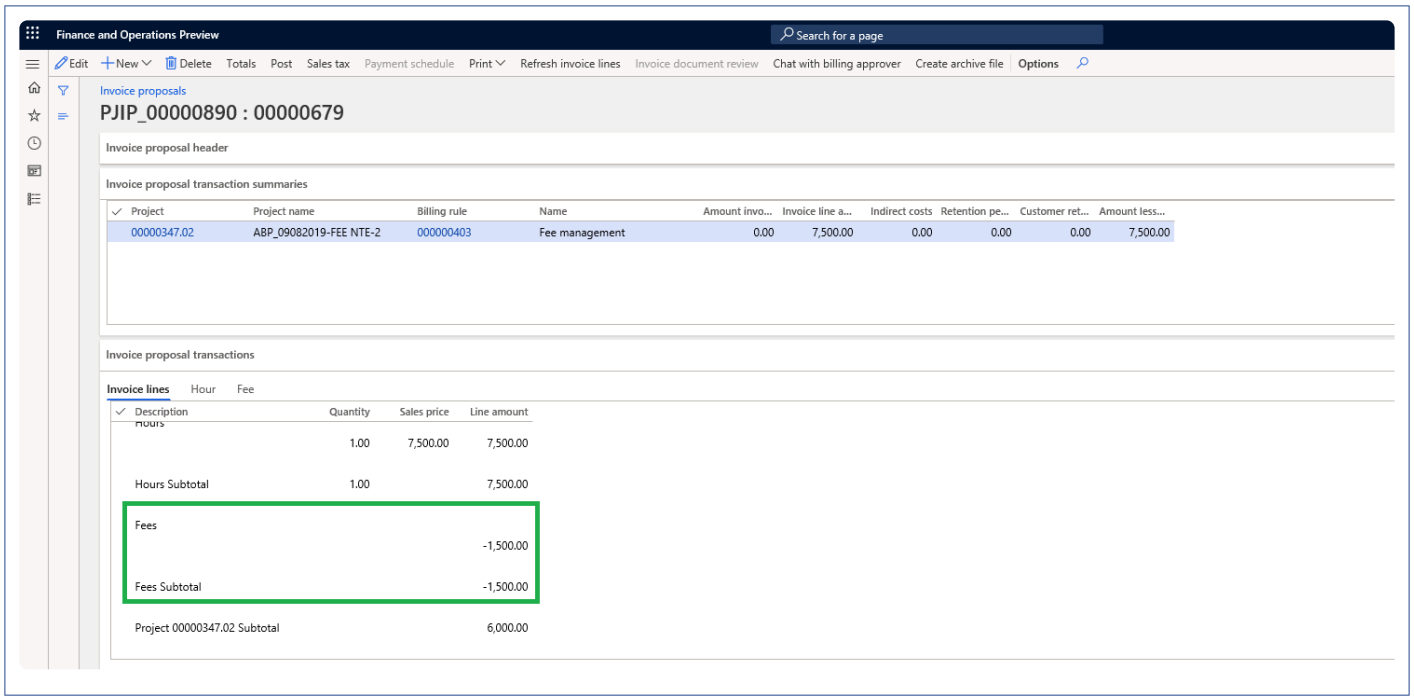
Project invoice proposals

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



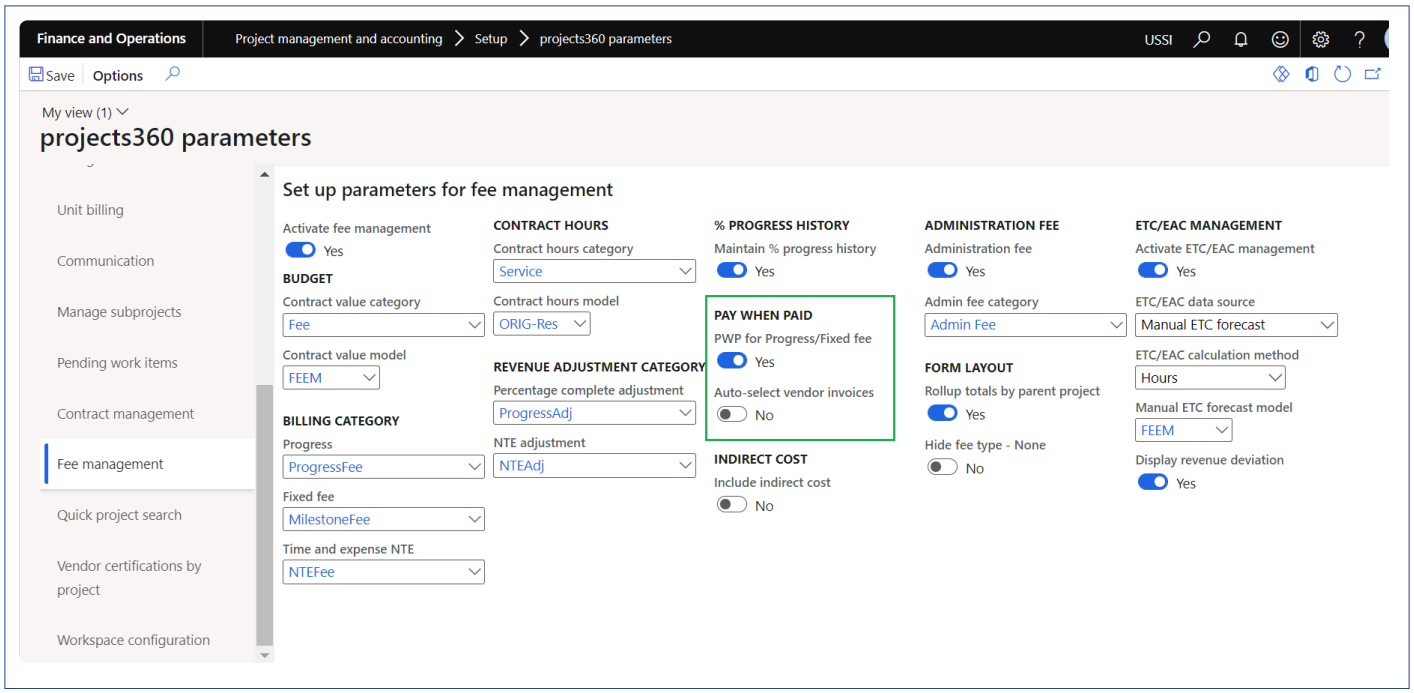
Pay when paid process

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

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

Parameters

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



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

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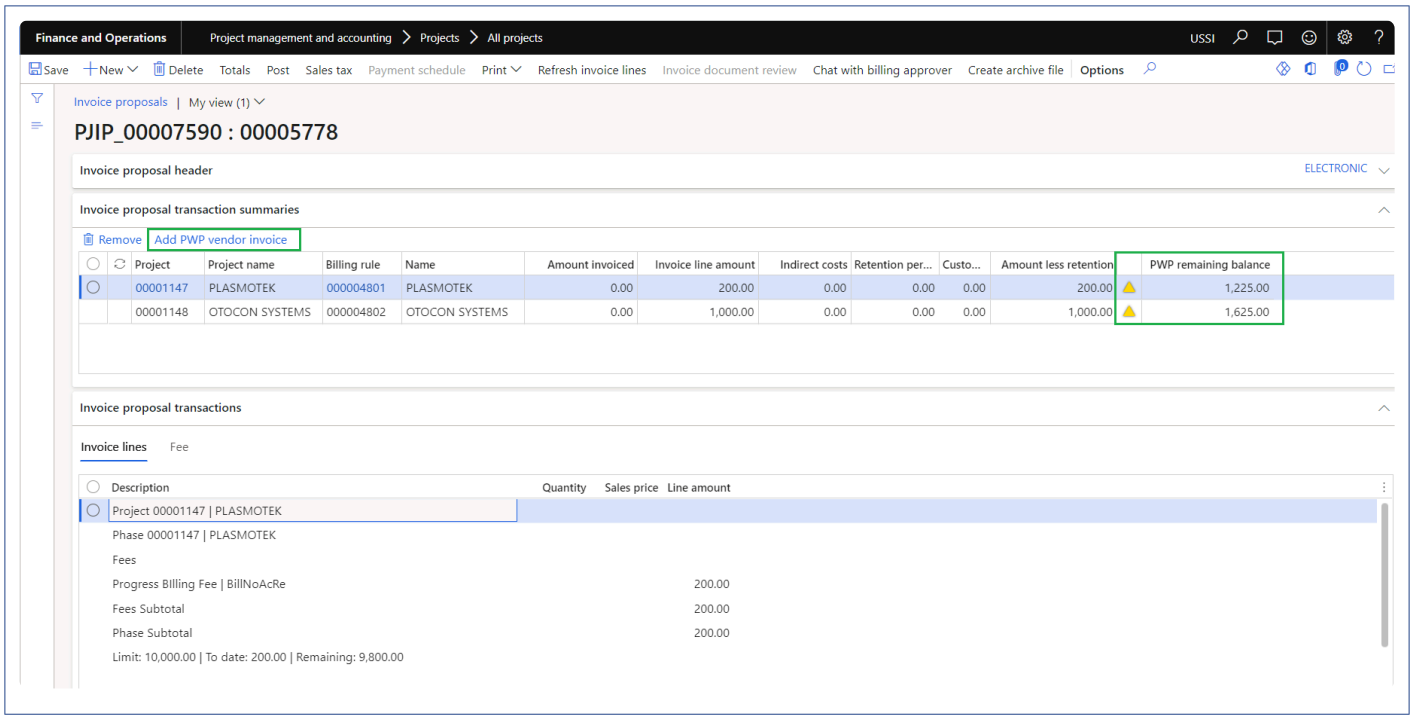
Pay when paid process on project invoice proposal

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

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

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



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

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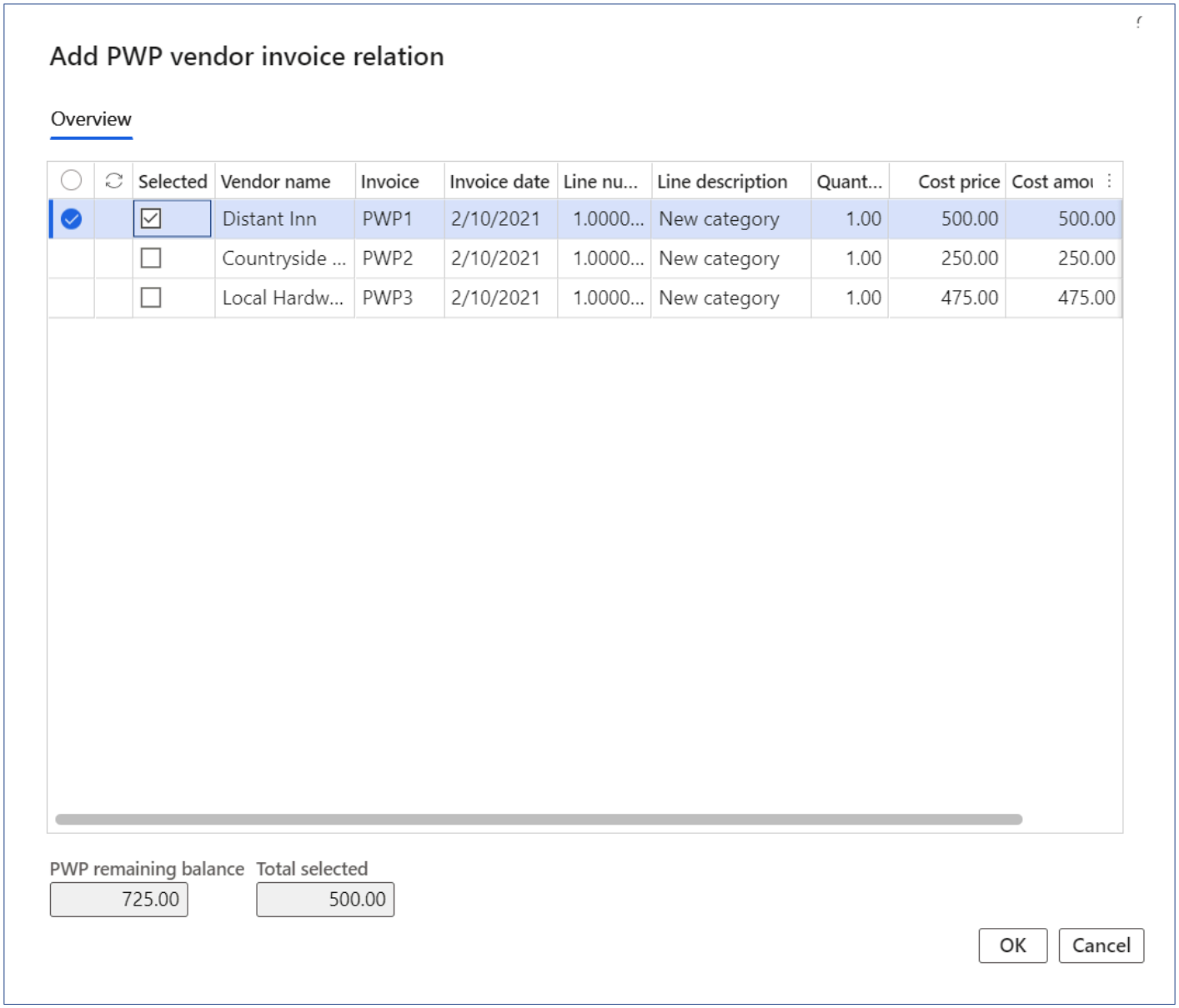

Details of the fields available on the Add PWP vendor invoice relation form are as follows –

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

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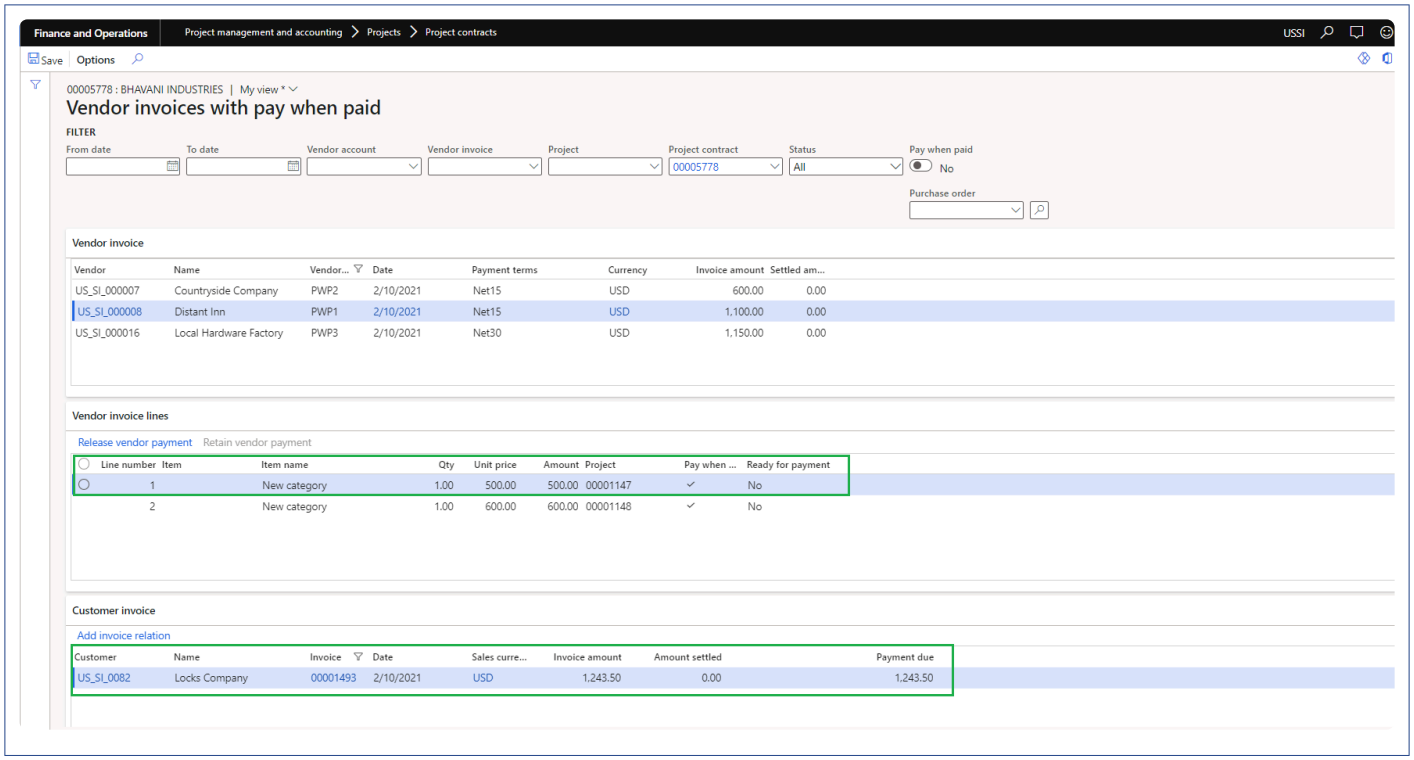
Quantity	Displays quantity from the vendor invoice on which the selected project ID is associated.
Unit price	Displays unit price from the vendor invoice on which the selected project ID is associated.
Amount	Displays cost amount from the vendor invoice on which the selected project ID is associated.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

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

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

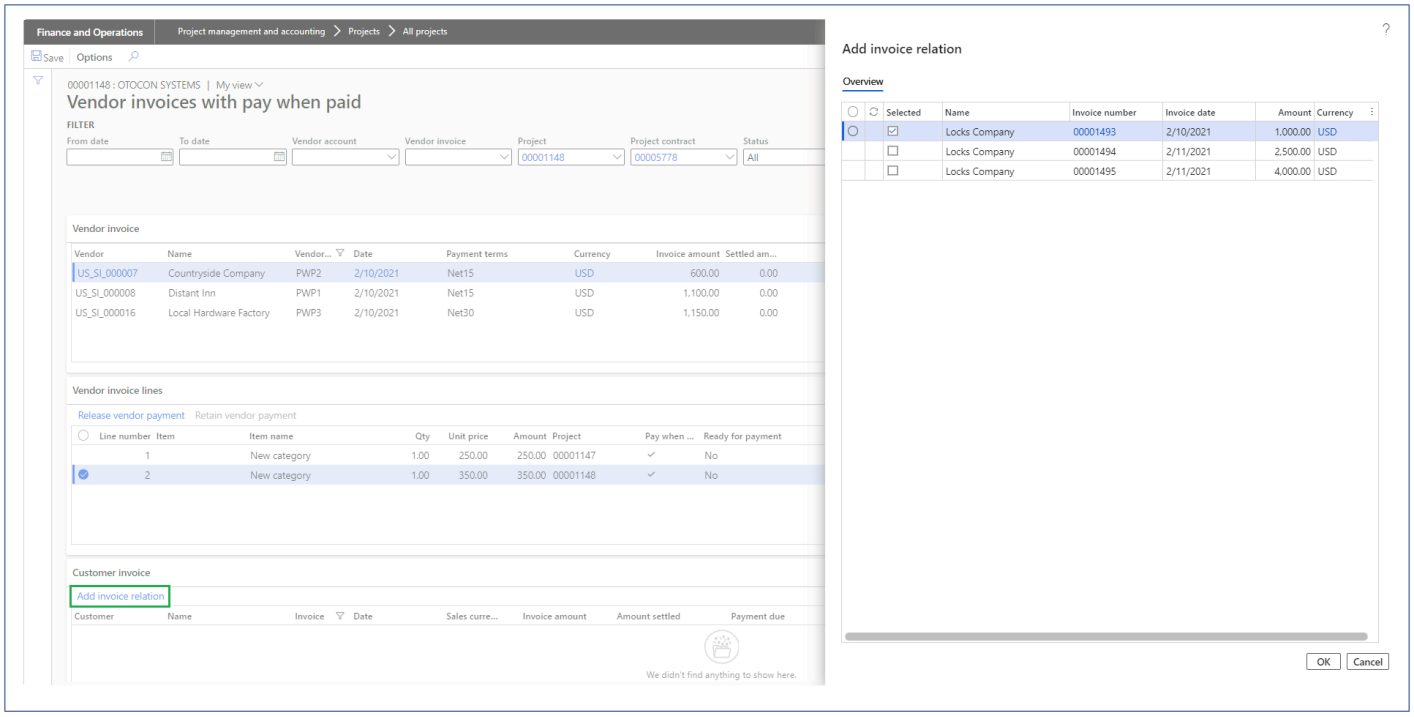


New button ‘Add invoice relation’ is introduced to link the project customer invoices to the vendor invoices

through ‘Vendor invoices pay when paid form’. This form will show all open customer invoices related with the selected project from vendor invoice line.

User is allowed to attach multiple customer invoices against vendor invoices if the customer invoices are not fully settled or partially settled. If the attached customer invoices is partially settled then it will allow user to attach the same customer invoices against other vendor invoices.

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



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

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

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

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Revenue Adjustments

The aec360 Solution offers an option to adjust revenue as part of the fee management functionality. There are three options applicable for Fixed price approaches (Progress or fixed fee) where the adjustment can be calculated based on Total revenue, invoiced revenue or hours. NTE adjustments are applicable to T&E NTE projects where the revenue needs to be adjusted, for example, on cases where the project execution has overreached the contract amount.

Revenue adjustment feature is enhanced to generate auto-reversals based on 606 revenue compliance requirements, this reversals are applicable to 'Contract cap' method for percentage complete and 'NTE' revenue adjustments completion methods.

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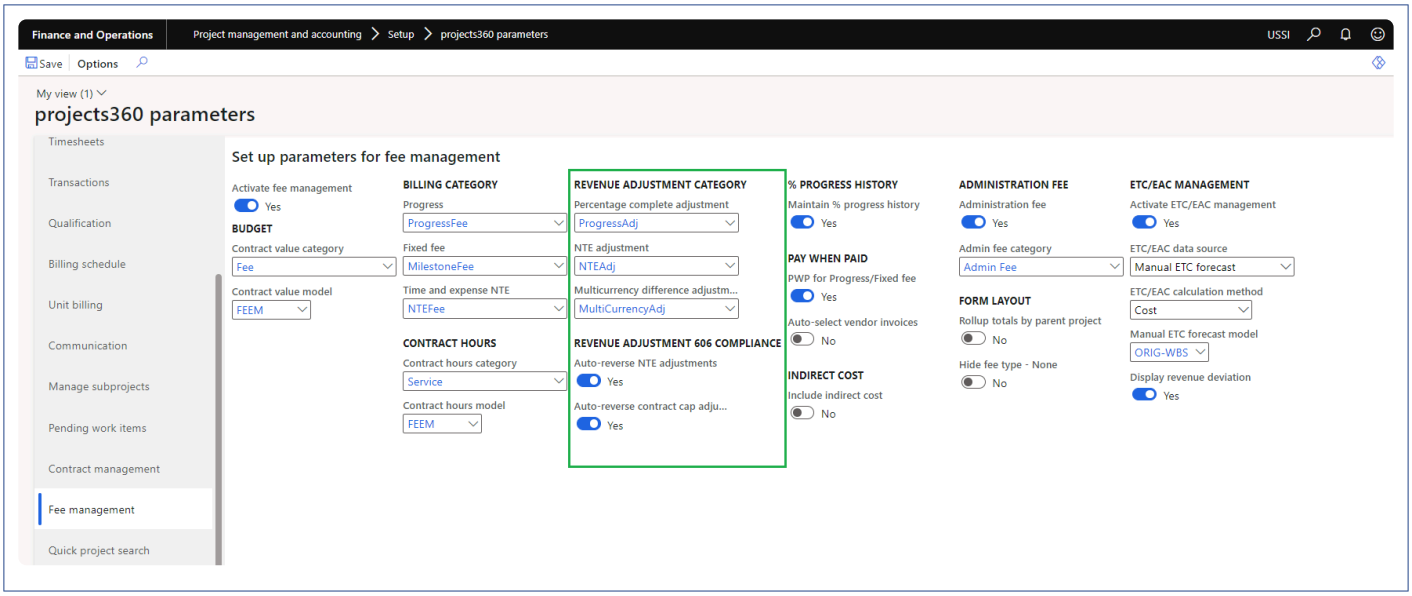
Configure

This sections details out the setups required to be configured in order to use the revenue adjustment functionality.

Parameter Setup

On projects360 parameter form, within the Fee management tab, few new parameters “Percentage complete adjustment” and “NTE adjustment” has been introduced. This fields allows us to configure the categories to be used while creating/generating the revenue adjustment records. 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



Revenue adjustment category

Fields	Description
Percentage complete adjustment	This parameter allows us to specify the project category to be used while creating/generating the revenue adjustments for Progress and Fixed fee projects.
NTE adjustment	This parameter allows us to specify the project category to be used while creating/generating the revenue adjustments for Time and material Not to exceed projects.
Multicurrency	This parameter allows us to specify the project category to be used while creating/generating

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difference adjustment	the multicurrency difference revenue adjustments for Progress, T&E NTE and Fixed fee projects..

Revenue adjustment 606 compliance

Fields	Description
Auto-reverse NTE adjustments	This parameter allows us to enable the auto-reversal of NTE adjustments.
Auto-reverse contract cap adjustments	This parameter allows us to enable the auto-reversal of percentage complete adjustments for only contract cap method

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Percentage complete adjustment

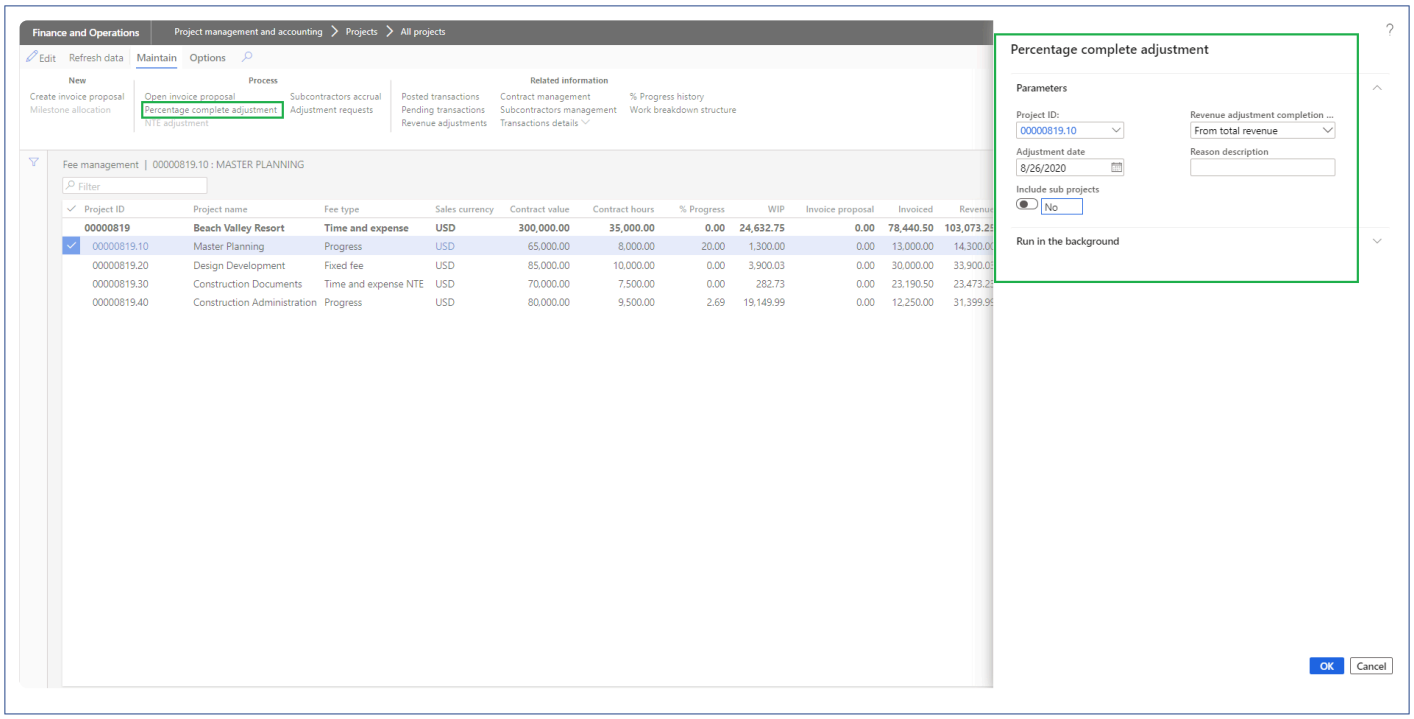
Revenue adjustments – Progress/Fixed fee projects

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 as 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 5 different methods to adjust the project values.

- **From total revenue** – In this case an adjustment record is created considering the total revenue earned, this includes the invoiced as well as the accrued revenue vs total contract value of the project as on the day of adjustment. A record is created on the revenue adjustments form.

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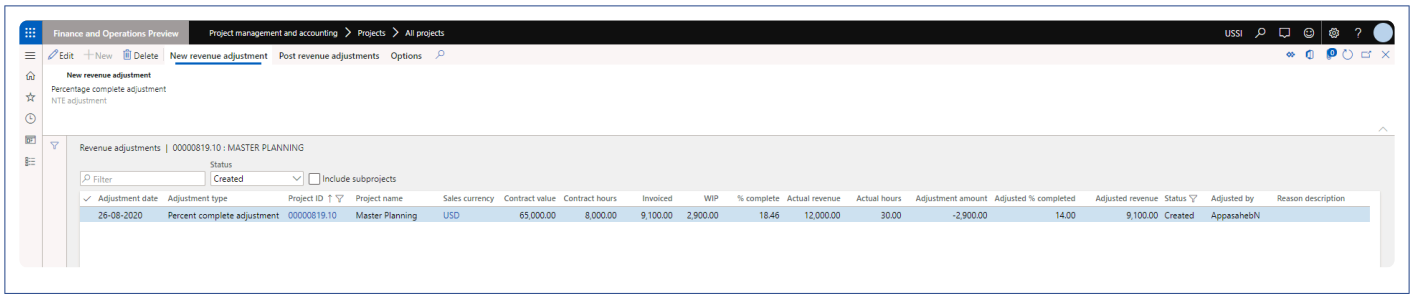
- **From Invoice revenue** – In this case an adjustment record is created considering the posted/invoiced revenue vs the total contract of the project as on the day of adjustment. A record is created on the revenue adjustments form.

- **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.

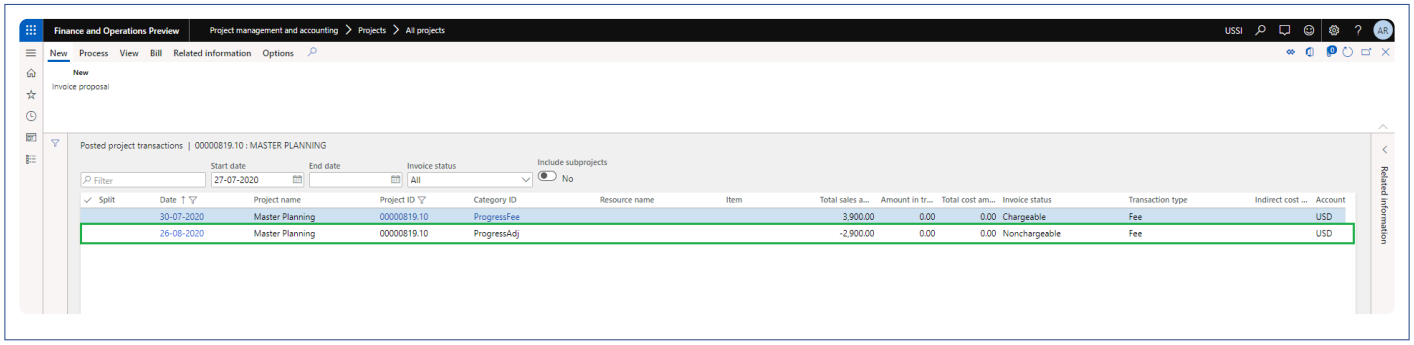
- **From contract value cap** – In this case an adjustment record is created considering the percentage complete revenue adjustment calculation. A record is created on the revenue adjustments form.

- **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”.



Once an adjustment record is created, user can update the ‘Adjustment amount’ and ‘Adjusted % completed’ to adjust the project balances. On updating the ‘Adjustment amount’ and ‘Adjusted % completed’ fields, the rest of the column values are auto calculated to reflect the right values. Once you 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 revenue adjustment, a fee journal is created in system. This fee journal uses the category defined on projects360 parameters.



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

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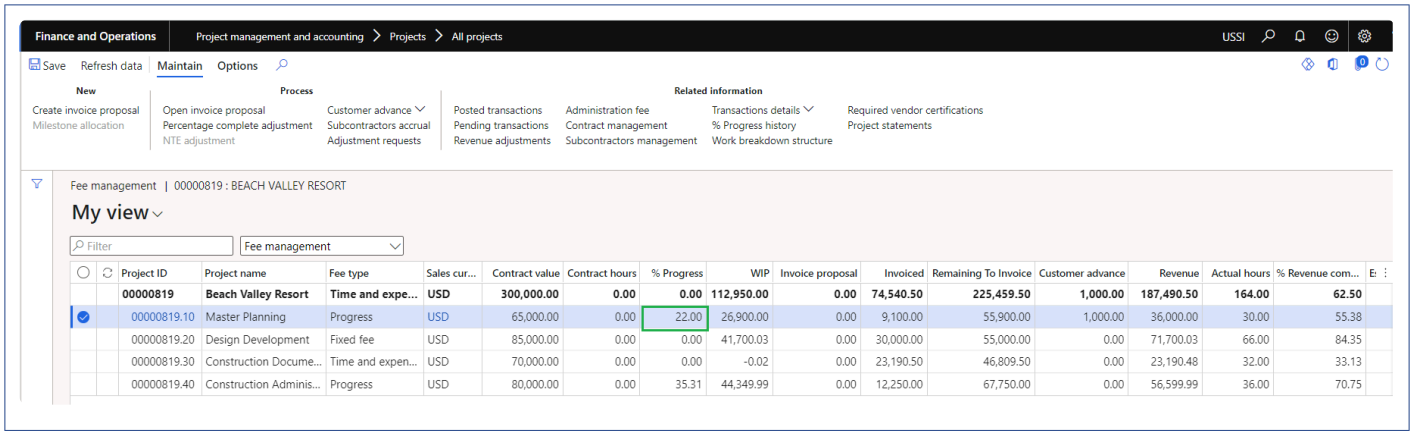
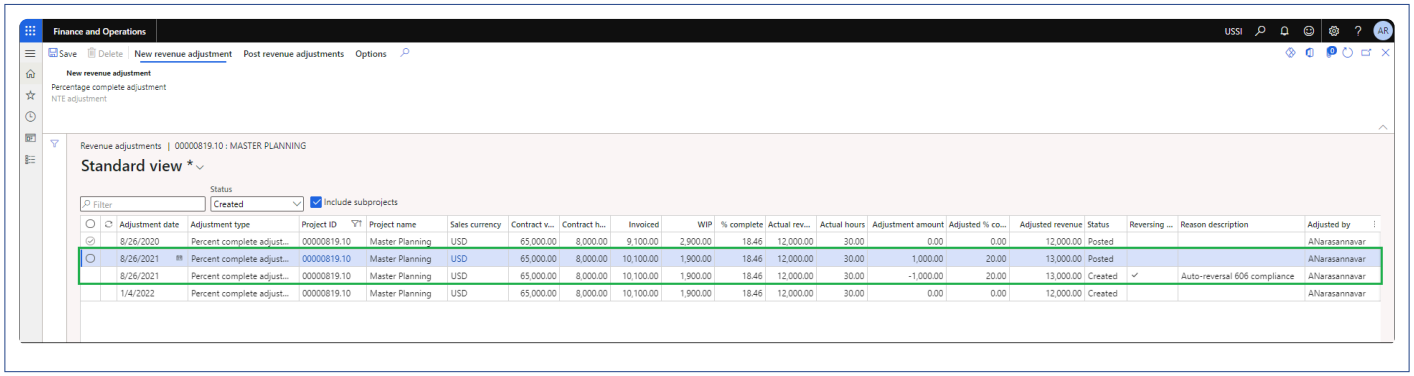


Revenue adjustment 606 compliance

If the ‘Auto-reverse contract cap adjustments’ option in the projects360 parameters is turned on, an automatic reversal is created for any previously posted adjustment and create a new revenue adjustments based off the current project balances. This auto-reversal functionality is applicable only for ‘From contract value cap’ method.

Here in the below screenshot, you can notice that second line in the grid is reversed through the third line. On the third line, ‘Reversing entry’ checkbox is marked and also there is a default reason description ‘Auto-reversal 606 compliance’ indicating this line is an auto-reversal.



If “Auto-reverse contract cap adjustments” parameter is set as “Yes”, and ‘Revenue adjustment competition method’ is set to ‘From contract cap’ and “Skip zero adjustment amount” is set as “Yes” on ‘Percentage complete adjustment’ process then it will skip creating the revenue adjustment for ‘adjustment amount’ zero and also it will not create any reversal entry for posted adjustments when there is no remaining balance to create a new adjustment.

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NTE adjustment

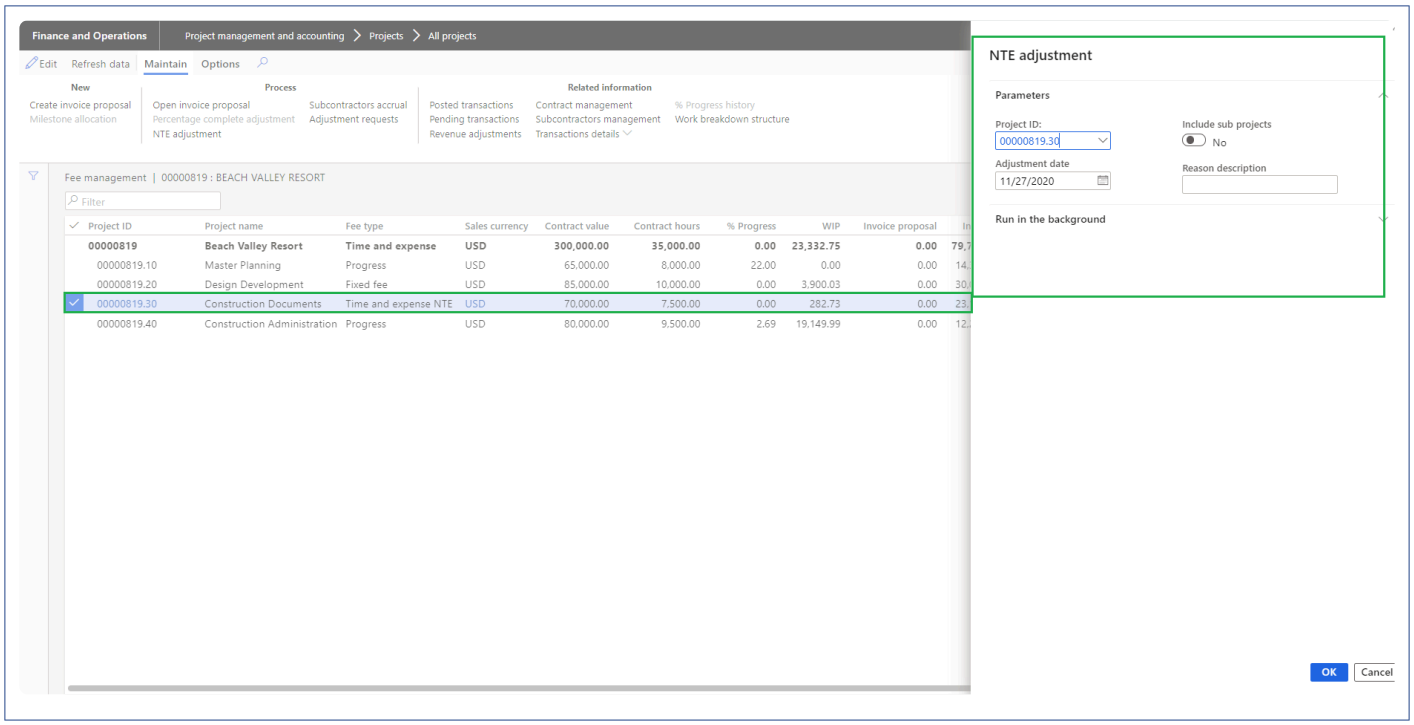
Revenue adjustments – Time & expense projects

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.



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'.

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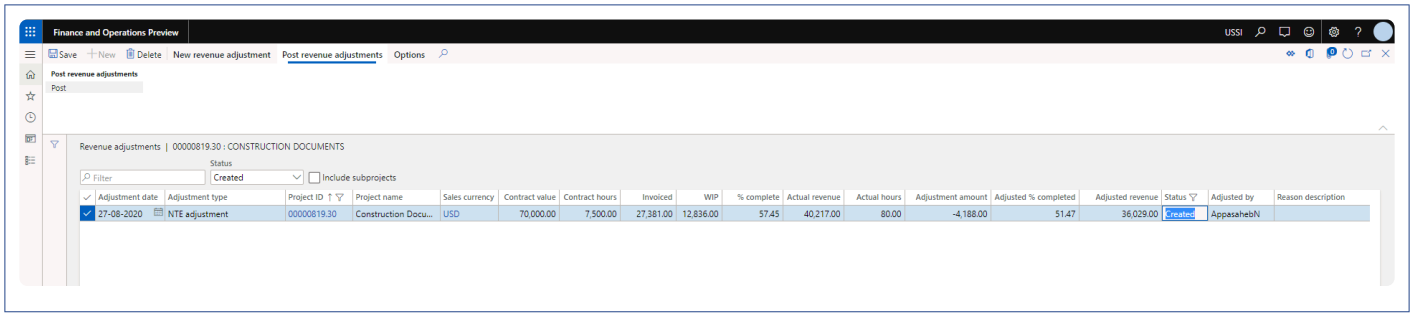
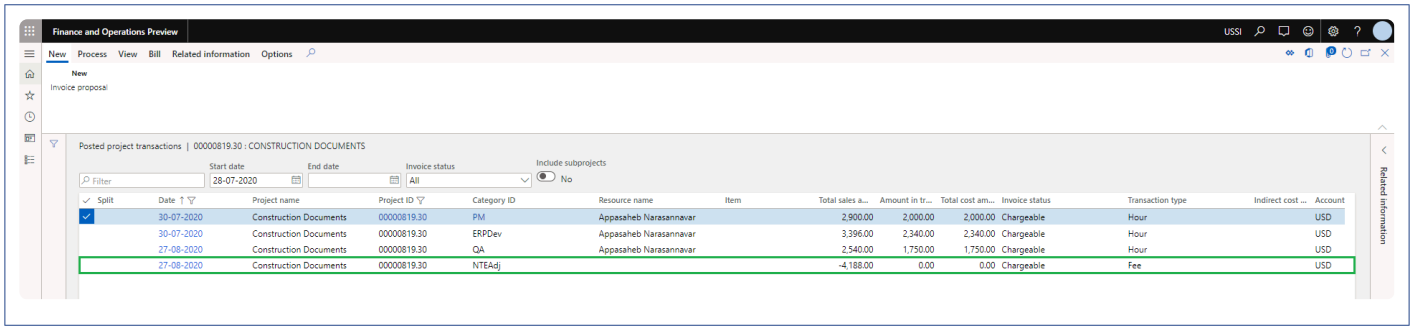
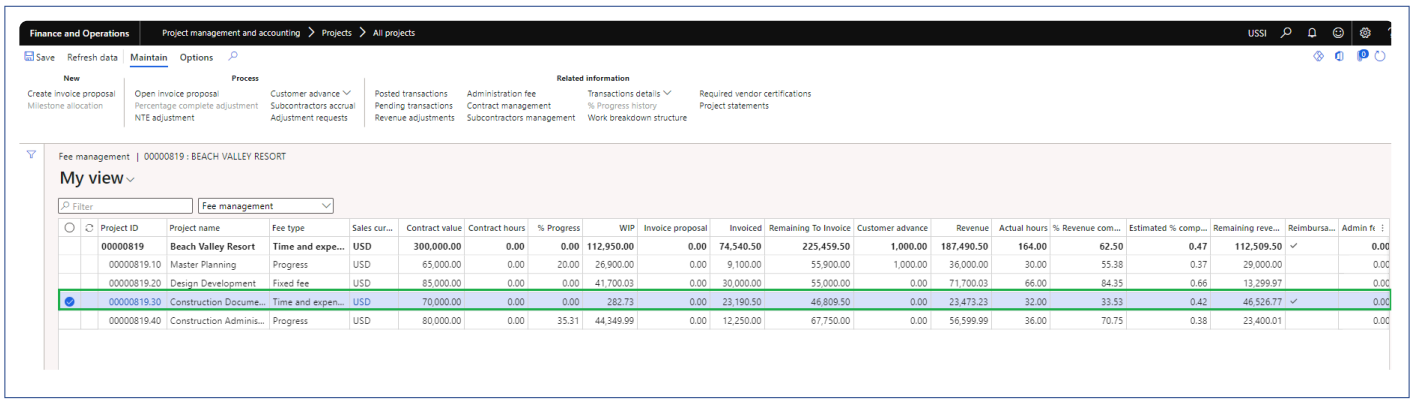


Once an adjustment record is created, user the modify the ‘Adjustment amount’ and ‘Adjusted % completed’ to adjust the project balances. On the modification, previously mentioned fields and the rest of the fields are auto calculated to reflect the right values. Once you sure of the adjusted values, you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



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



Revenue adjustment 606 compliance

If the ‘Auto-reverse NTE adjustments’ option in the projects360 parameters is turned on, an automatic reversal is created for any previously posted adjustment and create a new revenue adjustments based off the current project balances.

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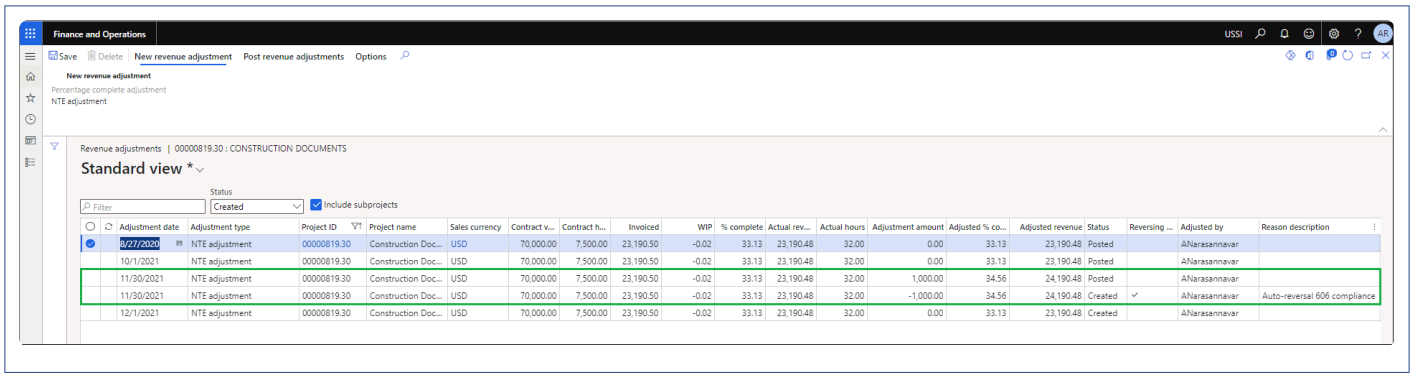
Here in the below screenshot, you can notice that third line in the grid is reversed through the fourth line. On the fourth line, ‘Reversing entry’ checkbox is marked and also there is default reason description ‘Auto-reversal 606 compliance’ indicating this is an auto-reversal.



Adjustment date	Adjustment type	Project ID	Project name	Sales currency	Contract v...	Contract h...	Invoiced	WIP	% complete	Actual rev...	Actual hours	Adjustment amount	Adjusted % co...	Adjusted revenue	Status	Reversing ...	Adjusted by	Reason description
9/27/2020	NTE adjustment	00000819.30	Construction Doc...	USD	70,000.00	7,500.00	23,190.50	-0.02	33.13	23,190.48	32.00	0.00	33.13	23,190.48	Posted		ANarasannavar	
10/1/2021	NTE adjustment	00000819.30	Construction Doc...	USD	70,000.00	7,500.00	23,190.50	-0.02	33.13	23,190.48	32.00	0.00	33.13	23,190.48	Posted		ANarasannavar	
11/30/2021	NTE adjustment	00000819.30	Construction Doc...	USD	70,000.00	7,500.00	23,190.50	-0.02	33.13	23,190.48	32.00	1,000.00	34.56	24,190.48	Posted		ANarasannavar	
11/30/2021	NTE adjustment	00000819.30	Construction Doc...	USD	70,000.00	7,500.00	23,190.50	-0.02	33.13	23,190.48	32.00	-1,000.00	34.56	24,190.48	Created	✓	ANarasannavar	Auto-reversal 606 compliance
12/1/2021	NTE adjustment	00000819.30	Construction Doc...	USD	70,000.00	7,500.00	23,190.50	-0.02	33.13	23,190.48	32.00	0.00	33.13	23,190.48	Created		ANarasannavar	

If ‘Auto-reverse NTE adjustments’ parameter is set to ‘yes’ and “Skip zero adjustment amount” is set as “Yes” on ‘NTE adjustment’ process, then it will skip creating the revenue adjustment for ‘adjustment amount’ zero and also it will not create any reversal entry for posted adjustments when there is no remaining balance to create a new adjustment.

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Multicurrency difference

Revenue adjustments for multicurrency difference.

Revenue adjustments capabilities has been extended to cater for multicurrency scenarios. There could be scenarios where WIP is in sales currency on Fee management, but WIP is in accounting currency on project statement form then due to change in currency exchange rate, the multicurrency difference occurs. In this case you can use the multicurrency difference adjustment.

Multicurrency difference adjustment is applicable to the projects with fee type of Progress, Fixed Fee, and Time & Expense NTE.
when the sales currency is different than accounting currency, multicurrency difference adjustment button is enabled allowing users to perform revenue adjustment.

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

Go to Project management and accounting > projects360 periodic > Revenue adjustment -> Multicurrency difference adjustment

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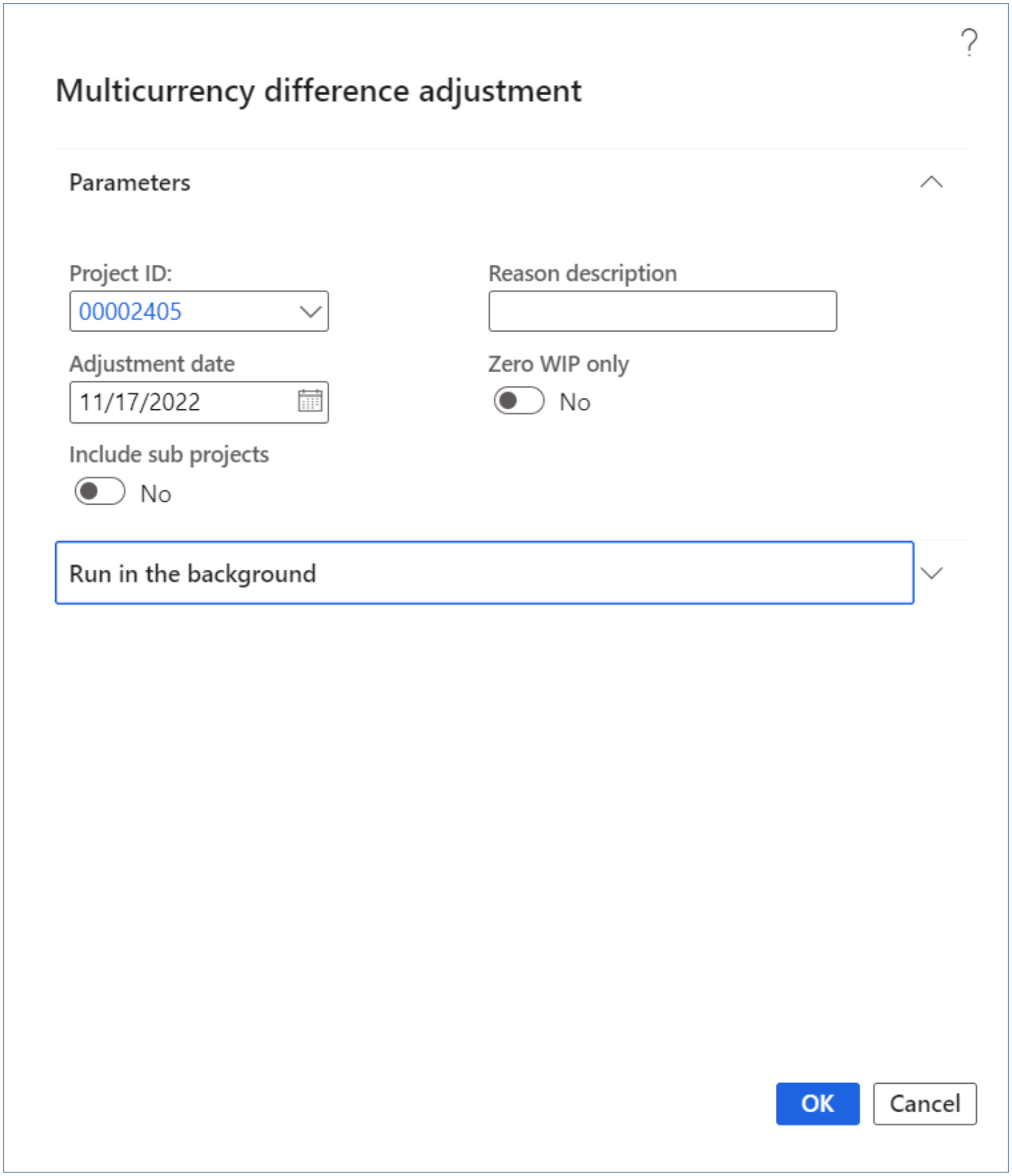

Once an adjustment record is created, the column values are auto calculated to reflect the right values. Revenue adjustment line will be displays using ‘Accounting currency’. You can update the reason description and can post adjustments using button provided at the menu.

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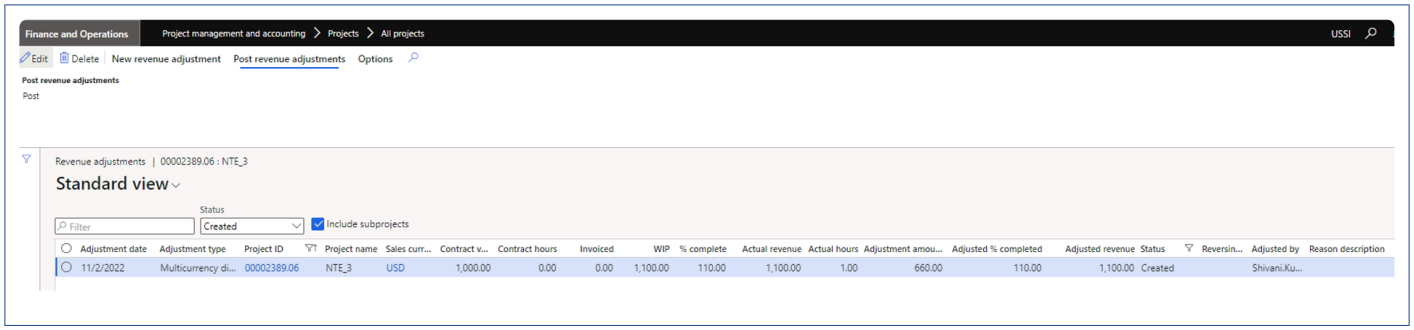
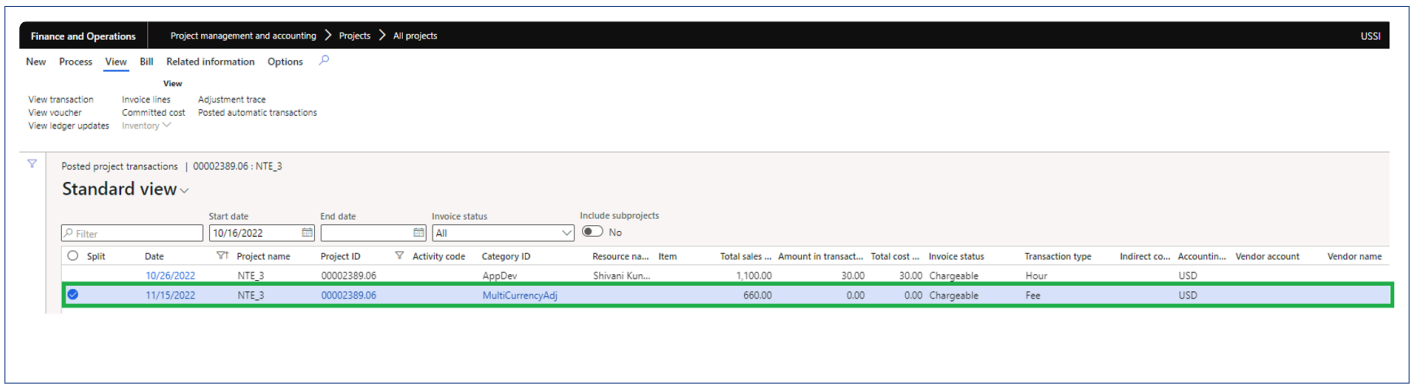


On posting a revenue adjustment, a fee journal is created in system. This fee journal uses the category defined on projects360 parameters ‘Multicurrency difference adjustment’. The fee journal currency will be populated using ‘Accounting currency’.



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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.

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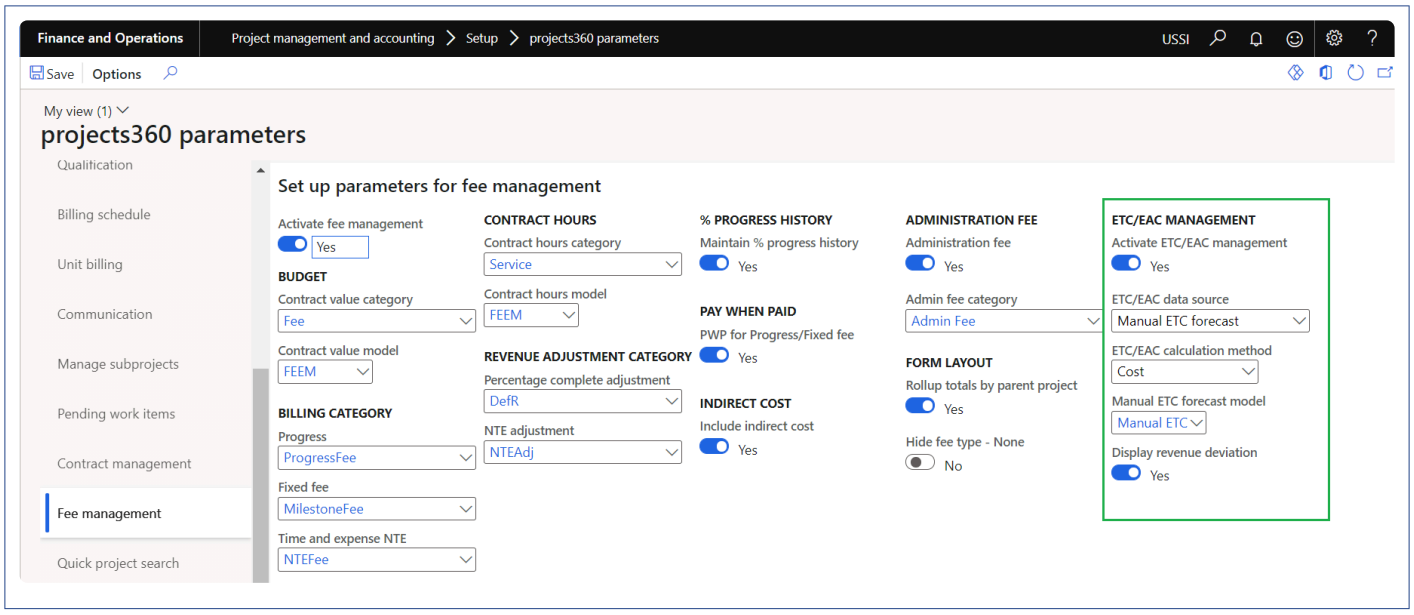
Configure

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 filled in to use this feature, details of each field is provided in the table below the following visual.

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



Details of the fields available 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

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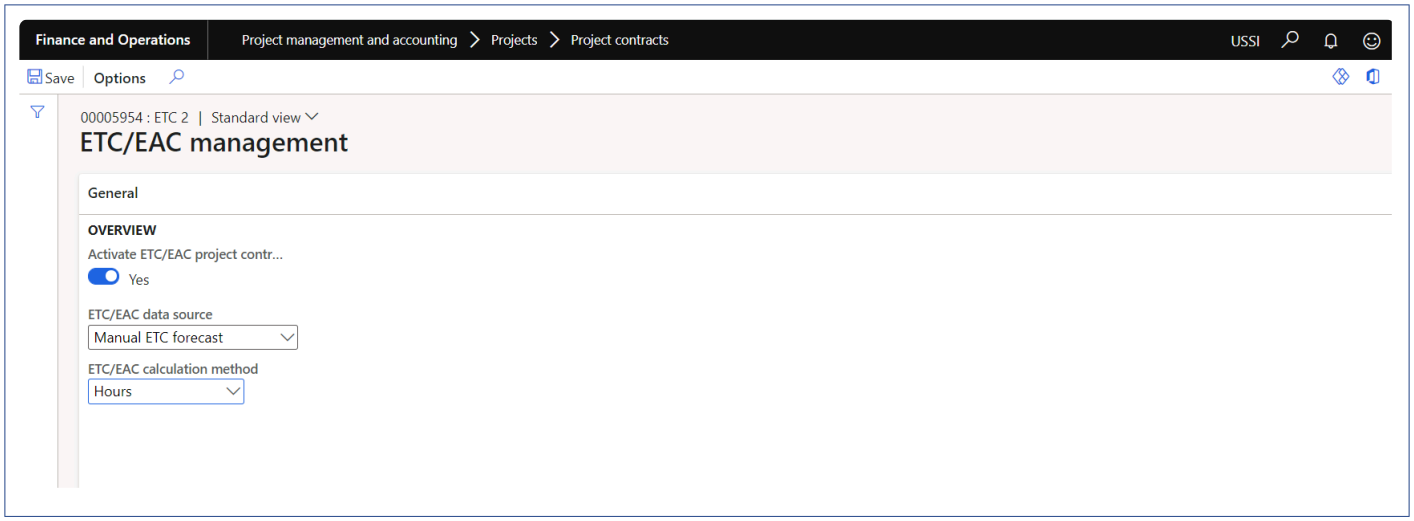
calculation method	and EAC.
Manual ETC forecast model	Select the manual forecast model when the ETC/EAC data source is set as Manual ETC forecast.
Display revenue deviation	When this parameter is set to Yes, Estimated revenue deviation amount field will be visible on ETC/EAC management form.

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



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.

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

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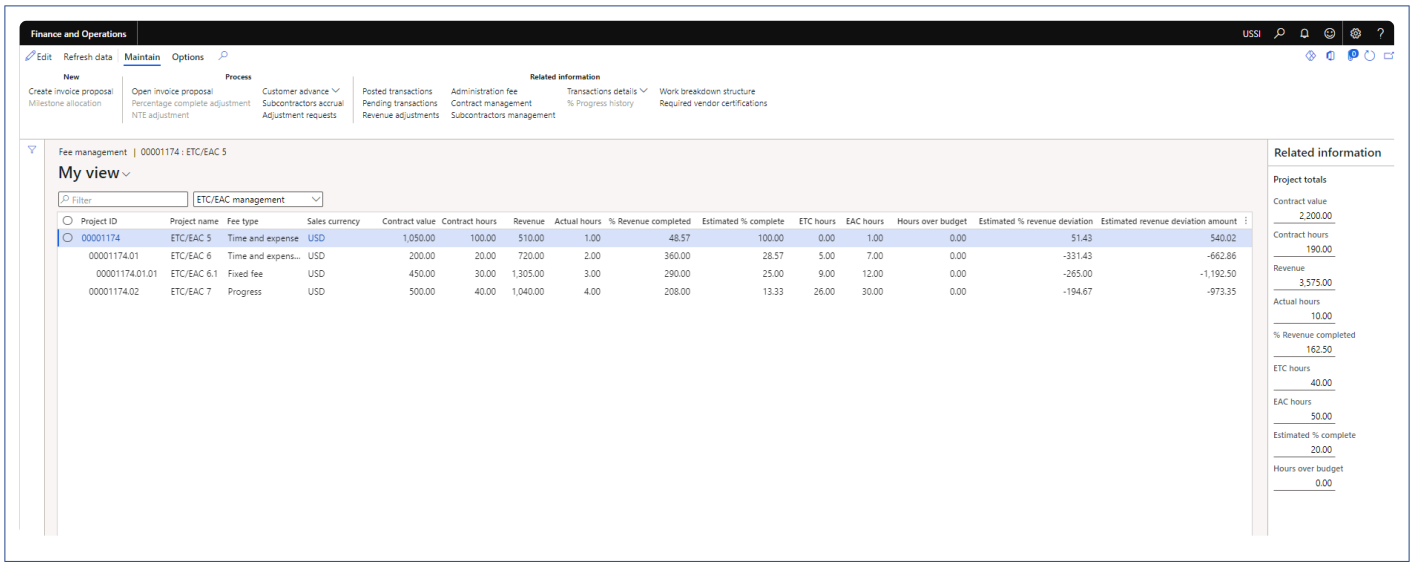
View ETC/EAC management

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



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.

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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

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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”.

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Administration fee

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

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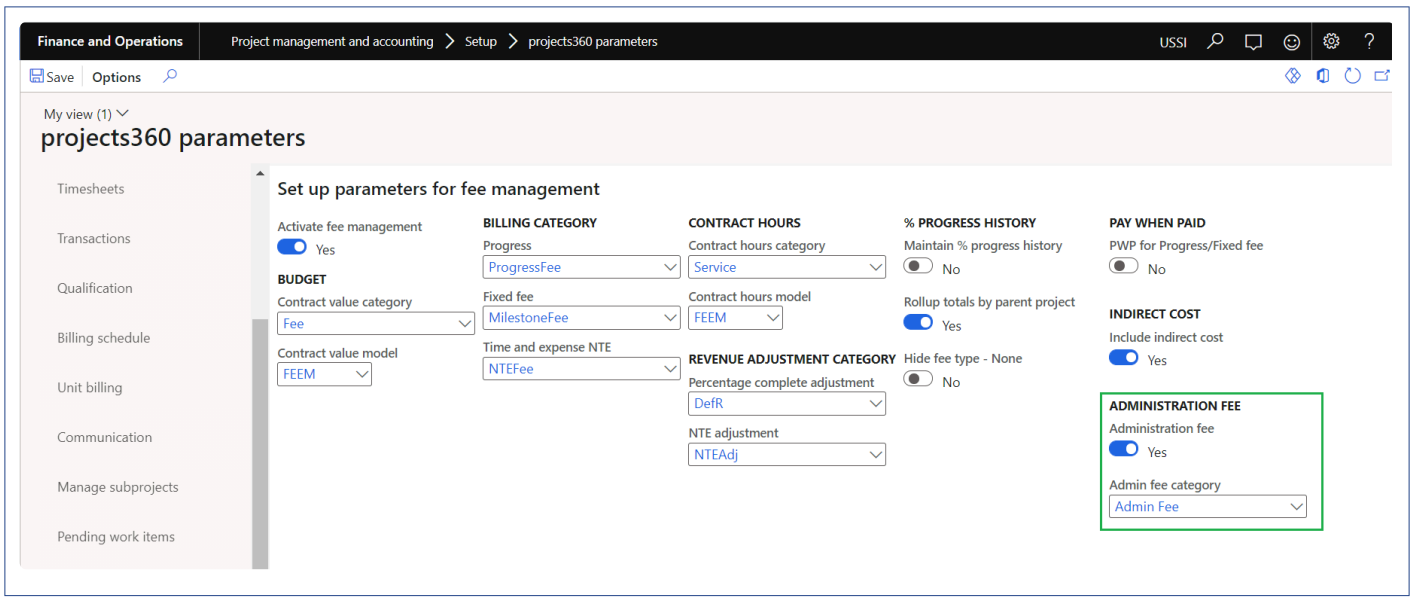
Configure

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

Parameter Setup

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

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



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

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

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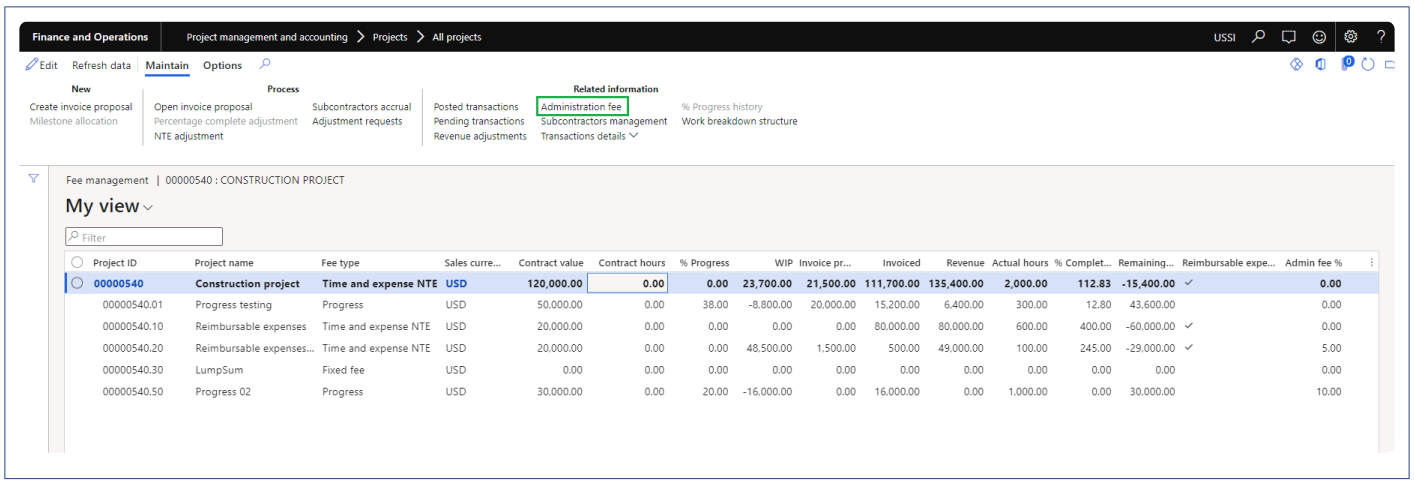
Create administration Fee

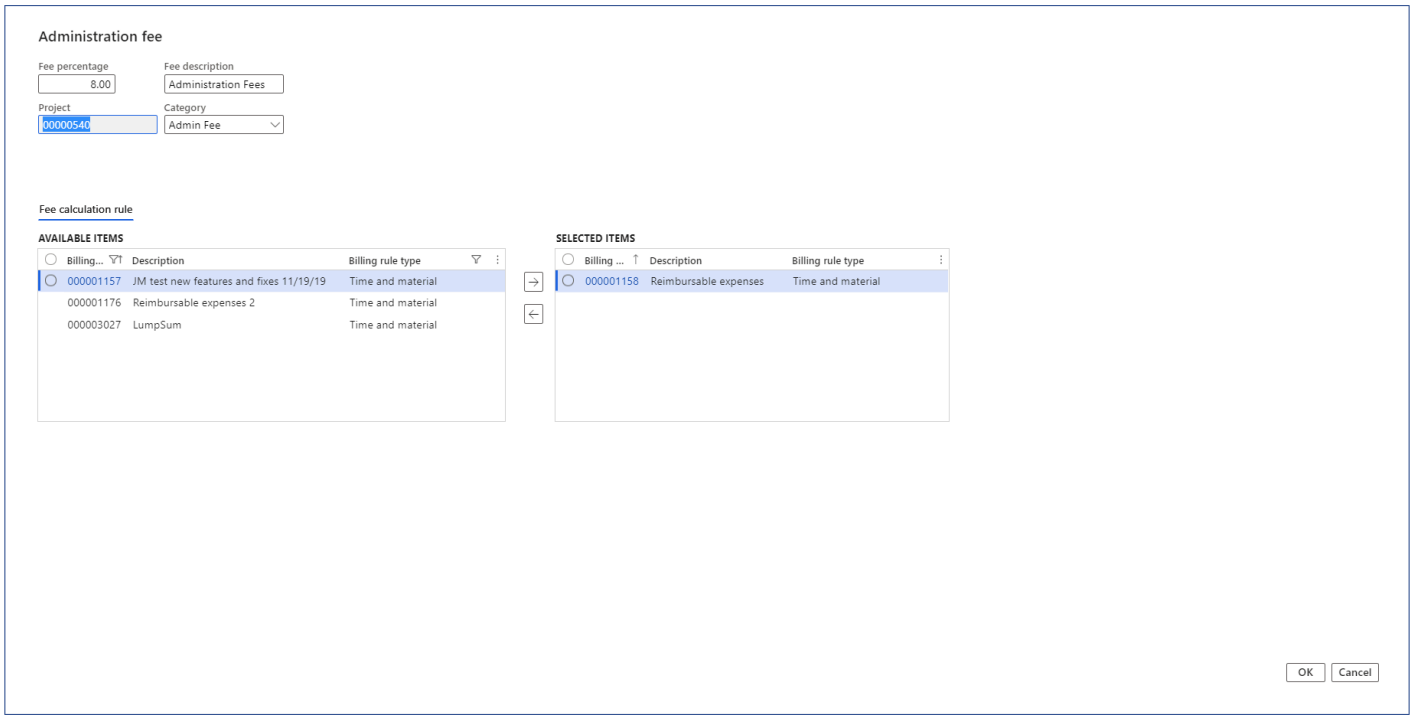
This sections details out the process to create Administration fee billing rule functionality.

Administration fee

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

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





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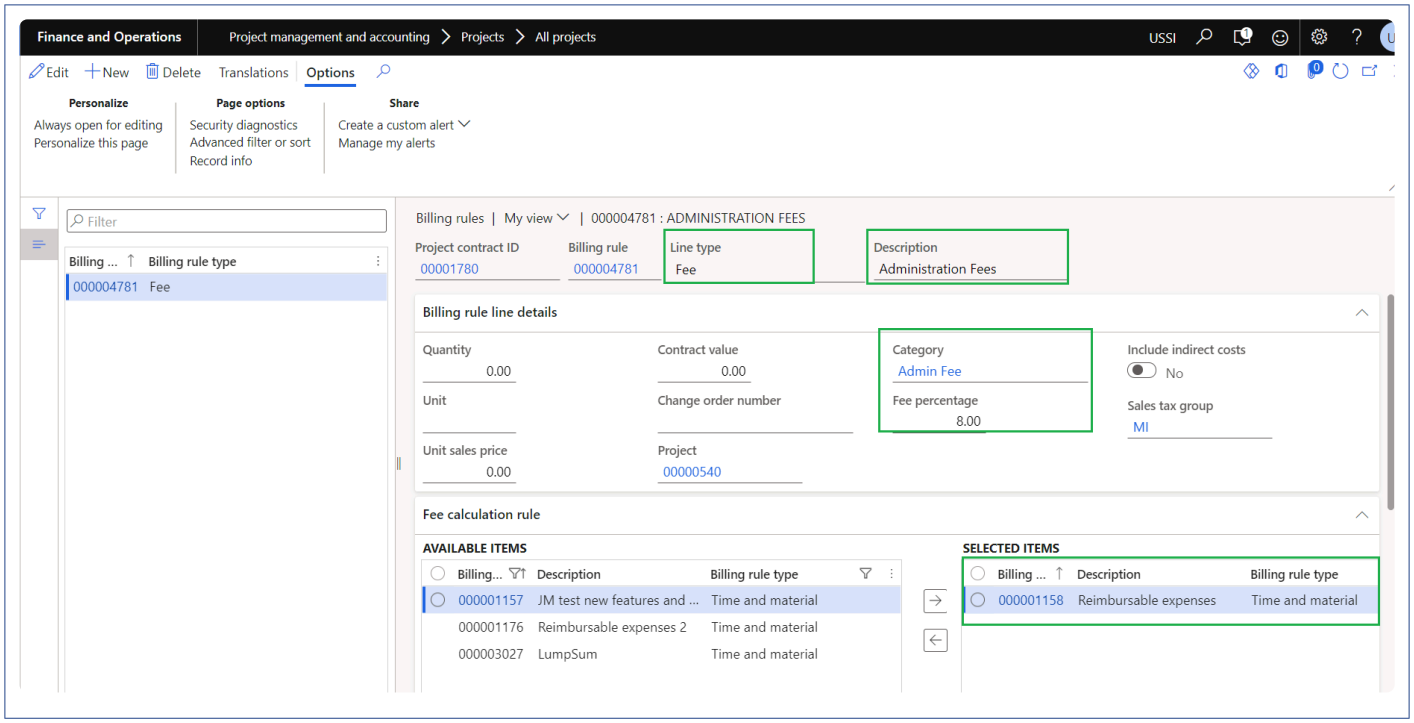
Details of the fields available on the Administration fee form are as follows –

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

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



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

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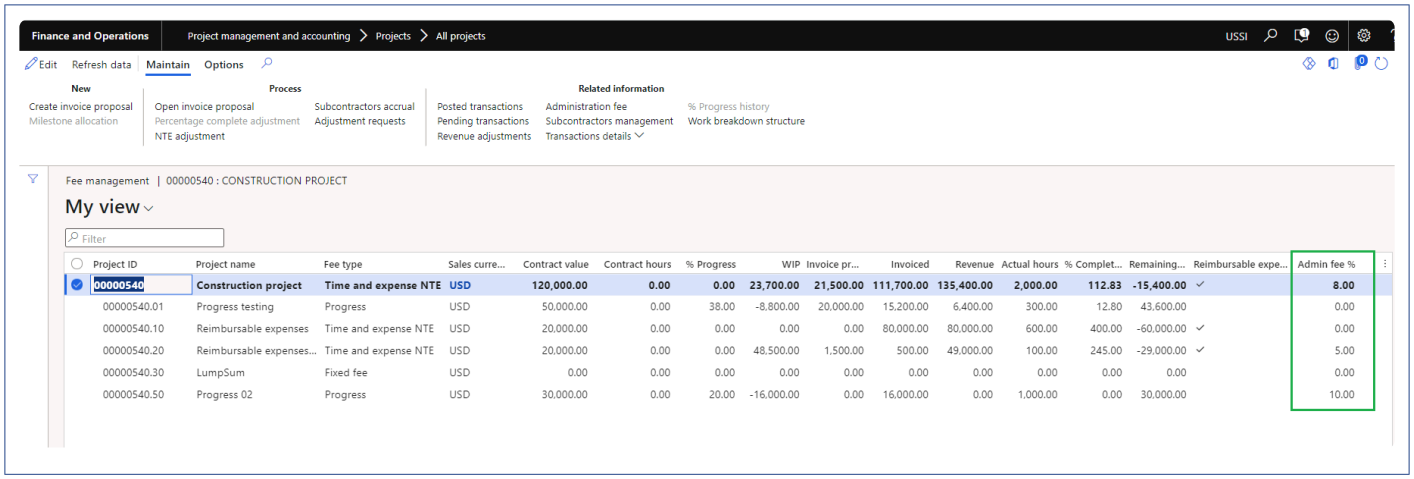

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SubContractor Management

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

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

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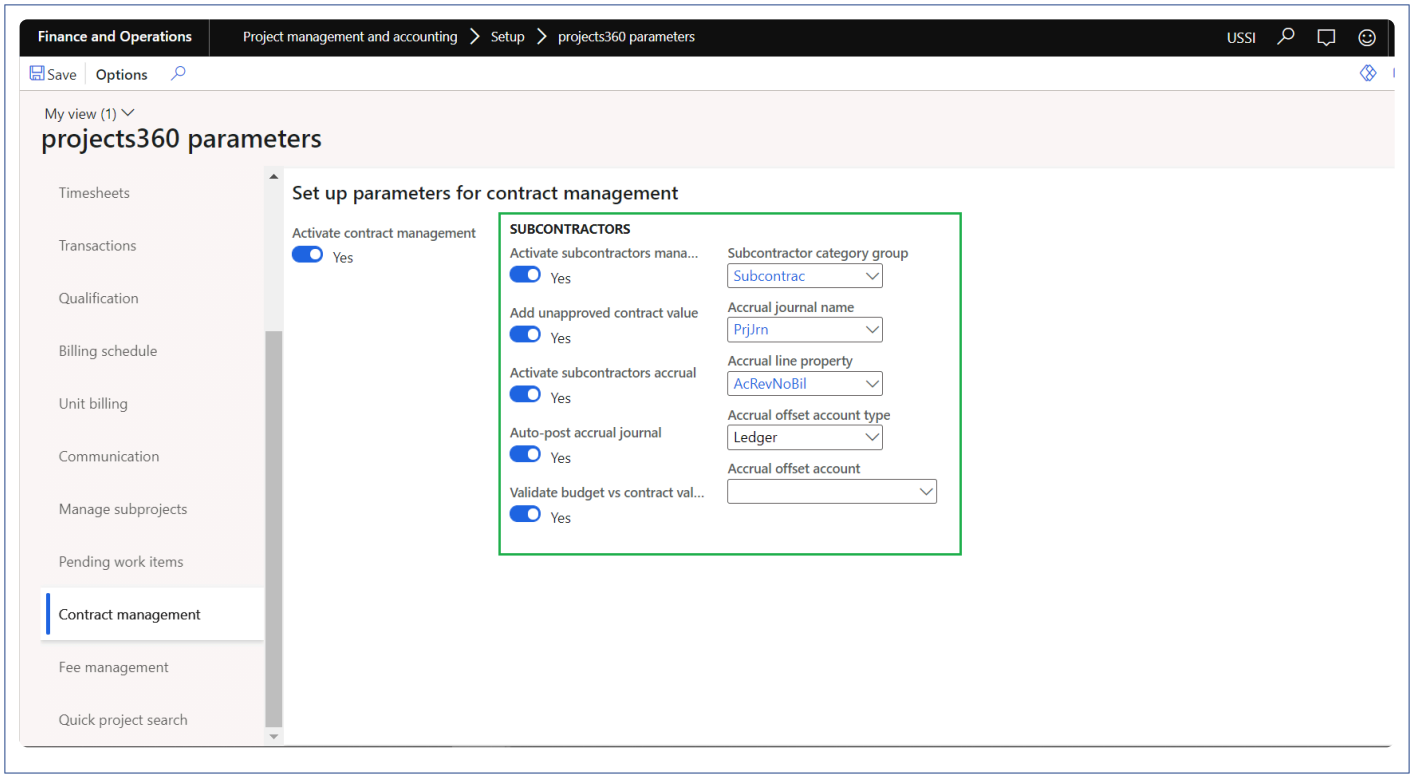
Configure

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

Parameter Setup

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

Go to Project management and accounting > Setup > projects360 parameters



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

Fields	Description
Activate subcontractors management	This checkbox allows you to enable the subcontractors management feature.
Add unaapproved	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

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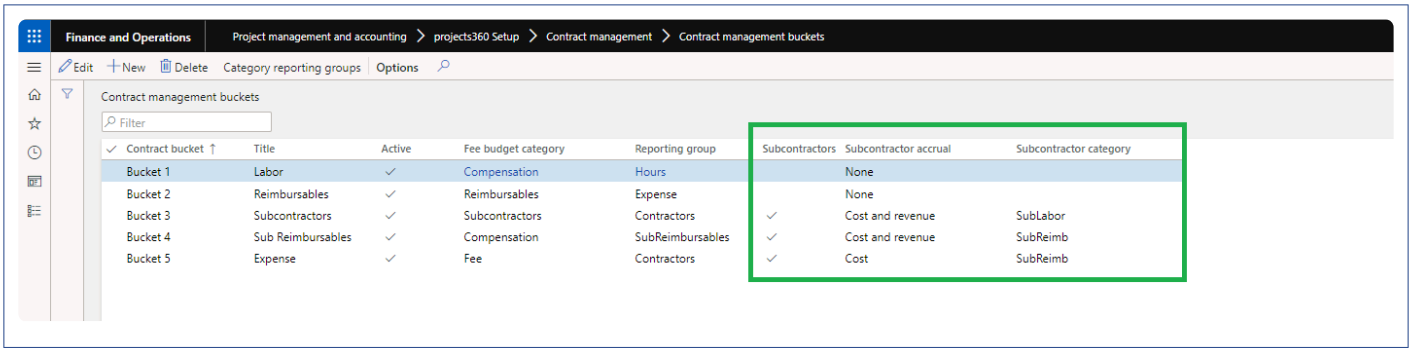
contract value	considered for subcontracting.
Activate subcontractors accrual	This checkbox decides whether the accrual functionality to be enabled or not.
Auto post accrual journal	This makes sure that the expense journal that gets created is automatically posted when the post button is clicked on the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

Contract Management Buckets

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

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



Subcontract projects

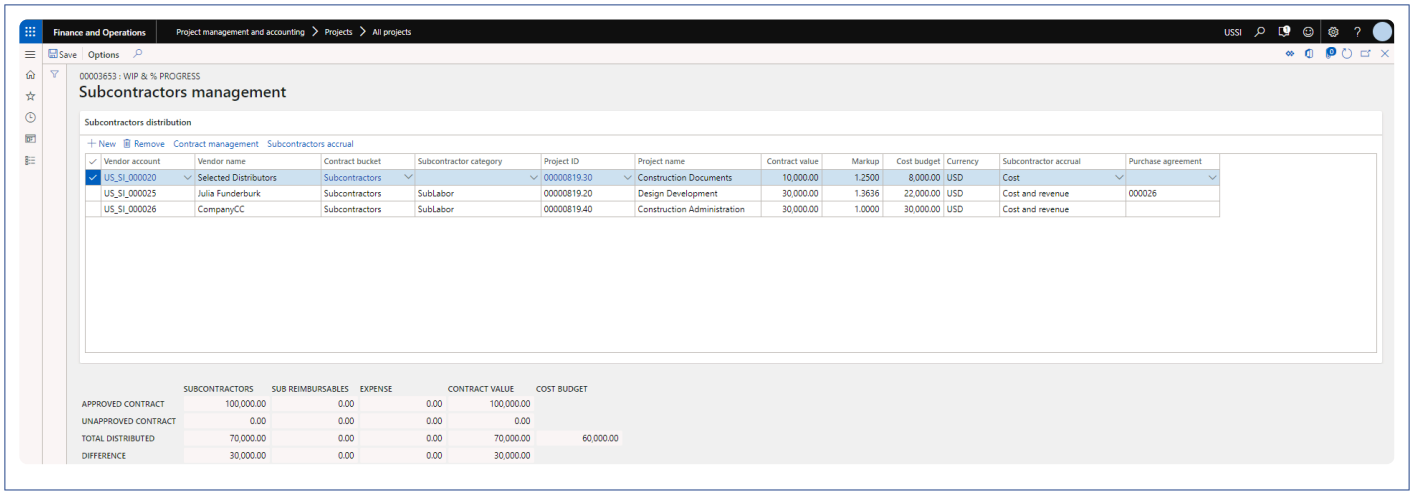
This sections details out how the contract values can be distributed to subcontractors.

Contract Management

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

The new form can be accessed from following places –

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



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

Fields	Description
New	Allows to create new record on this form.
Remove	Allows to remove the subcontracting lines from the grid.

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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.

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Total distributed	This field show the total amount distributed so far for subcontracting. This information is again shown per bucket and buckets are denoted as column headers.
Difference	This field shows the amount yet to be distributed to subcontractors. This information is again shown per bucket and buckets are denoted as column headers.
Cost budget	This field show the cost budget of all the subcontracting line entered so far on the form.

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Subcontractor accruals

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

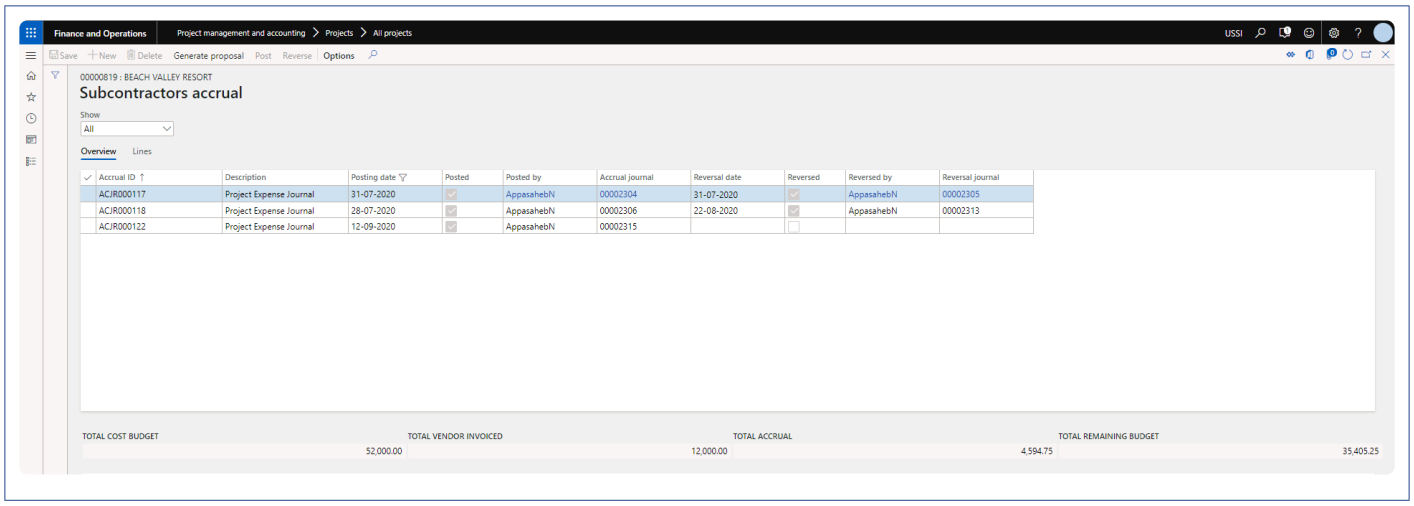
Subcontractor Accruals

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

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

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

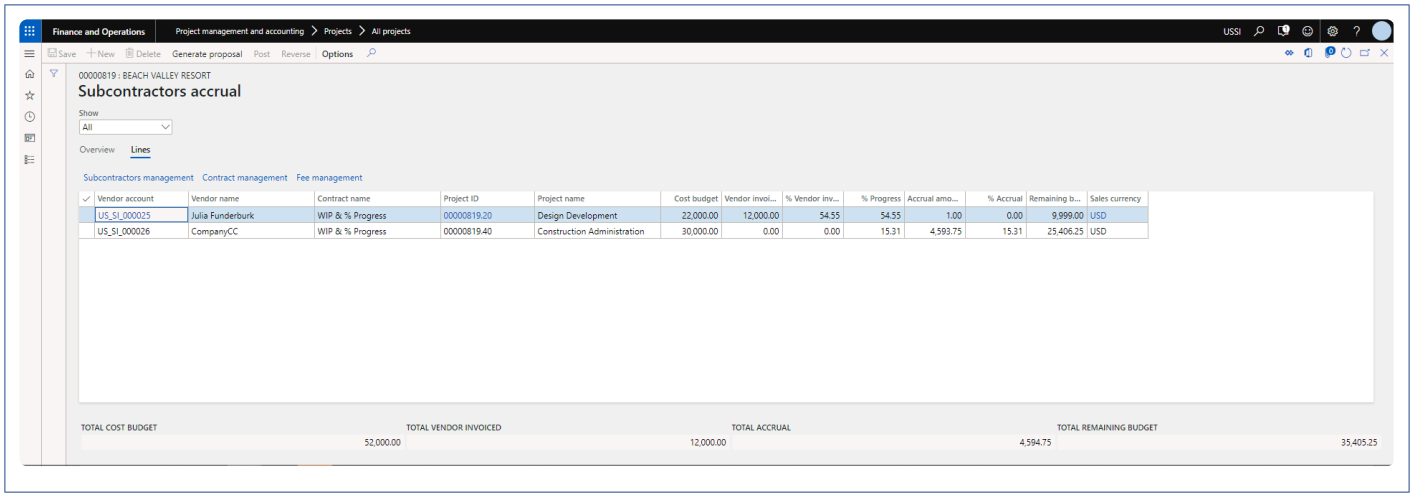
To create a new proposals, click on generate proposal button. A slide form pops up to create, enter the details and hit OK. Proposal generation process can be scheduled through the batch process as well. Once an accrual process is created, it displays in the overview grid. as seen in the below visual.



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.



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, purchase orders, 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.

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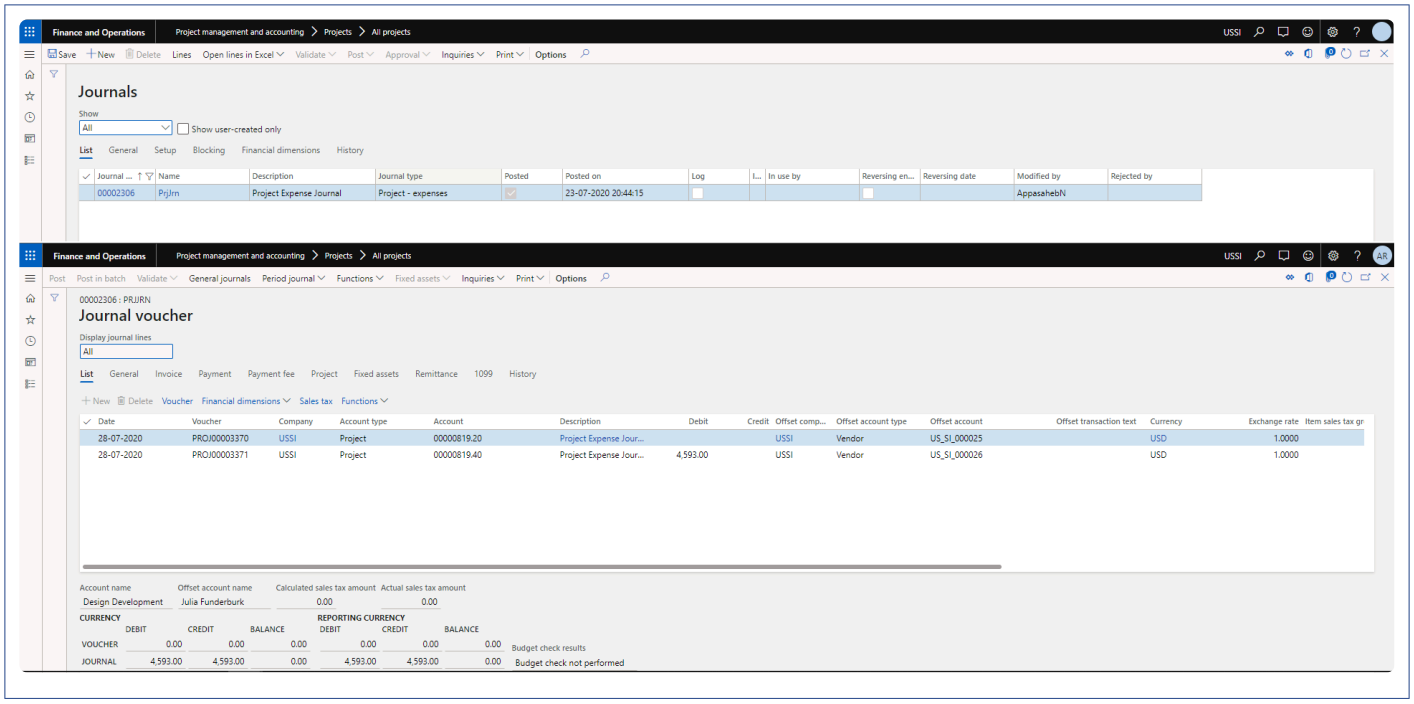

Note – The expense journal will get posted with offset account type will be as Ledger when the accrual offset account type is selected as Ledger and ledger account is defined on the parameters.

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.

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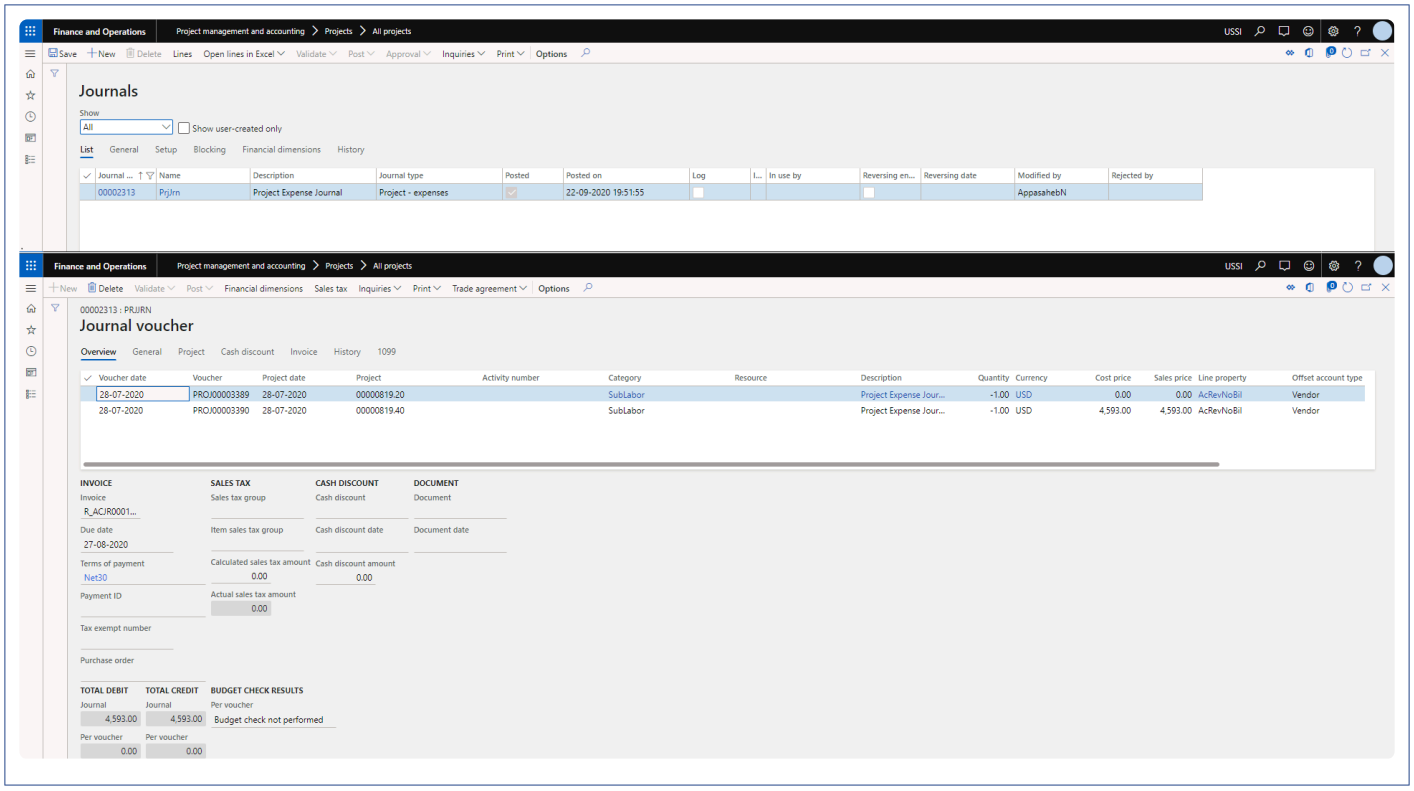

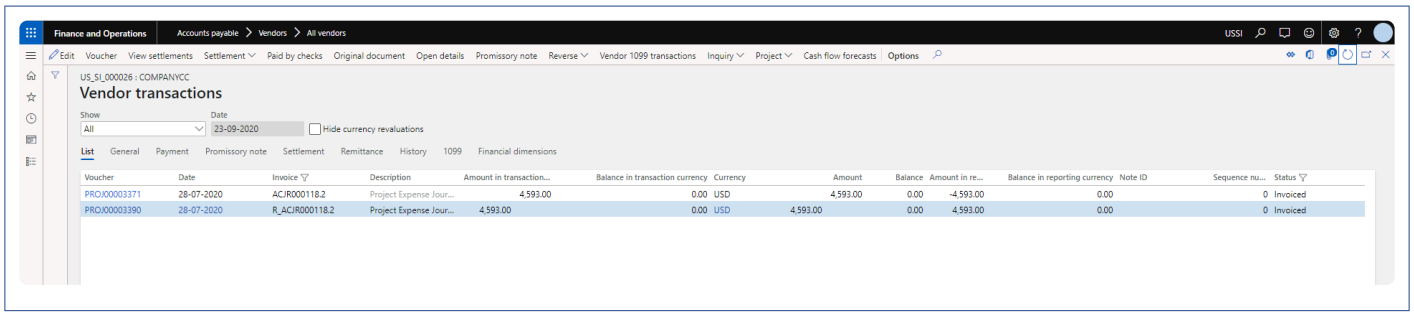

Subcontractor Accruals data entity

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

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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

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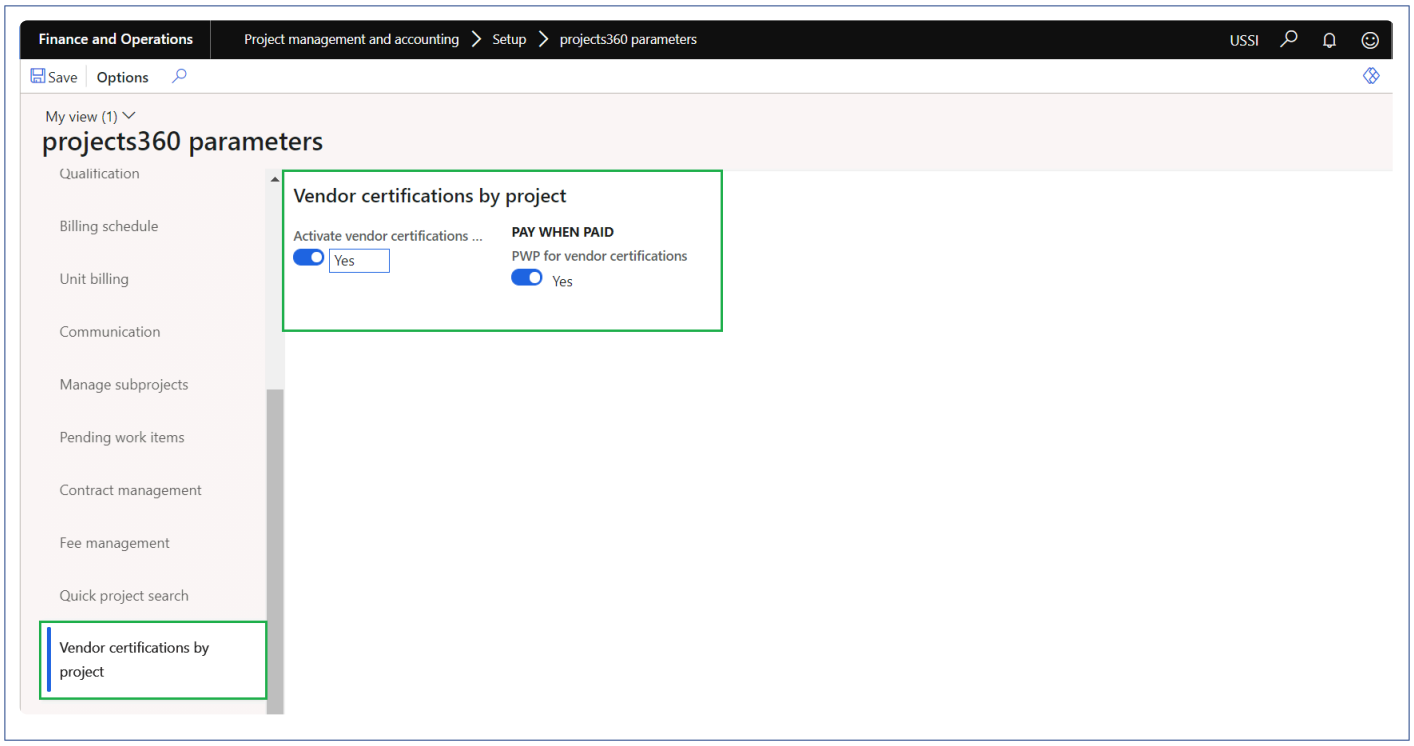
Configure Vendor Certification

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.



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.

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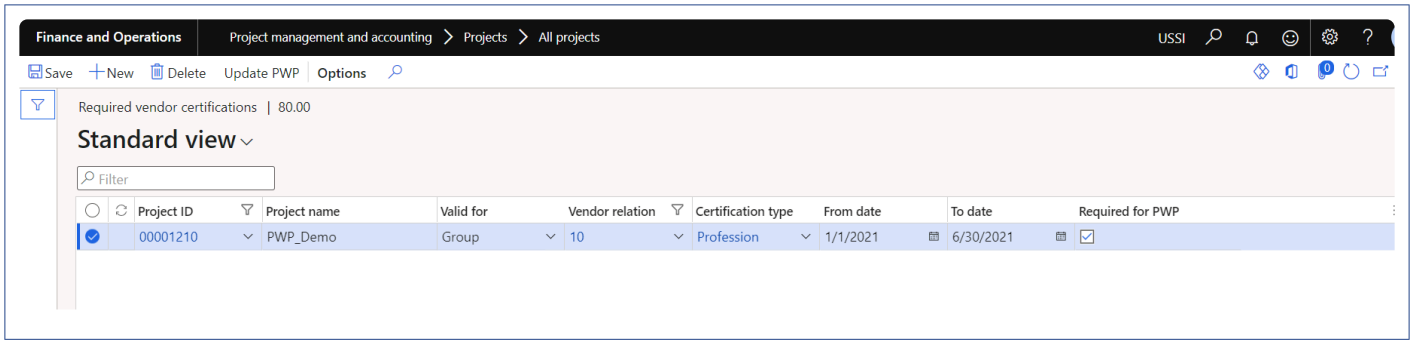
Required vendor certifications

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.

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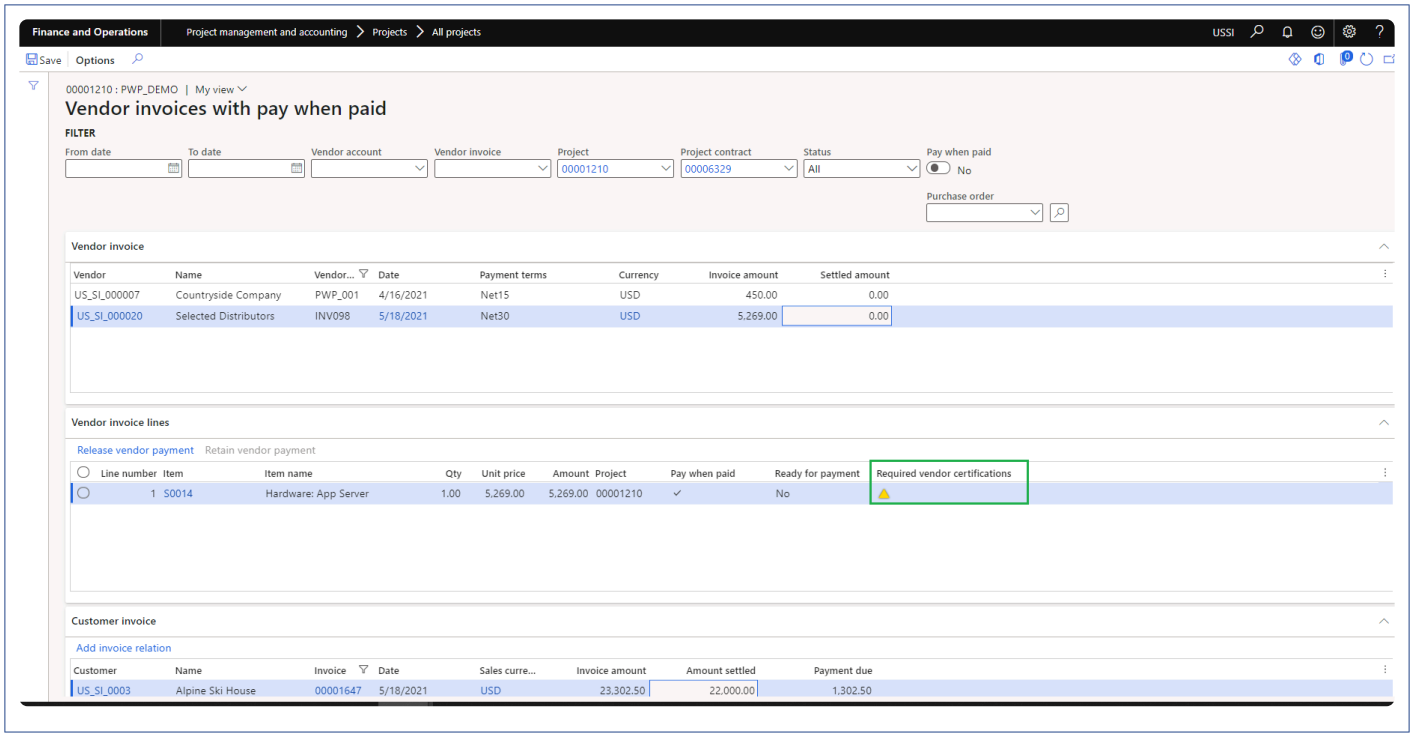
Validate Vendor Certification for PWP

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.



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

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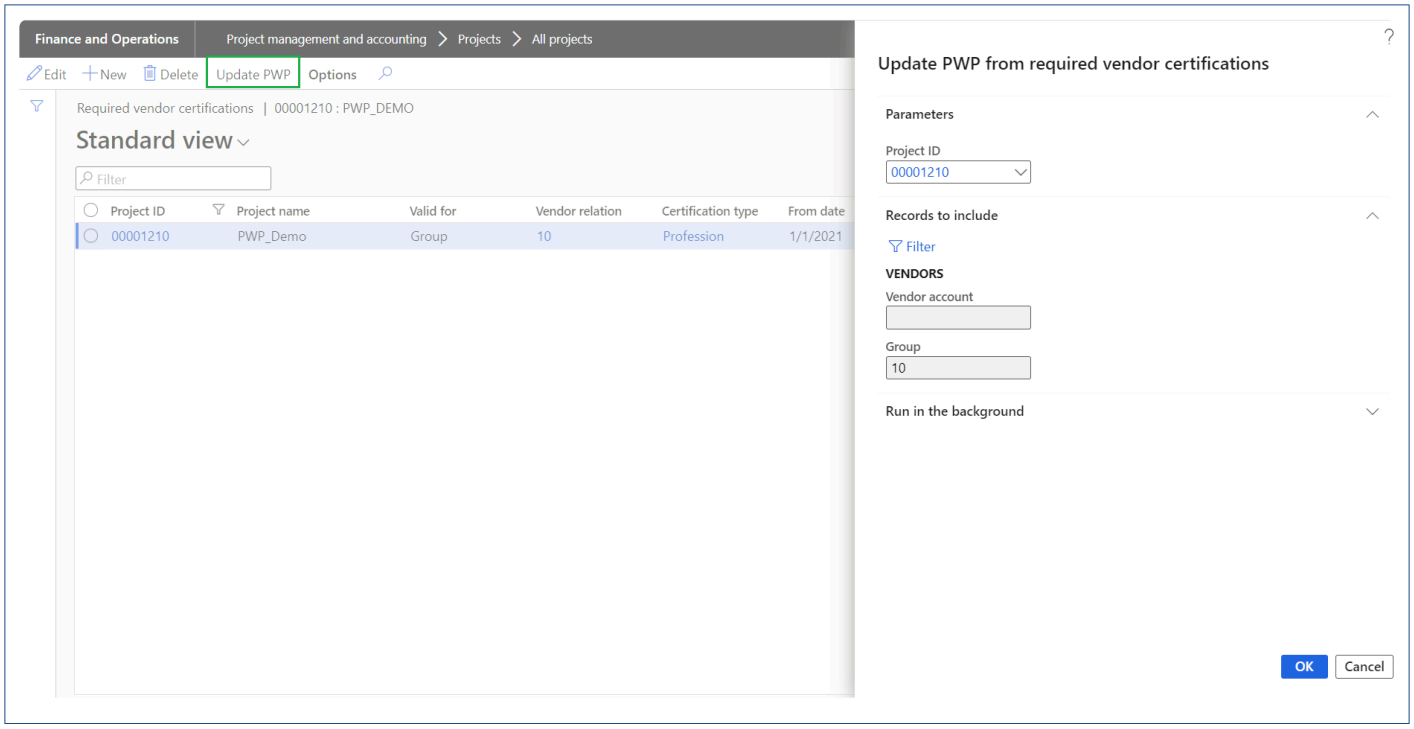
Finance and Operations
Project management and accounting > Projects > All projects
Edit
New
Delete
Update PWP
Options
Required vendor certifications | 00001210 : PWP_DEMO
Standard view
Filter
Project ID
Project name
Valid for
Vendor relation
Certification type
From date
00001210
PWP_Demo
Group
10
Profession
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

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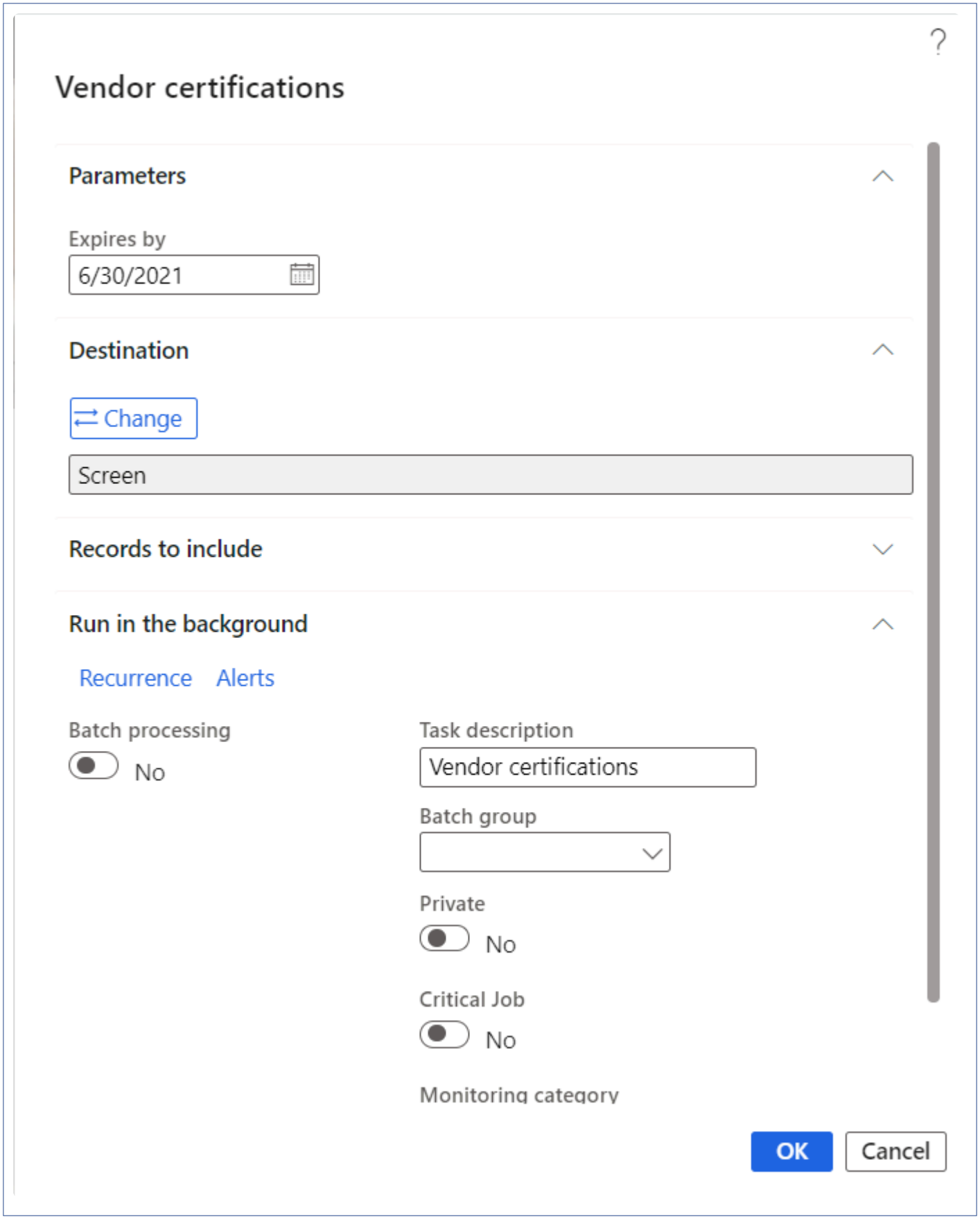
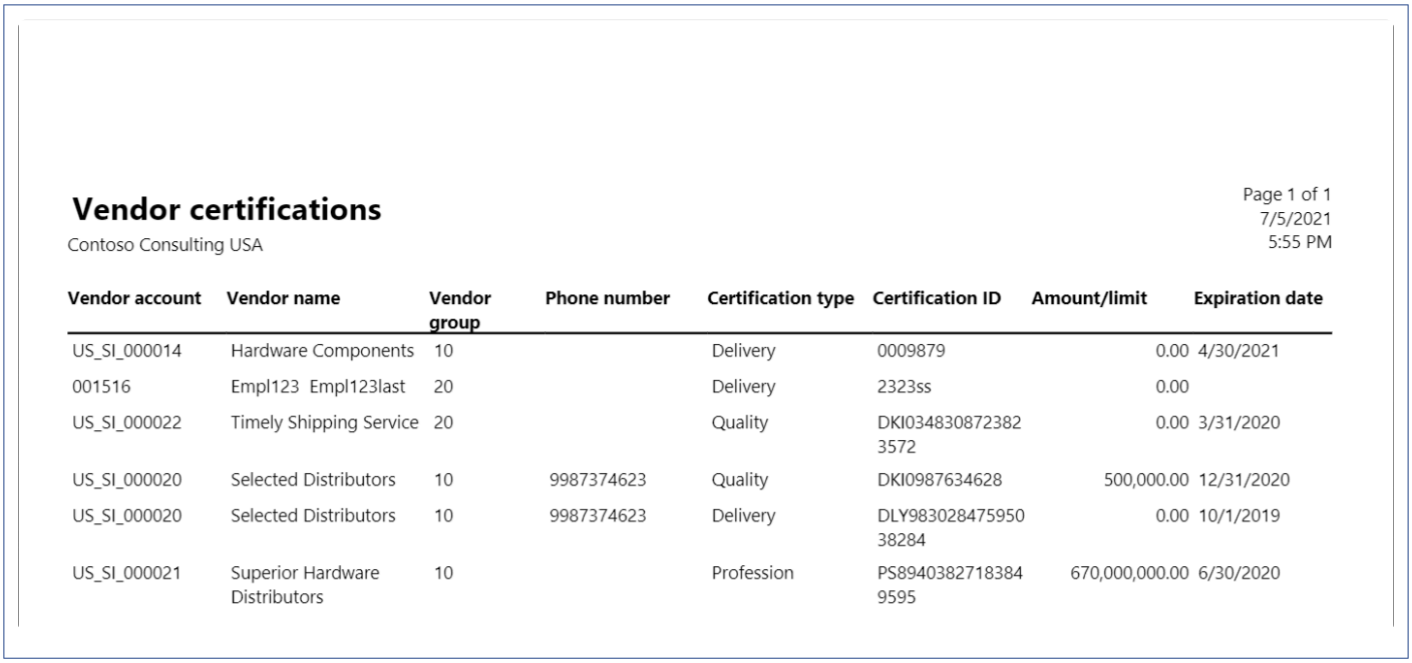

Vendor certifications
Parameters
Expires by
6/30/2021
Destination
Change
Screen
Records to include
Run in the background
Recurrence
Alerts
Batch processing
No
Task description
Vendor certifications
Batch group
Private
No
Critical Job
No
Monitoring category
OK
Cancel



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	DKI034830872382 3572	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	DLY983028475950 38284	0.00	10/1/2019
US_SI_000021	Superior Hardware Distributors	10		Profession	PS8940382718384 9595	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.

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Project report sort fields

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

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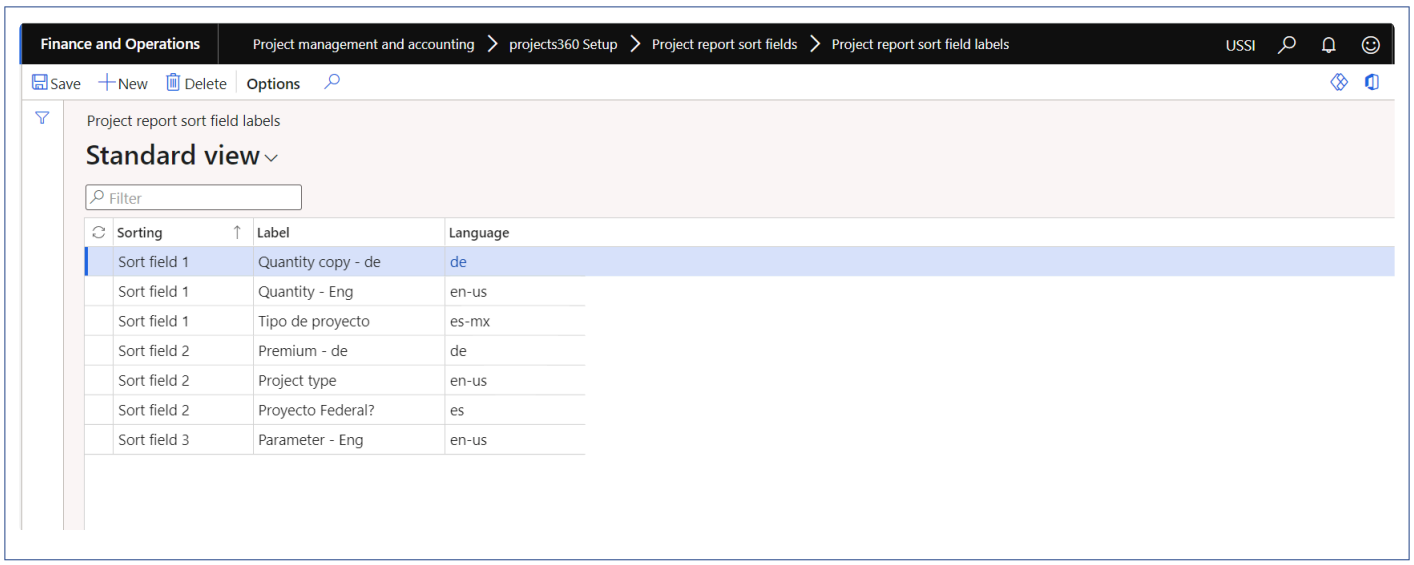
Configure project report sort label

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



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.

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Activity Management

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

[My Project Activities]
[Auto Add to Favourites]

Select a feature to view more details about them.

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WBS Forecast Sync

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

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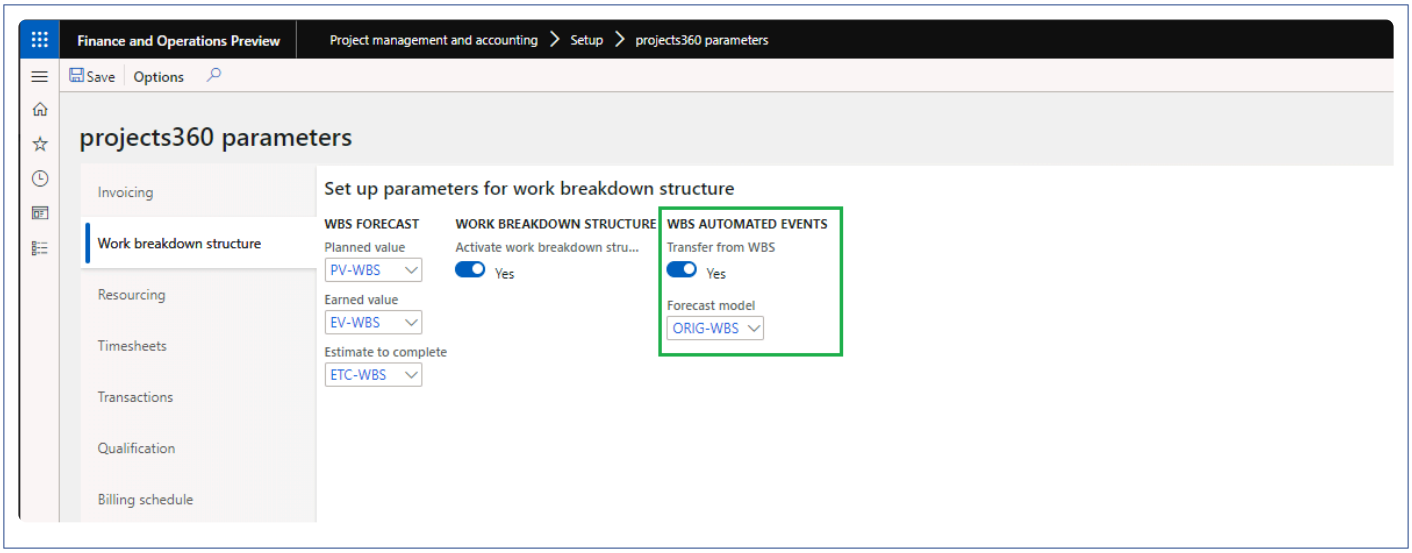
Configure Forecast Sync

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

Parameter Setup

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

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



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

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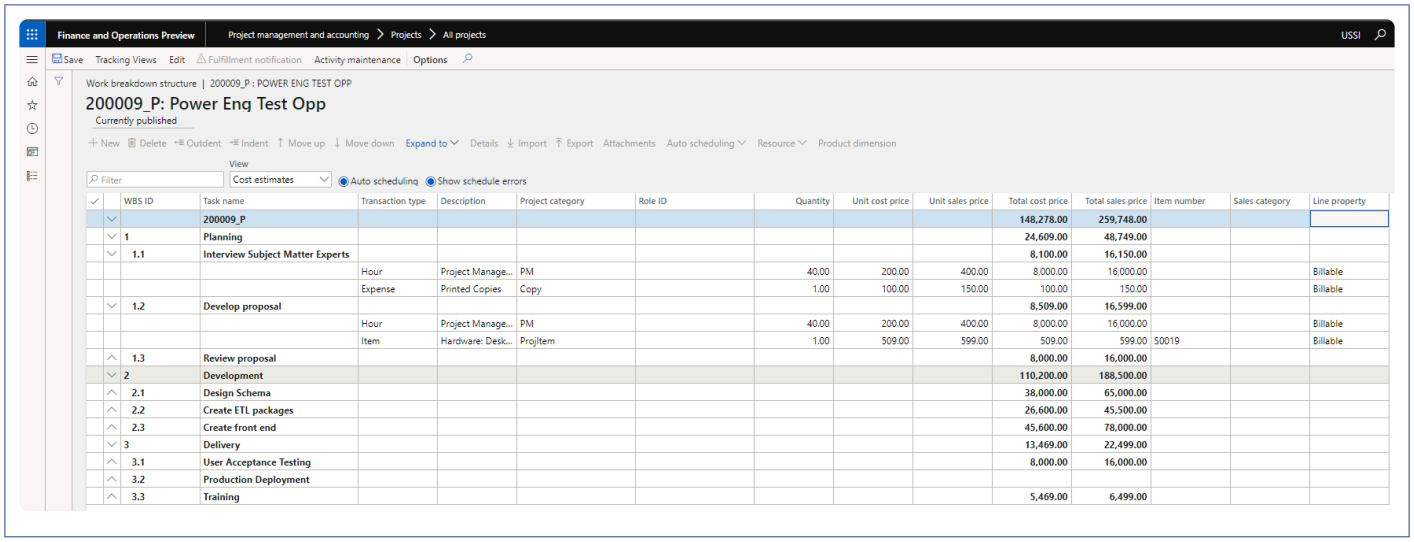
Create & Review Forecasts

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

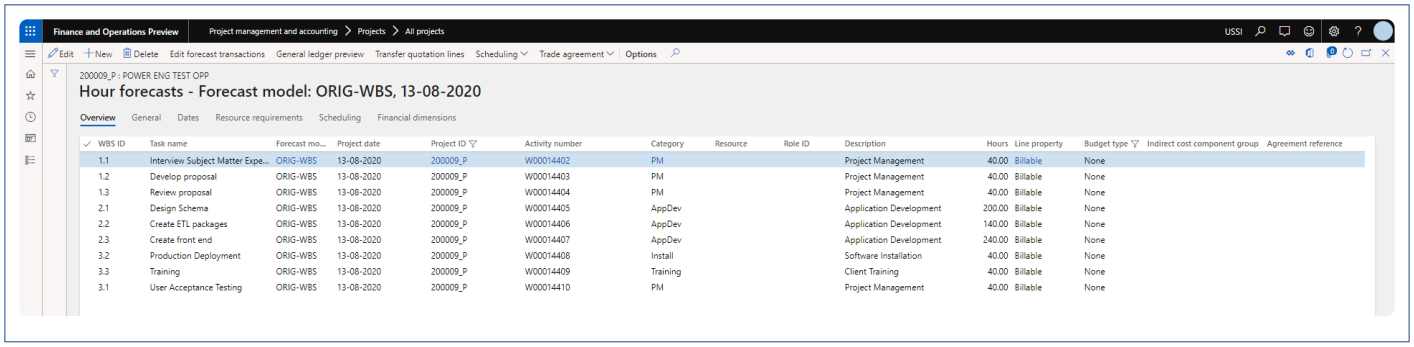
WBS Publish

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

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



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



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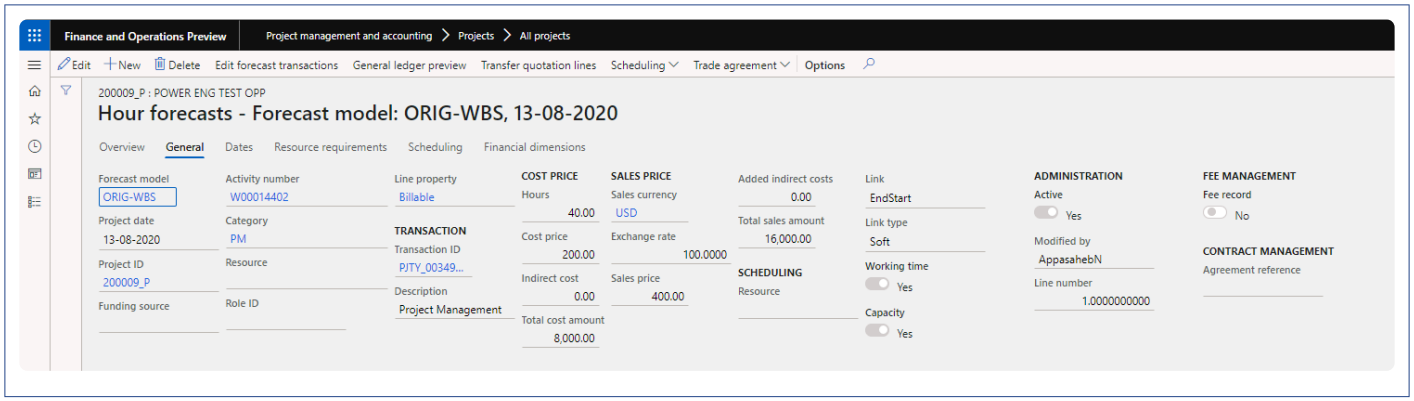

Below is the some of the information carried over to forecast from work breakdown structure.

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

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My Projects Activities

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

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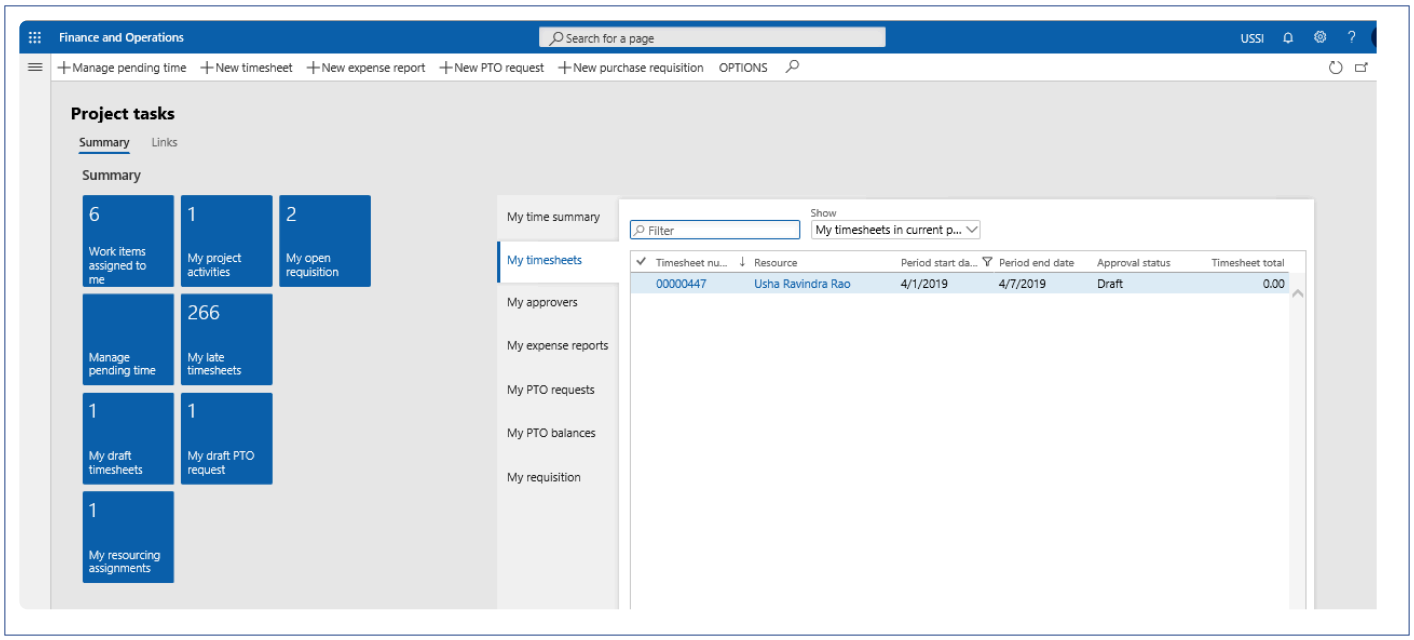
Review Project Activities

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

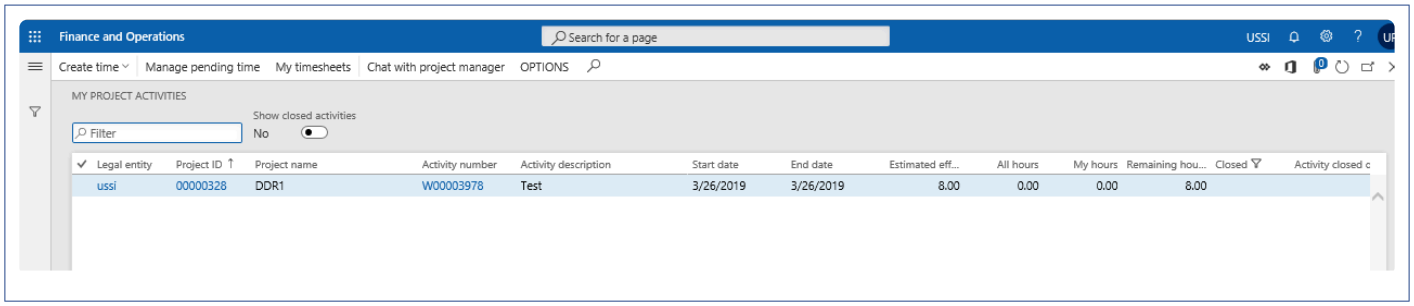
As an employee in an organization you might want to have a place where you can look for all the tasks and other details assigned to you. By looking at the data on the form, resources can interpret where they are in terms of progress of each activity assigned to them and hence better manage their activities.

My Projects Activities form

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



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



Column	Description

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

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

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

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Auto Add to Favorites

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

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

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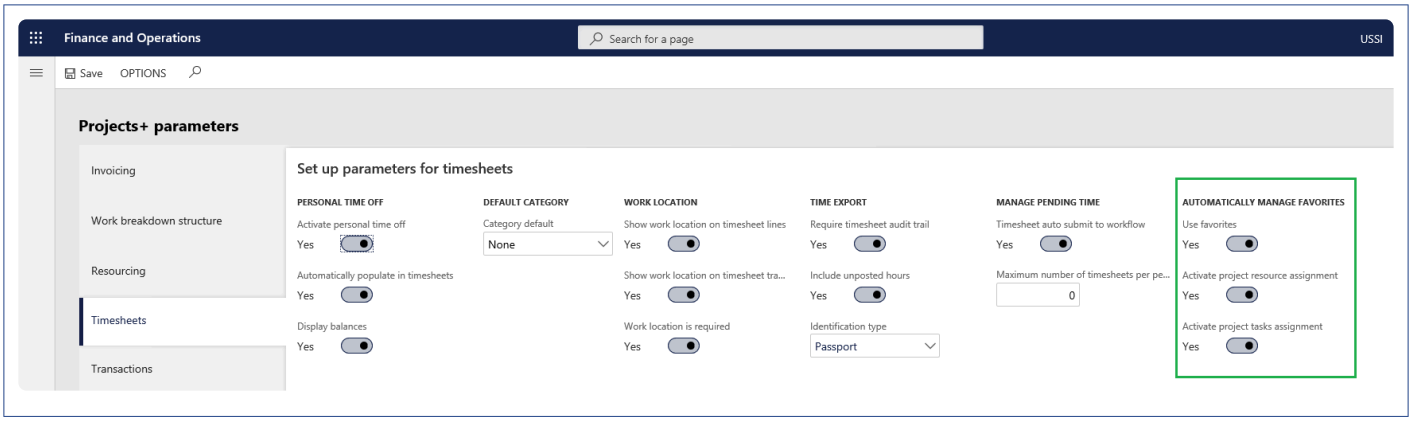
Configure Auto add to favorites

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

Parameter Setup

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

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



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

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

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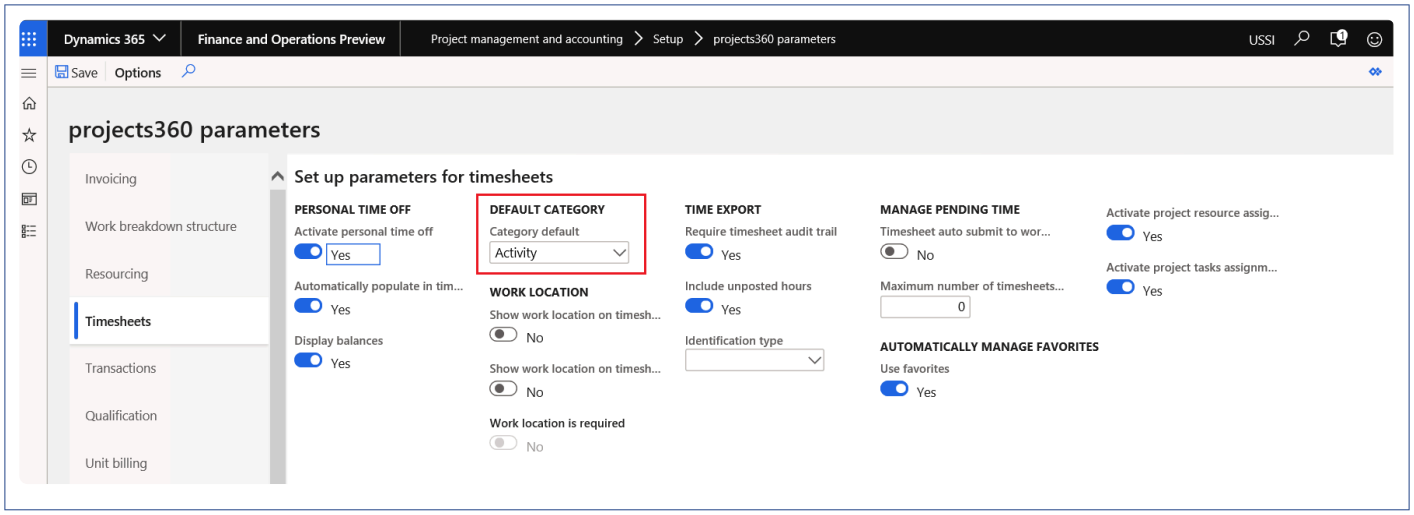

Fields	Description
Category default	When the Category default is set as ‘From activity (mandatory)’, ‘Category’ field on ‘All favorites’ form gets updated whenever there is a category modification on the work break down structure. When the Category default is set as ‘From resource’, ‘Category’ field on ‘All favorites’ form gets updated from resource.

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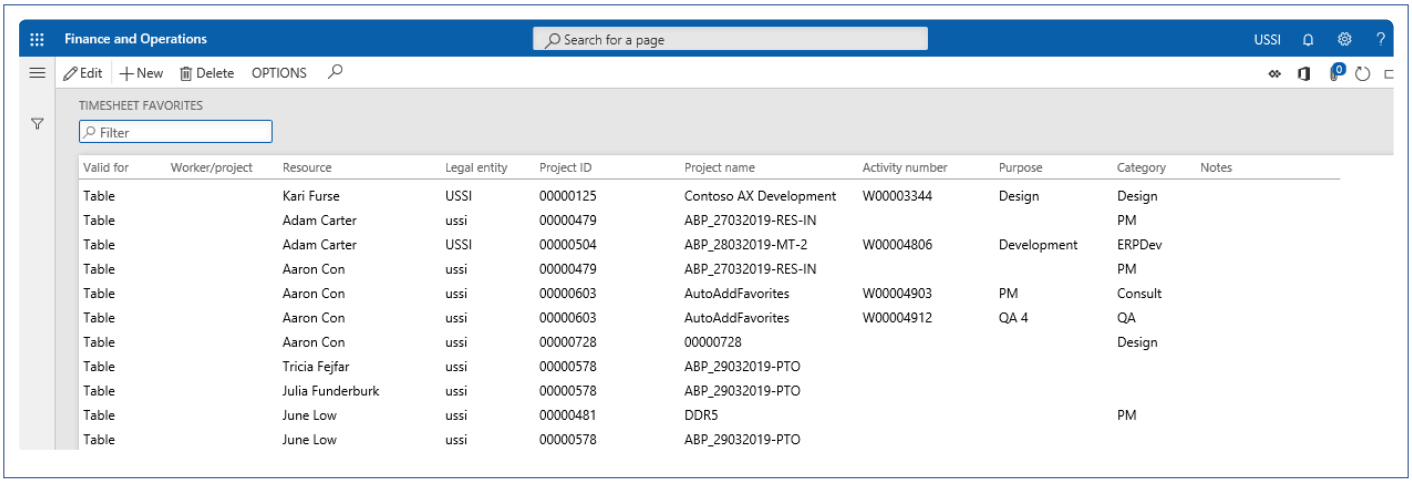
Assign resource

All favorites form

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

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



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

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

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

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Copy timesheet – Category default

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

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Resource Management

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

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

Select a feature to view more details about them.

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HR Automated Events

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

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

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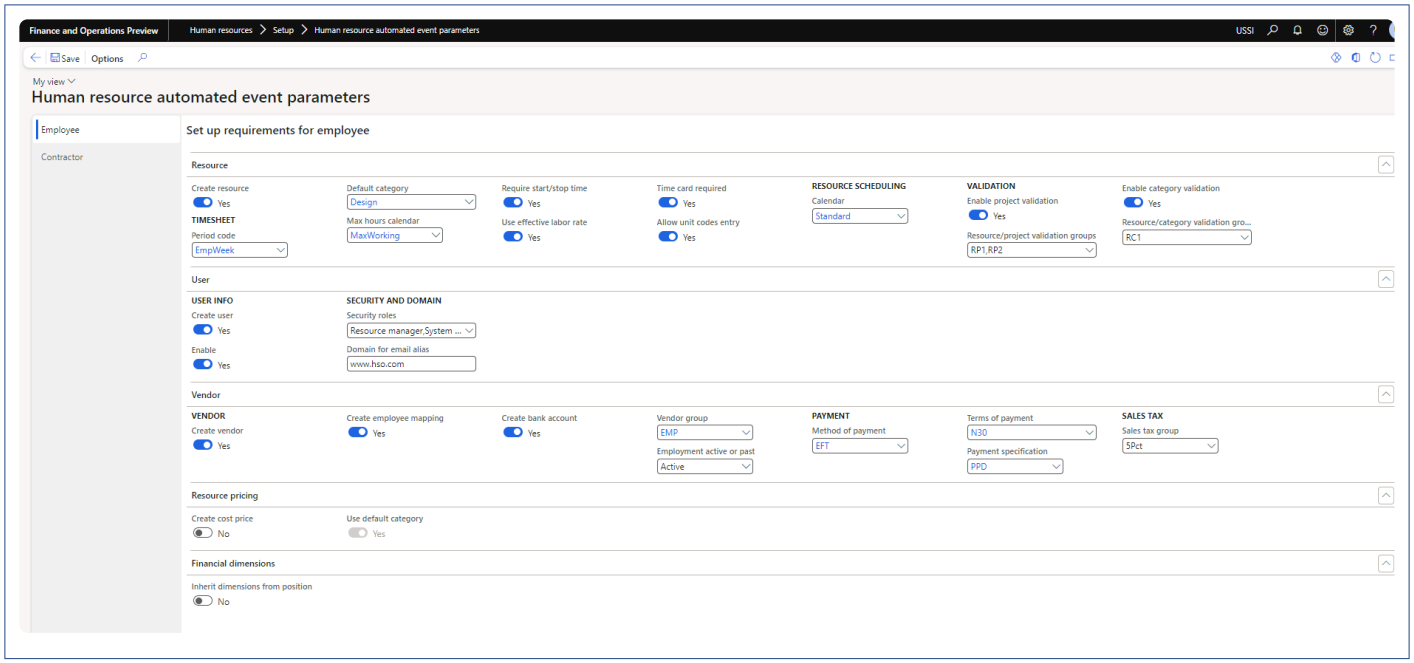
Configure

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

Parameter Setup

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

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



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

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

category	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.
Time card required	The Yes/No set on this parameter will used as default for all the new employee/workers created by automatic event.
Allow unit codes entry	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.

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Security roles	This is a multi-select dropdown button. A newly created user will be associated to these roles automatically.
Domain for email alias	Add the domain name. This domain name will be matched with the domain of the email ID entered on the employee record. If it matches, an user will be created an mapped the employee.

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

Fields	Description
Create vendor	Set this field to 'Yes' in order create the vendor automatically on the event of adding a new employee is added to the system.
Create employee mapping	Turn this field to 'Yes' in order to create a mapping between the vendor and respective employee.
Create bank account	Set this field to 'Yes' in order create the vendor bank automatically on the event of adding a new employee is added to the system.
Vendor group	The value defined on this parameter will used as the default vendor group for all the new vendors created by automatic event.
Employment active or past	The value defined on this parameter will used to create vendor for active or past employees.
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	Set this field to 'Yes' in order create the cost price for the resources in the projects module. As soon

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cost price	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.

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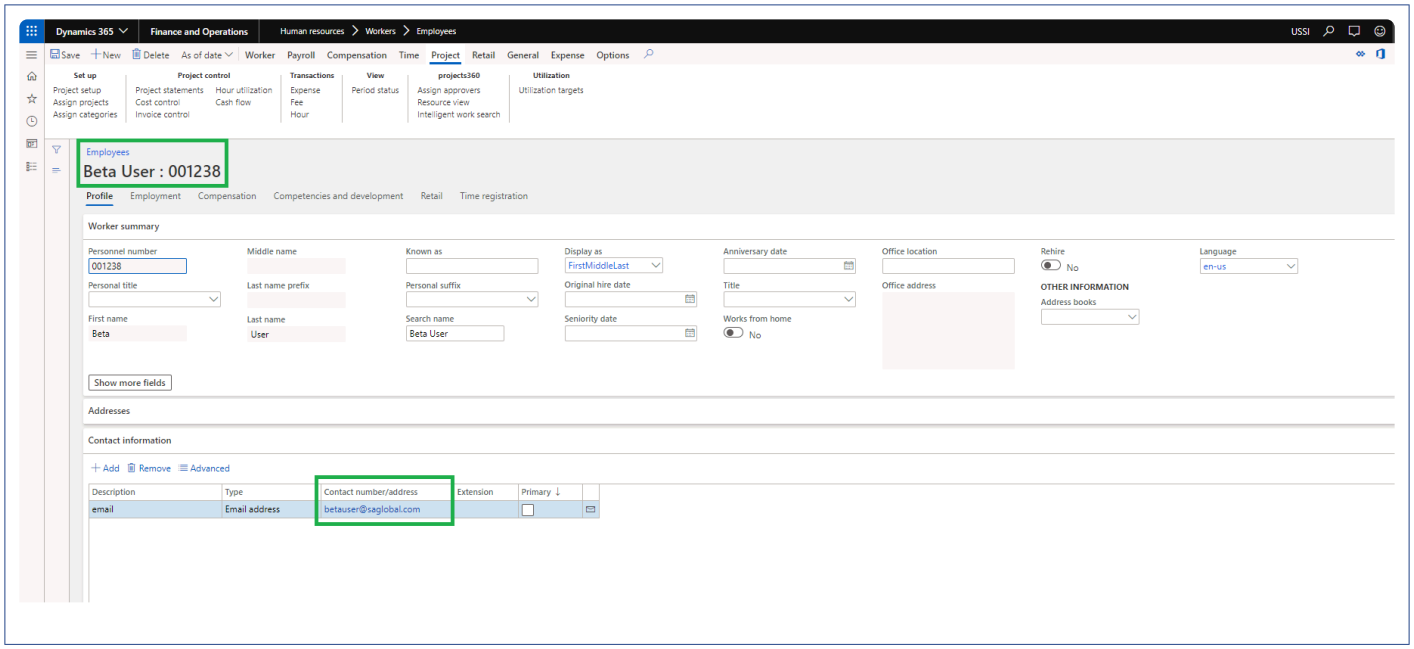
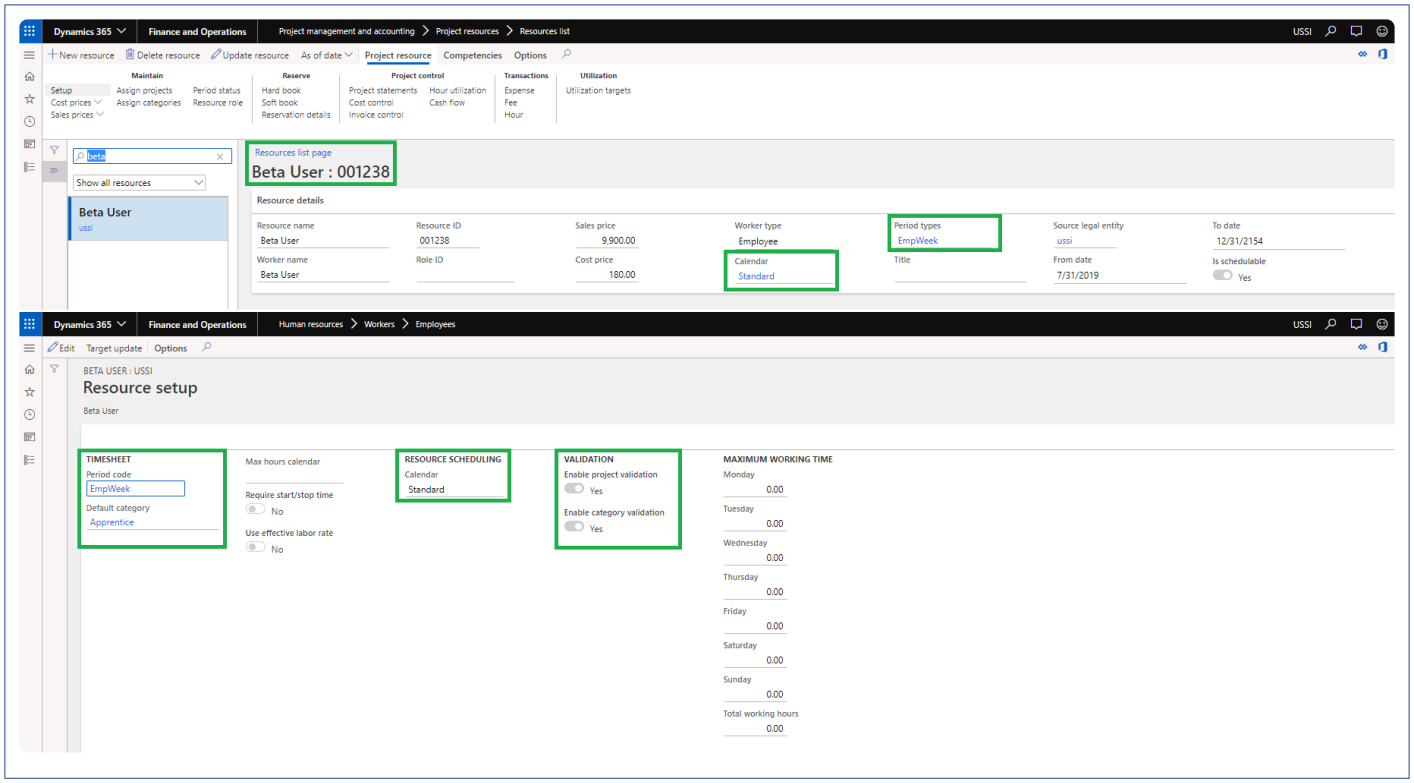
Trigger Auto Events

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

Resource creation

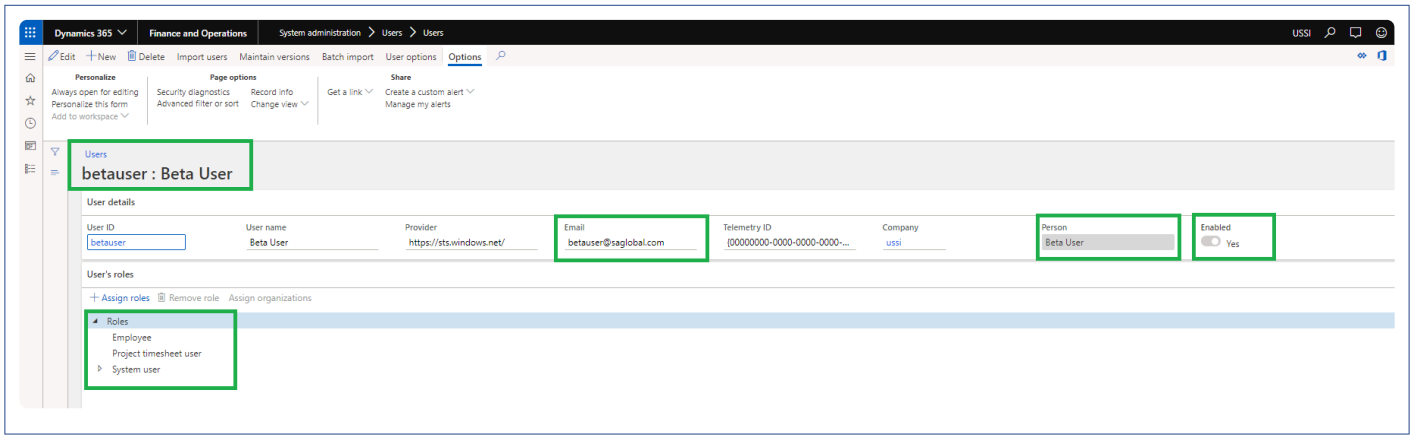
As soon as an employee is created in the system, if the parameter is set to ‘Yes’, resource information is created automatically using the default information specified on the parameters. If the parameter is set to ‘No’, standard process of employee creation works as expected.





User creation

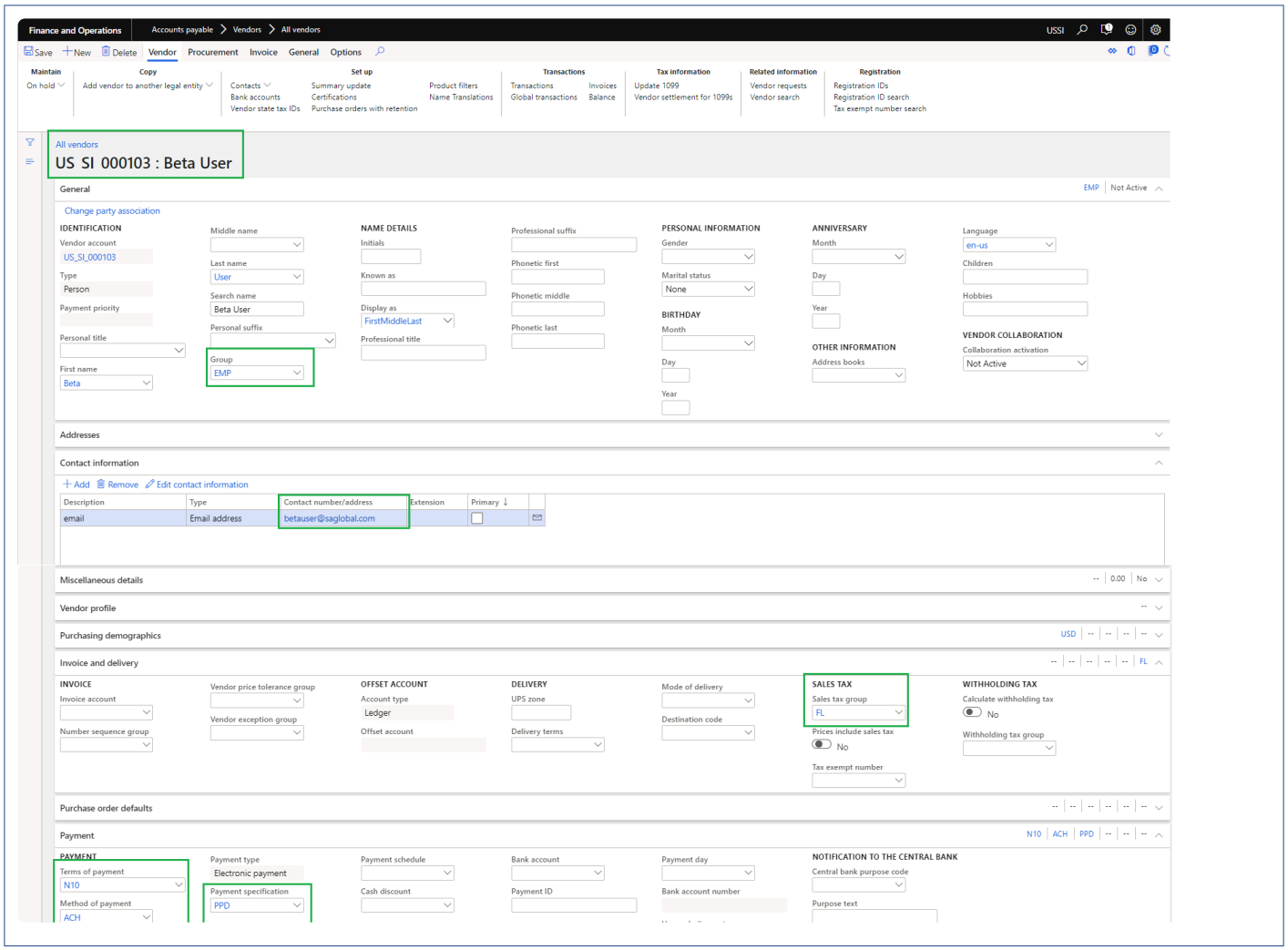
Once the an employee is created and application user updates the email Id on the employee, the domain of this email ID is matched with the domain specified on the parameters, if this matches an user will be created for the respective employee and also updates email provider for the user. while creating 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.



Vendor creation

As soon as an employee is created in the system, if the parameter is set to ‘Yes’, vendor information is

created automatically using the default information specified on the parameters. If the ‘create employee mapping’ is set to ‘Yes’, then the relation between the employee and vendor is set. If the parameter is set to ‘No’, standard process of employee creation works as expected. While creating the vendor, some of the default information is taken from the parameters form.



Vendor bank creation

As soon as an employee bank account is created, if the parameter is set to ‘Yes’, vendor bank account is created automatically using the information from employee bank account. In case if the employee is employed in multiple legal entities, automatically vendor bank account will get created for each active employment using the information from employee bank account.

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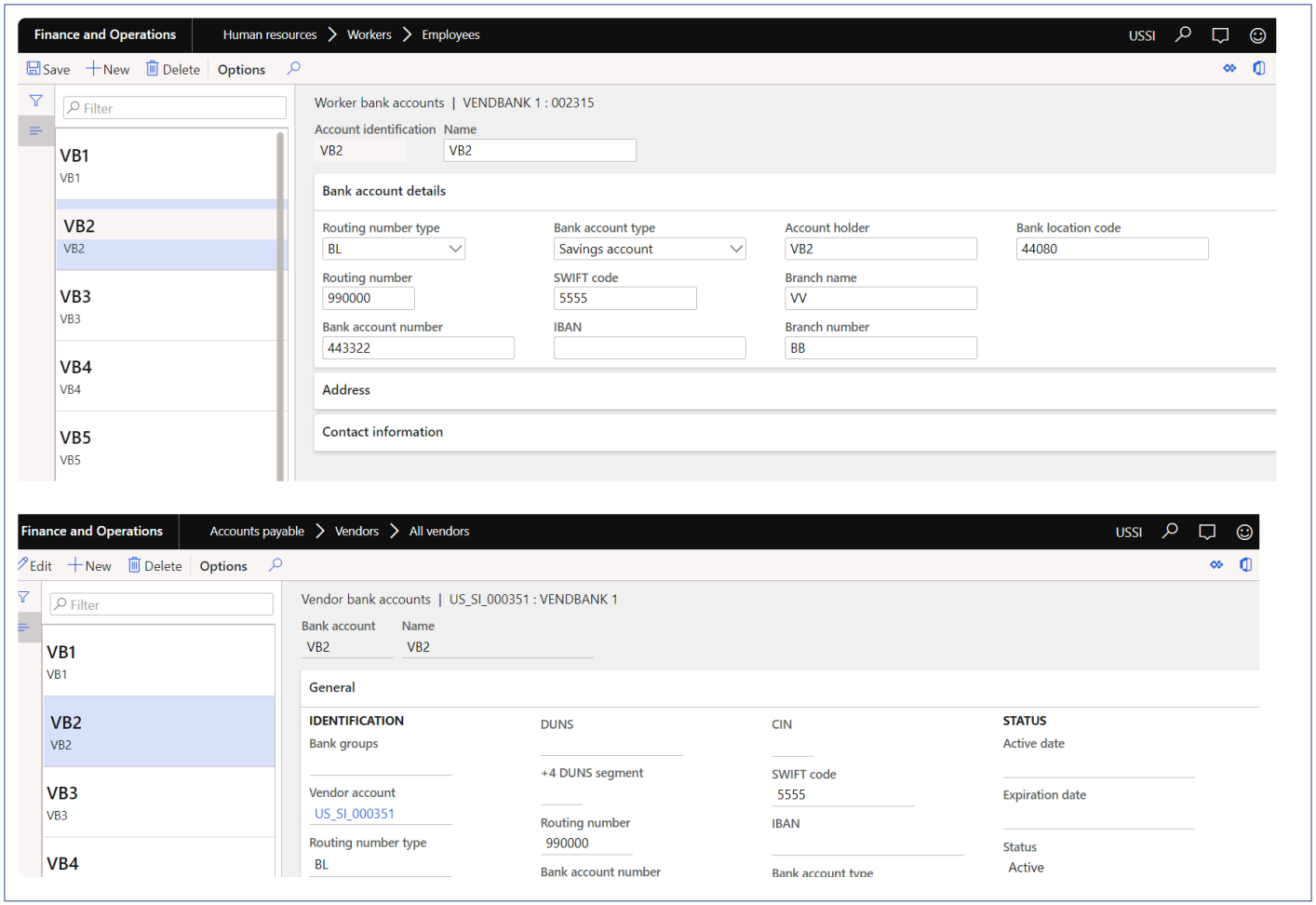

Cost pricing information

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

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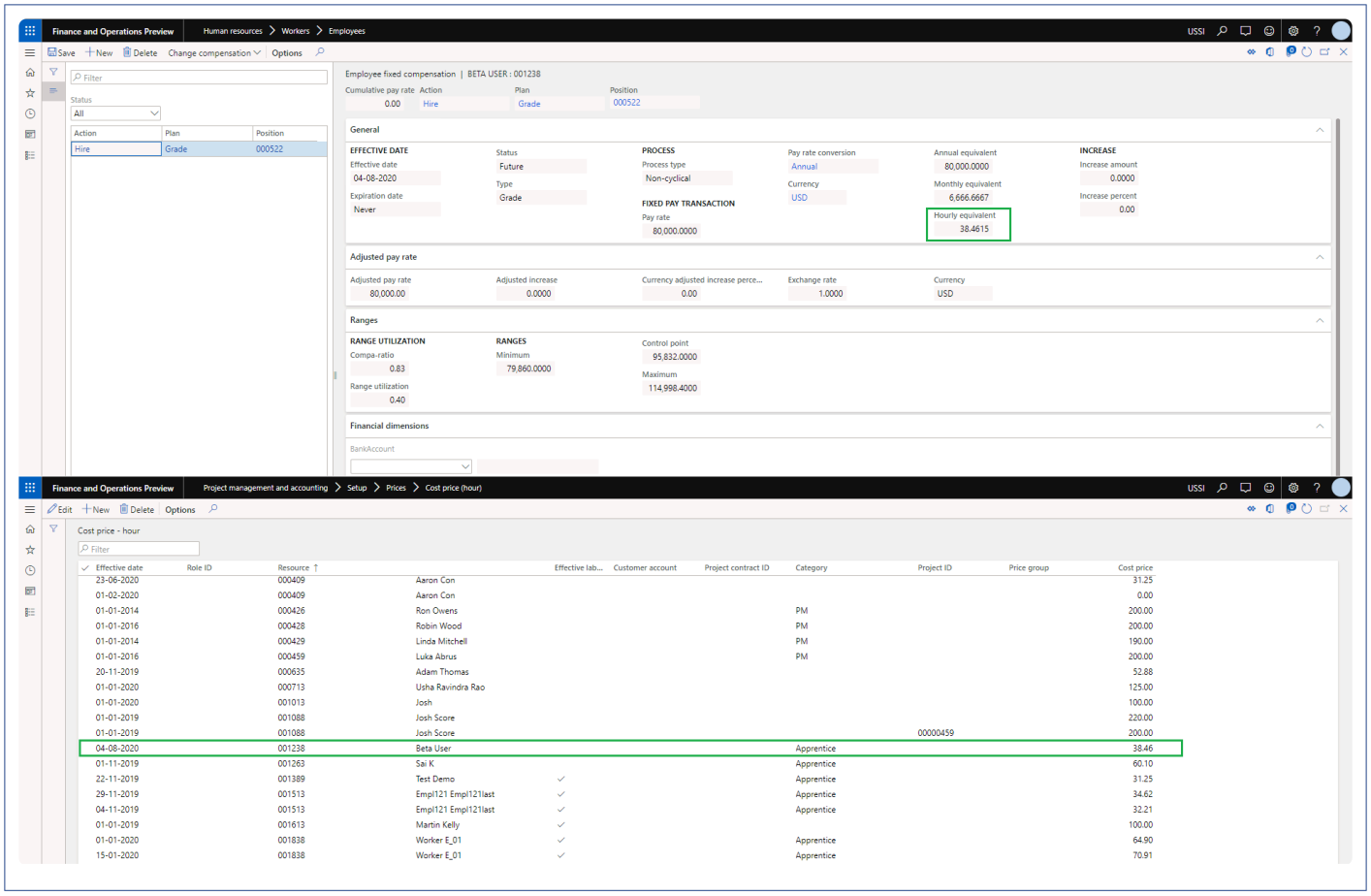

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Resourcing

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

The new forms introduced in projects360 resourcing are as follows:

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

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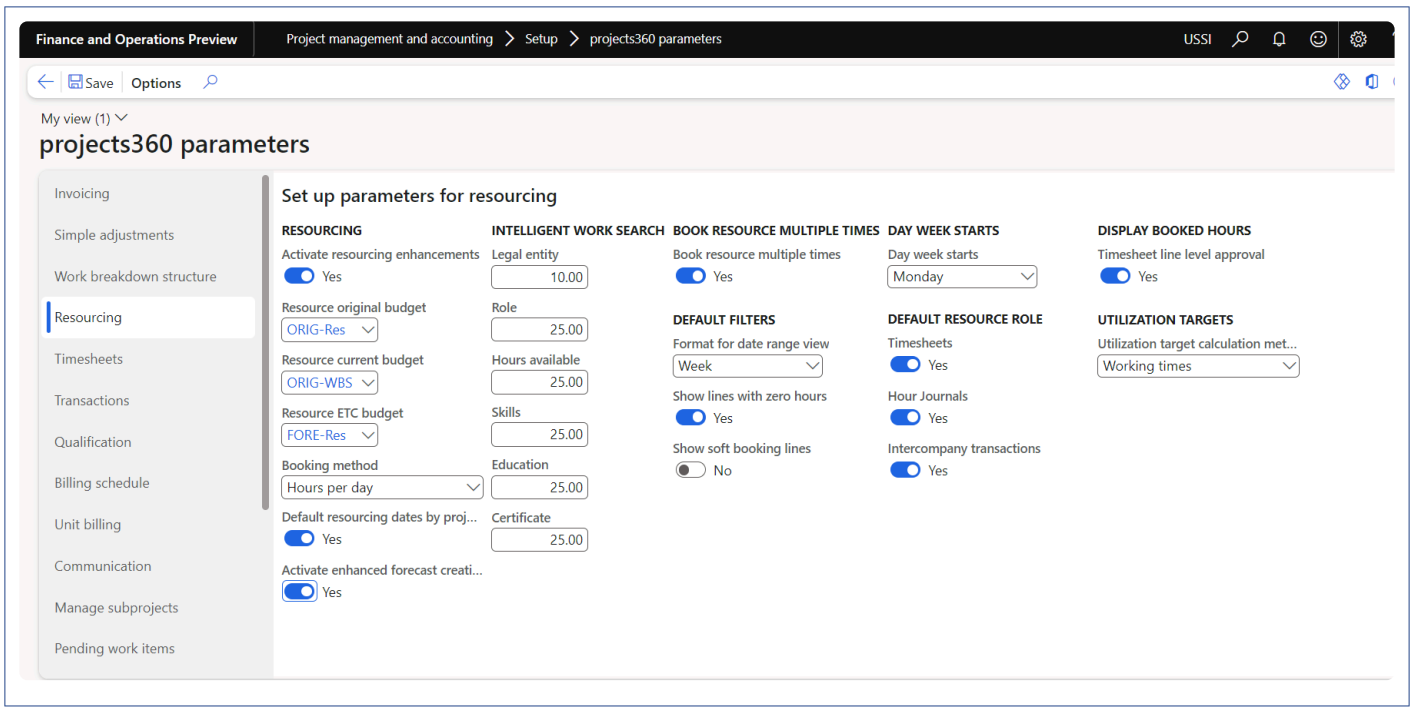
Configure

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

Parameters Setup

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

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



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

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.

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- **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 us used for resource booking on resource forecast form.
- **Default resourcing dates by project dates** – When this option is selected, Start date and End date are defaulted from the projected start or end date or actual start or end date.
- **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.

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Default resource role –

- **Timesheets** – When this parameter is marked, resource role will default on the timesheet lines from the resource forecast lines. Based on the role, sales price will be picked for the transaction.
- **Hour journal** – When this parameter is marked, resource role will default on the hour journal lines from the resource forecast lines. Based on the role, sales price will be picked for the transaction.
- * Intercompany transactions* – When this parameter is marked, resource role will default on the intercompany transaction from the resource forecast lines. Based on the role, sales price will be picked for the transaction.

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

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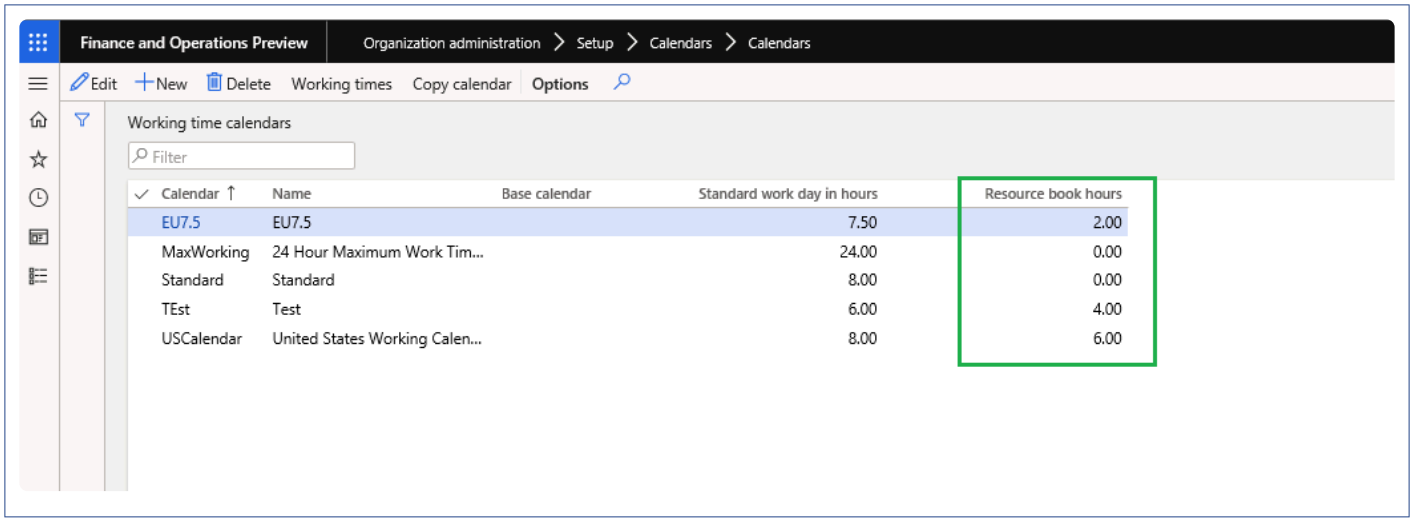


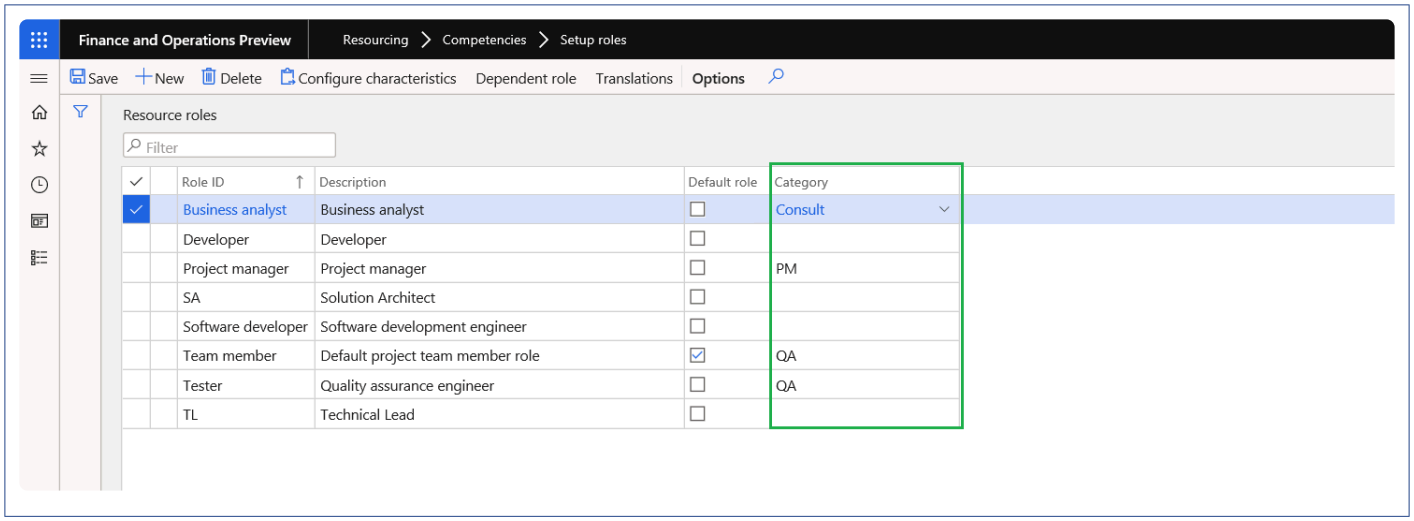
The details of the new field on this form are as follows:

- 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.

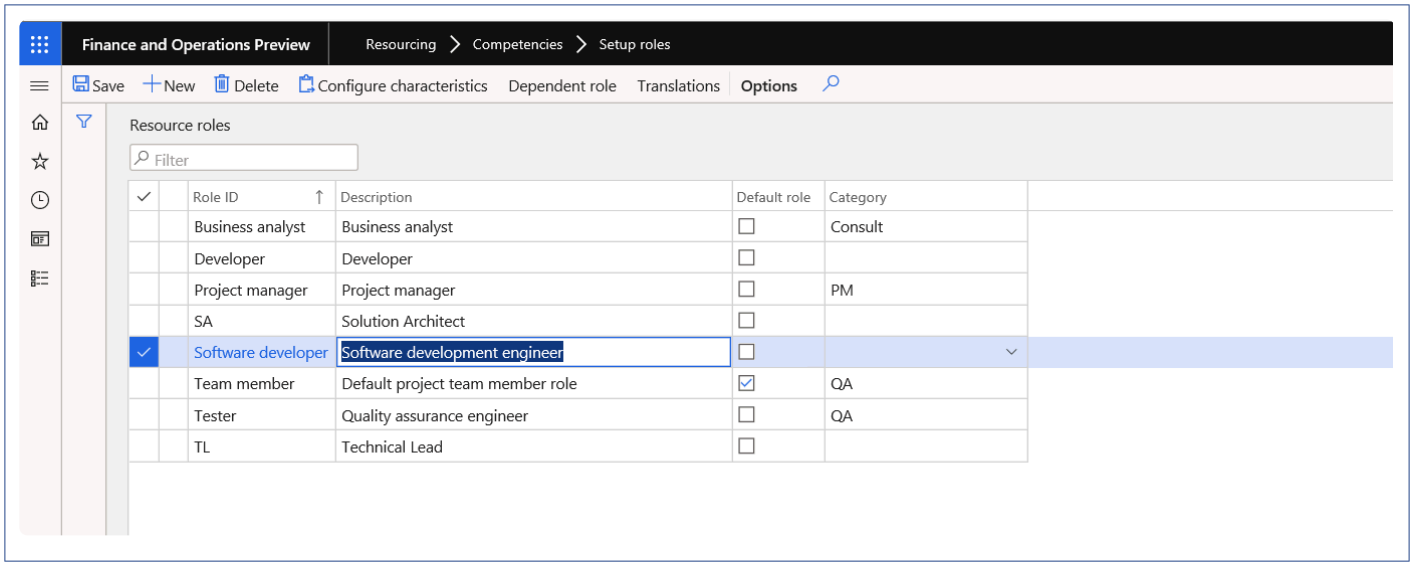
Go to Project management and accounting > Setup > Resources > Setup roles
Go to Resourcing > Setup > Setup roles



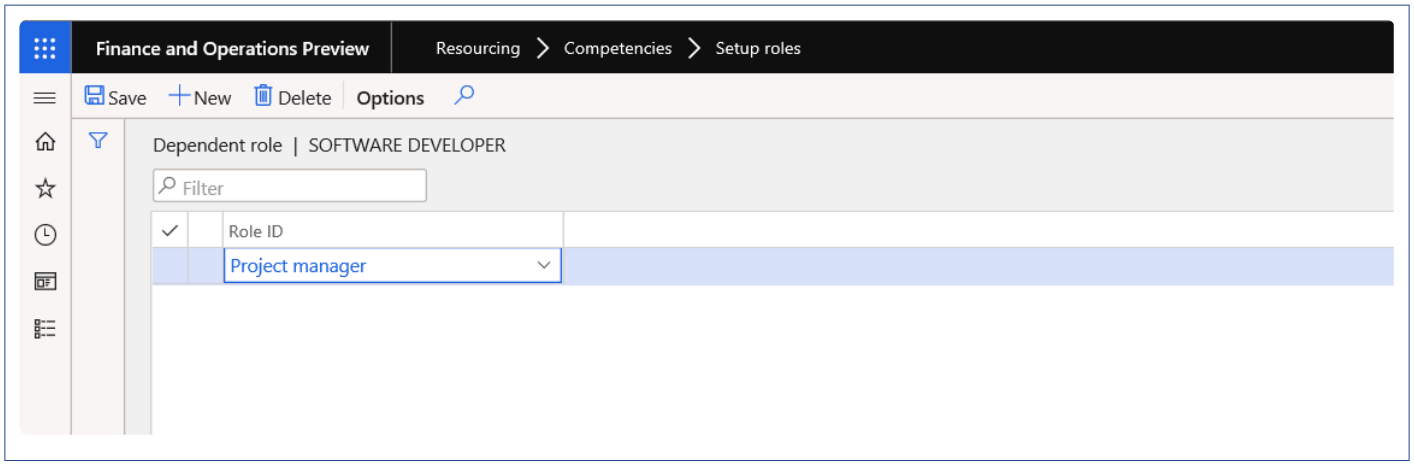
Dependent Role

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

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



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



Default reporting group

A new field ‘Labor reporting group’ is added on contract management tab of projects360 parameters. Values in ‘Total contract hours’ and ‘Total labor contract value’ fields will be displayed based on the labor reporting group defined on the projects360 parameters form.

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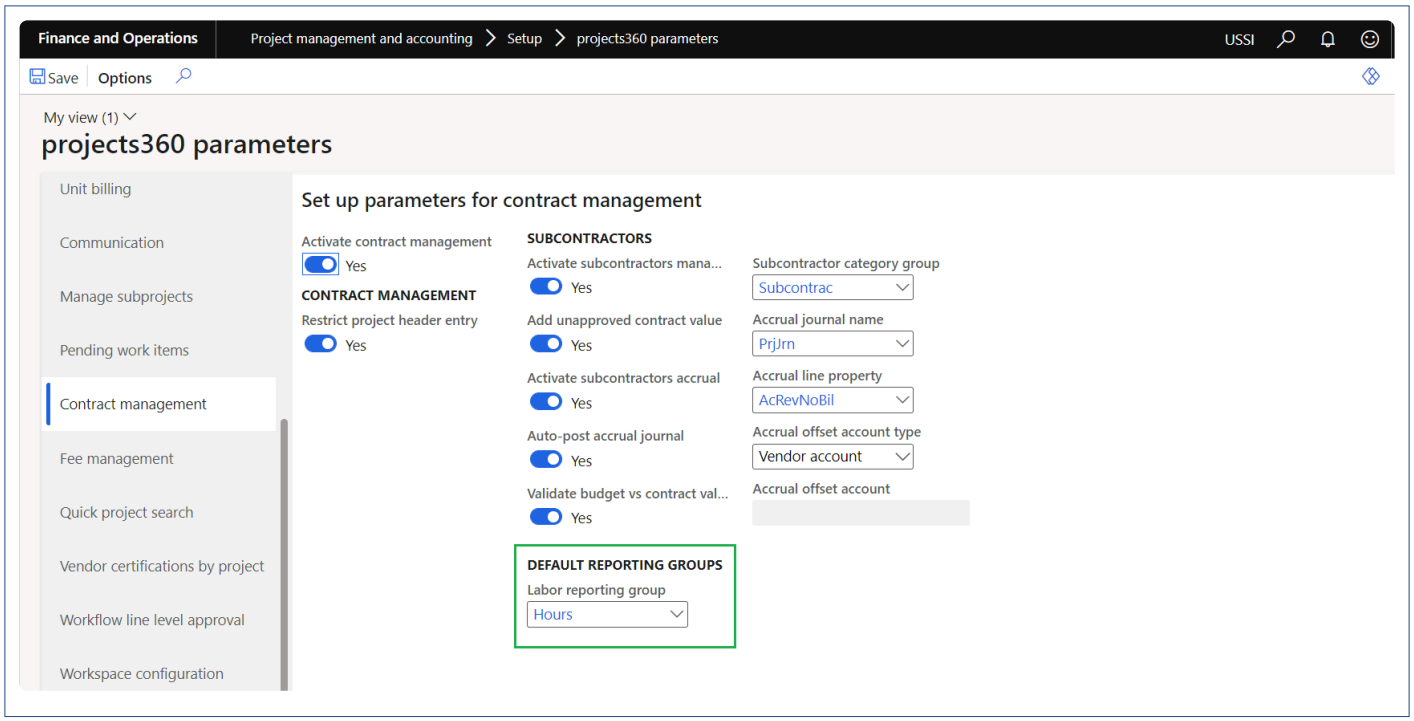
Go to Project management and accounting > Setup > projects360 parameters > Contract management tab



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Plan & Review

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

Resource Forecast Form

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

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

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

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

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

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

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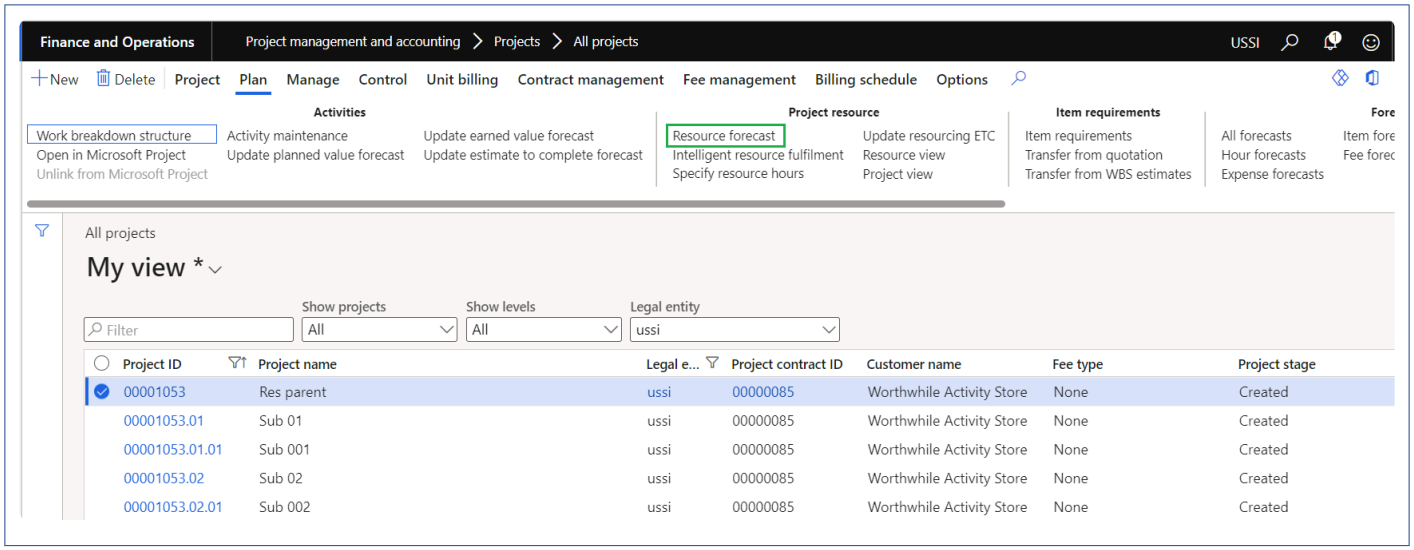
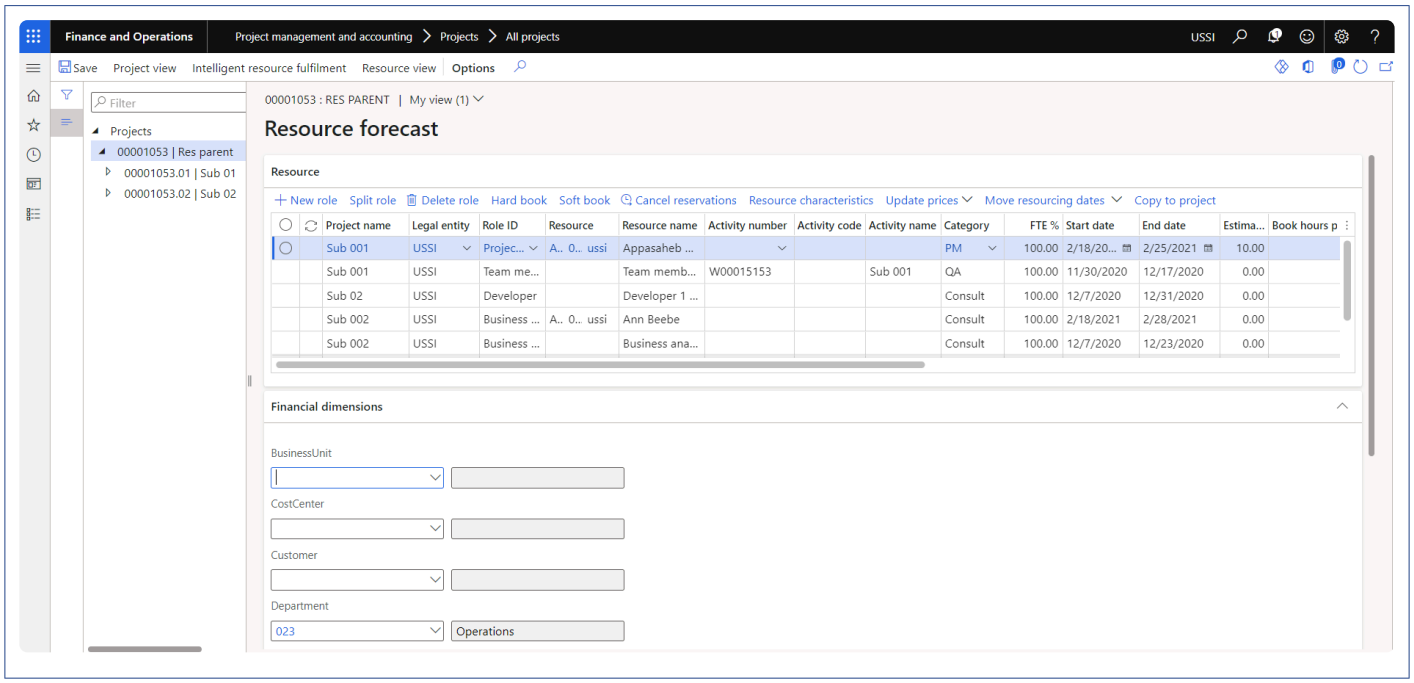


In this form Project managers and Resource Manager can create new roles for a project/subprojects and allocate the hours for resources. The resource could be a planned resource or a named resource.

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

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



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

This form comprises of three sections:

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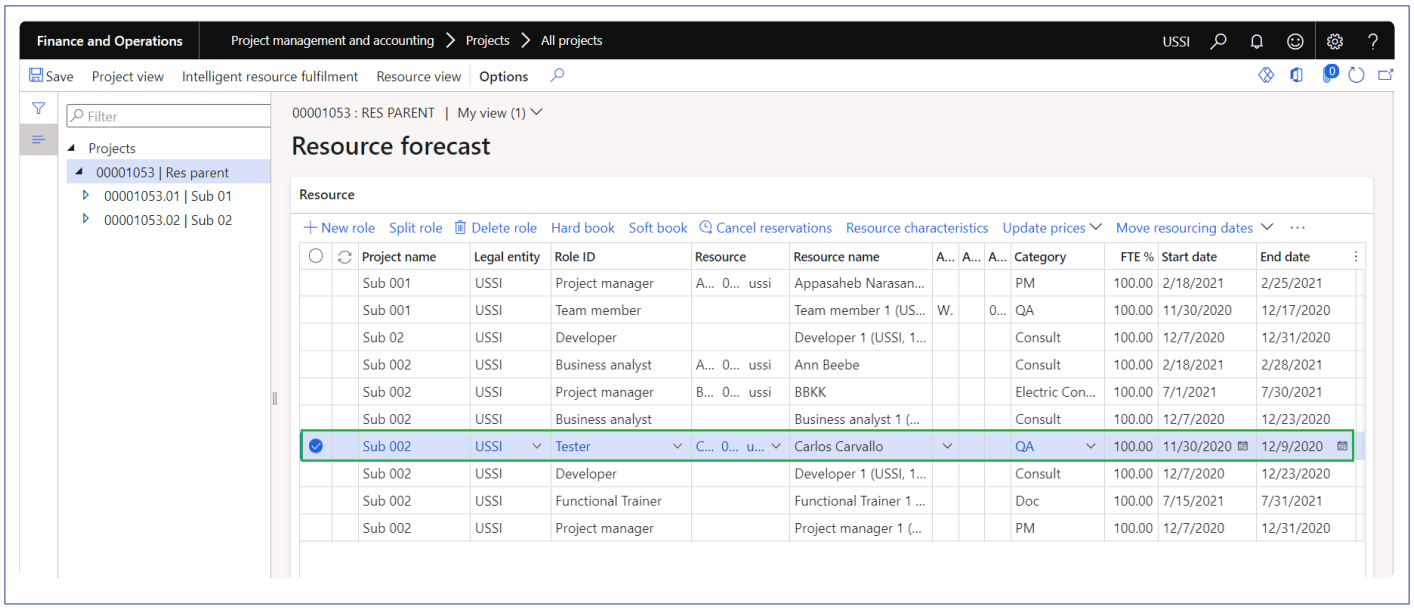
Left hand section – Where all projects and subprojects will be listed from the current legal entity.

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

Related information fact box – This section displays Total 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.



- 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.

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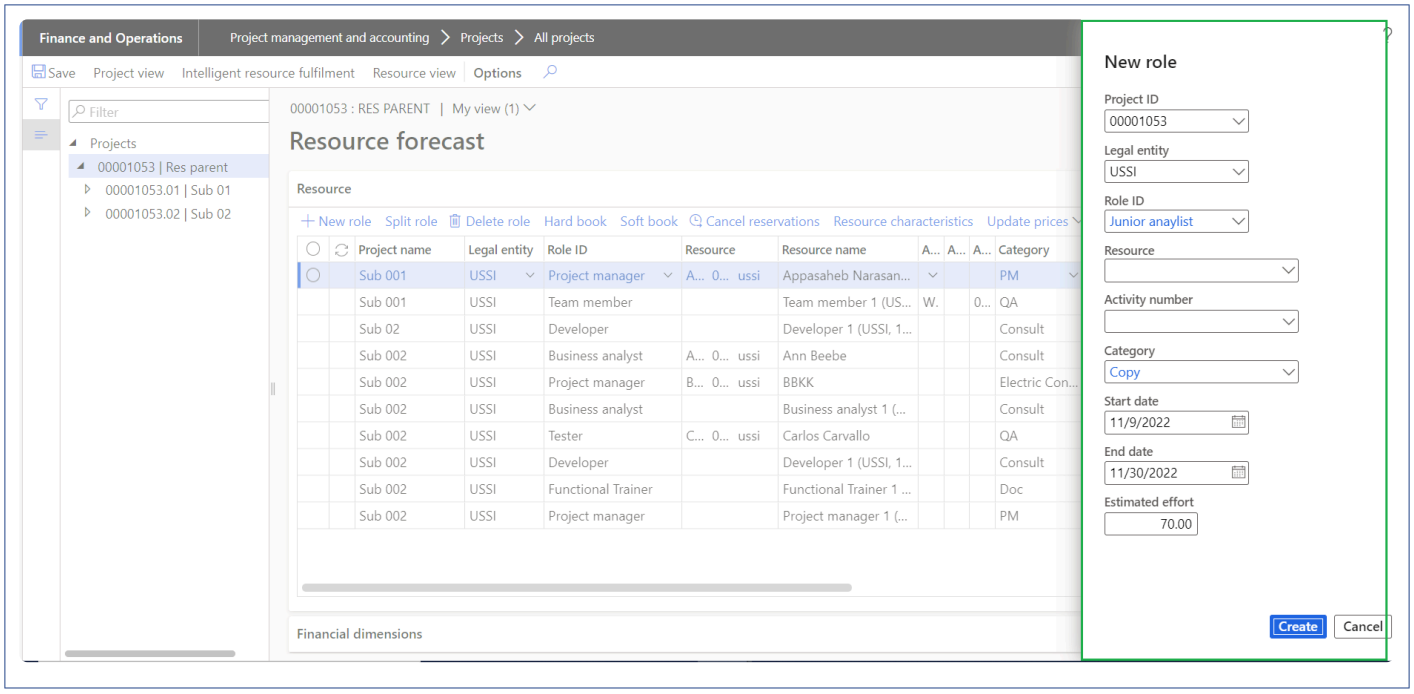

- Split role – The entered role can be split into multiple lines and multiple roles, which will be helpful in creating similar lines for the multiple roles. The user will be given an option to enter the Role, Hours or FTE% that has to be split from the original resourcing line.

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

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

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

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

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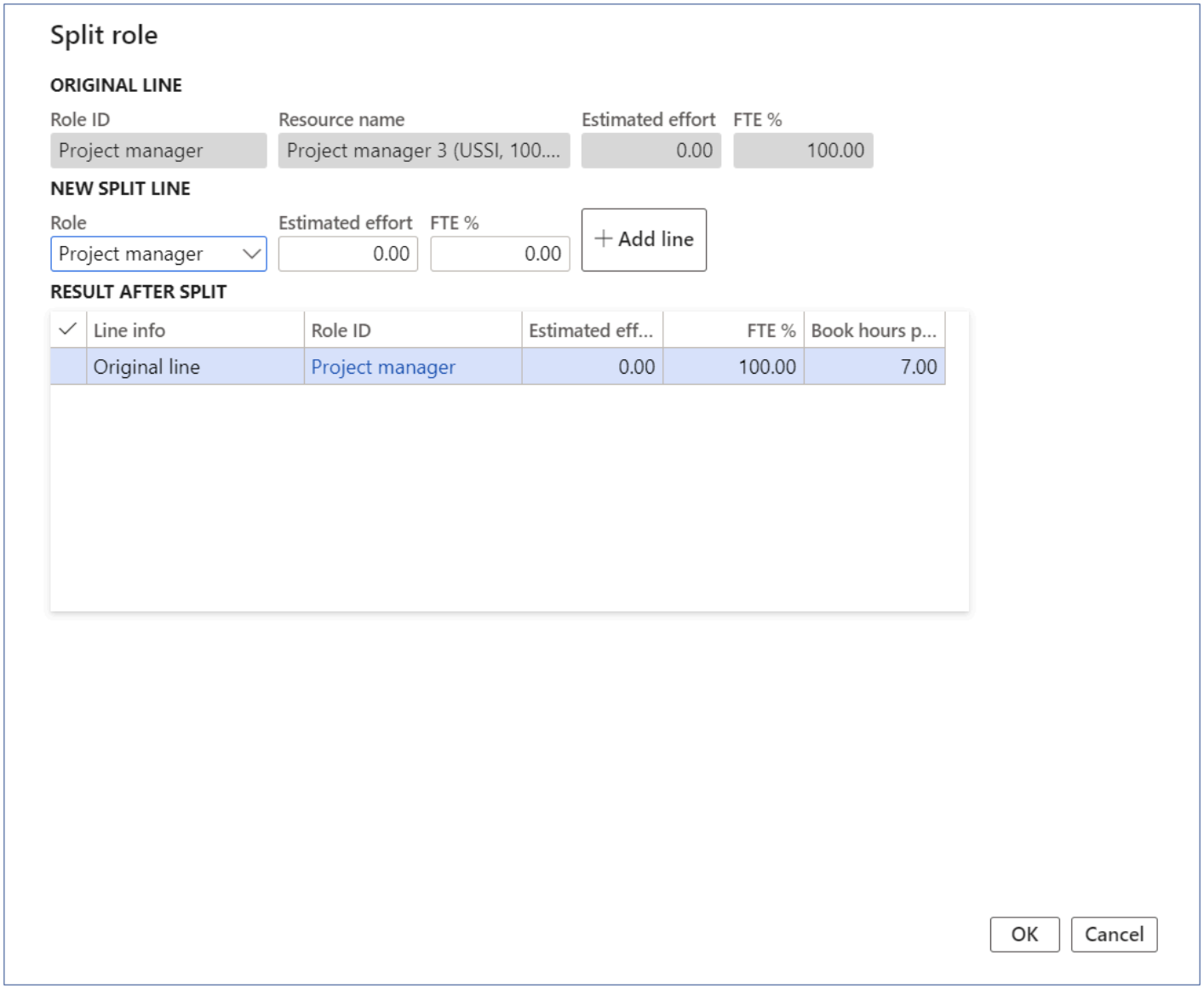

- Delete role – the user will be able to delete the role when this option is chosen.
- Hard book – the user can use this option to hard book the estimated hours or per day hours for the resource and hours in the forecast get hard booked.
- Soft book – the user can use this option to soft book the estimated hours or per day hours for the resource and hours in the forecast get soft booked.
- Cancel reservations – This option will be used to cancel all the reservations made.
- Resource characteristics – where the skill set required for the resource can be selected and saved as the search criteria to be looked into when the resource is being fulfilled.
- Update prices – This option will be used to update cost price and sales price on the resource forecast record.
- 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. We can also use option “Copy existing reservations” to move existing reservations.
- Copy to project – This option will be used to move the resource forecast records to multiple projects.

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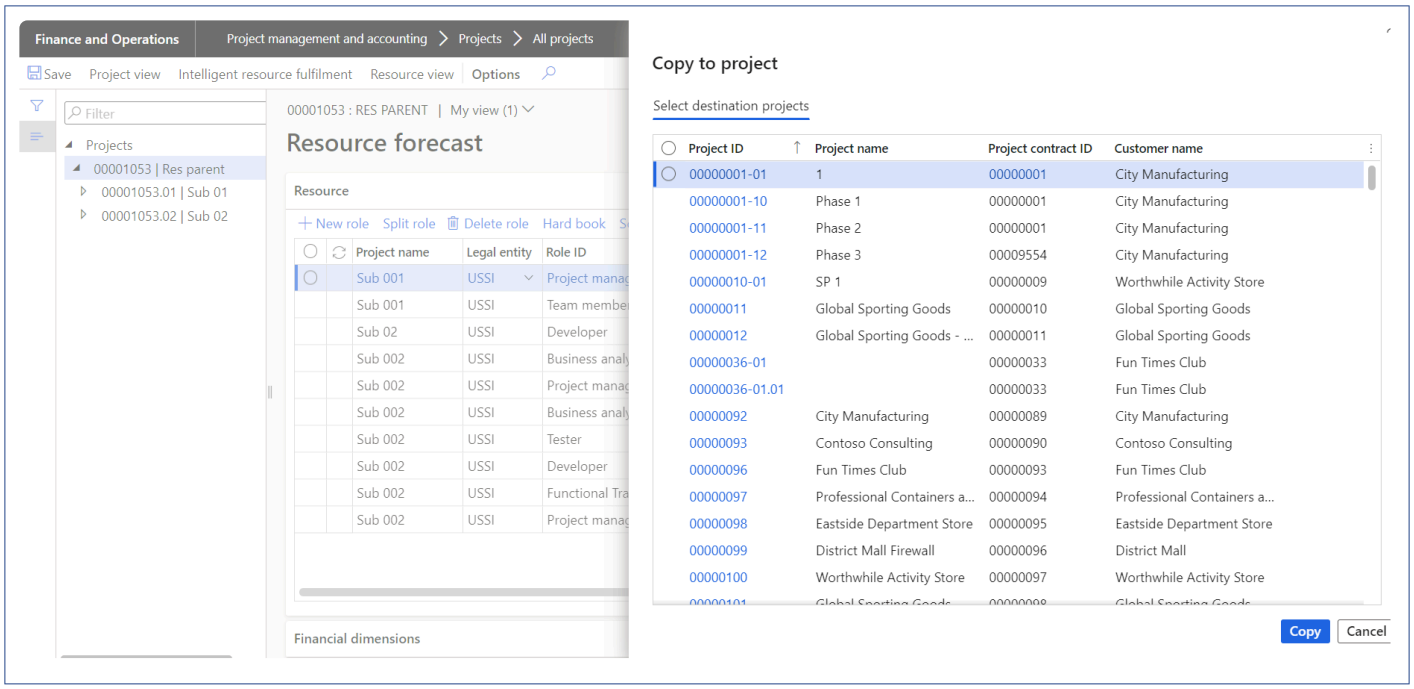
Copy to project will display below fields when the “Quick project search” parameter is unmarked on the projects360 parameters.



- Project ID – Displays Project ID.
- Project name – Displays Project name.
- Project contract ID – Displays Project contract ID.
- Customer name – Displays customer name.
- Copy button – When copy button is clicked, resource forecast will get copied to the selected project.
- Cancel button – When cancel button is clicked, process will get cancelled.

Copy to project will display fields based on the parameters selected on the quick project search when the “Quick project search” parameter is marked on the projects360 parameters.

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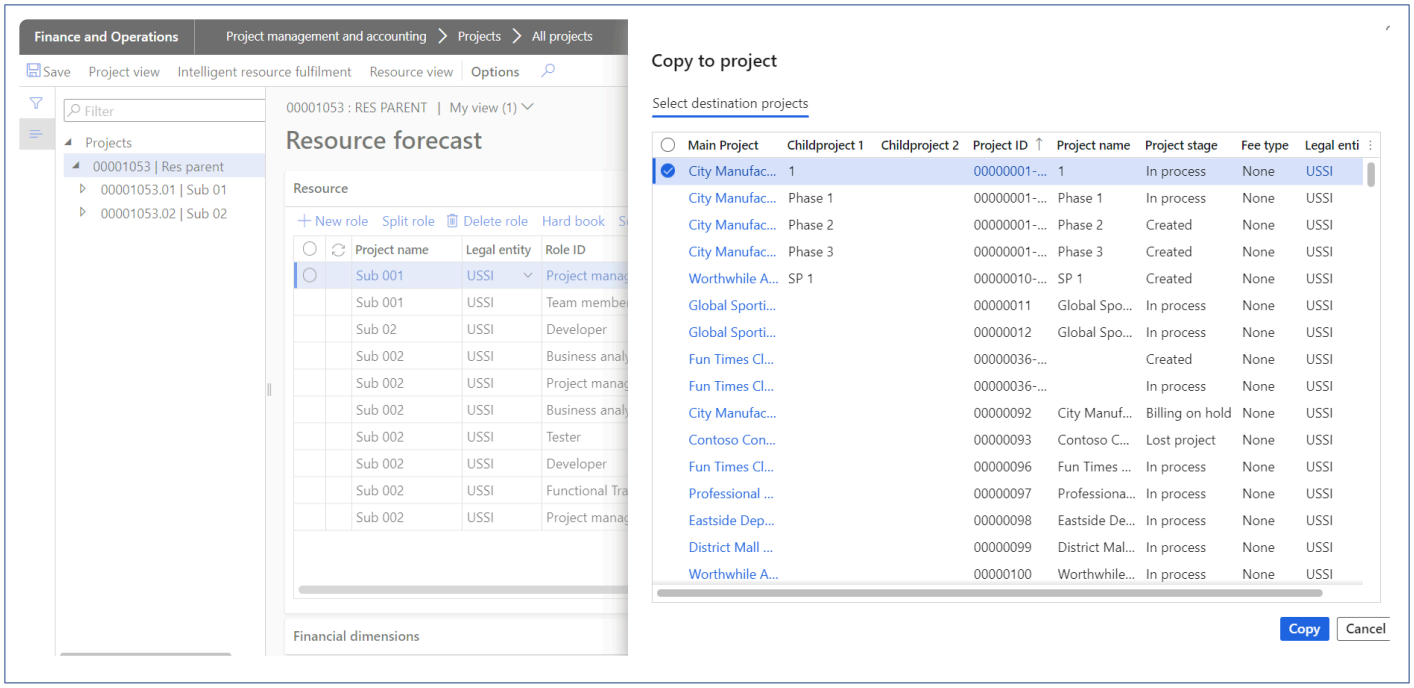

Under the Financial dimension section, If the Default dimension rules are configured then the same is respected on this form else financial dimensions from the parent project defaults on the sibling or child projects.

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 contract hours – Displays total contract hours for the selected project. This will display based on the Labor reporting group set on the contract management tab of projects360 parameters.
- Total labor contract value – Displays total labor contract value for the selected project. This will display based on the Labor reporting group set on the contract management tab of projects360 parameters.
- 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.

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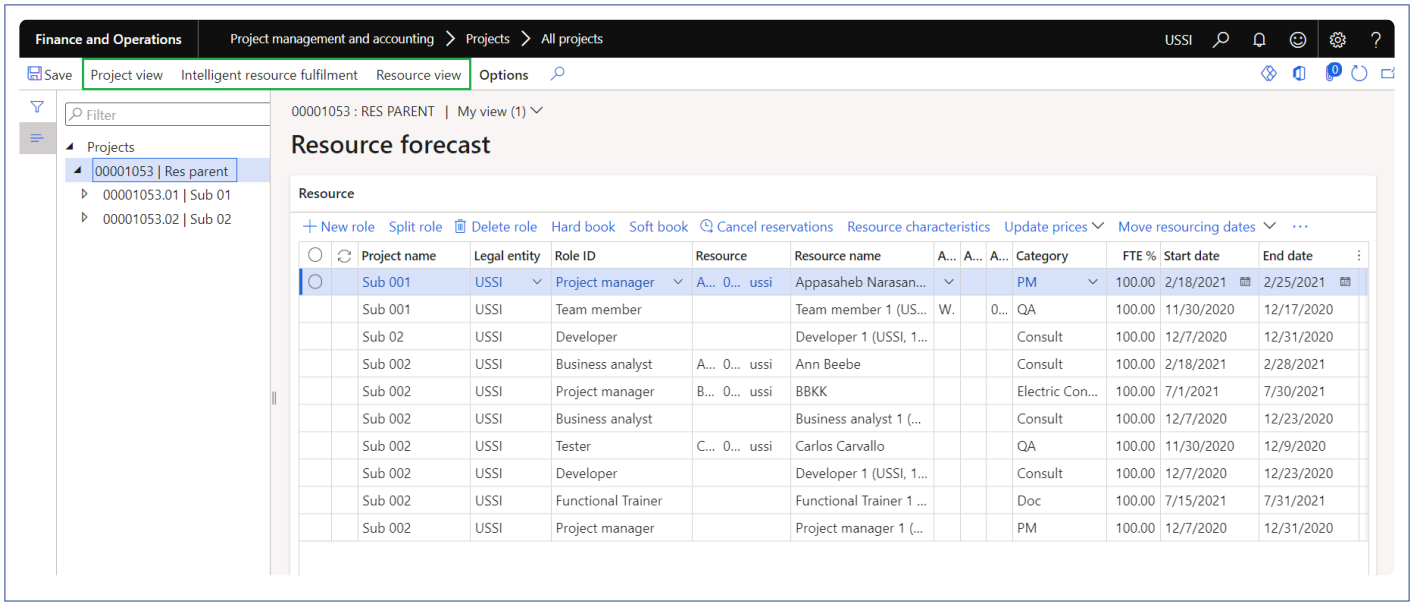
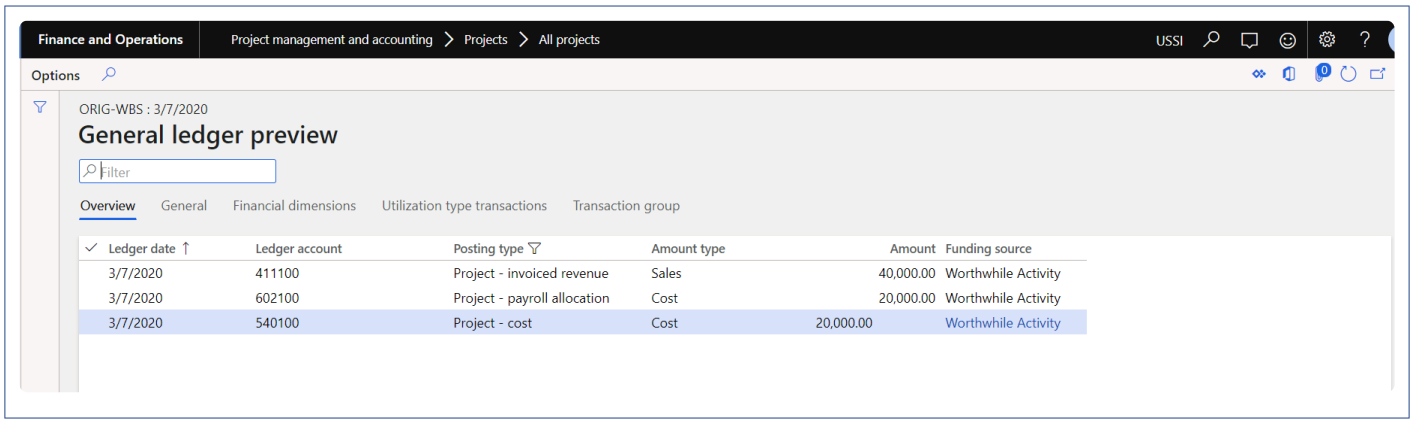


Note – The lines created in the Resource forecast form updates the lines in the Forecast model that have been selected. Also, there is no difference in the general ledger preview when the lines are created in the forecast model or created using the resource forecast form.



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.

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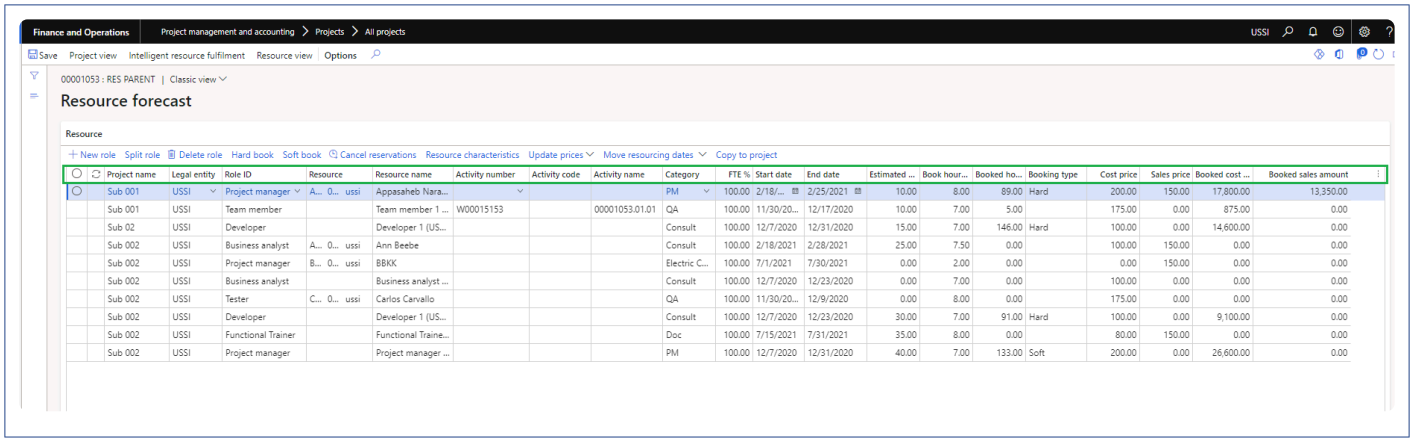
- Activity name – Displays Activity name of the activity number selected.
- Category – Category lookup displays all the hour type of categories. Category defaults from the roles, if category not available on roles then it will default from projects360 parameter form. After defining the Activity, category 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.



Project name	Legal entity	Role ID	Resource	Resource name	Activity number	Activity code	Activity name	Category	FTE %	Start date	End date	Estimated ...	Book hour...	Booked ho...	Booking type	Cost price	Sales price	Booked cost ...	Booked sales amount
Sub 001	USSI	Project manager	A... 0... ussi	Appasaheb Nara...				PM	100.00	2/18/...	2/25/2021	10.00	8.00	89.00	Hard	200.00	150.00	17,800.00	13,350.00
Sub 001	USSI	Team member		Team member 1 ...	W00015153		00001053.01.01	QA	100.00	11/30/20...	12/17/2020	10.00	7.00	5.00		175.00	0.00	875.00	0.00
Sub 02	USSI	Developer		Developer 1 (US...				Consult	100.00	12/7/2020	12/31/2020	15.00	7.00	146.00	Hard	100.00	0.00	14,600.00	0.00
Sub 002	USSI	Business analyst	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 manager	B... 0... ussi	BBKK				Electric C...	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 analyst		Business analyst ...				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 Carvallo				QA	100.00	11/30/20...	12/9/2020	0.00	8.00	0.00		175.00	0.00	0.00	0.00
Sub 002	USSI	Developer		Developer 1 (US...				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 Trainer		Functional Traine...				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 manager		Project manager ...				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’

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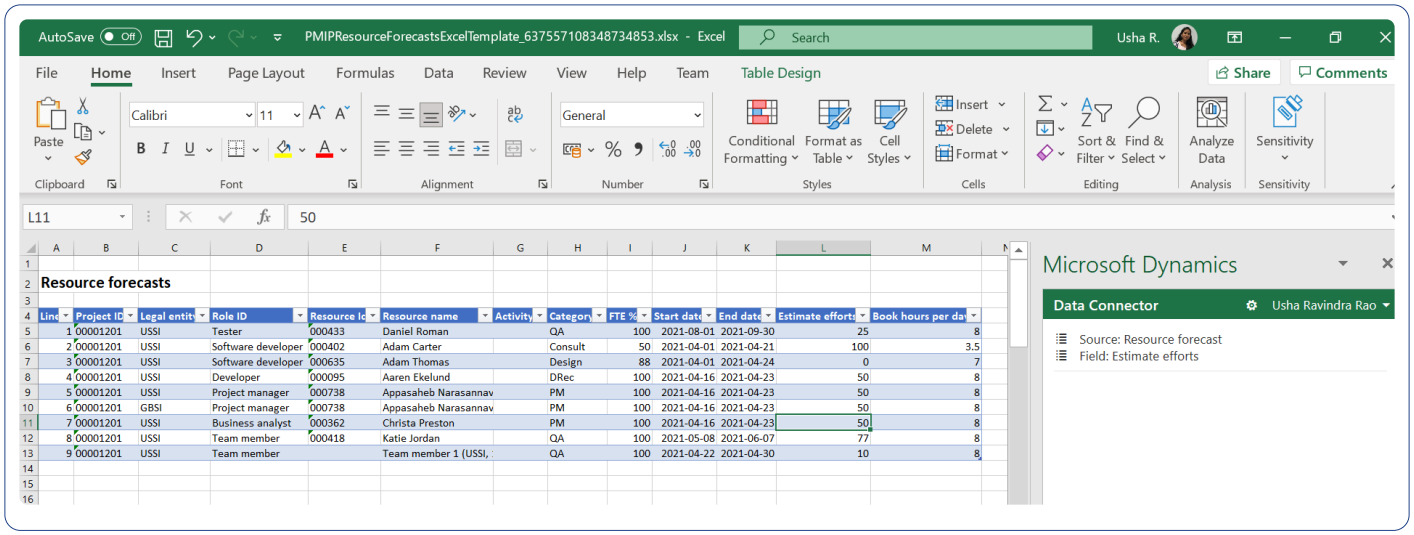
2. Another for resource forecasts records without resources called as ‘Planned resource forecast’ with target entity named as ‘PMIPPlannedResourceForecastDataEntity’. This entity will be deprecated soon as the functionality of this data entity can be achieved through using ‘PMIPResourceForecastV2DataEntity’.

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.



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.

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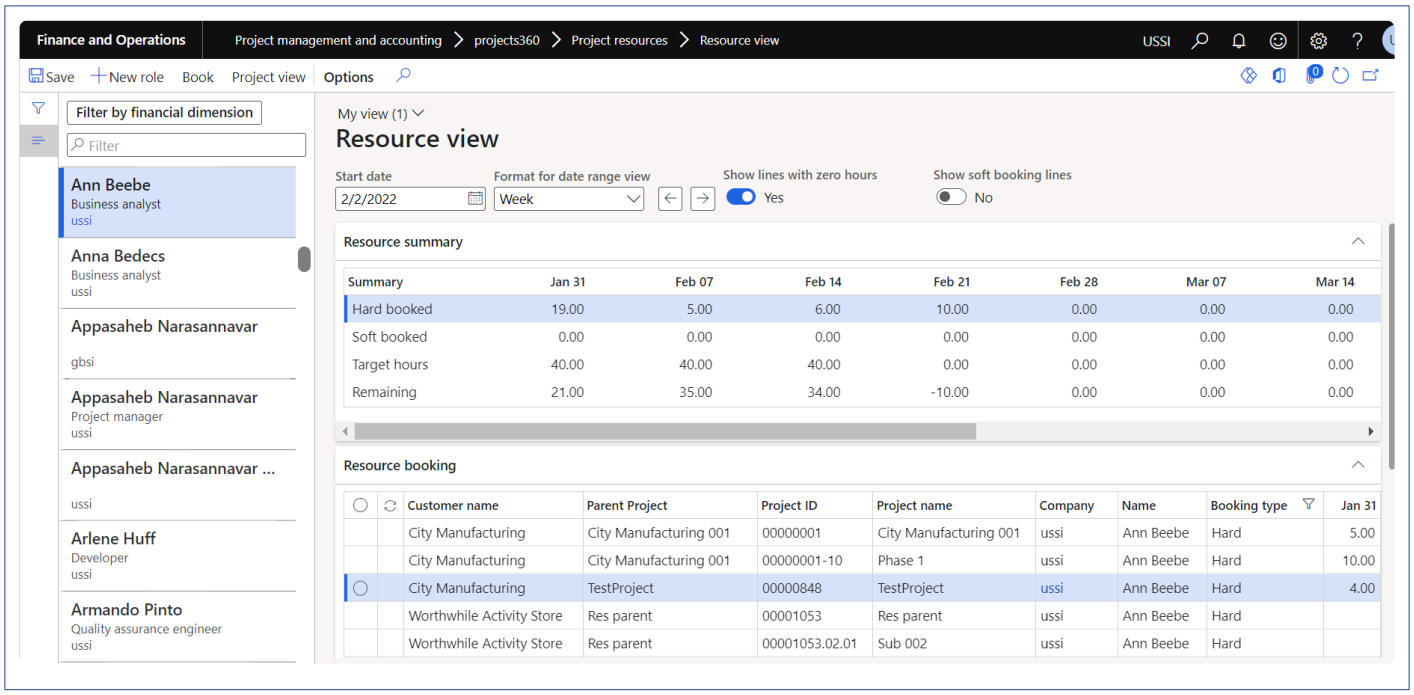
The user can enter values against the period block and either hard book or soft book the resources onto the project. User can filter the resources based on Resource name, role and legal entity.



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.

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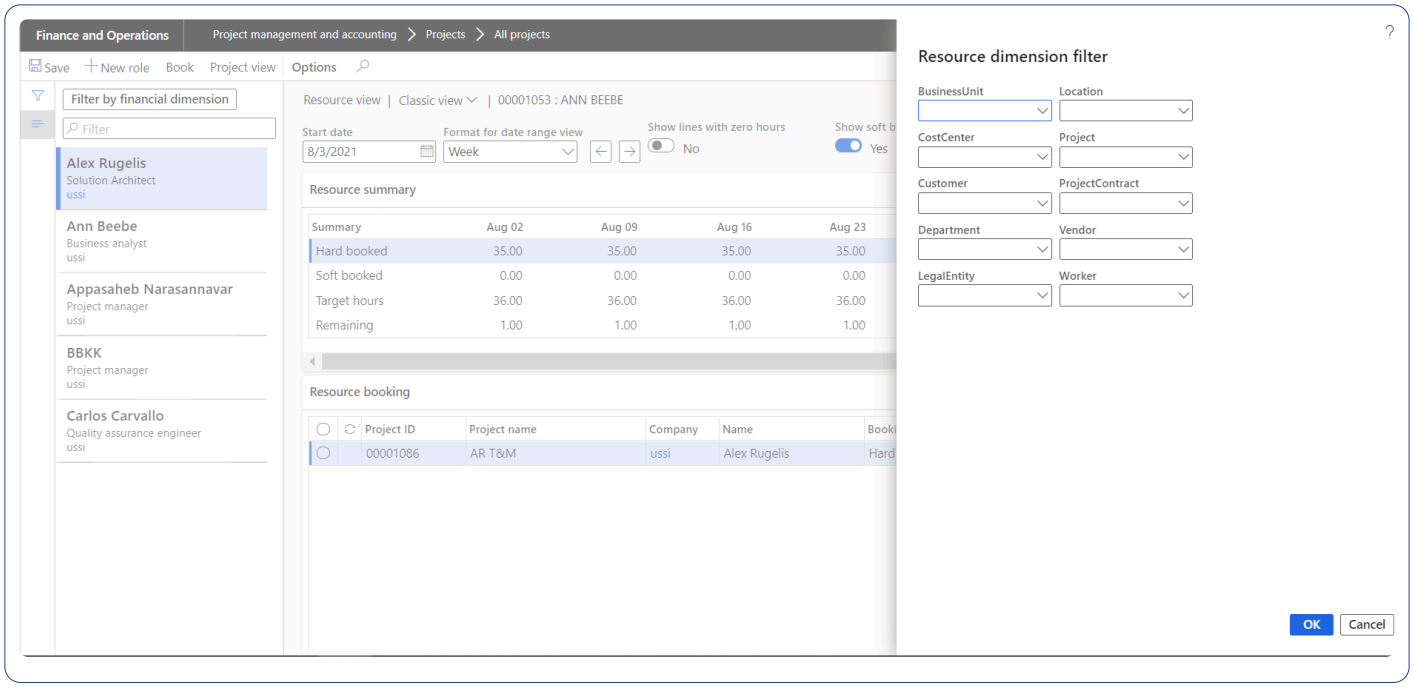
- Hard booked – will display the sum of hard booked hours for the selected resource for all the projects assigned.
- Soft booked – will display the sum of soft booked hours for the selected resource for all the projects assigned.
- Target hours – will display the hours that are defined in the setup form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

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

- 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.



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.

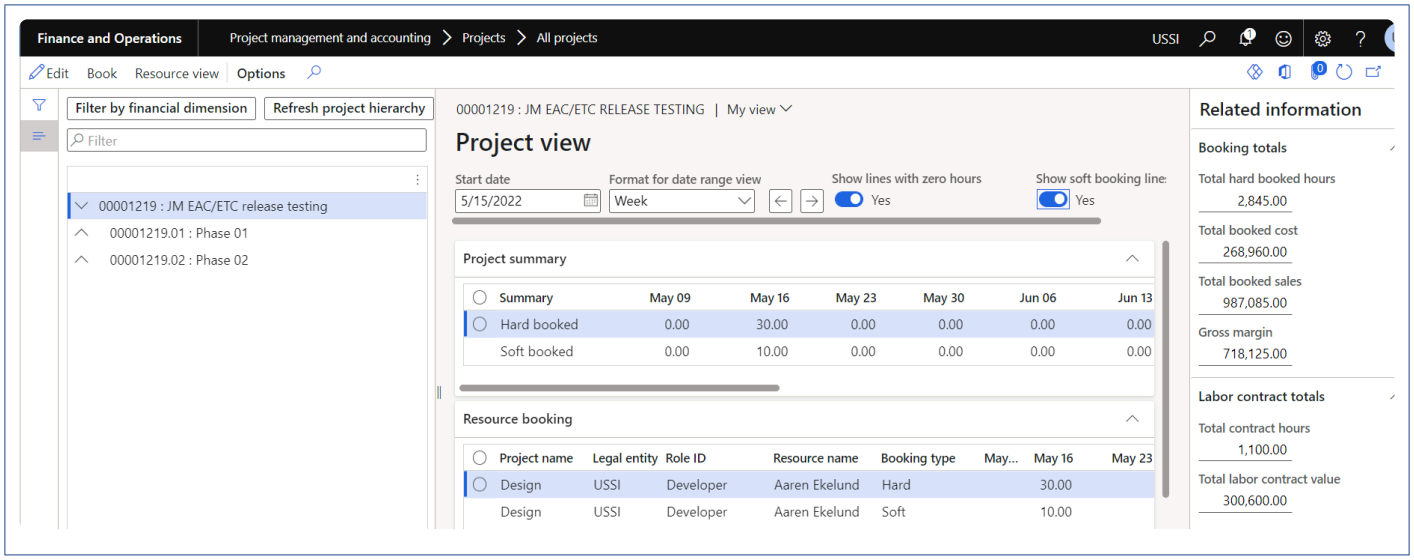
Project View

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



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.

After filtering the project view form through button Filter by financial dimension, user can use “Refresh project hierarchy” button to refresh and display all the projects without any filters.

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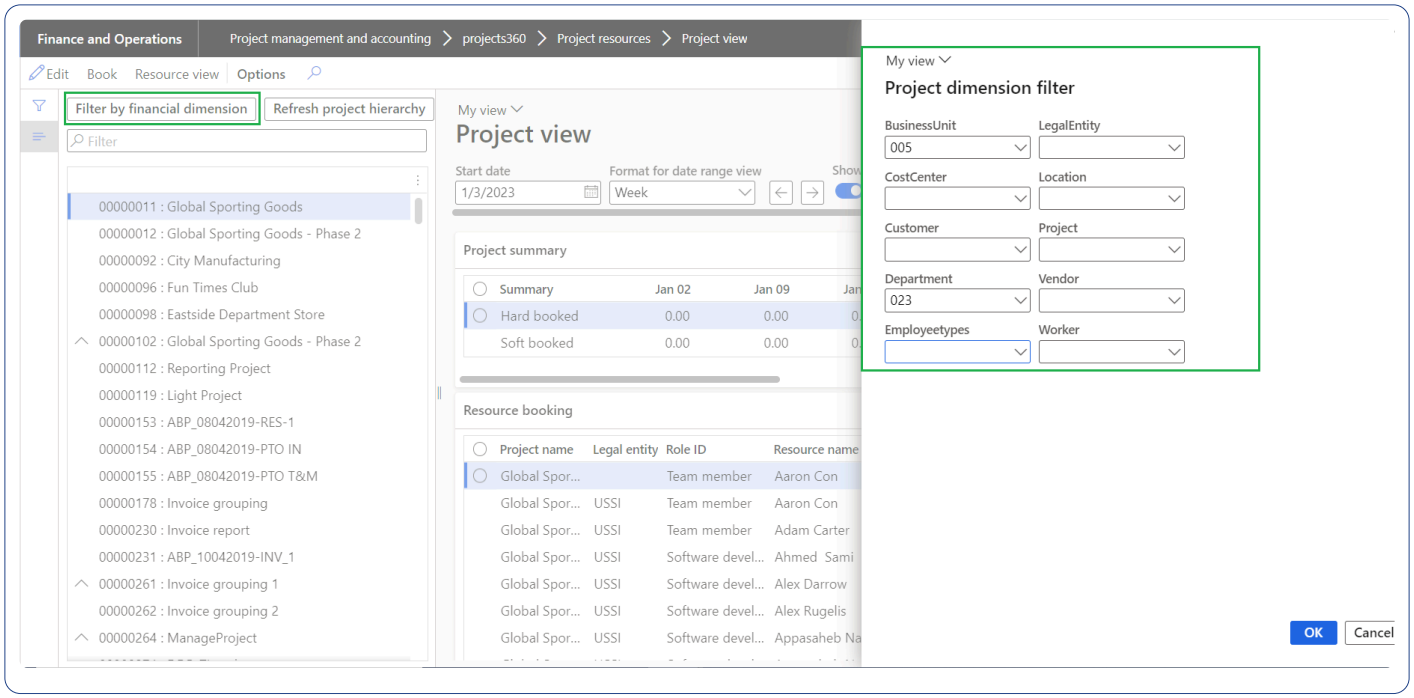

The Related information fact box section the following fields are available on the form:

- 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.
- Total contract hours – Displays total contract hours for the selected project. This will display based on the Labor reporting group set on the contract management tab of projects360 parameters.
- Total labor contract value – Displays total labor contract value for the selected project. This will display based on the Labor reporting group set on the contract management tab of projects360 parameters.

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

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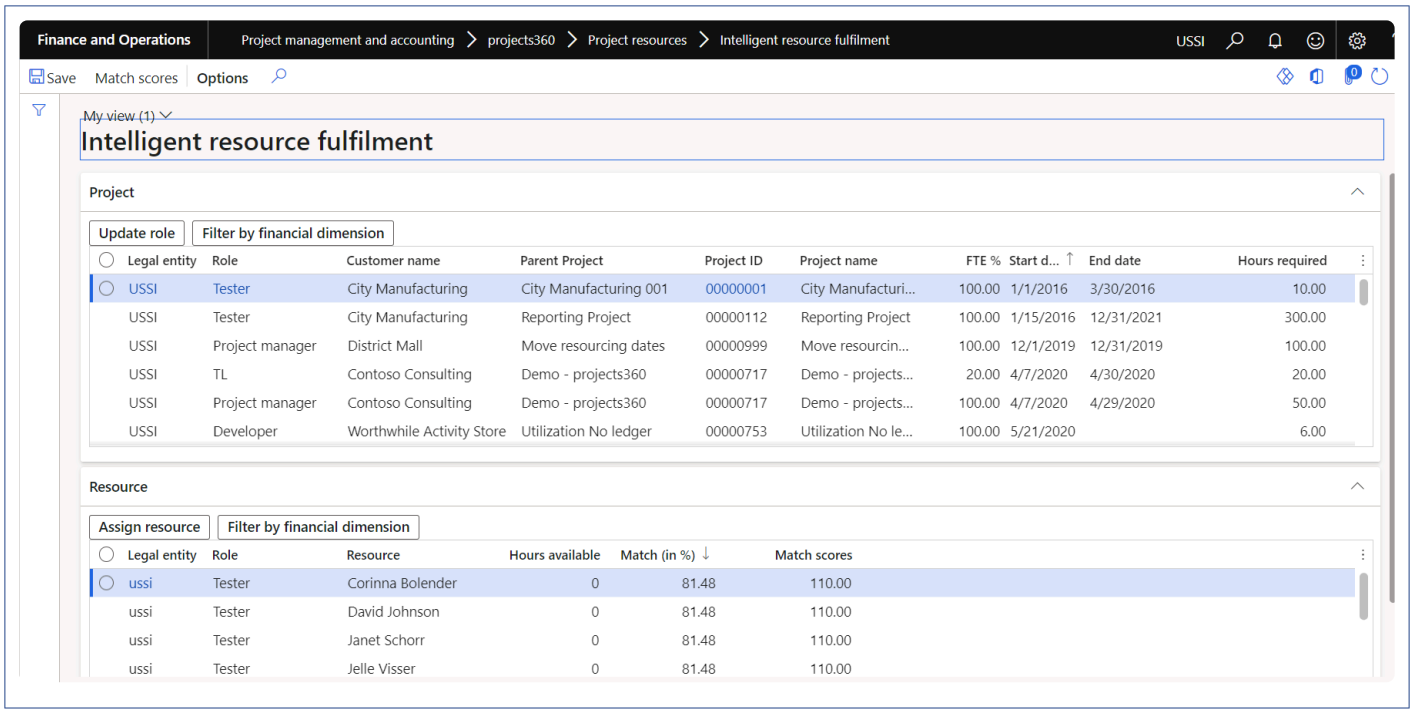
on the match % of the competencies. More detailed explanation in the intelligent resource fulfillment section of the document.



This form can be accessed from the below locations:

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

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

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

- Legal entity – displays the legal entity of the project.
- Role – Role requested for the project is displayed.
- 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.

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- 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

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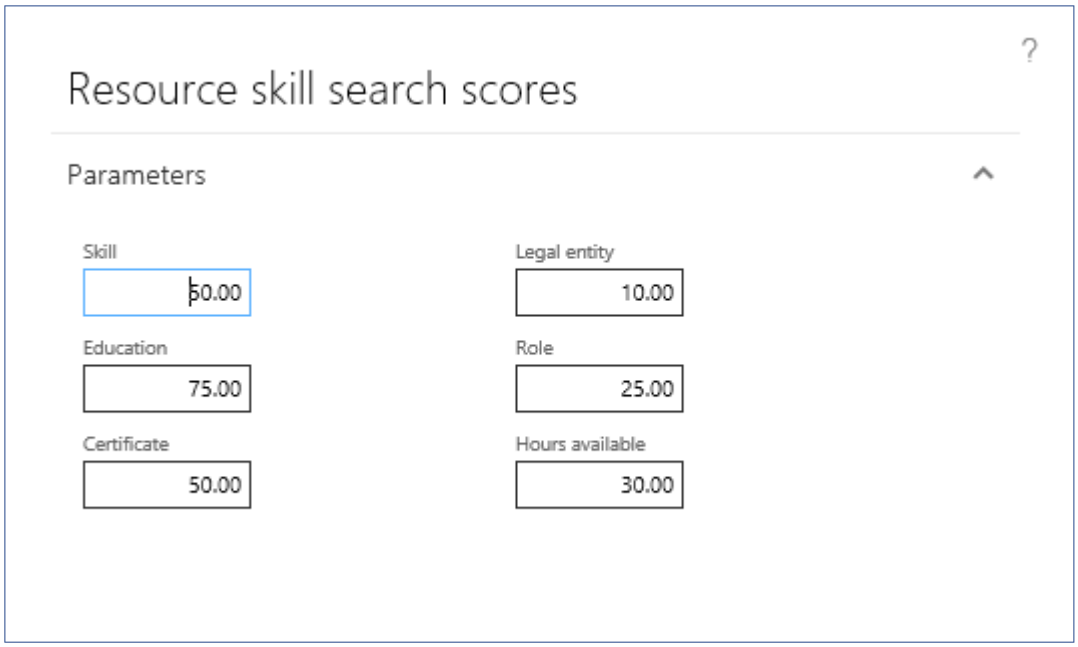
arrive at the matching points.
- Update role – When the user clicks on this button a new form opens where the role can be defined to update on the existing record.
- Filter by financial dimension – Can filter the resources by resource financial dimension.



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

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

Intelligent Work Search Form

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

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

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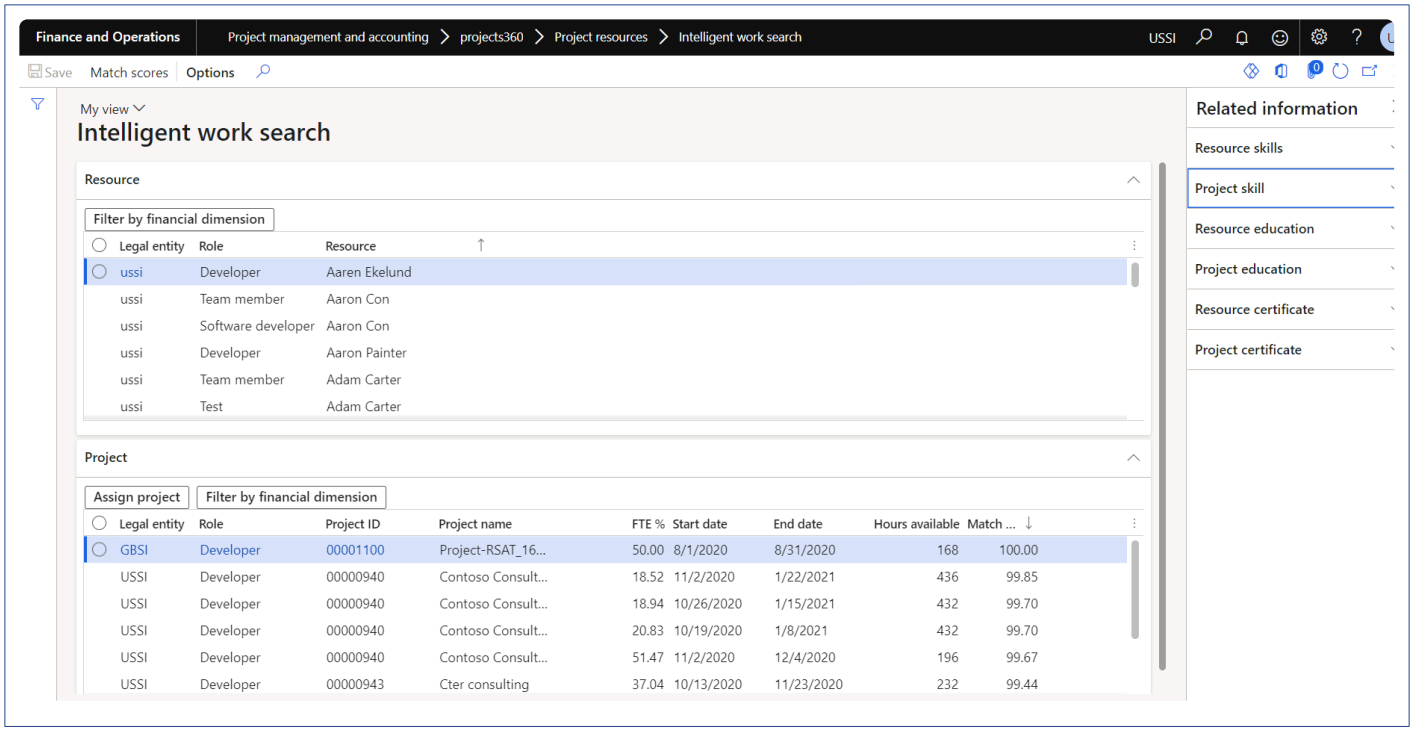

This form can be accessed from the below locations

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

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

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

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

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- 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.

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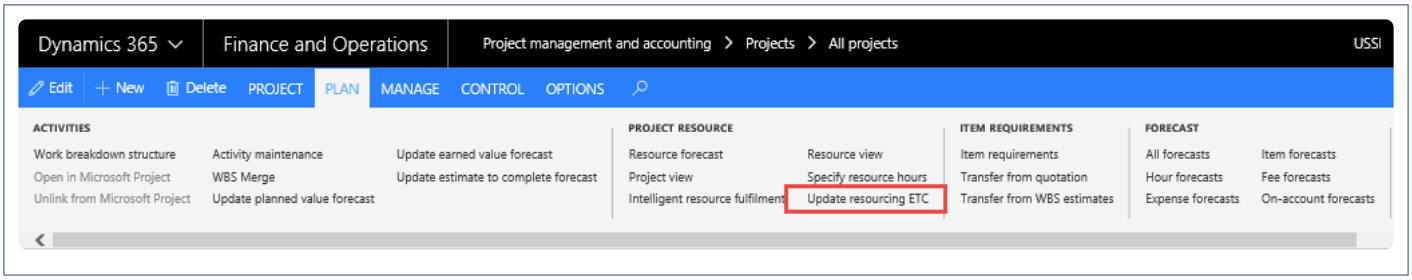
Periodic Process

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

Update Resourcing ETC

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

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



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

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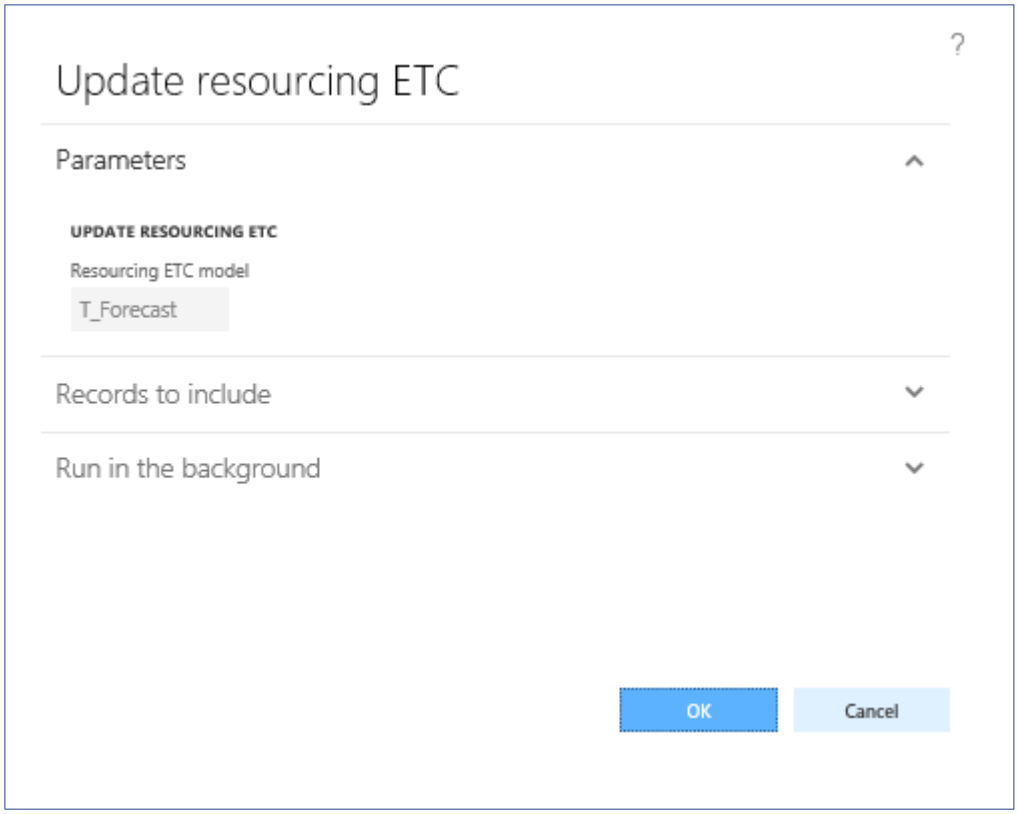

This form's functionality and calculations involved are as follows:

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

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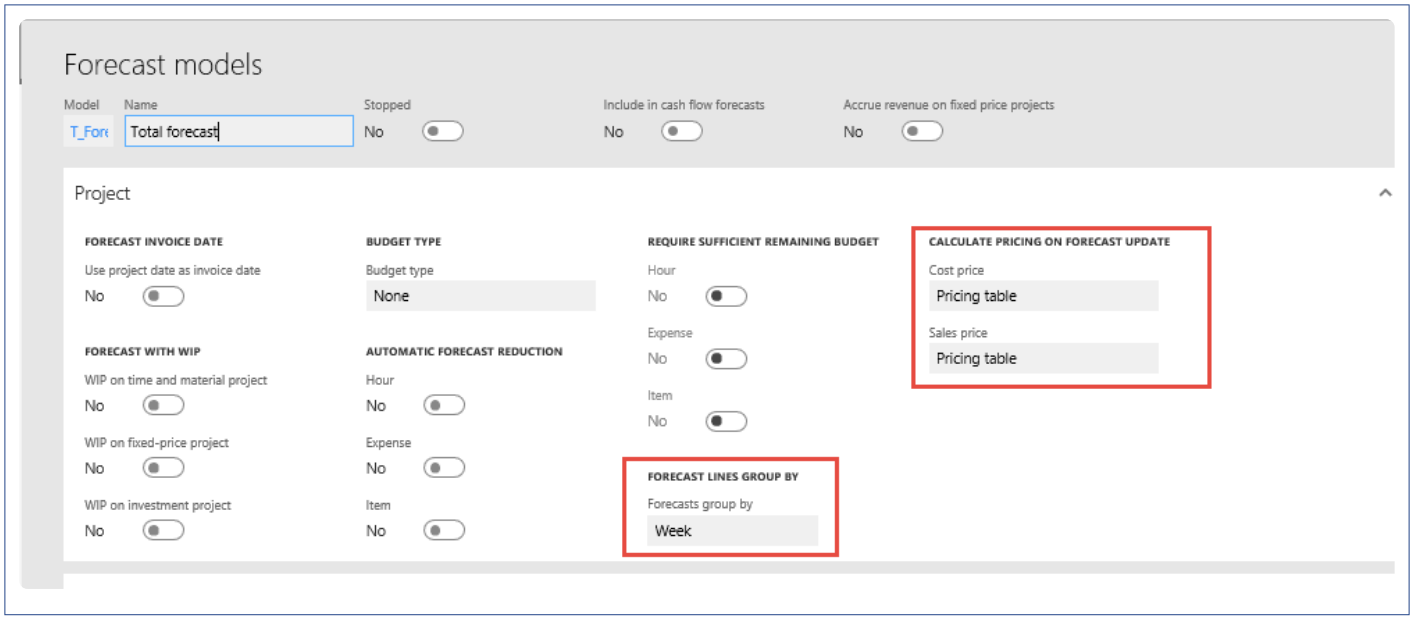

Forecast models
Model
Name
T_For
Total forecast
Stopped
No
Include in cash flow forecasts
No
Accrue revenue on fixed price projects
No
Project
FORECAST INVOICE DATE
Use project date as invoice date
No
BUDGET TYPE
Budget type
None
REQUIRE SUFFICIENT REMAINING BUDGET
Hour
No
Expense
No
Item
No
CALCULATE PRICING ON FORECAST UPDATE
Cost price
Pricing table
Sales price
Pricing table
FORECAST WITH WIP
WIP on time and material project
No
WIP on fixed-price project
No
WIP on investment project
No
AUTOMATIC FORECAST REDUCTION
Hour
No
Expense
No
Item
No
FORECAST LINES GROUP BY
Forecasts group by
Week

Resourcing Workspaces

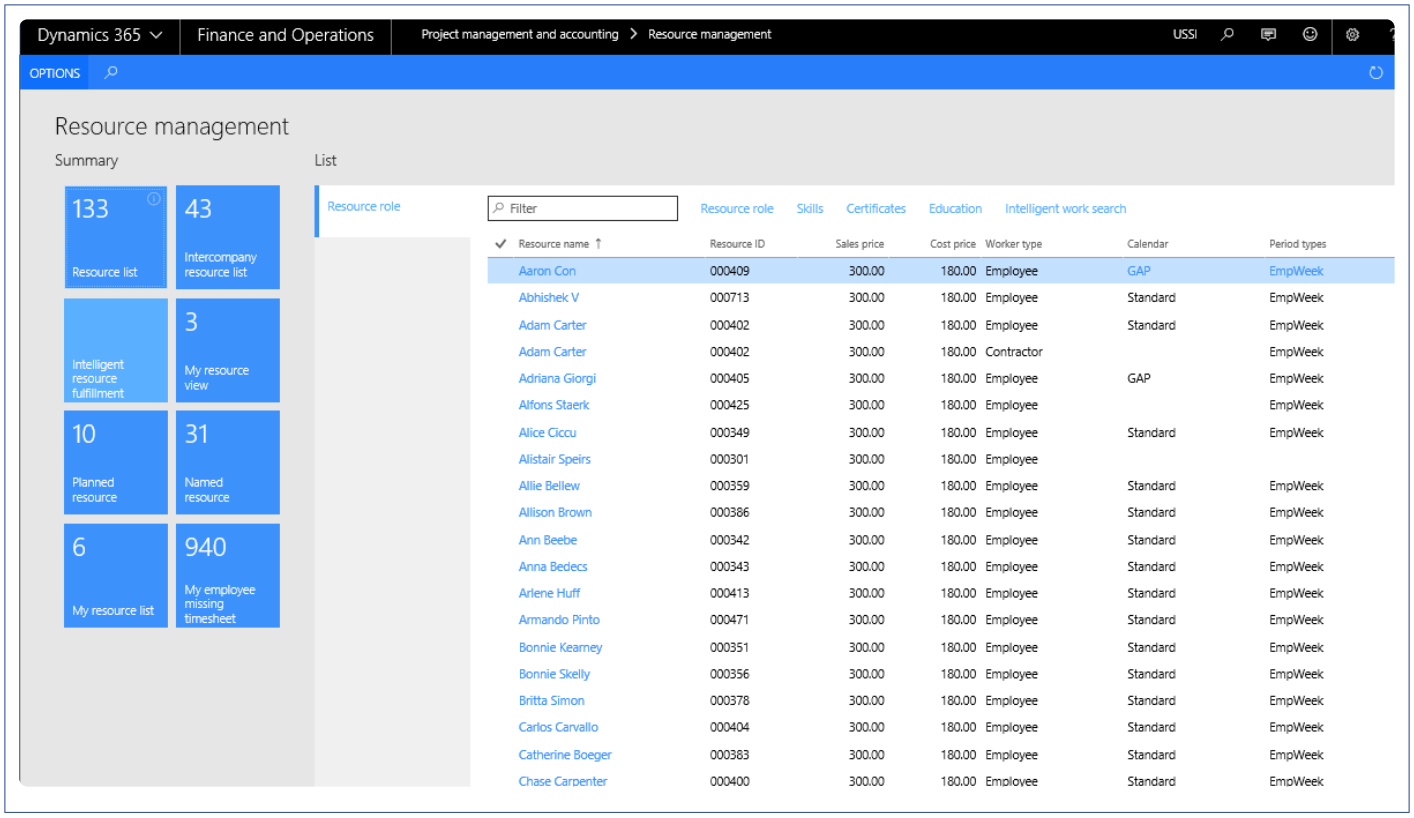
projects360 suite provides various workspaces from where the resources can be planned, reviewed and managed. This section highlights all the workspaces involved in the resourcing.

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.



This workspace has the below contents.

1. **Tiles**

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

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

2. **List**

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

3. **Links**

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

Project Management Workspace

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

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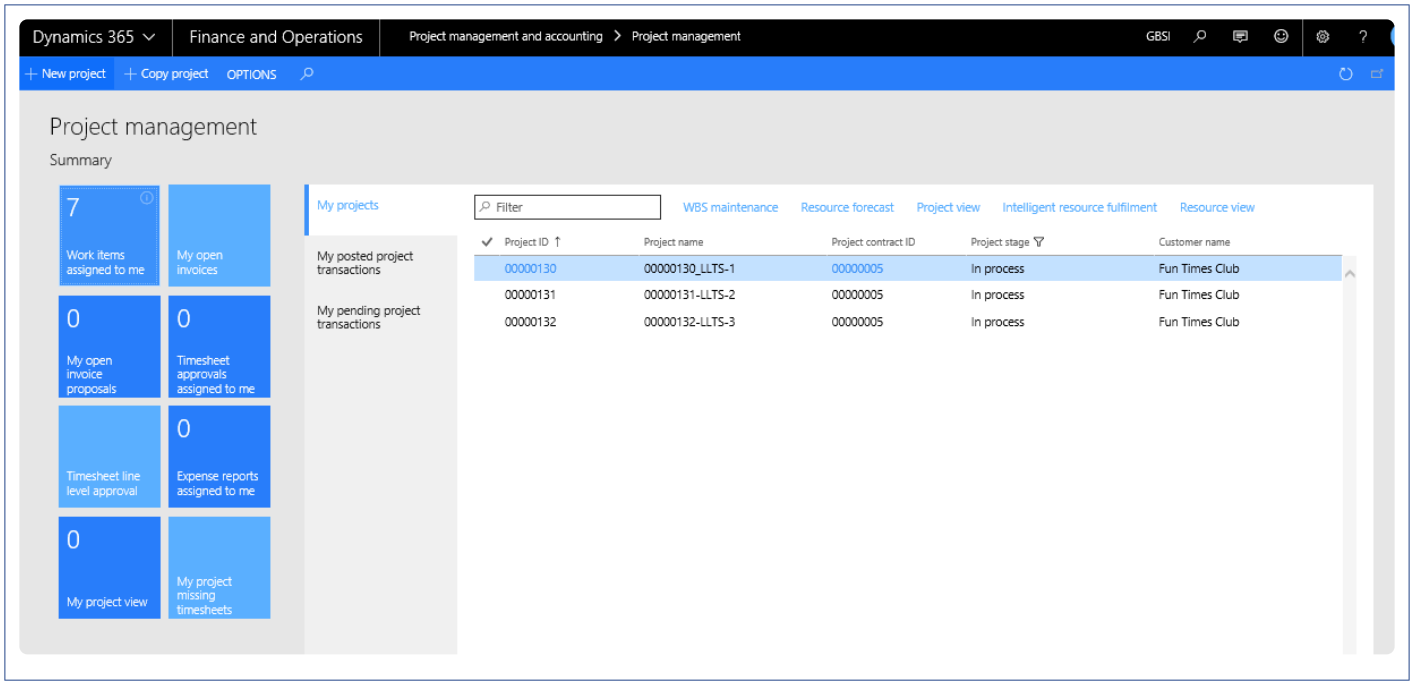

From Project management workspace, the following forms can be viewed:

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

Project Status Workspace

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

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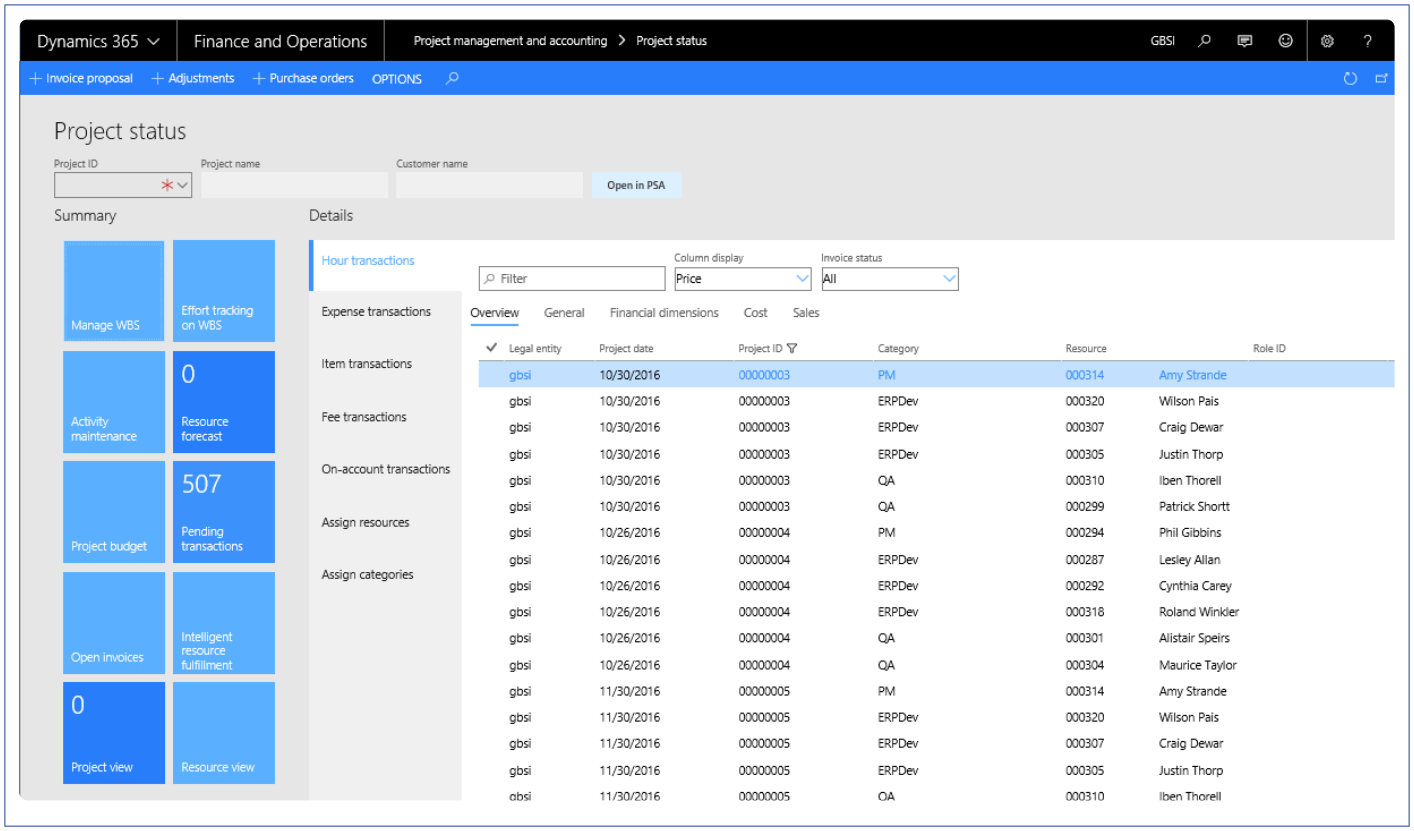

From Project status workspace, the following forms can be viewed:

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

Project Tasks Workspace

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

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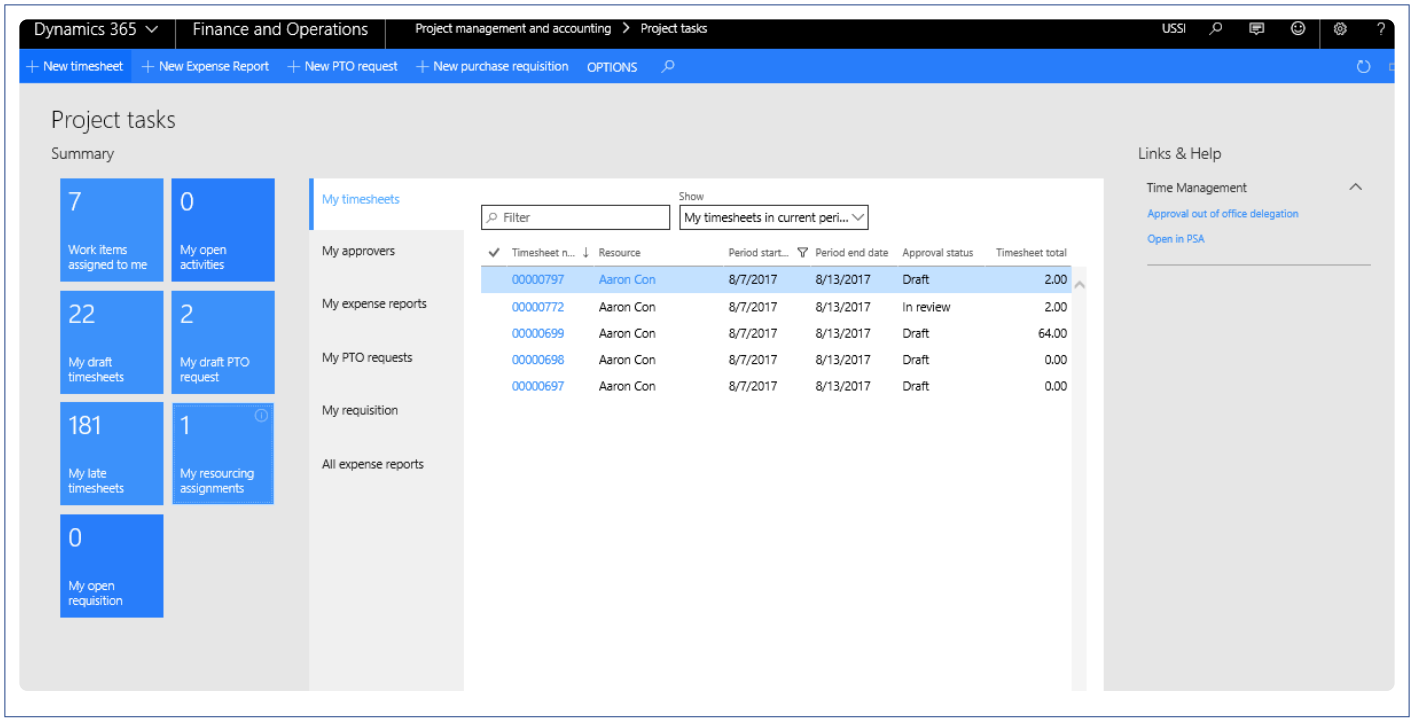

- My resource assignment tile: Resource view filtered for the logged in user will be displayed on this tile.

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Subcontractor Reconciliation

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

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

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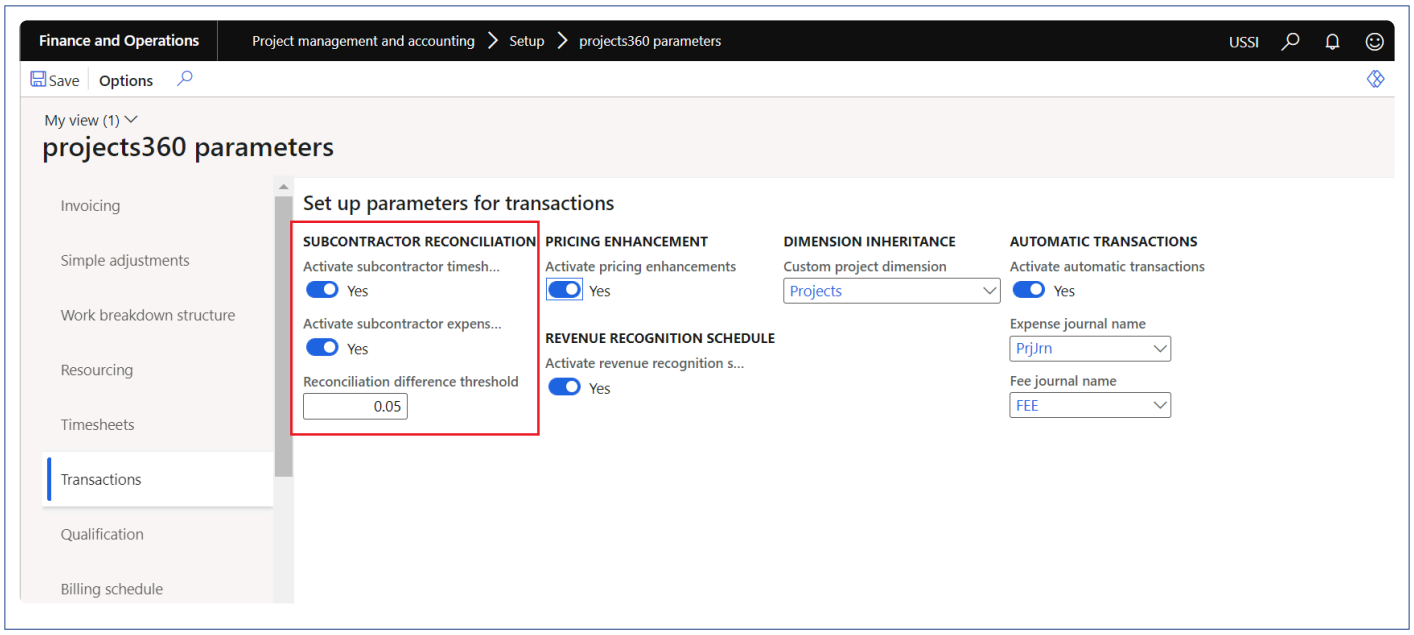
Configure

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

Parameters Setup

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



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

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

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

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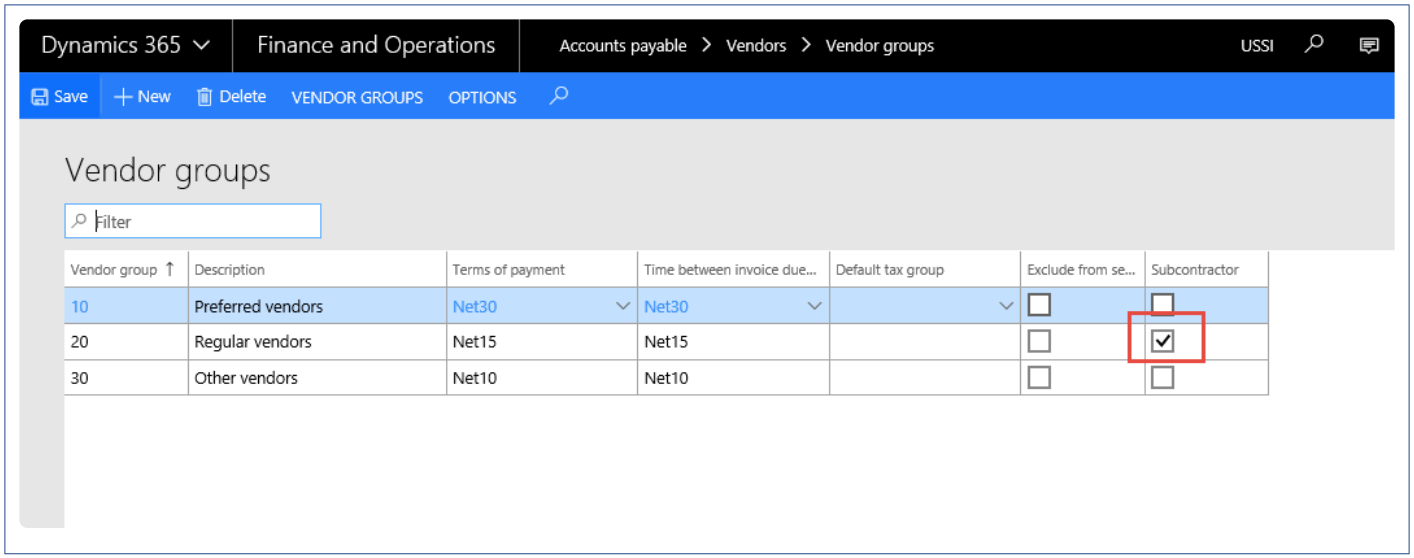
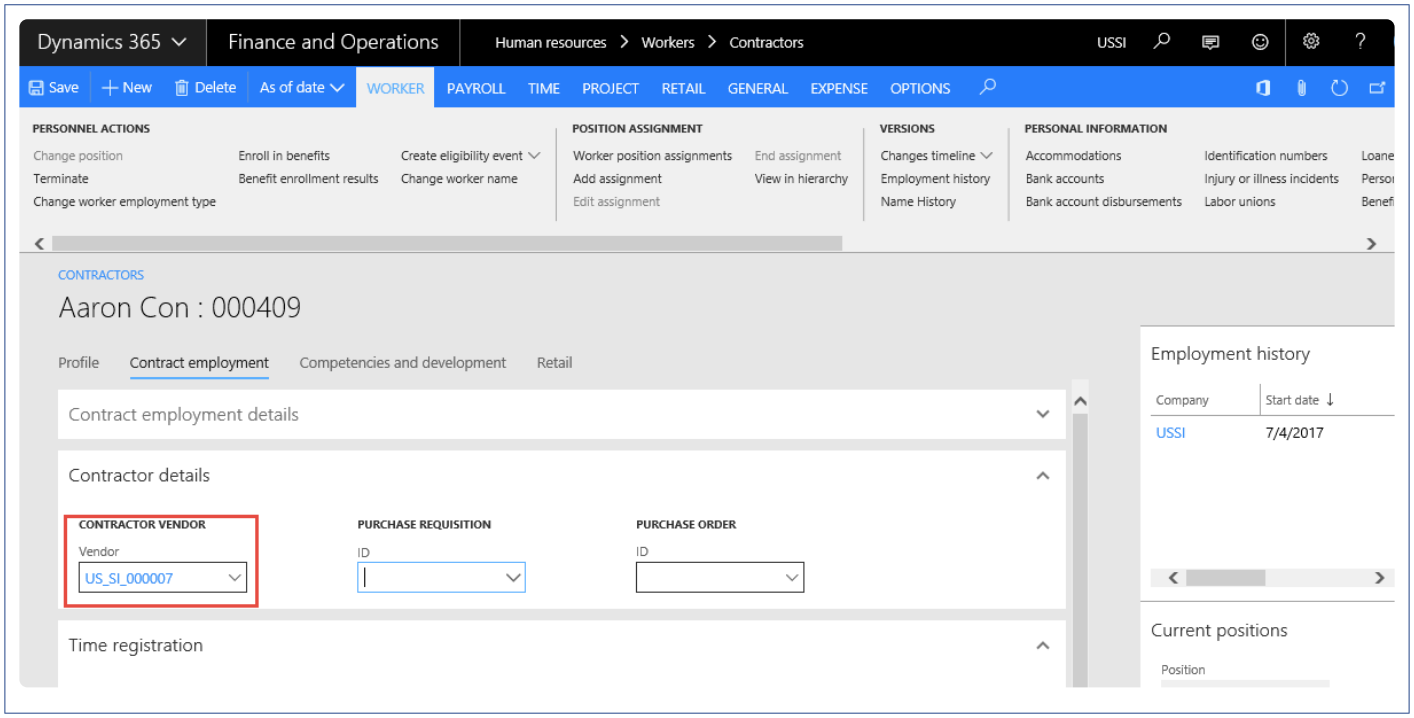


Once the parameter is marked on the parameter setup window, the Subcontractor field will be available for selection on this form. Select the vendor group which includes subcontractor vendors for this functionality to work against that vendor group.

Link Vendor to a Contractor

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



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

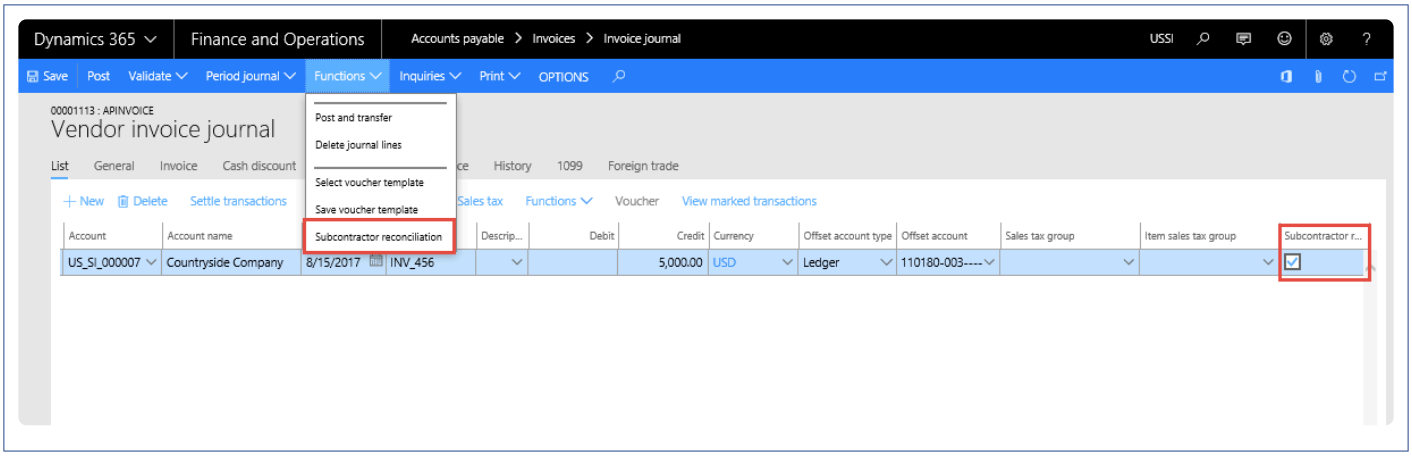
Reconcile Invoices with Timesheet

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

SubContractor Reconciliation form from Invoice Journal

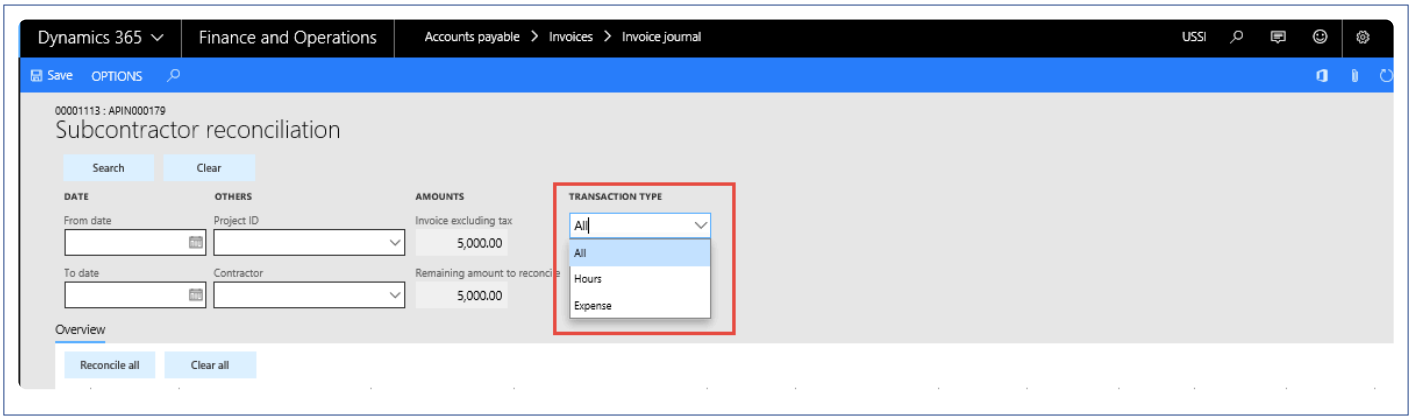
After the contract employees have entered their time, it will be available for reconciliation on the invoice journal or open vendor invoice from the vendor associated to the contractor. The SubContractor Reconciliation form is available in the below location.

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



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

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



Below are the fields available at the header section of the form. All of these fields serve as filters to fetch the

right data for reconciliation of the invoice with the hour/expense transactions entered by the sub-contractor.

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

Lines section will look like below:

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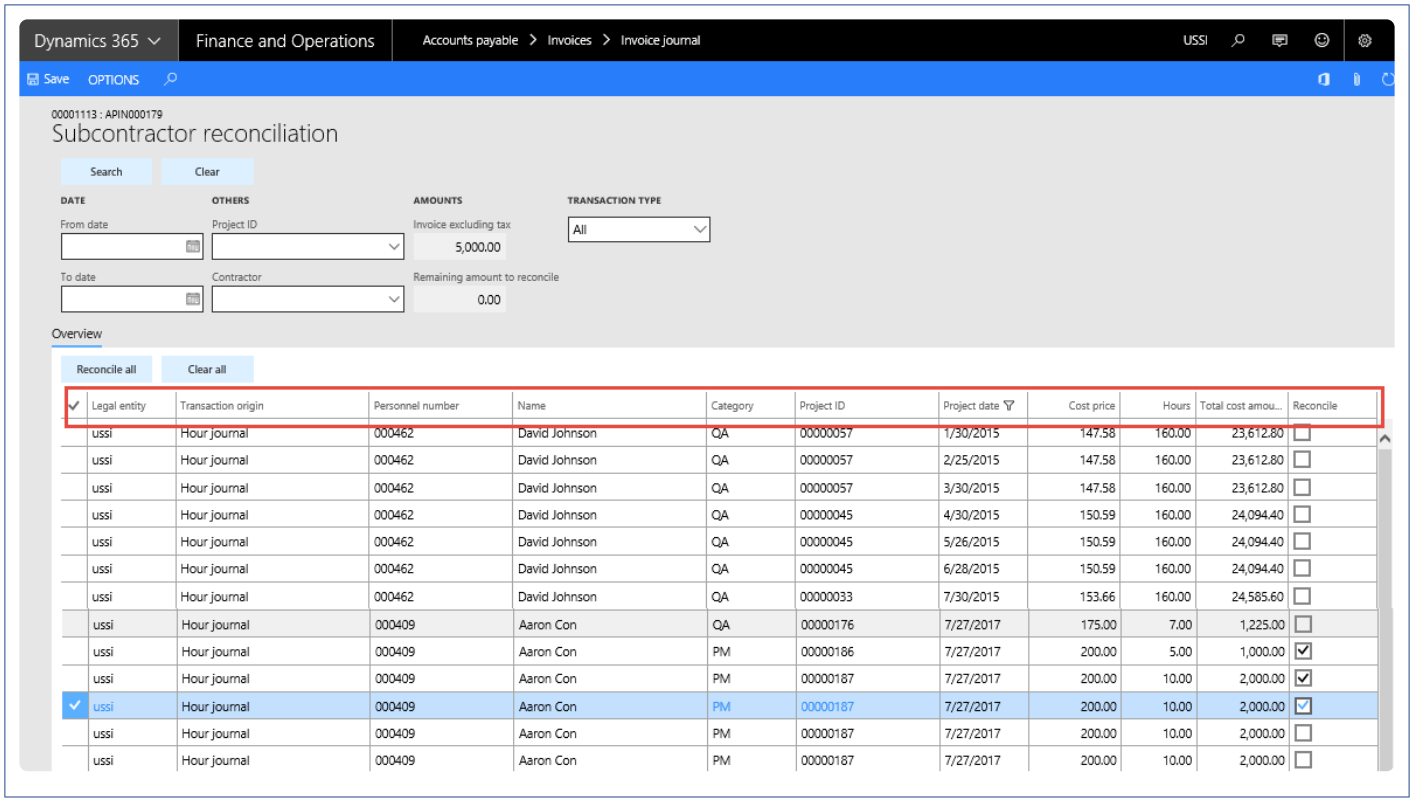

Fields available on the lines section are as follows:

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

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	selected for a record, the related amount gets deducted from total amount remaining for reconcile.

	Notes -
	The Amount remaining to reconcile field has 5000 amount. All timesheet entries are available in the Overview pane and only marked lines are available for reconcile
	The Hours records entered for the contractor will be shown only if the Activate subcontractor timesheet reconciliation checkbox is selected, and for the expenses, select the Activate subcontractor expenses reconciliation checkbox

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

SubContractor Reconciliation in Open Vendor Invoices

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

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

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

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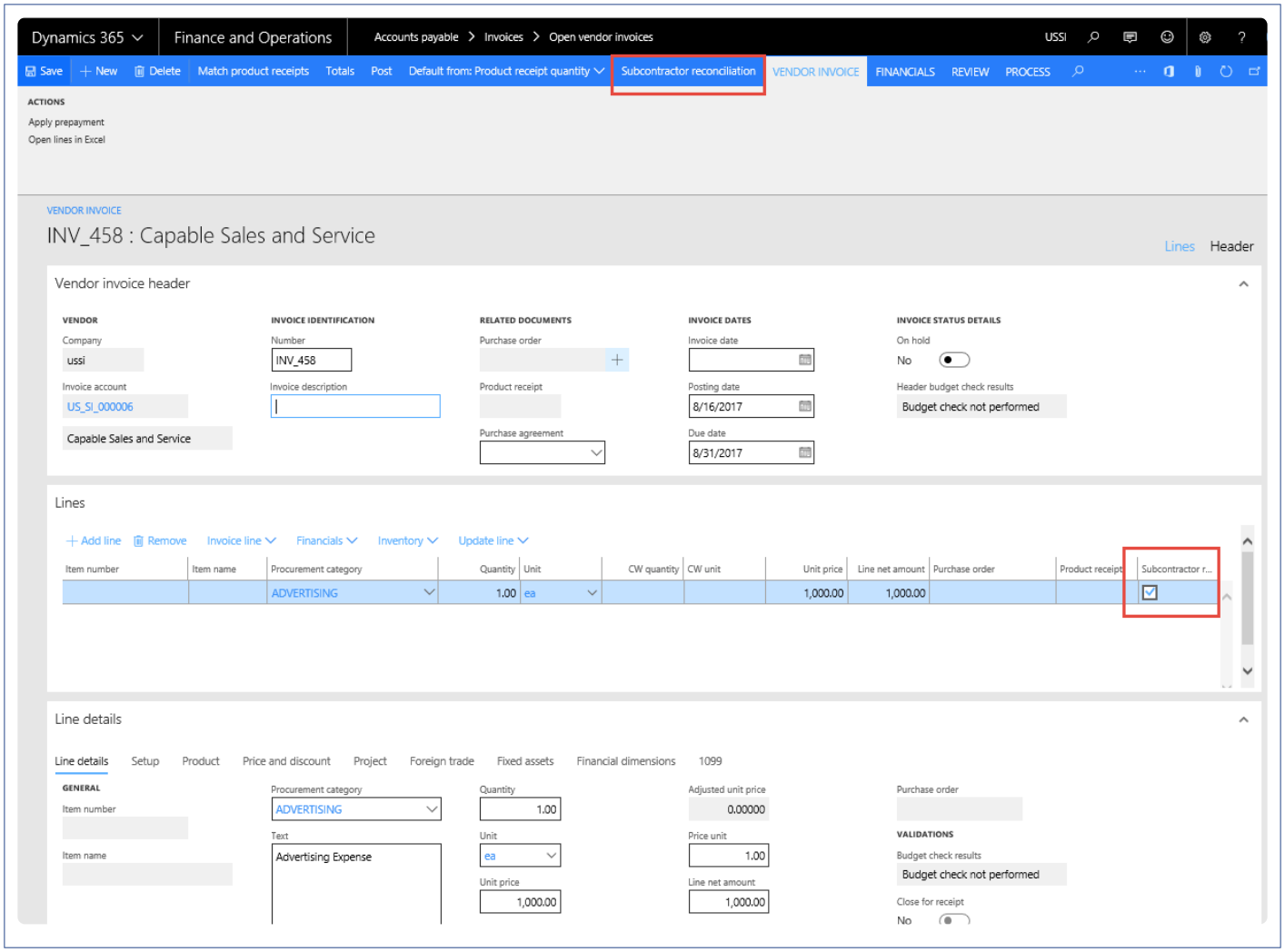
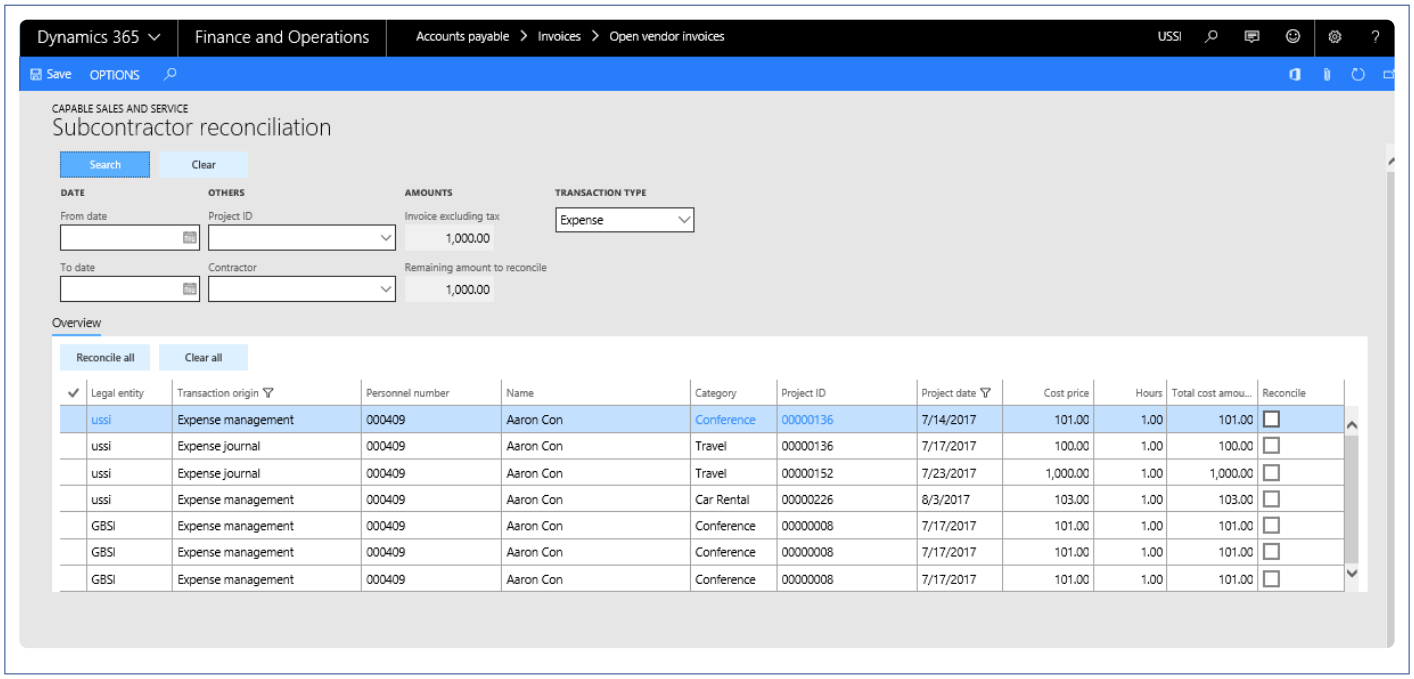


Lines section will look like below:



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

Enhancements to SubContractor Reconciliation functionality

VAT on SubContractor Reconciliation invoice

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

Multi-Currency Transactions

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

Intercompany Transactions

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

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

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

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Report

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

SubContract Reconciliation Report

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

- Expenses
- Hours
- Vendor

Selection criteria for report

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

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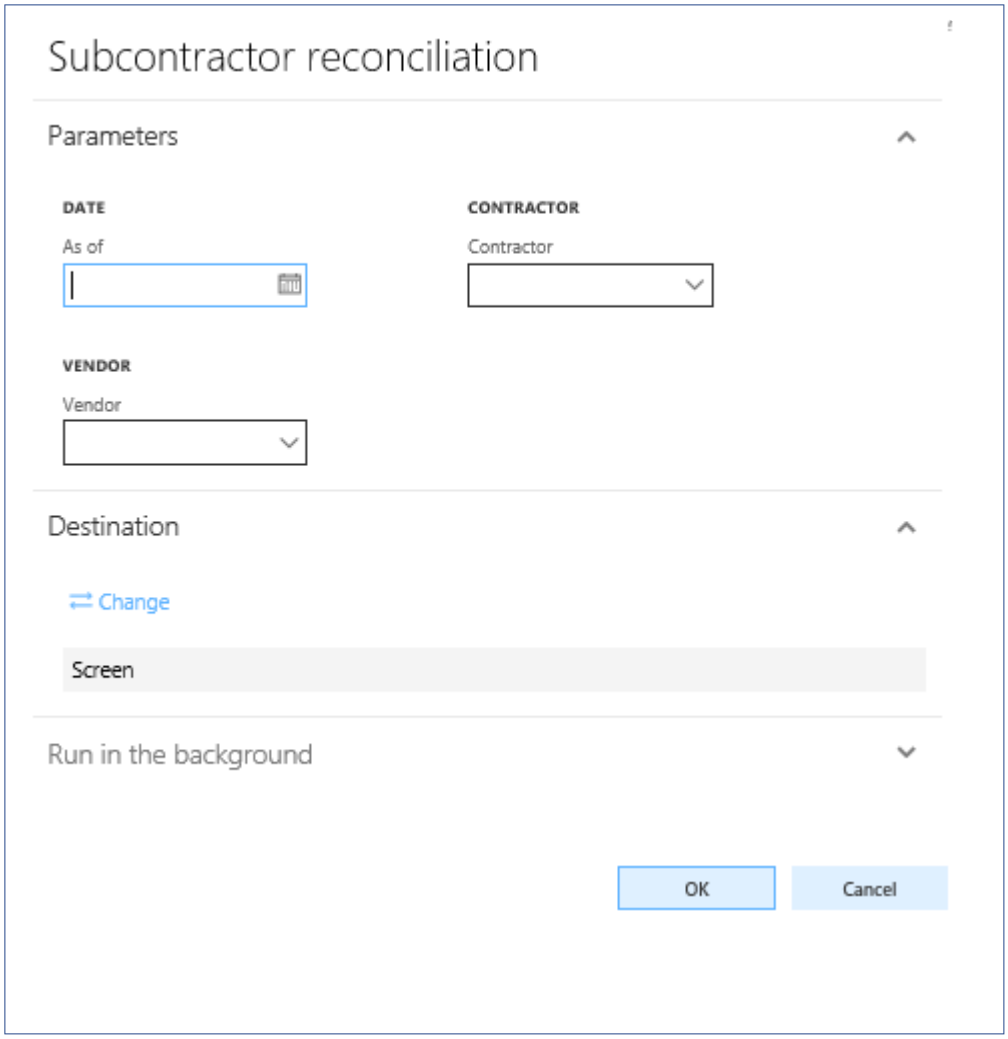

Parameters that can passed to the report are:
As of date: The as of date shows the transaction against the contractors and its optional.
Vendor: Filter and display data based on the selected vendor and its optional.
Contractor: Filter and display data based on the selected contractor and its optional.

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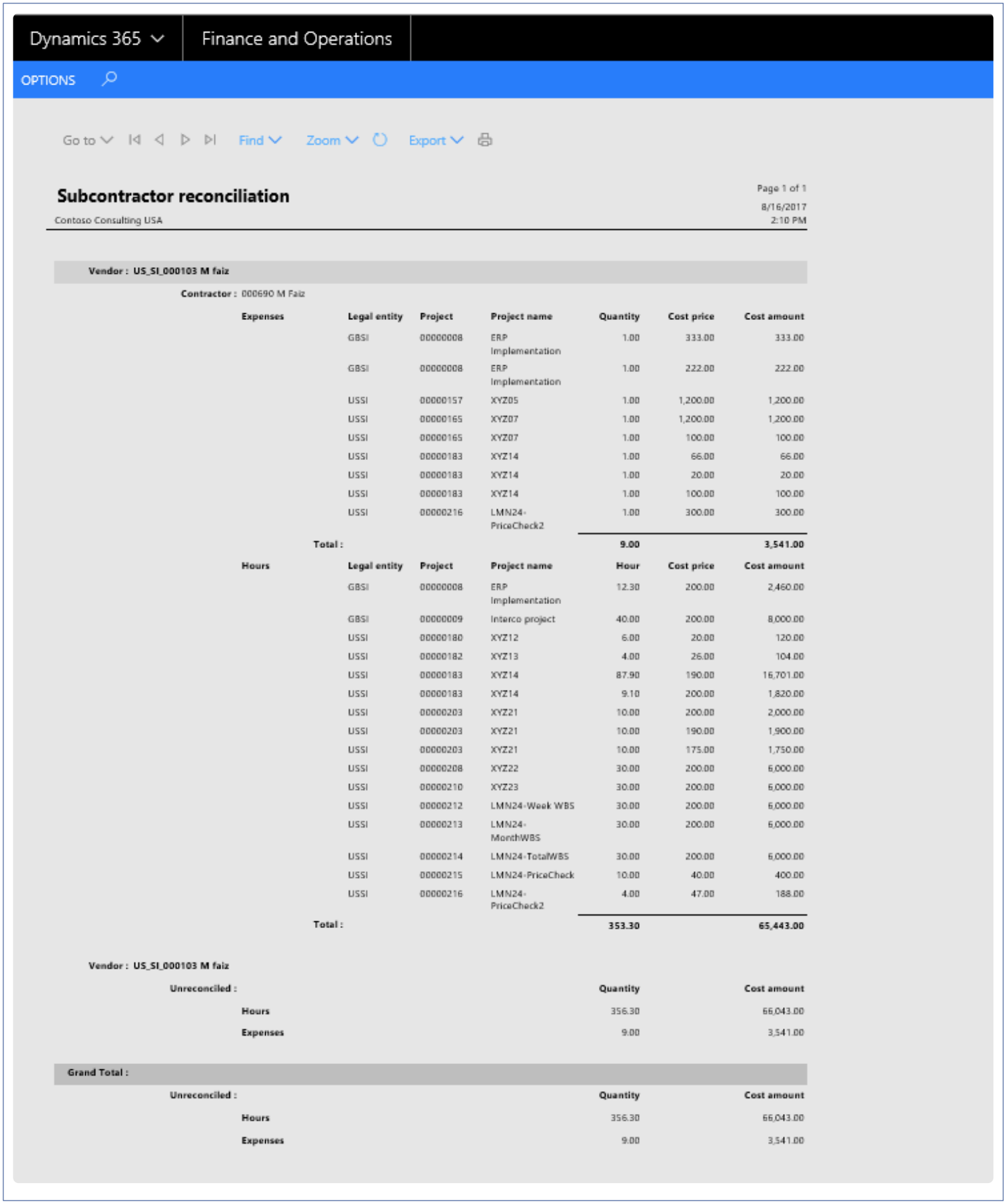

Subcontractor reconciliation

Contoso Consulting USA

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

Vendor : US_SI_000103 M faiz

Contractor : 000690 M Faiz

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

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

Vendor : US_SI_000103 M faiz

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

Grand Total :

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

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Time Management

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

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

Select a feature to view more details about them.

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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..

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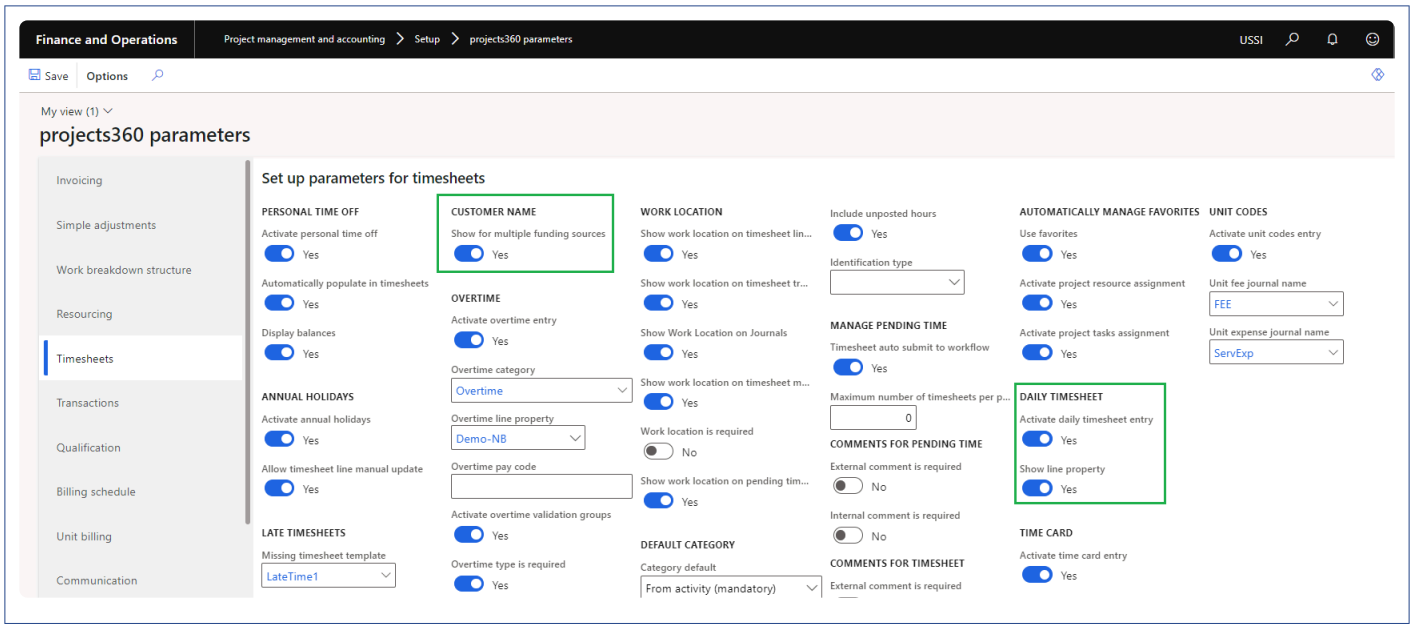
Configure daily timesheet

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



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.
Show for multiple funding source	When this check box is enabled, Customer name will be picked from the project when the project contract has multiple funding source to display on the daily timesheet entry form.

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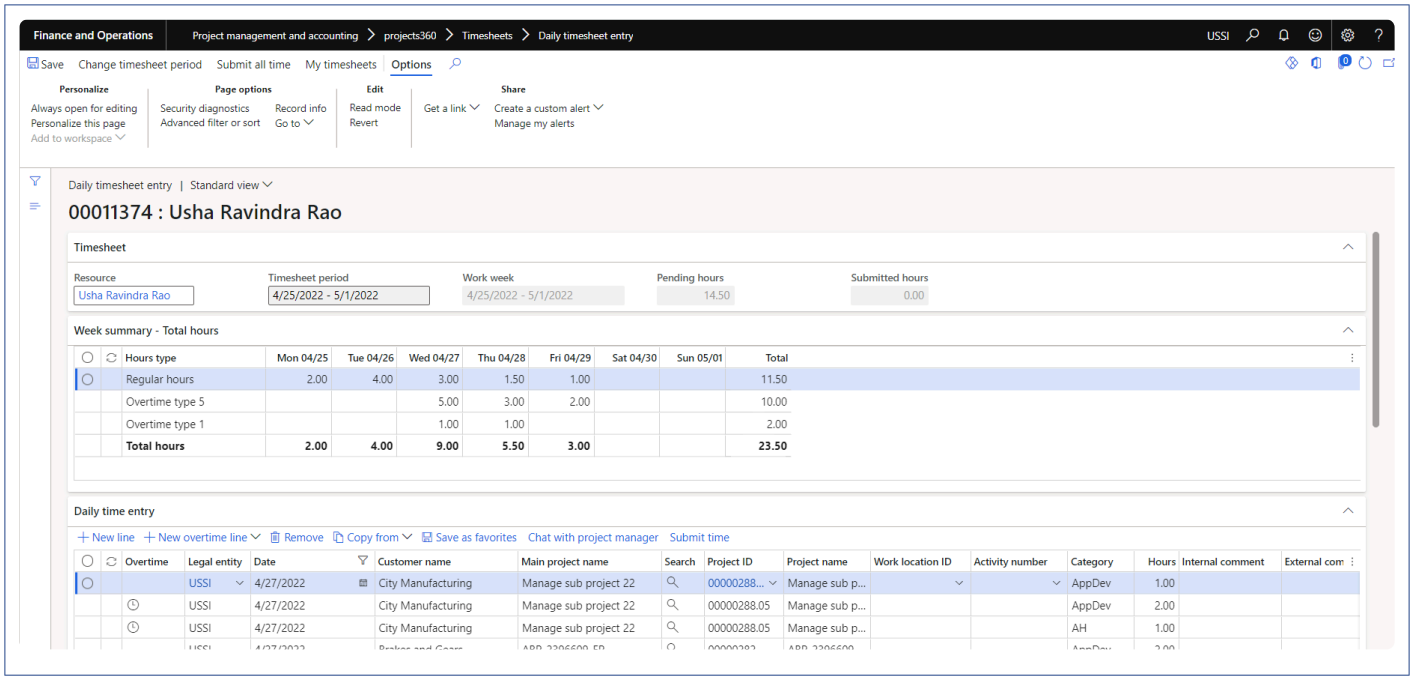
Enter daily timesheet

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 –

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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 fields available on the Week summary – Total hours section are as follows –

Fields	Description
Hours type	Displays the hours type whether ‘Regular hours’ or Overtime type’ hours.
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 hour type.

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: • 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 lline.

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.

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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.

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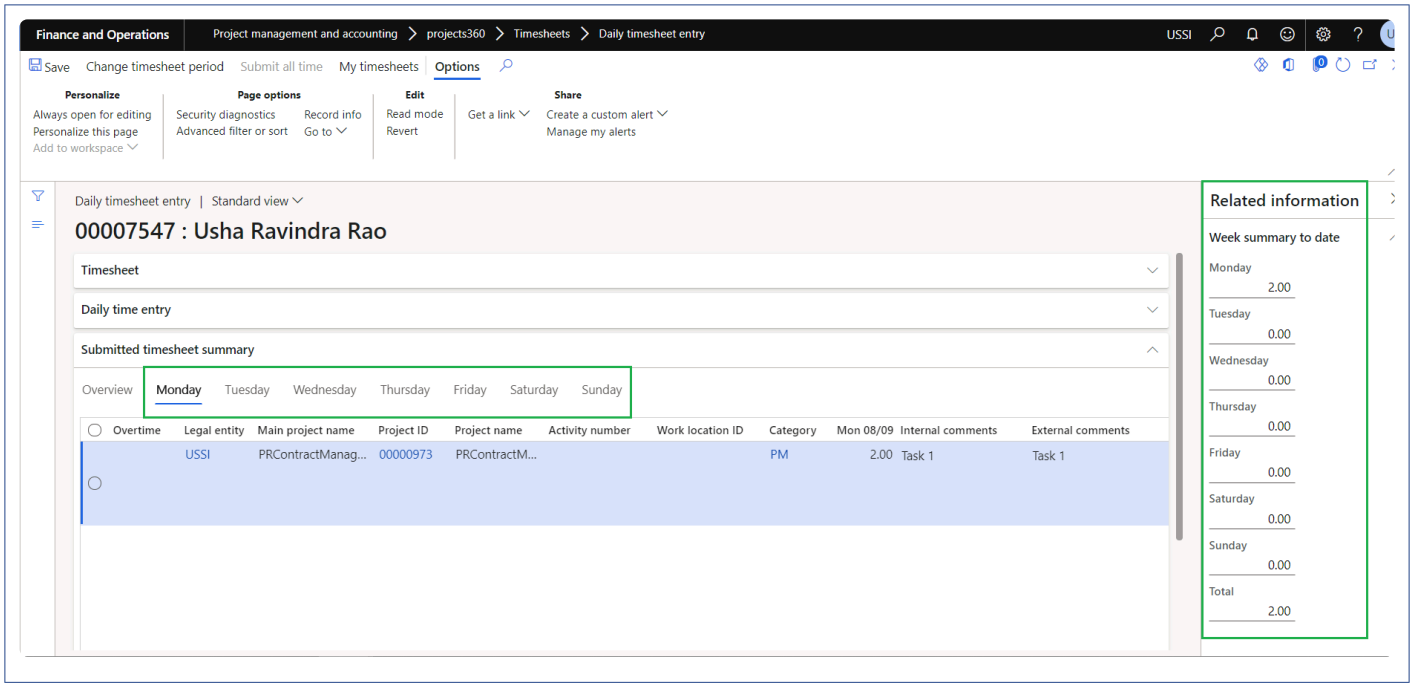
Activity number	Display activity number.
Category	Display category.
Days along with dates. (Mon/Tue/Wed/ Thu/Fri/Sat/Sun)	Display hours submitted on a particular day.
Total hours	Display sum of hour submitted for all the days.
Create daily time entry	New daily timesheet line will be created defaulting 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.



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Manage Pending Time

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

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

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

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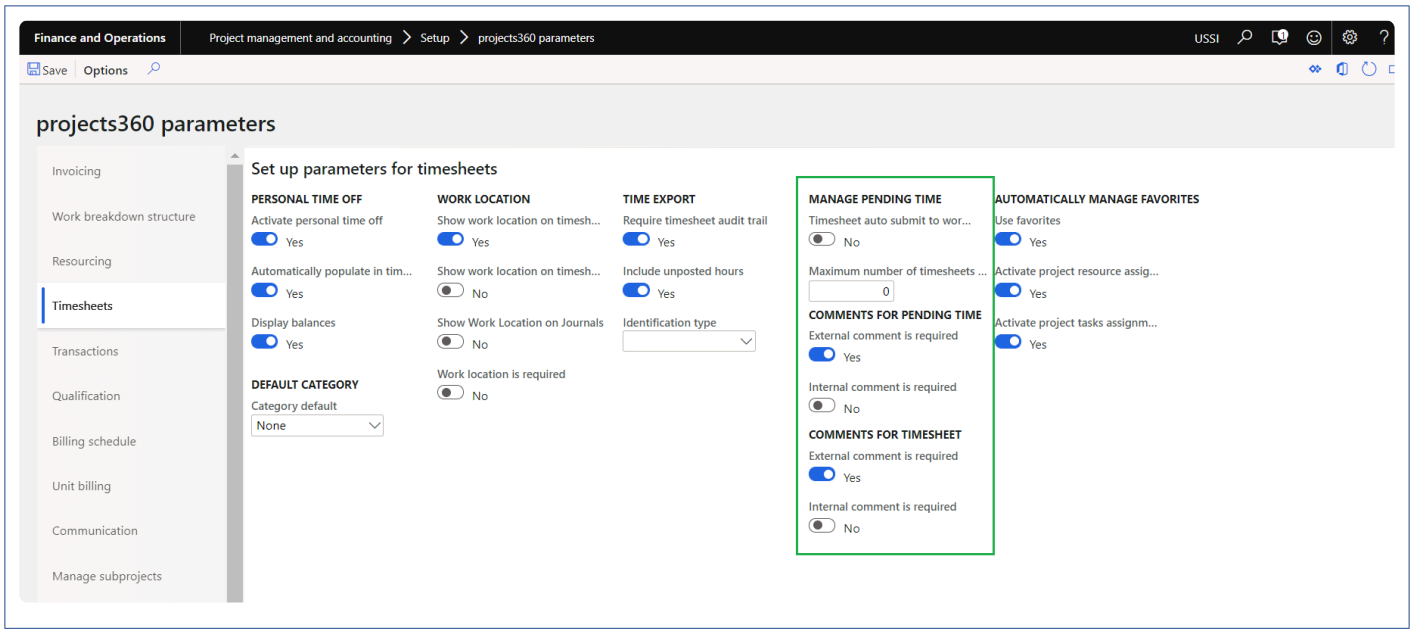
Configure Auto submit

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

Parameter Setup

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

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



Fields	Description
Timesheet auto submit to workflow	When this check box is enabled, timesheet lines will get atuomatically submitted when the user transfers manage time lines from the manage pending time form to the actual timesheet. 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.

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

Manage pending time

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

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

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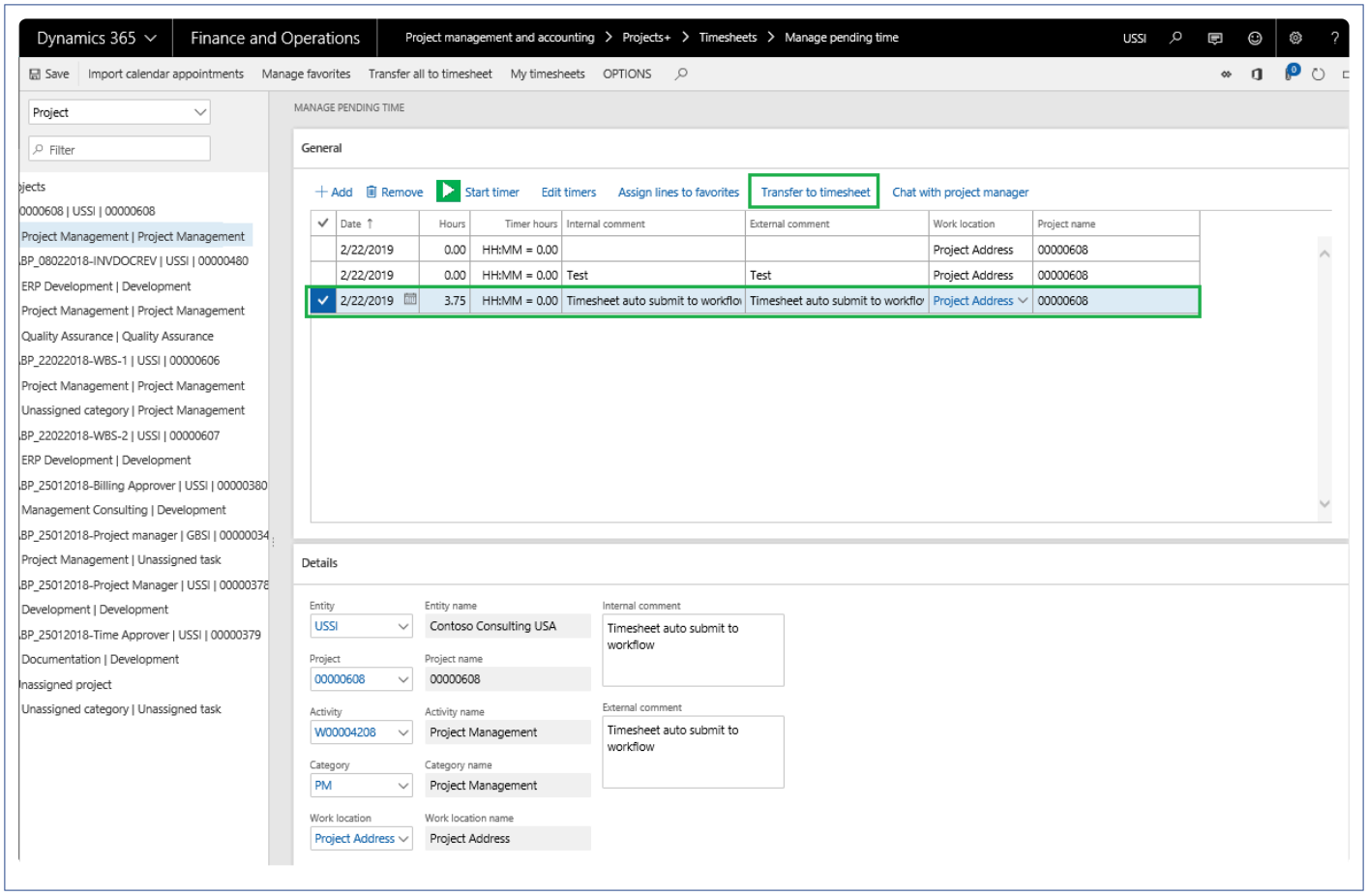
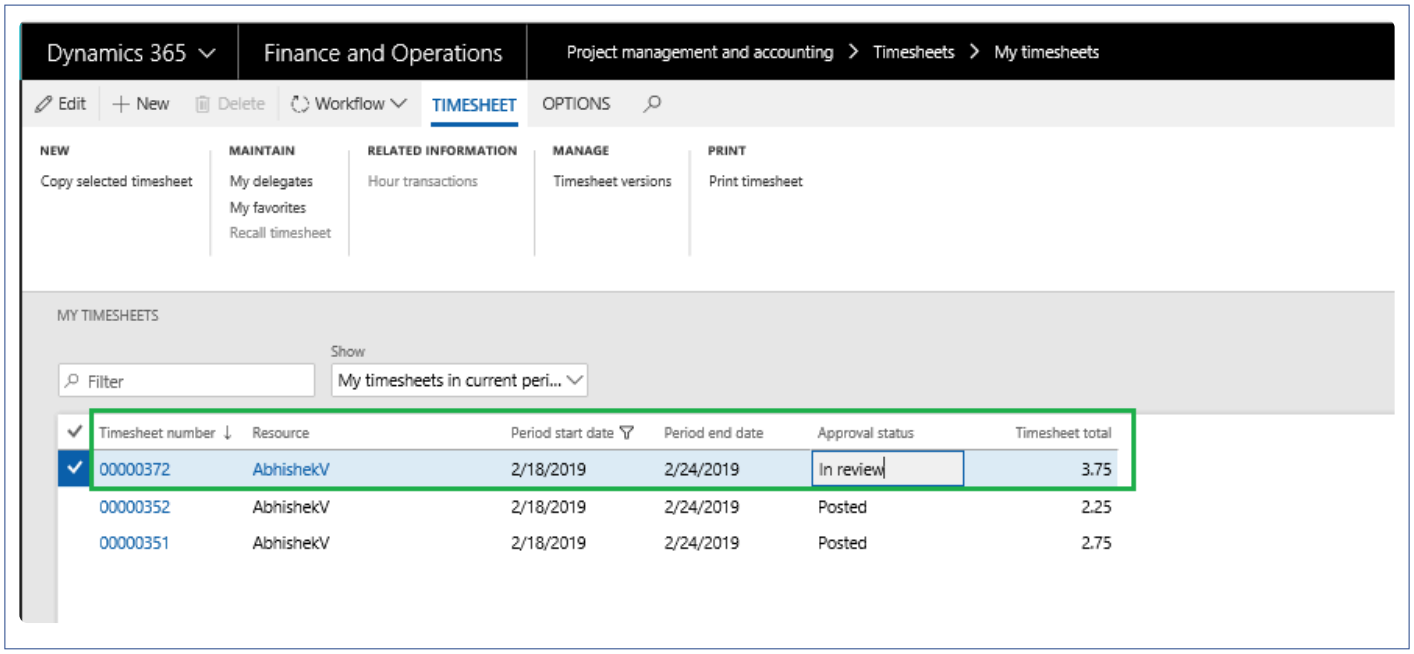


Once the timesheet gets transferred, the timesheet will get automatically submitted and the timesheet status will be displayed as ‘In review’.



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Track Pending Time

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

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

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

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

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

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

Manage Pending Time

This form can be accessed following the below path:

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

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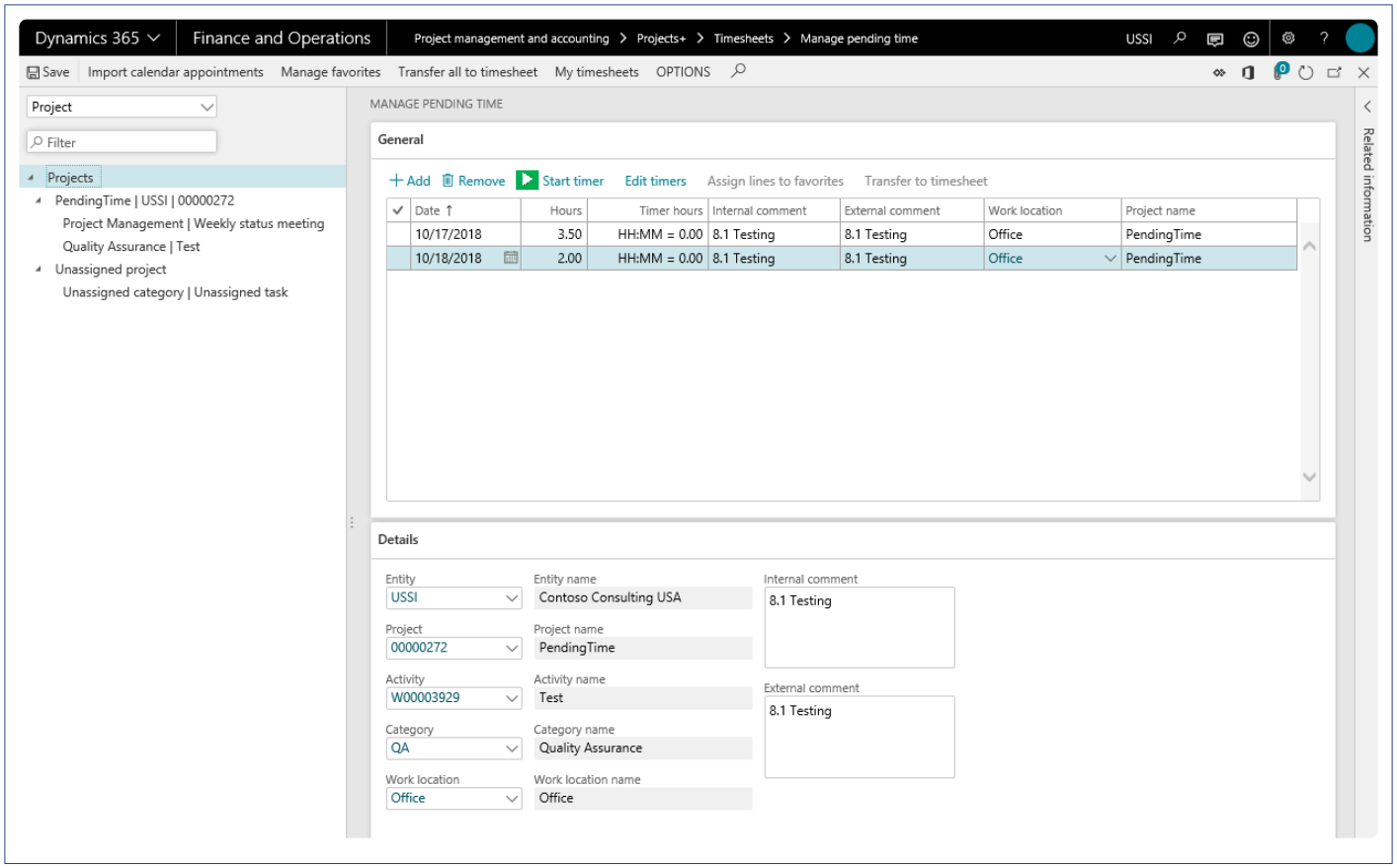

There are two sections on this form. The left hand side represents the projects, activities and categories in tree format, whereas the right hand side is again divided into two sections involving header and line details respectively.

Tree Section

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

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

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

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Buttons	Description
Add	Click to add new lines in the form.
Remove	Click to remove lines from this form.
Start timer	Click on this button to start the timer and timer will start tracking time. Once the task is over, the same button now appears as Stop timer. More details on this functionality is here.
Edit timer	When the user clicks on this button, a new form opens where the user can see the captured time hours.
Assign lines to favorites	When the user clicks on this button a new form is opened, – "Assign lines to favorites" which allows the timesheet user to quickly update the unassigned lines with the projects and details that have been added as favorites. More details on this functionality in sections below.
Transfer to timesheets	The selected line or lines will be transferred to timesheet 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. 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'**.

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.

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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:

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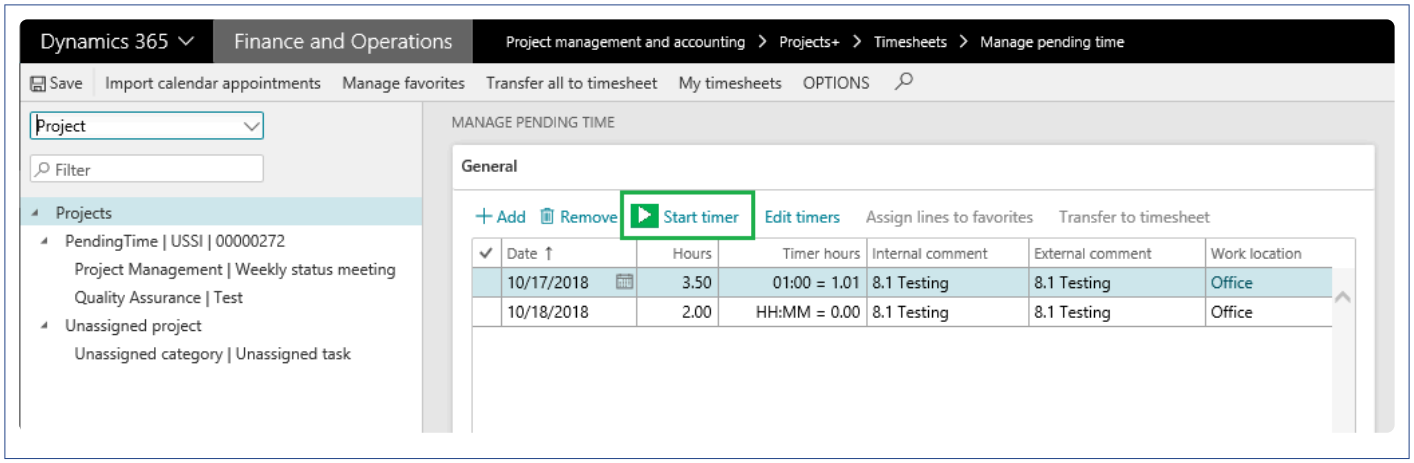
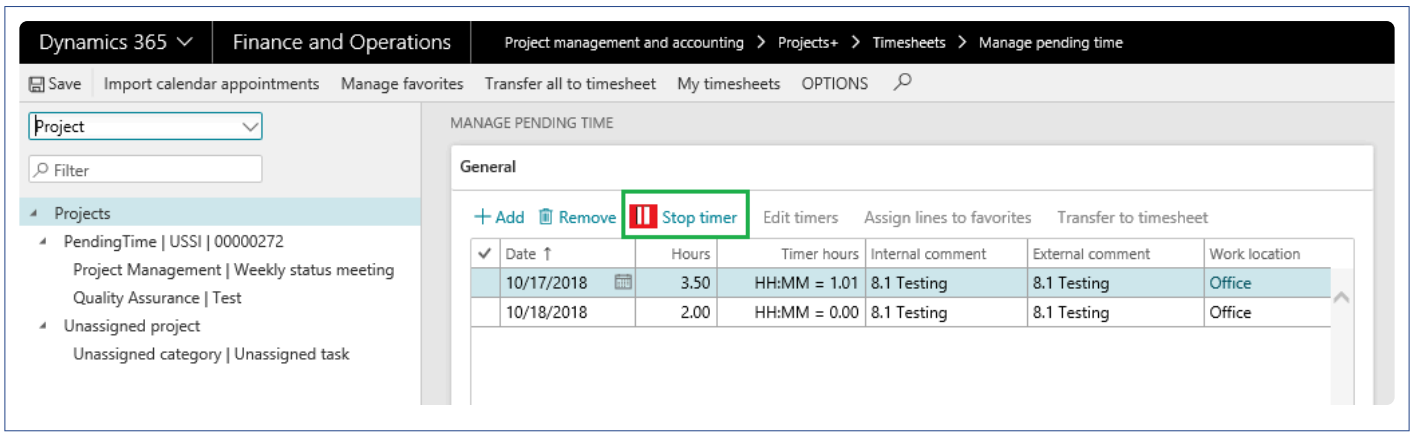


Once the timer is running against the selected line, timer button will look something like as shown in below screenshot:



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

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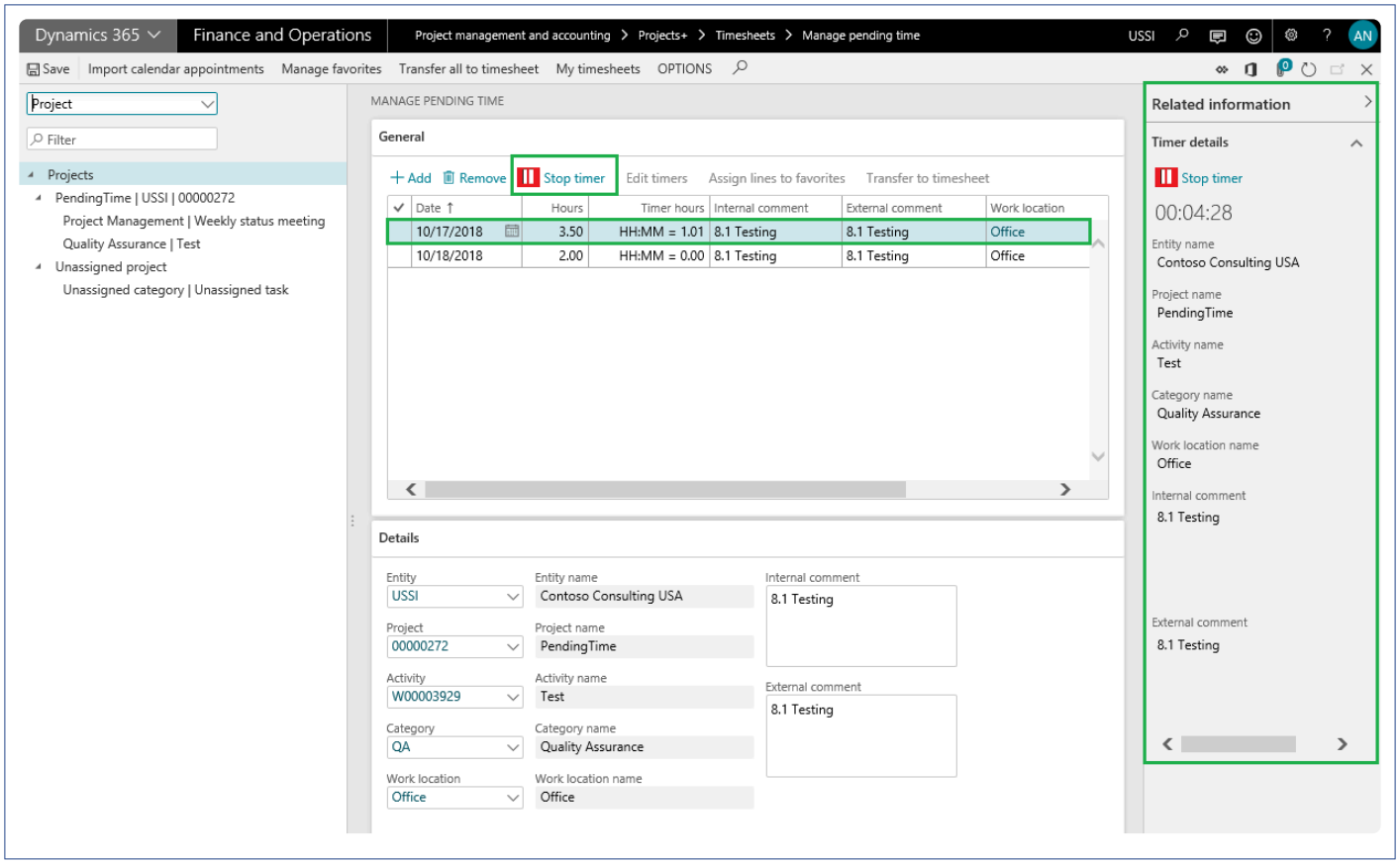
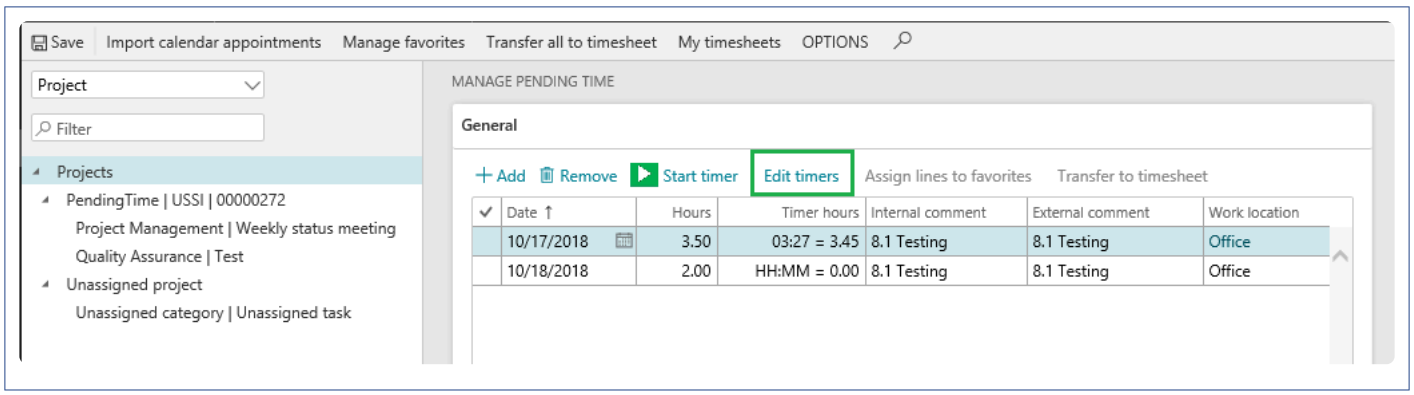


Also, there is an edit timer button available on this form to review the details. This button will be disabled while timer is running. Edit timer helps in reviewing and managing the captured hours. Each run is stored in separate line enabling users to review and confirm timer usage. There could be possibilities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

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



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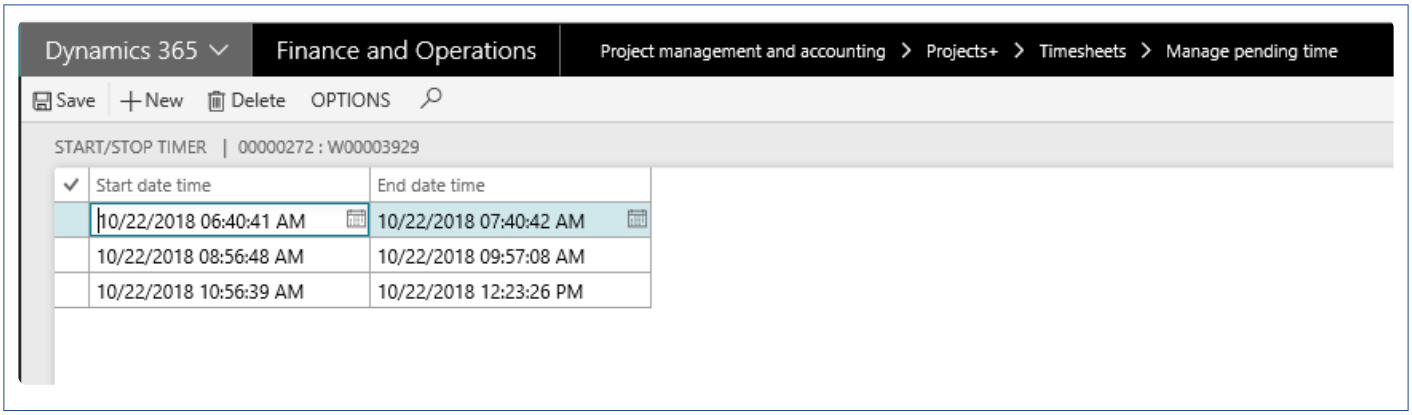

Import from Outlook (Office 365)

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

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

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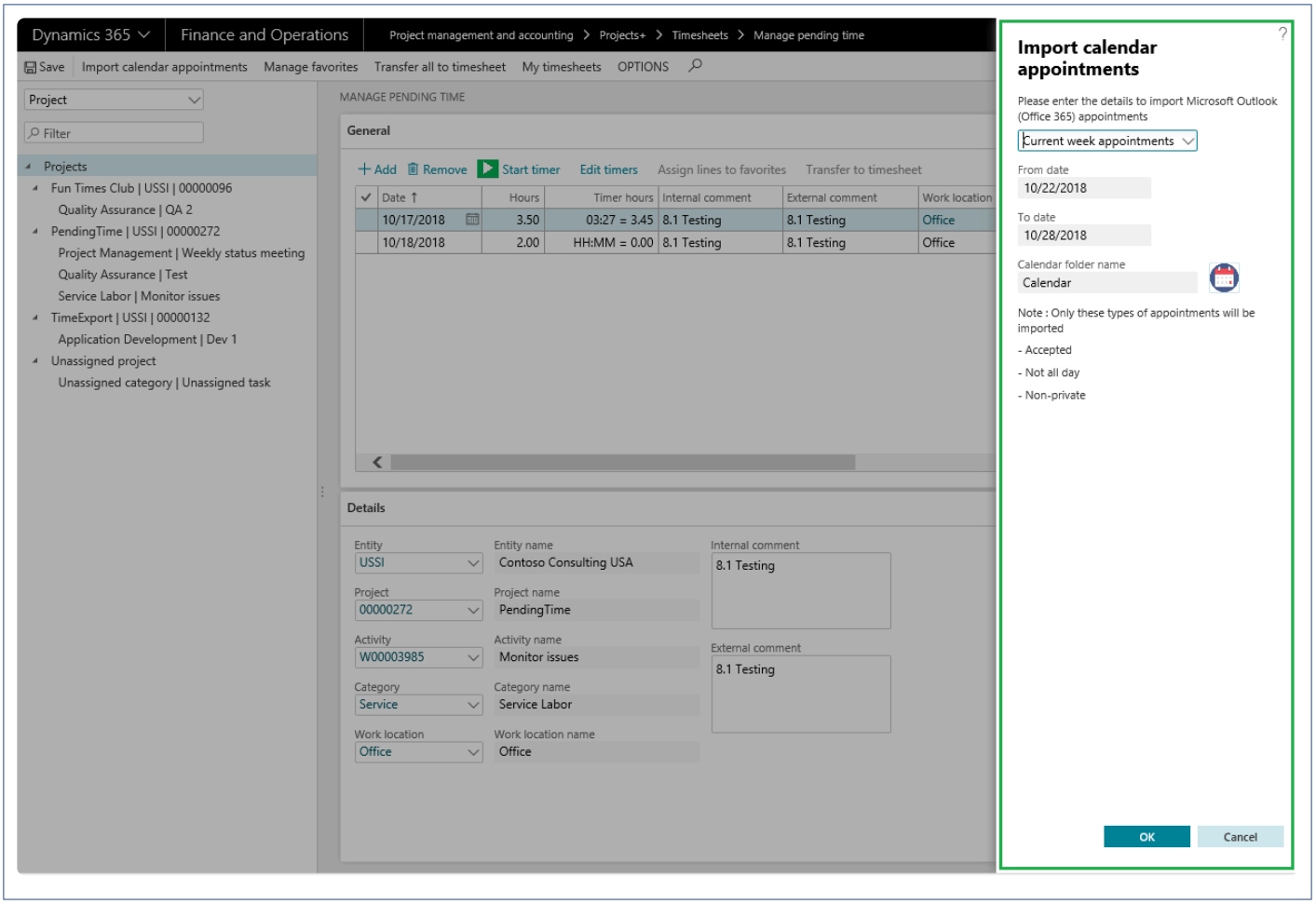

Once imported, users will be able to assign details like project and activity. Multi-select and assign favorites are available to expedite the process using the ‘Assign lines to favorites’ button.

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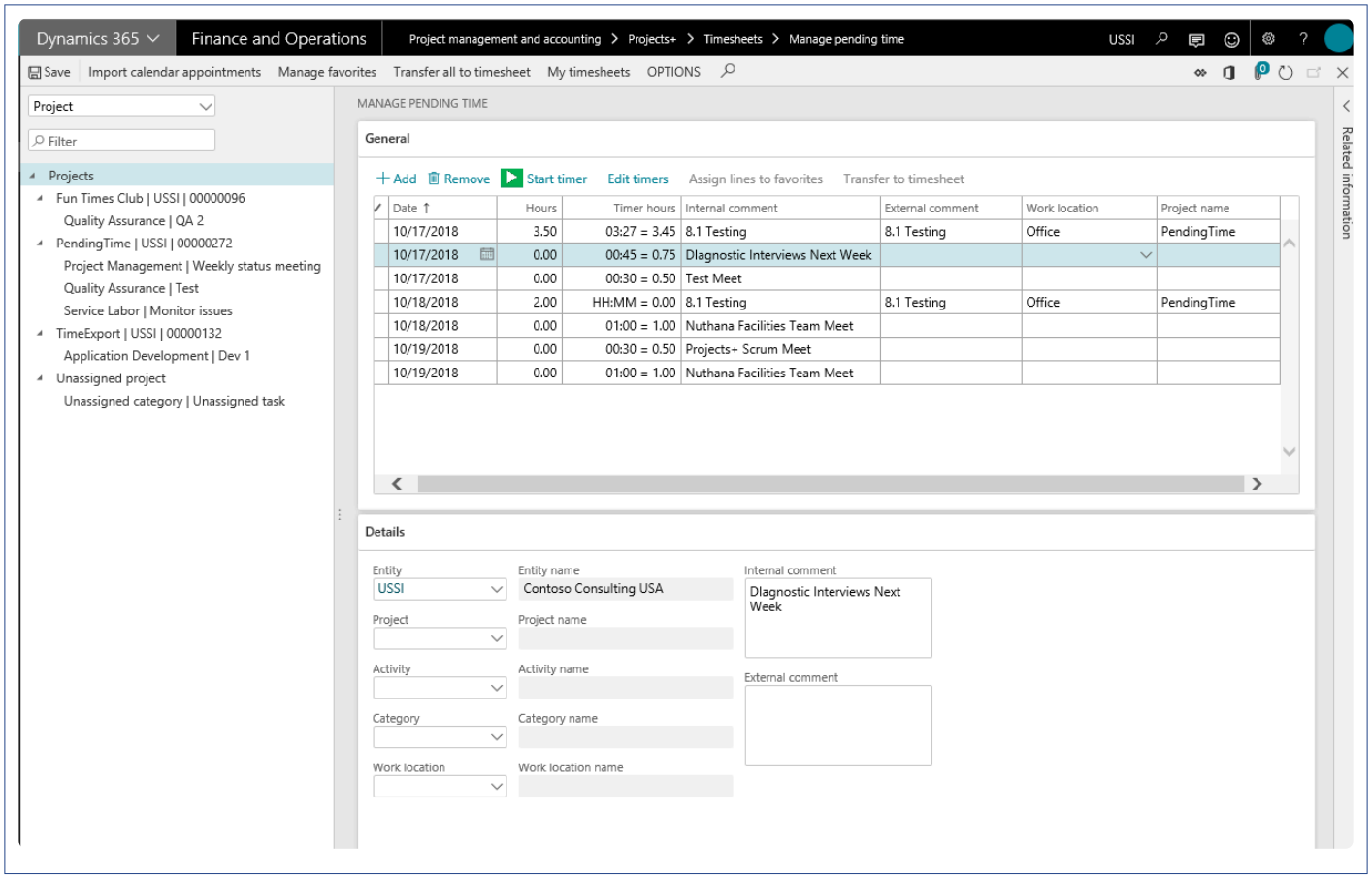
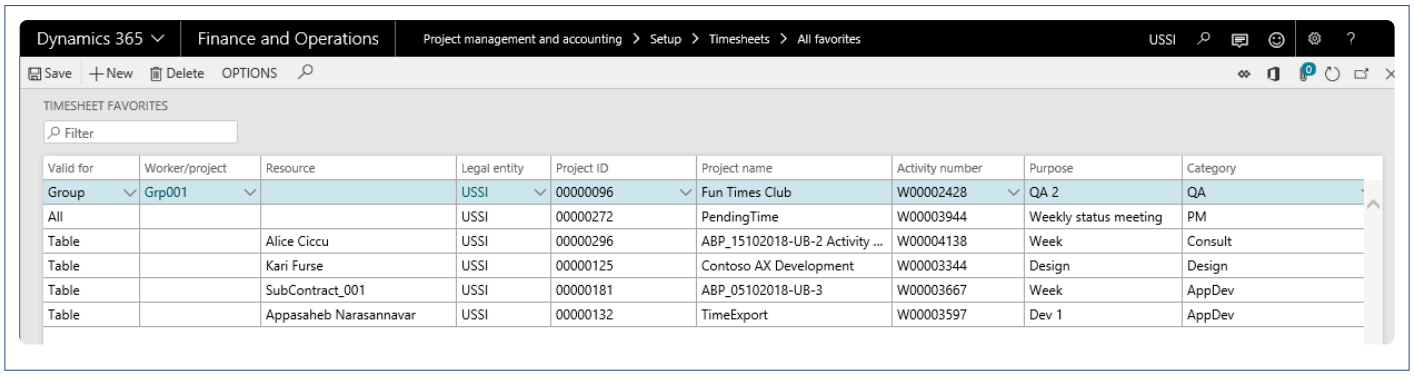


Manage Favorites

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

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



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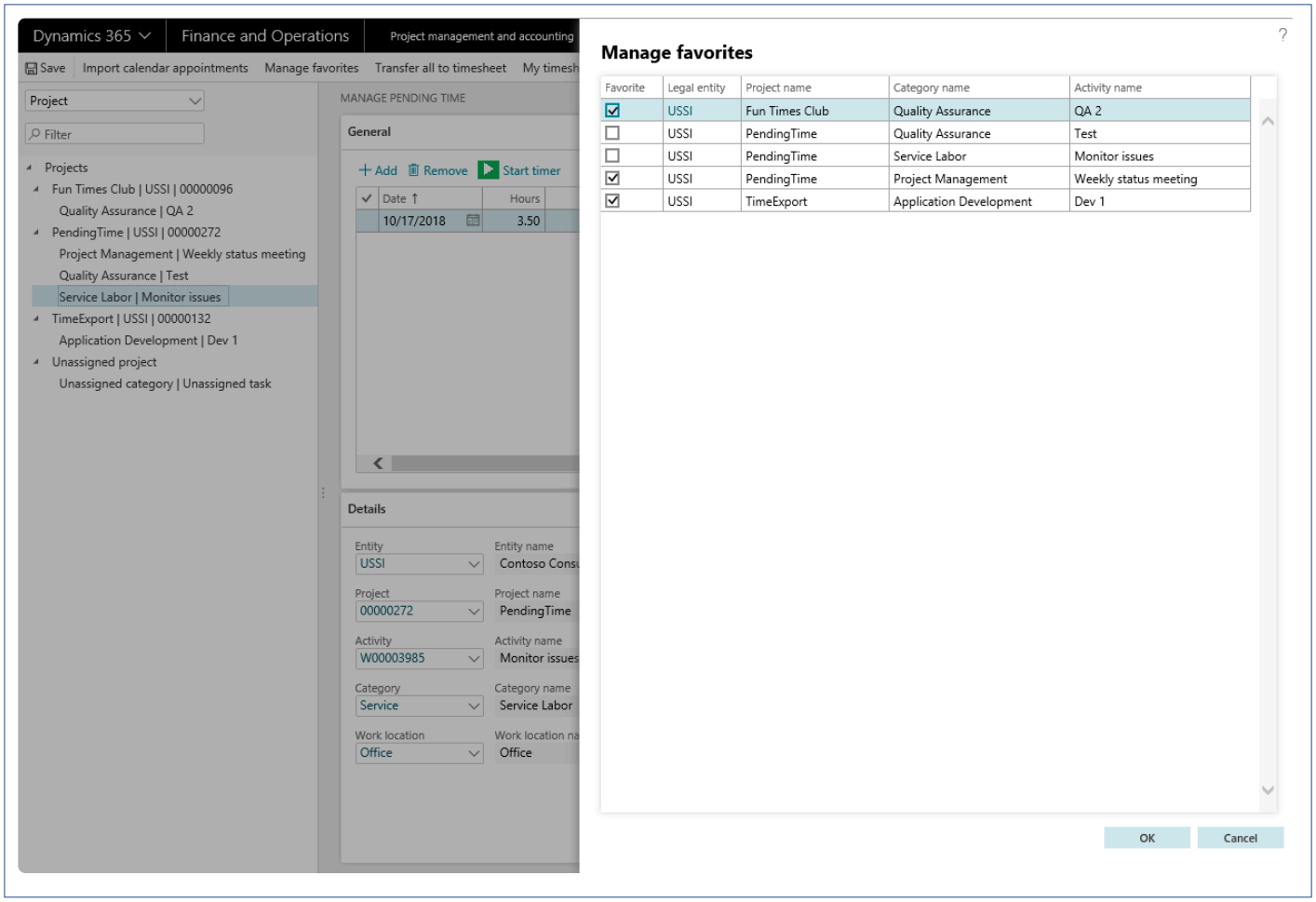

Mobile app

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

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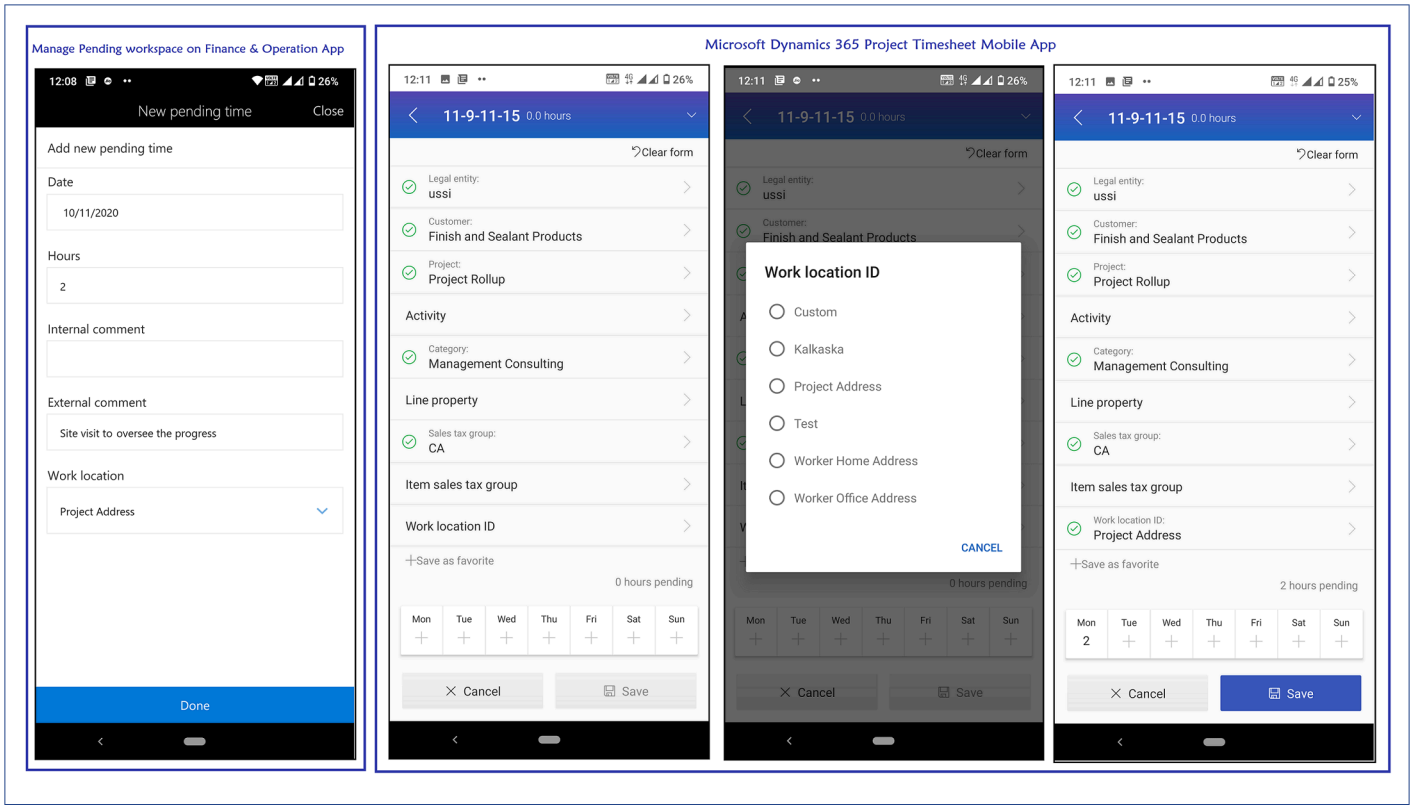

Import from Excel or Microsoft Flow

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

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Quick Project Search

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

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

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

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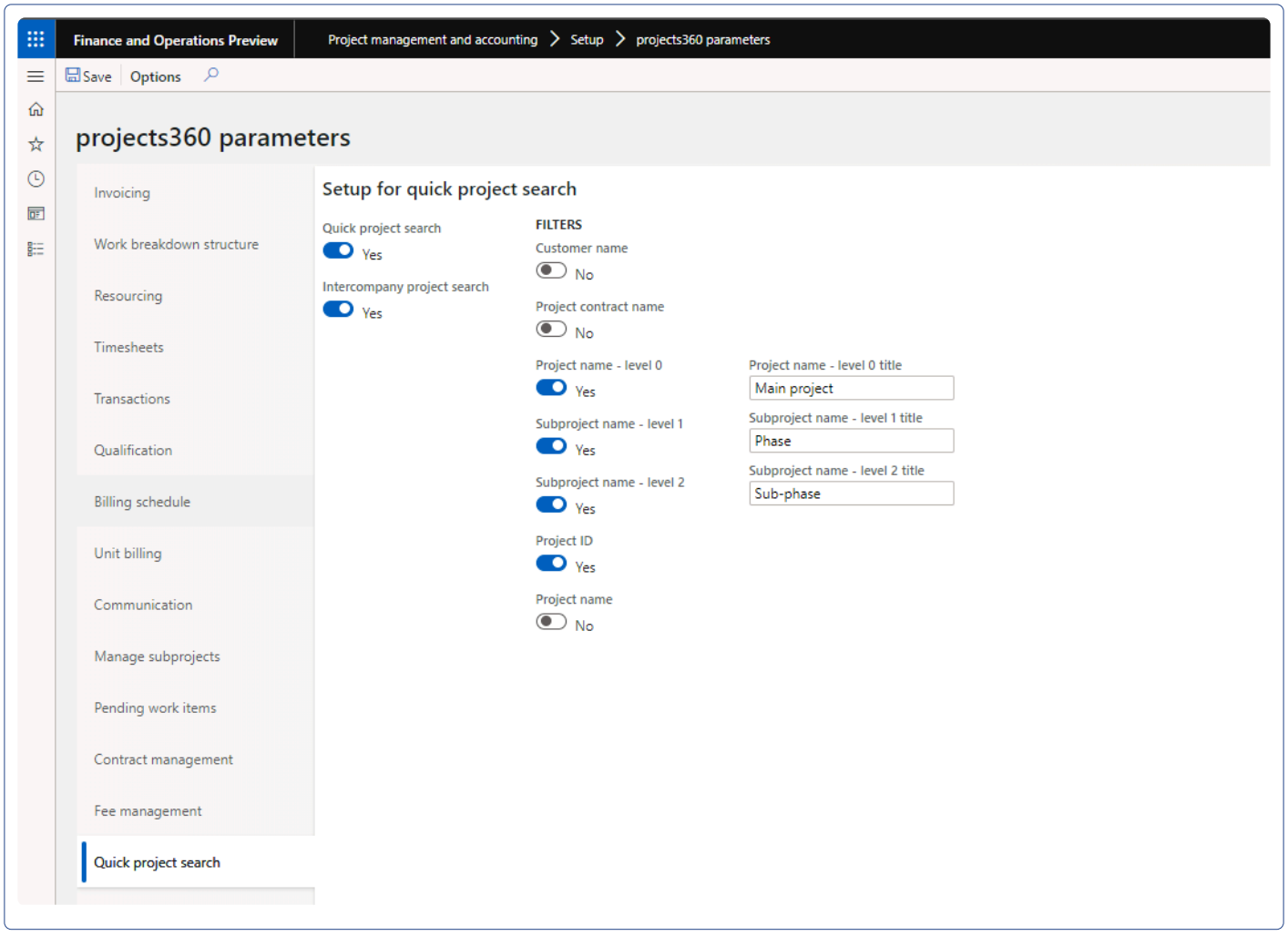
Configure

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

Parameter Setup

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

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



Below are details of the fields available on this tab –

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

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

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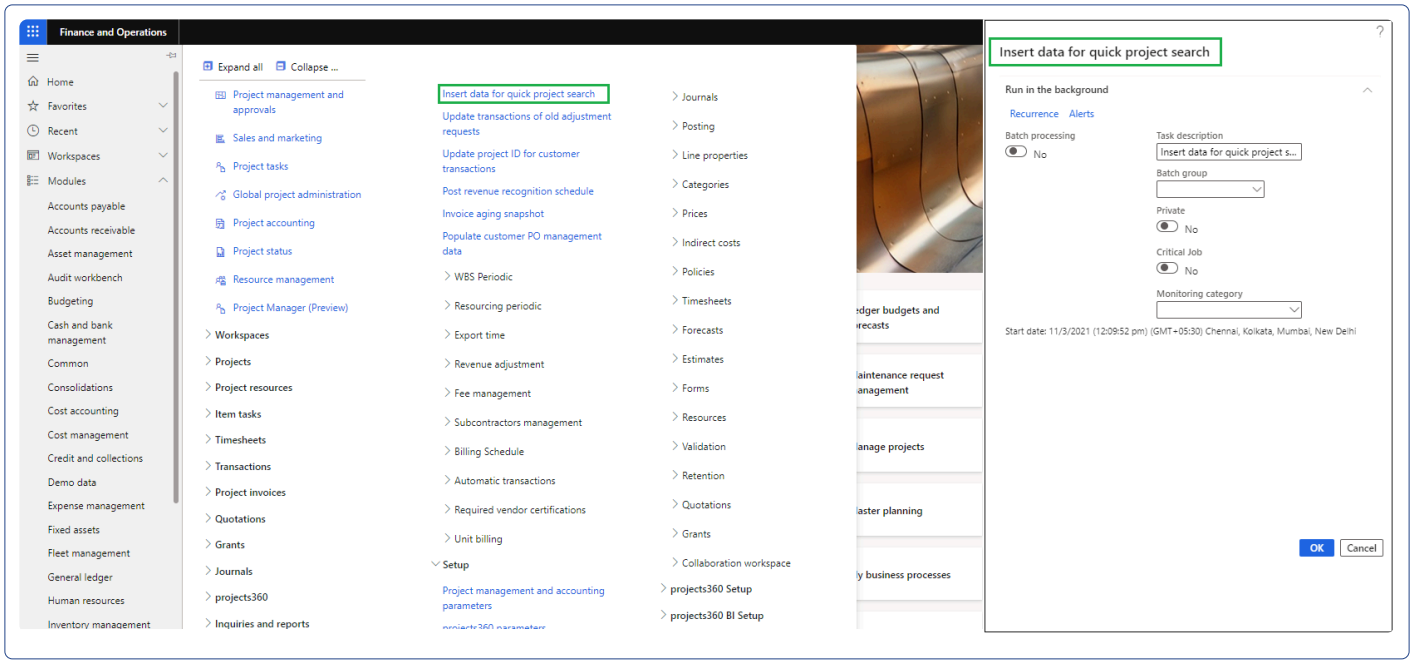

Finance and Operations
Home
Favorites
Recent
Workspaces
Modules
Accounts payable
Accounts receivable
Asset management
Audit workbench
Budgeting
Cash and bank management
Common
Consolidations
Cost accounting
Cost management
Credit and collections
Demo data
Expense management
Fixed assets
Fleet management
General ledger
Human resources
Inventory management
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
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

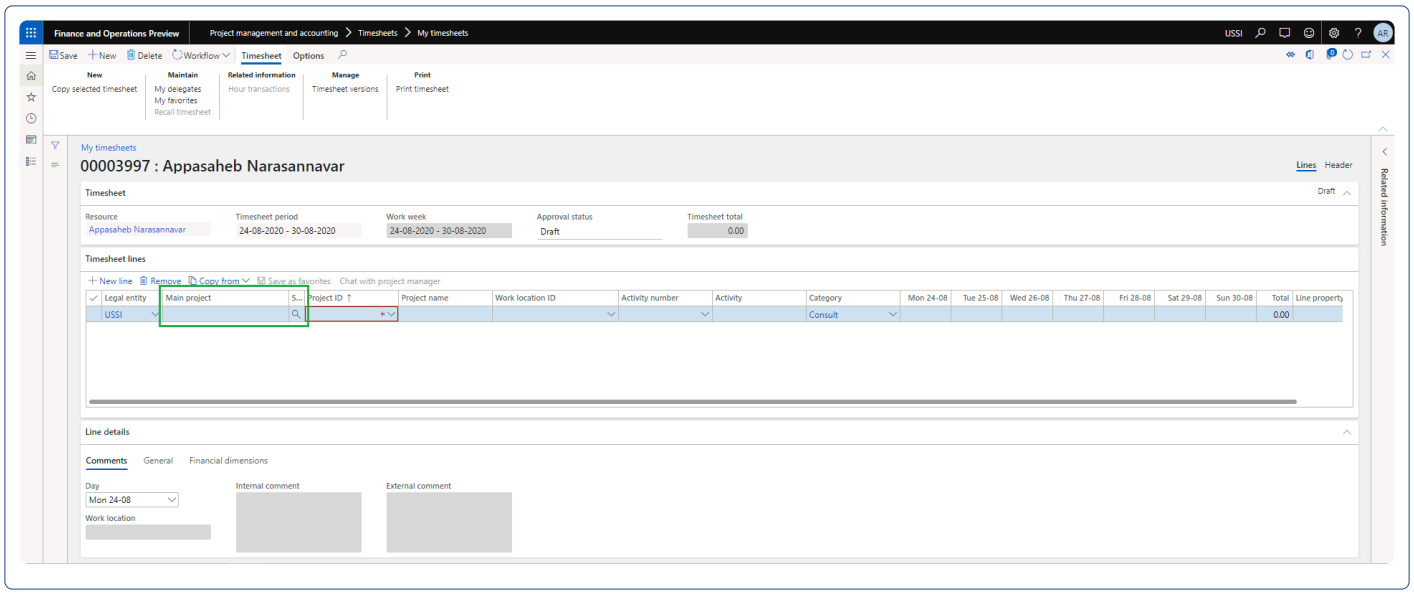
Using Search

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.

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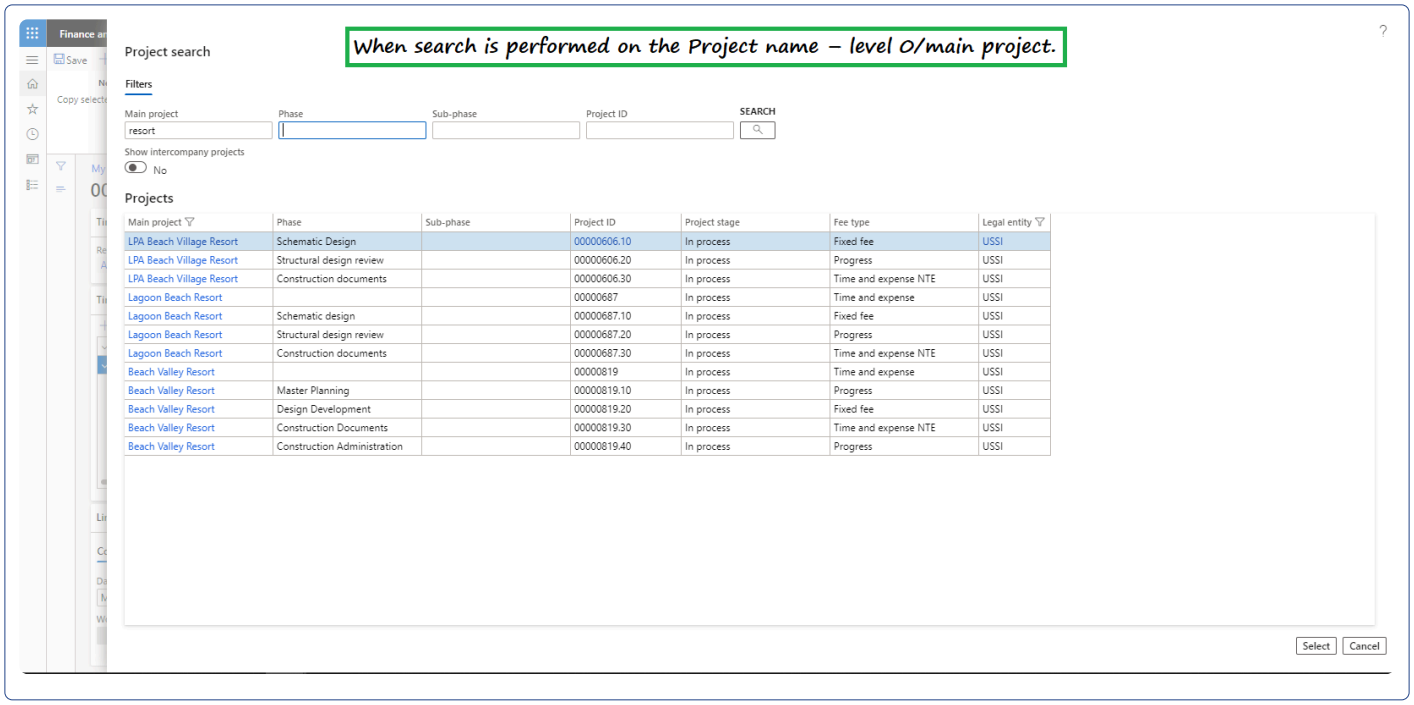

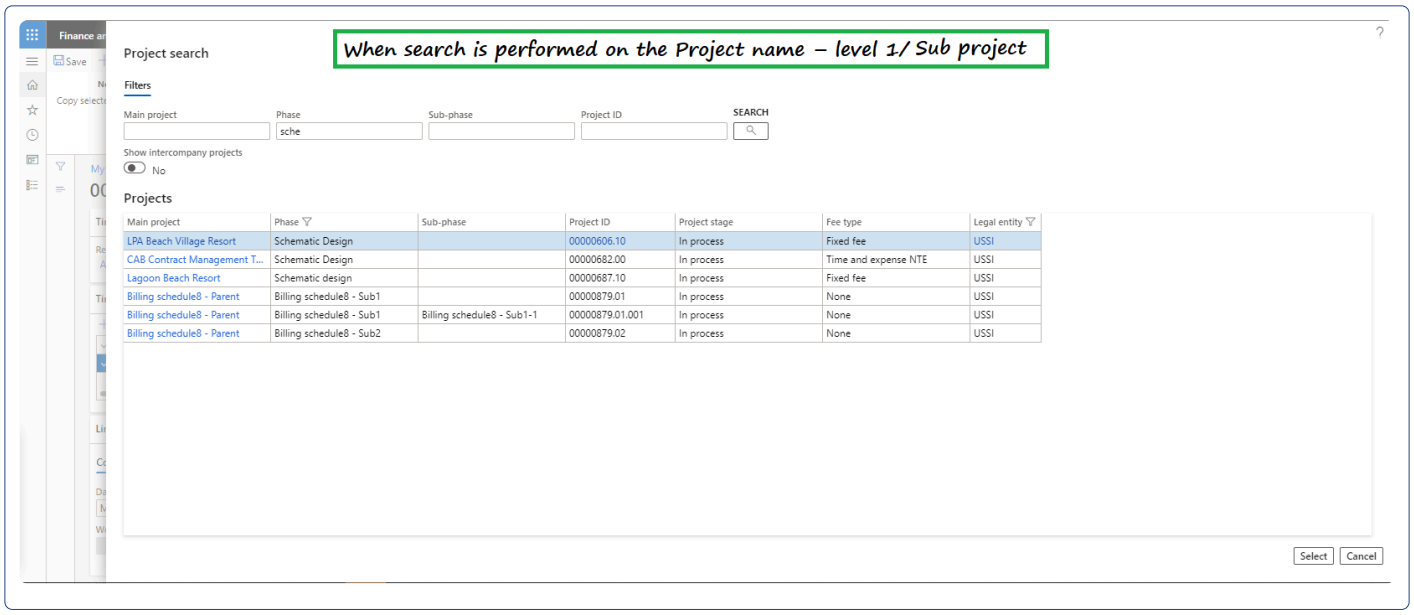

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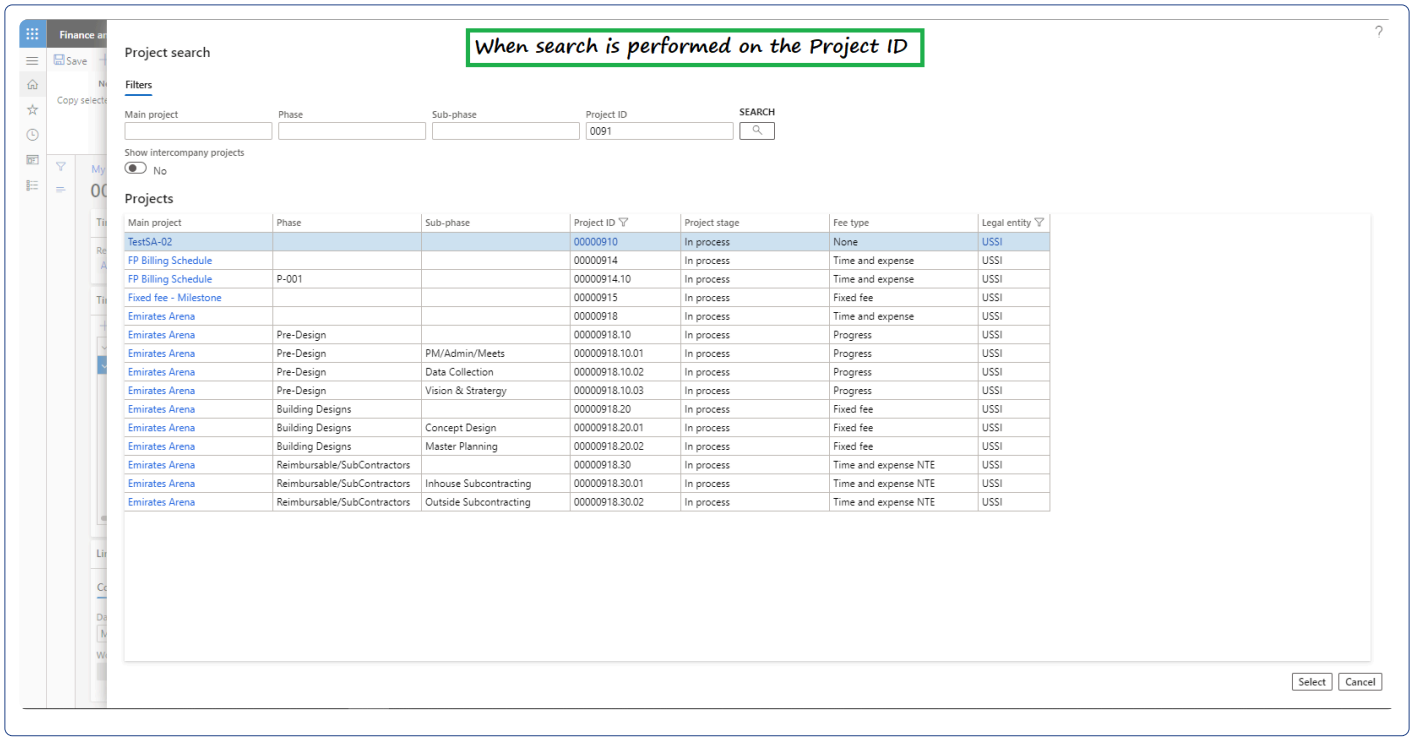

Main project	Phase	Sub-phase	Project ID	Project stage	Fee type	Legal entity
TestSA-02			00000910	In process	None	USSI
FP Billing Schedule			00000914	In process	Time and expense	USSI
FP Billing Schedule	P-001		00000914.10	In process	Time and expense	USSI
Fixed fee - Milestone			00000915	In process	Fixed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

On Expense Reports

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

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

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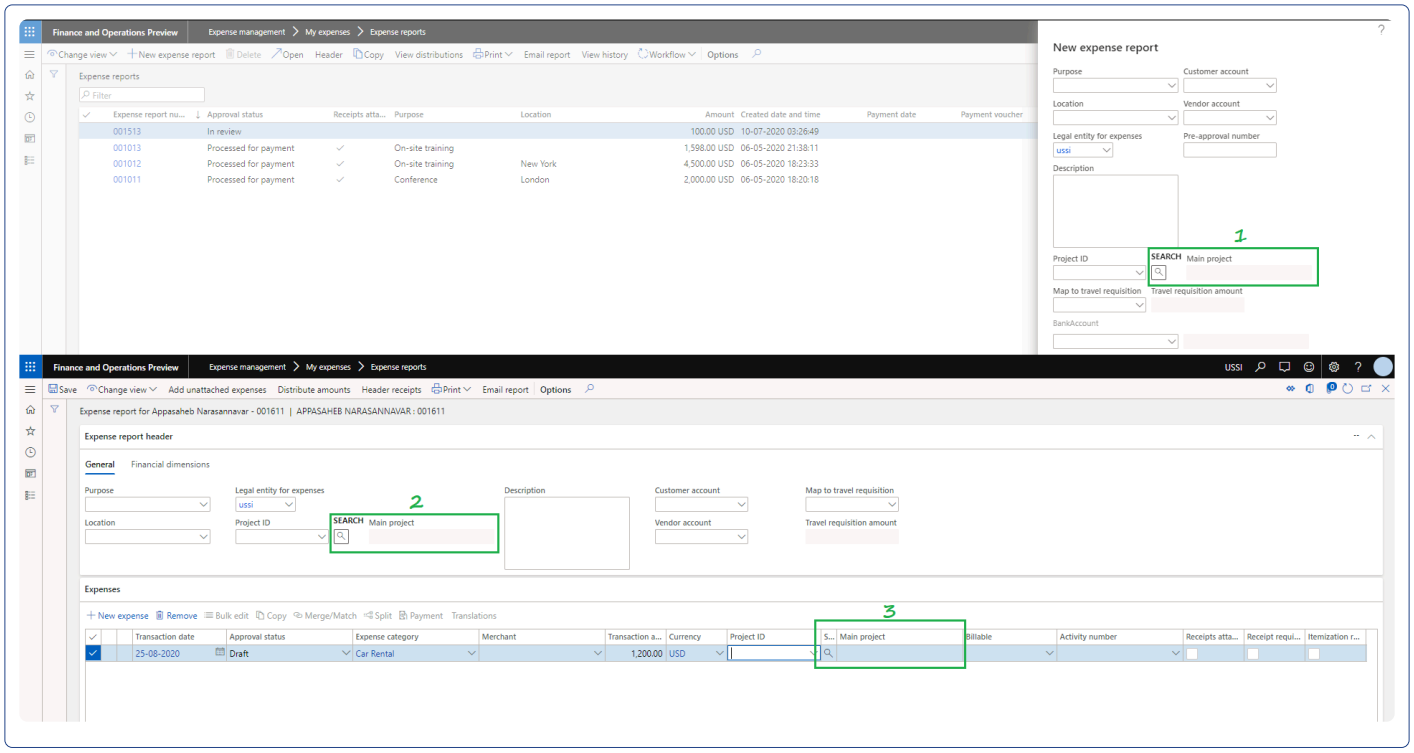
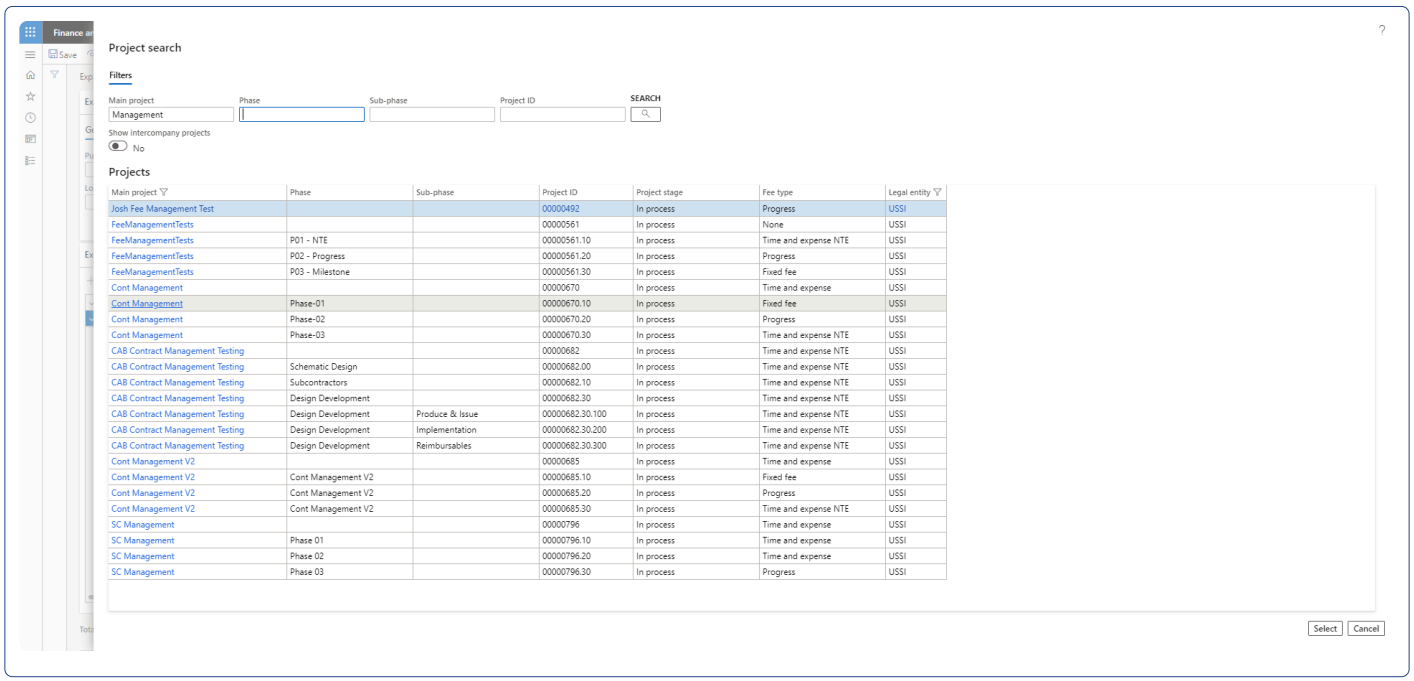


Again once you open the quick search form, the behavior/functionality is similar to the experience you see on the timesheets.



On Manage pending time

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

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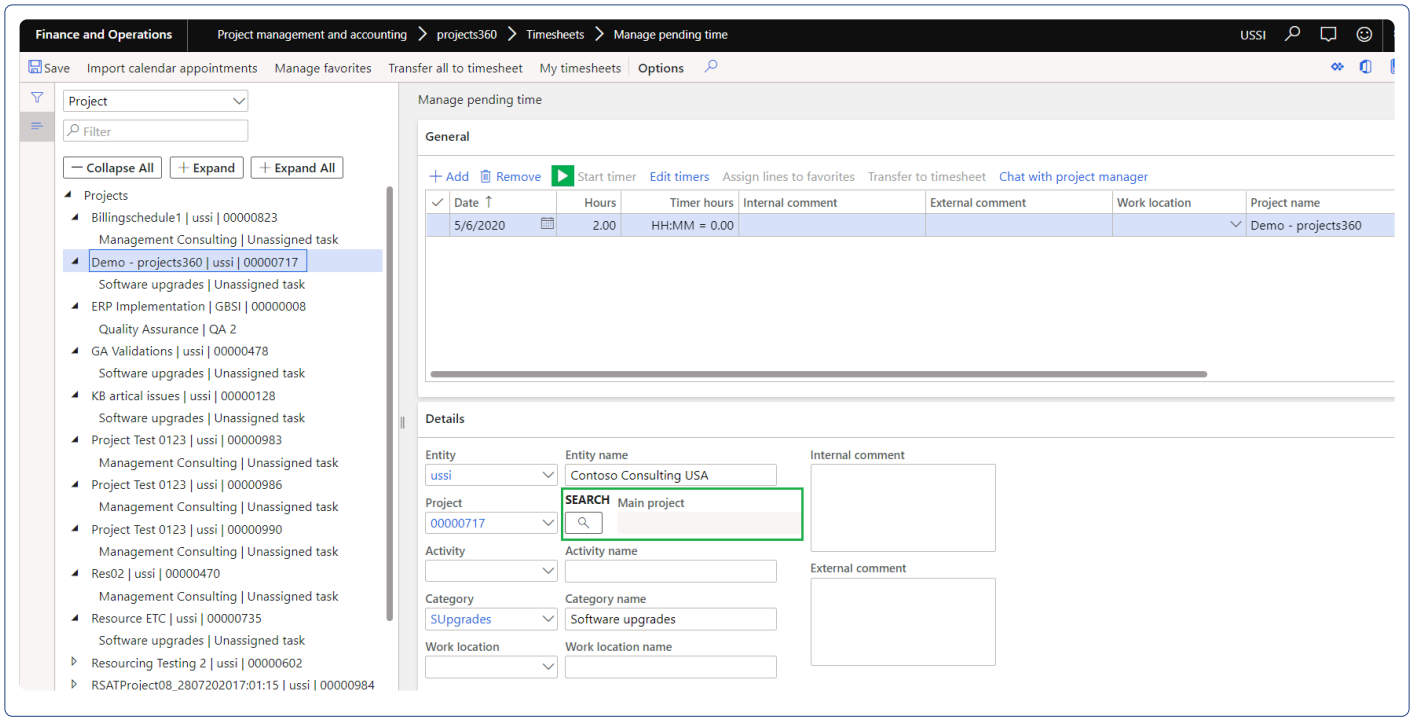
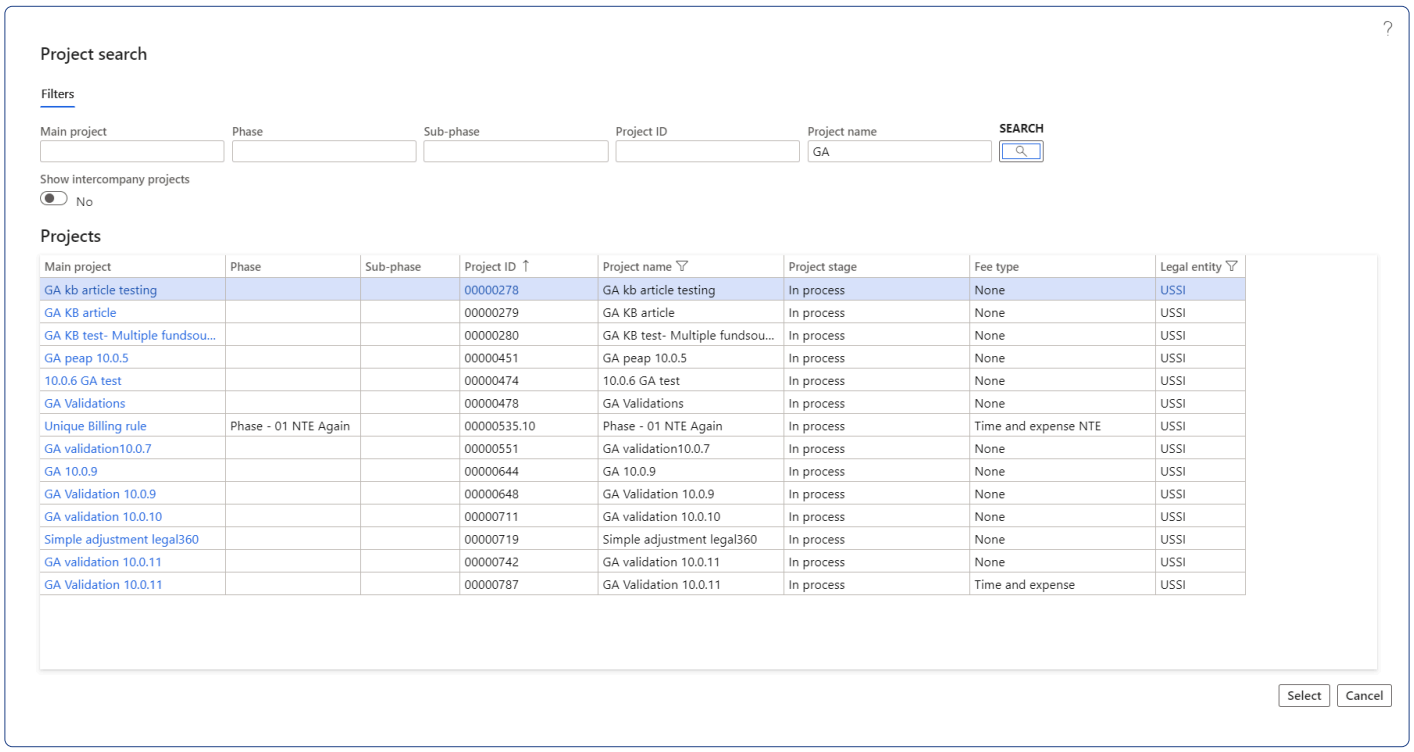


Again once you open the quick search form, the behavior/functionality is similar to the experience you see on the timesheets.



On Simple adjustments

Once the Quick project search is activated on the parameters, a quick search button is added on the Modify time of simple adjustment process.

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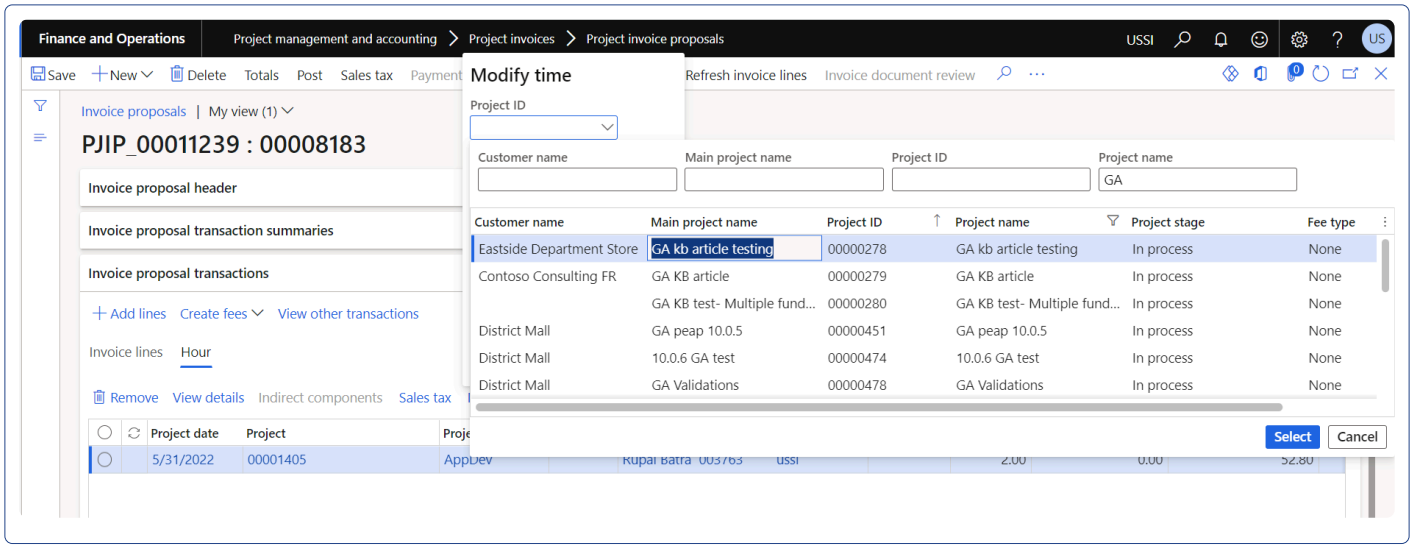

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Timesheet Integrations

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

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

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

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Import Timesheet Records

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

Timesheet Integration Data Entity.

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

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

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

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	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.

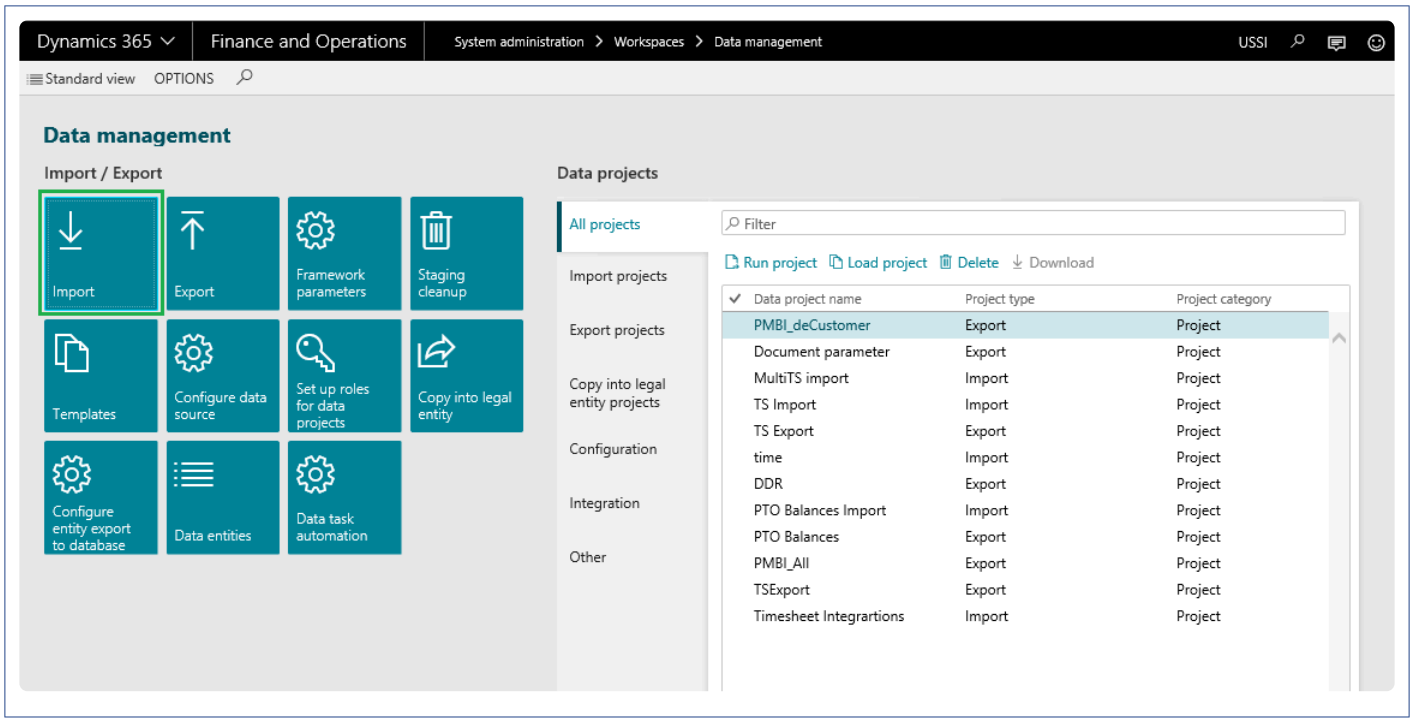
Timesheet Integration sample file can be found **here.**

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.



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

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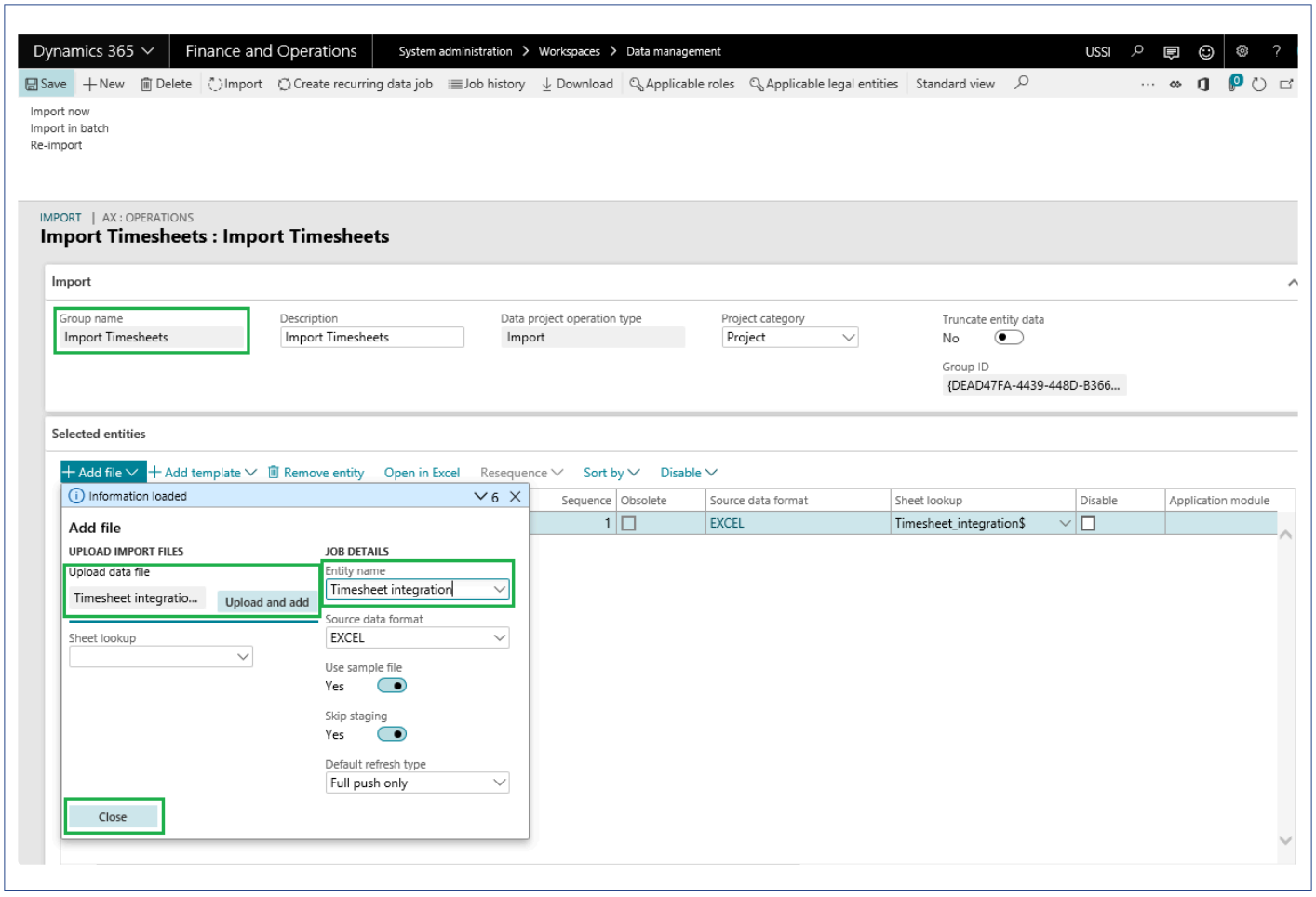
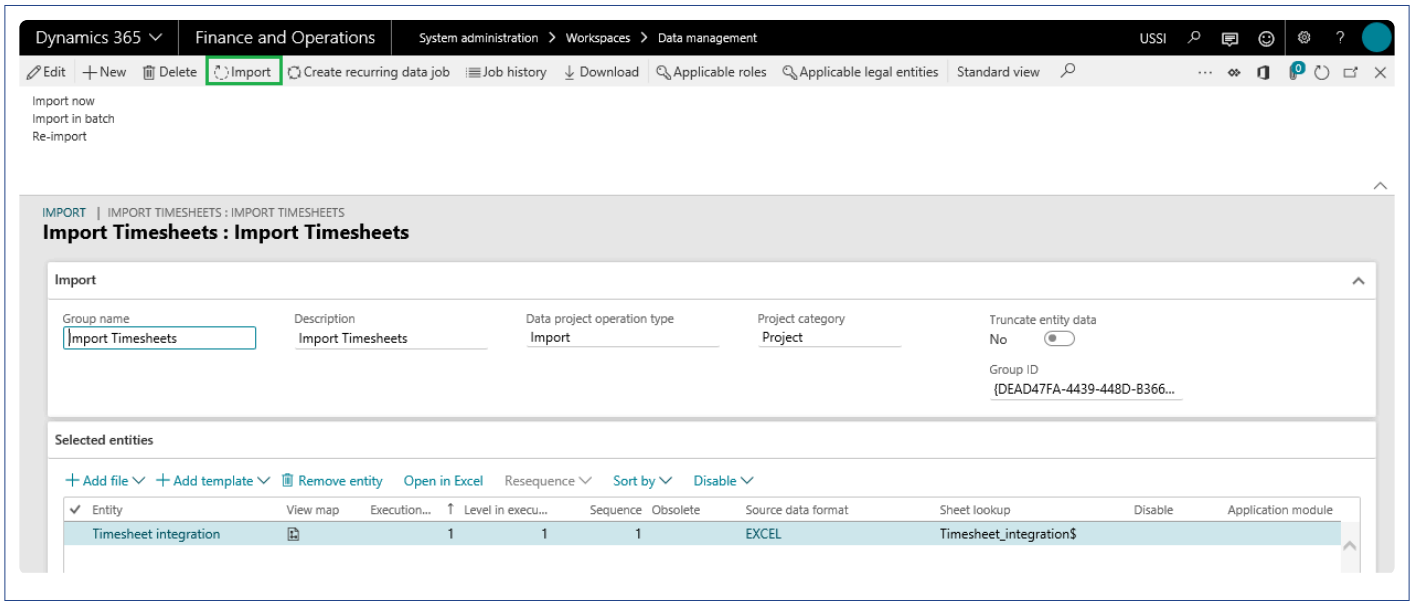


7. Now go back to the main form and click Import.



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

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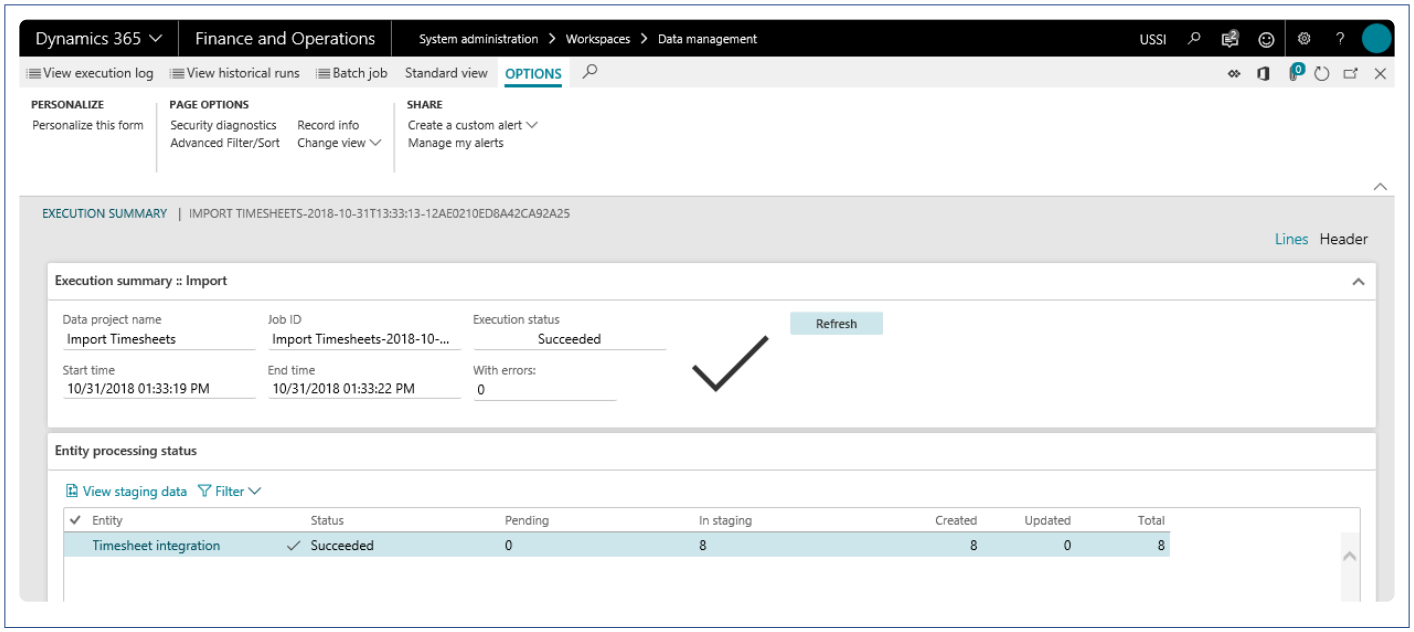
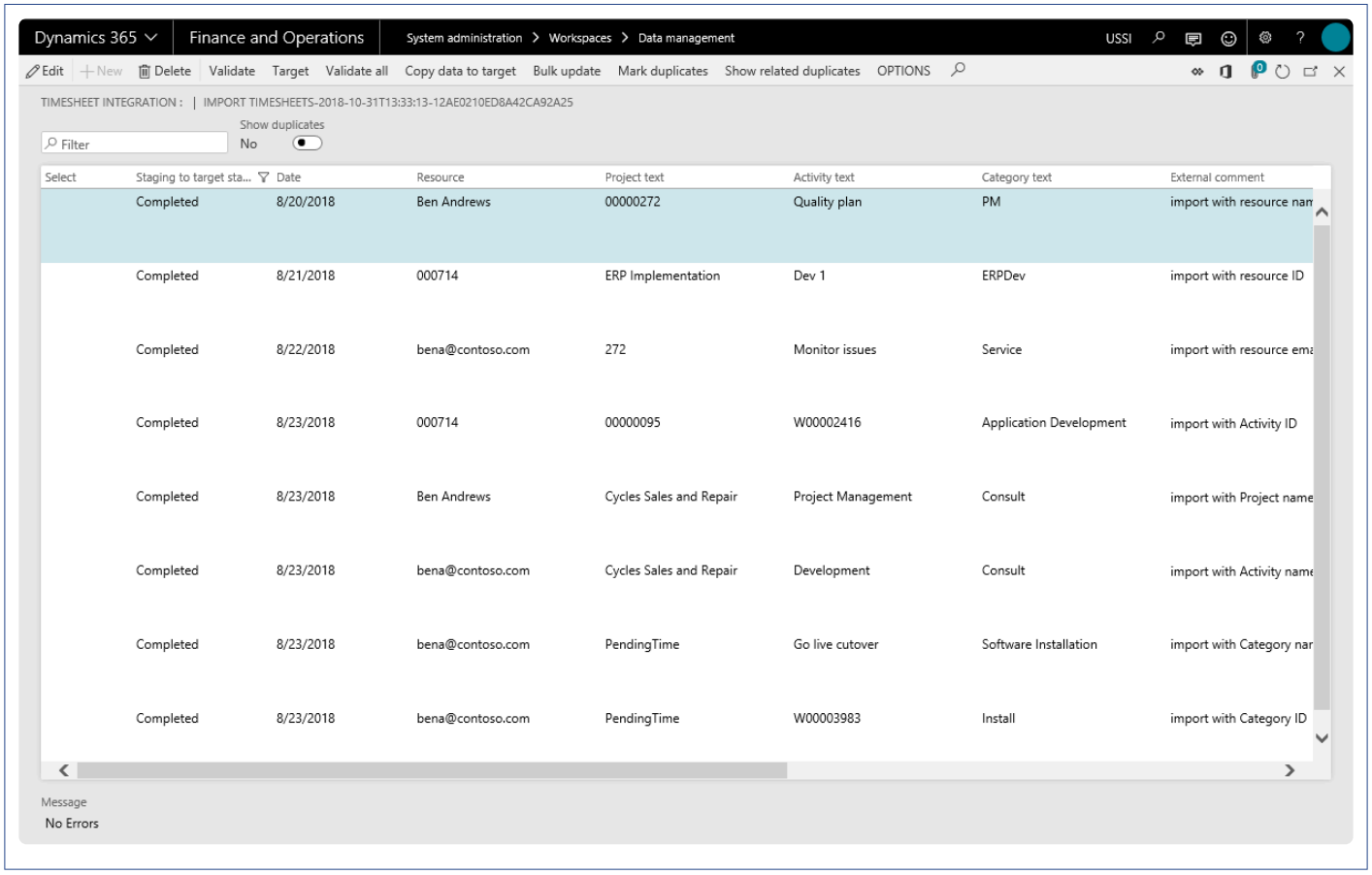


9. Also you can view the staging data by navigating to the relevant form.



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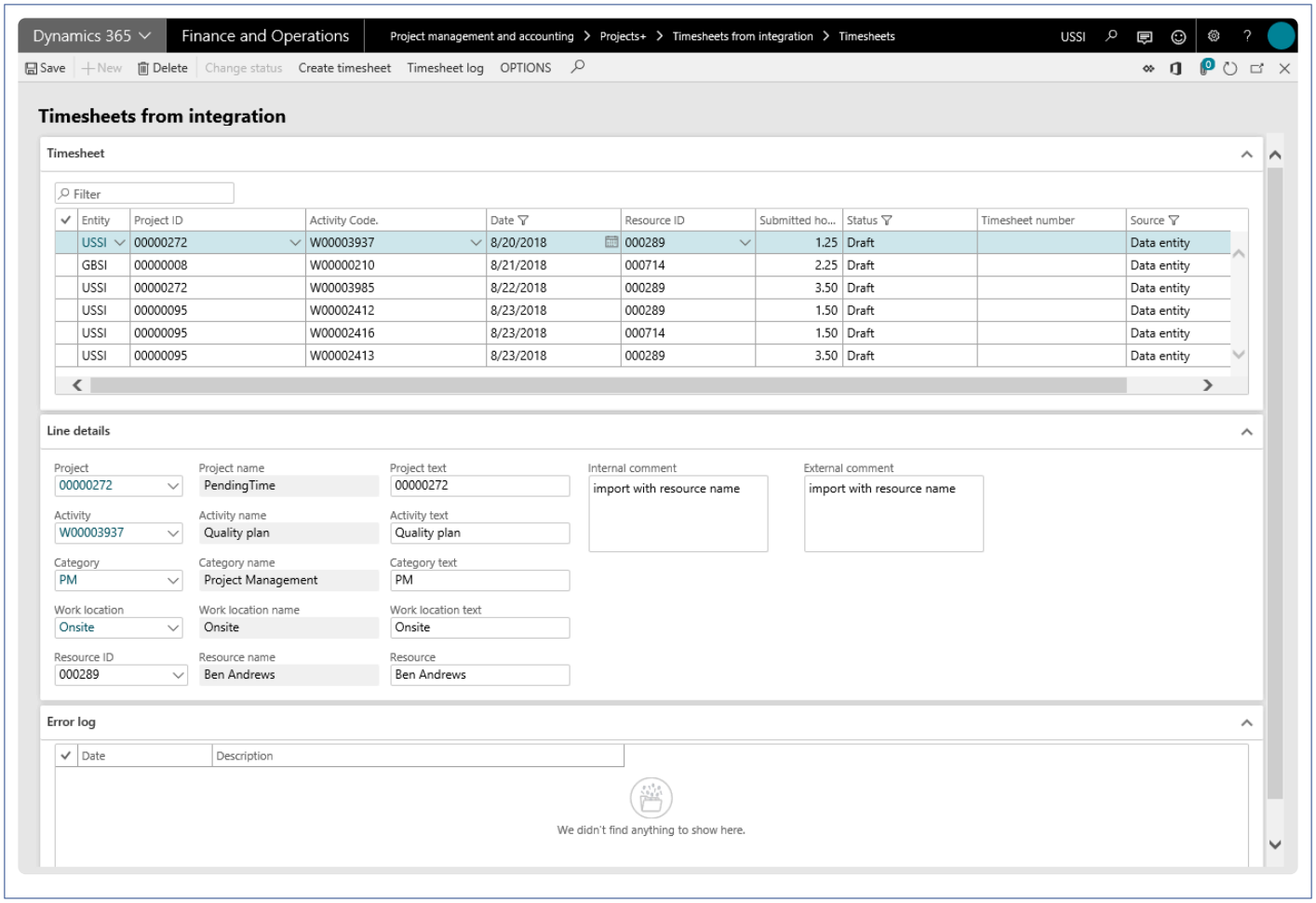
Review Imported Records

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

Timesheets from Integration

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



Timesheets from integration form has following sections:

Timesheet Grid

Shows all the imported records in this grid. Most of the fields on this grid are editable, except the timesheet number and source. Timesheet number field is updated on successful transfer of line to the timesheet. Source field updated to ‘Data entity’ for all records on this form coming from either excel import or through the PSA

integrations. Data on this grid filtered with status as not ‘Processed’ and source as ‘Data entity’ by default.

Line Details Grid

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

Error Log

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

Buttons available on this form are as follows:

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

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Personal Time Off

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

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

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

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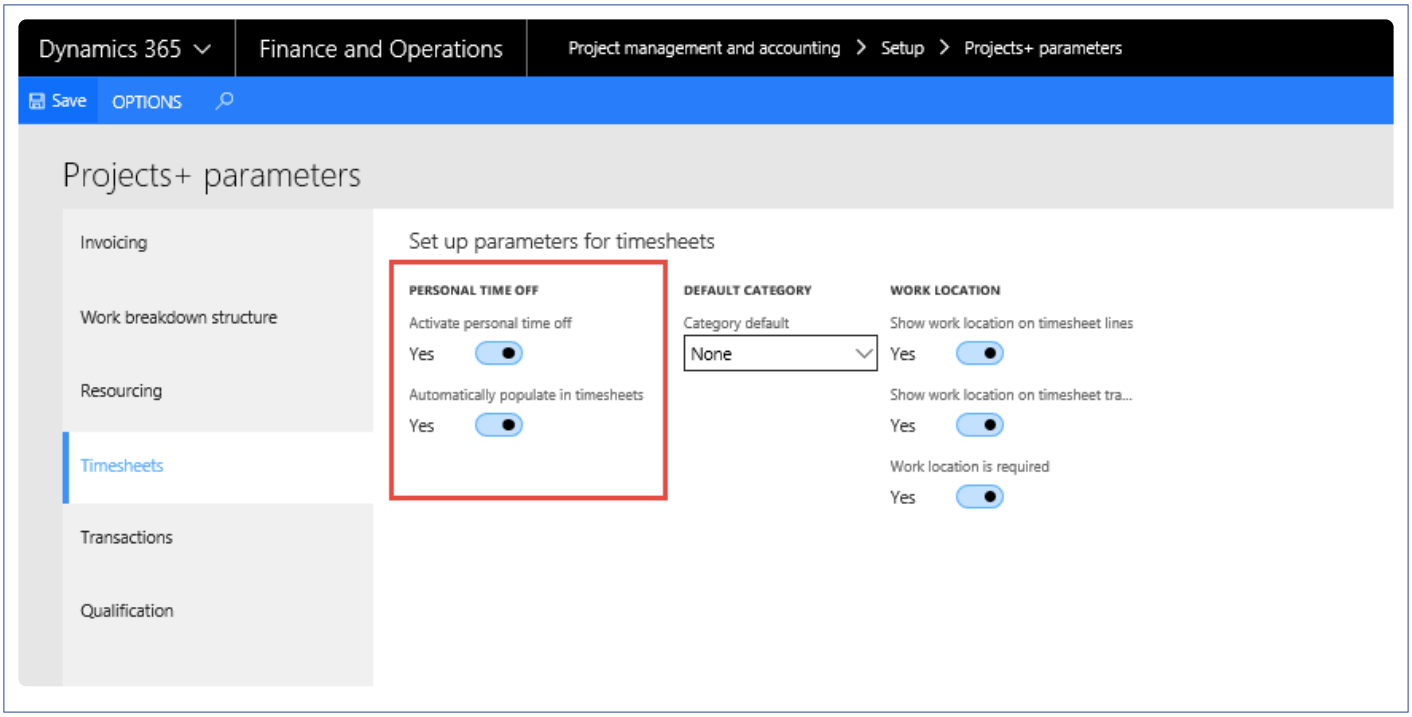
Configure Time Off

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

Parameter Setup

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

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



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

Marking Project Groups to be of type Personal Time Off

A check box is introduced in the project group to indicate that the group is a PTO project group.In the General Fast Tab, select the Personal time off check box in the Project group form to select it to be of the type PTO. All projects belonging to this project group will be implied to be of the type PTO and will be available in the

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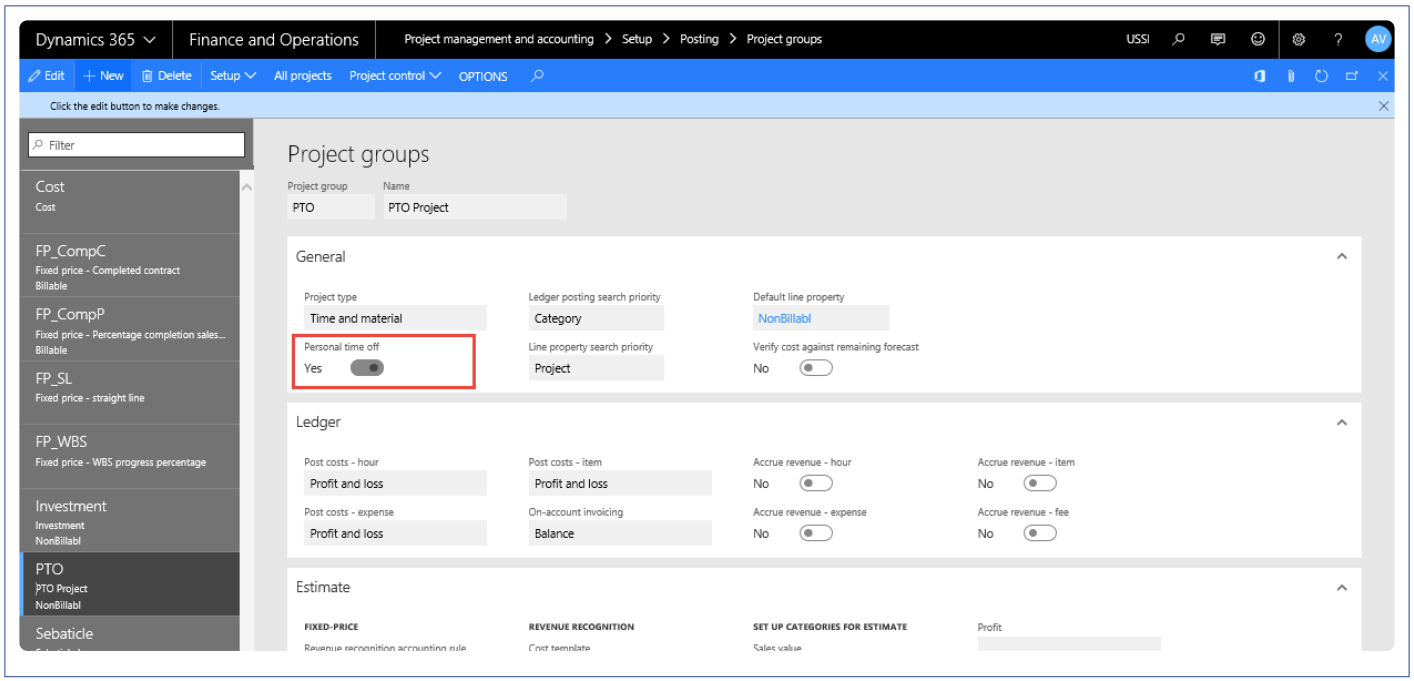
project lookup on the PTO requisition form.

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



Setup Approvers

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

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

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

Go to Human resources > Workers > Worker and select the Employee record for whom you want to set the PTO approver.
Go to Resourcing > Setup > Workers > Worker and select the Employee record for whom you want to set the PTO approver.

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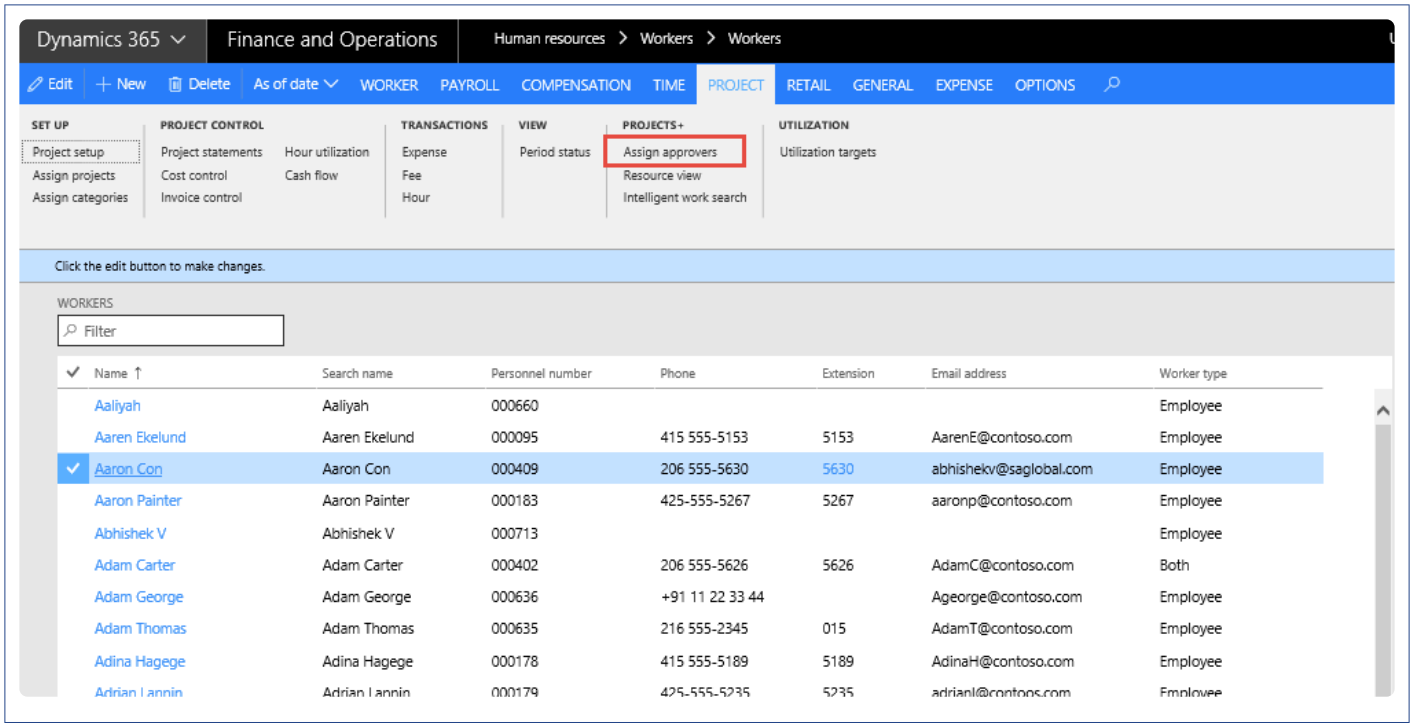
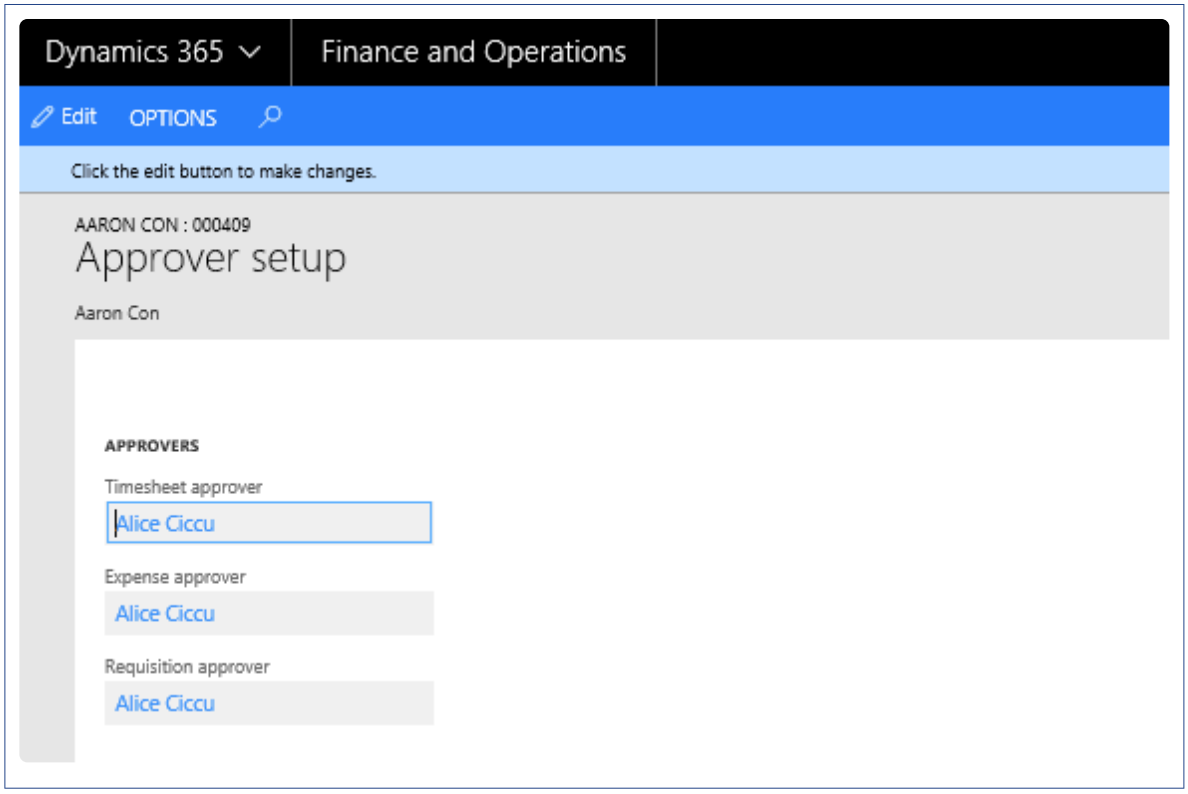


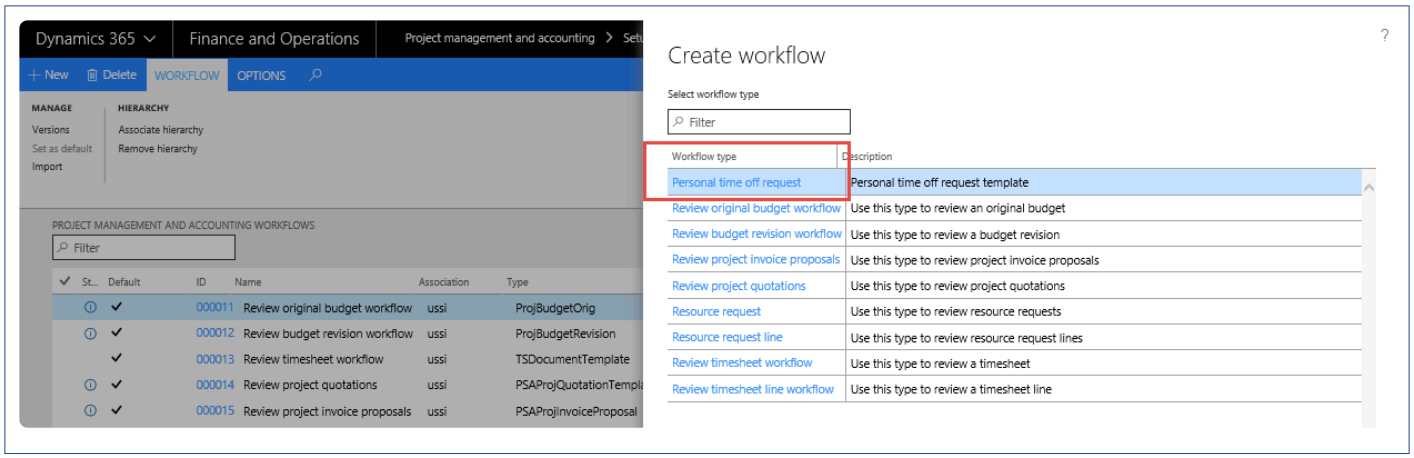


Create Personal Time Off Request Workflow

Personal time off request workflow can be created to track track the approvals, rejection and delegations. To enable and configure the personal time off workflow, follow the below steps:

Go to Project management and accounting > Setup > Project management and accounting workflow.

Go to Personal time off > Setup > Personal time off workflow.



On the Action Pane, click New button.
Select the PTO requisition in the Select form and then click on Create workflow button.

Set up the workflow as it would be set up in Standard, In the Assignment form in the Assignment type tab, choose the assignment to be Participant.

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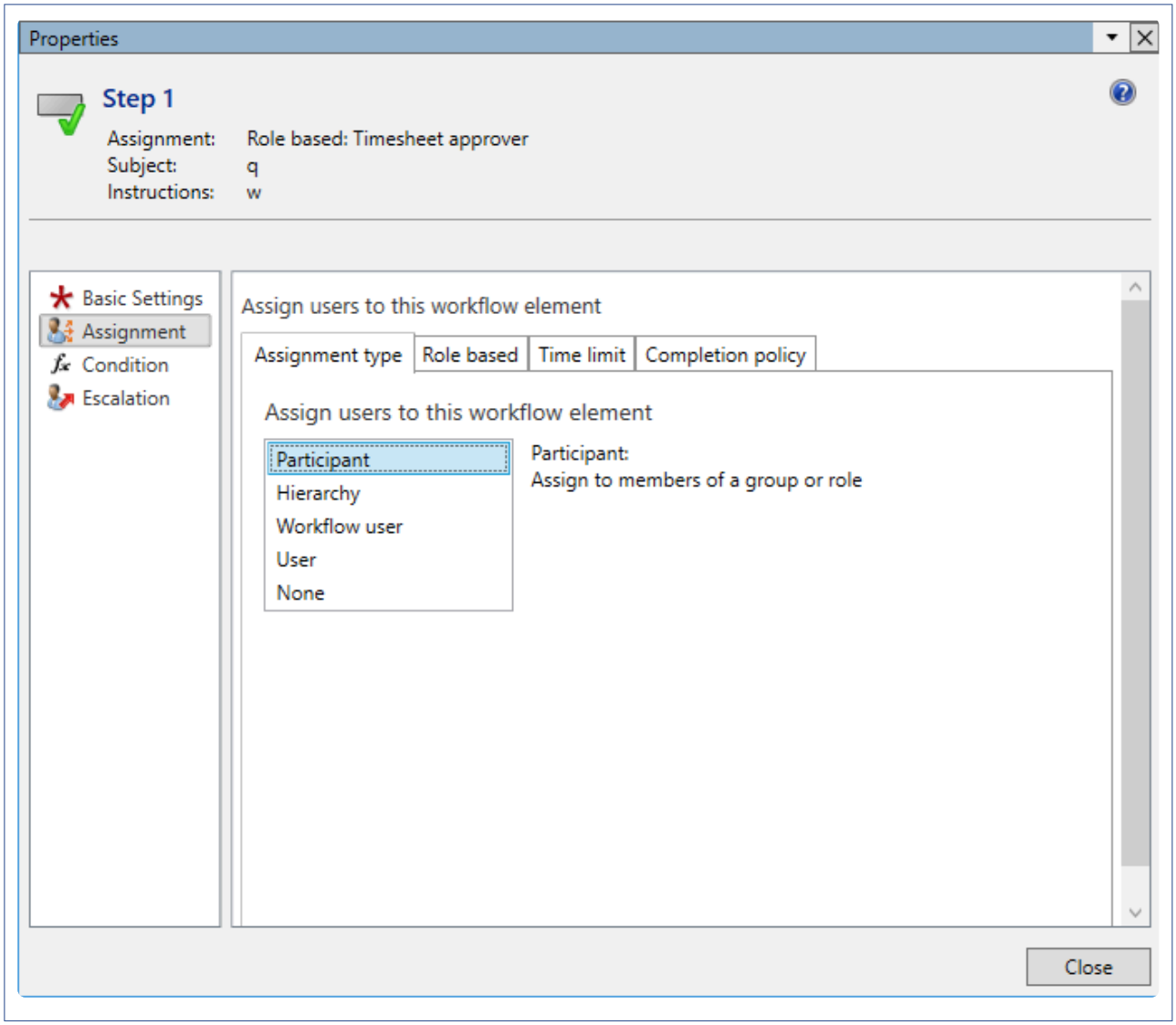


Note – Setup the Assignment to be as Participant even for timesheets and expenses Workflow as well, if the approver should be the one that is set in the Worker form.

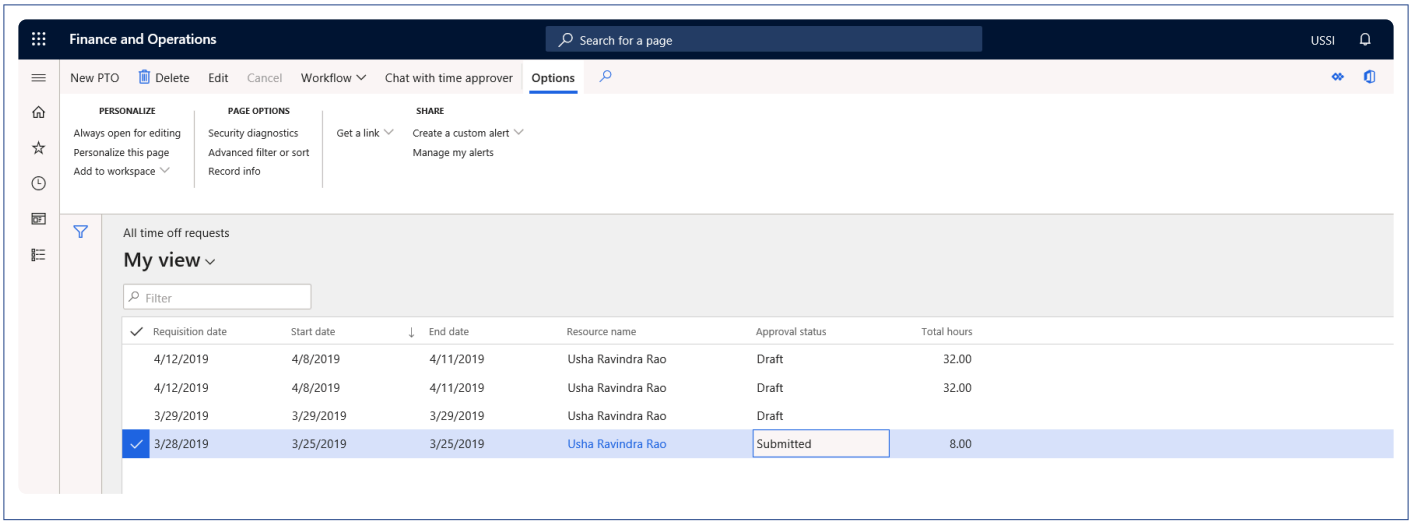
Request Time Off

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

All Time Off Request form

New forms have been introduced in the projects360 module for users to request for Personal time off. On the Personal time off request form, users should only be able to see their own requests and create the new requests. These requests can be submitted to workflow for approvals if required/configured.

Go to Project management and accounting > projects360 > All time off requests.
Go to Personal time off > My time off request > New time off request.
Go to Personal time off > My time off request > My time off requests.



Personal Time Off Request

This section of the form allows the user to request for PTO and submit to workflow.

Details of the fields available on the Personal time off List are as follows:

Field	Description
Requisition Date	View the date when the requisition has been made.
Start date	Displays start date of the PTO period in which the leave has been requested.
End date	View the end date of the leave.

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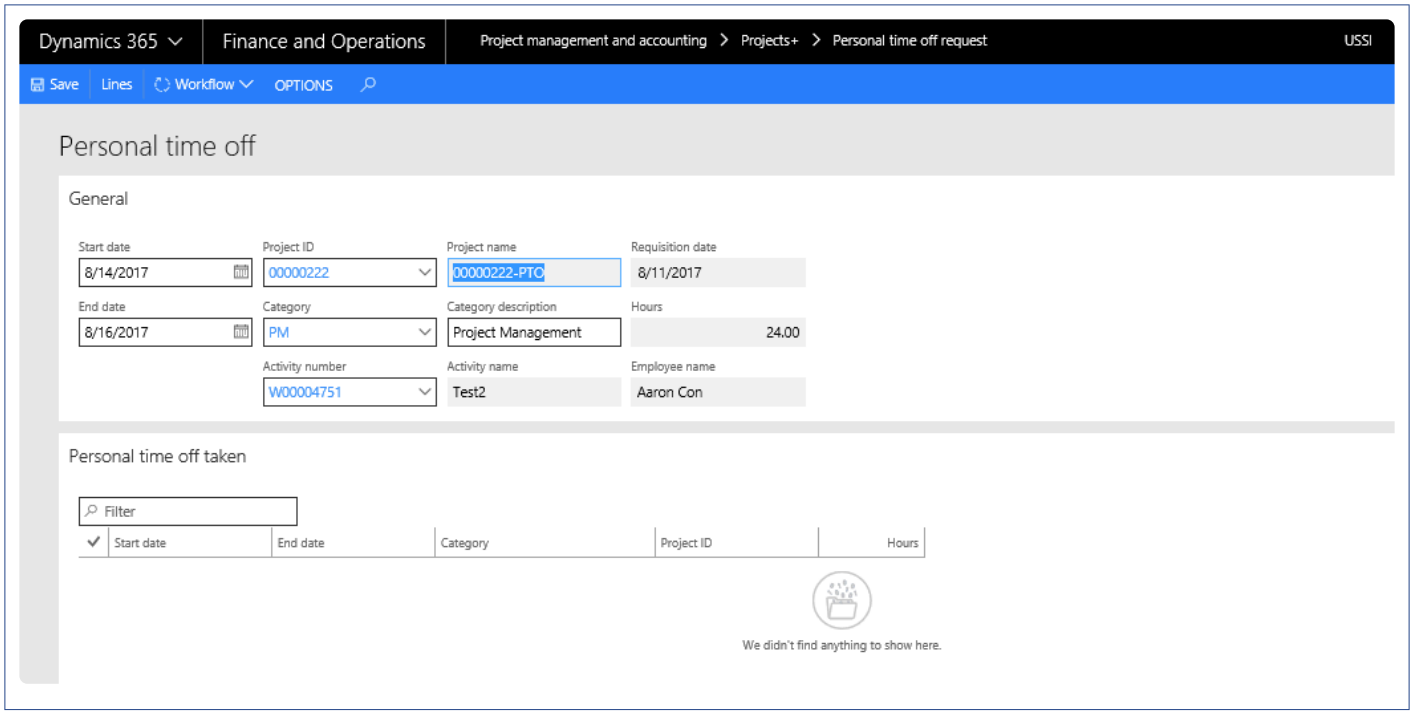
Worker name	View the name of the worker availing leave.
Approval status	View the status of the PTO request workflow/approval
Total hours	View the total hours requested as leave.

Details of the buttons available on the Personal time off List are as follows:

Button	Description
New PTO	Click to open a new PTO request form.
Edit	Click to edit the lines.
Delete	Click to delete a PTO request line.
Cancel	Click to cancel the workflow.
Workflow	Click to submit the workflow.
Export to Microsoft Excel	Click to export the PTO lines to excel.

To create a new Personal time off request, click on the New PTO icon and the below PTO request form opens.



Details of the fields available on the Personal time off are as follows:

Field	Description

Start date	Date from which the PTO is being requested. The user can select the date using the calendar icon. The dates should be more than the current system date.
End date	Date till which the PTO is being requested. The user can select the date using the calendar icon. The dates should be more than the current system date.
Project ID	User must select the Project they are\will be working during the period they are requesting the PTO.
Project name	View the project name.
Requisition date	The date the PTO request is submitted.
Category	Initially it will be empty, category will default based on selected activity for the project.
Category description	View the description of the selected category. This will be read only.
Activity number	Specify the activity for the selected project, done by the user.
Activity name	View the description of the selected activity.
Hours	Updated sum of hours from the PTO Lines form.
Employee name	View the name of the employee requesting for PTO.

Lines button

The user can click on this button to view the break-up of PTO requested at day level. The user can edit these lines and the same will become the PTO total. For instance, if the PTO request is for 3 days, the user can click on lines and update one of the days to 4 hours, then the PTO request will be for 2.5 days.

Field	Description
Date	Display of each day in the PTO request.
Hours	The number of working hours specified for the selected day.

Once the details are filled, the user should submit the PTO line. The Standard workflow process should be 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.

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Field	Description
Start date	Date from which the PTO is being requested. The user can select the date using the calendar icon. The dates must be more than the current system date.
End date	Date till which the PTO is being requested. The user can select the date using the calendar icon. The dates should be more than the current system date.
Category	View the categories assigned to the selected project. In case of no categories are assigned, then all the categories of the legal entity are displayed here.
Project ID	Select the project for which the request has been made. Only projects belonging to the project group marked as PTO will be displayed here.
Hours	View the total hours that are calculated based on the PTO request.

PTO data entity

New data entity ‘Personal time off request’ is created with target entity as ‘PMIPPersonalTimeOffRequestEntity’ to import personal time off records into Personal time off requests form.

PTO Lines in the Resource Forecast form

In the Resource forecast form the Personal Time Off requested hours are copied for the same days as it is in Personal Time Off form.

Go to Project management and accounting > projects360 > Resource forecast.

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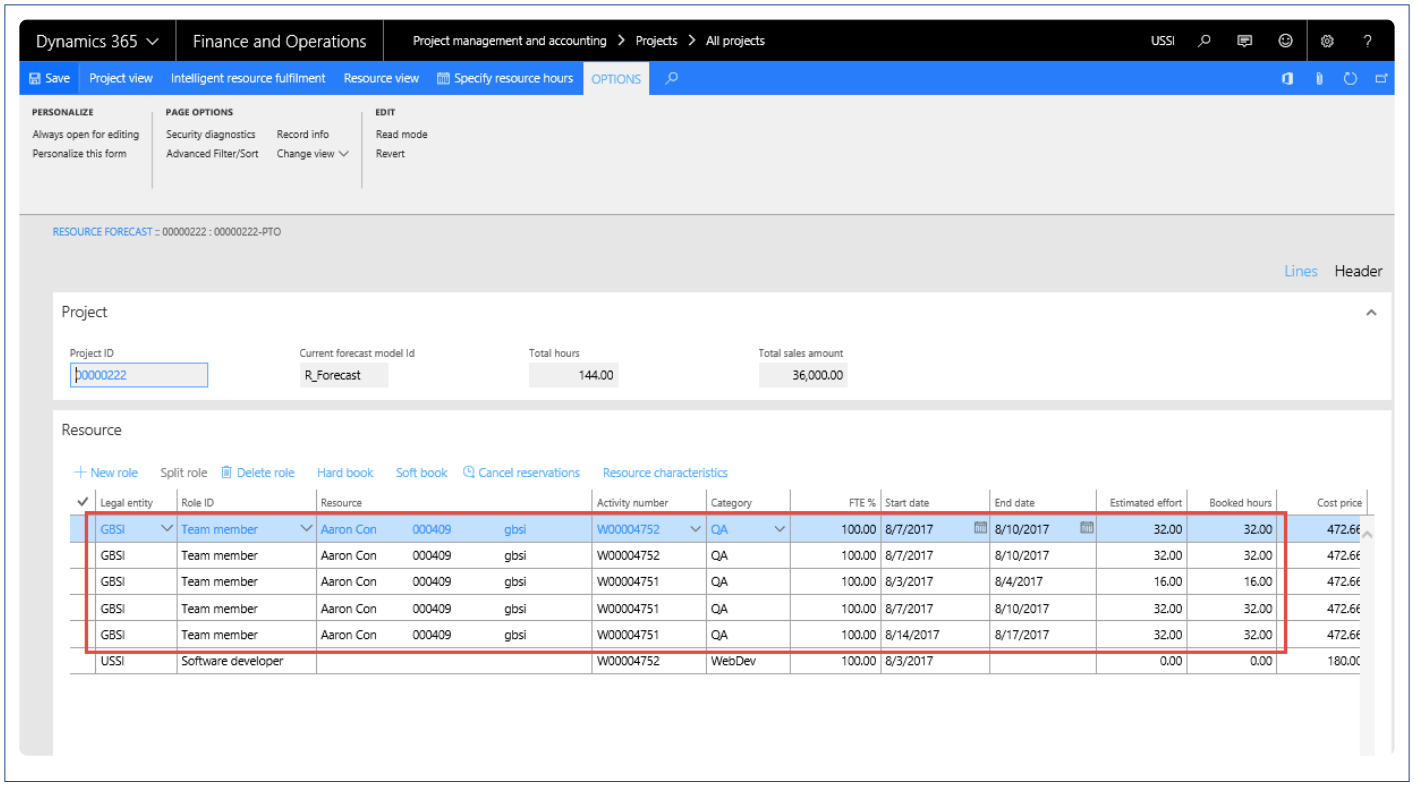

Each Resource will be listed only once in the resource forecast for the PTO project. If the resource already exists, new PTO requests get added to the existing line's booked hours on the resource forecast form.

Automatically Populate Personal Time Off lines into the Timesheet

When the parameter to automatically populate in timesheets is turned on, the approved PTO Lines with the project and the rest of the details along with hours will be populated on the timesheet for the requested period. The logged in user will be able to edit the hours on timesheets. Once the PTO line is populated on timesheet line and posted, again if timesheet is created for same period, PTO line will not getting populated. Below is the form where user can see the details.

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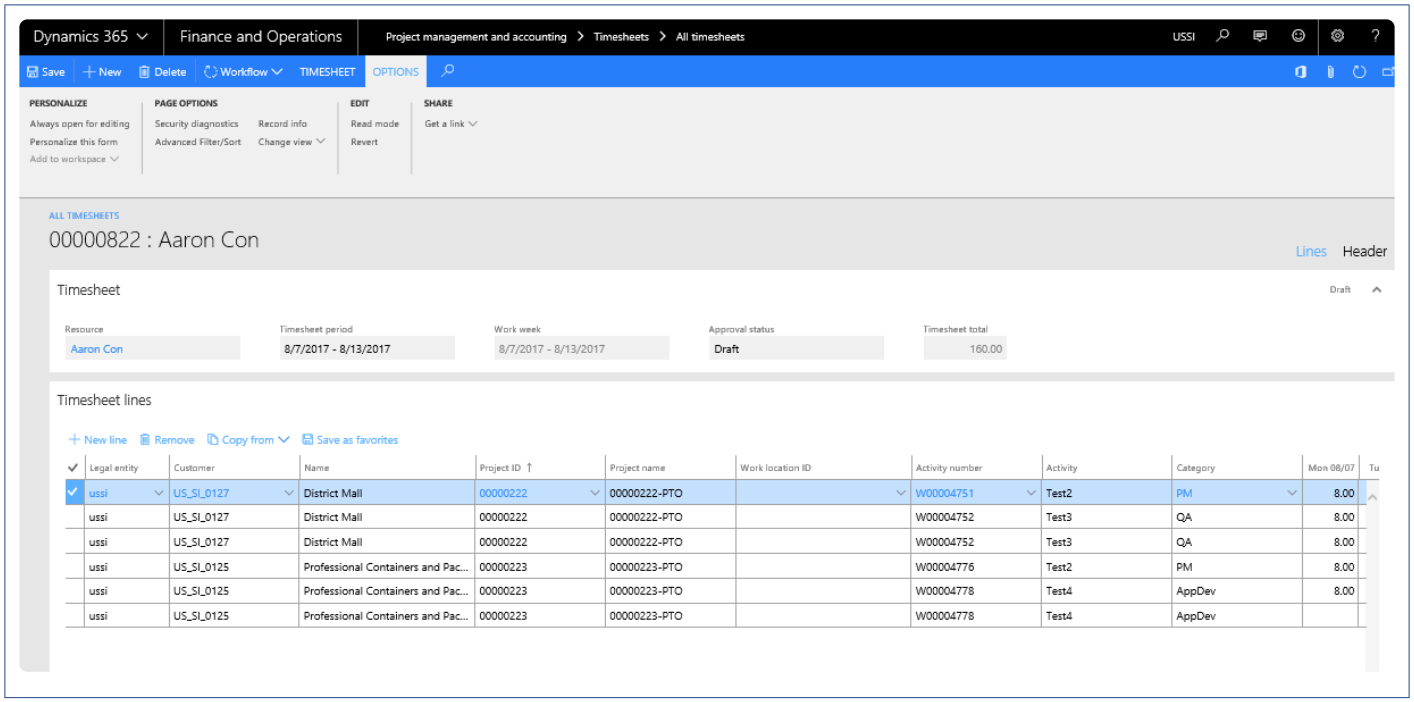

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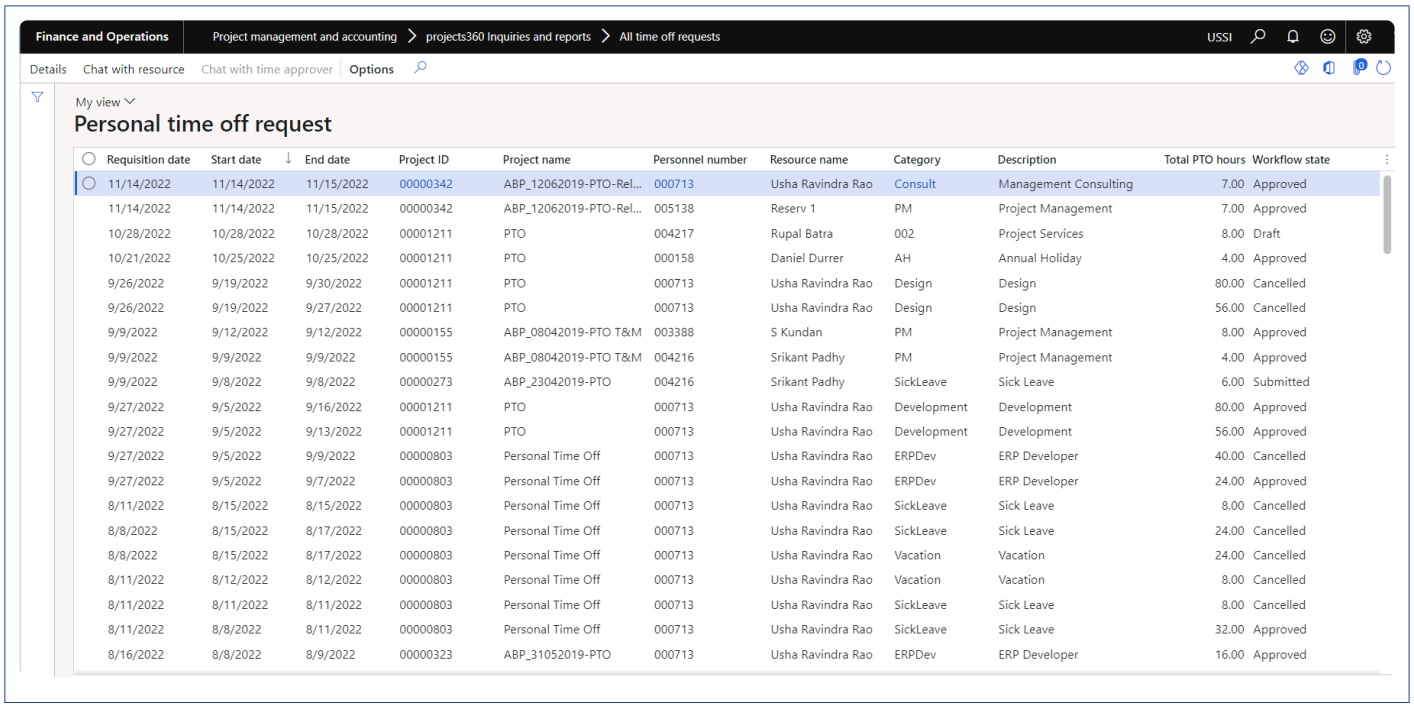
Inquire Time Off

Once the setups are done and personal time off is requested, this section show how the Personal time off requests are inquired and actions pertaining approval, delegation and rejections are taken on them.

Personal Time Off Request

All the Personal time off requests are shown in the Personal time off requests inquiries form under the inquiries of Project module. The user can filter the Inquiry form with the employee name who has requested for Personal time off requests.

Go to Project management and accounting > Inquiries > projects360 > All time off requests.
Go to Personal time off > Inquiries > All time off requests.



Requisition date	Start date	End date	Project ID	Project name	Personnel number	Resource name	Category	Description	Total PTO hours	Workflow state
11/14/2022	11/14/2022	11/15/2022	00000342	ABP_12062019-PTO-Rel...	000713	Usha Ravindra Rao	Consult	Management Consulting	7.00	Approved
11/14/2022	11/14/2022	11/15/2022	00000342	ABP_12062019-PTO-Rel...	005138	Reserv 1	PM	Project Management	7.00	Approved
10/28/2022	10/28/2022	10/28/2022	00001211	PTO	004217	Rupal Batra	002	Project Services	8.00	Draft
10/21/2022	10/25/2022	10/25/2022	00001211	PTO	000158	Daniel Durrer	AH	Annual Holiday	4.00	Approved
9/26/2022	9/19/2022	9/30/2022	00001211	PTO	000713	Usha Ravindra Rao	Design	Design	80.00	Cancelled
9/26/2022	9/19/2022	9/27/2022	00001211	PTO	000713	Usha Ravindra Rao	Design	Design	56.00	Cancelled
9/9/2022	9/12/2022	9/12/2022	00000155	ABP_08042019-PTO T&M	003388	S Kundan	PM	Project Management	8.00	Approved
9/9/2022	9/9/2022	9/9/2022	00000155	ABP_08042019-PTO T&M	004216	Srikant Padhy	PM	Project Management	4.00	Approved
9/9/2022	9/8/2022	9/8/2022	00000273	ABP_23042019-PTO	004216	Srikant Padhy	SickLeave	Sick Leave	6.00	Submitted
9/27/2022	9/5/2022	9/16/2022	00001211	PTO	000713	Usha Ravindra Rao	Development	Development	80.00	Approved
9/27/2022	9/5/2022	9/13/2022	00001211	PTO	000713	Usha Ravindra Rao	Development	Development	56.00	Approved
9/27/2022	9/5/2022	9/9/2022	00000803	Personal Time Off	000713	Usha Ravindra Rao	ERPDev	ERP Developer	40.00	Cancelled
9/27/2022	9/5/2022	9/7/2022	00000803	Personal Time Off	000713	Usha Ravindra Rao	ERPDev	ERP Developer	24.00	Approved
8/11/2022	8/15/2022	8/15/2022	00000803	Personal Time Off	000713	Usha Ravindra Rao	SickLeave	Sick Leave	8.00	Cancelled
8/8/2022	8/15/2022	8/17/2022	00000803	Personal Time Off	000713	Usha Ravindra Rao	SickLeave	Sick Leave	24.00	Cancelled
8/8/2022	8/15/2022	8/17/2022	00000803	Personal Time Off	000713	Usha Ravindra Rao	Vacation	Vacation	24.00	Cancelled
8/11/2022	8/12/2022	8/12/2022	00000803	Personal Time Off	000713	Usha Ravindra Rao	Vacation	Vacation	8.00	Cancelled
8/11/2022	8/11/2022	8/11/2022	00000803	Personal Time Off	000713	Usha Ravindra Rao	SickLeave	Sick Leave	8.00	Cancelled
8/11/2022	8/8/2022	8/11/2022	00000803	Personal Time Off	000713	Usha Ravindra Rao	SickLeave	Sick Leave	32.00	Approved
8/16/2022	8/8/2022	8/9/2022	00000323	ABP_31052019-PTO	000713	Usha Ravindra Rao	ERPDev	ERP Developer	16.00	Approved

Fields and their description on the Personal time off Inquiry form are as follows:

Field	Description
Requisition date	Date on which the leave has been requested.
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.

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Project ID	Project ID for which the Personal time off request is requested.
Project name	Displays project name.
Personnel number	Personnel number of the employee, requesting for Personal time off request.
Resource name	Name of the resource, 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.

Buttons and their description on the All time off request form are as follows:

Buttons	Description
Details	Click to open a PTO request form.
Chat with resource	Opens Microsoft teams chat window of the resource for the approver.
Chat with time approver	Opens Microsoft teams chat window with the approver for the resource.

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.

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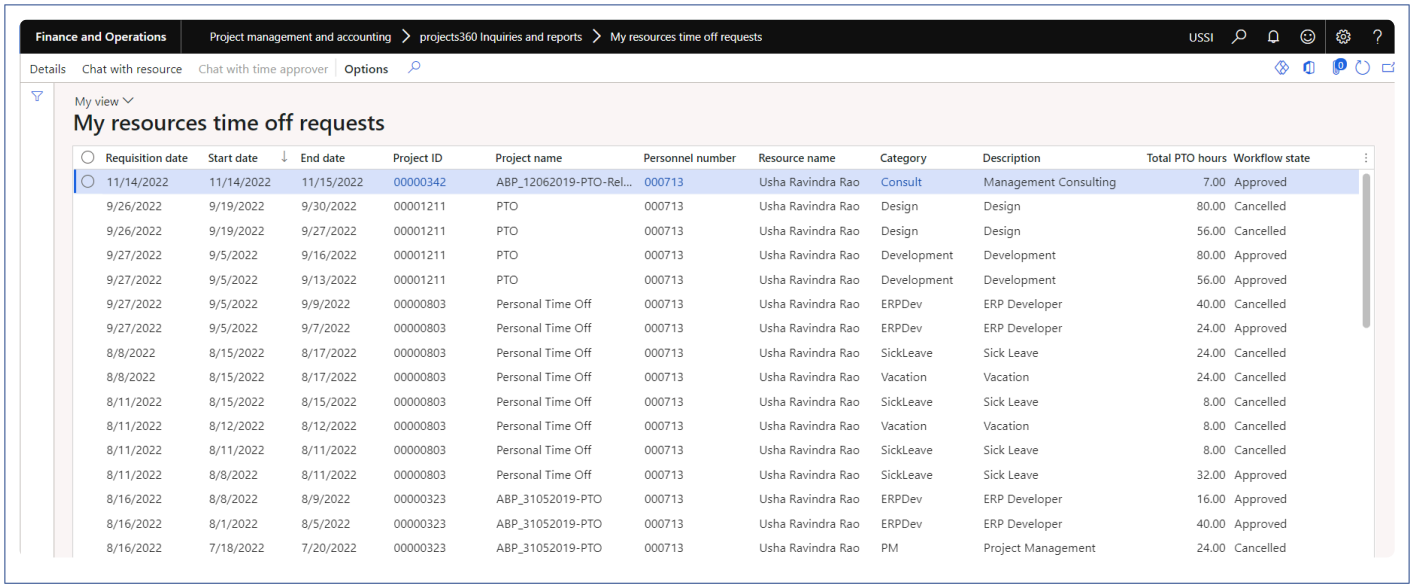

Requisition date	Start date	End date	Project ID	Project name	Personnel number	Resource name	Category	Description	Total PTO hours	Workflow state
11/14/2022	11/14/2022	11/15/2022	00000342	ABP_12062019-PTO-Rel...	000713	Usha Ravindra Rao	Consult	Management Consulting	7.00	Approved
9/26/2022	9/19/2022	9/30/2022	00001211	PTO	000713	Usha Ravindra Rao	Design	Design	80.00	Cancelled
9/26/2022	9/19/2022	9/27/2022	00001211	PTO	000713	Usha Ravindra Rao	Design	Design	56.00	Cancelled
9/27/2022	9/5/2022	9/16/2022	00001211	PTO	000713	Usha Ravindra Rao	Development	Development	80.00	Approved
9/27/2022	9/5/2022	9/13/2022	00001211	PTO	000713	Usha Ravindra Rao	Development	Development	56.00	Approved
9/27/2022	9/5/2022	9/9/2022	00000803	Personal Time Off	000713	Usha Ravindra Rao	ERPDev	ERP Developer	40.00	Cancelled
9/27/2022	9/5/2022	9/7/2022	00000803	Personal Time Off	000713	Usha Ravindra Rao	ERPDev	ERP Developer	24.00	Approved
8/8/2022	8/15/2022	8/17/2022	00000803	Personal Time Off	000713	Usha Ravindra Rao	SickLeave	Sick Leave	24.00	Cancelled
8/8/2022	8/15/2022	8/17/2022	00000803	Personal Time Off	000713	Usha Ravindra Rao	Vacation	Vacation	24.00	Cancelled
8/11/2022	8/15/2022	8/15/2022	00000803	Personal Time Off	000713	Usha Ravindra Rao	SickLeave	Sick Leave	8.00	Cancelled
8/11/2022	8/12/2022	8/12/2022	00000803	Personal Time Off	000713	Usha Ravindra Rao	Vacation	Vacation	8.00	Cancelled
8/11/2022	8/11/2022	8/11/2022	00000803	Personal Time Off	000713	Usha Ravindra Rao	SickLeave	Sick Leave	8.00	Cancelled
8/11/2022	8/8/2022	8/11/2022	00000803	Personal Time Off	000713	Usha Ravindra Rao	SickLeave	Sick Leave	32.00	Approved
8/16/2022	8/8/2022	8/9/2022	00000323	ABP_31052019-PTO	000713	Usha Ravindra Rao	ERPDev	ERP Developer	16.00	Approved
8/16/2022	8/1/2022	8/5/2022	00000323	ABP_31052019-PTO	000713	Usha Ravindra Rao	ERPDev	ERP Developer	40.00	Approved
8/16/2022	7/18/2022	7/20/2022	00000323	ABP_31052019-PTO	000713	Usha Ravindra Rao	PM	Project Management	24.00	Cancelled

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
Requisition date	Date on which the leave has been requested.
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.
Project name	Displays project name.
Personnel number	Personnel number of the employee, requesting for Personal time off request.
Resource name	Name of the resource, 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.

Buttons and their description on the My Resources Personal time off request form are as follows:

Buttons	Description

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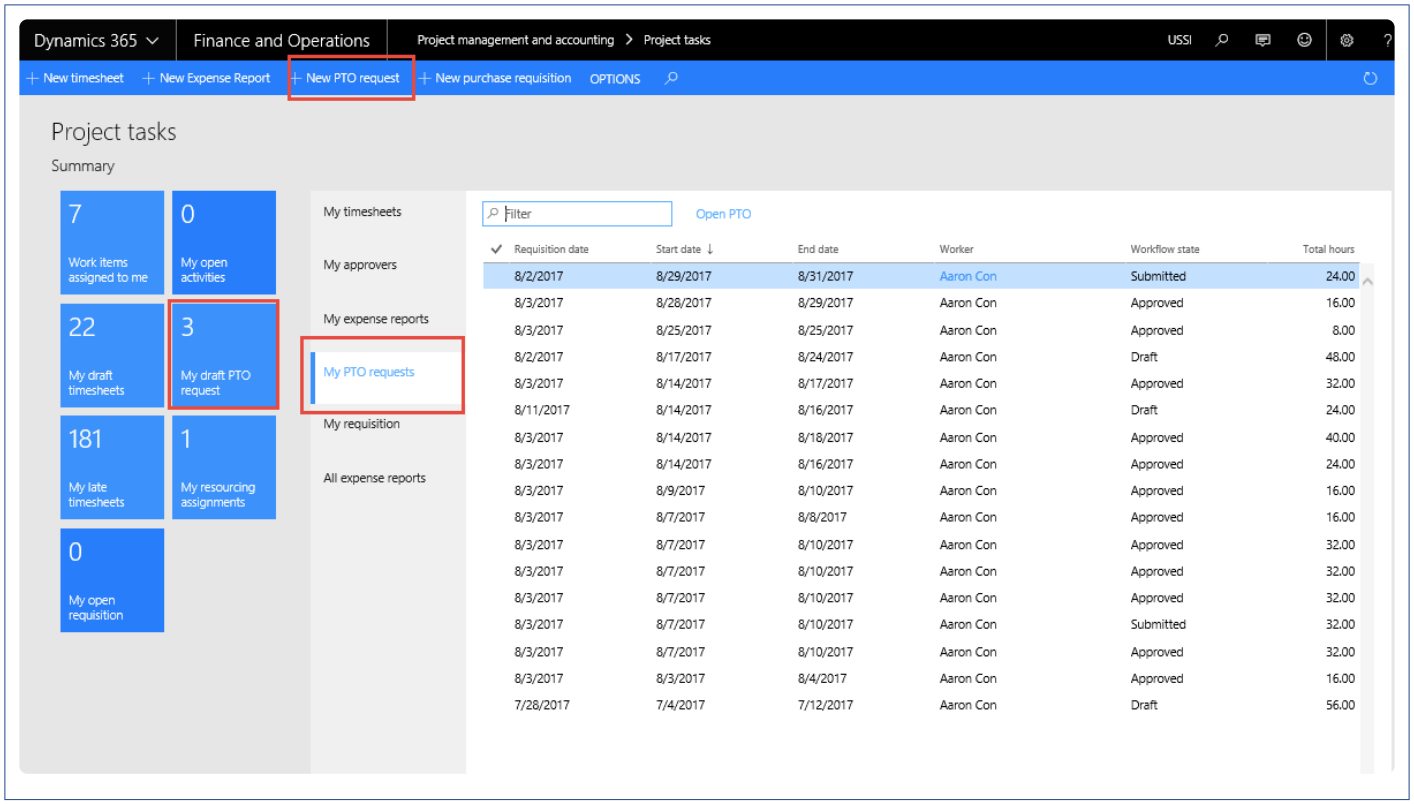
Details	Click to open a PTO request form.
Chat with resource	Opens Microsoft teams chat window of the resource for the approver.
Chat with time approver	Opens Microsoft teams chat window with the approver for the resource.

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.



Some of the buttons and tabs releted to personal time off requests on this workspace are as follows:

- New Personal Time Off Request button: Click to open new Personal Time Off Request form to create a Personal Time Off Request.
- My Draft Personal Time Off Request Tile: My draft Personal Time Off Request tile displays all requests in draft for the logged in user.
- My Personal Time Off Requests tab: My Personal Time Off Request will display all the Personal time off requested by logged in user.
- Open Personal Time Off button: Click to open selected Personal Time Off Request record.

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PTO Balances

From projects360 8.0 release onwards, we have added a new feature to import the PTO balances from external HR or payroll systems. A data entity called 'PTO balances' is created to facilitate this import process. PTO data can be imported on a periodic basis from an external system and is shown on the fact box in the Microsoft Dynamics 365 finance and operations.

Once imported, the PTO balances can be viewed by expanding the fact box on the following forms:

Personal time off request.
Personal time off request Inquiry.
My resources PTO requests.
All Timesheets, and
My Timesheets.

A fact box is introduced to display the PTO balances data on above mentioned forms. The fact box displays the information for the selected resource on the form. If multiple records are selected together, then the fact box will not display any information. This fact box has two columns, which are Type and Balance. These two columns contain the information about the type of PTO records and balances from the last imported date respectively.

Also, list pages are introduced on the workspaces to display this data. 'My PTO balances' on the projects360 tasks workspace displays the information for resources assigned to the logged in users and on the resource management workspace, 'My employee PTO balances' list page is added. This list page displays the PTO balances of all the resources for whom the logged in user is defined as an timesheet approver.

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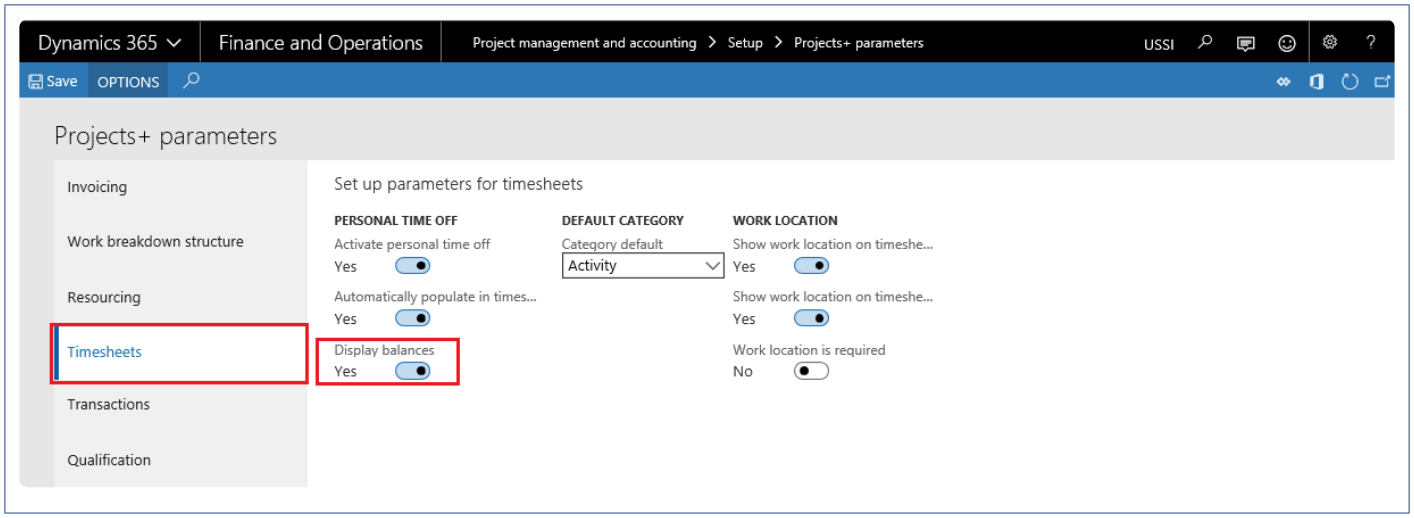
Configure PTO Balances

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

Parameter Setup

In the projects360 parameters, under the Timesheets tab ‘Display balances’ checkbox is available to control this feature.

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



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

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Import PTO Balances

This section details how the PTO balances can imported into the Microsoft Dynamics 365 for Finance & Operations.

PTO balances data entity and structure

The PTO balances can be imported into the Microsoft Dynamics 365 for Finance and Operations using the 'PTO balances' data entity created to facilitate this process.

Before you create an import project under the Data management and run the import process, download the file\data from external HR or payroll system. The file should have following fields:

Fields	Descriptions
Email ID	Email ID of the resources for which PTO balances to be imported.
Personnel number	Personnel number of the resources for which PTO balances are to be imported.
PTO balances	Balances (number of hours) against each PTO type for resources for whom data is to be imported.
PTO type	Type of PTO i.e. sick leave, vacation, etc. for resources for whom data is to be imported.
Resource name	Name of resource in column for whom data to be imported.

One of these fields, Email ID, Personnel number or Resource name should be specified in the import file. The logic used to retrieve the resource information is as follows: Get the resource information based on Personnel number, If Personnel information doesn't exist then it gets it from Email ID, if email ID also doesn't exist, then it gets the resource information based on the resource name. The PTO balances field takes the values in terms of hours and not days, so it converts your values into hours as necessary before importing.

Sample import data could be as below or download the sample file from **here**:

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

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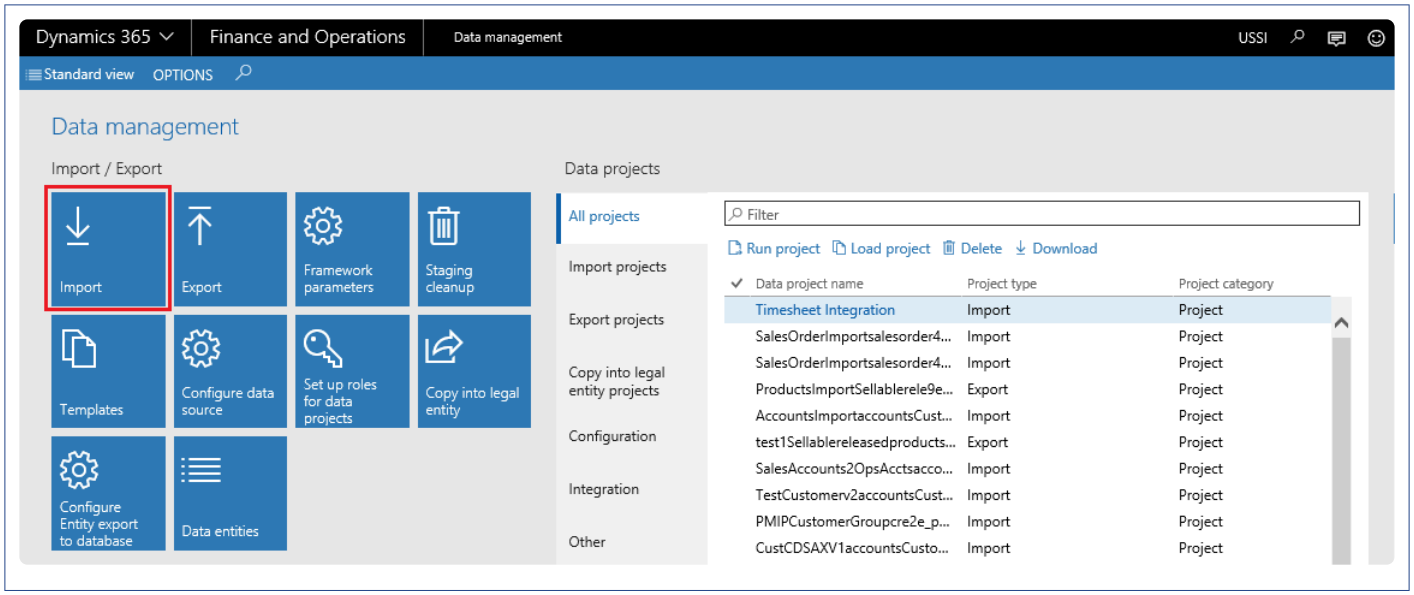
Process to Import PTO balances

The process to import the PTO balances is as follows.

1. Navigate to Workspaces > Data management > Import.



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

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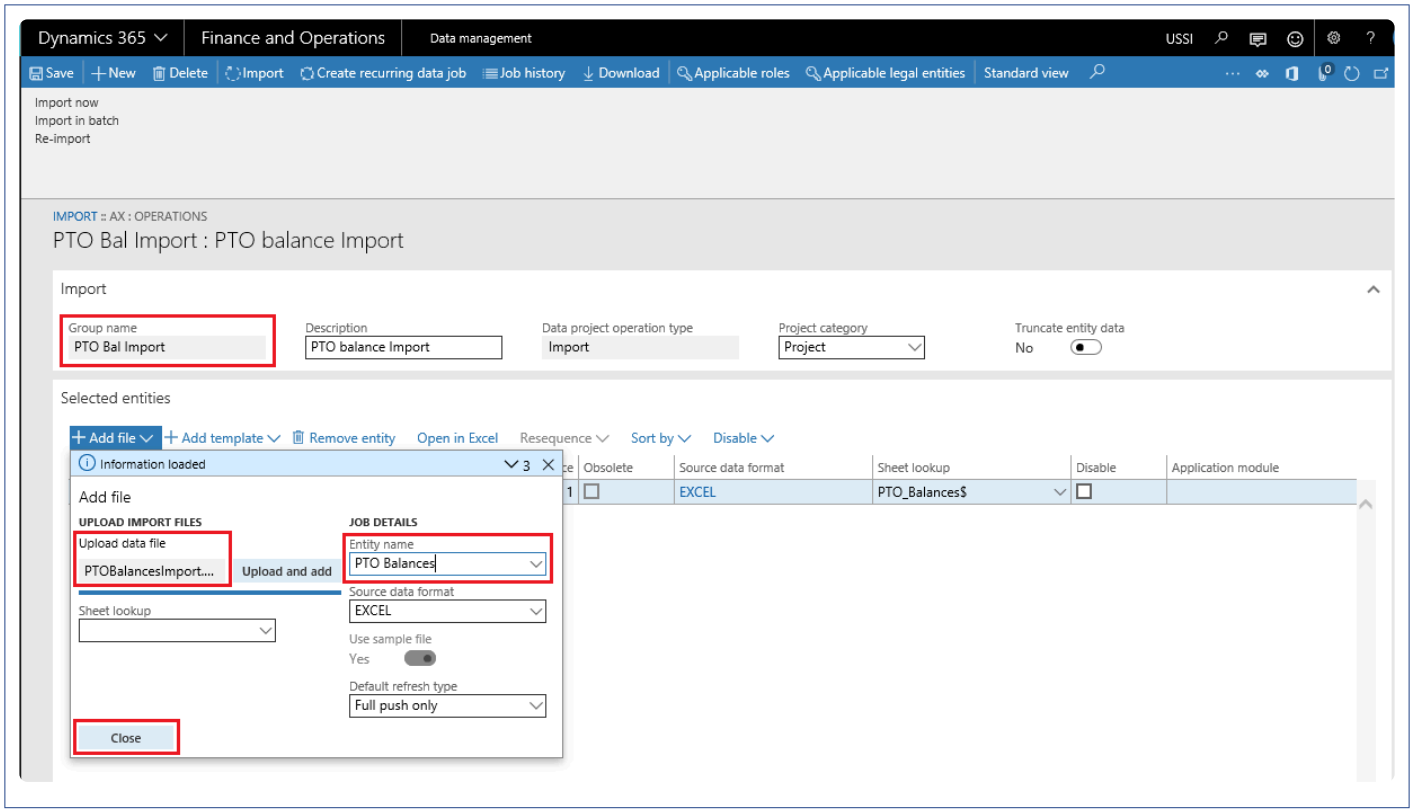
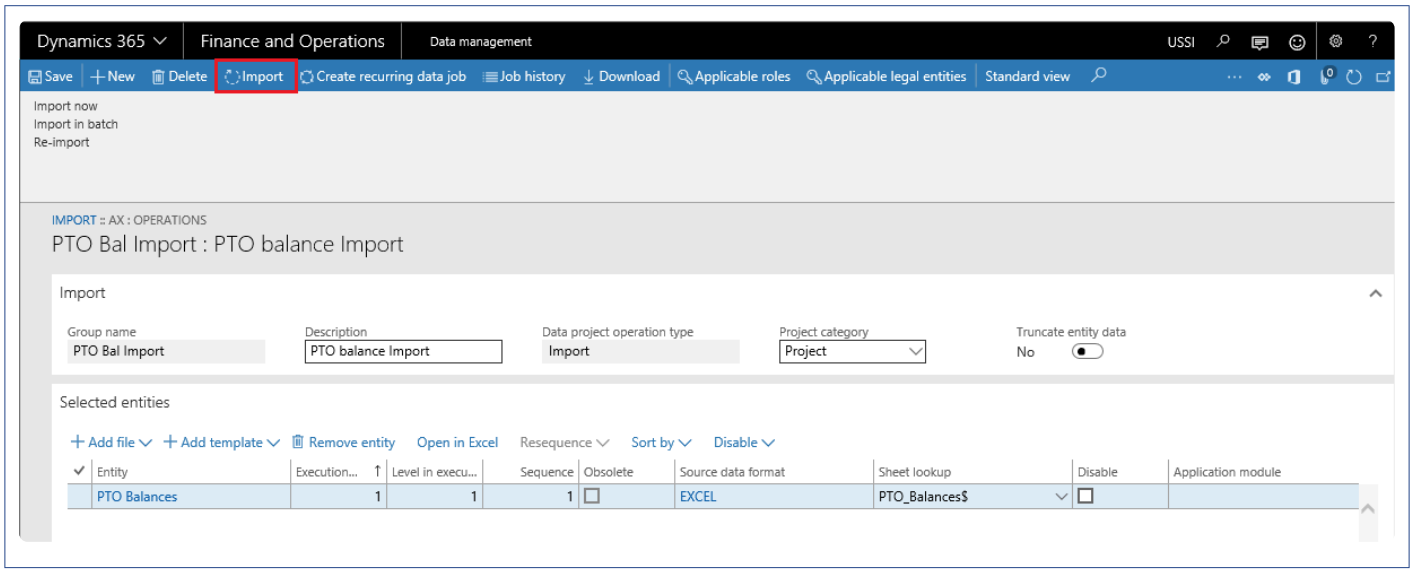


7. Now go back to the main form and click Import.



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

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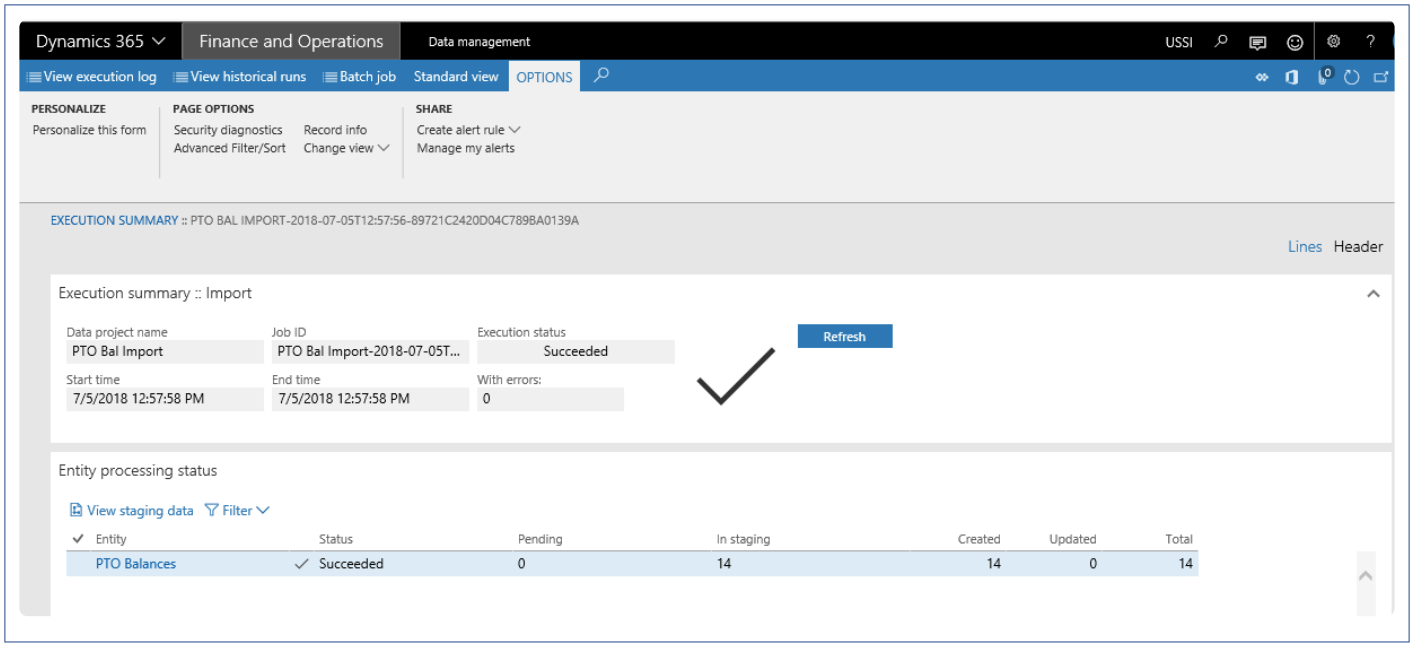
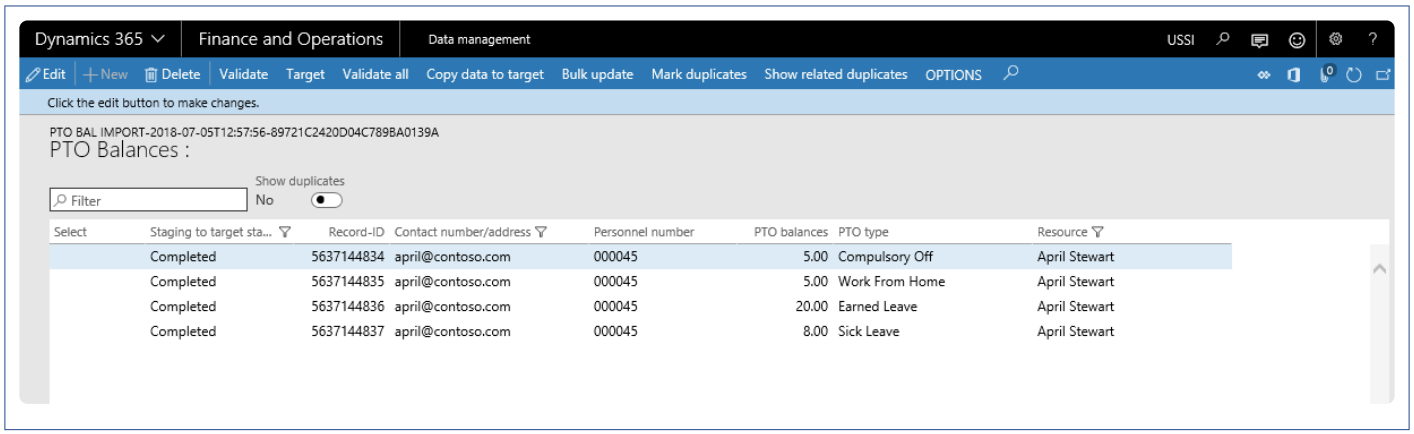


9. Also you can view the staging data by navigating to the relevant form.



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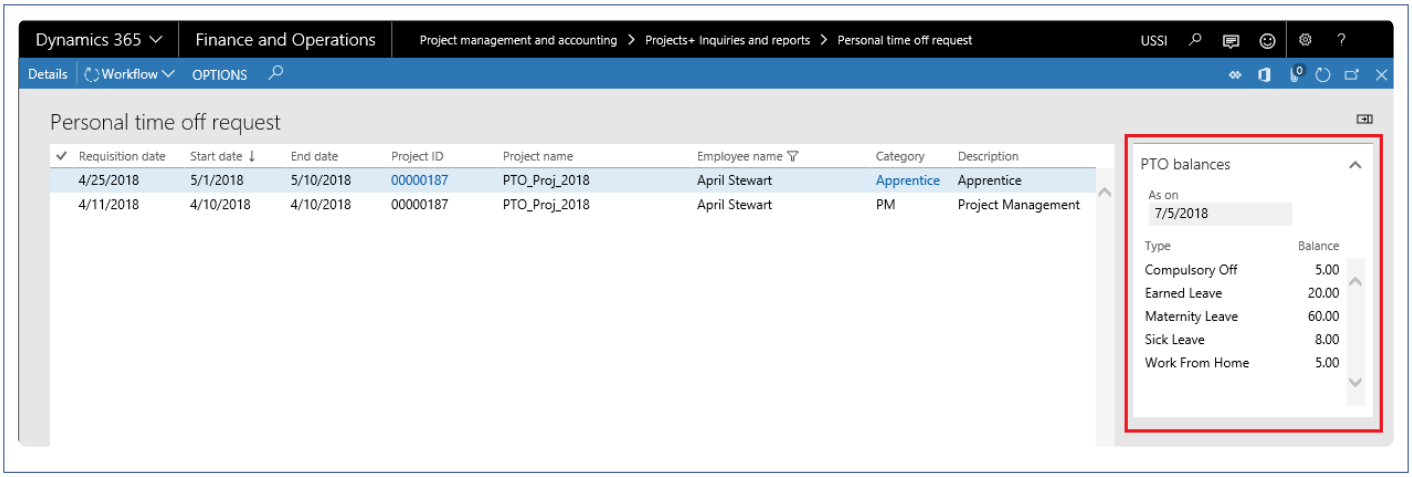
Review PTO Balances

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

Personal Time Off Request Entry

Fact box added on the personal time off form to display the PTO balances of the resource associated to the logged in user.

Go to Project management and accounting > projects360 > Personal time off request.
Go to Personal time off > My time off request > My time off requests.



Personal Time Off Request Inquiry

Fact box added on the personal time off request inquiry form to show the PTO balances for the resource selected in the grid.

Go to Project management and accounting > projects360 Inquiries and reports > All time off request.
Go to Personal time off > Inquiries > All time off requests.

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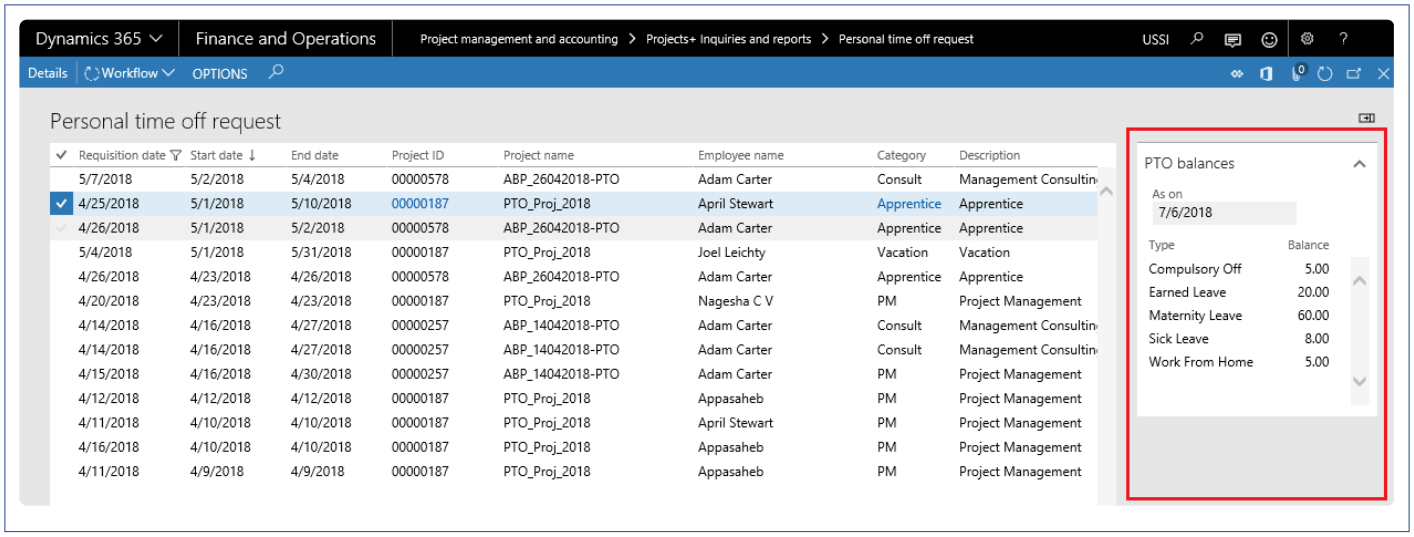
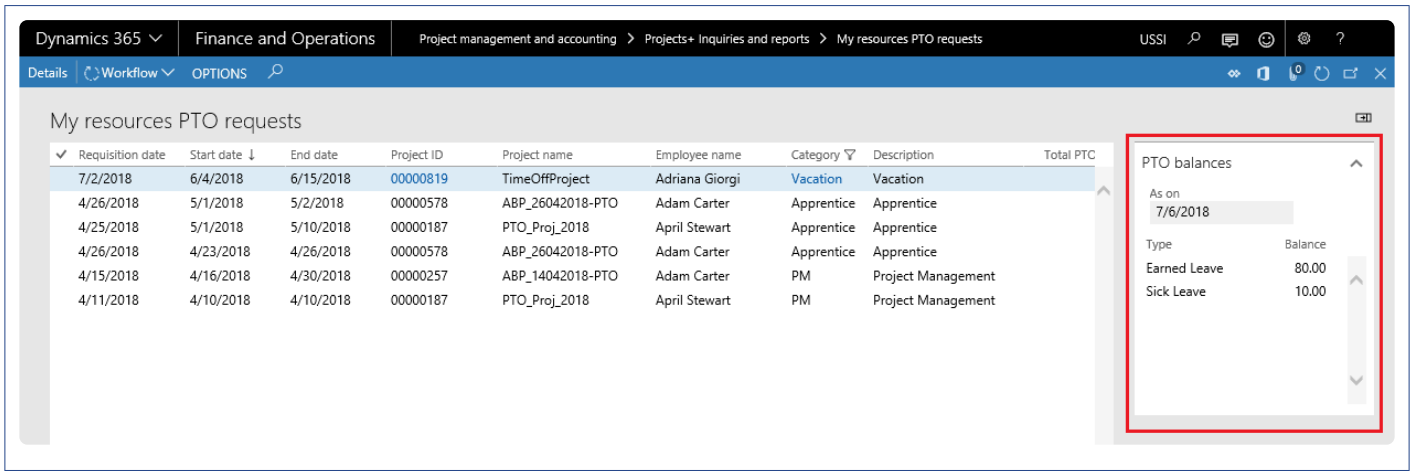


My Resources PTO Requests Inquiry

Fact box added on the My resources PTO requests inquiry form to show the PTO balances of the resources for whom the logged in user is defined as the timesheet approver.

Go to Project management and accounting > projects360 Inquiries and reports > My resources time off requests.
Go to Personal time off > Inquiries > My resources time off requests.
Go to Resourcing > My resources > My resources time off requests.



All Timesheets

Fact box added on the all timesheets form to show the PTO balances for the resource against the selected timesheet record.

Go to Project management and accounting > Timesheets > All timesheets.
Go to Timesheets > Process timesheet > All timesheets.

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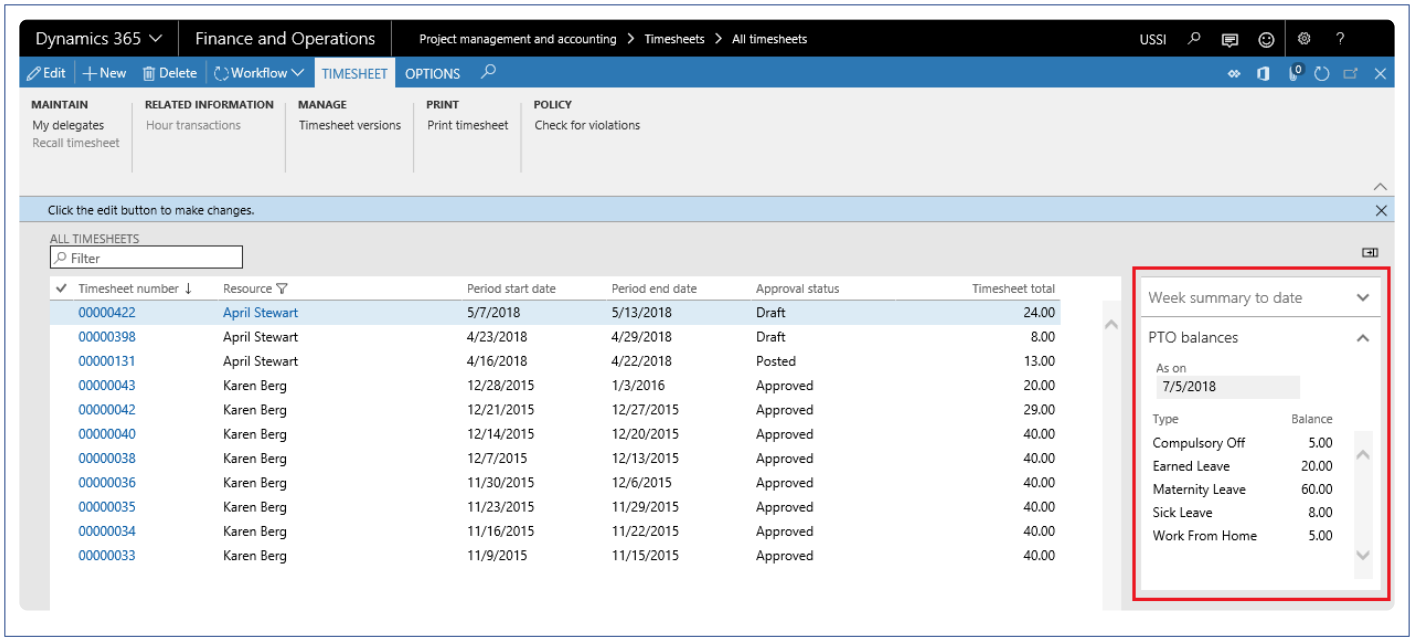
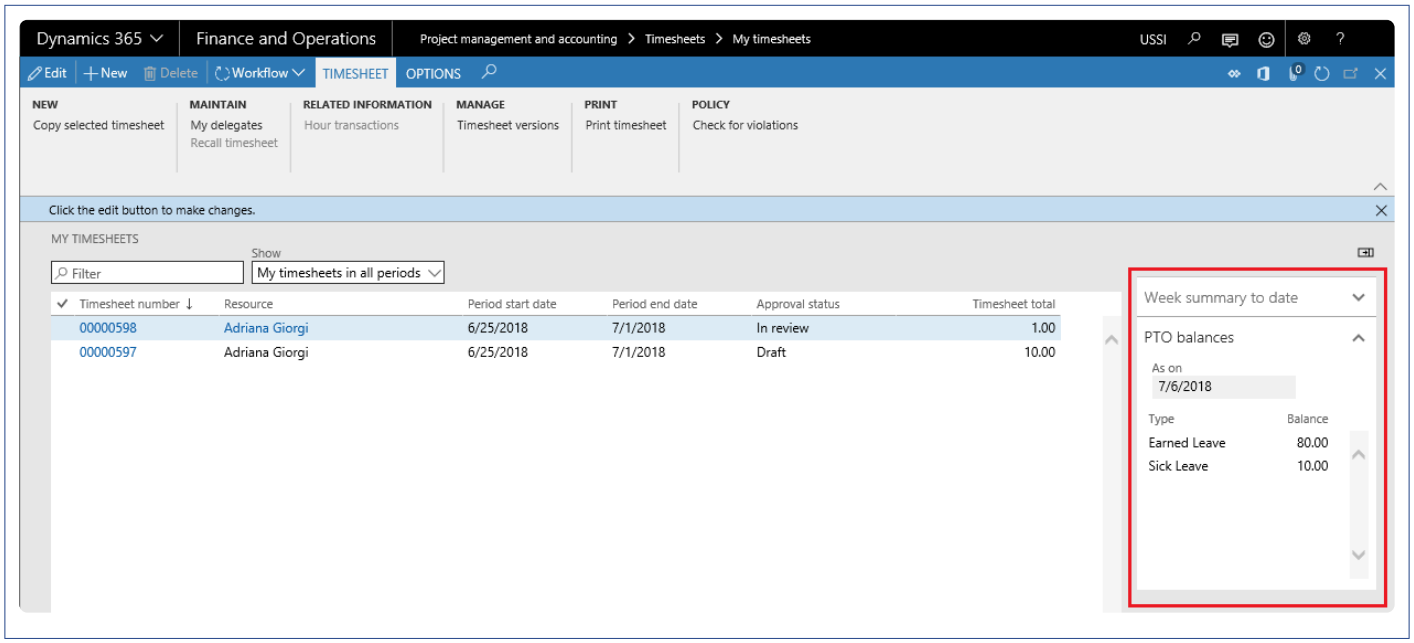


MyTimesheets

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.



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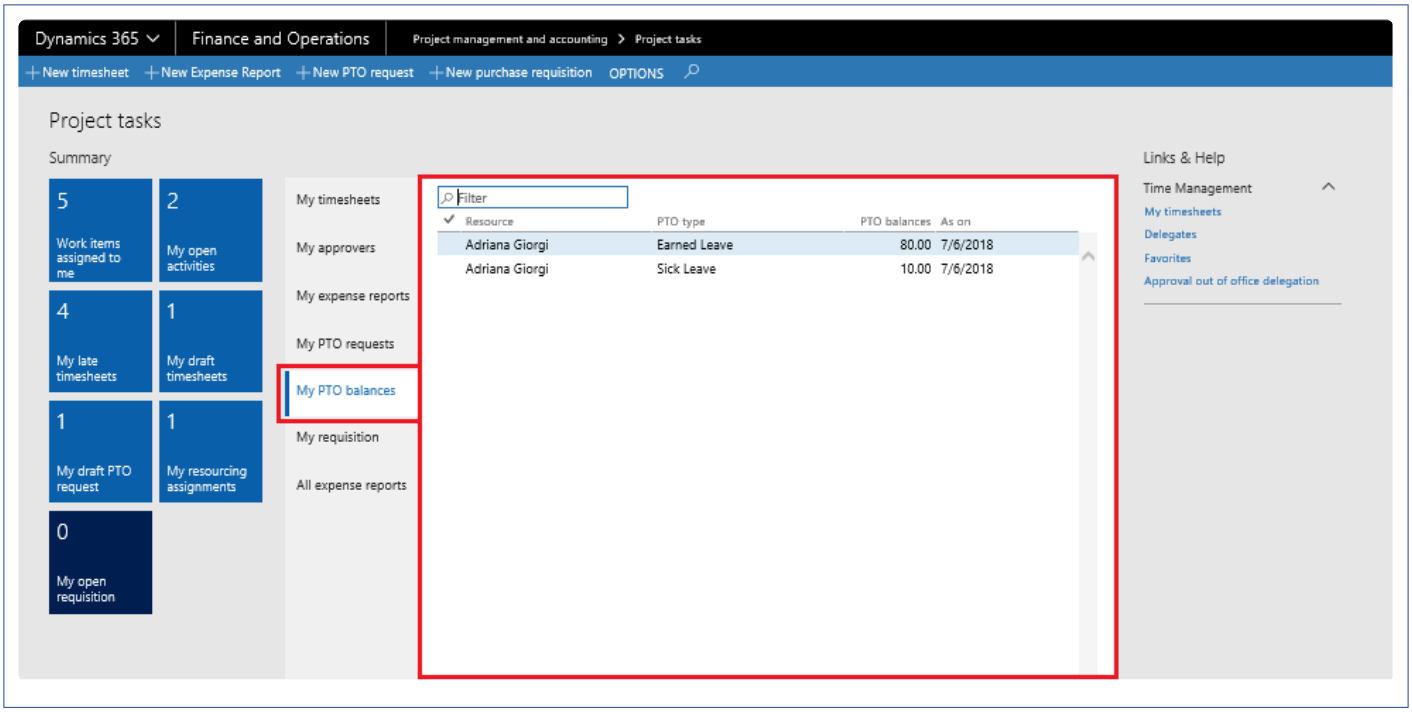
Workspaces

Project Tasks

New list page ‘My PTO balances’ is added to show the PTO balances of the resource associated with the logged in user.

Workspaces > Project tasks



Resource Management

New list page ‘My employee PTO balances’ is added to show balances of the resource for whom the logged in user is defined as the timesheet approver..

Workspaces > Resource management

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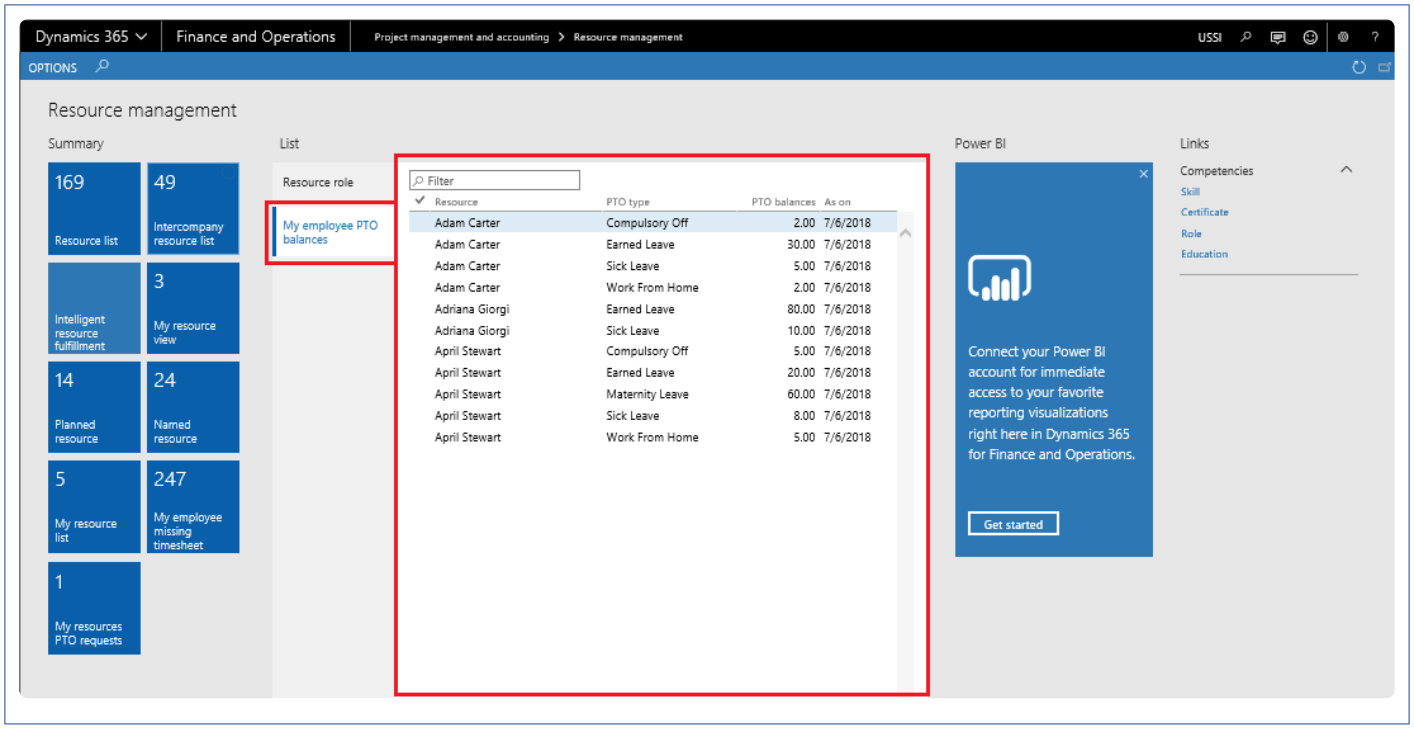

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PTO balance report

This section details where all the PTO balances can be viewed in the single report in Microsoft Dynamics 365 for Finance and Operations.

PTO balance report

PTO balance report is introduced to view all the PTO balances imported for all the resources.

Go to Project management and accounting > projects360 Inquiries and reports > PTO balances > PTO balance report.

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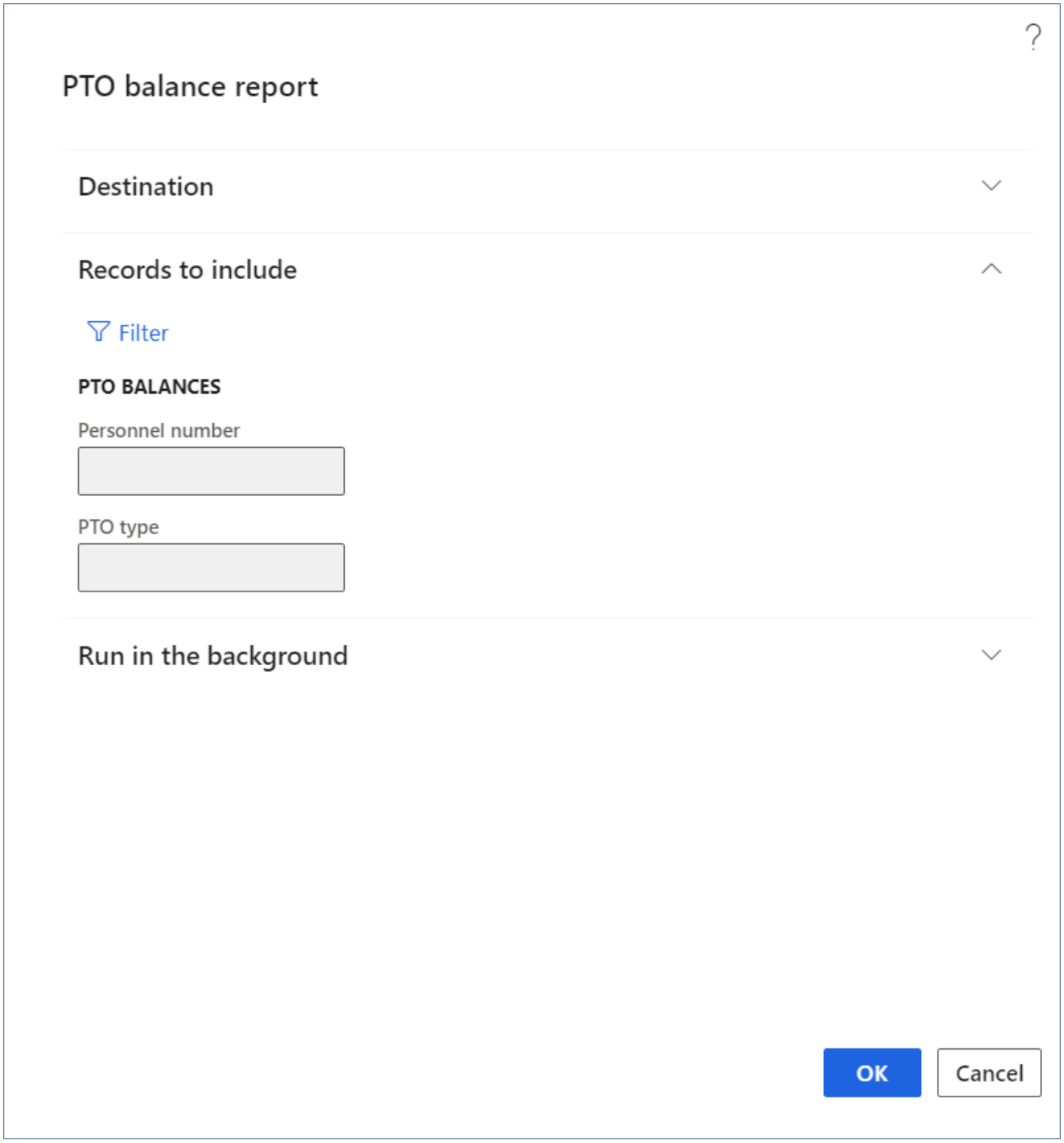

PTO balance report display the PTO balances for each resource with different PTO type along with the Totals.

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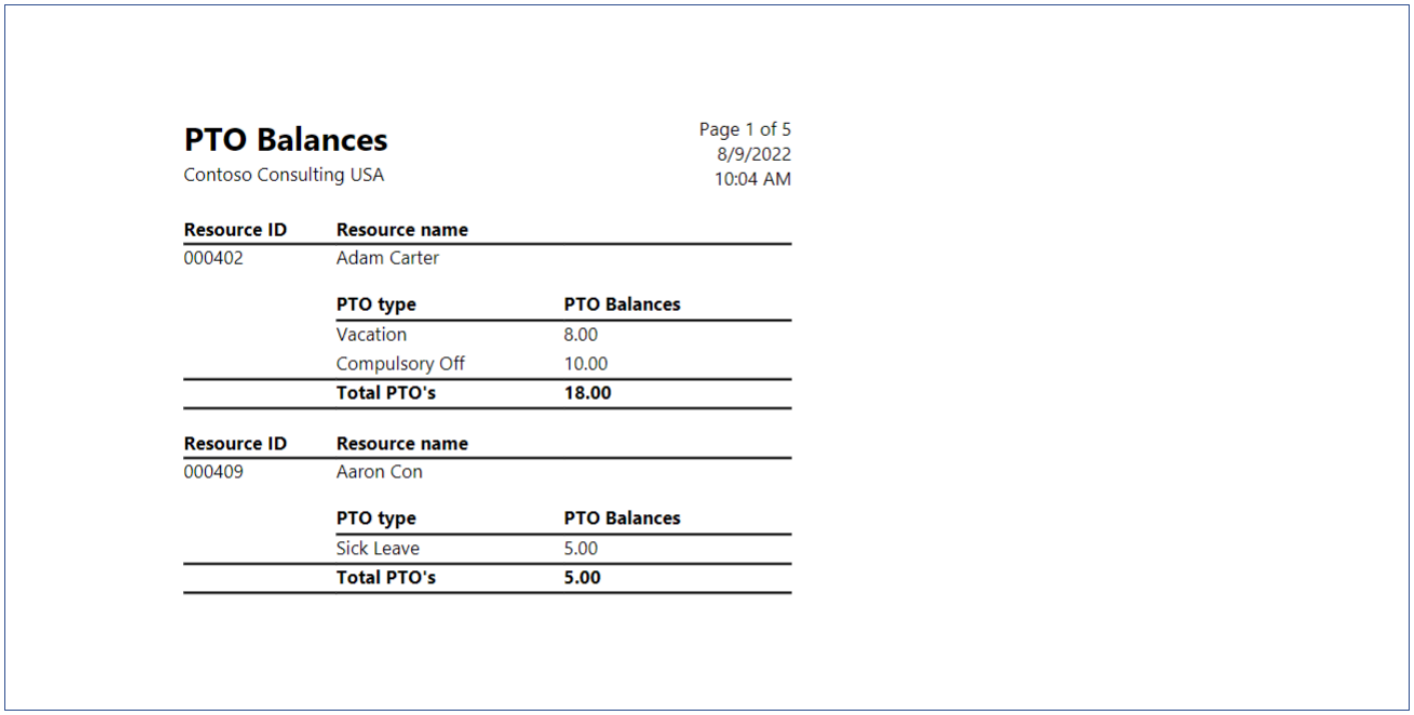

PTO Balances

Contoso Consulting USA

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Resource ID	Resource name
000402	Adam Carter

PTO type	PTO Balances
Vacation	8.00
Compulsory Off	10.00
Total PTO's	**18.00**

Resource ID	Resource name
000409	Aaron Con

PTO type	PTO Balances
Sick Leave	5.00
Total PTO's	**5.00**

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Work Locations

The Work location feature has been introduced to include the work location on timesheets where the user can choose this information. The location could be at project site, home or office.

This feature is introduced due to statutory requirements, where in some countries, based on the location of the person the taxes are calculated and paid.

Work location information can be used as a basis for pricing (manual effort) if the contract does have prices which vary from one work location to another, depending on the project contract.

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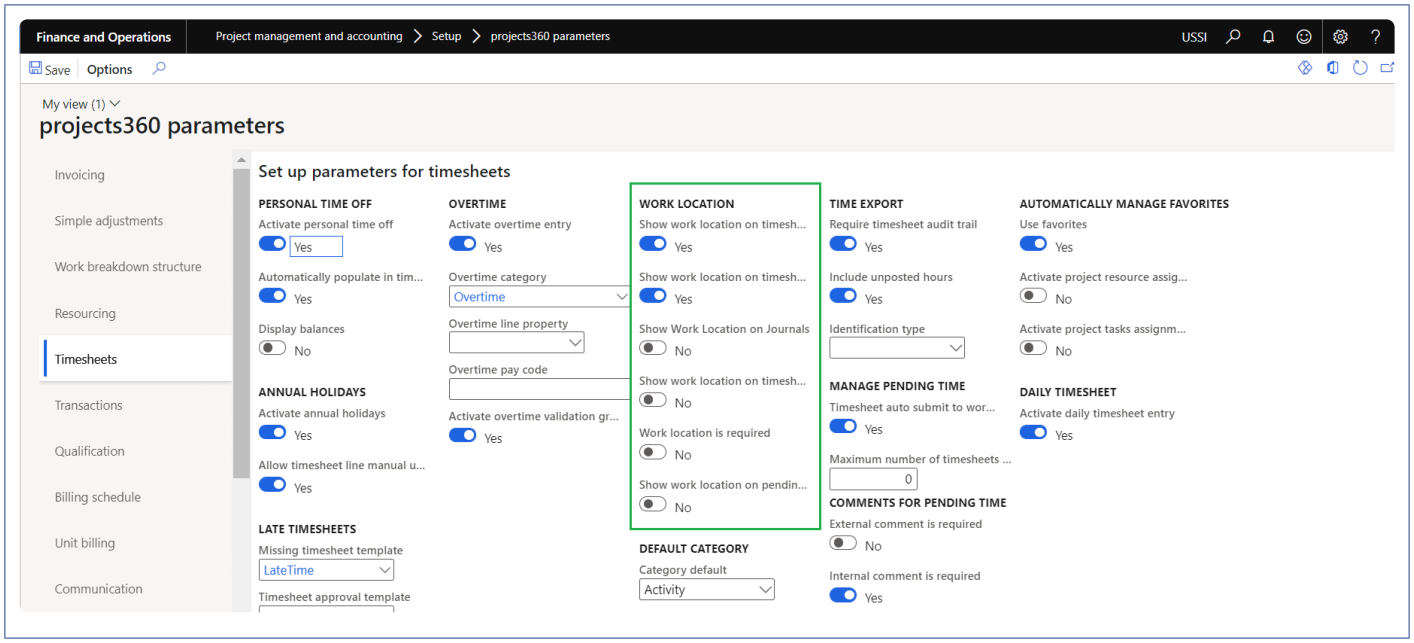
Configure Work Location

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

Parameter Setup

Parameter allows you define on which kind of transactions you want to activate this functionality against. Based on the checkbox selection, work location field will be enabled on the respective forms, allowing users to enter the work location details.

Go to Project management and accounting > Setup > projects360 Parameter > Timesheets tab



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.

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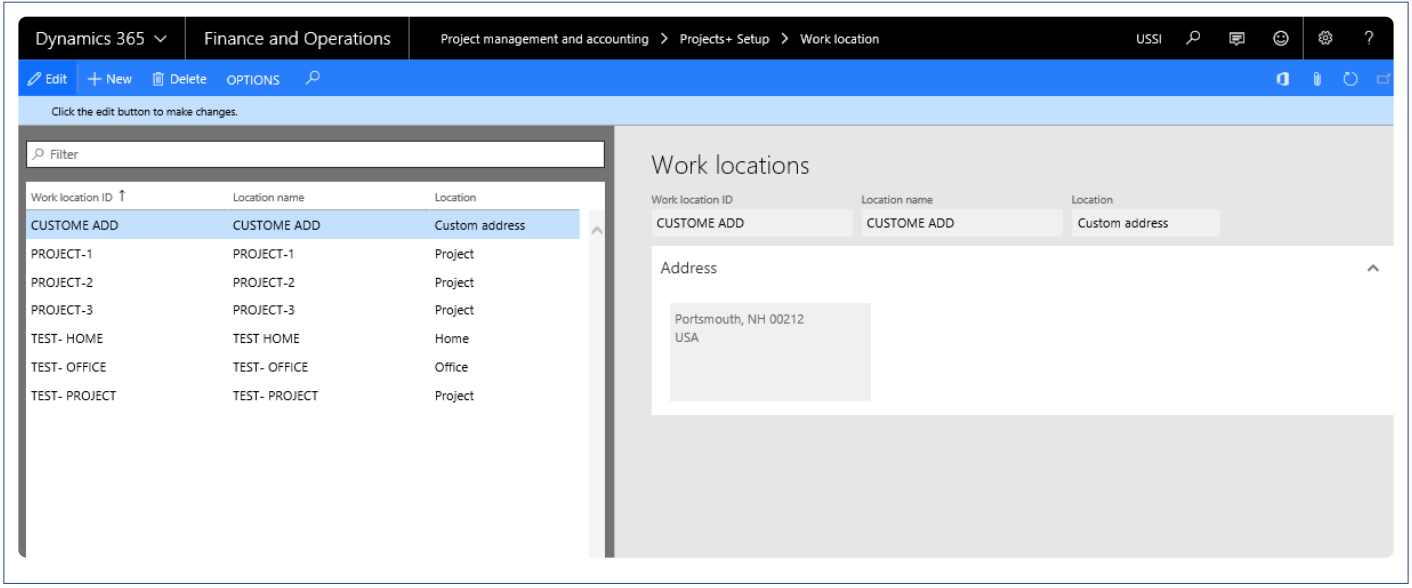
Show Work Location on Journals	When the user chooses Yes in this check box, the work location field will be displayed on the Hour and Beginning balance journals.
Show Work Location on timesheet mobile app	When the user chooses Yes in this check box, the work location field will be displayed on the timesheet 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

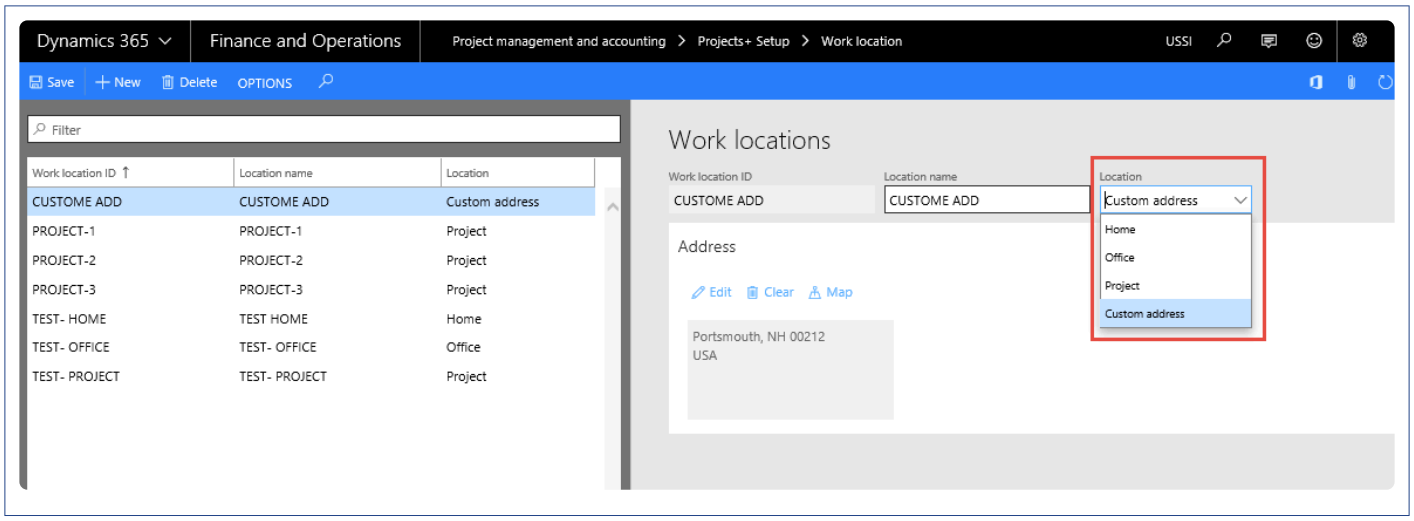
New form has been introduced for this feature to allow users to setup the work location ID. The form is known “Work Location” and it is available in below navigation.

Project management and accounting > projects360 setups > Work Location
Go to Timesheets > Setup > Work Location



The 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.



Address Fast Tab – This tab is enabled when the Location is set to custom. The user can enter an address as in the standard address form in AX7.0.

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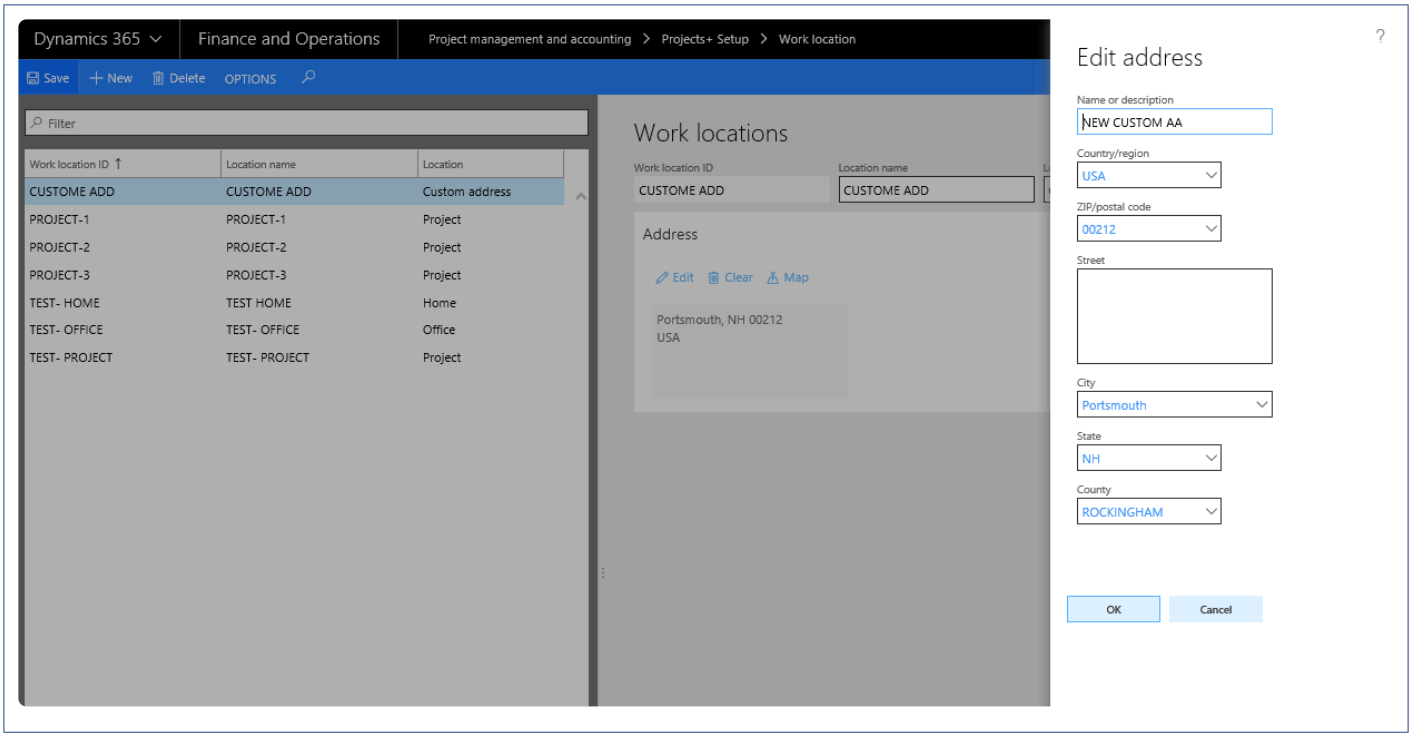
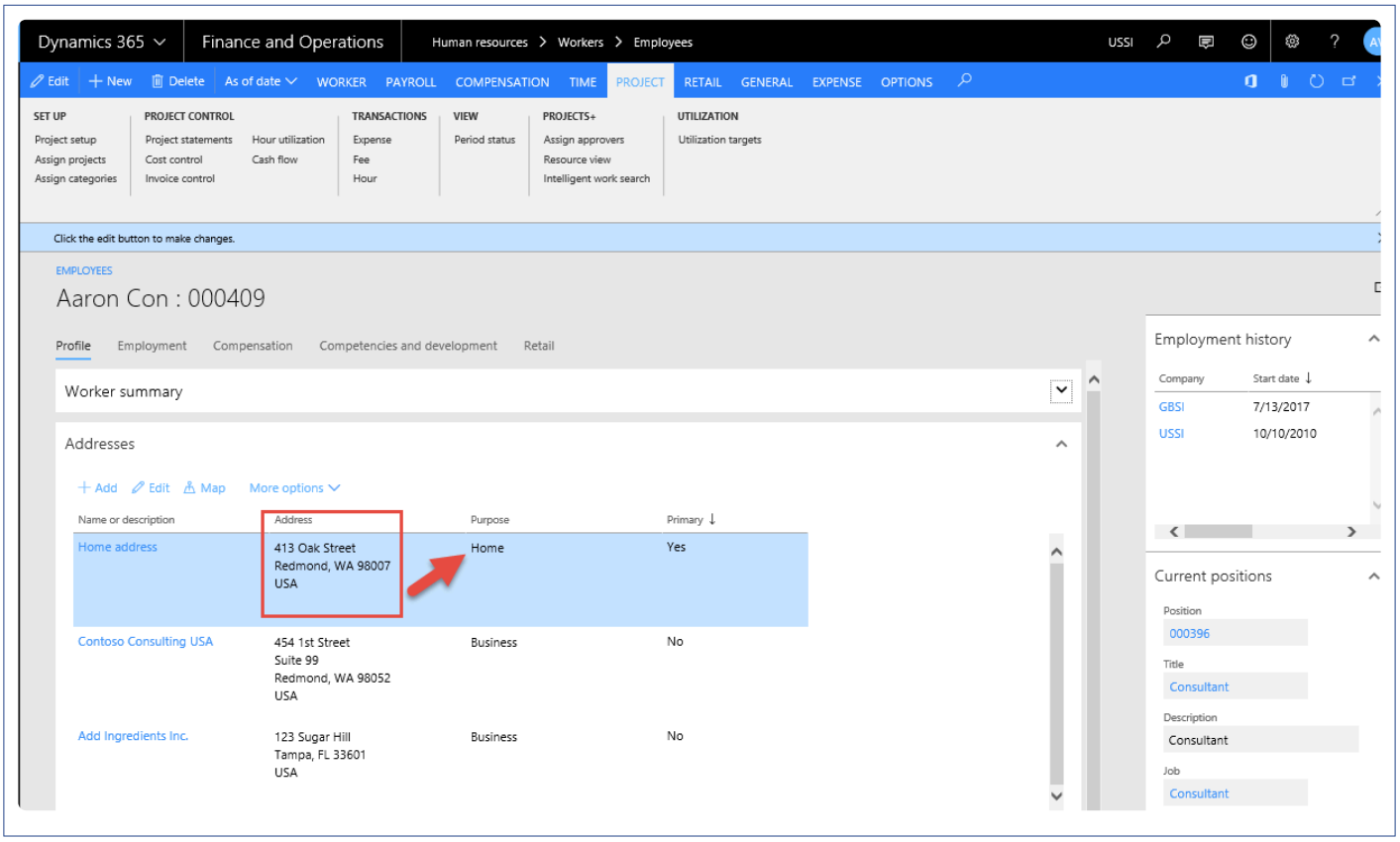


Based on the location defined the location ID is being picked from standard address tables as displayed in the following screenshots:

Home – Worker's employee record primary address. When the 'Private' checked box is turned on the address only Country, State and City will be displayed on work location address.



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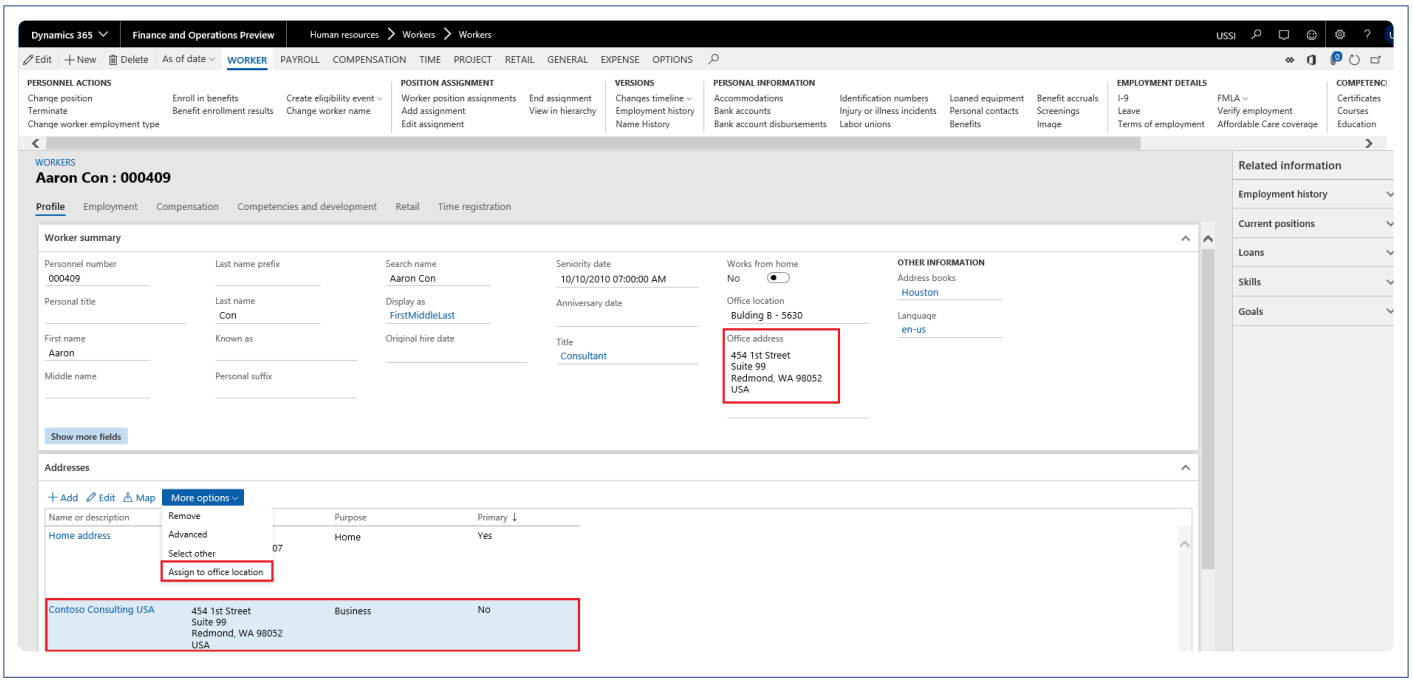
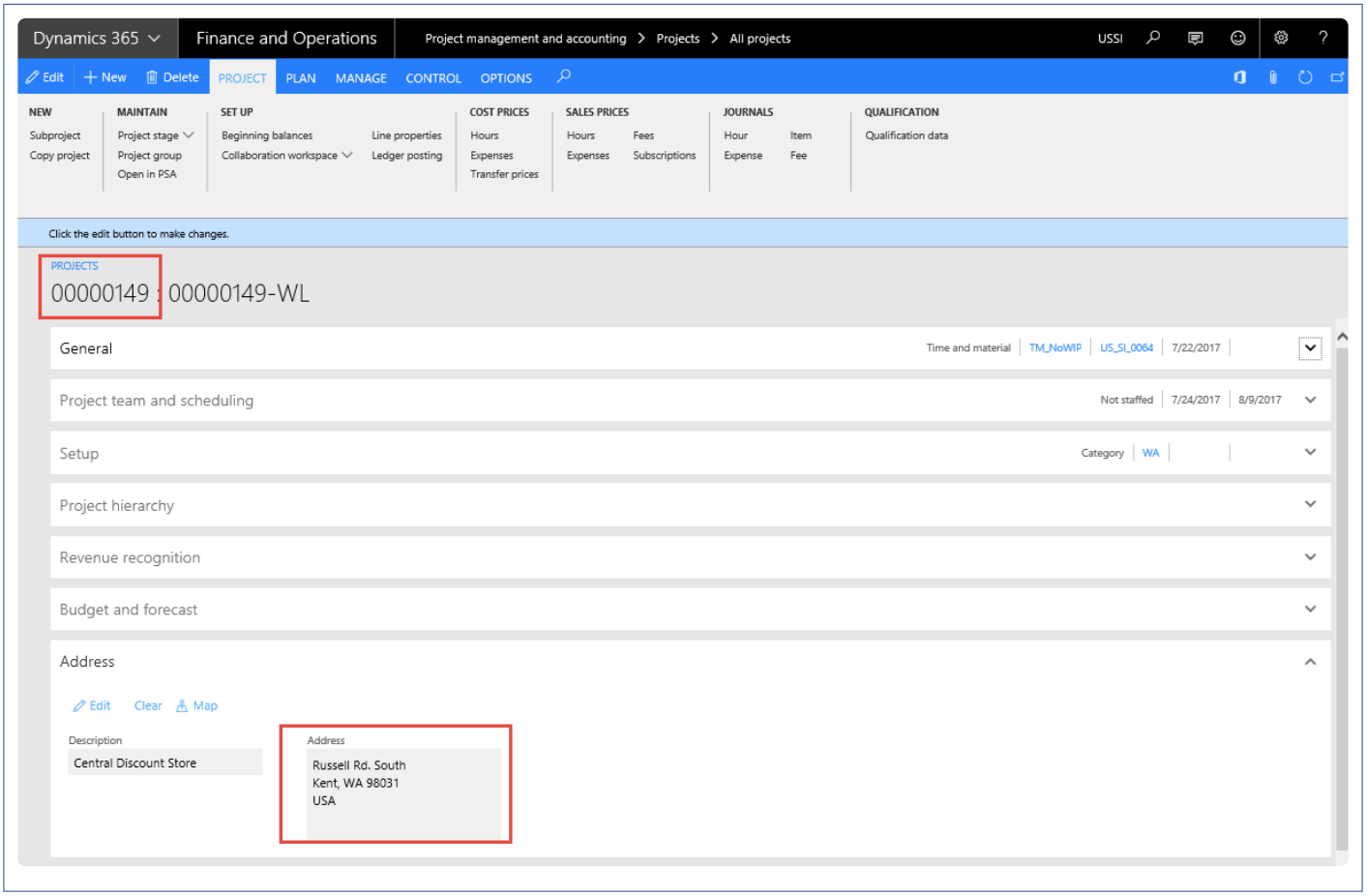
Office – Worker's employee record office location (link on employment record). To link the office location, Select the address and click on button 'More options > Assign to office location'. When the 'Private' checked box is turned on the address only Country, State and City will be displayed on work location address.



Project – Project address defined on the selected project.



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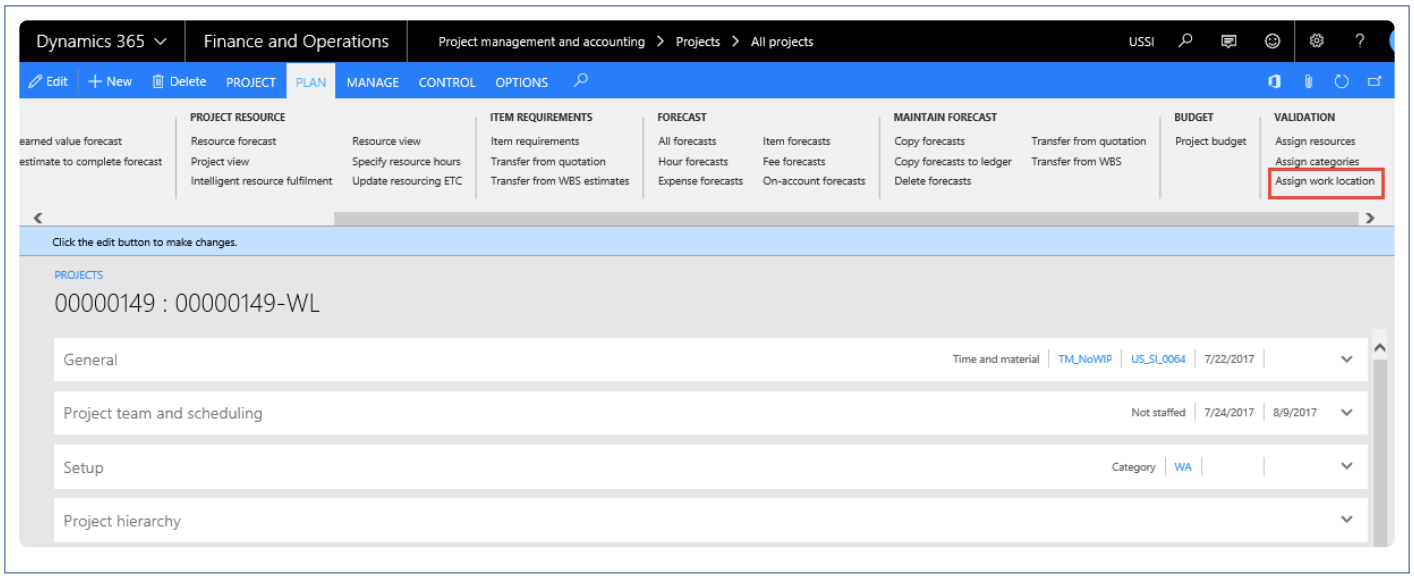
Custom – Address entered in the new Work Location form, for location type custom.

Setup – Assign Work Locations

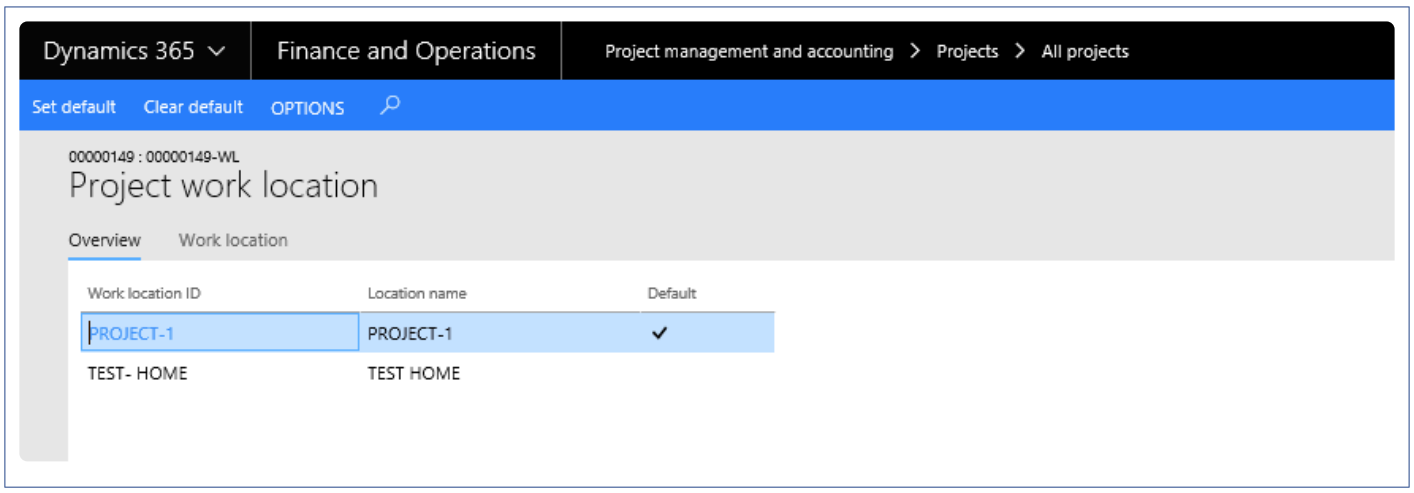
This is a new form introduced for the user to select the work locations that can be allowed for the project. Thus, when the user selects this project on the timesheet, only those work locations entered or selected in this form are displayed.

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:



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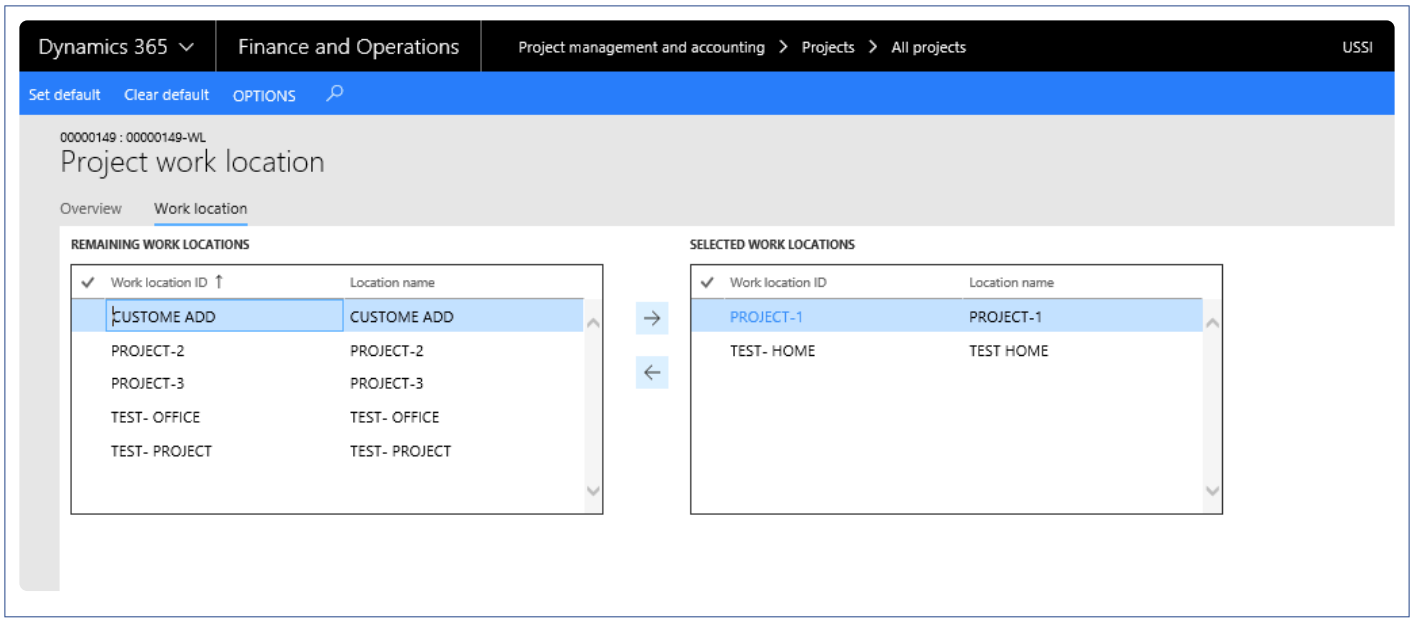
Overview Tab – Where the information of all the selected work locations will be visible to the user. This tab contains the following fields:

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



Work Location Tab – Shows all the work location available. It has two sections as defined below.

- Remaining work locations – where the list of all work locations that have not yet been selected and moved over to the Selected work locations is available.
- Selected work locations – where the list of work locations that have been selected from the remaining work location is stored.

Two arrow buttons for the selection and de-selection of records and move records between the sections.

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Enter Work Locations

This section defines how work locations are entered on the timesheets and are validated during different processes e.g. on timesheet creation, on submission and during posting. This section also details the validations added while copying timesheet from different places i.e. from timesheets, favorites and assignments etc.

Timesheets and Work Location field

On Creation

The timesheets form is modified to include the work locations field next to the project name if the parameter “Show work location on timesheet lines” is set to yes. The work location will also be visible on the line details of the timesheet if the parameter “Show work location on timesheet transactions” is set to yes.

After the user chooses the project ID, based on the assignment setup, the work location will default onto the timesheet, the same will default into the line details and the user will be able to edit these values.

The work location lookup will show only the work locations that are selected in the Project work locations form. However, if the user has not defined any work locations on the assignment form, then all the work locations will show up in the lookup.

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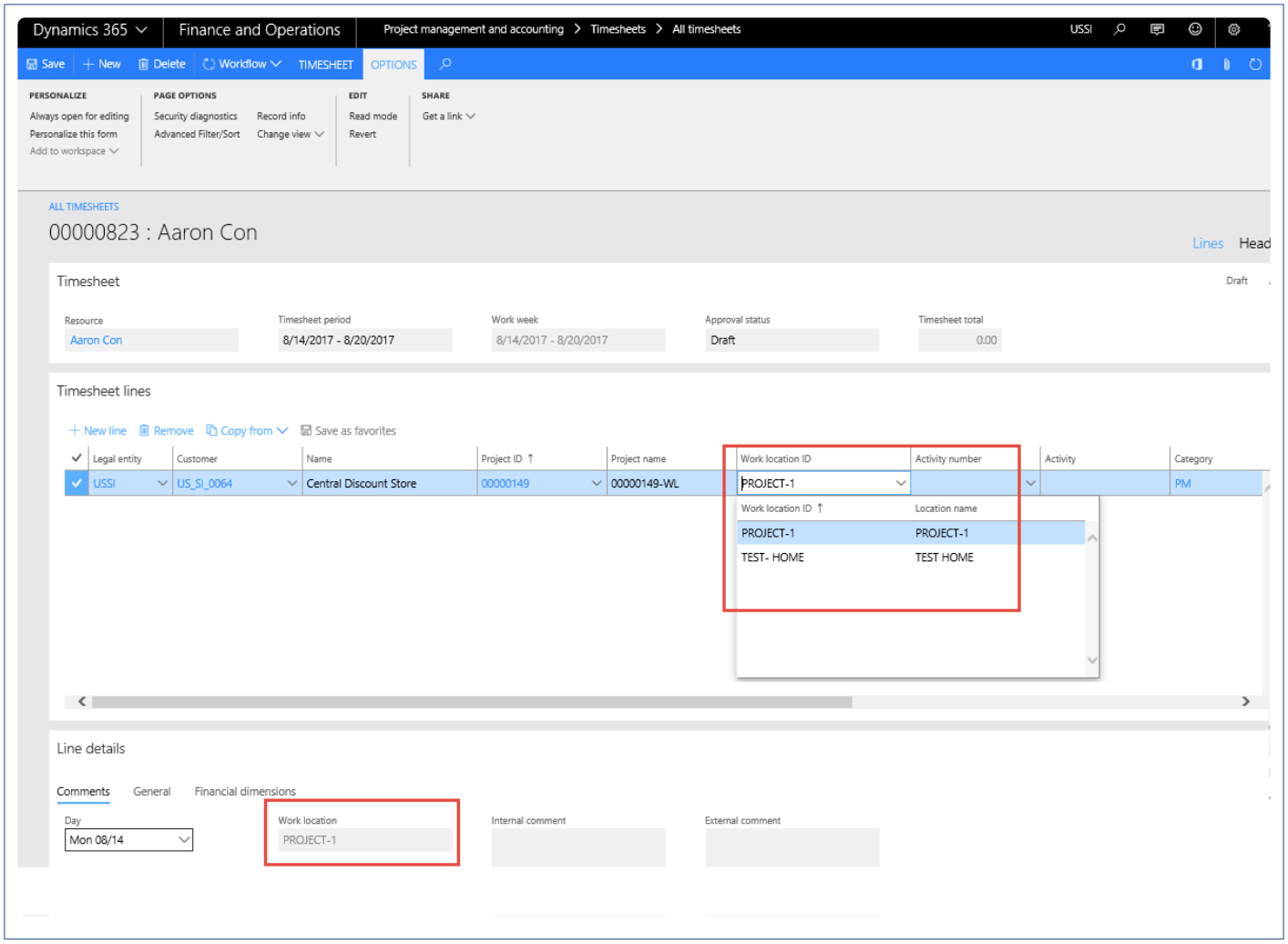

On Submission

If the parameter “Work location is required” is set to yes, there will be a validation of the work location ID selected on the timesheet line/transaction level or else, an error message will be populated “Enter the work location”. Until the user enters the work location, the user will not be able to save the timesheet.

The work location ID will be displayed on the timesheet even during approval.

The timesheet line level approval form includes the work location ID field, so that the approver can see the work location ID.

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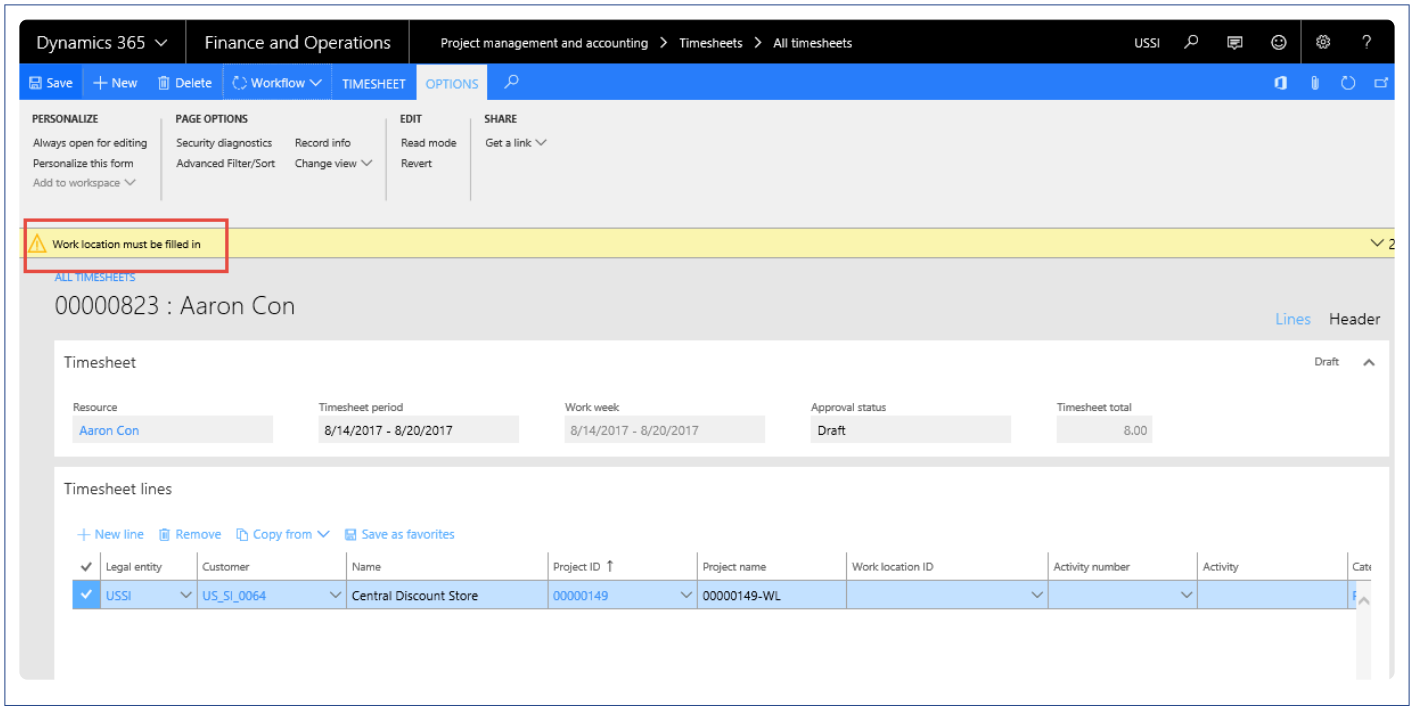
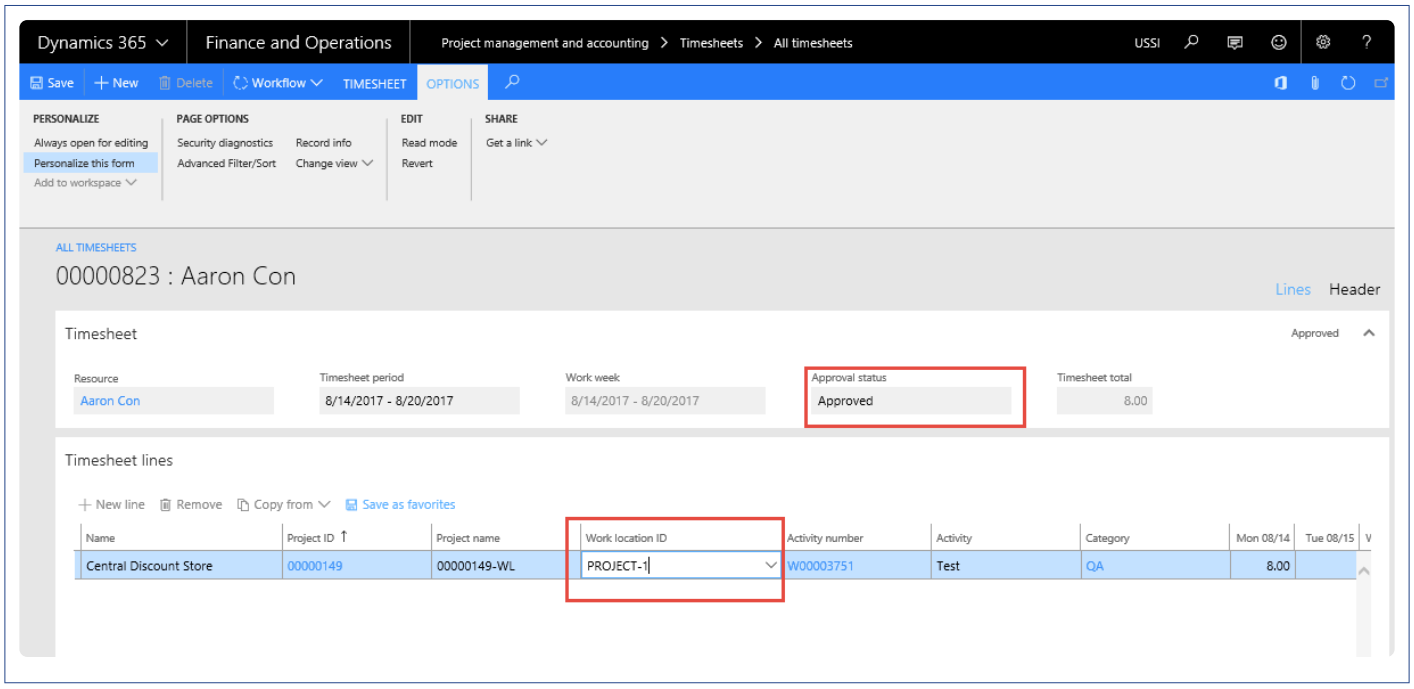


On Posting

The system will check whether the work location ID on the timesheet is present and the corresponding addresses/location ID is available, or else an error message is displayed: “Setup up the address for the work location %%% ”, where %% is the work location.

Work location ID field will be editable when the timesheet status is approved, so that the project accountant can edit the field if required after the project manager has approved the line.

Once all the location ID’s are available the user will be allowed to post the timesheet.



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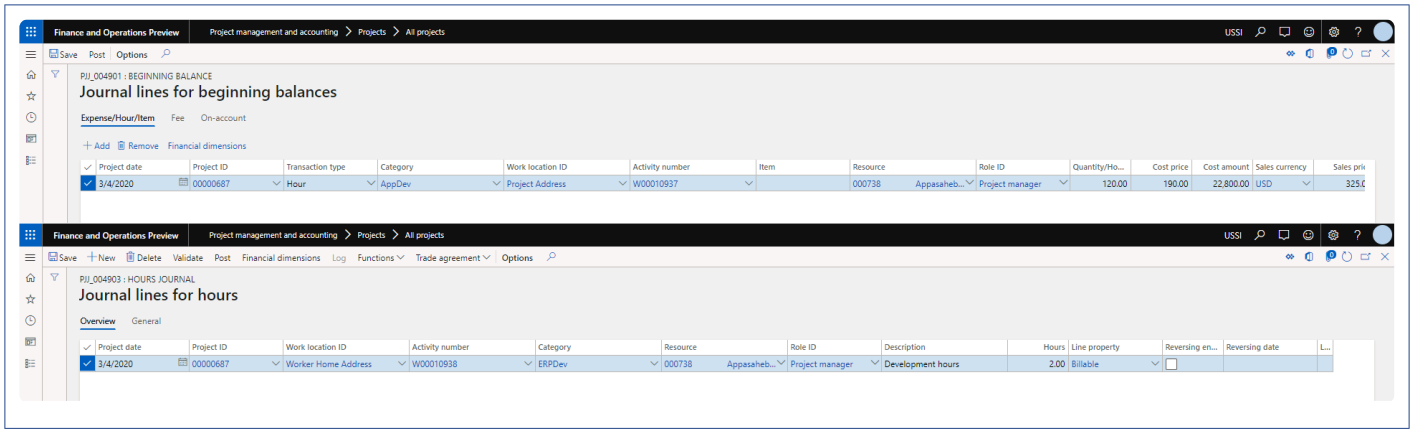
Timesheets – creation other than manual

Timesheet can be created from various ways, and the behavior of the Work location field for each of them is as follows:

- Copy from timesheets –The work locations from the previous timesheets will not be copied, however if there is a default timesheet for the project used in the previous timesheets, then the default will be copied, the rest will have to be entered by the user.
- Copy from favorites – Unless there is a default defined for the project that is being used, the work location ID will be blank.
- Copy from assignments – Unless there is a default defined for the project that is being used, the work location ID will be blank.
- Approved PTO Lines being inserted into Timesheets – Unless there is a default defined for the project that is being used, the work location ID will be blank.

Work location on Journals

The Hour and Beginning balance journals forms are modified to include the work locations field next to the project ID and category respectively if the parameter “Show work location on Journals” is set to yes. Users can enter the work location, If work location is mandatory an error will be thrown as soon as user tries to save the record. All the other validations related to work location are handled during the posting process.



Timesheets – Others

Intercompany Timesheets

Using the RecId? enhancements all timesheet data can be tracked on an intercompany timesheet. Yet, the

posting validation that has been described in the section above will be done for the two postings

- At the time of posting the timesheet, and,
- At the time of posting the Pending vendor invoice. However, this form has not been modified to display the work location ID.

Adjustment

- The adjustment form has been modified to include the work location ID while displaying the timesheet transactions.
- The field is just information to the user, but the user will not be able to change the work location ID using the adjustment form.
- After adjustment, the new transaction also will have the work location ID.

Note – During the adjustment lookup up, if the work location enum? is project, then the lookup is the project location ID again during the posting of the adjustment journal, but while doing so the project/ work location is not considered in the validation and will be handled in data entities.

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Timesheet Line Approval

Currently in Microsoft Dynamics 365 for Finance and Operations, there is no proper list page for timesheet line level approvals which makes it a time-consuming activity for approval of all lines from different timesheets.

This enhancement shows all the timesheet line level documents pending for approval in one list page to execute the workflow actions. Approvers can see a list of timesheet lines assigned to him\her in one view and take action. This feature is not a parameter driven.

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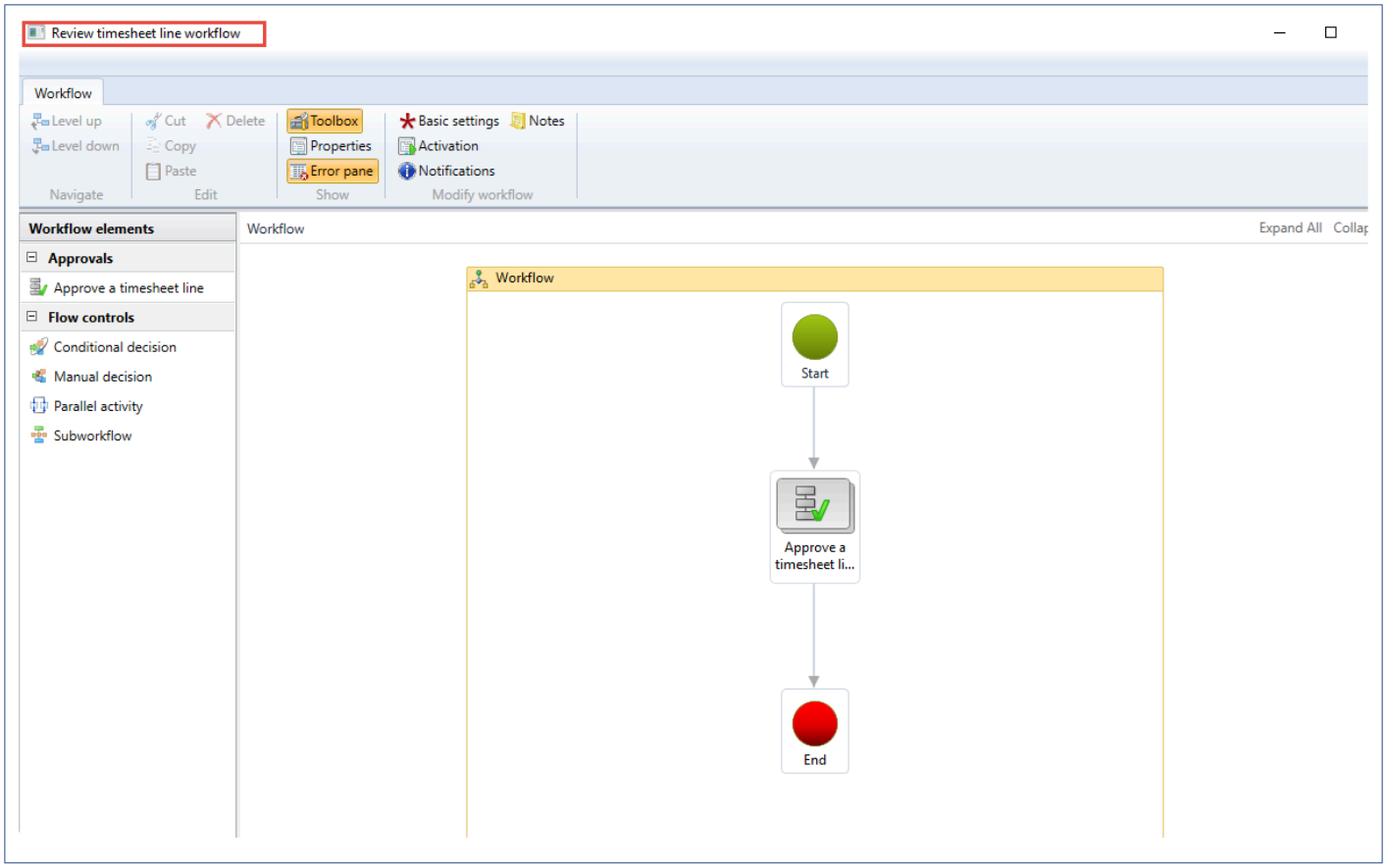
Configure

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

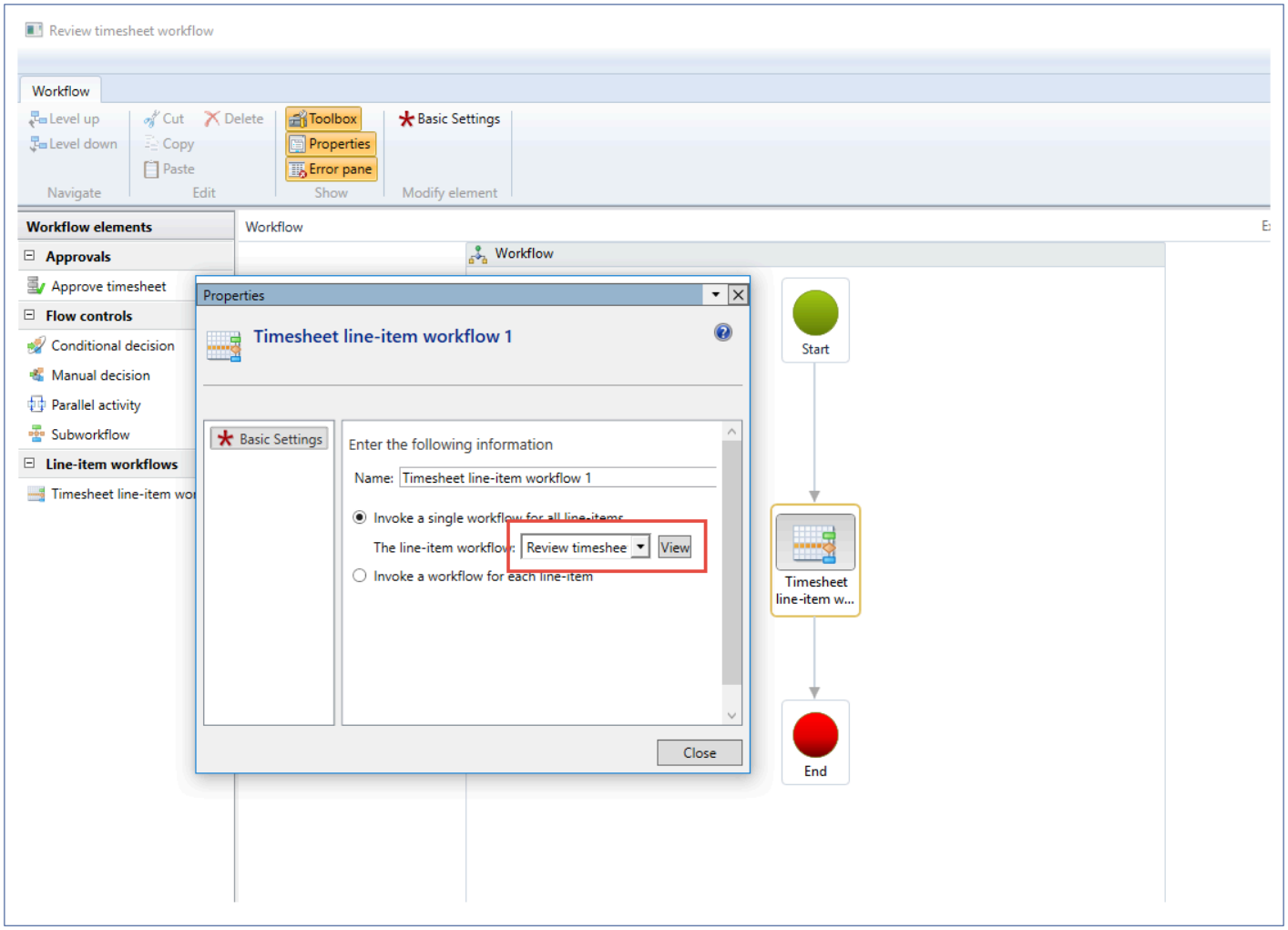
Workflow Setup

Create a line level timesheet workflow that has approvals done for each line and then create timesheet approval workflow. It then invokes the line level workflow from the timesheet workflow.

To create the timesheet line level approval go to:
Go to Project management and accounting > Setup > Project management and accounting Workflow
Go to Timesheets > Setup > Timesheets workflow



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



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

Parameter Setup

Timesheet tab

On projects360 parameter form, under Timesheet tab, a new parameter “Show for multiple funding sources” is been introduced to display “customer name” from the project when project contract has multiple funding sources.

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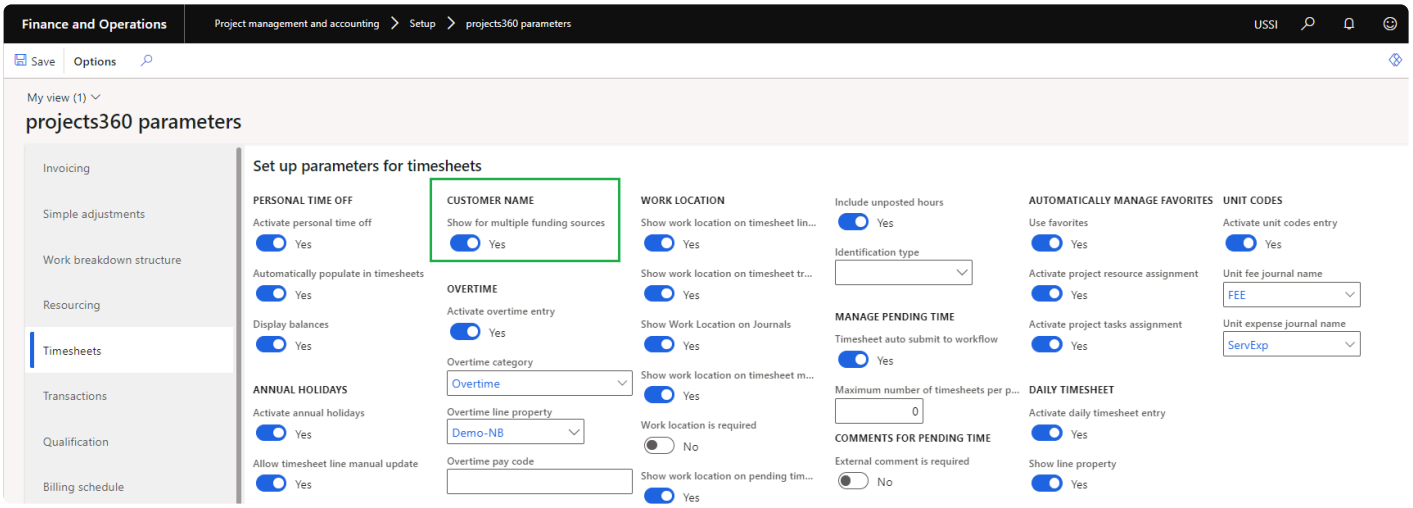

Workflow line level approval tab

On projects360 parameter form, under Workflow line level approval tab, a new set of parameters under the “Timesheet line level approval” has been introduced to allow edit of few fields on Timesheet line level approval form. User needs to set the field value to ‘Yes’ in order to edit particular fields accordingly.

Go to Project management and accounting > Setups > projects360 parameters > Workflow line level approval tab

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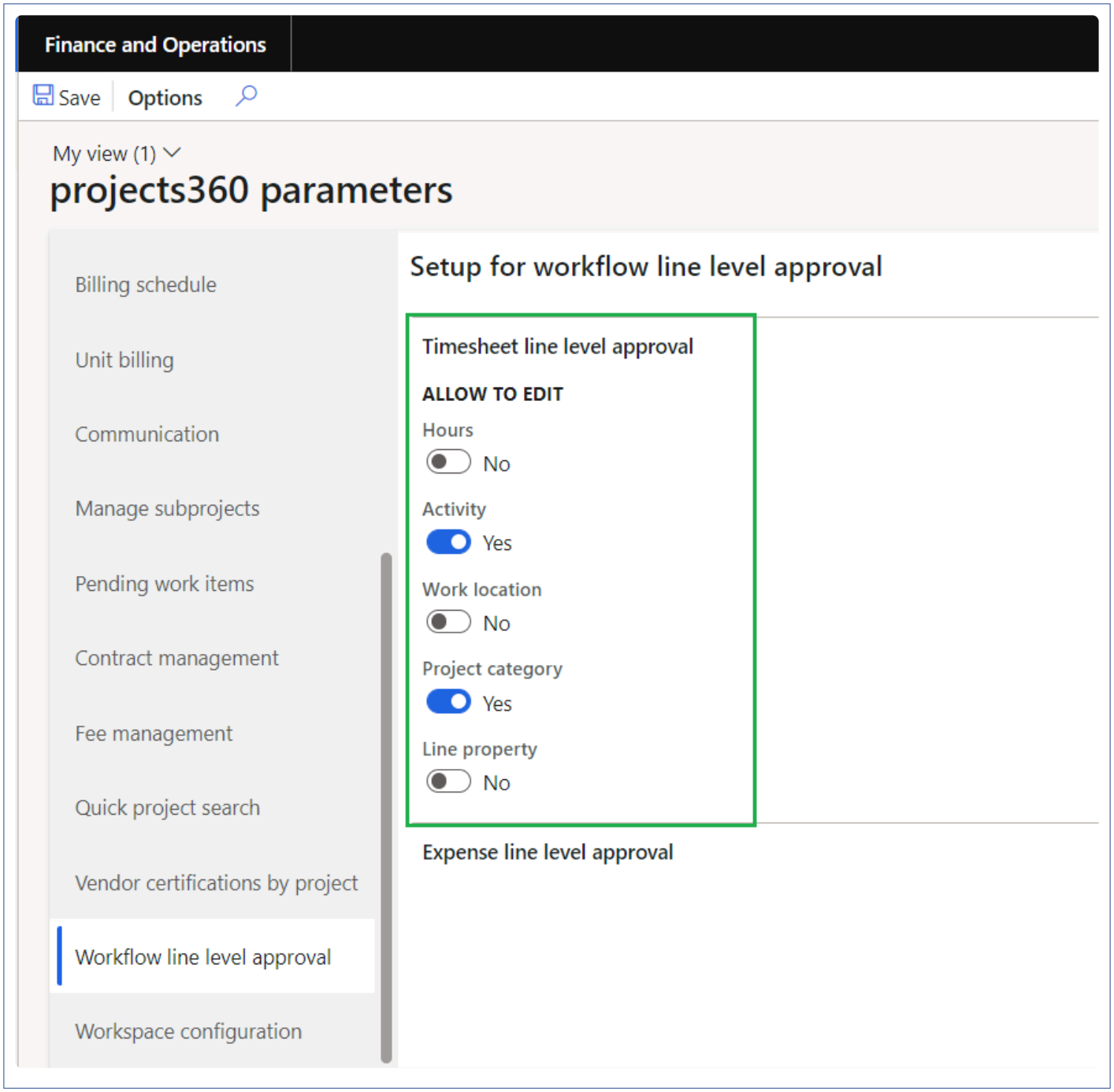

Details of the fields available on the projects360 parameters form are as follows –

Fields	Description
Hours	When this parameter is set to Yes, user can edit hours on timesheet line details tab on Timesheet line level approval form. Timesheet line hours will be updated/refreshed on timesheet lines after a new value is entered on Timesheet line details tab, Timesheet line level approval form.
Activity	When this parameter is set to Yes, user can edit activity on timesheet line details tab on Timesheet level approval form.

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Work location	When this parameter is set to Yes, user can edit work location on timesheet line details tab on Timesheet level approval form.
Project category	When this parameter is set to Yes, user can edit category on timesheet line details tab on Timesheet level approval form.
Line property	When this parameter is set to Yes, user can edit line property on timesheet line details tab on Timesheet level approval form.

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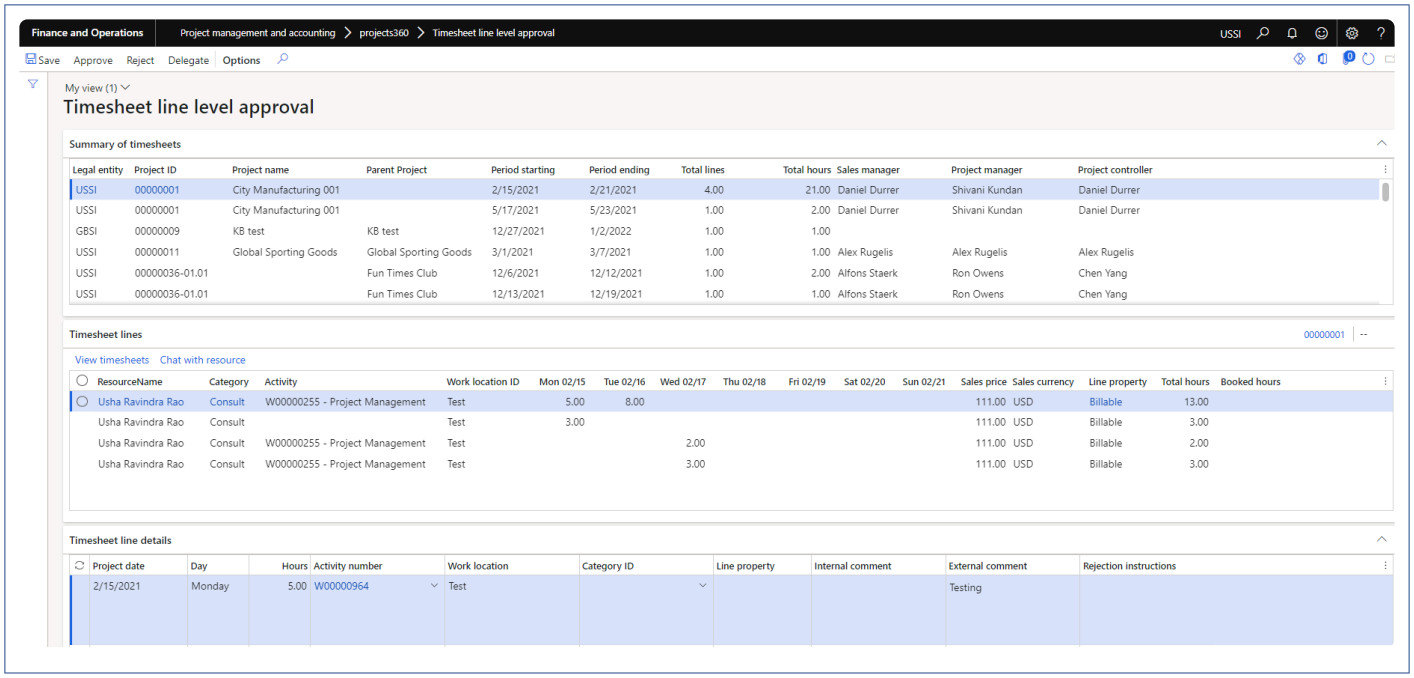
Line level Approval

This section details how the line level timesheets are approved.

Line Level Approval Form

Go to Project and Management accounting > projects360 > Timesheet line level approval
Go to Timesheets > Approval process > Timesheet line level approval



Details of the fields available on Summary of timesheets tab are as follows –

Fields	Description
Legal entity	Displays the legal entity of the timesheet.
Project ID	Displays Project Id for which time is submitted.
Project name	Displays project name.
Parent project	Displays the parent project name of the Project.
Period starting	Displays timesheet starting period.
Period ending	Displays timesheet ending period.
Total lines	Displays the total lines for approval.

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Total hours	Displays the total hours for approval.
Sales manager	Displays the sales manager responsible for the project.
Project manager	Displays the project manager responsible for the project.
Project controller	Displays the project controller responsible for the project.

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

Fields	Description
Resource name	Displays the resource name of the timesheet.
Category	Displays the category for which time is submitted.
Activity	Displays Activity name.
Work location ID	Displays work location ID.
Day with date	Displays days with date for the timesheet period.
Sales price	Displays sales price.
Sales currency	Displays sale currency.
Line property	Displays line property.
Total hours	Displays the total hours for the combination of resource and category.
Booked hours	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.

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

Fields	Description
Project date	Displays the project date of the timesheet.
Day	Displays the day of the week.
Hours	Displays Hours submitted for approval. This field can be edited if the parameter is marked.
Activity number	Displays activity number. This field can be edited if the parameter is marked. When the Activity is edited, Category field gets updated based on the “Category default” parameter and prices will also get updated based on the changes made.
Work location	Displays work location. This field can be edited if the parameter is marked.

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Category ID	Displays category. This field can be edited if the parameter is marked.
Line property	Displays line property. This field can be edited if the parameter is marked
Internal comments	Displays internal comments from timesheet line. This field is editable which gets updated on the timesheet lines
External comments	Displays external comments from timesheet line. This field is editable which gets updated on the timesheet lines.
Rejection instructions	Approver can update rejection instructions which gets updated on the timesheet lines.

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 displaying the total number of lines and total number of hours.
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.

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Late Timesheets

Project managers often find it difficult to determine the timesheets that have not been submitted on time. This is very tedious work, as there is no one common page or form in D365FO where the user gets to see all the timesheets of all employees for all pay periods. This is very essential for a project manager to get the timesheets posted to the invoice and recognize revenue.

To overcome this shortcoming, a feature has been introduced which provides a list page where the project manager can see all the missing timesheets of employees. There are other add-ons provided which are beneficial for:

- ***Approvers of timesheets, where they can see the list of timesheets of resources for whom they are approvers.***
- ***Project managers, who can see timesheets of all employees who are assigned to his\her project or projects.***

There are specific areas to view late timesheets and include: All missing timesheets, My employee missing timesheets, My projects missing timesheets and workspaces where users can view the timesheets with different status.

There are users in the organization such as Admin or helping staff who never will enter time, to avoid viewing of such missing timesheets on the late timesheets list, we have introduced a feature to control the records not to be shown as missing timesheet instead showing up the records as No timesheet record for such employees.

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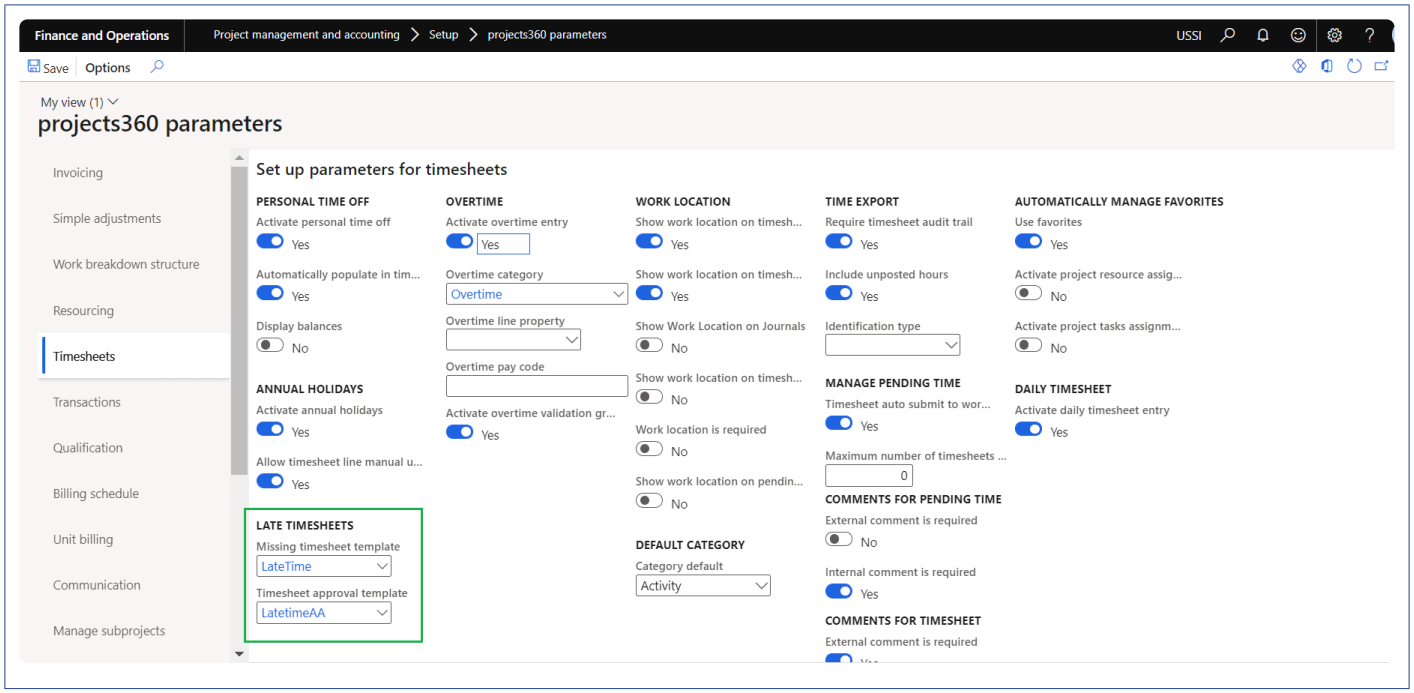
View Late Timesheets

This section defines how the Late Timesheets are viewed and all the different types of actions that can be taken against them. Based on the logged in user's role multiple windows are available to view the timesheets.

Email Template

Late timesheets functionality allows you inform resources about their missing or late timesheets through emails. To send email functionality you need to configure the email ID on the 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 for the timesheets with "In review" status.

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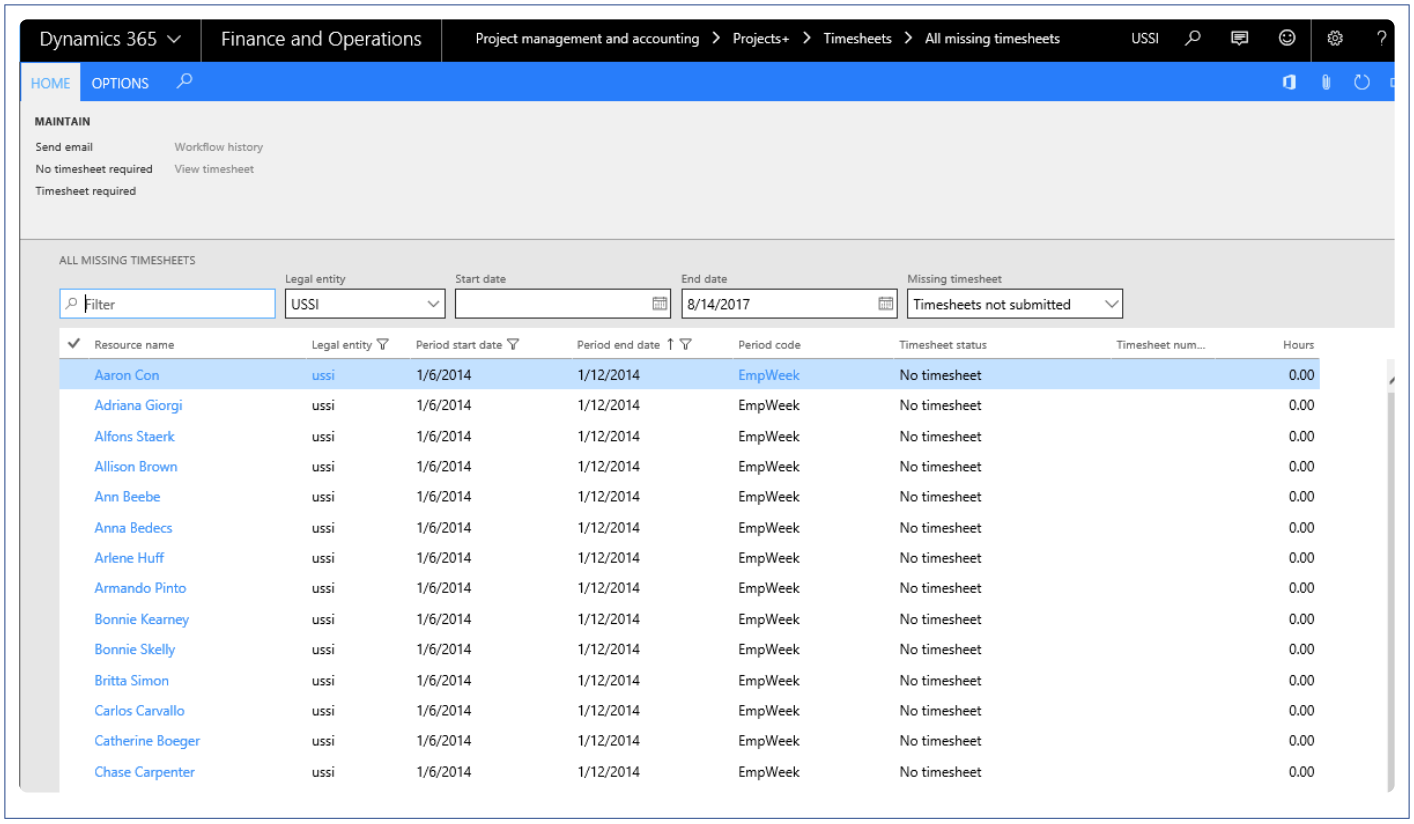
All Missing Timesheets

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.



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.

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Period end date	Timesheet period end date of the resource.
Period code	Timesheet period code.
Timesheet status	New filters added to filter timesheets with different statuses are as below in Late timesheets list page. 1. Timesheets not submitted - No Timesheet or draft status. 2. Timesheets in review - Submitted/ In Review timesheets to be displayed. 3. Not posted - Timesheets approved not posted- Late timesheet not posted due to system hang up or connection lost. 4. Posted - Posted or no timesheet required will be displayed in this filter option. 5. In progress - Timesheets not in status Posted and not in status No timesheet required.
Timesheet number	Timesheet number of the timesheet will be displayed.
Hour	The hours entered in the timesheets will be displayed in this field.
Quick filter Control	New filter added on the All missing timesheet form to filter the timesheet records by resource name and followed by all the field in this form.
Legal entity	Added new filter legal entity to control legal entity lookup to filter the intercompany resource timesheet records.
Filters – Start date	The user can enter a date from when they would like to see the information on the list page. By default, this start date will be blank, thus all records will be seen.
Filters – End date	Current date will be defaulted onto this field, so that the list of timesheets displayed in the list page does not go beyond the current date. However, the user can enter any end date he requires. In effect, the records displayed in the list page will be that from the start to end date specified in the filters above.

The list page contains the following buttons.

Field name	Description
Send email	The user can select multiple records and choose to send emails to the users as reminders to fill in their timesheet. Note that users can select records where the timesheet status is “No timesheet.”. On record selection and clicking on send email button, a new form opens, in which additional message can be typed by the user, which shall be displayed at the bottom of the email. While sending the email, a Email ID template specified on the standard timesheet parameter is used.
No timesheet required	The user can select multiple records with the status No timesheet and click this button, the status will change to No timesheet required.”
Timesheet required.	The user can select multiple records with the status No timesheet required and click this button, the status will change to No timesheet.

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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.

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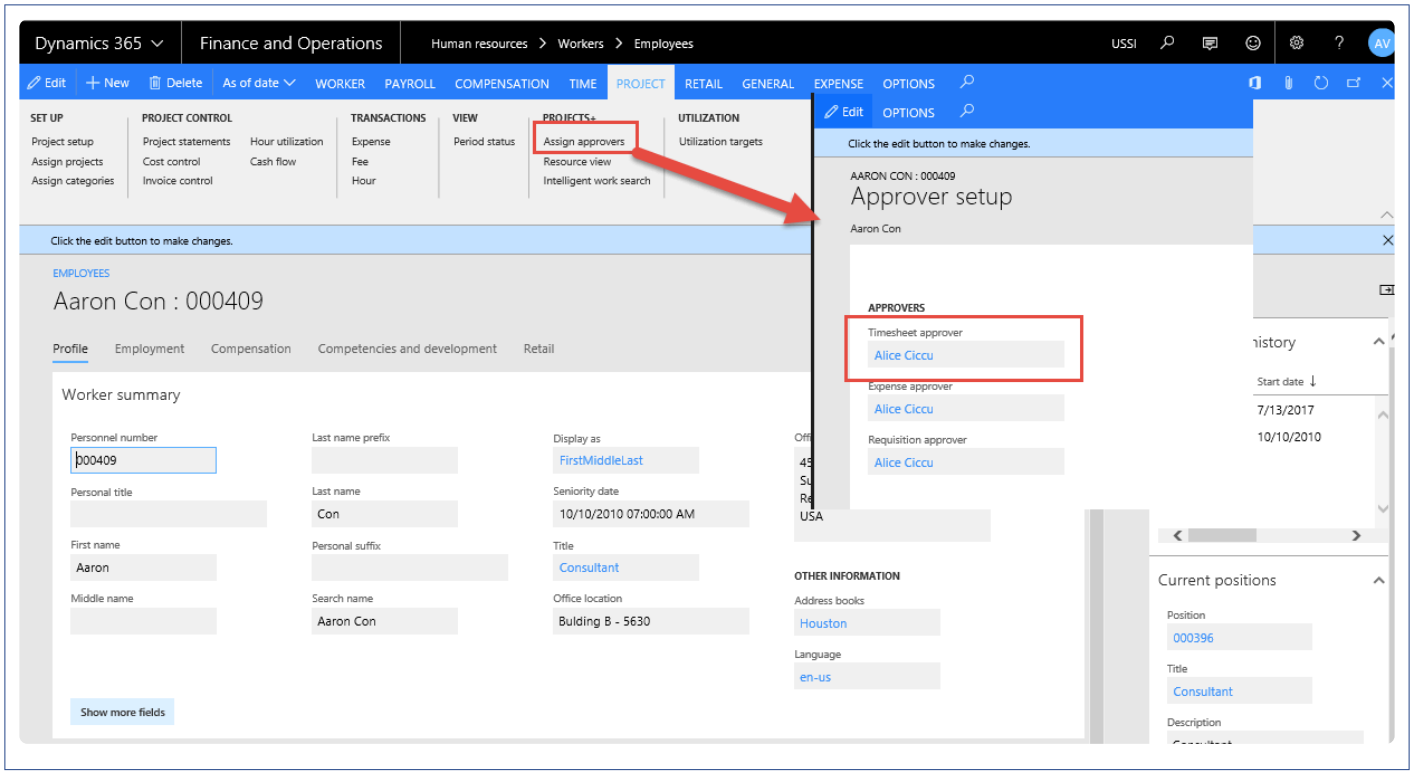
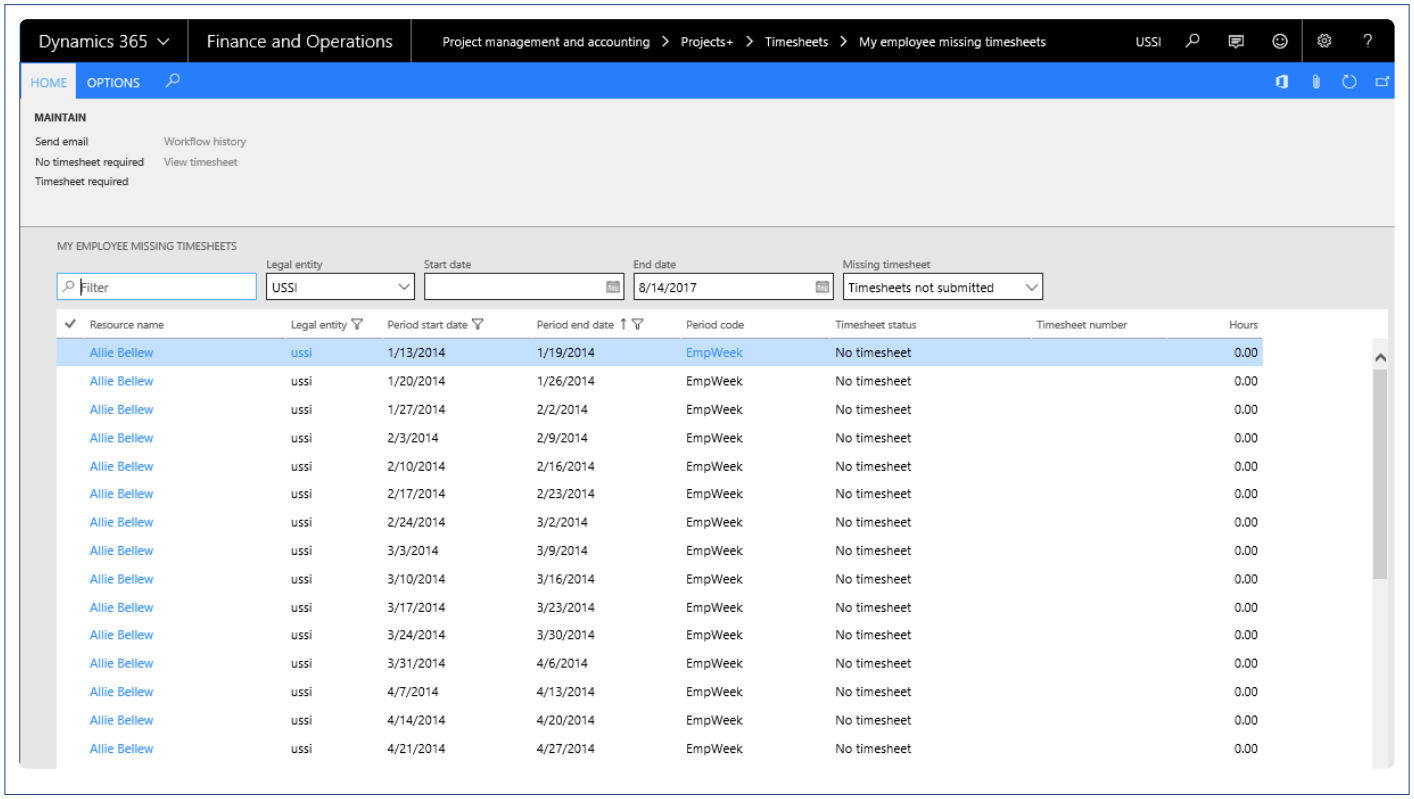


Go to Project management and accounting > projects360 >Timesheets > My employee missing timesheets.
Go to Resourcing > My resources > My employee missing timesheets.
Go to Timesheets > Missing timesheets > My employee missing timesheets.



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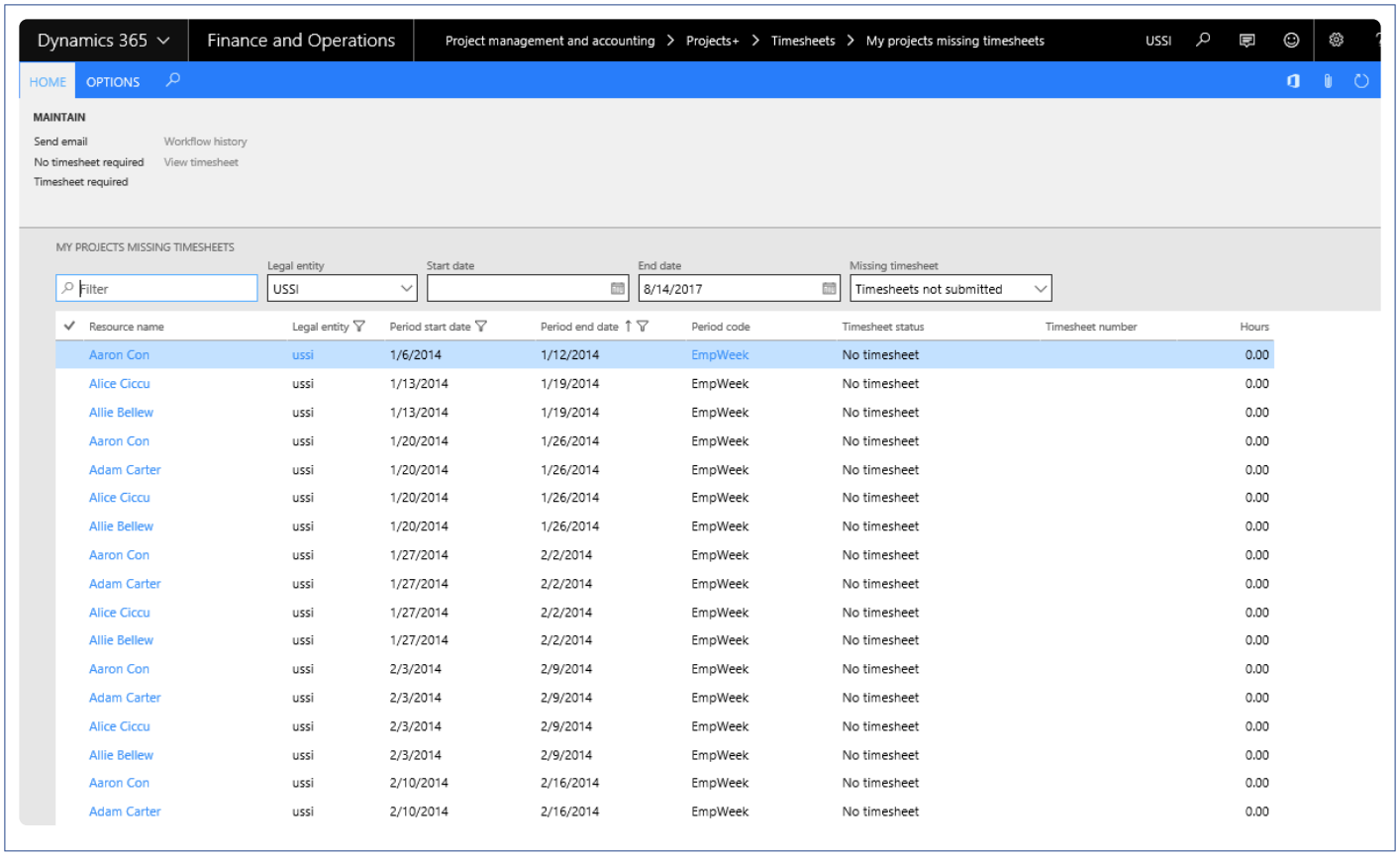
My Projects Missing Timesheets

This list page displays all the missing timesheets but displays the records of employee timesheets for the project for which the logged in user is the Project manager. So, the logged in user should be set up as the Project manager in the project in which the employee has been added as a worker, in the Project validation worker assignment form. There is a dependency of this feature on the Project worker validation setup. Unless this setup exists on the projects, there would be no data in this list page. The rest of the functionality and capability of this list page is the same as that of All missing timesheets.

This list page is available in the below path.

Project management and accounting > projects360 >Timesheets > My projects missing timesheets.
Go to Timesheets > Missing timesheets > My project missing timesheets.



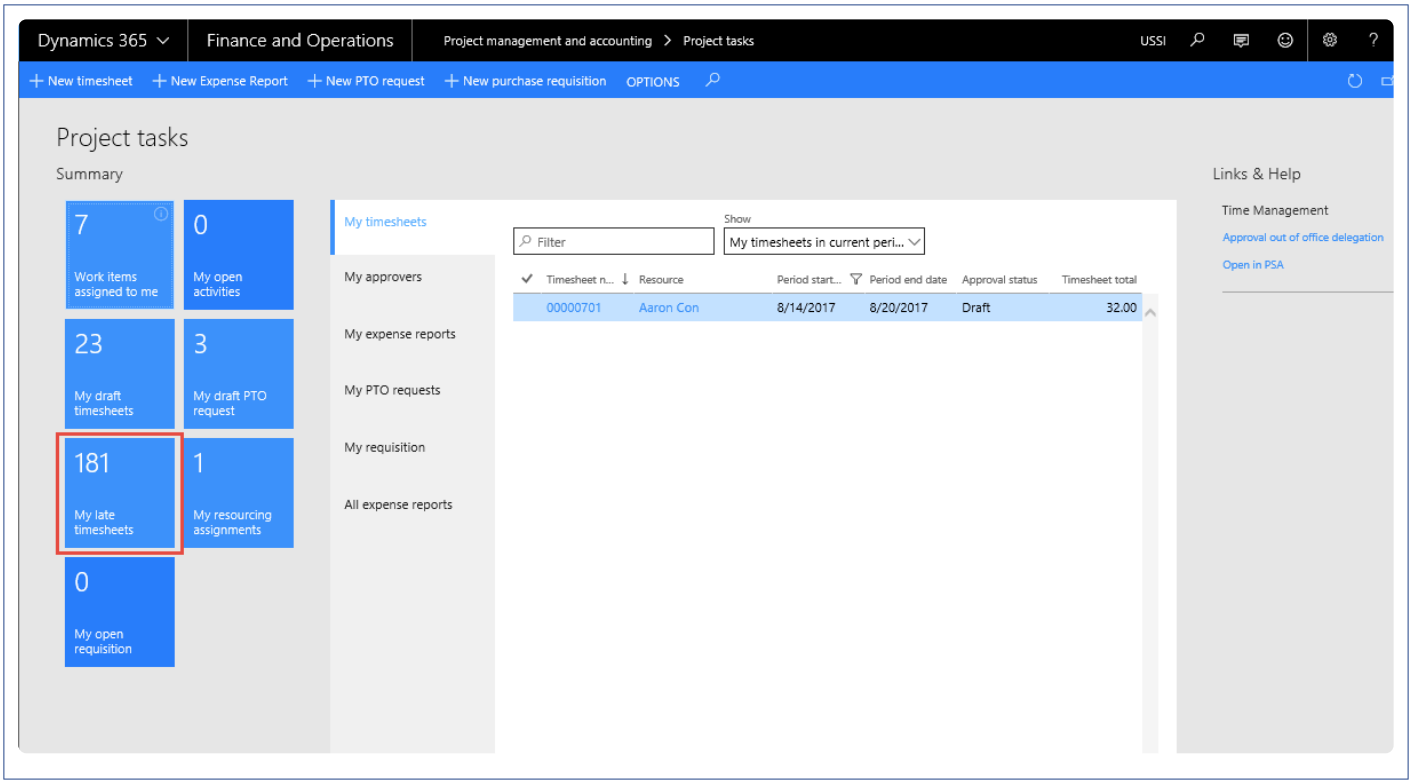
Note – There is a dependency of this feature on the Project manager setup. Unless this setup exists on the projects, there would be no data in this list page.

Workspaces

Following Workspaces have been modified to include the timesheet details. Based on the logged in user's security role data will be populated on these workspaces.

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.

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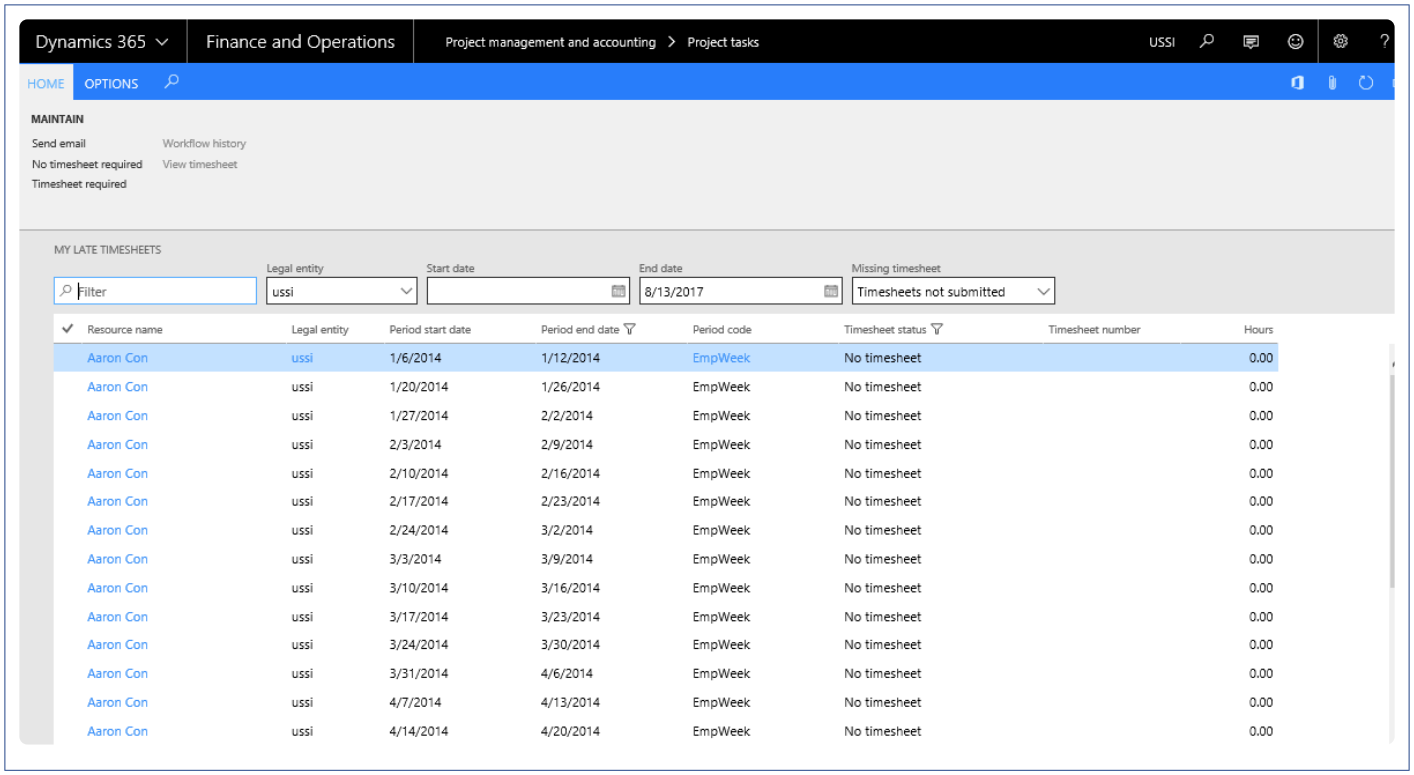

Project Management Workspace

All missing timesheets forms have been linked to the project management workspace to get access on My project missing timesheets. My Project missing timesheets tiles will display the timesheets for all the resources in the projects where logged in user is set as Project Manager.

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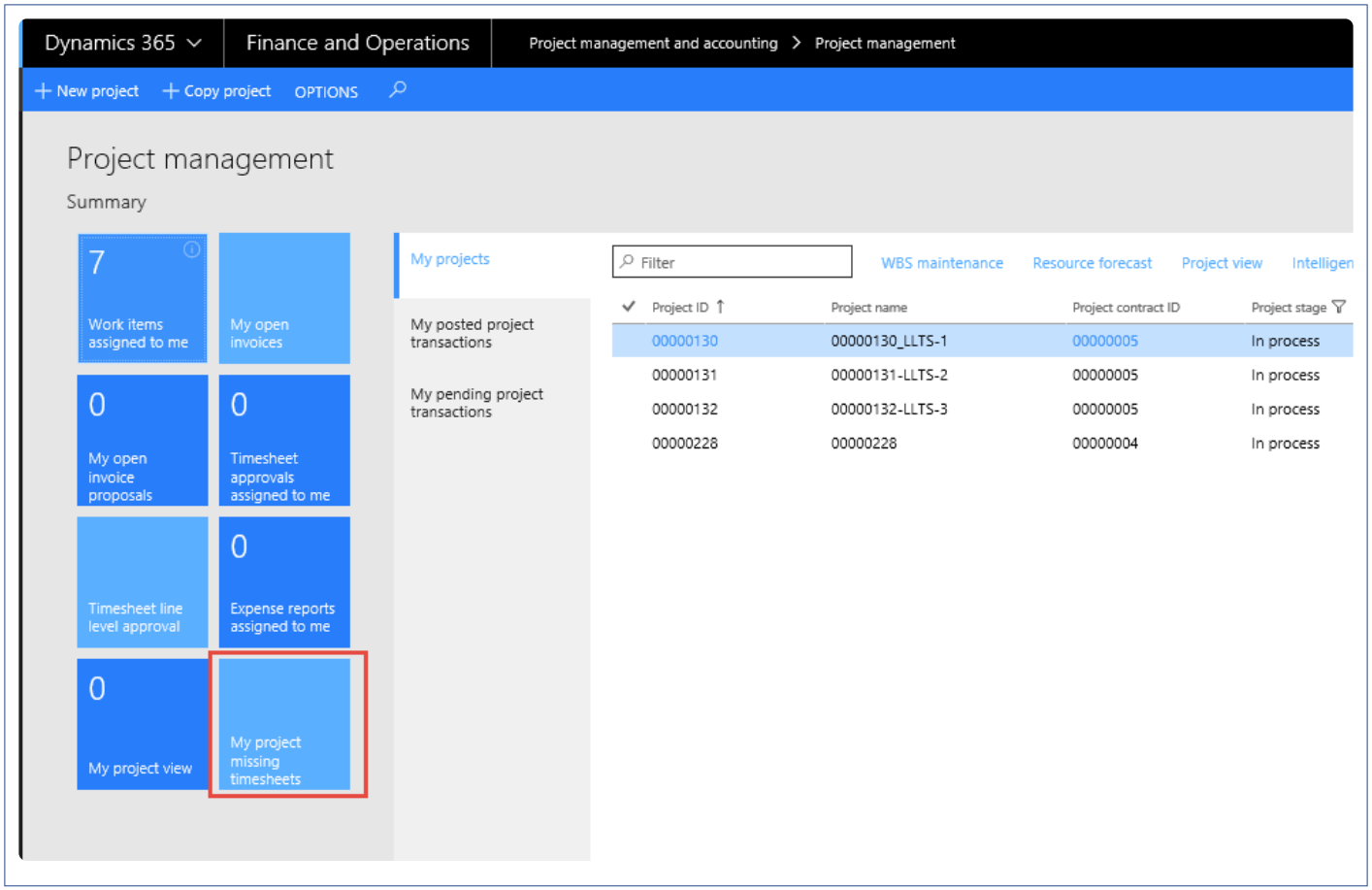
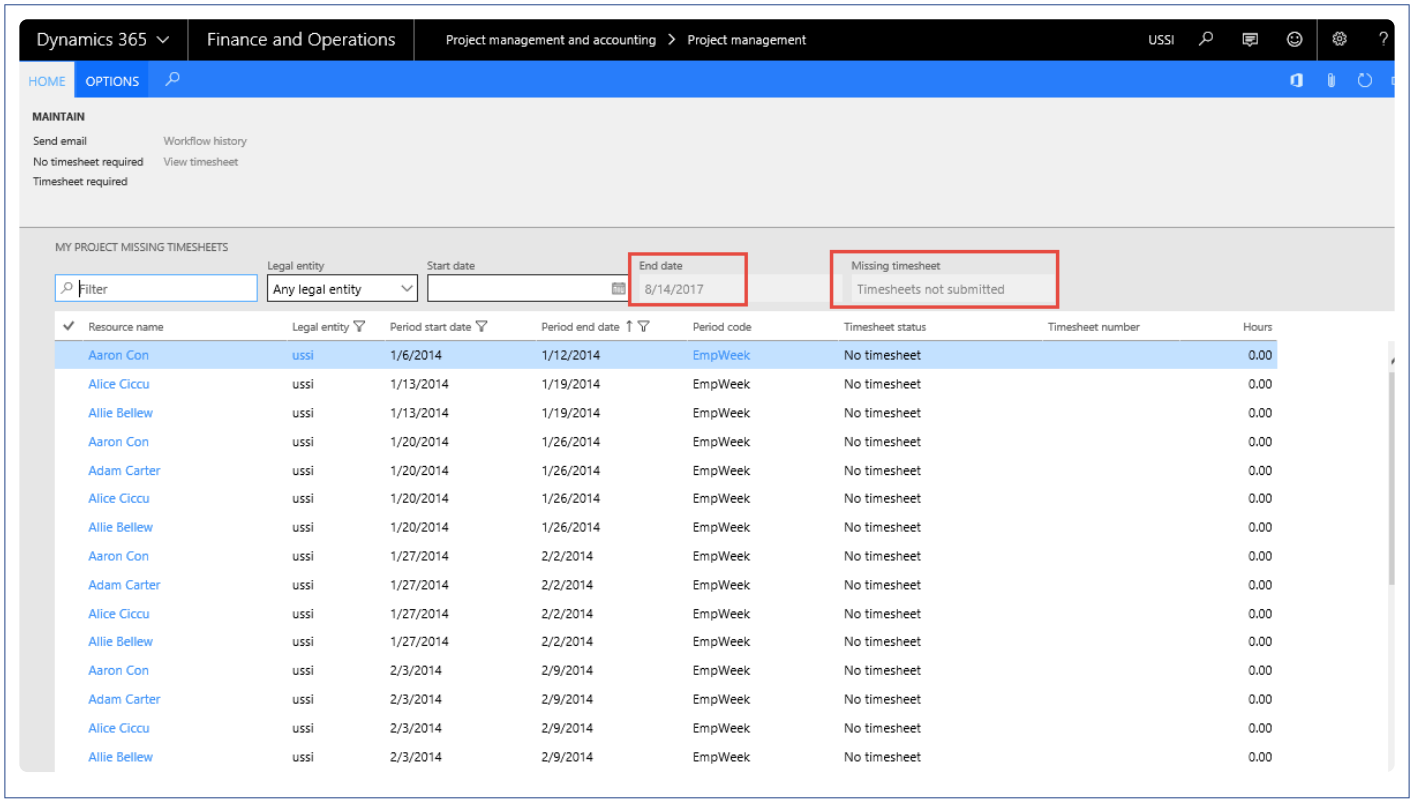


To view more details on the timesheets click on the My Project Missing Timesheet tile and below form open with the details.



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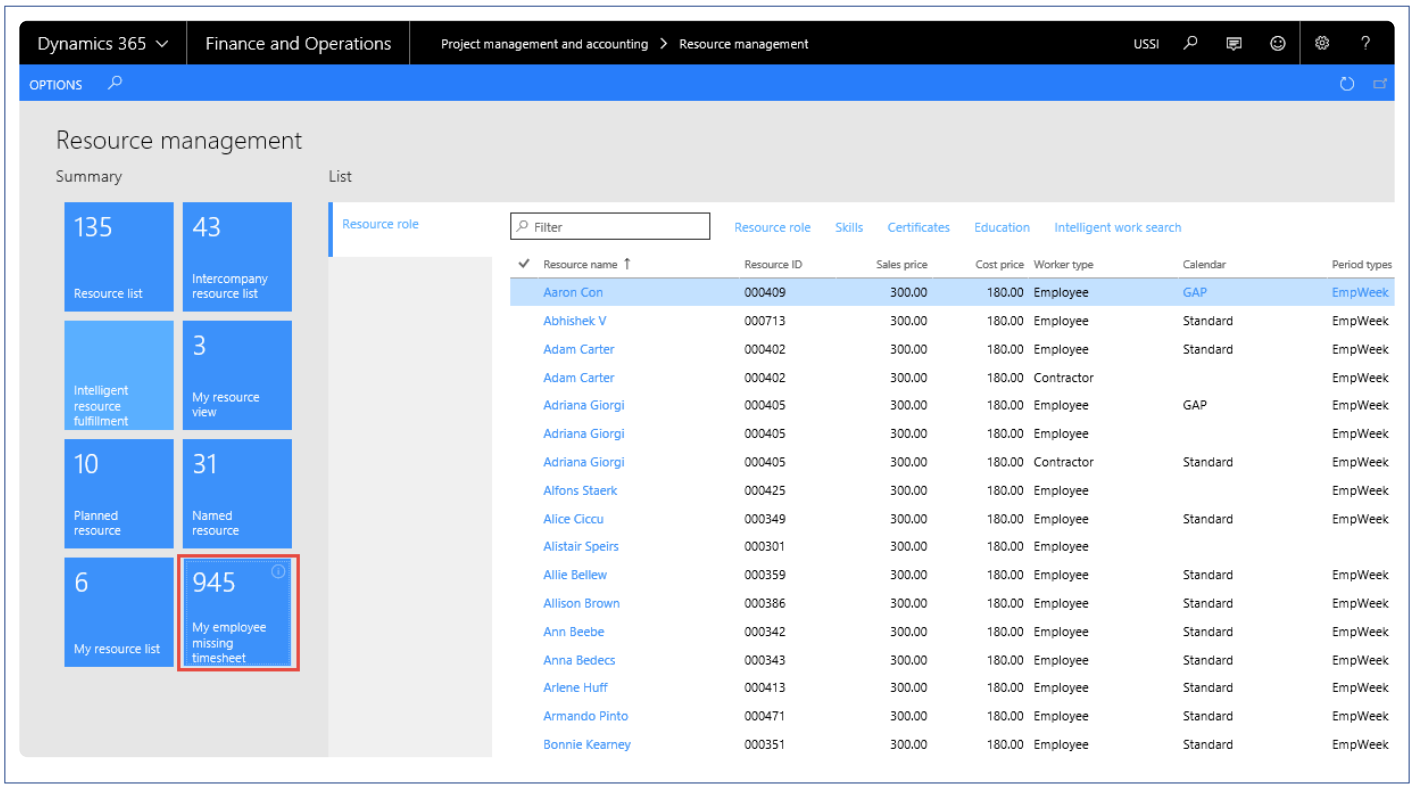
Note – Filter end date and Missing timesheets status filter must be disabled, and Project manager can view the resource missing timesheet with status “Timesheets not submitted”.

Resource Management Workspace

All missing timesheets forms have been linked to the resource management workspace to get access on all employee missing timesheets. My Employee missing timesheet tiles displays the list of All missing timesheets and displays the records of employee’s timesheets for whom the logged in user is the timesheet approver.



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

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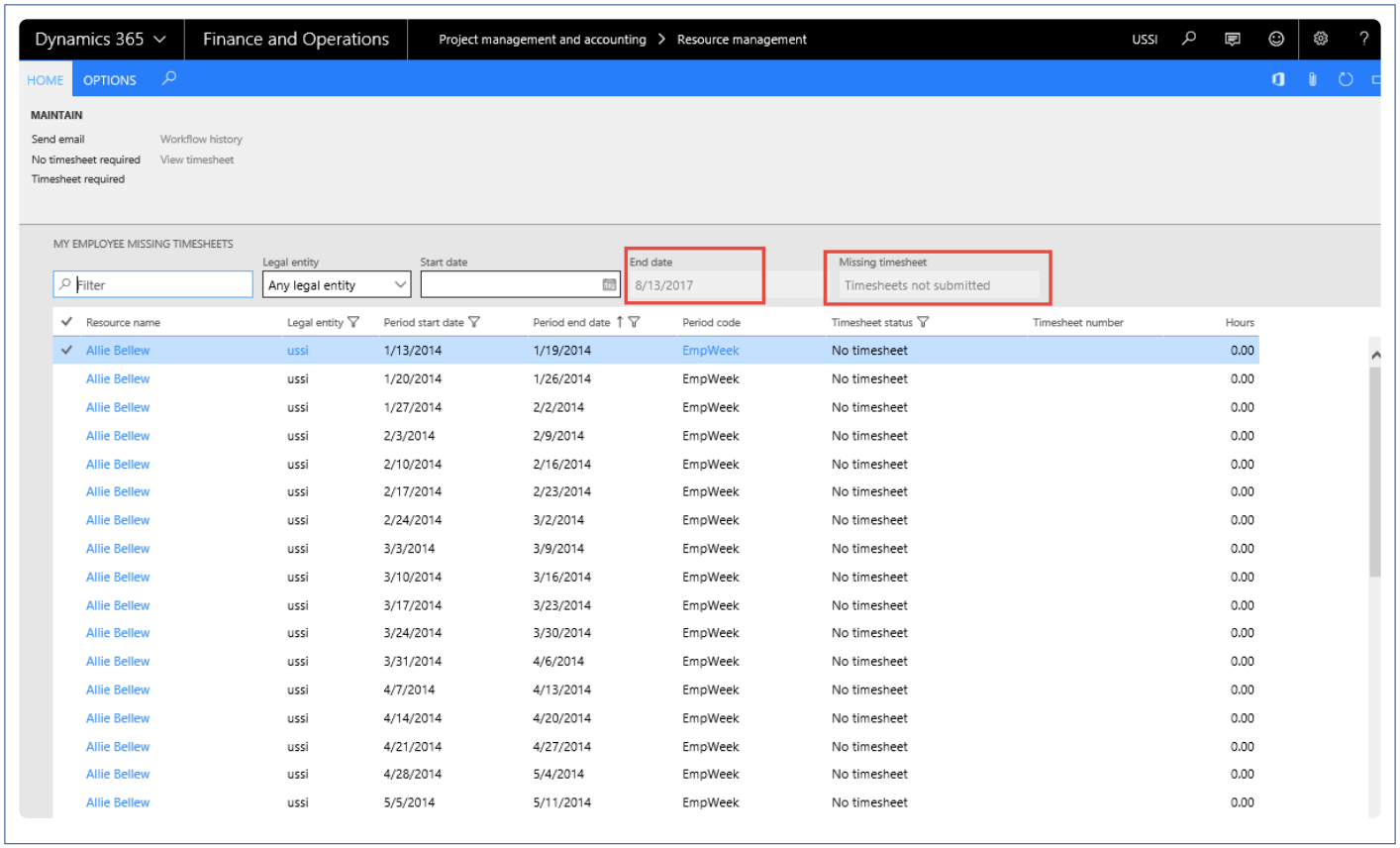

Note – Filters ‘End Date’ and ‘Missing Timesheet’ status filter are disabled, and resource manager can view the resource missing timesheet with status “Timesheets not submitted” on this form.

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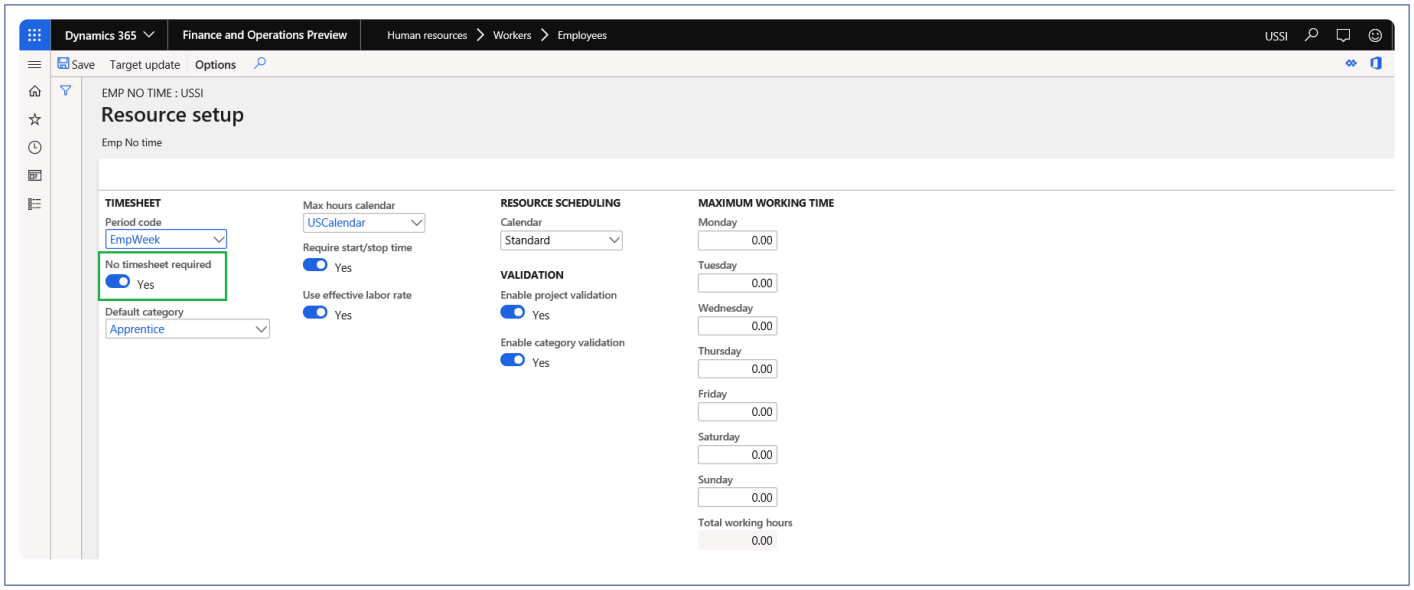
No timesheet required

This section defines how No timesheet required is setup and the display of records on late timesheets.

Employee setup

On the employees form, we can define which employee do not require to submit the timesheets on the project setup.

Go to Human resources >Workers >Employees > Project tab > project setup action pane button.
Go to Resourcing >Resource setup >Employees > Project tab > project setup action pane button.



All Missing Timesheets

This list page displays all timesheets for employees who are not required to submit timesheet with status ‘No timesheet required’.

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

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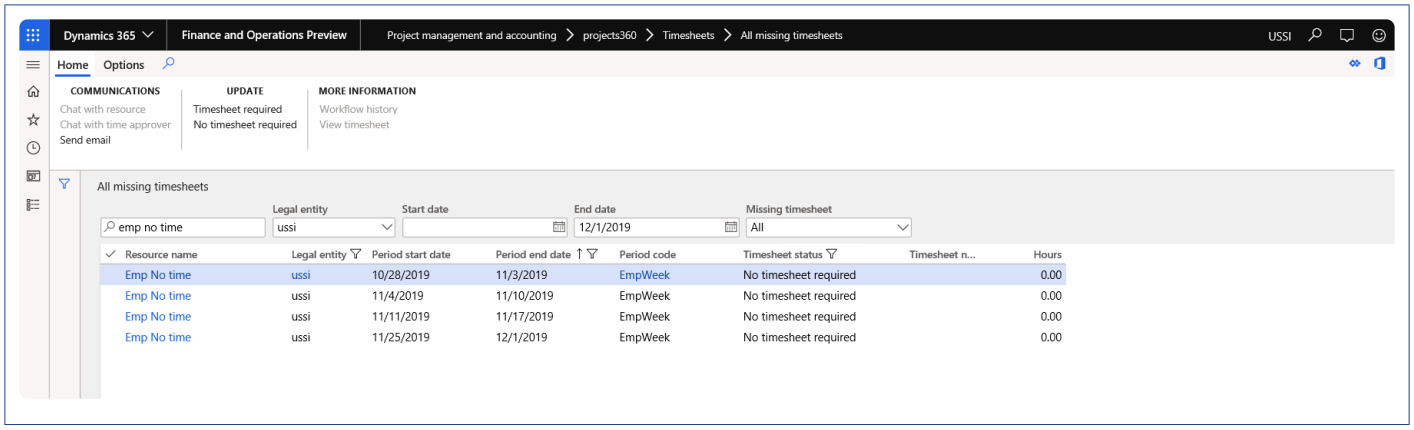

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Time Export

A feature called, “Time export”, has been introduced to provide timesheet hours from Dynamics 365 for Finance and Operations to Payroll systems for payroll processing. As this export is for payroll, pay codes are a key element and part of this feature. A new form has been introduced to define pay codes for project/ category/line property. These pay codes are associated with the transactions based on the setup and are also grouped based on pay codes for payroll processing.

There is a provision to consider timesheets that are approved and not yet posted. A parameter was added under projects360 to achieve this functionality.

In case there are any adjustments to timesheets in the current period, the same functionality will be available in the subsequent time export, as an adjustment, thereby ensuring that the timesheet corrections and adjustments are captured in the time export.

The time export lines can be viewed in the inquiry forms provided in this feature and can be exported using the Data management services. Only the lines for the batch with status ‘Created’ can be exported through the data management, for the lines missing the pay codes use the ‘Export to excel’ function from within the time export lines form.

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Configure Time Export

A few setups needs to be performed for exporting time from Microsoft Dynamics 365 Finance and Operations. This section details the configuration process.

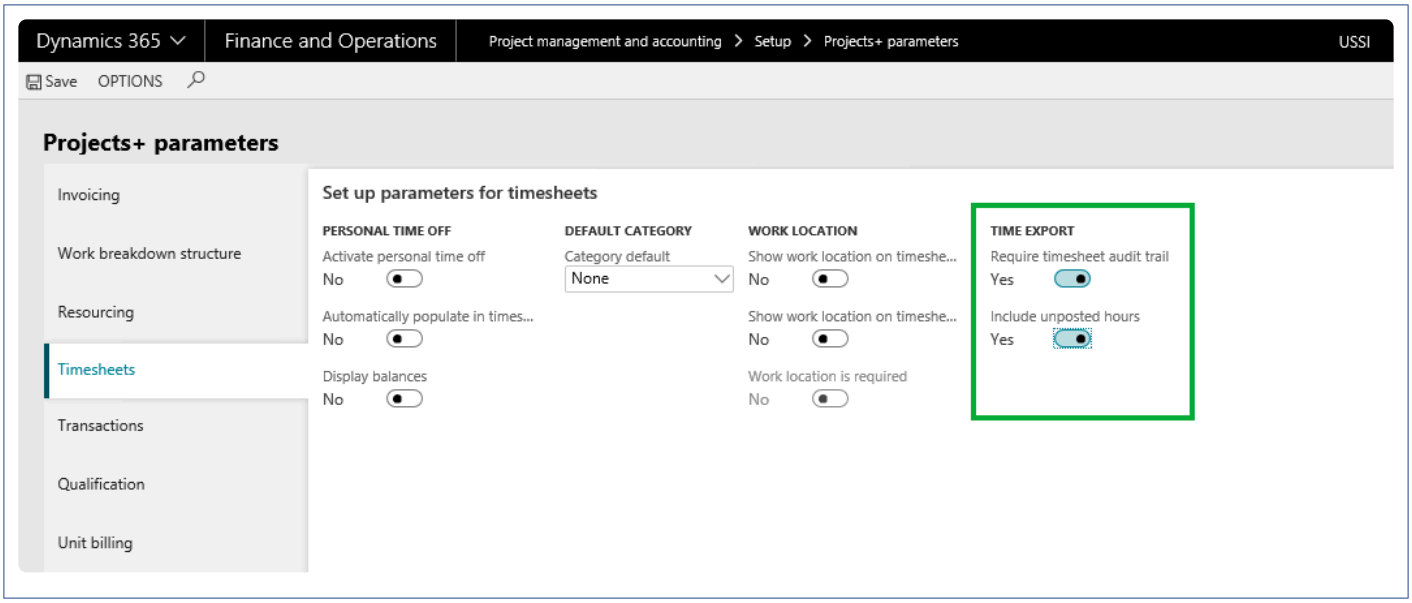
Parameter Setup

Although this feature is not entirely dependent upon any parameters, you can export un-posted time as well then there is parameter to control that behavior.

A parameter that varies the output of Time Export is the “Include unposted timesheet hours”. When this parameter is turned on, the time export will include the timesheets with the below statuses:

- Approved timesheets.
- Posted timesheets – in case of Inter-company timesheets, where the Inter-company postings (customer invoice and Vendor Invoice) is not completed.

Go to Projects management and accounting > Setups > projects360 parameters > Timesheet tab.
Go to Timesheets > Setups > Timesheets parameters > Time export tab.



Pay Code Setup

A new form to configure pay codes is introduced. This form may be used by any payroll system, which is external to Dynamics 365 for Finance and Operations. Pay codes are used for the grouping of hours while exporting the hours into the time export form. The users can validate if there are missing pay codes for the

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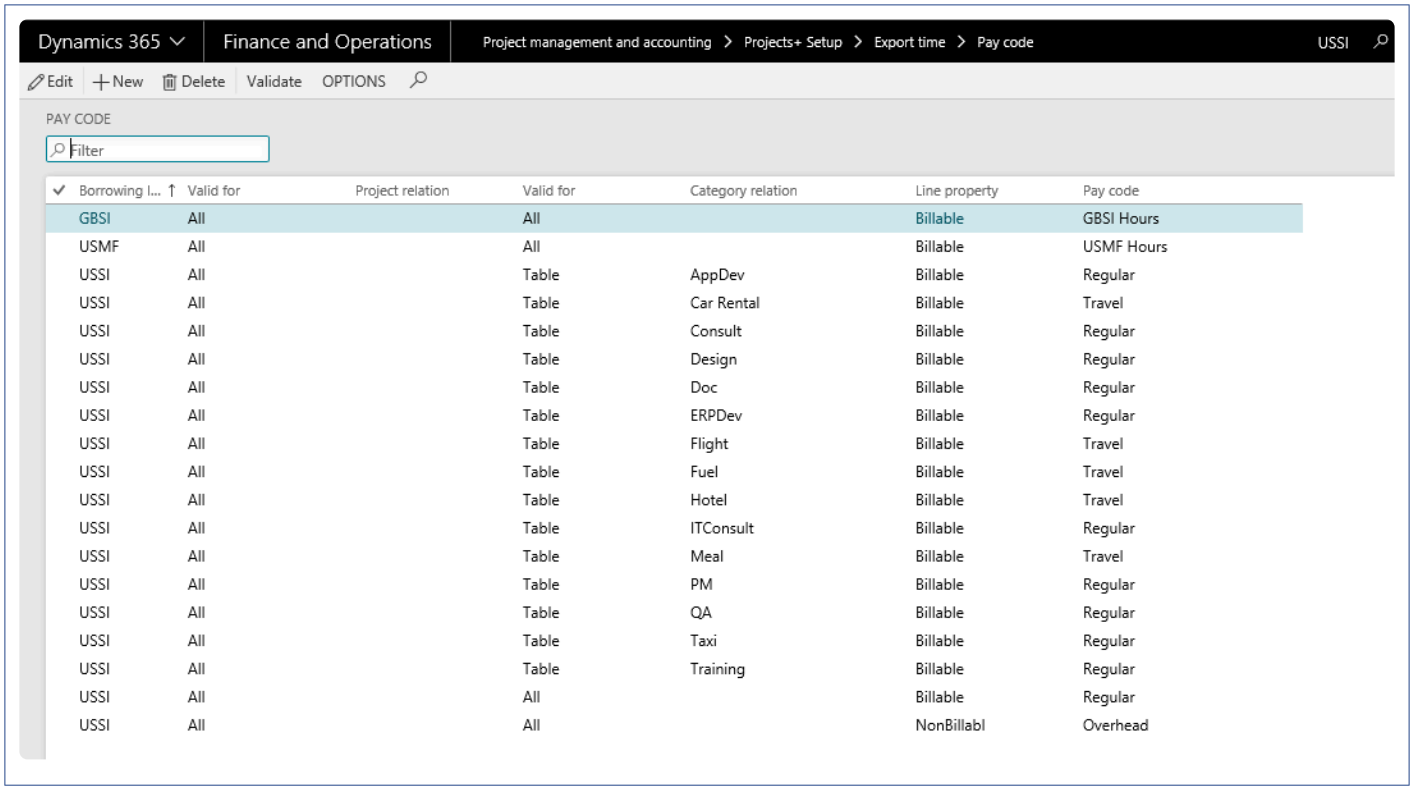
transactions available for export in the selected period.

A data entity is created for this form to create and publish the records from outside of Microsoft Dynamics 365 Finance and Operations. Pay code form is available in the below path:

Go to Project management and accounting > projects360 setup > Time export > Pay code
Go to Timesheets > Setup > Pay code



Borrowing l...	Valid for	Project relation	Valid for	Category relation	Line property	Pay code
GBSI	All		All		Billable	GBSI Hours
USMF	All		All		Billable	USMF Hours
USSI	All		Table	AppDev	Billable	Regular
USSI	All		Table	Car Rental	Billable	Travel
USSI	All		Table	Consult	Billable	Regular
USSI	All		Table	Design	Billable	Regular
USSI	All		Table	Doc	Billable	Regular
USSI	All		Table	ERPDev	Billable	Regular
USSI	All		Table	Flight	Billable	Travel
USSI	All		Table	Fuel	Billable	Travel
USSI	All		Table	Hotel	Billable	Travel
USSI	All		Table	ITConsult	Billable	Regular
USSI	All		Table	Meal	Billable	Travel
USSI	All		Table	PM	Billable	Regular
USSI	All		Table	QA	Billable	Regular
USSI	All		Table	Taxi	Billable	Regular
USSI	All		Table	Training	Billable	Regular
USSI	All		All		Billable	Regular
USSI	All		All		NonBillabl	Overhead

The fields available on this form are as follows:

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

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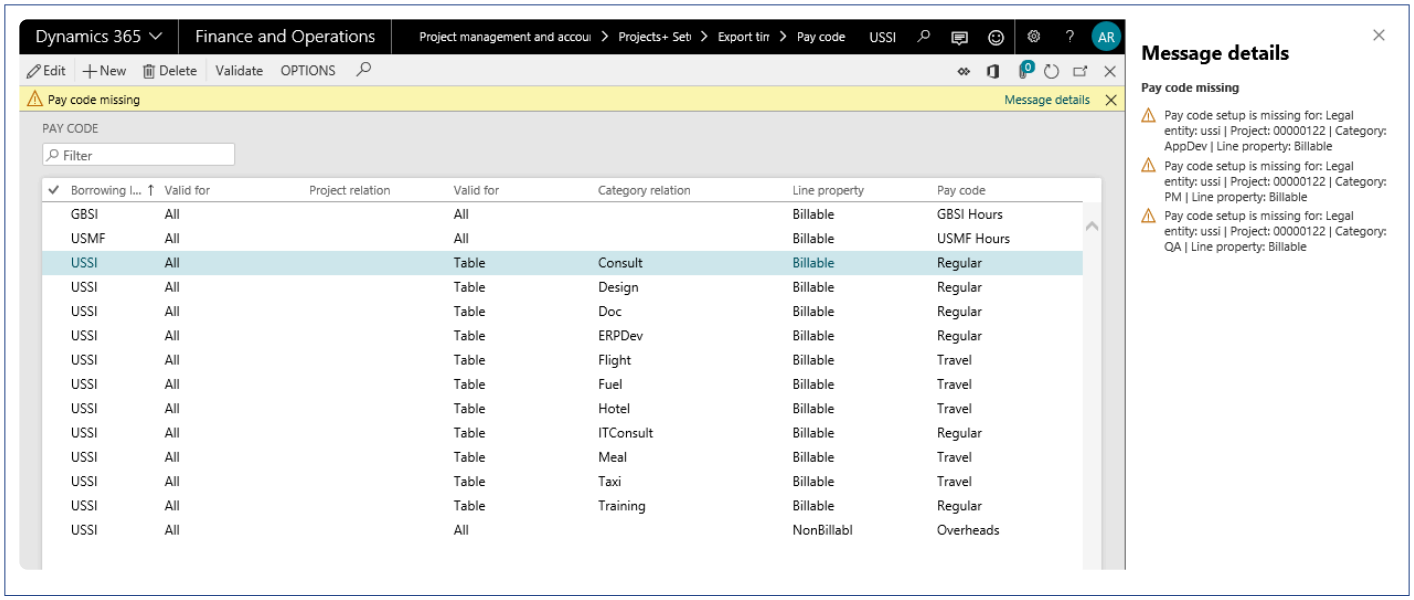
	Group. The Project categories are displayed for selection when the Category code field is set to Table.
Line property	This field displays all the line properties configured in the borrowing legal entity selected for the line.
Pay code	This field is user entry field. For different combinations of legal 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.



Security Setup

This feature will work for the users with **Human resource assistant** role. The user who needs to perform the

required actions on the different forms associated with feature should be associated to this role.

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Export Time for Payroll

This section details the process to export time for payroll and different options\filters available at the time of export.

Time Export

Once the pay codes are configured and information is validated, users can export the hours captured in the system using time export process. Users can filter the time export records based on Project, Category and Line property.

The users can export the timesheets for a specific period. Once the process is run, a message is displayed in the action center with details. Time export process form can be accessed from:

Project management and accounting > projects360 periodic > Time export > Time export process
Go to Timesheets > Timesheet integration > Export time

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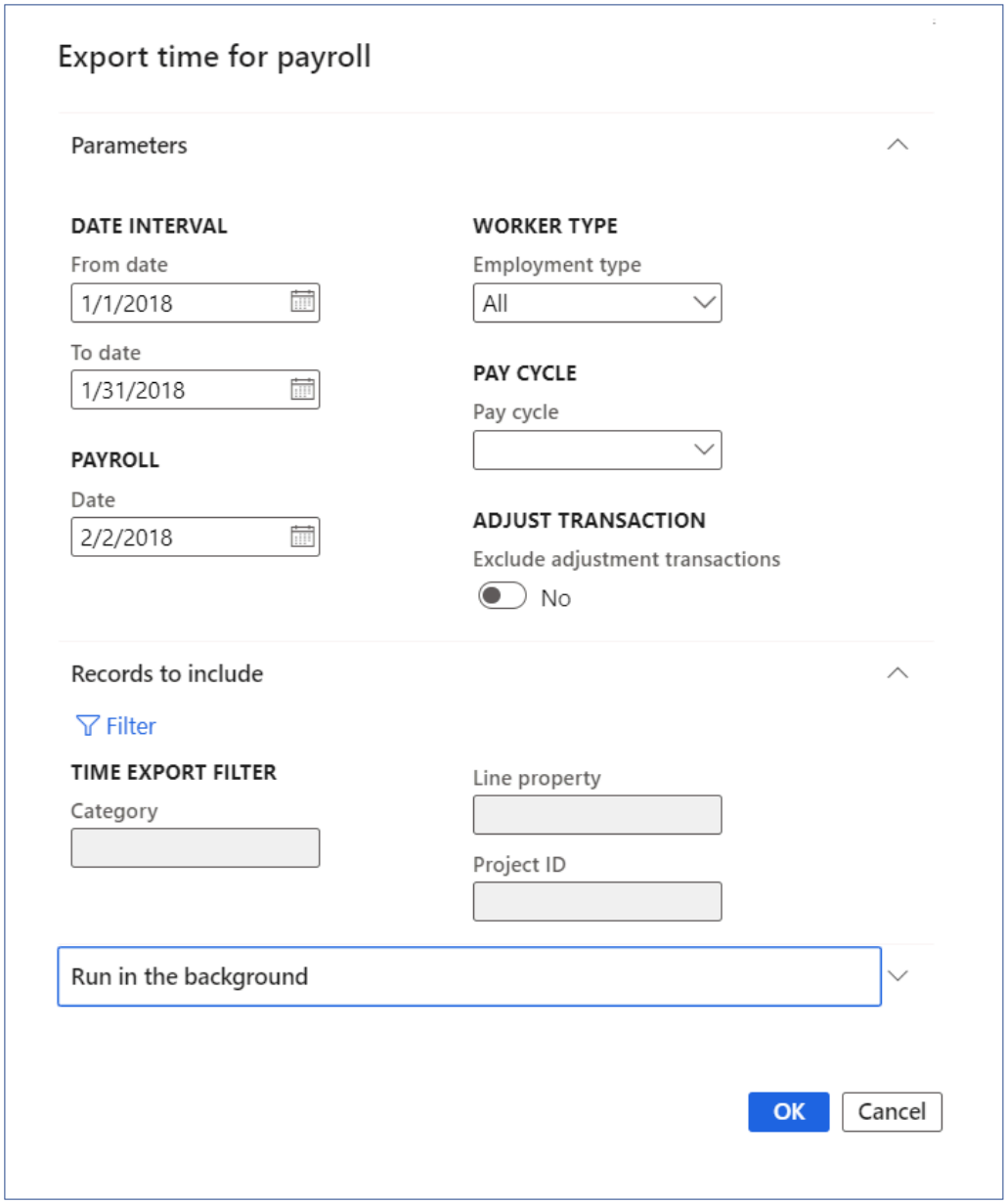

The fields available on this form are as follows:

Fields	Description
From date	Enter the date from where hour records need to export.
To date	Enter the date till where hour records need to export
Payroll date	Enter the payroll date for the above mentioned from and to dates.
Worker type	The options available are – All, Employee and Contractor. Select the option for which data 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.
Exclude	When this parameter is set to ‘Yes’, adjusted transactions are excluded while exporting the

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adjustment transactions	time.

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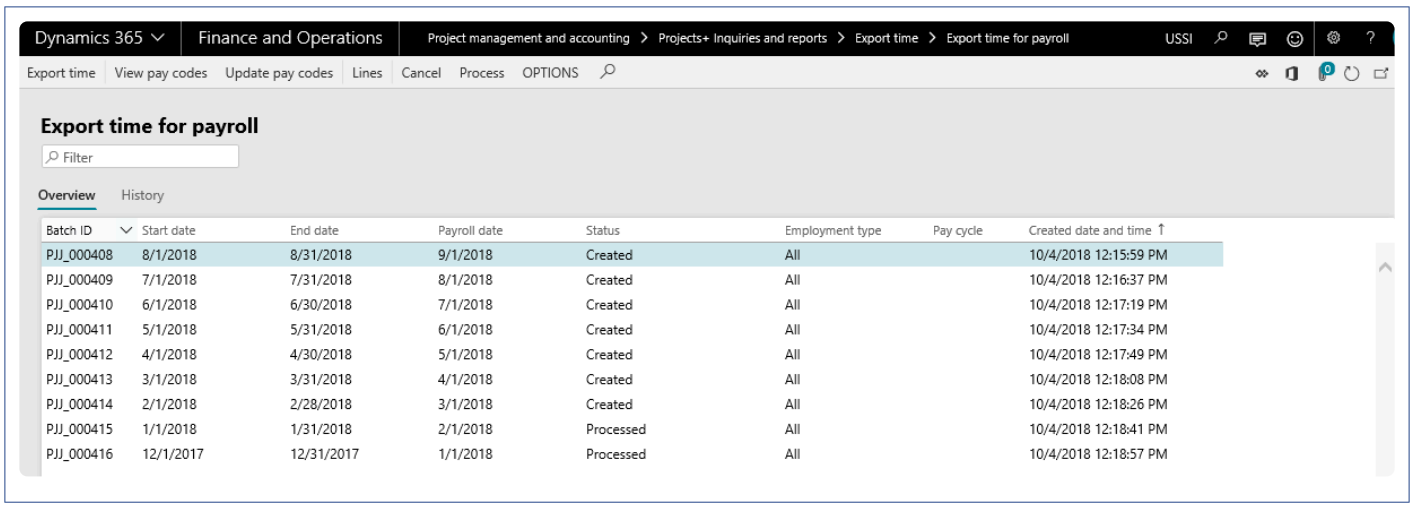
Inquire Exported Time

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

Export Time for Payroll

After running the export process, the batches are created and can be verified on the export time for payroll form. This form can be accessed from:

Go to Project management and accounting > projects360 Inquiries and reports > Time export > Export time for payroll
Go to Timesheets > Timesheet integration > Export time for payroll



The fields available on this form under the Overview tab are as follows:

Fields	Description
Batch ID	This is automatic generated batch number.
Start date	Displays the start date specified while running time export process.
End date	Displays the end date specified while running time export process.
Payroll date	Displays the payroll date specified while running time export process.
Status	Three status are there for a batch – Created, Cancelled and Processed. When export process is run batch will be created status. If user cancels the batch, status will be changed accordingly. On update status, batch will moved to processed status.
Employee type	Displays the employee type selected while running time export process.

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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

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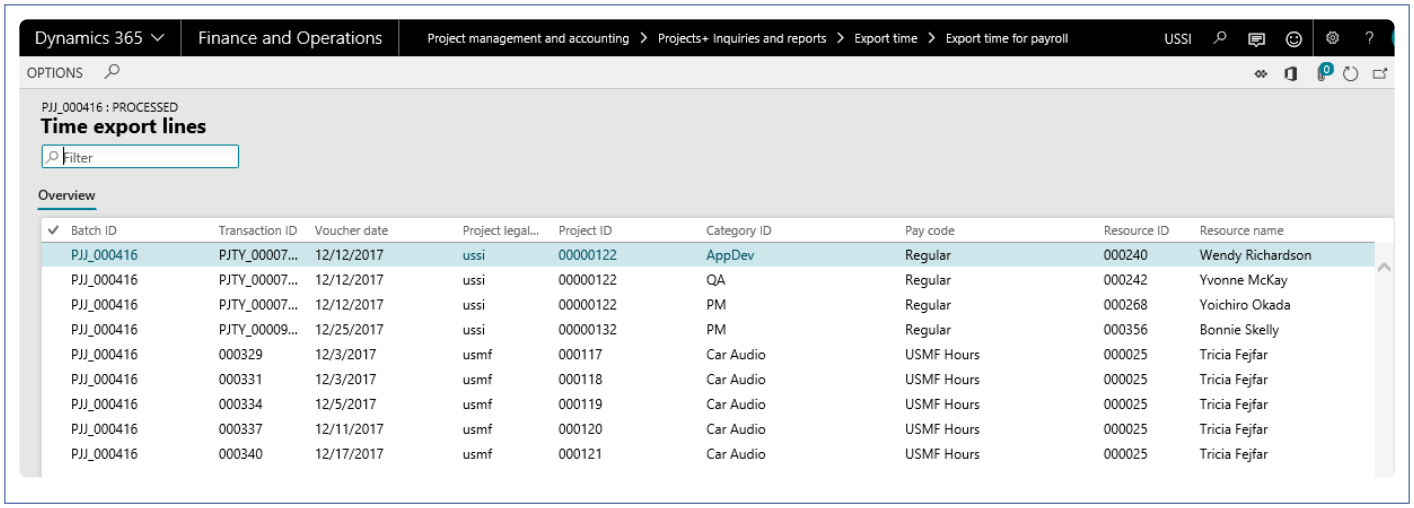
status ‘Created’ and in case of exporting records with missing pay codes, use the ‘Export to excel’ function from within the time export lines form. Time export lines can be accessed from following path:

Project management and accounting > projects360 Inquiries and reports > Time export > Time export log > Lines button
Go to Timesheets > Timesheet integration > Export time for payroll > > Lines button



The fields available on this form are as follows:

Fields	Description
Batch ID	This is automatic generated batch number.
Transaction ID	Displays the transaction ID of the transaction.
Voucher date	Displays the Voucher date of the transaction.
Project legal entity	Displays the project legal entity.
Project ID	Displays the project ID.
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.

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Adjustment	Displays a checkbox, which when marked indicates that the transaction line is an adjustment transaction.
Transaction origin	Displays the Transaction origin such as Timesheet, hour, etc.
Work location id	Displays the work location ID.
Approval status	Displays the Approval status of the timesheet line

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Overtime entry

A feature called, “Overtime entry”, has been introduced to enter overtime on timesheets. Overtime lines can be viewed in the Time export lines inquiry form and can be exported using the Data management services.

We have introduced new settings such as overtime types, overtime groups and overtime rules. This will provide a flexible and configurable set of rules to help users creating overtime entries in timesheets.

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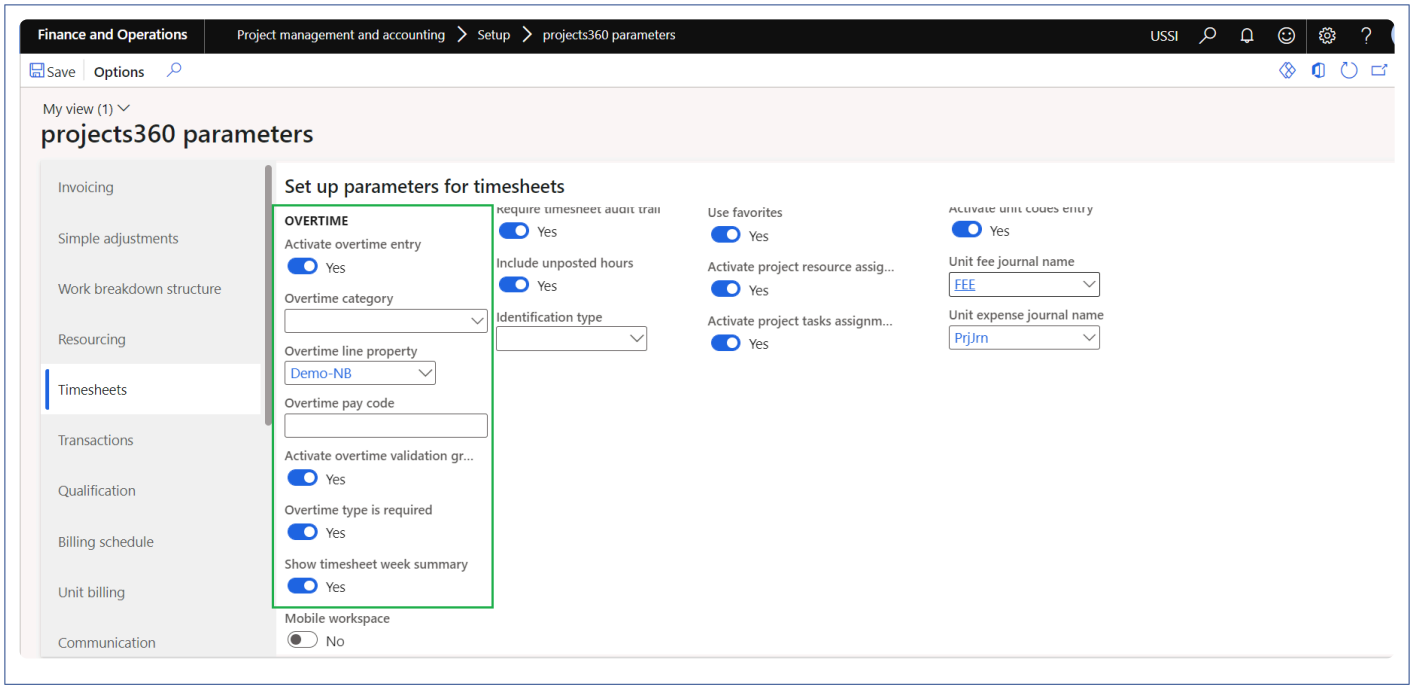
Configure

A few setups needs to be performed for entering overtime on timesheets. This section details the configuration process.

Parameter Setup

On projects360 parameter form, under Timesheets tab, a new set of parameters under the “Overtime” has been introduced to control the Overtime entry on timesheets. User needs to set the field value to ‘Yes’ in order to use the this functionality.

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



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

Fields	Description
Activate overtime entry	When this parameter is set to Yes, user can enter overtime on the timesheets.
Overtime category	This field is used to default category on the over timesheet line.
Overtime line property	This field is used to default the line property on the over timesheet line.

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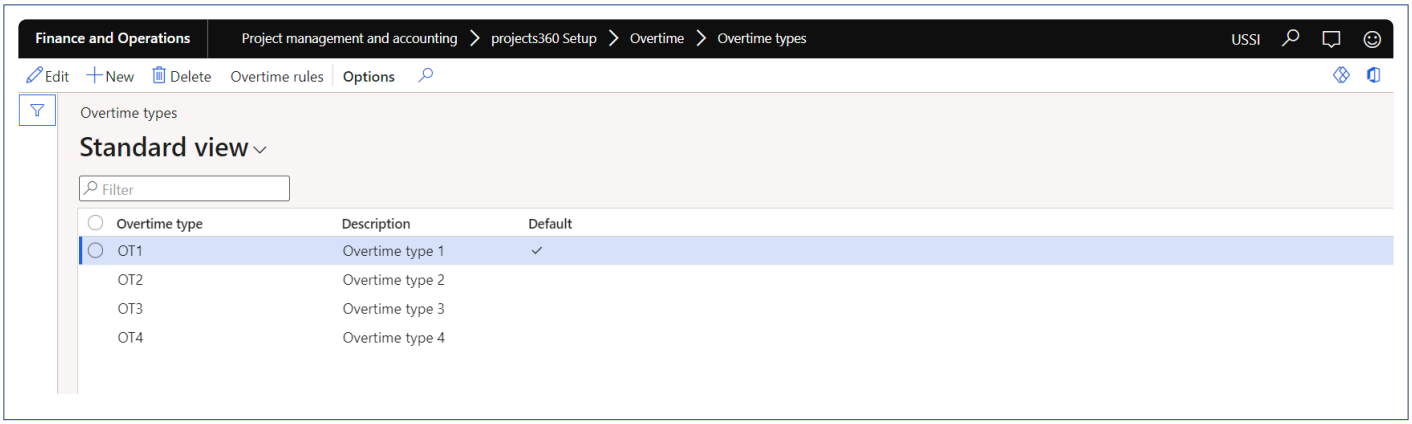
Overtime pay code	Update overtime pay code. Once pay code is updated a new ‘Pay code’ will be created/ updated automatically in pay codes form.
Activate overtime validation group	When this parameter is set to Yes, overtime type will be defaulted based on overtime validation group on the over timesheet line.
Overtime type is required	When this parameter is set to Yes, overtime type on the timesheet will be mandatory.
Show timesheet week summary	When this parameter is set to Yes, timesheet week summary section will be on the ‘Timesheets’ and ‘Daily time entry’ form.

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



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.

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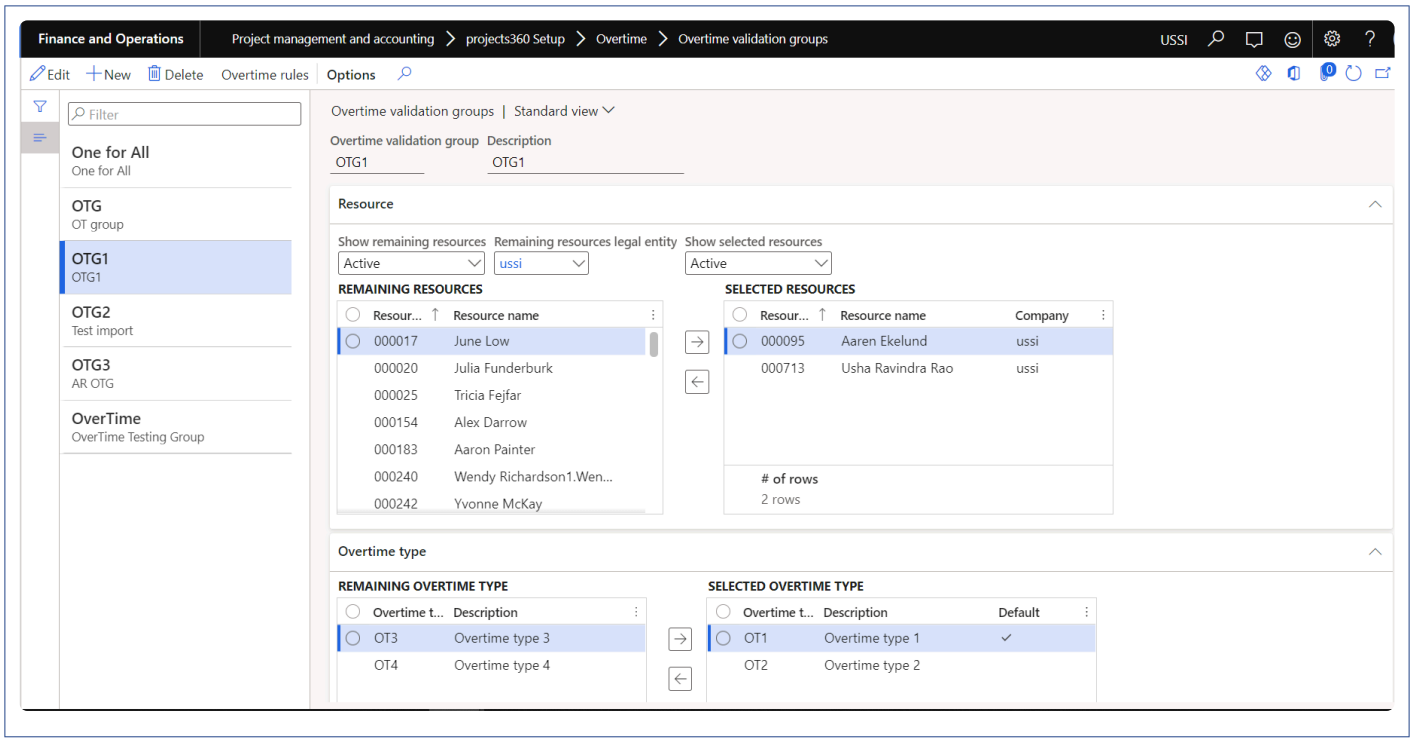
Overtime validation groups

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 np 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



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.

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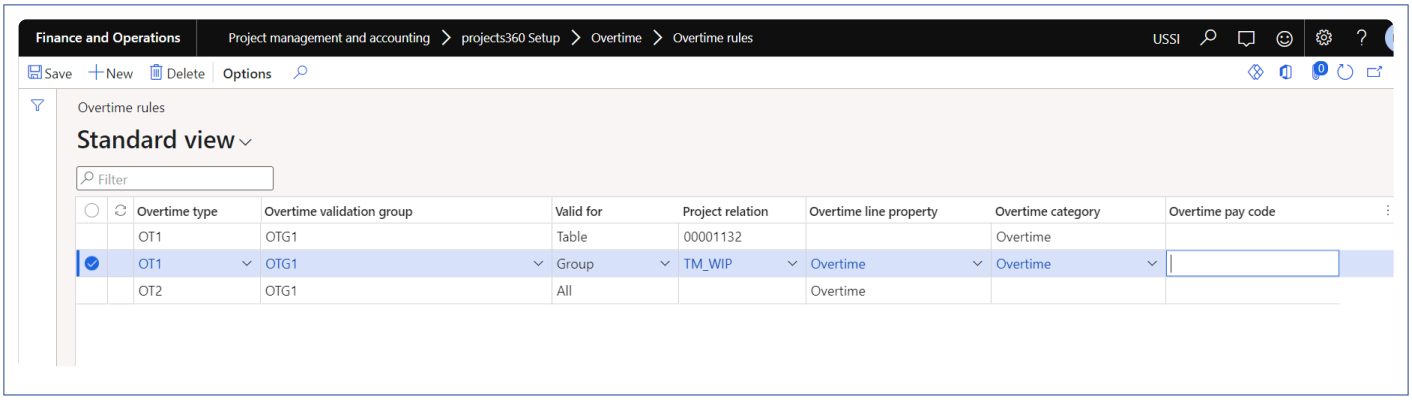
Overtime rules

With this new form, User can define a rule to default Overtime line property and Overtime category on over timesheet lines based on Overtime type, Overtime validation group, project, Line property and category.

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



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

Fields	Description
Overtime type	Select a Overtime type.
Overtime validation group	Select a Overtime validation group.
Valid for	This field is used to define if the rule is valid for specific project, group of projects or all projects.
Project relation	Value can be defined based on the value selected on Valid for field.
Overtime line property	This field is used to default line property on the over timesheet line.
Overtime category	This field is used to default category on the over timesheet line.
Overtime pay code	Update overtime pay code. Once pay code is updated a new ‘Pay code’ will be created/ updated automatically in pay codes form.

Overtime Category

On the project categories, new parameter is added to identify the overtime categories. this parameter is available only when ‘Activate overtime entry’ on projects360 parameter is set to ‘Yes’ and editable when transaction type is ‘Hour’ and ‘Activate in journals’ is set as ‘Yes’

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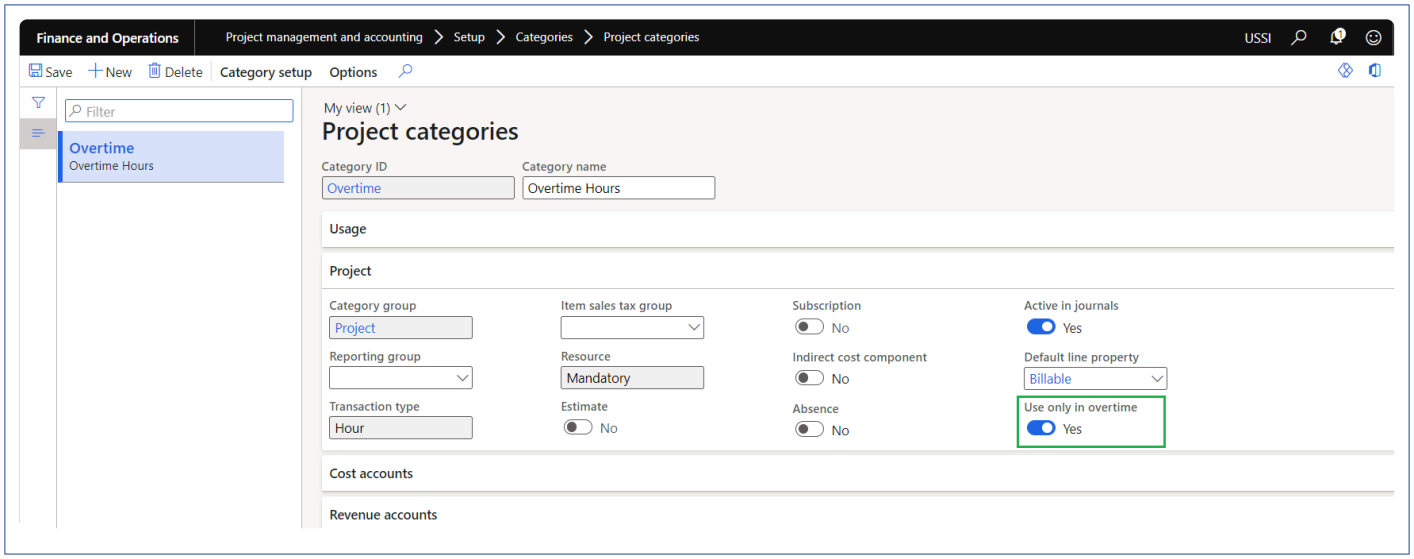
Go to Project management and accounting > Setup > Categories > Project categories



When the above parameter is marked on the project category and the category is selected on the normal timesheet line, then the validation will trigger while submitting the timesheet.

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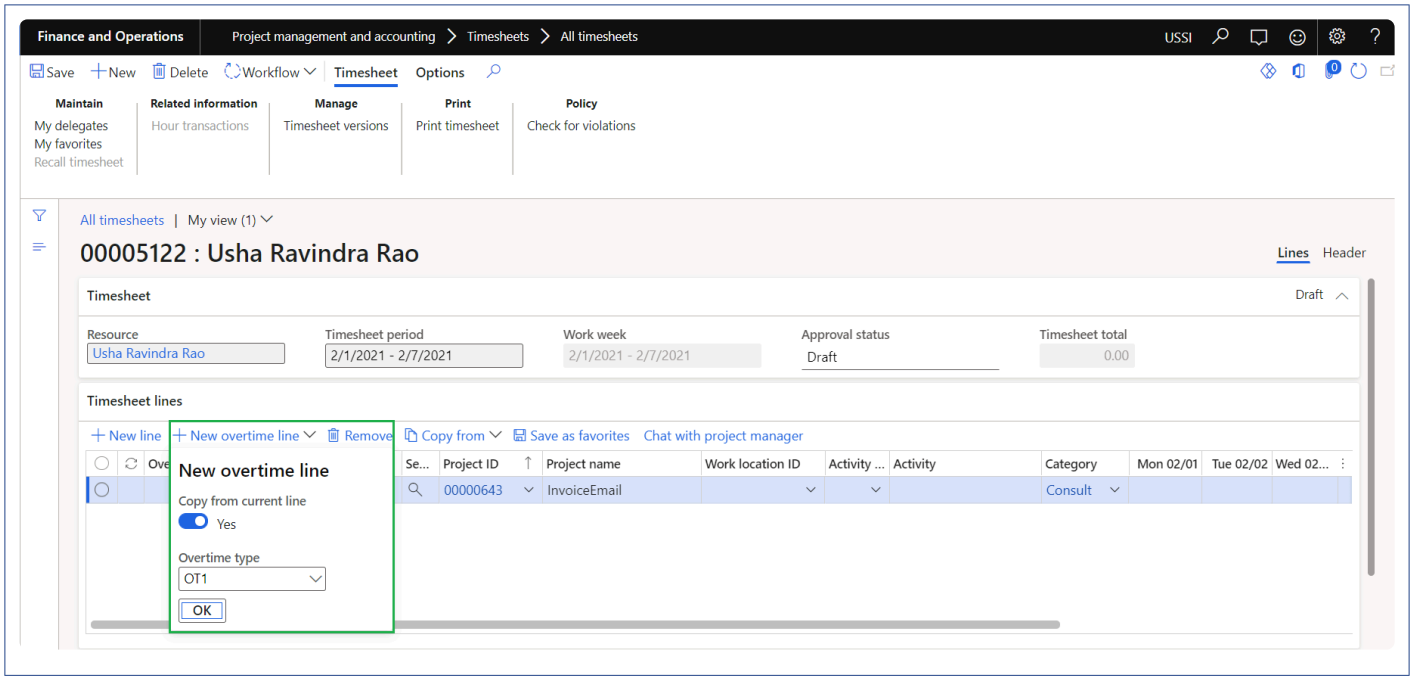
Overtime on Timesheets

This section describes how the enter overtime on the timesheets and view the records on Export time lines inquiry form.

All Timesheets

New option is provided on the timesheets to create overtime line through which user can enter the overtime lines. When the overtime lines get created with Overtime type, Category and Line property gets defaulted from the Overtime rules or from parameter setup can user can post the timesheet.

Go to Project management and accounting > Timesheets > All timesheets.



When user selects option “Copy from current line”, details like Project ID, Project name, Work location ID will get copied from the current line with the Category and Line property from the parameter setup.

When user selects Overtime type, Category and Line property will get defaulted from Overtime rules form.

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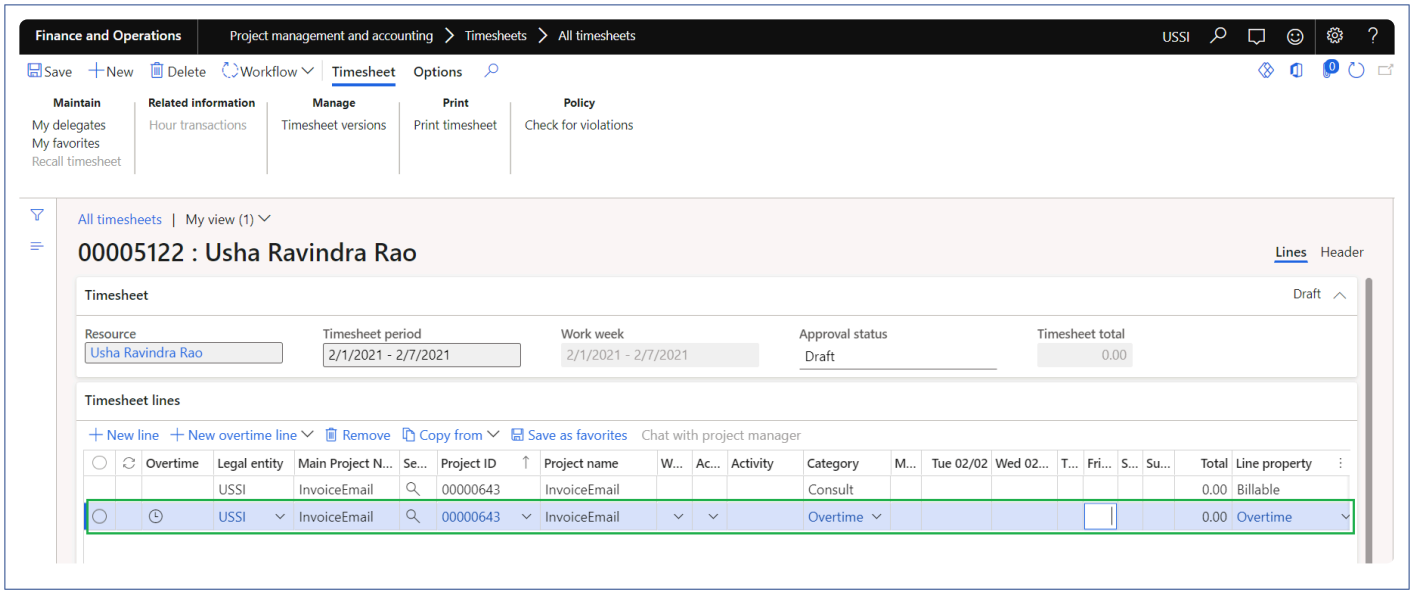
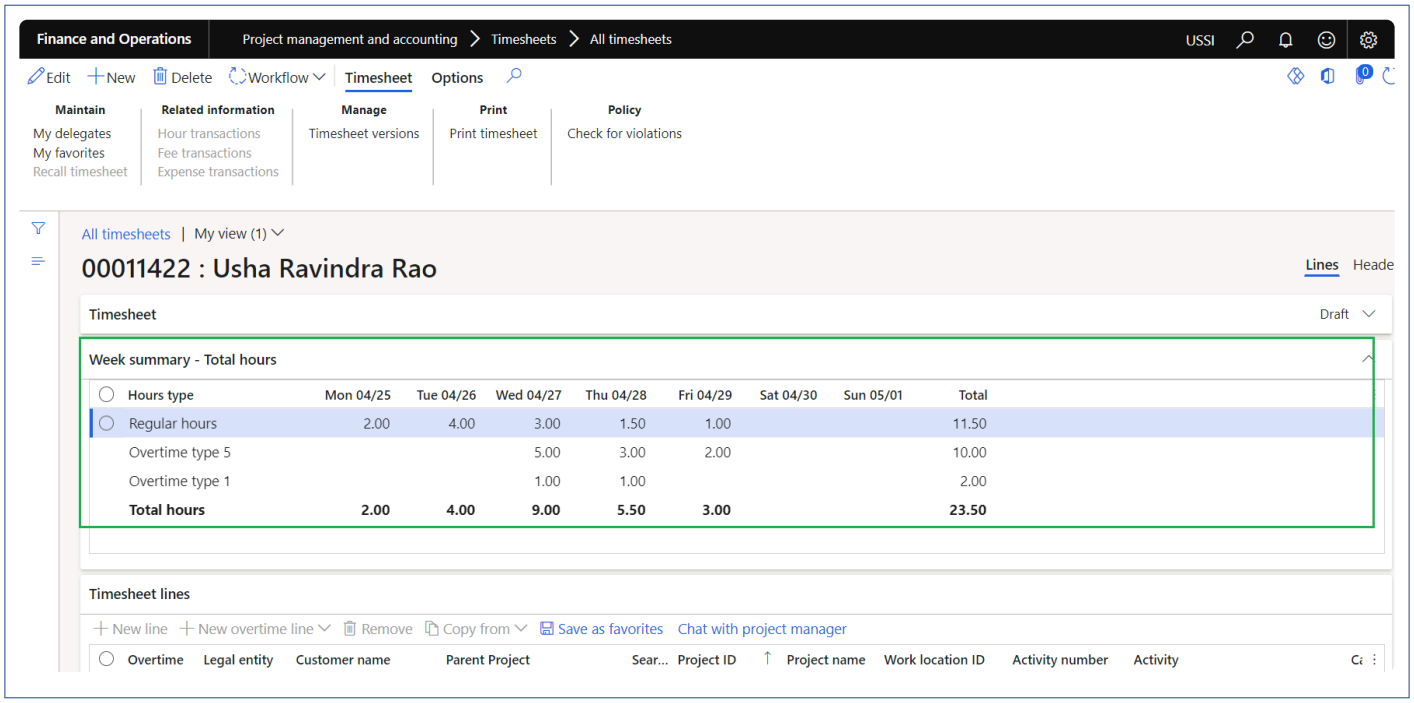


Week summary

New tab is provided on the timesheets to view the total of ‘Regular hours’ and ‘Overtime’ hours per overtime type for the selected timesheet period on the timesheets form.



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

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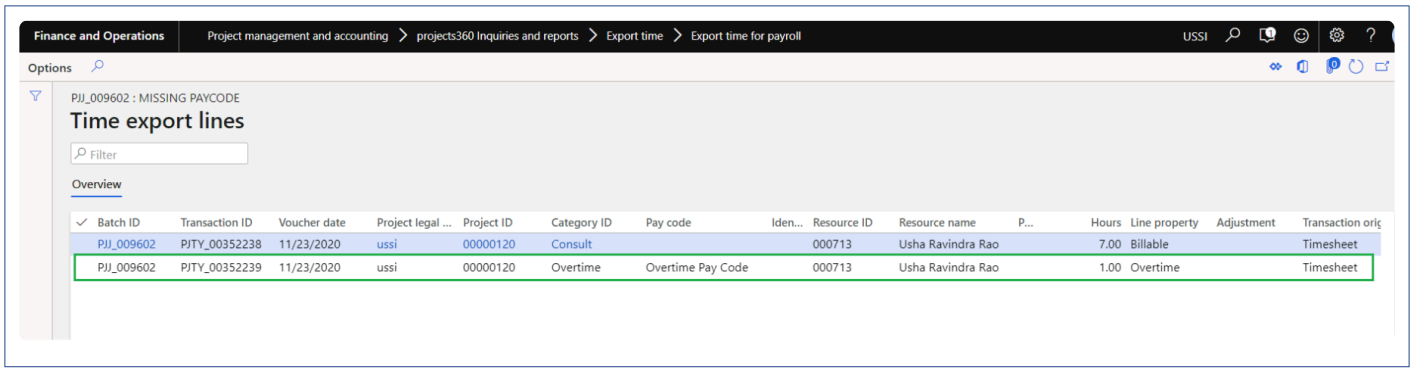
for payroll.



Click here for details on Export time

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Overtime weekly summary report

This section describes how the overtime weekly summary report is generated and view the overtime details for each resource for the timesheet period.

Overtime weekly summary report.

This new feature helps users to view the overtime details through a weekly summary report which provides details of “Regular hours” and “Overtime hours”. It also provides the information of “Total regular hours” and “Total overtime hours” for each resource for particular timesheet period.

Go to Project management and accounting > projects360 inquiries and reports > Overtime > Overtime weekly summary report.

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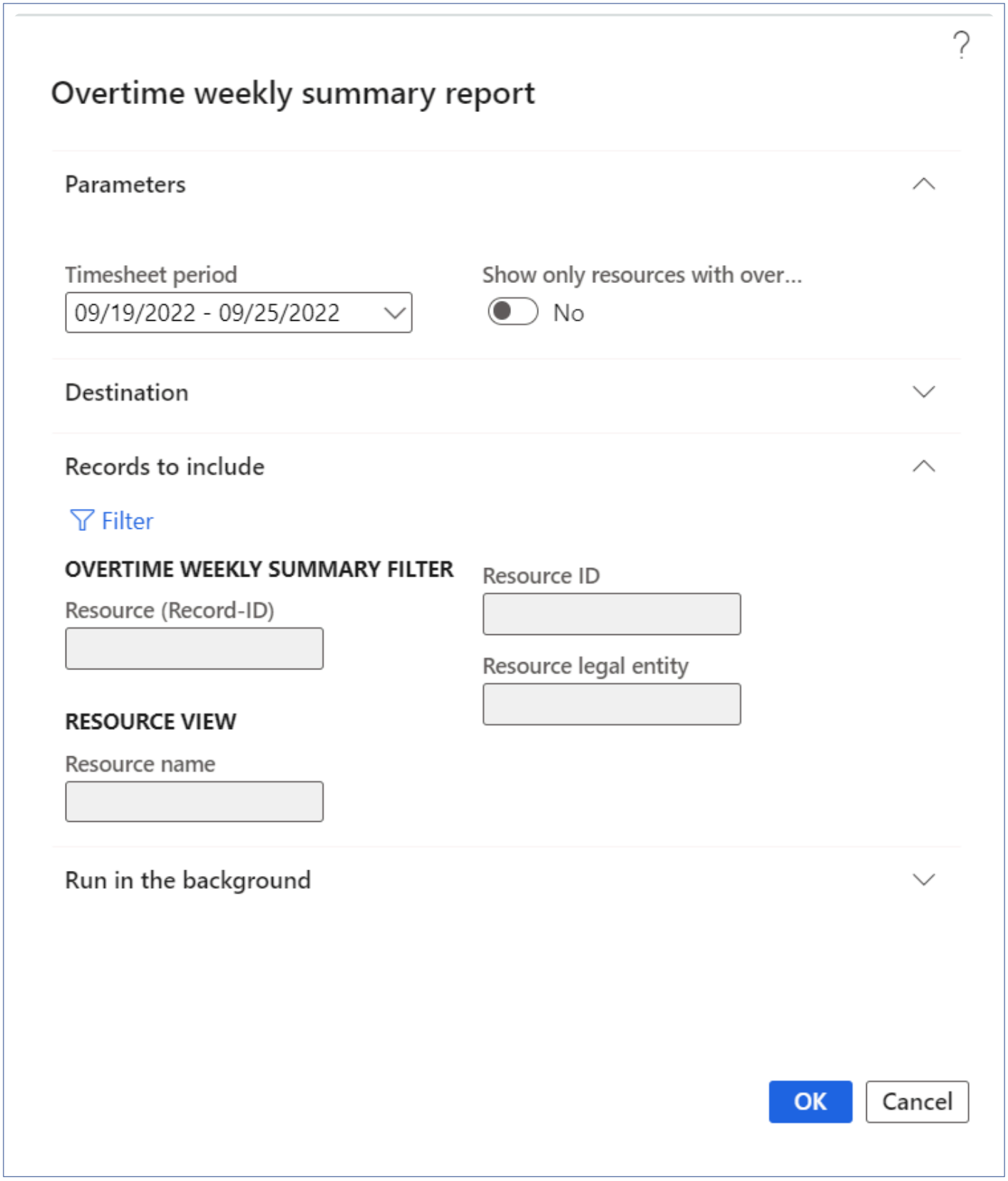

When user selects option “Show only resources with overtime” is marked, only records where resources have entered overtime will be displayed on the report.

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Overtime weekly summary

11/9/2022
9:26 AM

Build Env - Contoso Consulting USA

Timesheet period 09/19/2022 - 09/25/2022

Resource	Employee name	Work week	Total regular hours	Total overtime
000713	Usha Ravindra Rao	09/19/2022 - 09/25/2022	7.00	2.00

Hour type	Mon 09/19	Tue 09/20	Wed 09/21	Thu 09/22	Fri 09/23	Sat 09/24	Sun 09/25
Regular hours	5.00						
Overtime	2.00						
Total hours	**7.00**						

Resource	Employee name	Work week	Total regular hours	Total overtime
003388	S Kundan	09/19/2022 - 09/25/2022	8.00	

Hour type	Mon 09/19	Tue 09/20	Wed 09/21	Thu 09/22	Fri 09/23	Sat 09/24	Sun 09/25
Regular hours	8.00						
Total hours	**8.00**						

Resource	Employee name	Work week	Total regular hours	Total overtime
004216	Srikant Padhy	09/19/2022 - 09/25/2022	9.00	2.25

Hour type	Mon 09/19	Tue 09/20	Wed 09/21	Thu 09/22	Fri 09/23	Sat 09/24	Sun 09/25
Regular hours	4.50	2.25					
Overtime type 3		2.25					
Total hours	**4.50**	**4.50**					

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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.

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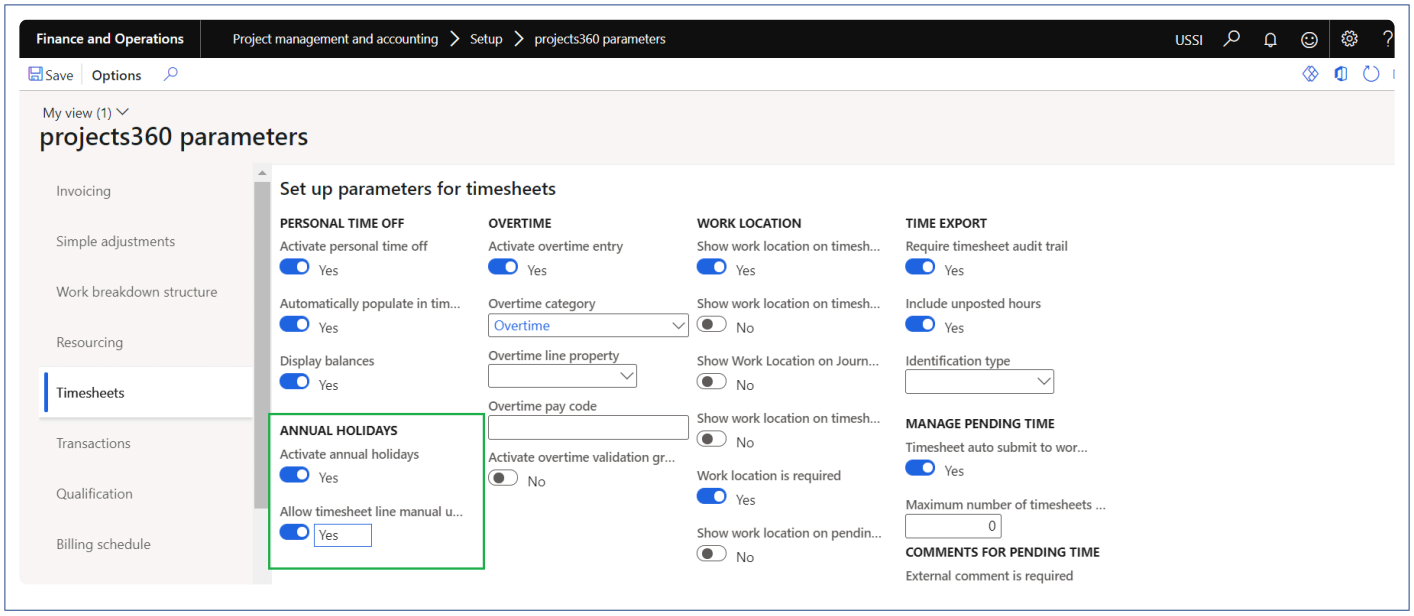
Set and Use Annual holiday

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



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.

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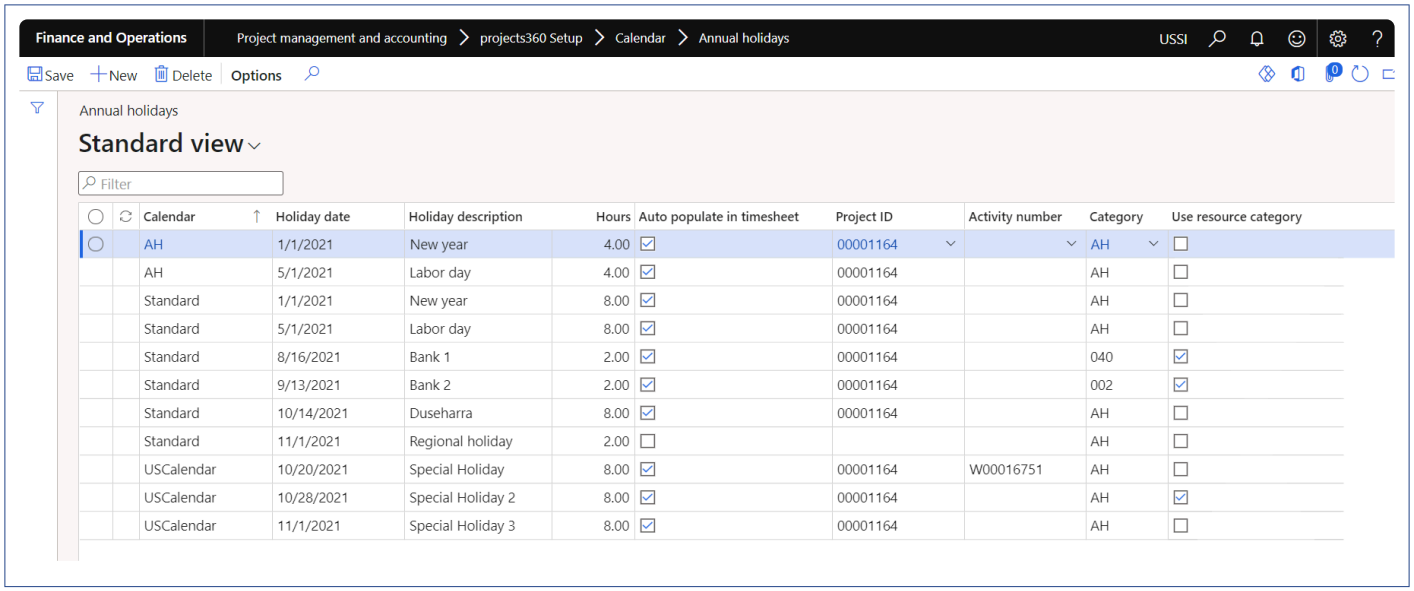
Annual holidays

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	☑	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	☐

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.

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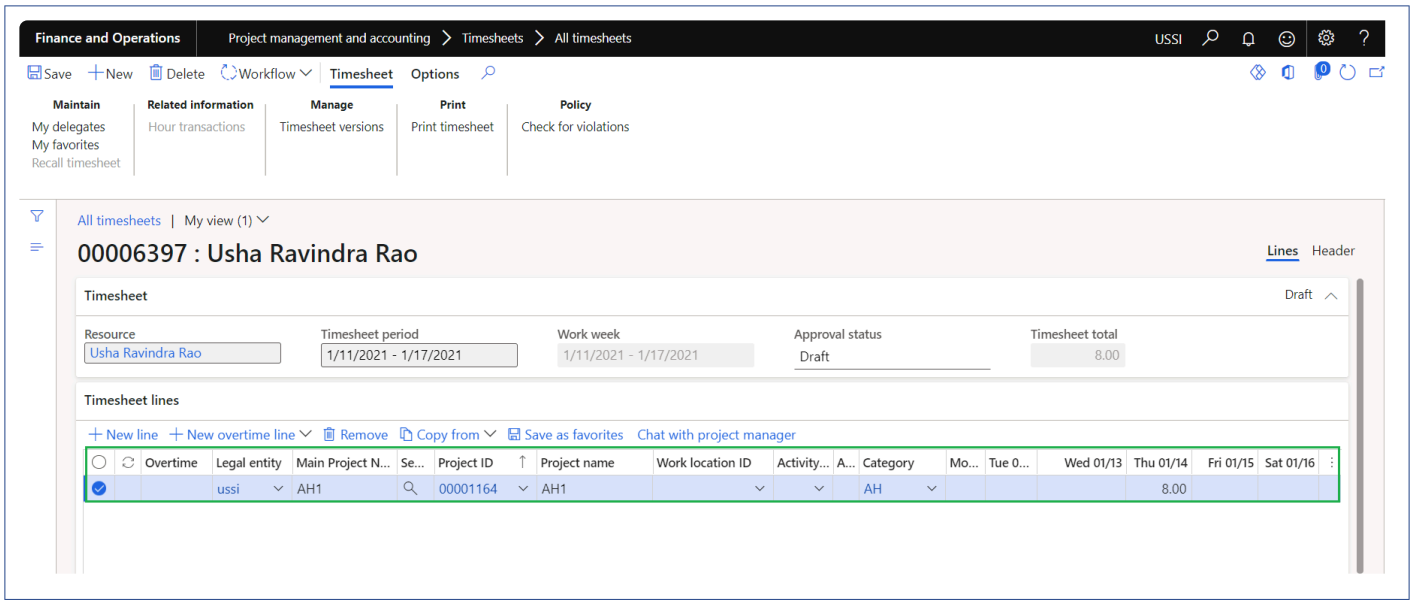
Annual holiday on Timesheet

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



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.

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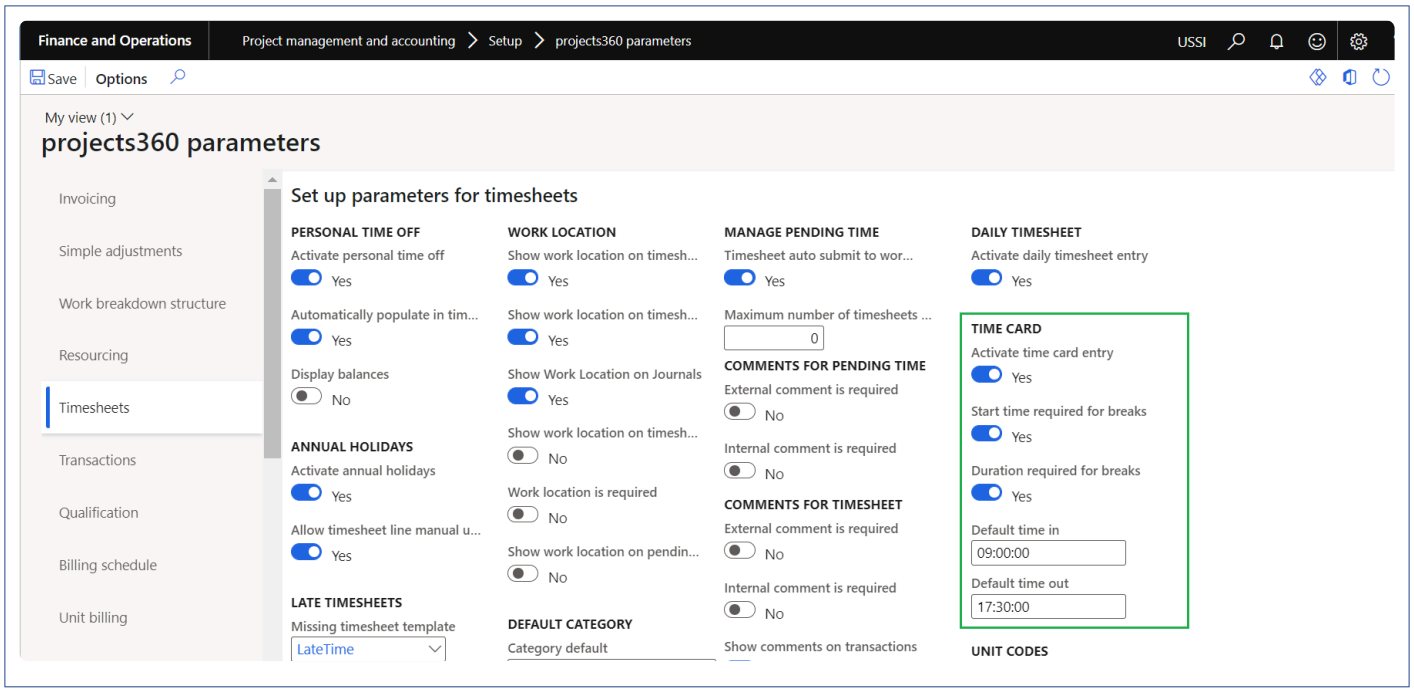
Configure time card

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



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.

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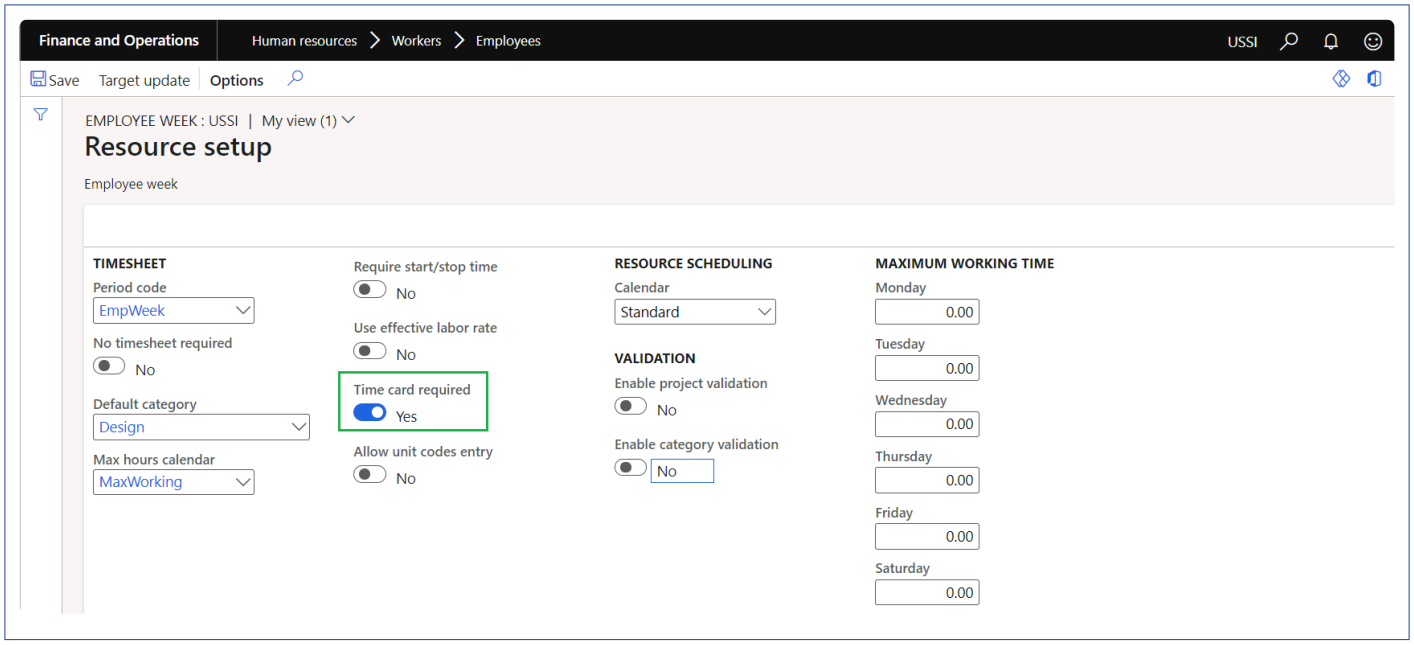
required for breaks	
Default time in	Defaults time in on the Time card.
Default time out	Defaults time in on the Time card.

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

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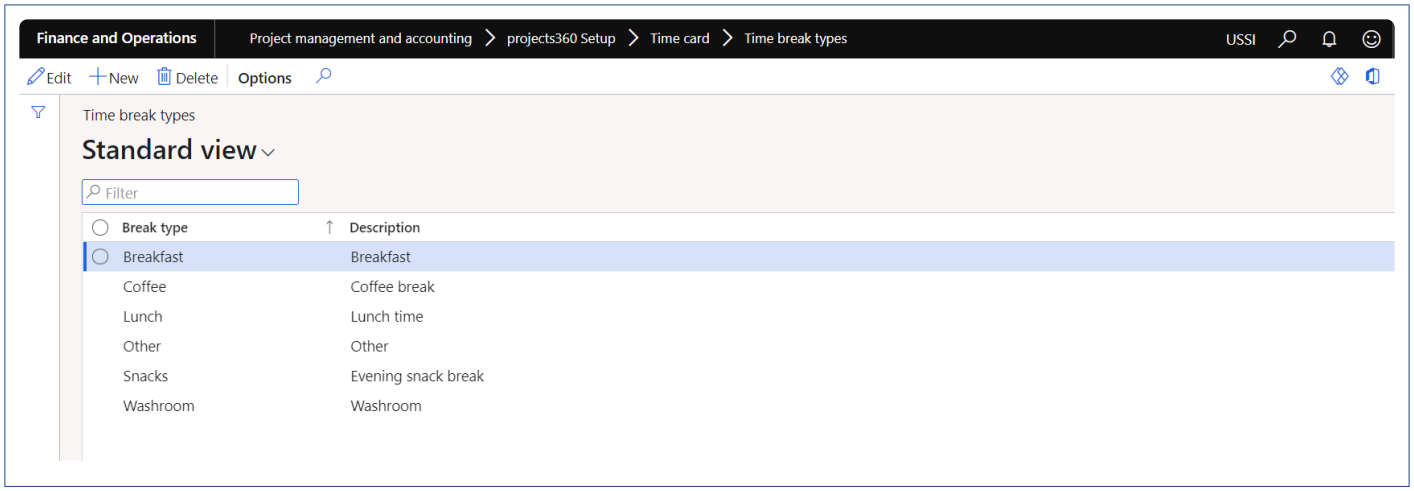

Details of the fields available on the Time break types form are as follows –

Fields	Description
Break type	Define break type to be used on time card.
Description	Define a description for a break type.

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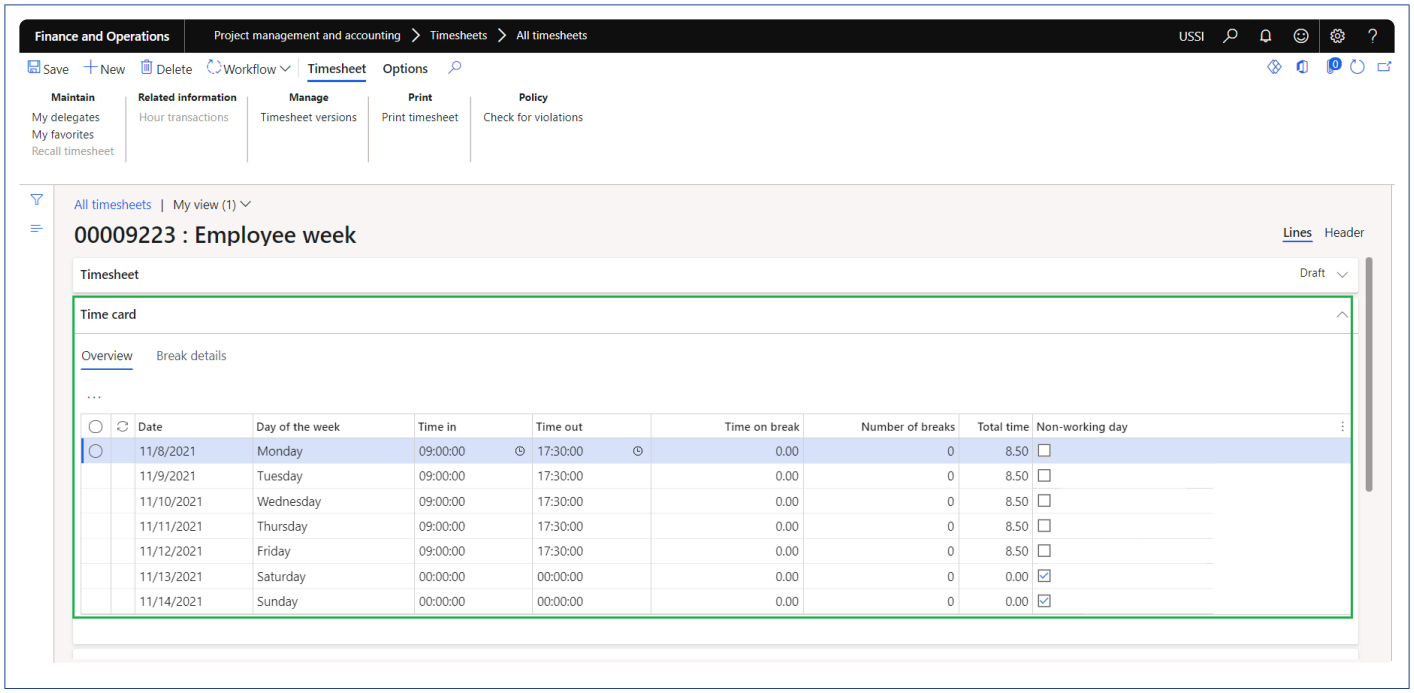
Enter Time card

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.

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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.

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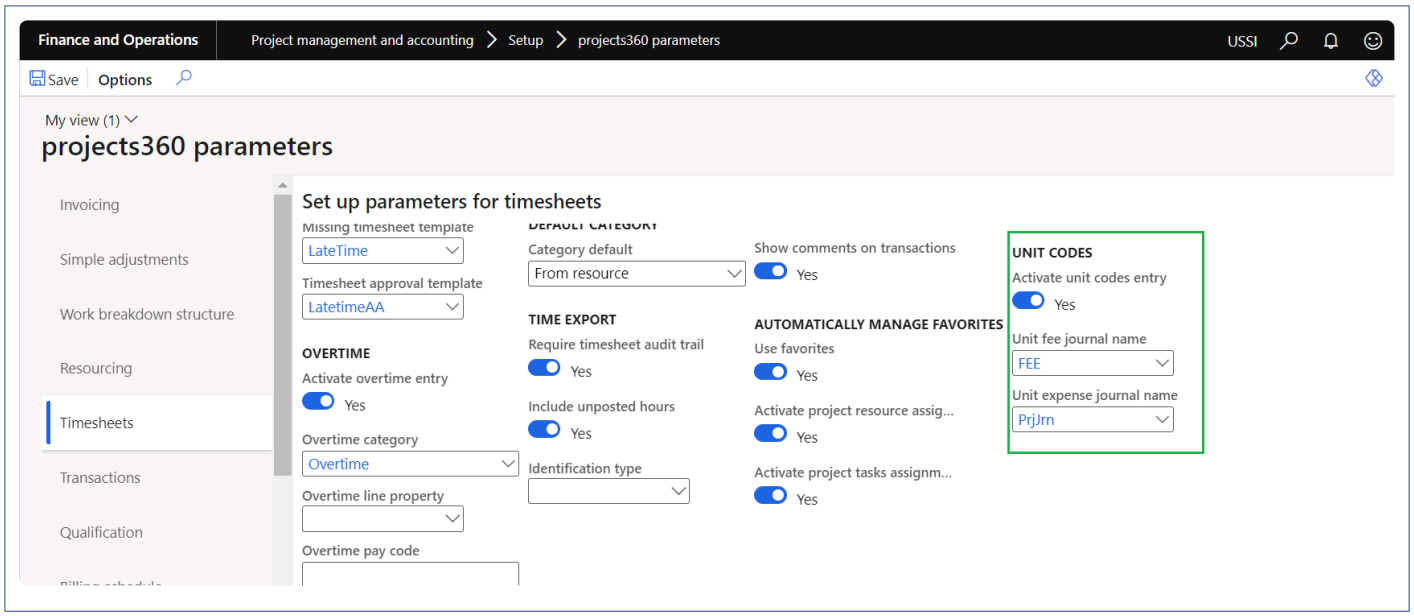
Configure unit code entry

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



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.

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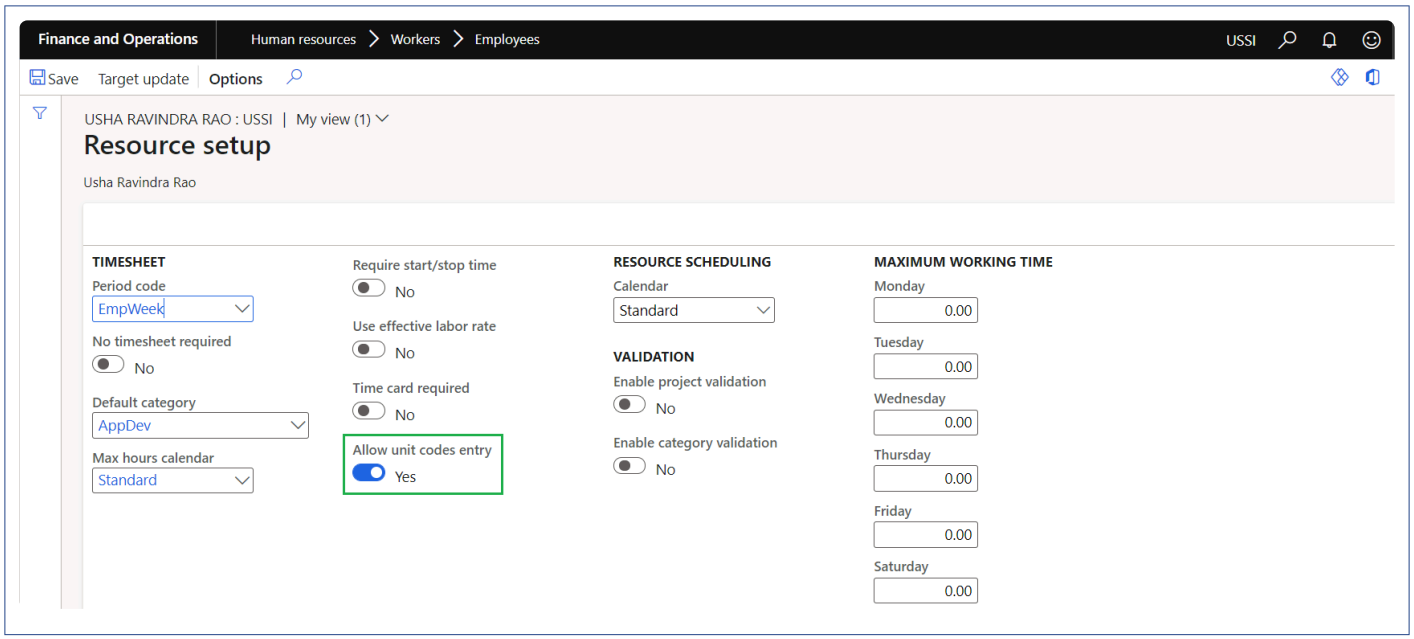
Resource setup

On employees form, under Project setup, a new parameter “Allow unit codes entry” has been introduced which enables to enter unti 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



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

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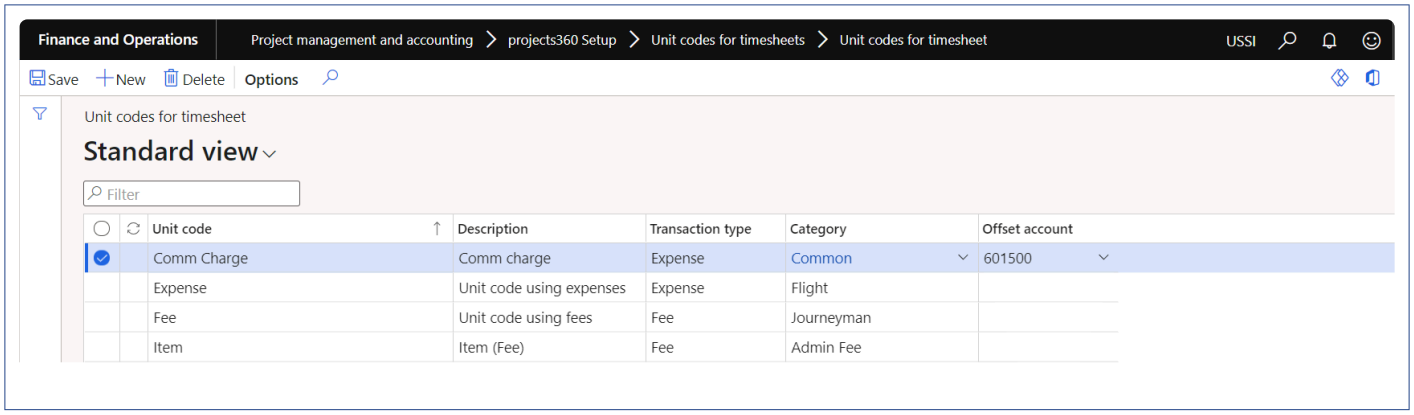

Details of the fields available on the Unit codes for timesheets form are as follows –

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.

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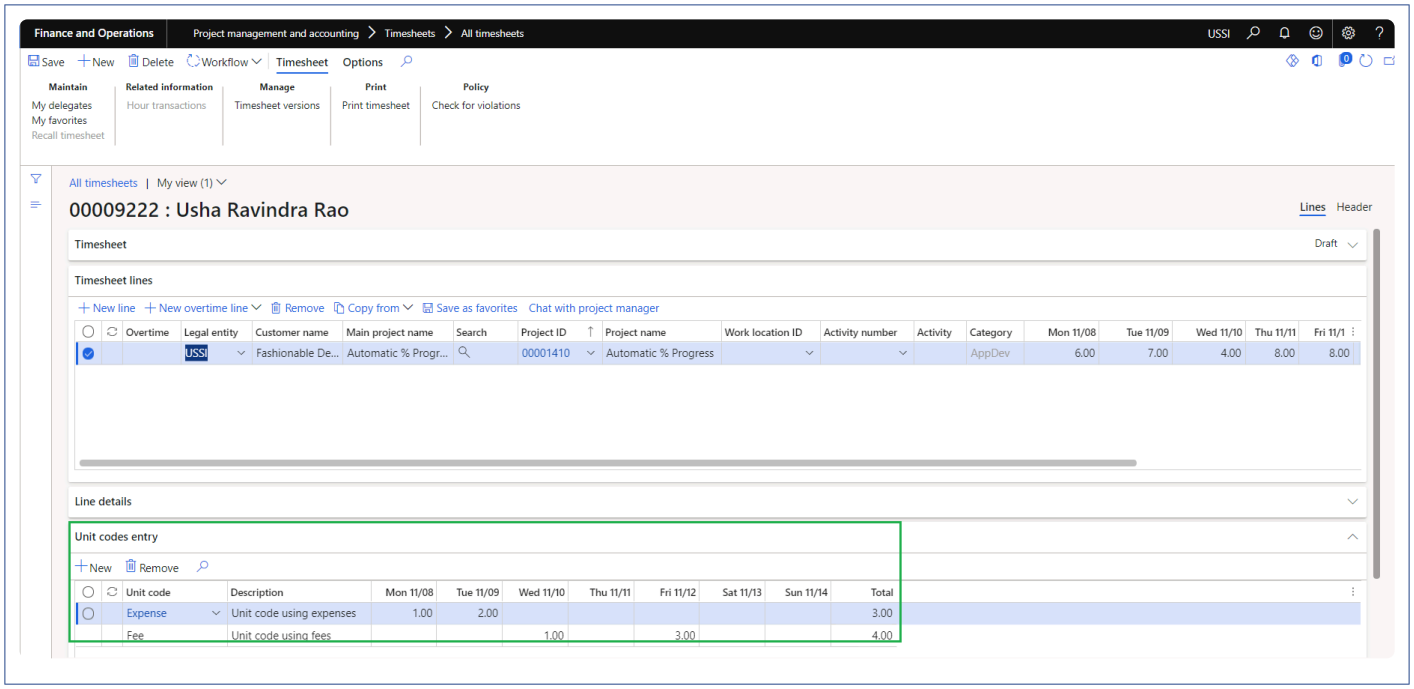
Unit code entry on timesheets

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. When the timesheet is created for intercompany, then the unit code journals will get posted in the legal entity for which the timesheet get posted.

Go to Project management and accounting > Timesheets > All timesheets



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.

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Note – Unit code can be created and posted even without time entered on the timesheets.

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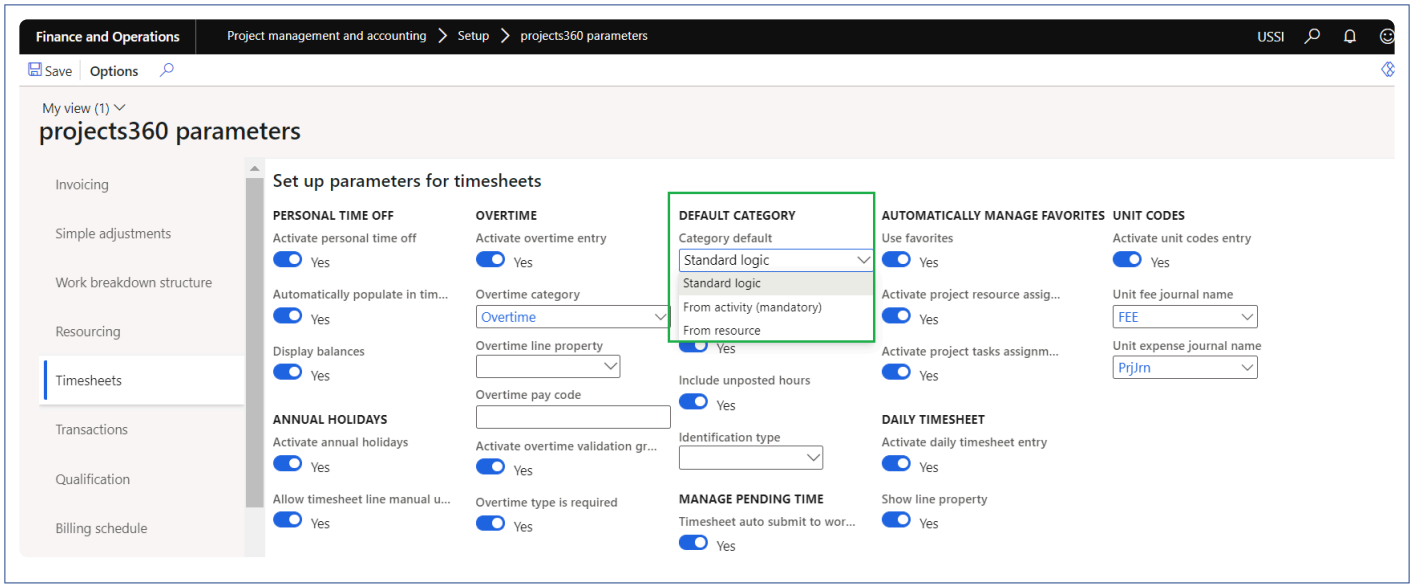
Misc changes

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 > Projects > All projects > Setup tab



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.

New options is been introduced on Projects form to skip the timesheet comments validation as an exception for specific project. These fields are available only when the ‘External comment’ and ‘Internal comment’ parameters are set to ‘Yes’.

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

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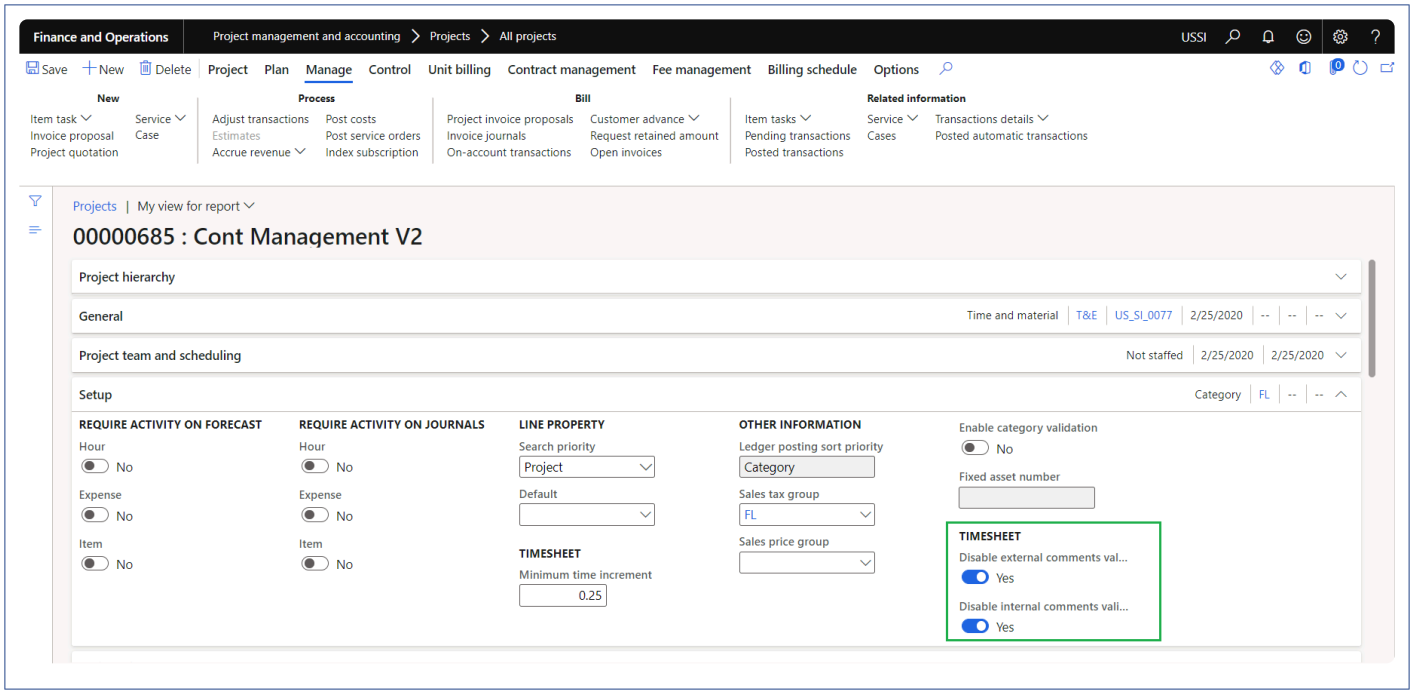

Details of the options are as follows –

Fields	Description
Disable external comment validation	If project has field ‘Disable external comments validation’ set as ‘Yes’, then external comment requirement validations will be skipped for that specific project.
Disable internal comment validation	If project has field ‘Disable internal comments validation’ set as ‘Yes’, then internal comment requirement validations will be skipped for that specific project.

New parameters is been introduced to provide an option to the users if they want to use ‘Timesheet approver’ or ‘Reports to position’ to display information on the few of the tiles on the workspaces. Based on this selected option data will be displayed on the below workspaces.

My resource list
My Employee Missing Timesheet
My resources PTO request
My employee PTO balances

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

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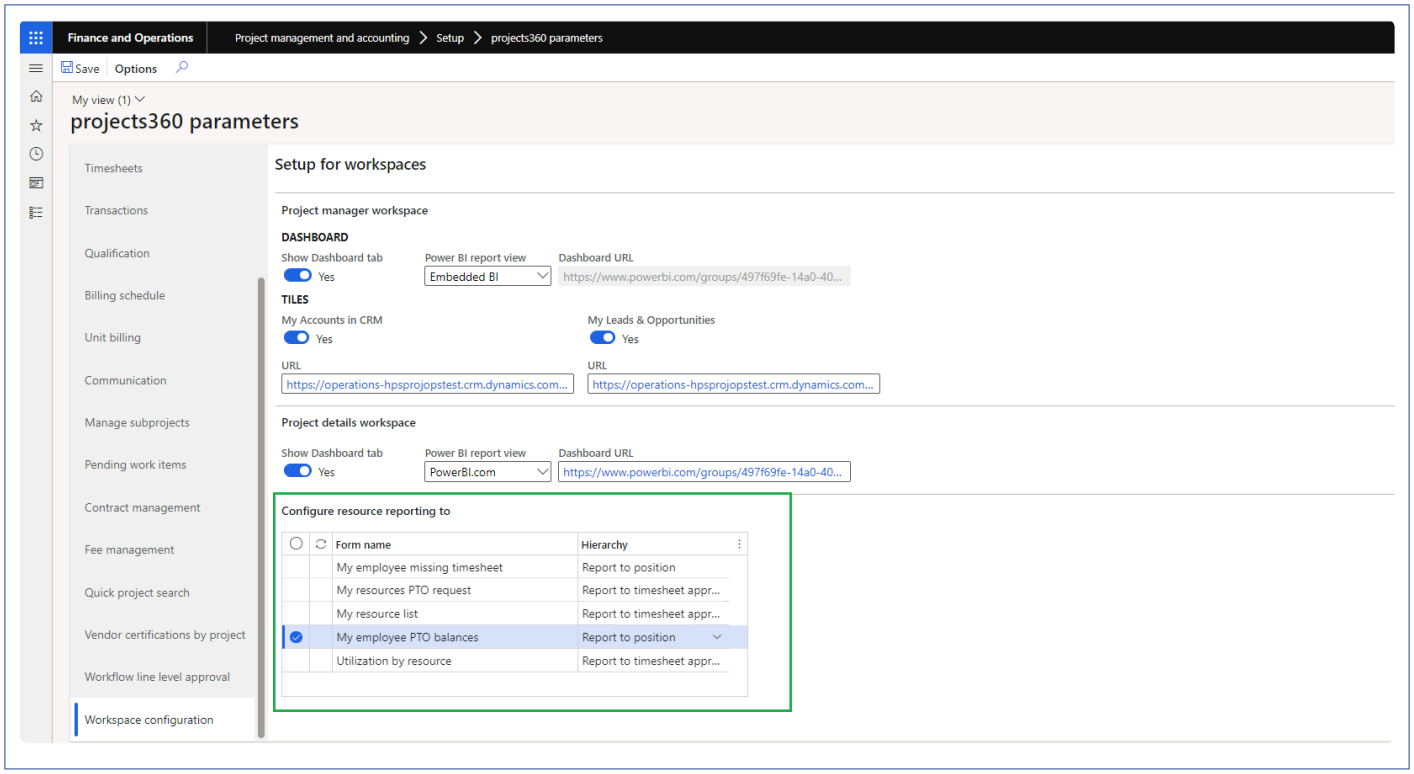
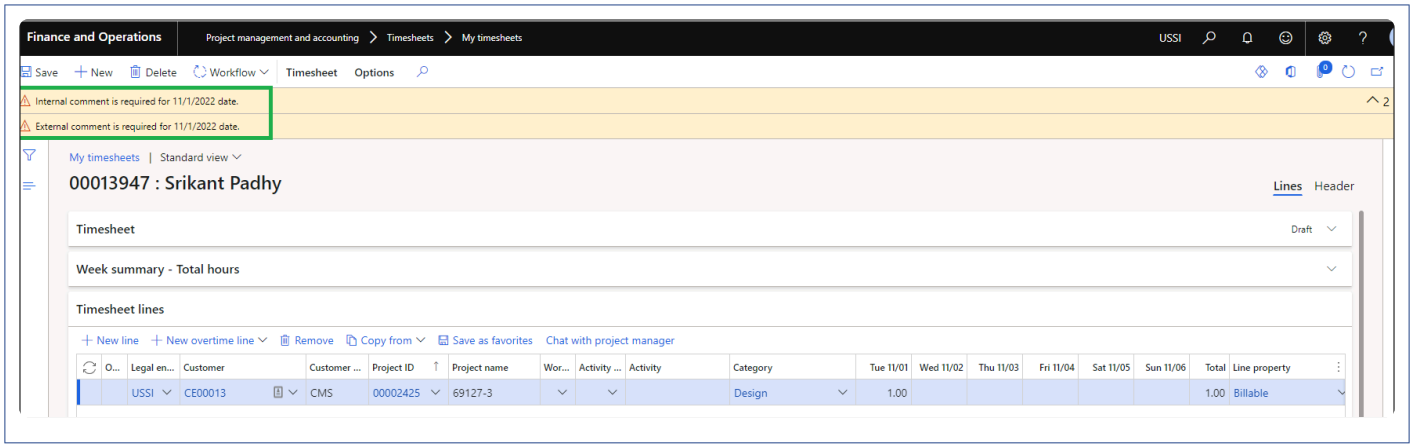


When the timesheet lines are saved, warning message for filling Internal/External comments will be displayed with the date for which the comments have been missed.



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Transaction Enhancements

The features enhanced or newly created, relating to project transactions have been grouped together in this document. The projects360 features grouped together in this segment are:

- Unit Based Billing
- Revenue Recognition
- Dimension Inheritance
- Workflow Modifications
- Workflow Administrator
- WBS Modifications
- Pricing Multiplier

Select a feature to view more details about them.

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Unit Based Billing

Many professional services firms bill for the quantity of work done rather than on the hours consumed for the work completed. some examples of unit billing are head count billing, billing by team size, number of cases closed, etc. For such billing scenarios there is no elegant solution in Microsoft Dynamics 365 for Finance and Operations. To better support various quantity based scenarios, and IFRS 15 regulations, projects360 suite now includes the unit based billing feature.

To improve this limitation, the Unit Billing feature has been introduced. This feature has been designed to provide all kinds of experiences/processes required in a billing scenario, from forecasting to billing including revenue recognition.

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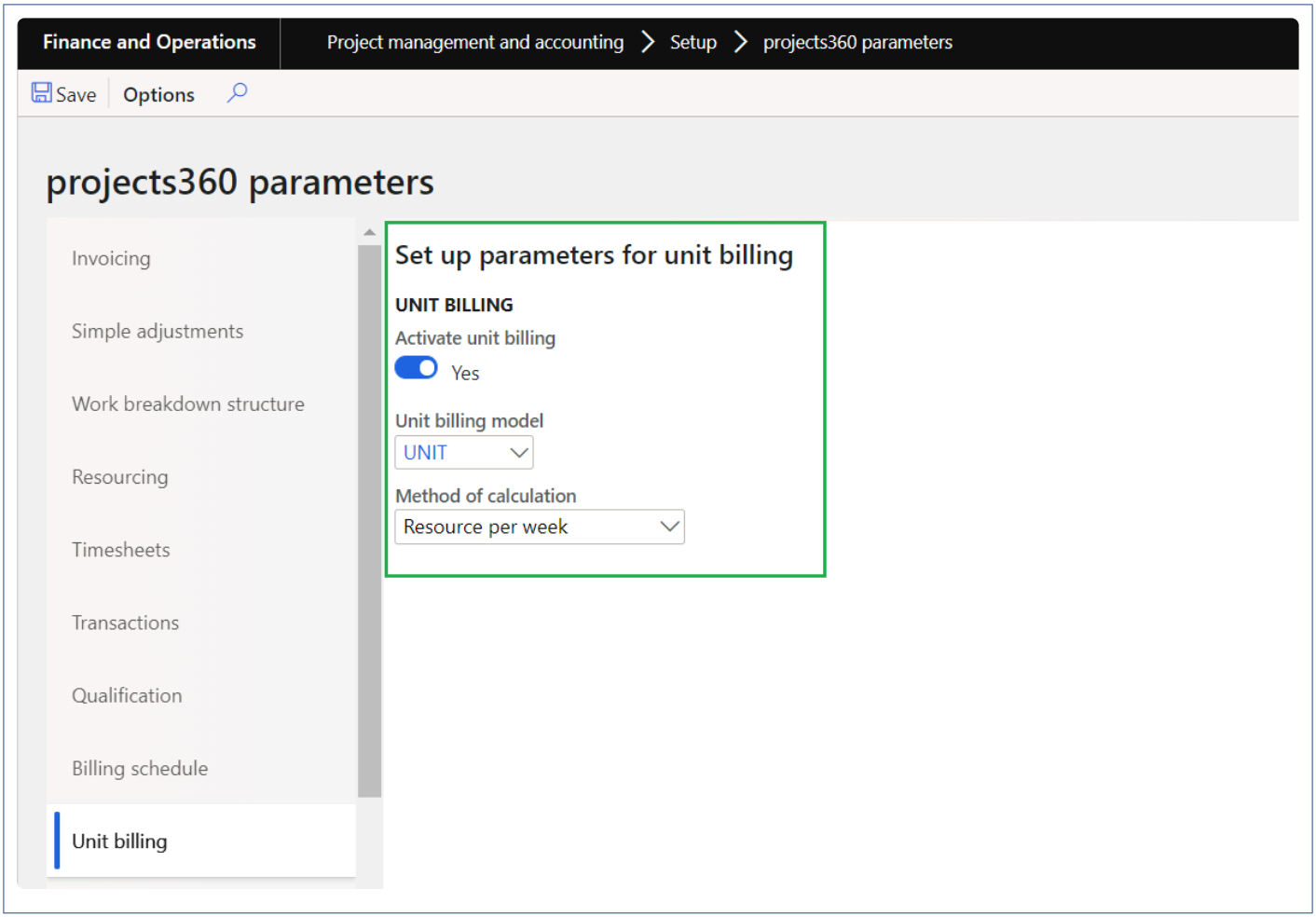
Configure Unit Billing

This section details the setups required to be configured for the Unit Billing feature to work.

Parameter Setup

A new tab called 'Unit billing' has been introduced in the projects360 parameters form. All the fields and controls relevant to unit billing are available on this tab.

Go to Project management and accounting > Setup > projects360 parameters > Unit billing tab



Parameters available on this form and functionality involved are as follows:

Fields	Description
Activate unit billing	Enables the feature when the checkbox is set to yes.

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Unit billing model	Select the forecast model that will be used for storing the forecasts of the unit billing. As of today, model selected on this field is allowed to be selected in other places as well, but we advise you to keep these models different from one another in order to see the correct forecast results. Locking down of this forecast model from being used in other forms will be delivered to in the future versions.
Method of calculation	Select method of calculation to default when new forecast lines are created.

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Forecast Units

This section details how units and revenue can be forecasted. Different methods of forecasting are explained in this section.

Unit Forecasting

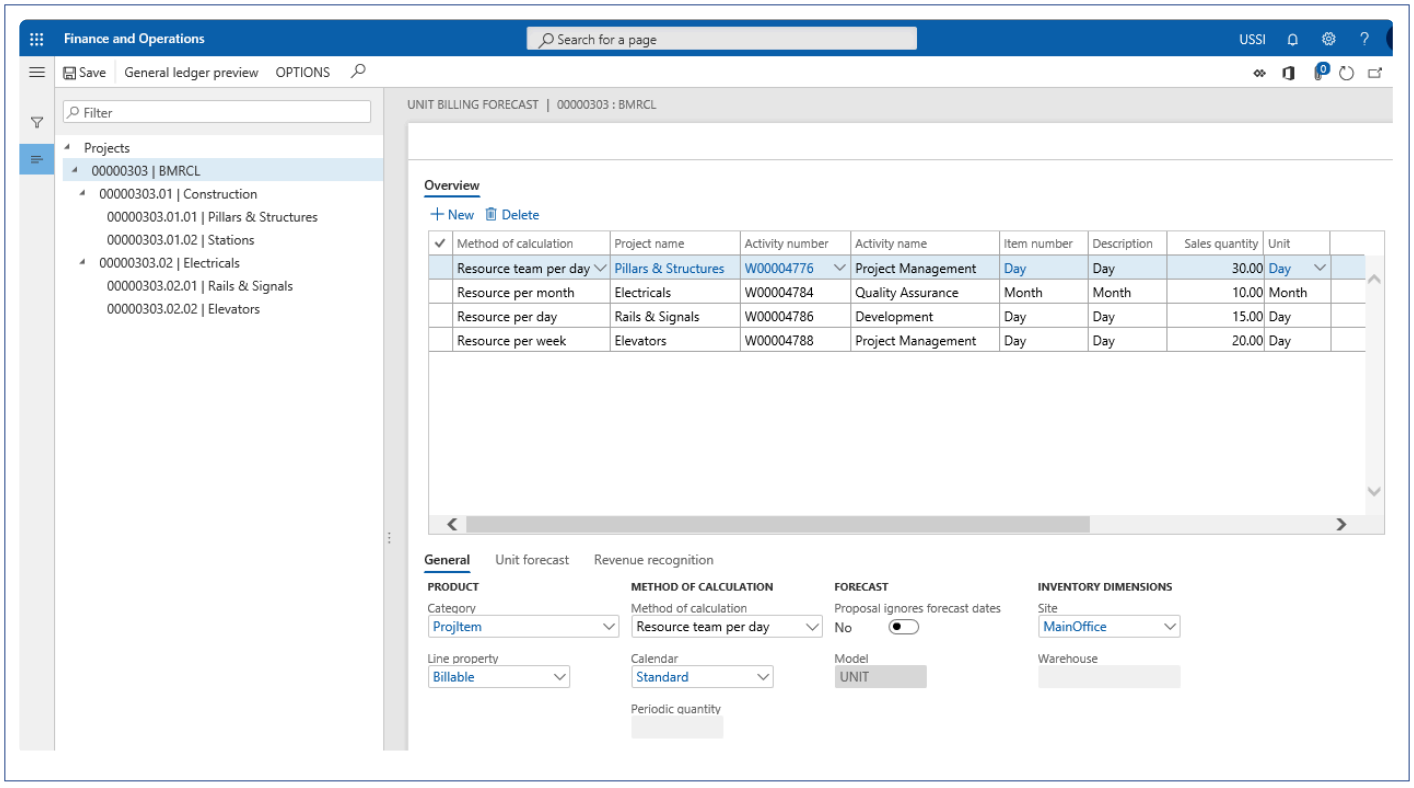
The user will be able to forecast unit based revenue using this functionality, at a project level. Apart from unit forecasting, the user will be defining the method of calculation which will form the basis for the quantity update of the forecast lines, which will then be available for project billing. In the same process the user can specify the revenue recognition method, if the unit billing has to be deferred over a period of time.

Unit forecasting form

Unit forecasting is the new form that has been created, where users can enter the unit forecasts. The data can be imported from WBS too, where the WBS lines for the transaction type item will be imported into this form using forecast model defined in Unit billing parameter.

In this form, as soon as the forecast is created an item requirement is generated behind the scenes.

Go to Project management and accounting > All projects > Select the project > Unit billing tab > Unit billing forecast



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

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	Quantity per week Quantity per month Quantity per quarter Quantity per year In these methods of calculation, the proposed quantity will be considered for the period specified in the Periodic quantity. For the method of calculation of type – Quantity, the Periodic quantity update field is enabled for the user to update quantity that has to be updated for the period chosen in the method of calculation. For example, if this is 2, and the method of calculation is Quantity per week, then the quantity update will be 2 per week of update. 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.
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.

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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.

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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	The forecast lines will be split/allocated into multiple lines based on this field. The options available are: **Manual** – Where the user can manually allocate the forecast line. **Day** – The forecast line will be split for the number of days lying between start and end date of the forecast line. **Week** – The forecast line will be split for the number of weeks lying between start and end date of the forecast line. **Month** – The forecast line will be split for the number of months lying between start and end date of the forecast line.
Manual quantity update	Based on this checkbox the manual update is possible. Though the allocation quantity is updated based on the choice made in the forecast allocation, the user can update the fields manually if this option is set to yes. Though the user updates the lines in this tab, the same is not reflected onto the forecast lines at the header level.
Total forecast quantity	Displays the total quantity forecasted.

Revenue recognition tab

This tab show the revenue recognition details selected on line in overview tab. The fields available on this grid are as follows:

Fields	Description
Revenue recognition	The methods that available for revenue recognition is displayed in this field. Immediate – Revenue is recorded immediately. Deferred schedule – Where the revenue amount is split over the revenue periods. Once this option is selected, the related fields will be enabled. However for the user to be able to choose this value, the category associated with the item should be setup as a deferred revenue category. Refer the Deferred revenue category setup.
Revenue period	If the revenue recognition method is deferred then the deferral period is displayed in this field. This value is arrived from the deferred revenue ID.

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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.

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Create Unit Proposals

This section details how unit proposals can be created or updated.

Quantity Proposals

For every unit forecast line there is an item requirement line that is created behind the scenes, which has to be quantity updated for the invoicing to take place. In this feature, the quantity update is generated through a proposal. This proposal generation depends on what is defined in the method of calculation field. For this functionality two new forms are created and is explained in the below sections.

Create Unit Proposals

In this form the user can create unit proposals. The basis for generation of this proposal is the method of calculation field. The user can choose dates for which the proposal is to be generated.

Based on the period selected and the method of calculation, the proposed quantity that can be updated as completed against the forecast line is proposed to the user. The calculation of the proposal is displayed for the user to be able to view and edit the quantity if required.

The proposal generated can be viewed in the Update and Post Unit proposals form.

Example of the unit proposal generation:
Unit forecast line is from 10/01/2018 to 12/31/2018, and the method of calculation is set to “Resource per month”. The create unit proposal is run for the period 10/01/2018 to 12/31/2018, assuming that the resource has entered timesheets for the selected project in all the months, the same will be updated as quantity one per month, thus the quantity 3 will be displayed against this forecast line In the Update and Post unit proposals form.

The fields available on this form are as follows:

Fields	Description
Start date	Start date that has to be considered for the unit proposal generation.
End Date	End date that has to be considered for generating the unit proposal.
Overlap	This checkbox determines whether the proposal should consider the dates for which the proposal has been previously run. If this option is set to “Yes”, then the proposal will include the dates in which the proposal has been created previously.

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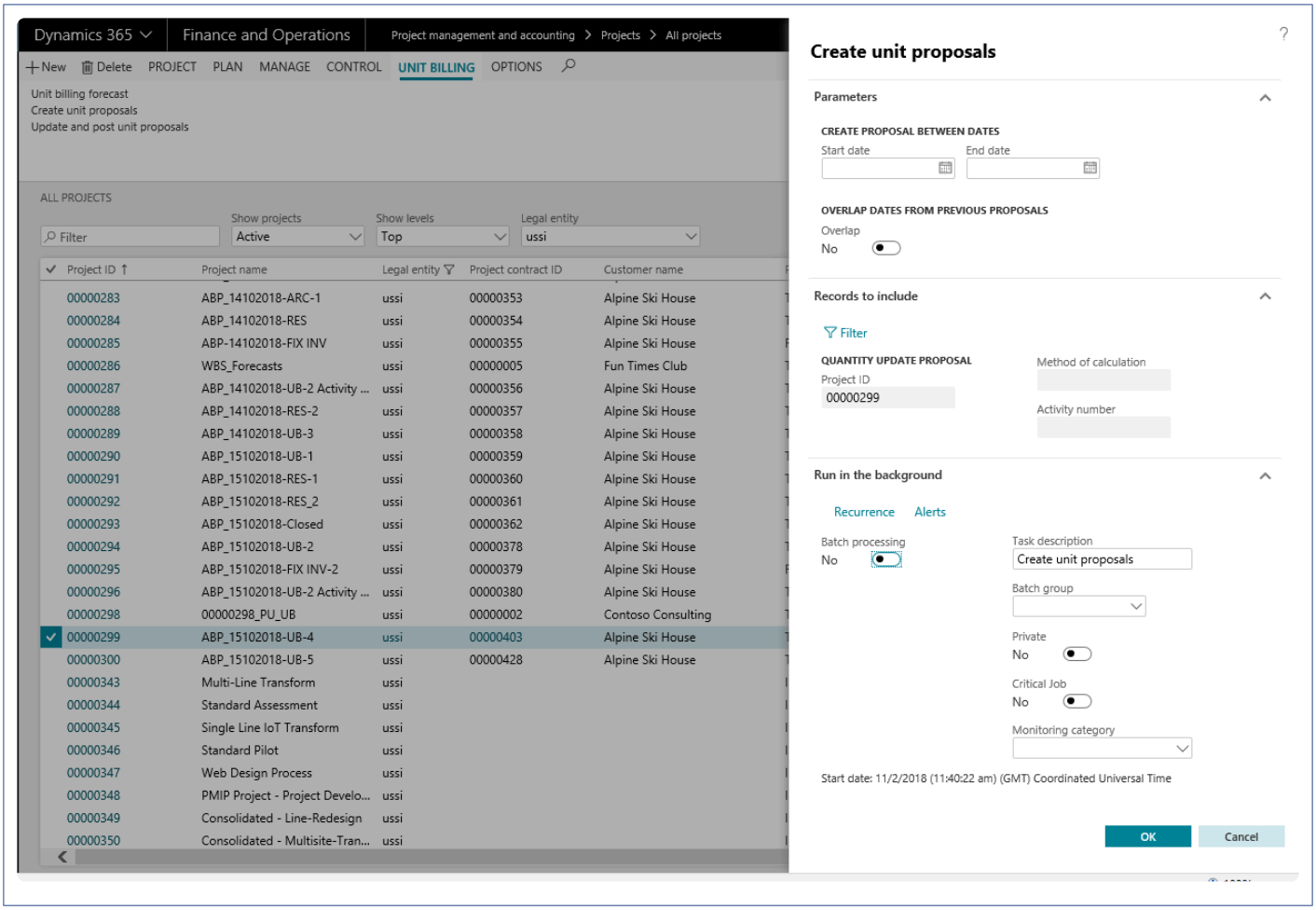
	When this option is set to “No”, only the period for which the proposal has not been created will be considered for the quantity calculation.
Records to include tab: Filter Project	The project from which this update is being run, is defaulted in this field and the user is not allowed to update.
Method 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.

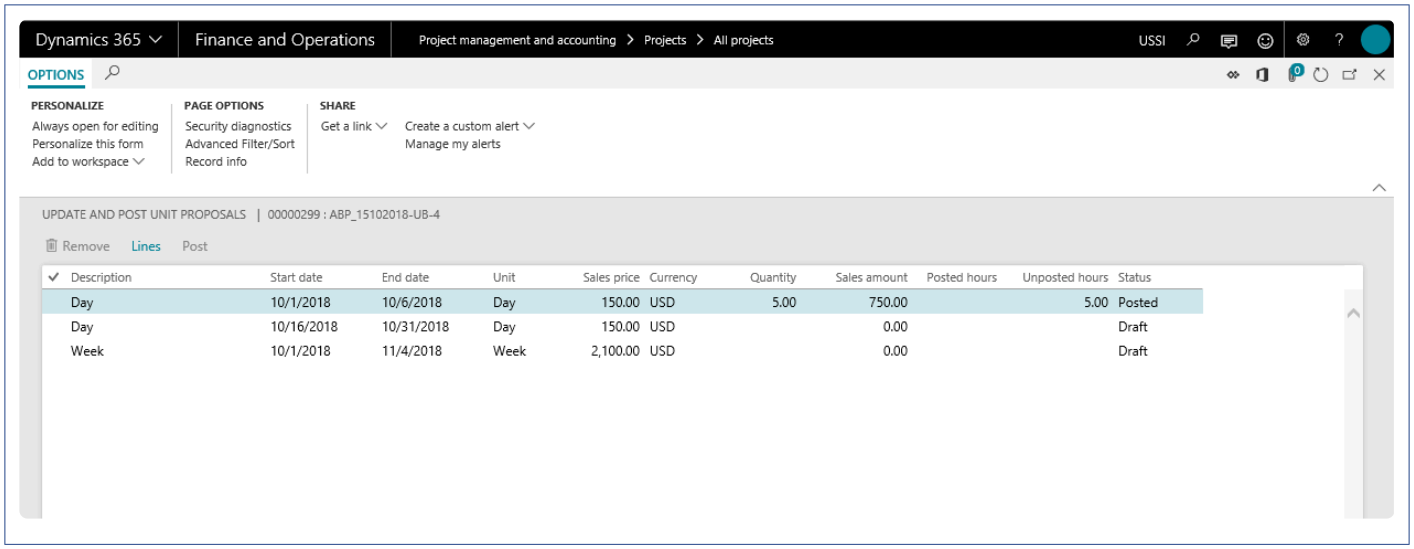
Go to Project management and accounting > All projects > Select the project > Unit billing tab > Create unit proposals
Go to Project management and accounting > projects360 Periodic > Unit billing > Create unit proposals
Go to Manage projects workspace >Transaction tab > Create unit proposals



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



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.

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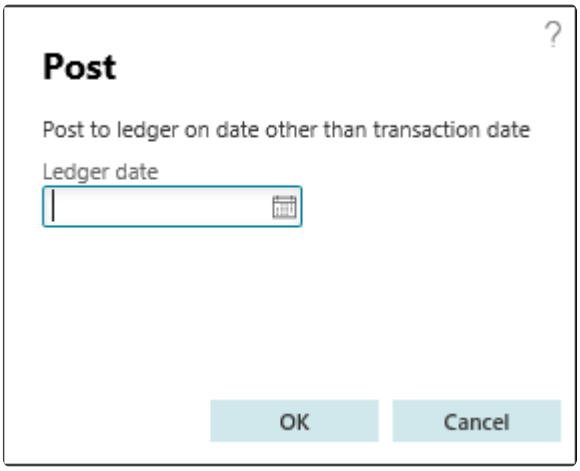
Status	Displays the status of the proposal, whether the same is posted or not.

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	This button takes you to the posting form in which the user is allowed to choose the date on which the quantity update is to be posted, in case the user would like to post on a date other than transaction date. 

On the Lines form users can see the details of the created proposal – the start date, end date, quantity, posted hours and un-posted hours can be seen. Details of each of these fields can be found in the subsequent sections.

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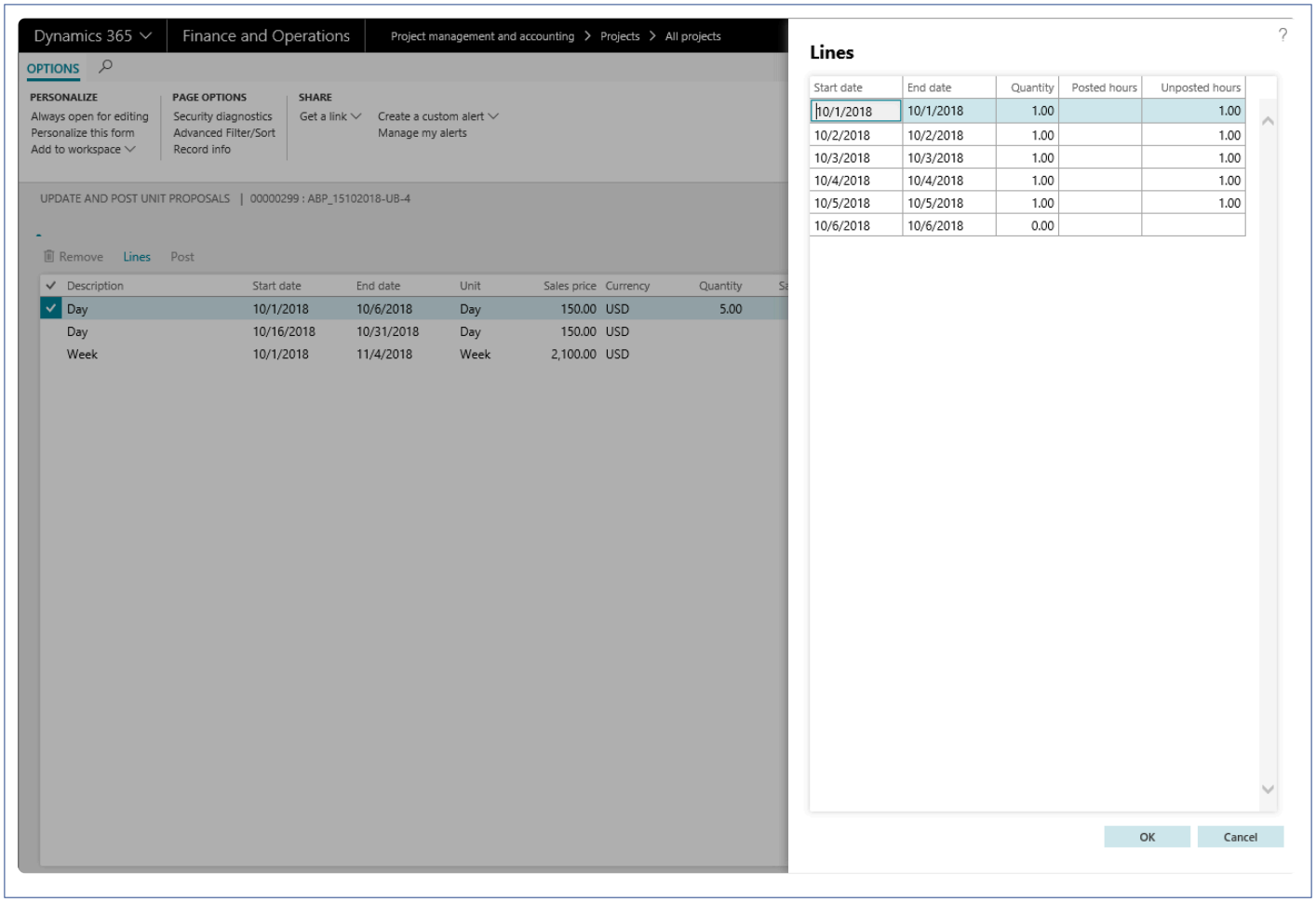

The fields available on the form are as below as follows:

Fields	Description.
Start date	Start date for which the quantity is being updated.
End date	End date for which the quantity is being updated.
Quantity	This is the proposed quantity based on the method of calculation. However this quantity can be manually updated by the user.
Posted hour	When the method of calculation is set to any Resource related, then the Posted hours for the resources who have booked time on the project, for the proposal period, will be displayed in this field.
Unposted hour	When the method of calculation is set to any Resource related, then the unposted hours for the resources who have booked time on the project, for the proposal period, will be displayed in this field.

Post unit billing proposals

Once the unit billing proposals are created, users can post the unit billing proposal through batch.

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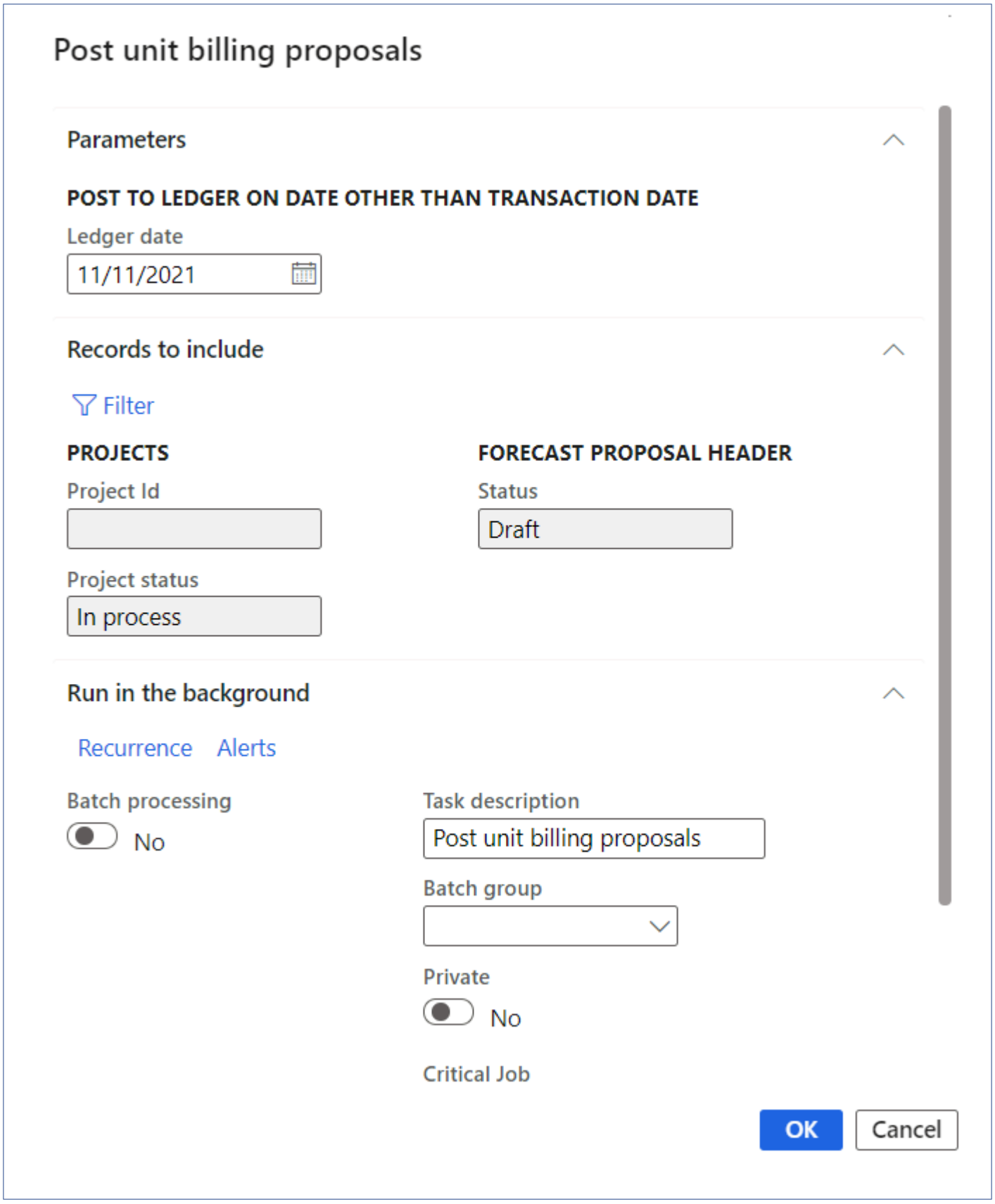
Go to Project management and accounting > projects360 Periodic > Unit billing > Post unit billing proposals



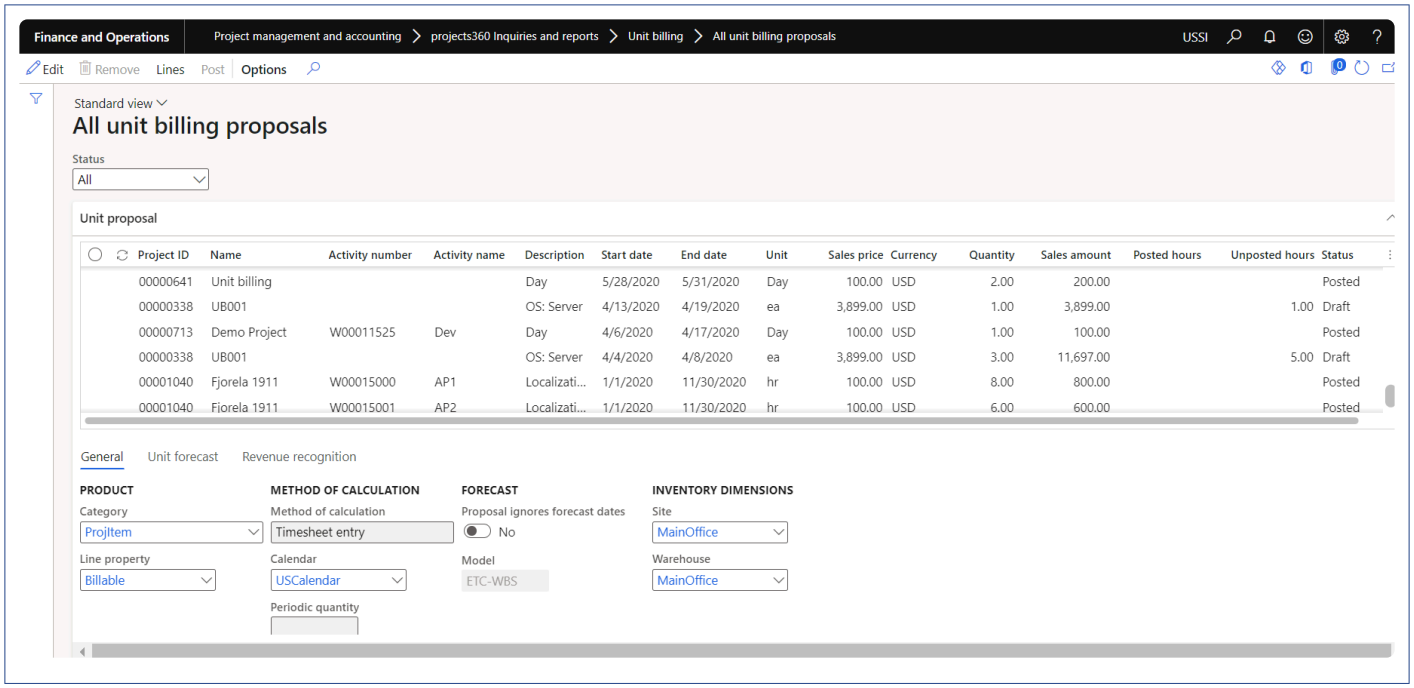
The fields available on this form are as follows:

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



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.

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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.

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Revenue & Invoicing

This section details how the revenue is recognized and invoicing will be performed for these unit proposals.

Revenue Recognition

The revenue recognition of unit forecast lines is defined on the unit forecast line under the revenue recognition fast tab. Two methods of revenue recognition are available in this feature, one is immediate and the other is deferred revenue recognition. When the method is set to immediate, the revenue is recognized immediately, whereas when the method is set to Deferred, the revenue is deferred over a period of time based on the deferment schedule selected. To know more about the deferment of revenue, please read Revenue Recognition article.

Invoicing

The user will be able to invoice the units that have been posted using the Update and post unit proposals form. All lines that are in the status posted will be considered for the invoice that is raised from the project.

The project invoice will respect all the rules that are defined in the invoicing group that is attached to the invoice, when the projects360 invoice grouping feature is used. To know more about the raising invoices and grouping transactions based on various attributes, please read Invoice Grouping article.

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Revenue Recognition

Advance payments received for services to be provided in the future are a liability, such as deferred revenue. The revenue is recognized in the period(s) that service is provided. This feature has been developed to distribute the revenue received when services are provided.

The transaction type of fees has been considered for deferment in this feature. A fee journal is deferred over a period of time and accounted as a revenue when the deferment is posted.

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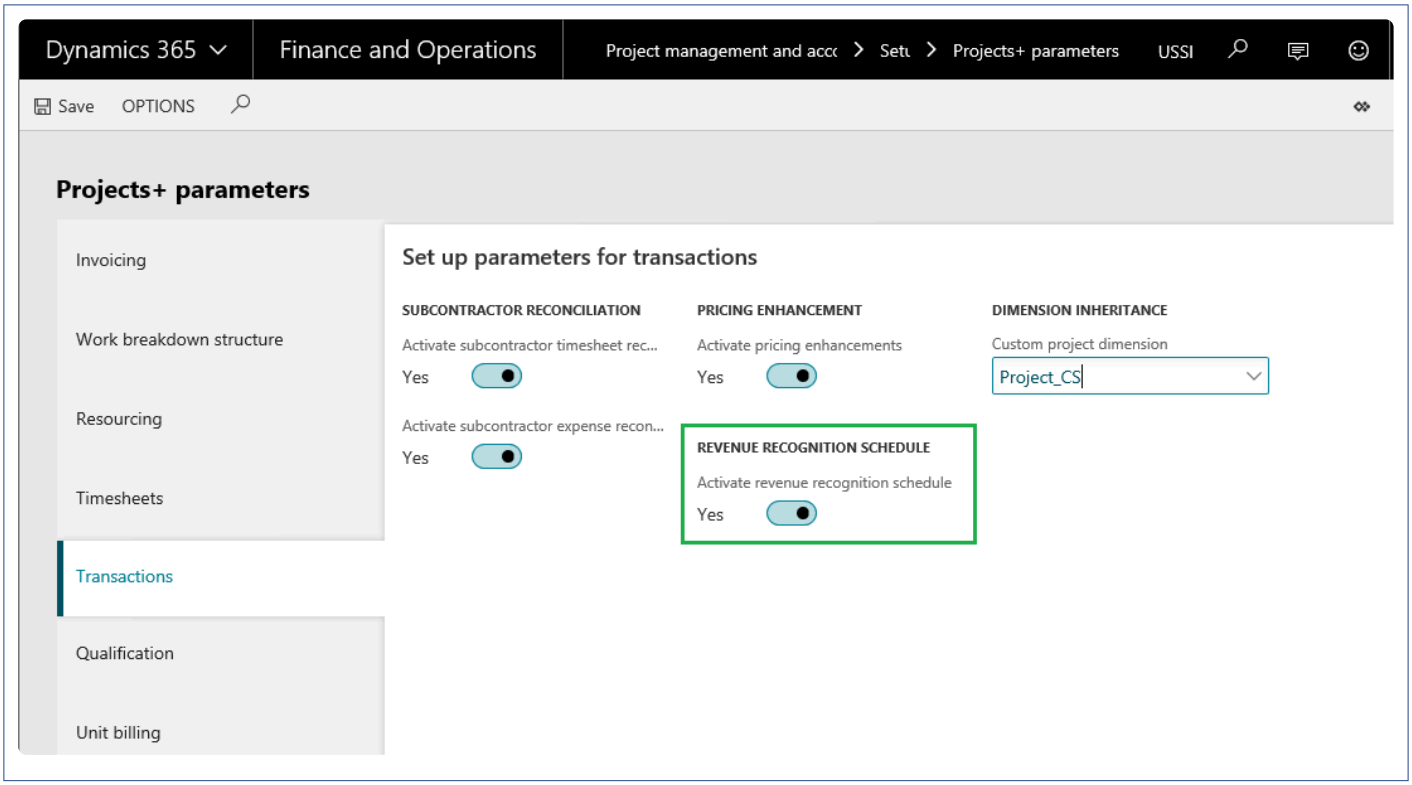
Configure Revenue Recognition

This section details the configuration process involved in the revenue recognition.

Parameter Setup

To activate the revenue recognition feature set the ‘Activate revenue recognition schedule’ option to Yes.

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



Revenue Recognition Schedule

Revenue Period is created to define the number of periods the user would like to defer the revenue received. The deferment schedule is attached to a fee journal for deferring the revenue received.

Go to Project management and accounting > Setups > projects360 Setup > Revenue recognition schedule

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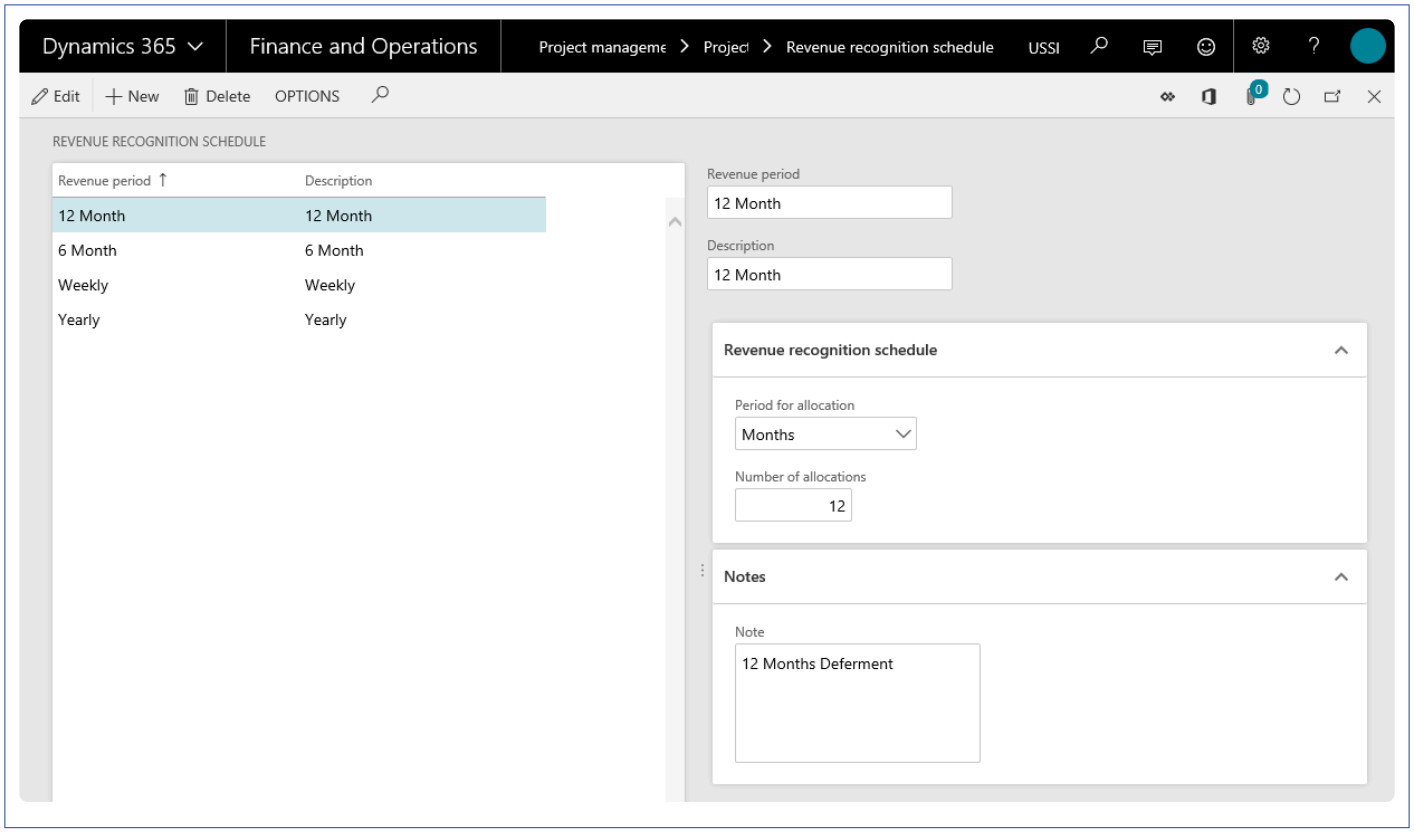

Description for some of the fields and buttons used on the form are as follows:

Field/Button	Description
New	Click to create new deferred revenue ID.
Delete	Click to delete existing revenue period.
Revenue Period	Specify an identification of revenue recognition which will be used as the reference.
Description	Specify a description of the revenue period.
Period for allocation	Select the period for allocation. This defines installment is to be distributed in terms of weeks, months or years.
Number of allocations	Enter the number of periods for which the deferment is desired.
Notes	Specify a brief description or note for the revenue recognition.

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

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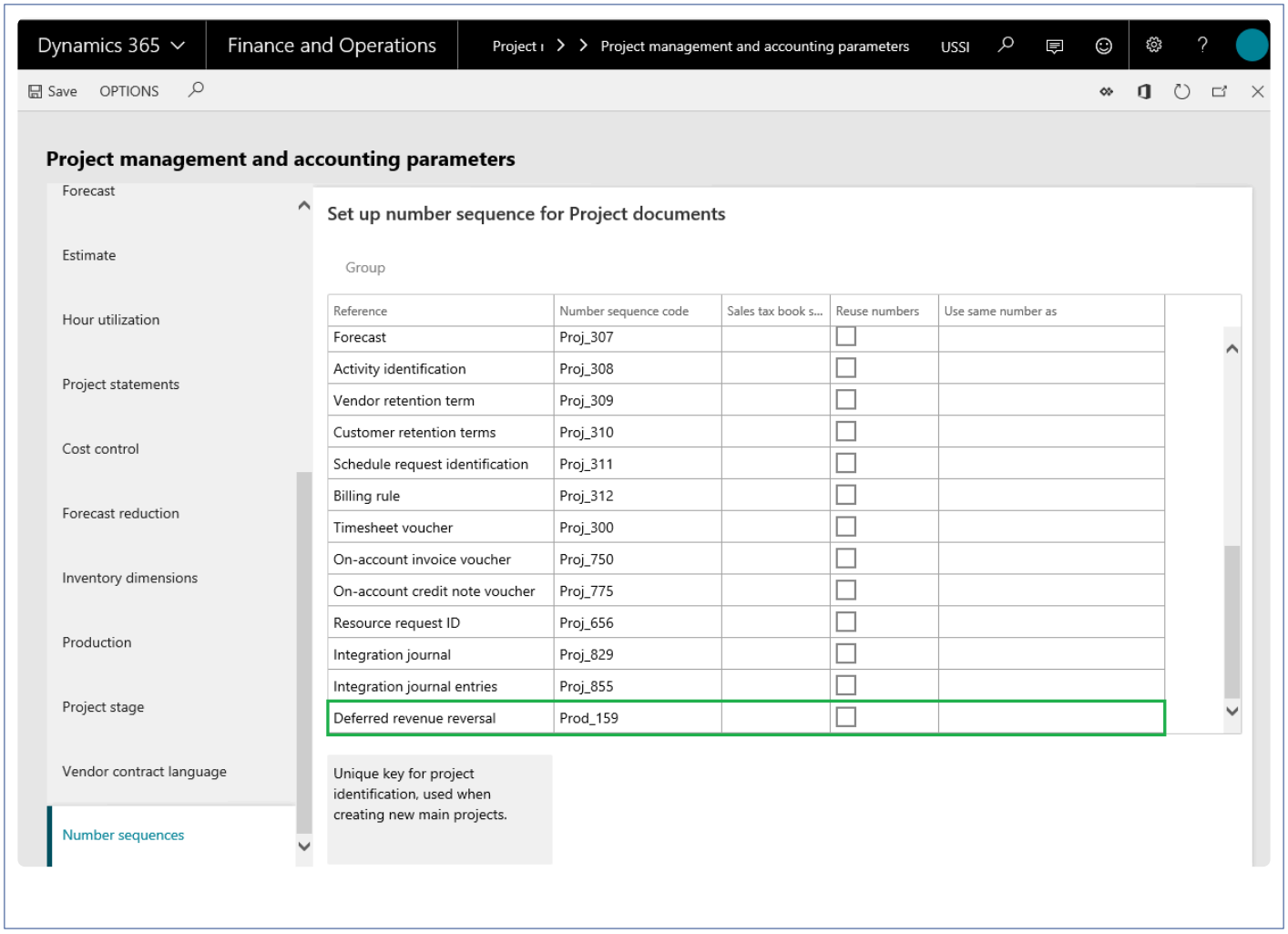
up in the project management and accounting parameters form.

Revenue recognition reversal reference is added to the project management number sequence as soon as the user activates the Deferred revenue – Activate deferred revenue fee. Select the number sequence code for the reference – Deferred revenue reversal.

Go to Project management and accounting > Setups > Project management and accounting parameters



Fee Category Setup

On the Project categories form choose a fee category to set it as a deferred revenue category. Mark the option Deferred revenue fee to ‘Yes’. Note the the deferred revenue fee checkbox will be available for only fee type of category group and not to the hour, expense and item type of category groups. Once this option is set to ‘Yes’, the Posted revenue field is enabled and becomes a mandatory field. This field will allow the users 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

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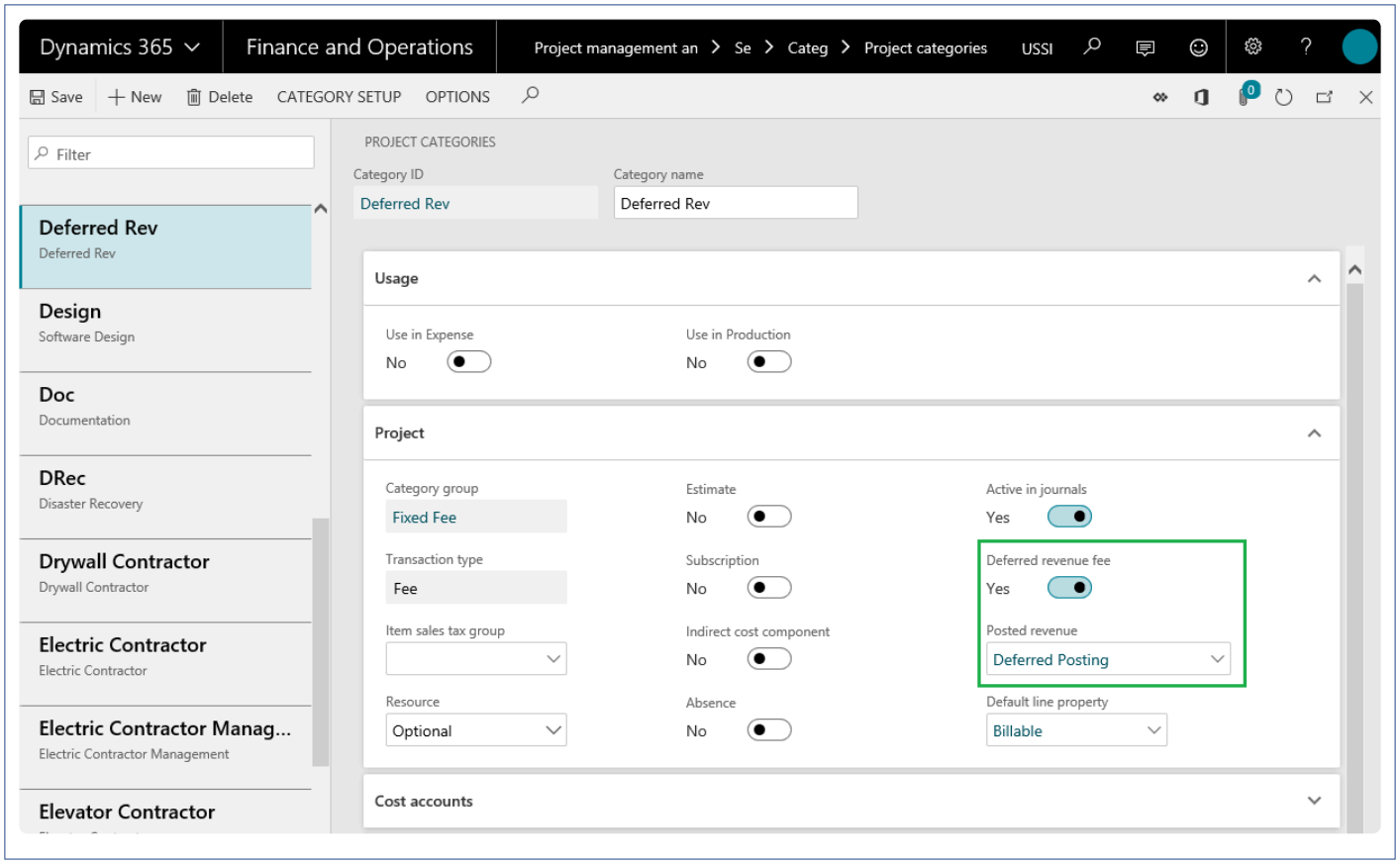

Define the below accounts in the fee categories to track the deferred and posted revenues:

Invoiced revenue – Deferred category
Accrued revenue sales value – Deferred category
Accrued revenue sales value – Posted revenue

The entries on posting of fee invoices would be as follows:

1. On invoicing the fee journal, the below entry would be generated as per standard.

Customer balance account Dr. (Main account say 30040)	$1,000	
Invoiced revenue (picked from deferred revenue category say 11040)		$1,00

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

Accrued revenue – sales-value Dr. (deferred revenue category say 11040)	$100	
Accrued revenue – sales-value (posted revenue category)		$10

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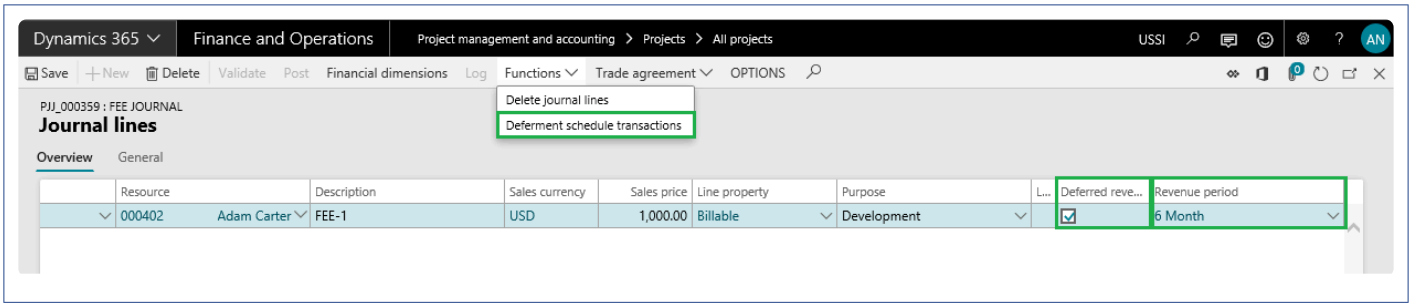
Deferment Process

This section details the deferment process i.e. creating fee journal, scheduling the deferment transactions and finally deferment posting.

Fee Journal Posting

Deferment functionality has been provided on a fee journal. On a fee journal based on the whether the fee category has been marked for deferral, the checkbox to defer the fee journal will be available. The fee journal form has been modified for this feature to include two menu items.

Go to Project management and accounting > Journals > Fee > Lines



Deferred revenue fee – checkbox, which when marked converts the fee lines to deferment and the deferred revenue ID field becomes a mandatory to be filled in on the journal.

Revenue period – is a drop-down field which allows the user to select deferred revenue that is defined in the deferment schedule form. Based on the deferred revenue ID selected, the deferment schedule is created for this fee journal.

Deferment schedule transactions– This is available when the above two details are filled in. More details on the same is available in the next section.

Deferment Schedule Transactions

When the user opens the deferment schedule transactions, the below form opens where the distribution of the fee journal over the period and other details are displayed as per the periods defined as per selected deferred revenue ID.

The deferment schedule tab displays the details of the deferment as per the deferred revenue id, but specific to this transaction. On the Installments tab distribution of fee journal over a period of time is displayed.

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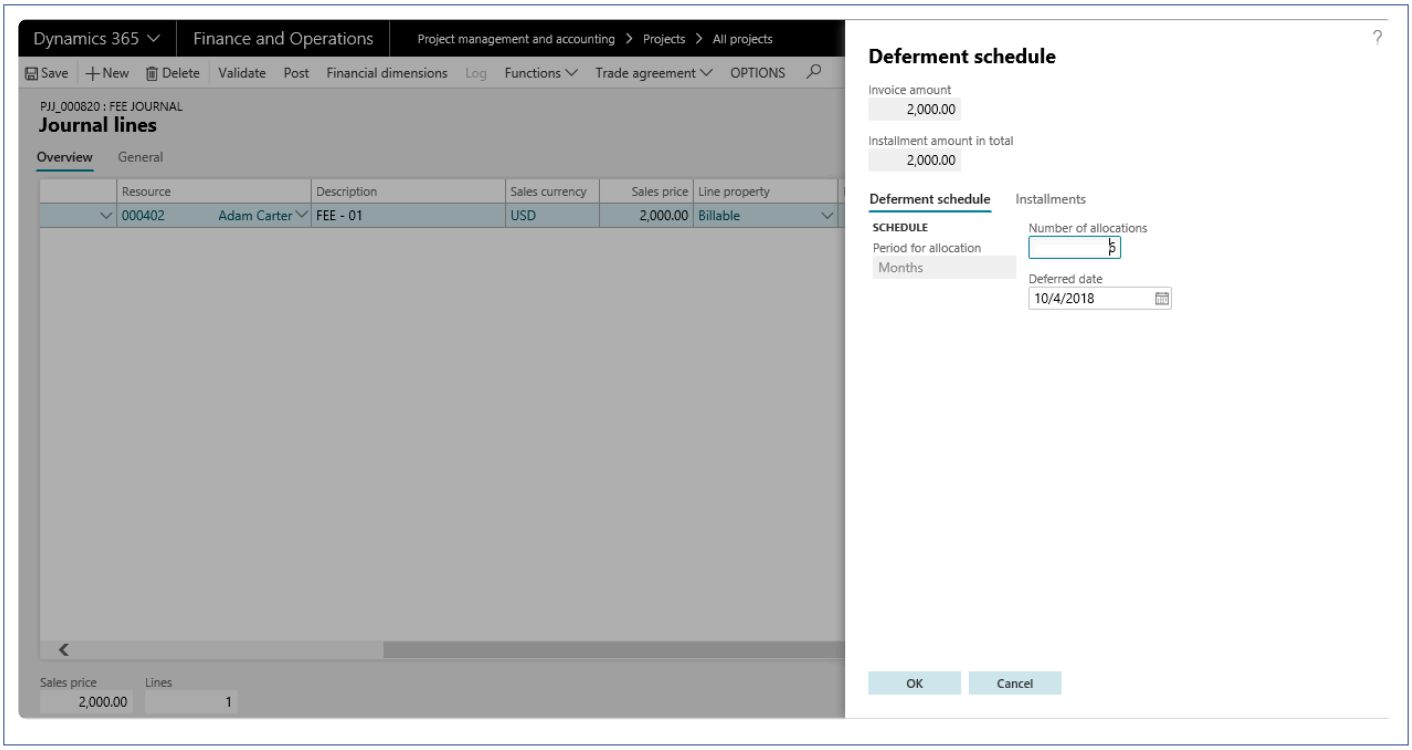
Go to Project management and accounting > Journals > Fee > Lines > Functions > Deferment schedule transactions



Field	Description
Deferred amount	View the deferred amount from the journal.
Installment amount in total	View the aggregate installment amount.
Period of allocation	View the defaulted period from deferred revenue id that is attached on the journal line.
Number of allocation	View the number of allocation that's being setup in the Deferred revenue ID form and can be changed.
Deferred date	Defaults the date on the fee journal, but can be edited on this form.

Go to the Installments tab, to review the list of installments for deferrals.

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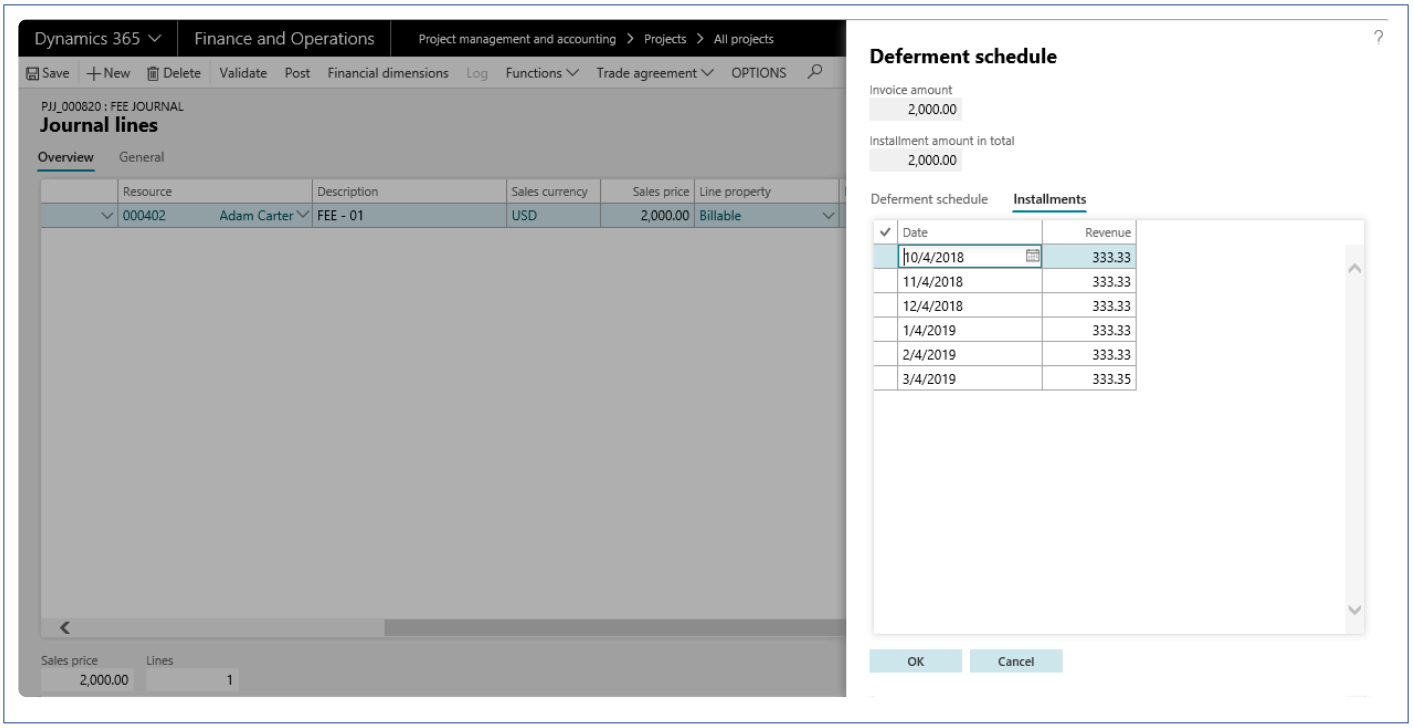

The fields and buttons on the Installments tab are as follows:

Field\Button	Description
Deferred amount	View the deferred amount from the journal.
Installment amount in total	View the aggregate installment amount. This amount should match the deferred amount, only then the OK button will be enabled.
Date	View the date on the instalment date will be the project date from the fee journal, which could be prior to the system date too. The rest of the instalments will be calculated considering this date and not the system date. This field can be edited.
Amount	View the amount of the installments calculated based on the period and number of allocation. This field can be edited.
OK	Click to save the changes and close the form. The OK button is disabled if the Deferred amount and Installment amount in total does not match.
Cancel	Click Cancel will throw a message which helps us get back the previous allocation if the installment amount does not match with the deferred amount.

The amount column is editable on this form. For the form to close by clicking OK, the Deferred amount and the Installment amount in total should match. If there is a difference, the OK button will be disabled.

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.

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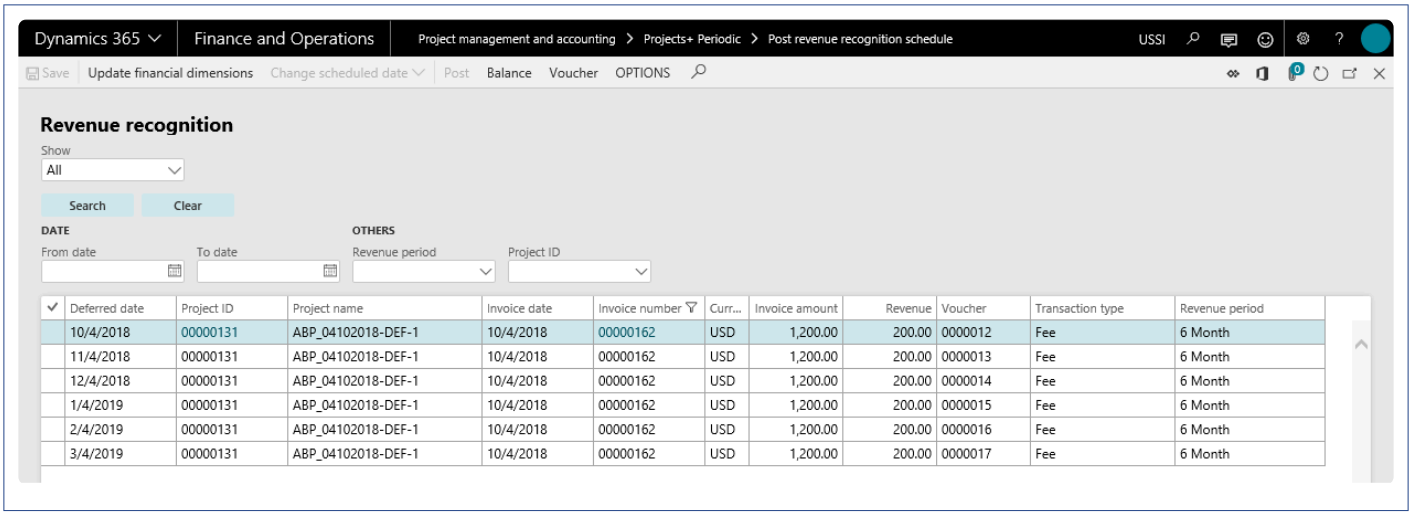
Note – In the prior versions, deferment was possible only after invoicing the fee journal, but from Microsoft Dynamics 365 for Finance and Operations forward, deferment is available as soon as the fee journal is posted.

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.

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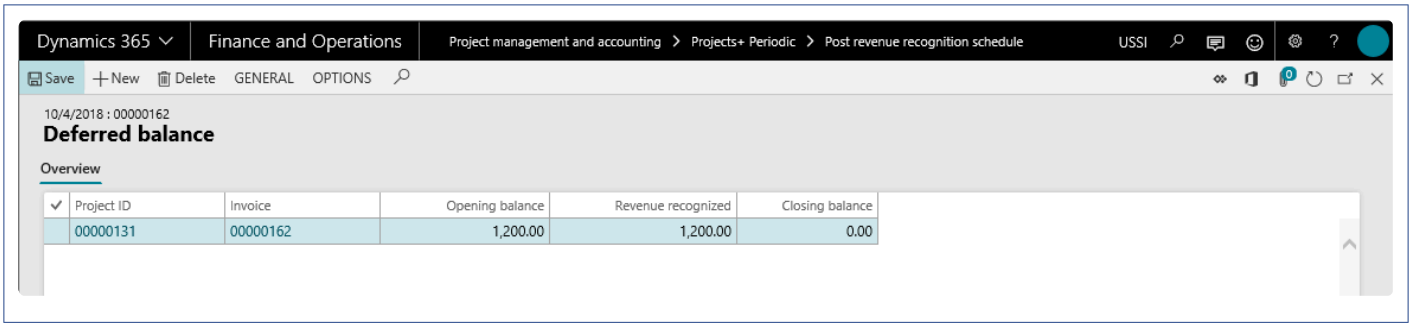
Transaction type	This field helps the user to filter based on the posting status of the deferment line.
Search	Click the button to filter the data shown in the grid once the necessary filters are selected.
Clear	Click to clear all filters and show all the data.
From date	This filter helps the user to 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.



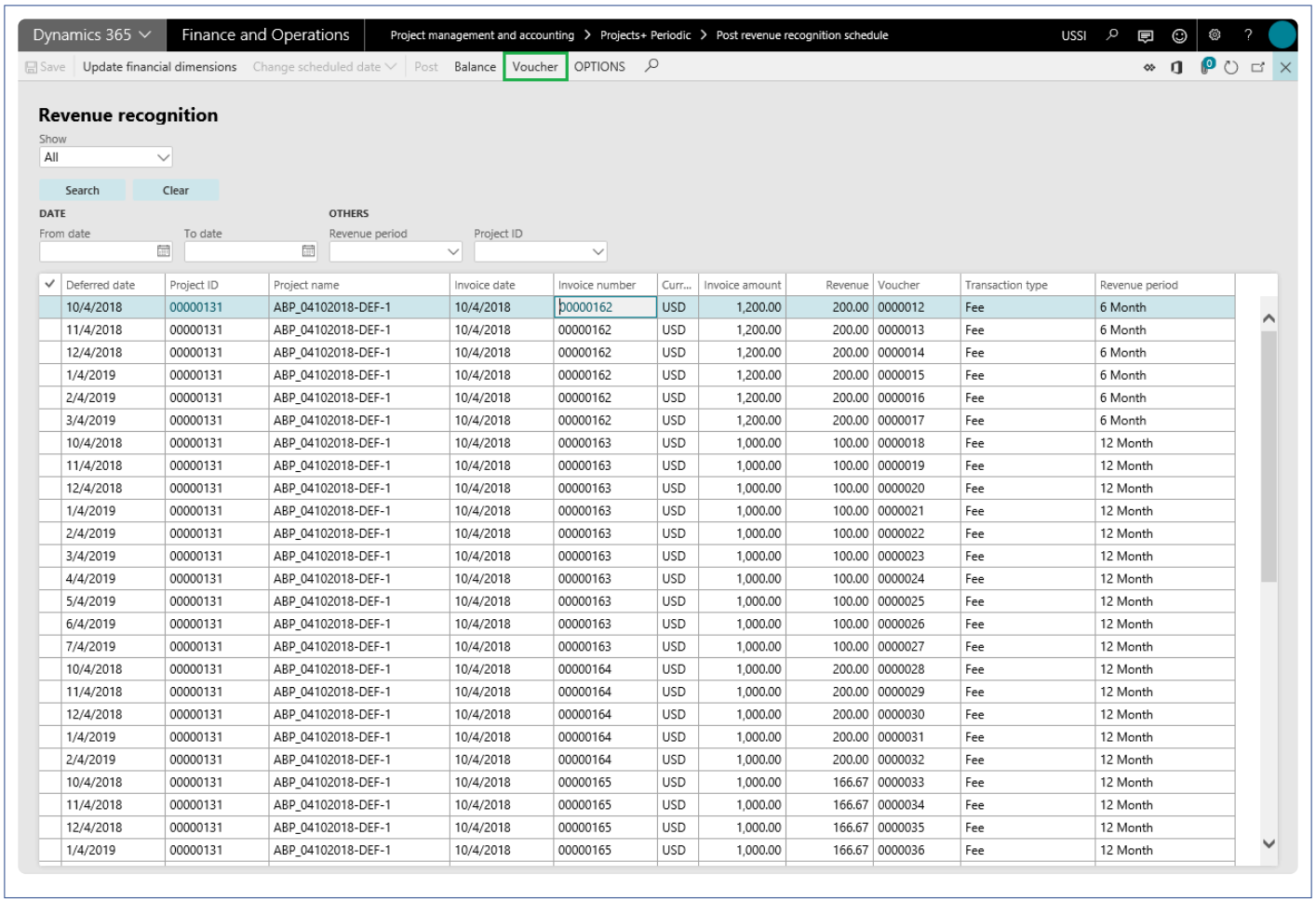
Details of the fields available on the Deferred balance form are as follows.

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.



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.

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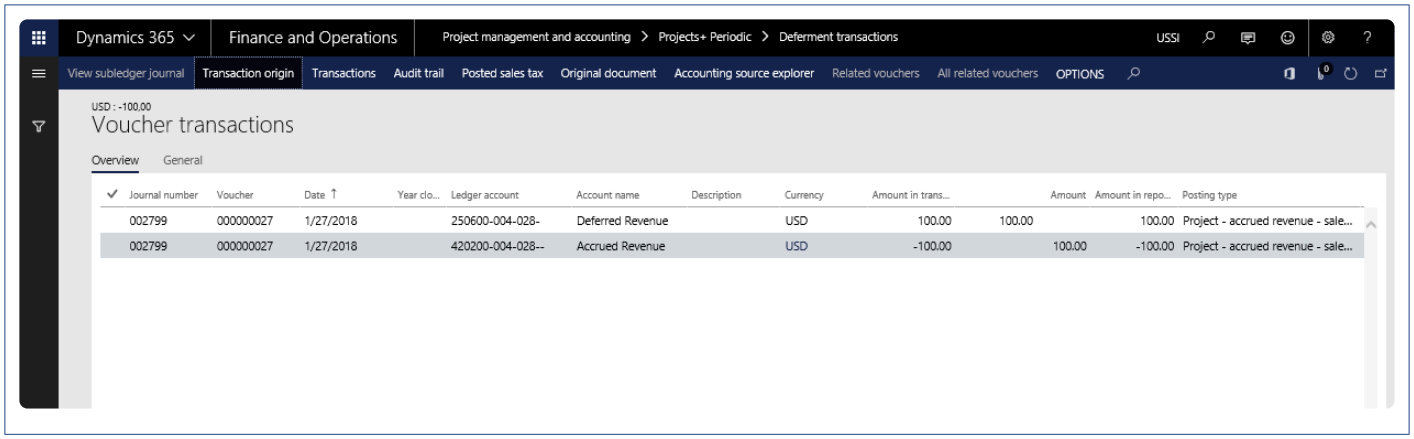

When posting the deferment, the below entry is generated.

Accrued revenue – sales-value Dr (deferred revenue category)	$100.00	
Accrued revenue – sales-value (posted revenue category)		$100.00

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Dimension Inheritance

The dimension inheritance feature is available for three different types of dimensions defaulting on the project transactions. They are:

- ***At transaction level: where posting types are transactions such as hours, expenses etc.***
- ***At setup level: where posting type values are master data such as projects, project contracts, etc.***
- ***Custom dimensions defaulting onto inter-company transactions.***

This feature has been developed to override dimensions at various points in D365 Operations and Finance. This modification allows the flexibility to interactively redefine how to override dimensions during the posting process as needed. The user can define the Project journals and transactions. The origin of dimensions should be either worker or project or a fixed dimension value, thus allowing maximum control of the data.

This feature is not dependent on parameter. However, the setup is key for this feature to work.

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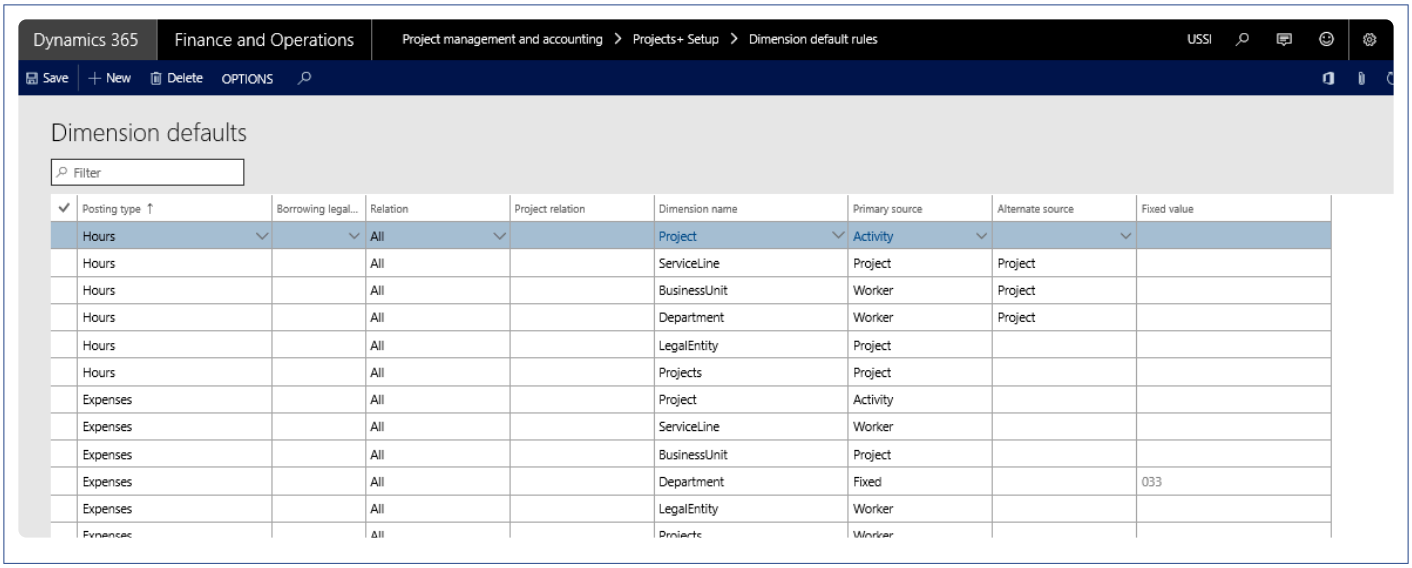
Configure Dimension Default Rule

This section details the setups dimension default rules at different places to override dimensions.

Setup for Transaction Level Dimension Default

A new form has been designed for the user, to define the initialization process.

Go to Project management and accounting > Setup > projects360 Setup > Dimension default rule.



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

Field	Description
Posting type	Select a posting type, based on the selection of the posting type the dimension name is displayed. The posting type is the type of transaction such as hour, expenses etc. When the Dimension rules are setup for hours, then same is applicable for: 1. Timesheet lines. 2. Hour journals 3. Hour forecasts 4. Beginning balance journal lines of type Hour 5. Vendor invoices of type Hour 6. Adjustments of type Hour
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.

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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

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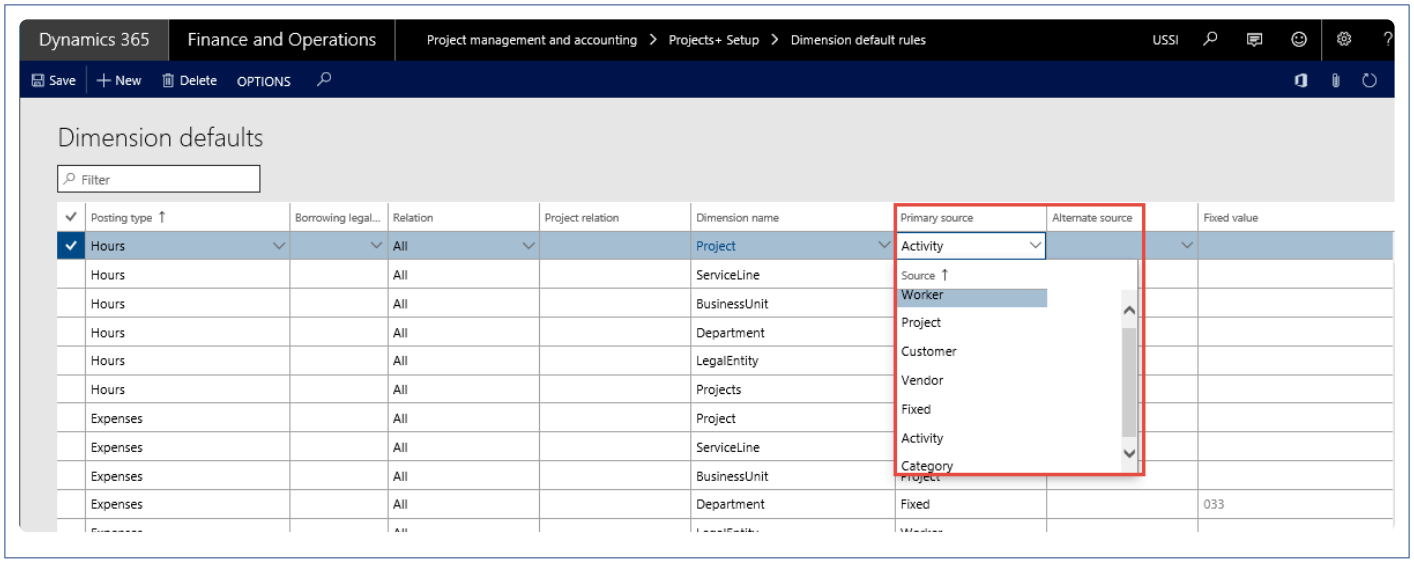
4. Fees

- Fee journals
- Invoice fee entries
- Beginning balance journal lines of type Fee
- Adjustments of type Fee

Activity and category are also included as dimension sources, apart from Project, worker, customer, vendor and fixed, for the transaction types.

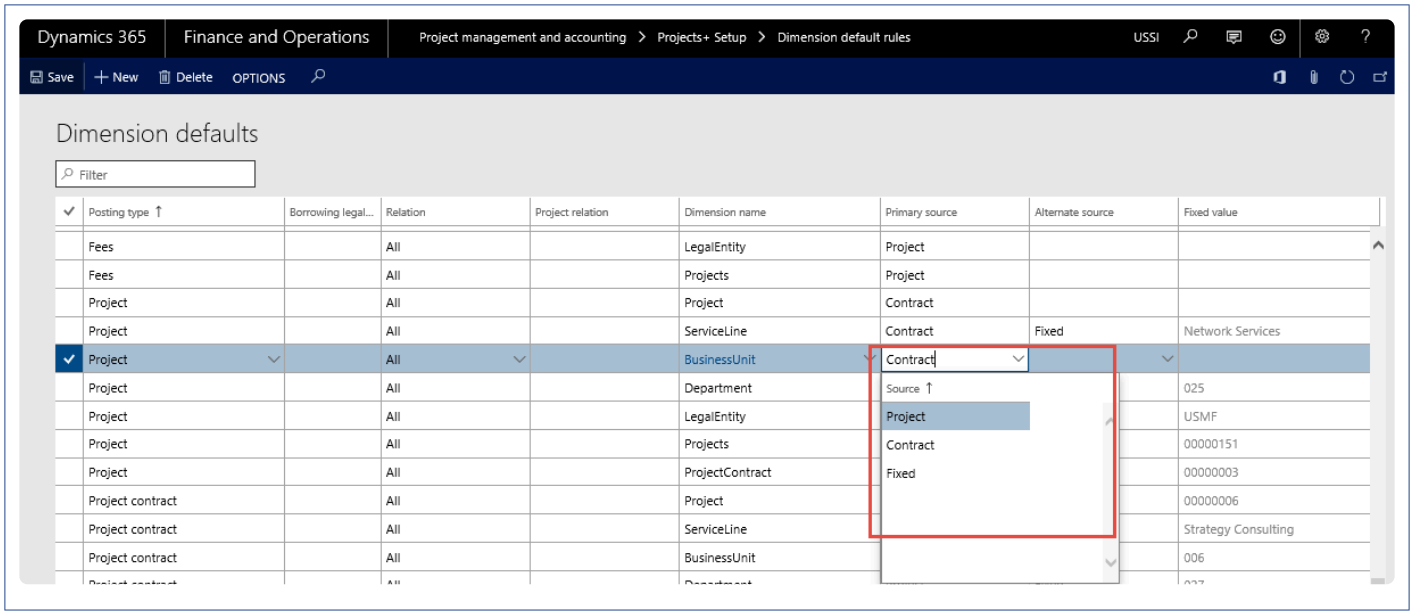


Setup for Dimension Defaulting on Setup Forms

There are a few setup forms for which the dimensions defaulting can be setup in the dimension setup form:

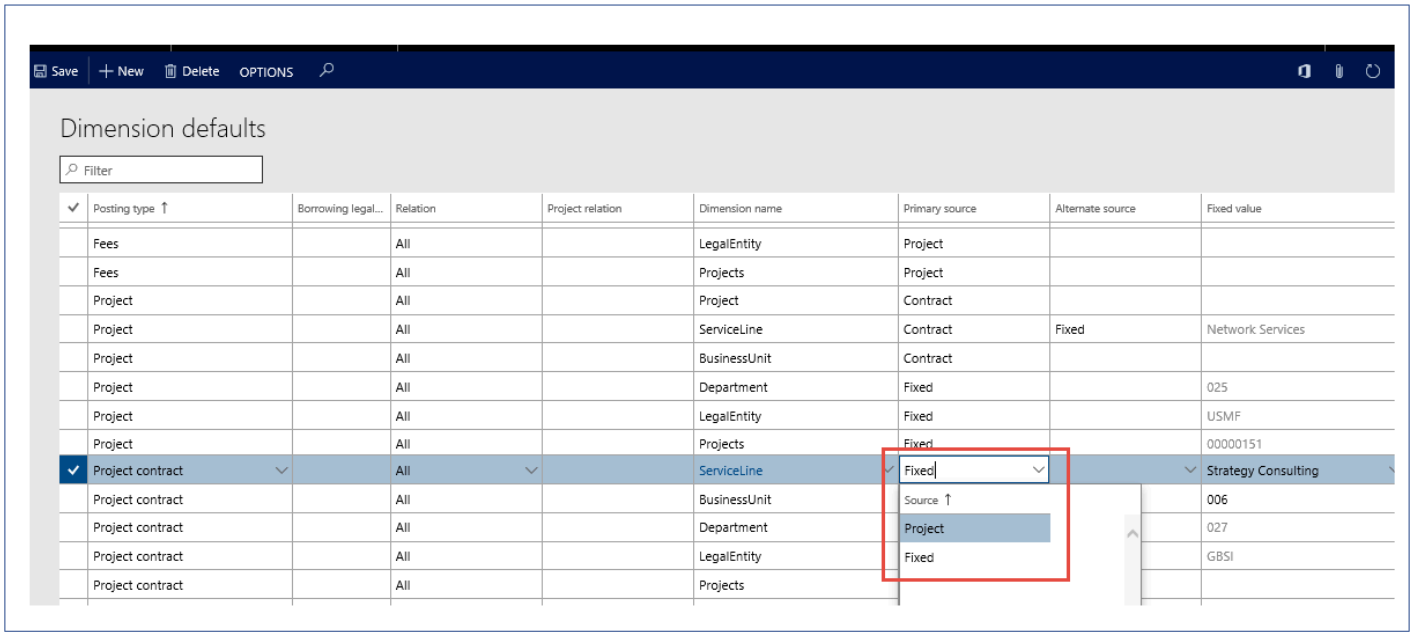
Project

- Project Creation.
  Project and contract are included as dimension sources for the project posting types.



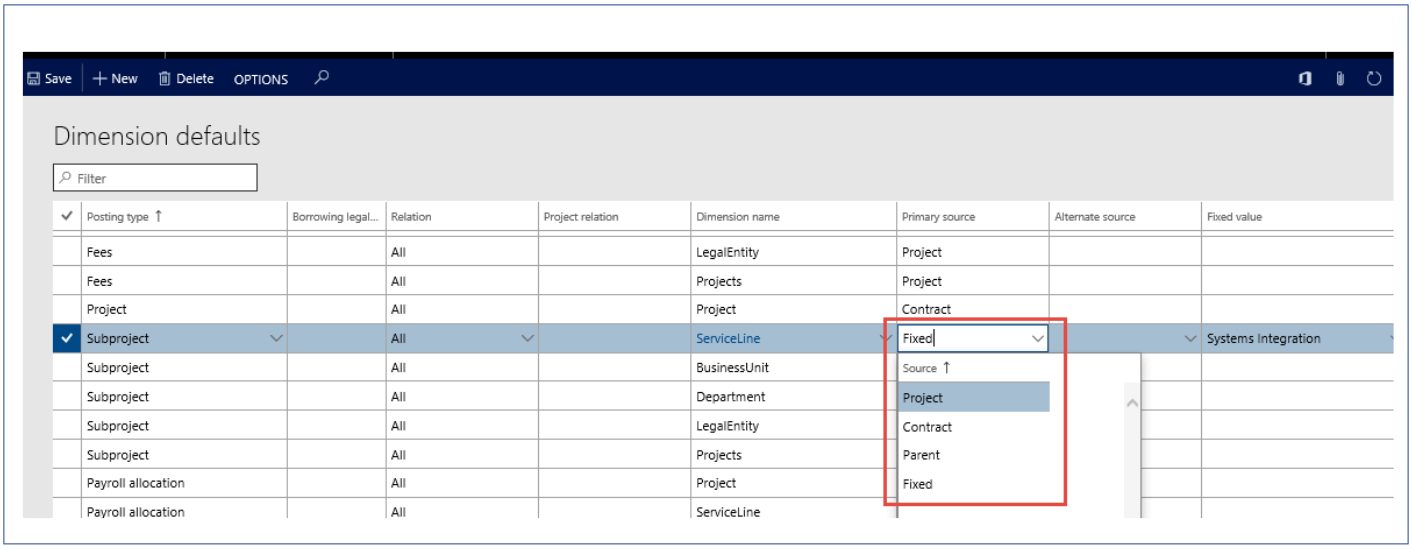
Project Contract

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



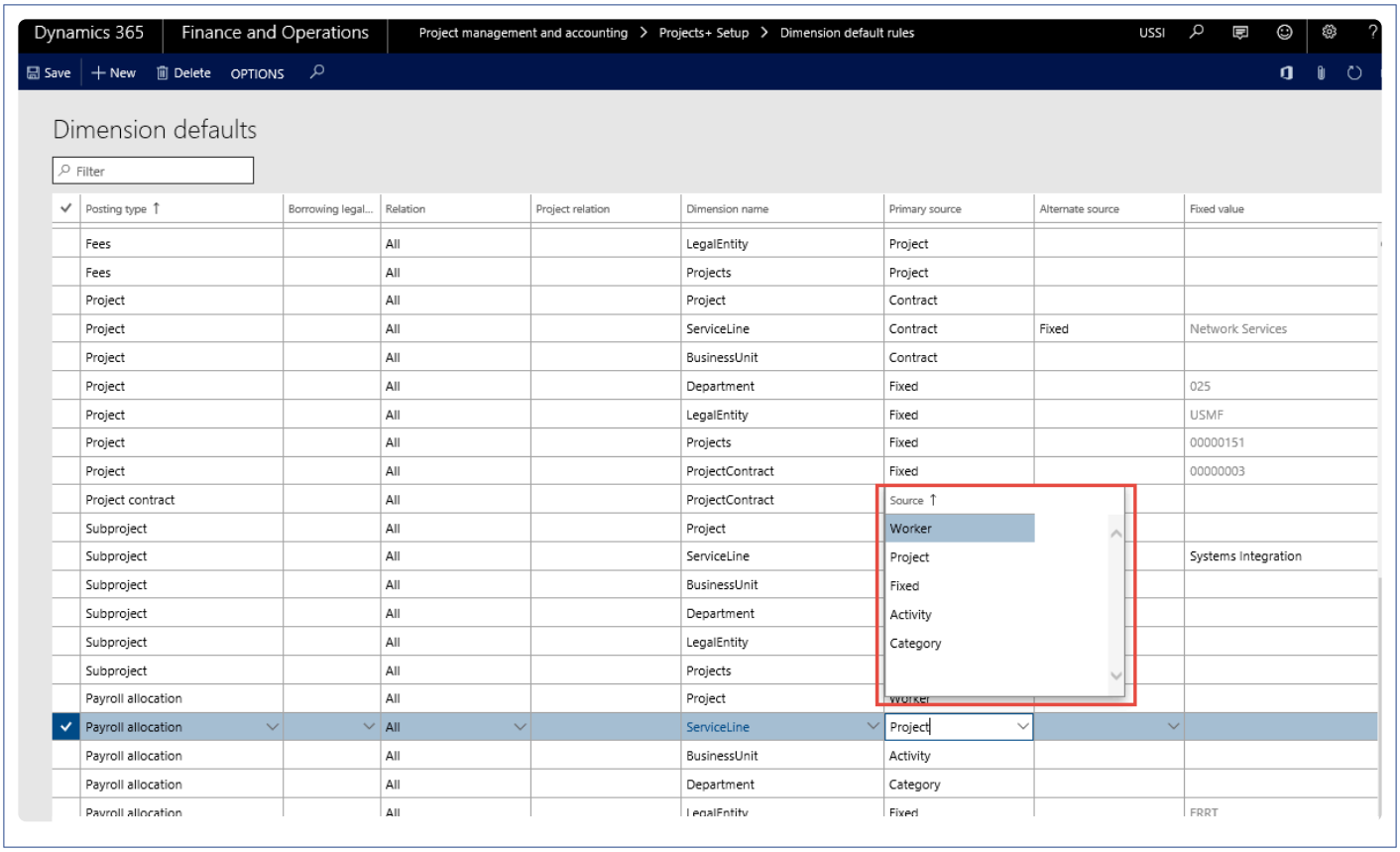
Sub Projects

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



Payroll Allocation

- Timesheet
- Vendor invoices
- Hour journal
- Adjustments of type Hour
  Project, Worker, Activity and category are included as dimension sources for the Payroll allocation posting types.



In a scenario when there is hour and payroll allocation document types in Dimension Default Rules and

both are supporting transactions of timesheet, hour, vendor invoice and adjustment types for hours. The Dimension Default Rules defined for Hour is what will be seen in the document. Payroll Dimension Default Rules ones will be behind the scenes rules – Standard Microsoft Dynamics 365 for Finance and Operations picks up worker dimensions during a timesheet posting.

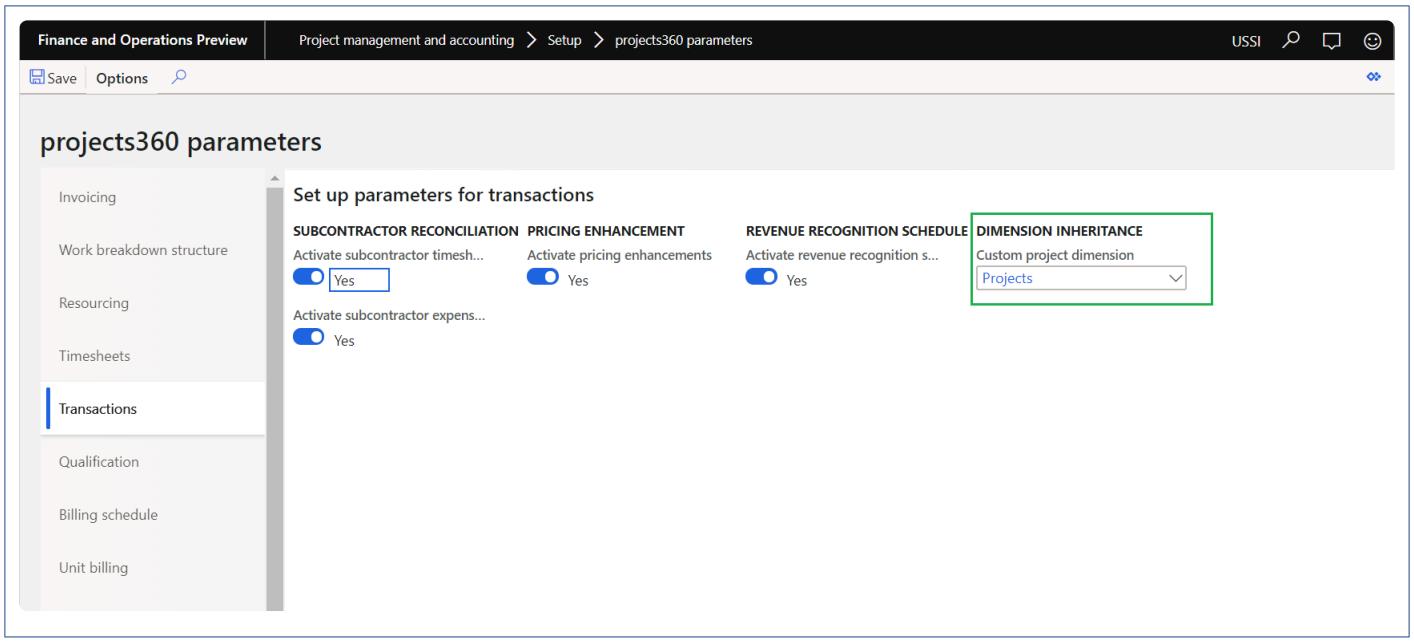
Setup for Custom Dimension Defaulting

There are some dimension values which are legal entity specific such as Project dimension and such dimension values are not populated on Intercompany transactions as they are entity backed.

The only work around to the situation to track such dimensions is to create them as Custom dimensions. However, to add a custom dimension is to add the dimension value manually when the master record is added. For example, if the custom dimension is projects, then every time a new project is created then the same has to be updated in the dimension value table.

To make the manual creation of custom dimension value automatic this new feature has been added.

Go to Project management and accounting > Setup > projects360 parameters > Transactions > Dimension Inheritance.



Select the Project Dimension which is set up as a Custom dimension.

Upon selecting the custom project dimension, the project value will be populated as and when a project is created into the dimension value table for the selected custom dimension.

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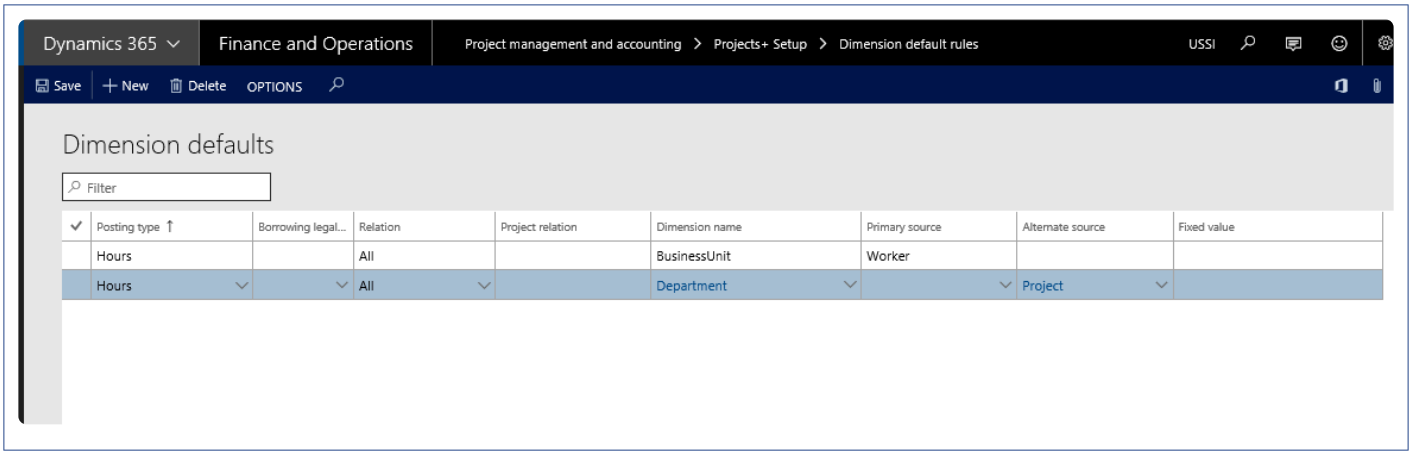
Defaulting Dimensions on Transactions

This section details out the how and from where the dimensions default on the transactions. These defaulted dimensions can be modified at the transaction level.

Dimensions on Transactions

The primary source defined for the posting type against the dimension name will be the dimension that will default on that transaction.



For example – on the Hour transaction for the dimension name Business Unit, if the Primary source is defined as Worker, then the business unit defined on the worker will default on the hour journal.

When the primary source is blank and if there is an alternative source defined, then that would be considered for defaulting the dimension value on the hour journal.

Here below, Department “025” dimensions set for the projects “00000166”.

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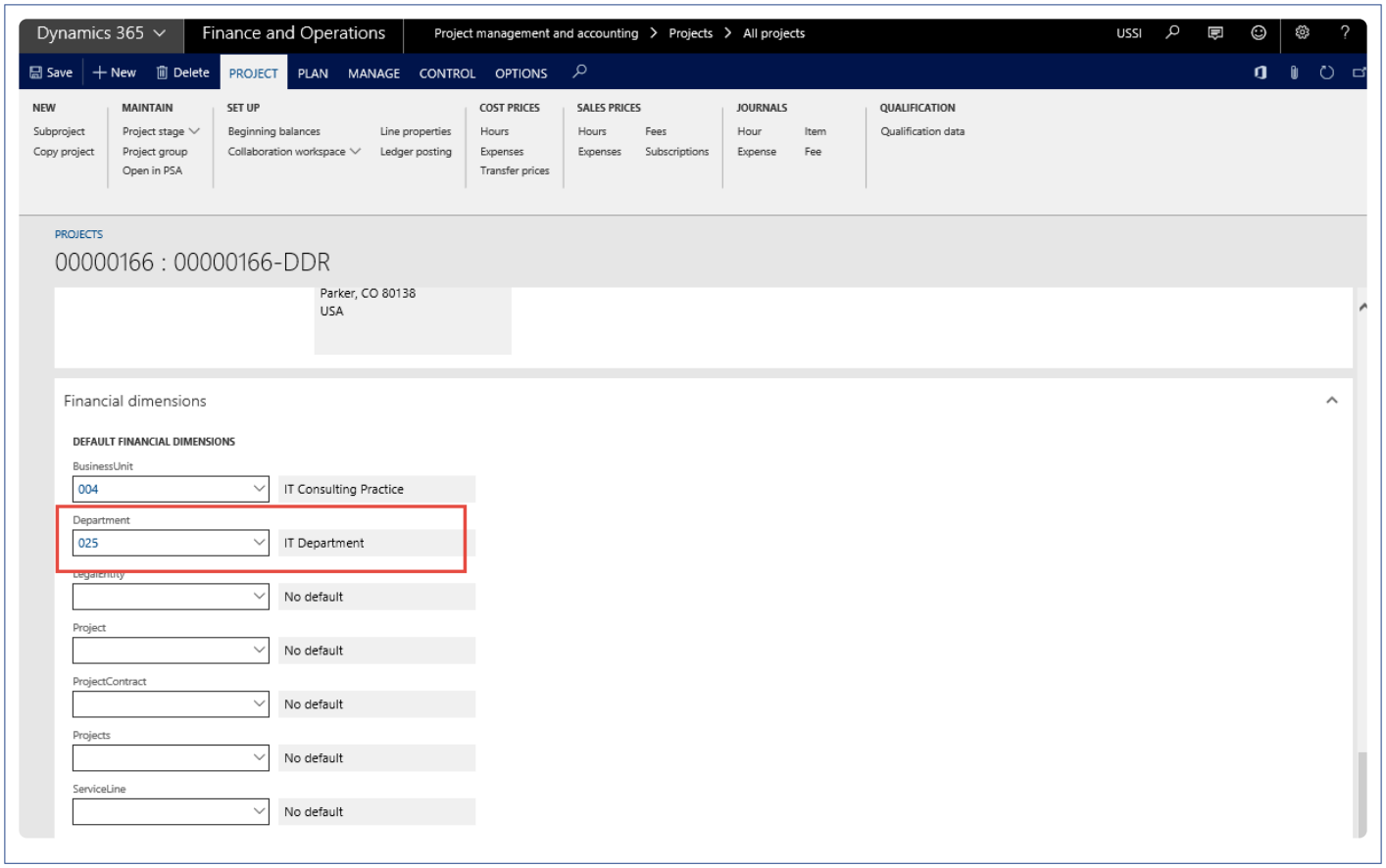
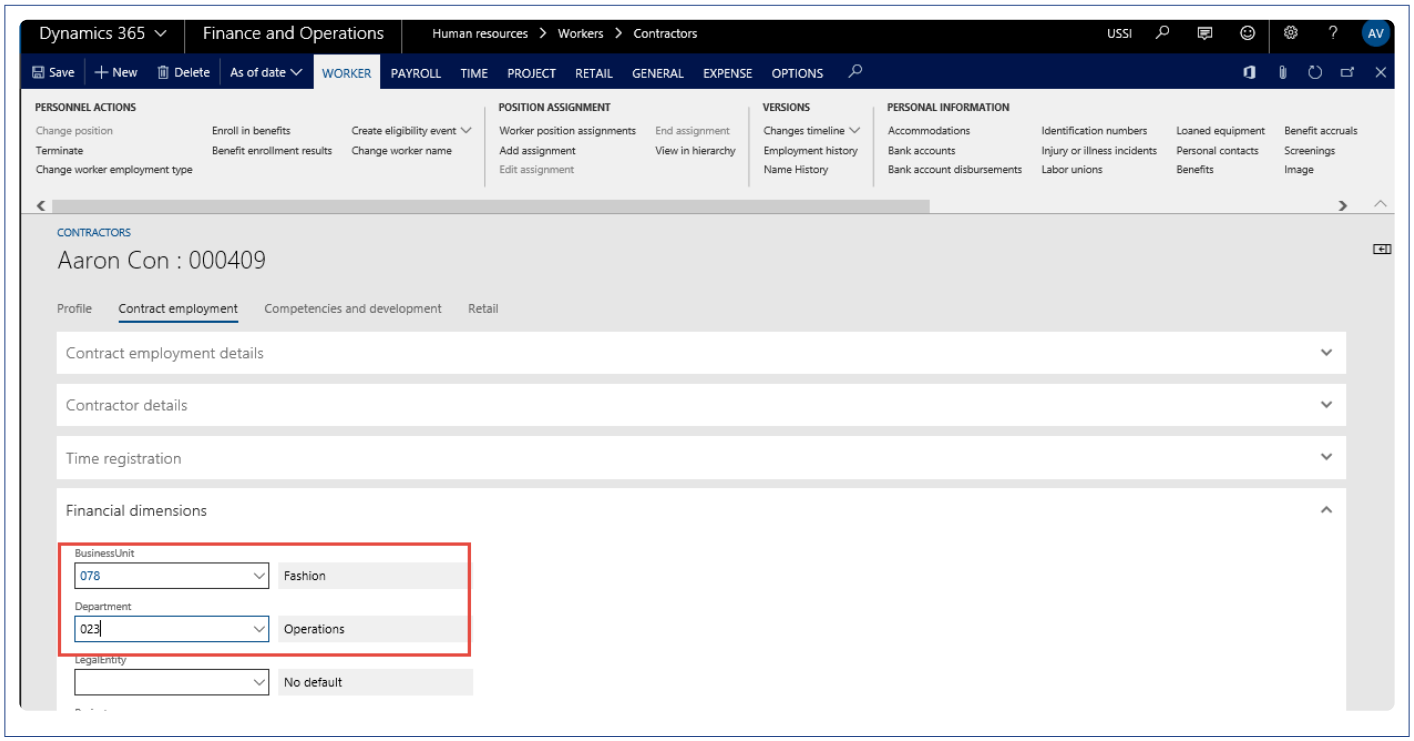


Here below, Business unit “078” dimensions set for Worker “Aaron Con”.



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

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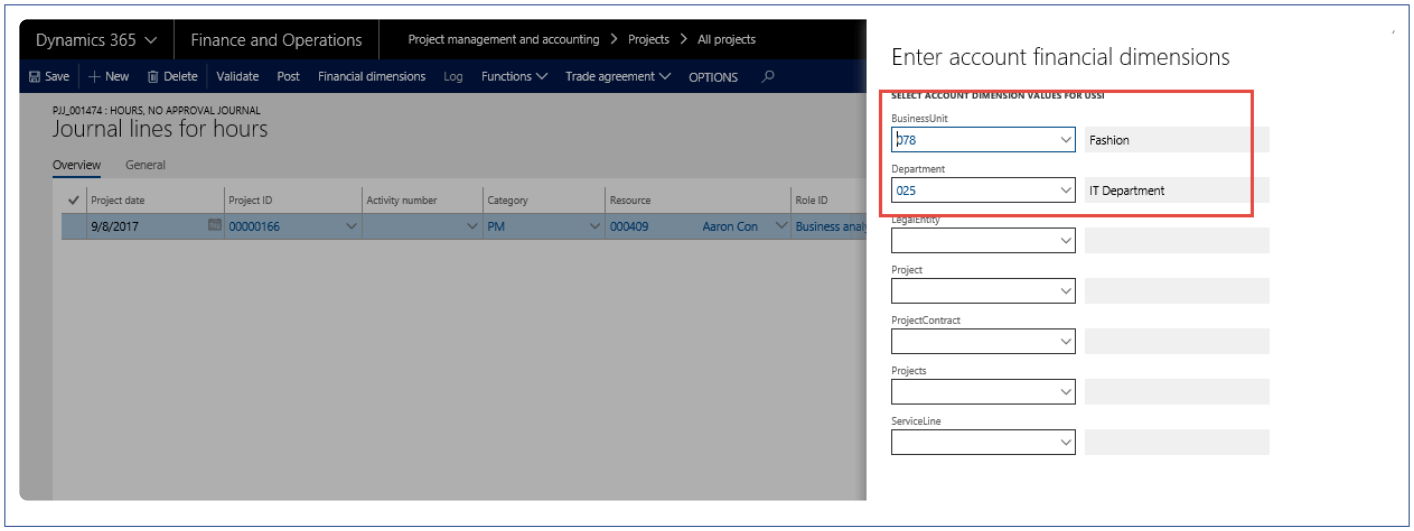
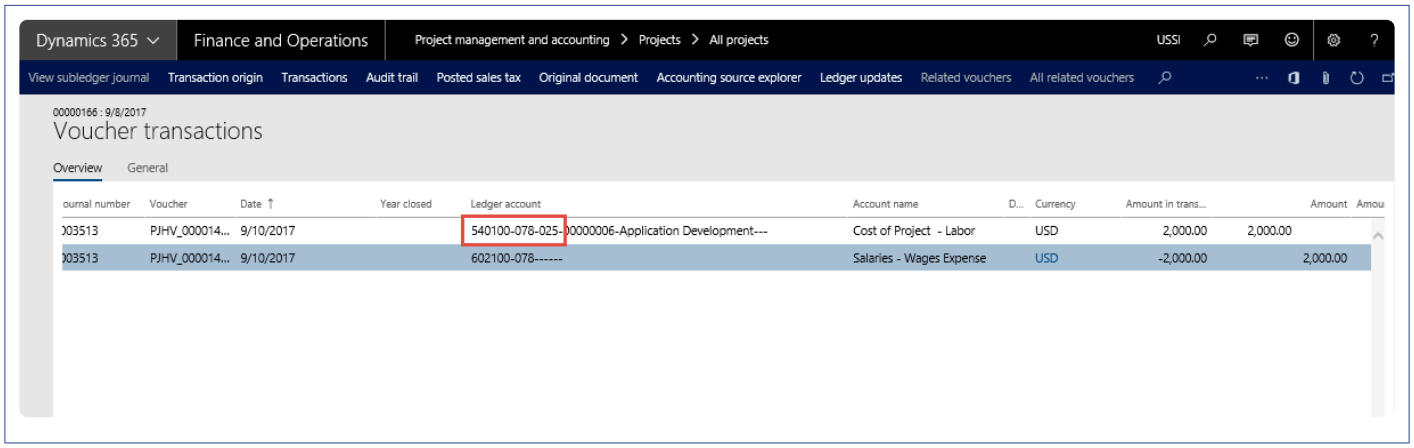


Dimensions for business unit and Department default from the DDR Rule setup form on the voucher too.



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

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Workflow Modification

While using the participant option for workflow approvals, only a limited number of workers can be approvers such as project manager or project controller. In order to allow another employee who is not a project manager to approve documents, this feature has been added.

With the recent changes in this feature, an employee can be approver for their own documents. This validation has been removed considering a scenario where an employee does not have a person to approve their timesheet, probably due to their position.

This feature has been added to allow users to setup the approvers for timesheets, expenses and Purchase requisition documents at the worker level. This modification is more apt for organizations where there is only one level of approval. This feature is not controlled by any parameter.

With this change the user can define any active worker including himself from the current legal entity who can approve the below types of documents:

- ***Timesheet.***
- ***Expenses.***
- ***Purchase requisitions.***
- ***Personal time off.***

Any of the approvers would be able to approve any of these documents based on the setup in the workflow. In short, all these approvers would be available as participants in the workflows for these documents.

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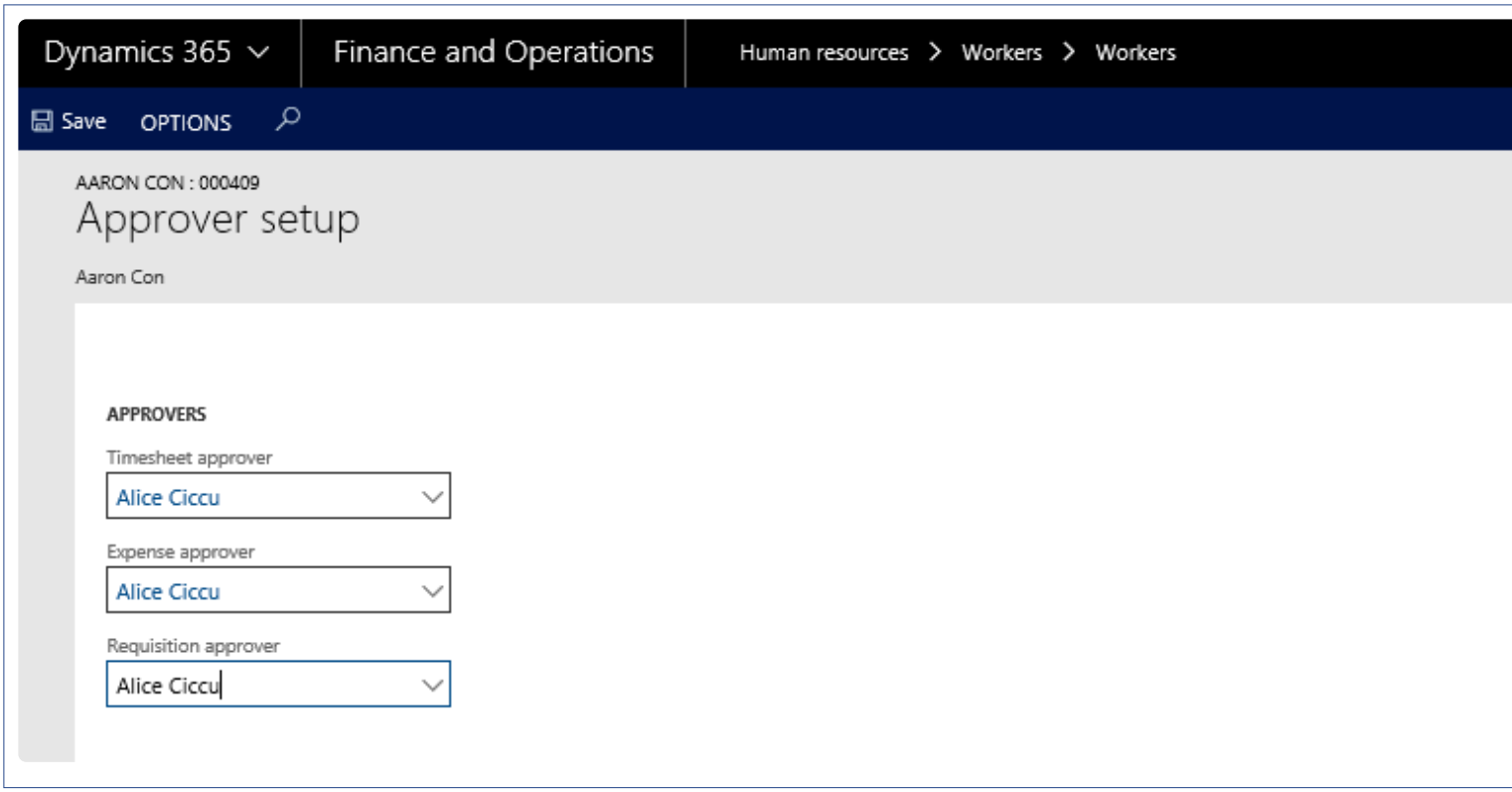
Configure and Use Approvers

This section details the workflow enhancements provided as a part of projects360 functionality. This sections tells you how to configure approvers on the worker and those approvers are then configured in the workflow.

Assign Approvers on Workers

New fields are introduced on the Worker's form to setup the approvers for the worker. A new button has been added on the action pane, called Assign approvers.

Go to Human resources > Workers > Project tab > Assign approvers.
Go to Resourcing > Resource setup > Workers > Project tab > Assign approvers.



Note – The resource selected in the drop-down field should belong to the current legal entity, if you select a resource of any other legal entity the approver fields will be disabled.

New fields in the worker form under the Approver field group

1. Timesheet approver – The user setup in this field will be the approver of timesheets for the selected

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worker.
2. Expenses approver – The user setup in this field will be the approver of expenses for the selected worker.
3. Requisition approver – The user setup in this field will be the approver of purchase requisitions for the selected worker.

Assign Approvers on Workflow

Process to add the new approvers on the workflow is as follows:

Go to Project management and accounting > Setup > Project management and accounting workflows.
Go to Timesheets > Setup > Timesheet workflows.

1. On the Action Pane, click New.
2. Select the Review timesheet workflow in the Select workflow type form.
3. Setup the workflow as it would be set up in standard.
4. In the Assignment type tab, select the assignment to be Participant as shown below.

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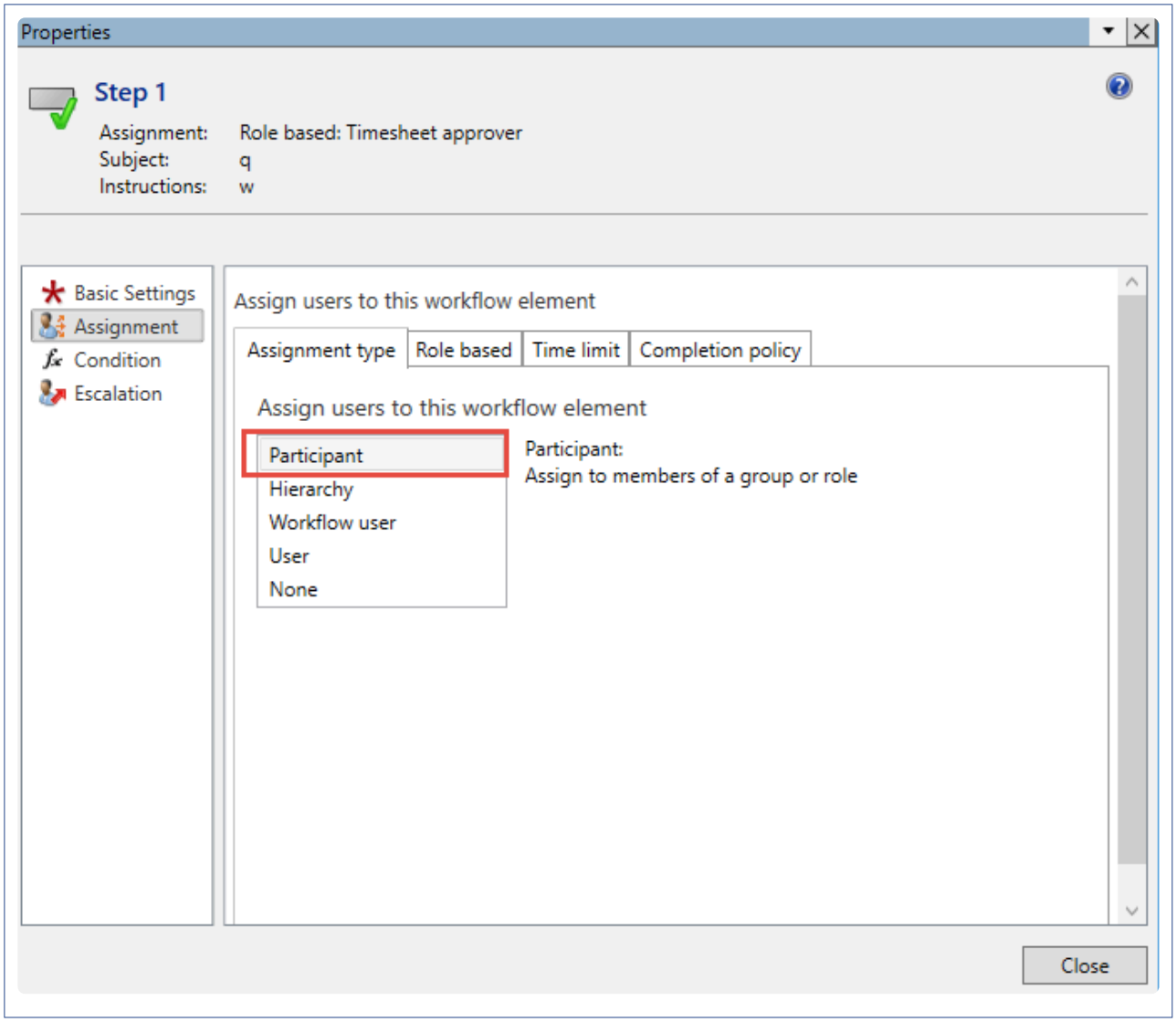
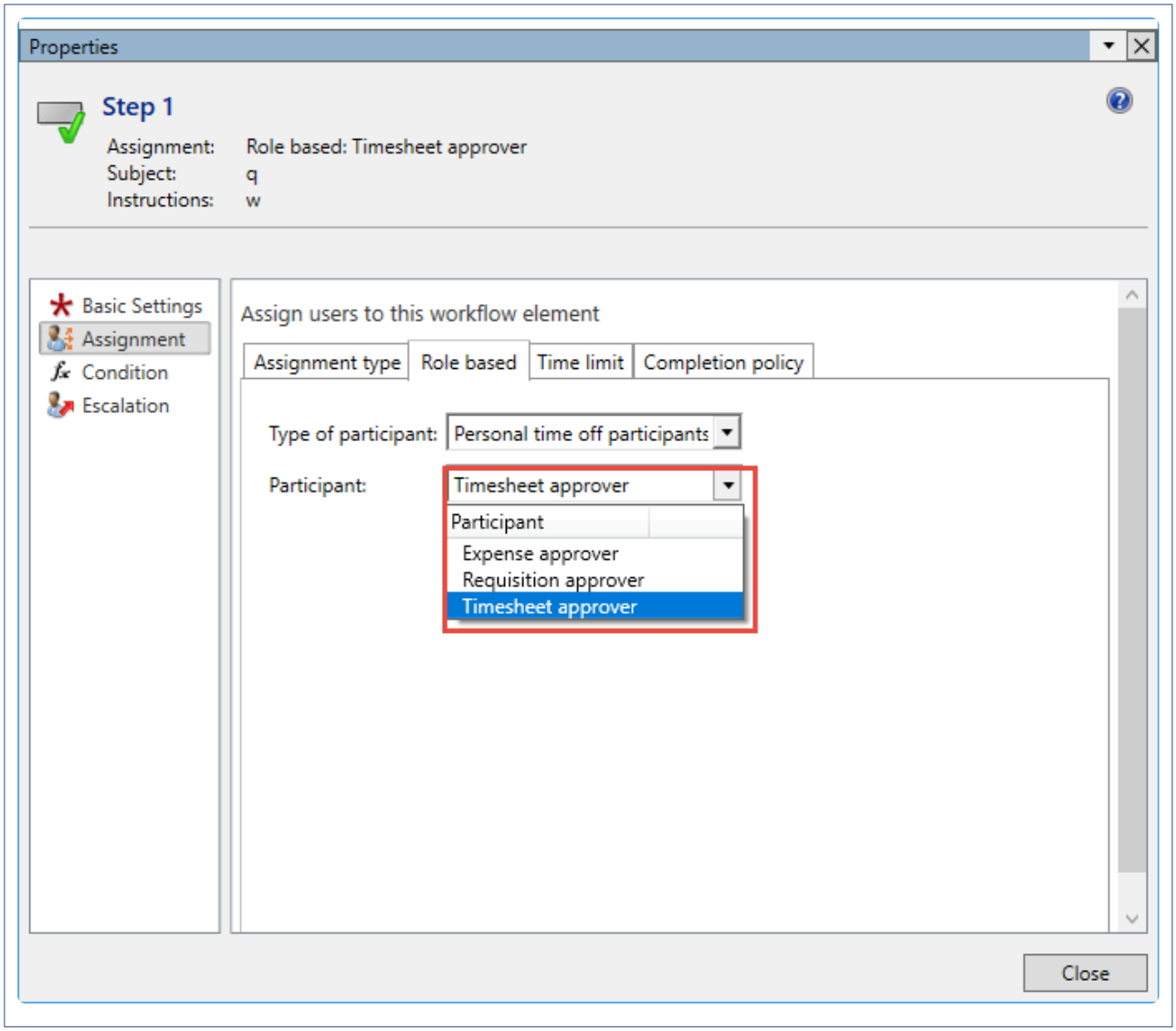


5. Click the Role based tab, to select the type of participant for approval.



Note – All the approvers are visible and are available to be setup as Participant even irrespective of the type (timesheet, expense, PTO or Purchase requisition).

Place holder on workflow

New place holder “Contract name” is introduced on the workflow which can be used in identifying the records during approval process.

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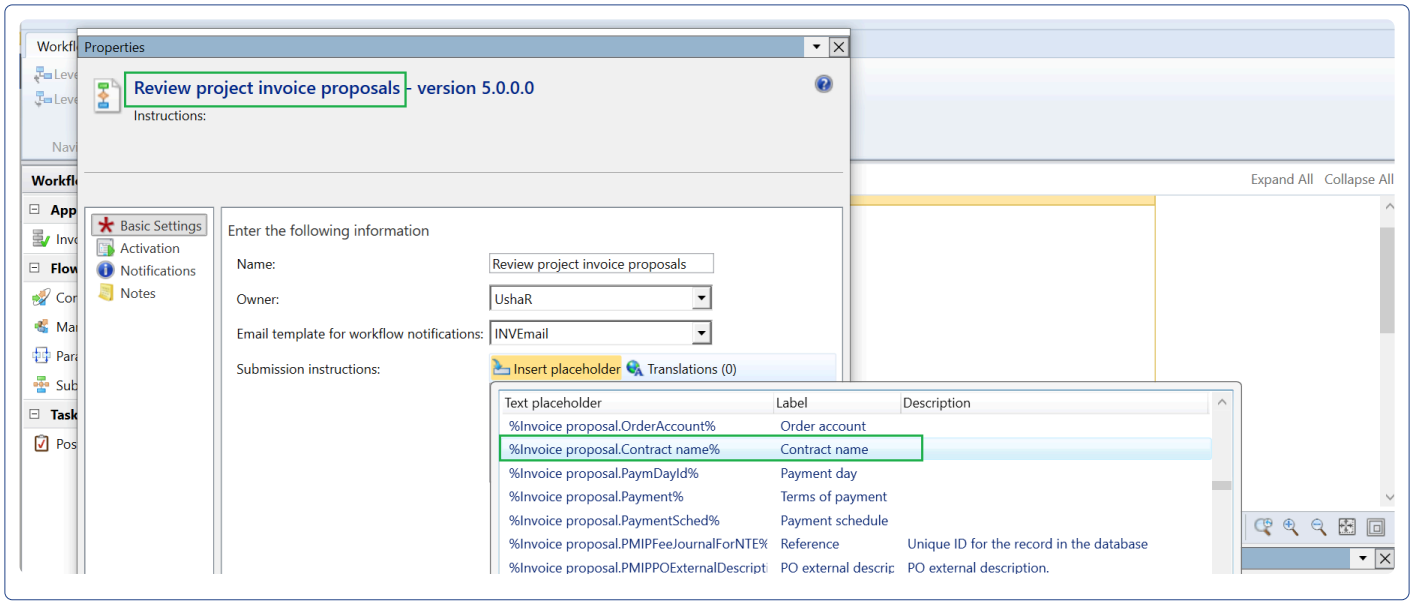

Approvers on Transactions

Once the approvers are assigned on the workers form and workflow is configured for assignment type based on participant, below list of transactions will be assigned to appropriate users for approval.

- Timesheet.
- Expenses.
- Purchase requisition.
- Personal time off.

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Workflow Administrator

A new feature, “Workflow administrator”, provides the ability to reassign or take actions on workflows stuck/pending due to various reasons. One of the reasons could be that the company has a high rate of turnover. When a user leaves the company, pending approvals are stuck with this user, so currently there is no elegant way to address these stuck workflows. With this feature situations like these can be handled smoothly.

Pending work items form allows users to perform actions like approve, reject and delegate provided required access is available to them. Also, the workflow can be reassigned to other approvers.

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Manage Pending Workflows

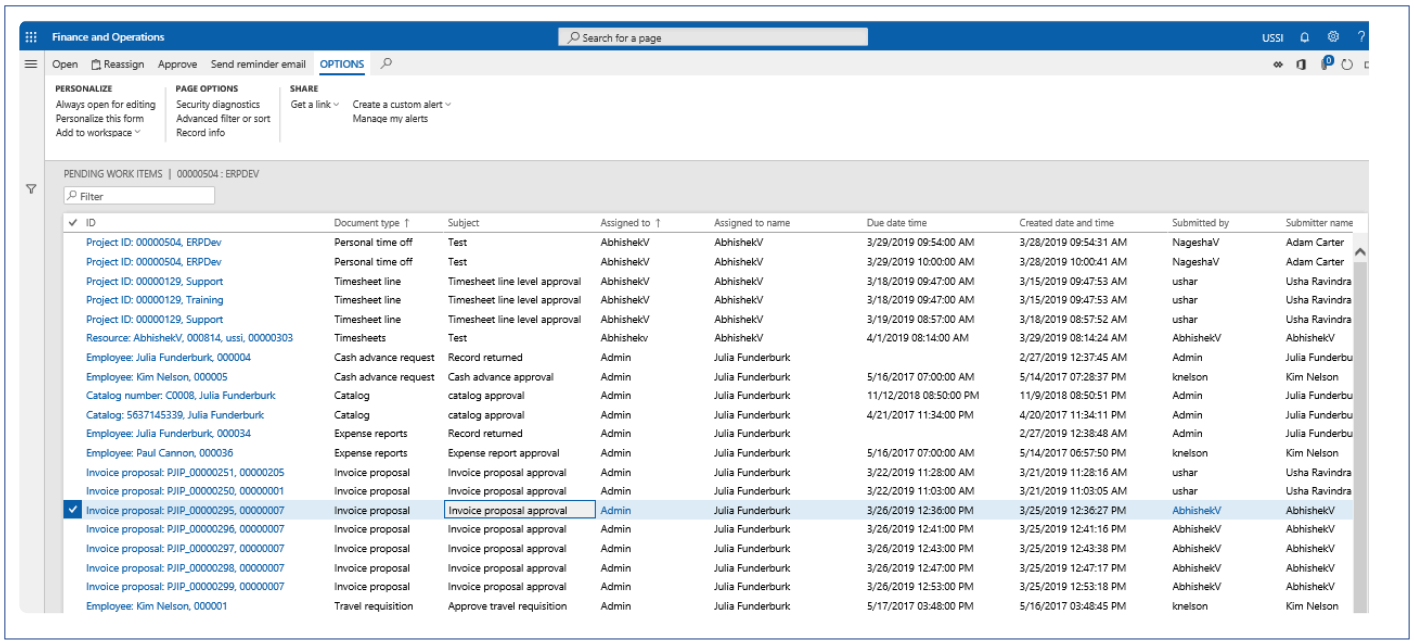
This section explains how workflow administrators can review and take appropriate actions on the pending workflows.

Pending work items

A new form ‘Pending work items’, similar to the ‘Work items assigned to me’ is created for this feature, but will be more of a generic form where all the workflows from each and every module will be visible to the workflow admin.

A new security role ‘Workflow Admin’ is created to manage this functionality. A workflow admin role will be able to access to the new and able to take actions against the pending workflows. Pending work items form is available at following path:

System administration > Workflow > projects360 > Pending work items.



ID	Document type	Subject	Assigned to	Assigned to name	Due date time	Created date and time	Submitted by	Submitter name
Project ID: 00000504, ERPDev	Personal time off	Test	AbhishekV	AbhishekV	3/29/2019 09:54:00 AM	3/28/2019 09:54:31 AM	NageshaV	Adam Carter
Project ID: 00000504, ERPDev	Personal time off	Test	AbhishekV	AbhishekV	3/29/2019 10:00:00 AM	3/28/2019 10:00:41 AM	NageshaV	Adam Carter
Project ID: 00000129, Support	Timesheet line	Timesheet line level approval	AbhishekV	AbhishekV	3/18/2019 09:47:00 AM	3/15/2019 09:47:53 AM	ushar	Usha Ravindra
Project ID: 00000129, Training	Timesheet line	Timesheet line level approval	AbhishekV	AbhishekV	3/18/2019 09:47:00 AM	3/15/2019 09:47:53 AM	ushar	Usha Ravindra
Project ID: 00000129, Support	Timesheet line	Timesheet line level approval	AbhishekV	AbhishekV	3/19/2019 08:57:00 AM	3/18/2019 08:57:52 AM	ushar	Usha Ravindra
Resource: AbhishekV, 000814, ussi, 00000303	Timesheets	Test	Abhishekv	AbhishekV	4/1/2019 08:14:00 AM	3/29/2019 08:14:24 AM	AbhishekV	AbhishekV
Employee: Julia Funderburk, 000004	Cash advance request	Record returned	Admin	Julia Funderburk		2/27/2019 12:37:45 AM	Admin	Julia Funderbu
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 Funderbu
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 Funderbu
Employee: Julia Funderburk, 000034	Expense reports	Record returned	Admin	Julia Funderburk		2/27/2019 12:38:48 AM	Admin	Julia Funderbu
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.

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Subject	This field shows the work item subject entered for the workflow.
Assigned to	Shows the user to whom the record currently assigned to.
Assigned to name	Shows name of the assigned to user.
Due date time	Shows Due date and time of the workflow.
Created date and time	Shows Created date and time of the workflow.
Submitted by	Shows user who submitted the record.
Submitter name	Shows name of the user who submitter the record.
Association	Show the legal entity associated with the selected record.

The buttons available on this form are as follows:

Buttons	Description
Open	Allows to open details of the selected record in the respective module. To open the records, the logged in user has should have sufficient access.
Reassign	You can reassign the selected records to another or concerned approvers.
Workflow	This button will be available only if the logged user is designated for any of the workflow action like approve, reject, delegate or recall.
Send reminder mail	You can send reminder mail to the submitter on the work item.

Global project Administration Workspace

A new tile called ‘Pending work items’ has been added on the global project administration workspace. This tile shows the count of work items in pending status. Clicking on the tile will open the Pending work items form and from there actions can be taken for the stuck workflows.

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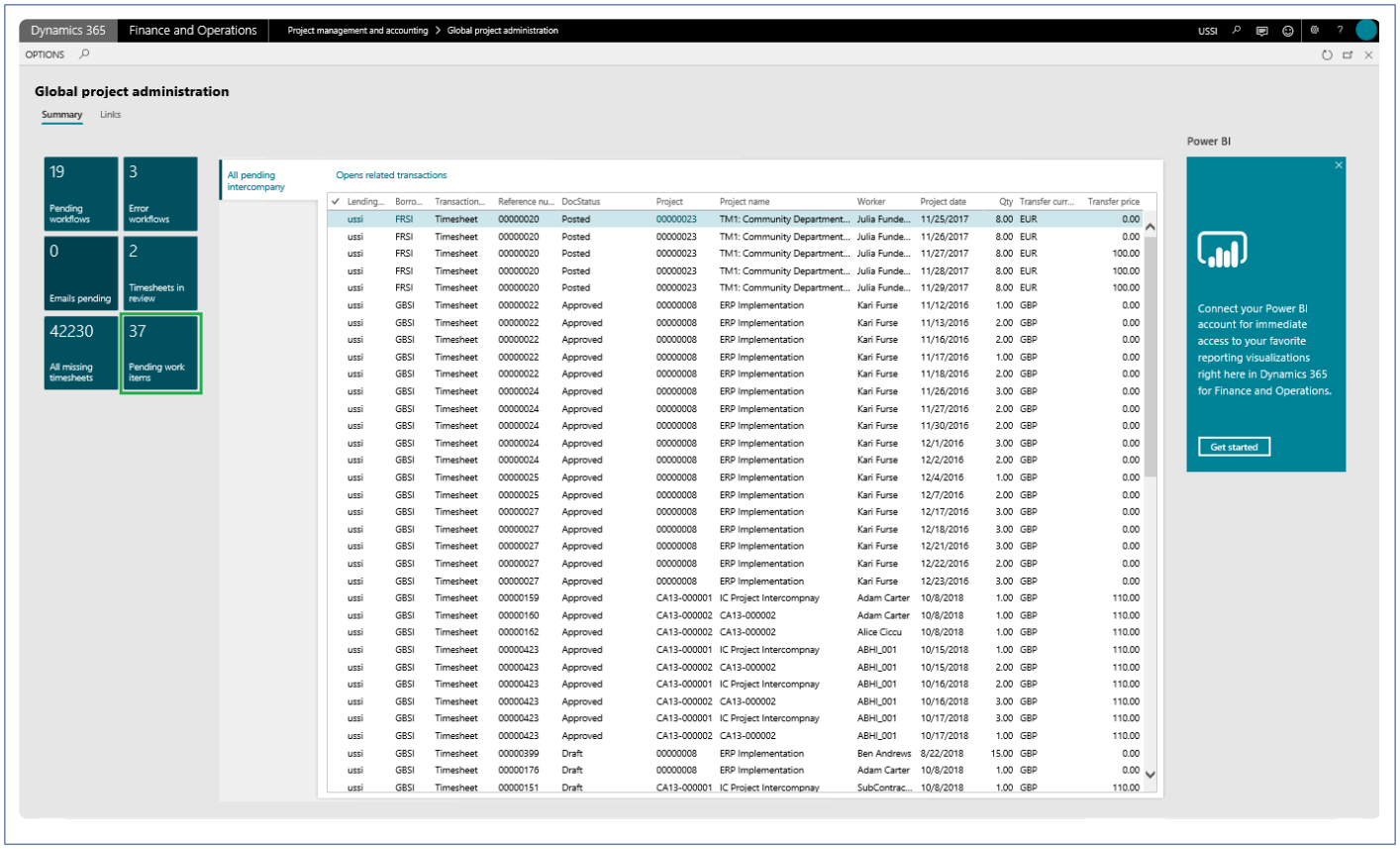
Dynamics 365
Finance and Operations
Project management and accounting > Global project administration
USSI
OPTIONS
Global project administration
Summary
Links
19
Pending workflows
3
Error workflows
0
Emails pending
2
Timesheets in review
42230
All missing timesheets
37
Pending work items
All pending intercompany
Opens related transactions
Lending... Borro... Transaction... Reference nu... DocStatus Project Project name Worker Project date Qty Transfer curr... Transfer price
ussi FRSI Timesheet 00000020 Posted 00000023 TM1: Community Department... Julia Funde... 11/25/2017 8.00 EUR 0.00
ussi FRSI Timesheet 00000020 Posted 00000023 TM1: Community Department... Julia Funde... 11/26/2017 8.00 EUR 0.00
ussi FRSI Timesheet 00000020 Posted 00000023 TM1: Community Department... Julia Funde... 11/27/2017 8.00 EUR 100.00
ussi FRSI Timesheet 00000020 Posted 00000023 TM1: Community Department... Julia Funde... 11/28/2017 8.00 EUR 100.00
ussi FRSI Timesheet 00000020 Posted 00000023 TM1: Community Department... Julia Funde... 11/29/2017 8.00 EUR 100.00
ussi GBSI Timesheet 00000022 Approved 00000008 ERP Implementation Kari Furse 11/12/2016 1.00 GBP 0.00
ussi GBSI Timesheet 00000022 Approved 00000008 ERP Implementation Kari Furse 11/13/2016 2.00 GBP 0.00
ussi GBSI Timesheet 00000022 Approved 00000008 ERP Implementation Kari Furse 11/16/2016 2.00 GBP 0.00
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ussi GBSI Timesheet 00000024 Approved 00000008 ERP Implementation Kari Furse 11/26/2016 3.00 GBP 0.00
ussi GBSI Timesheet 00000024 Approved 00000008 ERP Implementation Kari Furse 11/27/2016 2.00 GBP 0.00
ussi GBSI Timesheet 00000024 Approved 00000008 ERP Implementation Kari Furse 11/30/2016 2.00 GBP 0.00
ussi GBSI Timesheet 00000024 Approved 00000008 ERP Implementation Kari Furse 12/1/2016 3.00 GBP 0.00
ussi GBSI Timesheet 00000024 Approved 00000008 ERP Implementation Kari Furse 12/2/2016 2.00 GBP 0.00
ussi GBSI Timesheet 00000025 Approved 00000008 ERP Implementation Kari Furse 12/4/2016 1.00 GBP 0.00
ussi GBSI Timesheet 00000025 Approved 00000008 ERP Implementation Kari Furse 12/7/2016 2.00 GBP 0.00
ussi GBSI Timesheet 00000027 Approved 00000008 ERP Implementation Kari Furse 12/17/2016 3.00 GBP 0.00
ussi GBSI Timesheet 00000027 Approved 00000008 ERP Implementation Kari Furse 12/18/2016 3.00 GBP 0.00
ussi GBSI Timesheet 00000027 Approved 00000008 ERP Implementation Kari Furse 12/21/2016 3.00 GBP 0.00
ussi GBSI Timesheet 00000027 Approved 00000008 ERP Implementation Kari Furse 12/22/2016 2.00 GBP 0.00
ussi GBSI Timesheet 00000027 Approved 00000008 ERP Implementation Kari Furse 12/23/2016 3.00 GBP 0.00
ussi GBSI Timesheet 00000159 Approved CA13-000001 IC Project Intercompnay Adam Carter 10/8/2018 1.00 GBP 110.00
ussi GBSI Timesheet 00000160 Approved CA13-000002 CA13-000002 Adam Carter 10/8/2018 1.00 GBP 110.00
ussi GBSI Timesheet 00000162 Approved CA13-000002 CA13-000002 Alice Ciccu 10/8/2018 1.00 GBP 110.00
ussi GBSI Timesheet 00000423 Approved CA13-000001 IC Project Intercompnay ABHI_001 10/15/2018 1.00 GBP 110.00
ussi GBSI Timesheet 00000423 Approved CA13-000002 CA13-000002 ABHI_001 10/15/2018 2.00 GBP 110.00
ussi GBSI Timesheet 00000423 Approved CA13-000001 IC Project Intercompnay ABHI_001 10/16/2018 2.00 GBP 110.00
ussi GBSI Timesheet 00000423 Approved CA13-000002 CA13-000002 ABHI_001 10/16/2018 3.00 GBP 110.00
ussi GBSI Timesheet 00000423 Approved CA13-000001 IC Project Intercompnay ABHI_001 10/17/2018 3.00 GBP 110.00
ussi GBSI Timesheet 00000423 Approved CA13-000002 CA13-000002 ABHI_001 10/17/2018 1.00 GBP 110.00
ussi GBSI Timesheet 00000399 Draft 00000008 ERP Implementation Ben Andrews 8/22/2018 15.00 GBP 0.00
ussi GBSI Timesheet 00000176 Draft 00000008 ERP Implementation Adam Carter 10/8/2018 1.00 GBP 0.00
ussi GBSI Timesheet 00000151 Draft CA13-000001 IC Project Intercompnay SubContrac... 10/8/2018 1.00 GBP 110.00
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WBS Modifications

The activity number on the WBS is a random number which is quite difficult to remember when using them on timesheets, etc. It would be good to have a value to be displayed along with the activity number text that would make more sense while entering transactions.

The activity code is the new field added per activity. This modification tracks the WBS ID, which is 1, 1.1, 1.2, the WBS position as well as the activity number which is a number like 5436212, 5685365, and the activity code. Activity code is a field which allows the users to enter any value manually and is now available on the WBS form.

This feature also includes the capability to merge a WBS structure from any project to the current project, not only the entire WBS, but part of the WBS too. There was no ability to quickly copy part of an existing WBS into the current WBS, which has been addressed with this feature.

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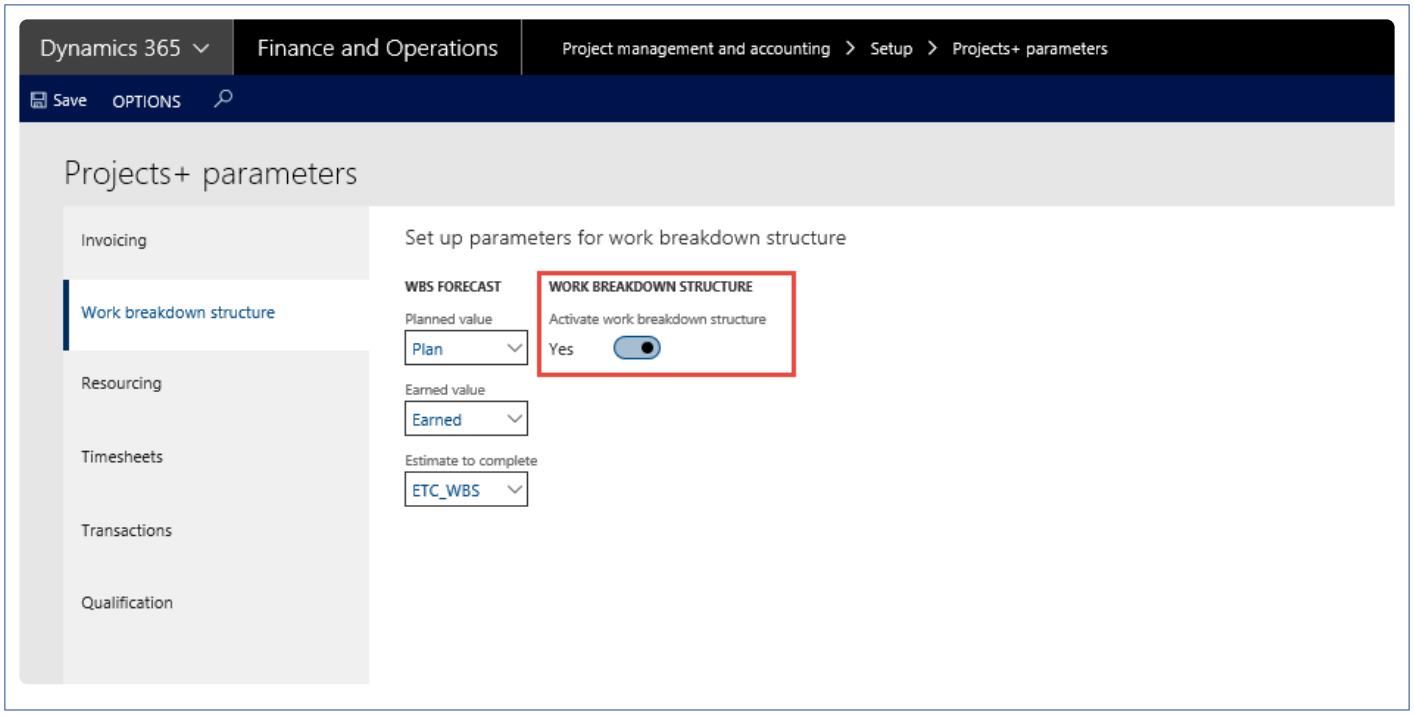
Activate WBS Modifications

This section details how to configure and use the work breakdown structure modifications.

Parameter Setup

This feature is parameter driven. The following setups are required for Work Breakdown Structure modifications feature to be activated and working. User needs to mark the 'Activate work breakdown structure' checkbox under the Work Breakdown Structure section to enable this feature.

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

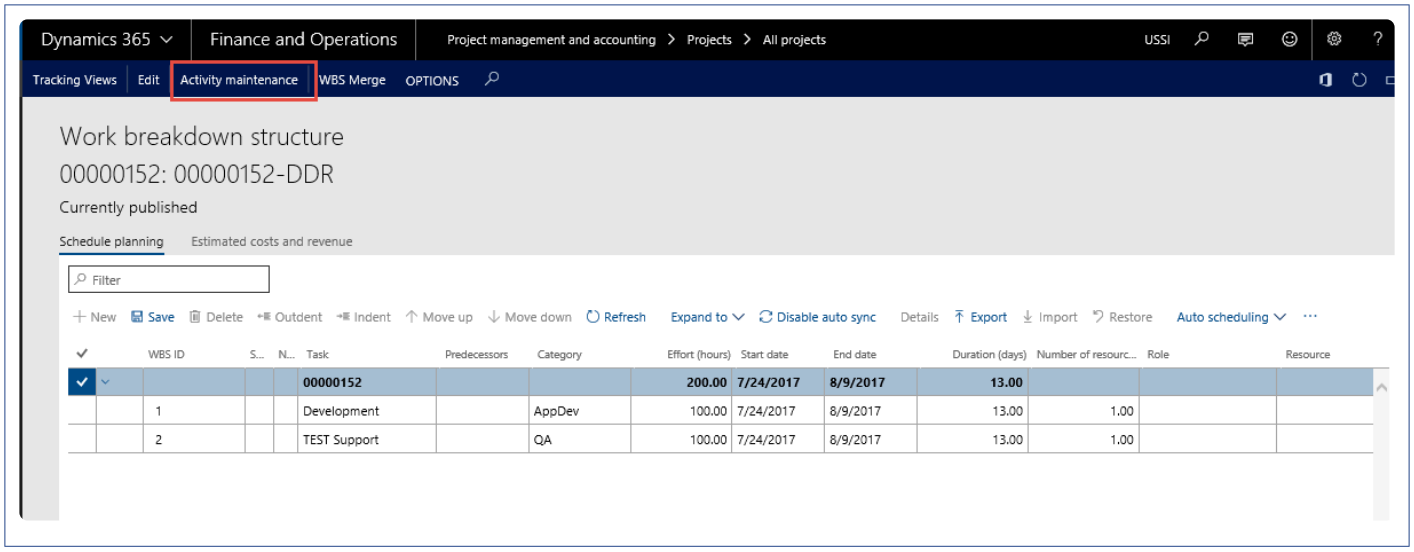


Modifications to WBS Form

This section details the modifications done to Work Breakdown Structure form.

Activity Maintenance Menu

Added a new menu on the action pane called Activity maintenance – from where the activity maintenance form will open. The activities that are created on the Work Breakdown Structure form will be available on this new form.



Activity Maintenance Form

Project Form

Activity maintenance form is a new form where the activities defined in the work breakdown structure form will be available after the user publishes the lines onto work breakdown structure. Activity maintenance is available as soon as the work breakdown structure is published for the very first time. Subsequently even when users edit the work breakdown structure form, the Activity maintenance form will be available for users to update the financial dimensions and activity code.

This form basically has two tabs and details of each tab are as follows:

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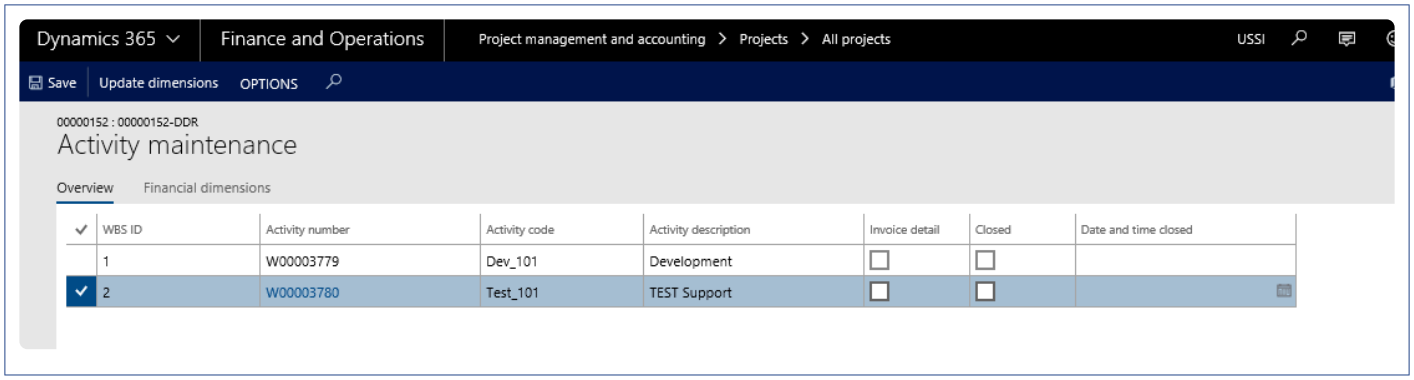

The overview tab has the below fields:

1. WBS ID- Auto generate and not editable by user.
2. Activity number – Same activity number as in WBS – not editable by user.
3. Activity code – Which will be the Manual activity code and will be editable.
4. Activity description field – Will be editable to the user.
5. Invoice detail – This checkbox will be editable, marking of this means that the activity roll up will not happen for this activity during Invoicing. This checkbox is in relation to the Invoice enhancements feature.
6. Closed – This checkbox when marked will default the system date in the date and time closed field.

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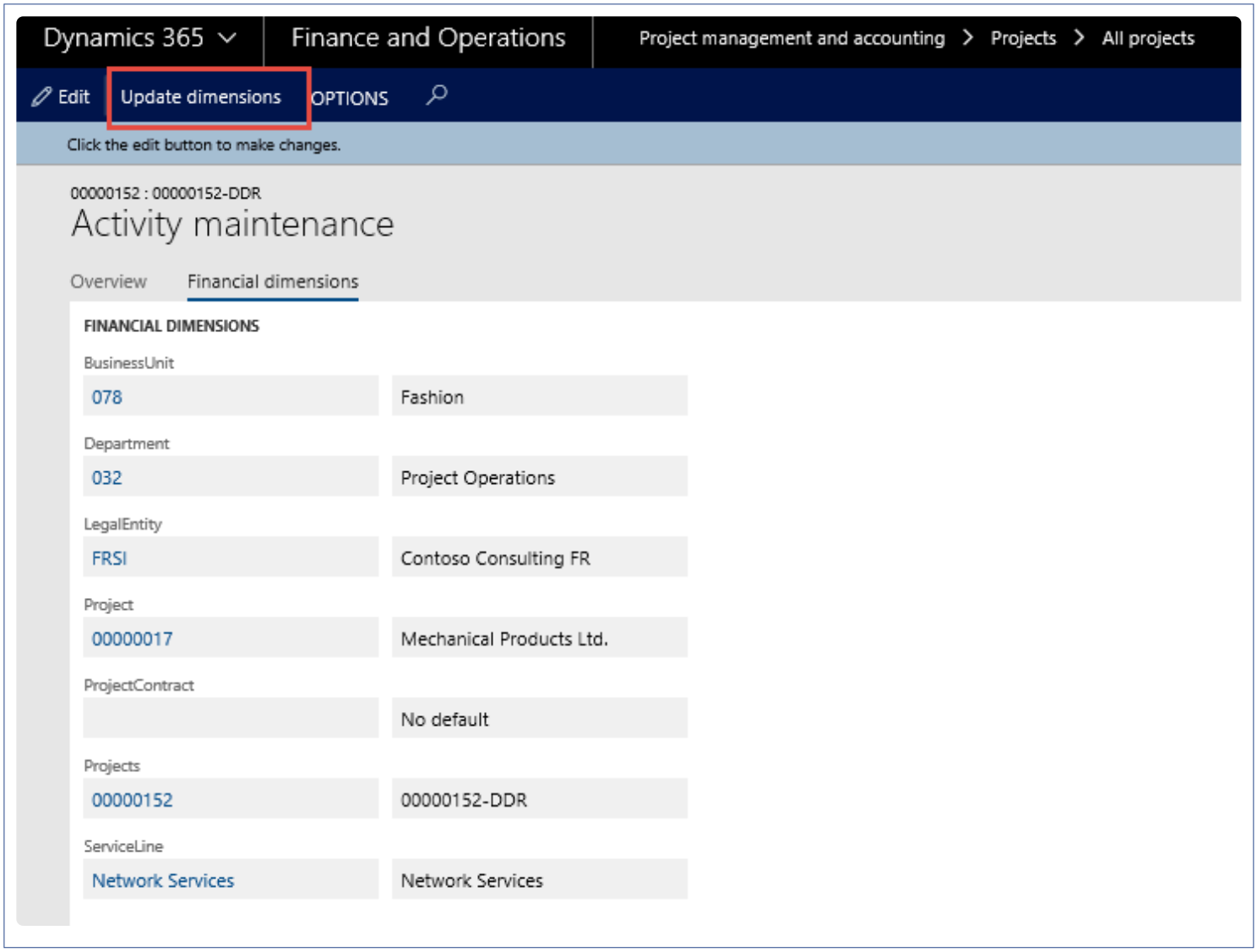

Financial dimensions can be updated at once by selecting multiple work breakdown structures and clicking on Update dimension button. Update dimensions bring up the below form, where the user can enter dimensions that is desired to be updated on all the activities.

Project Quotation Form

On the Work Breakdown Structure template and Project Quotation the activity code is available on the Details form of the work breakdown structure and the same will be carried over to the quote/project. Even when specified on the Project quotation, the same will be available on the Project work breakdown structure that is created or updated using the Quote to Project wizard.

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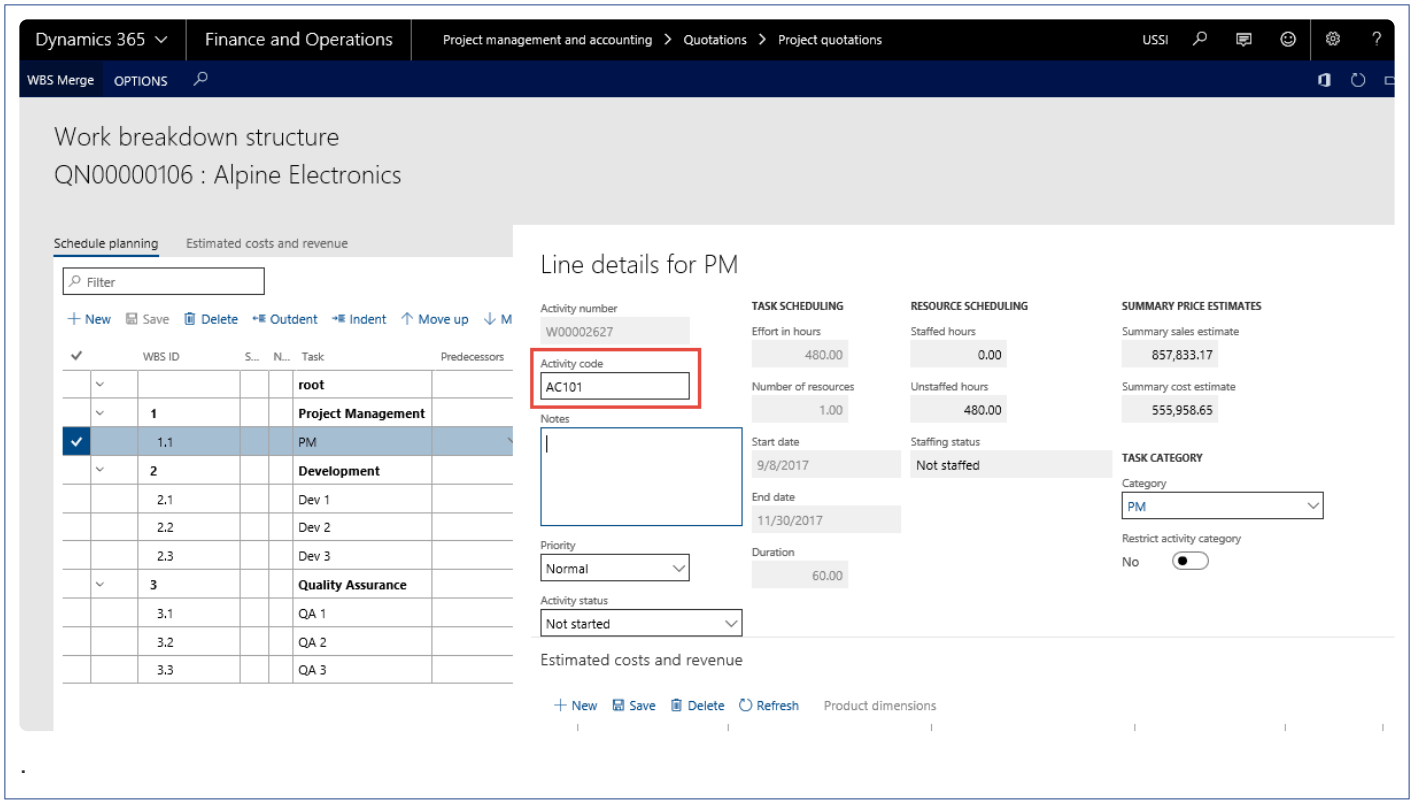
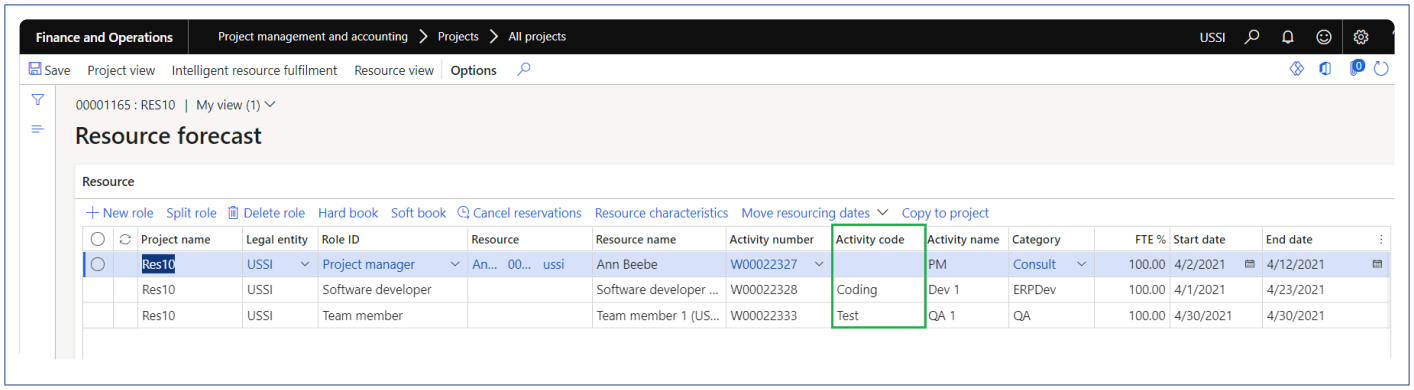


Resource forecast form

On the Resource forecast form, Activity field will be available only if “Activate work breakdown structure” is marked



Posted transactions

On the Posted transactions, Activity field will be available only if “Activate work breakdown structure” is marked

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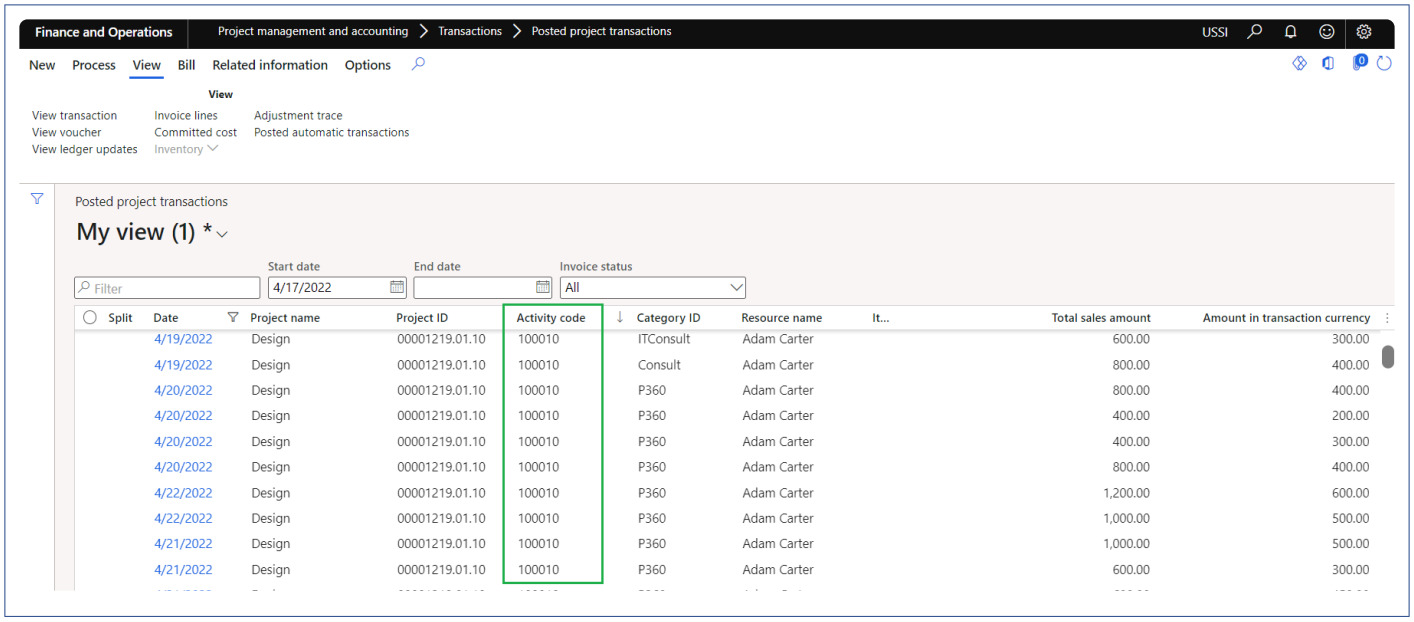

Split	Date	Project name	Project ID	Activity code	Category ID	Resource name	It...	Total sales amount	Amount in transaction currency
	4/19/2022	Design	00001219.01.10	100010	ITConsult	Adam Carter		600.00	300.00
	4/19/2022	Design	00001219.01.10	100010	Consult	Adam Carter		800.00	400.00
	4/20/2022	Design	00001219.01.10	100010	P360	Adam Carter		800.00	400.00
	4/20/2022	Design	00001219.01.10	100010	P360	Adam Carter		400.00	200.00
	4/20/2022	Design	00001219.01.10	100010	P360	Adam Carter		400.00	300.00
	4/20/2022	Design	00001219.01.10	100010	P360	Adam Carter		800.00	400.00
	4/22/2022	Design	00001219.01.10	100010	P360	Adam Carter		1,200.00	600.00
	4/22/2022	Design	00001219.01.10	100010	P360	Adam Carter		1,000.00	500.00
	4/21/2022	Design	00001219.01.10	100010	P360	Adam Carter		1,000.00	500.00
	4/21/2022	Design	00001219.01.10	100010	P360	Adam Carter		600.00	300.00

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Pricing Multiplier

Many customers price project work, expenses and other items on a mark-up over cost. In the Microsoft Dynamics 365 for Finance and Operations project module, the cost mark-up options are all based on a mark-up percentage. Most engineering companies express the mark-up as a "straight multiplier". With this feature, we have converted the mark-up percentage to a multiplier format to better align with the industry in the rate tables and quoting.

A new sales model called multiplier has been introduced along with a master form for the multiplier definition. Users can choose multiplier type sales model on the hour and expense sales price tables. Based on the above setup, the sales prices on the transactions and invoices are retrieved.

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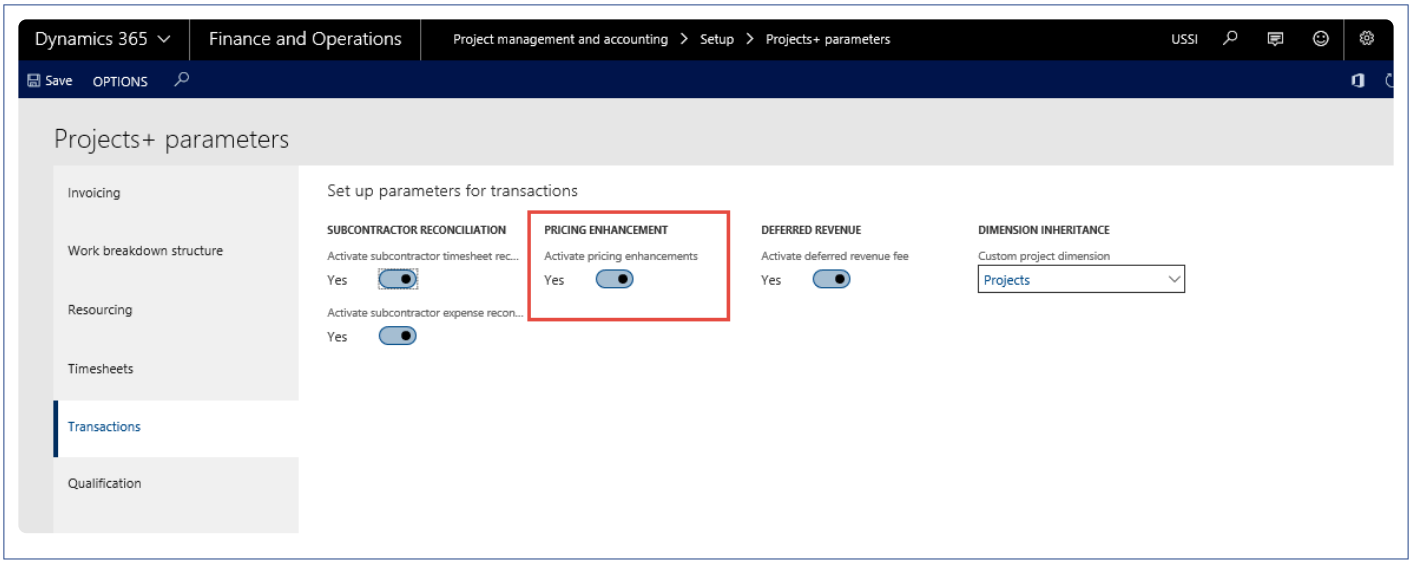
Configure Pricing

This section details the pricing enhancements available as a part of projects360 functionality. This section tell you how to configure and use the pricing multiplier functionality.

Parameter Setup

This feature is parameter driven. The following setups are required for Pricing multiplier feature to be activated and working. User needs to mark the 'Activate pricing enhancements' checkbox under the Pricing Enhancement section to enable this feature.

Go to Project management and accounting > Setups > projects360 parameters > Transactions tab.



Modification to Sales Price Hour and Expense Forms

The below modifications have been made to the Sales price Hour and Sales price expense form.

1. Pricing multiplier column added to be just after the sales currency column, which is a four-decimal field.
2. When the user enters the multiplier value in the pricing multiplier column the sales price model will default to Charges percentage and will not be editable. The pricing column will default with the value from Pricing multiplier field multiplied by 100 and subtracted 100, this is to populate the value such that the pricing logic of charges percentage can be used for this pricing too.

   So, for example if the pricing multiplier is 1.5635 then the pricing value would be = 56.35, which is (1.5635*100)-100. The same is shown in the screenshot below.

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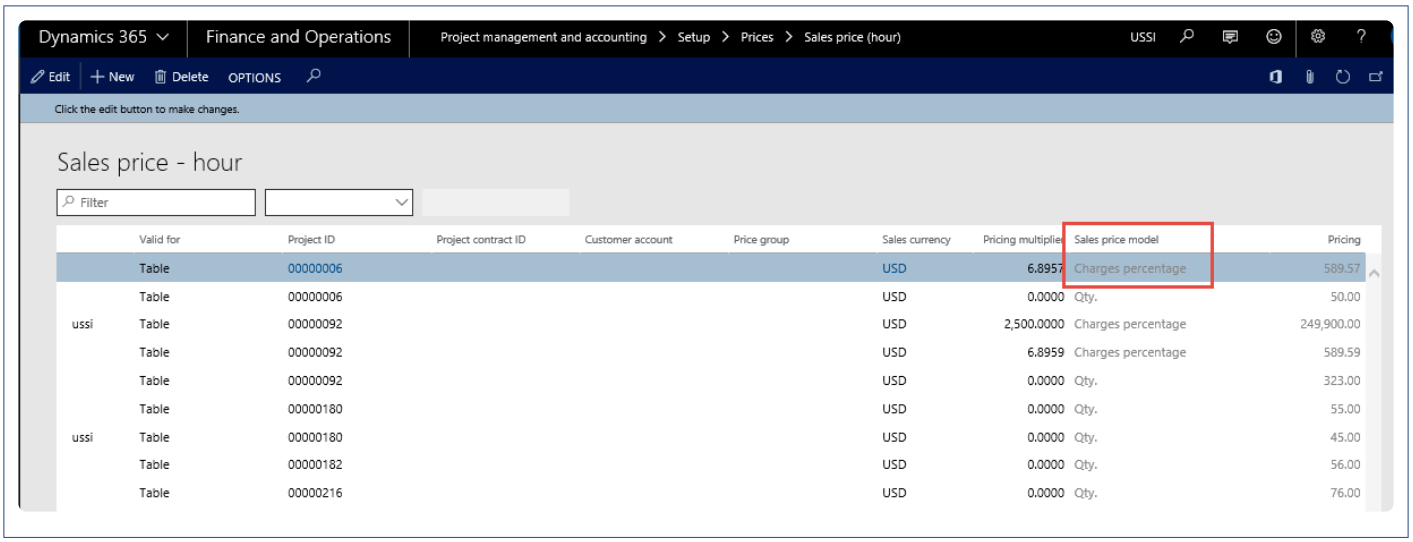
3. When the user does not enter any value in the pricing multiplier field, then the sales price model and sales price is editable, and the user can define any other prices as allowed by standard Microsoft Dynamics 365 for Finance and Operations.



	Valid for	Project ID	Project contract ID	Customer account	Price group	Sales currency	Pricing multiplier	Sales price model	Pricing
	Table	00000006				USD	6.8957	Charges percentage	589.57
	Table	00000006				USD	0.0000	Qty.	50.00
ussi	Table	00000092				USD	2,500.0000	Charges percentage	249,900.00
	Table	00000092				USD	6.8959	Charges percentage	589.59
	Table	00000092				USD	0.0000	Qty.	323.00
	Table	00000180				USD	0.0000	Qty.	55.00
ussi	Table	00000180				USD	0.0000	Qty.	45.00
	Table	00000182				USD	0.0000	Qty.	56.00
	Table	00000216				USD	0.0000	Qty.	76.00

The rest of the calculation is the same as that of charges percentage on all the transactions, but the value is derived from the multiplier.

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Automatic transactions

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

Already created automatic transactions can be inquired from Posted automatic transactions new form. This feature will provide a more flexible alternative for current Microsoft indirect cost standard functionality.

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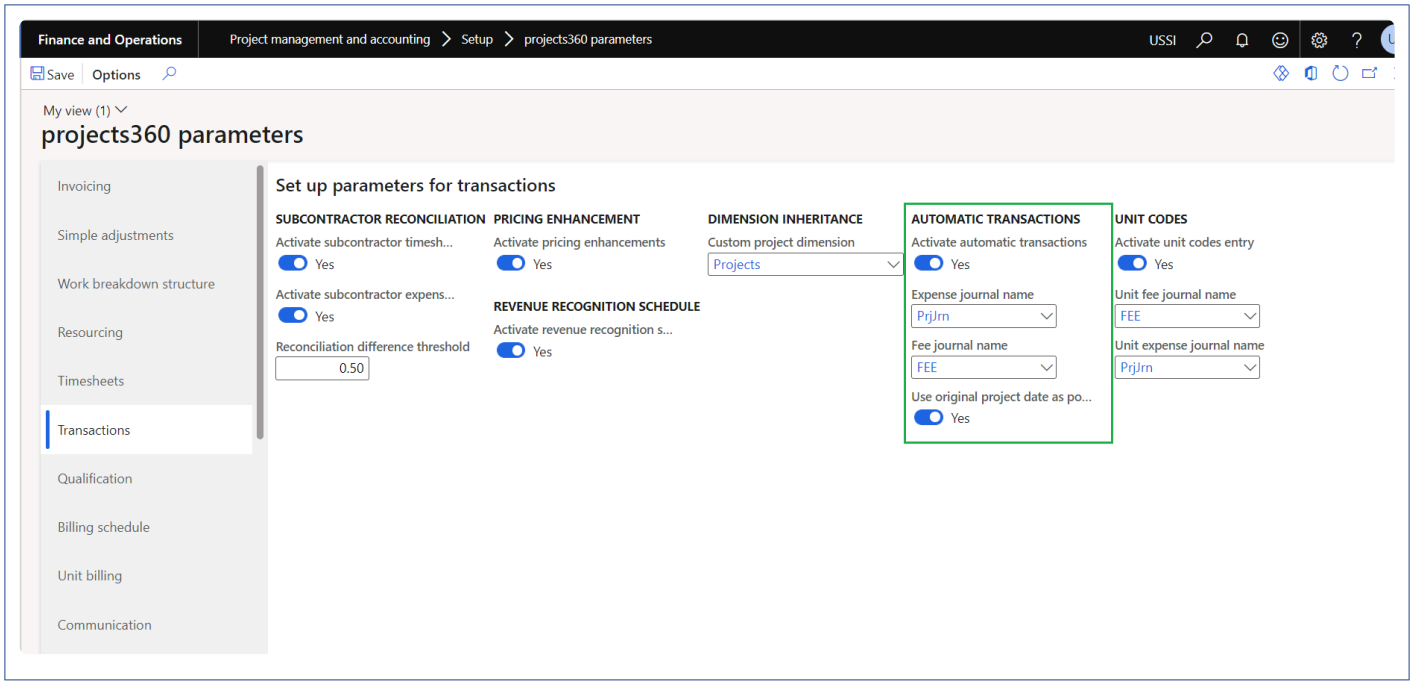
Configure

This sections details out the setups required to be configured for posting of Automatic transactions.

Parameter Setup

On projects360 parameter form, under Transactions tab, a new parameters under “Automatic transactions” has been introduced to control the creation of automatic transactions. User needs to set the ‘Activate automatic transactions’ field value to ‘Yes’ in order to use this feature.

Go to Project management and accounting > Setups > projects360 Parameters > Transactions tab.



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

Fields	Description
Activate automatic transaction	When this parameter is set to Yes, automatic transactions can be posted for the project transactions based on the automatic rules.
Expense journal name	Select expense journal name that will be used to post automatic transactions.
Fee journal	Select fee journal name that will be used to post automatic transactions.

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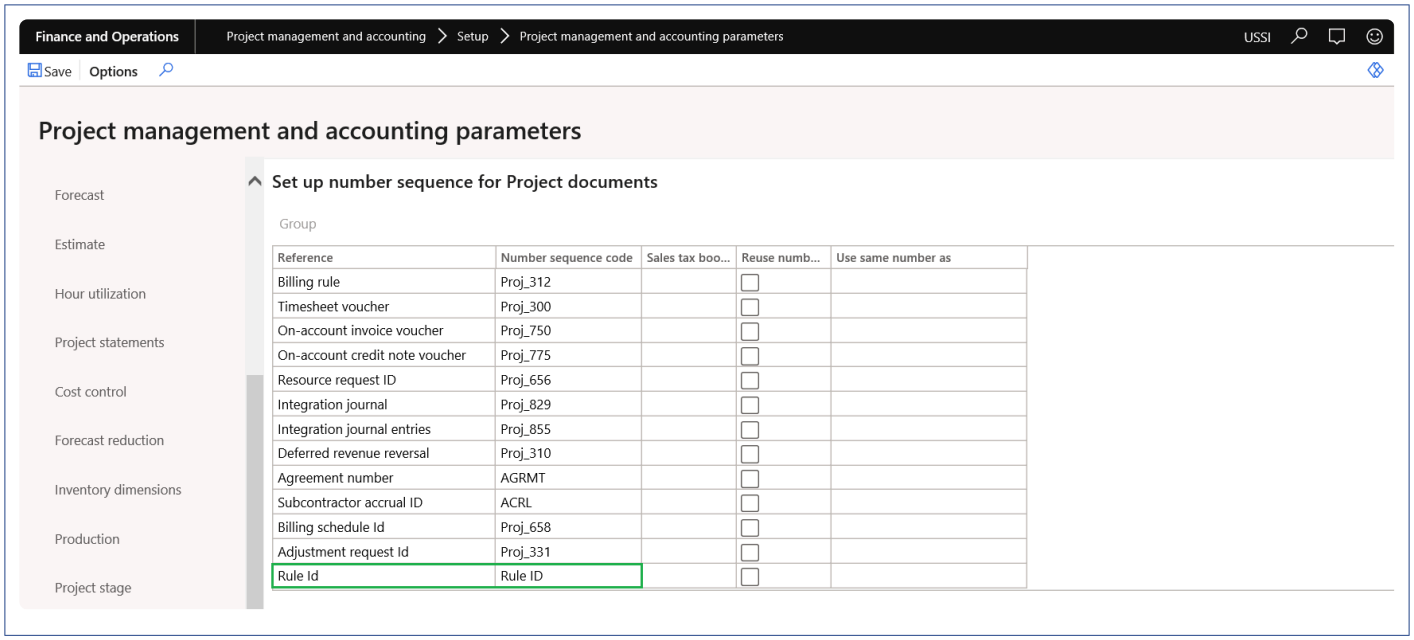
name	
Use original project date as posting date	When this parameter is set to yes, automatic transaction will be posted using the original project date and user will not be given an option to select the posting date on automatic transaction periodic dialog form.

Rule ID number sequence

To generate the rule ID , number sequence has to be set up in the project management and accounting parameters form.

Go to Project management and accounting > Setup > Project management and accounting parameters.



Automatic transaction rules form

New form is introduced to create automatic rules based on which the automatic transactions get posted for the project transactions. 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.

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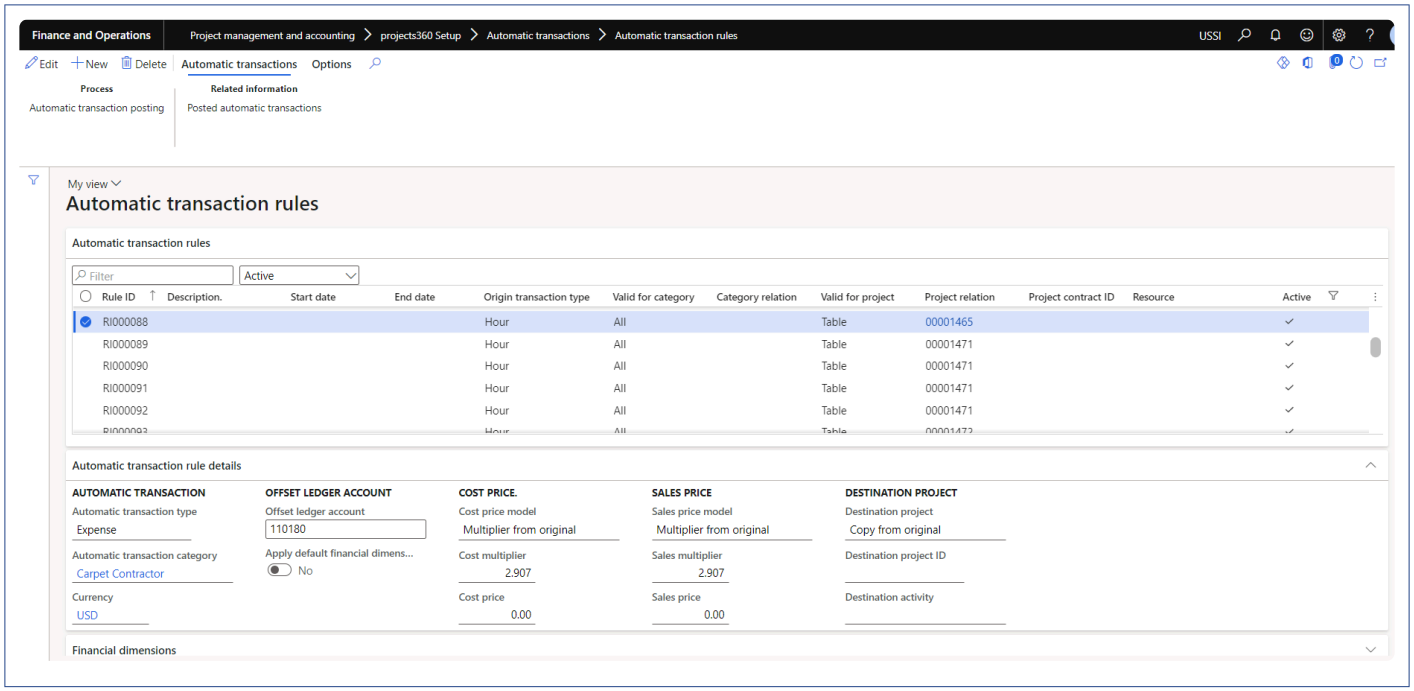

Details of the fields available on the automatic transaction rules tab of Automatic transaction rules form are as follows –

Fields	Description
Filter	This field helps user to filter the records on the grid.
Active	This field helps user to filter all the records by record status.
Rule ID	Displays rule ID created through number sequence.
Description	This field can be used to define a description for the rule ID.
Start date	Define start date which is used in creating automatic transactions.
End date	Define end date which is used in creating automatic transactions.
Origin transaction type	Select original transaction type for which automatic transactions has to be posted.
Valid for category	Define if the rule is specific for category, category group or all.
Category relation	Select category or category group if the valid for category is other than all.
Valid for project	Define if the rule is specific for project, project group or all.
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.

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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 leder 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 finacial dimension on the offset leger 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’.
Destination project	This field is used to define if the automatic transaction should be posted for the same project as original transaction or to a different project. There are two options – Copy from original and Destination project.
Destination	Define destination project ID to which the automatic transaction to be posted. This field is

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project ID	editable only if Destination project field is selected as ‘Select destination project’.
Destination activity	This field is used to define the destination activity.This field is editable only if Destination project field is selected as ‘Select destination project’.

Details of the buttons available on the Automatic transaction rules form are as follows –

Fields	Description
Automatic transaction posting	User can process the automatic transaction through which automatic transactions gets based posted based onteh rule ID.
Posted automatic transaction	User can view posted automatic transactions for the rule ID.

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Automatic transaction posting

This sections details out the how to post automatic transaction and view the posted automatic transactions.

Automatic transaction posting

New form is introduced to process automatic transactions for selected rule ID or for all the rule ID. The process will execute only active rules id and helps to create and post automatic transaction for the project transactions. In this process if the original transaction is adjusted then the related automatic transaction status will get updated adjusted with cost and sales price as zero.

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

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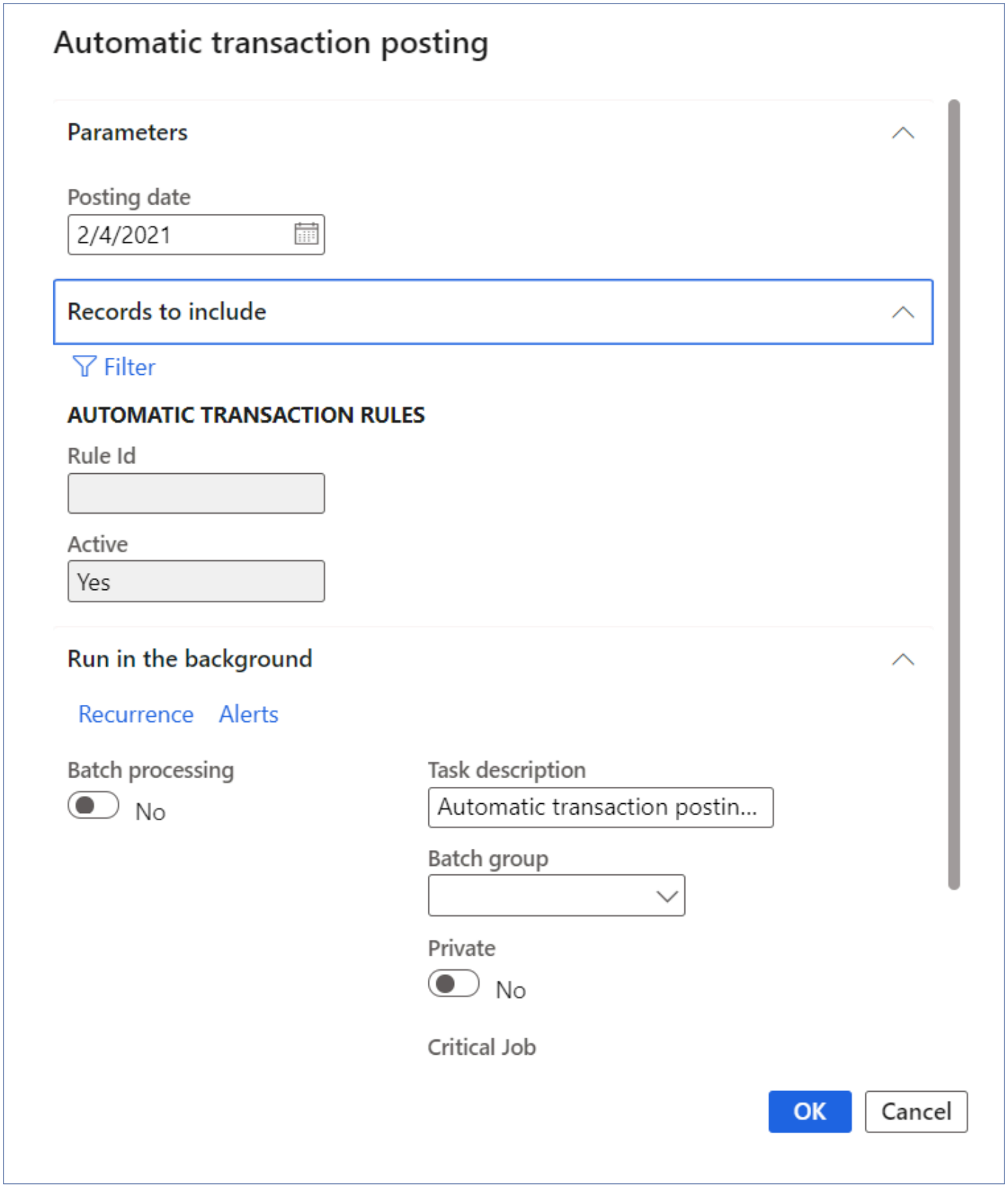

Details of the fields available on the Automatic transactions posting form are as follows –

Fields	Description

Posting date	Select the posting date for the automatic transaction. it will be defaulted to current date.
Rule ID	Select Rule for which the automatic transaction has to be created. If blank automatic transaction will get created for all the rule ID.
Active	This field will be defaulted with Yes.
OK	Automatic transaction will get executed and automatic transactions will get posted.
Cancel	Automatic transaction will get cancelled.

When the “Use original project date as posting date” parameter is marked, new field will get displayed and will be made non-editable on the Automatic transaction posting dialog form. In case if the period is closed in which the original transactions was posted then, the automatic transaction should get posted to next open period.

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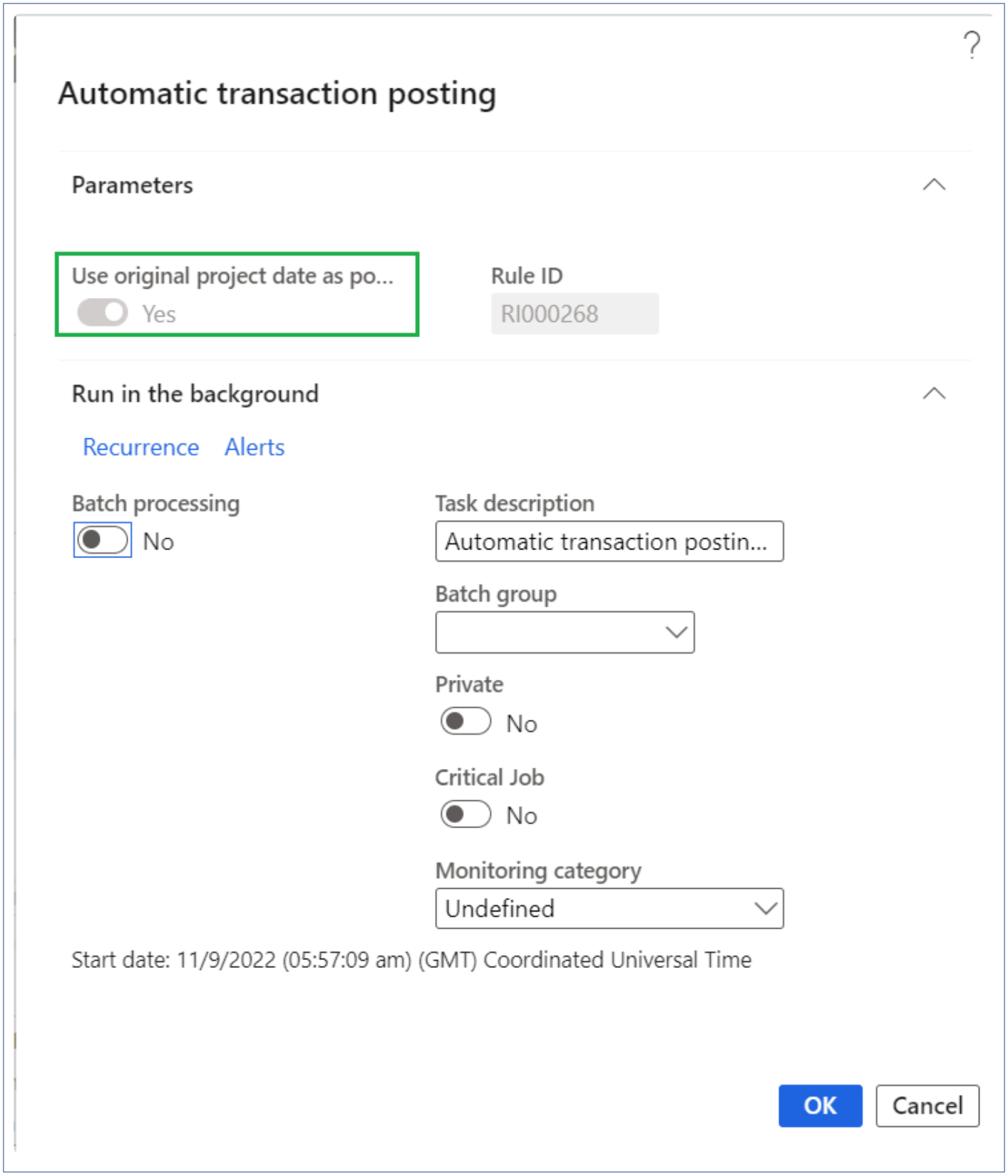
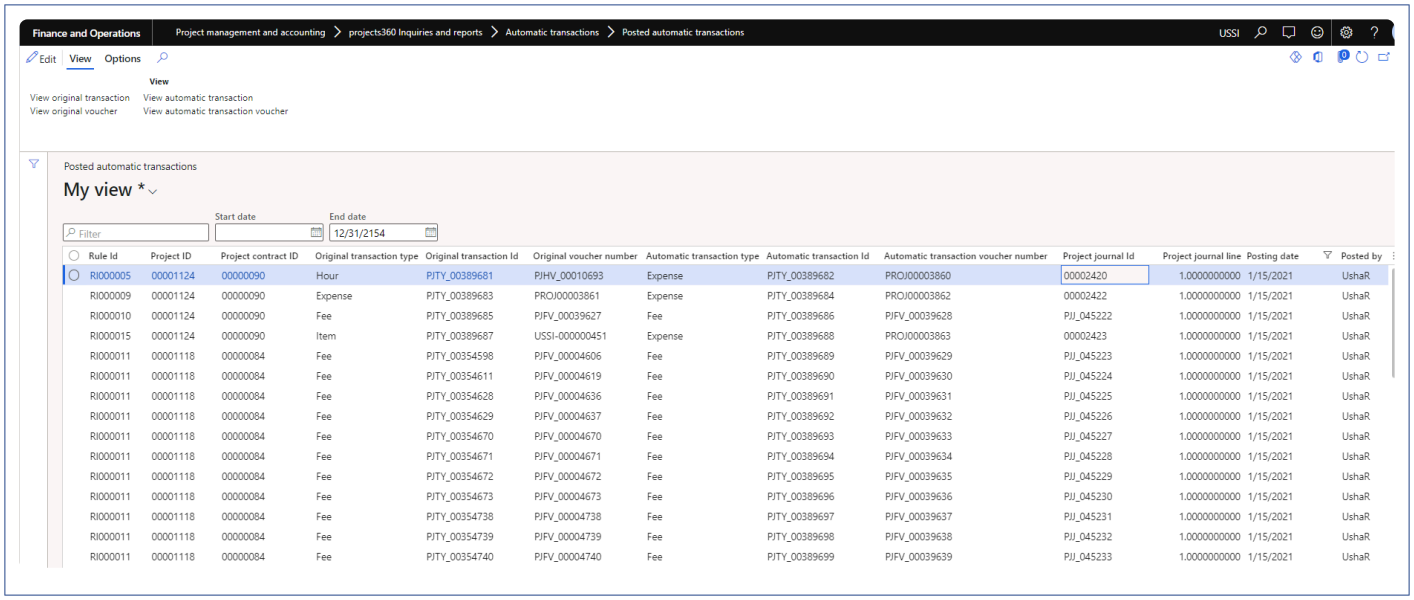


Posted automatic transactions

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. When the automatic transactions are created, quantity is copied from the Original transaction even for Fee transaction.

Go to Project management and accounting Project management and accounting > Projects360 Inquiries and reports > Automatic transactions > Posted automatic transactions.
Go to Automatic transaction rules form > Automatic transactions tab > Posted automatic transactions



Details of the fields available on the Posted automatic transactions form are as follows –

Fields	Description
Filter	This field helps user to filter the records on the grid.
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	Displays voucher number of original transaction.

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voucher	
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.

Adjustments Automatic transaction.

When the original transaction is adjusted, automatic transactions will also get adjusted and the transaction with zero amount will be created with non chargeable line property picked from the “Line property id for write off” from the projects360 parameters.

Automatic transaction on invoice proposal.

When the original transaction and automatic transactions are added on the invoice proposal, for any reason if the original transaction is removed or adjusted then the automatic transaction will get automatically removed from the invoice proposal.

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WIP aging report by project

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

New report has been developed to display the WIP aging by project where the WIP balances will be displayed per project.

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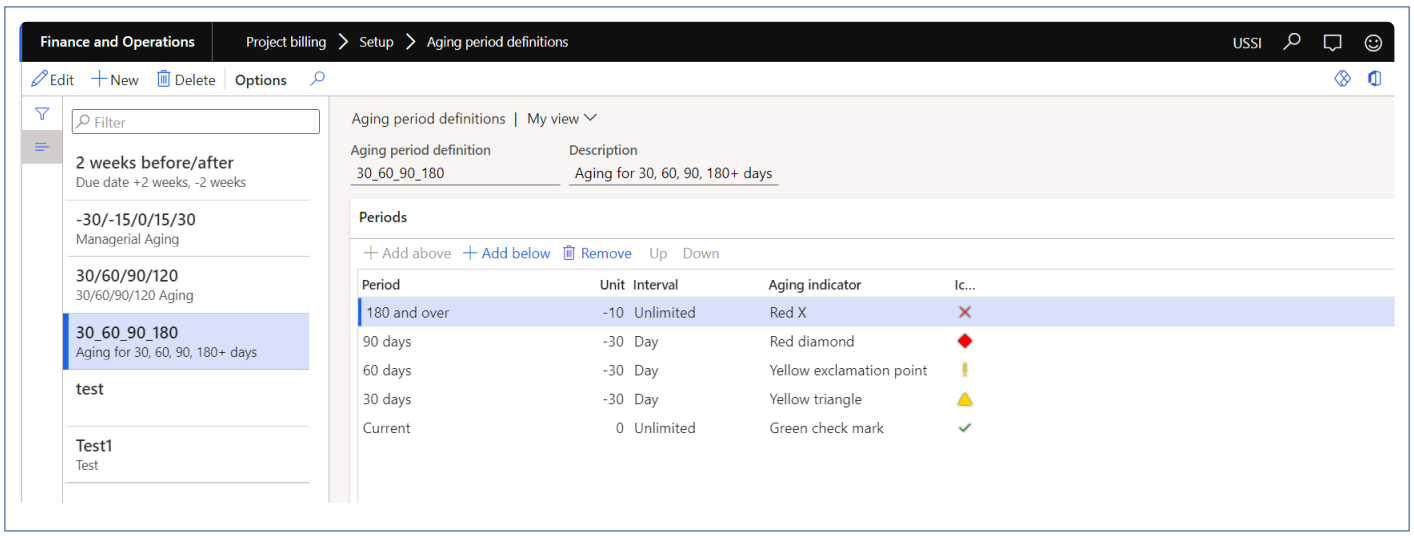
Setup and Run WIP Aging report

This section details out the setups required to perform the WIP aging process and how the aging process is run for project transactions.

Parameter Setup

This feature is not controlled by a parameter. However, the aging periods has to be defined by which the WIP aging will be executed. Using this setup, a periodic report is generated that categorizes a company's WIP revenue that has been outstanding.

Go to Project billing > Setup > Aging period definitions



WIP aging report by project

This new report displays project revenue WIP amounts by aging periods. WIP balances will be grouped by project and can rollup the values per main project based on the parameter while generating the report. Users can view the data based on project, project contract and responsible person.

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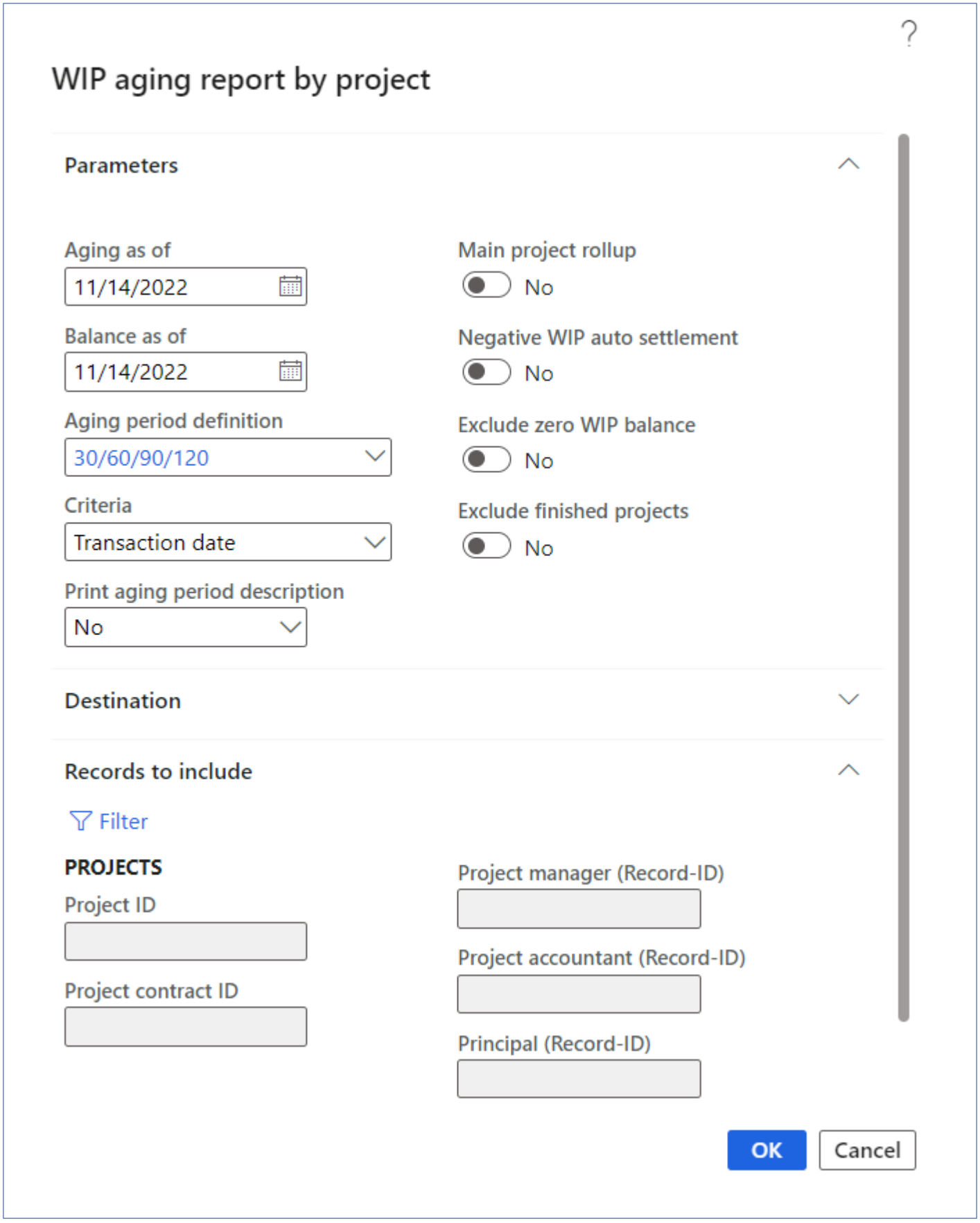

Details of the fields available on the WIP aging periodic form are below.

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Fields	Description
Aging as of	Select a date used on the current aging bucket.
Balance as of	Select a date to view the WIP balances for.
Aging definition period	Select aging definition period.
Criteria	There are 2 options. Transaction date – WIP aging report will be generated based on the transaction project date. Ledger date – WIP aging report will be generated based on the transaction ledger date.
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. Note: Important to set as ‘Yes’ for Progress fee type.
Exclude zero WIP balance	Set this parameter to ‘Yes’, to allocate the negative WIP across periods with positive WIP for that project if any.
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.

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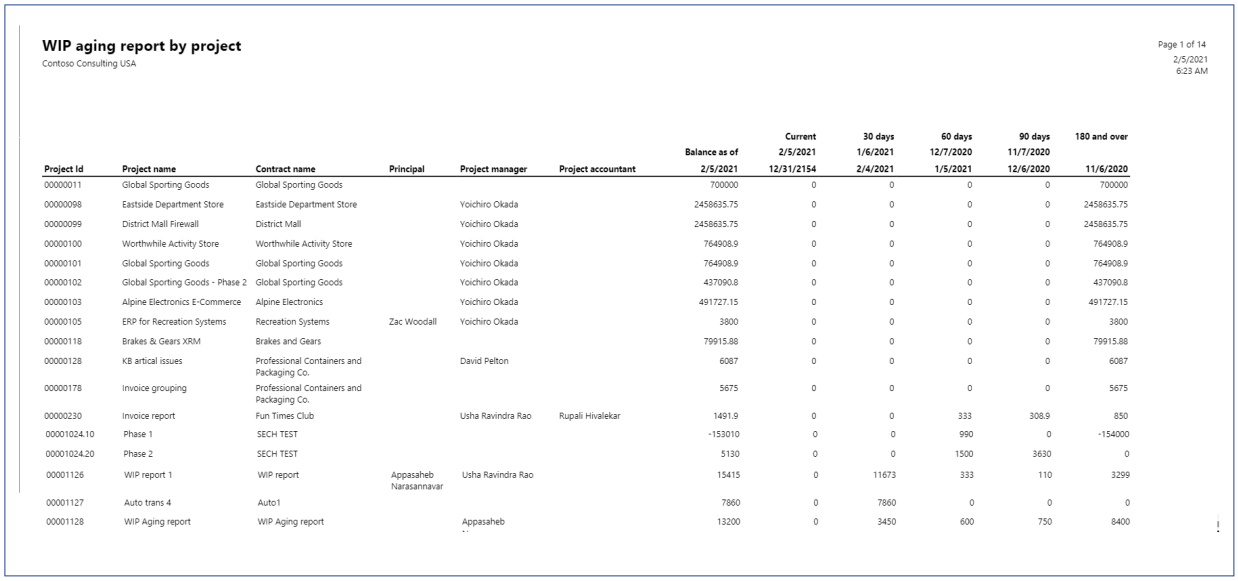

WIP aging report by project

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Project Id	Project name	Contract name	Principal	Project manager	Project accountant	Balance as of 2/5/2021	Current 12/31/2154	30 days 2/4/2021	60 days 1/5/2021	90 days 12/6/2020	180 and over 11/6/2020
00000011	Global Sporting Goods	Global Sporting Goods				700000	0	0	0	0	700000
00000098	Eastside Department Store	Eastside Department Store		Yoichiro Okada		2458635.75	0	0	0	0	2458635.75
00000099	District Mall Firewall	District Mall		Yoichiro Okada		2458635.75	0	0	0	0	2458635.75
00000100	Worthwhile Activity Store	Worthwhile Activity Store		Yoichiro Okada		764908.9	0	0	0	0	764908.9
00000101	Global Sporting Goods	Global Sporting Goods		Yoichiro Okada		764908.9	0	0	0	0	764908.9
00000102	Global Sporting Goods - Phase 2	Global Sporting Goods		Yoichiro Okada		437090.8	0	0	0	0	437090.8
00000103	Alpine Electronics E-Commerce	Alpine Electronics		Yoichiro Okada		491727.15	0	0	0	0	491727.15
00000105	ERP for Recreation Systems	Recreation Systems	Zac Woodall	Yoichiro Okada		3800	0	0	0	0	3800
00000118	Brakes & Gears XRM	Brakes and Gears				79915.88	0	0	0	0	79915.88
00000128	KB artical issues	Professional Containers and Packaging Co.		David Pelton		6087	0	0	0	0	6087
00000178	Invoice grouping	Professional Containers and Packaging Co.				5675	0	0	0	0	5675
00000230	Invoice report	Fun Times Club		Usha Ravindra Rao	Rupali Hivalekar	1491.9	0	0	333	308.9	850
00001024.10	Phase 1	SECH TEST				-153010	0	0	990	0	-154000
00001024.20	Phase 2	SECH TEST				5130	0	0	1500	3630	0
00001126	WIP report 1	WIP report	Appasaheb Narasannavar	Usha Ravindra Rao		15415	0	11673	333	110	3299
00001127	Auto trans 4	Auto1				7860	0	7860	0	0	0
00001128	WIP Aging report	WIP Aging report		Appasaheb		13200	0	3450	600	750	8400

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Expense line level approval

Currently in Microsoft Dynamics 365 for Finance and Operations, there is no list page for expense line level approvals which makes it a time-consuming activity for approval of all lines from different expense reports.

This enhancement shows all the expense line level documents pending for approval in one list page to execute the workflow actions. Approvers can see a list of expense lines assigned to him\her in one view and take action. This feature is not a parameter driven.

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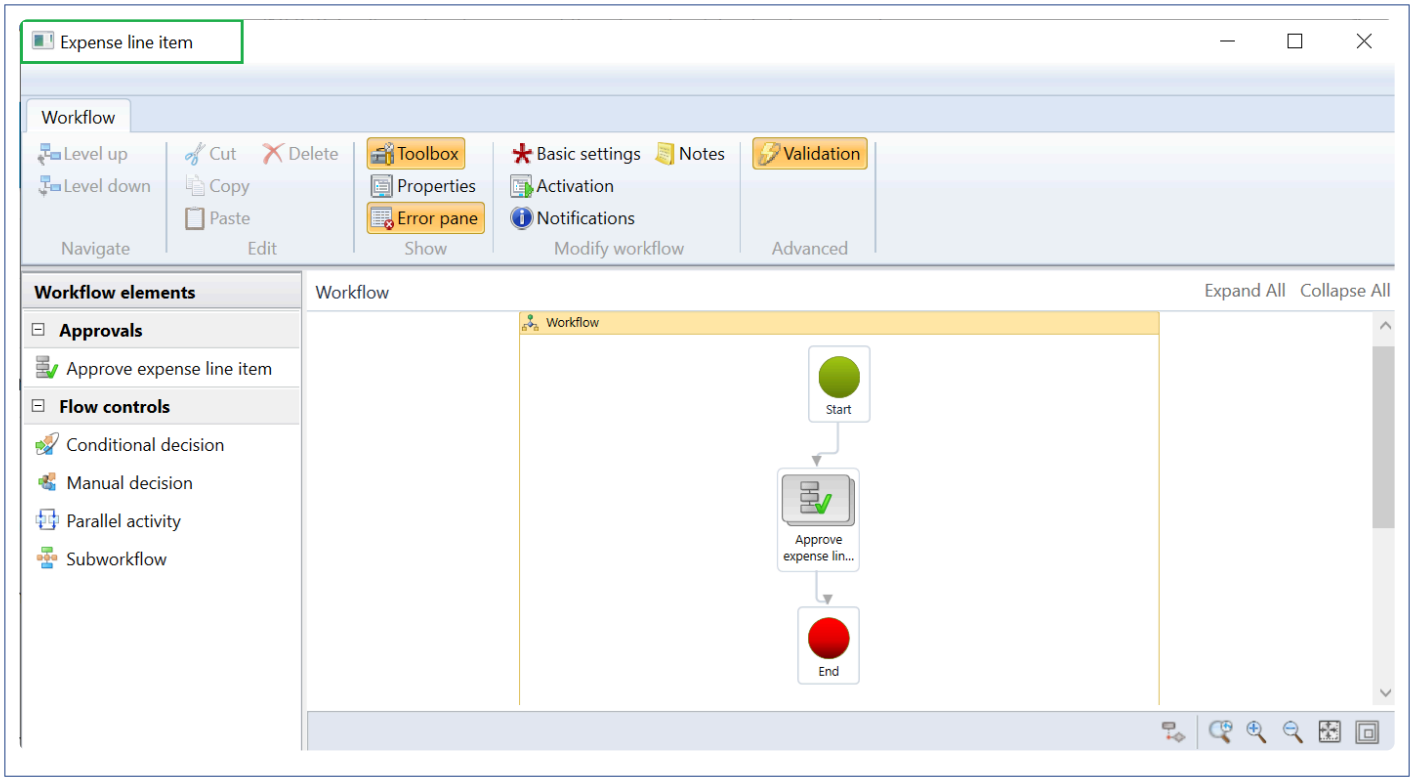
Configure

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

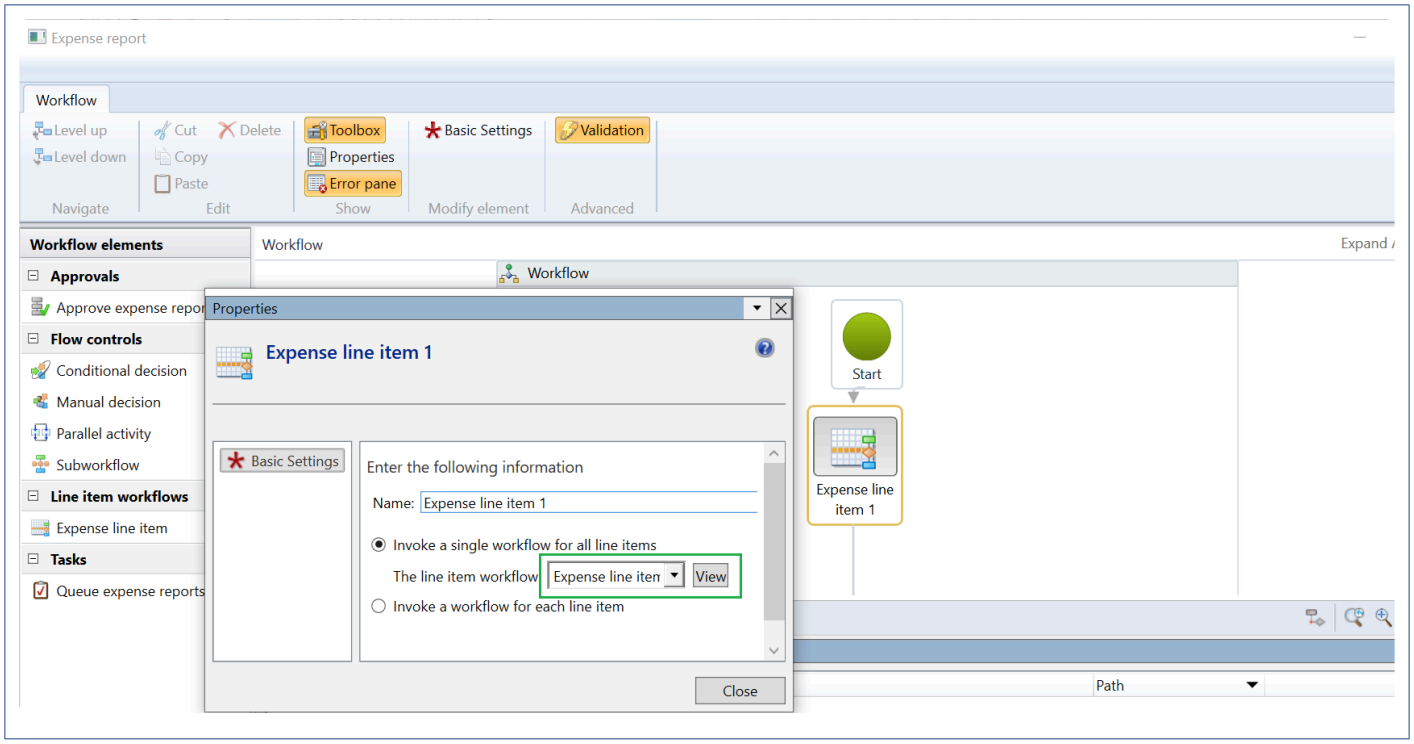
Workflow Setup

Create a line level expense workflow that has approvals done for each line and then create expense approval workflow. It then invokes the line level workflow from the expense workflow.

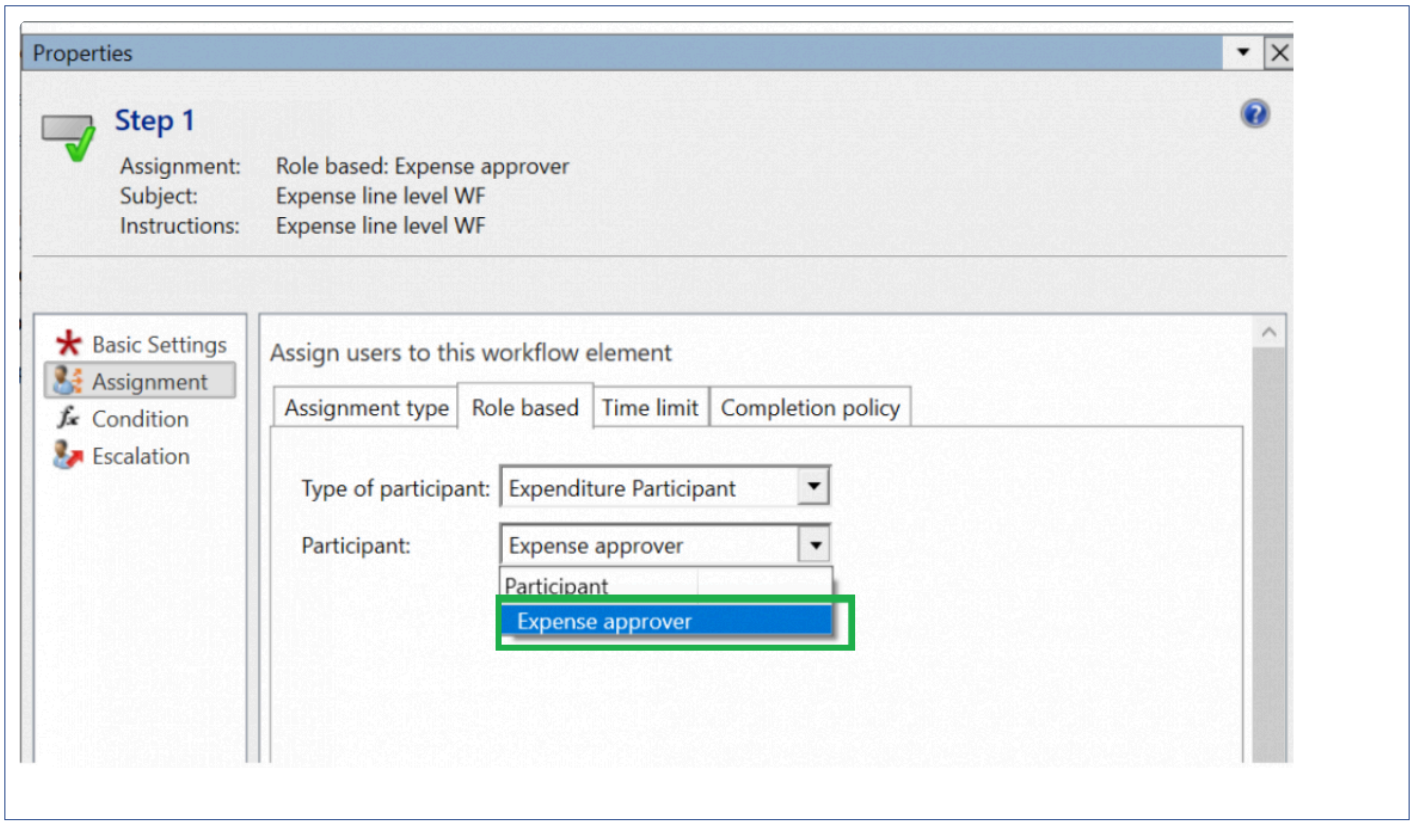
Go to Expense management > Setup > Expense management workflows



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



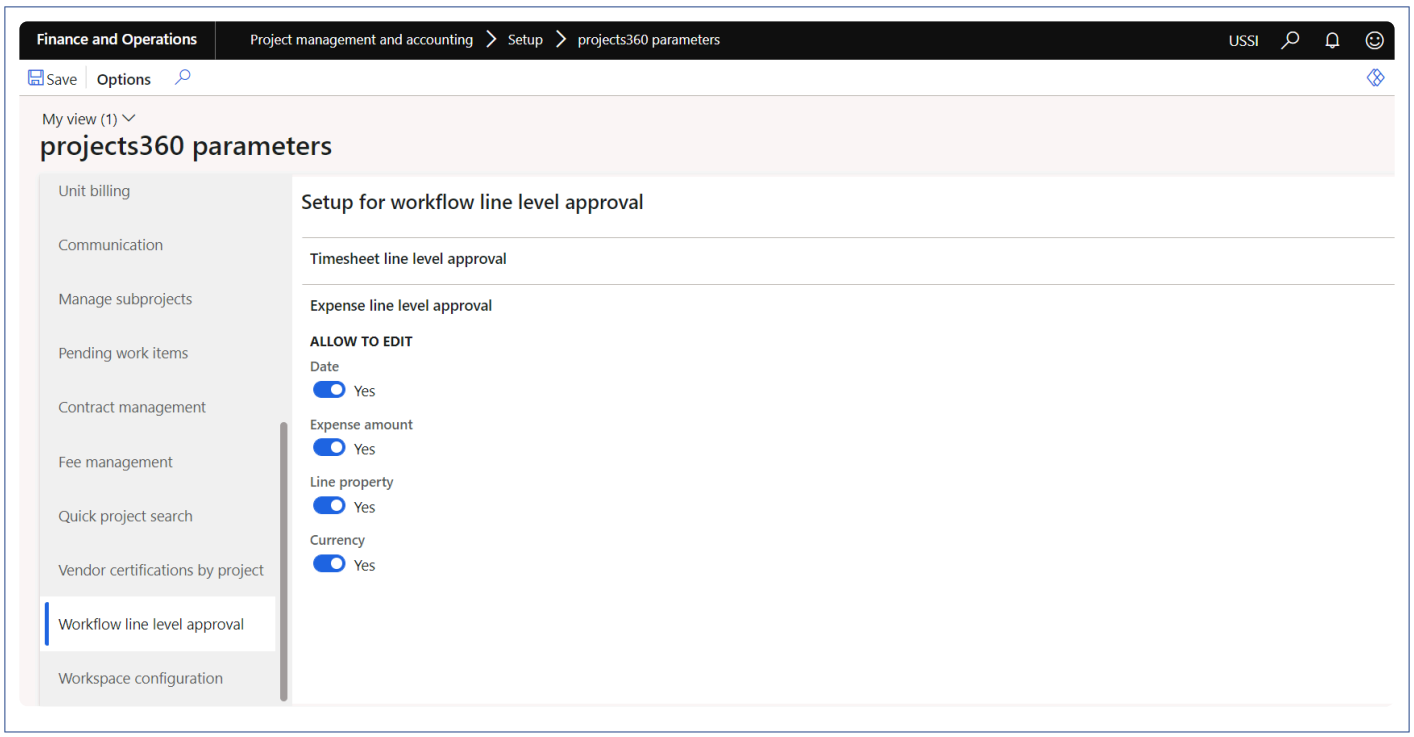
User can add Expense approver as a participant on the expense workflow. Once the expense approver is added on the workflow, expense reports will be assigned to the expense approver mentioned on the employees.



Parameter Setup

On projects360 parameter form, under Workflow line level approval tab, a new set of parameters under the “Expense line level approval” has been introduced to allow edit of few fields on Expense line level approval form. User needs to set the field value to ‘Yes’ in order to edit particular fields accordingly.

Go to Project management and accounting > Setups > projects360 parameters > Workflow line level approval tab



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

Fields	Description
Date	When this parameter is set to Yes, user can edit date on expense line details tab on Expense level approval form.
Expense amount	When this parameter is set to Yes, user can edit expense amount on expense line details tab on Expense level approval form.
Line property	When this parameter is set to Yes, user can edit line property on expense line details tab on Expense level approval form.
Currency	When this parameter is set to Yes, user can edit currency on expense line details tab on Expense level approval form.

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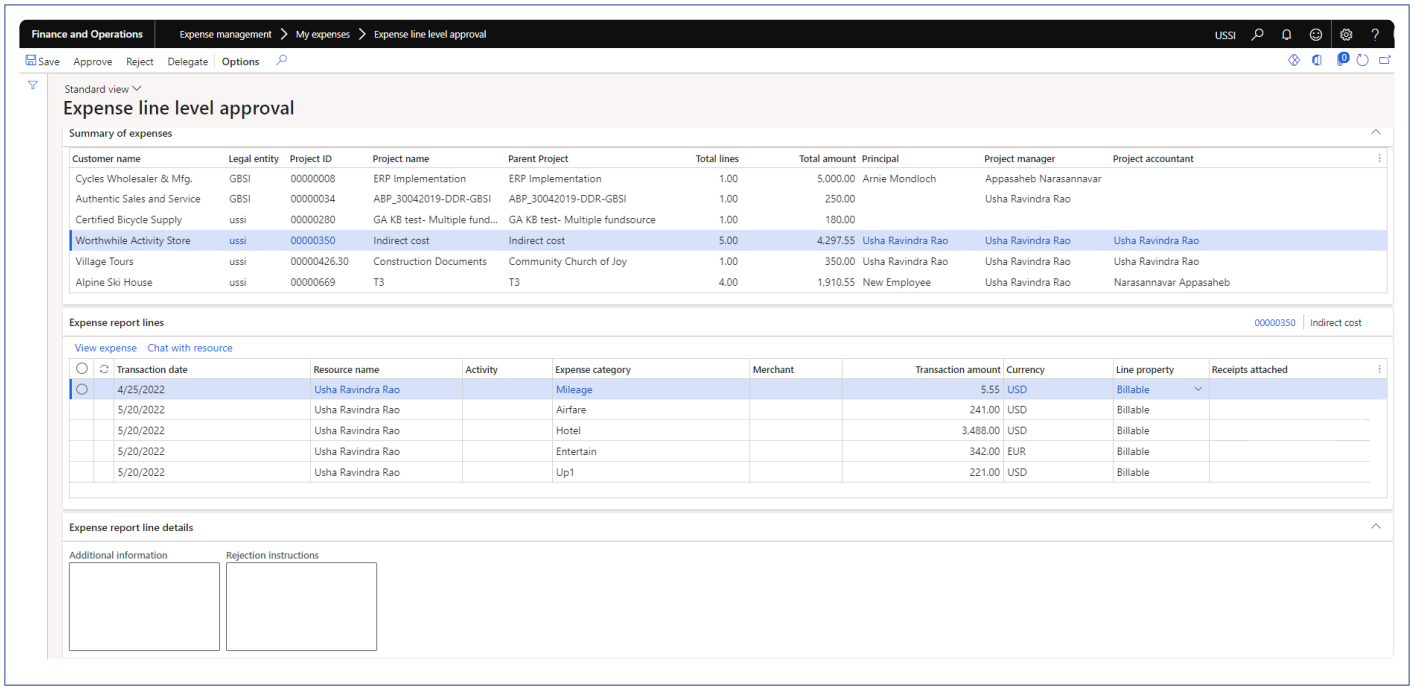
Line level approval

This section details how the line level expenses are approved.

Line Level Approval Form

Go to Project and Management accounting > projects360 > Expensed line level approval
Go to Expense management > My expenses > Expense line level approval



Details of the buttons available are as follows –

Fields	Description
Approve	Expense approver can approve the expense.
Reject	Expense approver can reject the expense.
Delegate	Expense approver can delegate the expense.

Details of the fields available on Summary of expenses tab are as follows –

Fields	Description
Customer name	Displays the customer name of the expense.

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Legal entity	Displays the legal entity of the expense.
Project ID	Displays Project Id for which time is submitted.
Project name	Displays project name.
Parent project	Displays the parent project name of the Project.
Total lines	Displays the total lines for approval.
Total amount	Displays the total expense amount for approval.
Principal	Displays the principal responsible for the project.
Project manager	Displays the manager manager responsible for the project.
Project accountant	Displays the project accountant responsible for the project.

Details of the buttons available on Expense report lines tab are as follows –

Fields	Description
View expense	Expense approver can view the expense report details.
Chat with resource	Expense approver can chat with resource who has submitted the expense.

Details of the fields available on Expense report lines tab are as follows –

Fields	Description
Transaction date	Displays the transaction date of the expense. Date can be edited if ‘Date’ parameter under ‘Allow to edit’ is turned on.
Resource name	Displays the resource name of the expense.
Activity	Displays Activity name.
Expense category	Displays the category for which expense is submitted.
Merchant	Displays the merchant of the expense.
Transaction amount	Displays the transaction amount of the expense. Transaction amount can be edited if ‘Expense amount’ parameter under ‘Allow to edit’ is turned on.
Currency	Displays currency. Currency can be edited if ‘Currency’ parameter under ‘Allow to edit’ is turned on.

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Line property	Displays the line property of the expense. Line property can be edited if ‘Line property’ parameter under ‘Allow to edit’ is turned on.
Receipts attached	Indicates if the receipts are attached on the expense.

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

Fields	Description
Additional information	Displays additional information grom expense line. This field is editable which gets updated on the expense lines.
Rejection instructions	Approver can update rejection instructions which gets updated on the expense lines.

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 displaying the total number of lines and total amount of expense.
3. Lines are grouped based on the project.

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Standalone Unit entry code

This new feature allows users to enter “Unit codes” for specific project/sub-project for billing purposes directly through a newly developed form “Unit codes entry”. Based on the “Unit codes” and “Deliver now quantity” entered by the user on the form, the system automatically creates expense journals and/or fee journals for billing purposes. Users are provided with the option of either posting “Deliver now quantity” or all the “Remaining quantity”.

“Unit codes” can be configured to either use expense or fee categories. This feature is independently activated through “projects360 parameters”.

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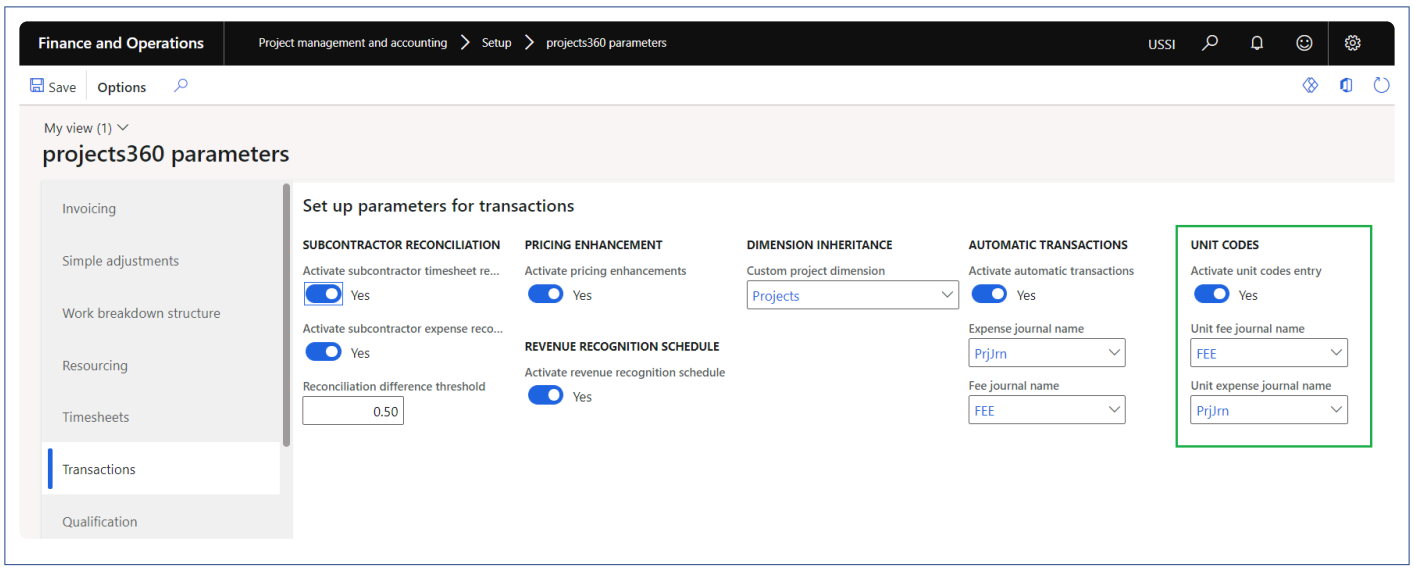
Configure

This section details the setup required to be configured in order to use the Unit entry code feature.

Parameter setup

On projects360 parameter form, under Transactions tab, a new parameter “Activate unit codes entry” has been introduced to enter unit code without using timesheet. 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 > Transactions



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.

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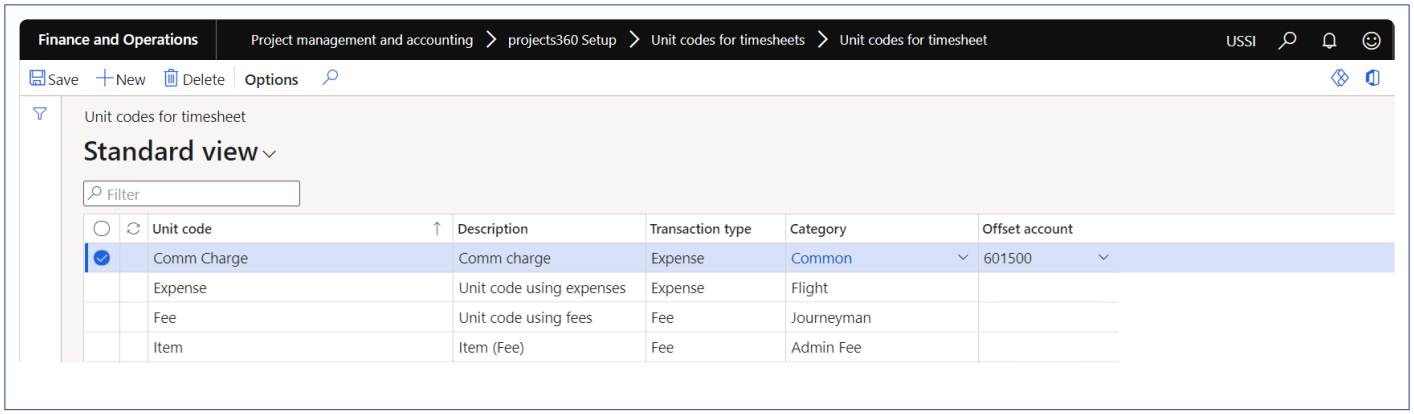
Unit codes for timesheet

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 – Unit codes setup form is common when the Unit code is created from Timesheet or from Standalone Unit entry code form.

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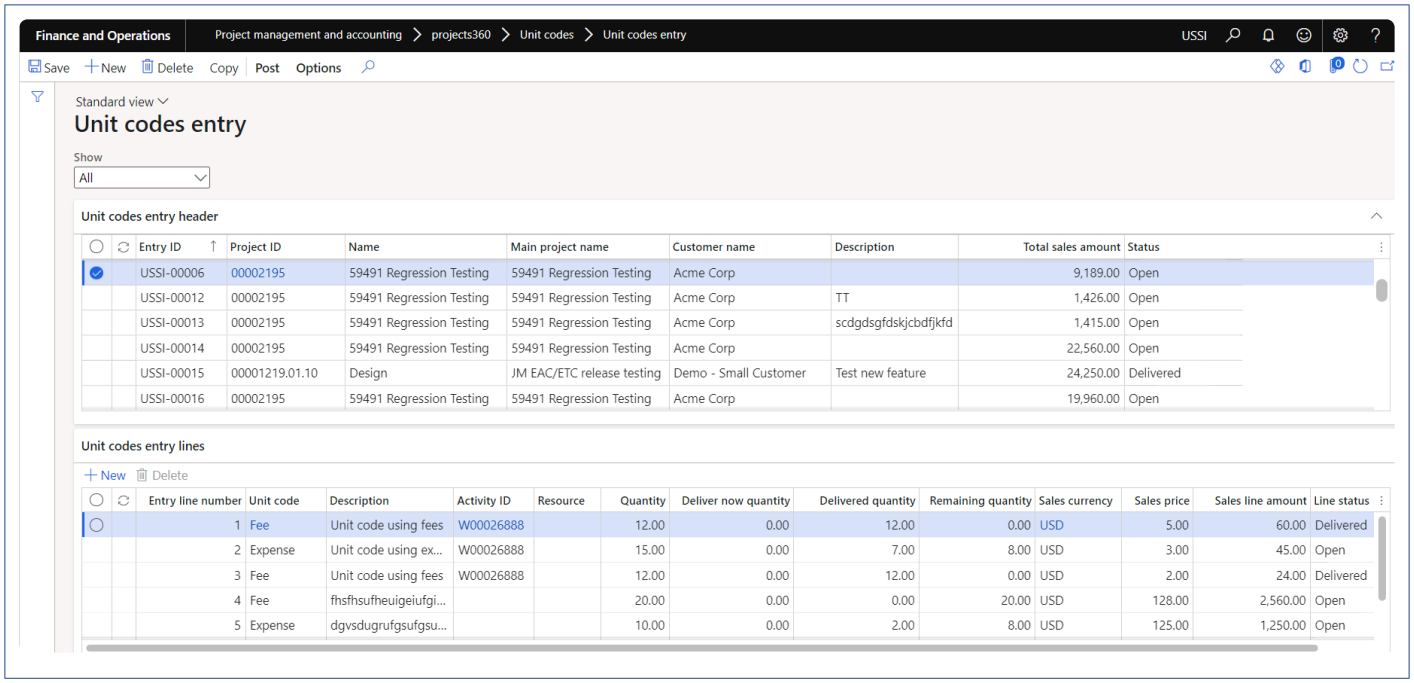
Unit code entry form

This section shows how to enter unit codes on the standalone form.

A new form ‘Unit codes entry’ is added which allows users to quickly enter unit codes. Based on the “Unit codes” and “Deliver now quantity” entered by the user on the form, the system automatically creates expense journals and/or fee journals for billing purposes. Users are provided with the option of either posting “Deliver now quantity” or all the “Remaining quantity”.

Go to Project management and accounting > projects360 > Unit codes > Unit codes entry



Show field can be used to filter the unit code entry records based on the status. There are 3 options “All”, “Open” and “Delivered”.

Details of the fields available on the Unit codes entry header section are as follows –

Fields	Description
Entry Id	This field auto populates from the number sequence set on the parameters form.
Project ID	Selet Project ID for which unit code entry to be created.
Project name	Display project name.
Main project name	Display main project name.

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Customer name	Display customer name .
Description	Enter the description
Total sales amount	Displays sum of “Sales line amount” from “Unit code entry lines”.
Status	Displays status.

Note – Status will be updated to “Delivered” when all “Unit code entry lines” related records’ status is “Delivered”. If not, header status will remain as “Open”.

Details of the fields available on the Unit codes entry header section are as follows –

Fields	Description
Entry Id	This field auto populates from the number sequence set on the parameters form.
Entry line number	Displays auto generated entry line number.
Unit code	Enter Unit Code..
Description	Enter the description.
Activity Id	Select Activity.
Resource	Select resource.
Quantity	Enter quantity.
Deliver now quantity	Update the deliver now quantity with which the jounrals will get posted.
Delivered quantity	Displays delivered quantity.
Remaining quantity	Displays remaining quantity.
Sales currency	Displays sales currency.
Sales price	Defaults sales price and is editable.
Sales line amount	Displays sales line amount.
Status line	Displays status

Details of the buttons available on the Unit codes entry are as follows –

Fields	Description
Copy	Allows users to copy the selected unit code entry header and lines as a new entry for a selected Project Id.

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Post	Deliver now option will post Expense/Fee journal considering the quantity from the “Deliver now” field. Deliver all option will post Expense/Fee journal considering the quantity from the “Remaining quantity” field.

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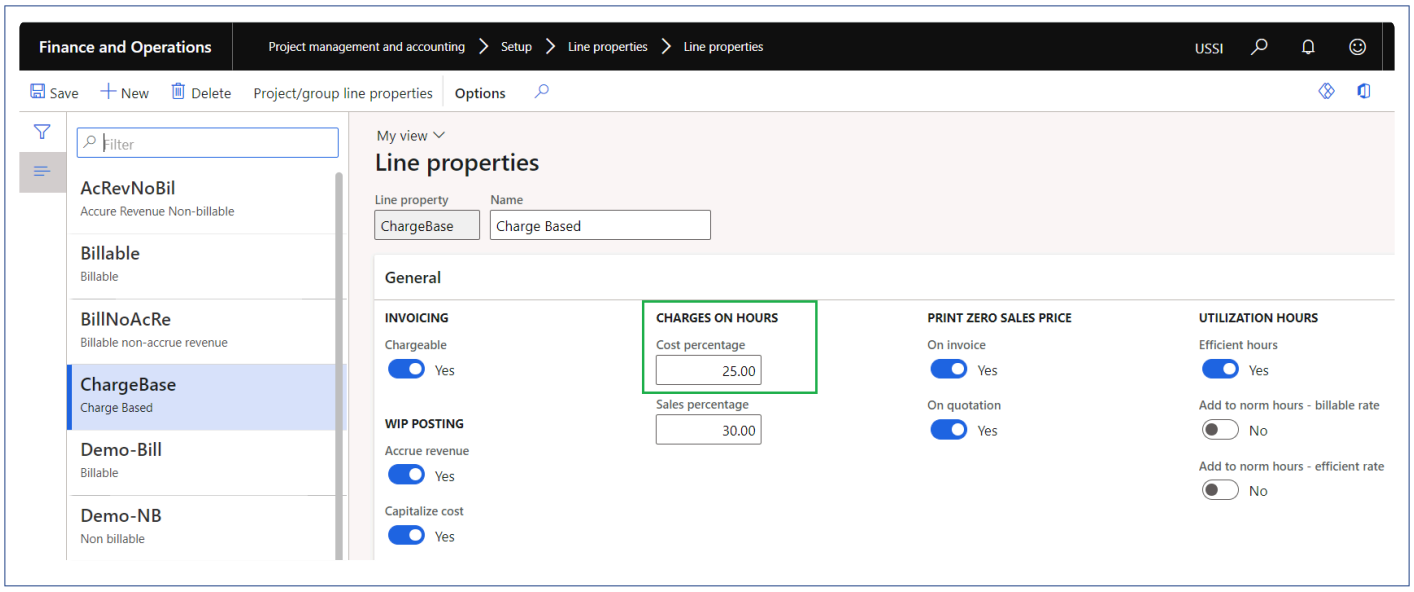
Misc changes

Cost percentage on adjustment transaction

When the adjustment process is performed, Cost percentage charges on hours will be applied and the adjustment transaction will be posted. Currently this process is available only for Sales percentage through standard and through projects360 we have catered for Cost percentage also.

Go to Project management and accounting > Setups > Line properties > Line properties



Security role to restrict access to cost price

New security role ‘’Restrict access to cost prices’’ has been introduced to restrict the view of cost prices on various forms. Users having this role, will not be able to see the cost prices or cost amounts on various forms.

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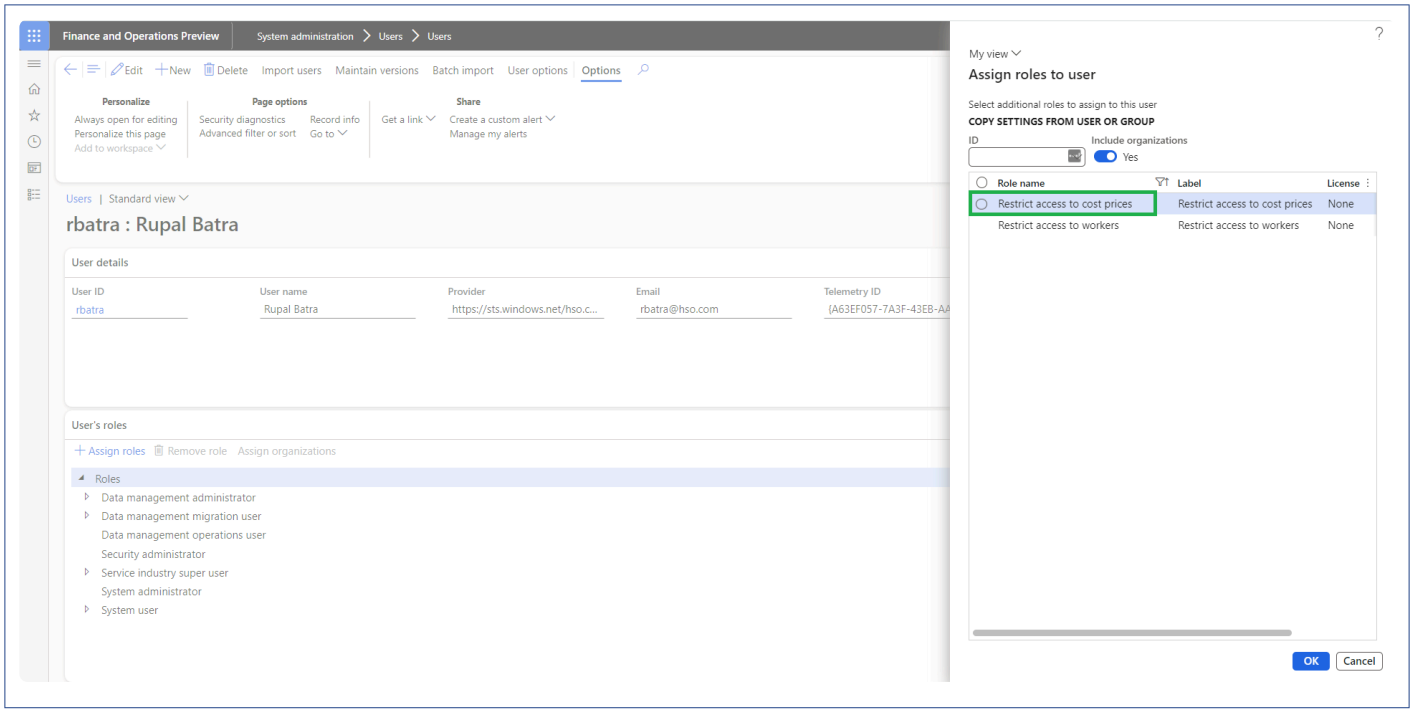

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Invoicing Enhancements

Features of projects360 which are related to invoicing are grouped together in this document. The features explained in this segment are:

- Billing schedule
- Adjustment request
- Customer PO Matching
- Invoice Document Review
- Simple Adjustments
- Invoice Grouping
- Invoice Archives
- Invoice Email
- AR Aging

Select a feature to view more details about them.

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Billing schedule

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

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

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

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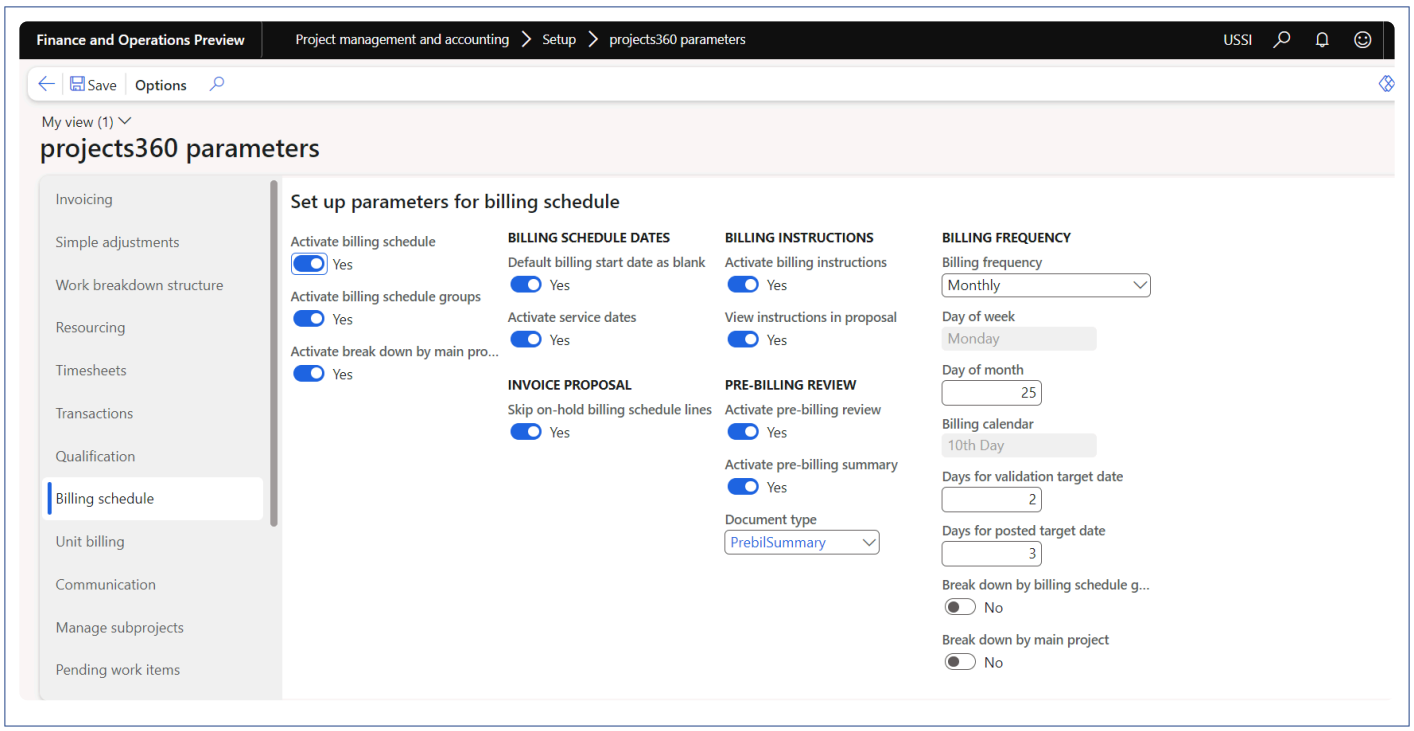
Configure billing schedule

This sections details out the setups required to configure in order to create Billing schedules.

Parameter Setup

On projects360 parameter form, under billing schedule tab, a new parameter “Activate billing schedule” has been introduced to control the Billing schedule feature. When this checkbox is turned on ‘Yes’, the Billing schedule feature is activated.

Go to Project management and accounting > Setups > projects360 parameters > Billing schedule Tab.



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

Field	Description
Activate billing schedule	When this check box is turned on, Billing schedule feature gets activated.
Activate billing schedule groups	When this check box is turned on, Billing schedule will be created based on the billing schedule groups setup.

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Activate break down by main project	When this check box is turned on, Billing schedule will be created per main project. When the ‘Activate billing schedule groups’ parameter is marked, automatically ‘ Activate break down by main project’ will get unmarked.
Default billing start date as blank	When this parameter is set to Yes, then “Billing period start” field will be defaulted as blank during billing schedule creation.
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 billing instructions	When this parameter is set to Yes, then billing instructions fields on Contract billing frequency will get activated.
View instructions in proposals	When this parameter is set to Yes, new button “View instructions” will get displayed on project invoice proposals and user will be able to view the instructions updated on the contract billing frequency.
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.

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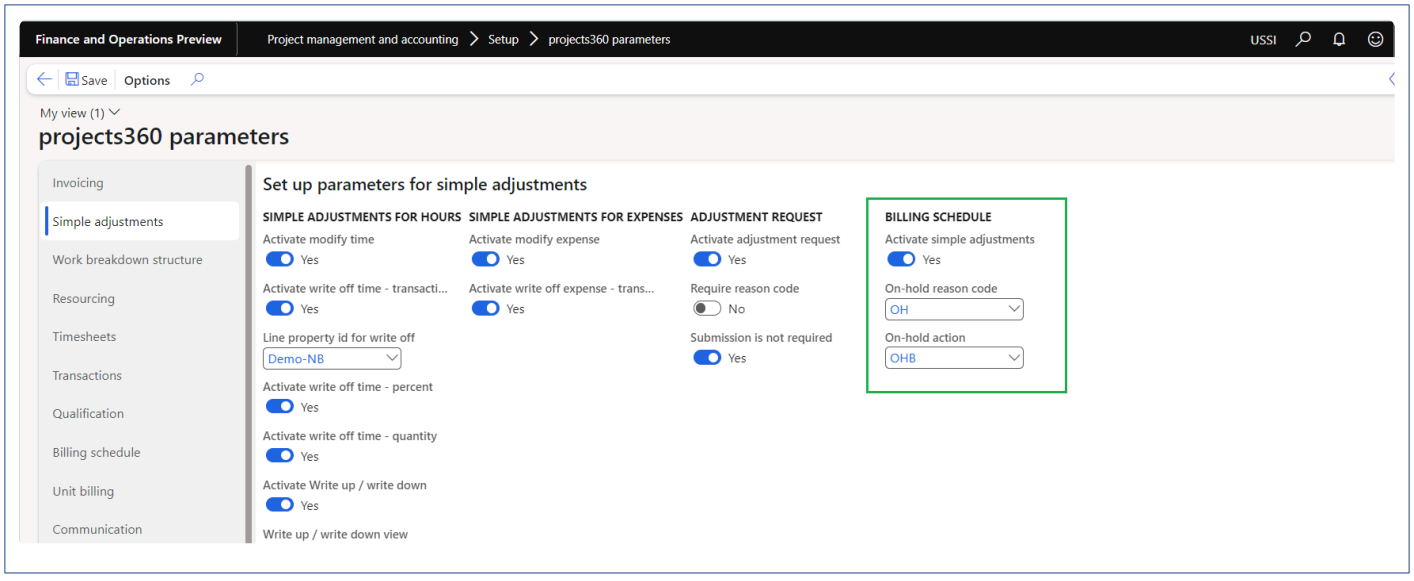
Days for validation target date	Set value in this field to arrive at the pre-validation billing date for a billing schedule.
Days for posted target date	Set value in this field to arrive at the posted target date for a billing schedule.
Break down by billing schedule group	When this parameter is set to Yes, then “Break down by billing schedule group” field will be defaulted as during project contract creation. When ‘Break down by billing schedule by group’ parameter is marked, automatically ‘Break down by main project’ parameter will get unmarked.
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. When ‘Break down by main project’ parameter is marked, automatically ‘Break down by billing schedule group’ parameter will get unmarked.

On projects360 parameter form, under simple adjustment tab, a new parameter “Activate simple adjustments” has been introduced to control the simple adjustment feature for billing schedules. When this checkbox is turned on ‘Yes’, the simple adjustments feature is activated on billing schedules.

Go to Project management and accounting > Setups > projects360 parameters > Simple adjustments Tab.



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

Field	Description
Activate simple adjustments	When this check box is turned on, simple adjustment feature gets activated on billing schedules.

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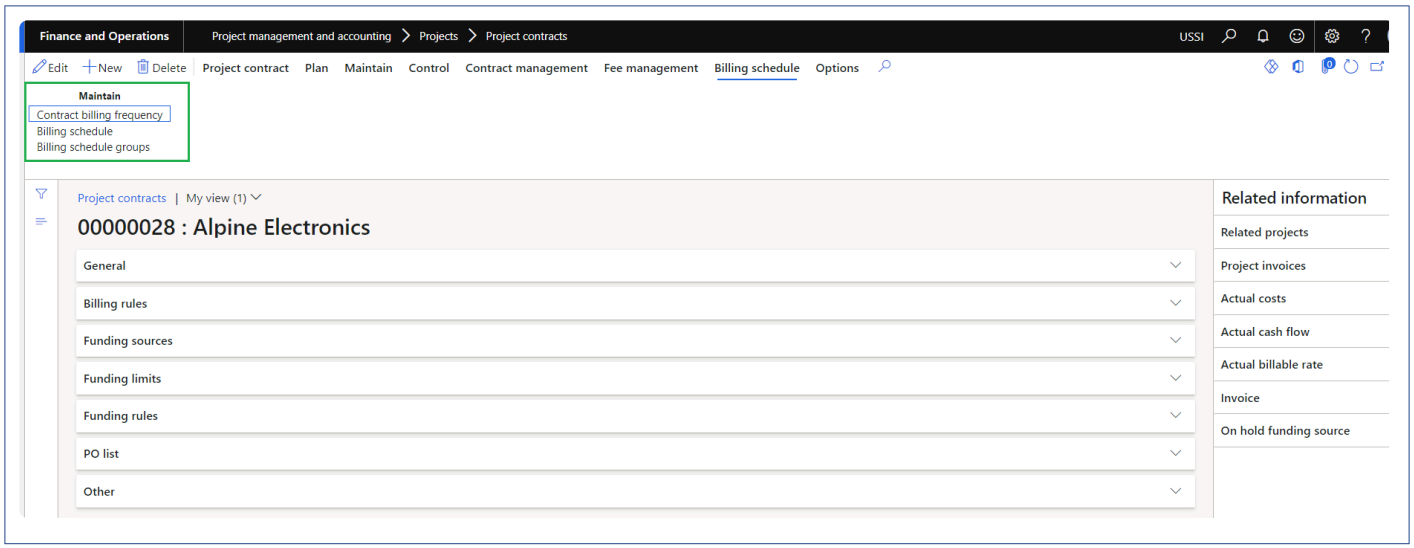
On-hold reason code	Select the reason code which will be used to create the adjustment request header when transactions is put on hold from simple adjustments form. This parameter will be active when ‘Activate adjustment request’, ‘Activate simple adjustments’ and ‘Activate billing schedule’ parameter is set to “Yes”.
On-hold action	This will display ‘’On-hold Billing’’ action type, which will show on the adjustment request lines. This parameter will be active when ‘Activate adjustment request’, ‘Activate simple adjustments’ and ‘Activate billing schedule’ parameter is set to “Yes”.

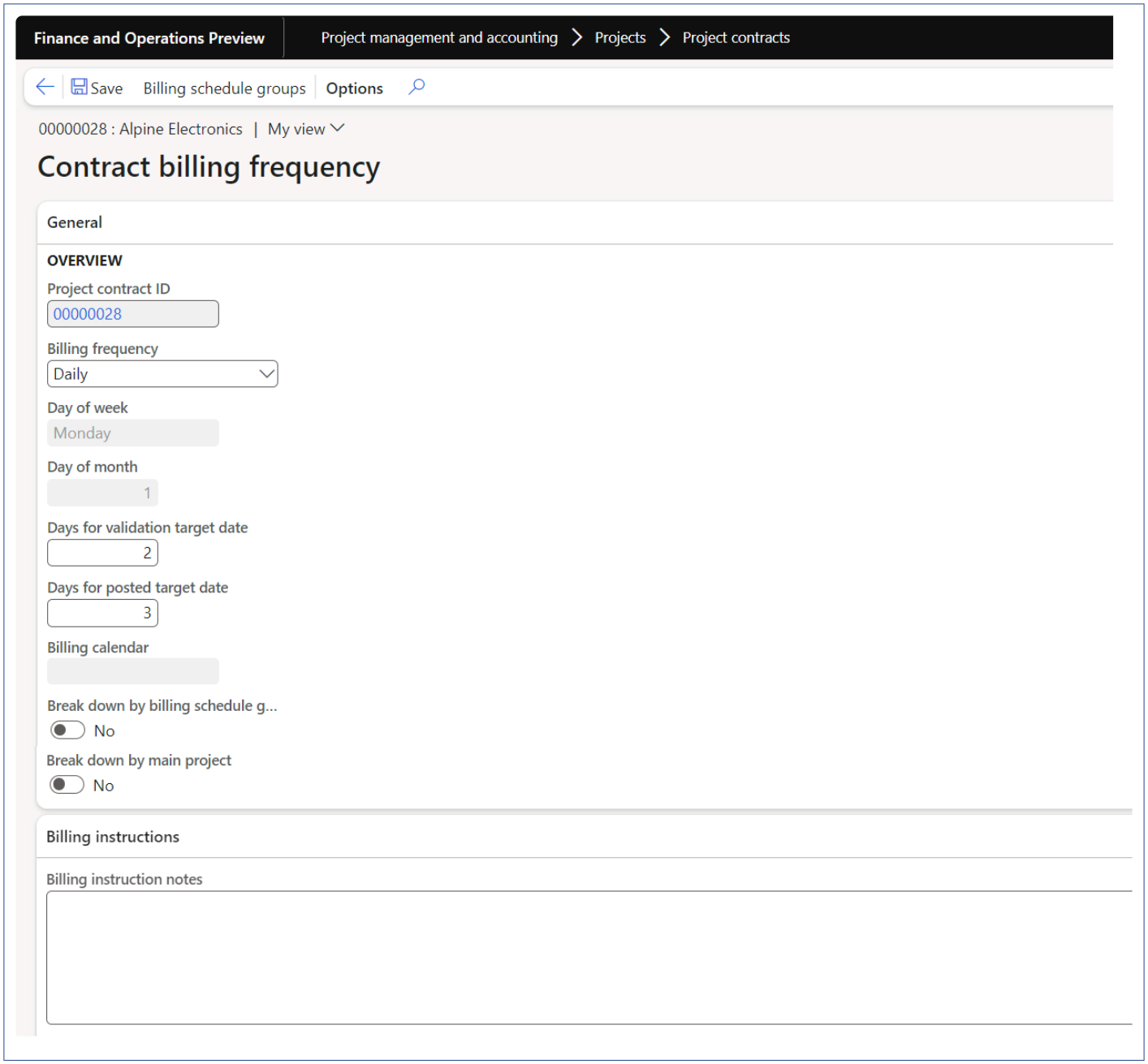
Project contracts and Projects

On the projects contracts form, new button ‘Contract billing frequency’ is introduced on tab ‘Billing schedule’ to define the billing schedule parameter per project contract. Same button is placed on the projects form also.

Go to Project management and accounting > Projects > Project Contracts > Billing schedule tab.

Go to Project management and accounting > Projects > Projects > Billing schedule tab.





Details of the fields available on Contract billing frequency 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'

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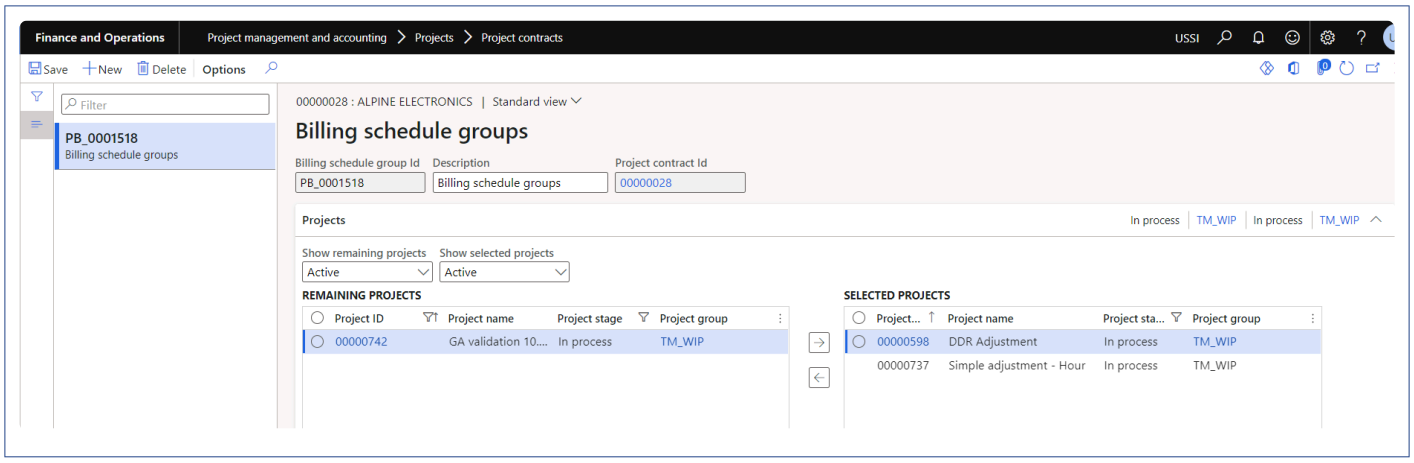
	when billing frequency is selected as ‘Monthly’ to create billing schedule on set day.
Billing calendar	This field will default from the parameter and user will be allowed to edit ‘Billing calendar’ when billing frequency is selected as billing calendar to create billing schedule based on calendar setup.
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 billing schedule group	When this parameter is set to ‘Yes’, billing schedule will be created for group of main project based on billing schedule groups setup. When the ‘Break down by billing schedule group’ parameter is marked, automatically ‘ Break down by main project’ will get unmarked.
Break down by main project	When this parameter is set to ‘Yes’, billing schedule will be created for each main project. When the ‘Break down by main project’ parameter is marked, automatically ‘ Break down by billing schedule group’ will get unmarked.
Billing instructions notes	User can update billing instructions notes for each contract. Billing instructions notes defined on the project contract can be viewed on the billing schedule and project invoice proposals.

Billing schedule groups

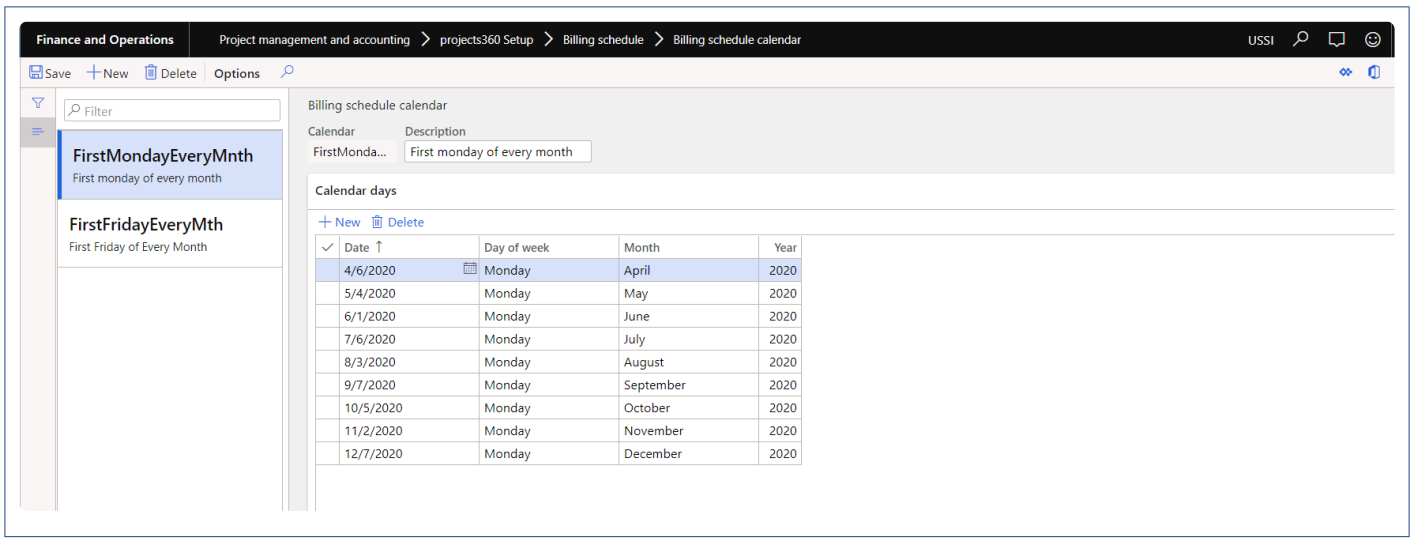
New form ‘Billing schedule groups’ is introduced allowing us to define different groups of projects that will be added to the same ‘Billing schedule’. The user can select what main projects from the same contract will be invoiced together. The billing schedule will use these groups to separate the billing schedule records creation breaking down them by each group.



Billing schedule calendar

New form ‘Billing schedule calendar’ is introduced to create particular billing date based on which billing schedules will be created. Ex: If the user wants to bill his customer every first Monday of the month, then this can be setup through billing calendar.

Go to Project management and accounting > Setup > projects360 setup > Billing schedule > Billing schedule calendar.



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

Field	Description
Calendar	Set the calendar name.
Description	Set the calendar description.
Date	Set the date for the to create billing schedule.
Day of week	This field will default based on the set date.
Month	This field will default based on the set month.
Year	This field will default based on the set year.

Billing schedule number sequence

To generate the billing schedule, number sequence has to be set up in the project management and accounting parameters form.

Go to Project management and accounting > Setup > Project management and accounting parameters.

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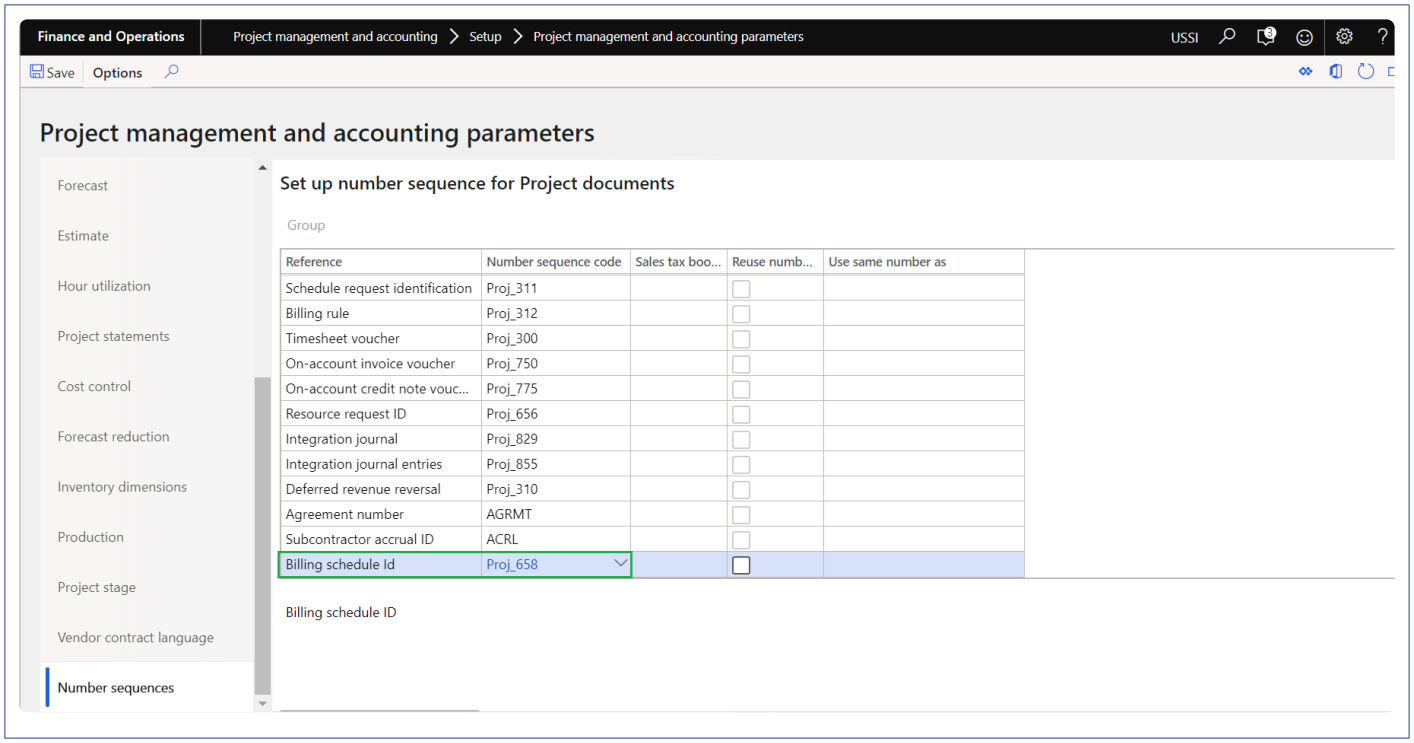

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Create billing schedule

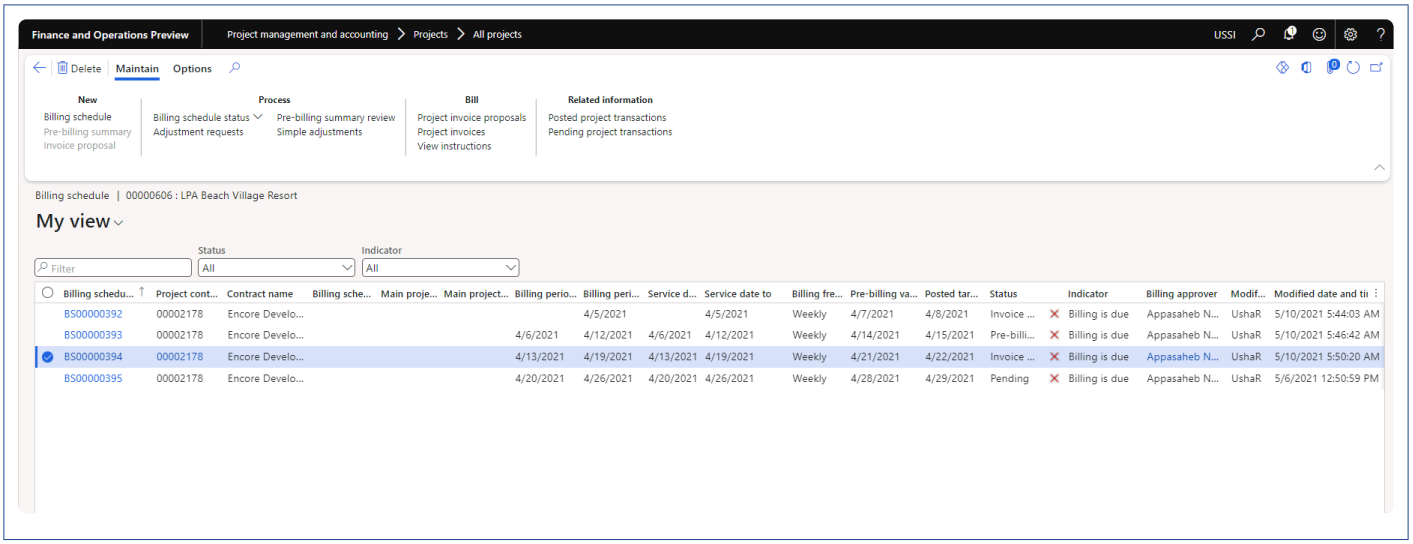
This sections details out the how to create billing schedule and view various details on billing schedule form.

Billing schedule form

New form is introduced to create billing schedule based on the frequency and maintain the billing schedules for a project contract. This form helps to review the status for each billing period whether its pre-billing complete or not, invoice proposal is created or not or if it still pending for some reasons for a particular billing period. Users can review the details on these billing schedules and get the invoices proposals created from the same form once the details are verified and confirmed.

This form provides the details of all the transactions posted for each billing schedule and provides information on all the invoices posted for this particular contract and can also perform adjustments.

Go to Project management and accounting > projects360 > Billing schedule > All billing schedule.
Go to Project management and accounting > projects360 > Billing schedule > My billing schedule.
Go to Project management and accounting > Projects > Project contracts > Billing schedule tab > Billing schedule button.
Go to Project management and accounting > Projects > All projects > Billing schedule tab > Billing schedule button.



Note – My billing schedule form 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 and Pre-billing complete 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.
Simple adjustments	User will be able to perform adjustments for the transactions.
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.
View instructions	User will be able to view billing instructions defined on the Contract billing frequency.
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

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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. When the status filter is other than All, billing schedule status button will be enabled and allowed to select multiple billing schedule to update the status.
Indicator	User can filter the billing schedule based on various Indicator like All, Billing cycle finished, Pre-billing is due, Billing is due.

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

Field	Description
Billing schedule ID	Displays billing schedule ID created through number sequence.
Project contract ID	Displays project contract ID for the billing schedule.
Contract name	Displays contract name.
Billing schedule group	Displays billing schedule group if the billing schedule is created with billing schedule group.
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 filed will be blank and for subsequent records it will take Billing period end+1 day.
Billing period end	Displays end date of the billing schedule. This is calculated based on the frequency set on the project contract. Ex: If Weekly is set as billing frequency and Day of week is set as Wednesday, the the billing period end date will be every Wednesday that is 5th, 12th, 19th, 26th of august 2020.
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	Defaults the billing frequency used for creating billing schedule.

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frequency	
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

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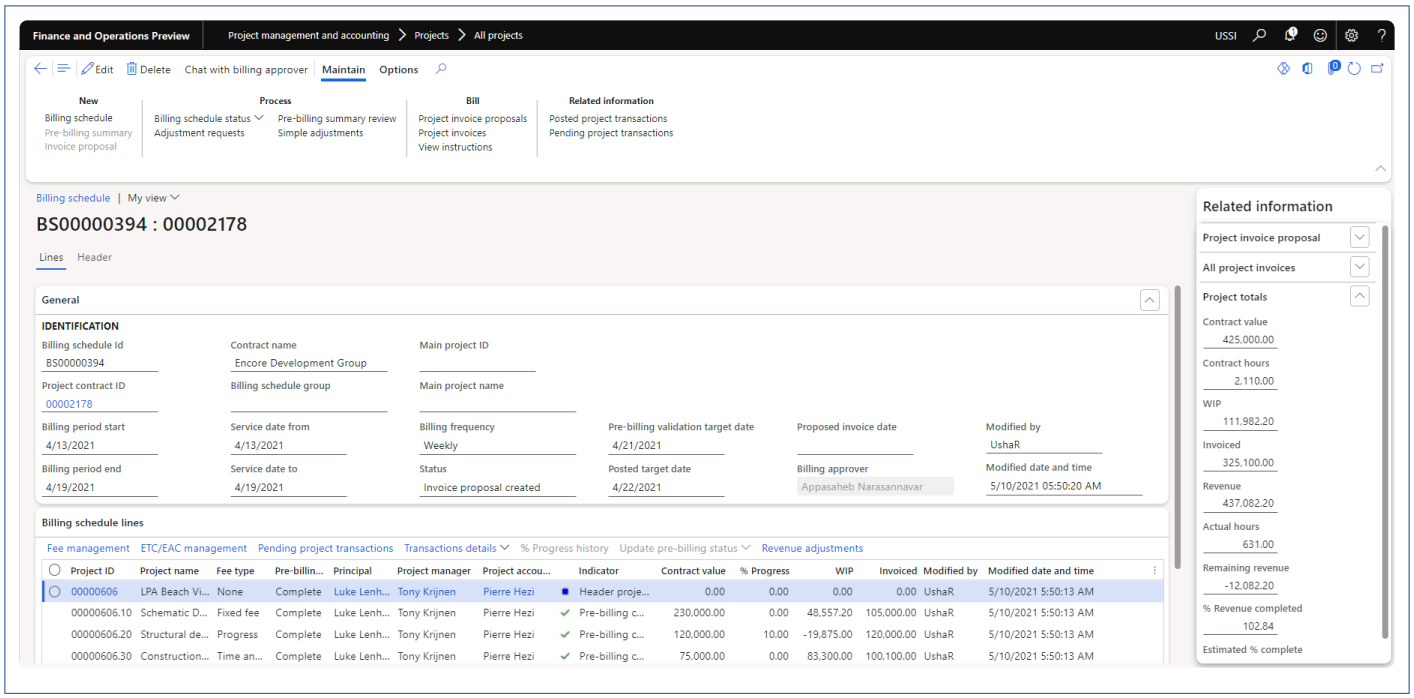
milestones or if progress percentage is not updated for the billing period. There is an option provided to the user to view the details such as Contract value, Progress percentage, Milestones etc.

Go to Project management and accounting > projects360 > Billing schedule > All billing schedule > Select Billing schedule ID.
Go to Project management and accounting > projects360 > Billing schedule > My billing schedule > Select Billing schedule ID.
Go to Project management and accounting > Projects > Project contracts > Billing schedule tab > Billing schedule button > Select Billing schedule ID.
Go to Project management and accounting > Projects > All projects > Billing schedule tab > Billing schedule button > Select Billing schedule ID.



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

Field	Description
Billing schedule	User can create new billing schedules for a project contract. Billing schedule will get created based on the billing frequency set on the project contract. Ex: If 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	User can select the billing schedule status as Pending, On hold, Pre-billing reviewed and Pre-

schedule status	billing complete 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.
Simple adjustments	User will be able to perform adjustments for the transactions.
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.
View instructions	User will be able to view billing instructions defined on the Contract billing frequency.
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.
Billing schedule group	Displays billing schedule group.
Main project ID	Displays main project ID for the billing schedule.
Main project name	Displays main project name.

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Billing period start	Displays start date of the billing schedule. This field is made editable to include any type of corrected transaction with the question message to the user to proceed with changes.
Billing period end	Displays end date of the billing schedule. This field is made editable to include any type of corrected transaction with the question message to the user to proceed with changes.
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 date	Displays the validation date to complete pre-billing.
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.

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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.
Contract value	Displays the contract value of the project.
% Progress	User can update % Progress for the projects with fee type ‘Progress’.
WIP	Displays the WIP amount of the project.
Invoiced	Displays the Invoiced amount of the project.
Modified by	Displays the person name who modified the project.
Modified date and time	Displays the modified date and time for the project.

Based on the type of the project selected on the Billing schedule lines tab, fields will be displayed accordingly. Ex: For Fixed fee type of project milestone details and for progress % of progress will be displayed.

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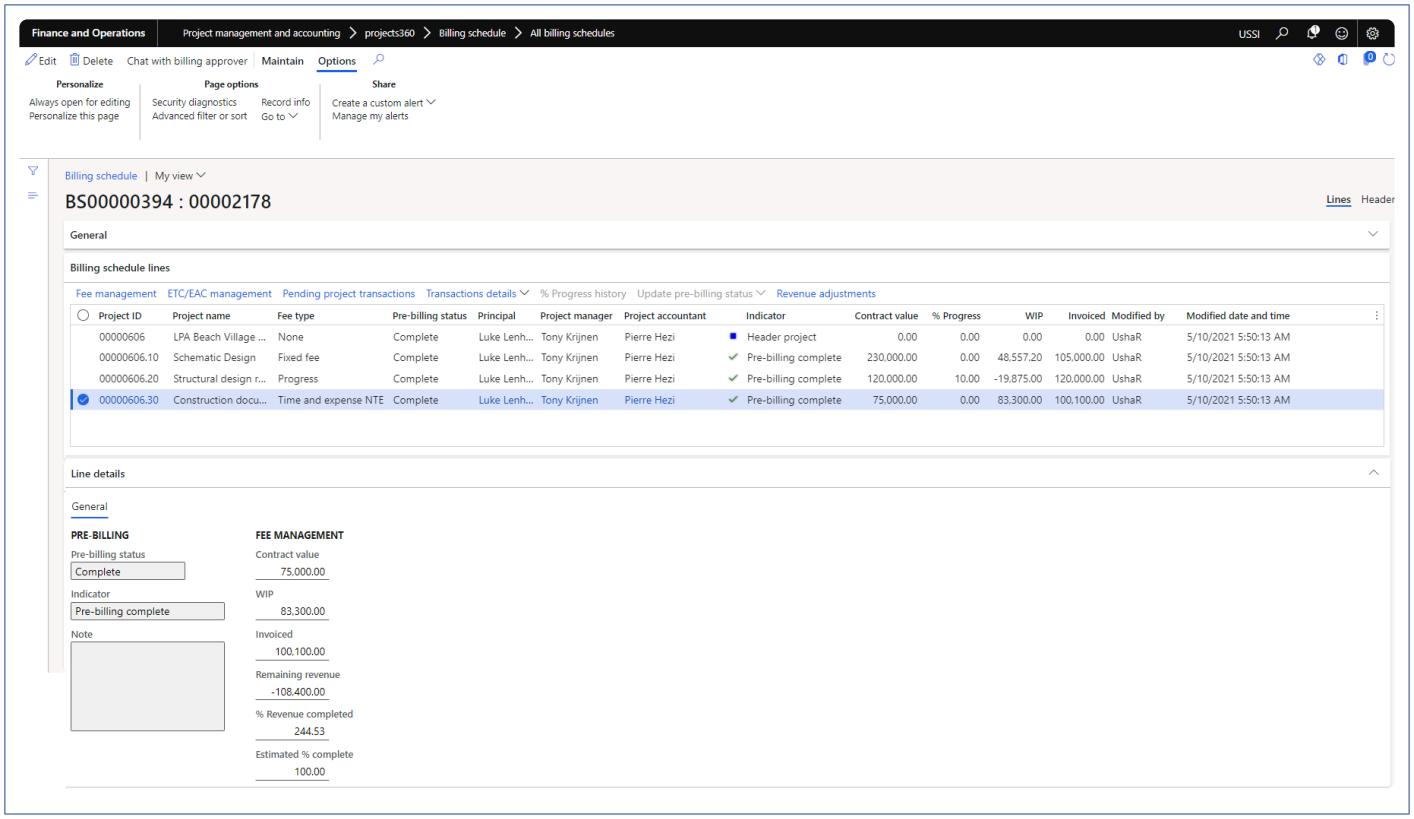

Details of the fields available on Line details tab are as follows for Project type None, Time and expense, Time and expense NTE:

Field	Description
Pre-billing status	Select pre-billing status as Pending,On hold or Complete for a selected project.
Indicator	Displays the indicator for the selected project.
Note	User can enter notes for a project.
Contract value	Displays the contract value of the selected project.
WIP	Displays the work in progress amount for the selected project.
Invoiced	Displays the invoiced amount for the selected project.
Remaining revenue	Displays the remaining revenue amount for the selected project.
% 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:

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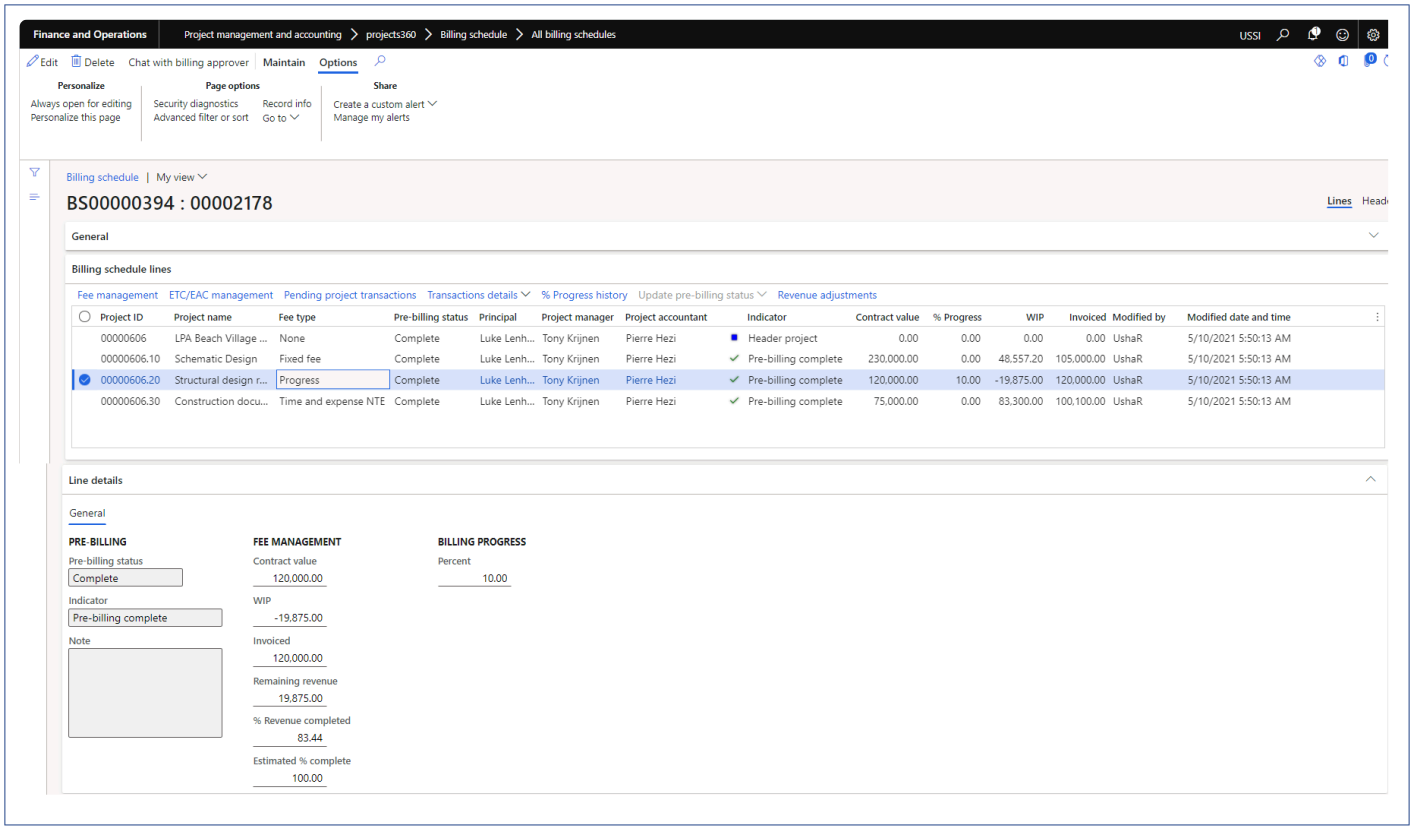

Field	Description
% progress	User can update progress percentage for the selected project.

Details of the fields available on Line details tab are as follows for Project type Fixed fee:

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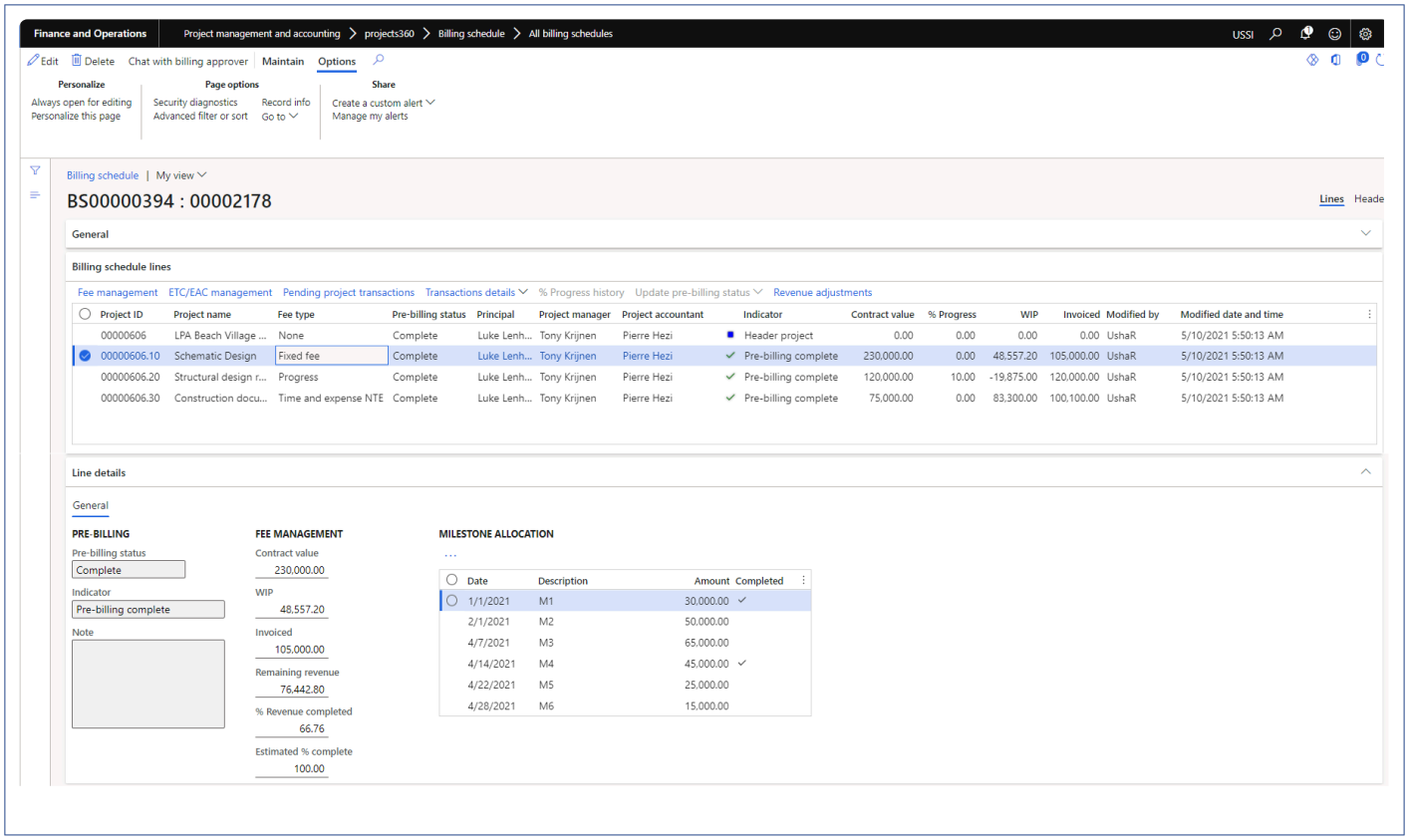

Field	Description
Add	User can add a milestone.
Delete	User can add a milestone.
Date	Defaults with milestone date.
Description	Defaults with milestone description.
Amount	Defaults with milestone amount.
Complete	User can mark the milestone as complete.

Details of the fields available on Invoice details tab are as follows:

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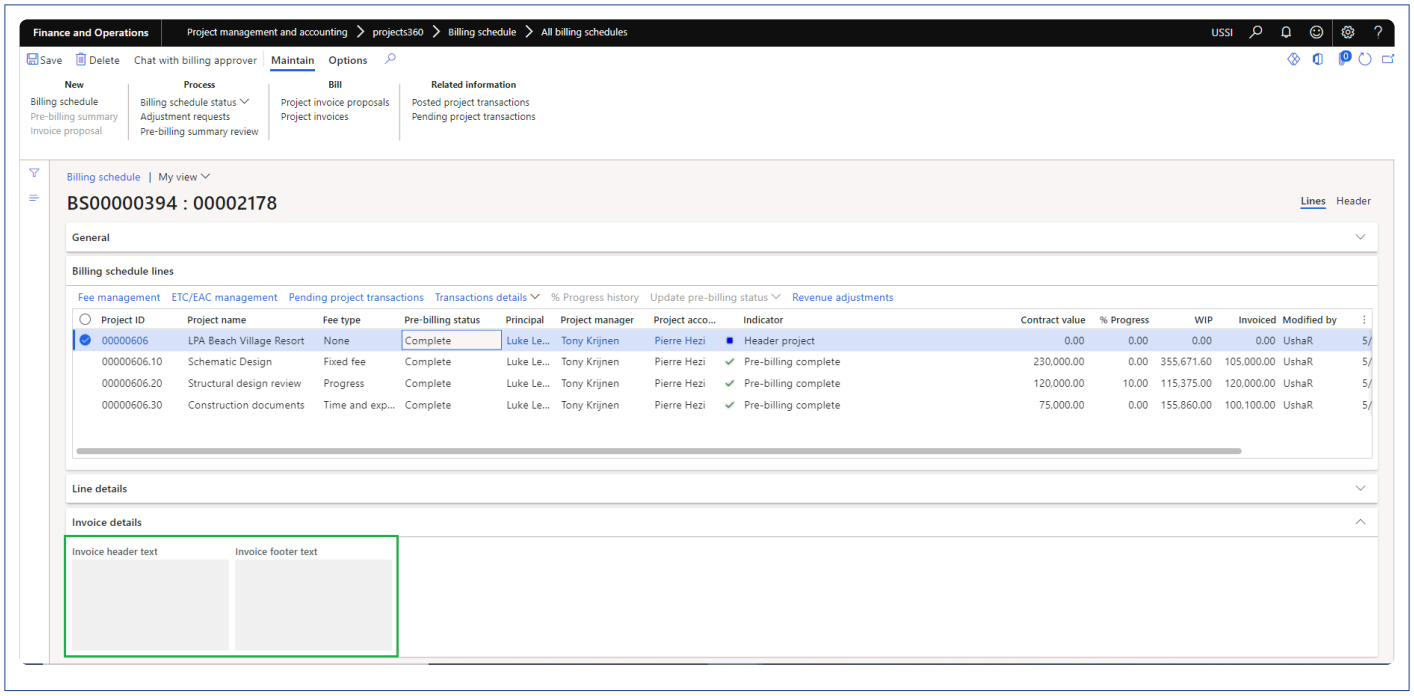

Field	Description
Invoice header text	User can add text in this field. This value will get defaulted on the invoice proposal Invoice header text field.
Invoice footer text	User can add text in this field. This value will get defaulted on the invoice proposal Invoice header text field.

When the “Enhanced invoice header/footer text” parameter is marked on the projects360 parameters form, “Invoice header/footer text” fast tab will be displayed instead of “Invoice details” fast tab:

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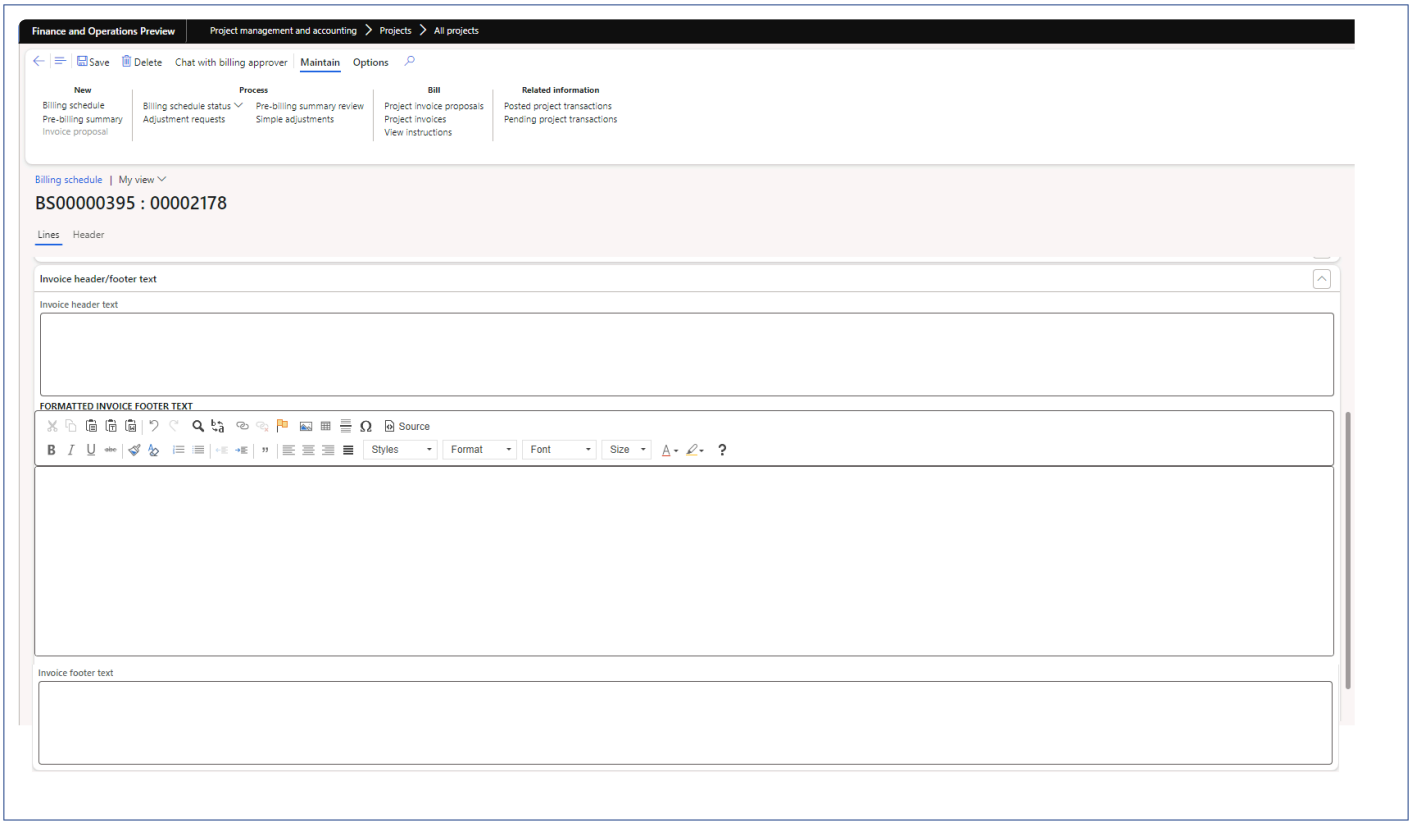

Field	Description
Invoice header text	User can add text in this field. This value will get defaulted on the invoice proposal Invoice header text field.
Formatted Invoice footer text	User can add text in this field. This value will get defaulted on the invoice proposal Invoice header text field.
Invoice footer text	User can add text in this field. This value will get defaulted on the invoice proposal Invoice footer text field.

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.

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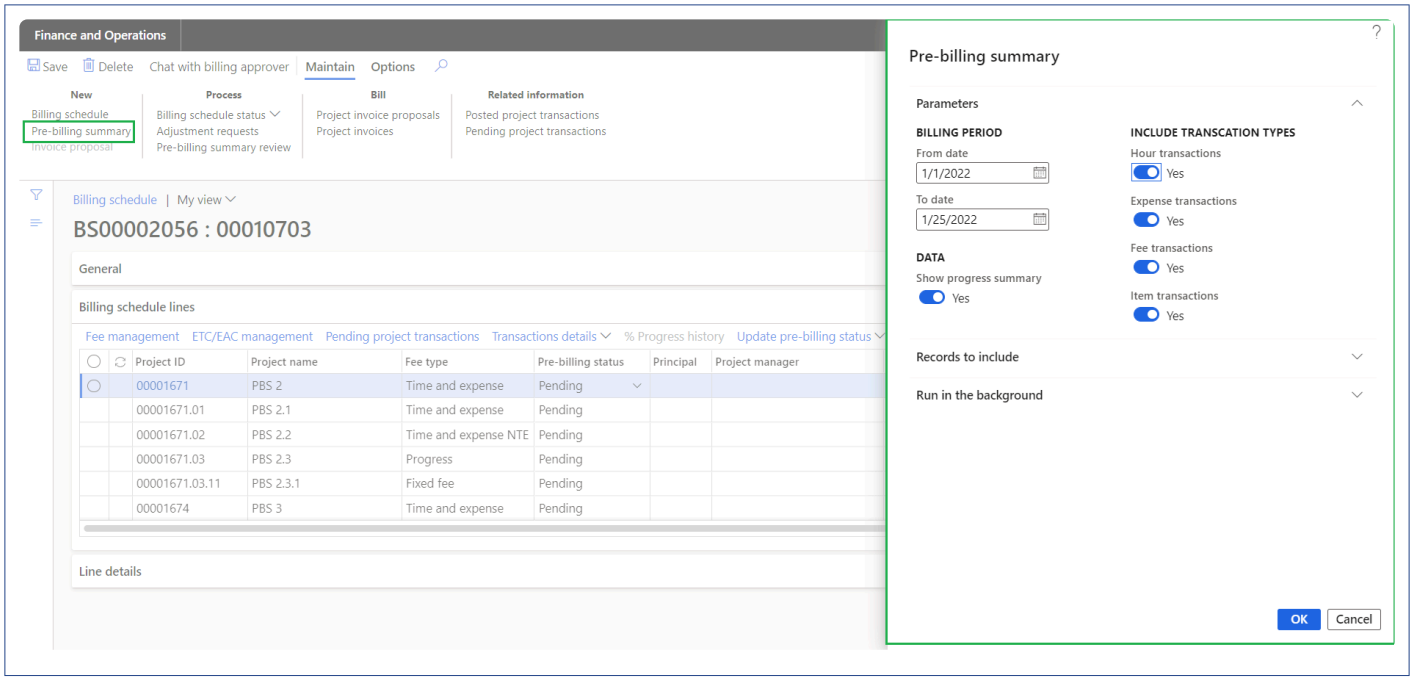
Pre-billing summary

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.



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.

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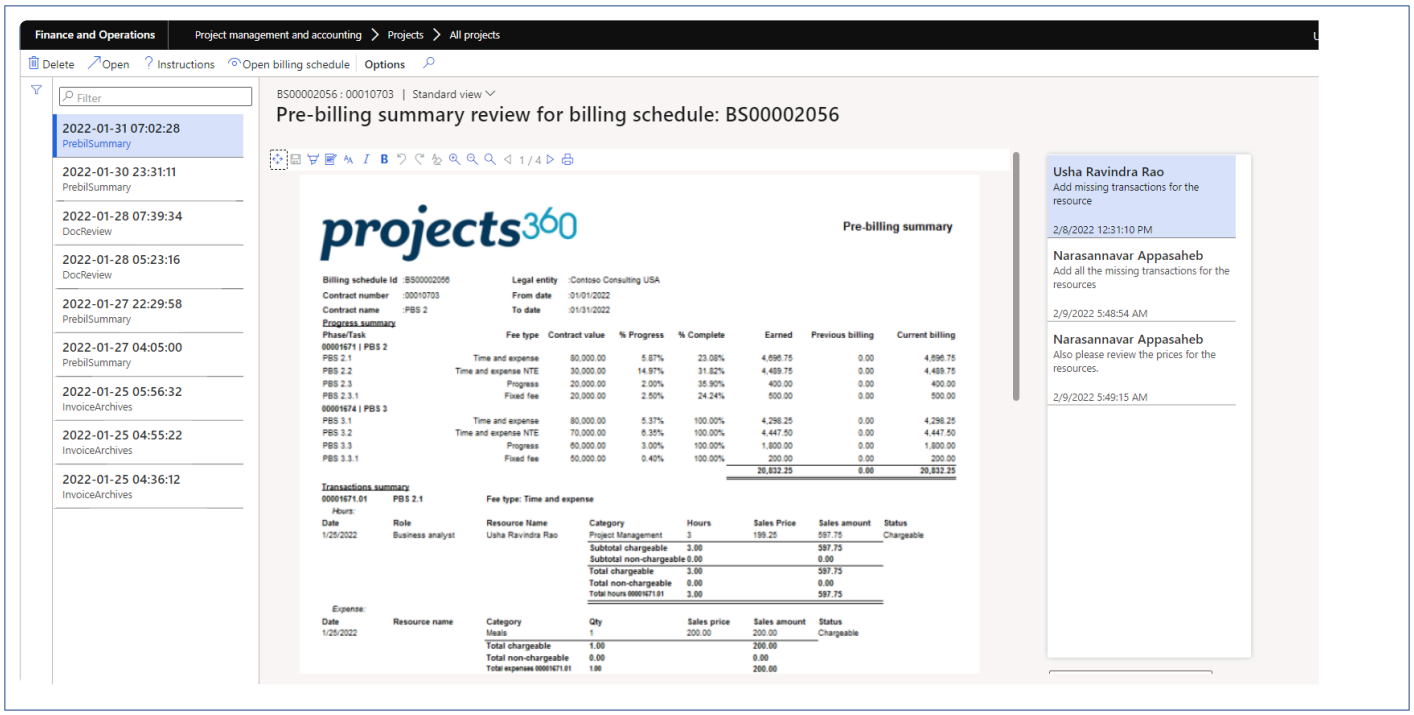
Cancel	On clicking Cancel the process will get cancelled.

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.



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.

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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.

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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.

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Simple adjustments

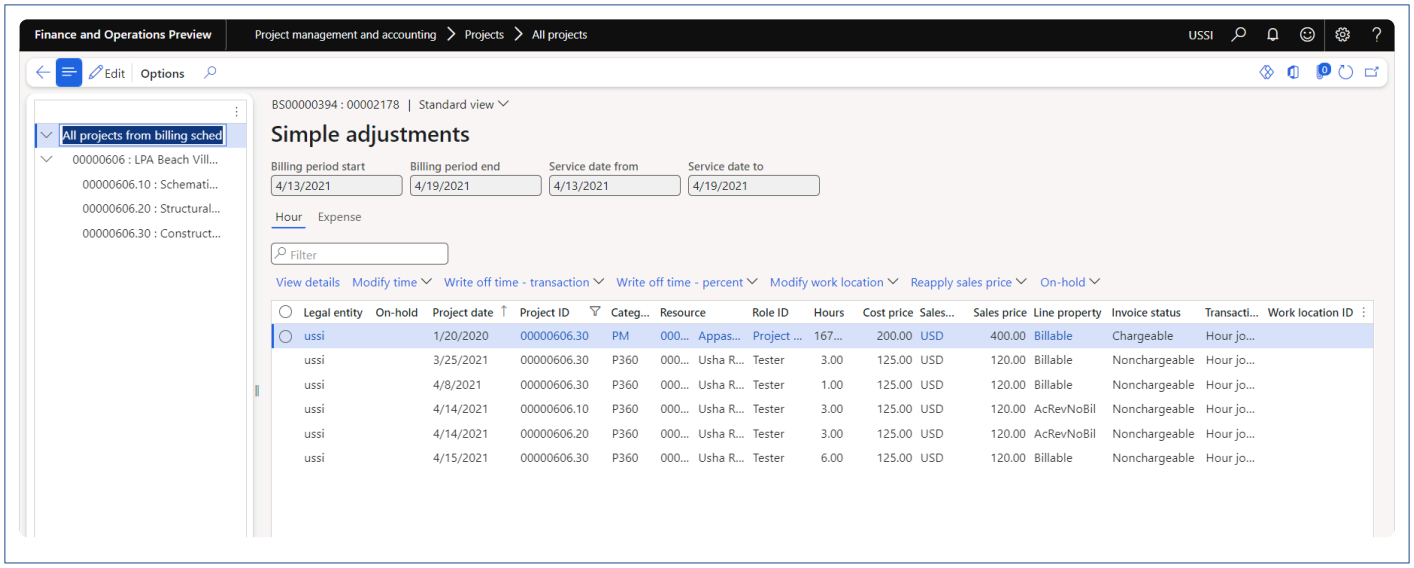
New form has been introduced to perform simple adjustment directly from the Billing schedule form. This form will display posted Hour/Expense transactions of all the projects available on ‘billing schedule lines’ from the selected ‘billing schedule’. User can view projects/subprojects in a tree structure and select a node to get the respective transactions.

Users can perform simple adjustments on selected Hour transaction such as “modify time”, “write off time – transactions”, “write off time – percent”, “modify work location”, “reapply sales price”. Users can also be able to perform simple adjustments on selected Expense transaction such as “modify expenses”, “write off expense”.

User will be able to put the transactions ‘On-hold’ and ‘Release transactions’ for billing. When the transactions are put on hold, adjustment request gets automatically created based on the parameter setup.

This form comprises of two sections:
Left hand section – In this section all projects and subprojects will be listed from the billing schedule lines.
Right hand section – In this section transactions are displayed based on the selected project. If the parent project is selected, then all the transactions including subprojects are displayed.

Go to Project management and accounting > projects360 > Billing schedule > All billing schedule > Process > Simple adjustments
Go to Project management and accounting > projects360 > Billing schedule > My billing schedule > Process > Simple adjustments
Go to Project management and accounting > Projects > Project contracts > Billing schedule tab > Billing schedule button > Process > Simple adjustments
Go to Project management and accounting > Projects > All projects > Billing schedule tab > Billing schedule button > Process > Simple adjustments



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

Field	Description
Billing period start	Displays start date from billing schedule and it is non-editable
Billing period end	Displays end date from billing schedule and it is non-editable.
Service date from	Displays service date from billing schedule. This field is controlled through a parameter, and it is non-editable.
Service date to	Displays service date to from billing schedule. This field is controlled through a parameter, and it is non-editable.

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

Fields	Description
View Details	User can view hour transactions showing the details of the specific selected transaction
Modify time	User can modify time to other activity, Category or Project 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 for the Hour transactions.
Write off time – percent	User can partially write off time by percent to non-chargeable on the Hour transactions.
Reapply sales price	User can reapply the sales price on the Hour transactions.
Modify work location	User can modify work location for the hour transactions.
On Hold	Under this menu button, users will be having two options: · On-hold – This button allows users to put the transactions On-hold for billing. · Release transactions – Once the transaction is release then such will be remove from On-hold.

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

Field	Description
Legal entity	Display legal entity
On-hold	Display yellow warning icon against the transaction which are On-hold.

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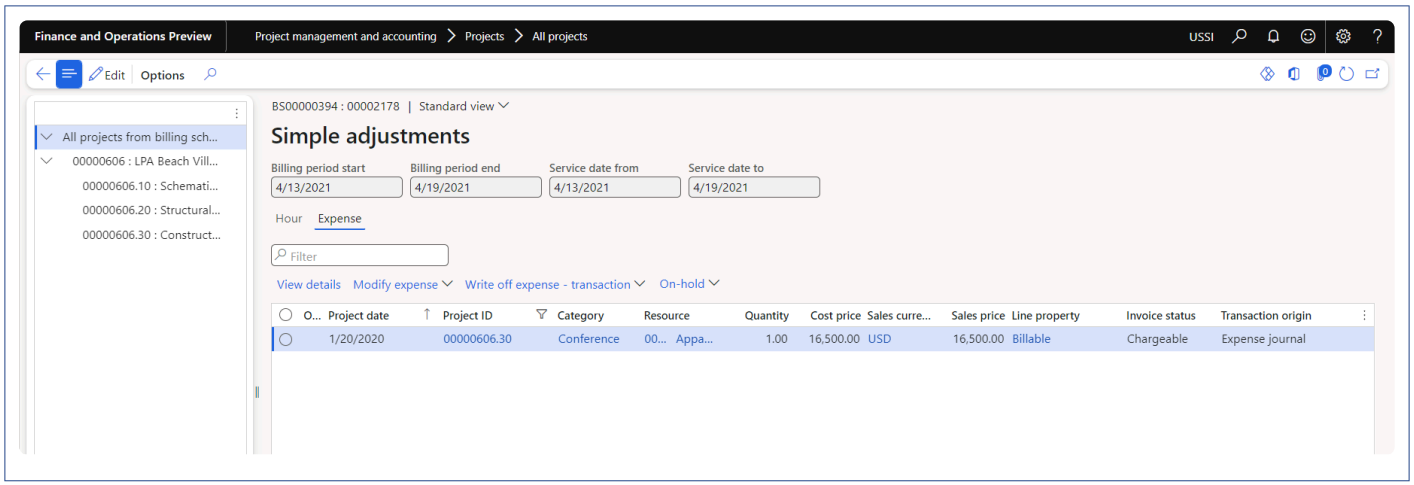
Project date	Display project date.
Project ID	Display project ID.
Category	Display category.
Resource	Display resource name with resource id.
Role ID	Display Role id for posted hour transaction.
Hours	Display hour entered on posted hour transaction.
Cost Price	Display cost price from posted hour transaction.
Sales currency	Display sales currency from posted hour transaction.
Sales price	Display sales price from posted hour transaction.
Line property	Display Line property.
Invoice status	Display invoice status and it will only display chargeable and non-chargeable transaction status.
Transaction origin	Display transaction origin for posted hour transaction.
Work location	Display work location.



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

Fields	Description
View Details	User can view expense transactions showing the details of the specific selected transaction.
Modify Expense	User can modify expense to other activity, Category or Project on the Transaction details inquiry for the Expense transactions.

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Write off expense – transaction	User can write off expense to non-chargeable on the transaction details inquiry for the expense transactions.
On-Hold	Under this menu button, users will be having two options. · On-hold – This button allows users to put the transactions On-hold for billing. · Release transactions – Once the transaction is release then such will be remove from On-hold.

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

Field	Description
On-hold	Display yellow warning icon against the transaction which are On-hold.
Project date	Display project date.
Project ID	Display project ID.
Category	Display category.
Resource	Display resource name with resource id.
Quantity	Display quantity entered on posted expense transaction.
Cost price	Display cost price from posted expense transaction.
Sales currency	Display sales currency from posted expense transaction.
Sales price	Display sales price from posted expense transaction.
Line property	Display Line property.
Invoice status	Display invoice status and it will only display chargeable and non-chargeable transaction status.
Transaction origin	Display transaction origin for posted expense transaction.

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Periodic process

This sections details out the how to create billing schedule and invoice proposal through periodic process.

Billing schedule creation

Billing schedule creation periodic process helps in creating billing schedule for a selected project contract or for all projects contracts. This process can be executed in batch as well.

Below conditions has to be met in order to create billing schedule:

- Project contract should be active.
- Project contract apart from billing frequency None and End of projects.
- Calculated period end date should be equal to ‘Process date + Days in advance’.
- There should not be any existing billing schedule for the same date range for the project contract.

Below conditions has to be met in order to create billing schedule lines:

- Project stage should allow the invoice proposal creation.
- If the ‘Contract management’ parameter is active, project must have approved contract value.

Go to Project management and accounting > projects360 periodic > Billing schedule > Billing schedule creation.
Go to Project management and accounting > Projects > Project contracts > Billing schedule tab > Billing schedule button.
Go to Project management and accounting > Projects > All projects > Billing schedule tab > Billing schedule button.

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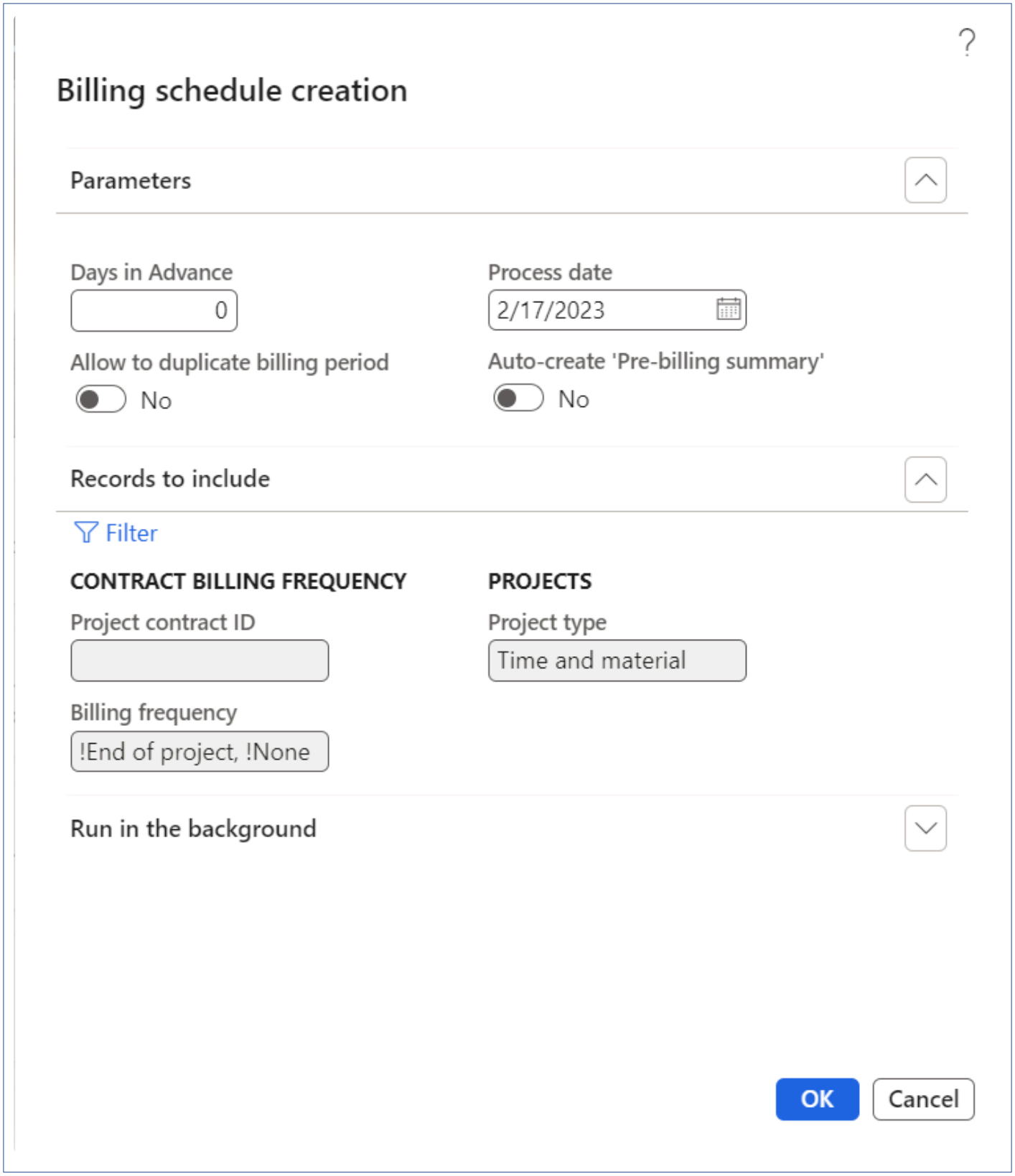

Details of the fields and buttons available on this form are as follows:

Field	Description
Days in	This field defaults with Zero. User can update this field to create a billing schedule in advance.

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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.
Allow to duplicate billing period	When this parameter is set to Yes, user will be allowed to create billing schedule with the same date for which already billing schedule is created.
Auto-create 'Pre-billing summary'	When this parameter is set to Yes, Pre-billing summary report will get generated along with the billing schedule.
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.

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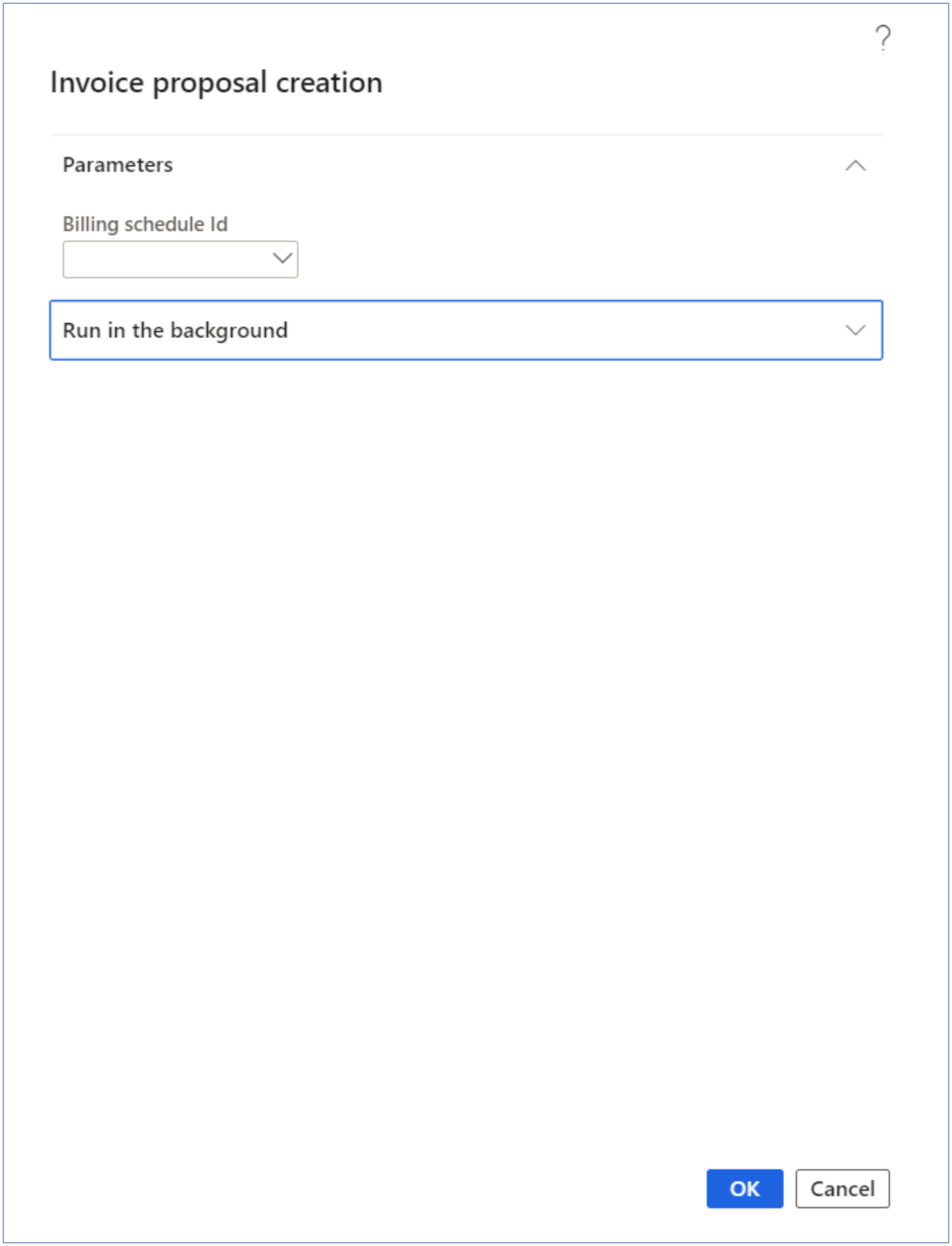

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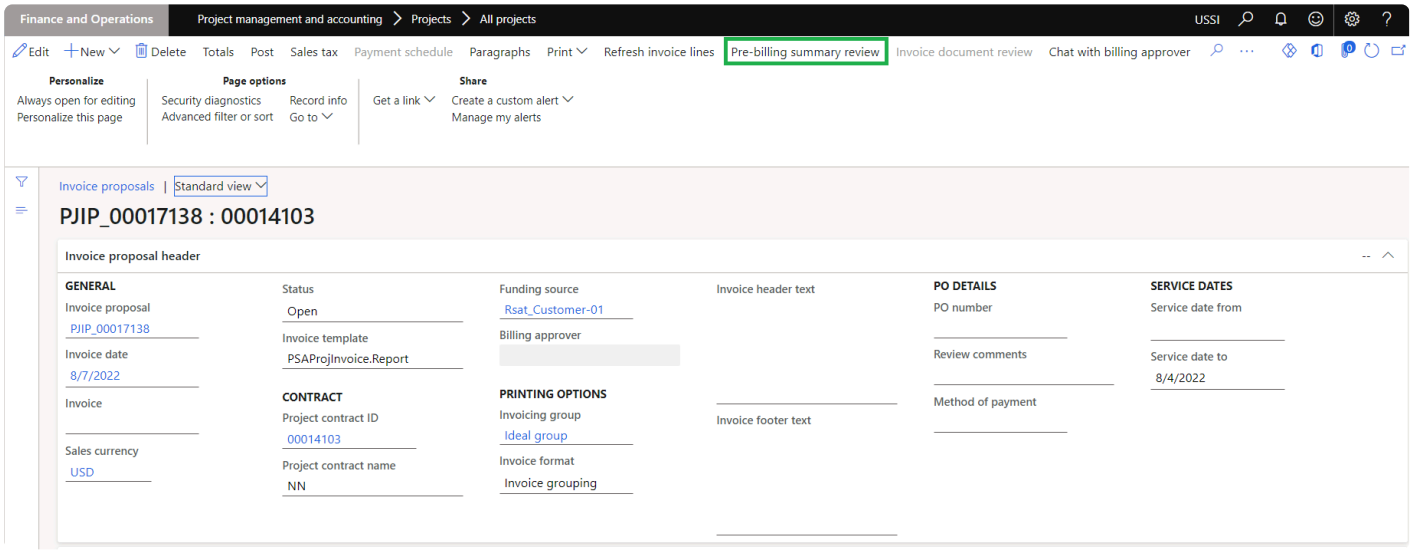
Details of the fields and buttons available on this form are as follows:

Field	Description
Billing schedule ID	User can select the Billing schedule ID for which invoice proposal has to be created.
OK button	Click OK button to create invoice proposals.
Cancel button	Click Cancel button to cancel the creation process.

Once the Invoice proposal is created through manual process or through periodic process from the billing schedule, new button “Pre-billing summary review” will be available for the users to view the “Pre-billing summary” which is already generated for that “Billing schedule”.

Pre-billing summary review” button will not be available if the invoice proposal is created through other than Billing schedule form.



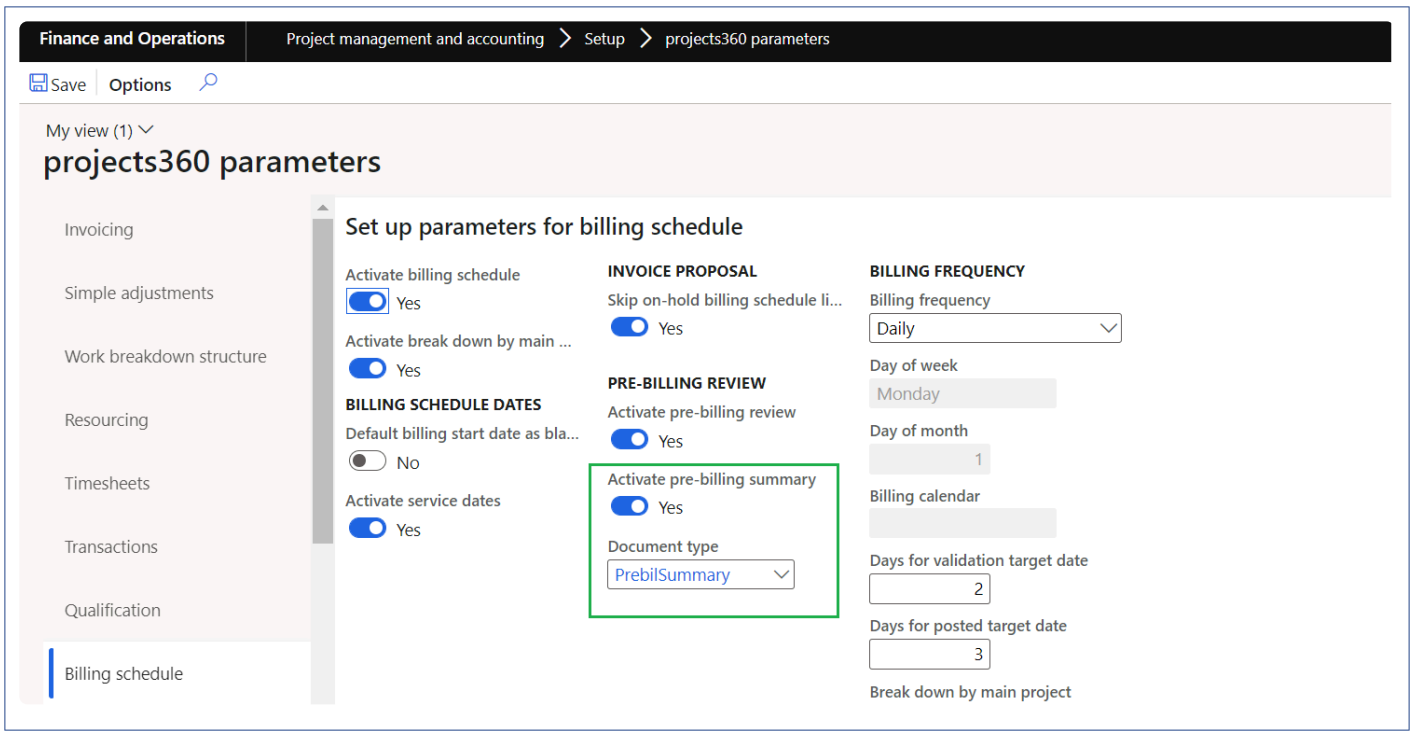
Pre-billing Summary

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.



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.

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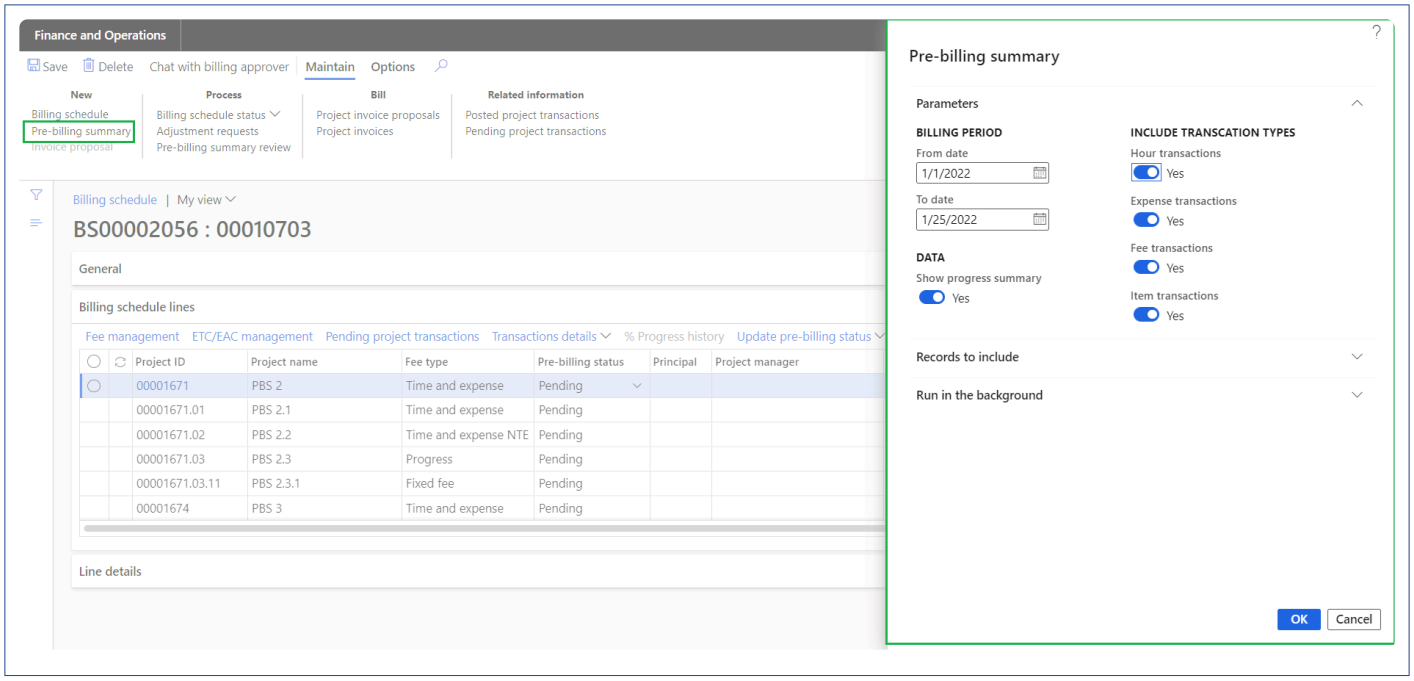
Pre-billing summary

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.



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.

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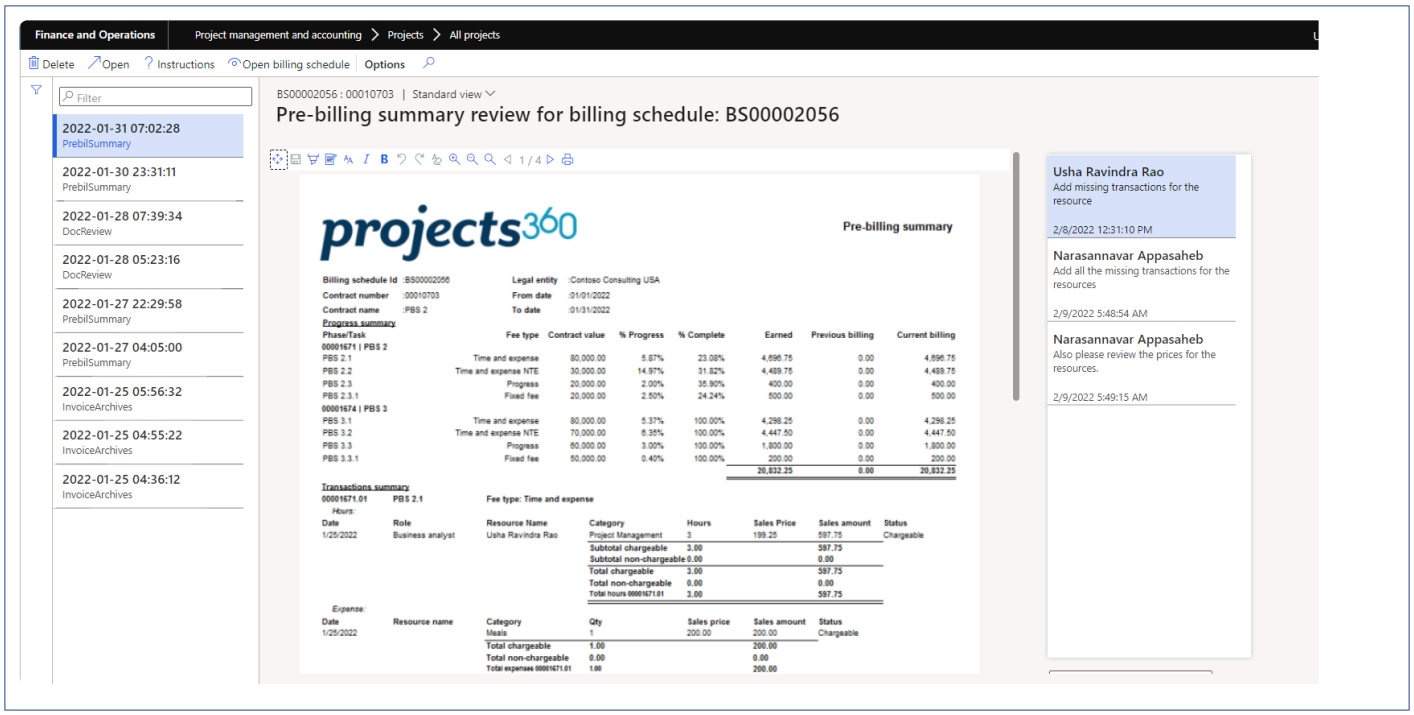
Cancel	On clicking Cancel the process will get cancelled.

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.



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.

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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.

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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.

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Adjustment requests

This feature has been developed to allow projects managers to request any type of adjustments to project accountants on posted hours and expense transactions. This new functionality allows project managers to review all the transactions through an excel format which allows to define what actions to be taken and any comments for each transaction. This excel format can be viewed by the project accountant and perform adjustment accordingly and update the status of the adjustment request.

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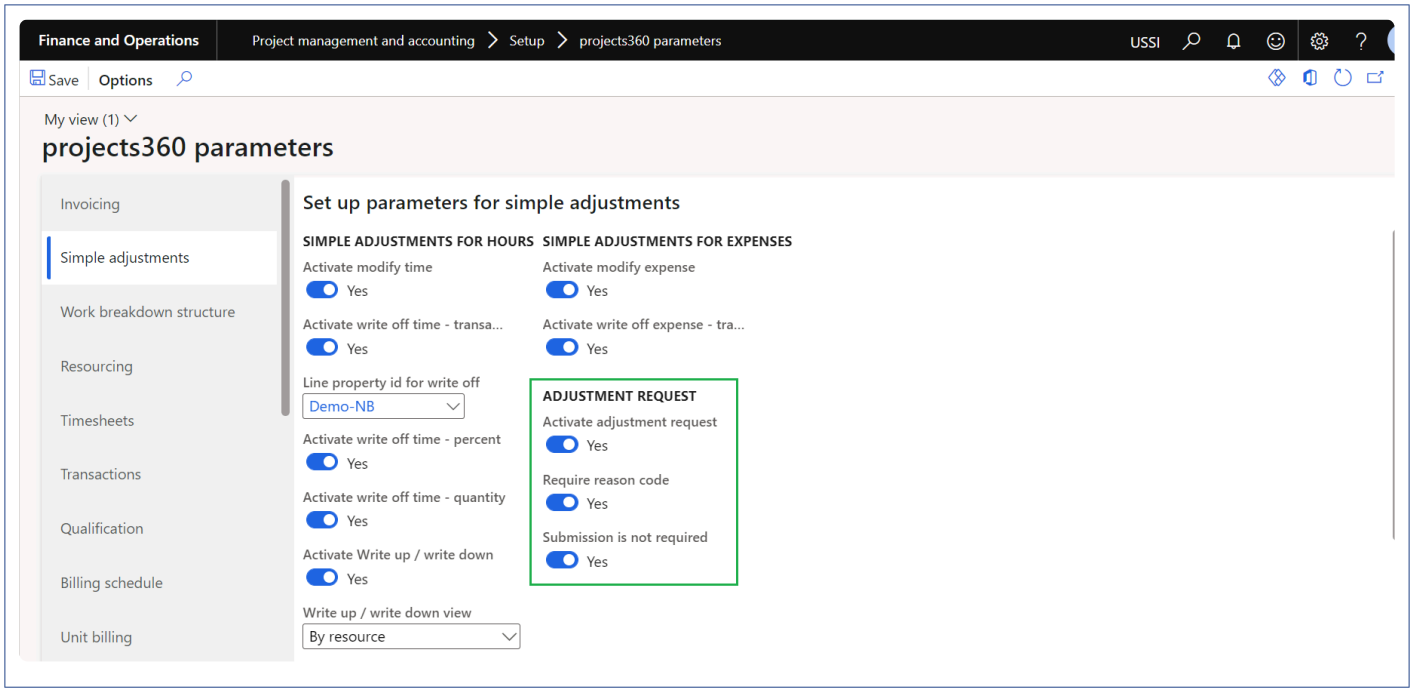
Configure

This sections details out the setups required to be configured for Adjustment request.

Parameter Setup

On projects360 parameter form, under Simple adjustment tab, a new parameters under “Adjustment request” has been introduced to control the creation of adjustment request. User needs to set the ‘Activate adjustment request’ field value to ‘Yes’ in order to use this feature.

Go to Project management and accounting > Setups > projects360 Parameters > Simple adjustment tab.



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

Fields	Description
Activate adjustment request	When this parameter is set to Yes, user can create adjustment request through adjustment request form.
Require reason code	When this parameter is set to Yes, it becomes mandatory to to select reason code while creating adjustment requests.
Submission is not required	When this parameter is set to Yes, user can process adjustment request without the submission process through adjustment request form.

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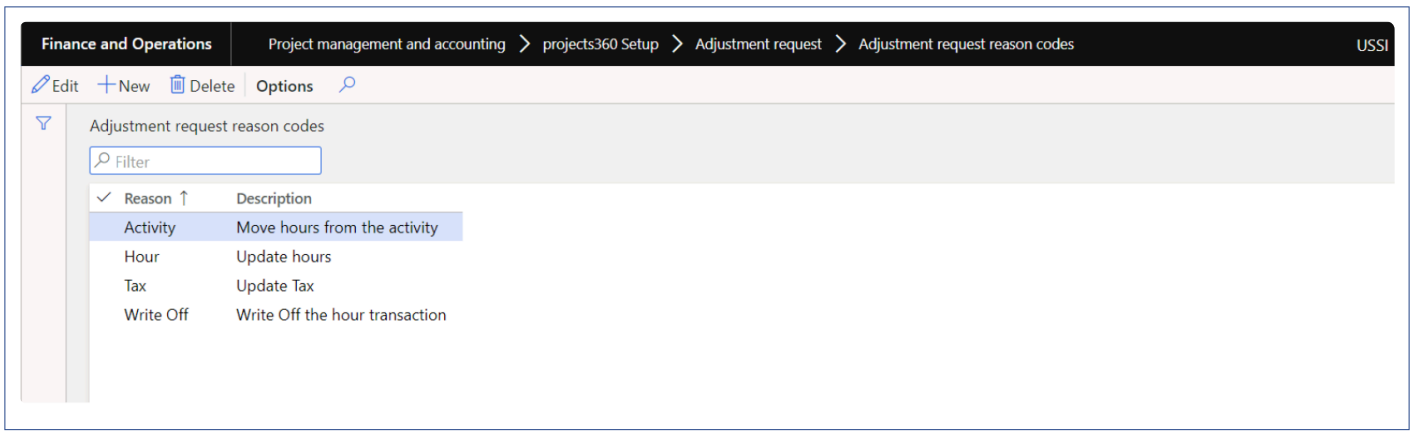
Adjustment request reason codes form

New form is introduced to create adjustment request reason codes to use later during the creation of adjustment requests.

Go to Project management and accounting > projects360 setups > Adjustment request > Adjustment request reason codes.



Details of the fields available on the adjustment request reason codes form are as follows –

Fields	Description
Reason	Define reason code.
Description	Define reason code description.

Adjustment request actions form

New form is introduced to create adjustment request actions to use later during the creation of adjustment requests.

Go to Project management and accounting > projects360 setups > Adjustment request > Adjustment request actions.

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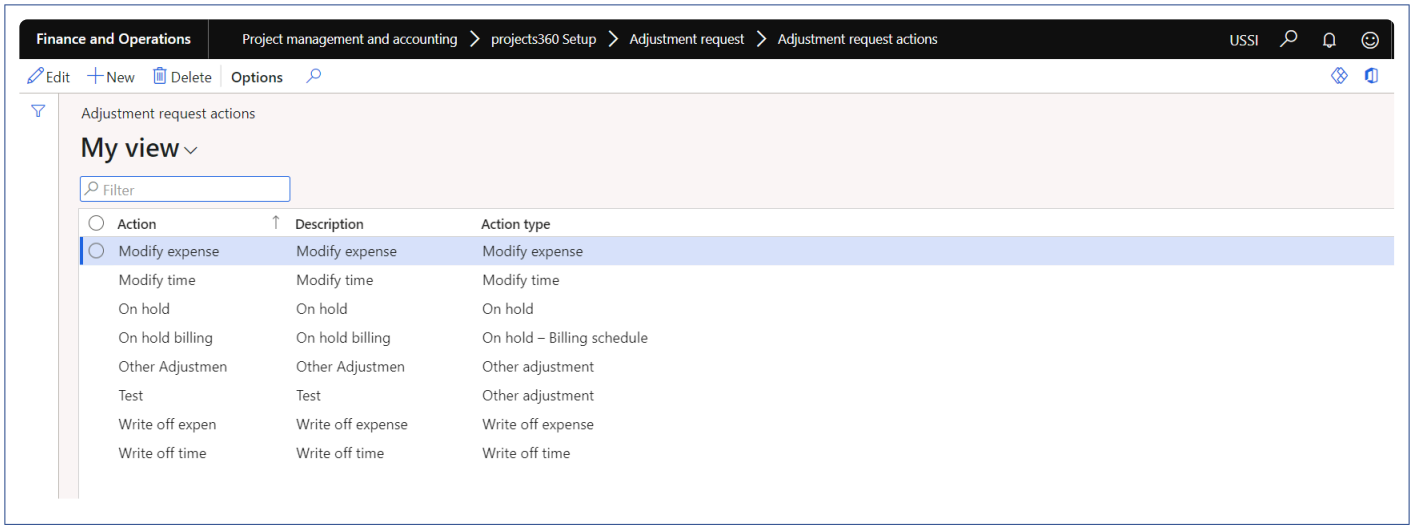

Details of the fields available on the adjustment request reason codes form are as follows –

Fields	Description
Action	Define action code.
Description	Define action code description.
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.

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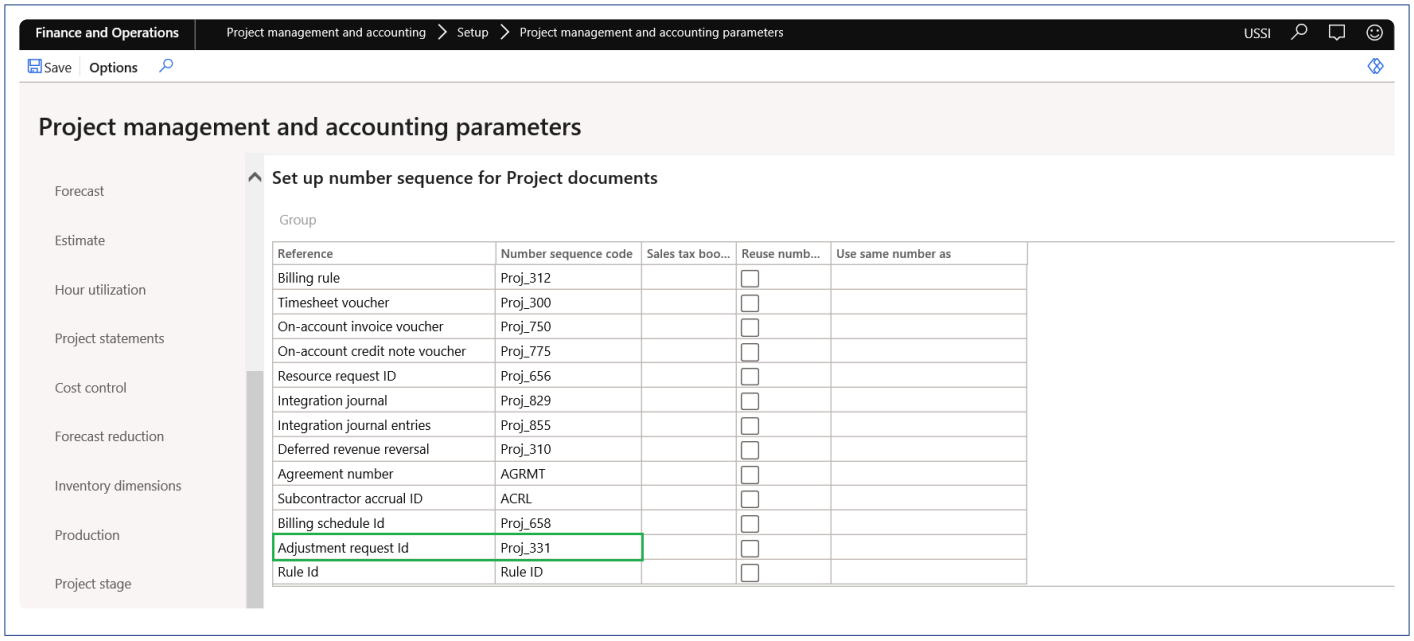

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Generate adjustment request

This sections details out the how to generate adjustment request and view various details on Adjustment request form.

Adjustment request form

New form is introduced to view all the created adjustment request for a project. This form helps to generate adjustment request and view the status of the same. This form provides the details of all the generated requests for each project and can define the adjustment action to be taken on each transaction and can also provide any comments by the project manager.

Go to Project management and accounting > projects360 > Adjustment requests > All adjustment requests.
Go to Project management and accounting > projects360 > Adjustment requests > My Adjustment requests .
Go to Project management and accounting > projects360 > Billing schedule > All Billing schedule > Adjustments request.
Go to Project management and accounting > projects360 > Billing schedule > My Billing schedule > Adjustments request .
Go to Project management and accounting > Projects > All projects > Fee management tab > Adjustments request.
Go to Project management and accounting > Projects > All projects > Fee management form > Adjustments request .

Note – When the adjustment request is opened from the projects, all records related with main project and subprojects will be displayed.

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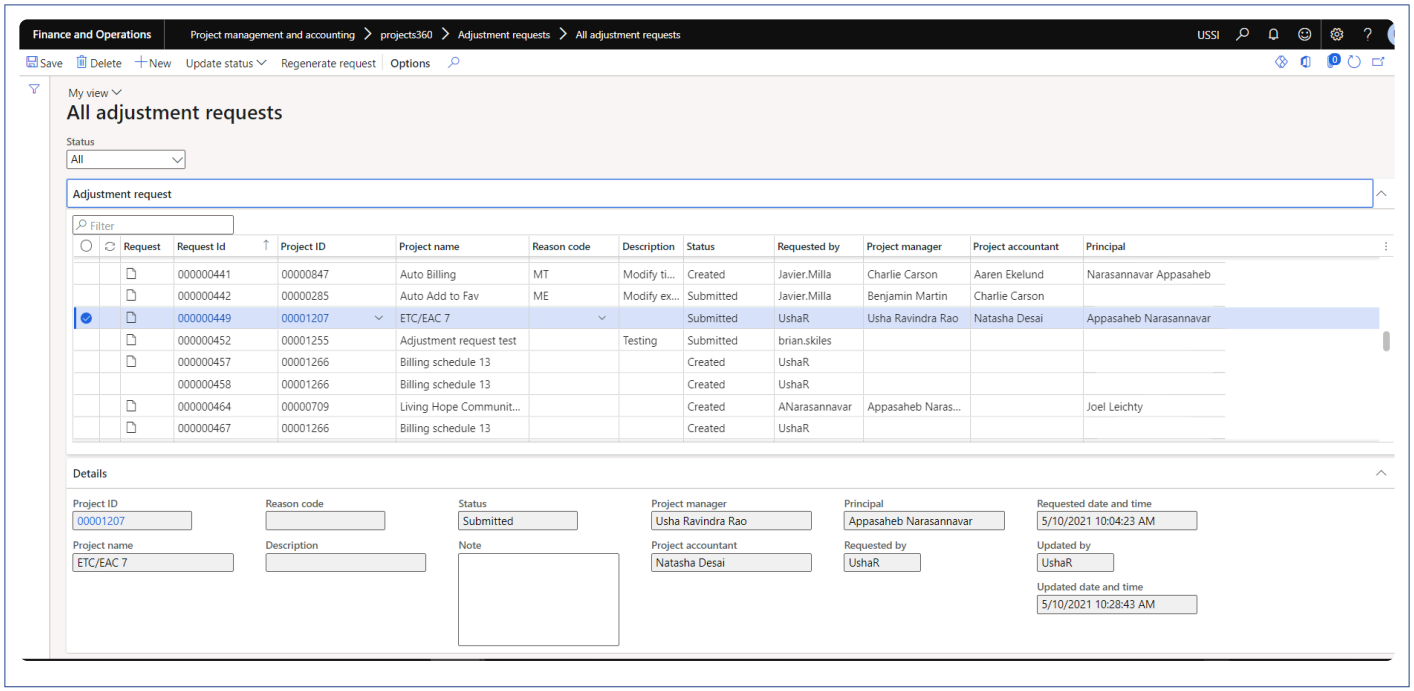

Details of the buttons available on the Adjustment requests form are as follows –

Fields	Description
Update status	User can update the status as Created, Submitted, In process, Completed or Cancelled status for the adjustment record. User will be able to select the multiple adjustment request with the same status and can update the status for multiple records.
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.

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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.

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Go to Project management and accounting > projects360 > Adjustment requests > My Adjustment requests .
Go to Project management and accounting > projects360 > Billing schedule > All Billing schedule > Adjustments request.
Go to Project management and accounting > projects360 > Billing schedule > My Billing schedule >Adjustments request .
Go to Project management and accounting > Projects > All projects > Fee management tab > Adjustments request.
Go to Project management and accounting > Projects > All projects > Fee management form > Adjustments request .

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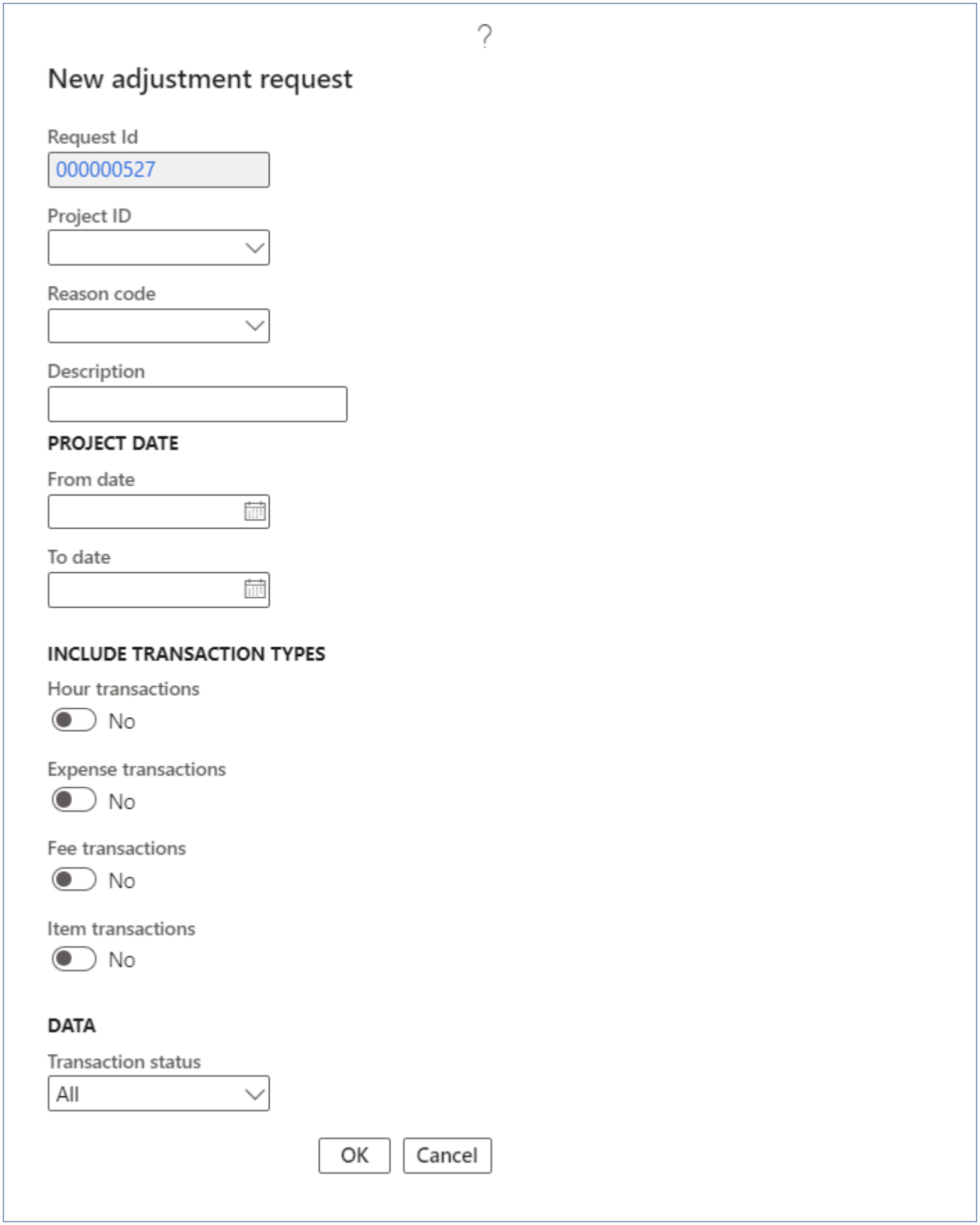

Details of the fields available on the New adjustment request form are as follows –

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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.
Fee transactions	User can select this option to include fee transactions.
Item transactions	User can select this option to include item 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.

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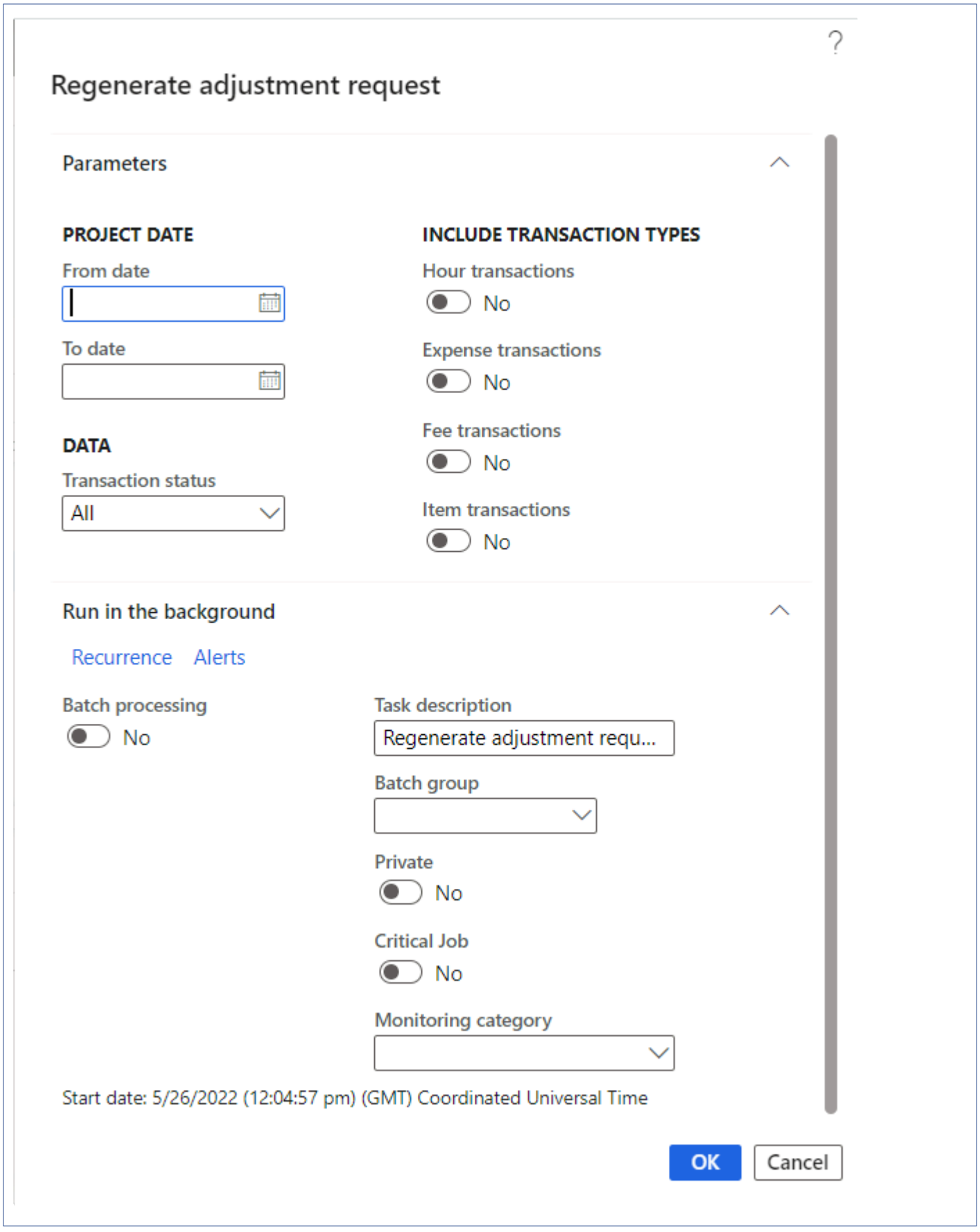
Regenerate request button



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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.
Fee transactions	User can select this option to include Fee transactions.
Item transactions	User can select this option to include Item 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.

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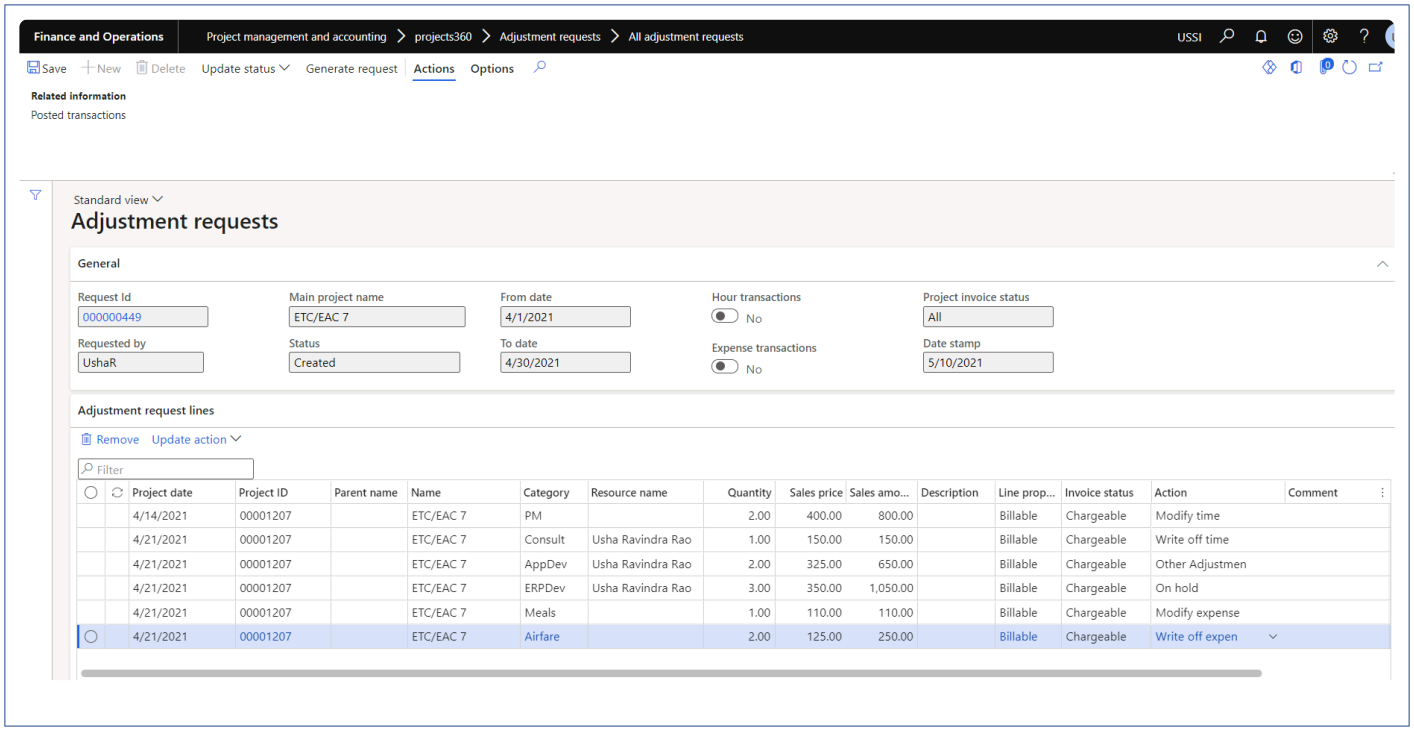

Details of the buttons available on the adjustment request form are as follows –

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.

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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.

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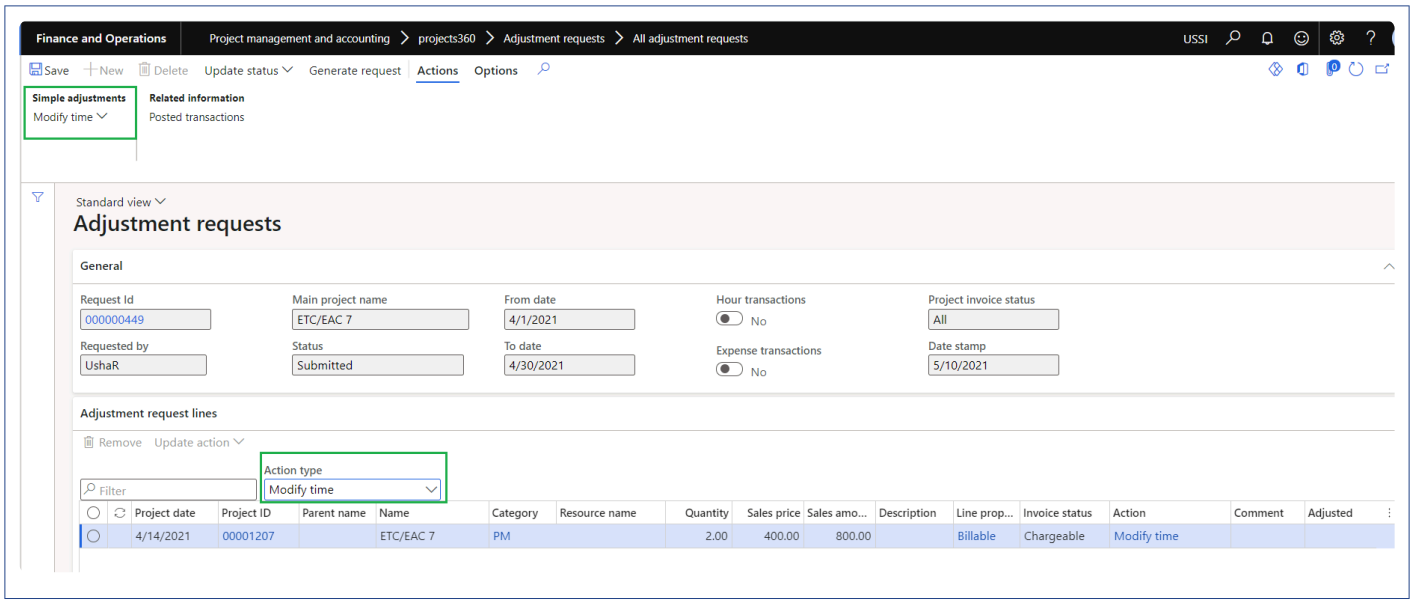
Once the user submits the adjustment request, option is provided to perform adjustment actions through the simple adjustment buttons. New field “Action type” is added on the Adjustment request lines tab where the user can select required action to be performed. By default action type will be “All”. Based 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.
Write off time-percent	User can write off percentage of 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-	User can write off time to non-chargeable for expense transactions.

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transaction	
Re-apply sales price	User can reapply the sales price on the hour transactions. When sales price is reapplied ‘Sales currency’ and ‘Sales price’ only will be by default as ‘Yes’ while performing the sales price adjustment.

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.

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Customer PO Matching

This feature has been developed to track and match the invoices with the Customer's Purchase order (PO). This feature allows the user to add Customer PO at the project contract level, at the funding source level. This feature tracks the usage of a PO and shows the remaining PO balance after invoices are paid.

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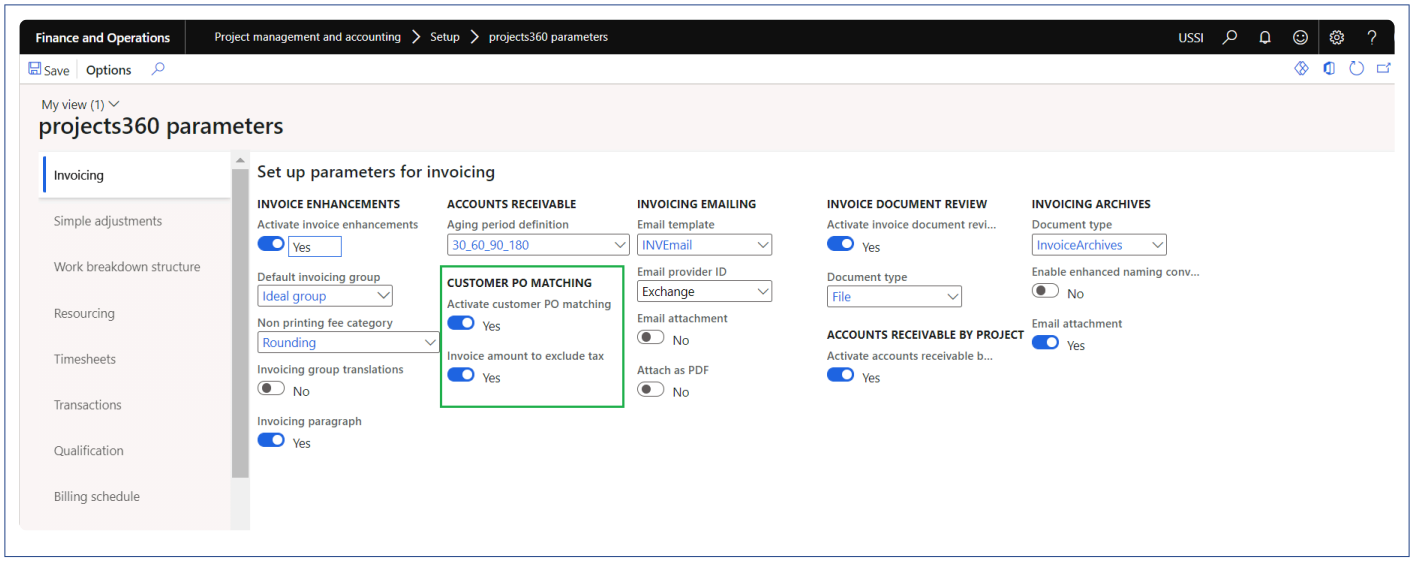
Configure PO Matching

This sections details out the setups required to configure for the Customer Purchase Order matching.

Parameter Setup

On projects360 parameter form, under Invoicing tab, a new parameter “Customer PO Matching” has been introduced to control the customer PO matching feature. When the user makes the value of this checkbox as ‘Yes’, the customer PO Matching is activated.

Go to Project management and accounting > Setups > projects360 Parameters > Invoicing Tab.



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

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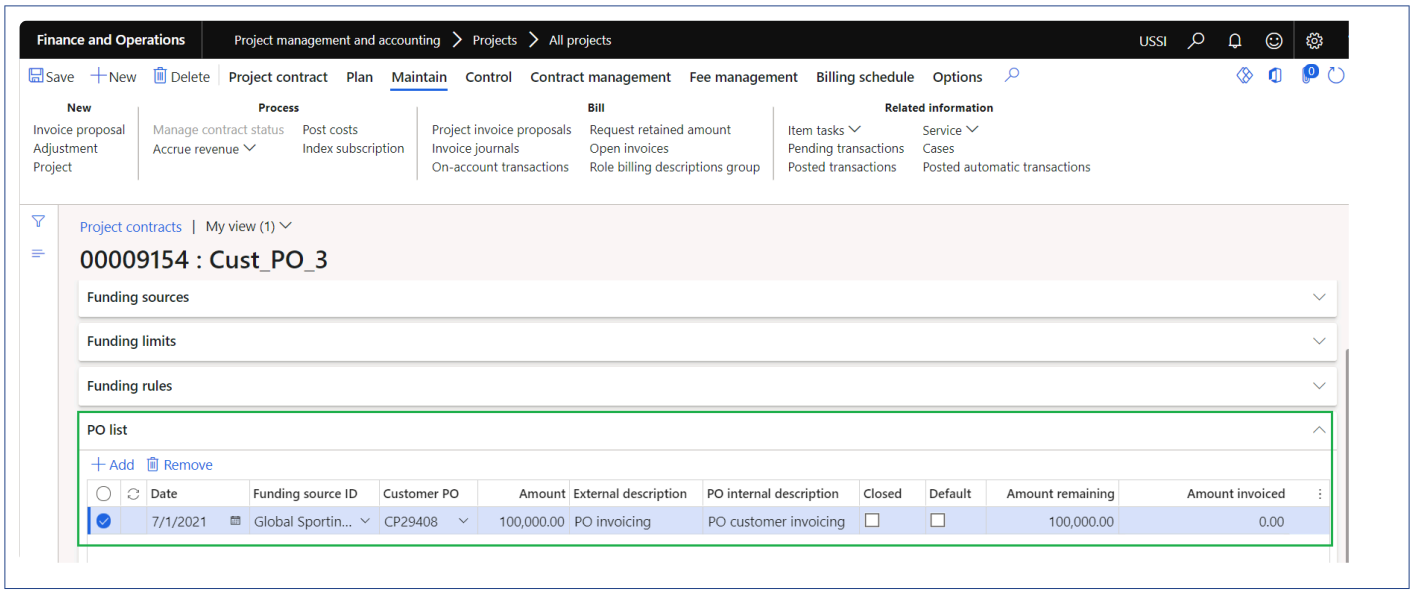
funding source only one PO can be set as default, for the PO to default onto the invoice. Once there is an approved Invoice proposal attached to a Customer PO line, then the Customer PO record cannot be deleted.

Go to Project management and accounting > Projects > Project Contracts > PO List.
Go to Project billing > All invoices > Project Contracts > PO List.



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

Field	Description
Date	The user can update the Customer PO date in this field.
Funding source ID	Identification of the funding source.
Customer PO	This is an alpha numeric field, where the user can enter the Customer PO references that will be used on the invoice proposal and invoice.
Amount	The total amount of the Customer PO is entered in this field.
External description	This is a description field where in the user can enter details which are received from the customer.
PO Internal description	This is also a description field where the user can enter notes/description internal to the organization such as project details, cost centers, etc.
Closed	Selecting this check box will eliminate the usage of the related PO in the invoice proposal form and can be used only after the check box is cleared.
Default	Selecting this check box will make the PO reference default in the invoice proposal form Customer PO field. At any point in time only one line can be marked as a default Customer PO.

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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.

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Matching PO on Invoices

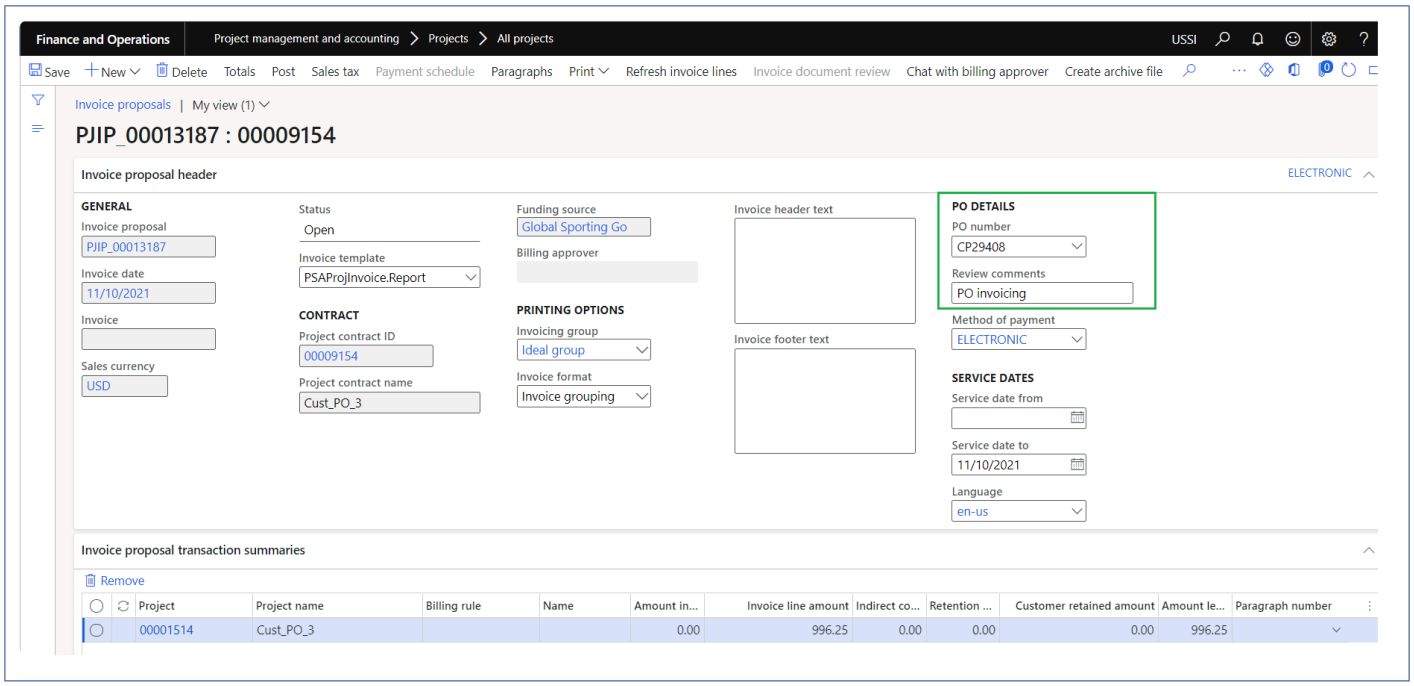
This section deals with how the customer PO's are matched with the invoices and the PO details are printed on the reports.

Customer PO Reference on Invoice Proposal

The user will have to create an invoice proposal using the Invoice proposal form.

The default Customer PO details will be updated automatically in the customer PO field if Project contract contains PO line. The user can change the customer PO reference at the invoice proposal level.

Go to Project management and accounting > Projects Invoices > Projects Invoice Proposals.
Go to Project billing > All invoices > Invoice proposals.



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.

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projects360

Pro forma invoice

Contoso Consulting USA
454 1st Street
Suite 99
Redmond, WA 98052
USA

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

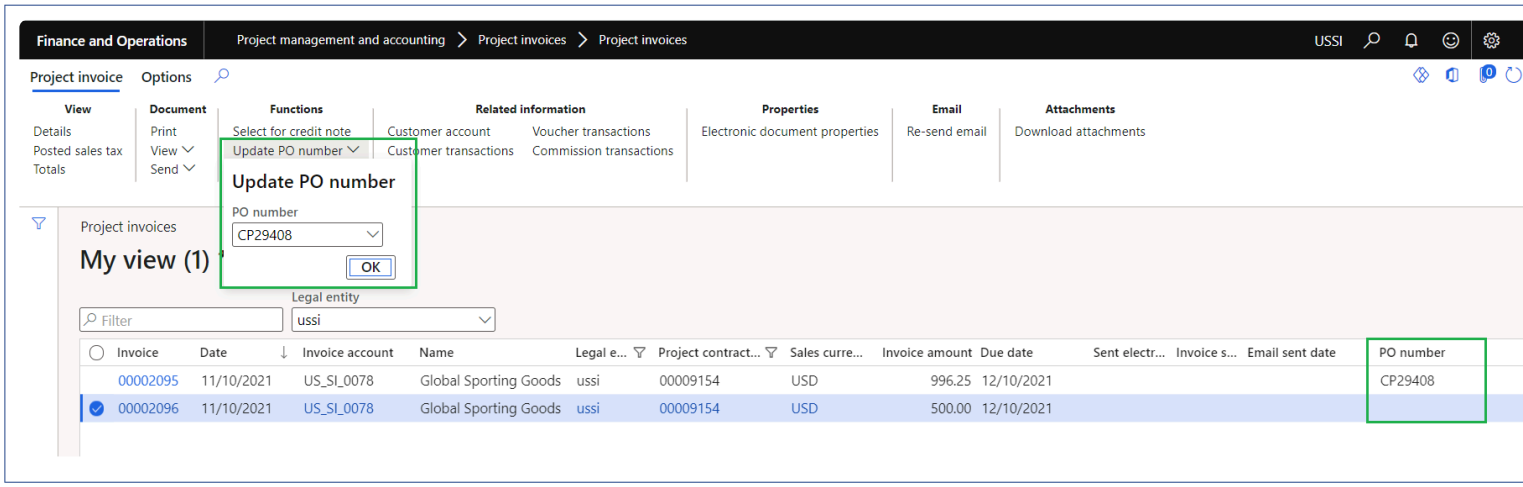
Global Sporting Goods
Fountains On The Lake
Stafford, TX 77477
USA

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.



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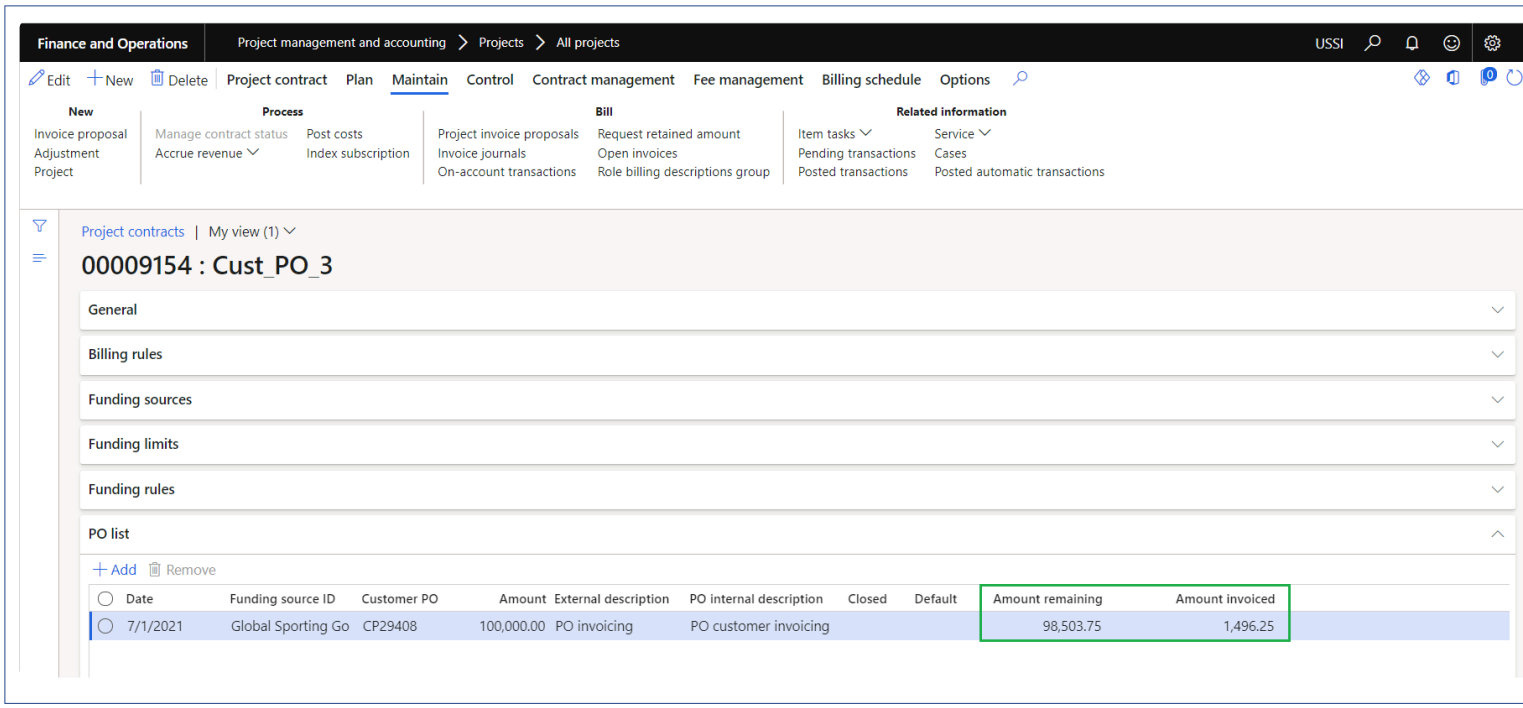
When the user updates the PO number on the posted invoices, Amount invoiced' and 'Amount remaining' fields on the PO list will get updated on the project contract



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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.

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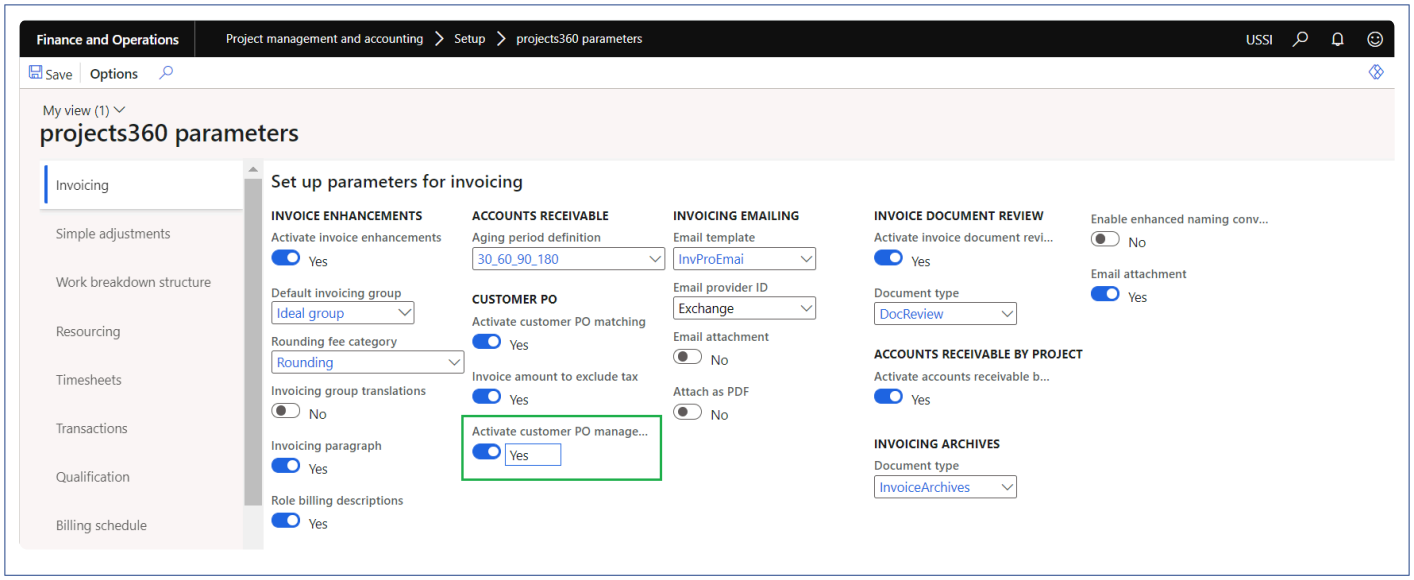
Create Customer PO

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.



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

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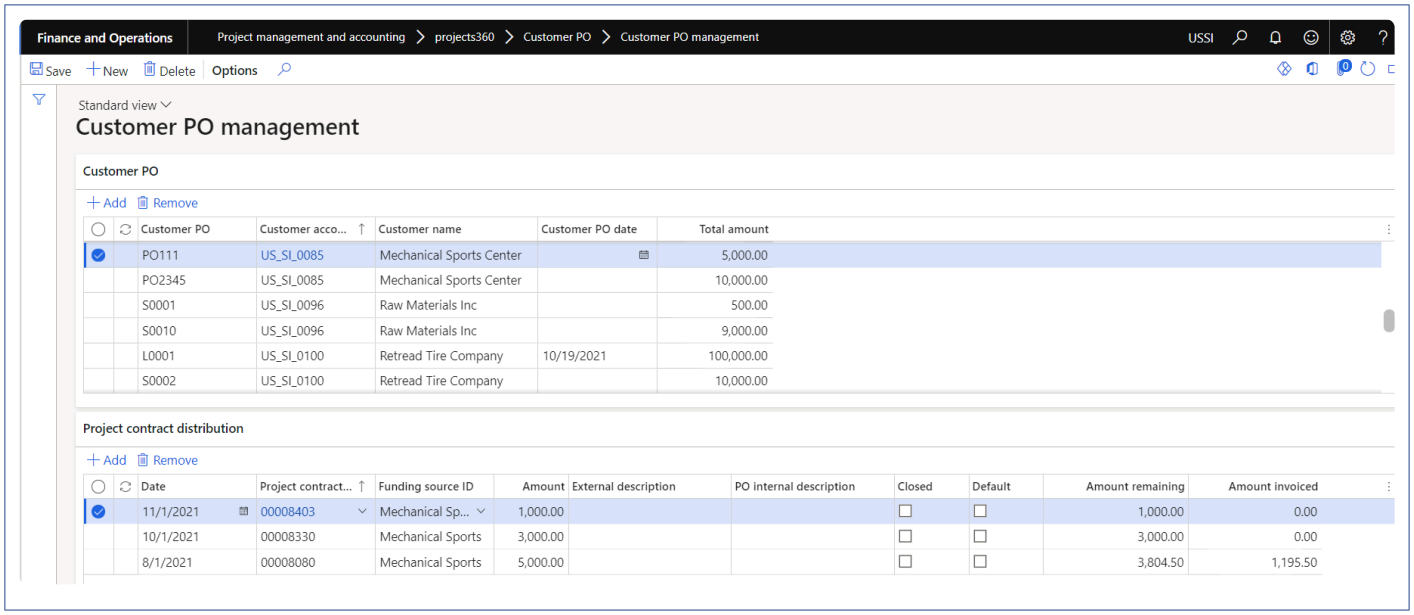

Details of the fields available on the Customer PO tab are as follows:

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.

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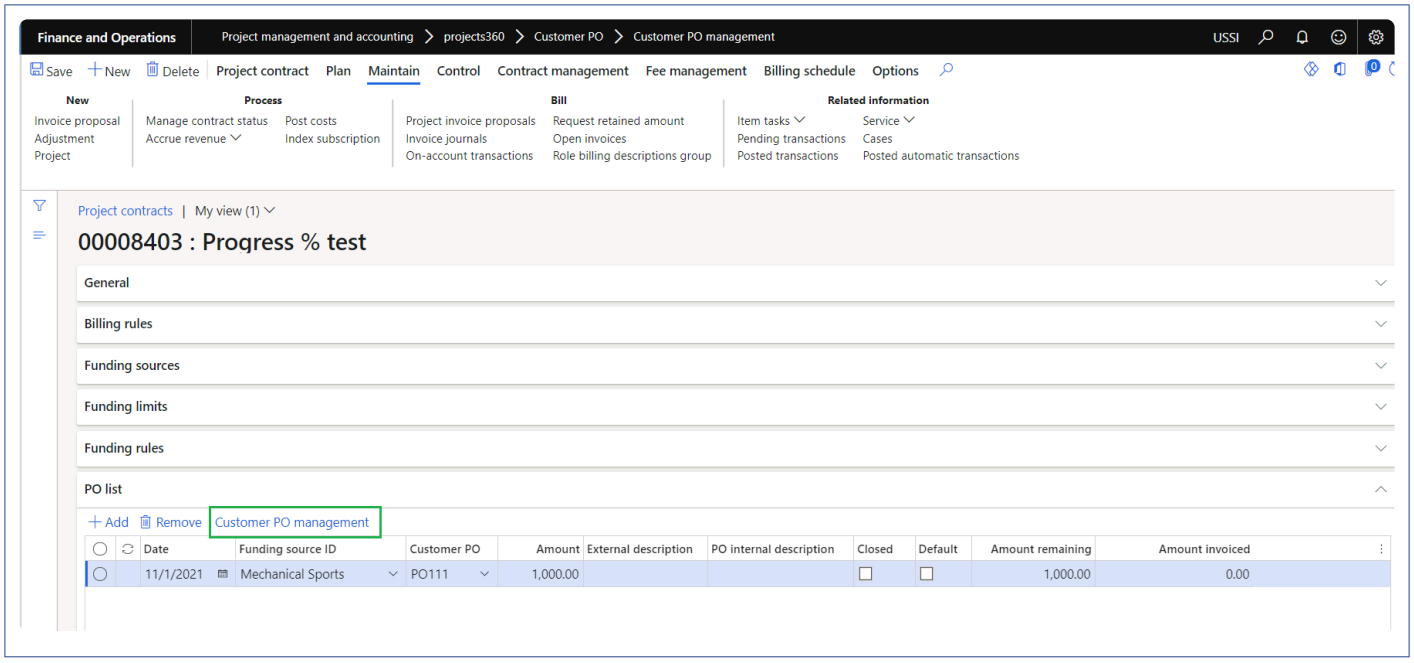
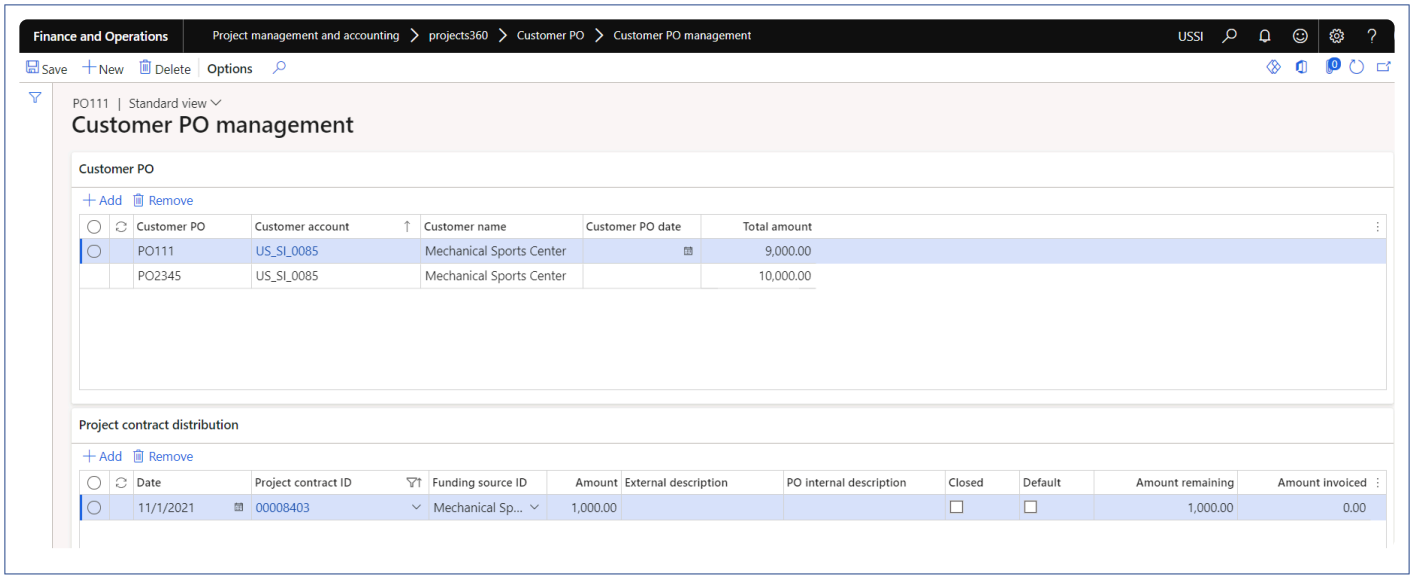
PO internal description	This is also a description field where the user can enter notes/description internal to the organization such as project details, cost centers, etc..
Closed	Selecting this check box will eliminate the usage of the related PO in the invoice proposal form and can be used only after 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





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Invoice document review

As an approver you want some corrections on the invoice proposal but not sure on how to pass this information to the user visually? projects360 brings in a new feature to address this need. This feature provides the ability to write electronic notes on Invoice proposals as part of the Invoice workflow. TIF attachments are automagically saved when the Invoice proposal is submitted or resubmitted to workflow.

The version history of proposal notes is saved and available for future reference. Default file name for the "PJIP_00000XXX-YYYY-MM-DD – Timing -.tif". We have added a parameter under projects360 parameters to control this functionality.

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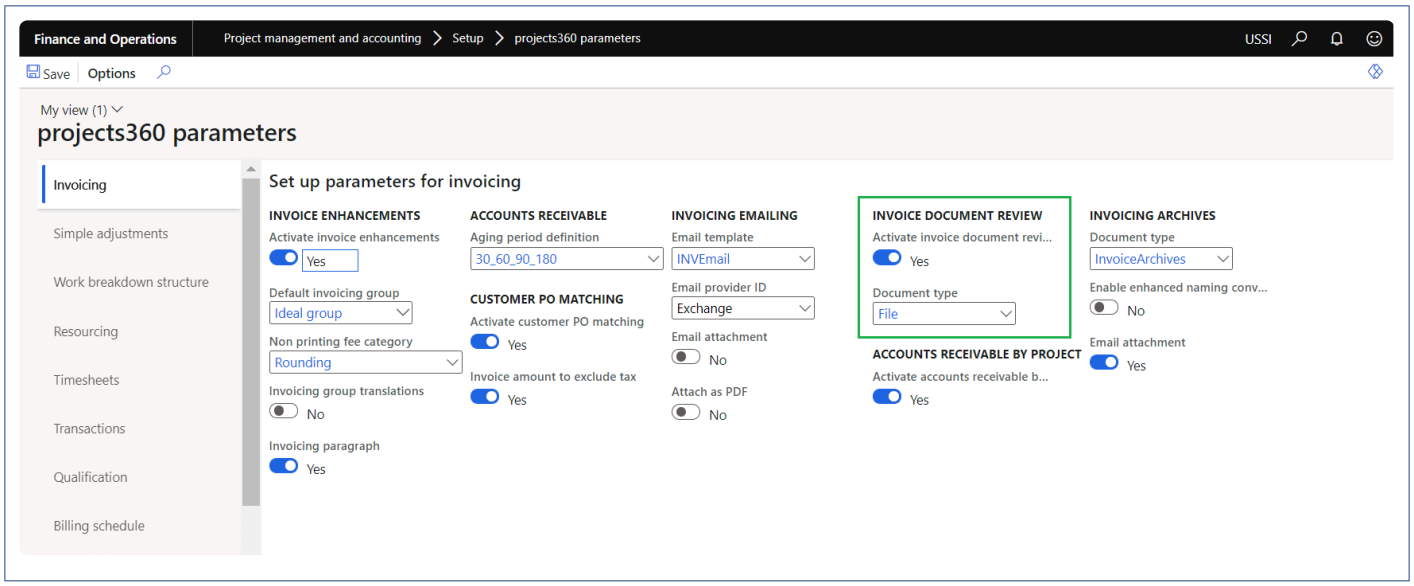
Configure Invoice Review

This sections details out the setups required to be configured for marking up invoices.

Parameter Setup

On projects360 parameter form, under Invoicing tab, a new parameter “Invoice document review” has been introduced to control the reviewing of the invoices. User needs to set the ‘activate invoice document review’ field value to ‘Yes’ in order to use this feature and configure the document type to be used for Invoice document review.

Go to Project management and accounting > Setups > projects360 Parameters > Invoicing Tab.



Invoice proposal workflow

On project management and accounting parameter form, under Invoice tab, user needs to set the ‘Enable processing invoice proposal workflow’ field value to ‘Yes’ and workflow has to be setup for project invoice proposals in order to use this feature.

Go to Project management and accounting > Setups > Project management and accounting parameters> Invoice Tab.

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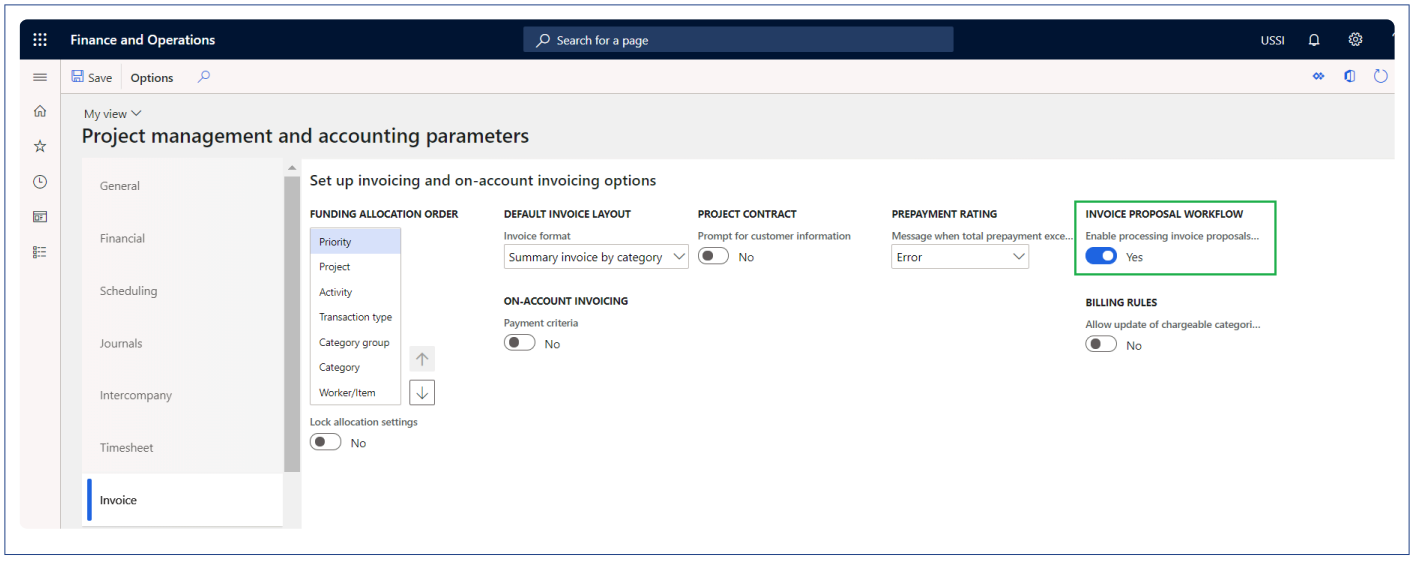
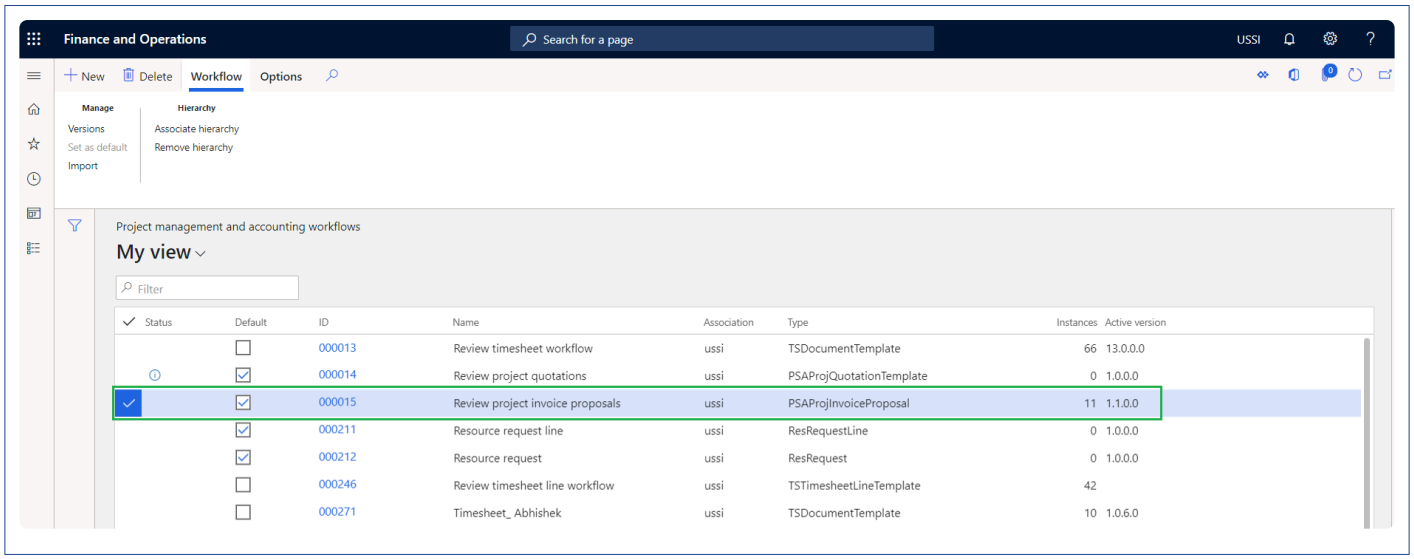


Go to Project management and accounting > Setups > Project management and accounting workflow.



Print 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.

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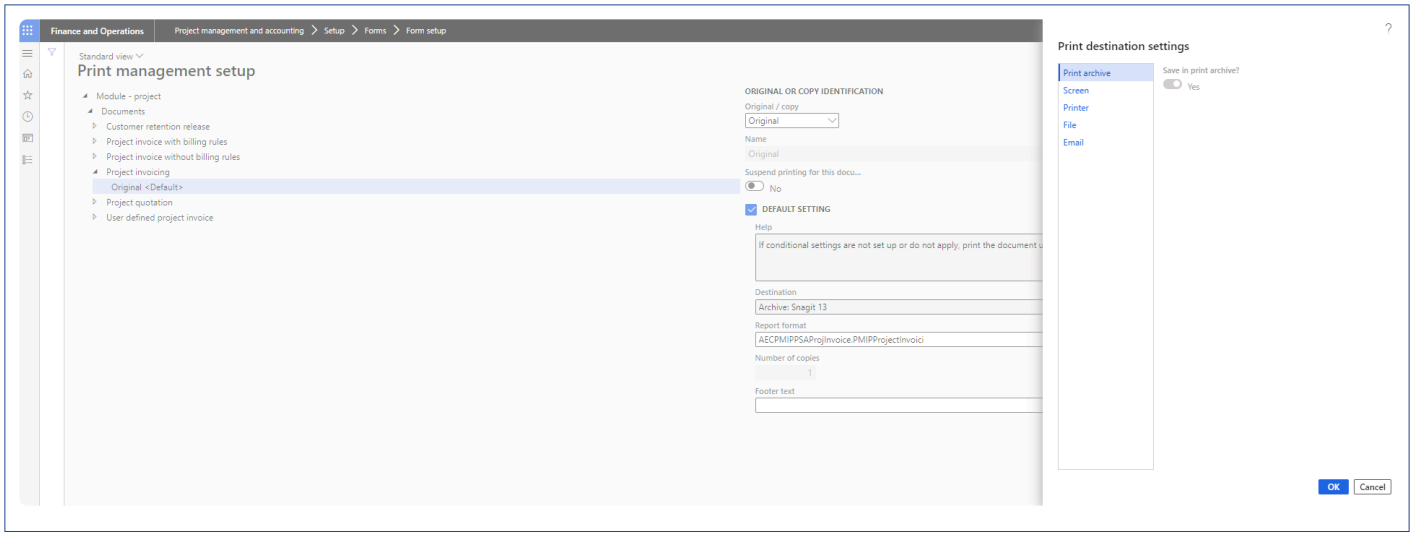
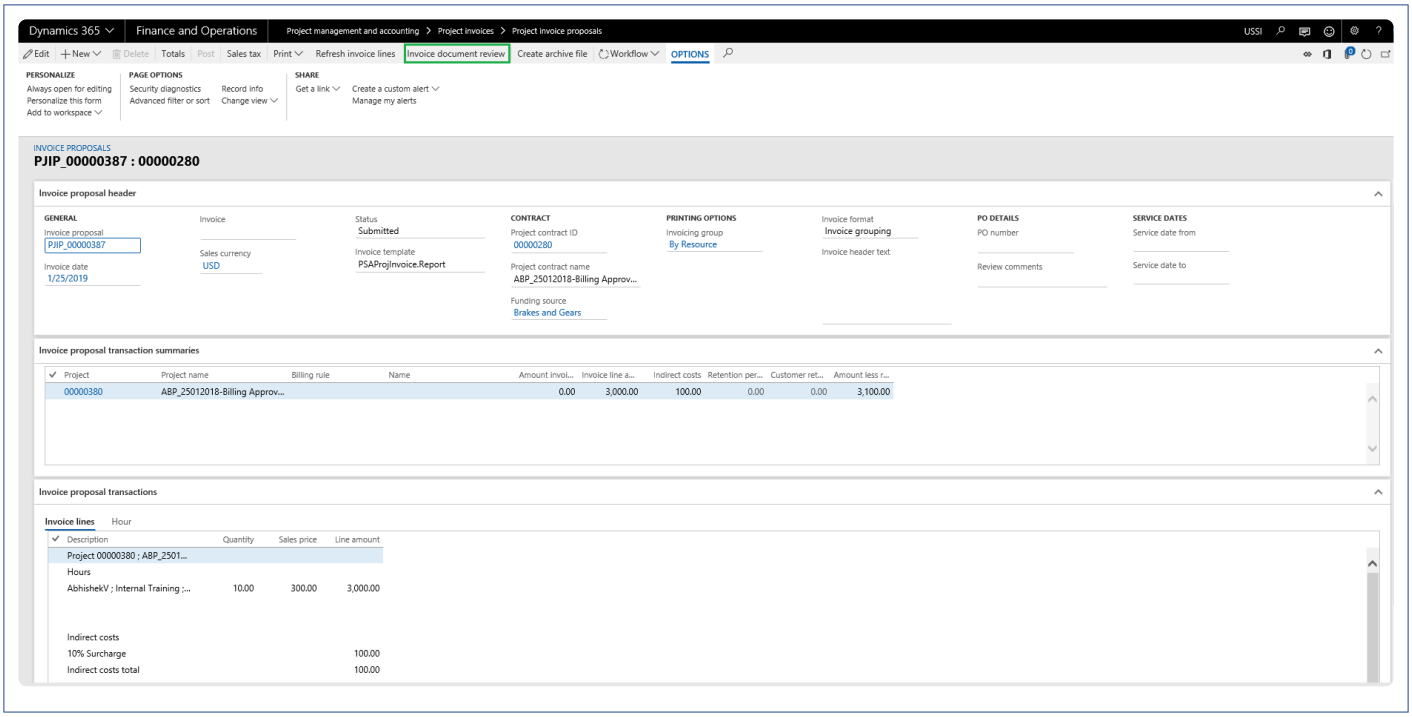

Finance and Operations
Project management and accounting > Setup > Forms > Form setup
Standard view
Print management setup
Module - project
Documents
Customer retention release
Project invoice with billing rules
Project invoice without billing rules
Project invoicing
Original <Default>
Project quotation
User defined project invoice
ORIGINAL OR COPY IDENTIFICATION
Original / copy
Original
Name
Original
Suspend printing for this docu...
No
DEFAULT SETTING
Help
If conditional settings are not set up or do not apply, print the document
Destination
Archive: Snagit 13
Report format
AECPMIPPSAProjInvoice.PMIPProjectInvoici
Number of copies
1
Footer text
Print destination settings
Print archive
Screen
Printer
File
Email
Save in print archive?
Yes
OK
Cancel

Invoice Document Review

Invoice document review

Below is the high-level process for reviewing invoice documents.

- User will creates invoice proposal and when the document gets submitted to invoice proposal workflow, an invoice report will be added as attachment auto magically and Invoice document review button will enabled for editing as seen in the below visual.



- On clicking of Invoice document review button, new form opens with the invoice report attached. Here the approver can leave the notes, corrections or any edits. The workflow approvers can reject so a Project accountant can fix and resubmit the document. On the right hand side of the Invoice review document ‘Comments’ functionality is added for the users to put in their thoughts and if any clarifications required. Comments can be added on each attachment and history of it will be maintained.

Note – Security roles has been enabled for ‘Invoice document review’ form same as Invoice proposal form.

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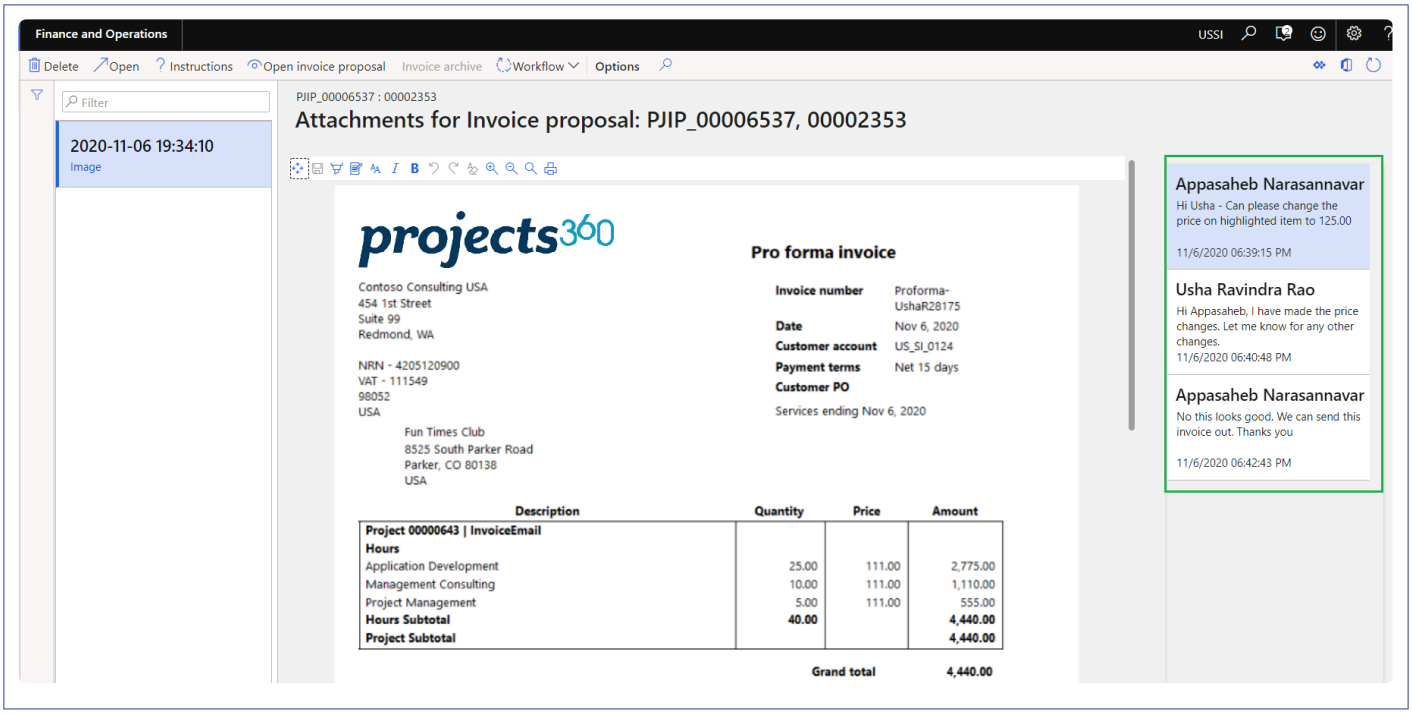

- After this the project accountant can modify the invoice lines and resubmit the invoice proposal with new document attached to the proposal and hence maintaining the history of the invoice proposal.
- Display of the notes on the invoice document review will be ordered by date and time.
- Added new button called “Open invoice proposal” in the invoice document review form, so user can navigate back to the invoice proposal from “Invoice document review”.
- Added new button called “Invoice archive” in the invoice document review form, so user can open/ download the zip file generated as Invoice archives.
- Added new button called “Invoice document review” at the list page of “Work items assign to me” form, So user can navigate to “Invoice document review” form from list page itself and take action accordingly.

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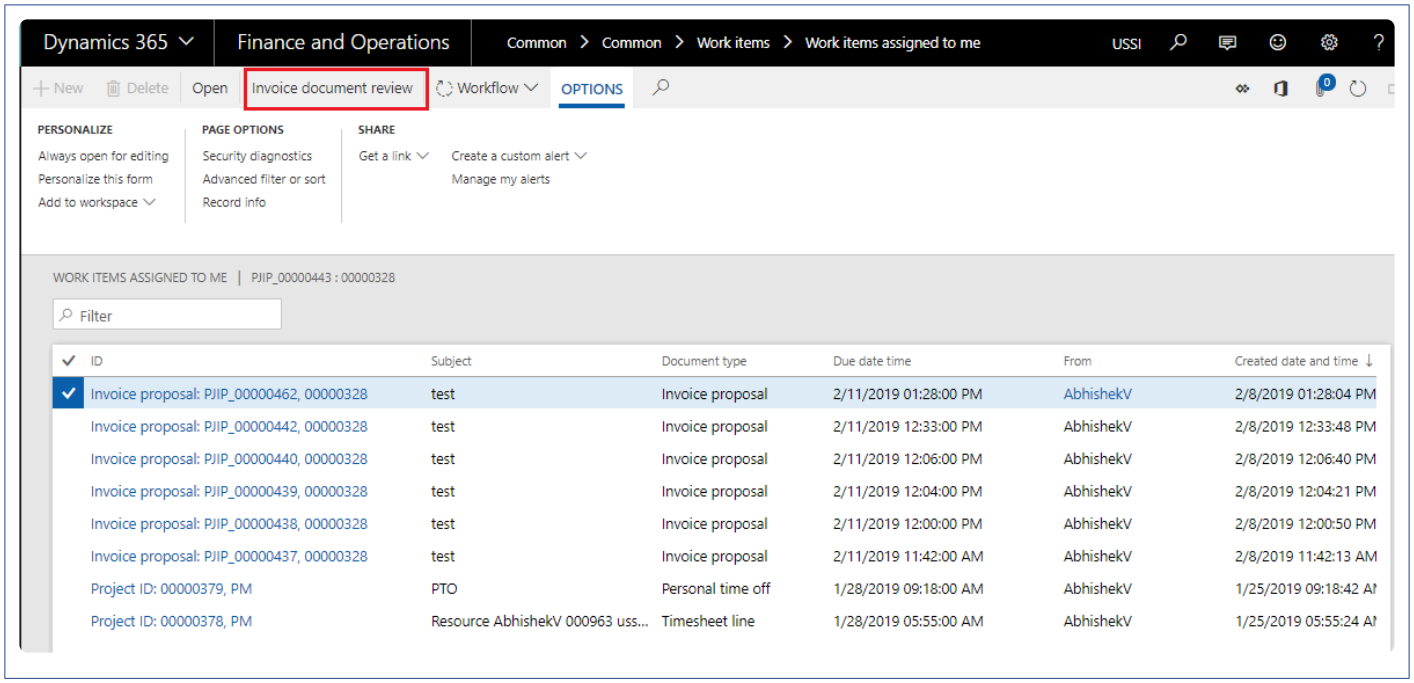

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Simple Adjustments

Currently in Microsoft Dynamics 365 for Finance and Operations, the Invoice proposal form does not give the flexibility to adjust transactions. Enhancements have been made on the Invoice proposal form to perform adjustments for the hour transactions.

This feature provides user the ability to perform adjustments on the hour transactions available on the Invoice proposal. User will be able to modify time, write off time fully or partially with the percent or quantity of hours, write up or down the hours and reapplying of the sales price with this feature. This feature is controlled by the parameter.

This feature also provides user the ability to perform adjustments on the expense transactions available on the Invoice proposal. User will be able to modify expense, write off time expense with this feature. This feature is controlled by the parameter.

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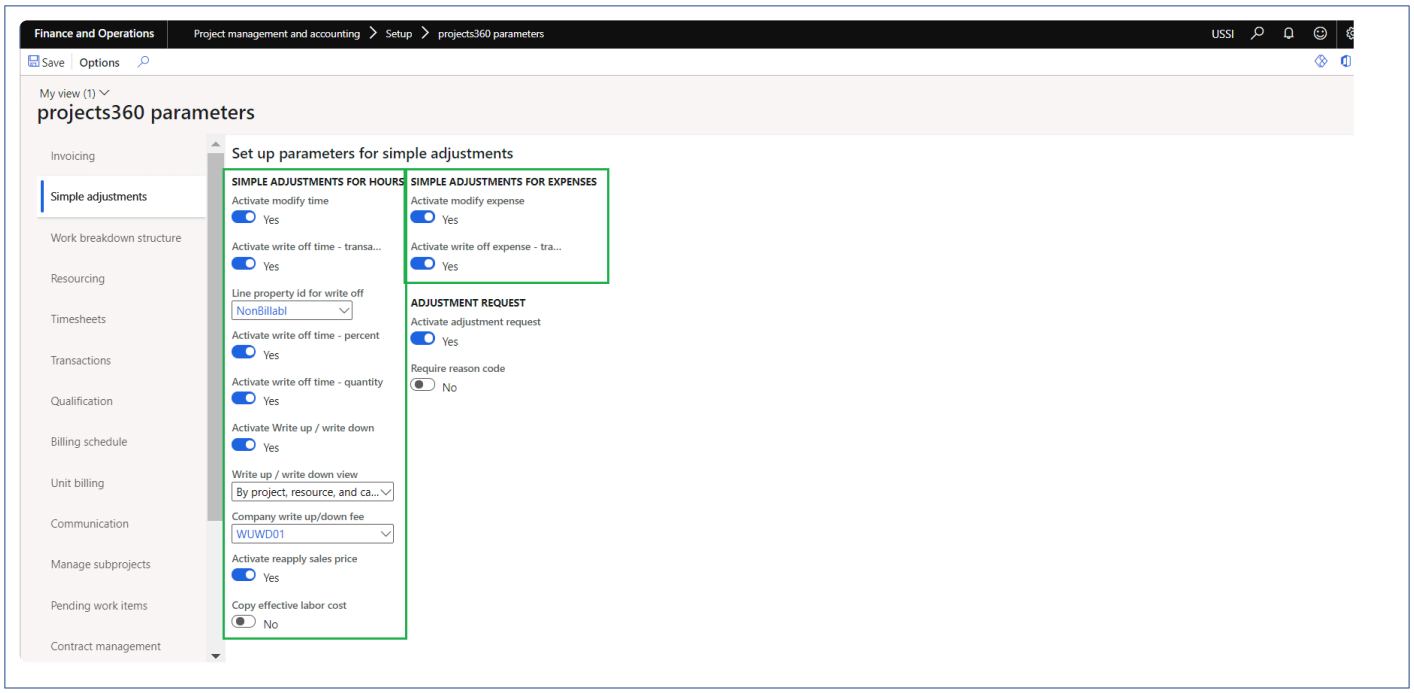
Configure

This sections details out the setups required to be configured in order to use the adjustment on invoice proposal functionality.

Parameter Setup

On projects360 parameter form, under Simple adjustment tab, a new set of parameters has been introduced to control the adjustments on the transactions and invoice proposal. User needs to set the field value to 'Yes' in order to use the different functionalities provided.

Go to Project management and accounting > Setups > projects360 parameters > Simple adjustment tab
Go to Project billing > Setups > Billing parameters > Adjustment tab



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

Fields	Description
Activate modify time	When this parameter is set to Yes, user can modify time to other activity, Category or Project on the Invoice proposal for the Hour transactions.
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.

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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.

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

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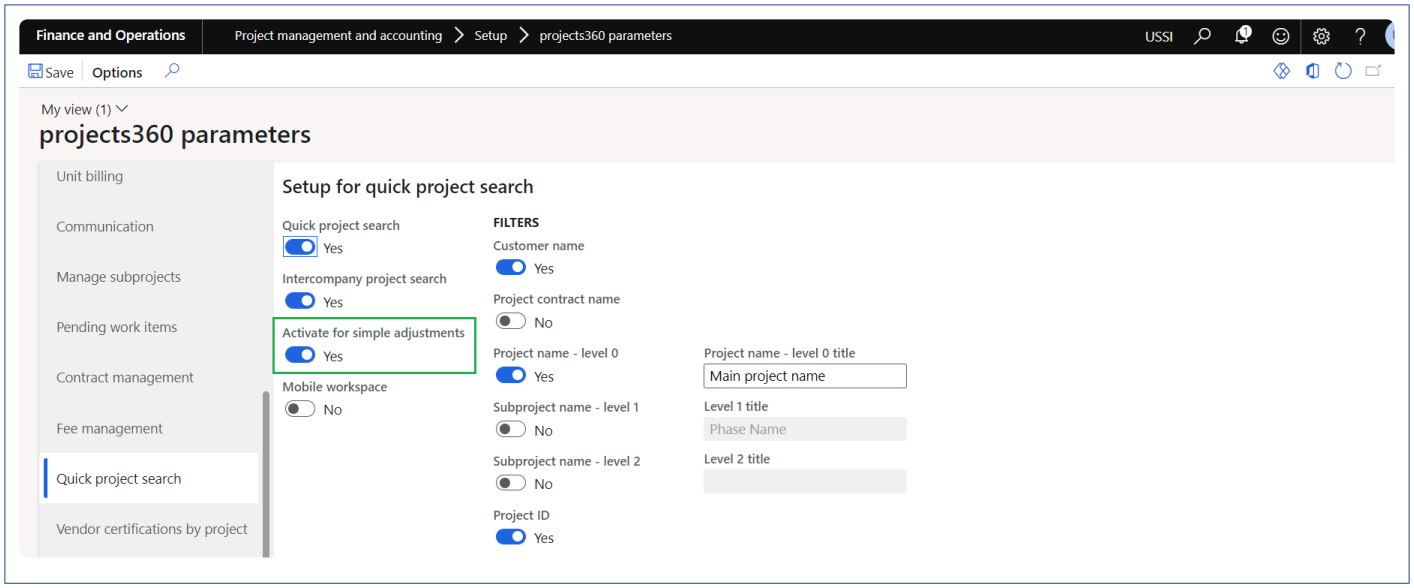

When the above parameter is marked, Quick project search look up will be displayed when performing simple adjustments.

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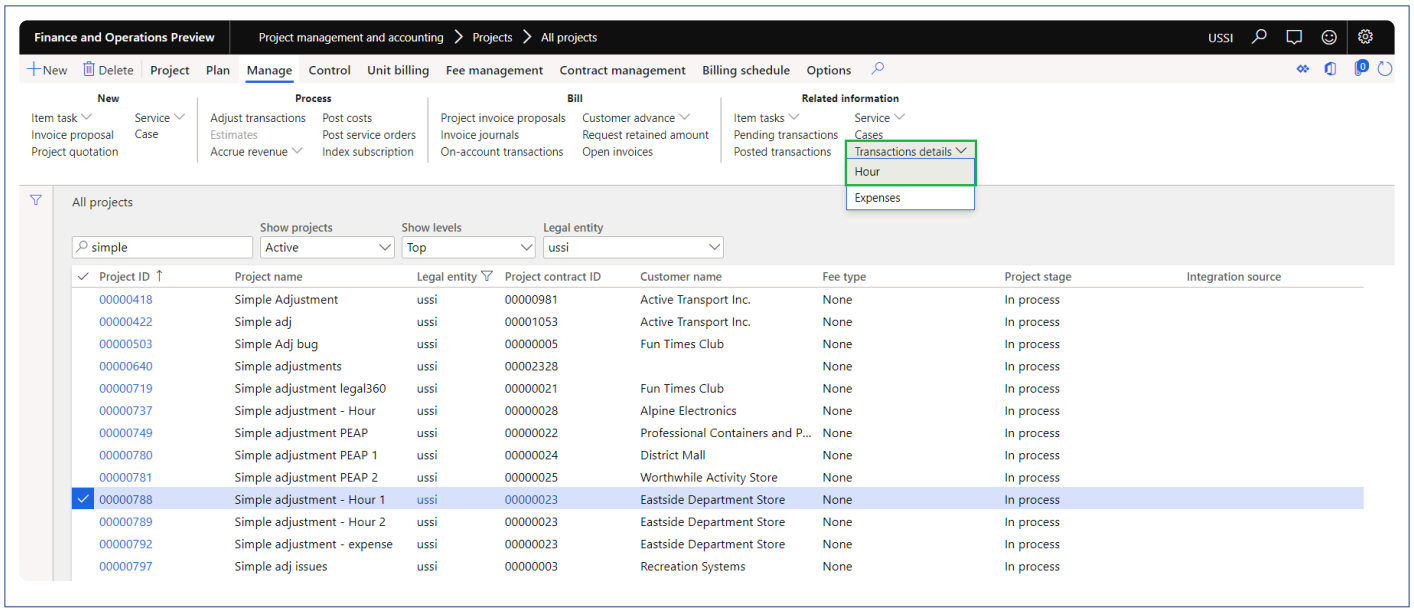
Performing Simple adjustments

This sections details out the how the hour and expense transactions can be adjusted through the buttons placed for Simple adjustments.

Adjustment to hours

New menu item and buttons have been introduced on the projects for adjustments. These menu item is available for hour ransactions. Through these form user can filter only adjustable transactions and modify time from one project to another, from one category to another and from one activity to another within the same project or another project using “Modify time” button. User can also write off the entire time from chargeable to non-chargeable using “Write off time – transaction button”.

Go to Project management and accounting > Projects >All projects > Manage tab > Transaction details menu > Hour button
Go to Project management and accounting > Projects >All projects > Fee management tab > Transaction details menu > Hour button



New parameter is placed “Allow adjustments”, upon marking this parameter only the transaction which are eligible for adjustment will be displayed and allows user to perform adjustment.

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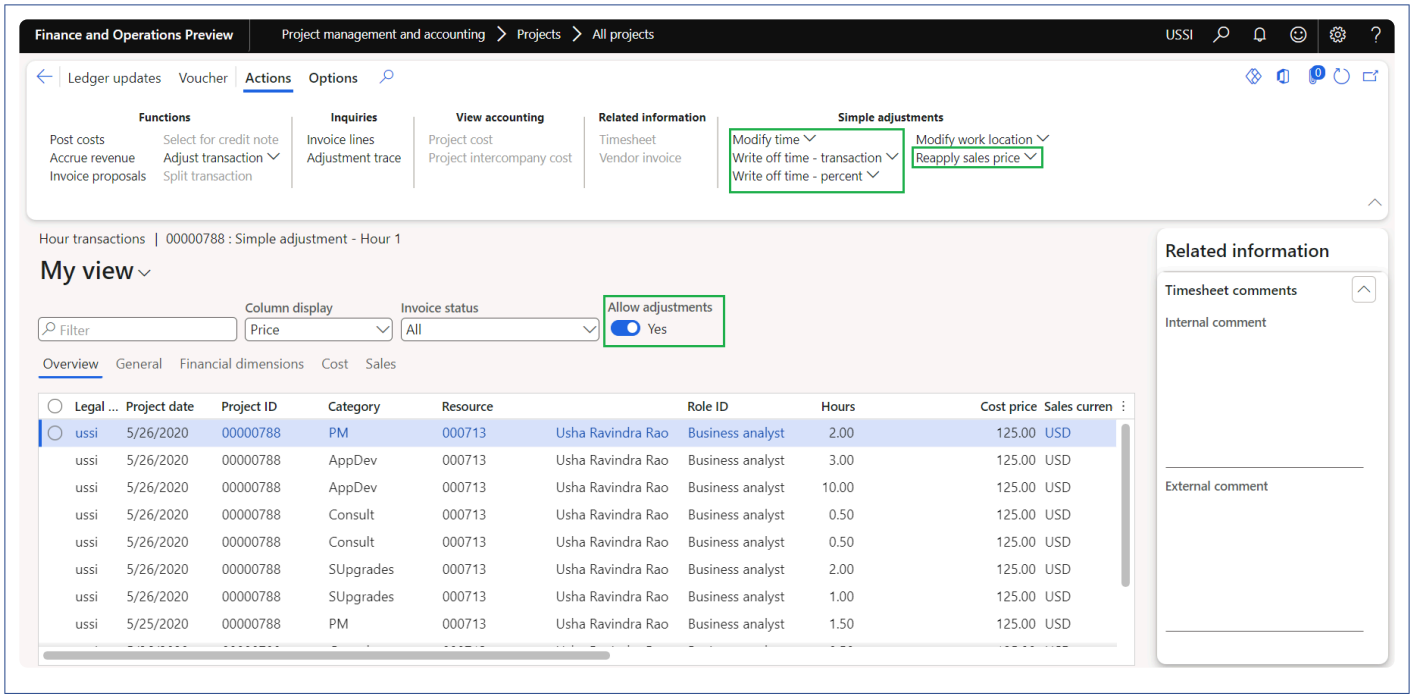

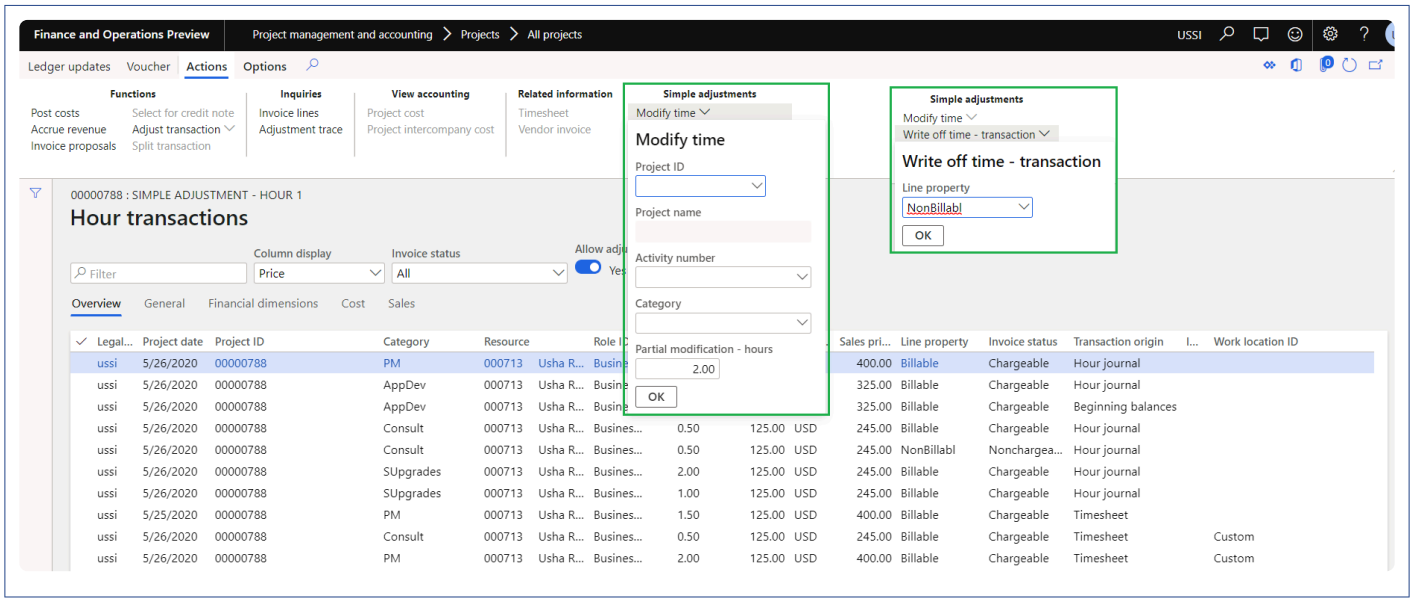

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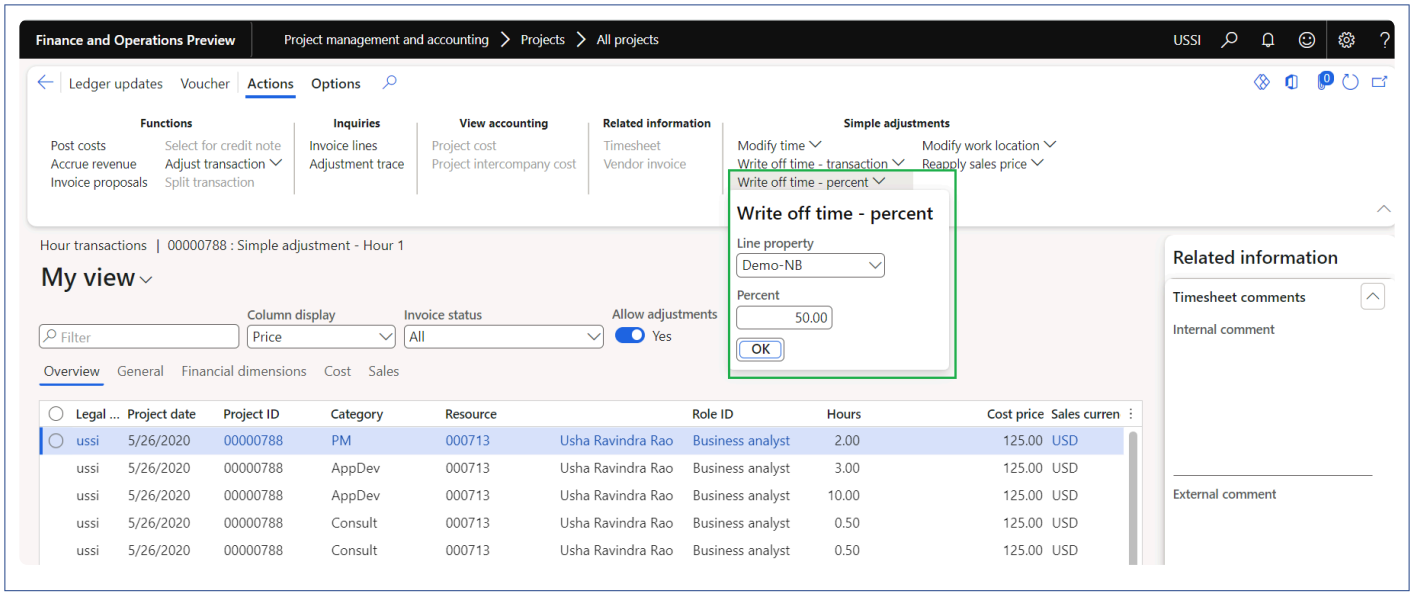

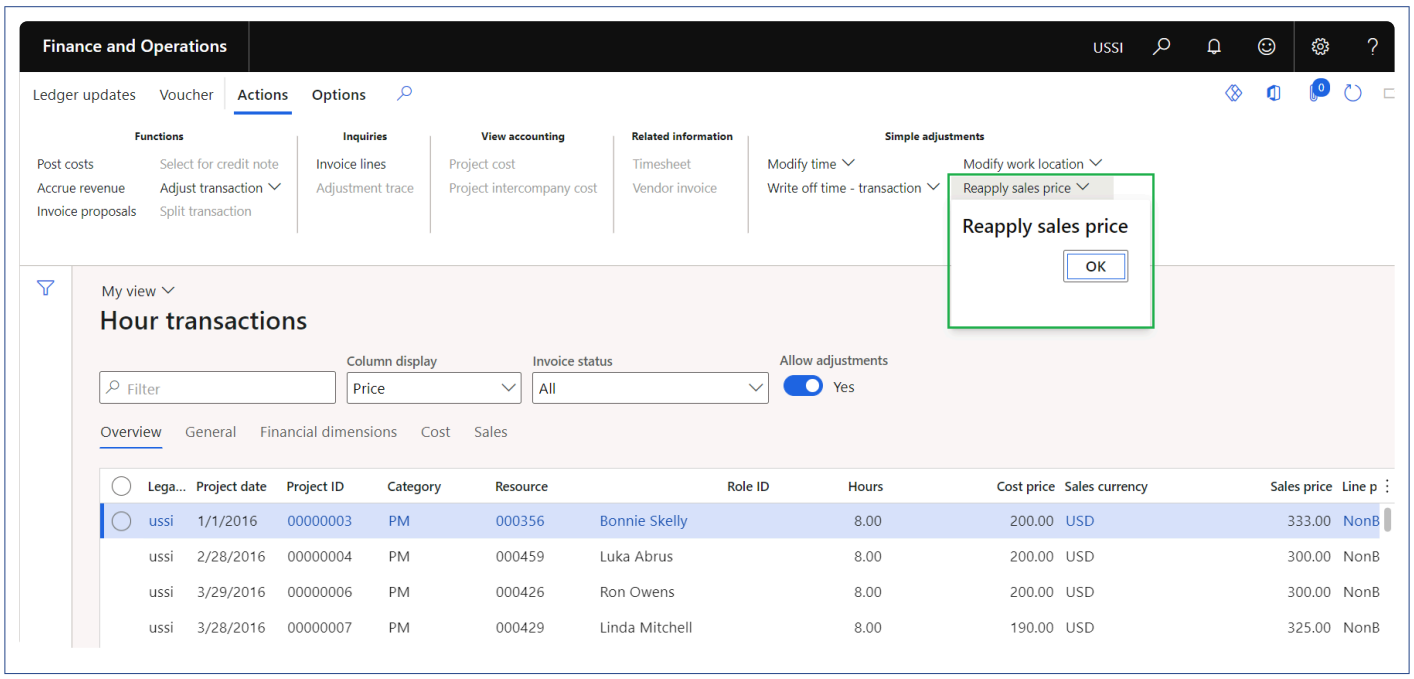

Details of the buttons available on the Transaction details inquiry form are as follows –

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.
Reapply sales price	User can reapply the sales price on the hour transactions. When sales price is reapplied ‘Sales currency’ and ‘Sales price’ only will be by default as ‘Yes’ while performing the sales price adjustment.

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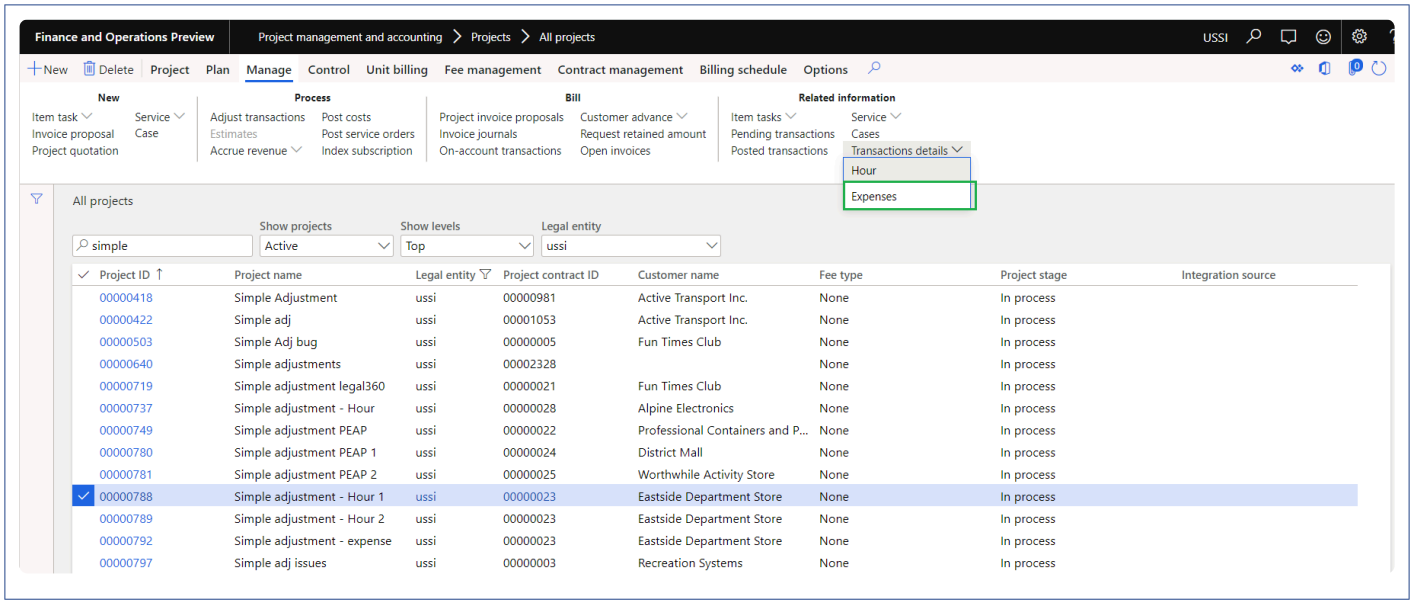
Adjustment to Expenses

New menu item and buttons have been introduced on the projects for adjustments. These menu item is available for expense transactions. Through these form user can filter only adjustable transactions and modify expense from one project to another, from one category to another and from one activity to another within the same project or another project using “Modify expense” button. User can also write off the entire time from chargeable to non-chargeable using “Write off expense- transaction button”.

Go to Project management and accounting > Projects >All projects > Manage tab > Transaction details menu > Expense button
Go to Project management and accounting > Projects >All projects > Fee management tab > Transaction details menu > Expense button



New parameter is placed “Allow adjustments”, upon marking this parameter only the transaction which are eligible for adjustment will be displayed and allows user to perform the adjustment

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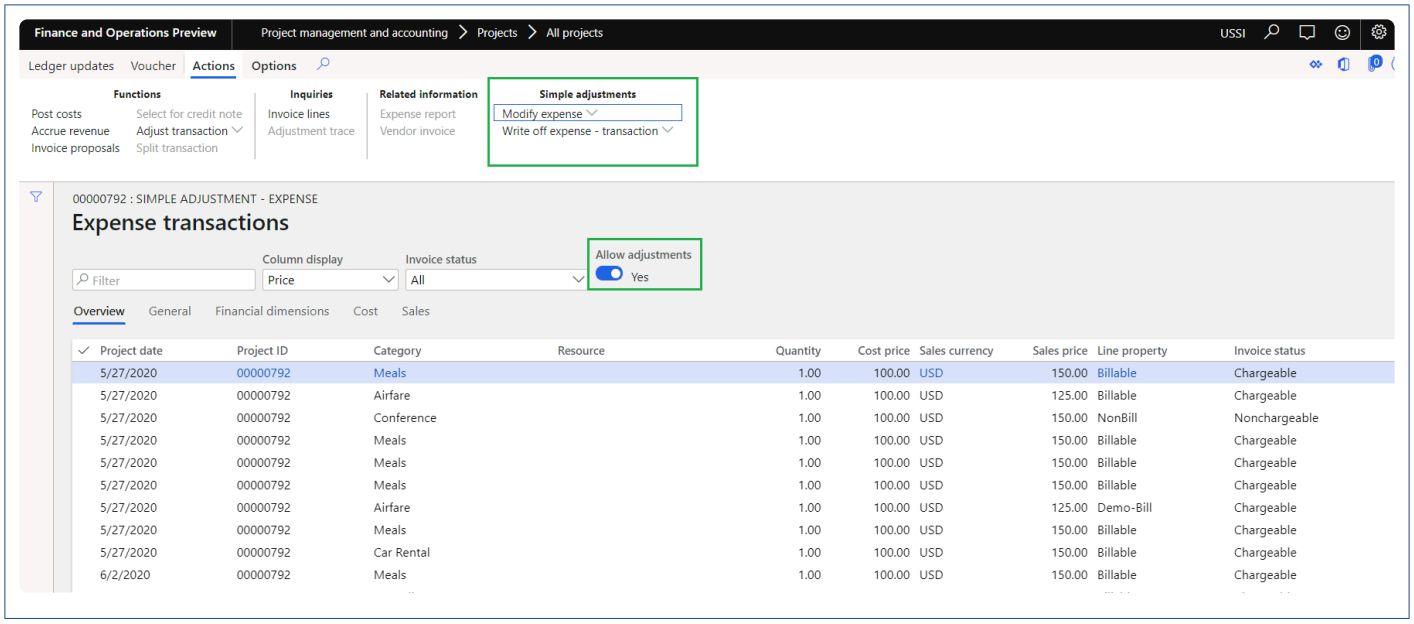

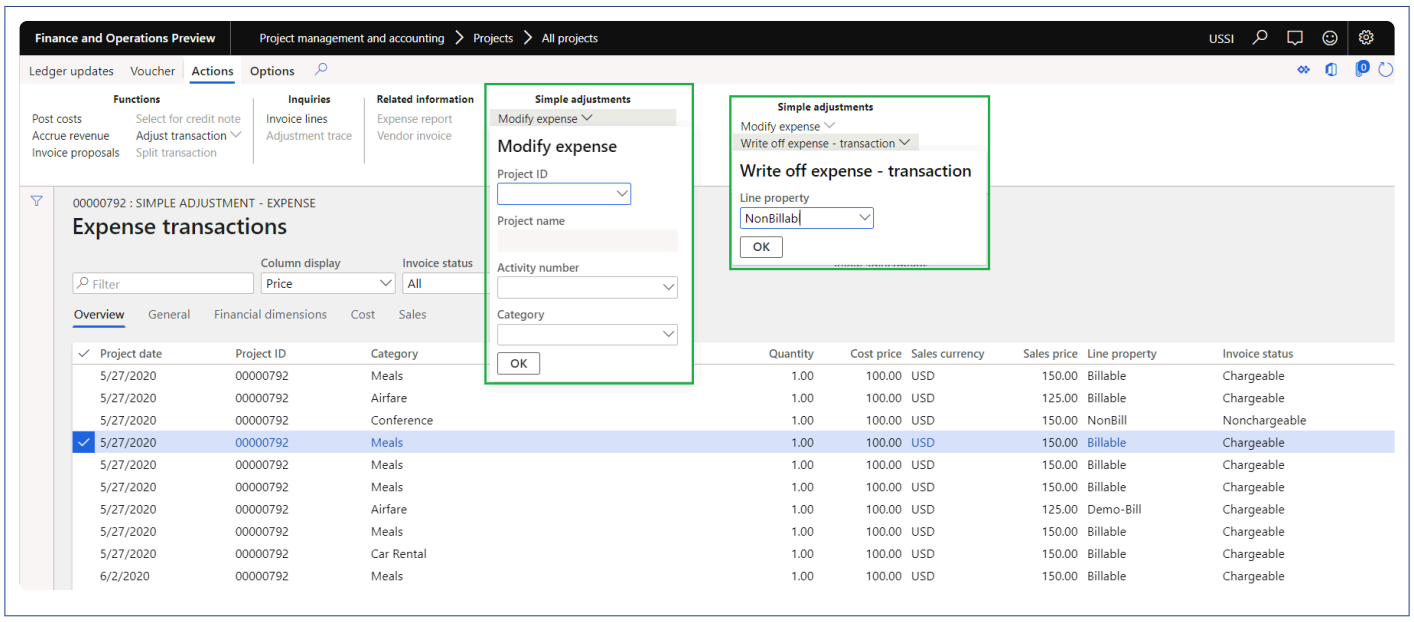

Details of the buttons available on the Transaction details inquiry form are as follows –

Buttons	Description
Modify expense	User can modify expense to other activity, Category or Project on the Transaction details inquiry for the Expense transactions.
Write off expense-transaction	User can write off expense to non-chargeable on the transaction details inquiry for the expense transactions.

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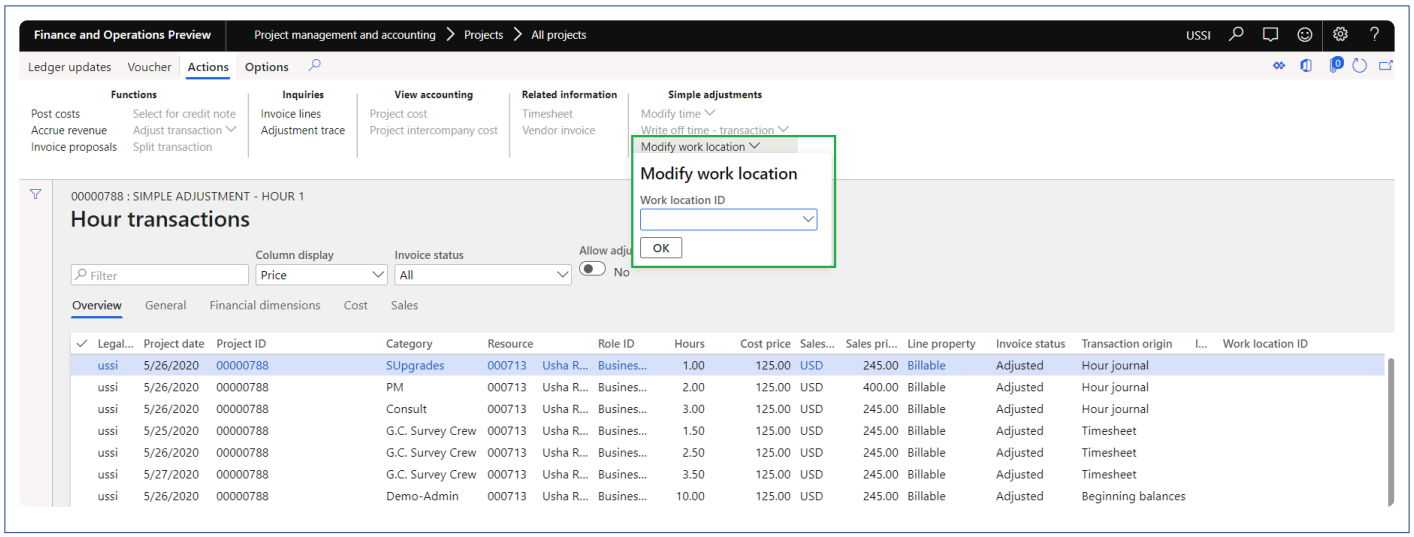
Adjustment to Work location

New button have been introduced on the transaction details inquiry for adjustments. This button is available for hour transactions. Through this button user can modify the work location on the hour transactions using “Modify work location button”.

Go to Project management and accounting > Projects >All projects > Manage tab > Transaction details menu > Hour button
Go to Project management and accounting > Projects >All projects > Fee management tab > Transaction details menu > Hour button



Details of the buttons available on the Transaction details inquiry form are as follows –

Buttons	Description
Modify work location	User can modify work location for the hour transactions.

Adjustment to hours on Invoice proposal

New buttons have been introduced on the Invoice proposal for adjustments. These buttons are available for hour and expense transactions. Through new button “Modify time” user can modify time from one project to another, from one category to another and from one activity to another within the same project or another project. User can also write off the entire time from chargeable to non-chargeable using “Write off time – transaction button”.

In order to partially write off time two new buttons were provided “Write off time – percent” and “Write off time – 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’

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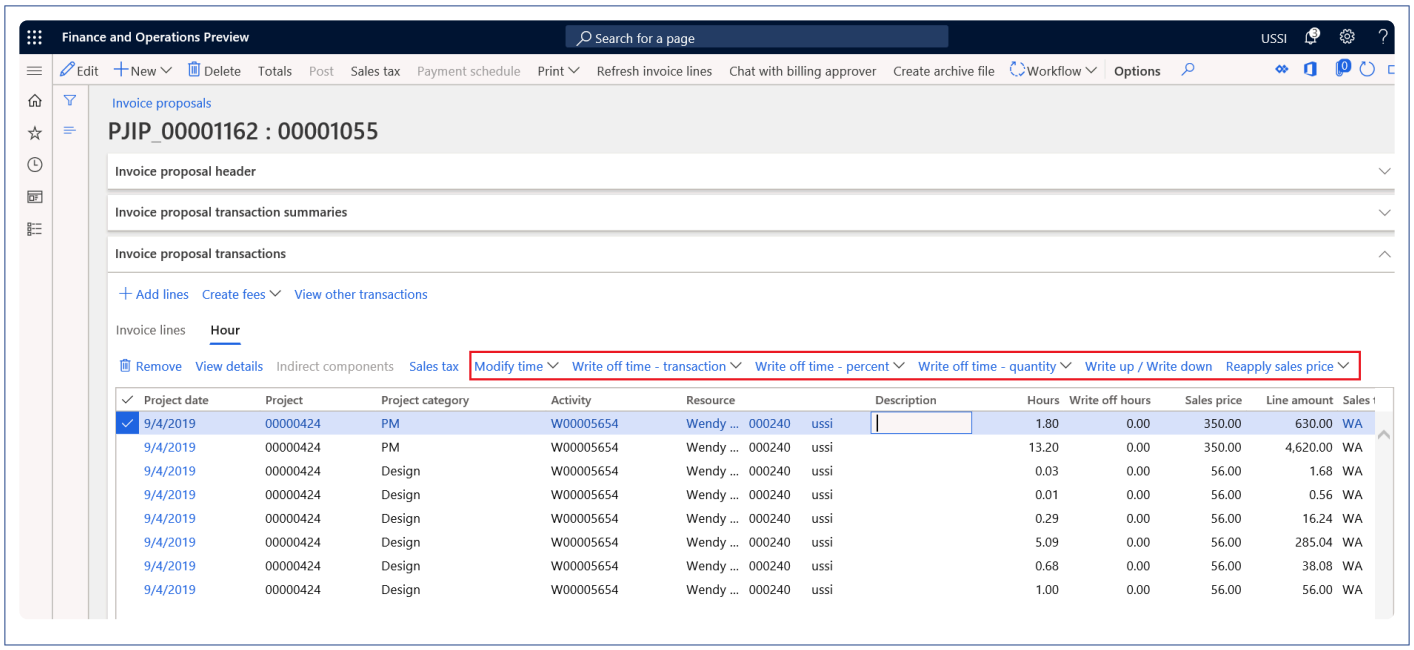
is available.

Go to Project management and accounting > Project invoices > Project invoice proposals > open an invoice proposal
Go to Project billing > All invoices > Invoice proposals > open an invoice proposal



Details of the buttons available on the Invoice proposal form are as follows –

Buttons	Description
Modify time	User can modify time to other activity, Category or Project on the Invoice proposal for the Hour transactions. Also user can partially move time to another project, activity or category. 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.

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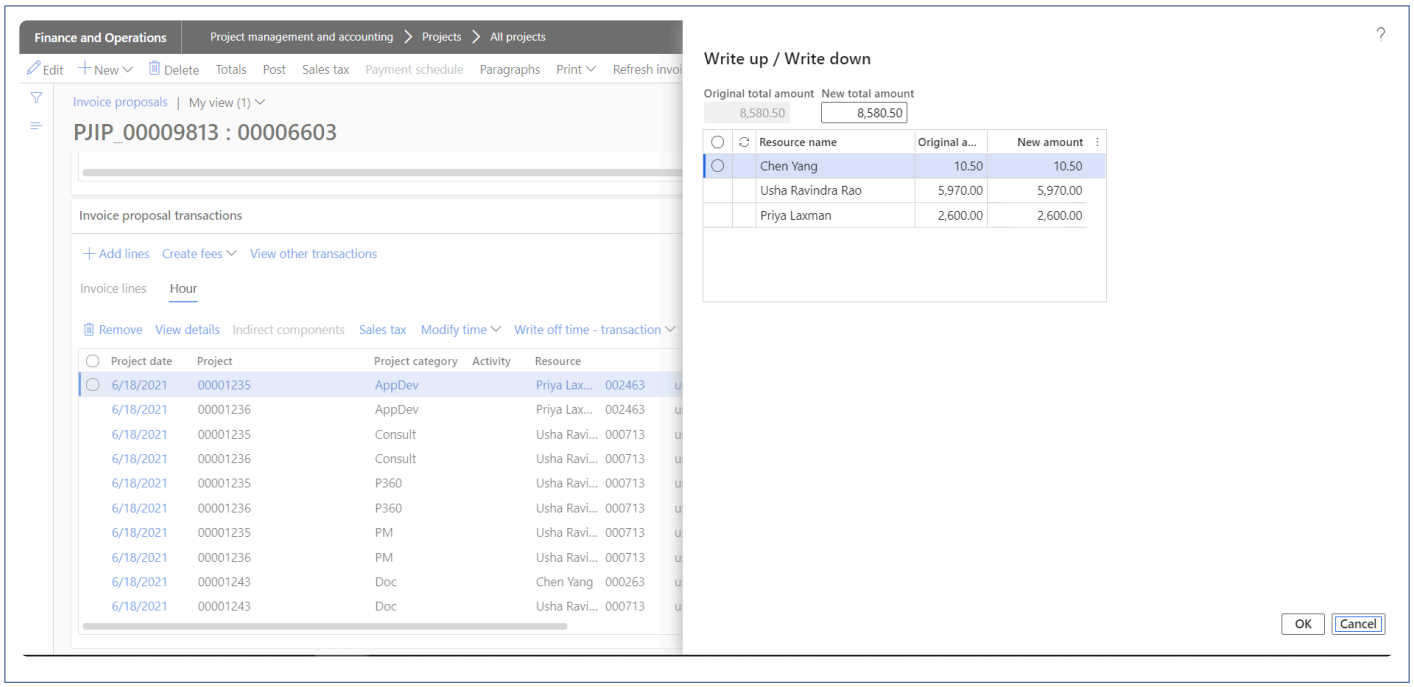
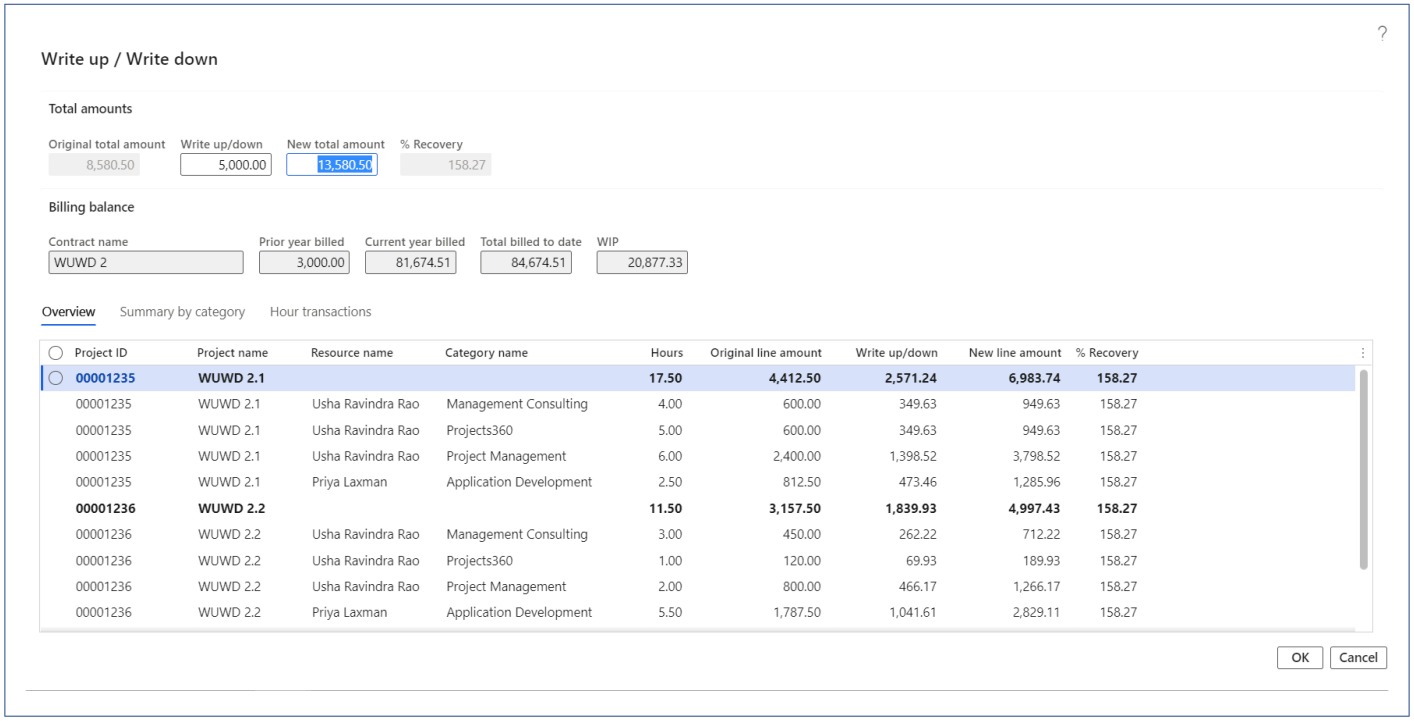
When the Write up/write down parameter is selected as ‘By resource’, adjustment can be performed per resource on the write up/write down form.



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.



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.

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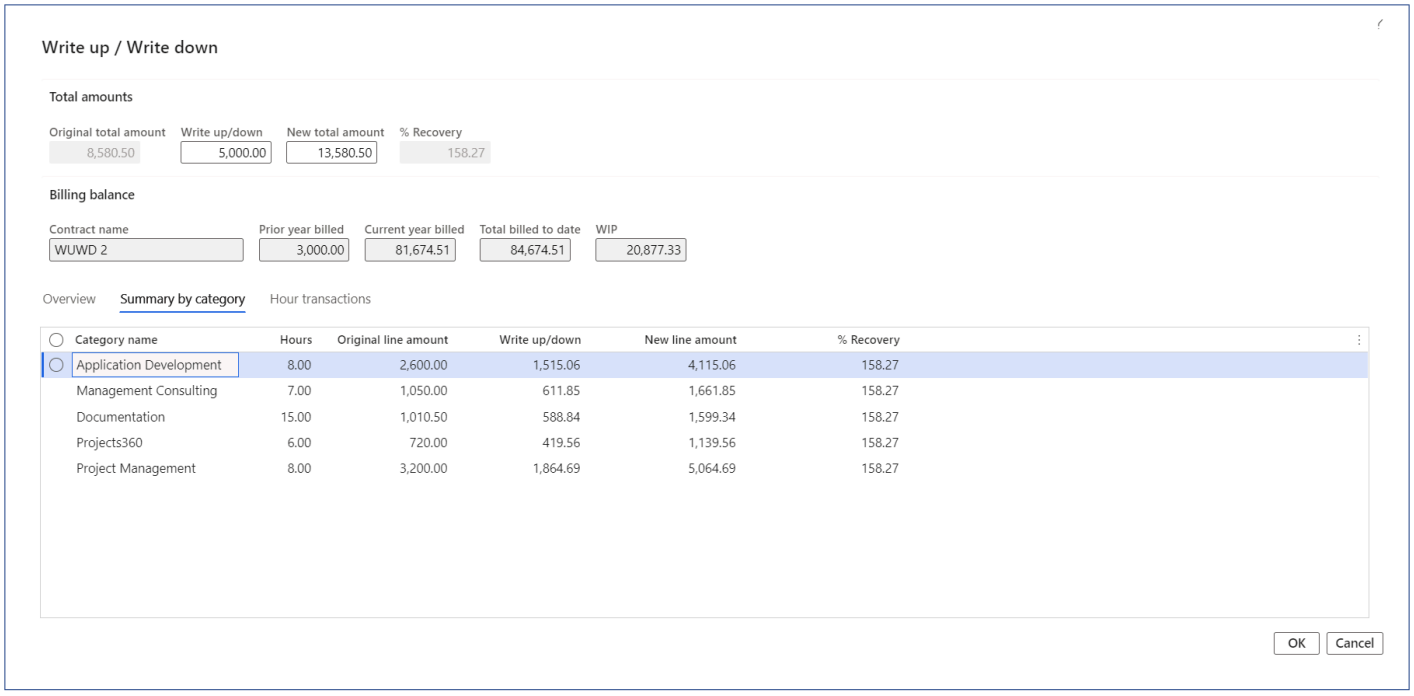
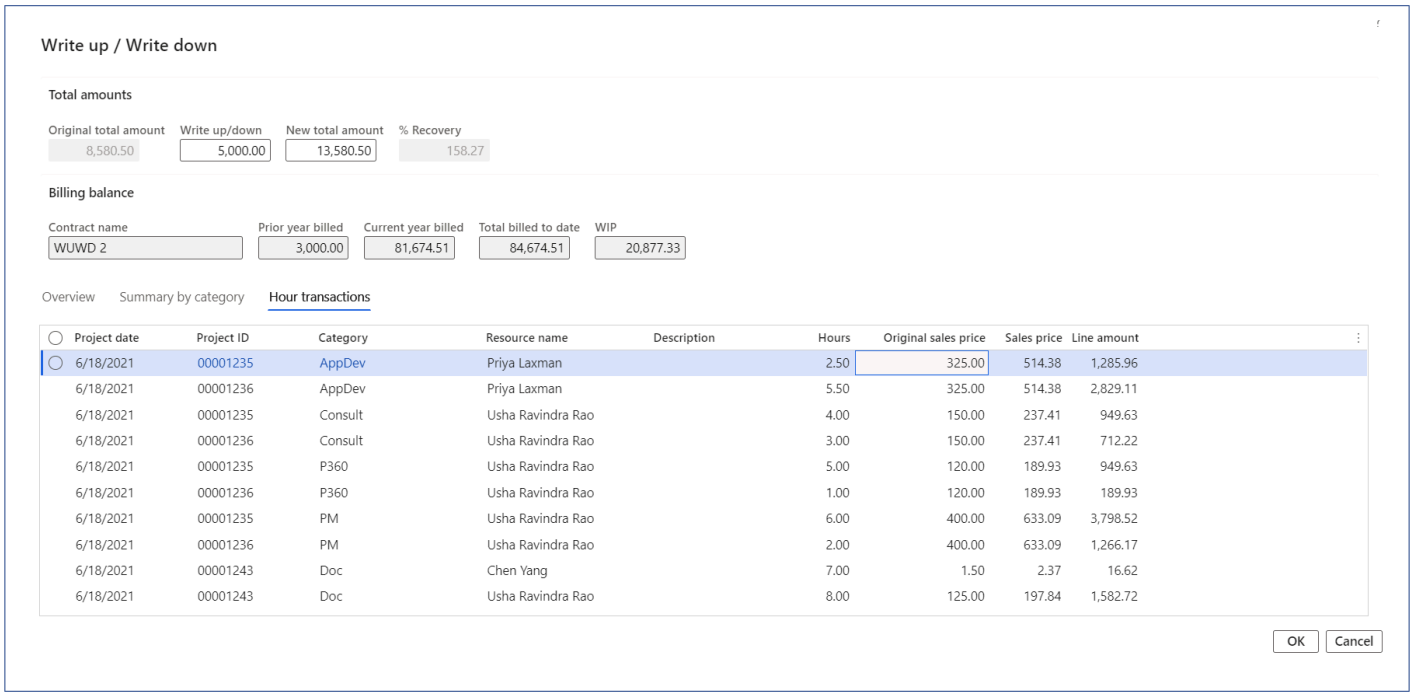


User preview the allocation of adjustment amount on the hour transaction tab.



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.

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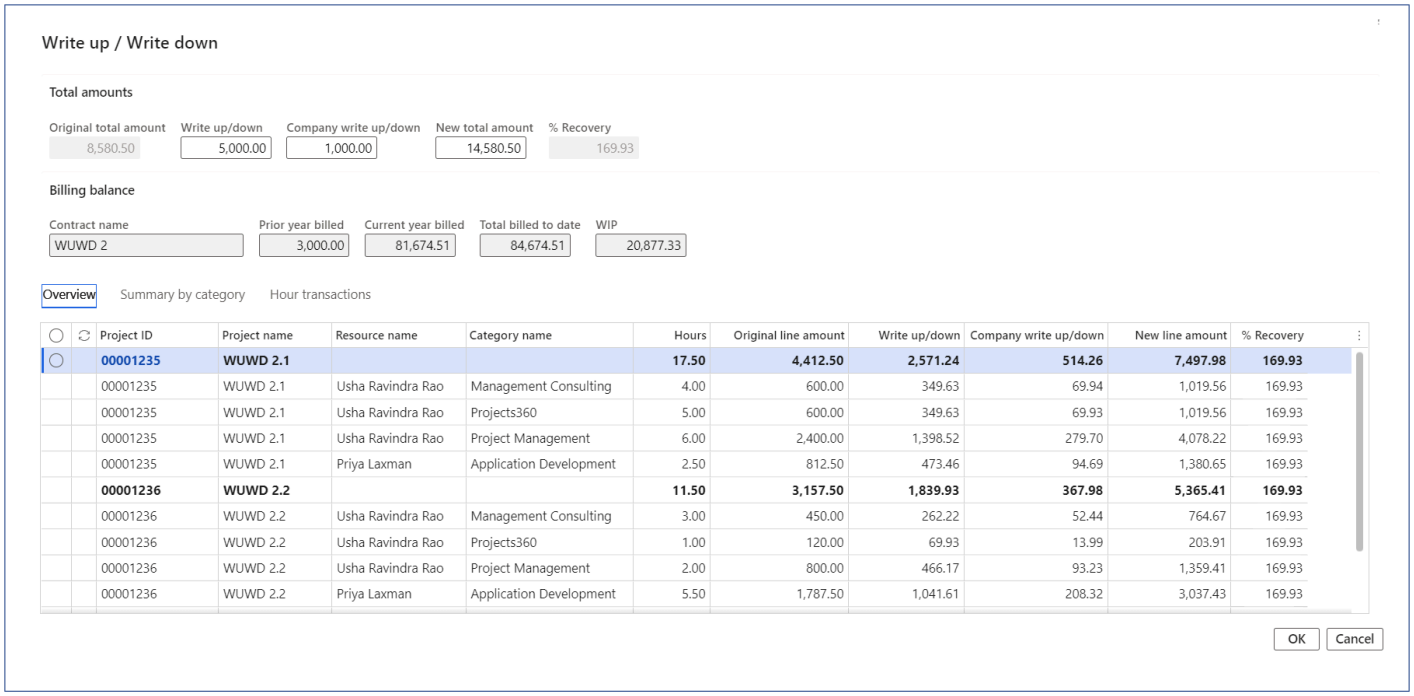

When the transaction is adjusted through the Invoice proposal and posting date will be the project date where the Period status is Open and Project is All or else the posting date will be the Invoice proposal date.

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.

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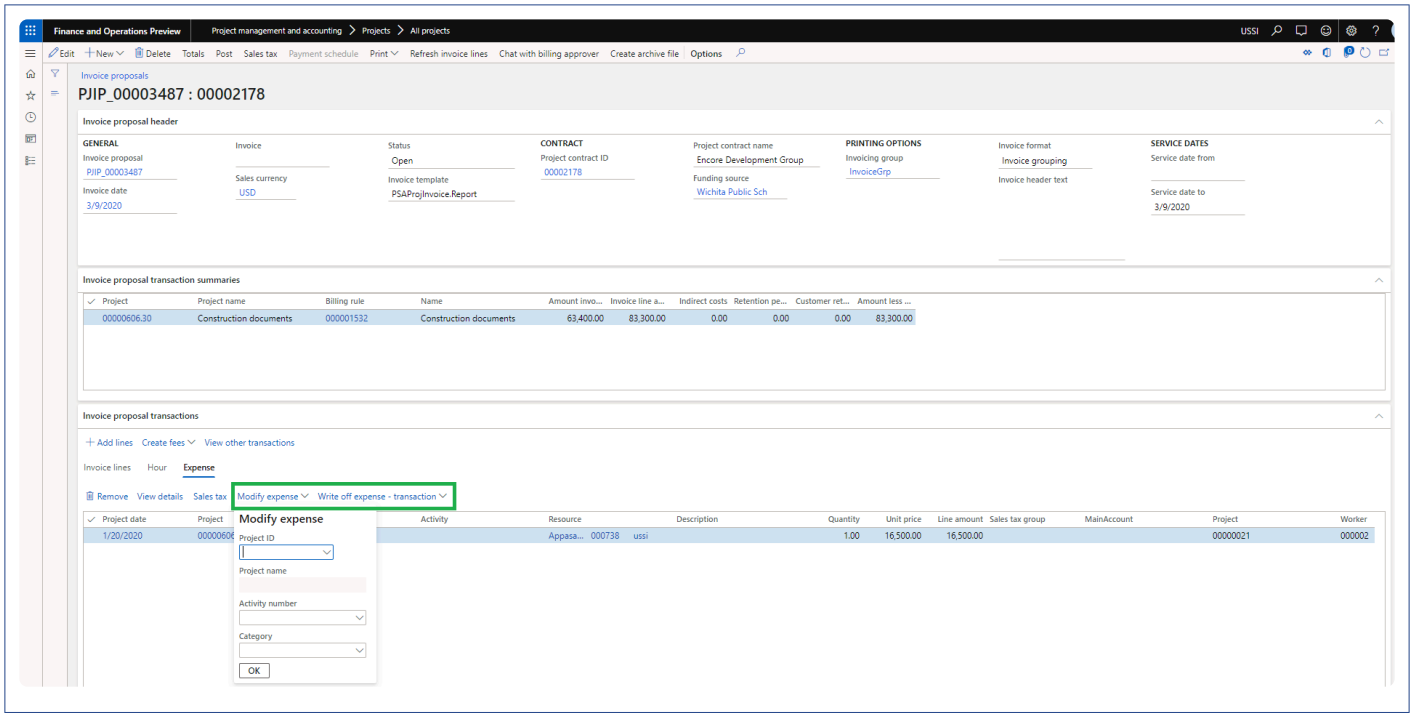

Buttons	Description
Modify expense	User can modify expense to other activity, category or project on the Invoice proposal for the expense transactions. Quick project search function is available to search the project and transfer accordingly.
Write off expense – transaction	User can write off expense 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.

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Invoicing groups

Microsoft Dynamics 365 Finance and Operations does not provide the any feature/ functionality or the flexibility to group transactions on an invoice proposal based off different attributes. However, we are excited to inform you that we have made significant enhancements to the invoicing functionality that now allows you to group transactions on an invoice proposal based off different attributes such as Category, Activity, and more.

These enhancements provide you with the flexibility to create more organized and detailed invoices, making it easier to manage your transactions. In addition to this, there are a different report formats available that offer different flavors of grouping and an overall project progress status. With these features, you can now easily track and manage your project progress and finances more efficiently.

Our grouping feature is now available on a split screen, visible as a new tab in the invoice proposal. This feature allows you to group transactions and view them in a single screen, making it easy for you to manage and review grouped transactions. The split screen design allows you to view the grouping of transactions on one tab of the screen while reviewing the all the different transactions on the other tabs.

We understand that every business has unique invoicing requirements. That's why our grouping attributes are configurable, and you can set them up based on your specific business needs. You can choose from a range of attributes such as Category, Activity, Roles, Line property, Transaction ID and many more. This customization provides you with the flexibility to configure your invoicing process and group transactions based on relevant attributes.

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Configure Grouping

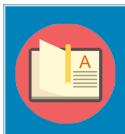
This section explains the setups required to be completed in order to use the Invoicing groups feature effectively.

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 Project Invoicing groups feature are as follows:

1. Activate invoice enhancements: Selecting this check box will activate invoicing groups feature.
2. Default invoicing group: The user can pick up the invoicing group that has to be defaulted onto the funding sources in the project contract form. All Project Invoicing groups defined in the invoicing 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 Project Invoicing groups. The fee journal created out of such rounding differences should not be included in the Invoice format/ printing.
5. Enhanced invoice header/footer text: When this parameter is set to Yes, Formatted invoice footer text will get displayed on project invoice proposal form and values available on Formatted footer text will be printed on the invoice report.



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

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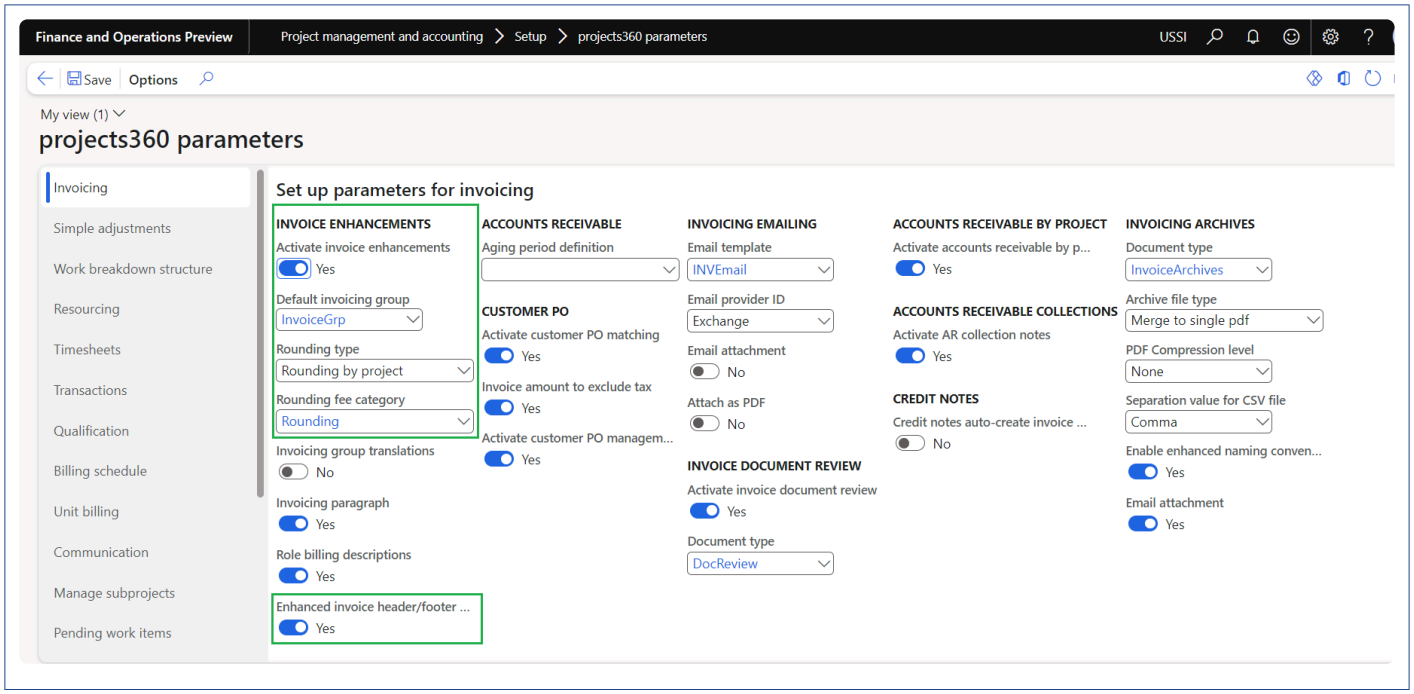
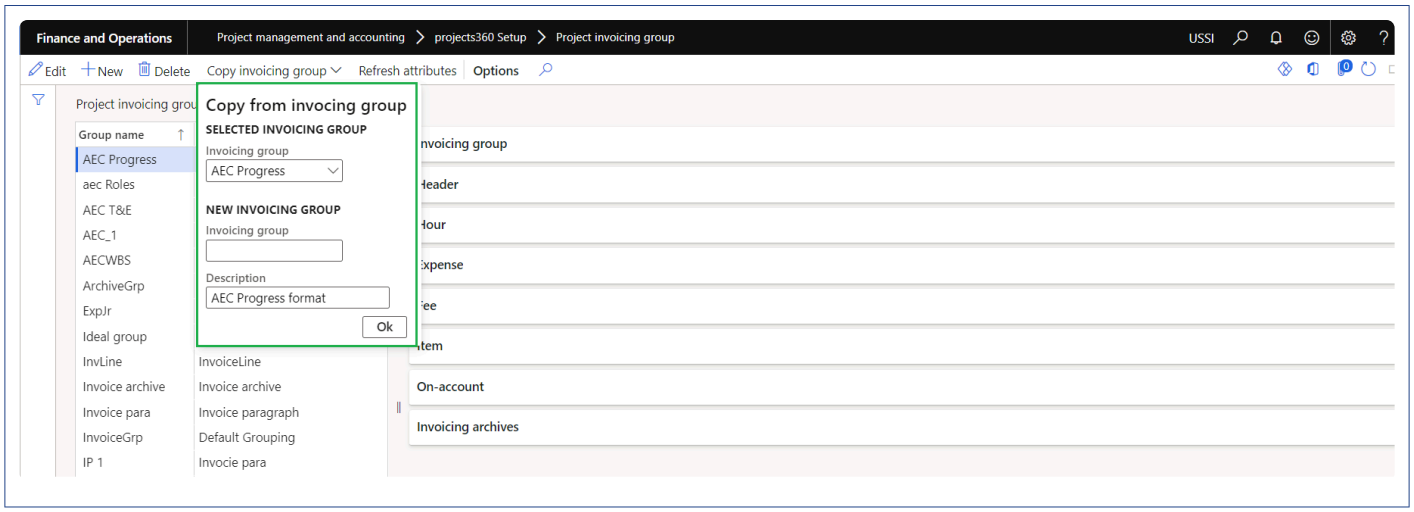


Setting up Invoicing groups.

Copy invoicing group

The user would be able to easily copy an existing invoicing group to a new invoicing group with all the details intact. This feature saves you valuable time and effort by allowing you to replicate an existing invoicing group with just a few clicks. By copying the group, you will have all the details from the existing invoicing group transferred to the new group, reducing the need for manual data entry.

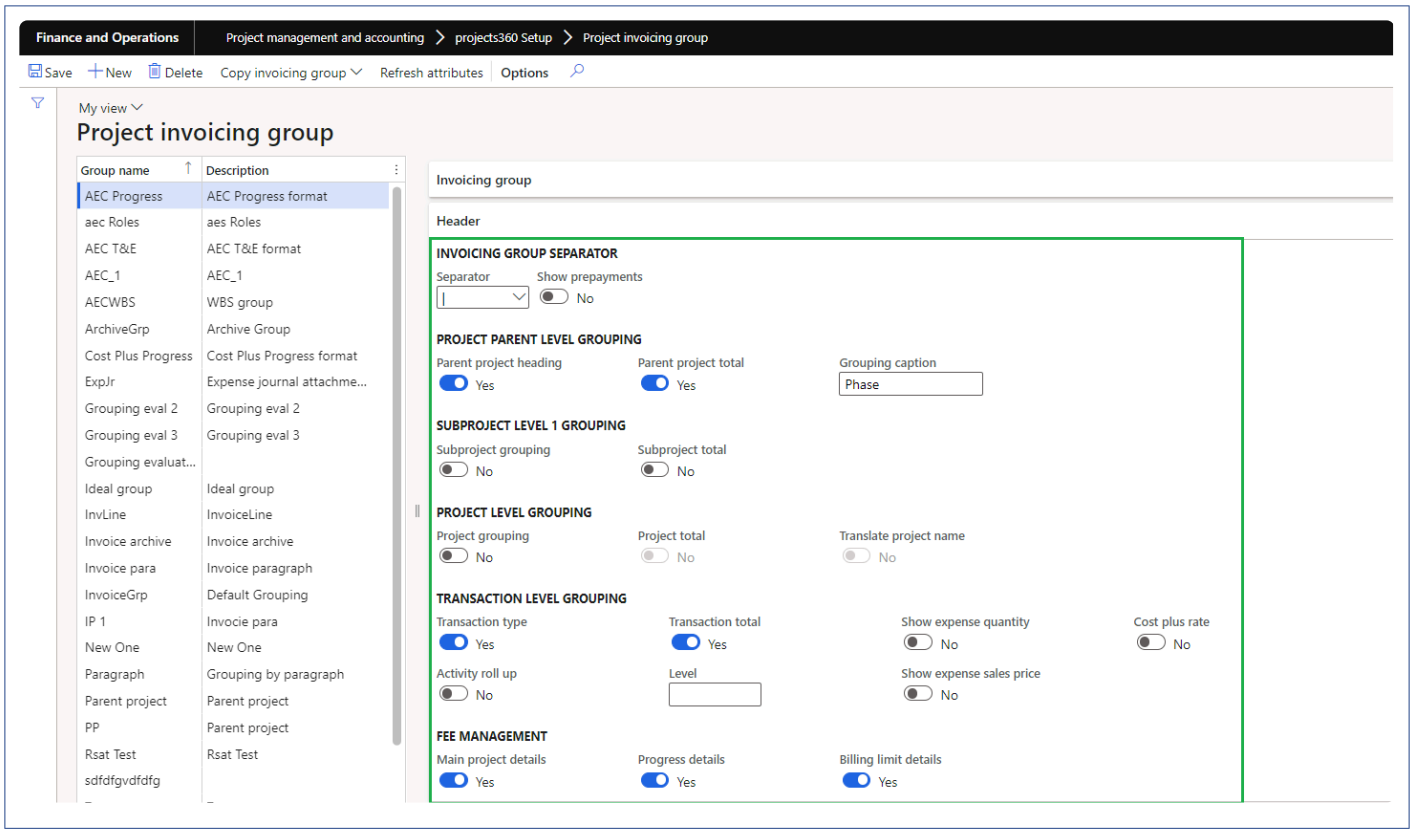
Go to Project management and accounting > Setup > projects360 Setup > Project invoicing group.
Go to Project billing > Setup > Project invoicing group



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 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 totaling 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 subgroups based on the setup.

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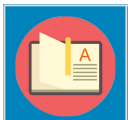
- Parent project total: This check box will be enabled only when the parent project grouping check box is marked. This check box when selected will total up the transactions for each parent project.
- Grouping caption: The value mentioned in this field will be added as a prefix to the parent project or project while grouping.

5. Project level grouping: The check boxes below this group bring in the totaling 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 totaling 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 subgroups 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 transactions should be rolled up to.
- Show expense quantity: When this option is turned on, expense quantity will be displayed on the Invoice lines and Invoice report.
- Show expense sales price: When this option is turned on, expense sales price will be displayed on the

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Invoice lines and Invoice report.

- Cost plus rate: When this option is turned-on, Cost plus rate information 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.

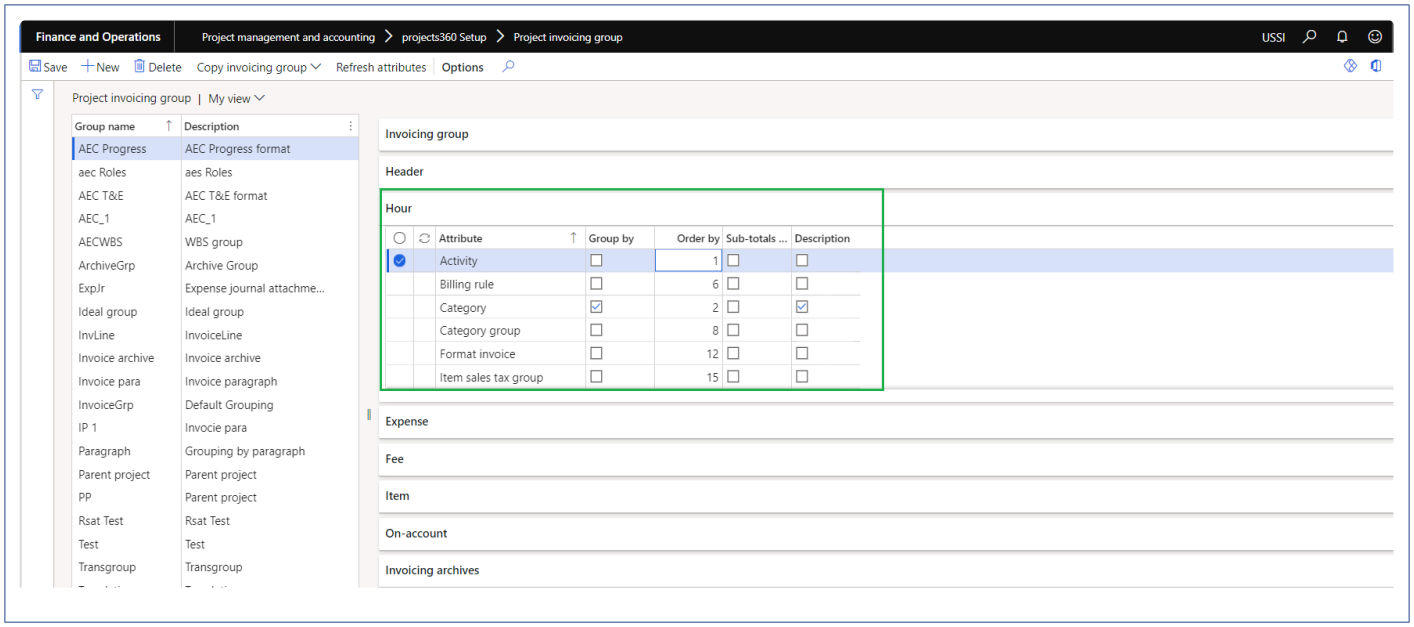
When the transaction type check box is cleared, then the user interface changes and implies that the level of grouping transactions on the invoice is irrespective of the transaction type that it belongs to. Thus, there is a change in the options of attributes available and there is only one Fast Tab 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:

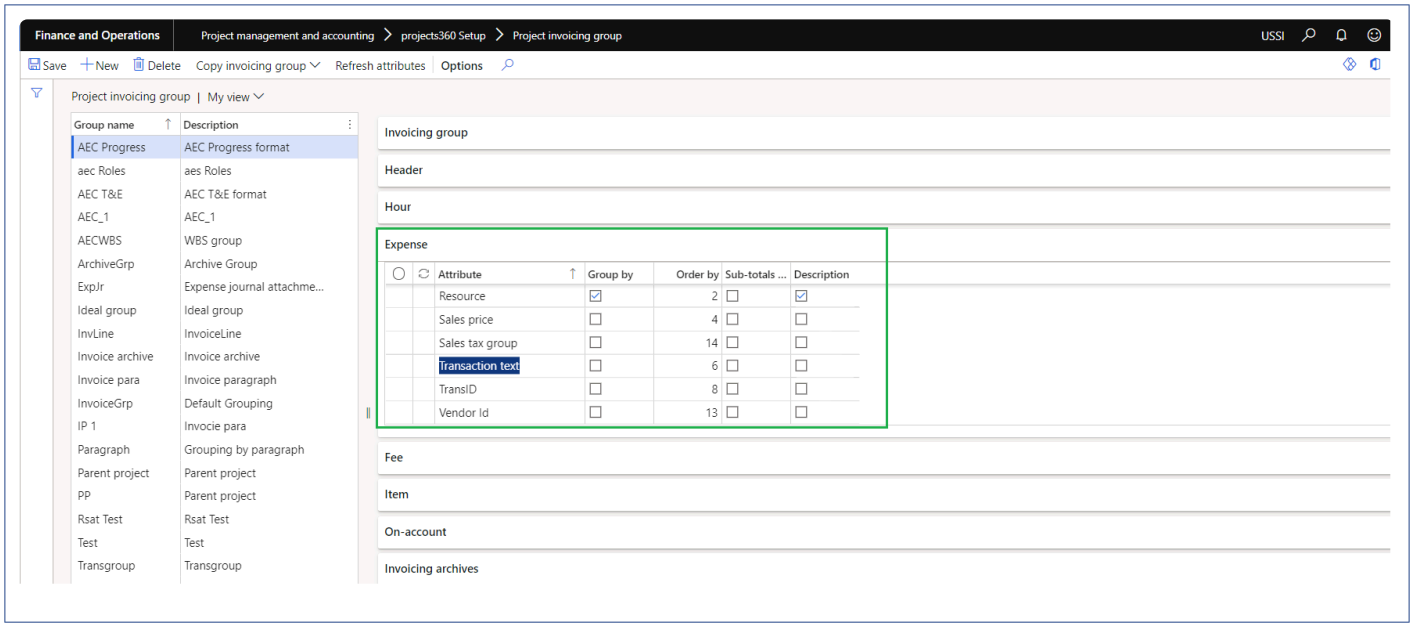
Hour Tab



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



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

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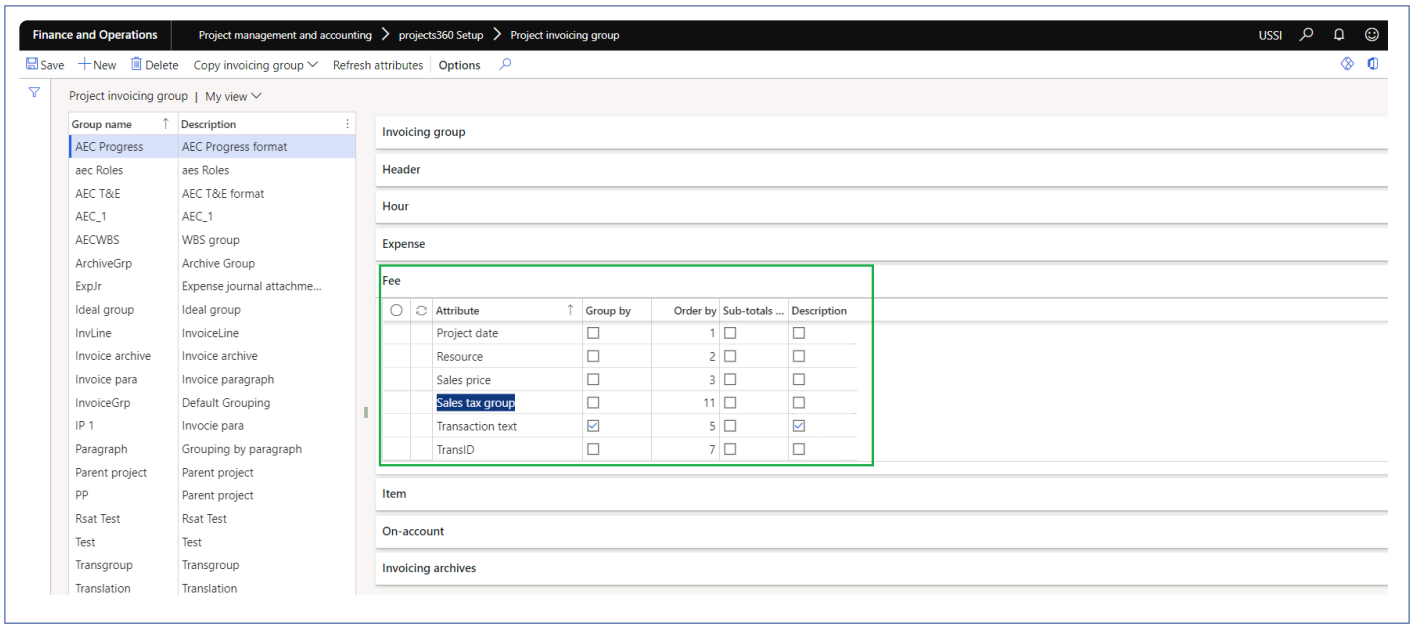
- TransId
- Category group
- Expense report ID
- Format invoice
- Line property ID
- Paragraph
- Vendor ID
- Item sales tax group
- Sales tax group

Fee Tab



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

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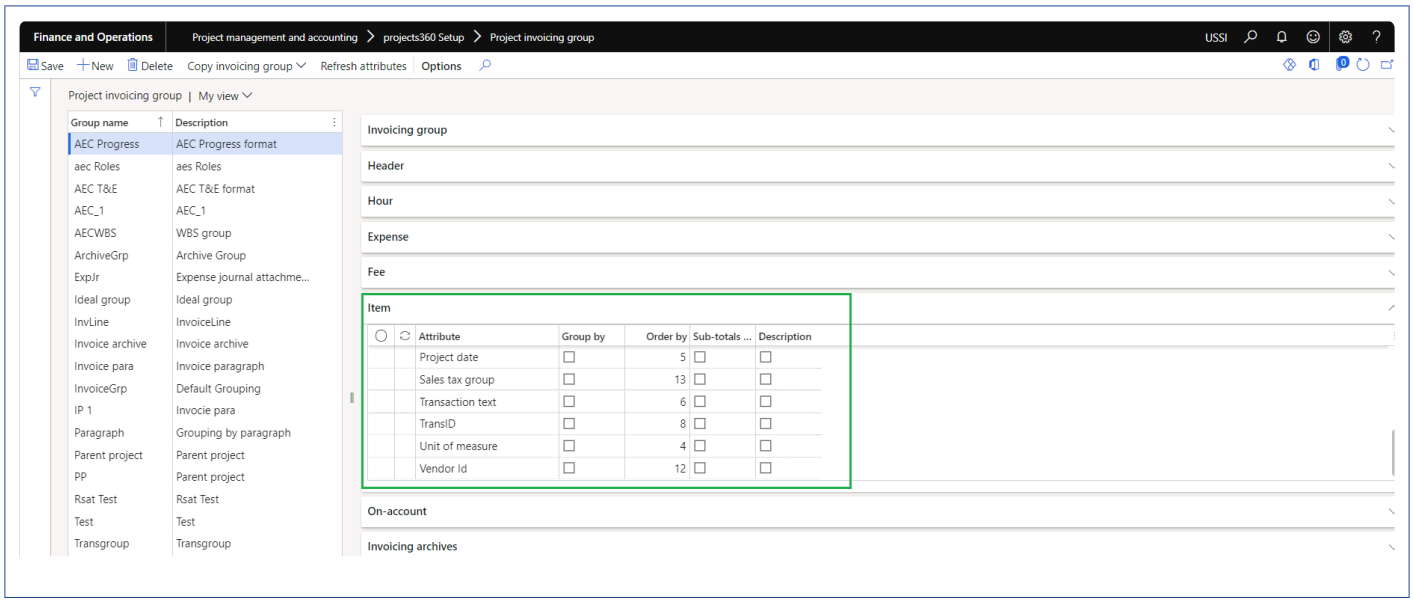
Item Tab



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

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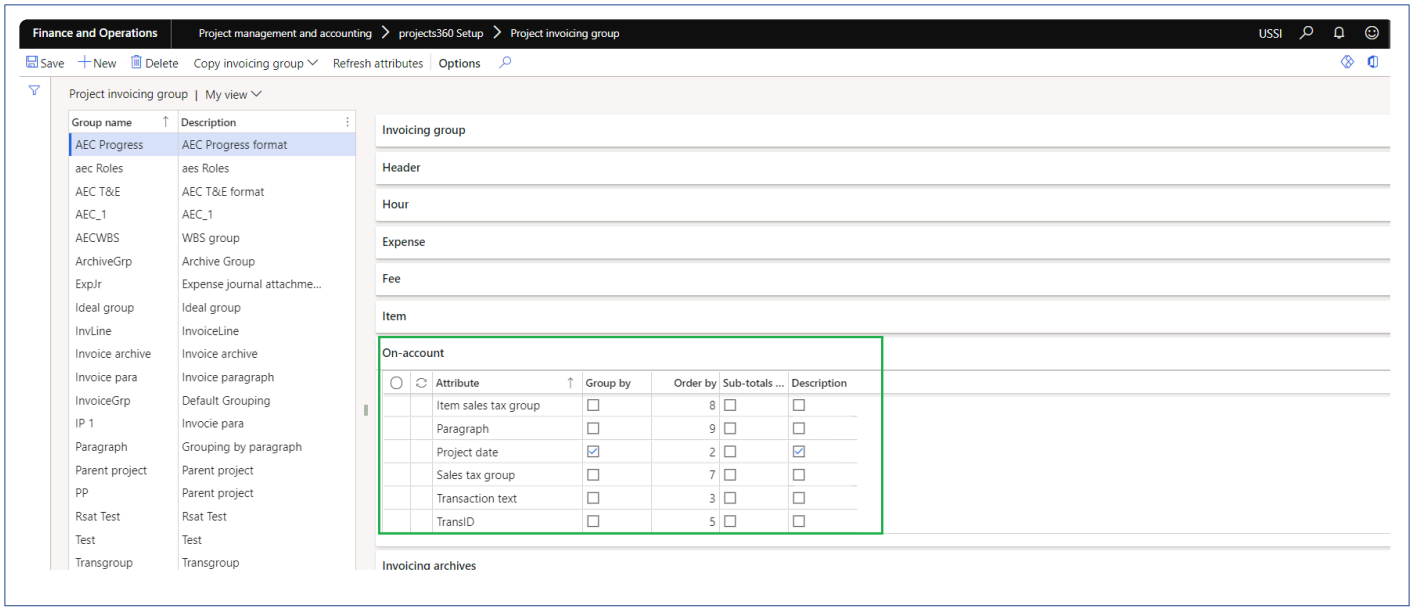
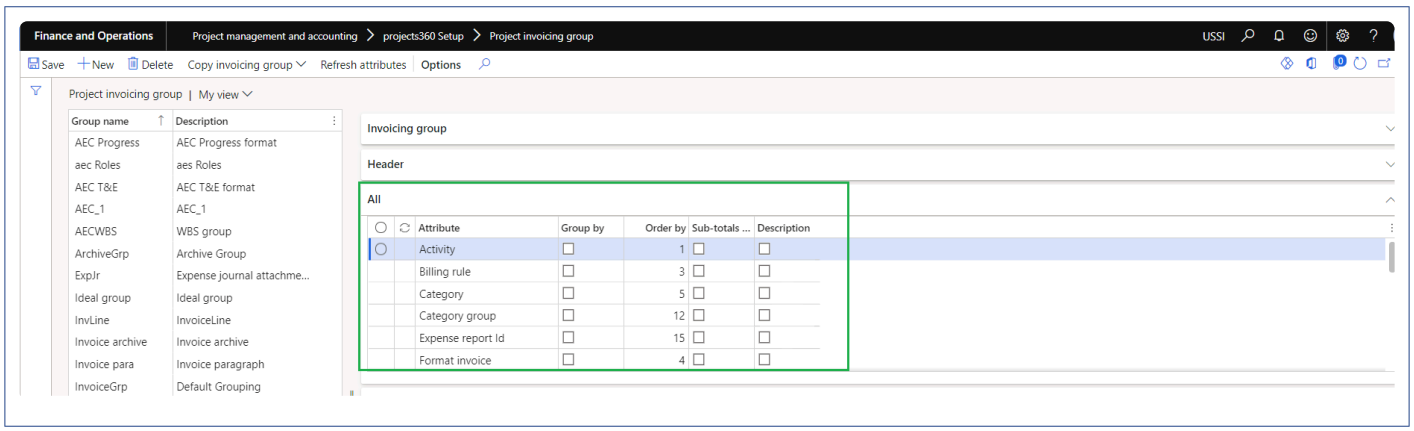


This tab has the below mentioned fields, based on which the transactions can be grouped.

- Activity
- Project date
- Transaction text
- Billing rule
- TransId
- Format invoice
- Item sales tax group
- 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



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).

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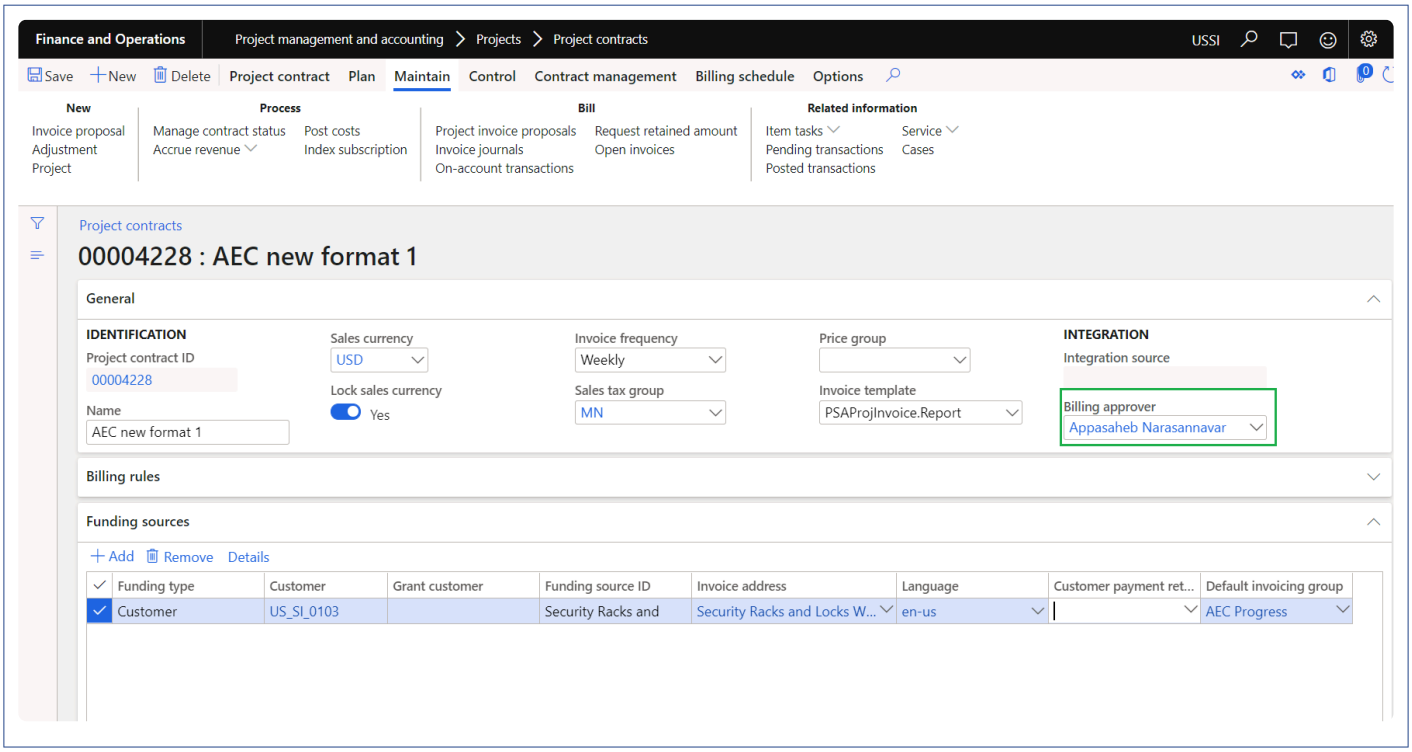
Note – When no transactions are marked on the invoicing group then the description of the invoicing group is printed on the invoice.

Project Contract Form

There have been several modifications done to the Project contract form for this feature. Billing approver, a new field has been added in the Project contract under General tab. The user can specify the billing approver for this contract. The worker selected in the field shall be the invoice approver, when the workflow has been set to be a participant; it is described in detail in the workflow modification section of this document.

This field displays the workers in the current legal entity, who can be chosen to be the invoice approver for this project contract.

Go to Project management and accounting > Projects > Project contracts > Assign approvers
Go to Project billing > All invoices > Project contracts > Assign approvers



Invoice format: There is a new fast tab – Invoice settings, added to the Details button on the funding source fast tab. On this fast tab the below setup can be done:

- Setup the emailing addresses for the Invoice emailing functionality to work, explained later in this document.
- Setup the default header text which will be printed on the Project invoice report.
- Invoice Format: where the user can setup the Invoice format. While using the invoicing group functionality, this option will be defaulted from the Invoicing enhancements parameter setup. The user

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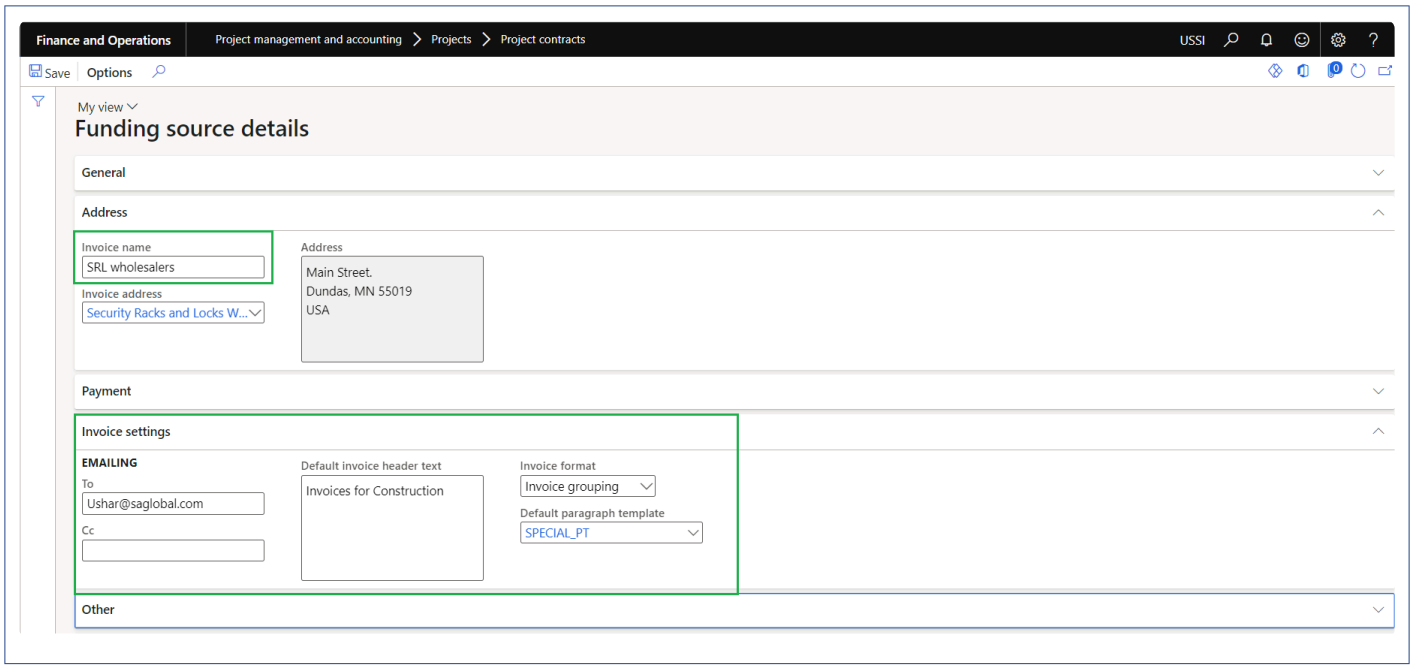
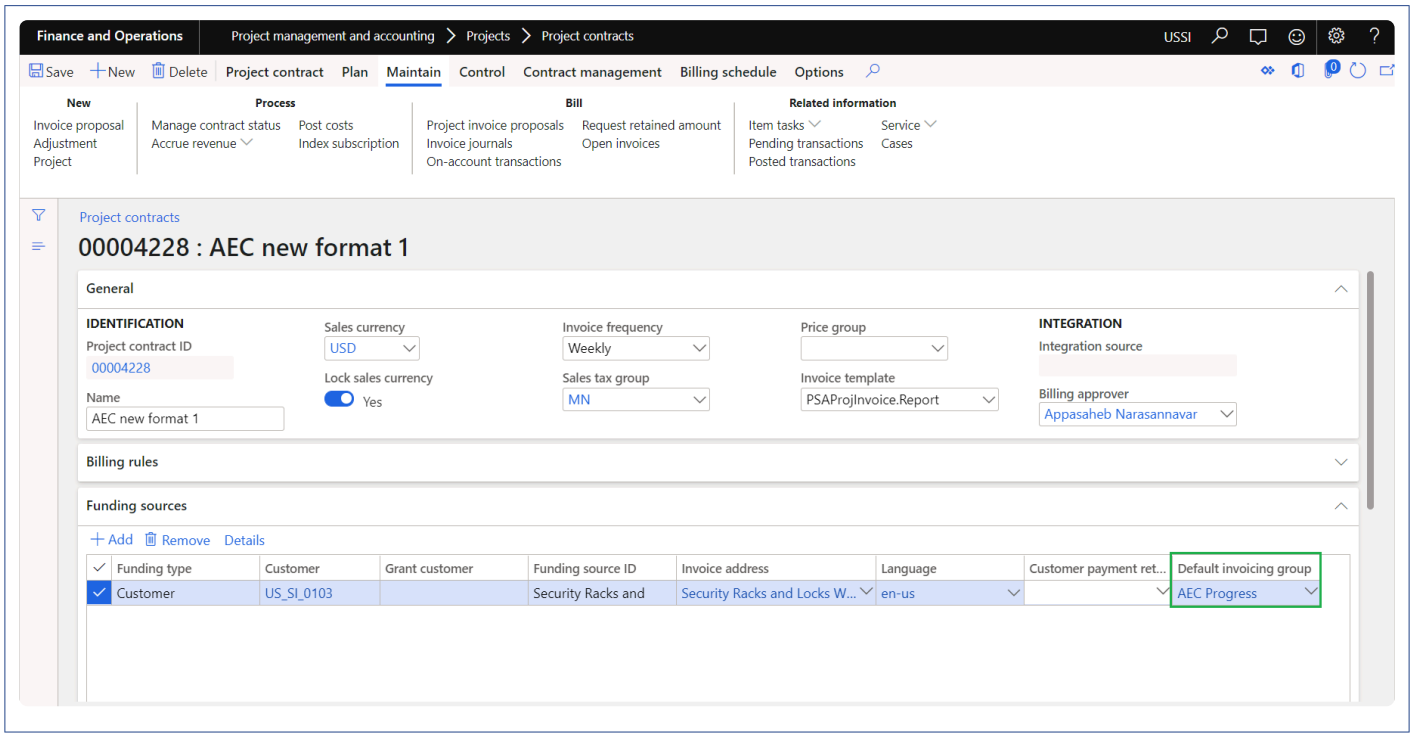
can change the invoicing group again on this form. The invoicing group selected in this field shall default onto the invoice proposal and will determine the grouping of the transactions on the invoice.





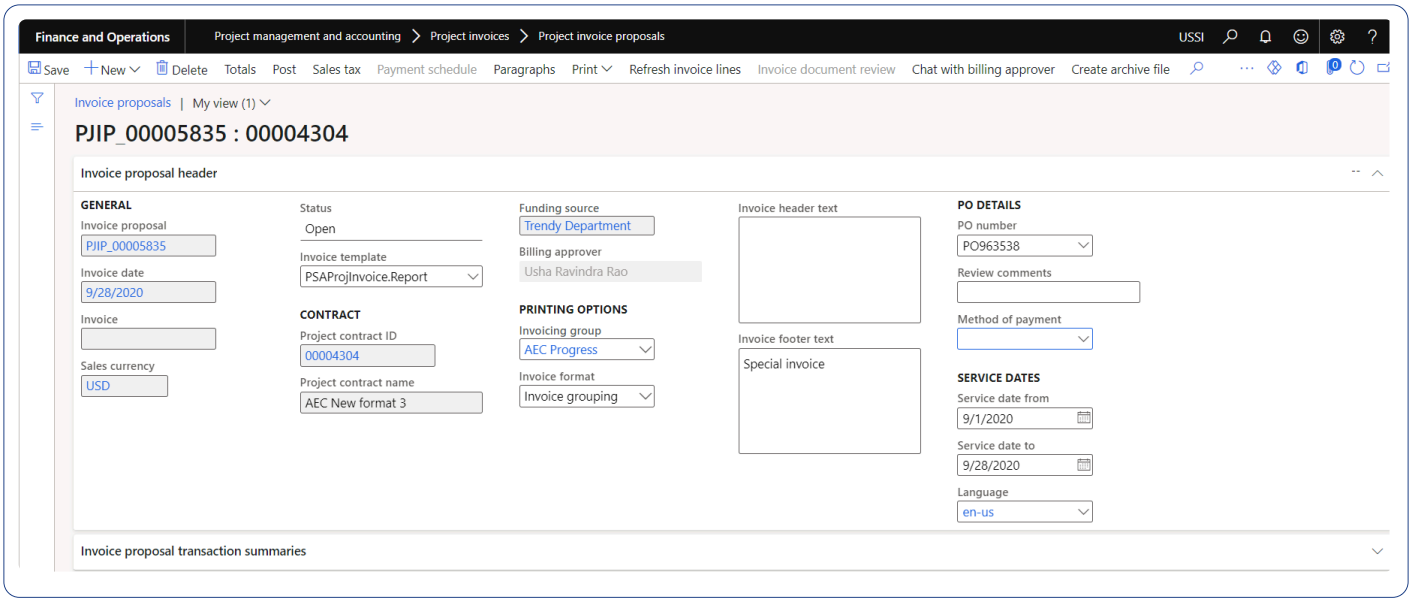
Performing Invoicing group

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 invoicing 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 Invoicing 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

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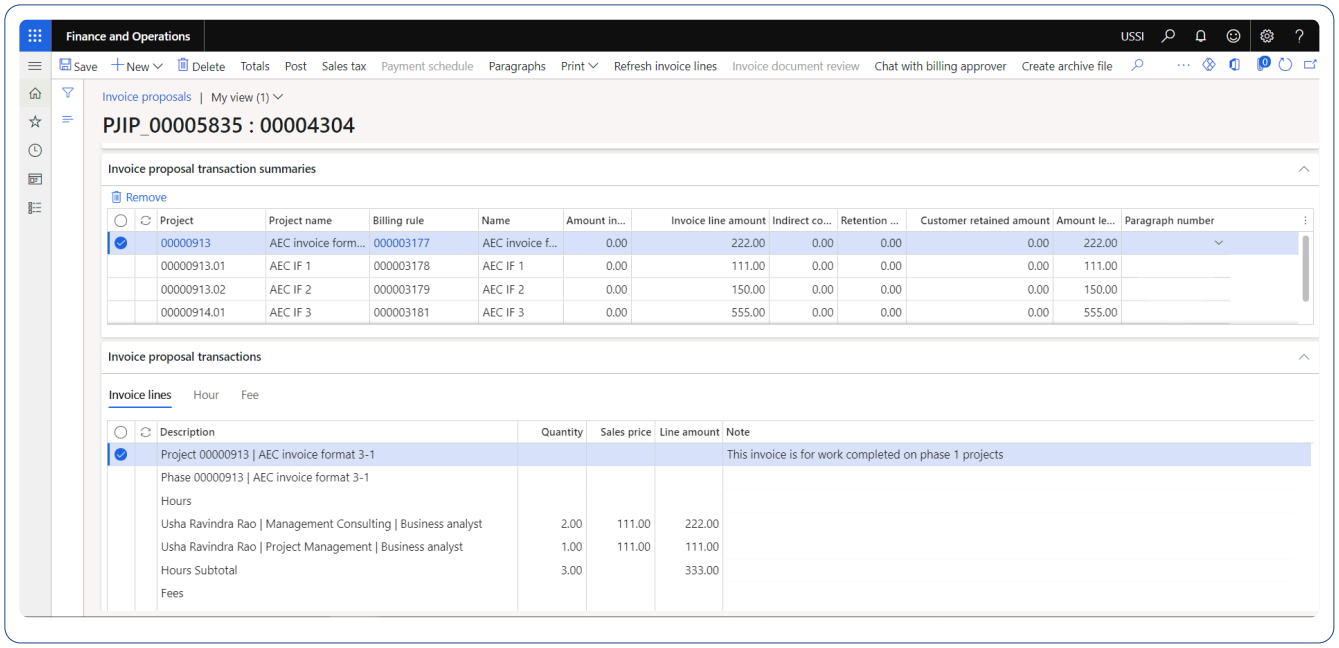
been grouped with the other modifications done to the invoice format.

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.



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.

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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 group display.

1. Rounding will be calculated only after the invoice body is recalculated.
2. The first check for rounding difference will calculate the absolute value of the rounding difference translated to the accounting currency.
3. Check if the rounding difference is greater than the GL rounding parameter setting.
    a. If greater, the error is:
        i. Error message: Invoice rounding of xxxx {Invoice currency} (xxxx {Accounting currency}) is greater than the General ledger rounding parameter of xxxx {Accounting currency}". In case of error user do not post rounding fees and leave the invoice as is and tries to print or post, they will get the error.
            i. Error Message: "The Invoice document subtotal of xxxx {Invoice currency} does not tie to the Invoice subtotal of xxxx {Invoice currency}".
    b. Check if the rounding difference is less than the GL rounding parameter setting.
        i. When using Invoicing group 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 invoicing groups 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 show before all other lines and 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.

New button "Split advance amount" is added on the "On account" tab on invoice proposal form. When the "Split customer advance" button is clicked a new dialog form will open where user can split the customer advance amount. Once user defined the required split advance amount, defined split amount record will be created on the invoice proposal and the remaining amount will be available for further invoice proposals.

Based on the parameter "Enhanced invoice header/footer text", new fields "Invoice header text", "Formatted invoice footer text" and "Invoice footer text" on the project invoice proposal will be displayed.

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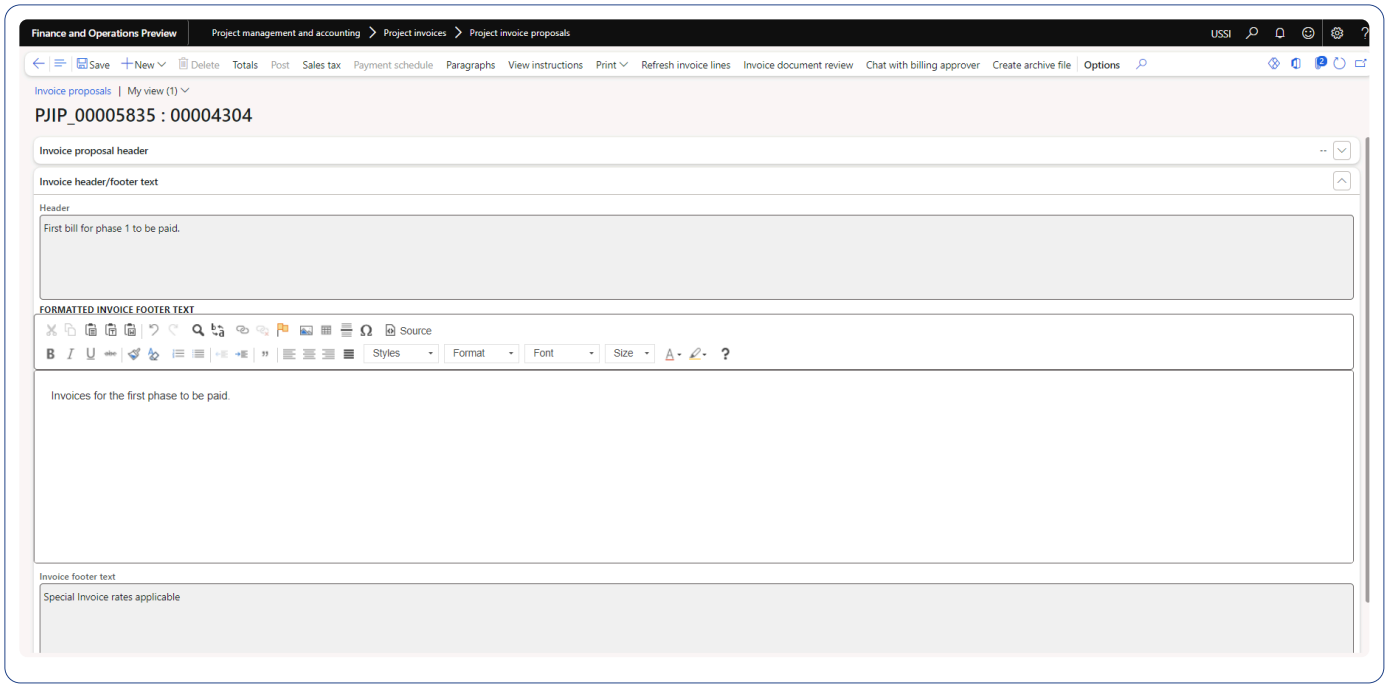

Invoice Report

There have been several modifications done to the Project Invoice format to reflect the changes done to the invoice proposal in this feature.

Go to Project management and accounting > Project invoices > Project invoice proposals> Print preview.

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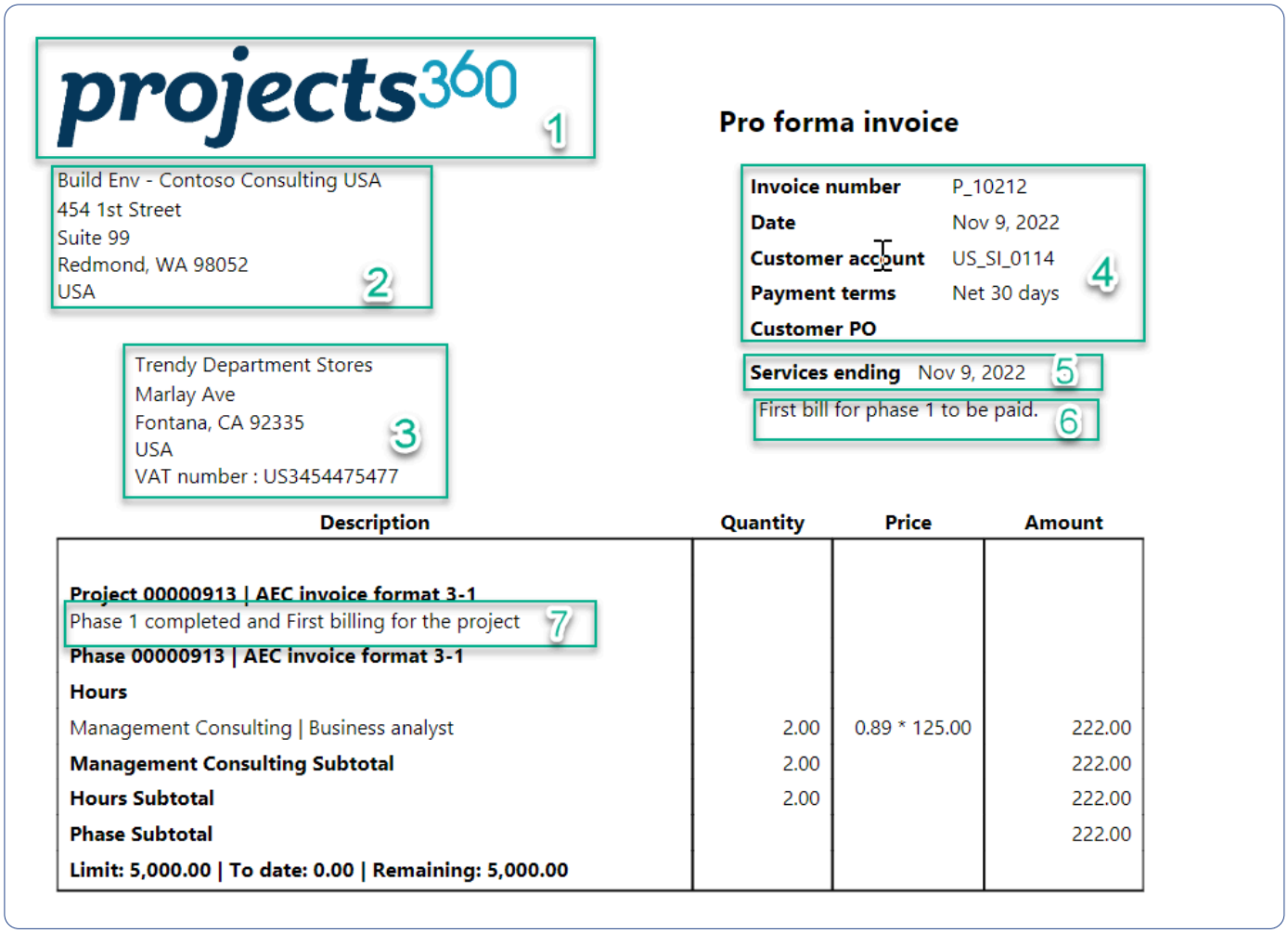
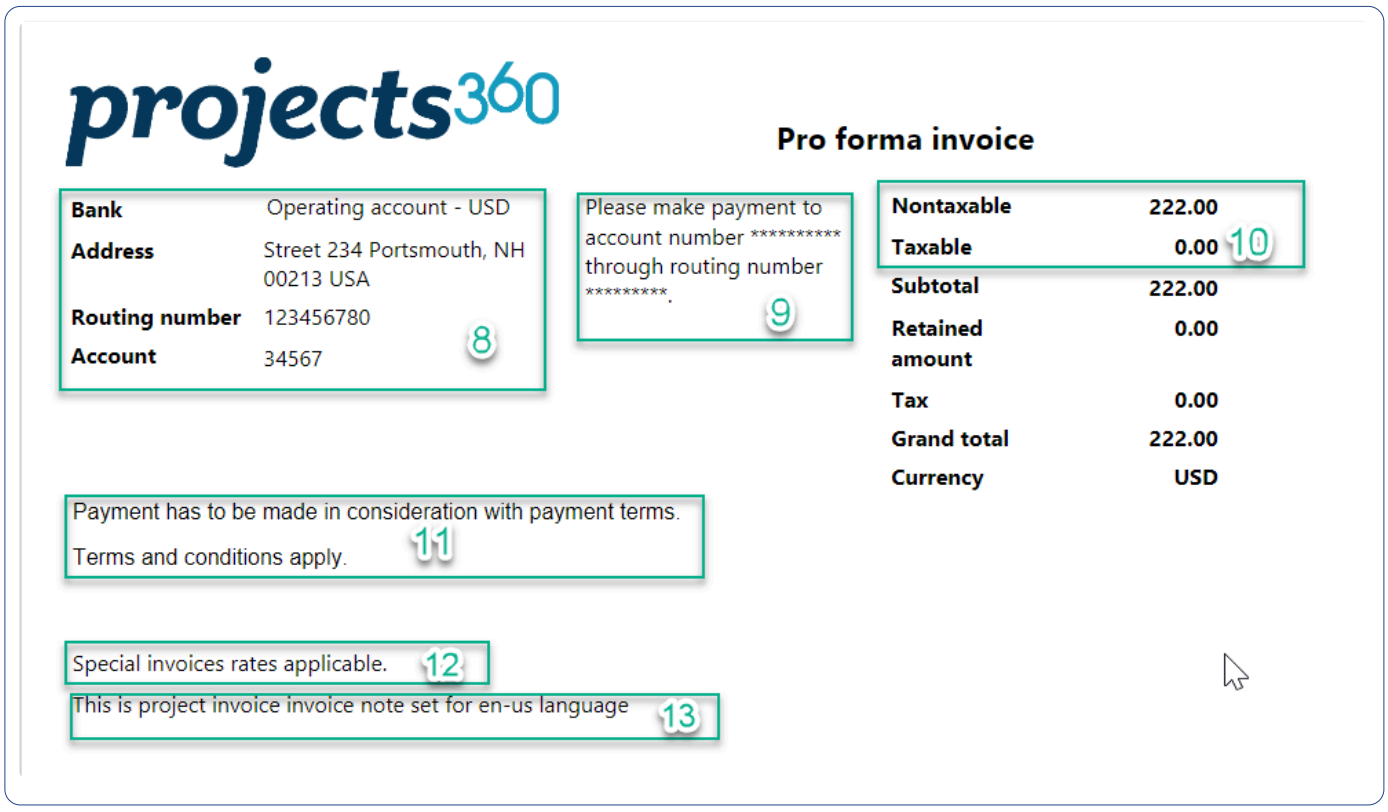

projects360
1
Pro forma invoice
Build Env - Contoso Consulting USA
454 1st Street
Suite 99
Redmond, WA 98052
USA
2
Invoice number P_10212
Date Nov 9, 2022
Customer account US_SI_0114
Payment terms Net 30 days
Customer PO
4
Trendy Department Stores
Marlay Ave
Fontana, CA 92335
USA
VAT number : US3454475477
3
Services ending Nov 9, 2022
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 First billing for the project
7
Phase 00000913 | AEC invoice format 3-1
Hours
Management Consulting | Business analyst 2.00 0.89 * 125.00 222.00
Management Consulting Subtotal 2.00 222.00
Hours Subtotal 2.00 222.00
Phase Subtotal 222.00
Limit: 5,000.00 | To date: 0.00 | Remaining: 5,000.00


projects360
Pro forma invoice
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 222.00
Taxable 0.00
10
Subtotal 222.00
Retained amount 0.00
Tax 0.00
Grand total 222.00
Currency USD
Payment has to be made in consideration with payment terms.
Terms and conditions apply.
11
Special invoices rates applicable.
12
This is project invoice invoice note set for en-us language
13

Below are details of the information printed on each sections of the report.

Identifier	Section	Details
1	Legal entity logo and name	This section show the legal entity logo and name defined on the legal entities form. To view or modify this details go to Organization administration > Organizations > Legal entities > Select the desired legal entity > Report company logo image tab.
2	Legal entity address	This section show the legal entity address defined on the legal entities form. To view the details go to Organization administration > Organizations > Legal entities > Select the desired legal entity > Addresses tab
3	Customer Information	**Customer name and address**:Shows the 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.
		VAT number: Shows the Tax exempt number from Customer > Invoice and Delivery tab > Tax exempt number field.
4	Invoice header details	**Invoice number**: Auto generated number.
		Date: Shows the transaction date.
		Customer account: Shows the customer ID used on the transaction.
		Payment Terms: Shows the payment terms used on the transaction.
		Customer PO: The PO details is available at the funding source on the project contract. There could be multiple POs for a funding source, and one could be set to default on the invoice proposal. On the invoice proposal, the user can re-select the PO. To view or modify the PO details attached to contract, go to Project contracts > Select desired record > PO list tab.
5	Service periods	This field shows the service dates entered during the invoice proposal creation.
6	Invoice header text	This field shows the invoice header text entered during the invoice proposal creation.
7	Invoice lines note	Shows the note entered on the Invoice lines tab from the invoice proposal.
8	Bank information	**Bank name**: Shows the bank name from Customer > Method of payment > Payment account > Name.
		Address: Shows the bank name from Customer > Method of payment > Payment account > Address tab.
		Routing number: Shows the bank name from Customer > Method of payment > Payment account > Routing number..

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		Account: Shows the bank name from Customer > Method of payment > Payment account > Bank account number.
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 taxable	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 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	Formatted invoice footer text	This section prints the information entered from the 'Formatted invoice footer text field on the invoice proposal form.
13	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.

When the Billing limit details parameter is marked, below fields will get displayed on the report where when there is customer retainage amount is applied for the project, these amount will not be considered in the billing limit details and on the "Earned" value of the report.

Limit – Contract value
To date – Displays invoiced amount till date
Remaining – Displays remaining amount to be invoiced comparing the contract value.

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projects360

Pro forma invoice

Contoso Consulting USA
454 1st Street
Suite 99
Redmond, WA
98052
USA

Trendy Department Stores
Marlay Ave
Fontana, CA 92335
USA

Invoice number	Proforma-UshaR10605
Date	Sep 28, 2020
Customer account	US_SI_0114
Payment terms	Net 30 days
Customer PO	PO963538

Sep 1, 2020 to Sep 28, 2020

00000913 | AEC invoice format 3-1

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

00000914 | AEC invoice format 3-2

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

Description	Quantity	Price	Amount
Project 00000913 | AEC invoice format 3-1			
Phase 00000913 | AEC invoice format 3-1			
Hours			
Usha Ravindra Rao | Management Consulting | Business analyst	2.00	111.00	222.00
Usha Ravindra Rao | Project Management | Business analyst	1.00	111.00	111.00
Hours Subtotal	**3.00**		**333.00**
Fees			
Progress BIlling Fee | AEC IF 2			150.00
Fees Subtotal			**150.00**
Phase Subtotal			**483.00**
Limit: 5,000.00 | To date: 483.00 | Remaining: 4,517.00			

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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 de 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.

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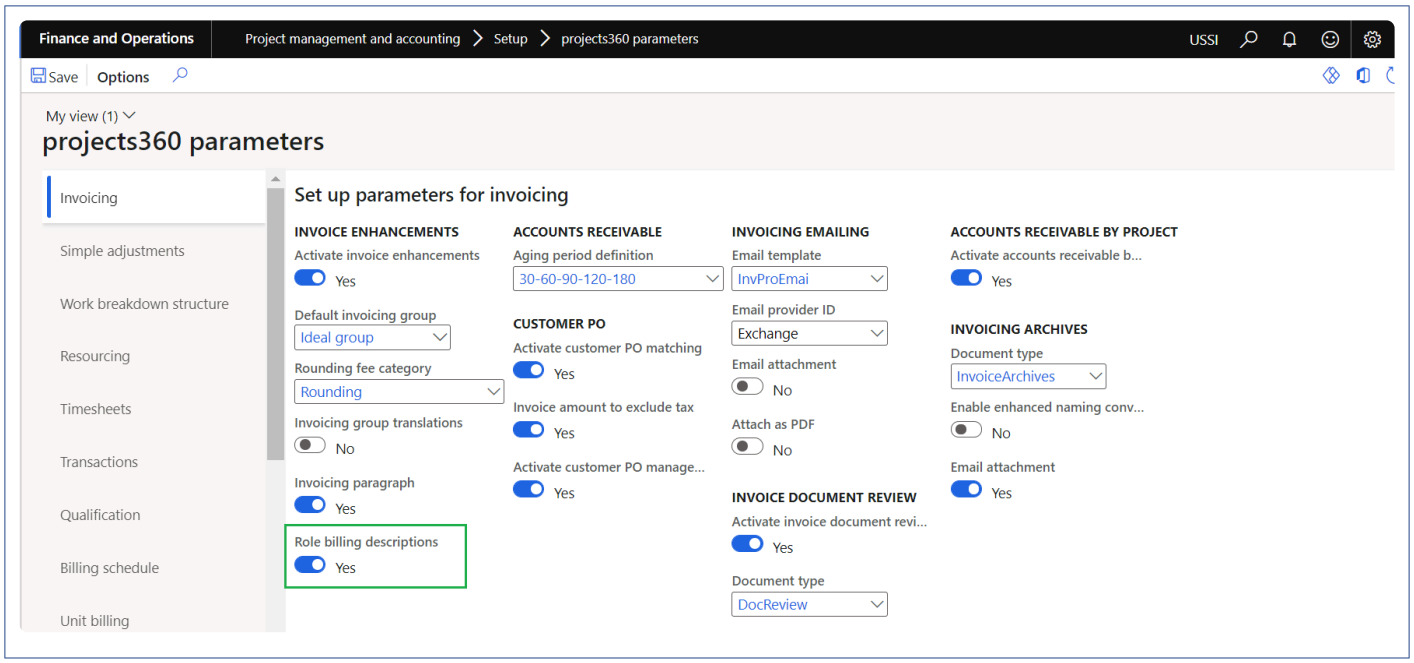
Configure role billing description

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



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.

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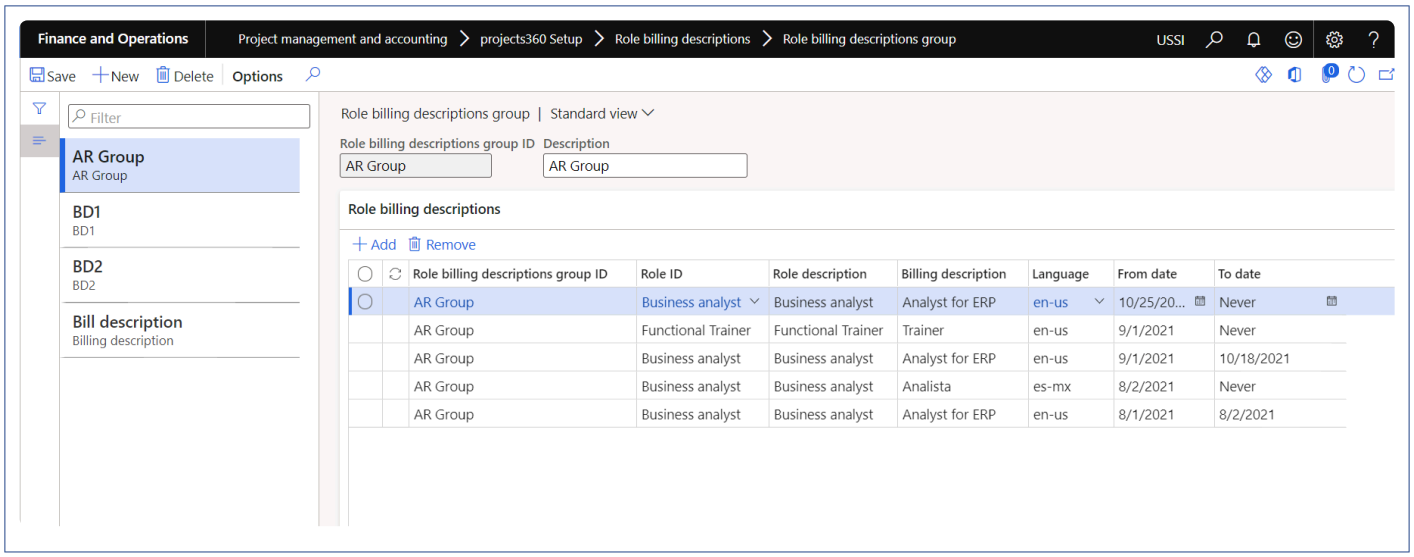
Go to Project management and accounting > projects360 setups > Role billing descriptions > Role billing description groups
Go to Project management and accounting > Projects > Project contracts
Go to Project management and accounting > Setups > Resources > Resource roles



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.

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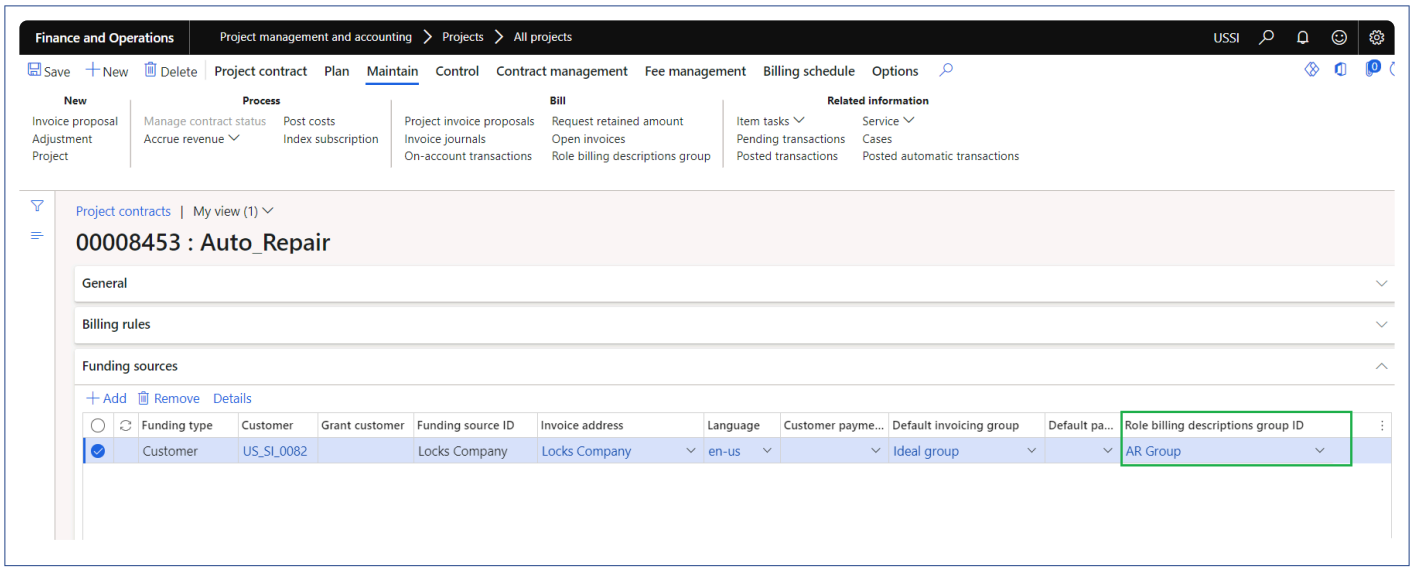
Project contracts

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



Note – Extension has been provided for Role billing descriptions group form for further modifications.

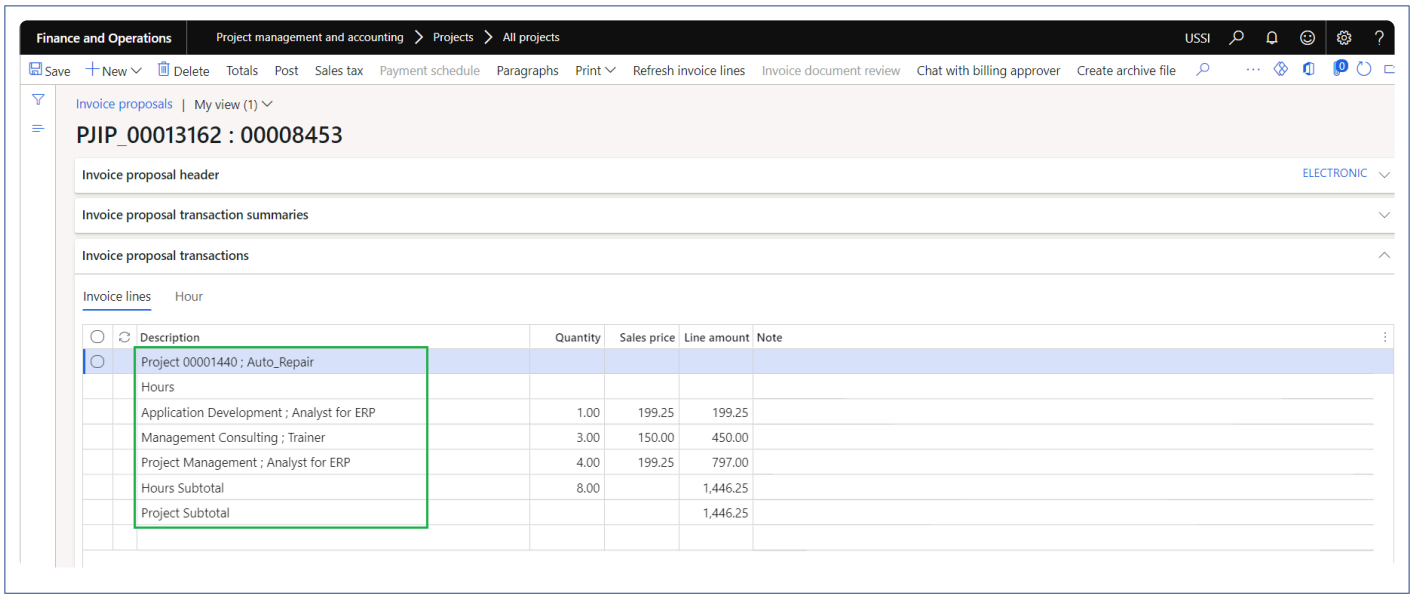
Invoice with Role billing description

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.



On project invoice report also billing description for the role will be displayed.

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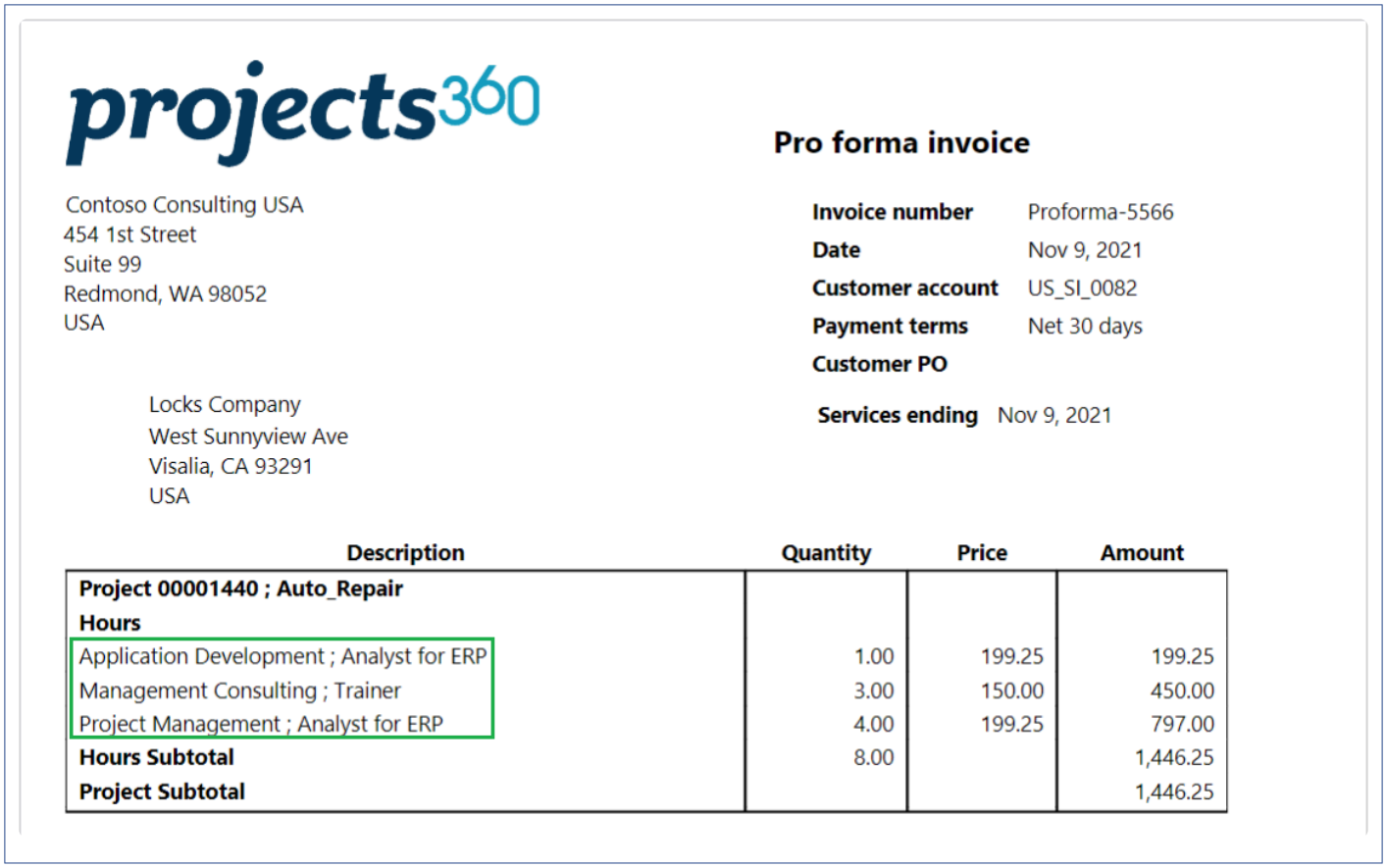

projects360

Pro forma invoice

Contoso Consulting USA
454 1st Street
Suite 99
Redmond, WA 98052
USA

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

Locks Company
West Sunnyview Ave
Visalia, CA 93291
USA

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

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Invoice translation

In prior versions, labels on the invoice like “Description” and “Quantity” could be translated to a foreign language. However, attributes displayed in the body of the invoice such as “Category” or “Activity” could not be translated.

In conjunction with the projects360 Invoice grouping feature, these attributes can now also be translated, allowing a company to send their customer an invoice entirely in the customer’s native language. It’s possible to determine at the Contract level and Invoice grouping level whether to translate, and which specific attributes to translate. Values that do not have a translation selected will still display an untranslated value.

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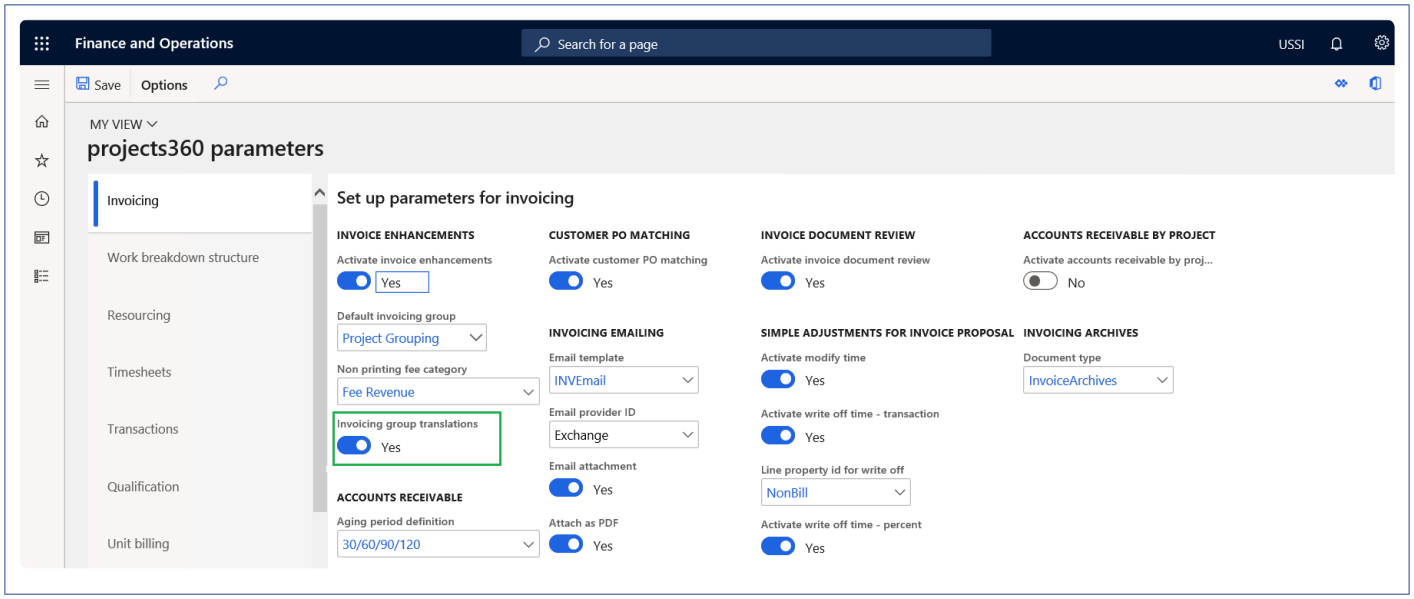
Configure Invoice translation

This sections details out the setups required to configure for the Invoice translation.

Parameter Setup

On projects360 parameter form, under Invoicing tab, a new parameter “Invoicing group translation” has been introduced to control the Invoice translation feature. When the user makes the value of this checkbox as ‘Yes’, the Invoice translation is activated. This checkbox will get enabled only when “Activate invoicing enhancement’ check box is marked.

Go to Project management and accounting > Setups > projects360 Parameters > Invoicing Tab.
Go to Project billing > Setup > Billing parameters > General tab.



Fields	Description
Invoicing group translation	When this parameter is set to Yes, invoice lines on the invoice proposal and project invoice report will be translated in customer language when the customer language and system language is different.

Project invoice grouping

On project invoicing group form, ‘Translate’ check box is added for each attribute under Hour, Expense, Fee, Item, On account and All tab. This checkbox will be available only when ‘Invoicing group translation’ check box is marked on the parameters.

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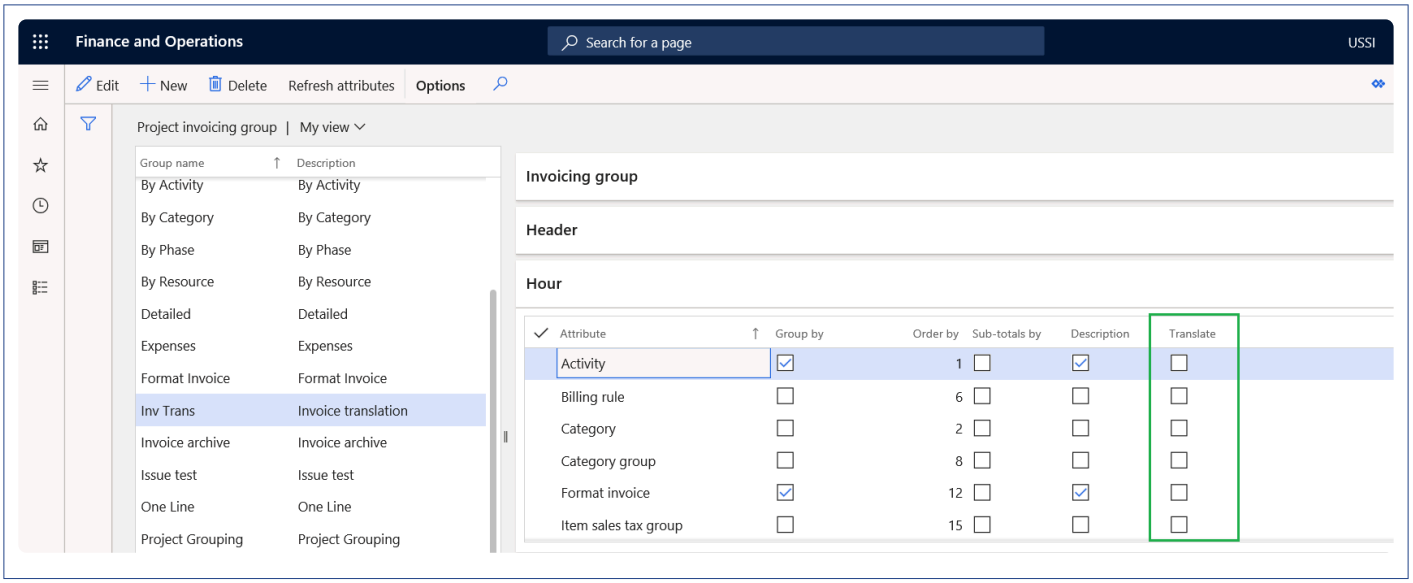
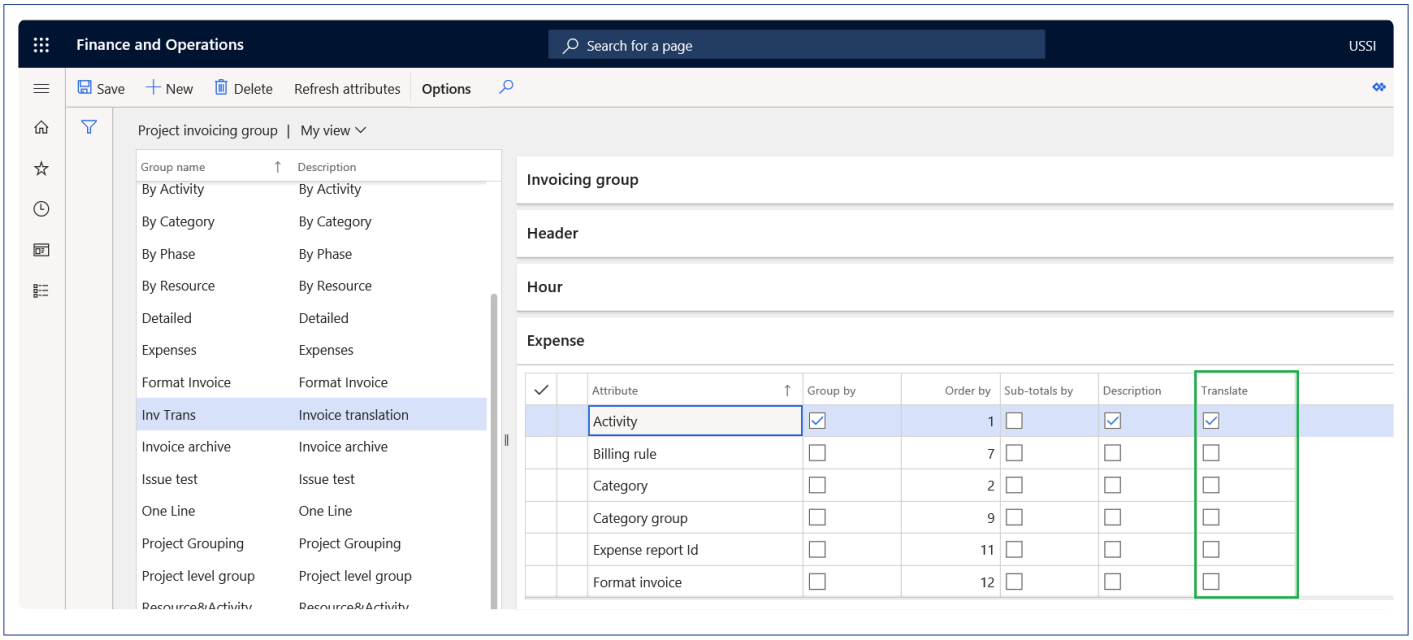
Go to Project management and accounting > Setups > projects360 setup> Project invoicing group.
Go to Project billing > Setup > Project invoicing group.

Hour tab



Expense tab



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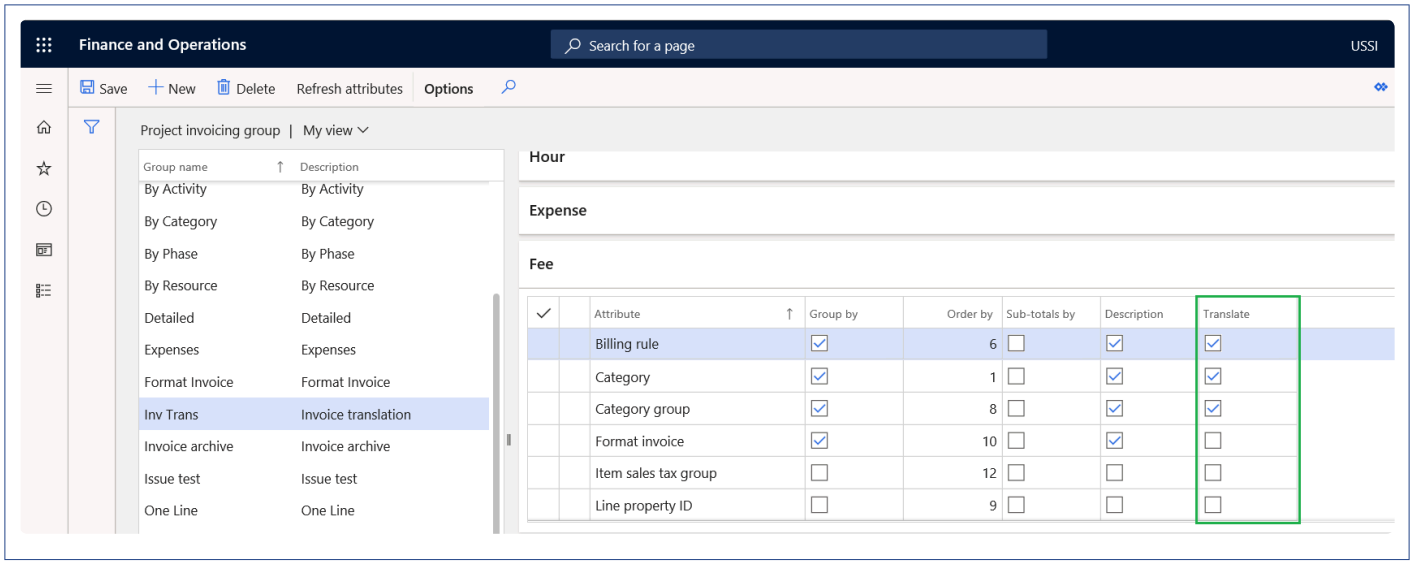
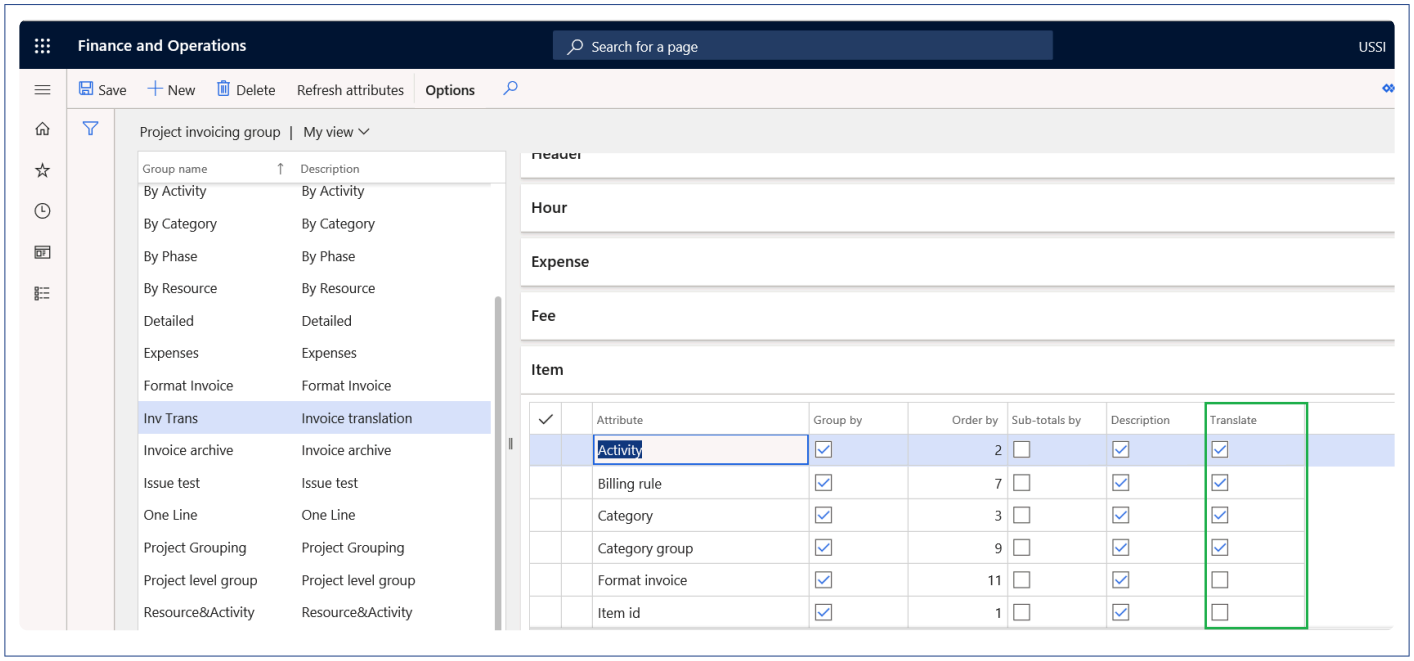
Fee tab



Item tab



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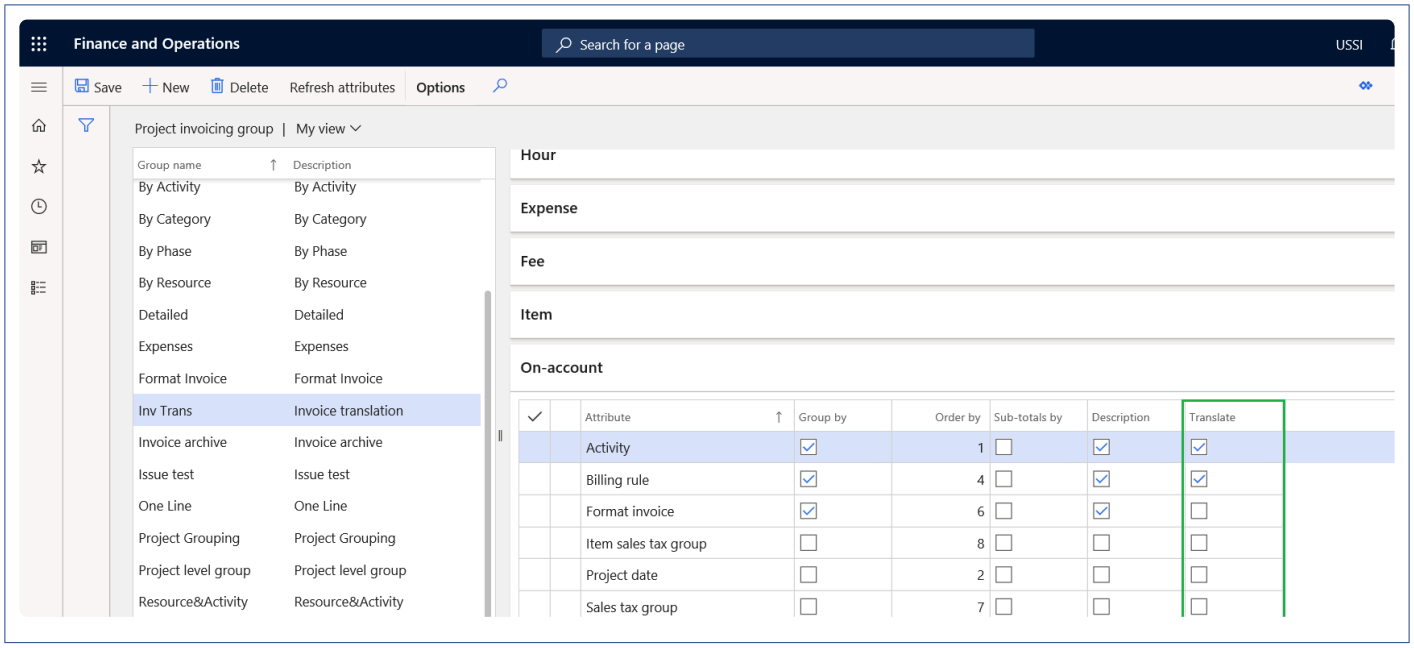
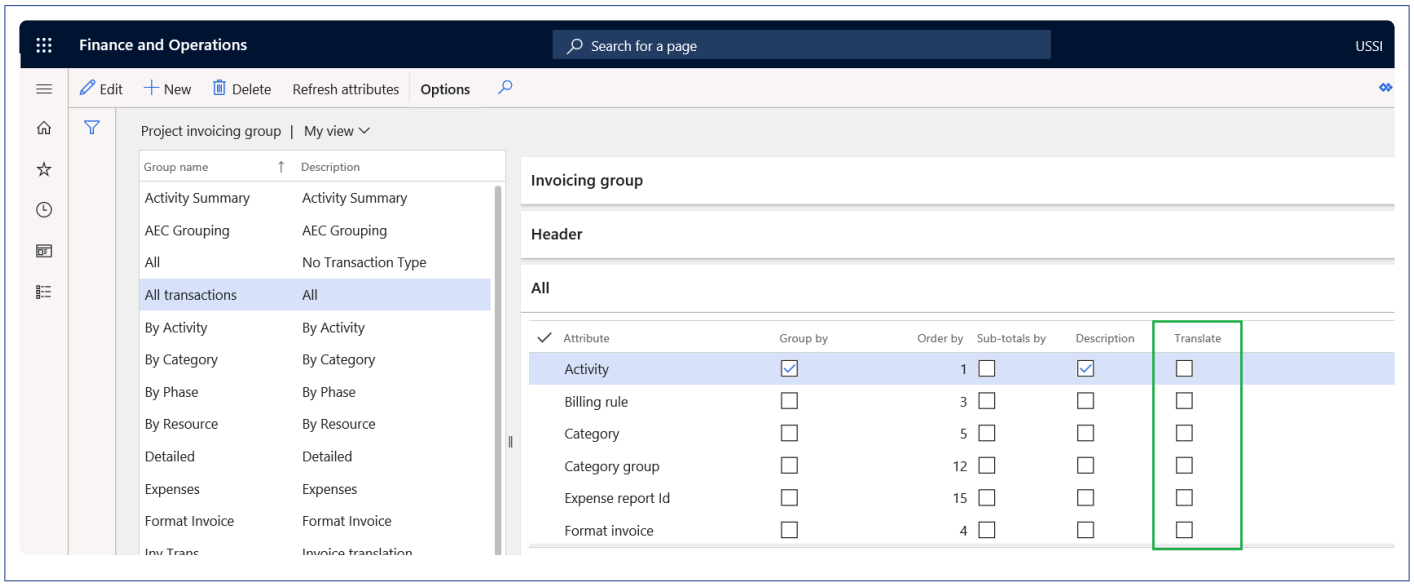
On account tab



All tab



Fields	Description
Translate	When this parameter is set to Yes against each attribute, marked attribute will be translated and will be shown on invoice lines on the invoice proposal and project invoice report customer language when the customer language and system language is different.

The following attributes will not have configurable translations

- Transaction type
- Line property
- Format invoice

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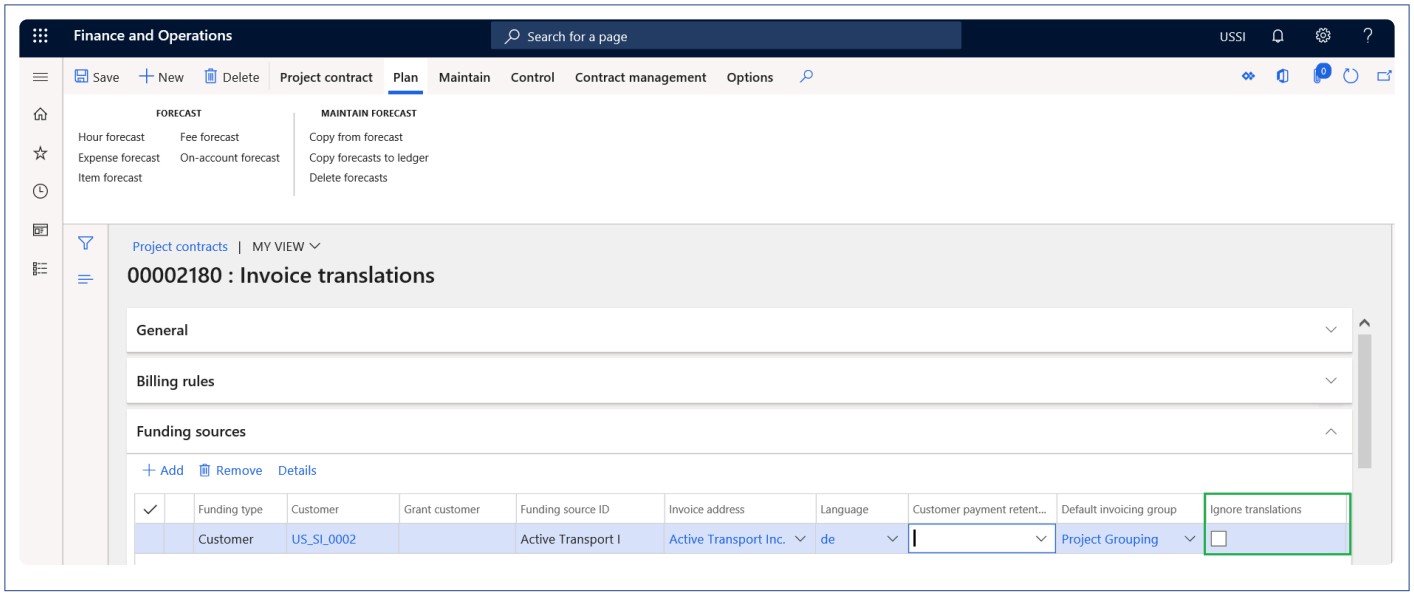
- Project date
- Timesheet ID
- Transaction text
- Tran ID
- Sales price

Project contract form

On project contract form, ‘Ignore translations’ check box is added on funding source. If this checkbox is set to ‘Yes’ then the translation will be ignored. This checkbox will be available only when ‘Invoicing group translation’ check box is marked on the parameters.

Go to Project management and accounting > Projects > Project contracts > Funding source tab.
Go to Project billing > All invoices > Project contracts > Funding source tab.



Fields	Description
Ignore translations	When this parameter is set to Yes, invoice lines on the invoice proposal and project invoice report will be translated in customer language when the customer language and legal entity language is different.

Attribute translations

Translation form will be added on all the attributes and users will be able to set translation. This form is independent of parameter ‘Invoicing group translation’ on the parameters.

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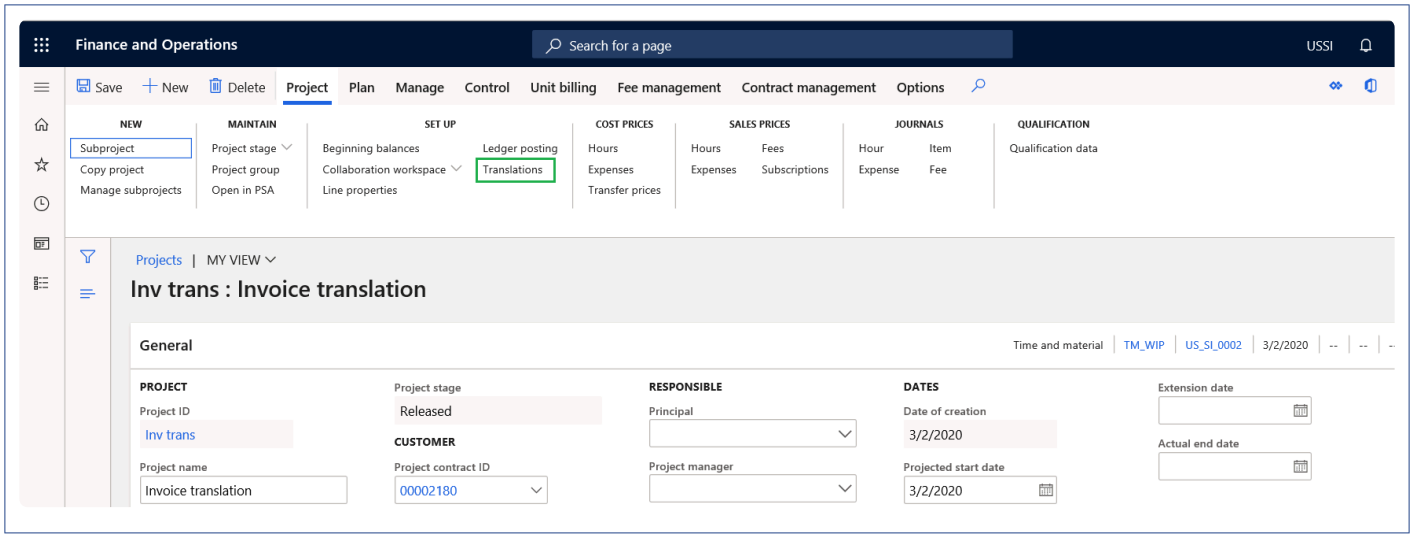
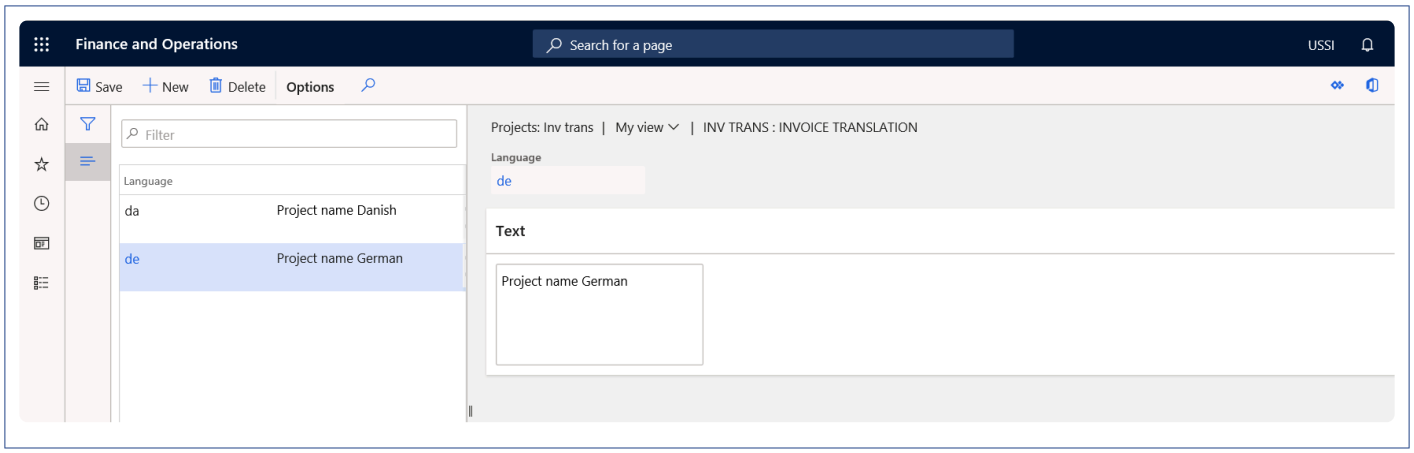
Projects form

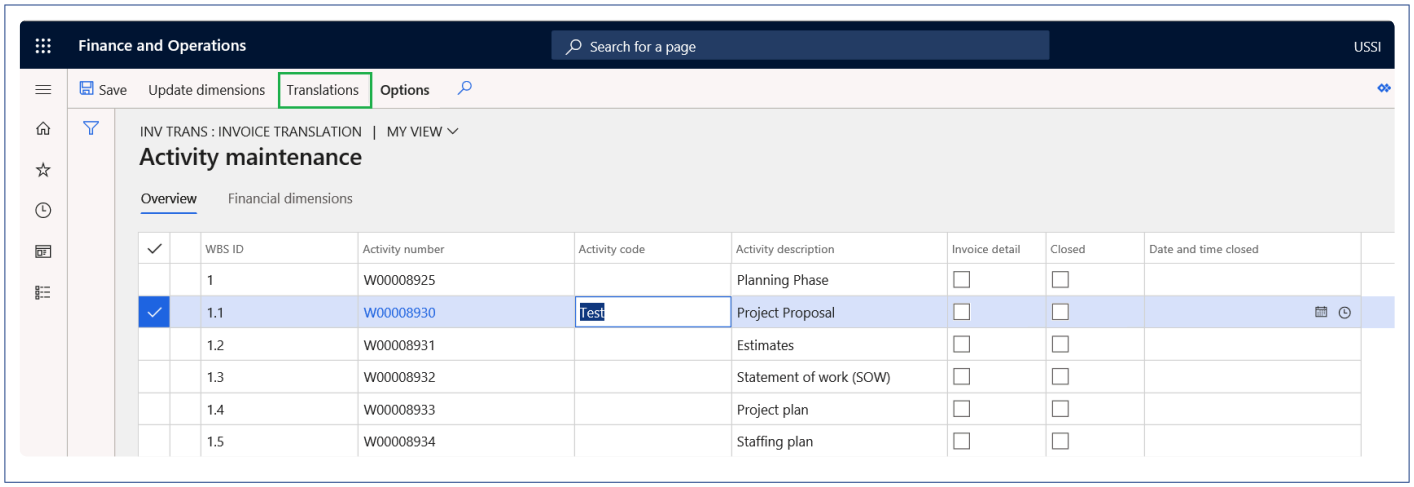
Go to Project management and accounting > Projects > All projects.
Go to Project management and accounting > Projects > My projects.





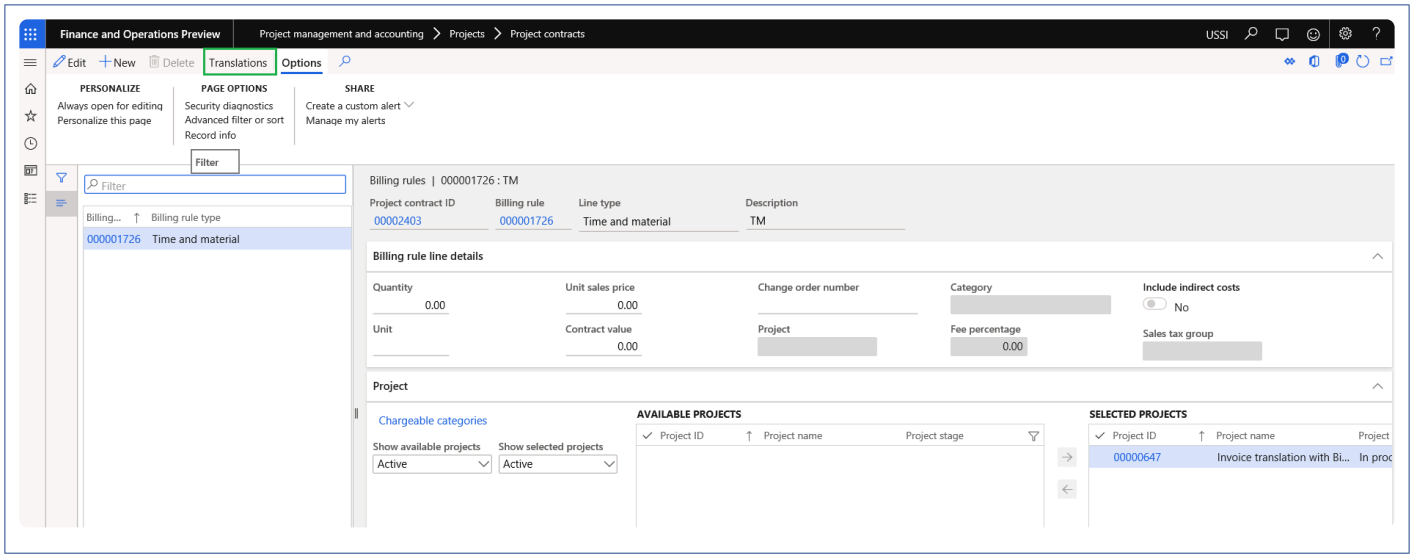
Activity maintainence form

Go to Project management and accounting > Projects > All projects > Plan > Activity maintenance



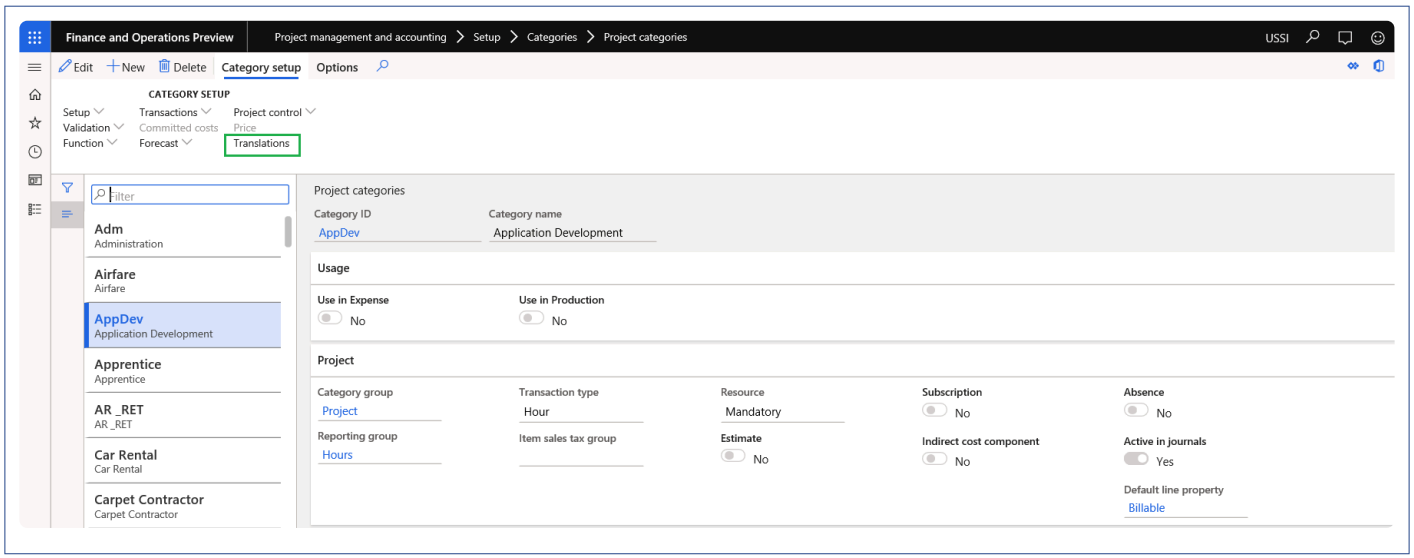
Billing rules details form

Go to Project management and accounting > Project > Project contracts > Billing rules tab > Details button.



Project categories form

Go to Project management and accounting > Setup > Category > Project categories.



Category groups form

Go to Project management and accounting > Setup > Category > Category groups.

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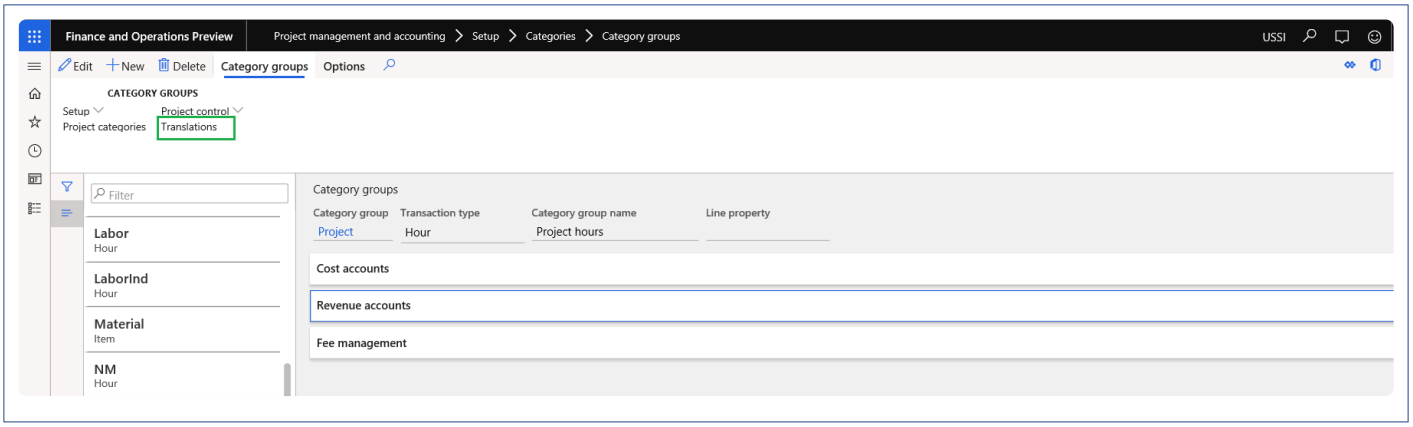
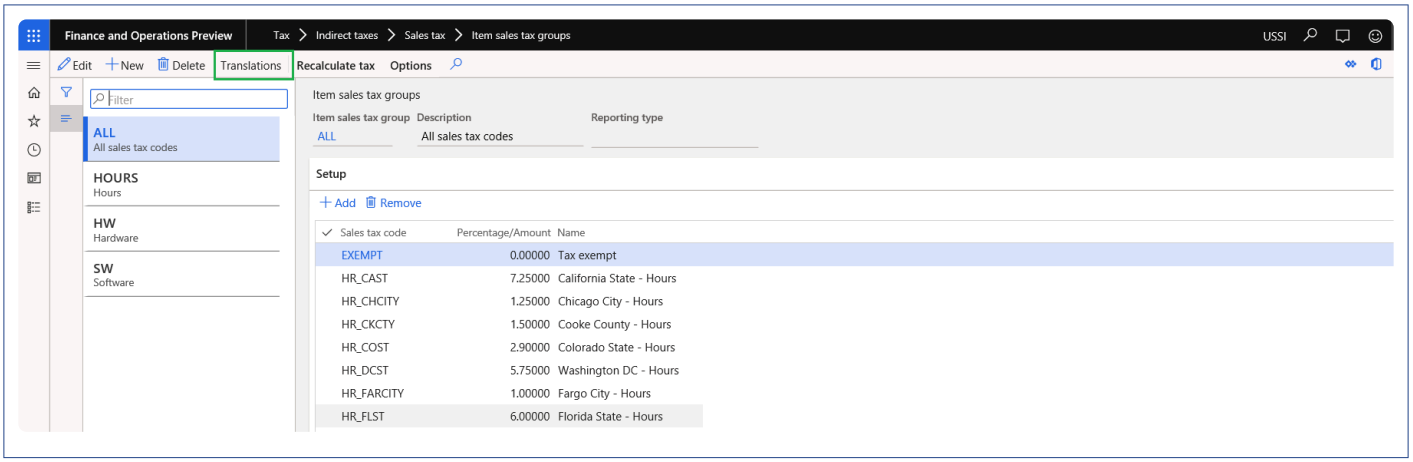


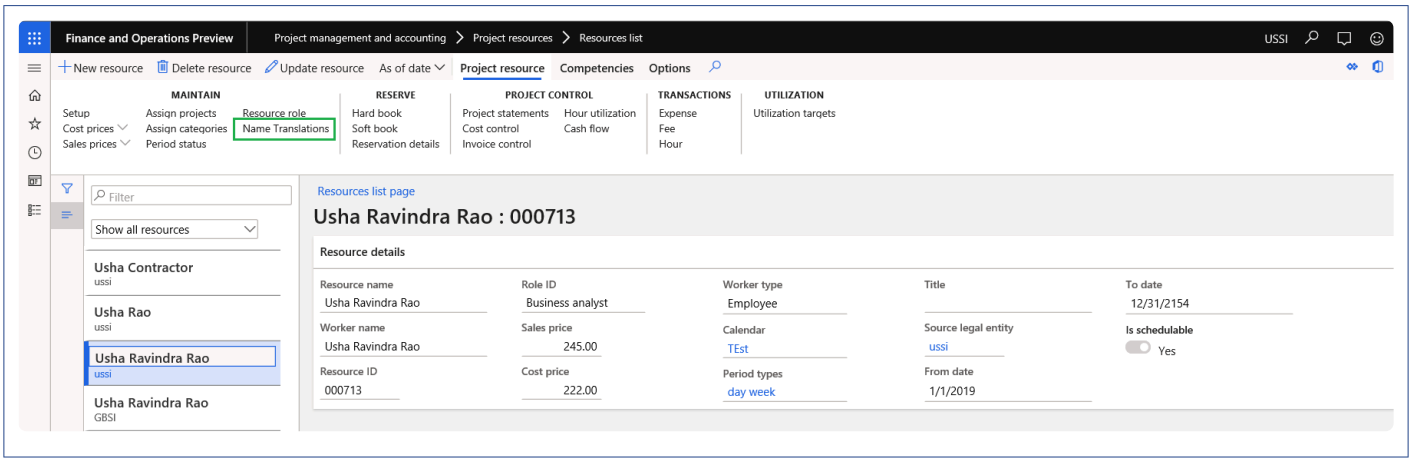
Item sales tax group form

Go to Tax > Indirect taxes > Sales tax > Item sales tax group.



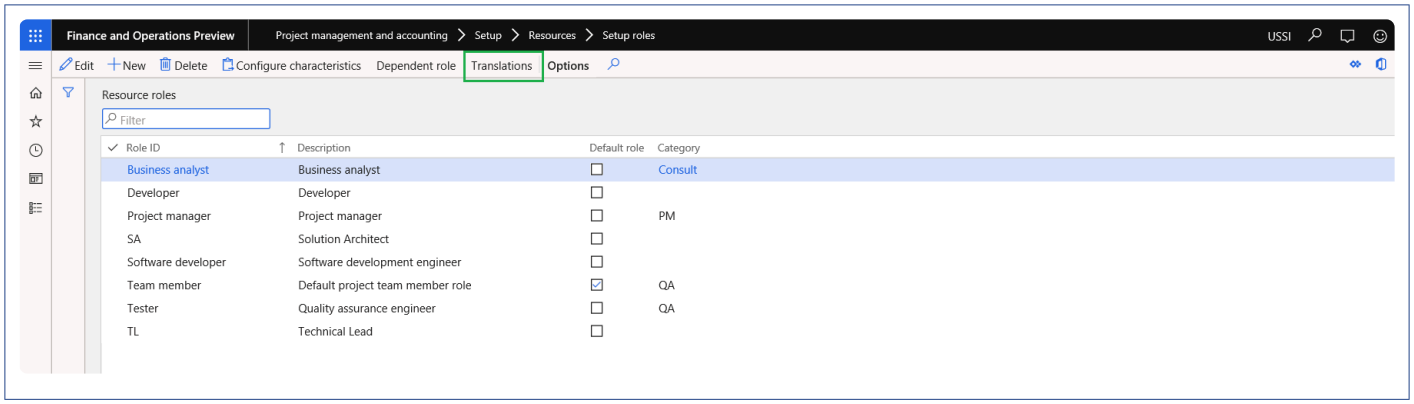
Resource list form

Go to Project accounting and management > Project resource > Resource list.



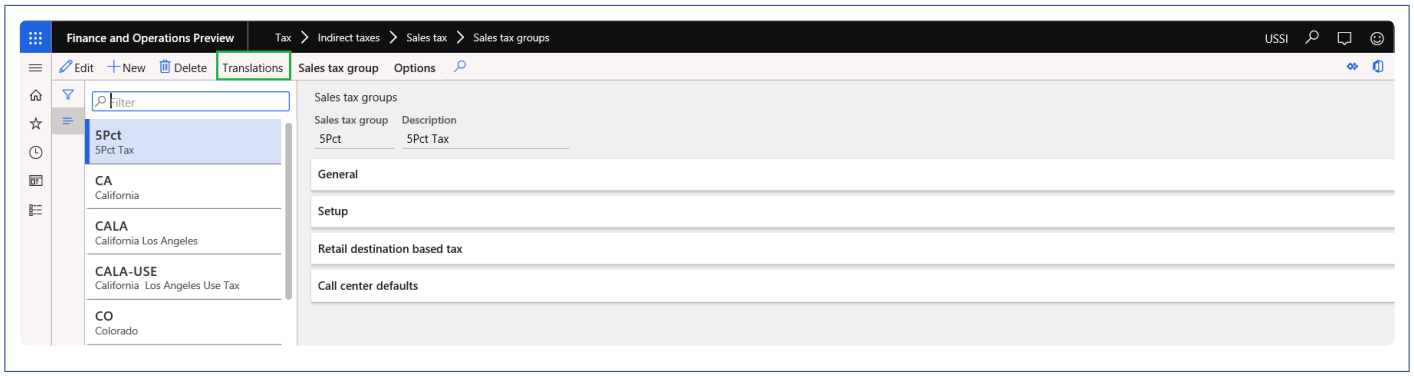
Role form

Go to Project accounting and management > Setup > Resource > Setup roles.



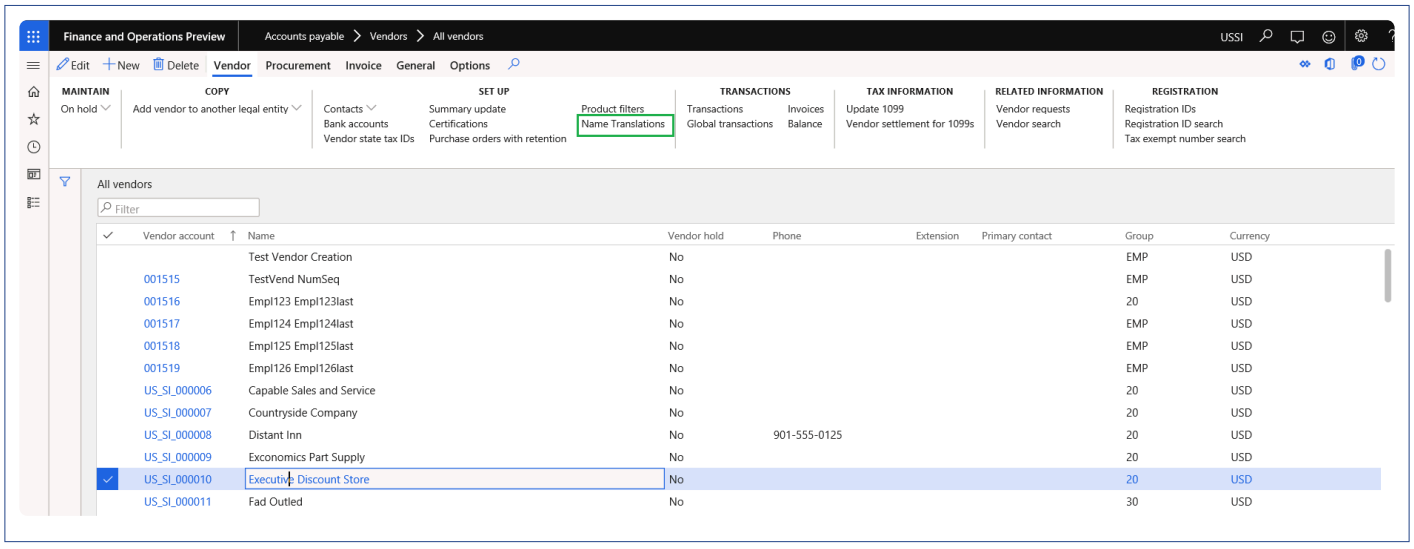
Sales tax group form

Go to Tax > Indirect taxes > Sales tax > Sales tax group.



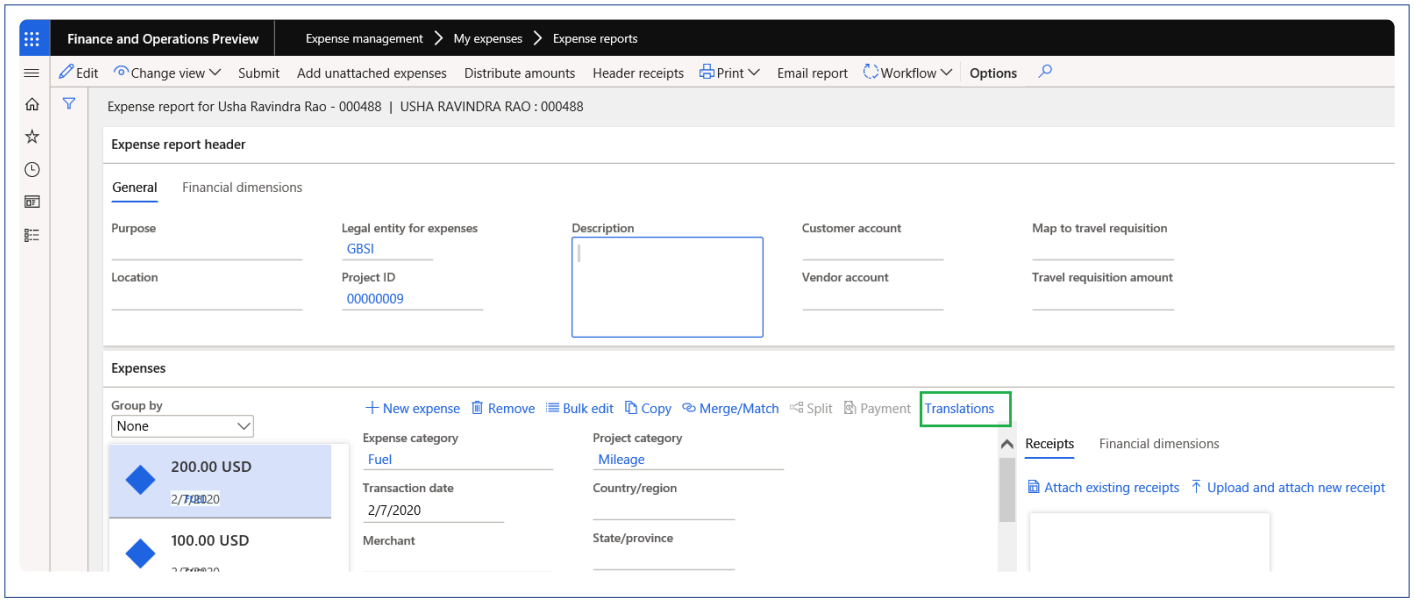
Vendor form

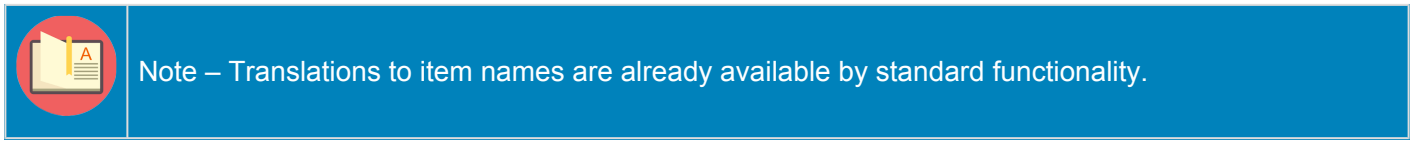
Accounts payable > Vendors > All vendors.



Expense report form

Expense management > My expenses > Expense reports.


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
200.00 USD
100.00 USD
Expense category
Fuel
Project category
Mileage
Transaction date
2/7/2020
Country/region
Merchant
State/province
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

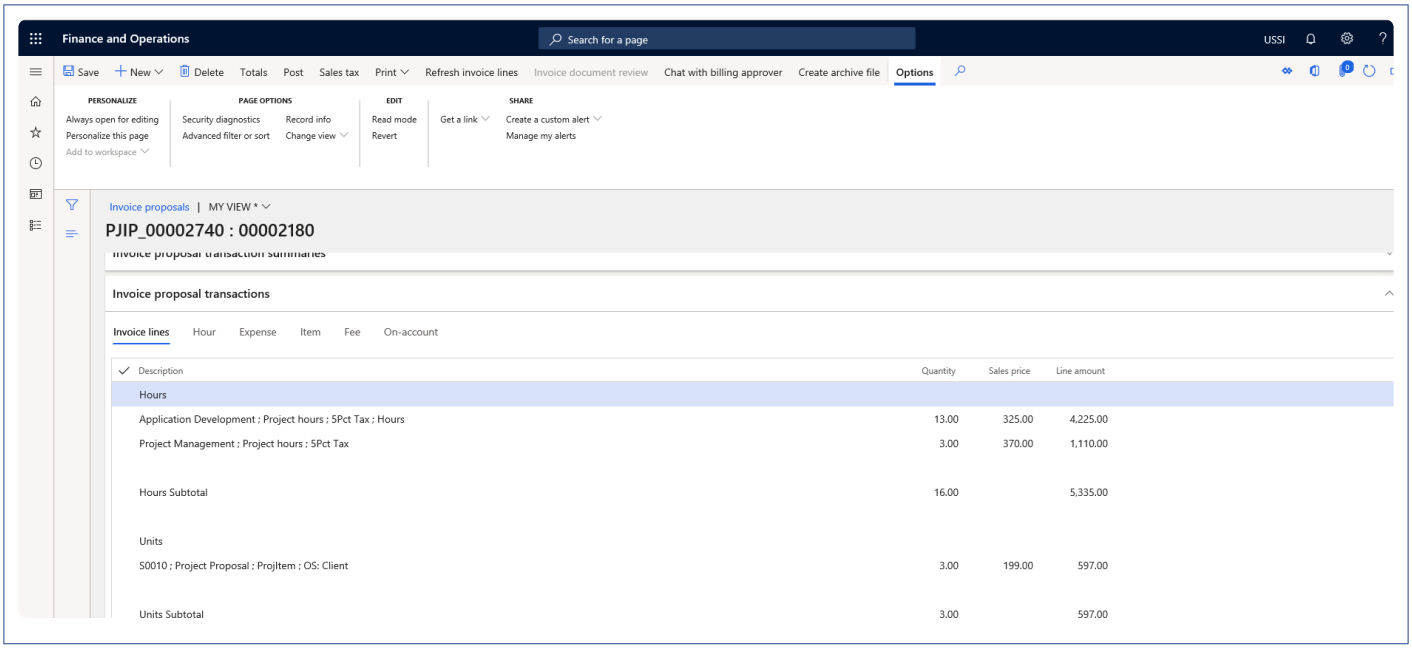
This sections details out the translation on project invoice proposal and Project invoice report.

Project invoice proposal form

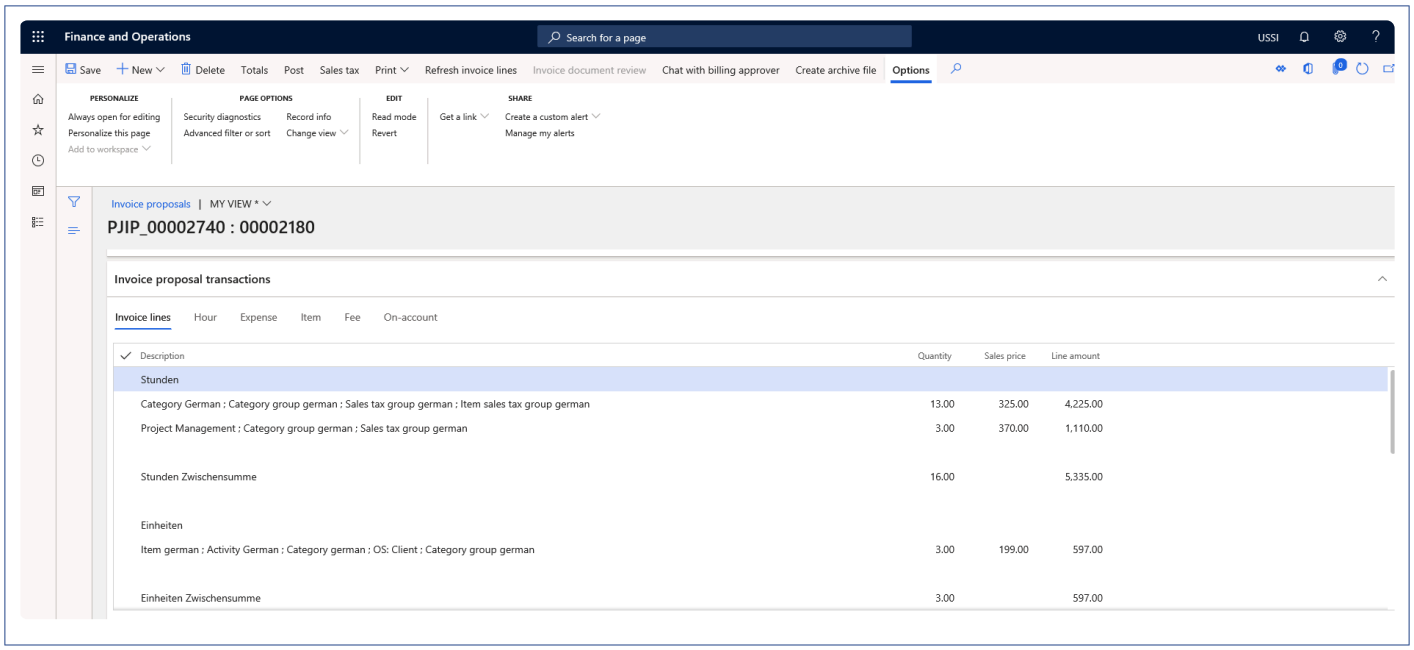
On project invoice proposal form, when the Customer language and current legal entity language is different the invoice grouping process will apply translations depending on the parameter and attribute configuration on the project invoicing group form.

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

Project invoice proposal form – Current legal entity language



Project invoice proposal form – Customer language



Project invoice report

When the translation is being applied on the invoice proposal, when the company sends the invoice report to the customer, the report can be sent in the customer language based on the parameter and attribute configuration on the project invoicing group form.

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

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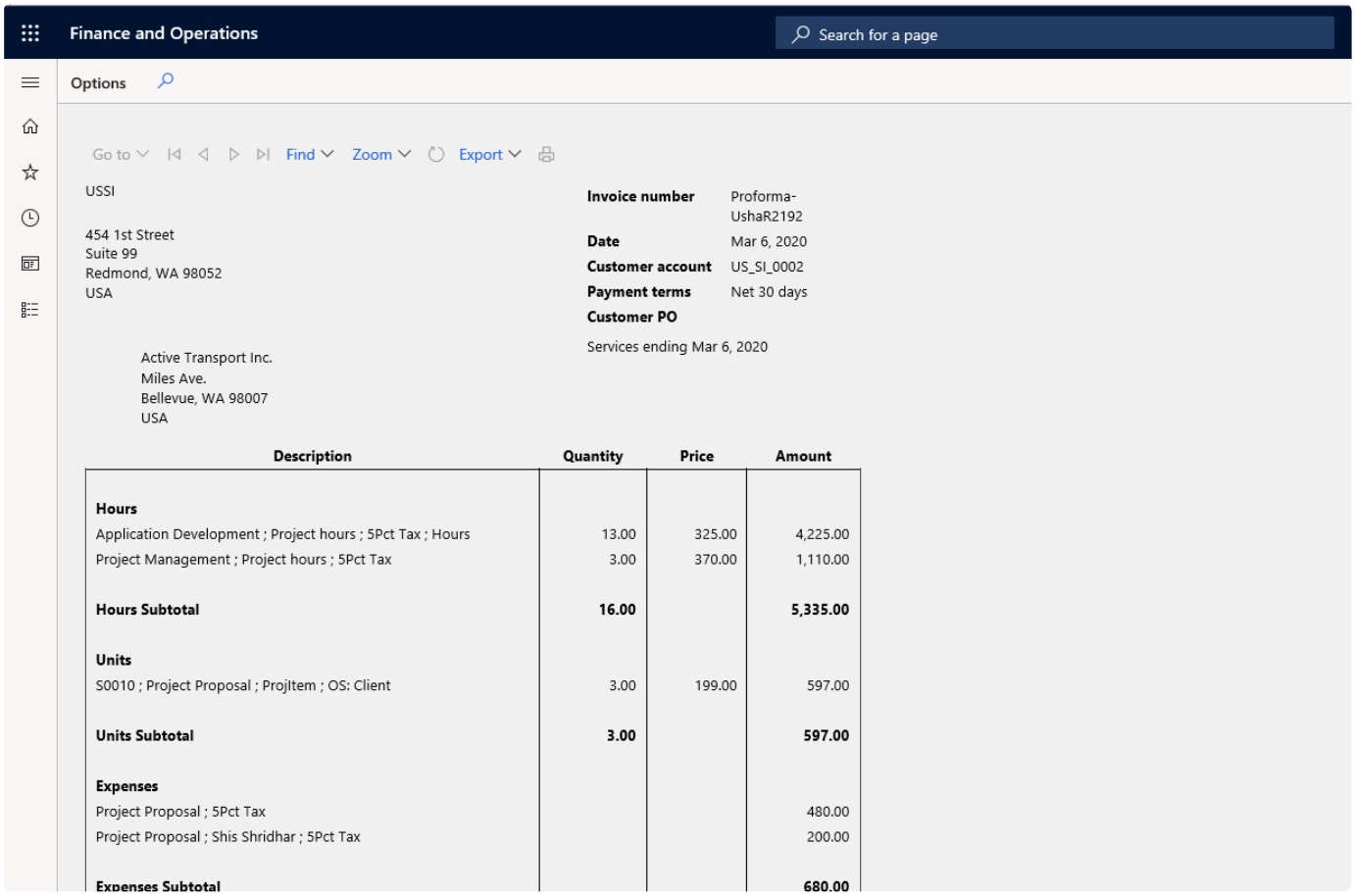
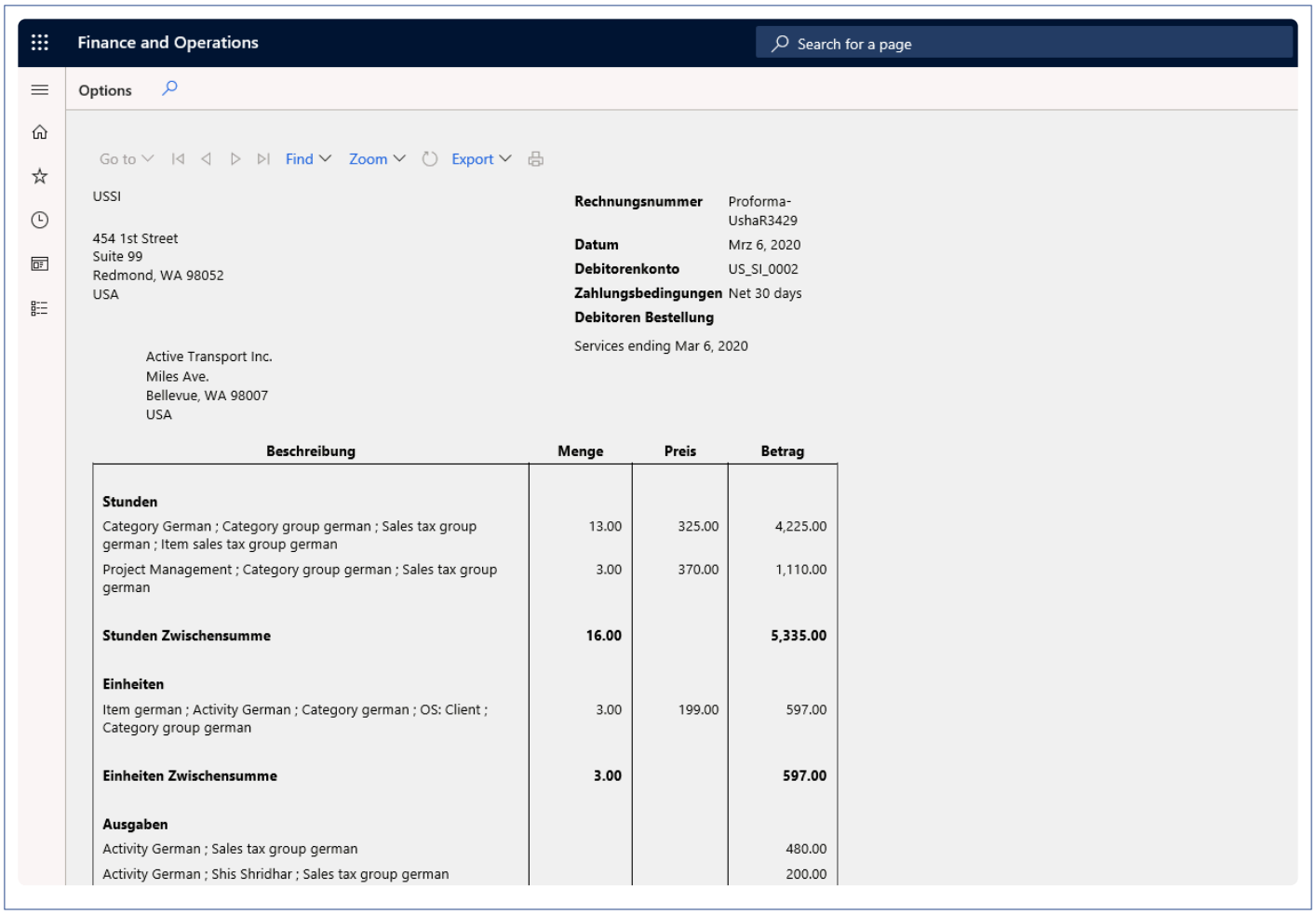
Project invoice proposal form – Current legal entity language



Project invoice proposal form – Customer language



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

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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.

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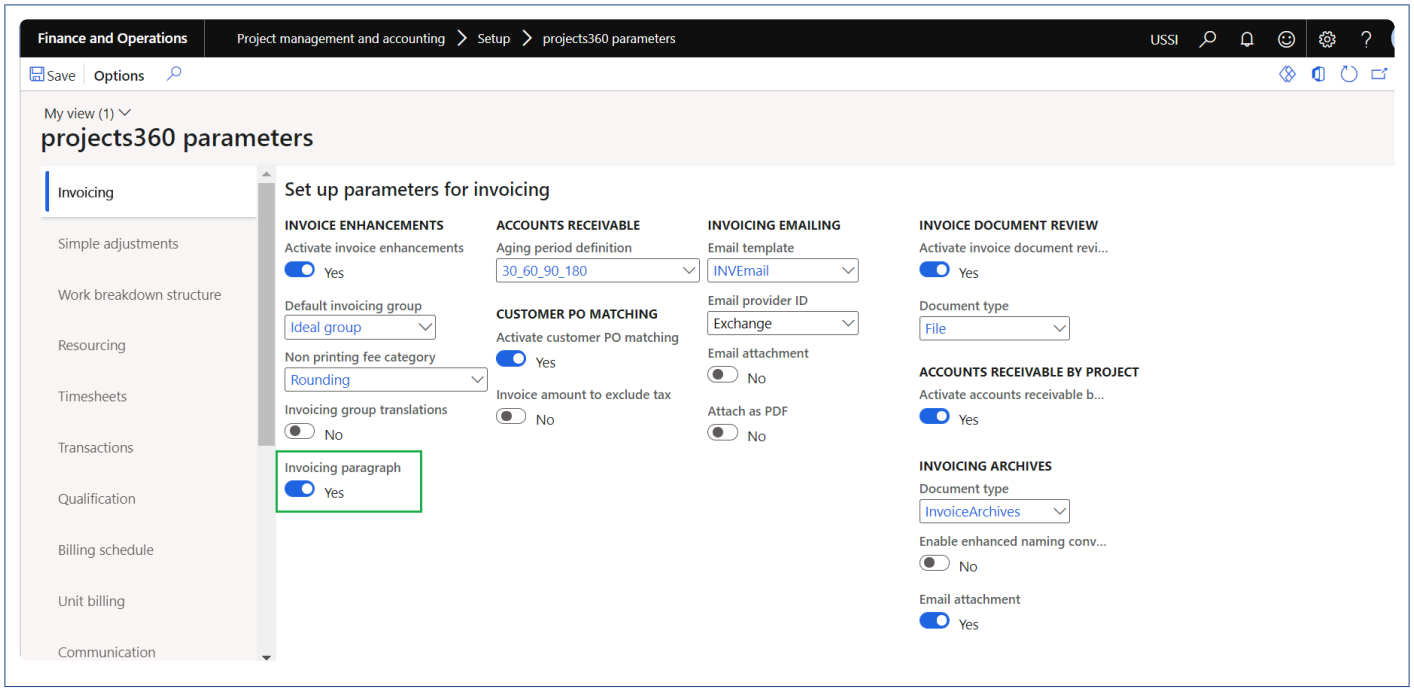
Configure invoice paragraph

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



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.

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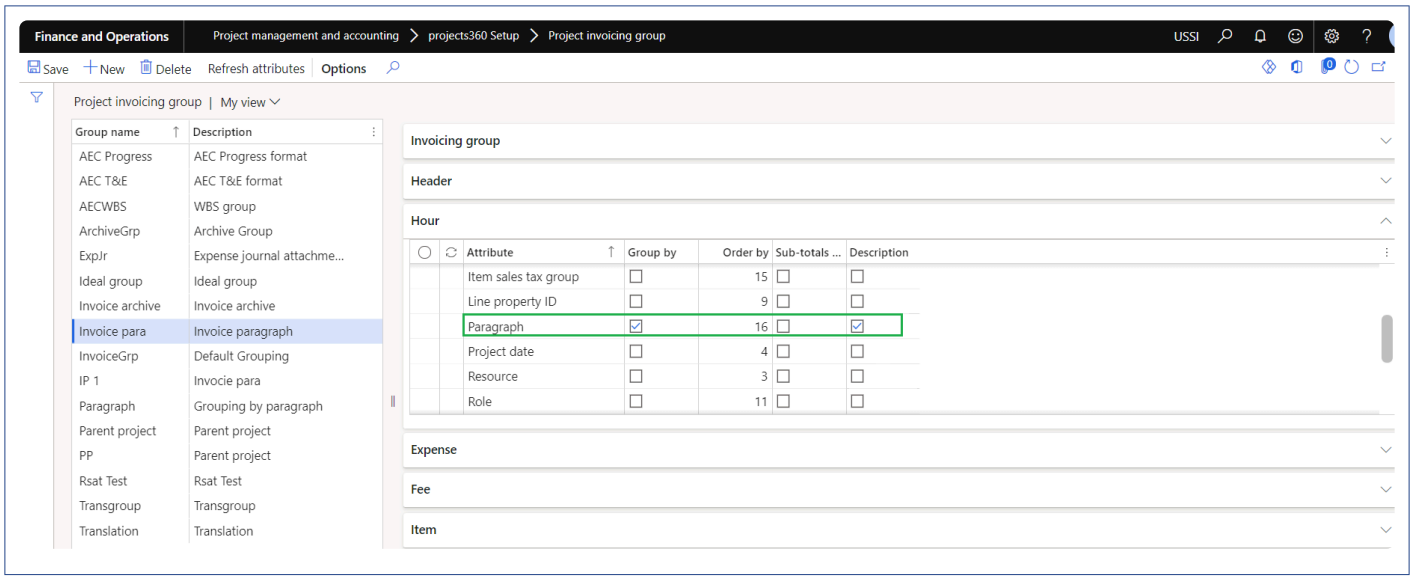
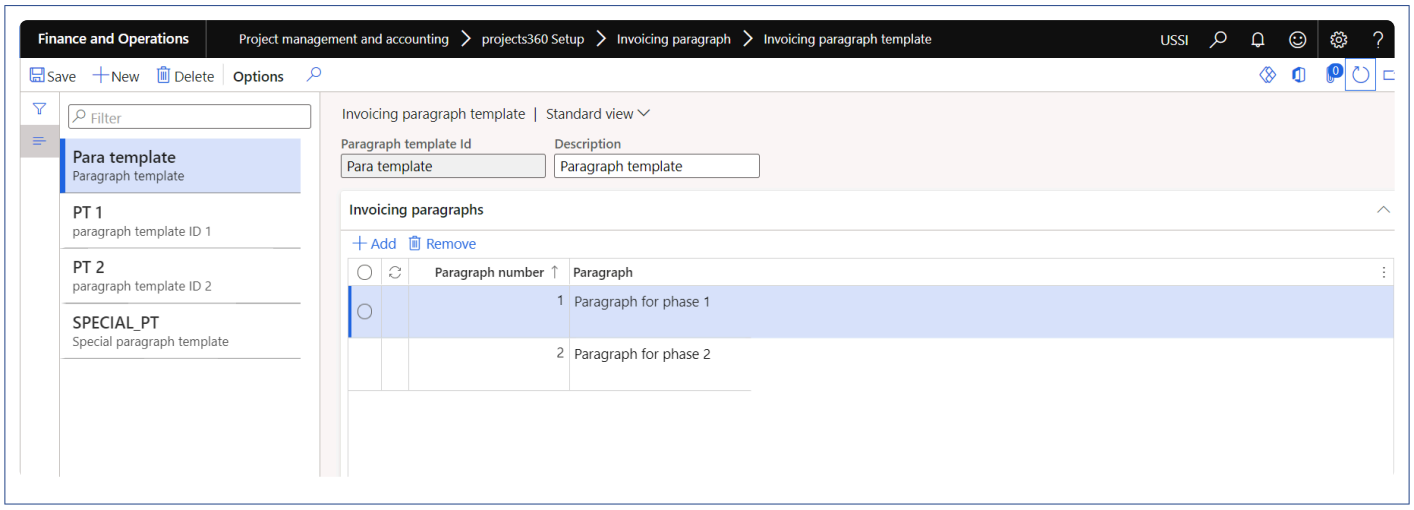
Go to Project management and accounting > Setup > projects360 Setup > Project invoicing group.
Go to Project billing > Setup > Project invoicing group



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.



Details of the fields available on the invoicing paragraph template form are as follows –

Fields	Description
Paragraph template ID	Define paragraph template ID.

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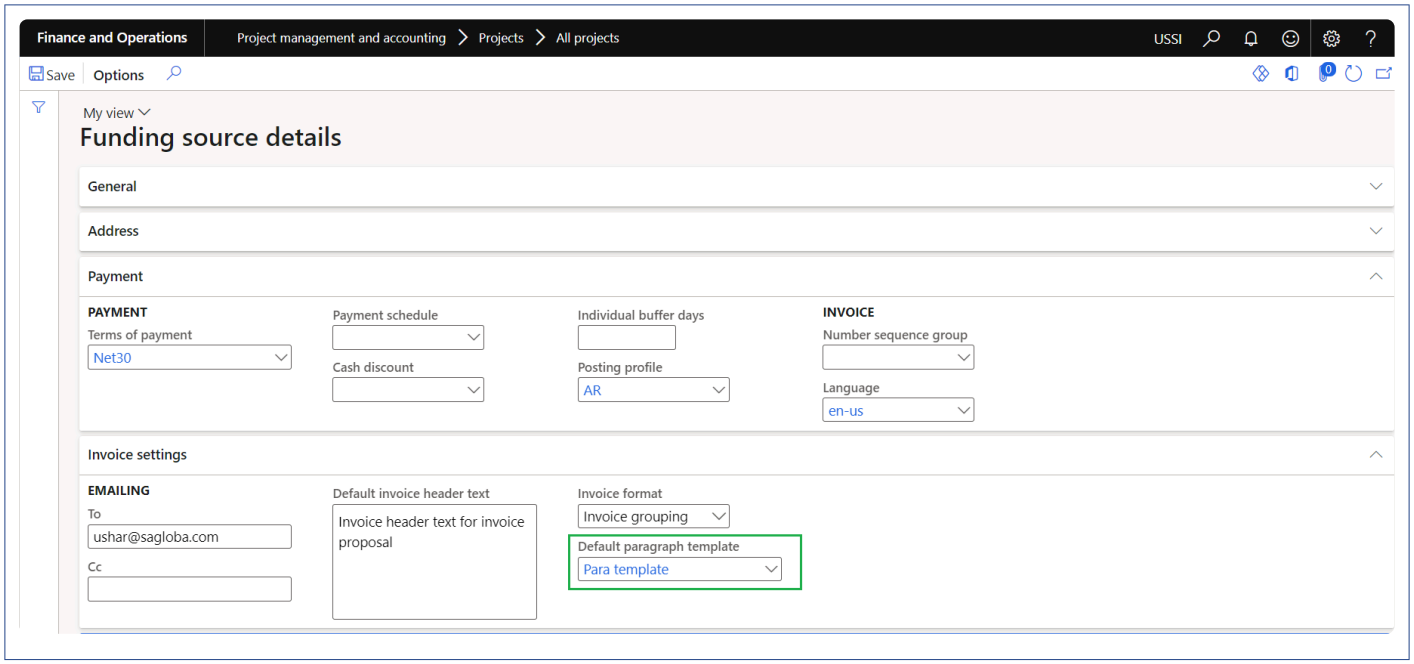
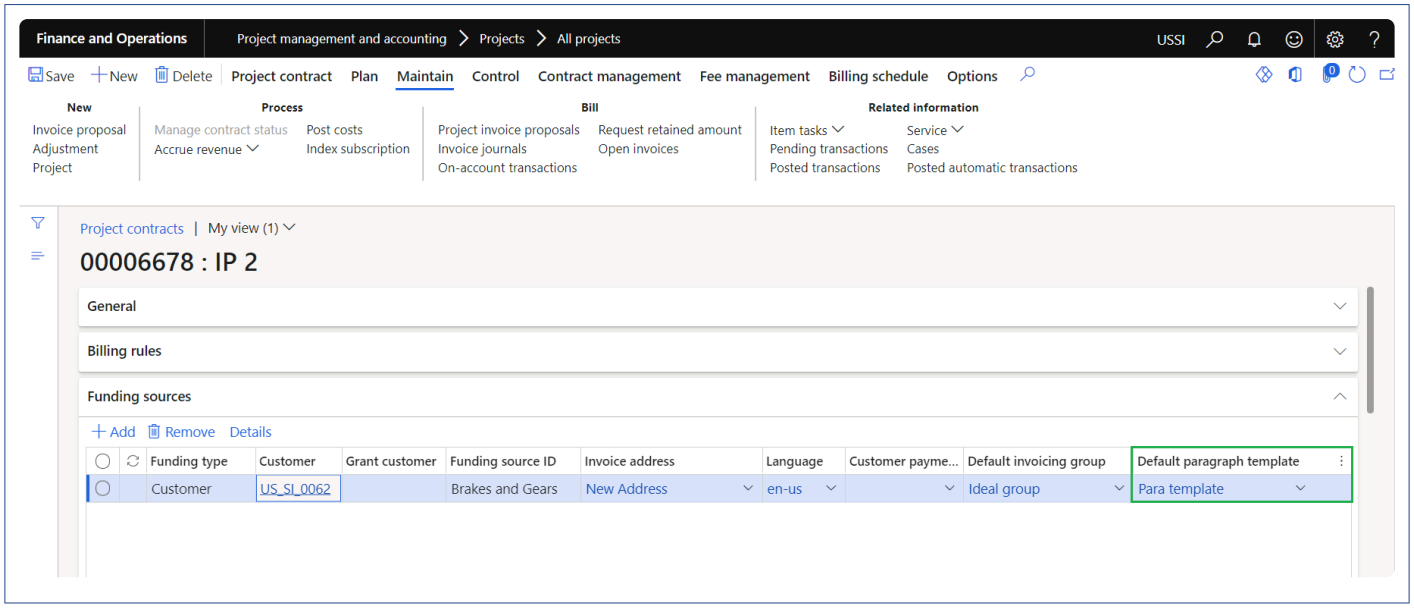
Description	Define description for the paragraph template ID.
Paragraph number	This field defaults with the numeric.
Paragraph	Define paragraph.

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.





Grouping by paragraph

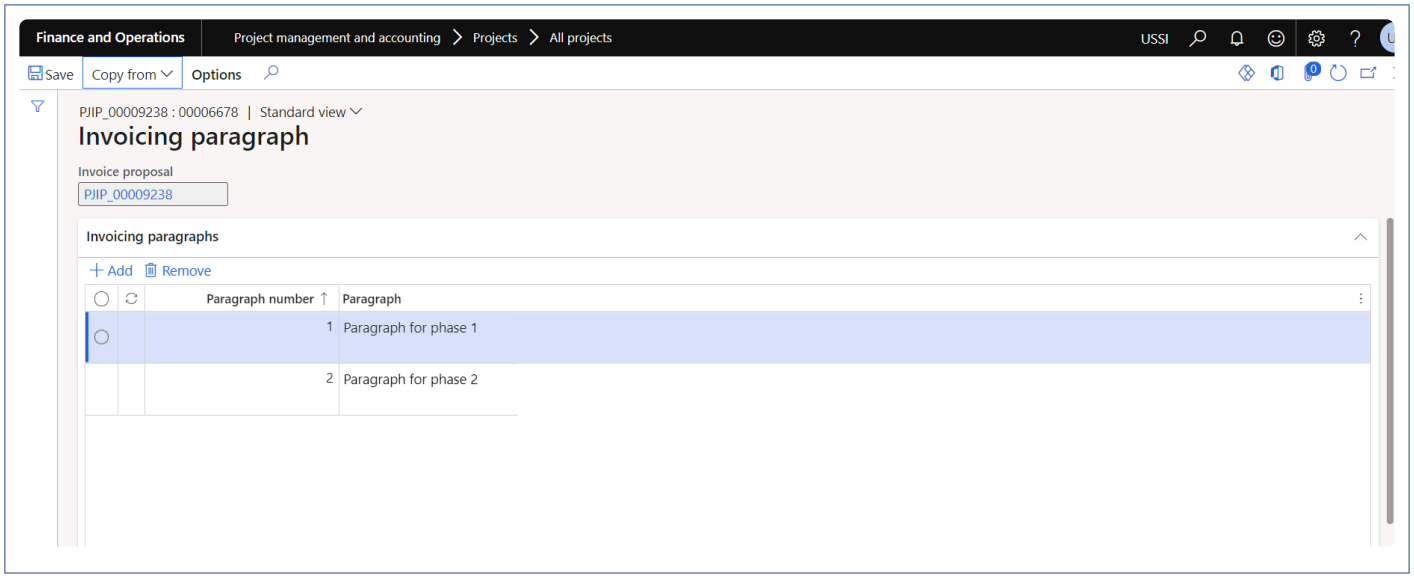
This sections details out the attaching the invoice paragraph on project invoice proposal and grouping based on invoice paragraph.

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.



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.

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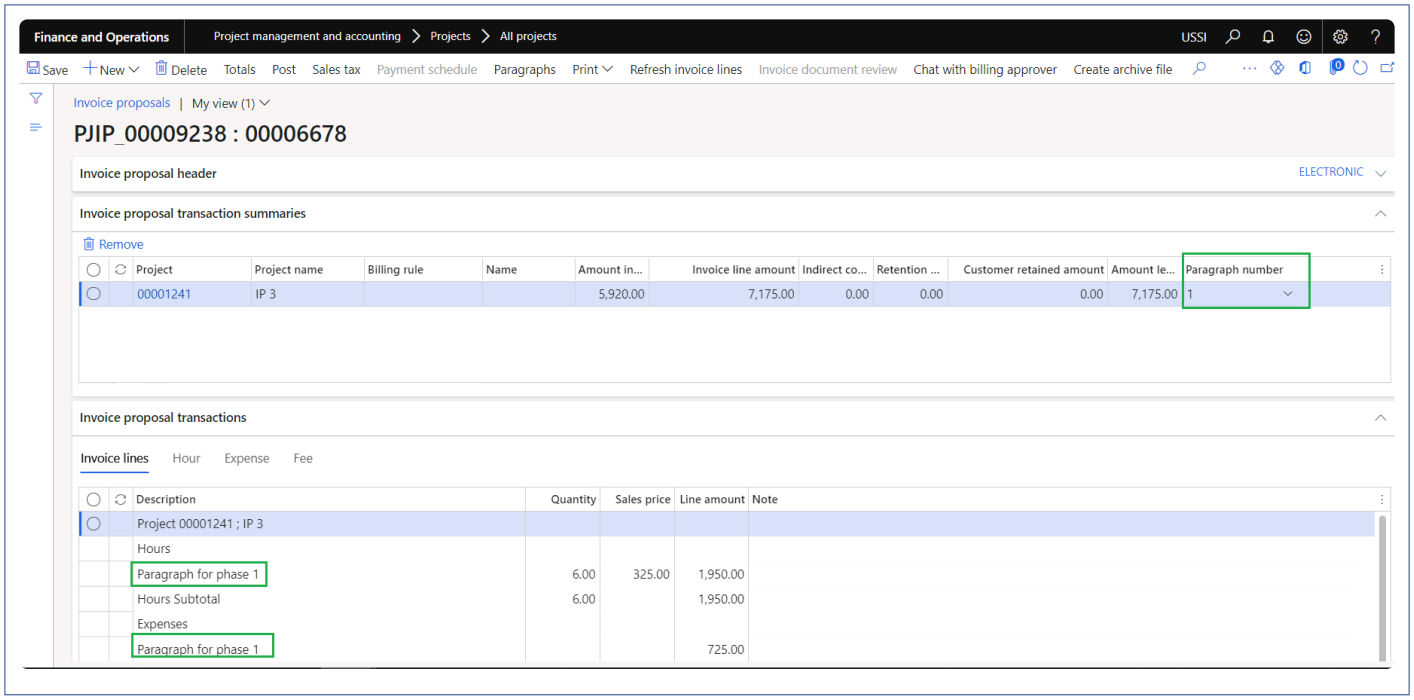

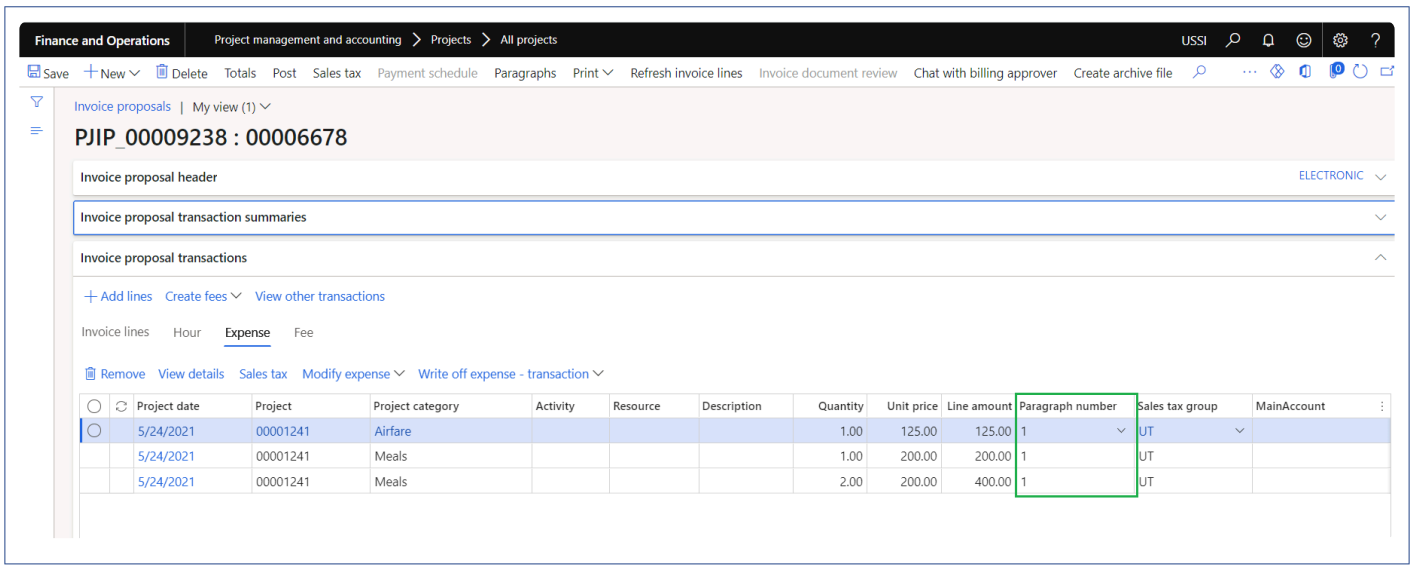

Project invoice report

When the grouping is being applied on the invoice proposal, the report prints the same invoice paragraph grouping details on to the report.

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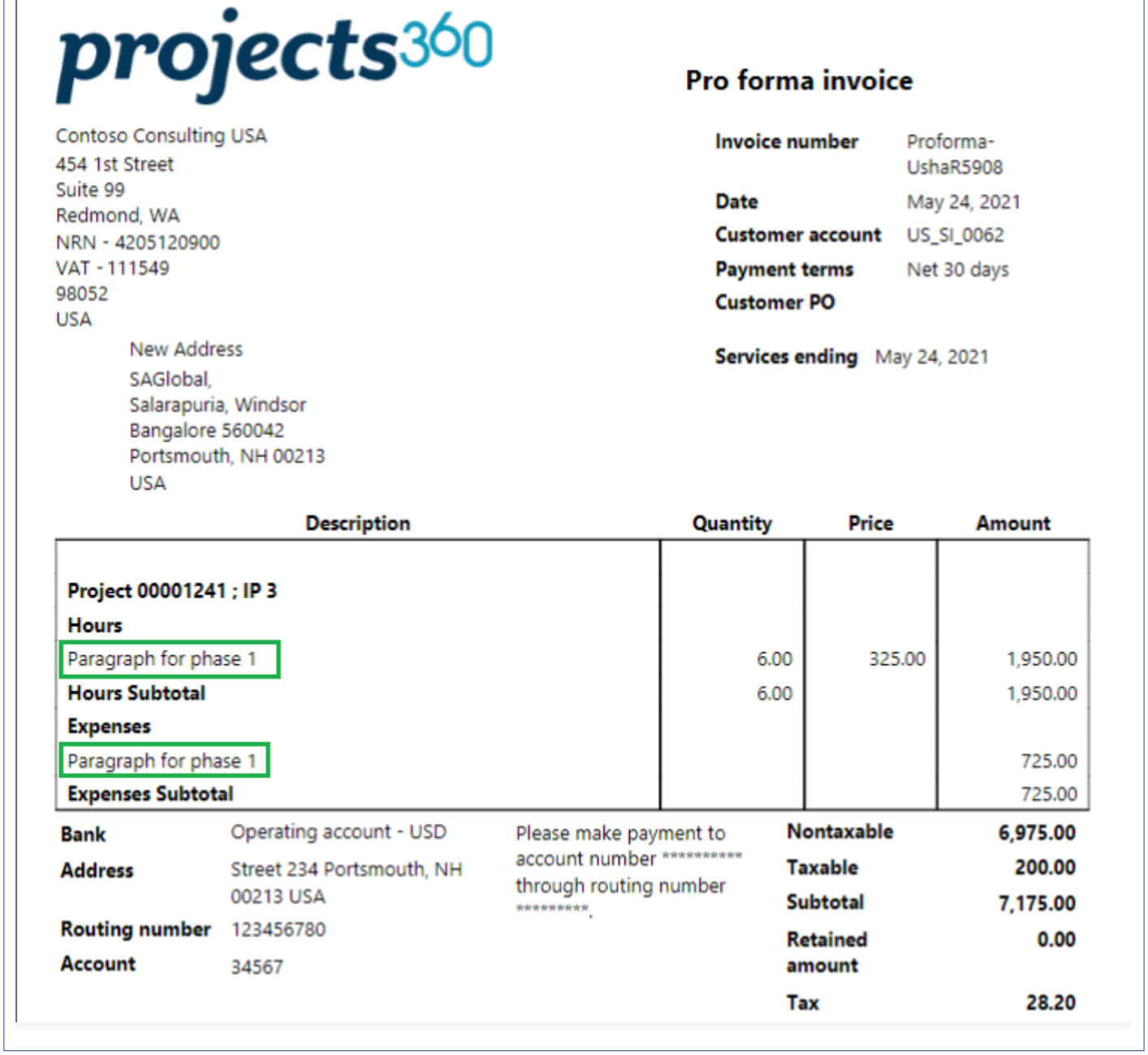

projects360

Pro forma invoice

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

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
Address	Street 234 Portsmouth, NH 00213 USA
Routing number	123456780
Account	34567

Please make payment to account number ********** through routing number *********.

Nontaxable	**6,975.00**
Taxable	**200.00**
Subtotal	**7,175.00**
Retained amount	**0.00**
Tax	**28.20**

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Invoice Archives

Invoices are normally used to post the transaction and then this information is sent over to the customer via email. In the current design of Microsoft Dynamics 365 for Finance and Operations, users can attach and view the receipts or documents on the timesheets or expense reports. projects360 helps in bringing these attached documents to project invoice.

This feature will help the users attach the documents on the Invoice as archived files. Users can later download all these attachments from posted transactions and use those files for future reference. This feature has been developed as an enhancements to the archive feature.

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Configure Invoice Archive

This section explains the setups required to be completed in order to use the Invoice archive feature effectively.

This feature will help the users to attach the document on the Invoice as archive files. There are no parameters which control the activation of this feature, but it has the following pre-requisites.

- Document type needs to be configured on the projects360 Parameter.
- Invoicing groups need to be defined.

Parameter Setup

Invoicing archives section has been added to projects360 parameters form to setup the document type. Document type fields needs to be selected on this form in order to use invoice archiving feature.

Go to Project management and accounting > Setup > projects360 Parameters
Go to Project billing > Setup > Billing parameter > Archive tab

1. Document type: Select document type for Invoice archive.
2. Archive file type: This field has two options “Zip file” and “Merge to single pdf”. When the Zip file option is selected, all the documents will be archived through zip file. When the Merge to single pdf option is selected, all the documents will be archived through a single pdf file.
3. PDF compression level: Based on the selected option output pdf file will be compressed. The available options are Default, Normal, None, Best speed, Best, Below normal, Above normal.
4. Separation value for CSV file: CSV file contains comma separated values by default. If we have different delimiters in the file then these options can be used Semicolon, Tab, Space, Colon, Pipeline.
5. Enable enhanced naming conventions: When this parameter is marked, new naming convention is applied and re-arranges all backup files inside the zip folder in a more practical way.
6. Email attachment: When this parameter is marked, invoice archive files will be attached to email while posting the invoice proposal and while resending the email.

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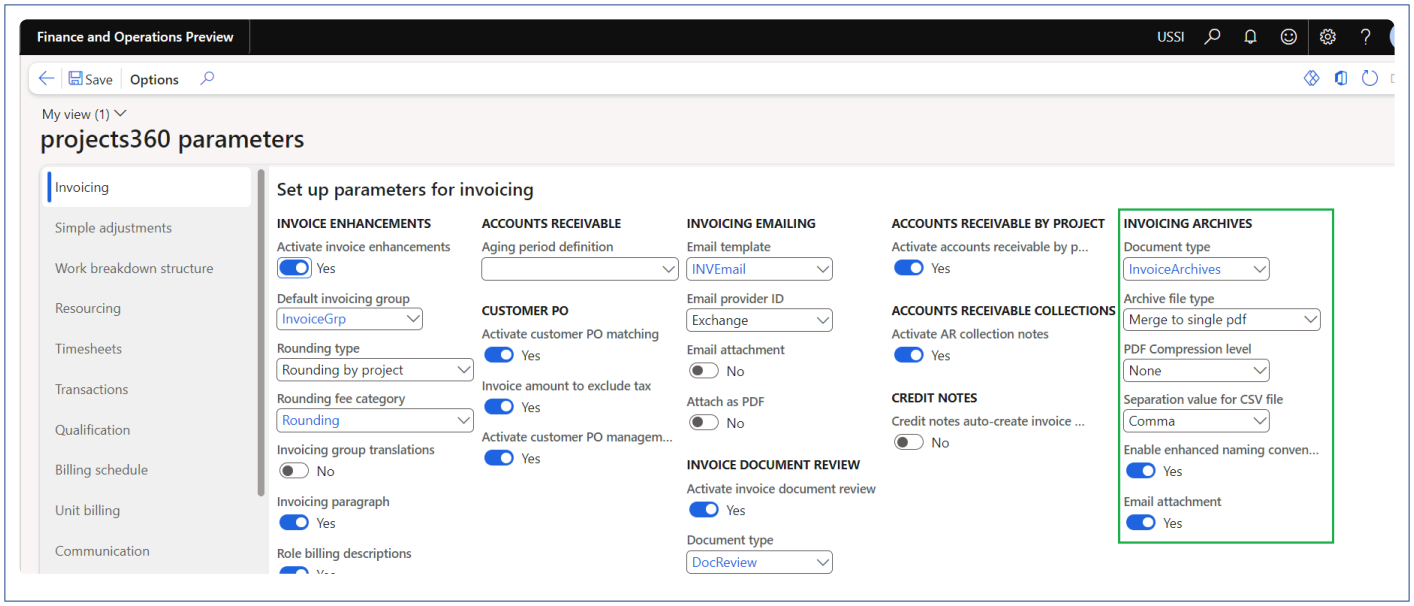
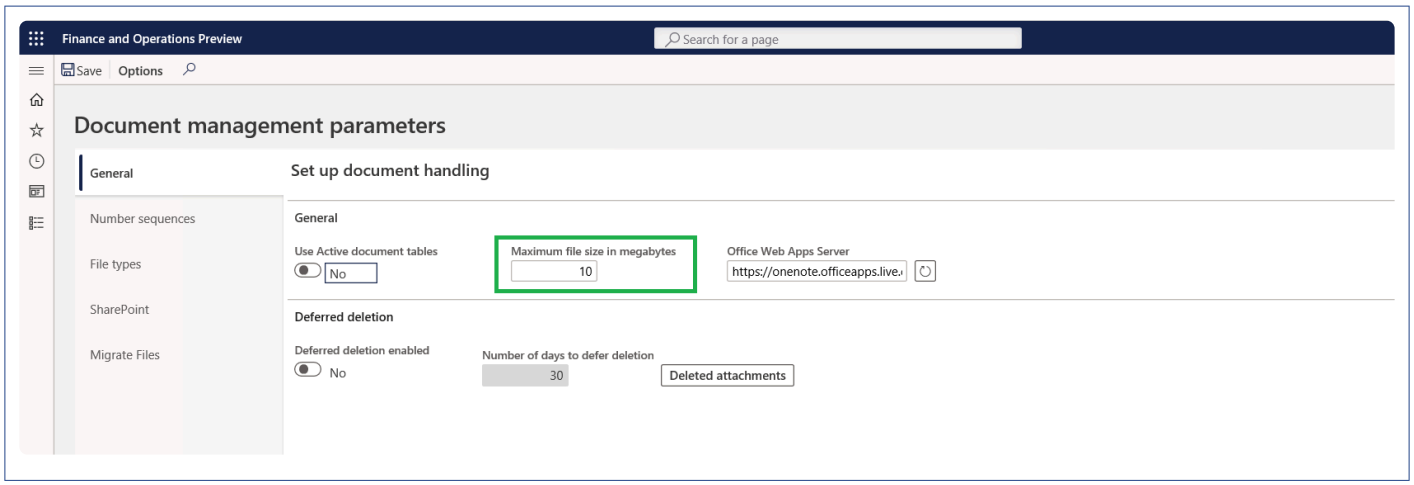


Document Management Parameters

On the document management parameters page, you can set the maximum file size of the files you want to archive.

Go to Organization administration > Document management > document management parameters.
Go to Project billing > Setup > Billing parameter > Archive tab



Document Type

In the document types form set the document archive location as the Azure storage and configure the other other details as required.

Go to Organization administration > Document management > Document type.
Go to Project billing > Setup > Document type

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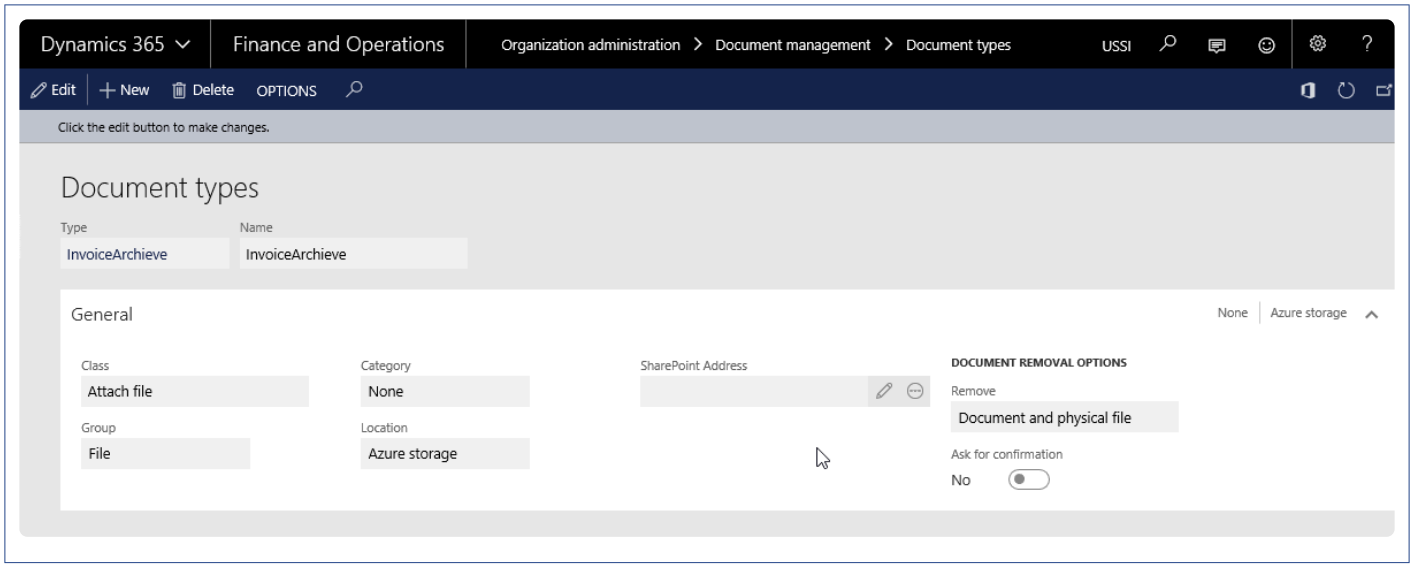
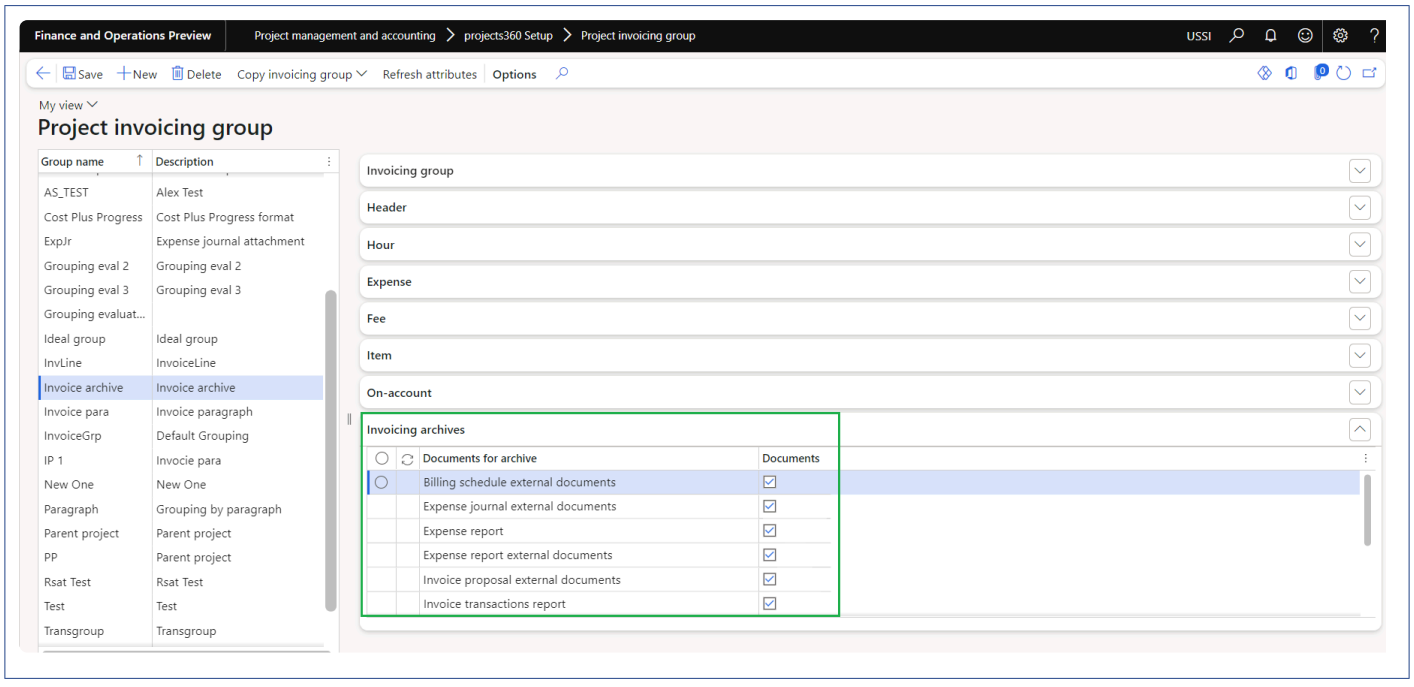


Project Invoicing Group

The Project invoicing group form is modified to add an additional tab (Invoice Archive) where the documents or reports that have to be archived can be selected by the user.

Go to Project management and accounting > Setup > project360 Setup > Project invoicing group
Go to Project billing > Setup > Project invoicing group



A new fast tab called Invoicing archives has been added as the last tab on the Invoice grouping form. This tab contains the below options which the user could Mark or unmark to include or exclude documents/reports onto the invoice as an archive.

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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.
- Invoice transaction report.
- 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.

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What Files are Attached

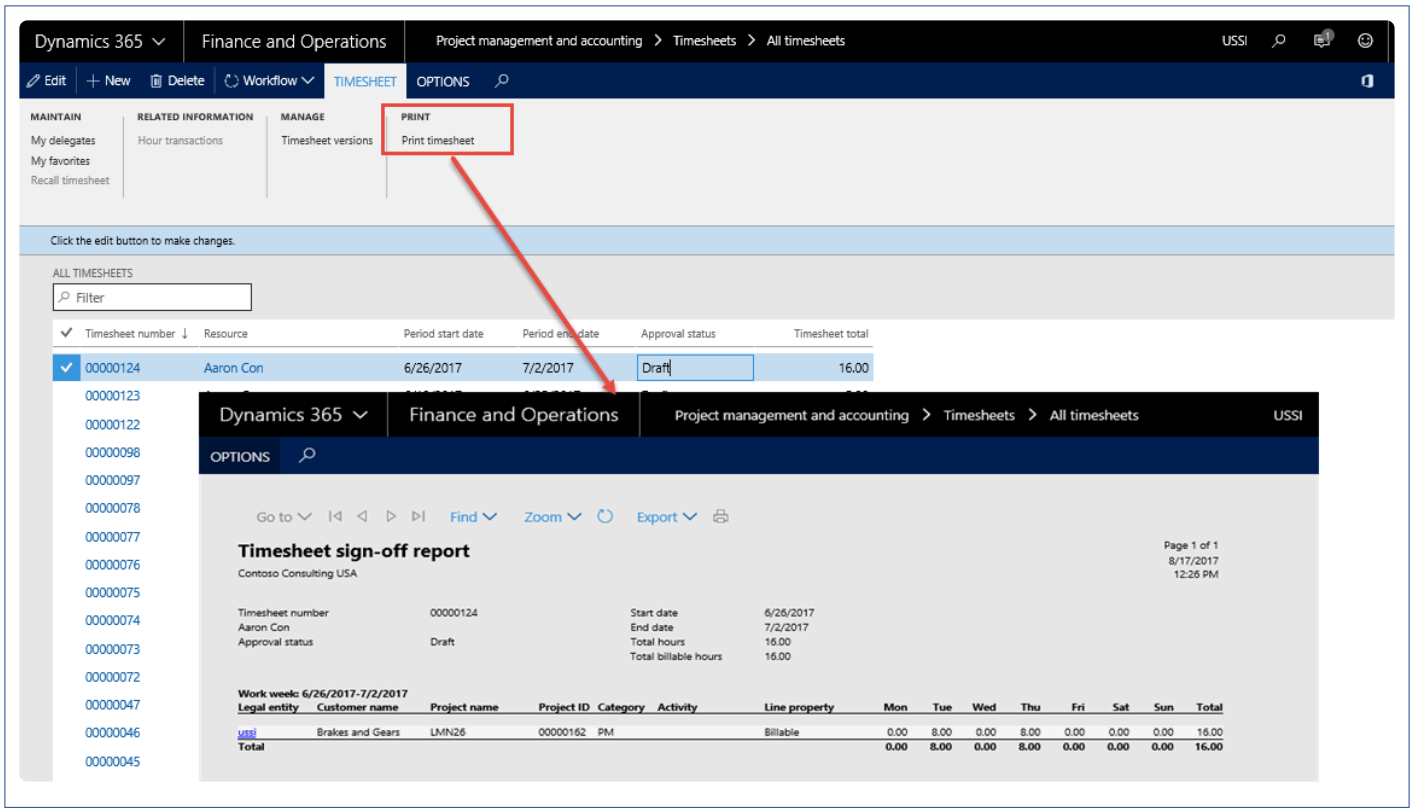
This section explains which documents are attached with respect to different document types.

Timesheet Report

This is available in timesheets on the action pane, as shown below.

This report is launched at the header level, it contains all the line details from timesheet, thus this report is filtered to display only the timesheet lines that are being invoiced in the invoice proposal.

Go to Project management and accounting > Timesheets > All timesheets.
Go to Timesheets > Process timesheets > All timesheets.



Timesheet External Document

These are documents that are attached to the Timesheet while posting the timesheet via attachments in the document handling feature, but with the restriction set to External as shown in the below screenshot. only such documents are considered for archiving on the Invoice on invoice proposal form.

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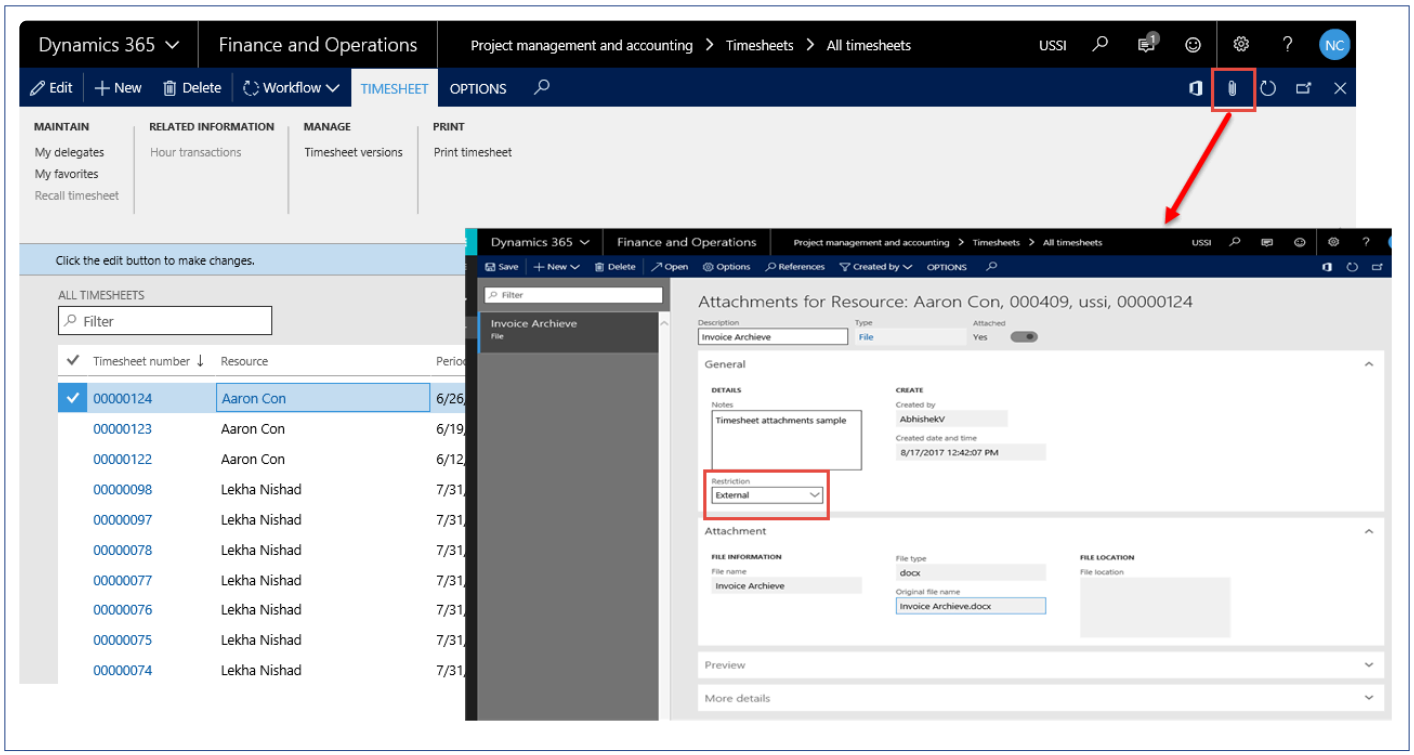
Go to Project and management accounting > Timesheets > All Timesheets
Go to Timesheets > Process timesheets > All timesheets.



Vendor Invoice External Document

These are documents that are attached to the Vendor invoices, from the attachments in the documents handling feature, but with the restriction set to External as shown in the below , only such documents are considered for archiving on the Invoice.

Go to Accounts payable > invoices > Open vendor invoice.

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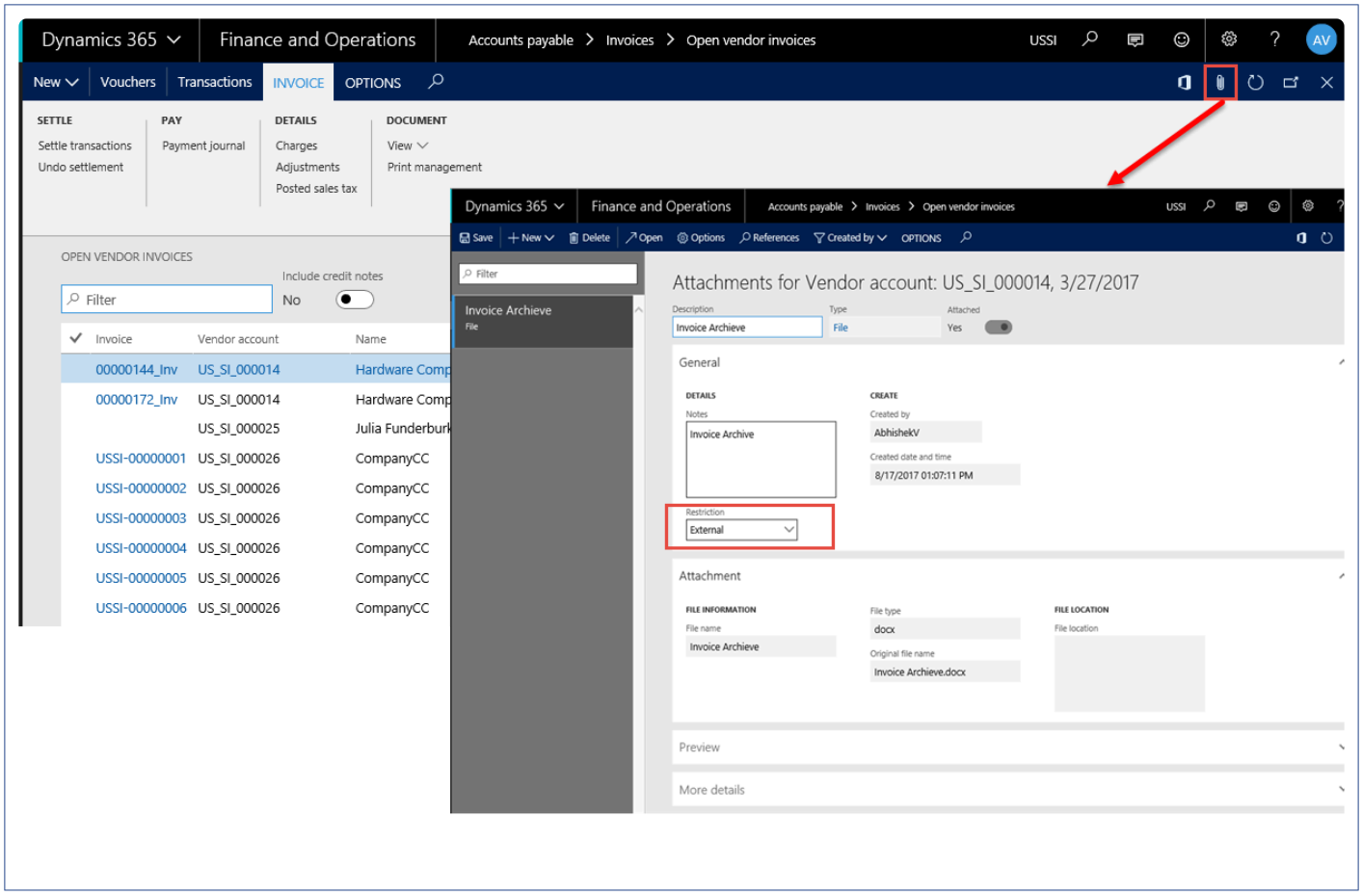

Project External Document

These are documents that are attached to the Project via the attachments in the document handling feature, but with the restriction set to External as shown in the below screenshot, only such documents are considered for archiving on the Invoice.

Go to Project management and accounting > Projects > All projects

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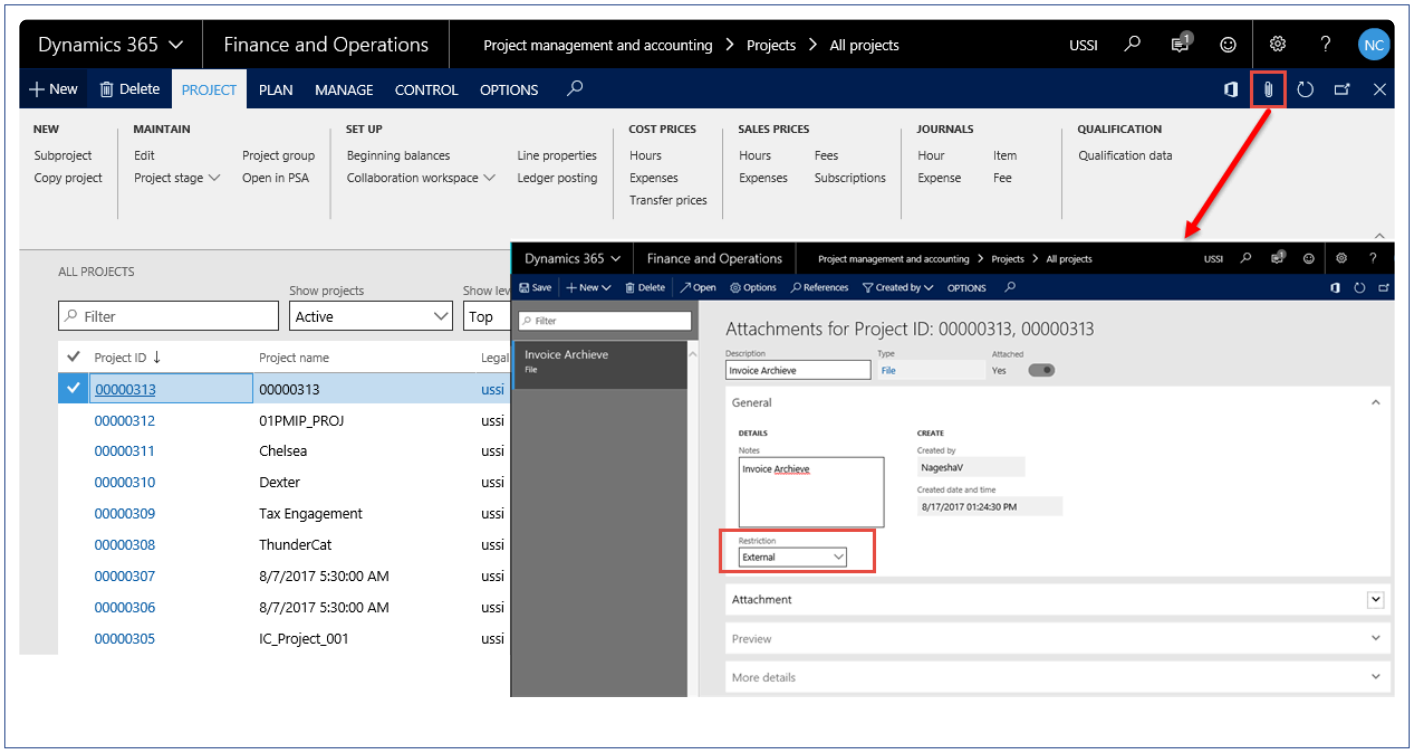
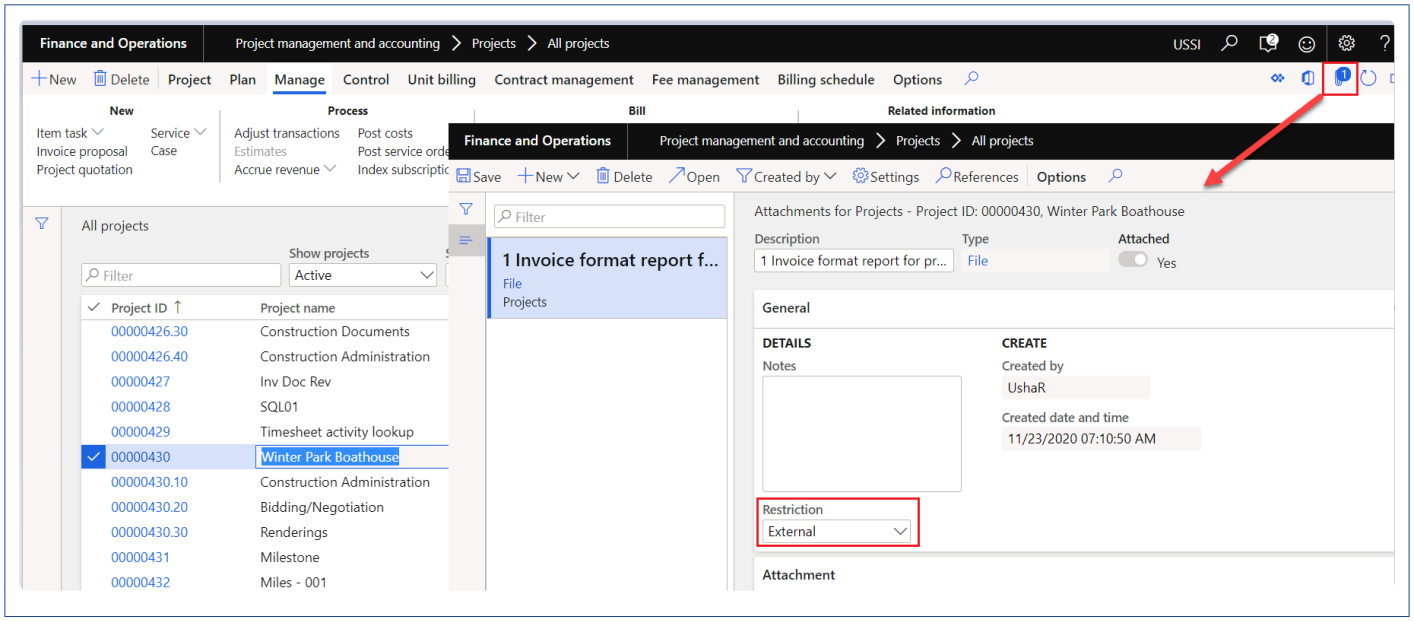


Parent project External Document

These are documents that are attached to the parent project via the attachments in the document handling feature, but with the restriction set to External as shown in the below screenshot, only such documents are considered for archiving on the Invoice of the parent and child projects.

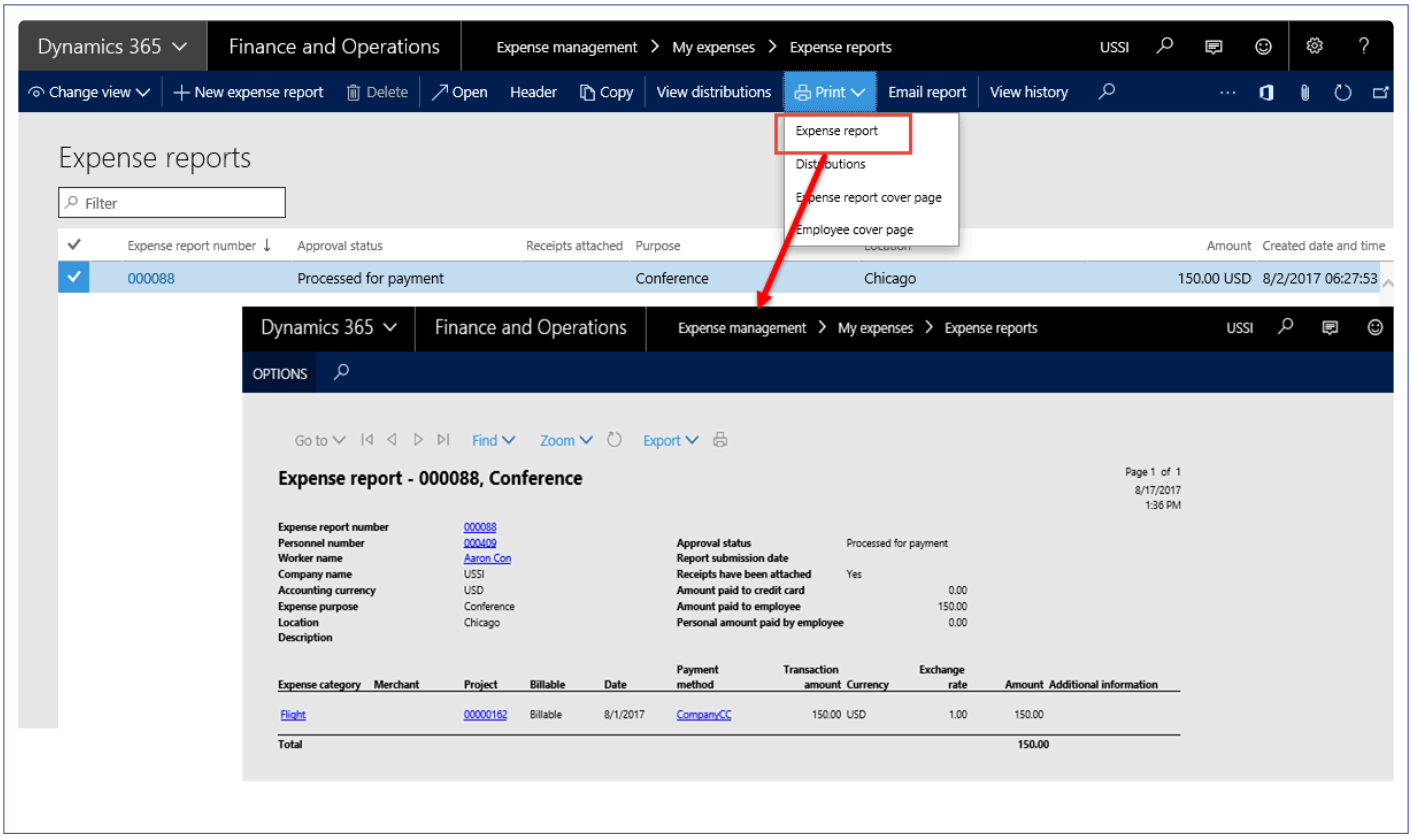
Go to Project management and accounting > Projects > All projects



Expense Report

This is available in expense report on the action pane header, as shown below.
This report is launched at the header level, it contains all the line details from expense report and the same is archived on the invoice proposal.

Go to Expense management > My Expense > Expense reports > New Expense report > Print > Expense report



Expense Report External Documents

These are documents that are attached to the Expense report via attachments option in the document handling feature, but with the restriction set to External as shown in the below screenshot, only such documents are considered for archiving on the Invoice.

Go to Expense management > My Expense > Expense Reports

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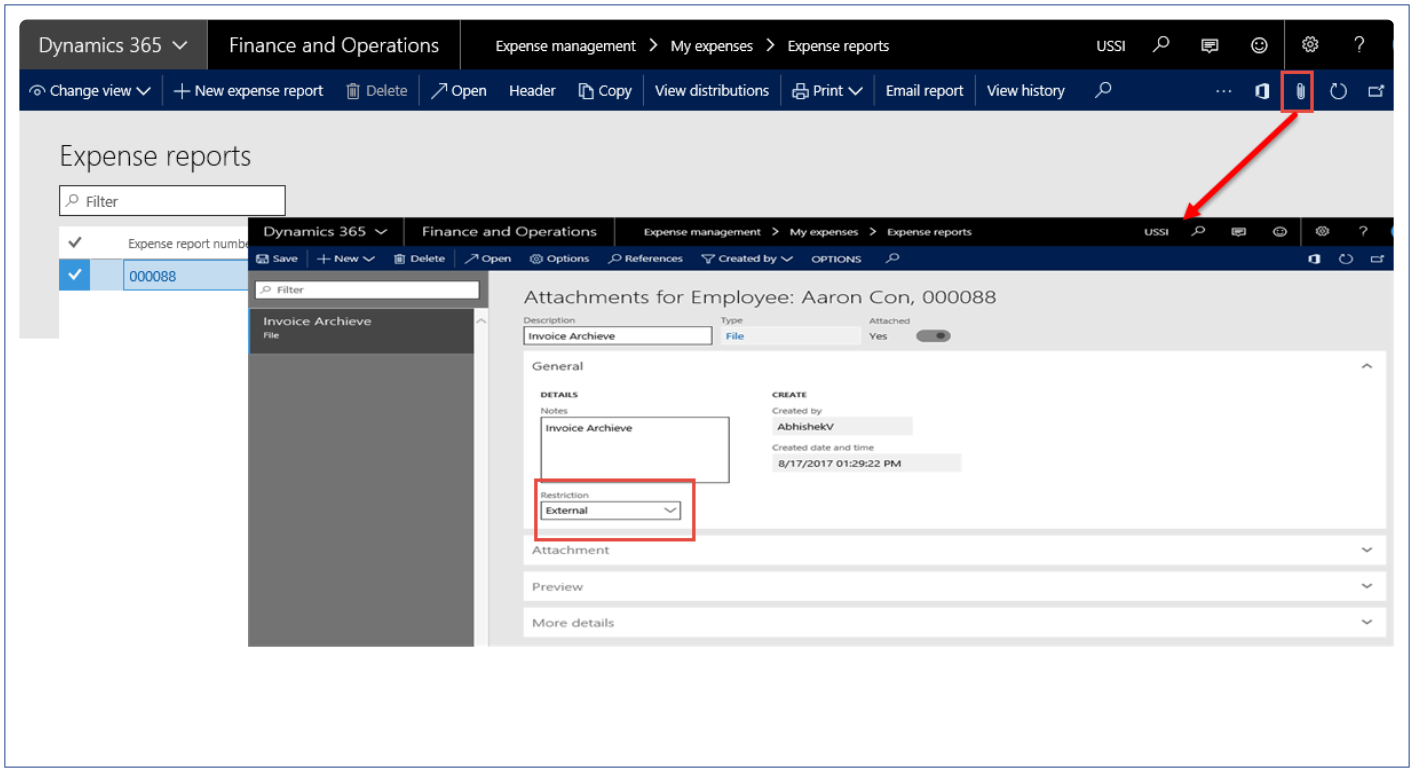
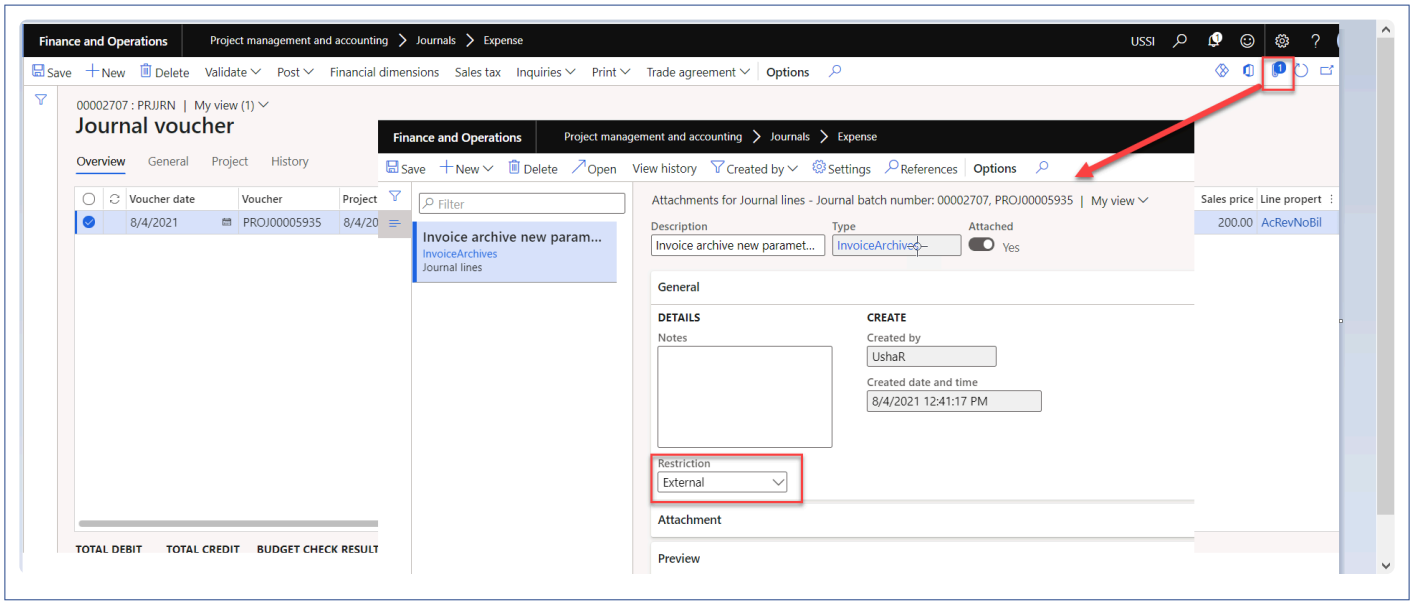


Expense journal External Documents

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.

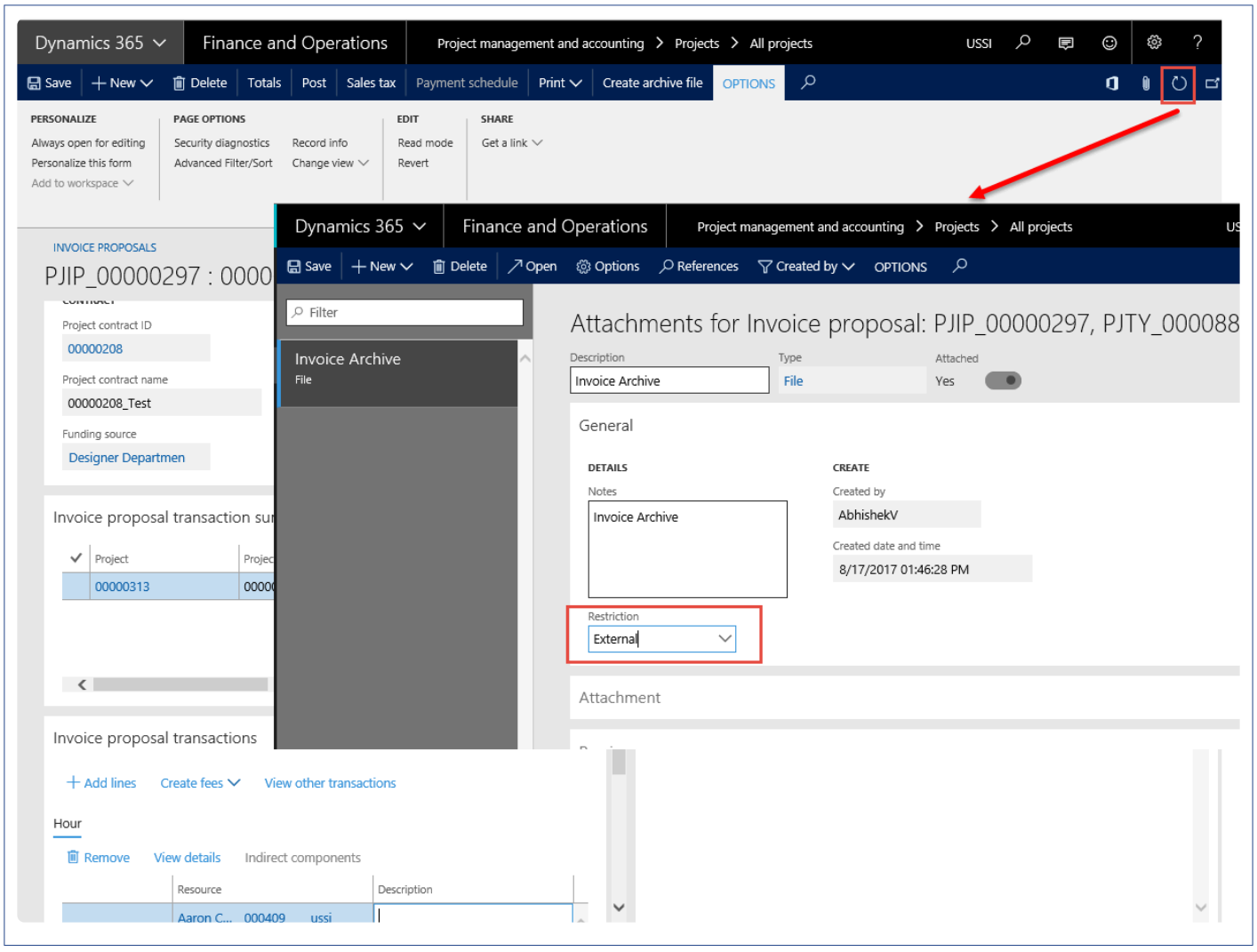
Go to Project management and accounting > Journals > Expense



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.



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

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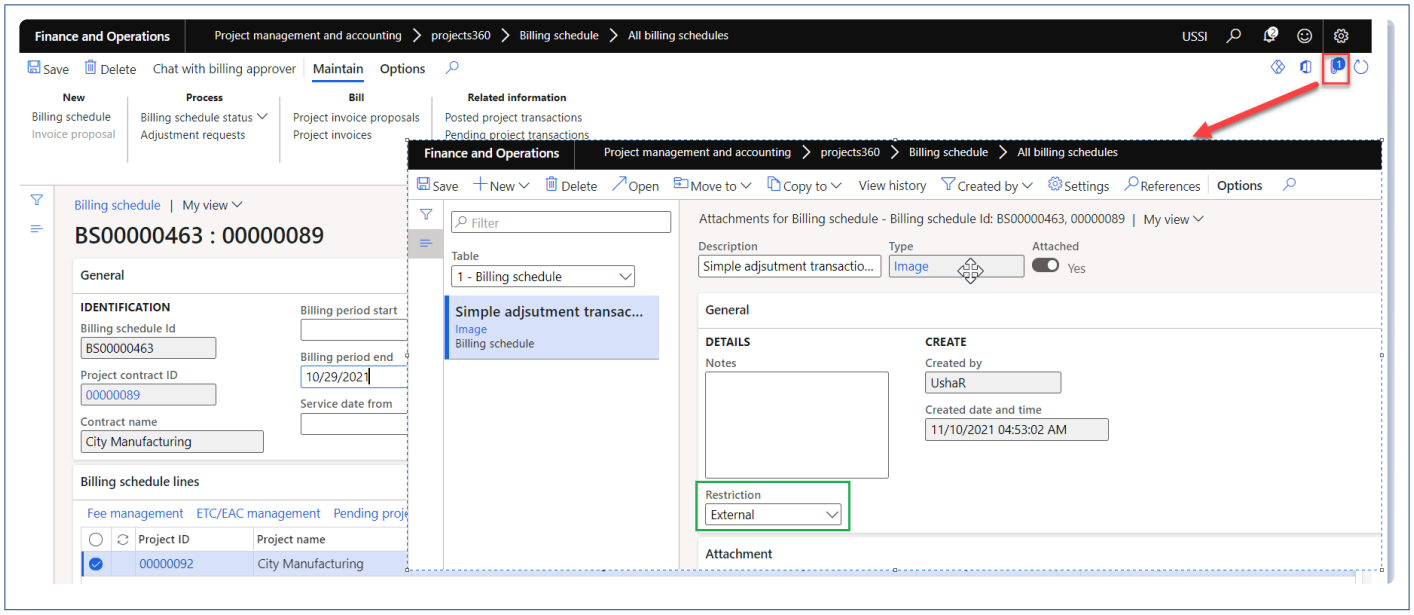

Invoice transaction report

Report is generated when the Invoice archive files gets generated. This report displays all the transactions that are available on the selected project invoice proposal.

Go to Project management and accounting > Projects > All projects > Billing schedules

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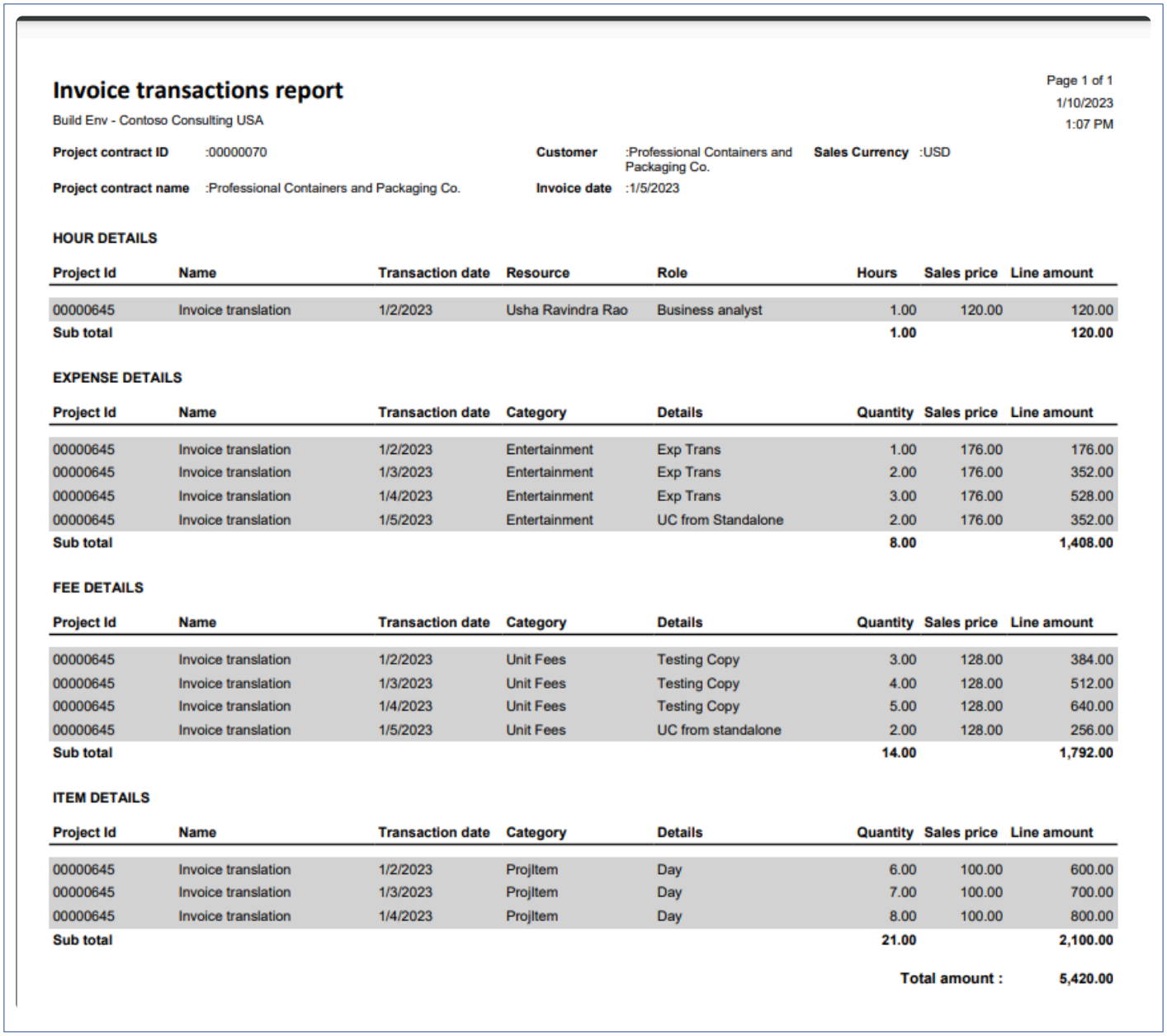

Invoice transactions report

Page 1 of 1
1/10/2023
1:07 PM

Build Env - Contoso Consulting USA

Project contract ID :00000070 **Customer** :Professional Containers and Packaging Co. **Sales Currency** :USD

Project contract name :Professional Containers and Packaging Co. **Invoice date** :1/5/2023

HOUR DETAILS

Project Id	Name	Transaction date	Resource	Role	Hours	Sales price	Line amount
00000645	Invoice translation	1/2/2023	Usha Ravindra Rao	Business analyst	1.00	120.00	120.00
Sub total					**1.00**		**120.00**

EXPENSE DETAILS

Project Id	Name	Transaction date	Category	Details	Quantity	Sales price	Line amount
00000645	Invoice translation	1/2/2023	Entertainment	Exp Trans	1.00	176.00	176.00
00000645	Invoice translation	1/3/2023	Entertainment	Exp Trans	2.00	176.00	352.00
00000645	Invoice translation	1/4/2023	Entertainment	Exp Trans	3.00	176.00	528.00
00000645	Invoice translation	1/5/2023	Entertainment	UC from Standalone	2.00	176.00	352.00
Sub total					**8.00**		**1,408.00**

FEE DETAILS

Project Id	Name	Transaction date	Category	Details	Quantity	Sales price	Line amount
00000645	Invoice translation	1/2/2023	Unit Fees	Testing Copy	3.00	128.00	384.00
00000645	Invoice translation	1/3/2023	Unit Fees	Testing Copy	4.00	128.00	512.00
00000645	Invoice translation	1/4/2023	Unit Fees	Testing Copy	5.00	128.00	640.00
00000645	Invoice translation	1/5/2023	Unit Fees	UC from standalone	2.00	128.00	256.00
Sub total					**14.00**		**1,792.00**

ITEM DETAILS

Project Id	Name	Transaction date	Category	Details	Quantity	Sales price	Line amount
00000645	Invoice translation	1/2/2023	ProjItem	Day	6.00	100.00	600.00
00000645	Invoice translation	1/3/2023	ProjItem	Day	7.00	100.00	700.00
00000645	Invoice translation	1/4/2023	ProjItem	Day	8.00	100.00	800.00
Sub total					**21.00**		**2,100.00**

Total amount : 5,420.00

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.

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Process to Attach Files

This section explains how the invoices can be archived with respect to different document types.

Process to Create Invoice Archives

A new button has been added to the Invoice proposal on the action pane.

There are two ways to view the archives, one is automatic and another is manual. Automatic archives will be available only when the Invoice proposal workflow is active. Once the user submits the workflow for approval, the archives are generated automatically.

When the invoice proposal workflow is not active, then the user should generate the archives manually, by clicking on the Create archive file button on the action pane header.

When the user clicks on the button, then the files that have been selected for archiving at the invoicing group will be archived, and a message will be displayed on completion.

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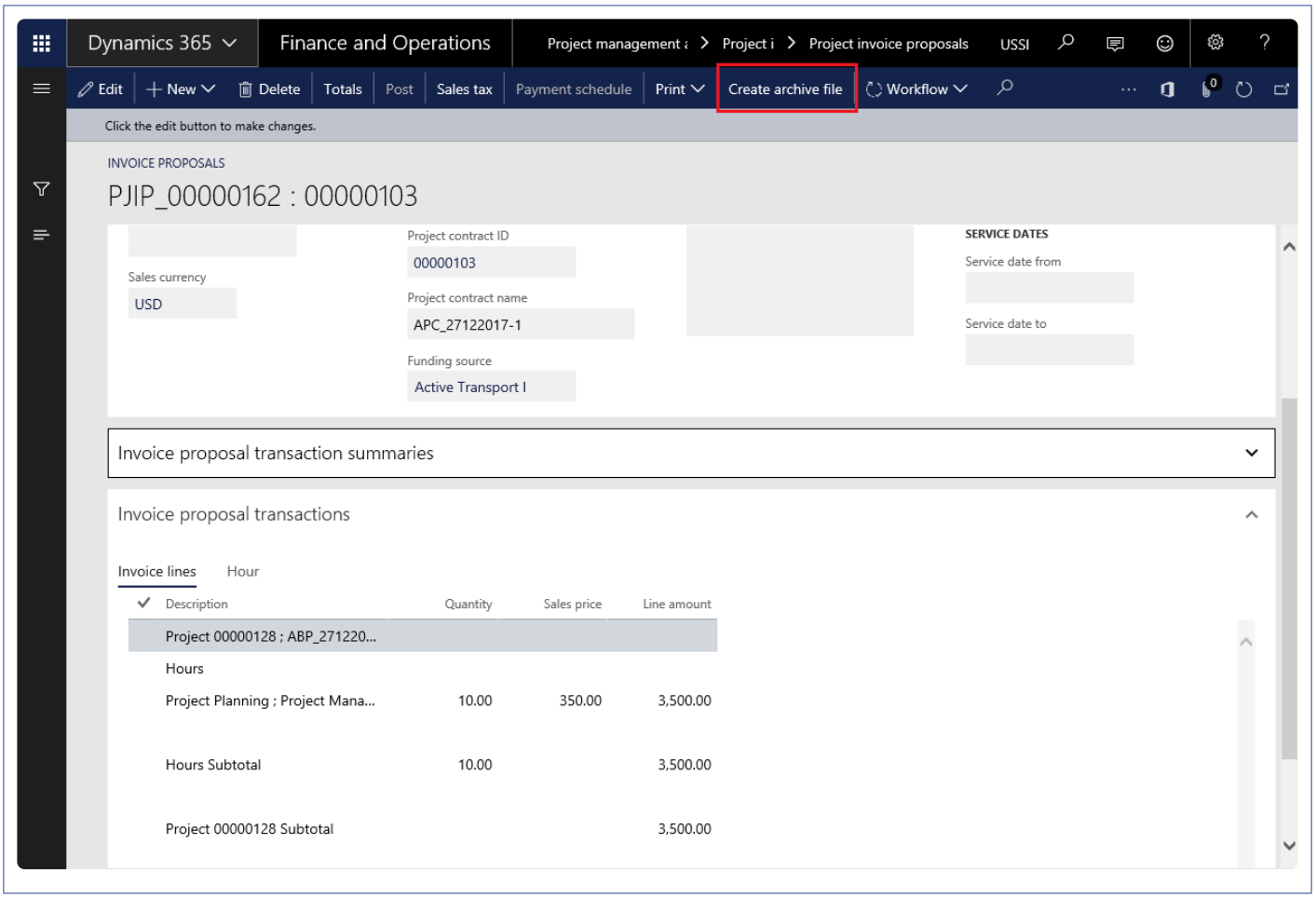
Message – The Invoice archive ZIP file is being compiled in the background for Invoice proposal PJIP_0000XXXX.



Note – Based on the parameter setup ‘Maximum file size in megabytes’ on document management parameters form, providing the information on the size of each file that is getting attached into the zip folder.

The zipped documents will be available for viewing when the user clicks on the Attachments icon in the action pane header on Invoice proposal form. When the user selects the zip file in the documents handling form and click on the open button, the contents that have been zipped will be visible as shown in the below screenshot.

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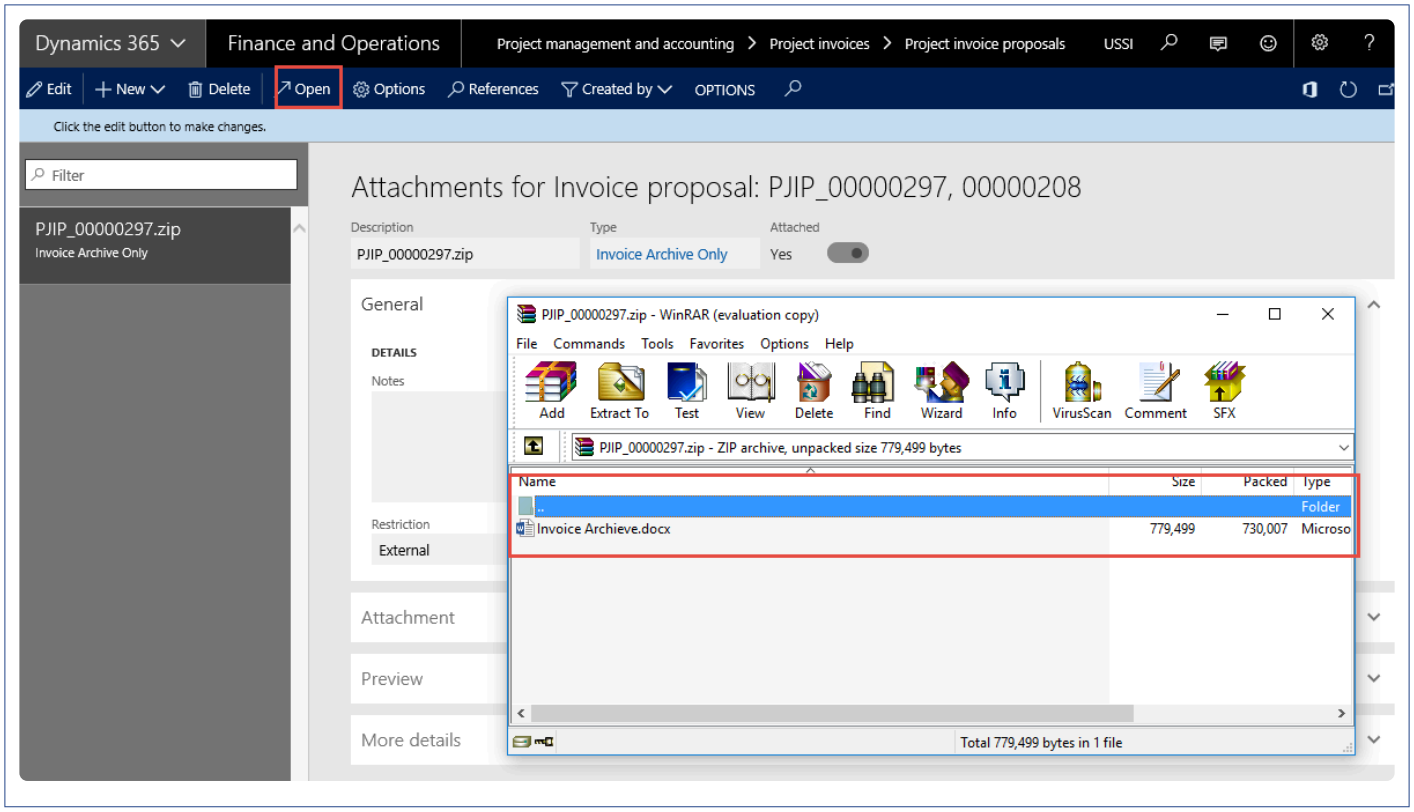

File naming conventions followed for the reports

- Timesheet: Timesheet number_Employee name_ yyyy_mm_dd (period ending date)
- Vendor invoice external documents: Vendor invoice – Vendor Invoice_Vendor name_Invoice id_Recid
- Project external documents: no change in file name
- Project Invoice proposal: no change in file name
- Expense report report: Expense report number_Employee name_Recid
- Expense report external documents
- Documents not attached to a line: Expense report number_Employee name_RecId”
- Documents attached to a line: Expense report number_Employee name_Line number_ {yyyy_mm_dd}”
- 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”
- Invoice transaction report

New naming conventions

When the “Enable enhanced naming convention” parameter is turned on, naming convention of the files will be visible as shown in the below screenshot.

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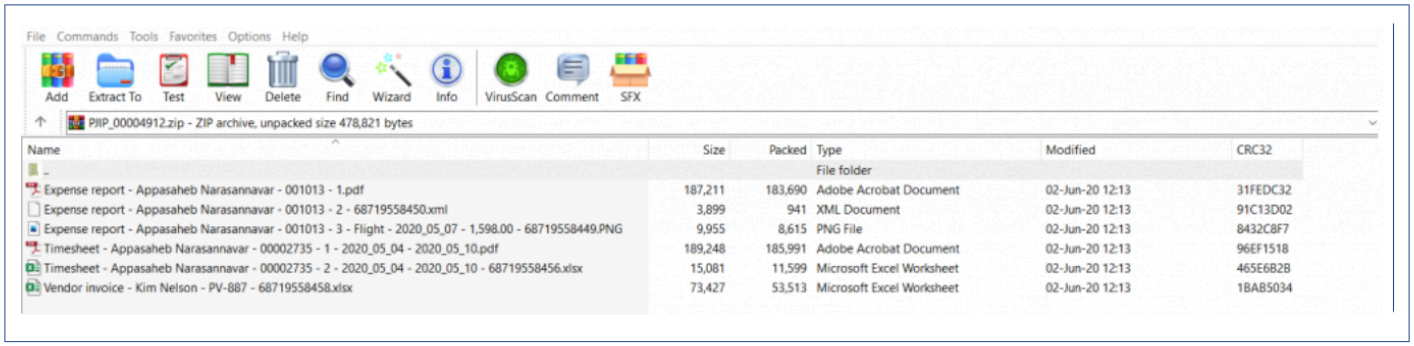

New File naming conventions followed for the reports

Expense report (SSRS)
Expense report {@Label Invoice language} – {Resource name} – {Expense report #} – 1

Expense report external documents
Expense report {@Label Invoice language} – {Resource name} – {Expense report #} – 2 – {Attachment RecId*}

Expense report external documents with multiple ies
Expense report {@Label Invoice language} – {Resource name} – {Expense report #} – 3 – y – {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 ies
Expense journal{@Label Invoice language} – {Resource name} – {Expense report #} – 3 – y – {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.

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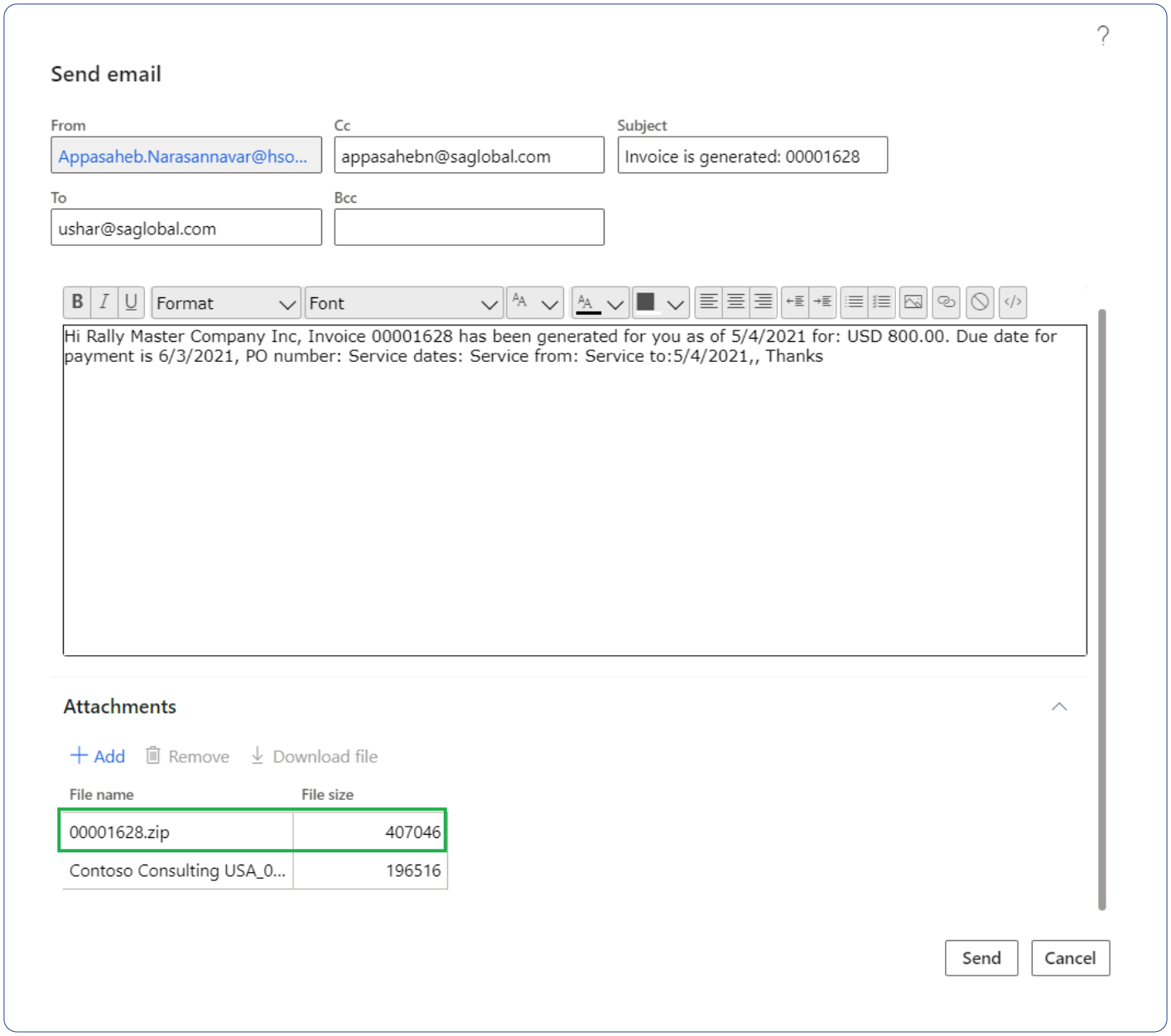

Generating One PDF

Once the archive file is created automatically or manually, one PDF will get generated and attached in the standard attachments.

Below are the files which will get converted into PDF.

- Note
- Word
- Excel
- PPT
- Image
- PDF

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- CSV
- Tiff

Transmitting Big Attachments

Sometimes the attachments are larger than what can be transmitted by email or emailing ZIP files isn’t possible due to restrictions set on the server side. In these cases, the recommended solution is to setup a SharePoint site per customer and upload the files or documents on that location to be shared. Then the invoice email can include a link to the SharePoint document.

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Invoice Email

The Invoice emailing feature helps users mail the invoice during posting of the invoice, with the details of the invoice in the text with an attachment. It also helps the user to open, view and download the attachment to the invoice, if any.

This feature allows the user to resend the email for the invoice. To reduce the number of steps and shorten the process, this feature has been introduced, where the invoice shall be saved as a pdf and then by selecting a checkbox the mail will be sent to the pertinent contacts.

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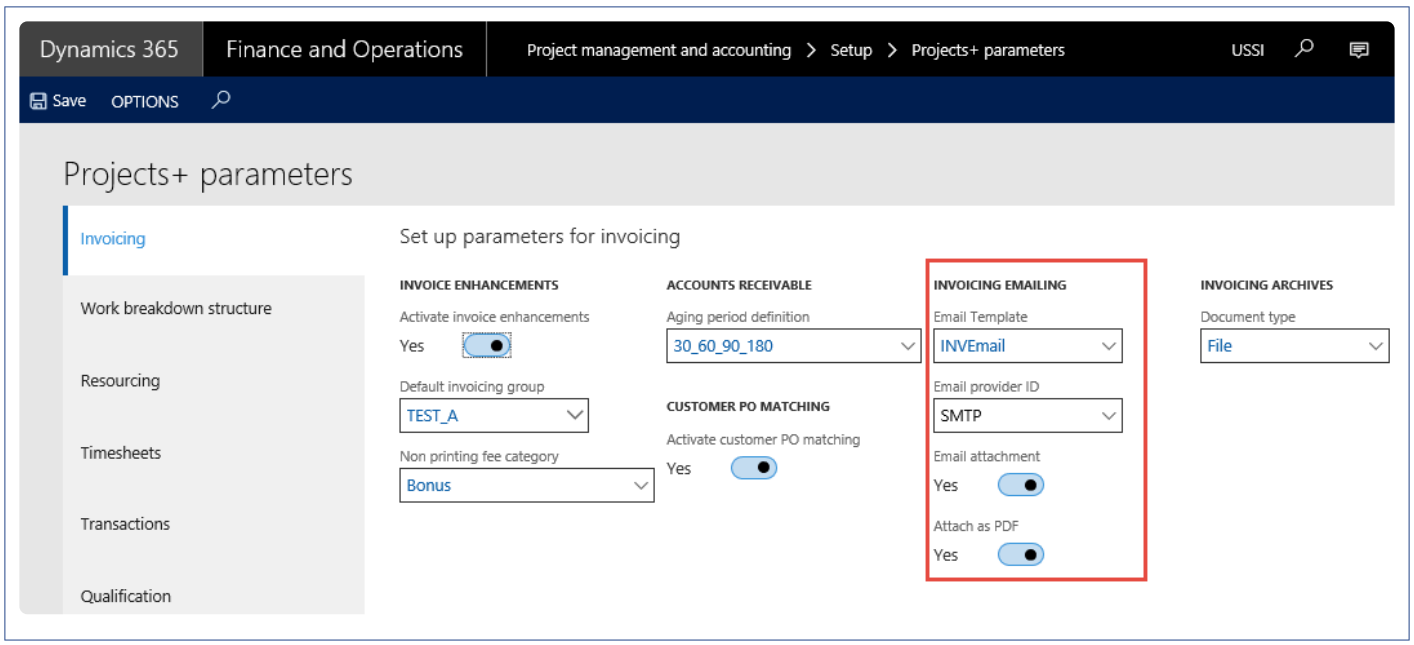
Configure Email

This section explains the setups required to be completed in order to use the Invoice emailing feature effectively. The setups part of this section are Project Parameters setup, Email address setup in Project contract and Email Template.

Parameter Setup

A new group “Invoicing Emailing” is added to the projects360 parameter form to configure the emailing of invoices.

Go to Projects management and accounting > Setup > projects360 parameters > Invoicing tab.
Go to Project billing > Setup > Billing parameters > Emailing tab.



The following fields are available under the Invoicing emailing group:

- Email template: This is a drop-down field displaying the list of all the email template IDs setup in Email template form under Organization Administration.
- Email provider: This is a drop-down displaying all email providers which is selected in email parameters form as enabled interactive email providers. This is used to send emails from the application.
- Email attachment: Select this option to attach the invoice to an email, with the details including the legal entity and the invoice number, along with the other details of the invoice.
- Attach as PDF: Select this check box to attach the invoice itself as a pdf file on the invoice journal,. If the check box is set a No then there will be no attachment on the Invoice journal form. The PDF file is

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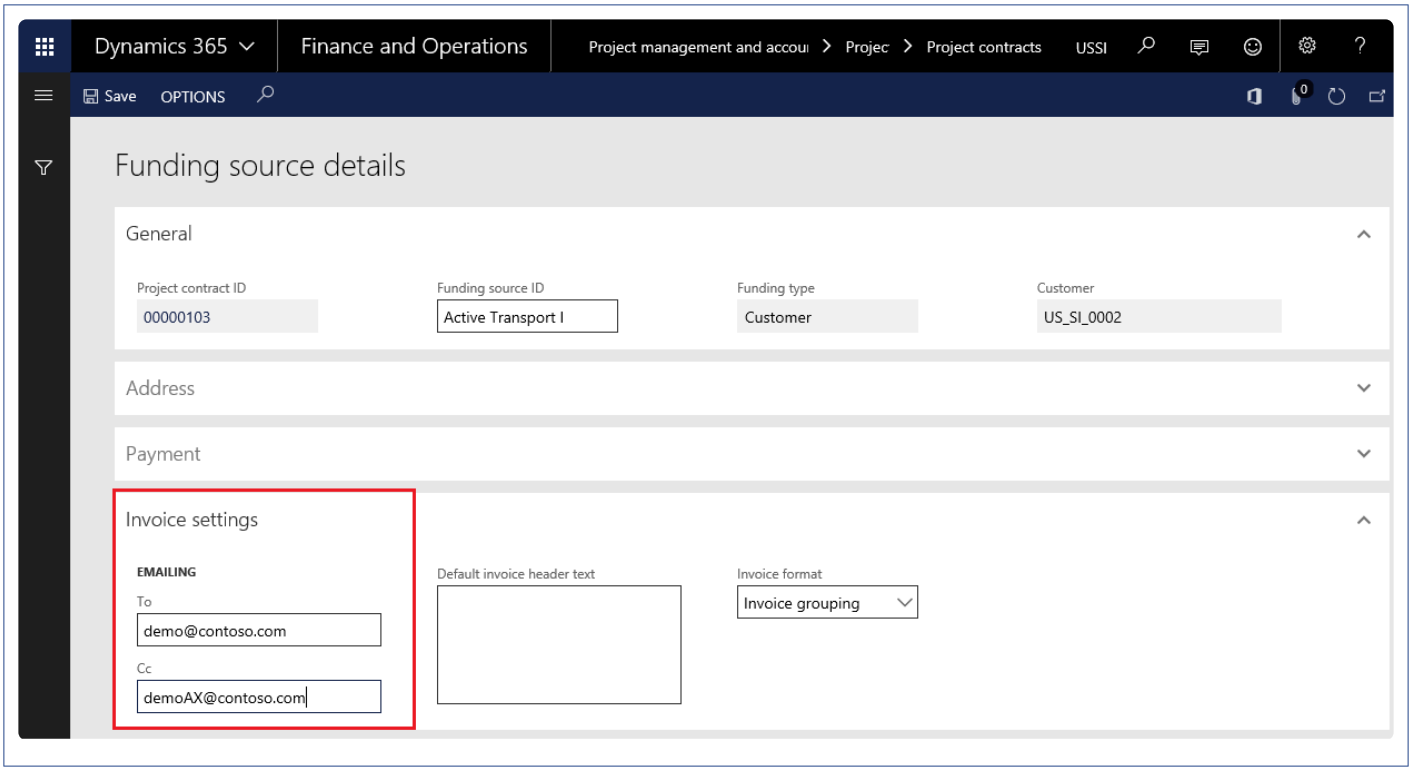
attached to the invoice journal with the invoice number, customer name and followed by legal entity.

Email Address setup in Project Contract

A new fast tab Invoice emailing is added to the funding source details form in a Project contract. The following fields are added to the Fast Tab.

Go to Projects management and accounting > Project Contract > Select Project Contract ID > Details on Funding Source tab
Go to Project billing > All invoices > Project Contract > Select Project Contract ID > Details on Funding Source tab



Details of the fields available are as follows:

- To: Specify the email address of the funding source(s), when you post the invoice. This setup is mandatory for the emails to flow from the application. You can include multiple email IDs in this field, with a semi colon separating each of the email IDs.
- CC: Specify the email address of any other source, or contacts that you want to send the copy of the invoice. You can include multiple email IDs in this field, with a semi colon separating each of the email IDs.

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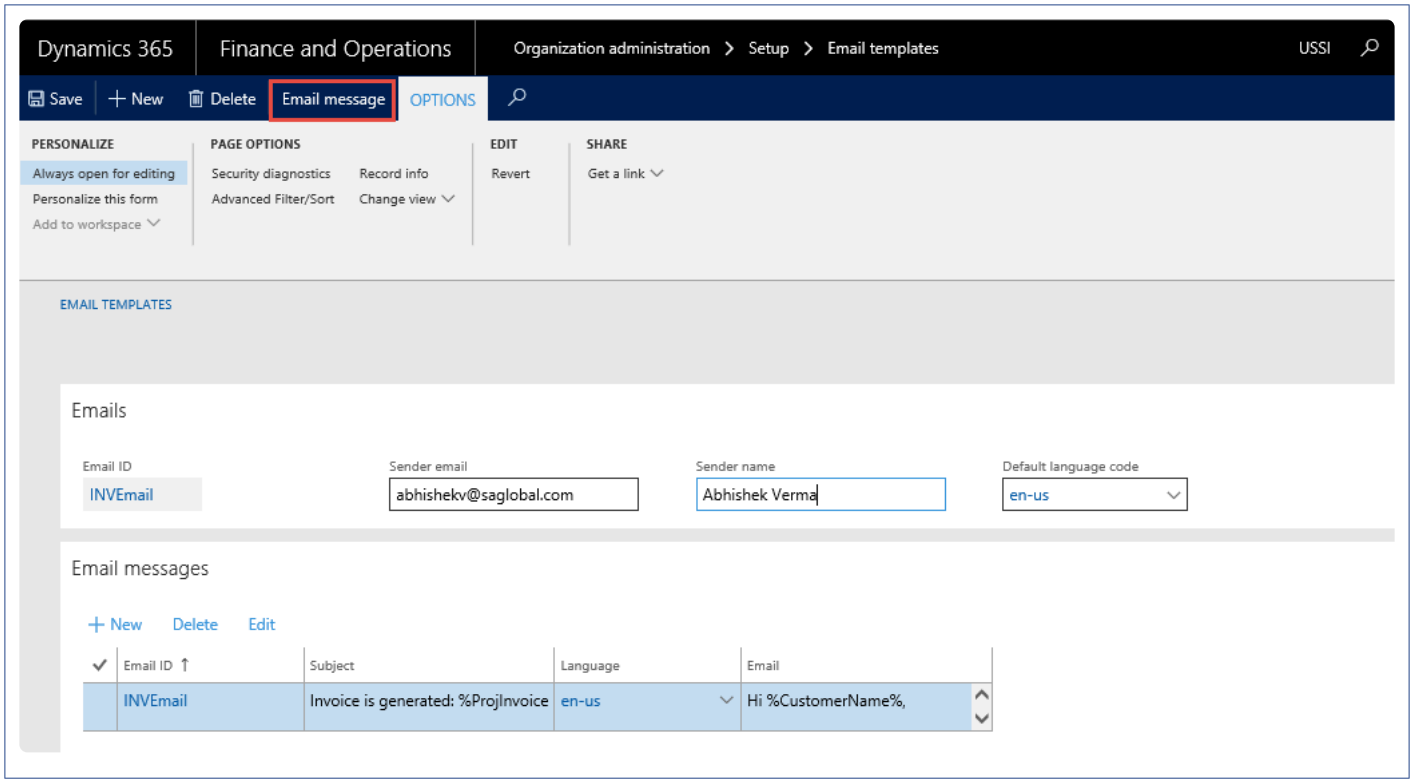
Email Template

Setup the template for the project invoice email in in the Email templates form.

Go to Organization administration > Setup > Email templates.
Go to Project billing > Setup > Organization email templates.



Create the required content for the email and upload the message for the template.

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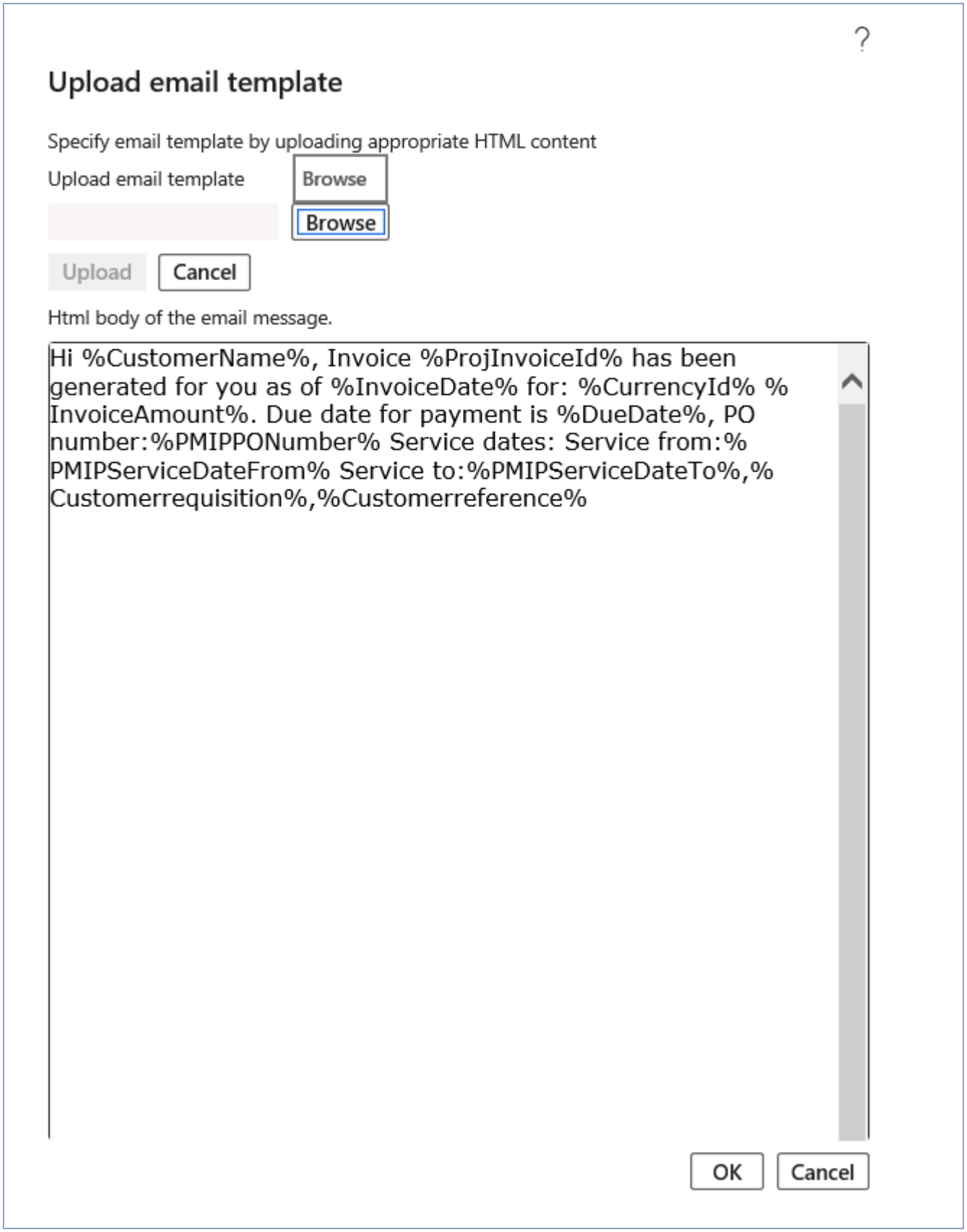

Wildcards available for Template

Below are wildcards\string fields that can be used in the email template. These wildcards will be replaced by

the actual values during the run-time for each document emailed.

Wildcards	Actual value
ProjInvoiceId	Invoice ID of the selected document
InvoiceDate	Invoice date of the selected document
InvoiceAmount	Invoice amount of the selected document
CurrencyId	Currency ID of the selected document
CustomerName	Customer name of the Invoice account of the Project invoice
DueDate	Due date of selected project invoice
PMIPPONumber	PO number from Project invoice
PMIPServiceDateFrom	Service date from of Invoice proposal
PMIPServiceDateTo	Service date to of Invoice proposal
PSAInvoiceTxtPre	Invoice text from Invoice proposal
Customerrequisition	Customer requisition number from project contract
Customerreference	Customer reference number from project contract

Print Management Setup

In order to send the invoices as an attachment in the email, we need to setup the print management. Perform the below steps in order to send the reports as attachments in email.

Go to Project management and accounting > Setup > Forms > Form setup > Print management button
Go to Project billing > Setup >Form setup > Print management button

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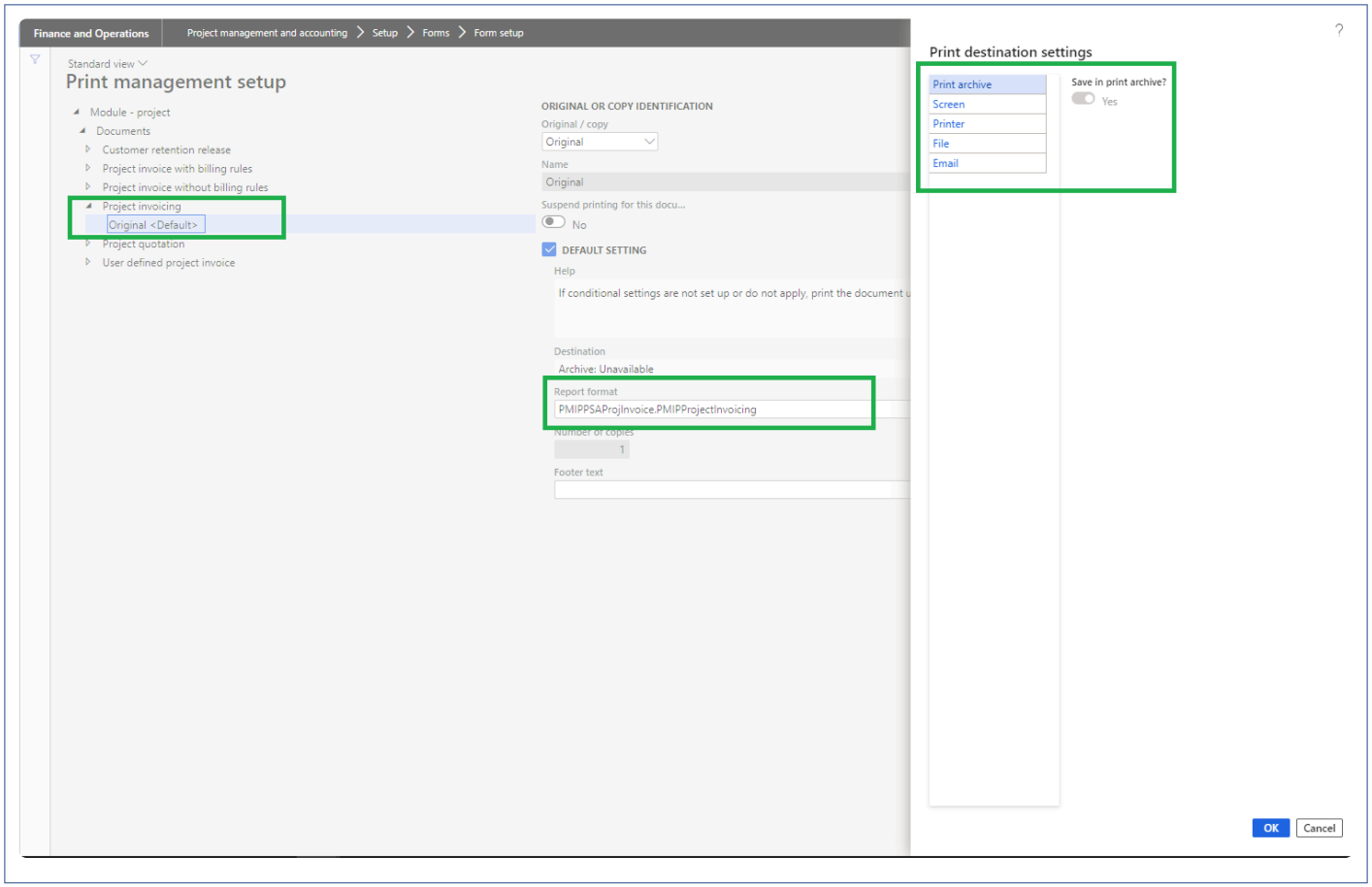

Once you on the print management setup form, select the Project invoicing option and expand it. Once expanded again select original <**Default**>. Click on the destination button to open the print destination settings window, select Screen and mark 'Yes' to the save in print archive? checkbox as shown in the above visual.

Note – if the ER report format is selected on print management setup, then same will be used to send email.

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Emailing Invoices

This section explains the process of emailing invoices to the email ID's configured on the funding sources using the template configured on the email template form.

Using the Invoice Email Feature

The following fields have been added to the Post invoice proposal form, which populates information based on the setup done on the 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.

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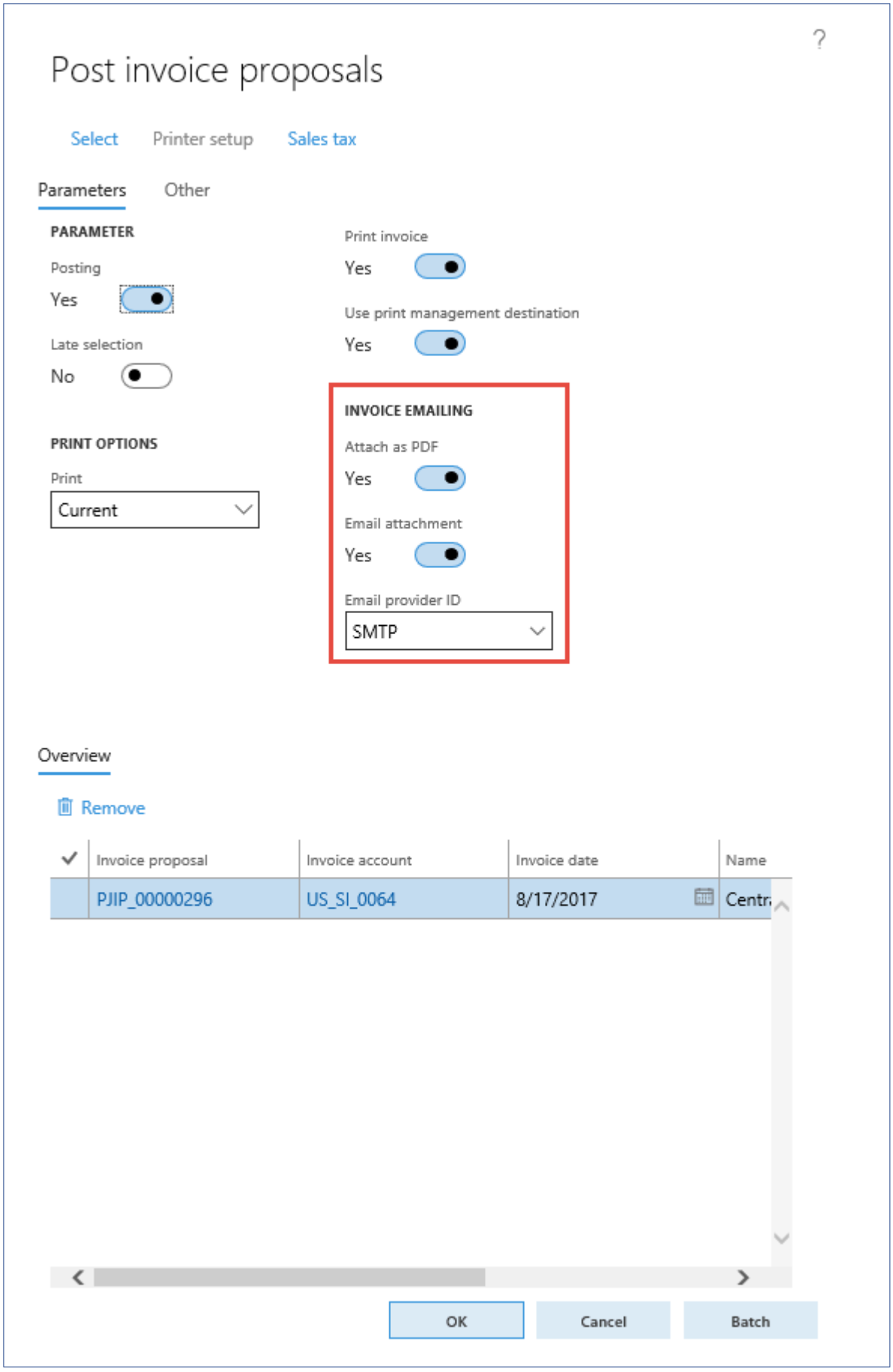
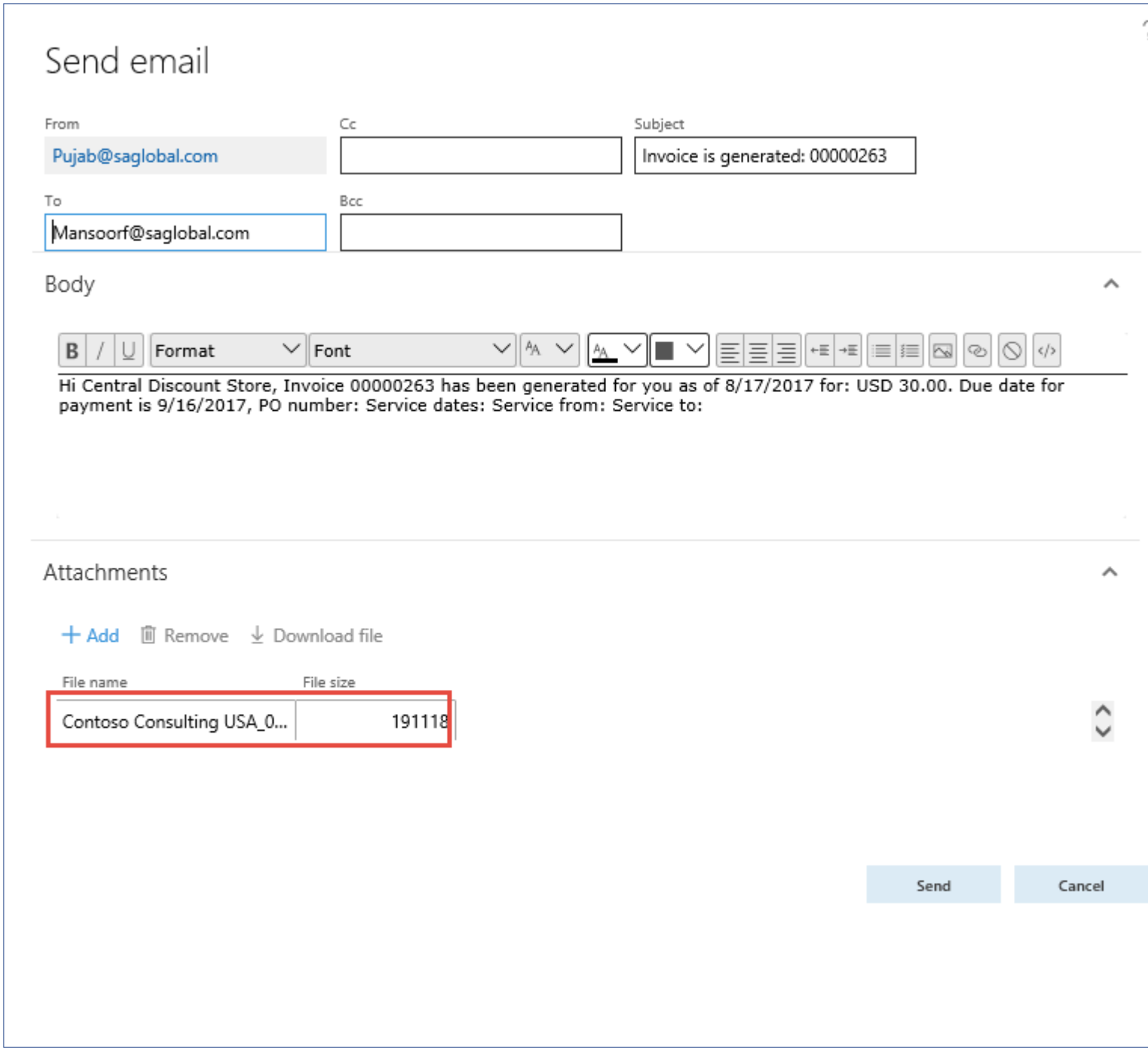

Post invoice proposals
Select
Printer setup
Sales tax
Parameters
Other
PARAMETER
Posting
Yes
Late selection
No
PRINT OPTIONS
Print
Current
Print invoice
Yes
Use print management destination
Yes
INVOICE EMAILING
Attach as PDF
Yes
Email attachment
Yes
Email provider ID
SMTP
Overview
Remove
Invoice proposal
Invoice account
Invoice date
Name
PJIP_00000296
US_SI_0064
8/17/2017
OK
Cancel
Batch

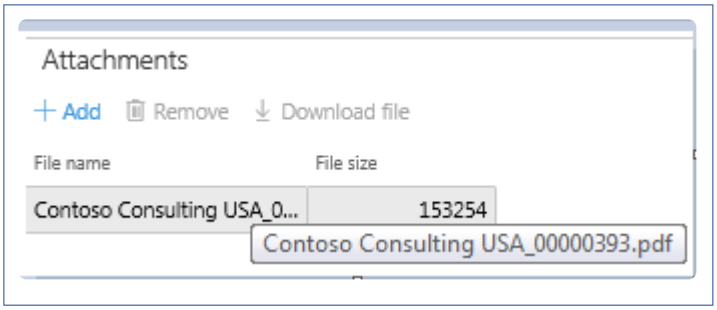
Based on the set up, the email for the project invoice is generated and sent successfully, when

- The 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.



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.
When the ER report is set as report format, then ER report is being sent through Invoice email functionality using same parameter setup.

Changes incorporated for the Email Invoice

The following changes have been made in the listed forms, to allow the user to make optimum use of the invoice emailing feature.

Form Name	Navigation	Fields groups\Fields added
Project invoice list page	Project management and accounting > Project invoices > Project invoices	• Invoice sent electronically field • Email sent date field • Resend email button • Download attachment button
Contract open invoices form	Project management and accounting > Accounts receivable > Contract open invoices	• Open attachments button • Download attachments button • Re-Send mail
My open invoices form	Project management and accounting > Accounts receivable > My open invoices	• Open attachments button • Download attachments button • Re-Send mail

Project Invoices

Go to Projects management and accounting > Project Invoices > Project Invoices.

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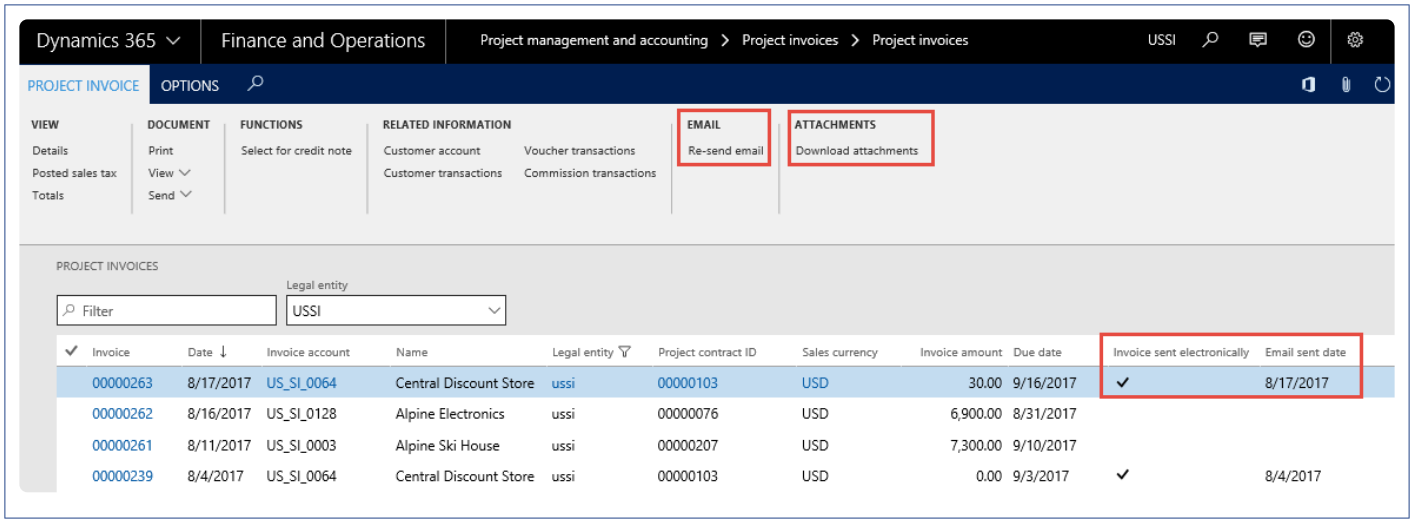

Field descriptions on the form are as follows:

- Invoice sent electronically: If the invoice is sent in the email, the invoice sent electronically field displays Yes.
- Email sent date: The project invoice record displays the date on which the email for the invoice is sent. If the user has resent an email, then the Email sent date reflects the date the email is resent.
- Open attachment button: Allows the user to open and view the attachment for the record, if any, for the selected invoice record.
- Download attachment button: Allows the user to download the attachments, if there are any for the selected invoice record.
- Re-send email button: Allows the user to resend the email for the selected invoice. It also allows the user to select more than one invoice as an attachment.

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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.

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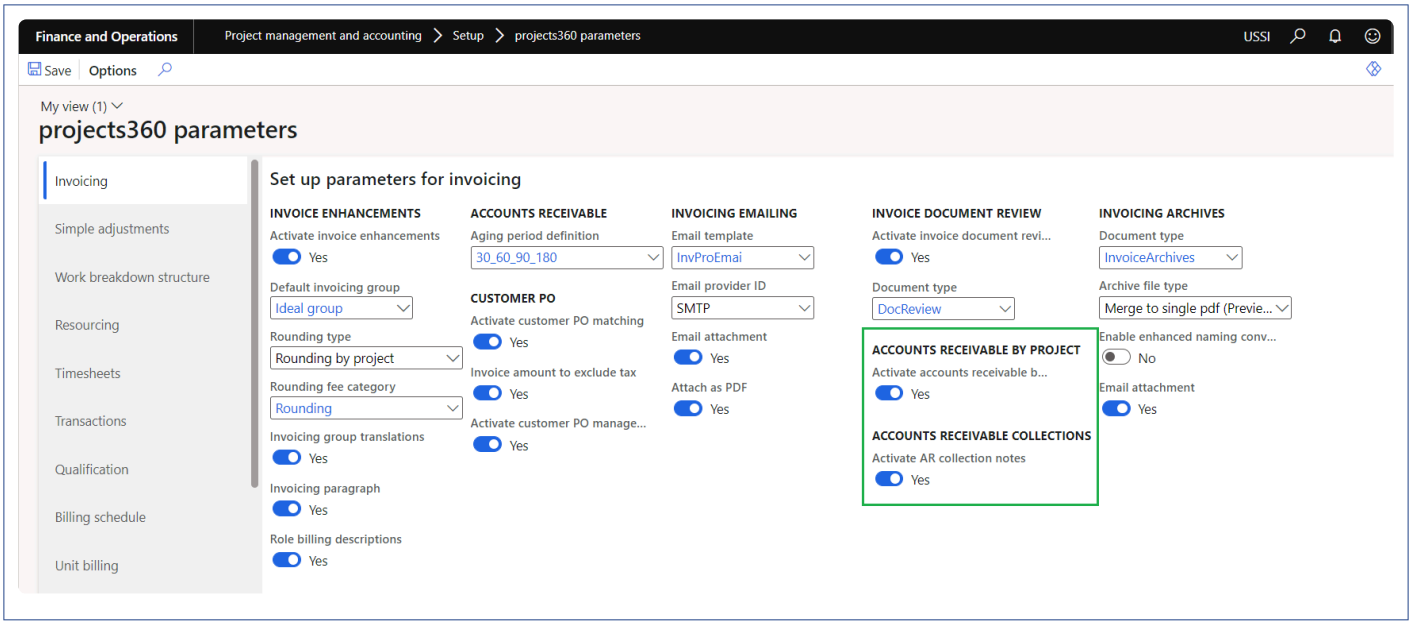
Setup and Run Aging

This section details out the setups required to perform the aging process and how the aging snapshot process is run for project transactions/invoices.

Parameter Setup

This feature is not controlled by a parameter. However, the aging periods by which the AR aging list page has to be to specified on the parameters form. Using this parameter, a periodic report is generated that categorizes a company's accounts receivable as per the length of time an invoice has been outstanding.

Go to Project management and accounting > Setup > projects360 parameters
Go to Project billing > Setup > Billing parameters



Fields	Description
Aging period definition	This value defaults on aging snapshot form.
Accounts receivable by project	When this parameter is activated, customer balance will be posted per project. if the parameter is not activated customer balance will be updated per customer.
Activate AR collection notes	When this parameter is activated, collection notes can be created for each invoice and history can be maintained.

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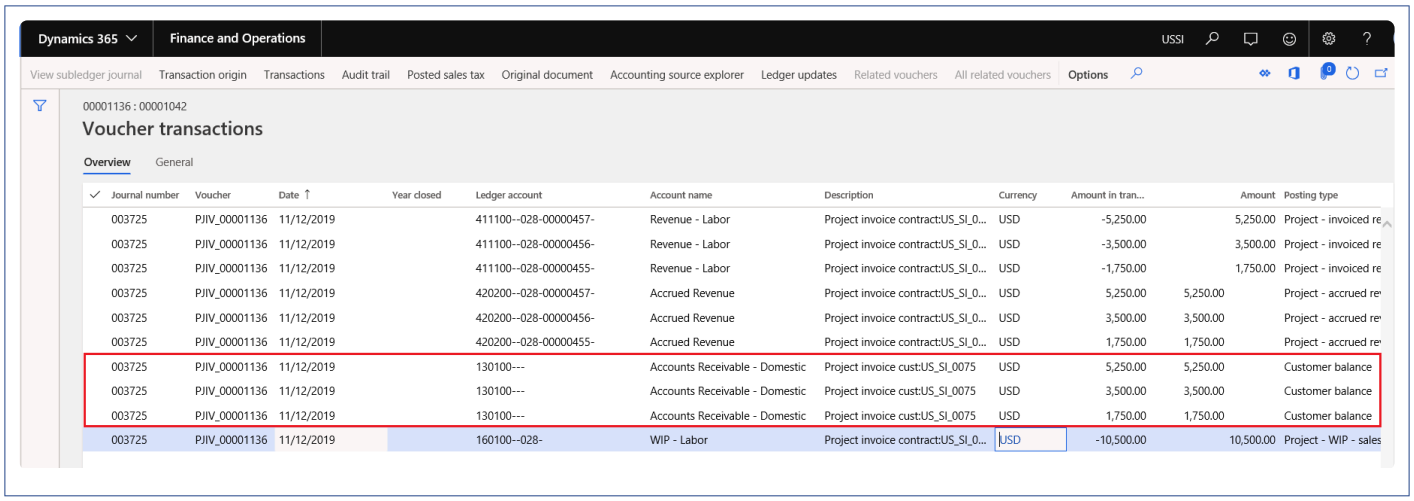
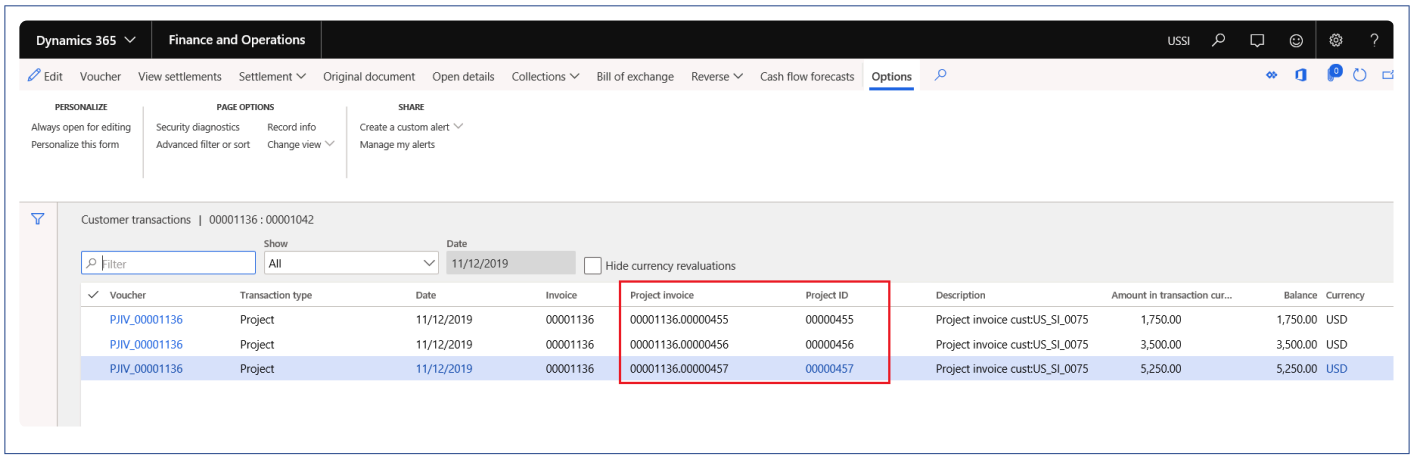
Accounts receivable balance per project

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.



Customer transactions

New fields Project invoice and Project ID is added on the Customer transactions form to identify the invoice based on the project. AR collection notes button is added under ‘Collections’ menu button.



Details of the fields are below.

Fields	Description
Project invoice	Displays the Invoice number suffixed by project ID.
Project ID	Project ID of the invoice.

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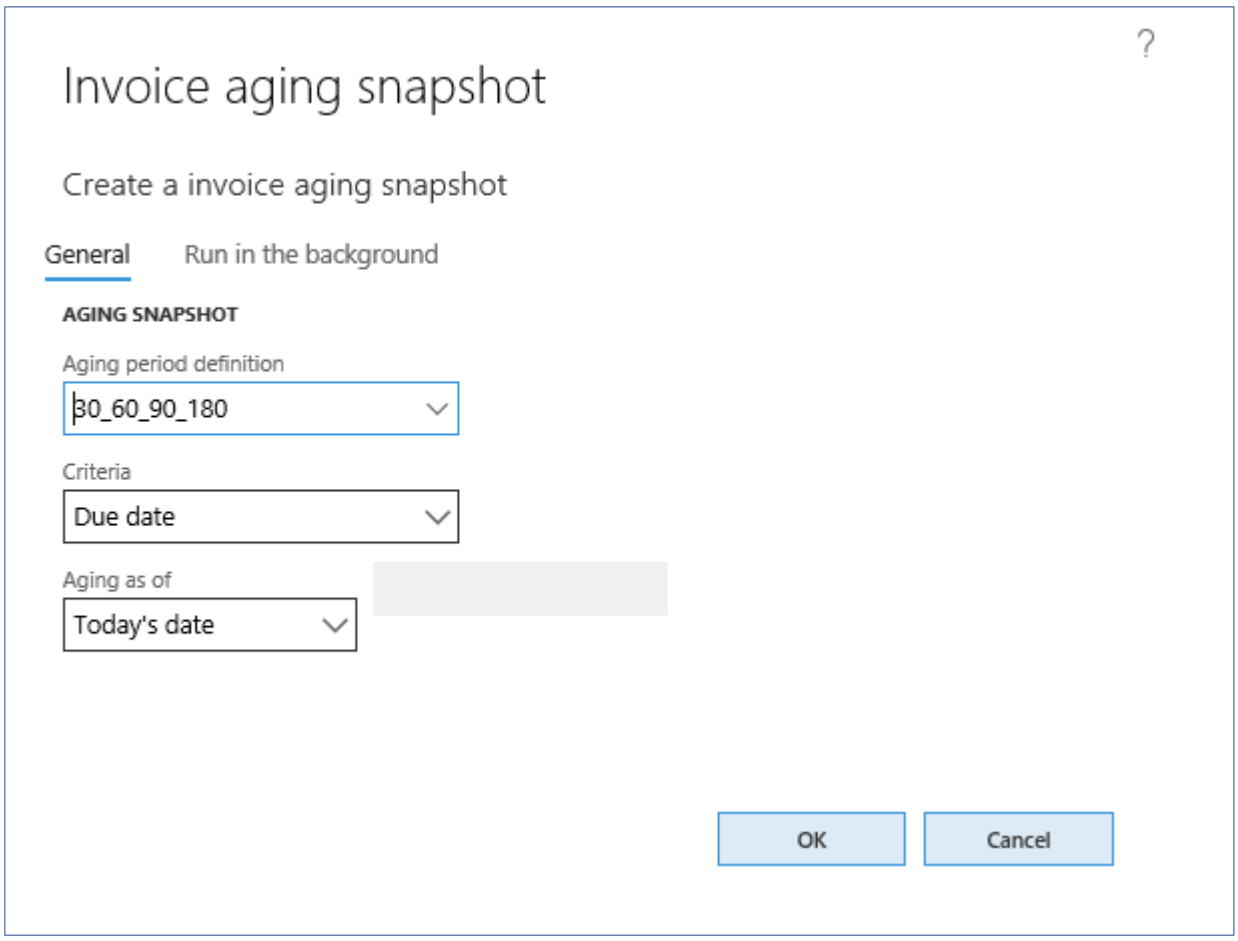
Contract Open Invoice – Invoice Aging Snapshot

After posting the transactions/Invoices, the aging snapshot should be run. Contract open invoice and My open invoice list page will get updated after snapshot is run. Aging period definition on the Invoice aging snapshot form will default from the projects360 parameter.

Go to Project management and accounting > projects360 Periodic > Invoice aging snapshot.
Go to Project billing > Process invoices > Open invoices snapshot.



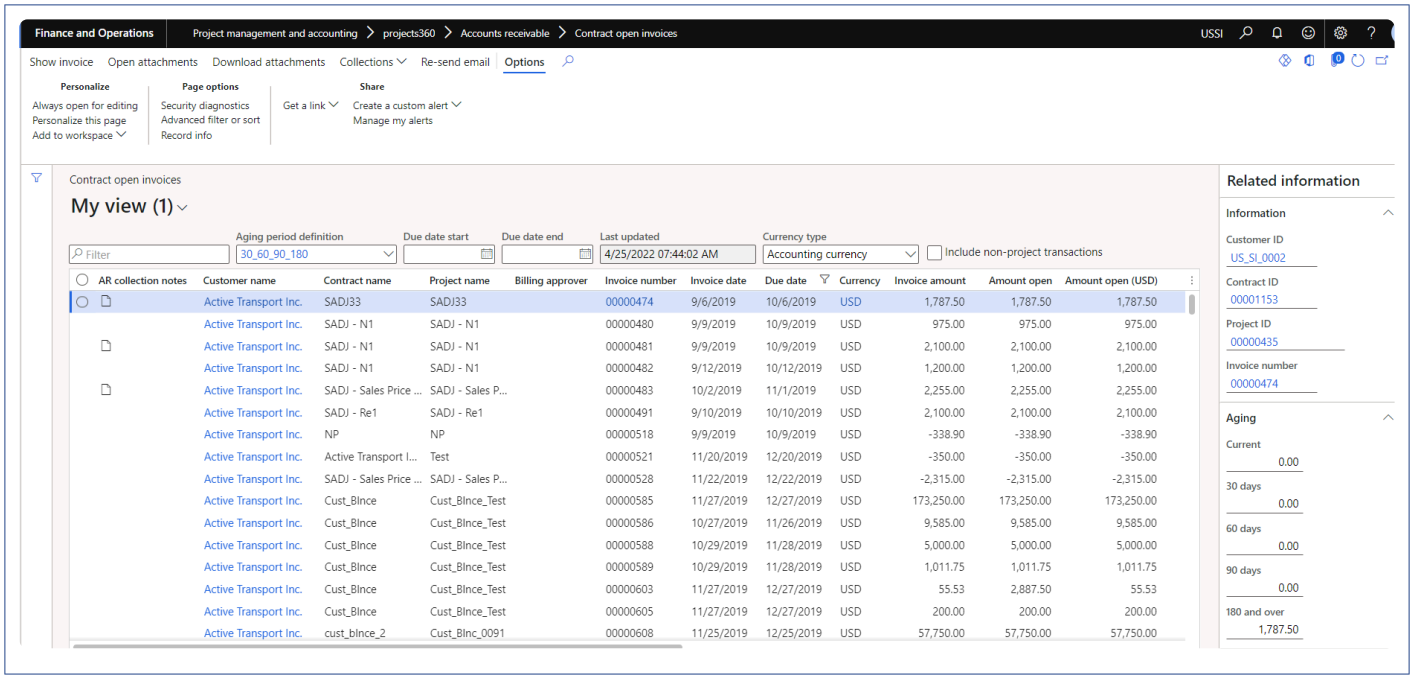
Review Open Invoices

This section shows how and where invoices can be verified against the aging bucket used from the parameters.

Contract Open Invoice

Once the aging snapshot is run from the periodic menu, project as well as non-project open invoices are populated on the contract open invoice list page.

Go to Project management and accounting > Project360 > Accounts receivable > Contract open invoices. or *Go to Project billing > All invoices > Open invoices by project contract.*



Details of the buttons used on the form are follows:

Fields	Description
Show invoice	Displays the invoice when a line is selected, for multiple selections this button is disabled.
Open Attachment	Allows the user to open and view the attachment for the record, if any, for the selected invoice record.
Download attachment	Allows the user to download the attachments, if any, for the selected invoice record.
Collections	This menu button allows the user to view collection history, view collection details, view

	customer aged balances and create AR collection notes.
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 againg 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
AR collection notes	View the AR collection notes created for the selected invoice.
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.

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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	• 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”

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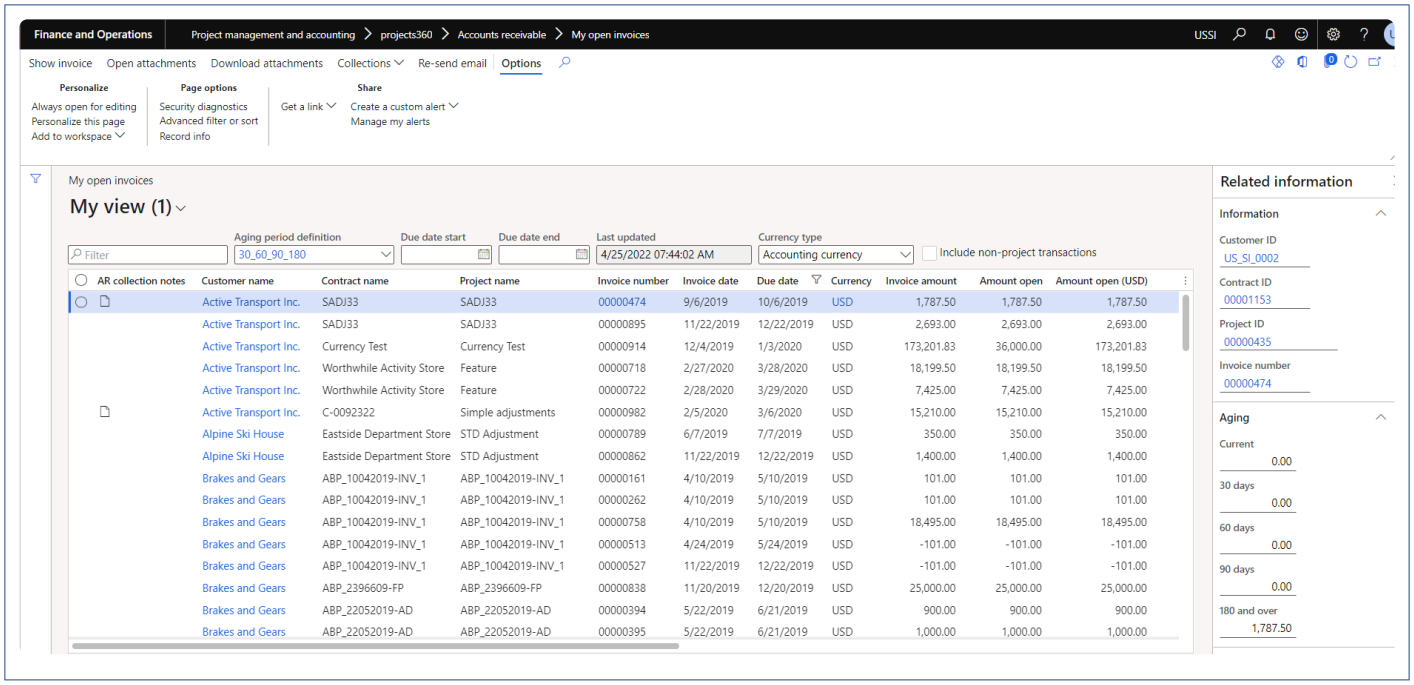
button.

- Project contract form on the Maintain tab > Bill > Open Invoices.
- Projects form on the Manage tab > Bill > Open Invoices.

Go to Project management and accounting > projects360 > Accounts receivable > My open invoices.

Go to Project billing > My invoices > Open invoices for my contracts.



This list page will be the same as contract open invoices except it will include non-project transaction check box functionality, which will be disabled on this list page.

Fields	Description
Show invoice	Displays the invoice when a line is selected, for multiple selections this button is disabled.
Open Attachment	Allows the user to open and view the attachment for the record, if any, for the selected invoice record.
Download attachment	Allows the user to download the attachments, if any, for the selected invoice record.
Collections	This menu button allows the user to view collection history, view collection details, view customer aged balances and create AR collection notes.
Re-send email	Allows the user to resend the email for the selected invoice. It also allows the user to select more than one invoice as an attachment.

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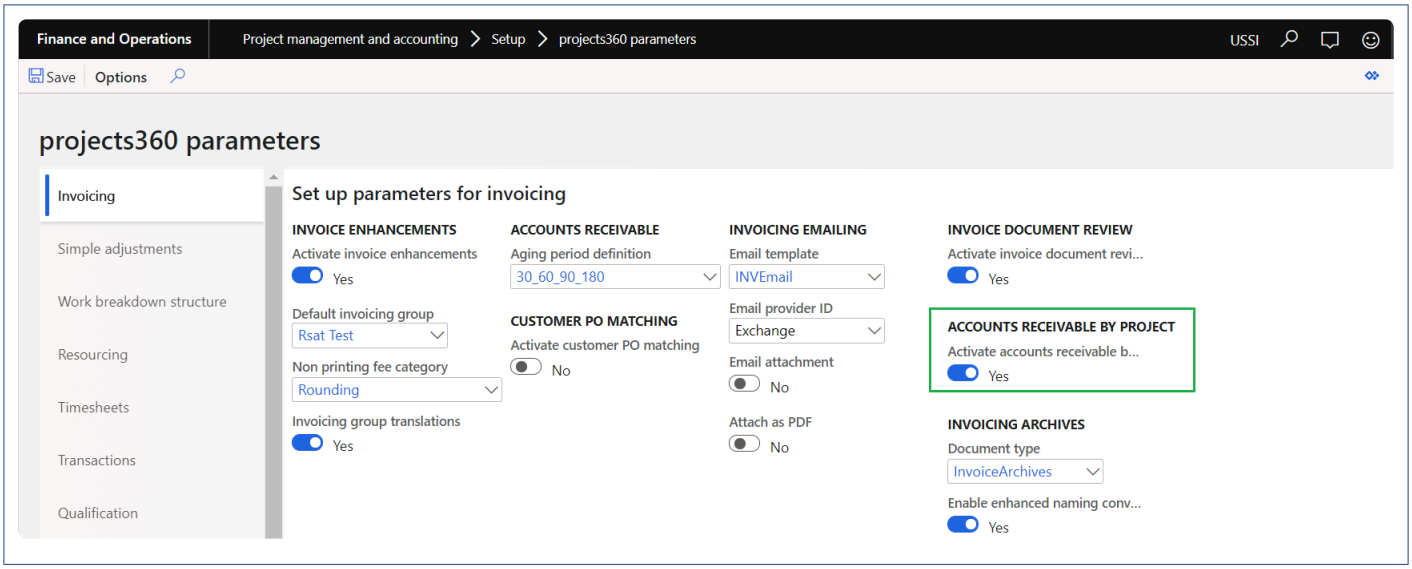
Customer aging report by project

This section details out the process to generate customer aging report by project.

Parameter Setup

This feature is controlled by a existing parameter. User needs to set the ‘‘Accounts receivable by project’ field value to ‘Yes’ in order to use this feature.

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



Fields	Description
Accounts receivable by project	When this parameter is activated, customer aging report by project will display balance per project

Customer aging report by project

New Customer aging report by project is developed using the existing customer aging report as base with new additional filter options. Report will display the customer balances per project. “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

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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

Employeetypes

LegalEntity

Project

ProjectContract

Vendor

Worker

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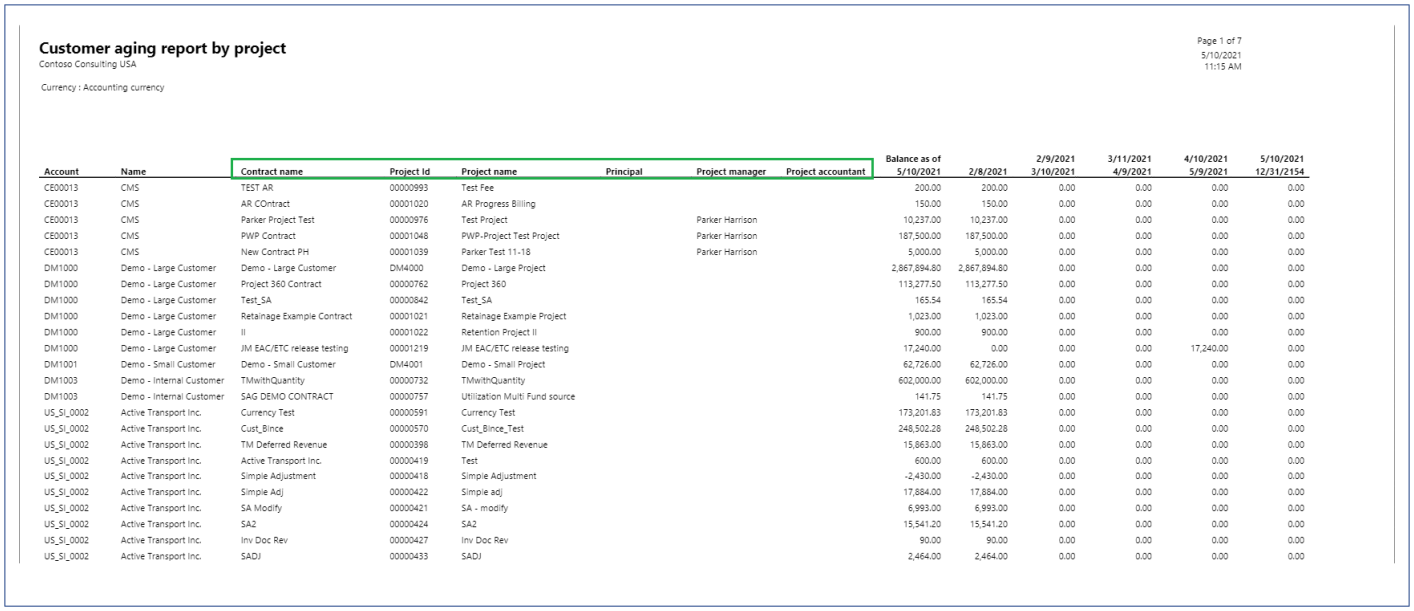
All the options available on this form is same as standard apart from the additional filter like Project contract ID, Project ID, Project manager, Project accountant and Principal.

Customer aging report by project – Summary

Apart from the standard fields, new fields like Contract name, Project ID, Project name, Project manager, Project accountant and Principal are added on the report. For each record the details will be displayed.



Customer aging report by project
Contoso Consulting USA

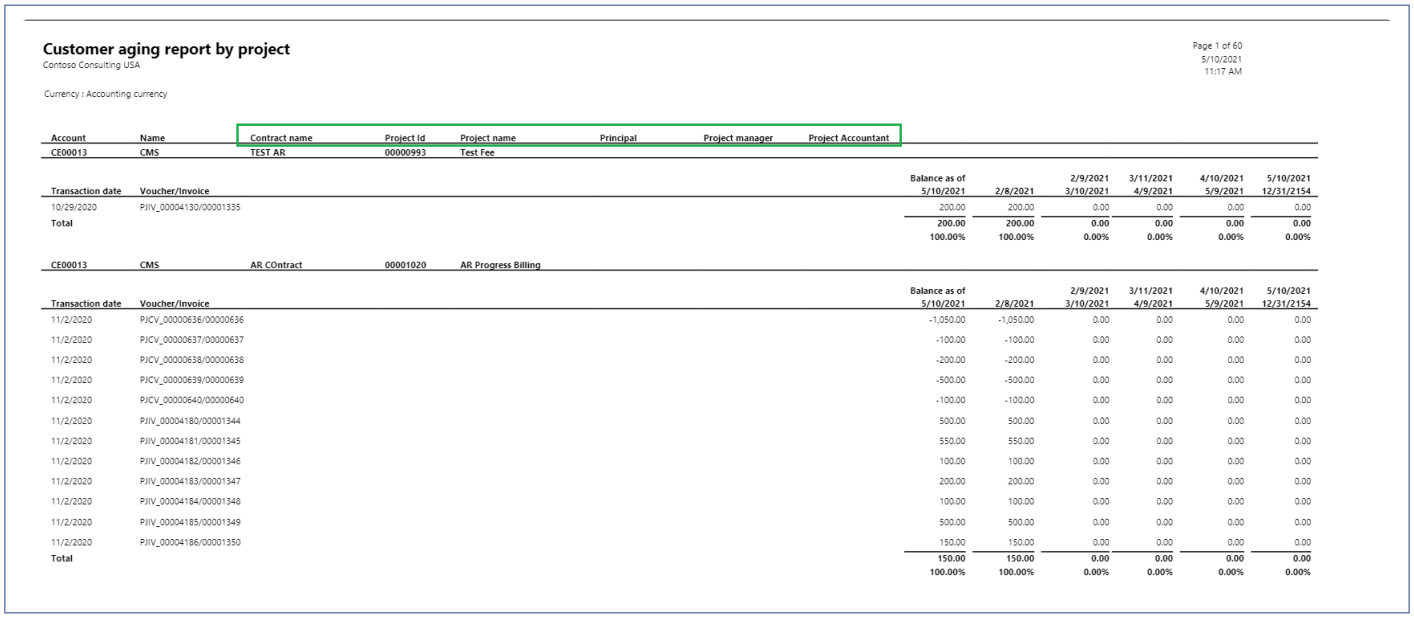
Page 1 of 7
5/10/2021
11:15 AM

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

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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	PJIV_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%**

Account	Name	Contract name	Project Id	Project name
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	PJCV_00000636/00000636	-1,050.00	-1,050.00	0.00	0.00	0.00	0.00
11/2/2020	PJCV_00000637/00000637	-100.00	-100.00	0.00	0.00	0.00	0.00
11/2/2020	PJCV_00000638/00000638	-200.00	-200.00	0.00	0.00	0.00	0.00
11/2/2020	PJCV_00000639/00000639	-500.00	-500.00	0.00	0.00	0.00	0.00
11/2/2020	PJCV_00000640/00000640	-100.00	-100.00	0.00	0.00	0.00	0.00
11/2/2020	PJIV_00004180/00001344	500.00	500.00	0.00	0.00	0.00	0.00
11/2/2020	PJIV_00004181/00001345	550.00	550.00	0.00	0.00	0.00	0.00
11/2/2020	PJIV_00004182/00001346	100.00	100.00	0.00	0.00	0.00	0.00
11/2/2020	PJIV_00004183/00001347	200.00	200.00	0.00	0.00	0.00	0.00
11/2/2020	PJIV_00004184/00001348	100.00	100.00	0.00	0.00	0.00	0.00
11/2/2020	PJIV_00004185/00001349	500.00	500.00	0.00	0.00	0.00	0.00
11/2/2020	PJIV_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%**

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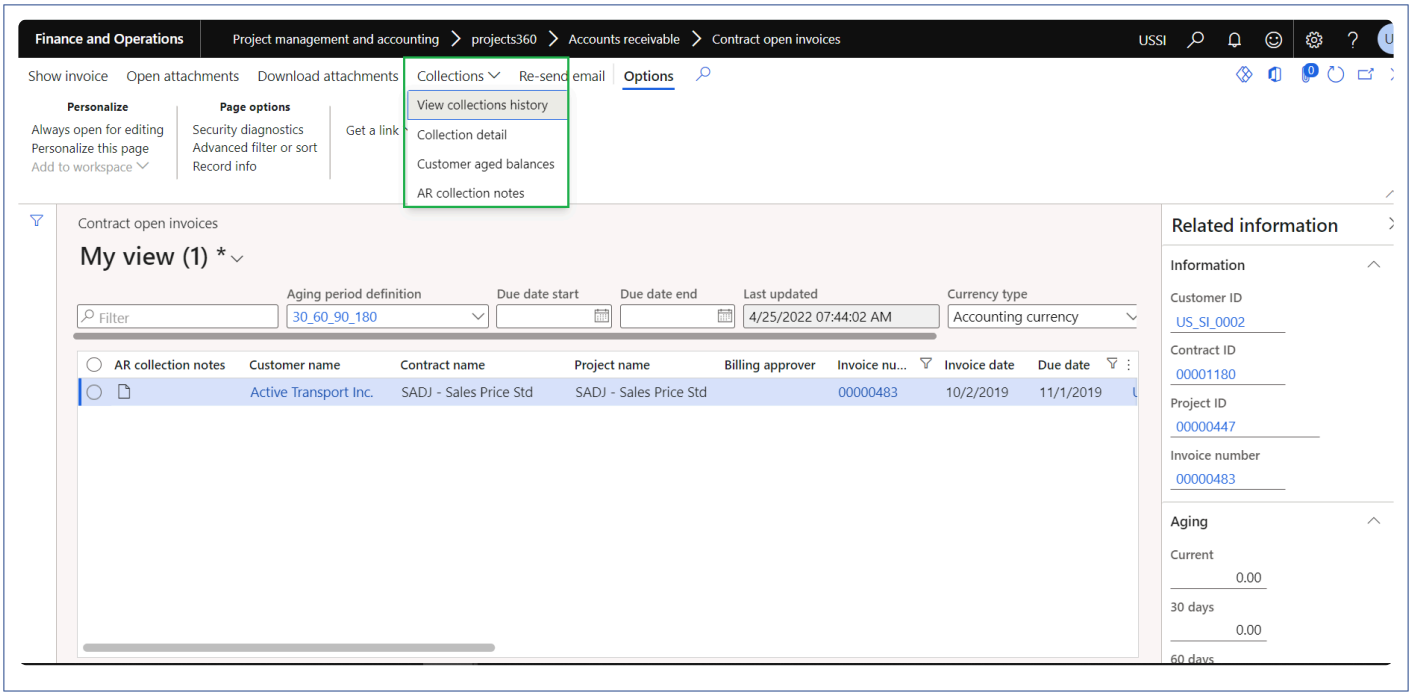
AR collection notes

AR collection notes

Users have the ability to create ‘AR collections notes’ improving communication between Project Managers and Project Accountants. Tracking information such as ‘Created date/time’ and ‘Created by’ is stored allowing only the creator to modify or delete his/her own notes. These notes are also available from standard ‘Collection details’ form.

Project managers also have the ability to view collection history, Collection details and Customer aged balances. These are the standard buttons available on ‘Customers’ form which are now added on the ‘Contract open invoices’ and ‘My open invoices’ forms for quicker access of collection details.

Go to Project management and accounting > Project360 > Accounts receivable > Contract open invoices > Collections.
Go to Project management and accounting > projects360 > Accounts receivable > My open invoices > Collections.



The following are the available buttons:

Fields	Description
View collection history	This is a standard form which displays the collection history of the selected invoice.
Collection detail	This is a standard form which displays the collection details form for the selected invoice.

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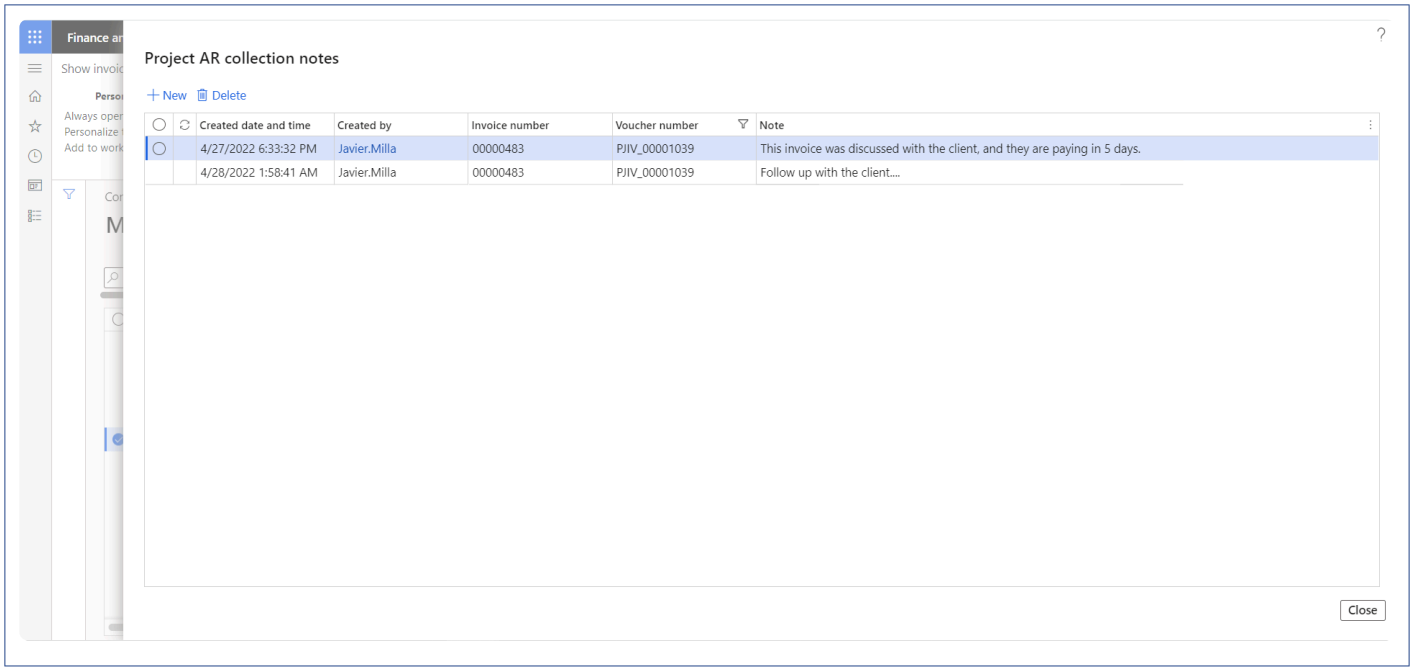
Customer aged balances	This is a standard form which displays the aged balances for the selected customer.
AR collection notes	Displays the AR collection notes created for the selected invoice.

The AR collection notes menu button is added where project managers can create ‘AR collections notes’ for each invoice.



Fields	Description
Created date and time	Displays the created date and time of the AR collection note.
Created by	Displays the user who created the AR collection note.
Invoice number	Displays selected invoice number.
Voucher number	Displays selected voucher number.
Note	Allows users to update the notes for the selected invoice.

Also, ‘AR collection’ and ‘Settlement history’ buttons are added on Collection details form.

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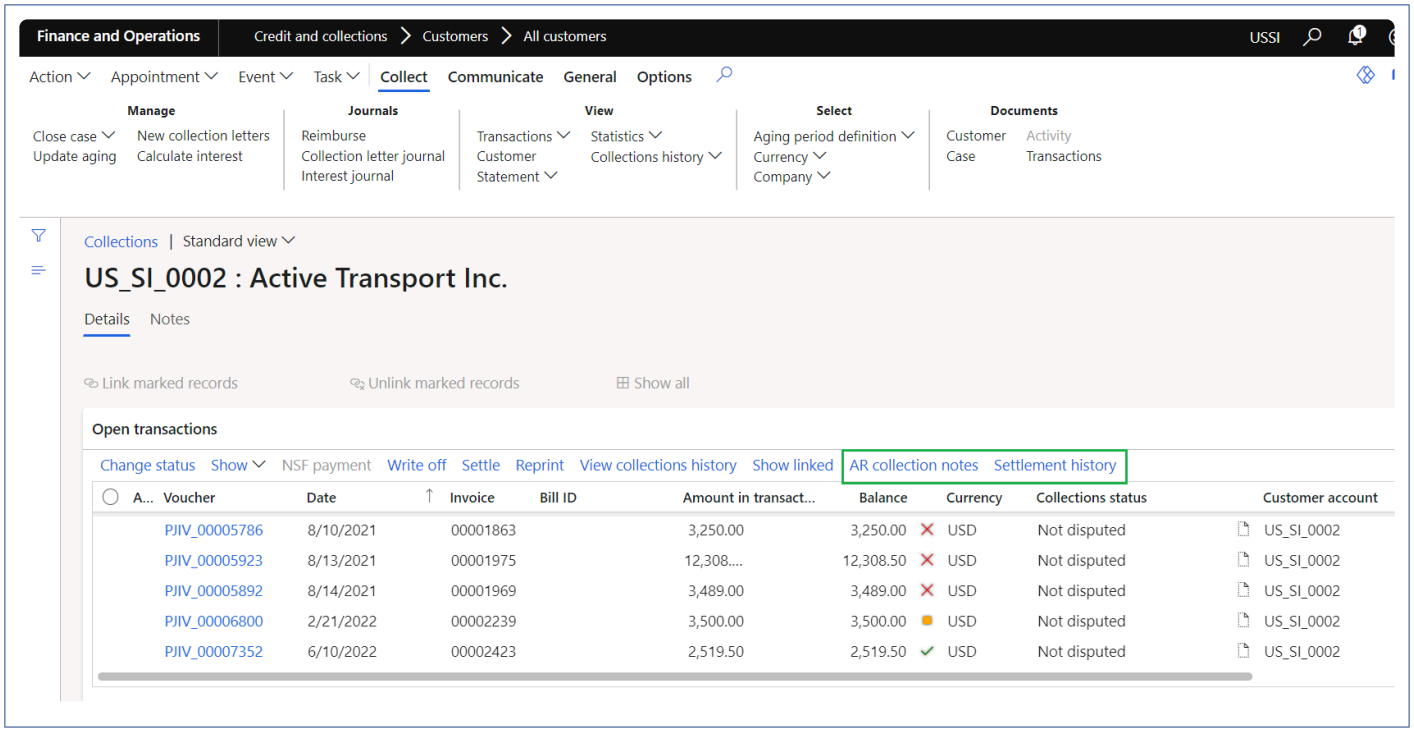

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Credit note creation

Currently in Microsoft Dynamics 365 for Finance and Operations, Invoice proposal creation for the credit note transactions are manual. This feature provides user the ability to mark and create invoice proposal automatically for credit note transactions. This feature is controlled by the parameter.

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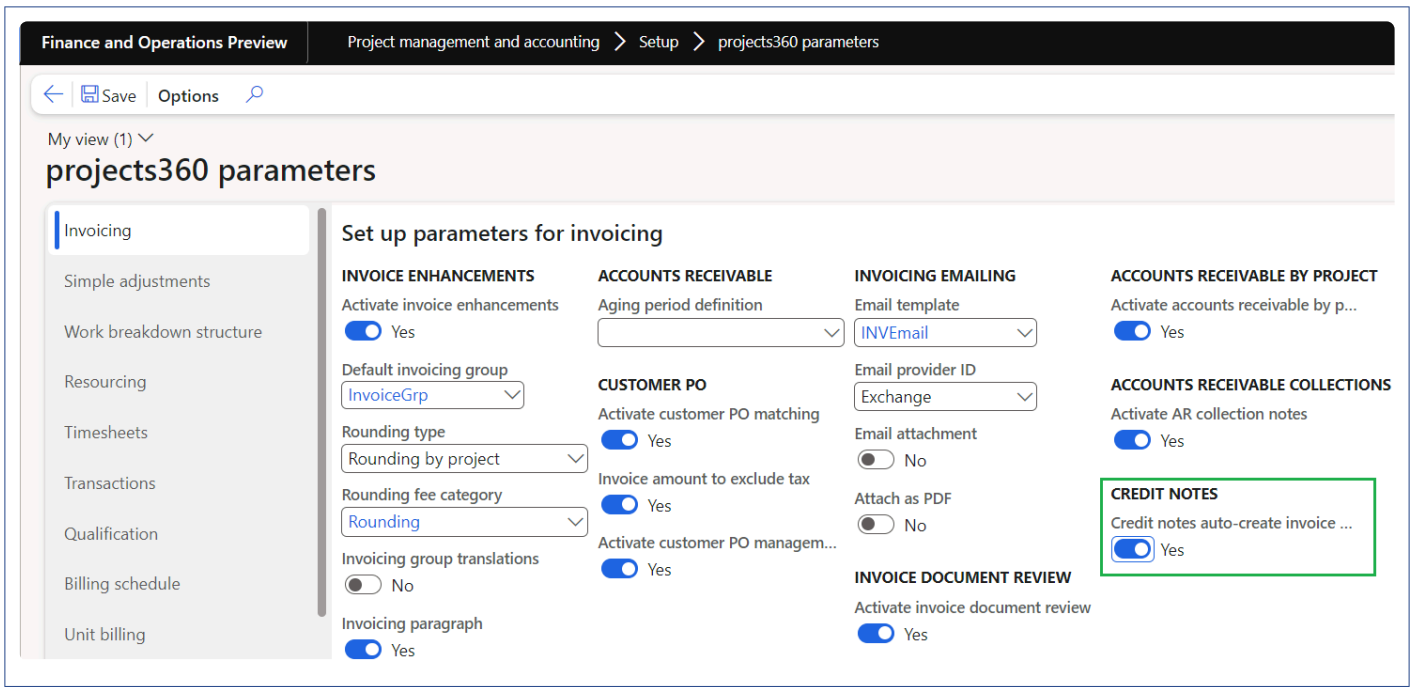
Configure and create

This sections details the process of auto creation of invoice proposal for credit note transaction.

Parameter Setup

On projects360 parameter form, under Invoicing tab, a new parameter “Credit notes auto-create invoice proposals” has been introduced to create invoice proposal automatically for credit note transactions. User needs to set the ‘Credit notes auto-create invoice proposals’ field value to ‘Yes’ in order to use this feature.

Go to Project management and accounting > Setups > projects360 Parameters > Invoicing Tab.



Auto create invoice proposal

On select for credit note form, new parameter “Auto-create invoice proposal” is introduced where when the user select transactions for credit note and mark this parameter, automatically project invoice proposal with credit note transactions get created.

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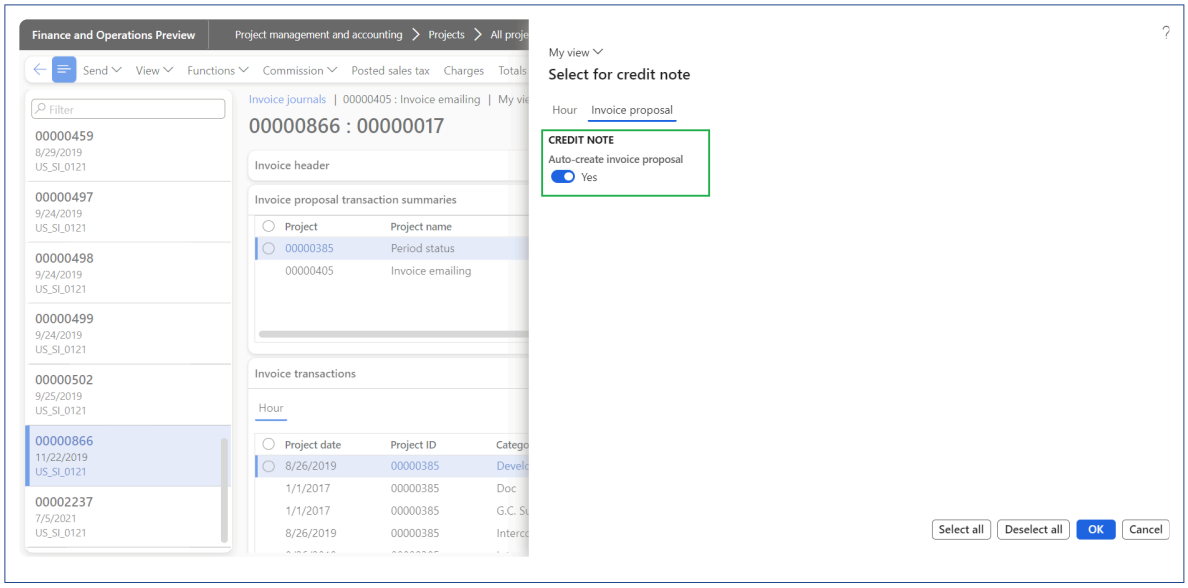
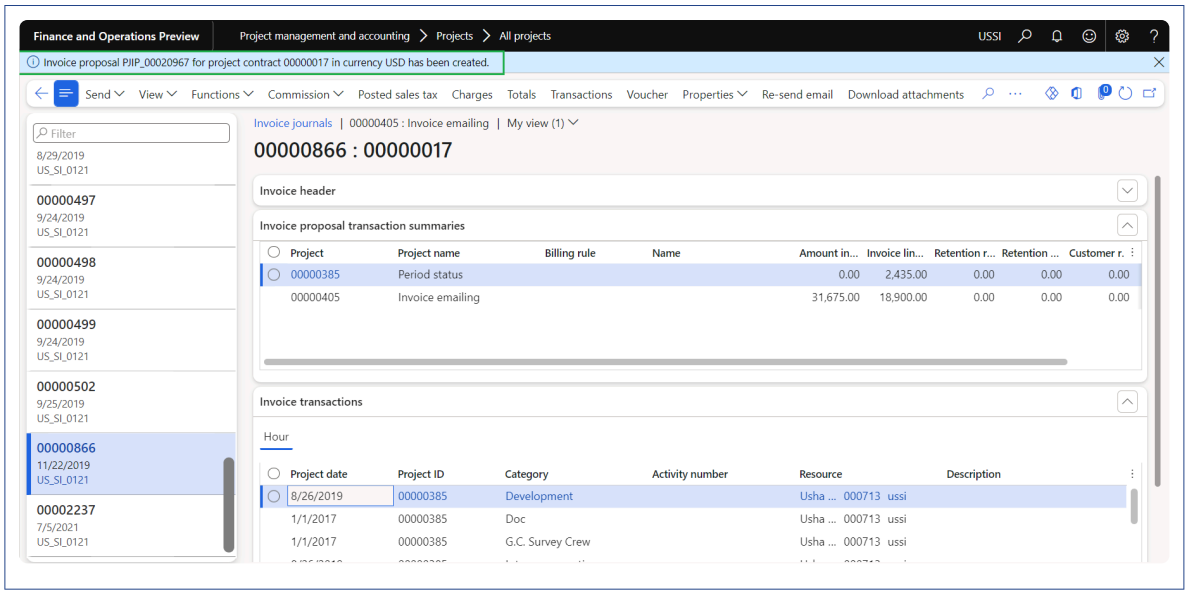


Once the project invoice proposal gets automatically created for credit note transactions message displayed with the project invoice proposal ID for user to easily identify the project invoice proposal created.

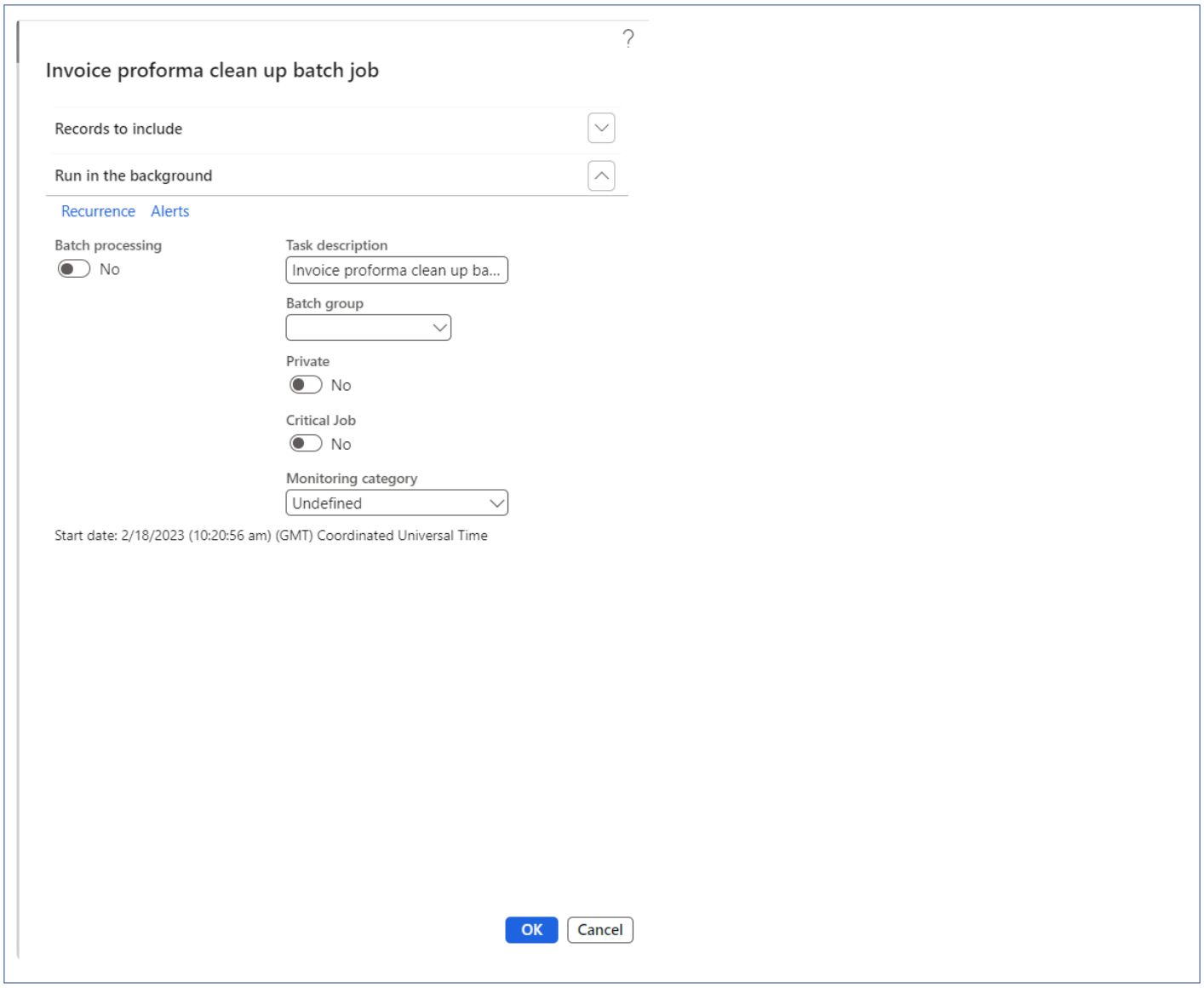


Misc changes

Proforma invoices clean up

New periodic job ‘’Proforma invoices clean up’’ is introduced to remove stuck “Proforma” invoices in tables. When the user execute the Proforma invoices clean up batch process, the process will search for the stuck invoices and remove from the respective tables.

Go to Project management and accounting > projects360 periodic > Proforma invoices clean up



Reporting Enhancements

The features enhanced or newly created, relating to reporting have been grouped together in this document. The projects360 features grouped together in this section are as follows:

- Business Intelligence Tool
- WBS Forecasts
- Fixed Price Forecast Revenue
- RecId Enhancements
- projects360 Workspaces

Select a feature to view more details about them.

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Business Intelligence Tool

Business Intelligence Tool provides the setup for the all the reporting data, where the efficiency, billability of an employee and accumulated result at the project level can be tracked. The utilization can be controlled per project, per category, and per posting profile.

This feature has been added to regroup the reporting transactions data and to view the utilizations based on estimated capacity of resource. The grouping is made at posting type level of all transactions where the resource is used. This feature is not parameter driven as most of the other projects360 features.

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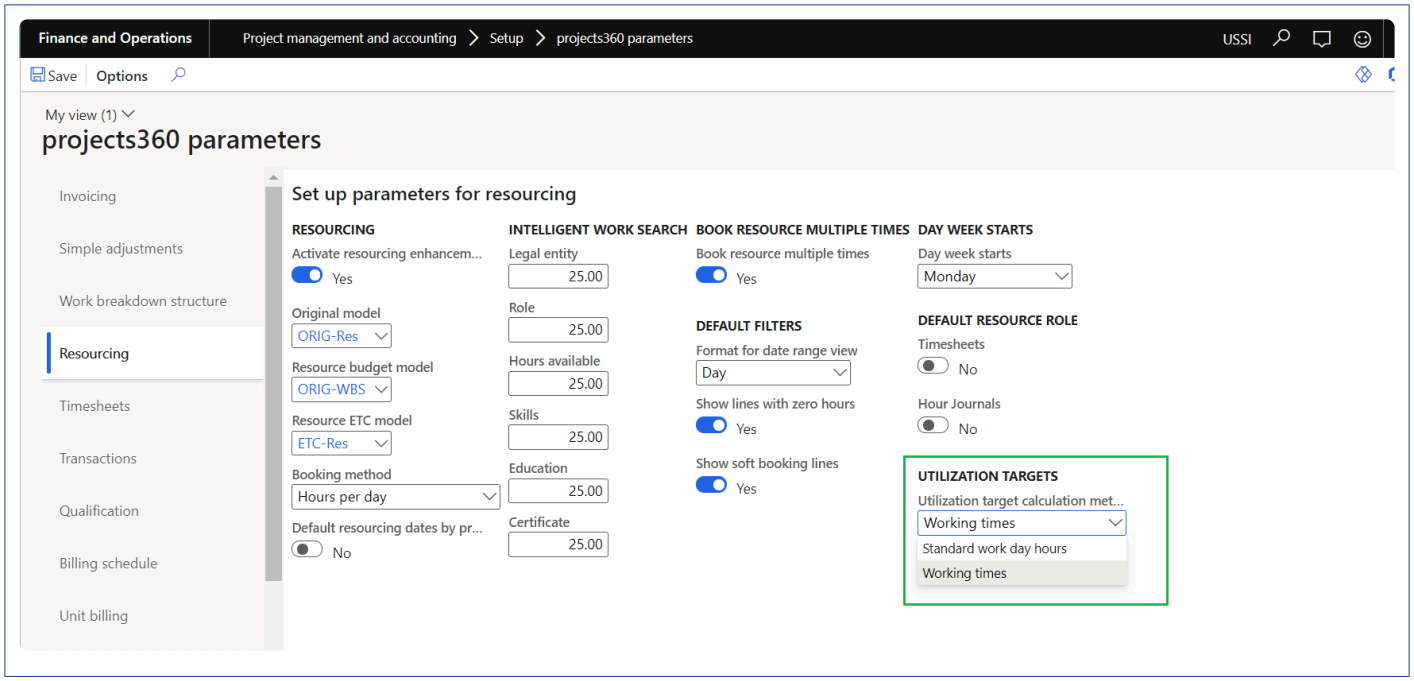
Configure

Before grouping the reporting transactions based on parameters, the grouping parameters need to be defined. This section details how to configure the grouping parameters.

Parameter Setup

On projects360 parameters, new parameter is placed based on which the utilization target will get calculated.

Go to Project management and accounting > Setup > projects360 parameters



The options available for field Utilization target calculation method on this form are as follows:

Field\Button name	Description
Standard work day hours	If this option is selected then utilization target will be calculated using “Standard work day in hours” field from calendar.
Working times	If this option is selected then utilization target will be calculated using the “Working time” for the specific date.

Utilization Setup

The following setups are required for Utilization in BI to work.

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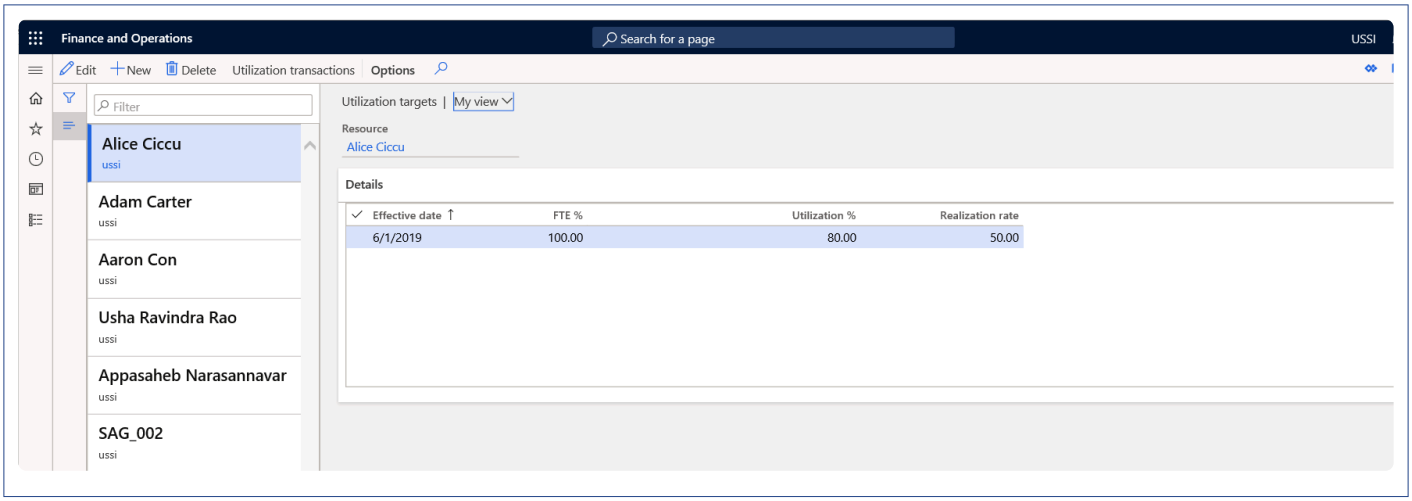
Go to Project management and accounting > Setup > projects360 BI Setups > Utilization Targets
Go to Resourcing > Utilization and BI > Utilization Targets



The user can define the utilization percentage of current legal entity resources in this form which will be used for utilization analysis based on the effective date. Resource manager and HR assistant will be able to create utilization targets whereas project supervisor will be allowed to view the created utilization targets.

The user can define the utilization percentage of current legal entity resources which will be used for utilization analysis based on the effective date from the workers form. Employment date/time and Legal entity time zone plays an important role in target utilization calculations.It is unto the user intelligence to update an unambiguous dates in employment history.

The user can define the utilization percentage of current legal entity resources which will be used for utilization analysis based on the effective date from the workers form.

The buttons and the fields available on this form are as follows:

Field\Button name	Description
New	Click to create a new utilization targets.
Delete	Click to delete an existing utilization targets.
Name	View the name of the resource.
Resource lookup	View the Resource for the utilization. This field is un-editable.
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

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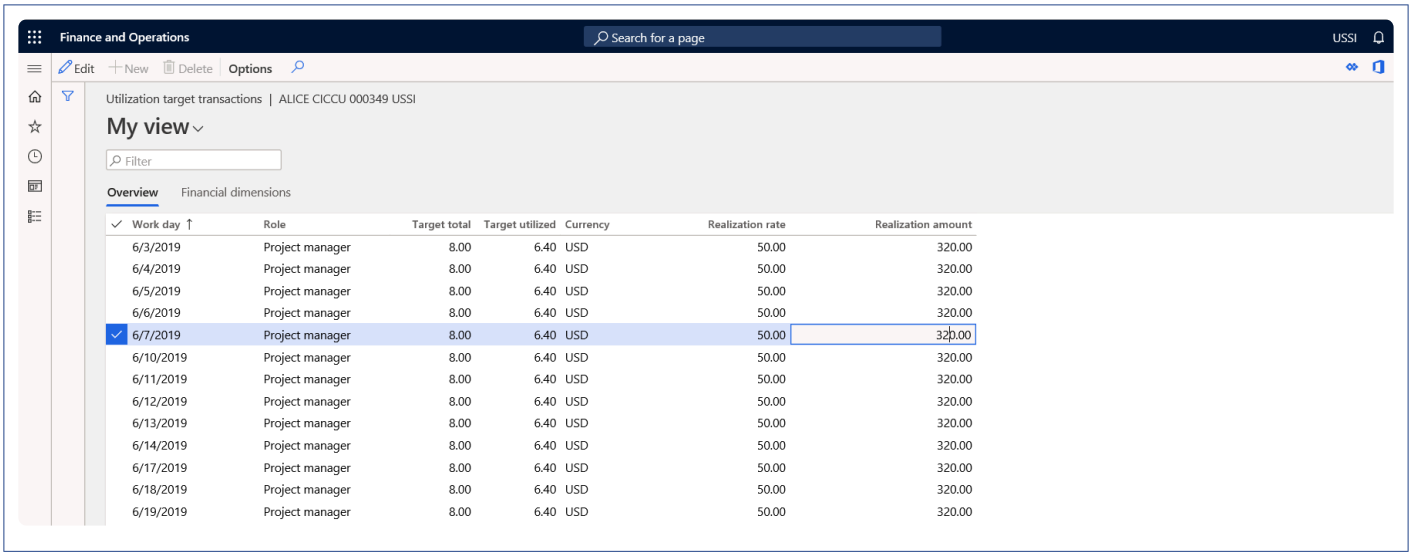
	resource is 8*75% = 6 hours.
Utilization %	The productive percentage of the Resource. This is calculated on the FTE value. For example if the FTE is 6 hours and the percentage in this field is 85, then the Utilized percentage on a day basis will be 6*85% = 5.10 hours.
Realization rate	This is a user keyin field to calculate realization amount.
Utilization transactions button	Utilization transaction button has been added on Target utilization form to view the values calculated in hours for FTE% and Utilization% per day along with the role information.

Utilization Transaction

This button is added on the Utilization targets form to display resource utilization transaction with resource role for a specific day.



Work day	Role	Target total	Target utilized	Currency	Realization rate	Realization amount
6/3/2019	Project manager	8.00	6.40	USD	50.00	320.00
6/4/2019	Project manager	8.00	6.40	USD	50.00	320.00
6/5/2019	Project manager	8.00	6.40	USD	50.00	320.00
6/6/2019	Project manager	8.00	6.40	USD	50.00	320.00
6/7/2019	Project manager	8.00	6.40	USD	50.00	320.00
6/10/2019	Project manager	8.00	6.40	USD	50.00	320.00
6/11/2019	Project manager	8.00	6.40	USD	50.00	320.00
6/12/2019	Project manager	8.00	6.40	USD	50.00	320.00
6/13/2019	Project manager	8.00	6.40	USD	50.00	320.00
6/14/2019	Project manager	8.00	6.40	USD	50.00	320.00
6/17/2019	Project manager	8.00	6.40	USD	50.00	320.00
6/18/2019	Project manager	8.00	6.40	USD	50.00	320.00
6/19/2019	Project manager	8.00	6.40	USD	50.00	320.00

The buttons and the fields available on this form are as follows:

Field name	Description
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.

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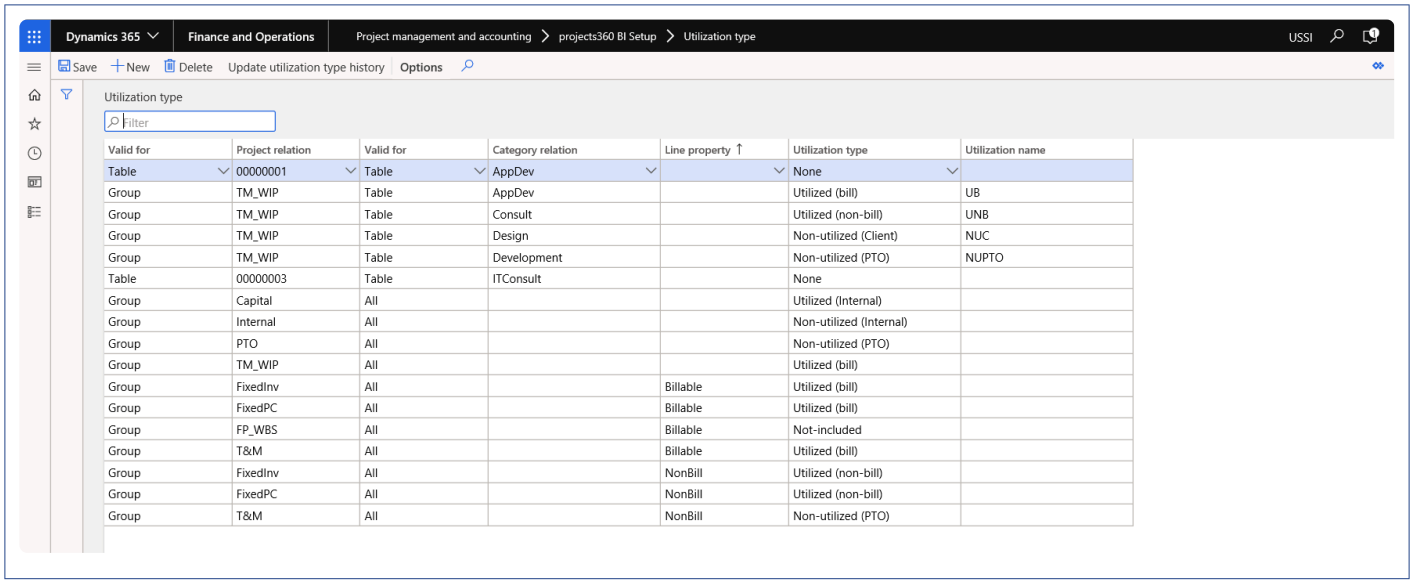
Realization rate	Realization rate field value will default from the Utilization target form.
Realization amount	Realization amount is the amount calculated by multiplying the Realization rate with target utilized hours.
Financial dimensions	In the financial dimensions tab, all the financial dimensions associated with the worker is defaulted.

Utilization Type

In this form the project transaction data is classified into various utilization buckets per Project, per category and further by line property. This setup will be used for calculation of utilization at the project level.Resource manager and HR assistant will be able to create utilization targets whereas project supervisor will be allowed to view the created utilization types.

Go to Project management and accounting > Setup > Project+ BI Setup > Utilization types.
Go to Resourcing > Utilization and BI > Utilization type



Valid for	Project relation	Valid for	Category relation	Line property	Utilization type	Utilization name
Table	00000001	Table	AppDev		None	
Group	TM_WIP	Table	AppDev		Utilized (bill)	UB
Group	TM_WIP	Table	Consult		Utilized (non-bill)	UNB
Group	TM_WIP	Table	Design		Non-utilized (Client)	NUC
Group	TM_WIP	Table	Development		Non-utilized (PTO)	NUPTO
Table	00000003	Table	ITConsult		None	
Group	Capital	All			Utilized (Internal)	
Group	Internal	All			Non-utilized (Internal)	
Group	PTO	All			Non-utilized (PTO)	
Group	TM_WIP	All			Utilized (bill)	
Group	FixedInv	All		Billable	Utilized (bill)	
Group	FixedPC	All		Billable	Utilized (bill)	
Group	FP_WBS	All		Billable	Not-included	
Group	T&M	All		Billable	Utilized (bill)	
Group	FixedInv	All		NonBill	Utilized (non-bill)	
Group	FixedPC	All		NonBill	Utilized (non-bill)	
Group	T&M	All		NonBill	Non-utilized (PTO)	

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.

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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.

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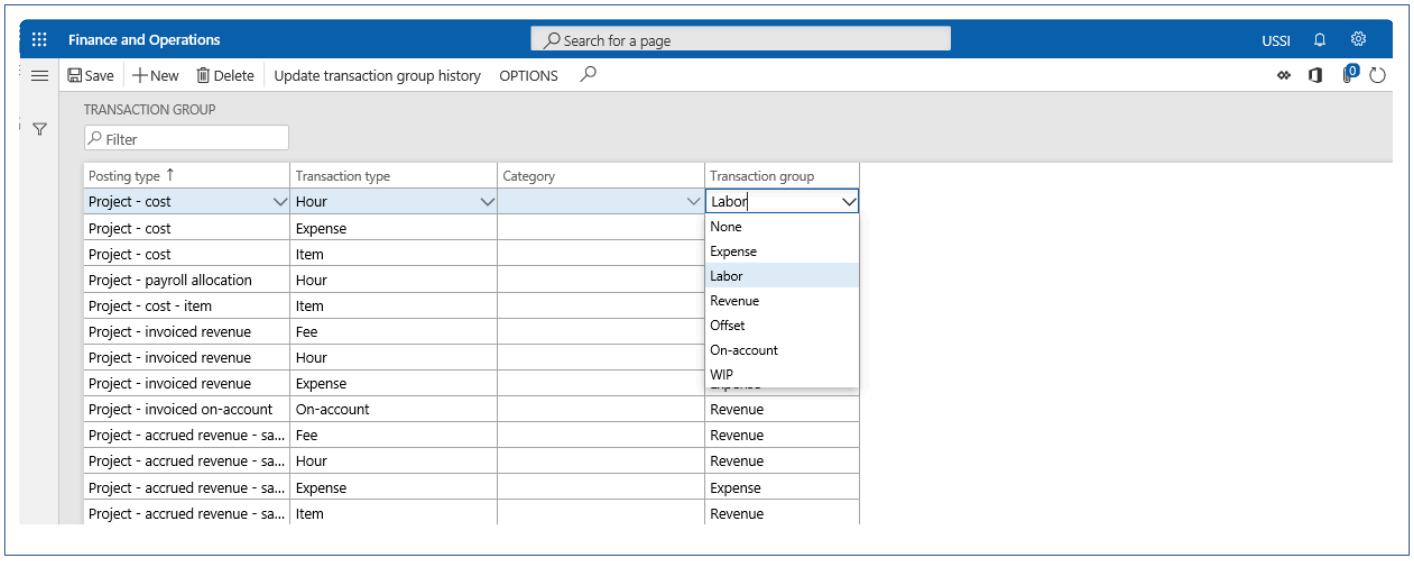

This form is used to regroup postings of different transaction types in combination with categories into various transaction group.

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.

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Inquire Utilization Data

This section explains how the transaction data is inquired and verified based on the grouping parameters defined in the previous section.

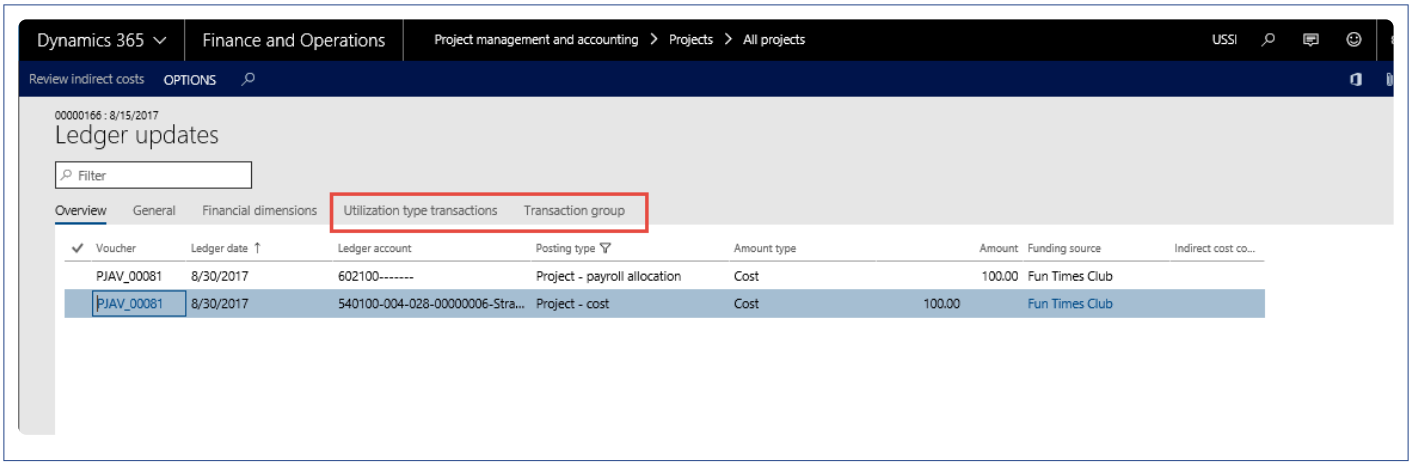
Utilization Inquiry

Once the grouping parameters are defined, post the various projects transaction types such as hours, fees, items, expenses etc. These transactions will be grouped based on the setups and can be viewed on the ledger updates form.

Utilization data classified based on the setups in Utilization types and transaction groups for the posted transaction is available in the Posted Project Transactions form.

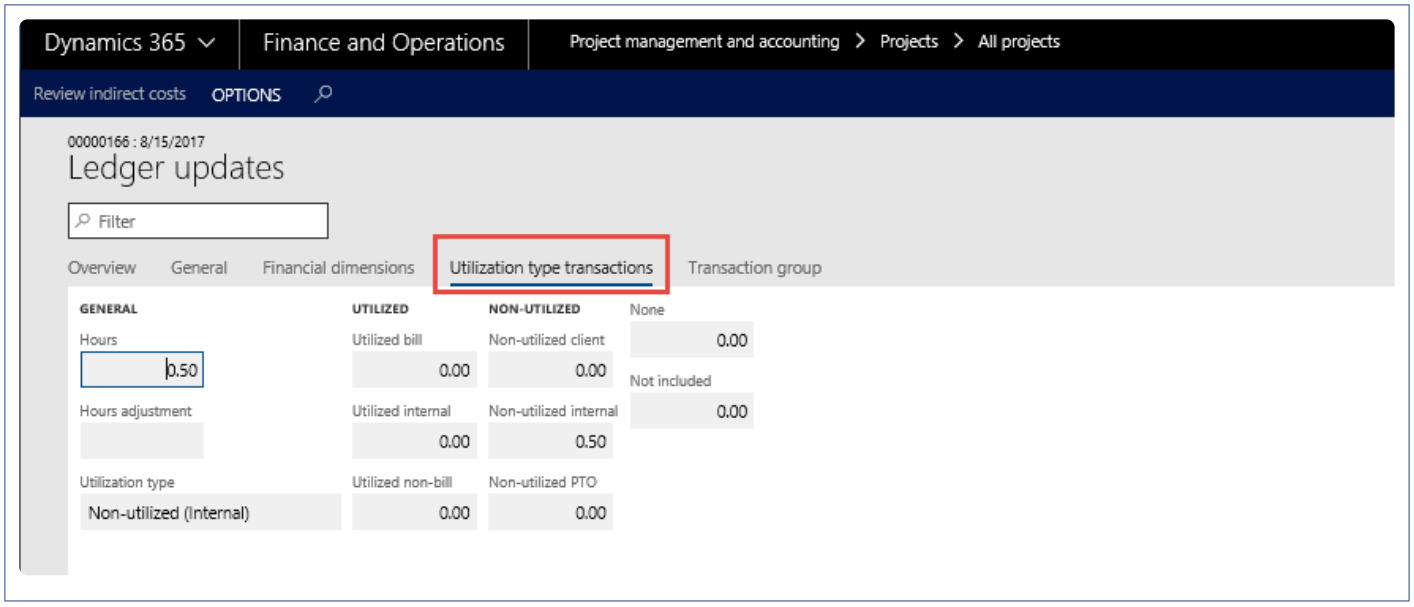
Two new tabs on view ledger update under posted transaction form show the utilization type transaction and utilization group for posted transaction.

Go to Project management and accounting > Transactions > Posted Projects transactions > View ledger updates



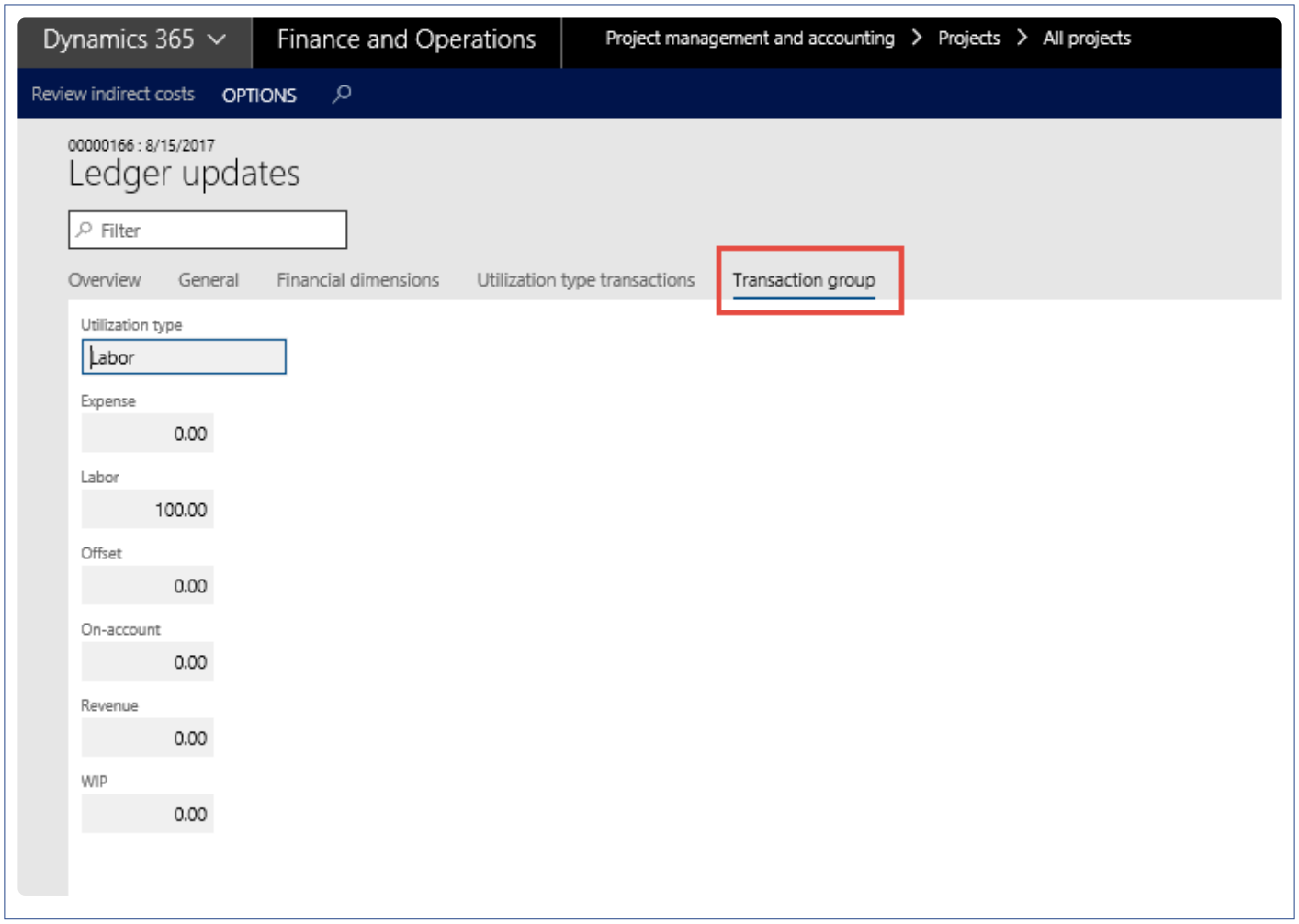
Utilization Type Transactions

Utilization type transactions tab is added in View ledger updated form to view the transactions posted using category which is defined in the Transaction type setup form.



Transaction Group

Transaction group tab is added in View ledger updated form to view the transactions posted using posting type which is defined in the Transaction group form.



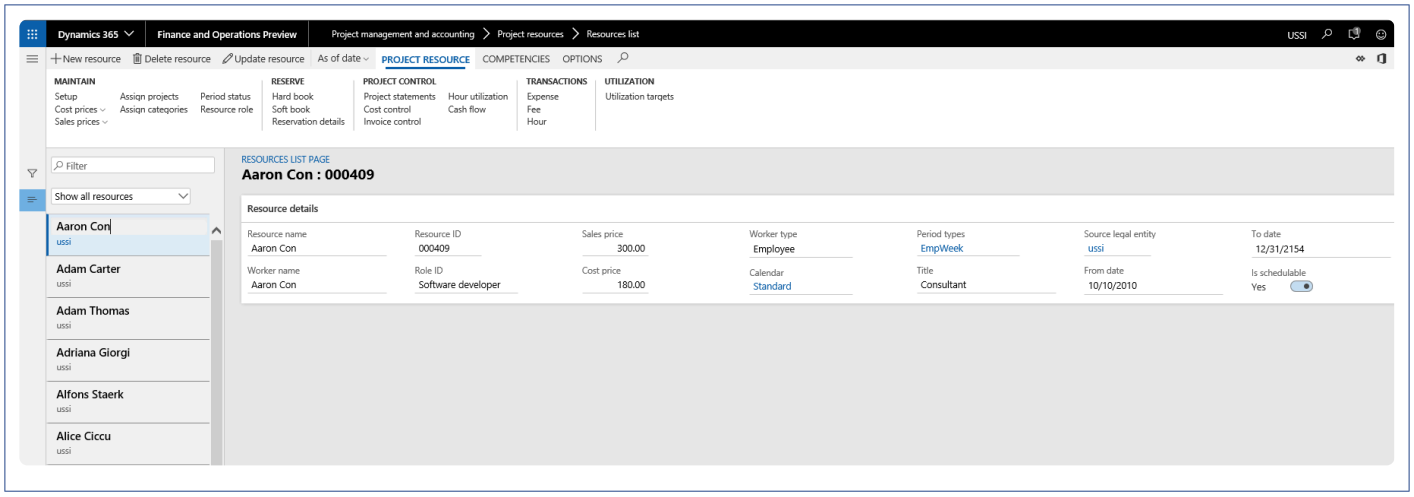
Target update

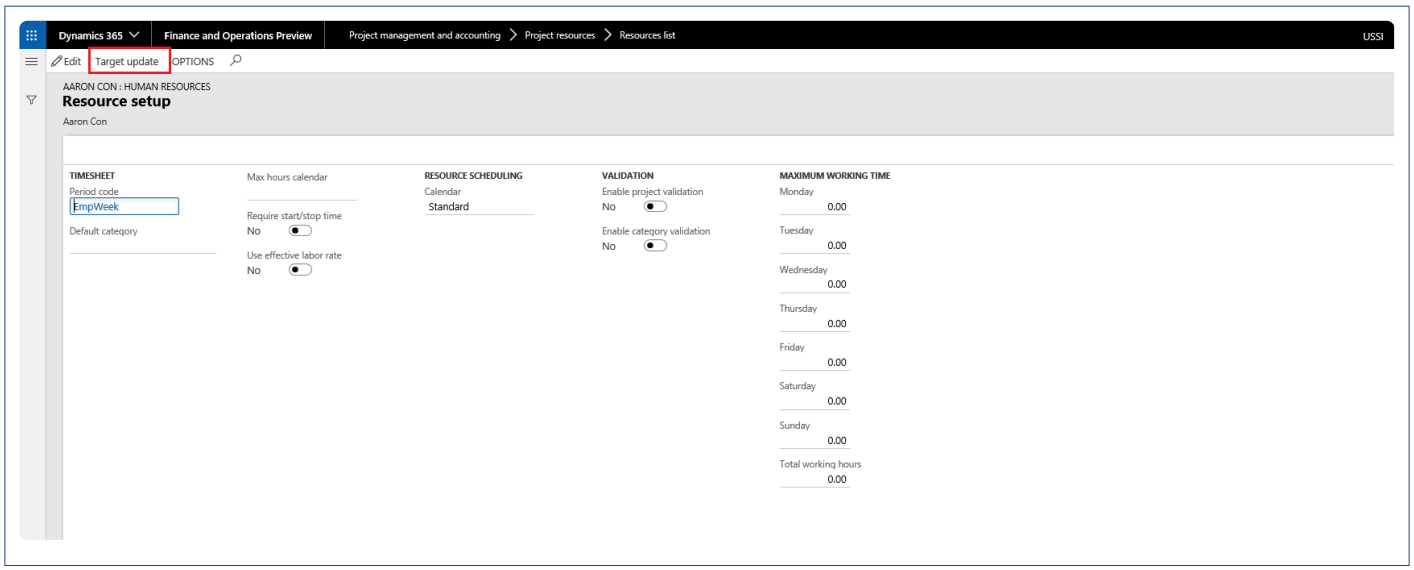
Once the grouping parameters are configured and transactions are posted, the target transactions can be updated by running a target update for a resource and for all resource of current legal entity through periodic batch. This sections details out the process to execute Target update.

Target Update for a resource

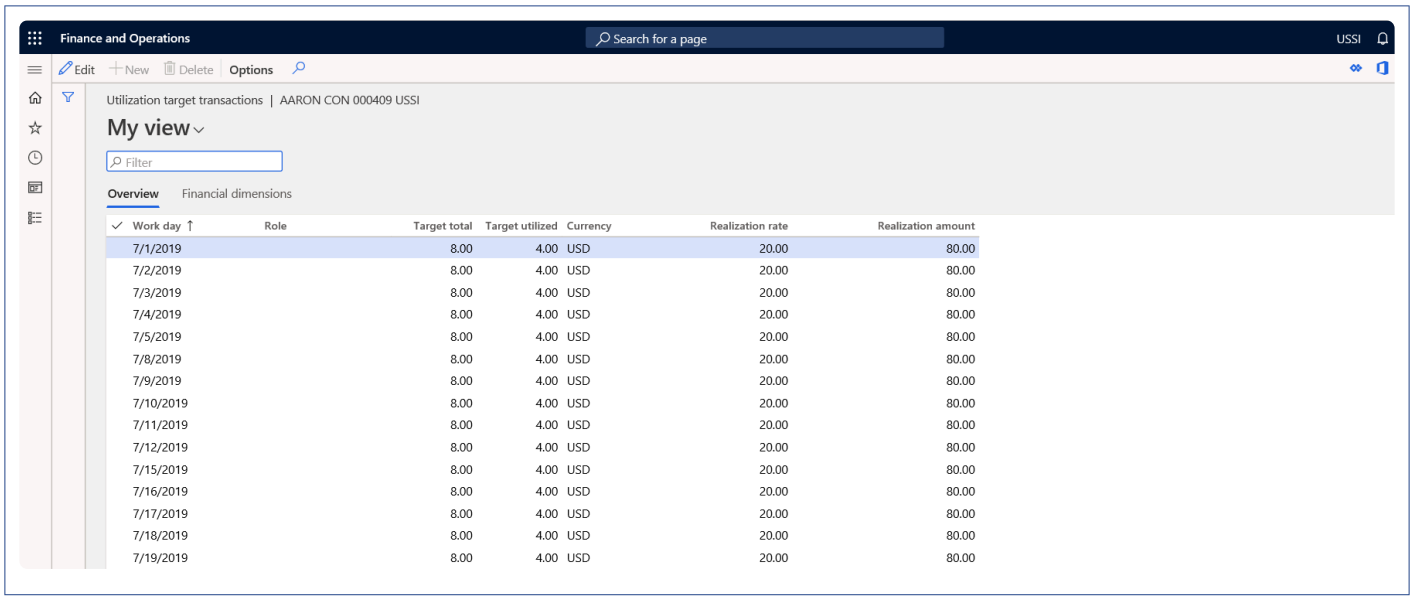
There is a process that is involved for updating the target transactions for a resource as on a particular date. This is available.

Go to Project management and accounting > Projects resources > Resource lists > Setup > Target update.





Once user click on Target update button, target transactions are updated accordingly.



Work day	Role	Target total	Target utilized	Currency	Realization rate	Realization amount
7/1/2019		8.00	4.00	USD	20.00	80.00
7/2/2019		8.00	4.00	USD	20.00	80.00
7/3/2019		8.00	4.00	USD	20.00	80.00
7/4/2019		8.00	4.00	USD	20.00	80.00
7/5/2019		8.00	4.00	USD	20.00	80.00
7/8/2019		8.00	4.00	USD	20.00	80.00
7/9/2019		8.00	4.00	USD	20.00	80.00
7/10/2019		8.00	4.00	USD	20.00	80.00
7/11/2019		8.00	4.00	USD	20.00	80.00
7/12/2019		8.00	4.00	USD	20.00	80.00
7/15/2019		8.00	4.00	USD	20.00	80.00
7/16/2019		8.00	4.00	USD	20.00	80.00
7/17/2019		8.00	4.00	USD	20.00	80.00
7/18/2019		8.00	4.00	USD	20.00	80.00
7/19/2019		8.00	4.00	USD	20.00	80.00

Periodic Process – Target Update Batch

There is a periodic process that is involved for updating the target transactions as on a particular date. This is available.

Go to Project management and accounting > Periodic > projects360 BI Periodic > Target update.
Go to Resourcing > Update resourcing > Target update

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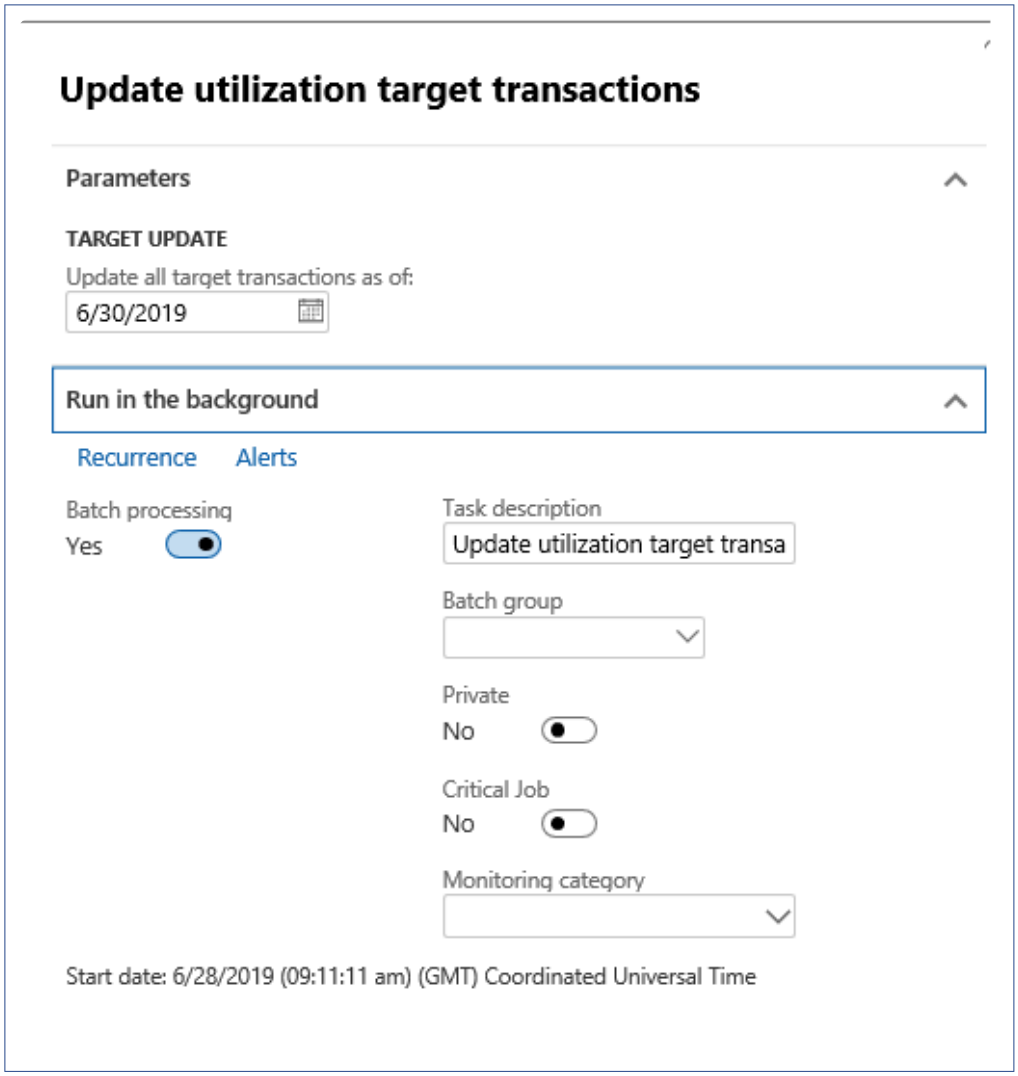
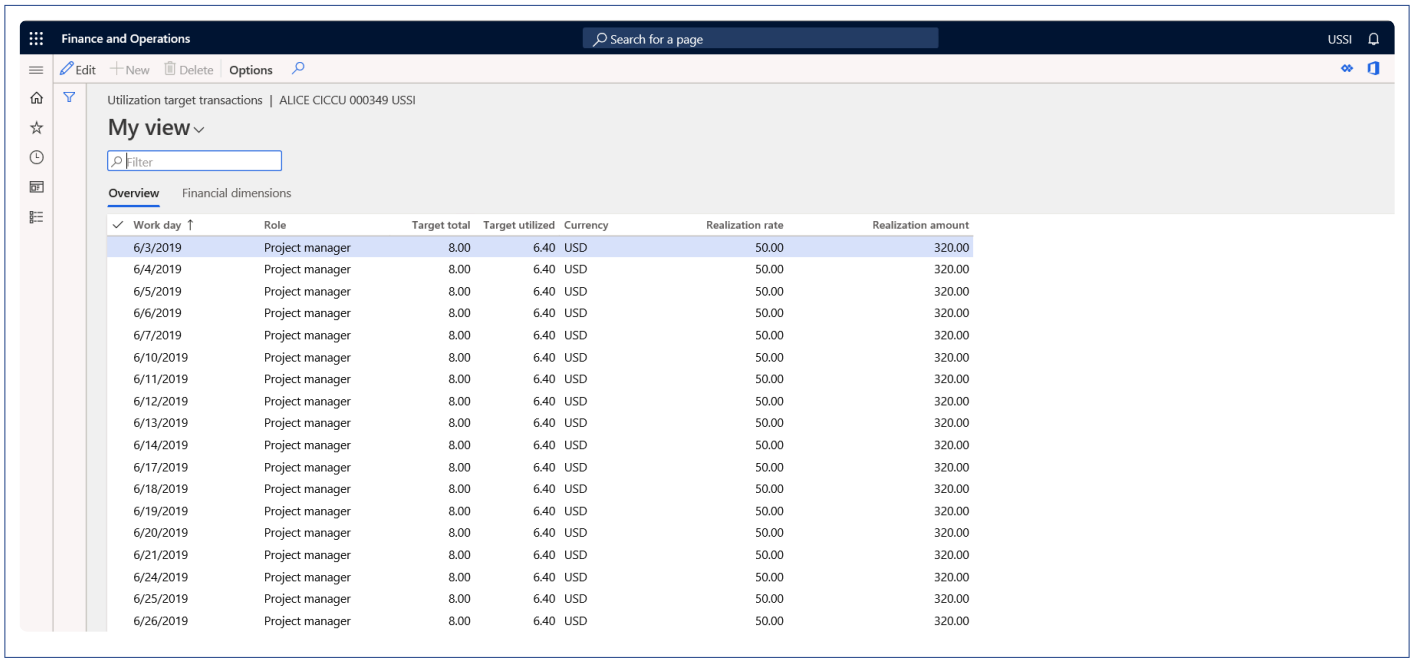


Once user runs this batch, Utilization target transactions are updated accordingly till the batch running date.



Work day	Role	Target total	Target utilized	Currency	Realization rate	Realization amount
6/3/2019	Project manager	8.00	6.40	USD	50.00	320.00
6/4/2019	Project manager	8.00	6.40	USD	50.00	320.00
6/5/2019	Project manager	8.00	6.40	USD	50.00	320.00
6/6/2019	Project manager	8.00	6.40	USD	50.00	320.00
6/7/2019	Project manager	8.00	6.40	USD	50.00	320.00
6/10/2019	Project manager	8.00	6.40	USD	50.00	320.00
6/11/2019	Project manager	8.00	6.40	USD	50.00	320.00
6/12/2019	Project manager	8.00	6.40	USD	50.00	320.00
6/13/2019	Project manager	8.00	6.40	USD	50.00	320.00
6/14/2019	Project manager	8.00	6.40	USD	50.00	320.00
6/17/2019	Project manager	8.00	6.40	USD	50.00	320.00
6/18/2019	Project manager	8.00	6.40	USD	50.00	320.00
6/19/2019	Project manager	8.00	6.40	USD	50.00	320.00
6/20/2019	Project manager	8.00	6.40	USD	50.00	320.00
6/21/2019	Project manager	8.00	6.40	USD	50.00	320.00
6/24/2019	Project manager	8.00	6.40	USD	50.00	320.00
6/25/2019	Project manager	8.00	6.40	USD	50.00	320.00
6/26/2019	Project manager	8.00	6.40	USD	50.00	320.00

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WBS Forecasts

Microsoft Dynamics 365 for Finance and Operations does not have any provision for calculating or displaying the earned values or planned values in a forecast model. It does not even have the estimate to complete calculations.

WBS (Work break down structure) lines are considered as the source for calculation of planned value and other calculations related to earned and estimated to complete forecasts.

The following forecasts are generated using WBS as the basis.

- ***Planned Value***
- ***Earned Value***
- ***Estimate to Complete***

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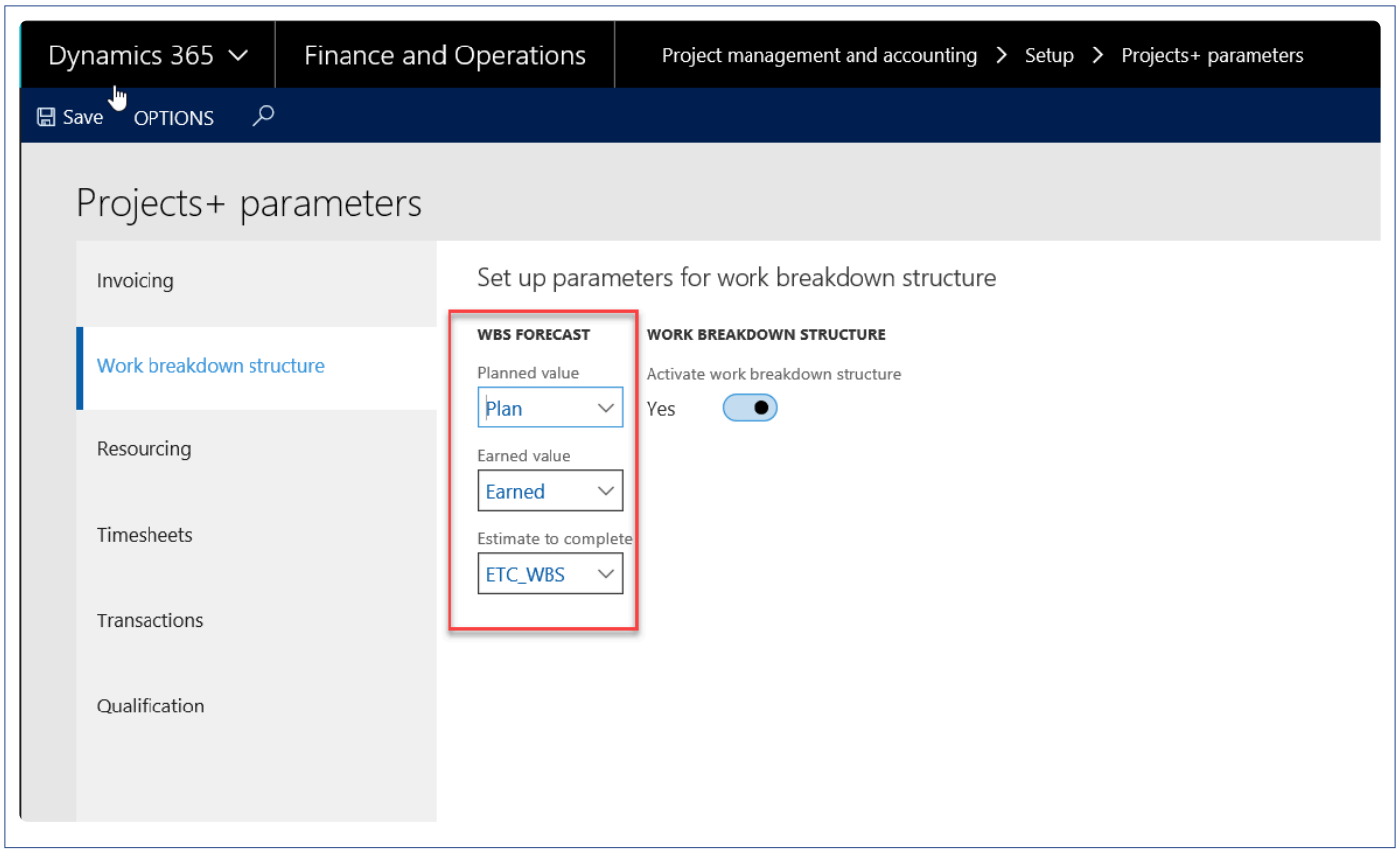
Configure Forecasts

There are few setups required to generate the forecasts based on WBS lines created for a particular project. This section details out these setups.

Parameter Setup

There is a setup on the projects360 parameters form, which allows users to the select the different forecast models to generate the planned, earned and estimate to complete forecasts. This is drop-down field allowing users to select a value from the forecast models defined on the standard form.

Go to Project management and accounting > Setup > projects360 Parameters > Work Breakdown Structure Tab



Details of the forecasts models selected against each of the fields are as follows:

- Planned Value: The forecast model selected in this field will hold the forecasts line created from the WBS line for planned value into this forecast model.
- Earned Value: The forecast model selected in this field will hold the forecasts line created from the WBS line for earned value into this forecast model.

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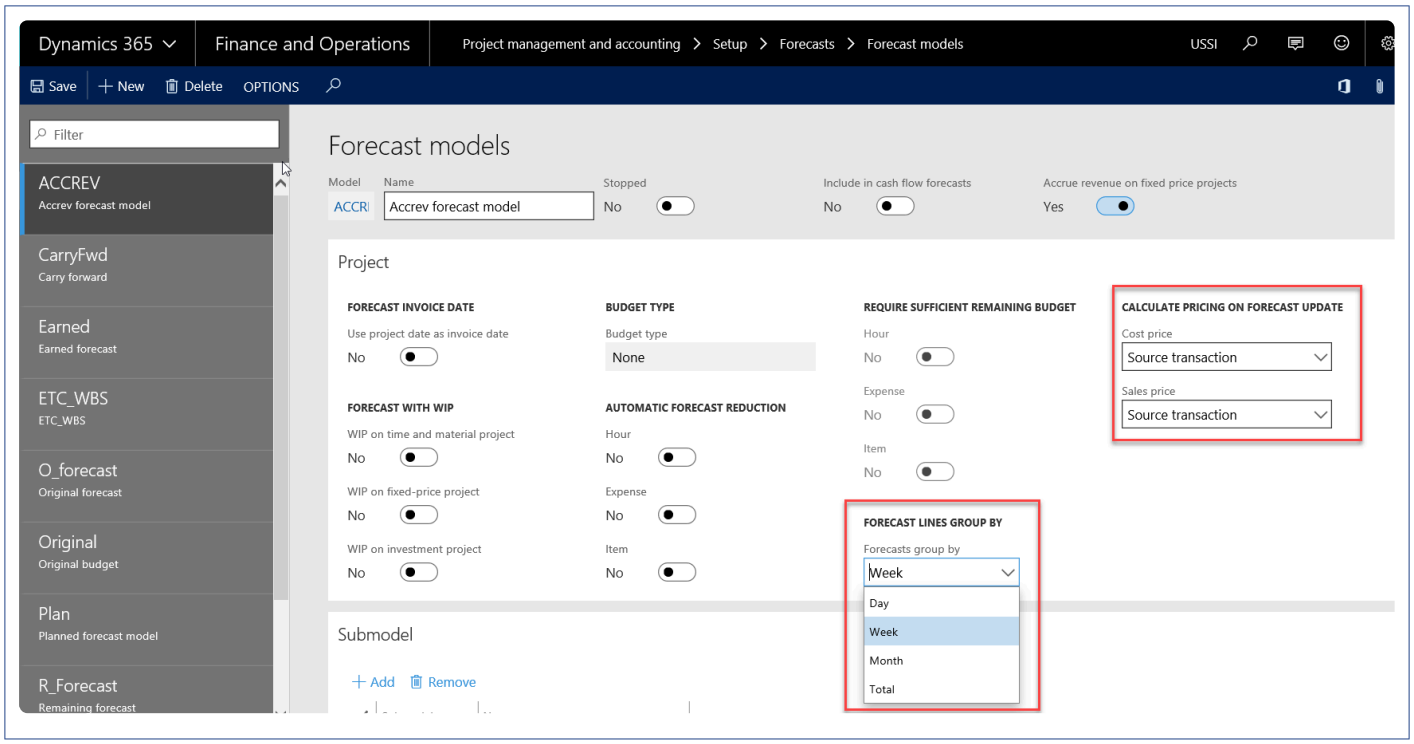
- Estimate to Complete: The forecast model selected in this field will hold the forecasts line created from the WBS line for estimate to complete into this forecast model.

Forecast Model Parameters

There are a couple of parameters available on the standard forecast form, for copying the lines from WBS to the planned values. These parameters also helps in deciding whether the forecasts to be generated in days, weeks, month or total.



- Creating lines in the forecast model could be split based on the below options
  - Weekly
  - Daily
  - Monthly
  - Total: one single line for the entire value

- Pricing: cost price and sales price.
  - Source transaction: This option is for defaulting the price as it is on the WBS form.
  - Price table: The price here defaults from the pricing tables.

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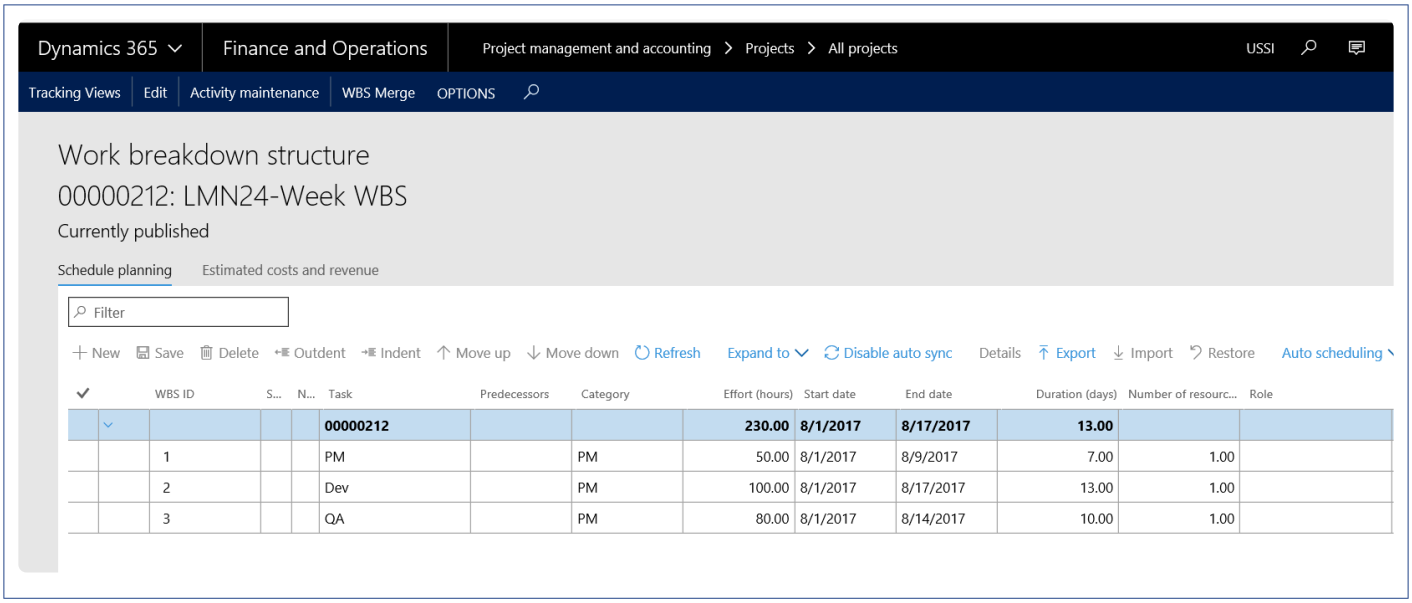
Process Forecasts

This sections explains how the different types of forecasts are created using the work breakdown structure data.

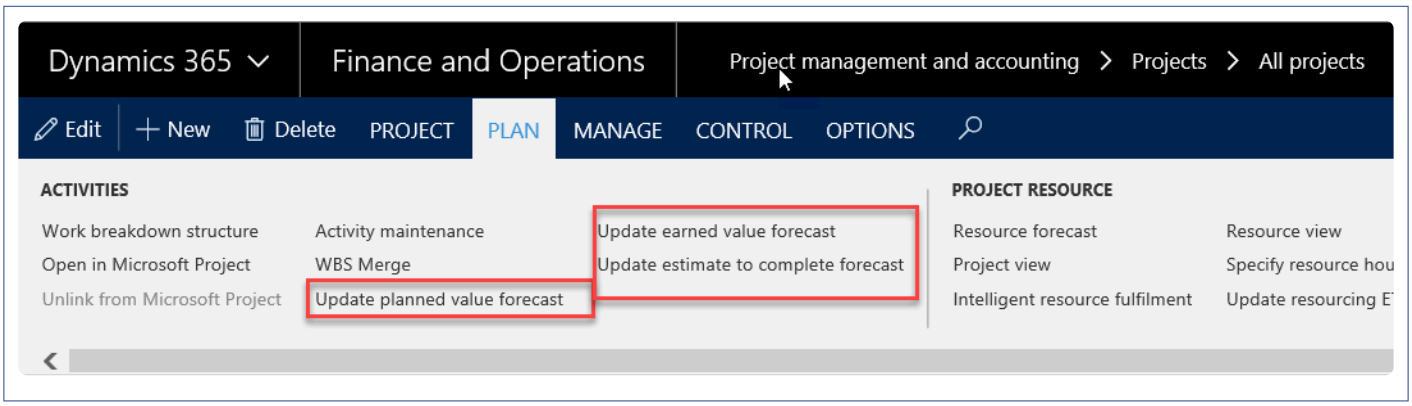
Processing Forecasts

On the Work breakdown structure form, after entering the WBS data, the user can use the new buttons added on the Plan tab to move the Work breakdown structure lines into the respective forecast models for Planned value, earned valued and estimate to complete.

WBS lines can be verified on *Go to Projects management and accounting* > *Projects* > *All projects* > *Work breakdown structure* or _Go to Manage projects workspace > Manage project tab> Work breakdown structure



Go to Projects management and accounting > *Projects* > *All projects* > *Plan tab*
_Go to Manage projects workspace > Budgeting tab

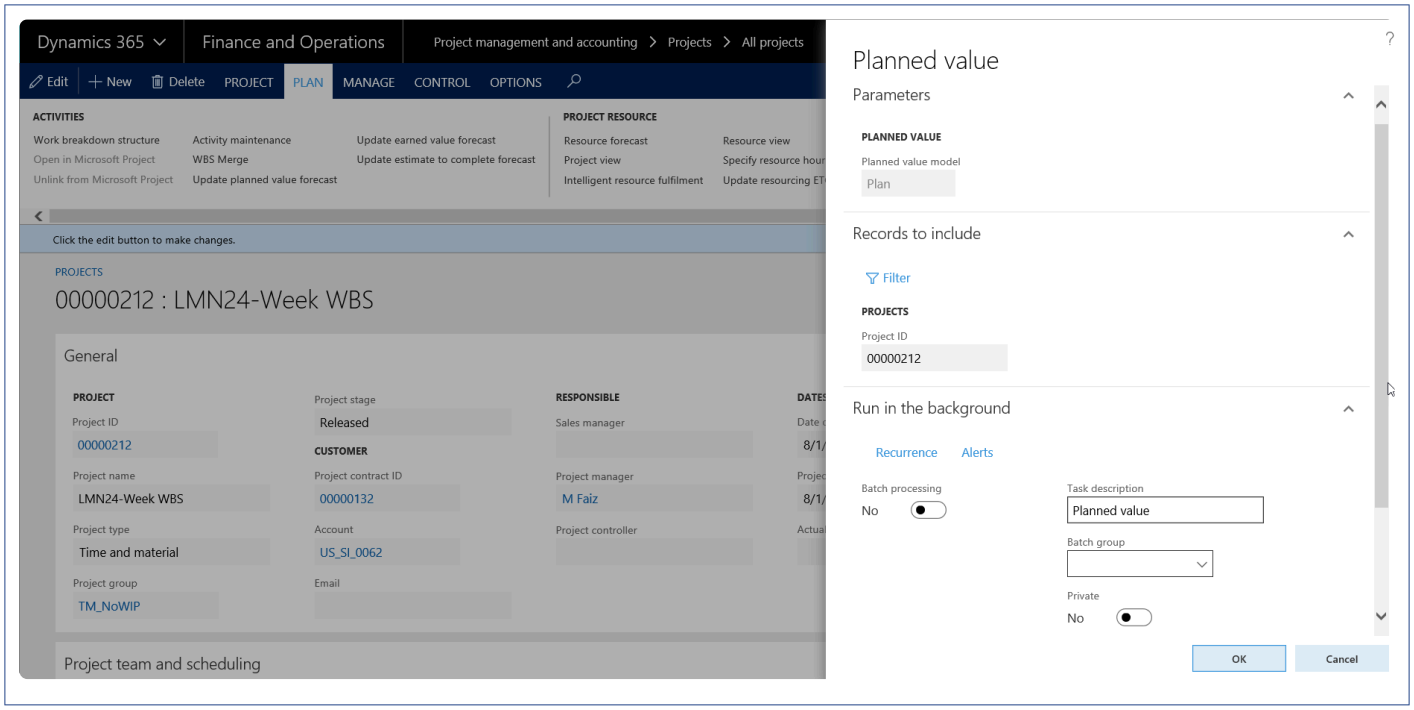


When the user chooses one of these buttons then a batch window opens where the user can process the records further. Details of how each forecast plan is updated is detailed in the below sections of the document.

Planned Value Forecasts

Planned value is the value that has been planned for executing the work breakdown structure tasks, so this is the baseline planned.

Go to Projects management and accounting > Projects > All projects > Plan tab > Update planned value forecast
Go to Manage projects workspace > Budgeting tab > Update planned value forecast



The user can edit only the task description and enable batch processing and its related information. Rest all the fields default from setups and not editable.

When the user runs the batch then the following data from work breakdown structure is considered for creating forecast lines, for the Forecast model ID that is selected in the parameters.

- Start date: From work breakdown structure line.
- Role ID: Value would be blank if the resource is not yet assigned to the work breakdown structure line.
- End date: From work breakdown structure line.
- Effort (hours): From work breakdown structure line.
- Cost price: Picked from work breakdown structure Line or from the price setup in project module
- Sales price: Picked from work breakdown structure Line or from the price setup in project module.
- Resource: Value would be blank if the resource is not yet assigned to the work breakdown structure

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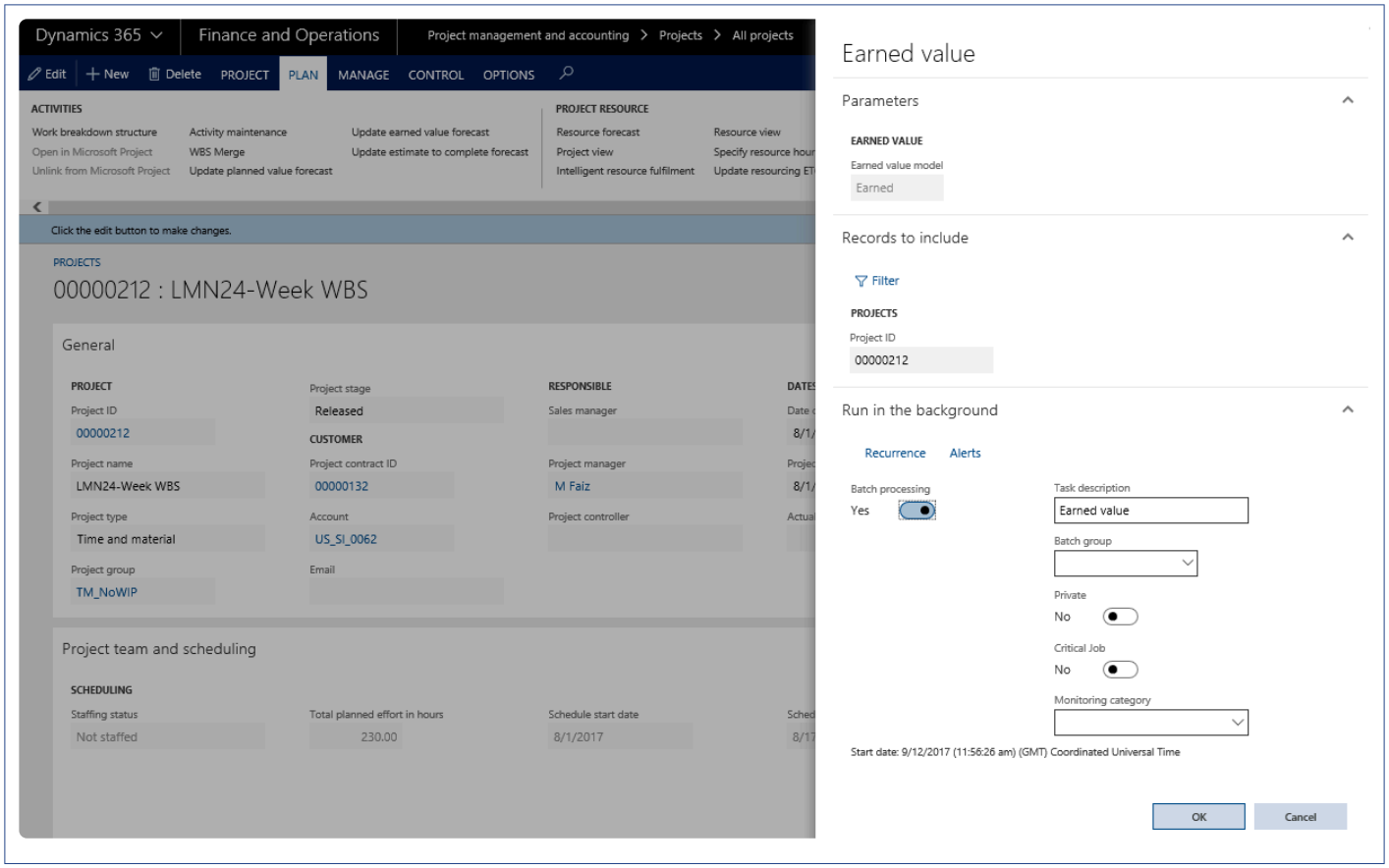
line.

Earned Value Forecasts

Earned value is the value that is forecasted to be earned till the current date, from the start date of the work breakdown structure line.

Go to Projects management and accounting > Projects > All projects > Plan tab > Update earned value forecast
Go to Manage projects workspace > Budgeting tab > Update earned value forecast



When the user runs the batch then the following data from work breakdown structure is considered for creating forecast lines in the forecast model ID that is selected in the parameters.

- Start date: From work breakdown structure line.
- End date: Current/System date.
- Effort (hours): From work breakdown structure line.
- Cost price: Picked from work breakdown line or from the price setup in project module, based on the setup in forecast model.
- Sales price: Taken from work breakdown line or from the price setup in project module, based on the setup in forecast model.
- Resource: Value would be blank if the resource is not yet assigned to the work breakdown structure

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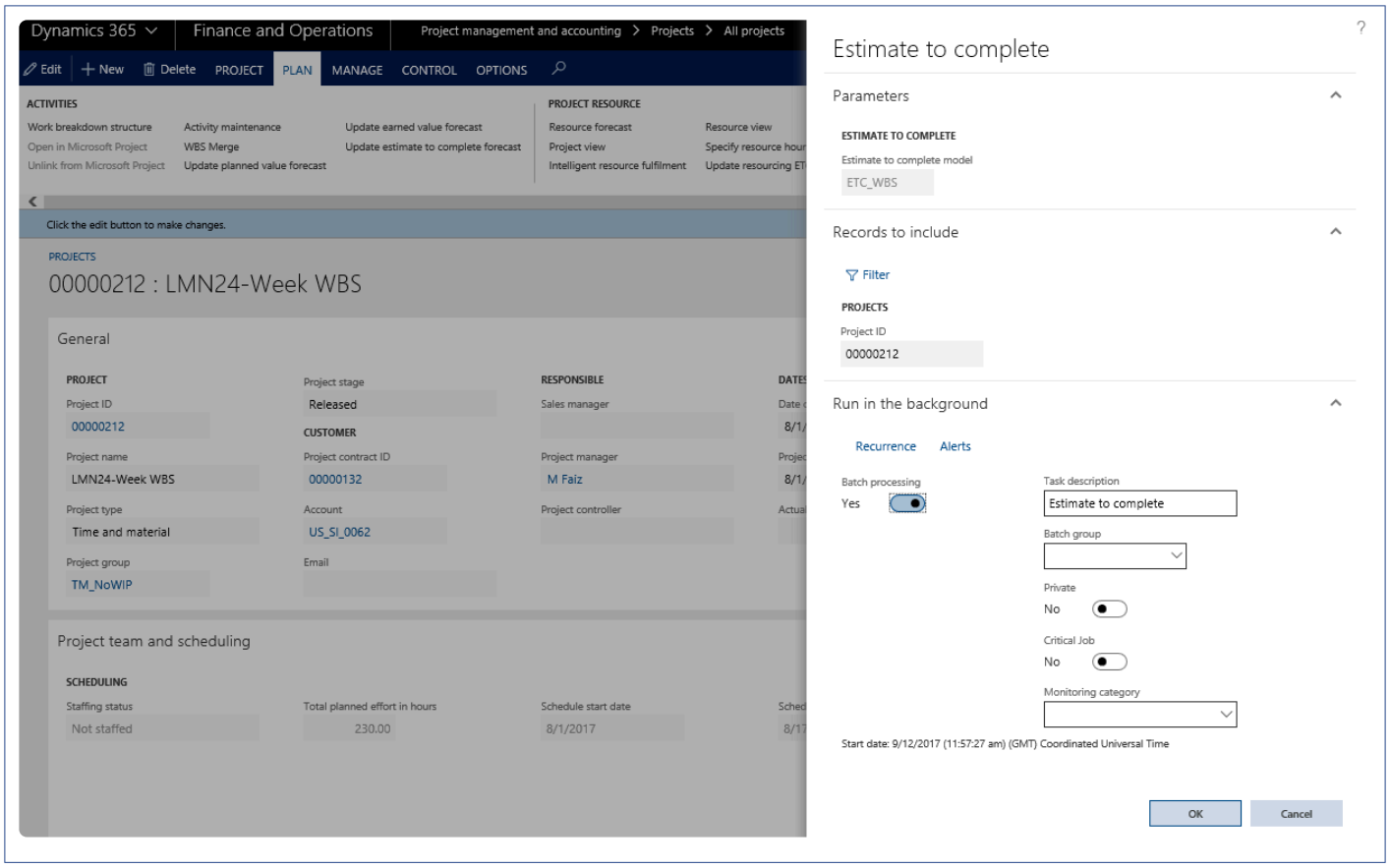
line.

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

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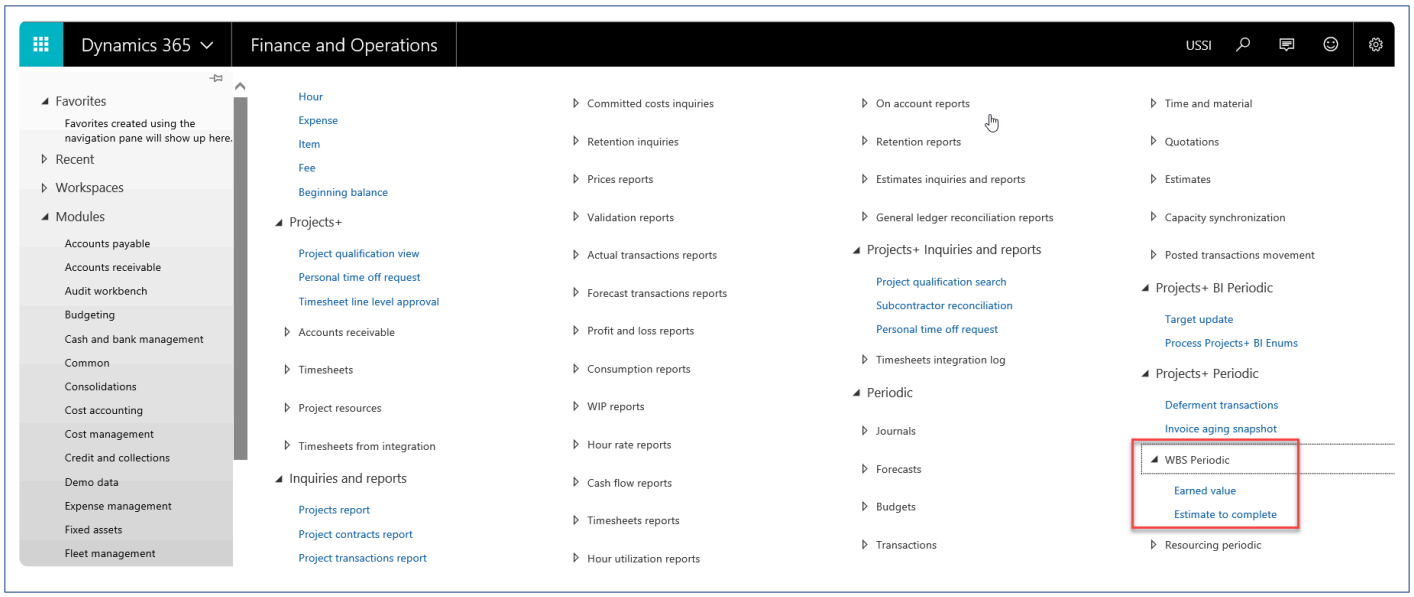
line.

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.

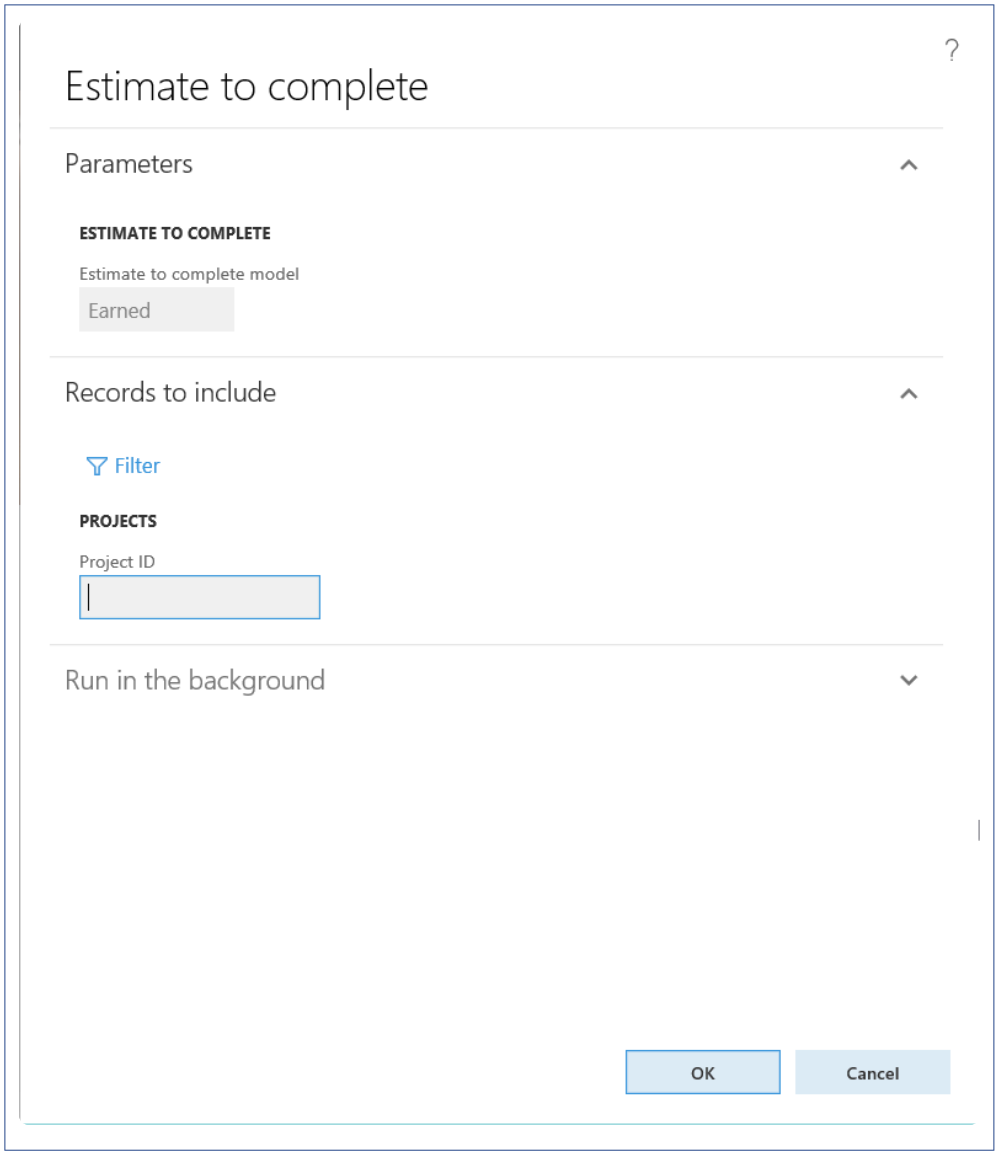
Periodic Forecast Processing

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.



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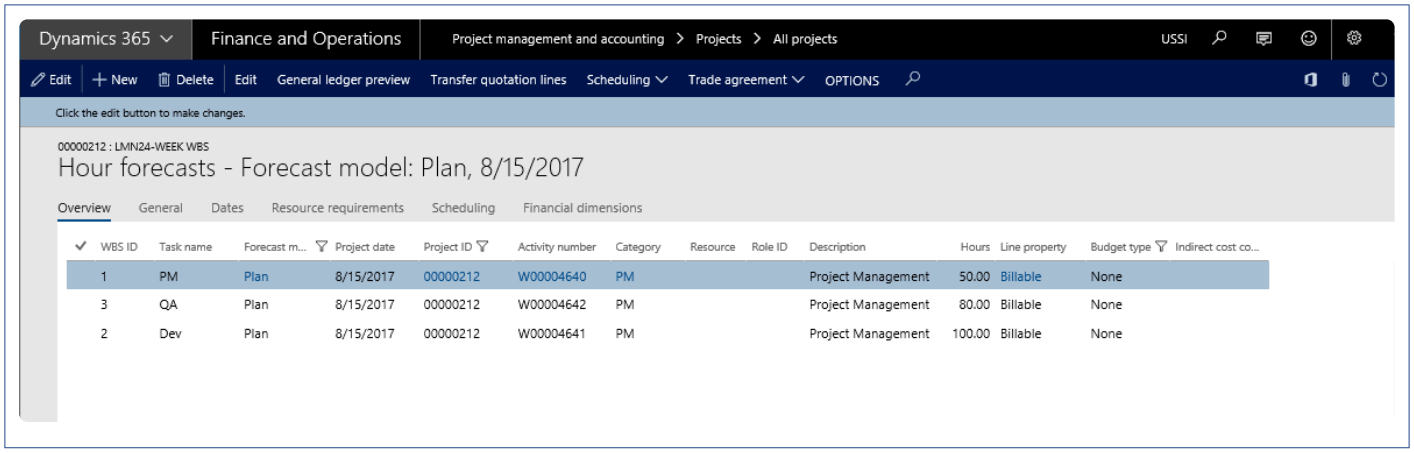
Validate Forecasts

This sections explains how the different types of forecasts results that are created using different methods are validated\reviewed using forms designed to represent this data.

Validate Forecast Results

Planned Value Results

The effort from work breakdown structure lines is divided into the open days between the start date and end date and are inserted as forecast lines. Each time the batch is processed, the previous data is deleted and new data is inserted.



Earned Value Results

The effort above is divided into the open days between the start date and end date and are inserted as forecast lines. Each time the batch is processed, the previous data is deleted and new data is inserted.

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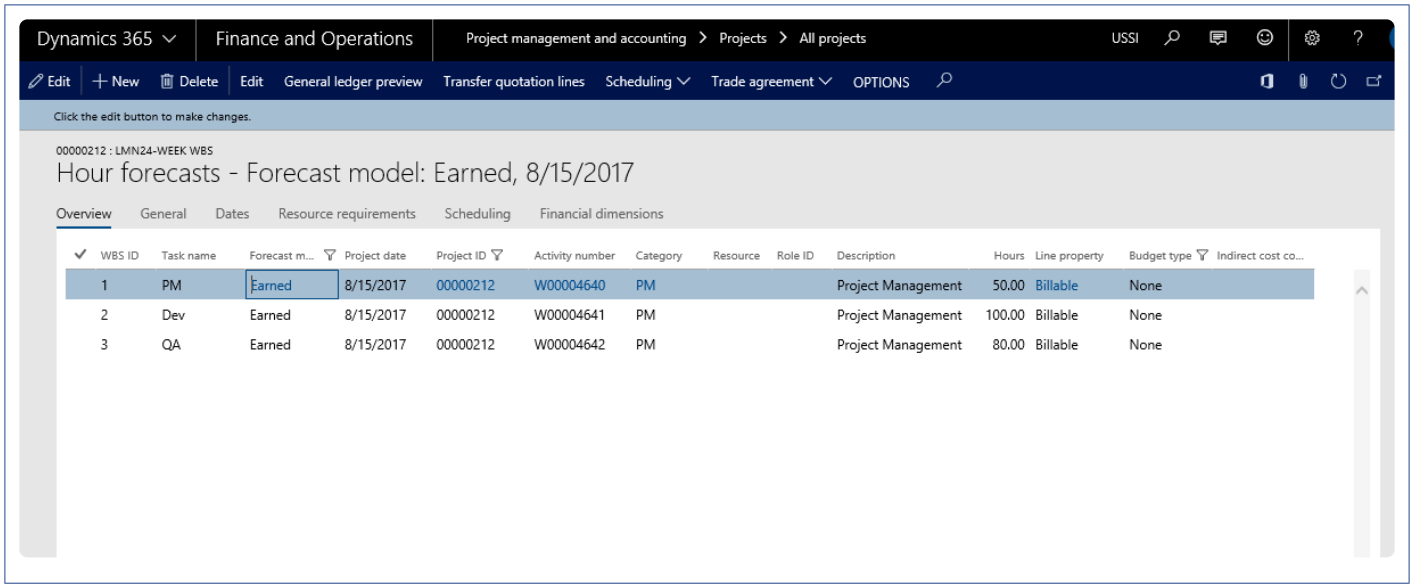
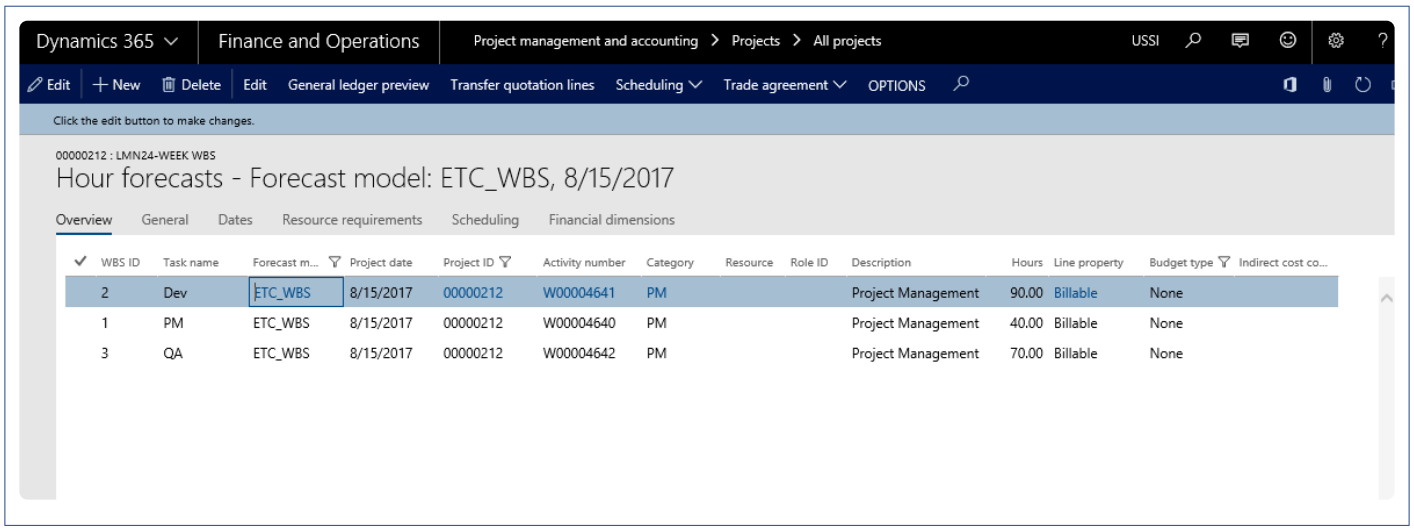


Estimate to Complete Forecast Results

The effort above is divided into the open days between the start date and end date, and are inserted as forecast lines per worker, thus if there are 2 workers then the forecast lines, in case 10 are created, then two sets would be created. Each time the batch is processed, the previous data is deleted and new data is inserted.



In case a task is estimated on WBS for 20 days starting from June 1st to June 20th, When Update planned forecasts is executed forecast will be created from June 1st to June 20th. When Update earned value forecast is executed on June 5th forecast will be created from June 1st to June 5th. When Update estimate to complete value forecast is executed on June 5th forecast will be created from June 15th to June 20th.

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Note – Only transaction of type hour has been considered for these calculations.

Fixed Price Forecast Revenue

This feature is applicable to fixed price projects. The limitation with Microsoft Dynamics 365 for Finance and Operations is that the revenue budget is not created the way it is in a Time and Material project while forecasting.

There is no revenue budget line created when the forecasts are created for a fixed price project and the same should be manually created. This functionality has been introduced.

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Create & Review Forecasts

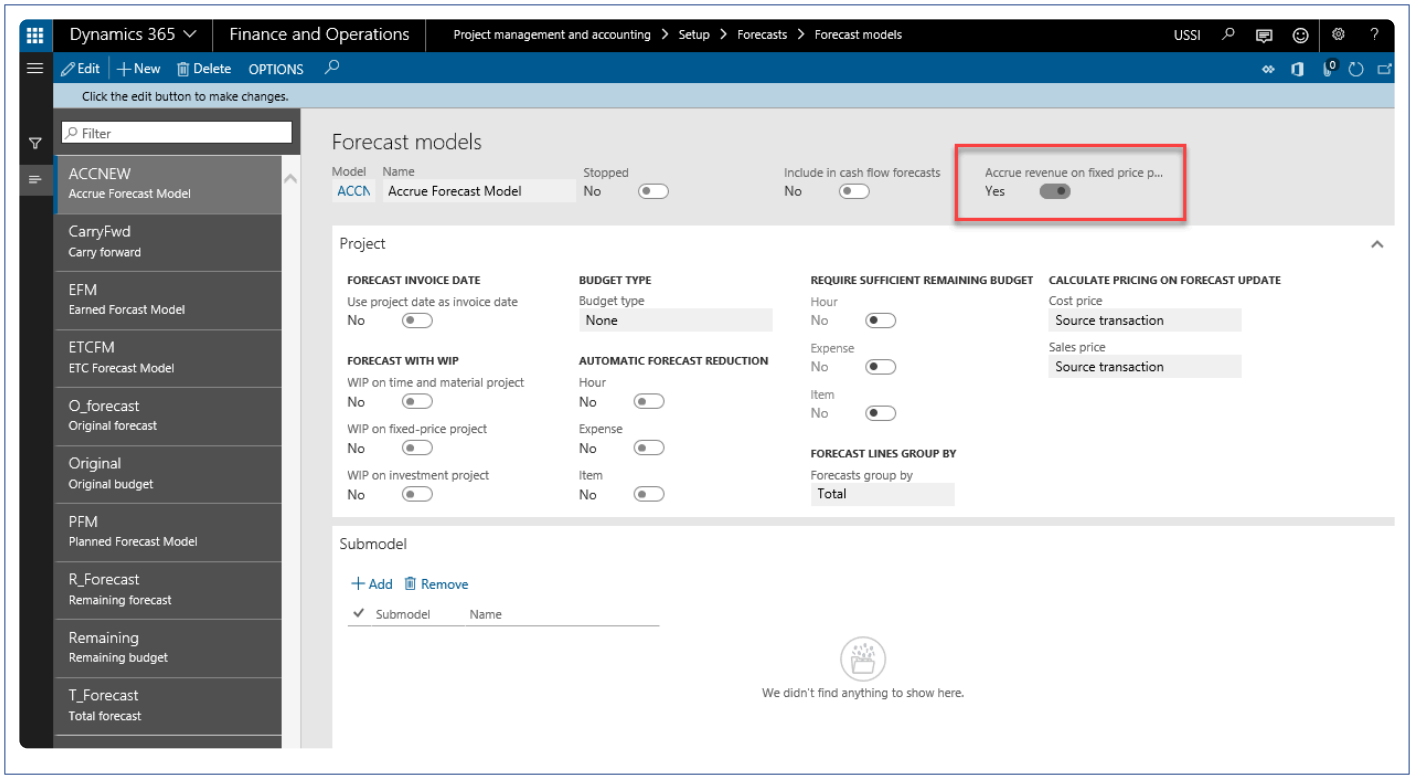
This sections details out the steps to configure the forecast models and generate the forecasts for fixed price kind of projects. This sections also explains from where to validate\ view the generated forecasts.

Configure Forecasts

Forecast Model Form

This feature is parameter controlled and the parameter lies in the Forecast model form. ‘Accrue revenue on fixed price projects’ needs to be turned on to generate forecasts for fixed price projects.

Go to Project management and accounting > Setup > Forecasts > Forecast models



Generate Forecasts

Once the parameter is turned on the forecast model and user creates a forecast line using this forecast model on a fixed price project then the revenue forecast line are automatically generated. To create a new forecast use the below form.

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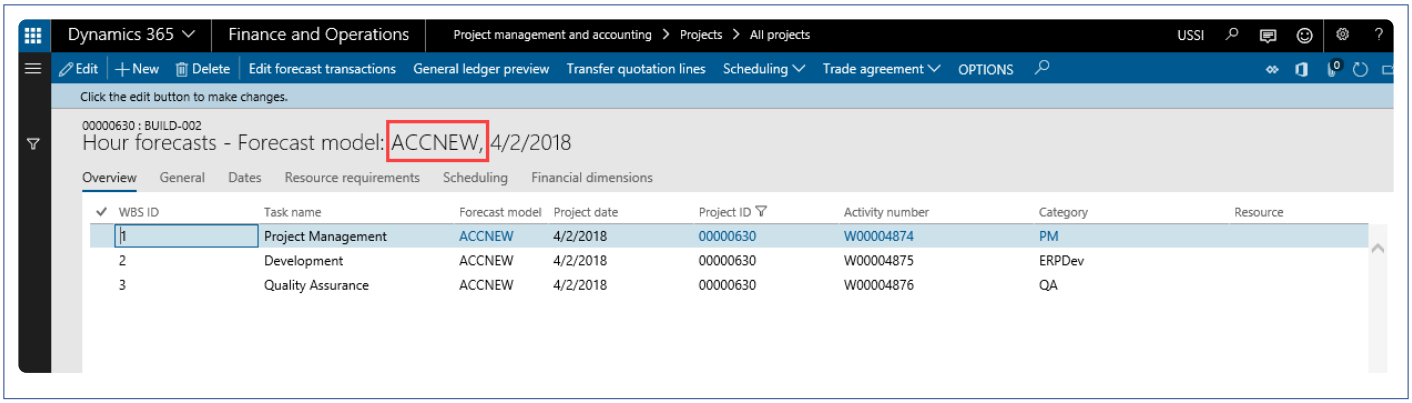
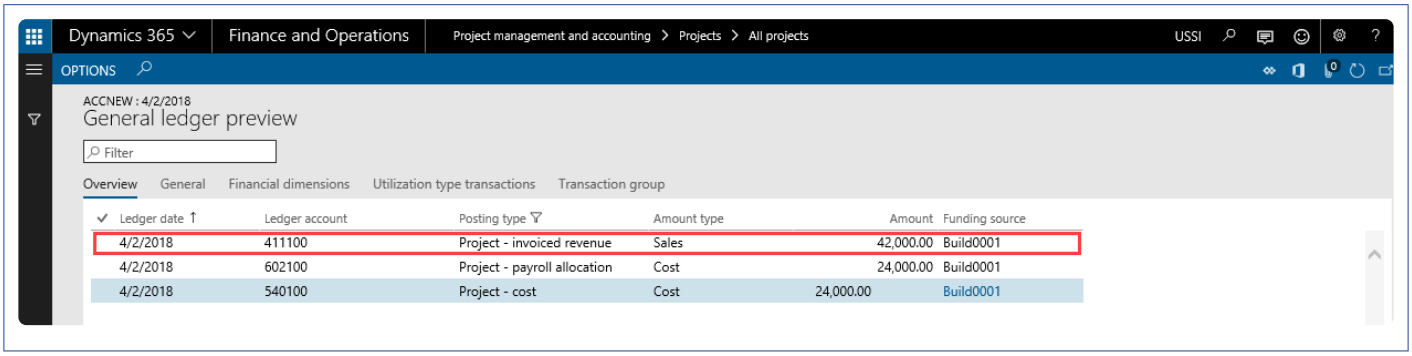
Go to Project management and accounting > Projects > All projects > Plan tab > Hour forecasts
Go to Manage projects workspace >Budgeting tab >Hour forecasts



Review Revenue Forecast Created

Once the forecast lines are created\forecasted on the hour forecast form, an automatic revenue forecast line is created. The revenue line created can be validated on the below form. This feature creates the revenue forecast lines for transactions of hour, expense and item types.

Go to Project management and accounting > Projects > All projects > Plan tab > Hour forecasts > General ledger preview
Go to Manage projects workspace >Budgeting tab >Hour forecasts > General ledger preview



RecId Enhancements

There is no link with the transaction ID and its adjusted transactions for an inter-company or non inter-company transactions to easily track it back and report, so this customization has been formulated to ease reporting of such transactions.

The timesheet transaction record ID and the expense report transaction record ID is being copied to the hours transaction and expense transactions table to trace the origin of record. This feature is automatically enabled and not dependent on any parameter.

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RecID Update

This sections details out how the record ID's are created for different transactions and the tables which are updated with this information.

Timesheet

Non-Intercompany transactions: On the posting of a non-Intercompany timesheet transaction, 'timesheet transaction recId' is updated to the new field 'PMIPTimesheetRecId' in ProjEmplTrans table.

Intercompany transactions: On the posting of an intercompany customer invoice, 'timesheet transaction recId' is updated to the new field 'PMIPTSExpRecId' in VendInvoiceInfoLine_Project table and then when posting the Intercompany vendor invoice, the record Id is then updated into the ProjEmplTrans table.

Expense Report

Non-Intercompany transactions: When posting an expense report, 'expense report transaction recId' is updated to the new field 'PMIPExpRecId' in ProjCostTrans table.

Intercompany transactions: On posting Intercompany customer invoice, 'expense report transaction recId' is copied to the new field 'PMIPTSExpRecId' in ProjCostTrans table and then when posting the Intercompany vendor invoice, the record Id is then updated into the ProjEmplTrans table.

Open Vendor Invoice

VendInvoiceInfoLine_Project table will now store the record ID for open vendor invoice of hour, expense and Item as well as for the other intercompany transactions.

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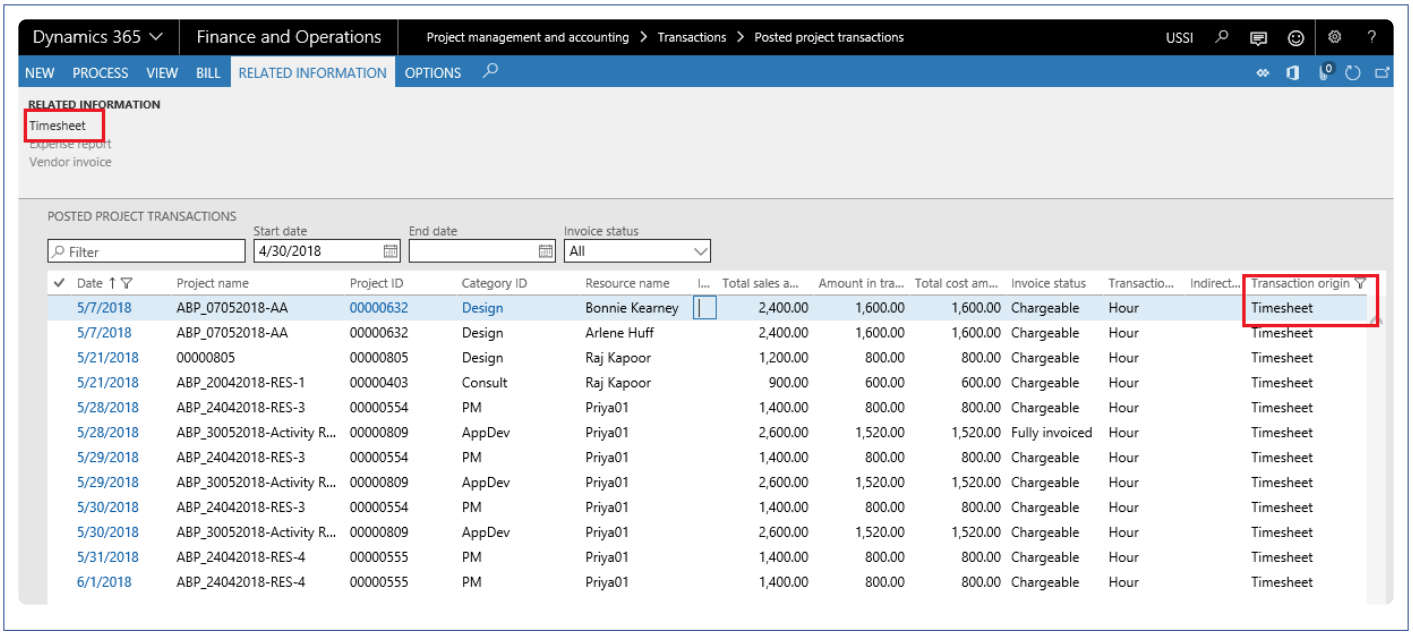
View Related Info

This sections details out how the related information based on the record ID's viewed and reported.

Timesheet

Timesheet reference are created into the project posted transaction form under related information tab. A new button has been added for showing the reference for posted timesheet records. Timesheet button will be enabled for timesheet posted transaction and user can view the original records of timesheet using timesheet button.



Date	Project name	Project ID	Category ID	Resource name	I...	Total sales a...	Amount in tra...	Total cost am...	Invoice status	Transactio...	Indirect...	Transaction origin
5/7/2018	ABP_07052018-AA	00000632	Design	Bonnie Kearney		2,400.00	1,600.00	1,600.00	Chargeable	Hour		Timesheet
5/7/2018	ABP_07052018-AA	00000632	Design	Arlene Huff		2,400.00	1,600.00	1,600.00	Chargeable	Hour		Timesheet
5/21/2018	00000805	00000805	Design	Raj Kapoor		1,200.00	800.00	800.00	Chargeable	Hour		Timesheet
5/21/2018	ABP_20042018-RES-1	00000403	Consult	Raj Kapoor		900.00	600.00	600.00	Chargeable	Hour		Timesheet
5/28/2018	ABP_24042018-RES-3	00000554	PM	Priya01		1,400.00	800.00	800.00	Chargeable	Hour		Timesheet
5/28/2018	ABP_30052018-Activity R...	00000809	AppDev	Priya01		2,600.00	1,520.00	1,520.00	Fully invoiced	Hour		Timesheet
5/29/2018	ABP_24042018-RES-3	00000554	PM	Priya01		1,400.00	800.00	800.00	Chargeable	Hour		Timesheet
5/29/2018	ABP_30052018-Activity R...	00000809	AppDev	Priya01		2,600.00	1,520.00	1,520.00	Chargeable	Hour		Timesheet
5/30/2018	ABP_24042018-RES-3	00000554	PM	Priya01		1,400.00	800.00	800.00	Chargeable	Hour		Timesheet
5/30/2018	ABP_30052018-Activity R...	00000809	AppDev	Priya01		2,600.00	1,520.00	1,520.00	Chargeable	Hour		Timesheet
5/31/2018	ABP_24042018-RES-4	00000555	PM	Priya01		1,400.00	800.00	800.00	Chargeable	Hour		Timesheet
6/1/2018	ABP_24042018-RES-4	00000555	PM	Priya01		1,400.00	800.00	800.00	Chargeable	Hour		Timesheet

Timesheet button will be enabled for the Intercompany timesheet transaction against project from borrowing legal entity. Based on the type of transaction the buttons are enabled and disabled. For instance, if it is an hour transaction then the Timesheet and vendor invoice are enabled.

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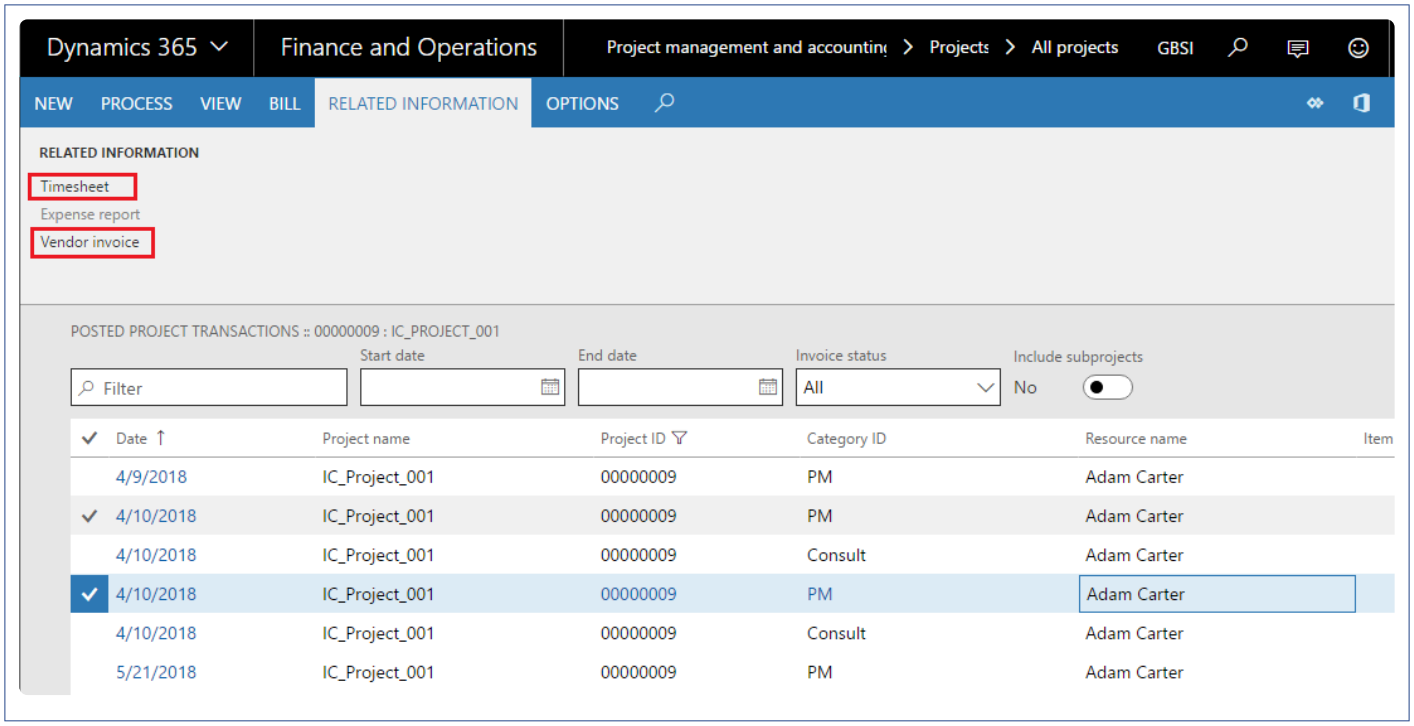
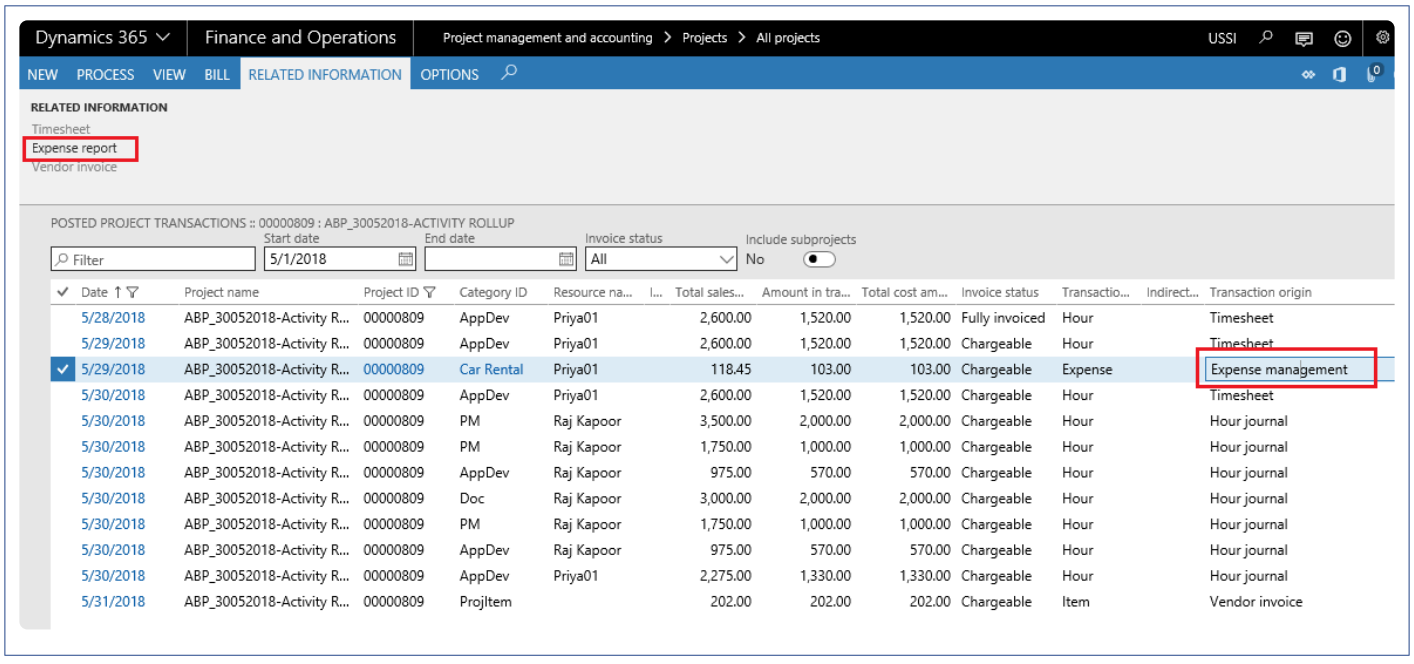


Expense Report

The related information of the posted expense transactions can now be viewed by the user using the respective “Expense report” buttons, which is placed in the related information group in the posted Transactions list page action pane.



On Adjustment the RecID will be copied to the newly created lines in the respective tables. Expense report and vendor invoice button will be enabled for the Intercompany expense transaction against project from borrowing legal entity and based on the type of transaction the buttons are enabled and disabled.

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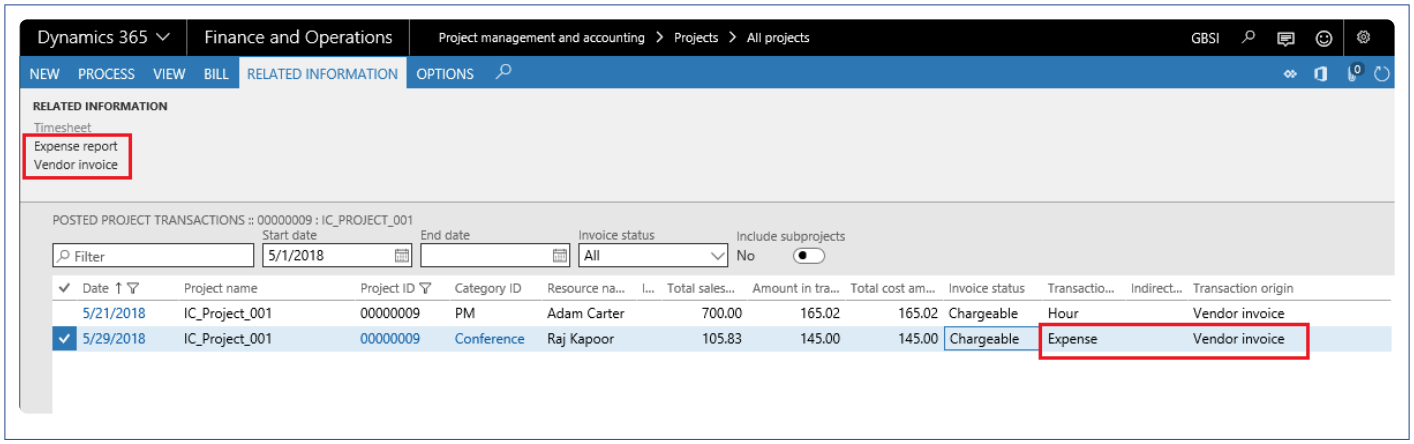
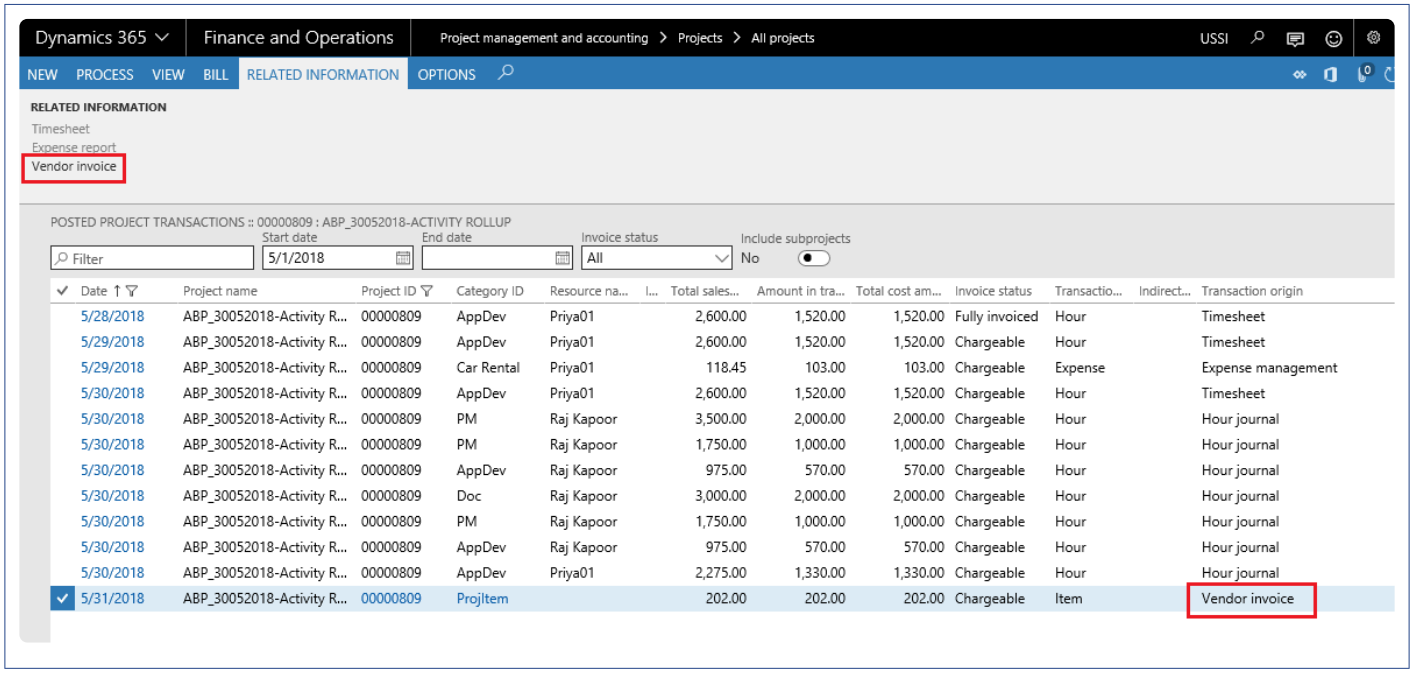


Open Vendor Invoice

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.



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. This fact box is available only when ‘Show comments on transaction’ parameter is marked on projects360 parameters form.

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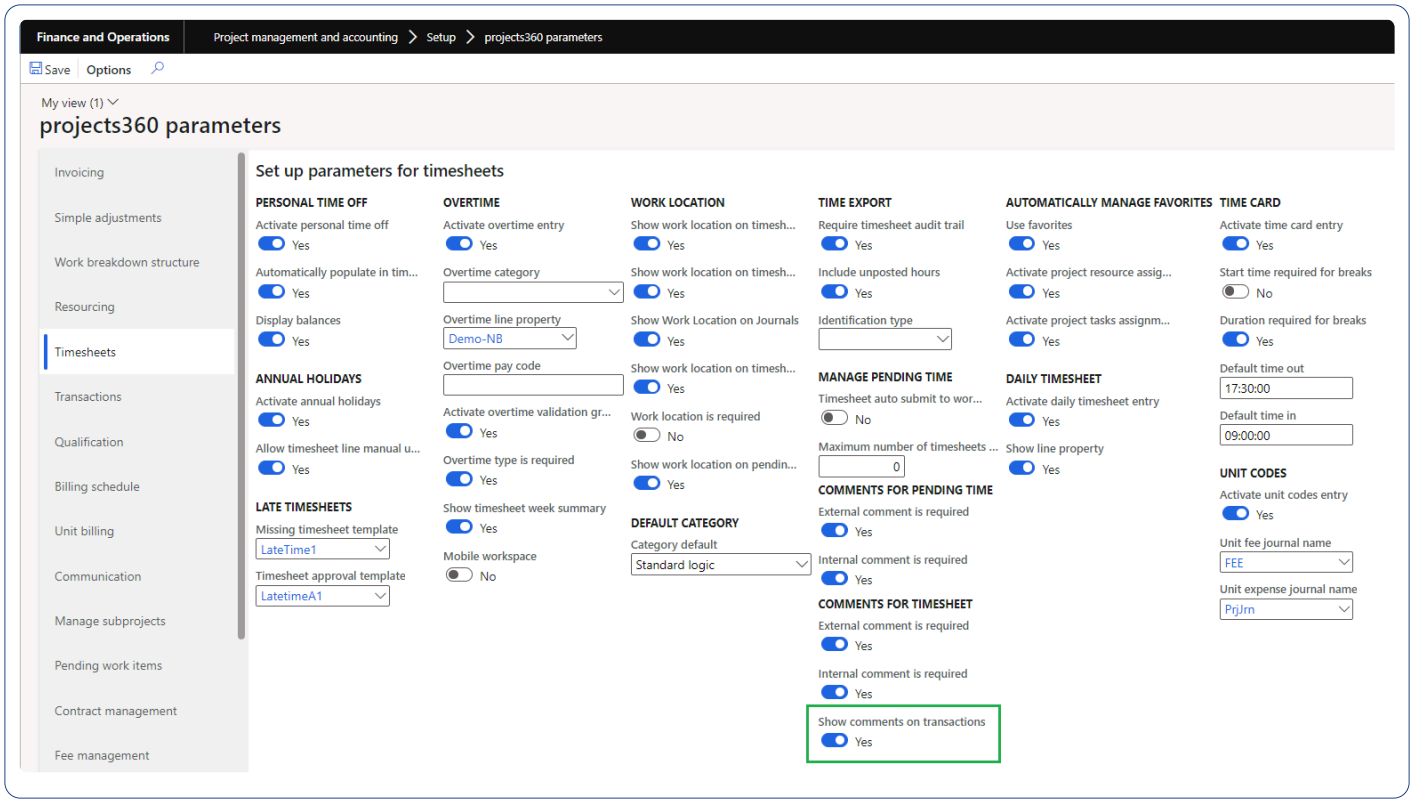

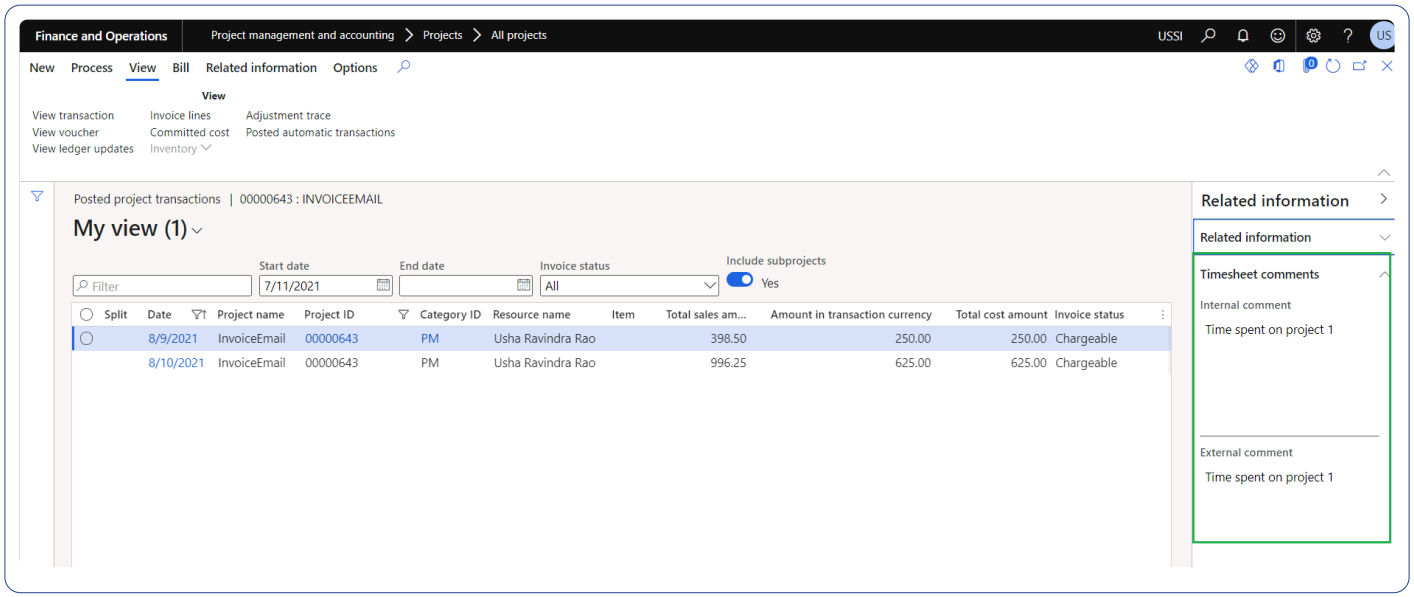

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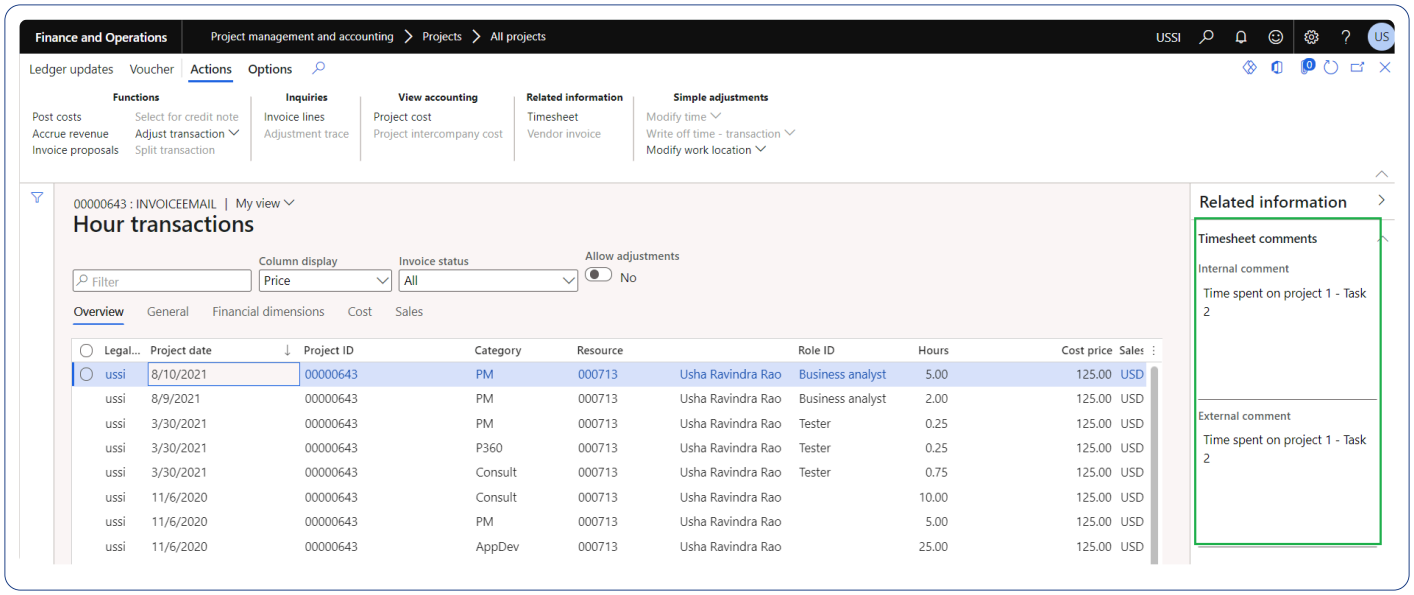
Finance and Operations
Project management and accounting > Projects > All projects
USSI
Ledger updates
Voucher
Actions
Options
Functions
Post costs
Accrue revenue
Invoice proposals
Select for credit note
Adjust transaction
Split transaction
Inquiries
Invoice lines
Adjustment trace
View accounting
Project 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
Filter
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
ussi 8/10/2021 00000643 PM 000713 Usha Ravindra Rao Business analyst 5.00 125.00 USD
ussi 8/9/2021 00000643 PM 000713 Usha Ravindra Rao Business analyst 2.00 125.00 USD
ussi 3/30/2021 00000643 PM 000713 Usha Ravindra Rao Tester 0.25 125.00 USD
ussi 3/30/2021 00000643 P360 000713 Usha Ravindra Rao Tester 0.25 125.00 USD
ussi 3/30/2021 00000643 Consult 000713 Usha Ravindra Rao Tester 0.75 125.00 USD
ussi 11/6/2020 00000643 Consult 000713 Usha Ravindra Rao 10.00 125.00 USD
ussi 11/6/2020 00000643 PM 000713 Usha Ravindra Rao 5.00 125.00 USD
ussi 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.

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Generic Configurations

This sections contains the information of the generic configurations required to import data from Project Service Automation application (PSA) to Microsoft Dynamics 365 for Finance and Operations.

projects360 Integrations

A new module has been created for these integrations and it has the following forms within it.

1. In the Setup area
    a. Project+ integration Parameters: where the user must setup the parameters for integrations
    b. Contracting unit mapping: where the contracting unit of Project Service Automation application (PSA) is mapped to a Legal entity in Microsoft Dynamics 365 Finance and Operations.

2. In the Periodic tasks area
    a. Synchronize master data from PSA: where the master data of Project Service Automation application (PSA) can be Synchronized with Microsoft Dynamics 365 Finance and Operations.
        i. Customers
        ii. Project Contracts
        iii. Projects
        iv. Resource
    b. Synchronize WBS and timesheet data from PSA: where the users can synchronize WBS and Timesheets from Project Service Automation application (PSA) to Microsoft Dynamics 365 Finance and Operations.
        i. WBS
        ii. Timesheet

3. In the Inquiries and reports area.
    a. PSA Integration Log: which has the log of all the integrated records.

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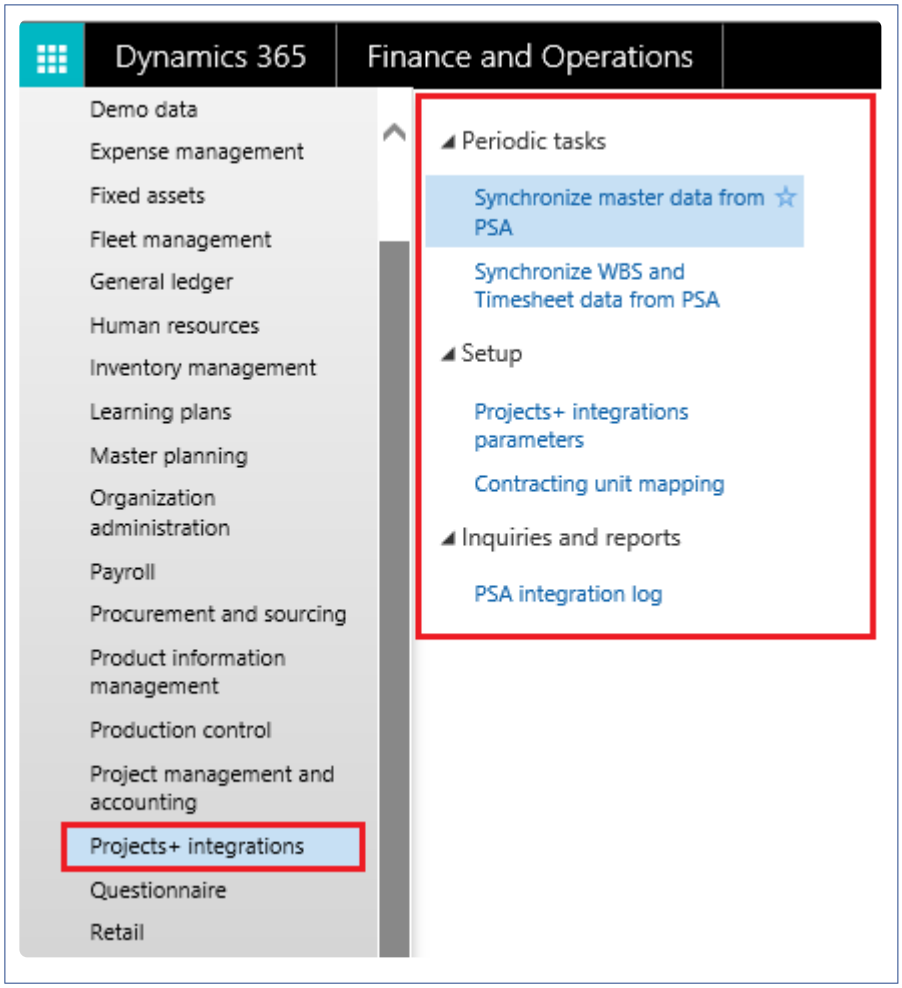
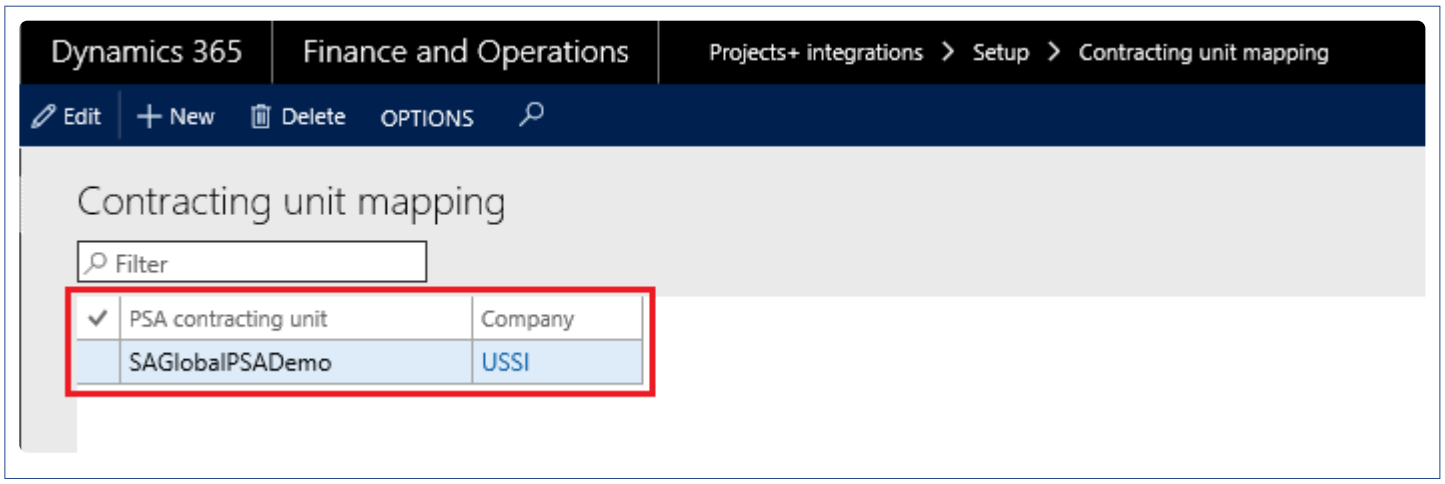


Configure Contracting Unit

This form allows the mapping of Project Service Automation application (PSA) contracting unit with Microsoft Dynamics 365 Finance and Operations Legal entity to integrate records. Integrations work only for the mapped entities.



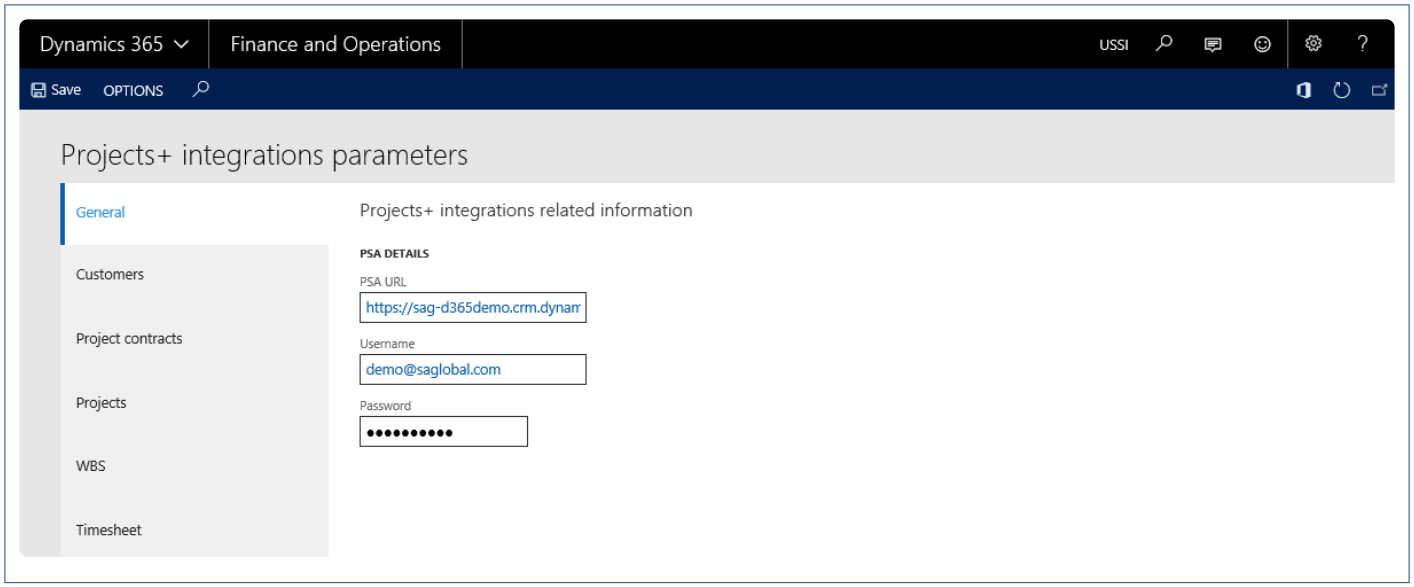
Fields available on this form are:

- Company: This is the entity of the Microsoft Dynamics 365 Finance and Operations where the records from Project Service Automation application (PSA) will be integrated.
- Contracting unit in PSA: This is the entity of the Project Service Automation application (PSA), from where data will be taken to integrate into the Microsoft Dynamics 365 Finance and Operations.

General Parameters

The parameters setup in this tab will be common for all integrations. Here the Project Service Automation application (PSA) information is entered and this information is used while integrating the records from Project Service Automation application (PSA) to Microsoft Dynamics 365 Finance and Operations.

Go to projects360 integration > Setup > projects360 integrations parameters.



General tab can be used to fill in the PSA login details. Fields available on this form are –

- PSA URL: URL of Project Service Automation application (PSA) from where data needs to be imported.
- Username: Enter Project Service Automation application (PSA) user id to integrate the data from Project Service Automation application (PSA), selected Project Service Automation application (PSA) user should have access to entities.
- Password: Password for the above mentioned Project Service Automation application (PSA) user needs to specified here.

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Assumptions for Integration

Assumptions for these Integrations to Work

Customer Integration

Below are the assumptions for customer integrations:

- Customers with type “Customer” in the Project Service Automation application (PSA) are only considered for integrations.
- On the Project Service Automation application (PSA) side, customer records do not have the contracting units info available, so while integrating the records from Project Service Automation application (PSA) to Microsoft Dynamics 365 F&O, all the customer records are integrated to legal entity from where this process has run.
- Customer group is defaulted via a parameter set on the projects360 parameter.
- Terms of payment between two systems has to match in oder to integrate the customer records.
- Addresses validations for integration:
    - Country code to match – If blank, taken from the company address in case the zipcode also does not have the country code.
    - State code to match – If does not match then the integration record errors out.
    - Zip code – does not have to match, will be populated even if it does not exist.

Project Contract Integration

Below are the assumptions for Project contract integrations.

- Customer is always of the type customer.
- Only contracts mapped (via Contracting unit > Legal entity) brought into Ops Legal entity.

Project Integration

Below are the assumptions for project integrations.

- Customer vs Internal project.
    - Projects linked to a Contract in Project Service Automation application (PSA) are customer projects.
    - Projects not linked to a Contract are internal projects.
- Operations projects will be created 1:1 with Project Service Automation application (PSA) Contract lines.
    - The Operations Project type is derived from the Project Service Automation application (PSA) Contract line type.

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- 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.

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    - Allows us to do daily integration of time for reporting, but manage the weekly late timesheet process.
- Time adjustments are done through a Project Service Automation application (PSA) timesheet or operation adjustment.

Other Assumptions

Some of the other assumptions are as follows:

- Frequency of integrations.
    - Customer, Project, Contracts: ~5 min – 1 hr.
    - Work Breakdown Structure (WBS), Timesheets – ~Daily.
- Default reporting position is to report from Microsoft Dynamics 365 finance and operations.
- Project Service Automation application (PSA) GUIDs (Record identifiers) are always synced to Microsoft Dynamics 365 finance and operations for traceability and to support Workspace “deep-linking”.
- Contracting units mapped to Legal entities.
    - Contracting units are unique to one Microsoft Dynamics 365 finance and operations enivronment.

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Customers Integration

The customers integration option provides users the ability to integrate customer data available in the Project Service Automation application (PSA) environment to Microsoft Dynamics 365 for Finance and Operations. The customers created in Project Service Automation application (PSA) will have to be first integrated into Microsoft Dynamics 365 for Finance and Operations.

When the user would like to create a Project Service Automation application (PSA) customer intthe Microsoft Dynamics 365 for Finance and Operations, users have to run the integrations either for an individual record or using batches.

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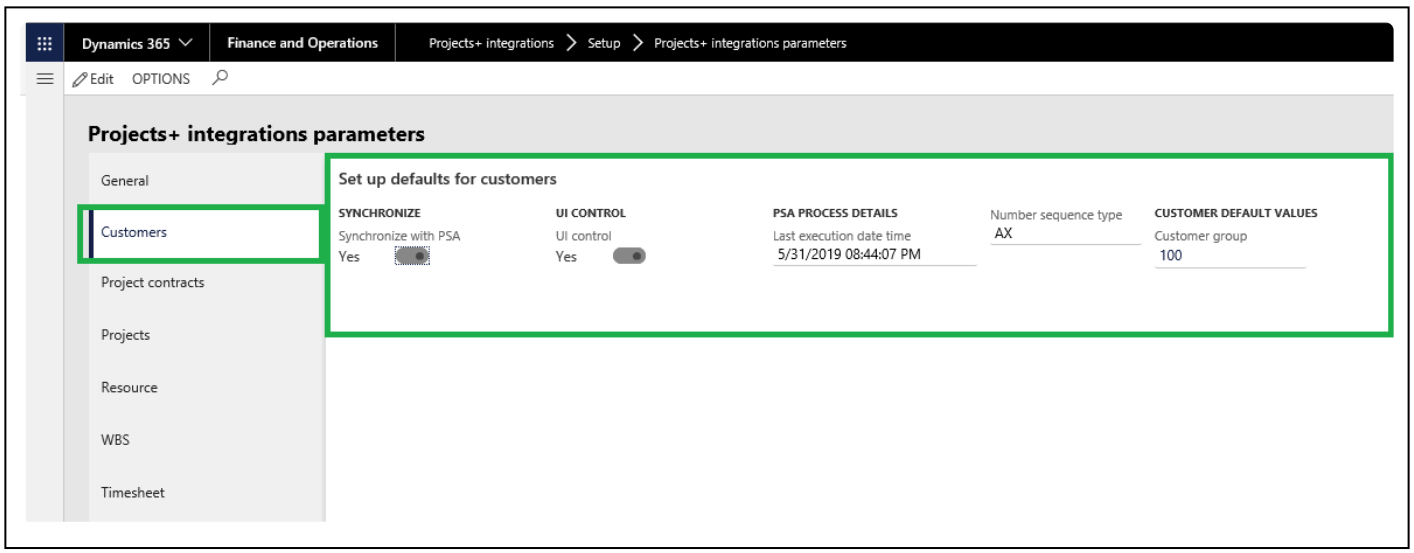
Configure

Parameter Setups

The below form provides option to setup the information required for customers integration from PSA (CRM) environment to Microsoft Dynamics 365 Finance and Operations.

Go to projects360 integration > Setup > projects360 integrations parameters > Customers



Fields available on the form are as follows:

- **Synchronize with PSA** – Checkbox enables or disables the Customer integration from Project Service Automation application (PSA).

- **UI control** – This checkbox controls view of Project Service Automation application (PSA) data and provided navigation to view the Project Service Automation application (PSA) data from Microsoft Dynamics 365 for Finance and Operations workspaces, Integration logs and customers form.

- **Last execution date time** – Initially the Last execution date time field will be editable. After the first execution this field will not be editable and displays the recent execution date when a user runs periodic process for integrating data. Once the record is updated in the Project Service Automation application (PSA), this date will be reset to the modified date of the Project Service Automation application (PSA) record. Modified data will be fetched from Project Service Automation application (PSA), from last execution date time to the current system date time.

- **Number sequence type** – Provides the option to use the number sequence for customers either from Microsoft Dynamics 365 for Finance and Operations number sequence or from Project Service Automation application (PSA). Since we don’t have the customer ID’s\numbers on the Project Service Automation application (PSA), please use this as AX to avoid the errors.

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- **Customer Group** – Customer Group is not available in Project Service Automation application (PSA), so the parameter has been added where the user can setup a default value, which could be used during integration process.

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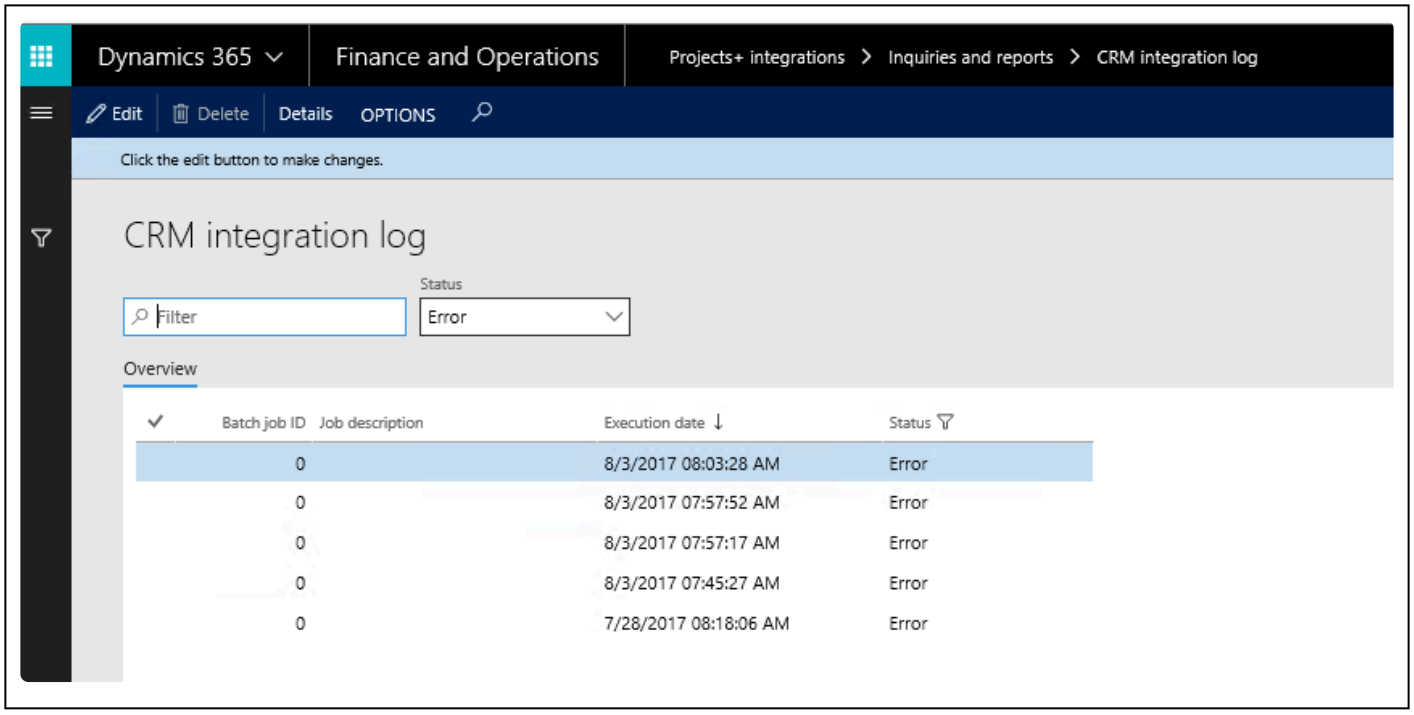
Integrate Customers

Process to Integrate Customers

Below process is followed to create customers from Project Service Automation application (PSA) to Microsoft Dynamics 365 for Finance and Operations.

1. Create the customer in Project Service Automation application (PSA) to be integrated to Microsoft Dynamics 365 for Finance and Operations.
2. Go to Microsoft Dynamics 365 for Finance and Operations and in the projects360 Integration module >>Periodic >> Synchronize master data from PSA. This area consists of periodic batch jobs to integrate master data. Using this batch job user can integrate the master data from Project Service Automation application (PSA) to Microsoft Dynamics 365 for Finance and Operations.
3. After synchronization if there are errors the same can be seen in the integration log file found under the Inquiries and reports area page of projects360 Integration. This form will display the results of the periodic tasks for integrating Project Service Automation application (PSA) data.



Fields available on the CRM integration log form are:

- By default, the data will be filtered with error status.
- Filter provide at the header to filter records based on status and filter status are
  - Error: If there is an error then this status will be displayed
  - Completed: if the record is successfully integrated then the same will be set to success.
- PSA Integration log header contains following fields.
  - Batch Job id: Stores the Batch reference, if we are running in batch.
  - Job description: Stores the Batch description, if we are running in batch.

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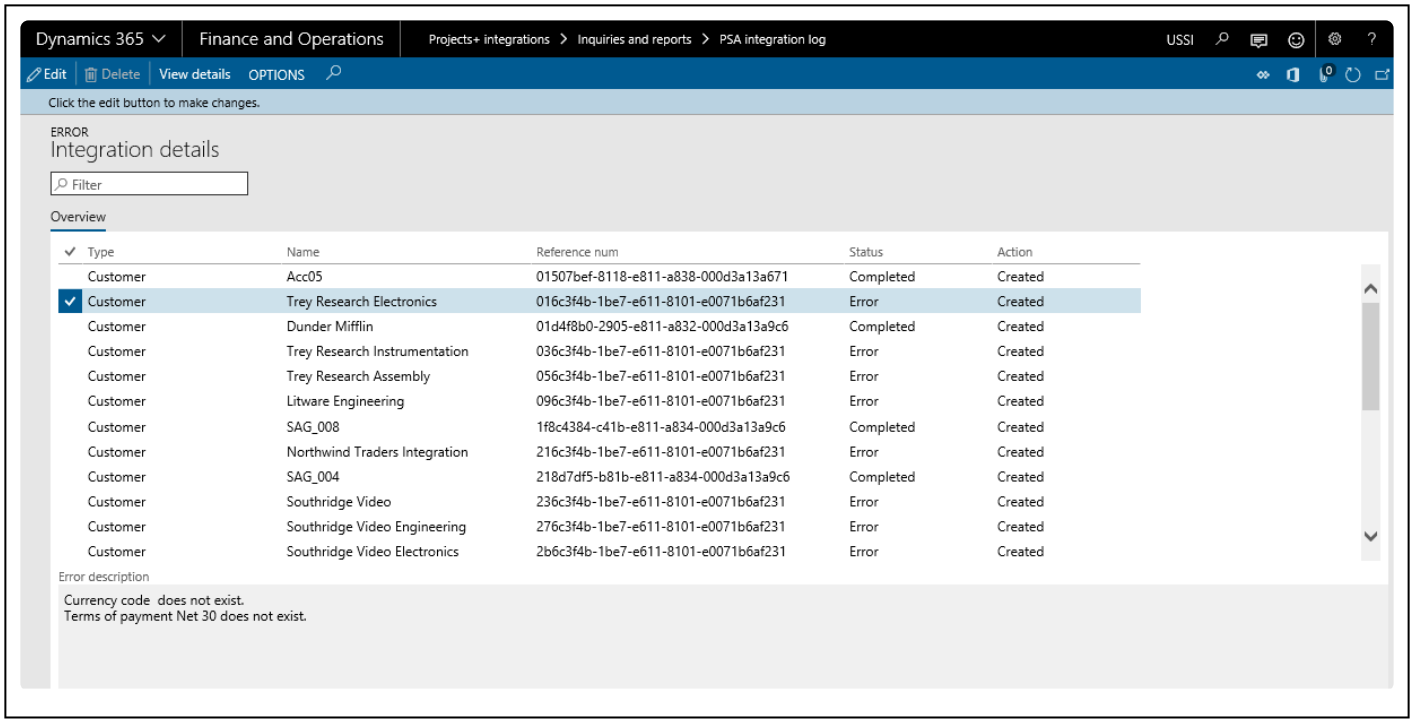
- Execution date: Stores the execution date time of the integration process.
- Status: Stores the status of integration process. If Lines contains any error records, then status will be error. If all lines are successfully integrated, then status will be completed.

- Details: This button used view the PSA integration line details.

4. User can view the details of batch process executed by clicking on the ‘Details’ button. Records can be filtered based on Completed and Error status using the ‘Status’ filter.



Data that get’s Integrated

The data that will be integrated for customers are as below:

Field name	Validation description
Customer ID	If Account number is not defined in Project Service Automation application (PSA) then Microsoft Dynamics 365 finance and operations number sequence will be considered to create customer Id, else will be defaulted from Project Service Automation application (PSA).
Currency	No Validation on Currency, will consider in whatever comes from Project Service Automation application (PSA).
Relation type	Defaulted to Organization
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

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	(PSA).
Country	Validate for its corresponding value in Microsoft Dynamics 365 finance and operations.
City	Validate for its corresponding value in Microsoft Dynamics 365 finance and operations.
Zip code	If value does not exist in Microsoft Dynamics 365 finance and operations Create New Zip code while integration customer records
State	Validate for its corresponding value in Microsoft Dynamics 365 finance and operations.
Credit limit	Defaults from Project Service Automation application (PSA).
Payment Term	Validate for its corresponding value in Microsoft Dynamics 365 finance and operations
GUID	Project Service Automation application (PSA) customer account unique ID

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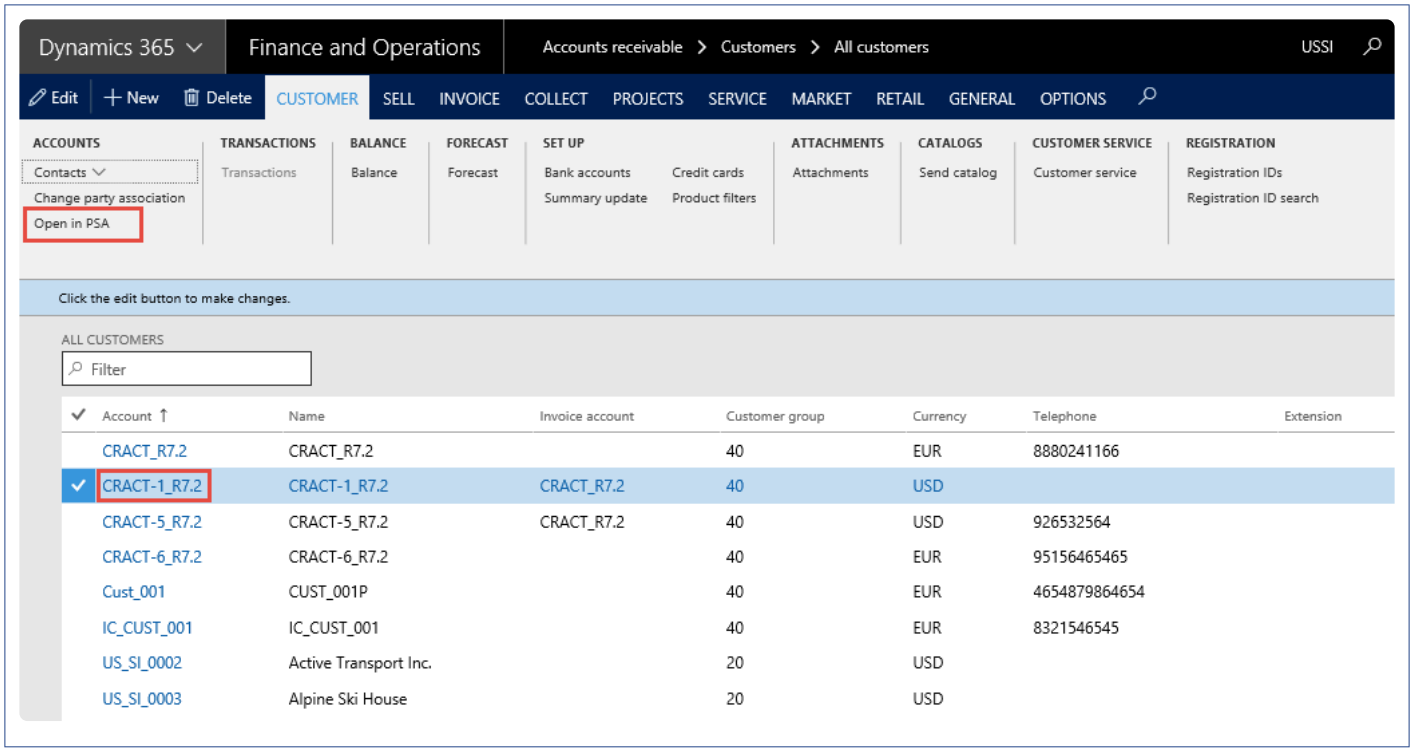
Review Customers

Review Integrated Data

The Customer data integrated from Project Service Automation application (PSA) to Microsoft Dynamics 365 for Finance and Operations can be review on Customer master form.



The customer data integrated to Microsoft Dynamics 365 for Finance and Operations can be compared with Project Service Automation application (PSA) environment on the below form.

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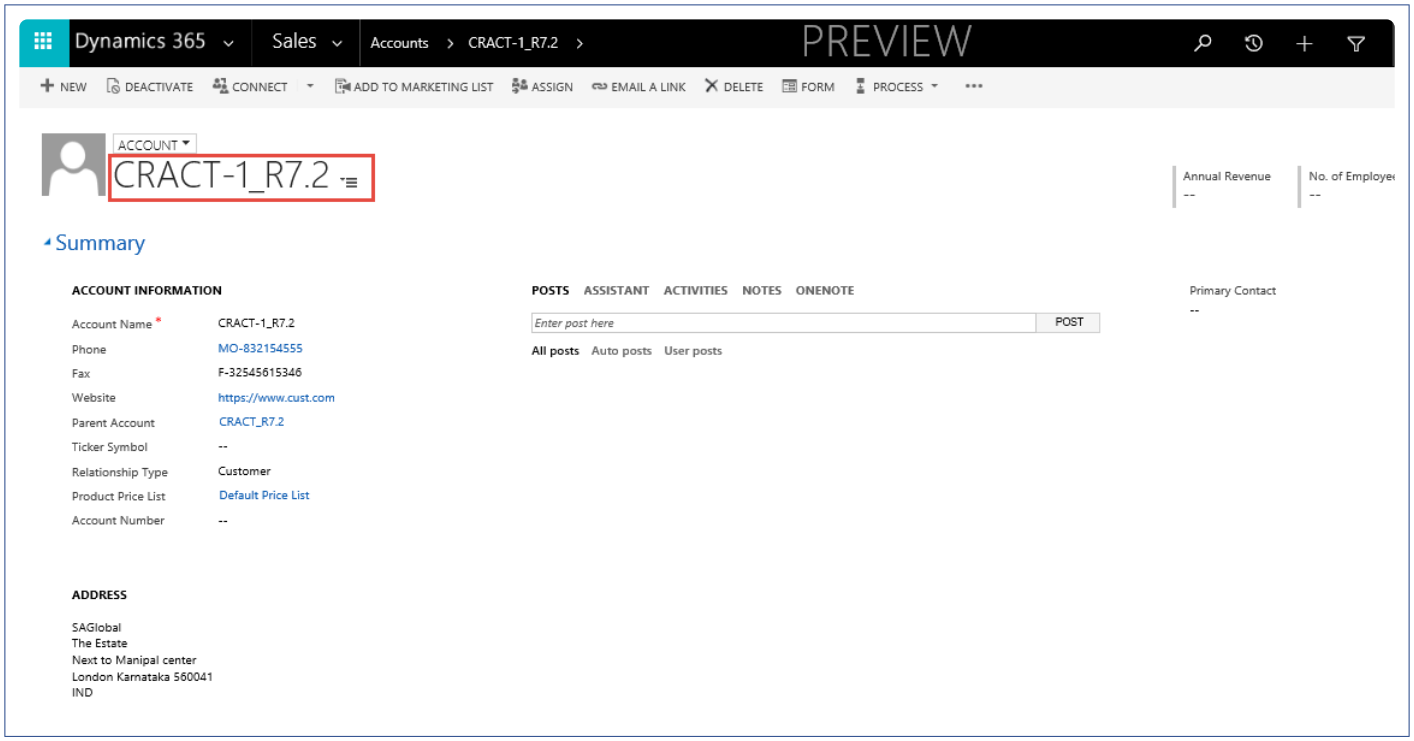
Dynamics 365
Sales
Accounts
CRACT-1_R7.2
PREVIEW
NEW
DEACTIVATE
CONNECT
ADD TO MARKETING LIST
ASSIGN
EMAIL A LINK
DELETE
FORM
PROCESS
ACCOUNT
CRACT-1_R7.2
Annual Revenue
No. of Employe
Summary
ACCOUNT INFORMATION
Account Name *
CRACT-1_R7.2
Phone
MO-832154555
Fax
F-32545615346
Website
https://www.cust.com
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 availableion the Project Service Automation application (PSA) environment to Microsoft Dynamics 365 for Finance and Operations. Once the customer records are integrated from Project Service Automation application (PSA), the project contracts created in Project Service Automation application (PSA) will have to be integrated into Microsoft Dynamics 365 for Finance and Operations.

To create\integrate a project contracts available in Project Service Automation application (PSA) into the Microsoft Dynamics 365 for Finance and Operations, users have to run the integrations either for an individual record or using batches.

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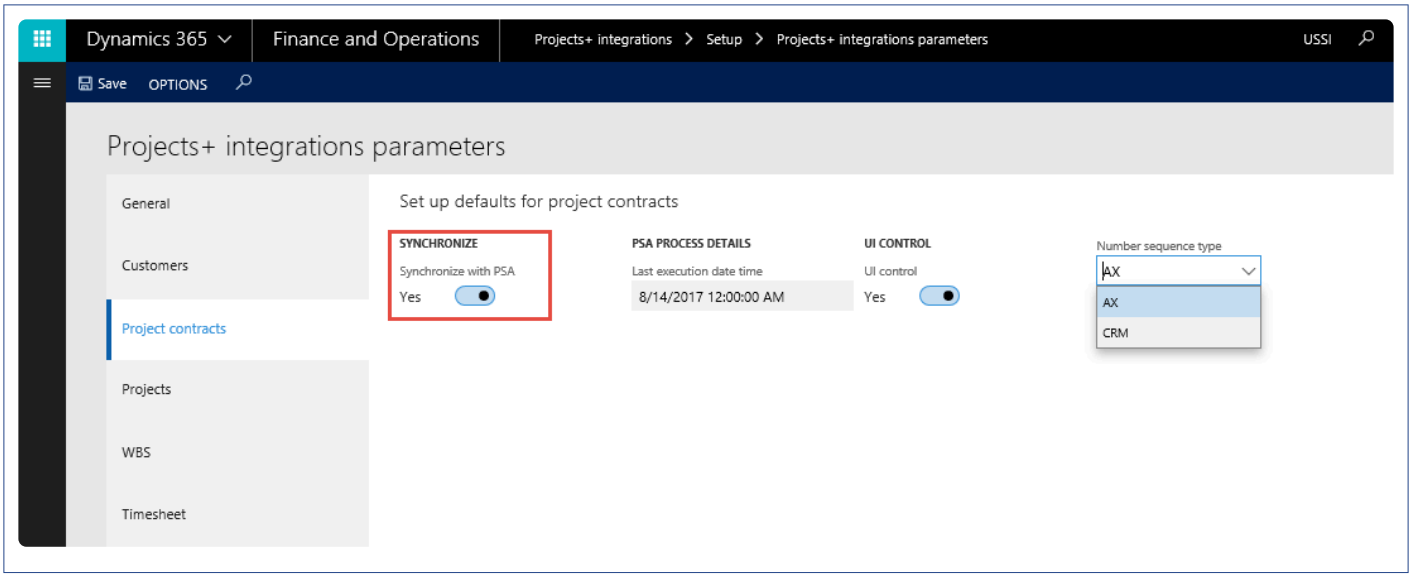
Configure

Parameter Setups

The below form provides options to setup the default information required for project contracts integration from Project Service Automation application (PSA) to Microsoft Dynamics 365 for Finance and Operations.

Go To projects360 integration > Setup > projects360 integrations parameters > Project contract



Fields available on the form are as follows:

- **Synchronize with PSA** – This checkbox enables or disables the Project contracts integration from Project Service Automation application (PSA).

- **Last execution date time** – Initially the Last execution date time field will be editable. After the first execution this field will not be editable and displays the most recent execution date when a user runs periodic process for integrating data. Once the record is updated in the Project Service Automation application (PSA), this date will be reset to the modified date of the Project Service Automation application (PSA) record. Modified data will be retrieved from Project Service Automation application (PSA) from the last execution date time to the current system date time.

- **UI Control** – This checkbox controls view of Project Service Automation application (PSA) data and provides navigation to view the Project Service Automation application (PSA) data from Microsoft Dynamics for 365 Finance and Operations workspaces, Integration logs and project contracts.

- **Number sequence type** – Provides the option to use the number sequence for project contracts either from Microsoft Dynamics 365 for Finance and Operations number sequence or from Project Service Automation application (PSA).

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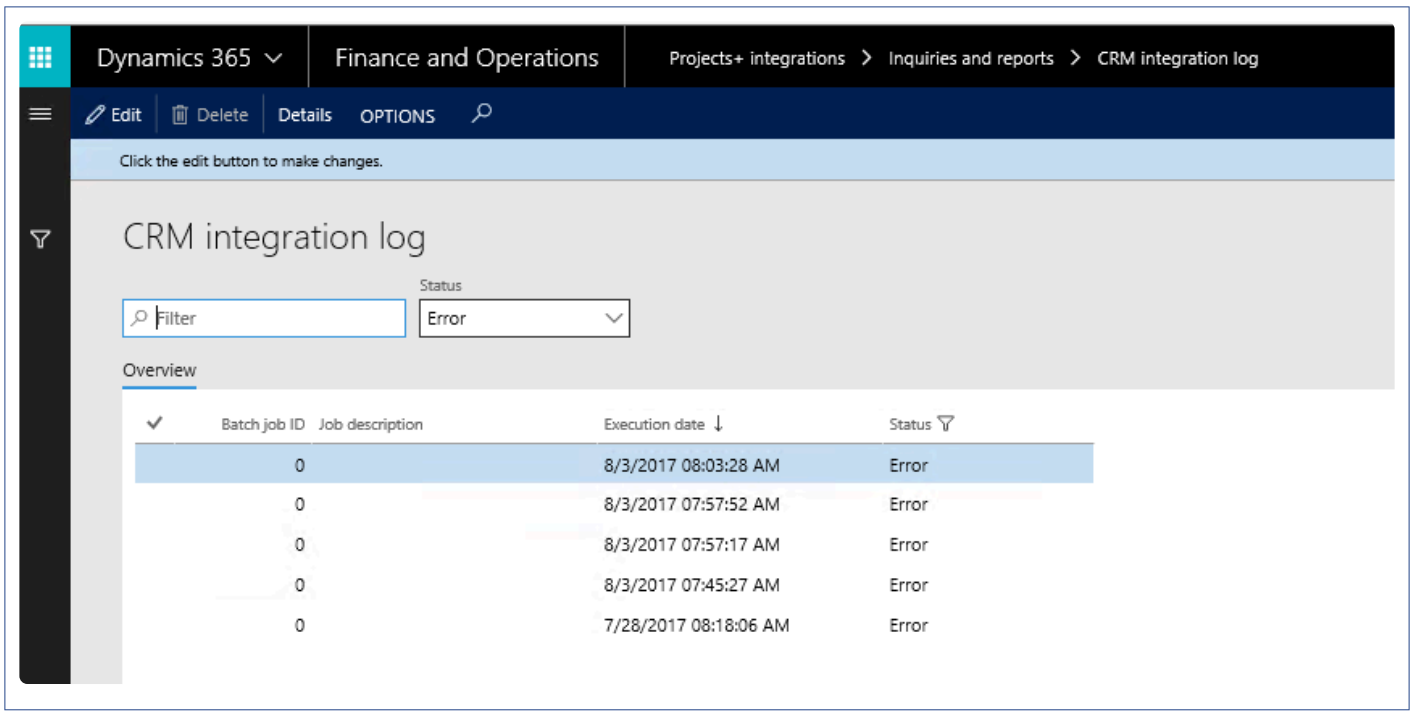
Integrate Project Contracts

Process to Integrate Project Contracts

The below process is used to create project contracts from Project Service Automation application (PSA) to Microsoft Dynamics 365 for Finance and Operations.
or

1. Integrate customer from Project Service Automation application (PSA) to Microsoft Dynamics 365 for Finance and Operations and verify that the records are successfully integrated.
2. Create a project contract in Project Service Automation application (PSA) to be integrated to Microsoft Dynamics 365 for Finance and Operations.
3. Go to Microsoft Dynamics 365 for Finance and Operations and in the projects360 Integration module > Periodic > Synchronize master data from PSA.
4. After synchronization if there are errors, they can be seen in the integration log file found under the Inquiries and reports area page of projects360 Integration. This form will display the results of the periodic tasks for integrating Project Service Automation application (PSA) data.



Fields available on the CRM integration log form are:

- By default, the data will be filtered with error status.
- Filter provide at the header to filter records based on status and filter status are
  - Error: If there is an error then this status will be displayed
  - Completed: if the record is successfully integrated then the same will be set to success.
- PSA Integration log header contains following fields.
  - Batch Job ID: Stores the Batch reference, if we are running in batch.

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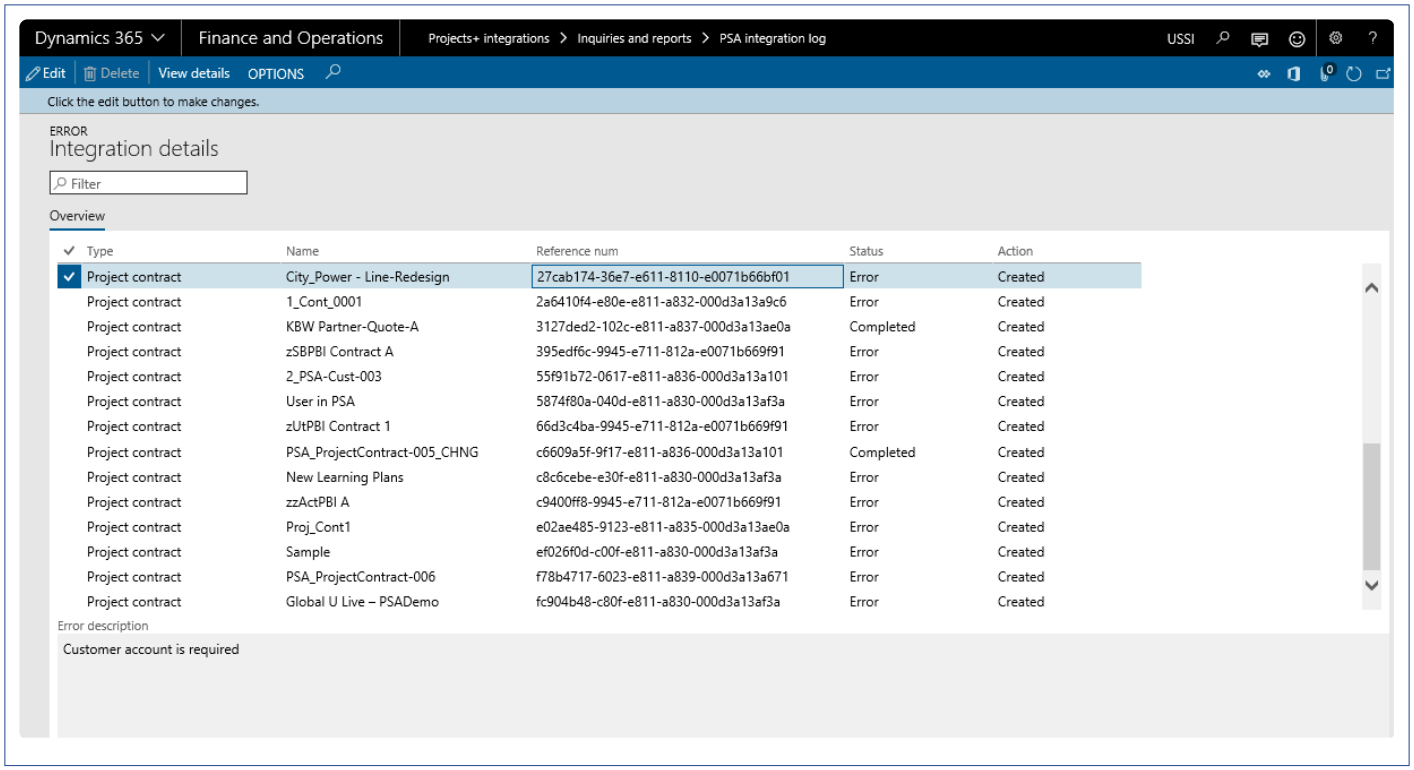
- Job description: Stores the Batch description, if we are running in batch.
- Execution date: Stores the execution date time of the integration process.
- Status: Stores the status of integration process. If Lines contains any error records, then status will be error. If all lines are successfully integrated, then status will be completed.

- Details: This button used view the Project Service Automation application (PSA) integration line details.

5. User can view the details of batch process executed by clicking on the ‘Details’ button. Records can be filtered based on Completed and Error status using the ‘Status’ filter.



Data that get’s Integrated

The data that will be integrated for project contracts as shown below:

Field name	Validation description
Funding source ID	Customer Account from Project Service Automation application (PSA), validation for its existence in Microsoft Dynamics 365 for Finance and Operations.
Currency	No Validation on Currency and will consider whatever comes from Project Service Automation application (PSA).
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

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	invoicing
Invoice Frequency	Defaults to Weekly
GUID	Project Service Automation application (PSA) project contract unique GUID

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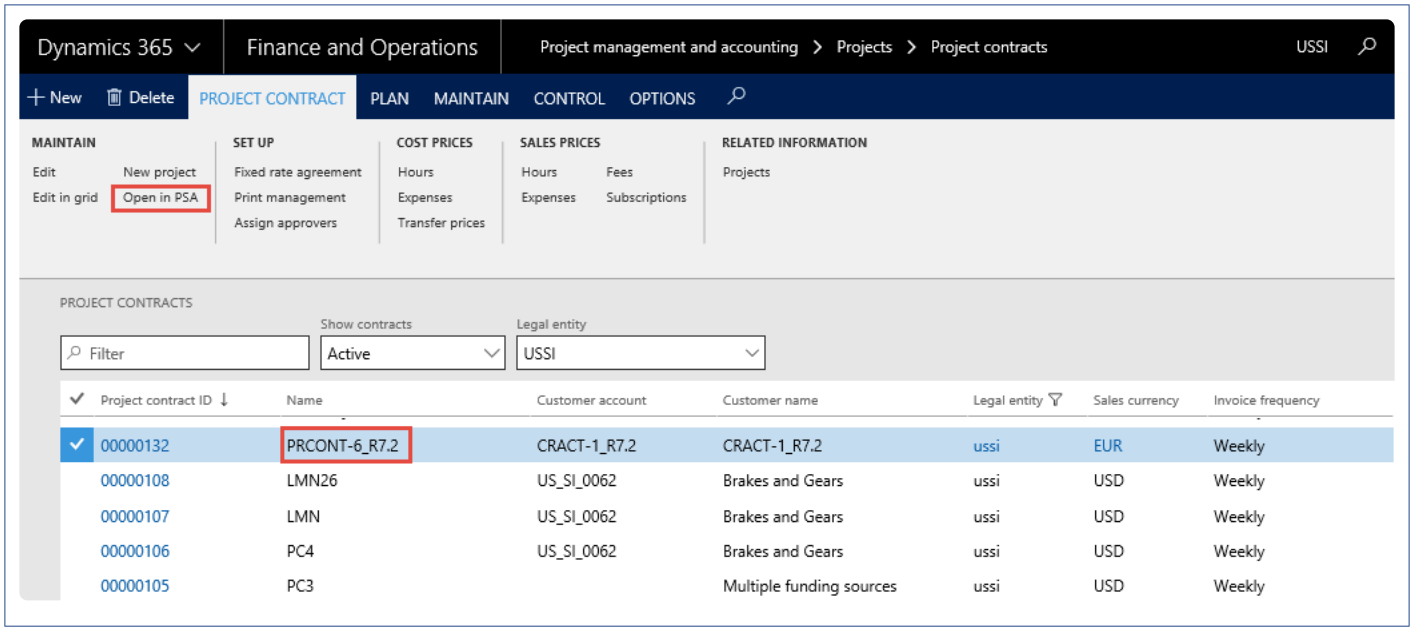
Review Project Contracts

Review Integrated Data

The project contracts data integrated from Project Service Automation application (PSA) to Microsoft Dynamics 365 for Finance and Operations can be reviewed on the Project contracts page as shown below.



The project contracts data integrated to Microsoft Dynamics 365 for Finance and Operations can be compared with Project Service Automation application (PSA) on the below form.

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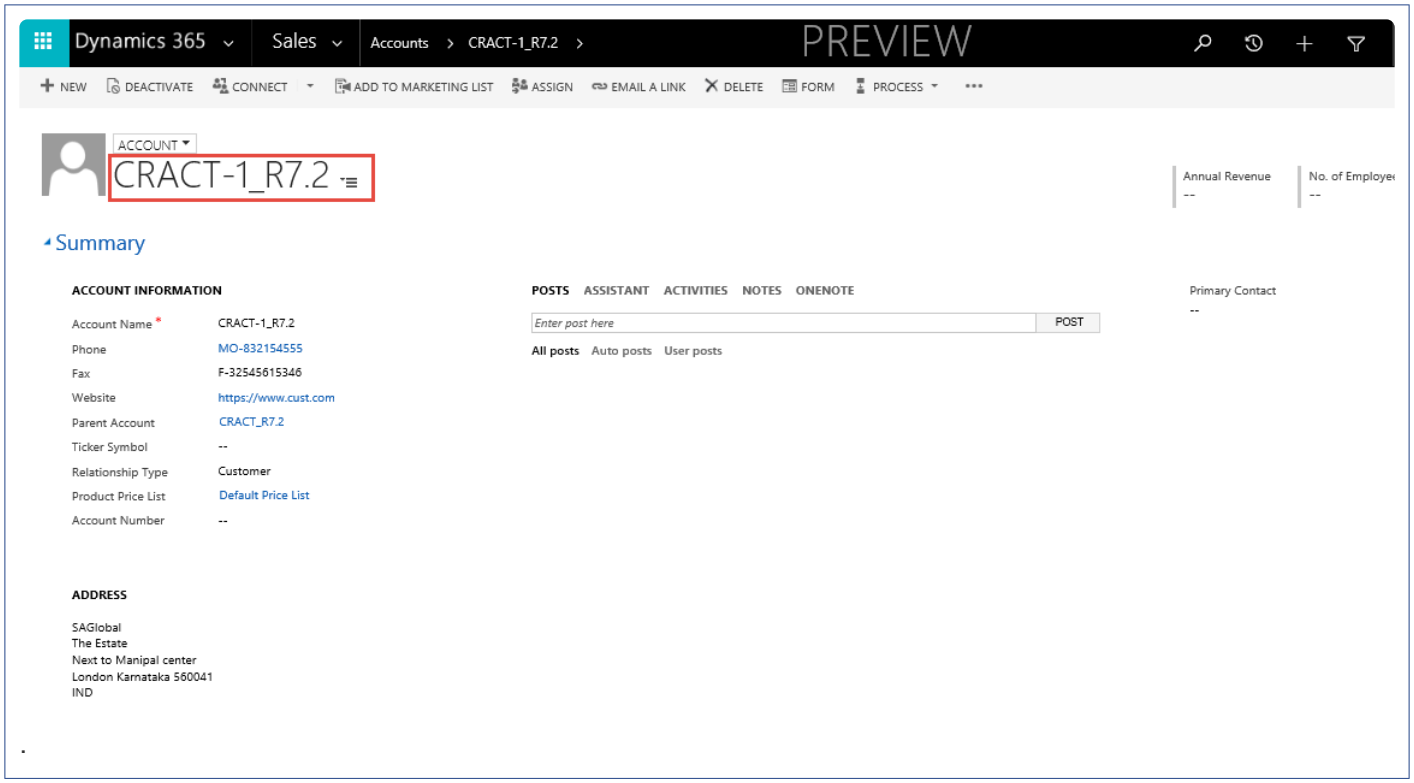
Dynamics 365
Sales
Accounts
CRACT-1_R7.2
PREVIEW
NEW
DEACTIVATE
CONNECT
ADD TO MARKETING LIST
ASSIGN
EMAIL A LINK
DELETE
FORM
PROCESS
ACCOUNT
CRACT-1_R7.2
Annual Revenue
No. of Employe
Summary
ACCOUNT INFORMATION
Account Name *
CRACT-1_R7.2
Phone
MO-832154555
Fax
F-32545615346
Website
https://www.cust.com
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.

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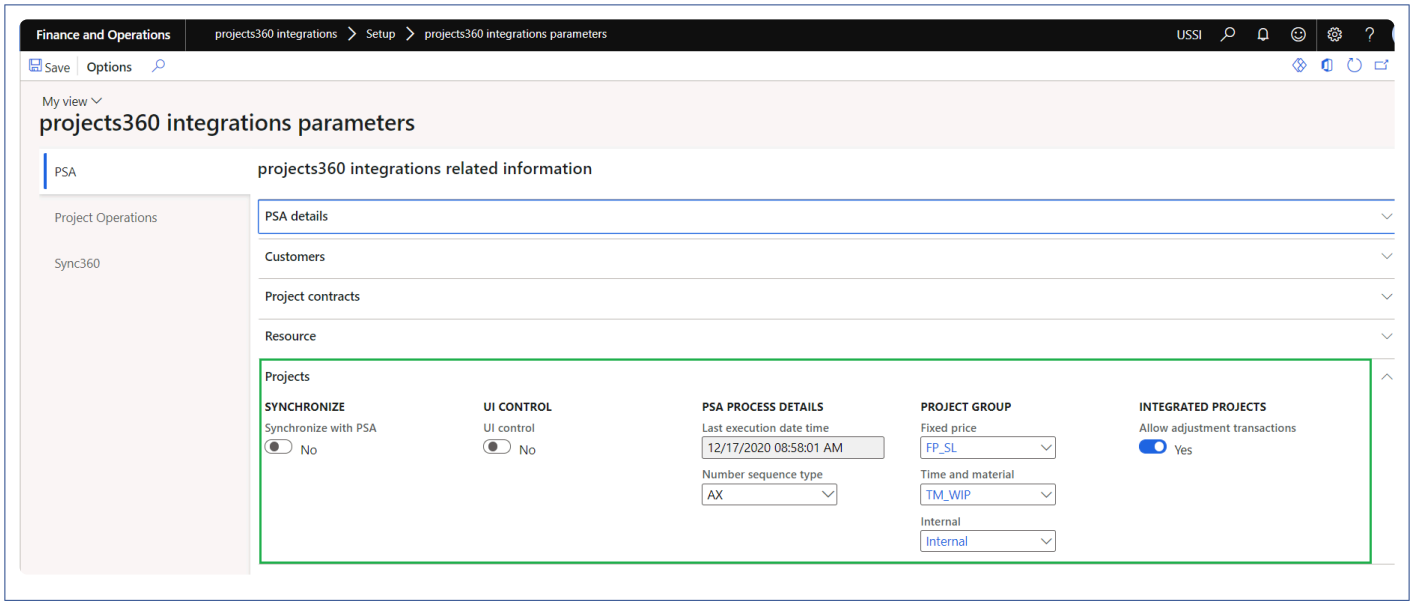
Configure

Parameter Setups

The below form provides options to setup the information required for project integration from Project Service Automation application (PSA) to Microsoft Dynamics 365 for Finance and Operations.

Go to projects360 integration > Setup > projects360 integrations parameters > Projects.



Fields available on the form are as follows:

- **Synchronize with PSA** – This checkbox enables or disables the Project integration from Project Service Automation application (PSA).

- **UI control** – This checkbox controls view of Project Service Automation application (PSA) data and provides navigation to view the Project Service Automation application (PSA) data from Microsoft Dynamics 365 for Finance and Operations workspaces, Integration logs and Projects.

- **Last execution date time** – Initially the Last execution date time field will be editable. After the first execution this field will not be editable and displays the most recent execution date when a user runs periodic process for integrating data. Once the record is updated in the Project Service Automation application (PSA), this date will be reset to the modified date of the Project Service Automation application (PSA) record. The modified data will be retrieved from Project Service Automation application (PSA), from last execution date time to the current system date time.

- **Number sequence type** – Provides the option to use the number sequence for projects either from Microsoft Dynamics 365 for Finance and Operations number sequence or from Project Service Automation application (PSA). Since we don’t have the project ID’s\numbers on the Project Service

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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.

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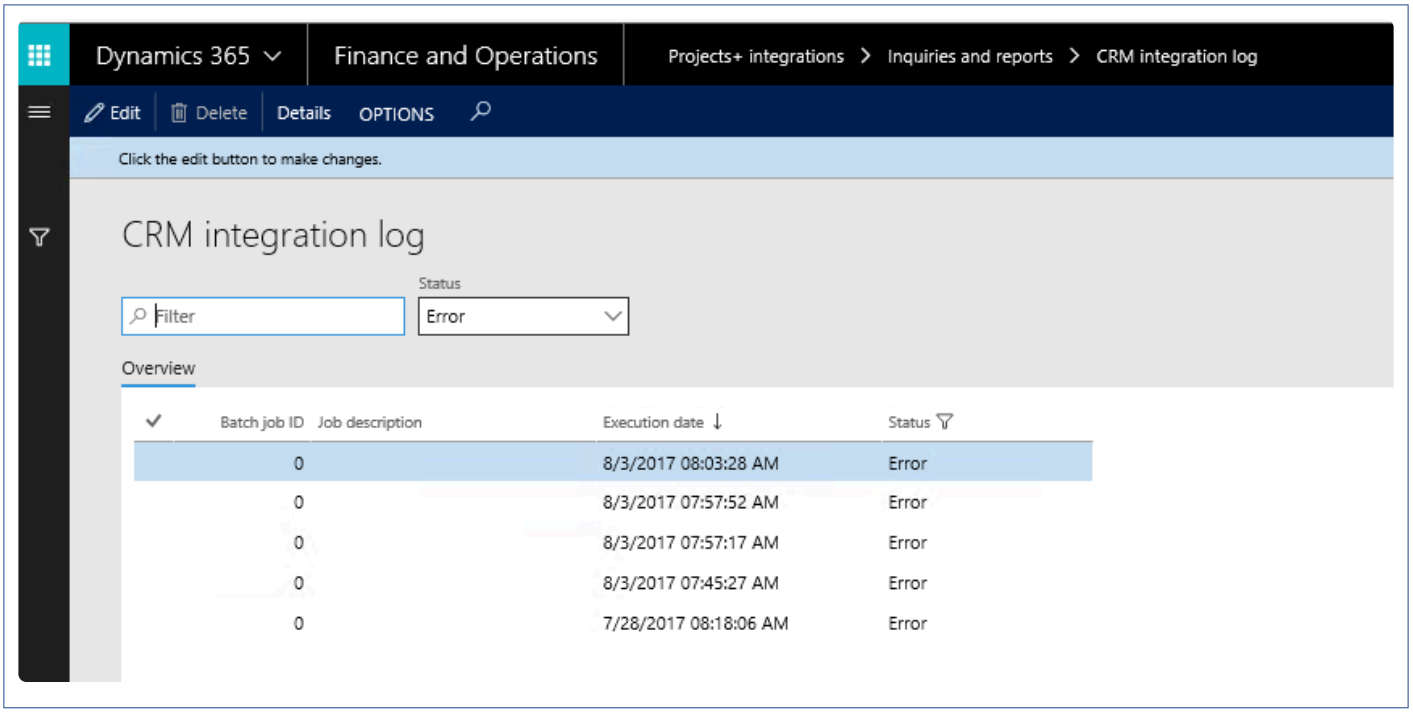
Integrate Projects

Process to Integrate Projects

The below process is used to create projects from Project Service Automation application (PSA) to Microsoft Dynamics 365 for Finance and Operations.

1. Integrate a customer from Project Service Automation application (PSA) to Microsoft Dynamics 365 for Finance and Operations and verify that the customer records are successfully integrated.
2. Integrate a project contract from Project Service Automation application (PSA) to Microsoft Dynamics for 365 finance and Operations and verify that the records are successfully integrated.
3. Create a Project in Project Service Automation application (PSA) to be integarated in to Microsoft Dynamics for Finance and Operations.
4. Go to Microsoft Dynamics 365 for Finance and Operations and in the projects360 Integration module > Periodic > Synchronize master data from PSA.
5. After synchronization, if there are errors, they can be seen in the integration log file found under the Inquiries and reports area page of projects360 Integration. This form will display the results of the periodic tasks for integrating Project Service Automation application (PSA) data.



Fields available on the CRM integration log form are:

- By default, the data will be filtered with error status.
- Filter provided at the header to filter records based on status and filter status are:
  - Error: If there is an error then this status will be displayed.
  - Completed: if the record is successfully integrated then the same will be set to success.
- PSA Integration log header contains following fields.

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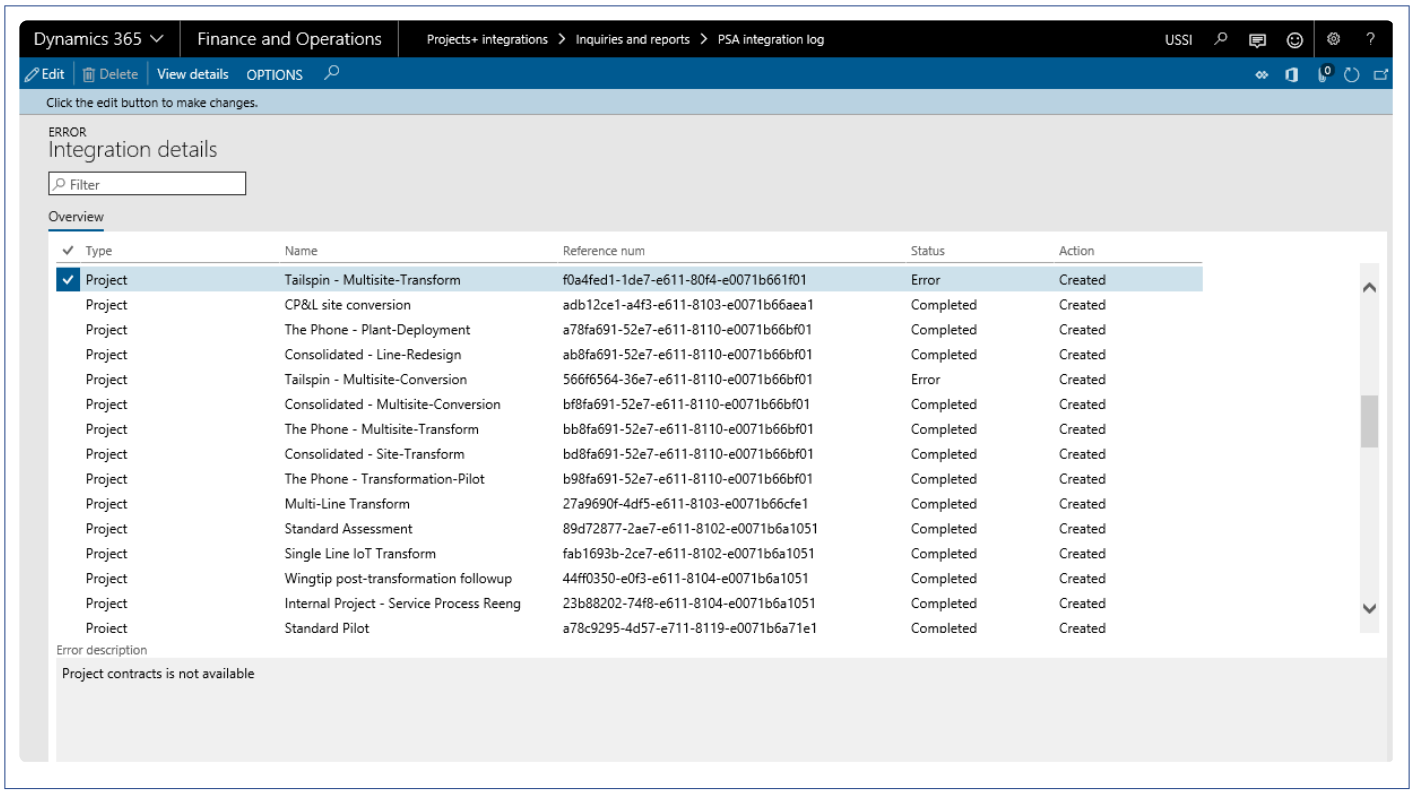
- Batch Job id: Stores the Batch reference, if we are running in batch.
- Job description: Stores the Batch description, if we are running in batch.
- Execution date: Stores the execution date time of the integration process.
- Status: Stores the status of integration process. If Lines contains any error records, then status will be error. If all lines are successfully integrated, then status will be completed.

- Details: This button is used to view the Project Service Automation application (PSA) integration line details.

6. User can view the details of batch process executed by clicking on the ‘Details’ button. Records can be filtered based on Completed and Error status using the ‘Status’ filter.



Data that get’s Integrated

The data that will be integrated for projects is shown below:

Field name	Validation description
Project ID	Microsoft Dynamics 365 finance and operations number sequence
Project Group ID	Defaults based on “Integration parameter setup”
Status	Defaults as “Created”
Project Name	Defaults from Project Service Automation application (PSA).
Project Ledger	Defaults from Project group setup from the parameters

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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?

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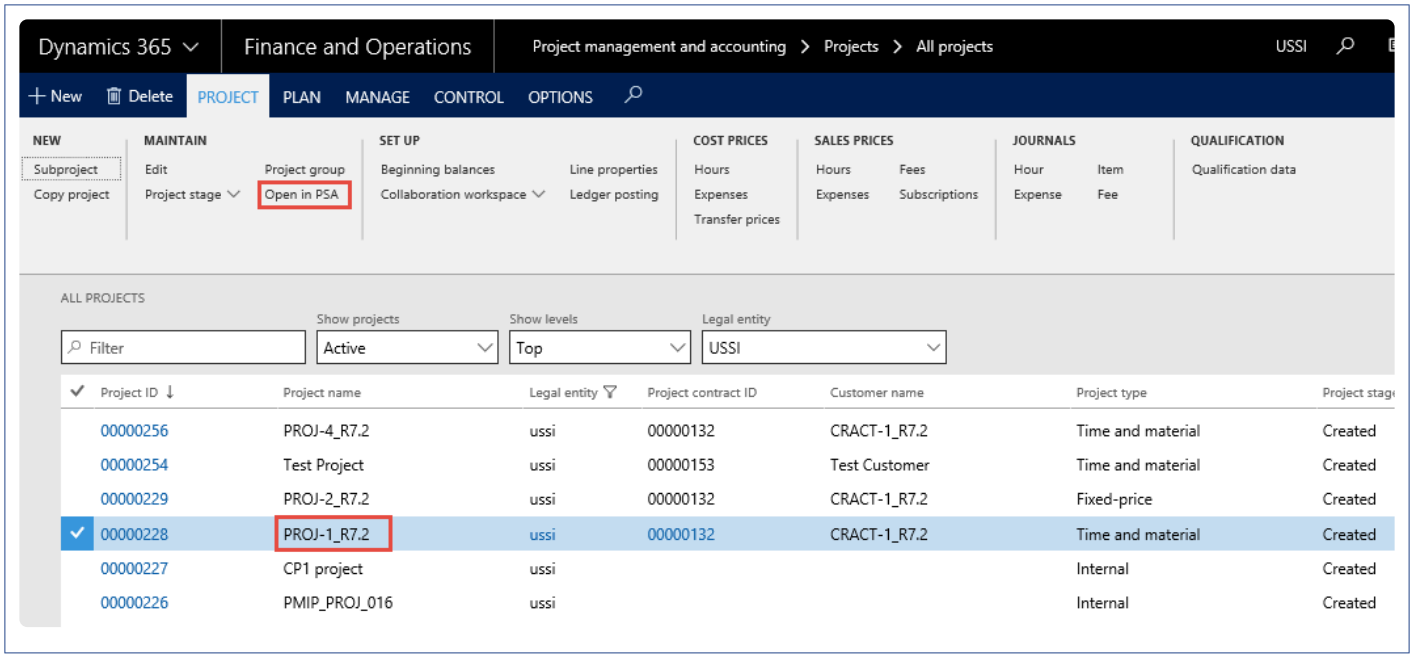
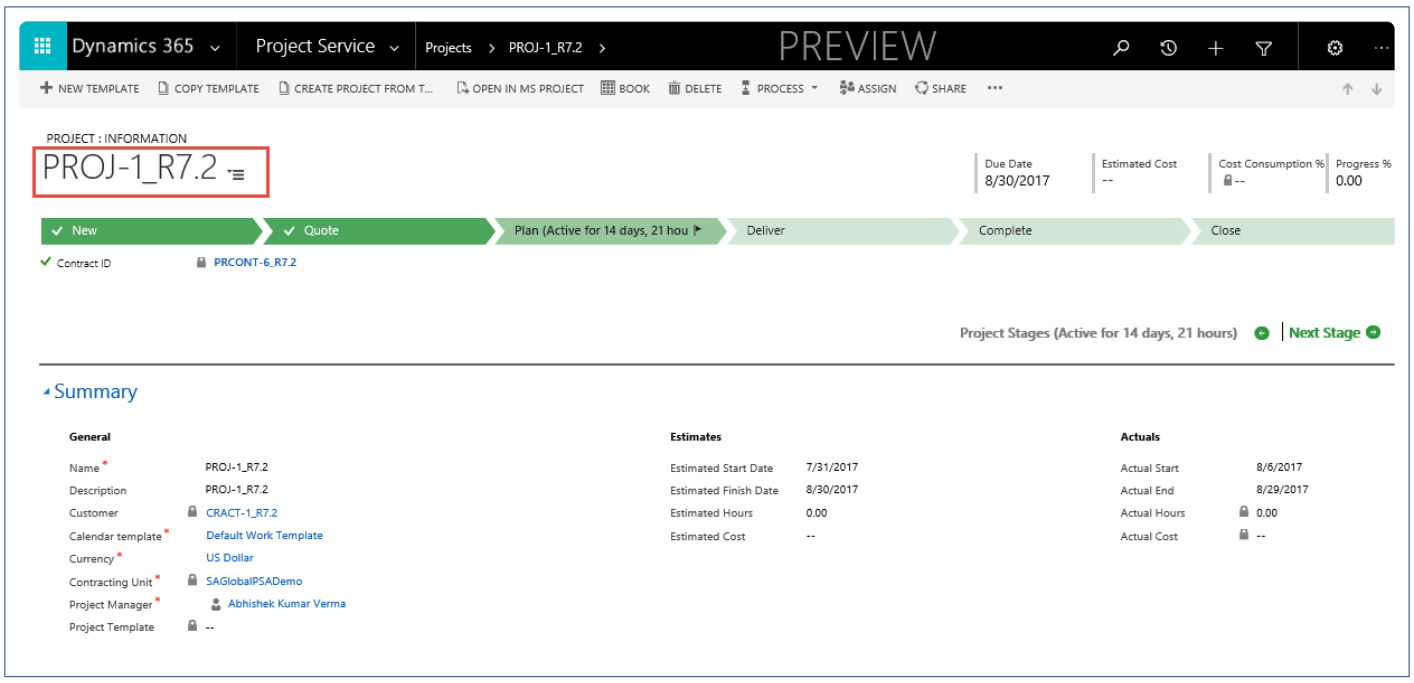
Review Projects

Review Integrated Data

The projects data integrated from Project Service Automation application (PSA) to Microsoft Dynamics 365 for Finance and Operations can be reviewed on Projects page.



The projects data integrated to Microsoft Dynamics 365 for Finance and Operations can be compared with Project Service Automation application (PSA) on the below form.



Resource Integration

The resource integration option provides users the ability to integrate resource data in the Project Service Automation application (PSA) environment to Microsoft Dynamics 365 for Finance and Operations. The resource information created\ available in Project Service Automation application (PSA) should be integrated after integration of customers, project contract and projects into Microsoft Dynamics 365 for Finance and Operations to avoid unnecessary errors.

When the user would like to create a resources information available in Project Service Automation application (PSA) into the Microsoft Dynamics 365 for Finance and Operations, users have to run the resource integrations either for an individual record or using batches.

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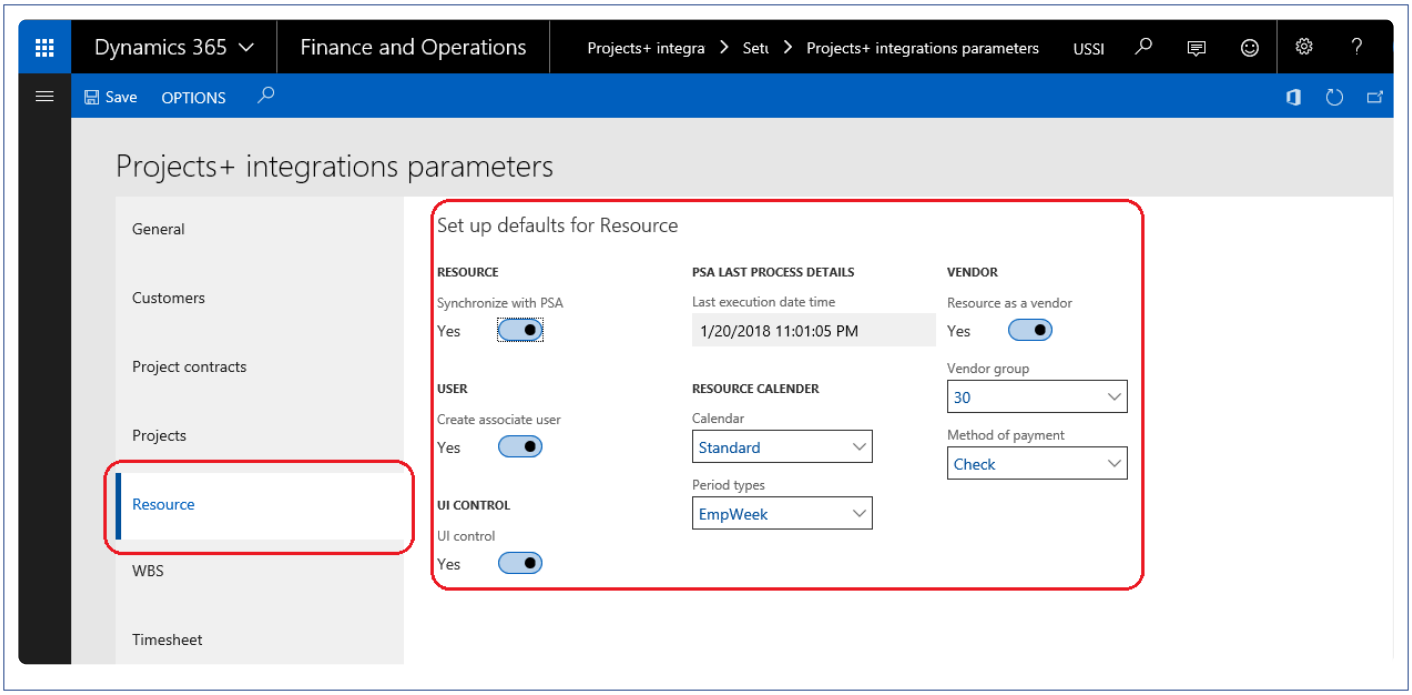
Configure

Parameter Setups

The below form provides option to setup some of the default information required for resource integration from Project Service Automation application (PSA) to Microsoft Dynamics 365 for Finance and Operations.

Go to projects360 integration > Setup > projects360 integrations parameters > Resource.



Fields available on the form are as follows:

- **Synchronize with PSA** – This checkbox enables or disables the Resource integration with Project Service Automation application (PSA).
- **Create associated user** – This checkbox helps in deciding whether the corresponding user needs to be created in Microsoft Dynamics 365 for Finance and Operations. If this field is enabled, then the associated user record in the Project Service Automation application (PSA) will be automatically created in Microsoft Dynamics 365 for Finance and Operations.
- **UI control** – This checkbox controls view of Project Service Automation application (PSA) data. If this field is enabled, then the users can navigation to Project Service Automation application (PSA) data from Microsoft Dynamics 365 for Finance and Operations workspace, Integration log and resource forms.
- **Last execution date time** – Initially the Last execution date time field will be editable. After the first execution this field will not be editable and displays the recent execution date when a user runs

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periodic process for integrating data. Once the record is updated in the Project Service Automation application (PSA), this date will be reset to the modified date of the Project Service Automation application (PSA) record. Modified data will be retrieved from Project Service Automation application (PSA), from last execution date time to the current system date time.

- **Calendar** – Calendar is not available in Project Service Automation application (PSA), so the calendar value for the integrated resource will be set from this parameter setup.

- **Period Types** – Period types are not available in Project Service Automation application (PSA), so the period types value for the integrated resource will be set from this parameter setup.

- **Resource as a vendor** – This field determines whether the resource should be added as a vendor also in Microsoft Dynamics 365 for Finance and Operations. If this field is enabled, the resource will be added as a vendor as well and there will be link created between resource and vendor.

- **Vendor group** – If the resource as vendor checkbox is enabled, the integrated resource is created as vendor and the vendor group will be assigned from this parameter setup.

- **Method of payment** – If the resource as vendor checkbox is enabled, the integrated resource is created as vendor and the method of payment will be assigned from this parameter setup.

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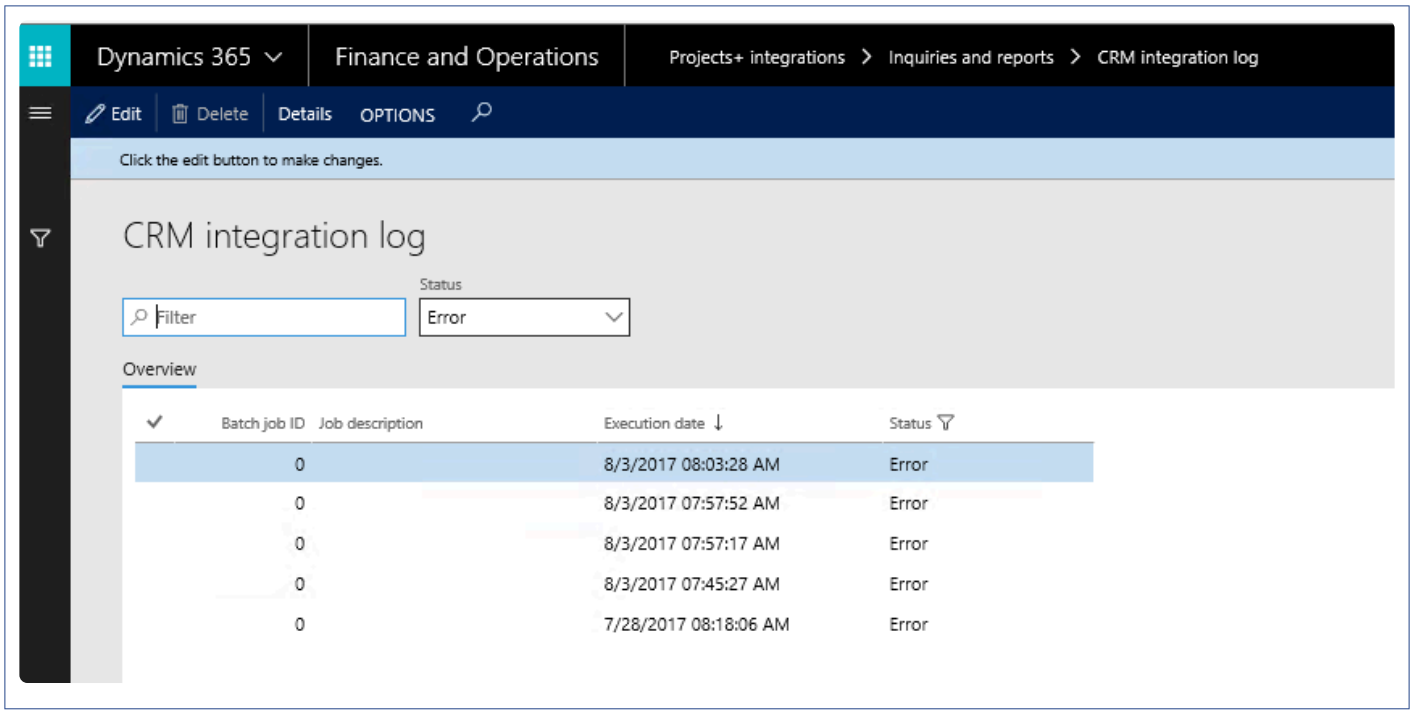
Integrate Resources

Process to Integrate Resources

Below process is followed to create resources from Project Service Automation application (PSA) to Microsoft Dynamics 365 for Finance and Operations.

1. Integrate a customers from Project Service Automation application (PSA) to Microsoft Dynamics 365 for Finance and Operations and verify that the customer records are successfully integrated.
2. Integrate a project contracts from Project Service Automation application (PSA) to Microsoft Dynamics 365 for Finance and Operations and verify that the records are successfully integrated.
3. Integrate a projects from Project Service Automation application (PSA) to Microsoft Dynamics 365 for Finance and Operations and verify that the records are successfully integrated.
4. Create a resource in Project Service Automation application (PSA). Add email ID, utilization target and resource role for the resource in Project Service Automation application (PSA).
5. Go to Microsoft Dynamics 365 for Finance and Operations and in the projects360 Integration module > Periodic > Synchronize master data from PSA.
6. After synchronization if there are errors, they can be seen in the integration log file found under the Inquiries and reports area page of projects360 Integration. This form will display the results of the periodic tasks for integrating Project Service Automation application (PSA) data.



Fields available on the CRM integration log form are:

- By default, the data will be filtered with error status.
  - Filter provide at the header to filter records based on status and filter status are:
  - Error: If there is an error then this status will be displayed.

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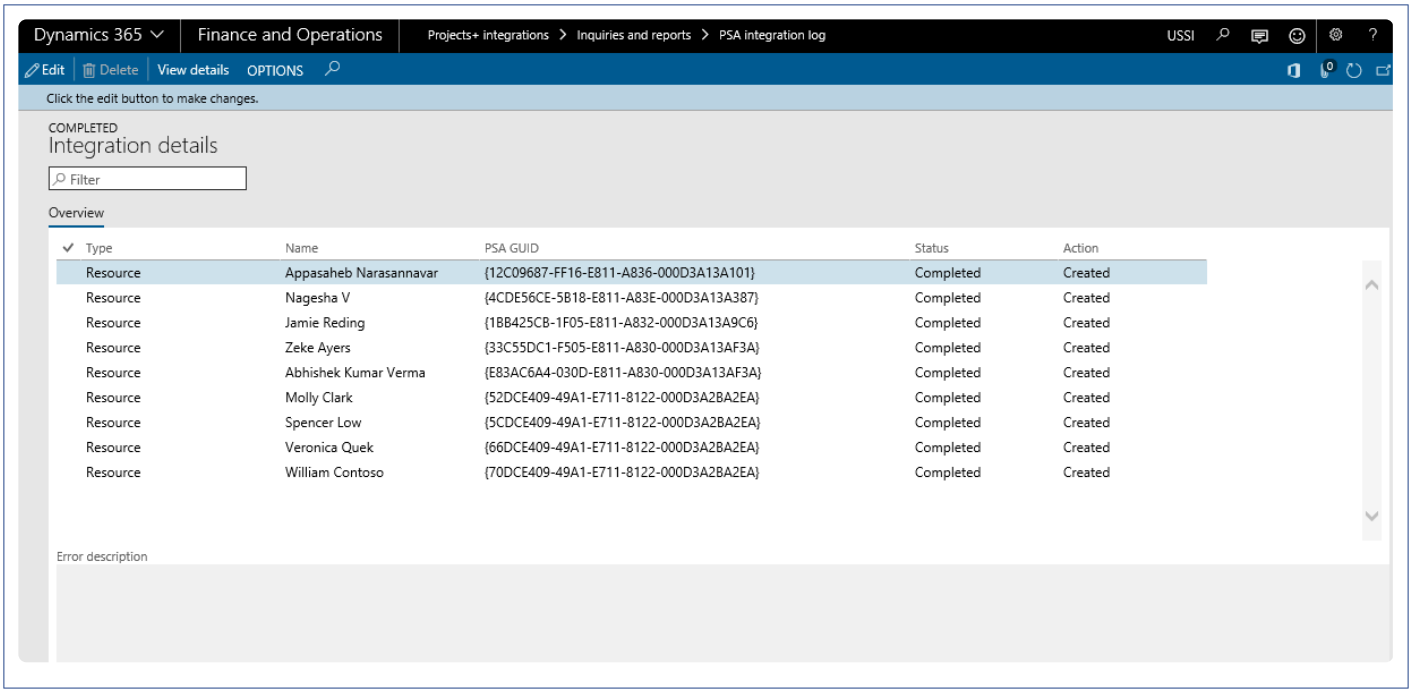
    - Completed: if the record is successfully integrated then the same will be set to success.
- PSA Integration log header contains following fields.
    - Batch Job id: Stores the Batch reference, if running in batch.
    - Job description: Stores the Batch description, if running in batch.
    - Execution date: Stores the execution date and time of the integration process.
    - Status: Stores the status of integration process. If Lines contains any error records, then status will be error. If all lines are successfully integrated, then status will be completed.
- Details: This button used view the Project Service Automation application (PSA) integration line details.

7. User can view the details of batch process executed by clicking on the ‘Details’ button. Records can be filtered based on Completed and Error status using the ‘Status’ filter.



Data that get’s Integrated

The data that will be integrated for resources is as below:

Field name	Validation description
Name	Name defined in the resource form in Project Service Automation application (PSA).
Utilization target	Utilization target defined in resource form in Project Service Automation application (PSA).
Resource role	Resource role defined in resource form in Project Service Automation application (PSA).
Email ID	Email Id defined on the user form for the associated resource in Project Service Automation application (PSA).

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Calendar	Default from the calendar parameter value set on the integration parameter in Microsoft Dynamics 365 finance and operations.
Period Types	Default from the period types parameter value set on the integration parameter in Microsoft Dynamics 365 finance and operations.
Vendor group	Default from the vendor group parameter value set on the integration parameter in Microsoft Dynamics 365 finance and operations.
Method of payment	Default from the method of payment parameter value set on the integration parameter in Microsoft Dynamics 365 finance and operations.

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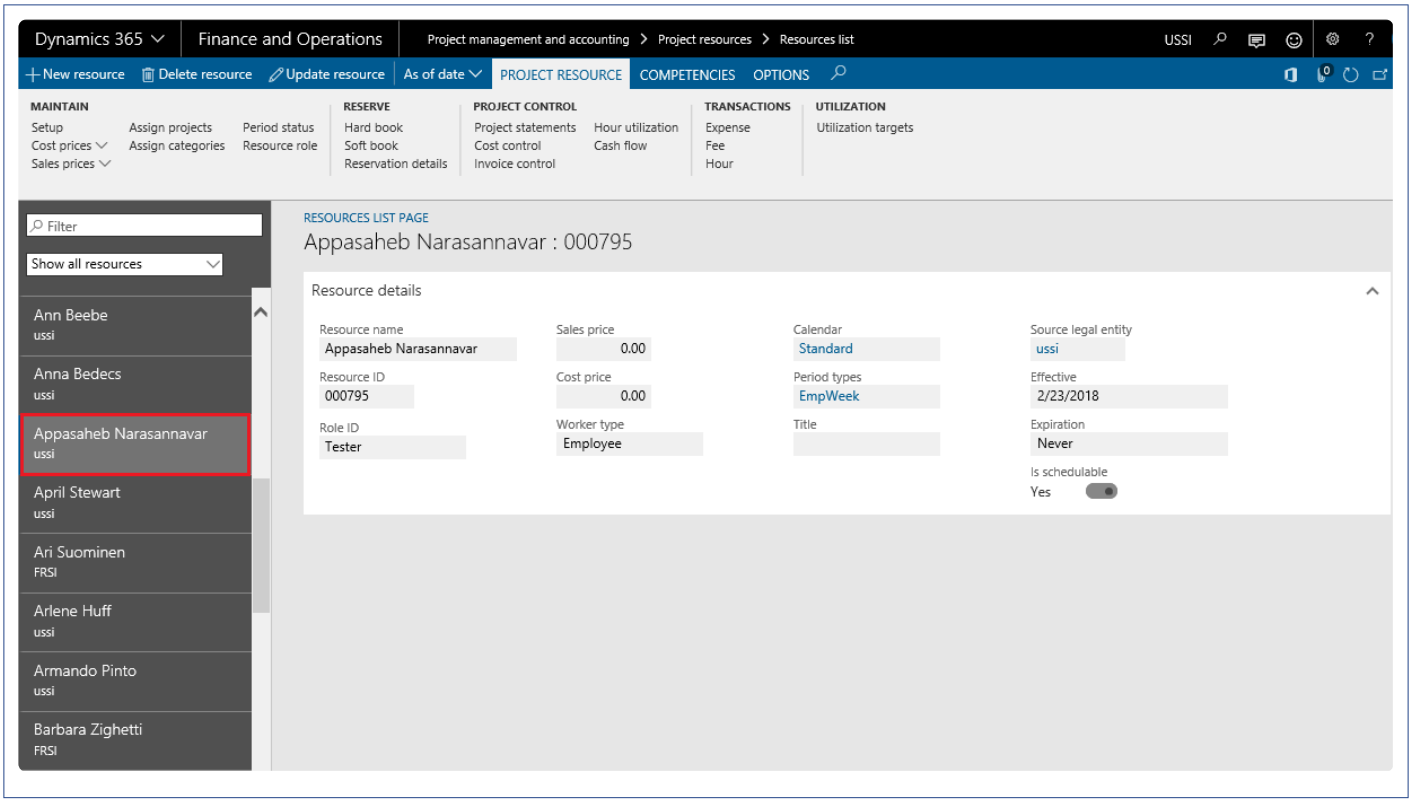
Review Resources

Review Integrated Data

The resource data integrated from Project Service Automation application (PSA) to Microsoft Dynamics 365 for Finance and Operations can be reviewed on resource list page.



The resources data integrated to Microsoft Dynamics 365 for Finance and Operations can be compared with Project Service Automation application (PSA) on the below form.

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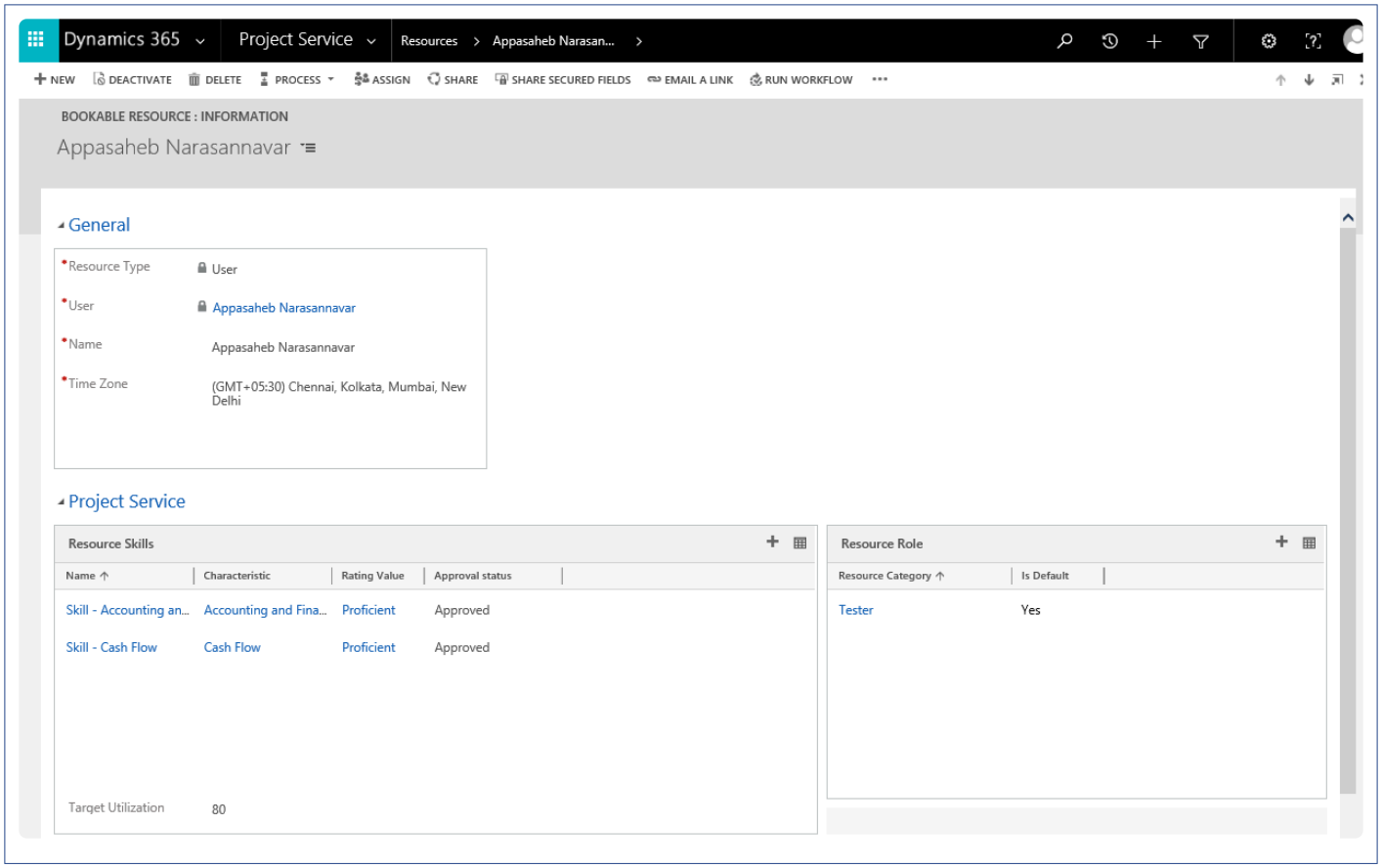
Dynamics 365
Project Service
Resources
Appasaheb Narasan...
NEW
DEACTIVATE
DELETE
PROCESS
ASSIGN
SHARE
SHARE SECURED FIELDS
EMAIL A LINK
RUN WORKFLOW
BOOKABLE RESOURCE : INFORMATION
Appasaheb Narasannavar
General
Resource Type
User
User
Appasaheb Narasannavar
Name
Appasaheb Narasannavar
Time Zone
(GMT+05:30) 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.

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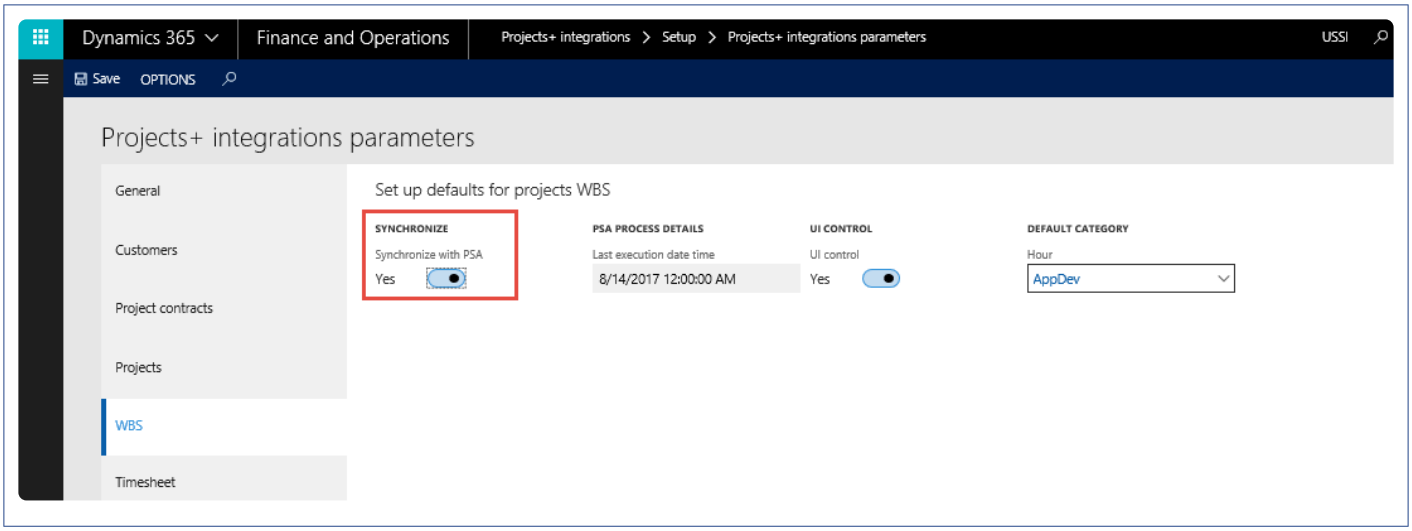
Configure

Parameter Setups

The below form provides option to setup the information required for work breakdown structure integration from Project Service Automation application (PSA) to Microsoft Dynamics 365 for Finance and Operations.

Go to projects360 integration > Setup > projects360 integrations parameters > WBS.



Fields available on the form are as follows:

- **Synchronize with PSA** – This checkbox enables or disables the work breakdown integration from Project Service Automation application (PSA).
- **Last execution date time** – Initially the Last execution date time field will be editable. After the first execution this field will not be editable and displays the most recent execution date when a user runs the periodic process for integrating data. Once the record is updated in the Project Service Automation application (PSA), this date will be reset to the modified date of the Project Service Automation application (PSA) record. Modified data will be retrieved from Project Service Automation application (PSA), from last execution date time to the current system date time.
- **UI control** – This checkbox controls view of Project Service Automation application (PSA) data and provides the navigation to view the Project Service Automation application (PSA) data from Microsoft Dynamics 365 for Finance and Operations workspaces, Integration logs and Projects.
- **Default Category** – When Category is left blank in Project Service Automation application (PSA) on a work breakdown structure line, then the value from this parameter setup will be considered.

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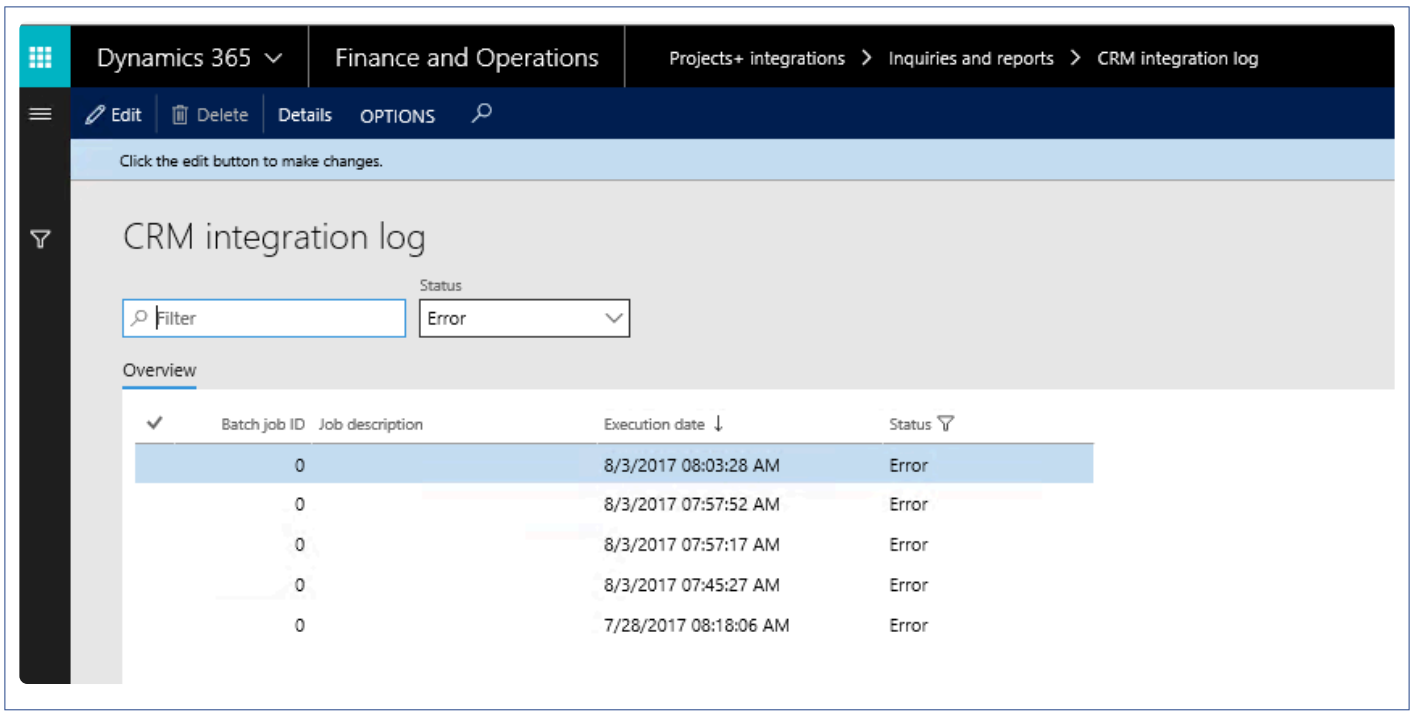
Integrate WBS

Process to Integrate Work Breakdown Structure

Below process is followed to create work breakdown structure from Project Service Automation application (PSA) to Microsoft Dynamics 365 for Finance and Operations.

1. Integrate the projects created in Project Service Automation application (PSA) to Microsoft Dynamics 365 for Finance and Operations and verify that records are successfully integrated.
2. Create a work breakdown structure lines for Integrated project in Project Service Automation application (PSA).
3. Go to Microsoft Dynamics 365 for Finance and Operations and in the projects360 Integration module > Periodic > Synchronize WBS and Timesheet data from Project Service Automation application (PSA).
4. After synchronization, if there are errors, they can be seen in the integration log file found under the Inquiries and reports area page of projects360 Integration. This form will display the results of the periodic tasks for integrating Project Service Automation application (PSA) data.



5. User can view the details of batch process executed by clicking on the ‘Details’ button. Records can be filtered based on Completed and Error status using the ‘Status’ filter.

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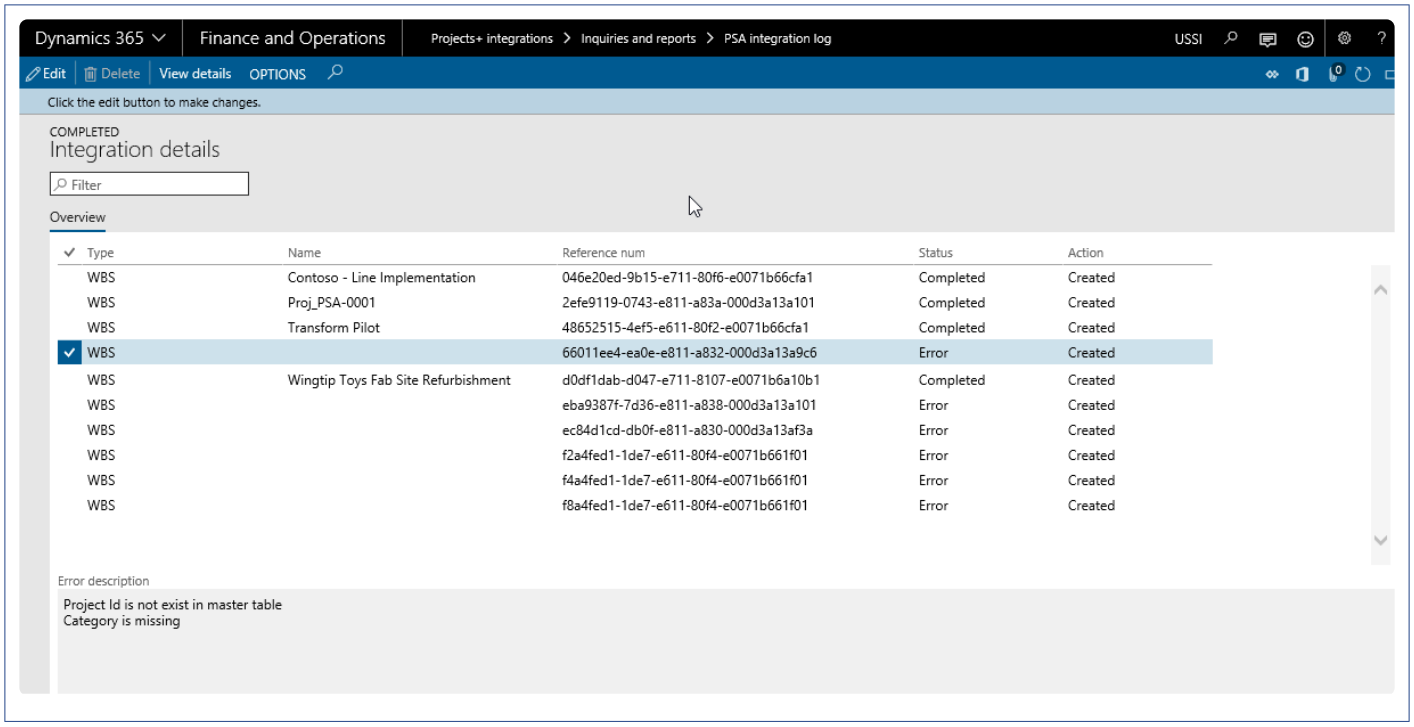

Fields available on the CRM integration log form are:

- By default, the data will be filtered with error status.
- Filter provided at the header to filter records based on status and filter status are:
  - Error: If there is an error then this status will be displayed
  - Completed: if the record is successfully integrated then the same will be set to success.
- PSA Integration log header contains following fields.
  - Batch Job id: Stores the Batch reference, if running in batch.
  - Job description: Stores the Batch description, if running in batch.
  - Execution date: Stores the execution date time of the integration process.
  - Status: Stores the status of integration process. If Lines contains any error records, then status will be error. If all lines are successfully integrated, then status will be completed.
- Details: This button used view the PSA integration line details.

Data that get's Integrated

The data that will be integrated for work breakdown structure is shown below:

Field name	Validation description
Task Name	Defaults from Project Service Automation application (PSA).
Task Category	Defaults based on work breakdown structure Project+ Integration parameter.
Effort task	Defaults from Project Service Automation application (PSA).
Start and Finish	Defaults from Project Service Automation application (PSA) work breakdown structure line.

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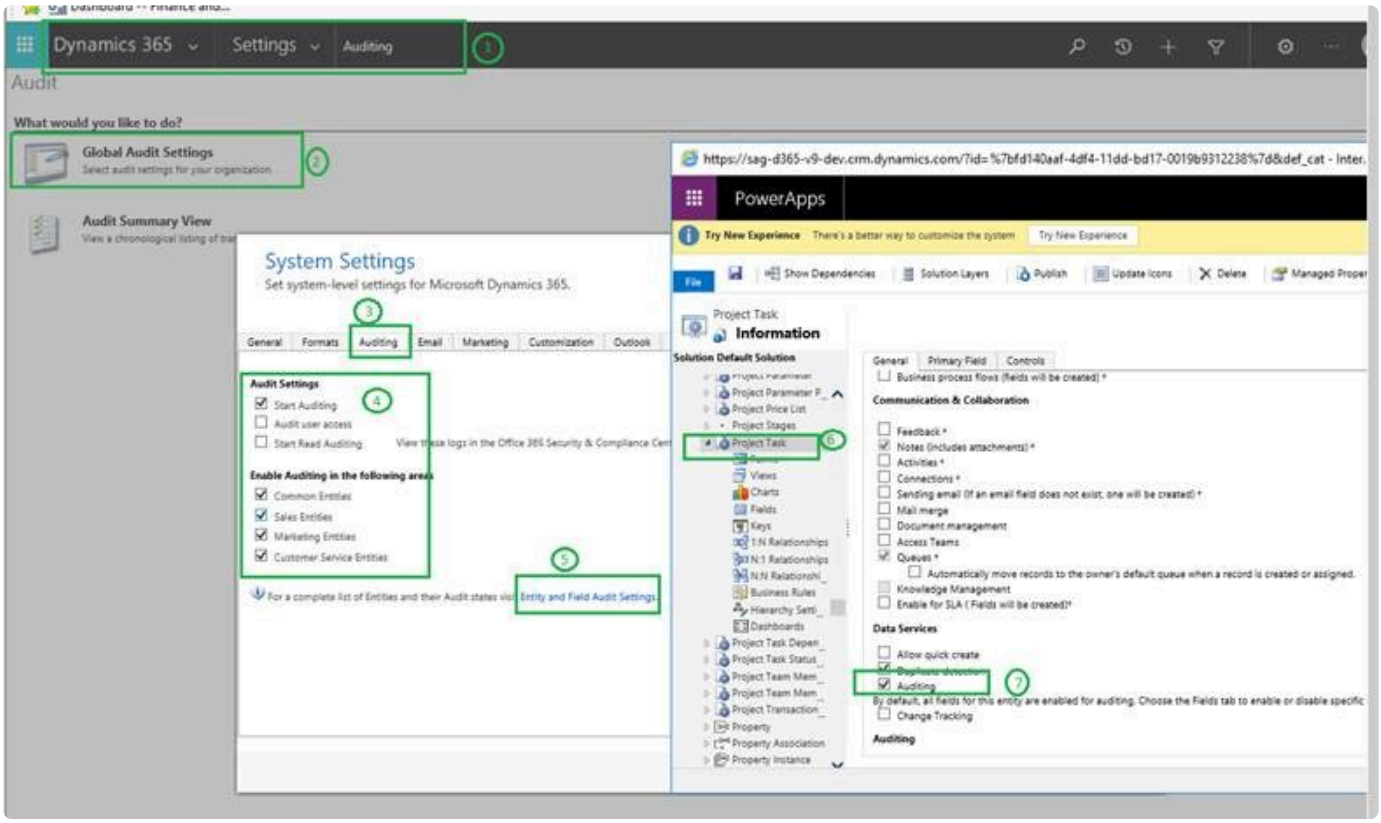
date	
Duration	Defaults from Project Service Automation application (PSA) work breakdown structure line.
Number of resource	Defaults from Project Service Automation application (PSA) work breakdown structure line.

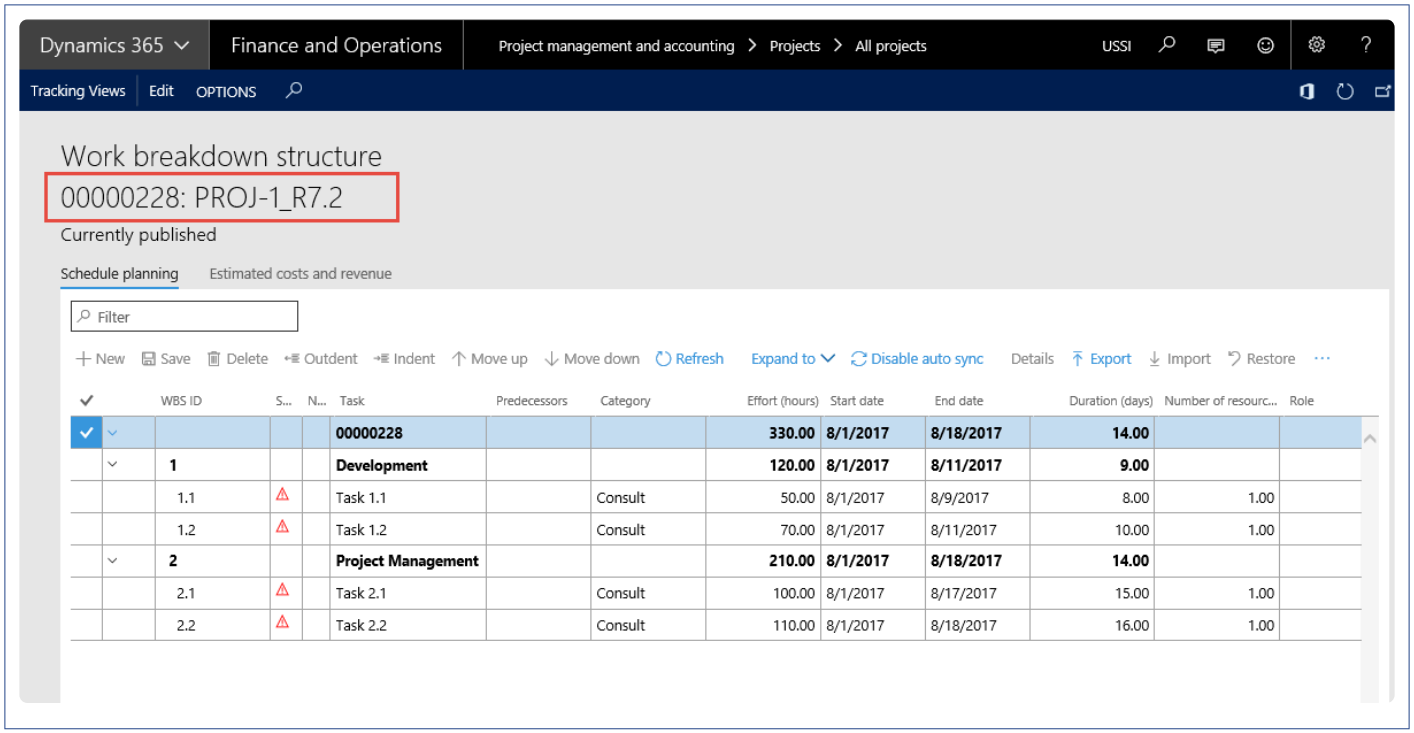
Note – In order to delete the WBS records in PSA environment and re-integrate the information back to Microsoft Dynamics F&O, you need to enable the Auditing for Entities functionality in PSA, below visual shows more details.



Review WBS

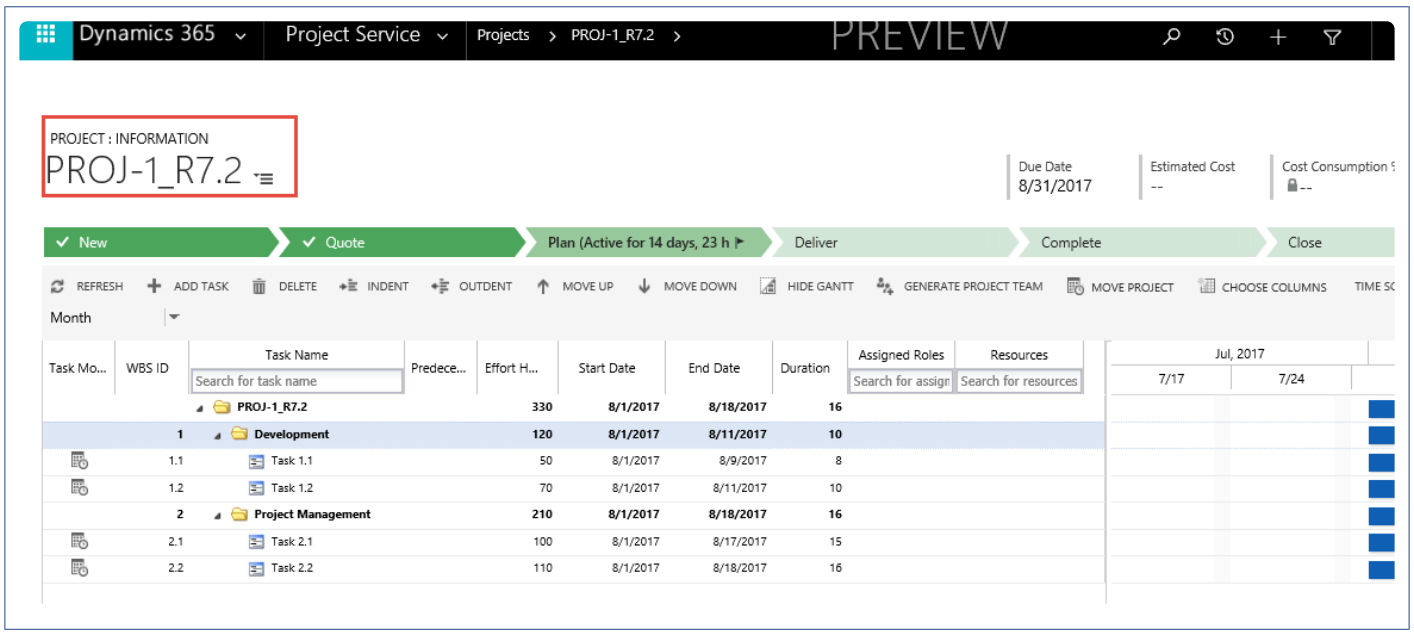
Review Integrated Data

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.



WBS ID	S...	N...	Task	Predecessors	Category	Effort (hours)	Start date	End date	Duration (days)	Number of resourc...	Role
			00000228			**330.00**	**8/1/2017**	**8/18/2017**	**14.00**		
1			**Development**			**120.00**	**8/1/2017**	**8/11/2017**	**9.00**		
1.1	⚠		Task 1.1		Consult	50.00	8/1/2017	8/9/2017	8.00	1.00	
1.2	⚠		Task 1.2		Consult	70.00	8/1/2017	8/11/2017	10.00	1.00	
2			**Project Management**			**210.00**	**8/1/2017**	**8/18/2017**	**14.00**		
2.1	⚠		Task 2.1		Consult	100.00	8/1/2017	8/17/2017	15.00	1.00	
2.2	⚠		Task 2.2		Consult	110.00	8/1/2017	8/18/2017	16.00	1.00	

The work breakdown structure data integrated to Microsoft Dynamics 365 for Finance and Operations can be compared with Project Service Automation application (PSA) on the below form.



Task Mo...	WBS ID	Task Name	Predece...	Effort H...	Start Date	End Date	Duration	Assigned Roles	Resources
		Search for task name						Search for assign	Search for resources
		PROJ-1_R7.2		**330**	**8/1/2017**	**8/18/2017**	**16**		
	1	**Development**		**120**	**8/1/2017**	**8/11/2017**	**10**		
	1.1	Task 1.1		50	8/1/2017	8/9/2017	8		
	1.2	Task 1.2		70	8/1/2017	8/11/2017	10		
	2	**Project Management**		**210**	**8/1/2017**	**8/18/2017**	**16**		
	2.1	Task 2.1		100	8/1/2017	8/17/2017	15		
	2.2	Task 2.2		110	8/1/2017	8/18/2017	16		

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Timesheets Integration

The timesheets integration option provides users the ability to integrate timesheet data available in the Project Service Automation application (PSA) environment to Microsoft Dynamics 365 for Finance and Operations. The timesheet records created in Project Service Automation application (PSA) will have to be integrated after integration of project and Work Breakdown Structure (WBS) into Microsoft Dynamics 365 for Finance and Operations.

To create\import a Project Service Automation application (PSA) timesheets into the Microsoft Dynamics 365 for Finance and Operations, users would have to run the resource integrations either for an individual record or using batches.

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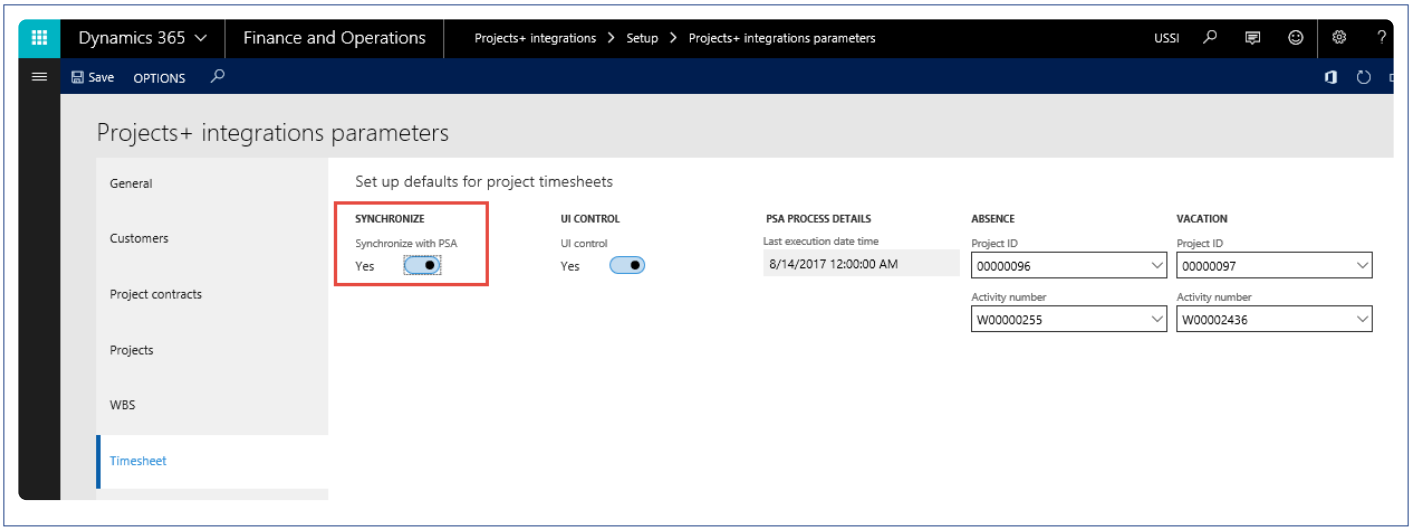
Configure

Parameter Setups

The below form provides options to setup some of the default information required for timesheets integration from Project Service Automation application (PSA) to Microsoft Dynamics 365 for Finance and Operations.

Go to projects360 integration > Setup > projects360 integrations parameters> Timesheets.



Fields available on the form are as follows:

- **Synchronize with PSA** – This checkbox enables or disables the Resource integration with Project Service Automation application (PSA).

- **UI control** – This checkbox controls view of Project Service Automation application (PSA) data. If this field is enabled, then users can navigate to Project Service Automation application (PSA) data from Microsoft Dynamics 365 for Finance and Operations workspace, Integration log and resource forms.

- **Last execution date time** – Initially the Last execution date time field will be editable. After the first execution this field will not be editable and displays the most recent execution date when a user runs the periodic process for integrating data. Once the record is updated in the Project Service Automation application (PSA), this date will be reset to the modified date of the Project Service Automation application (PSA) record. Modified data will be retrieved from Project Service Automation application (PSA), from last execution date and time to the current system date and time.

- **Absence and Vacation** – Project Service Automation application (PSA) does not have the project defined for the leave and vacation time entries, so these two fields give options to set up default project and activity for absence and vacation types to be used while creating timesheets in Microsoft Dynamics 365 for Finance and Operations for the work type “leave/vacation”.

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Integrate Timesheets

Process to Integrate Timesheets

The below process is used to create\import timesheets from Project Service Automation application (PSA) into Microsoft Dynamics 365 for Finance and Operations.

1. Integrate a project from Project Service Automation application (PSA) to Microsoft Dynamics 365 for Finance and Operations and verify that the records are successfully integrated.
2. Set the project to be ‘In Progress’ status in Microsoft Dynamics 365 for Finance and Operations.
3. Integrate a Work Breakdown Structure (WBS) data from Project Service Automation application (PSA) to Microsoft Dynamics 365 for Finance and Operations and verify that the records are successfully integrated.
4. Create and submit the time entries in Project Service Automation application (PSA). Go to the submitted time entries and approve them as only approved time entries are considered for integrations.
5. Go to Microsoft Dynamics 365 for Finance and Operations and in the projects360 Integration module >Periodic > Synchronize WBS and Timesheet data from PSA.
6. After synchronization, if there are errors, they can be seen in the either timesheets integration log or timesheets from integration. These forms will display the results of the timesheet periodic tasks for integrating Project Service Automation application (PSA) data. Users can view the details of batch process executed by selecting a record on the grid. The lines details and error information is shown on the Line Details and Error log sections respectively.

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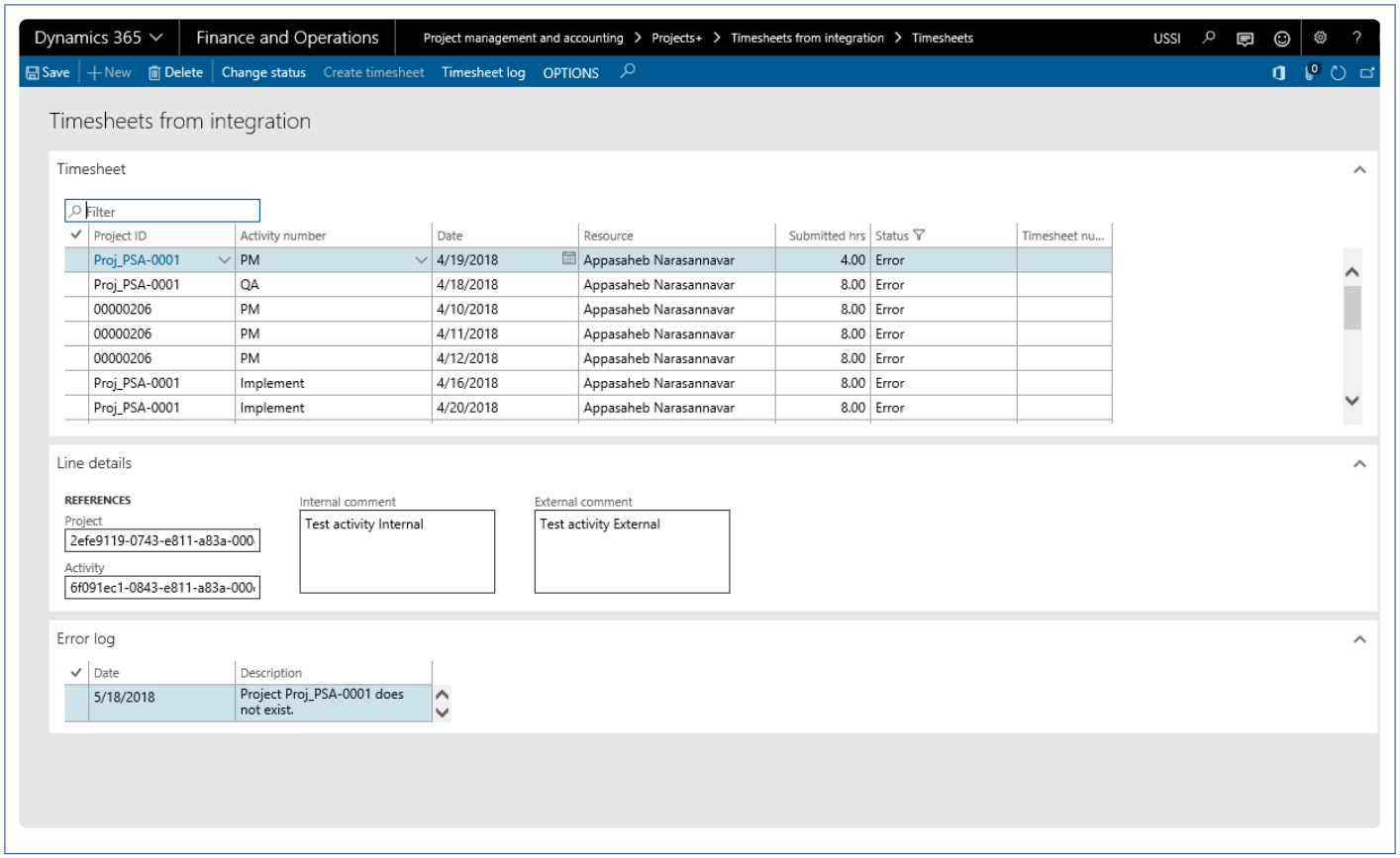

Data that get’s Integrated

The data that will be integrated for timesheets is as below:

Field name	Validation description
Project ID	Defaulted from Project Service Automation application (PSA) timesheet, if timesheet created for vacation and Absence then defaults from projects360 integration parameters.
Activity ID	Defaulted from Project Service Automation application (PSA) timesheet, if timesheet created for vacation and Absence then default from projects360 integration parameters.
Resource	Resource email id from Project Service Automation application (PSA) is mapped with Microsoft Dynamics 365 for Finance and Operations user.
Timesheet hours	Submitted and approved hours for the resource and for that period in Project Service Automation application (PSA).
Timesheet period	Timesheet period is decided by the Date on which the timesheet was submitted by user on Project Service Automation application (PSA).
Externa comment	Defaults from Project Service Automation application (PSA) timesheet records.
Internal comment	Defaults from Project Service Automation application (PSA) timesheet records.

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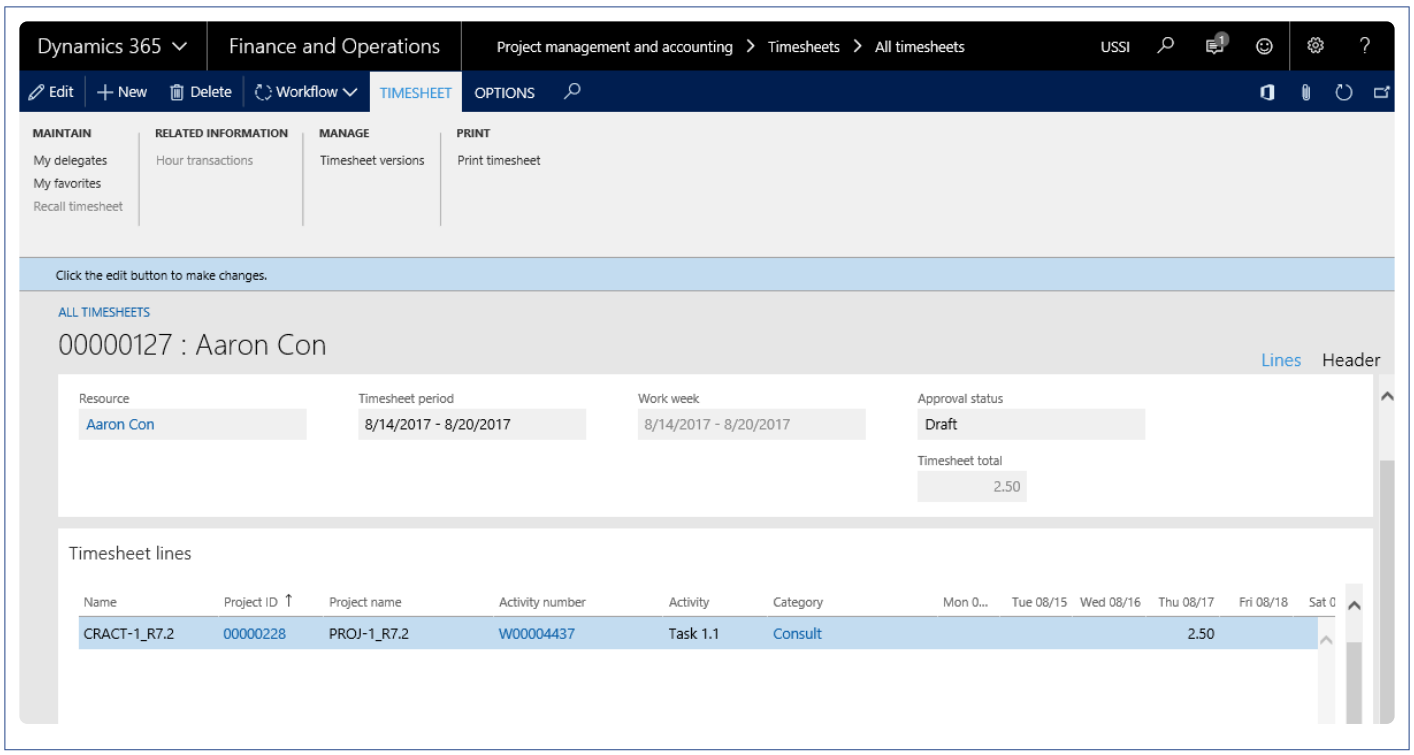
Review Timesheets

Review Integrated Data

The timesheet data integrated from Project Service Automation application (PSA) to Microsoft Dynamics 365 for Finance and Operations can be reviewed on the All timesheet form. The individual details about each timesheet can be seen on the timesheet entry form as shown in the below picture.



The time entry data integrated to Microsoft Dynamics 365 for Finance and Operations can be compared with Project Service Automation application (PSA) on the below form.

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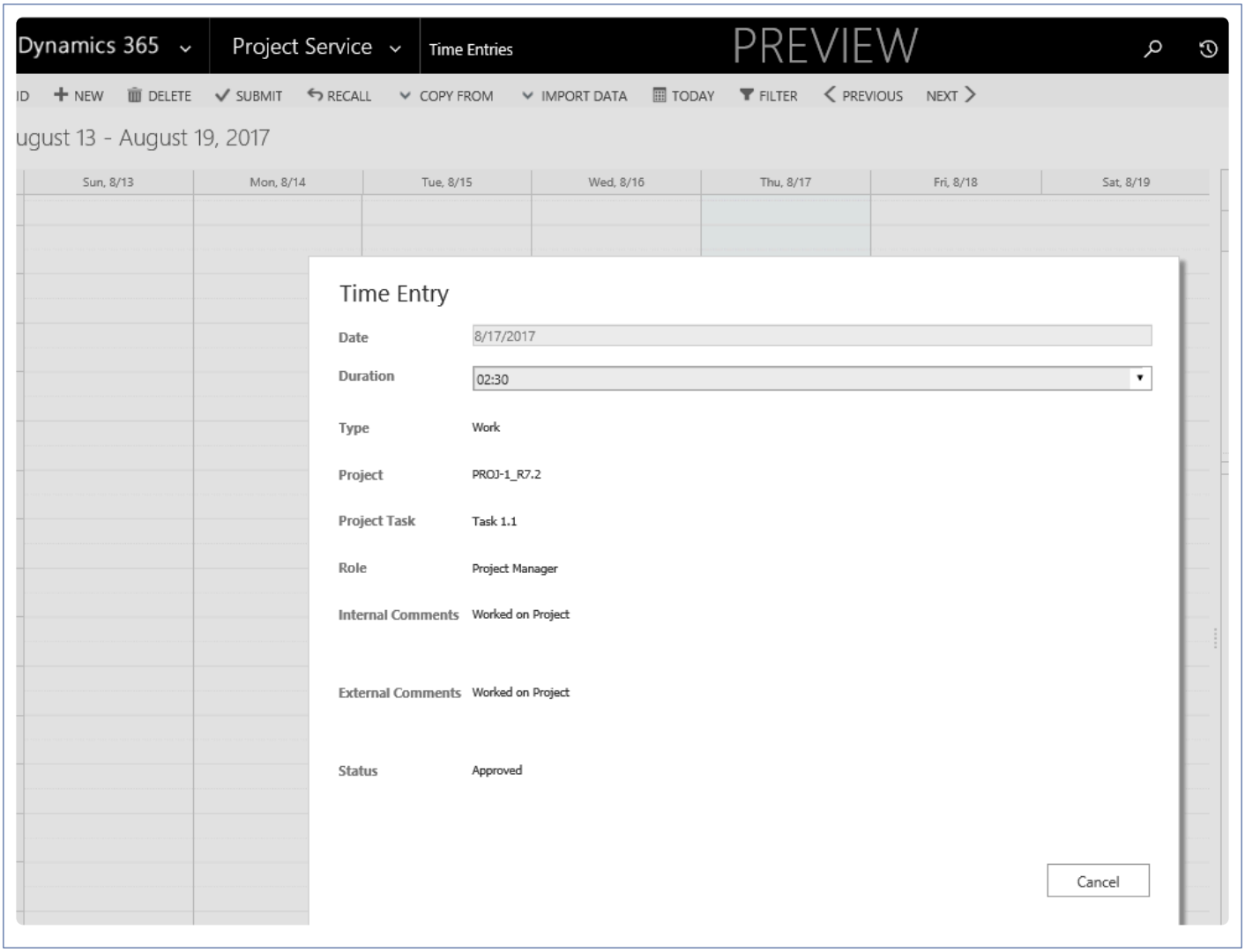

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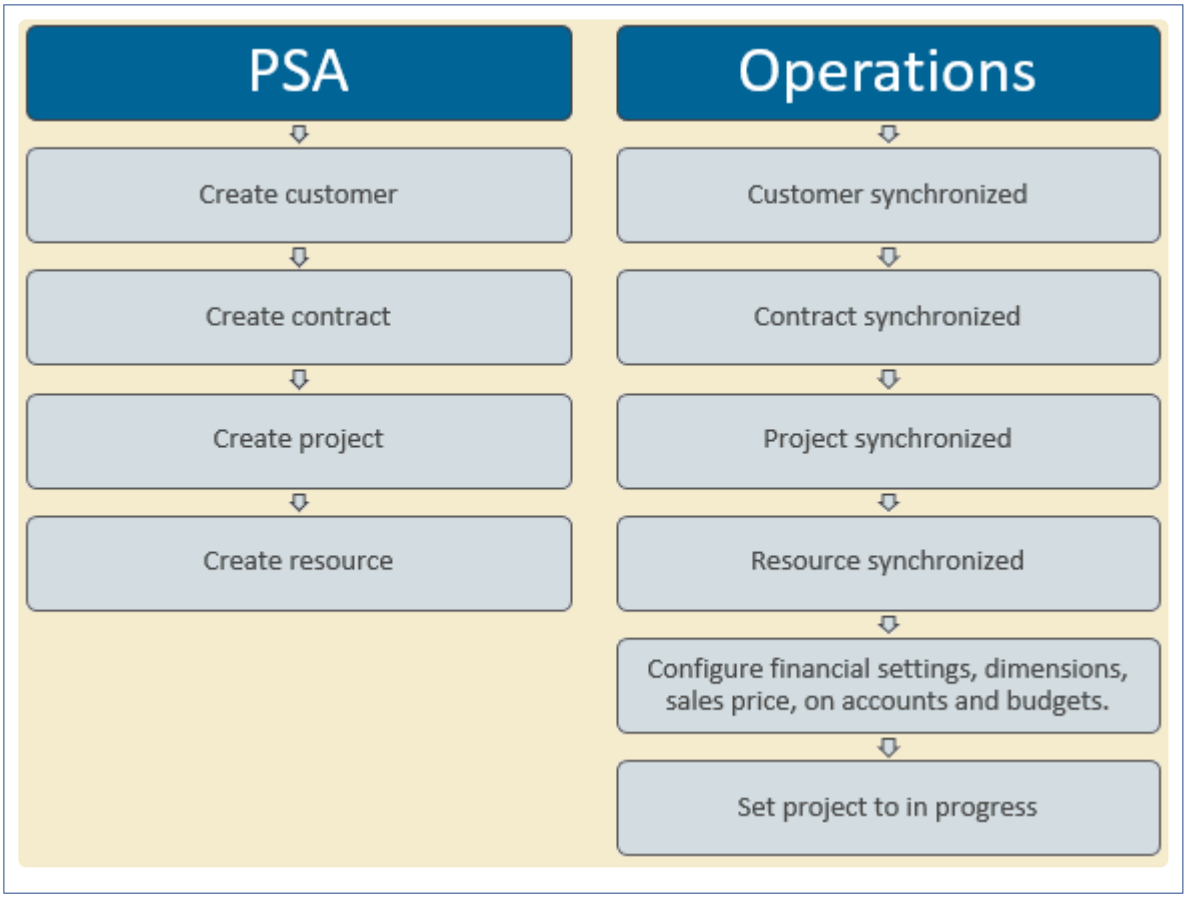
Flow Charts

Flow chart of the master data integrations



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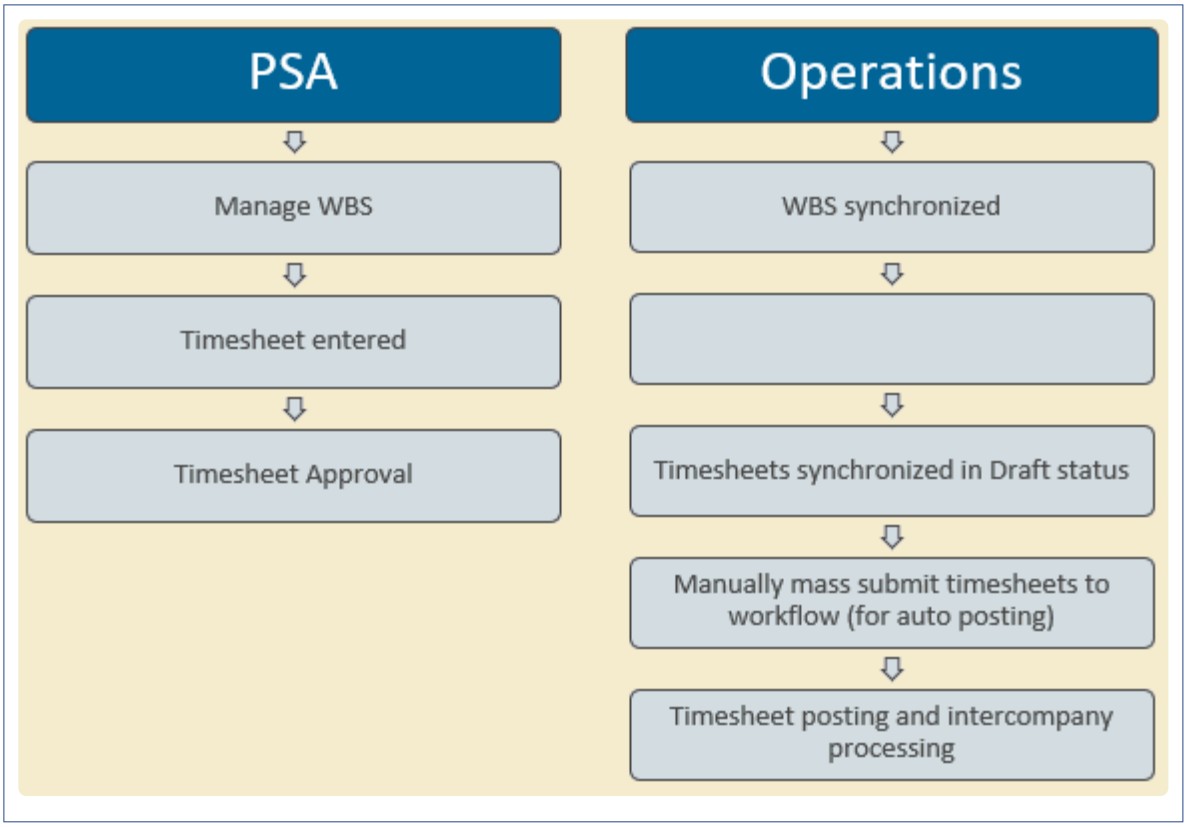
Flow chart of WBS and Timesheets integrations



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Quotation Enhancements

The features relating to qualifications for Architecture and Engineering industries have been grouped together in this document. The projects360 features that are available in the quotation enhancements are helpful in analyzing the details of the construction and architectural projects and providing quotations. These features are also helpful in the bidding process.

The projects360 features grouped together in this segment are:

- **Qualification View**

Select a feature to view more details about them.

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Qualification View

The features relating to Qualifications for Architecture and Engineering industries have been grouped together in this document. The projects360 features that are available under this classification can be found in Qualification View.

Many companies in the Architecture, Engineering, and Construction industries need to track very detailed information about the projects that they complete to prove they have the experience to receive additional work from government agencies. There will be certain attributes attached to the projects which would determine whether the company is qualified or competent enough to receive additional work.

To track these attributes about a project, a means to associate them to a project and a method to easily query the attributes for a list of projects, Qualification view is a useful feature.

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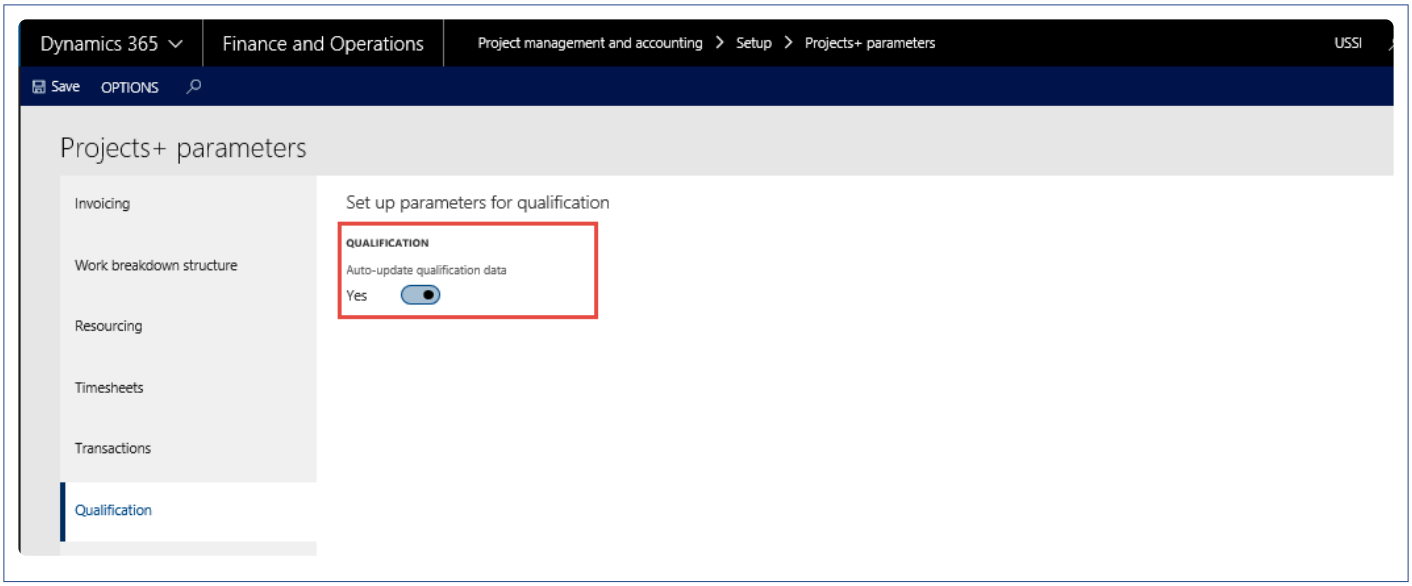
Configure Qualifications

This sections details the configuration process involved in the setting qualification parameters and then assigning them to a projects.

Parameter Setup

This feature is not parameter driven. However, there is one setup which controls the update of timesheets related to the project into the qualification view based on this parameter.

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



To enable the automatic update of the hours data into the project's qualification data, set this option to YES.

Qualification View Setups

This feature is for recording the qualification data on the projects. To meet this requirement few setup forms have been introduced in the setup area of Projects. All the forms are grouped under the menu item Qualification setup.

Go to Project management and accounting > Setups > projects360 > Qualification setup > Services setup > Service Group.
Under this group there are two links that opens Service group form and Services form.

Service Setup

Go to Project management and accounting > Setups > projects360 > Qualification setup > Services setup > Service Group.

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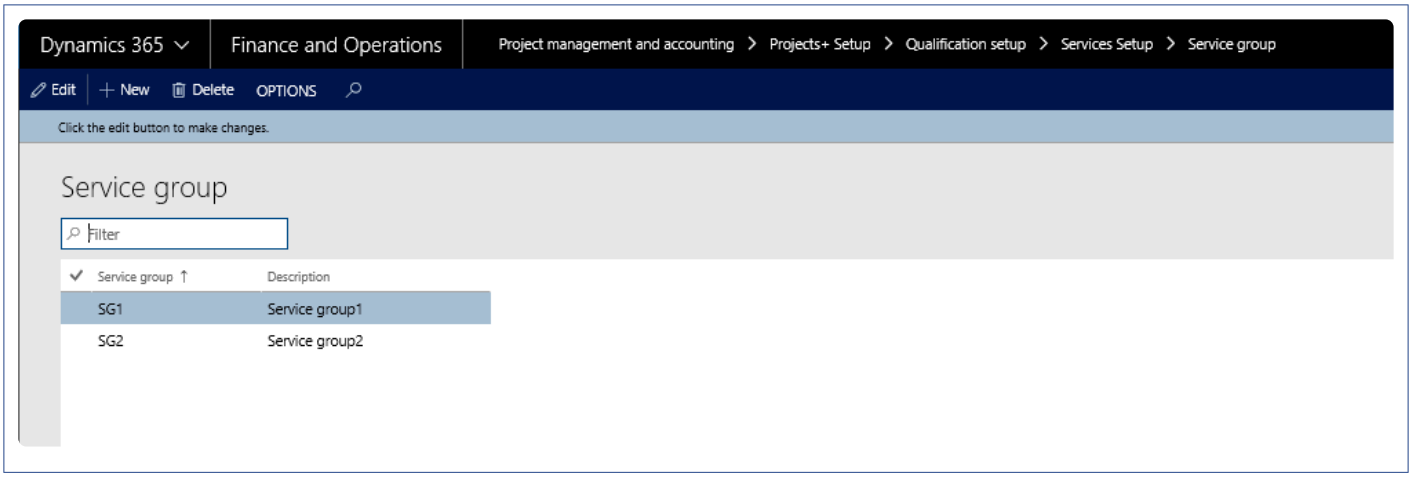
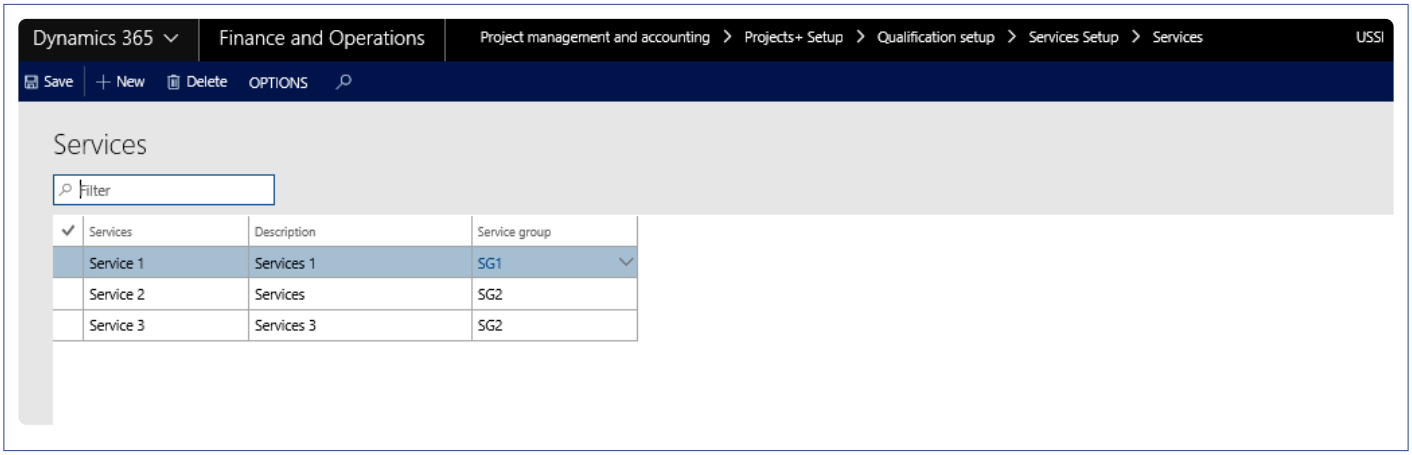


1. In the Service group fields, enter the group name.
2. In the Description field, specify a description for the service group.

Go to Project management and accounting > Setups > projects360 > Qualification setup > Services setup > Service.



1. In the Services form, in the Service field, specify the name of the services.
2. In the Description field, specify a description of the services.
3. In the Service group, select the service group attached to the services.

Location Setup

Go to Project management and accounting > Setups > projects360 > Qualification setup > Location setup > Region

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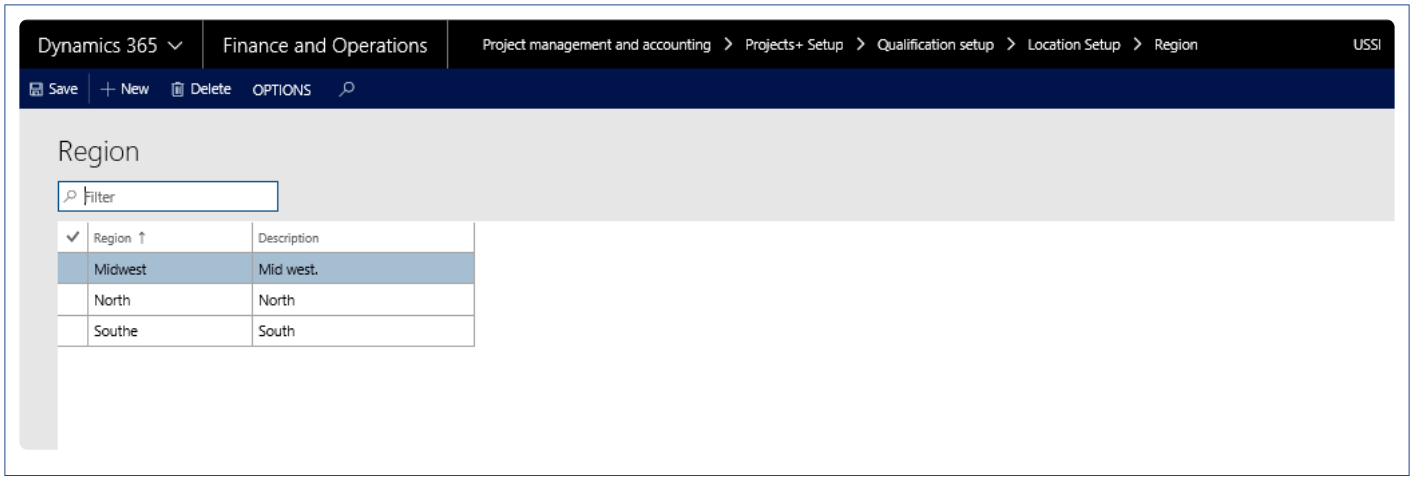
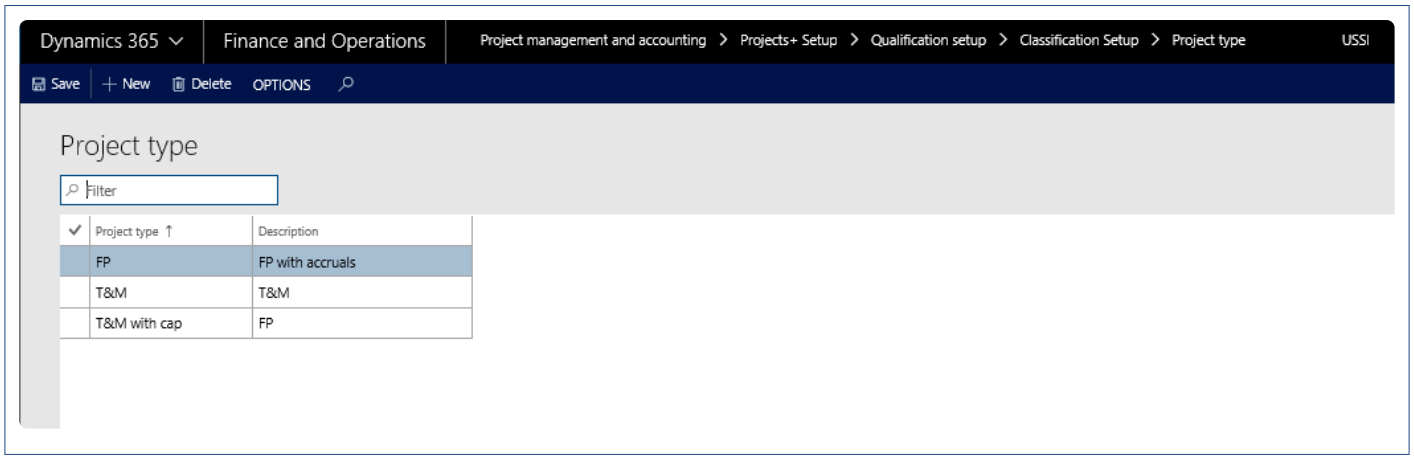


1. In the Region form, in the Region field, enter the name of the region.
2. In the Description field, specify the description of the region.

Classification Setup

Under this group there are four forms – Project type, Client type, Market and Project role.

Go to Project management and accounting > Setups > projects360 > Qualification setup > Classification setup > Project type.



1. In the Project type form, in the Project type field, specify the project type.
2. In the Description field, specify the description of the project type.

Go to Project management and accounting > Setups > projects360 > Qualification setup > Classification setup > Client type.

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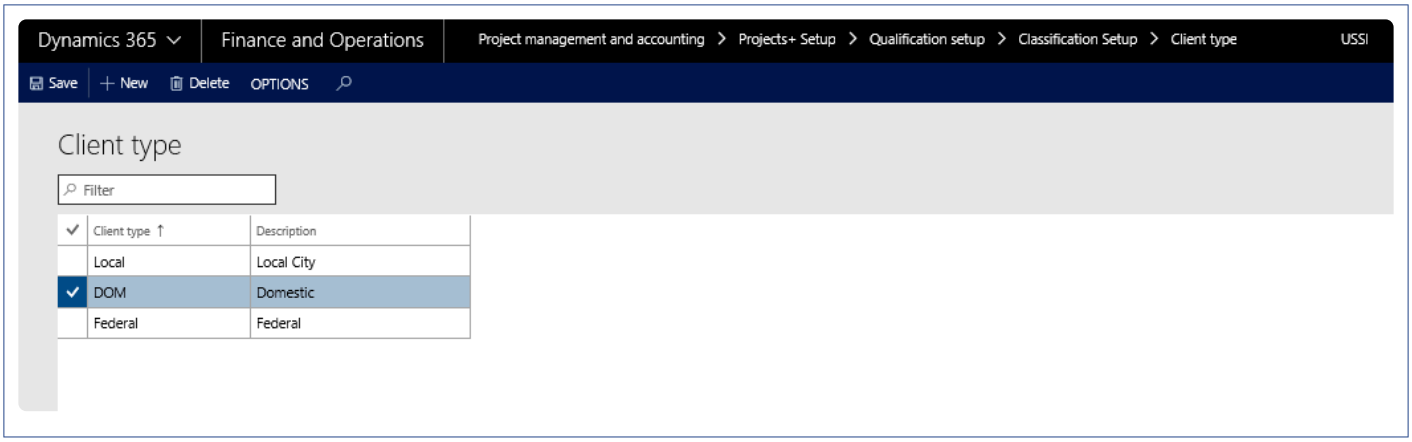
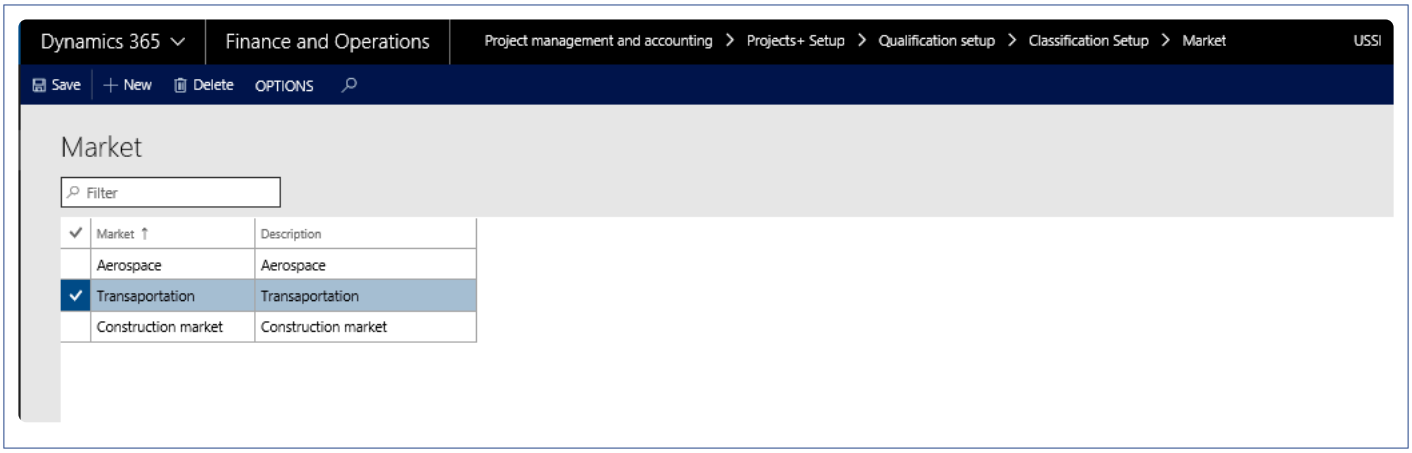


1. In the Client type, enter the client type
2. In the Description field, specify the description for the client type.

Go to Project management and accounting > Setups > projects360 > Qualification setup > Classification setup > Market.



1. In the Market form, in the Market field, specify the name of the market.
2. In the Description field, specify the description of the market.

Facility Setup

Under this group there are two forms – Facility type and Facility attribute.

Go to Project management and accounting > Setups > projects360 > Qualification setup > Facility Setup > Facility type.

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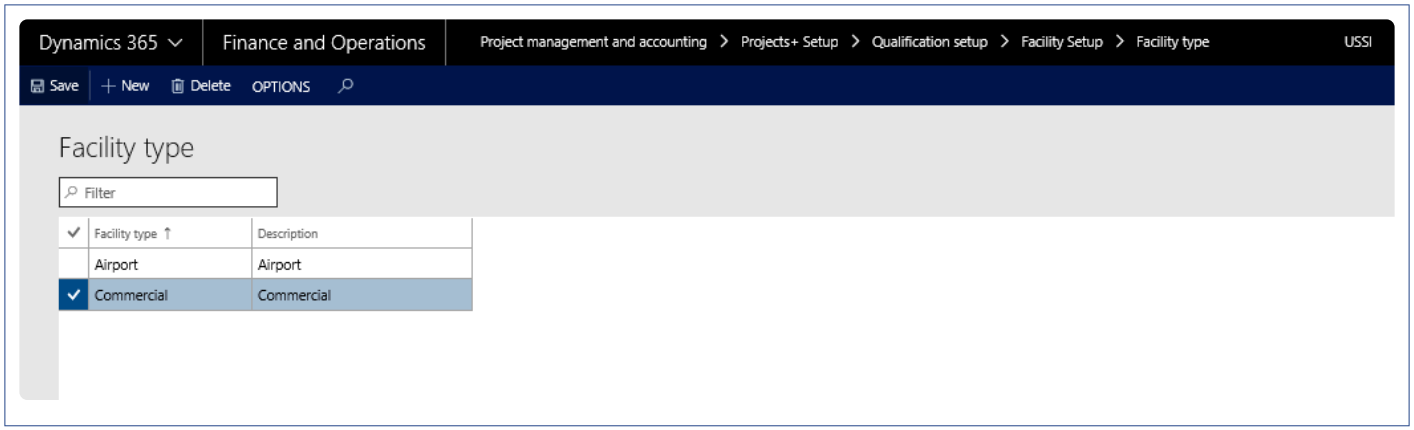
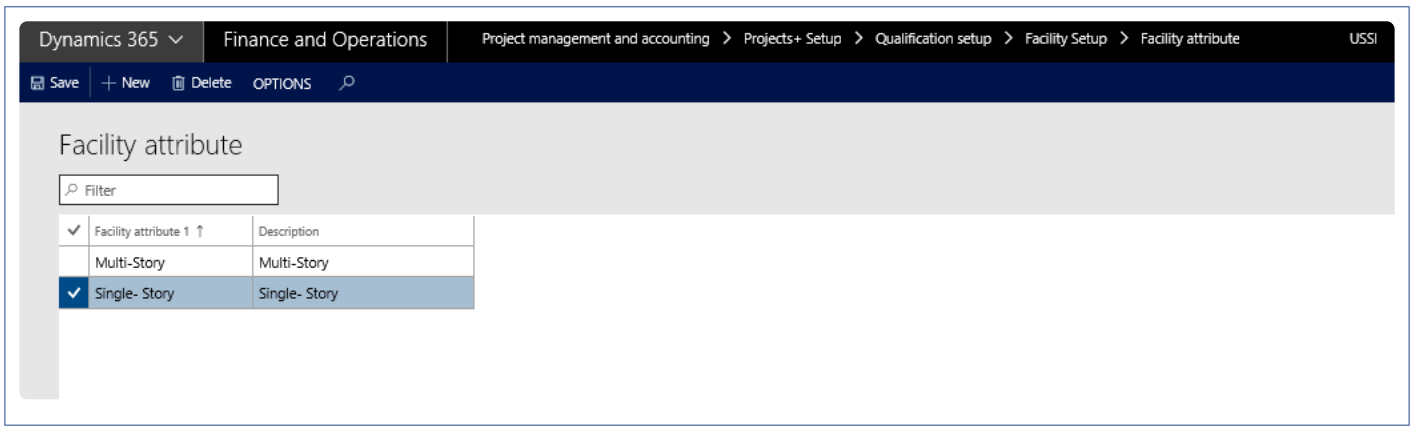


1. In the Facility form, in the Facility type field, enter the name of the facility.
2. In the Description field, specify the description for facility.

Go to Project management and accounting > Setups > projects360 > Qualification setup > Facility Setup > Facility attribute.



1. In the Facility attribute form, in the Facility attribute 1 field, specify the facility attribute.
2. In the Description field, specify the description of the facility attribute.

Structure Setup

Under this group there are two forms – Structure type and Structure attribute.

Go to Project management and accounting > Setups > projects360 > Qualification setup > Structure Setup > Structure type.

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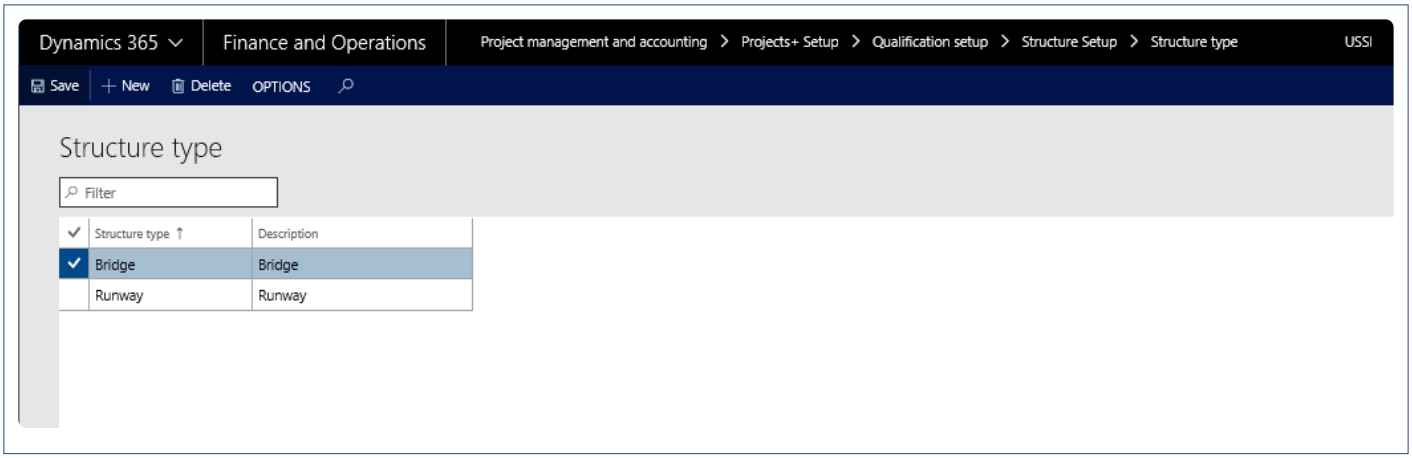
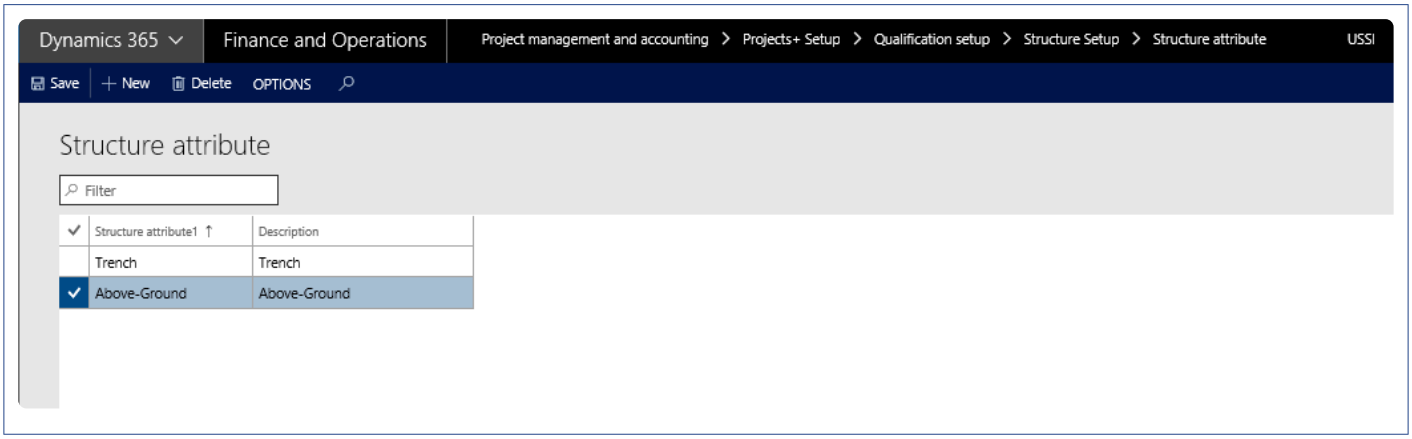


1. In the Structure form, in the Structure type enter the identification of the structure type.
2. In the Description field, specify the description of the structure type.

Go to Project management and accounting > Setups > projects360 > Qualification setup > Structure Setup > Structure attribute.



1. In the Structure attribute form, in the Structure attribute 1 field, specify the structure attribute.
2. In the Description field, specify the description for structure attribute.

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Enter Qualification Data

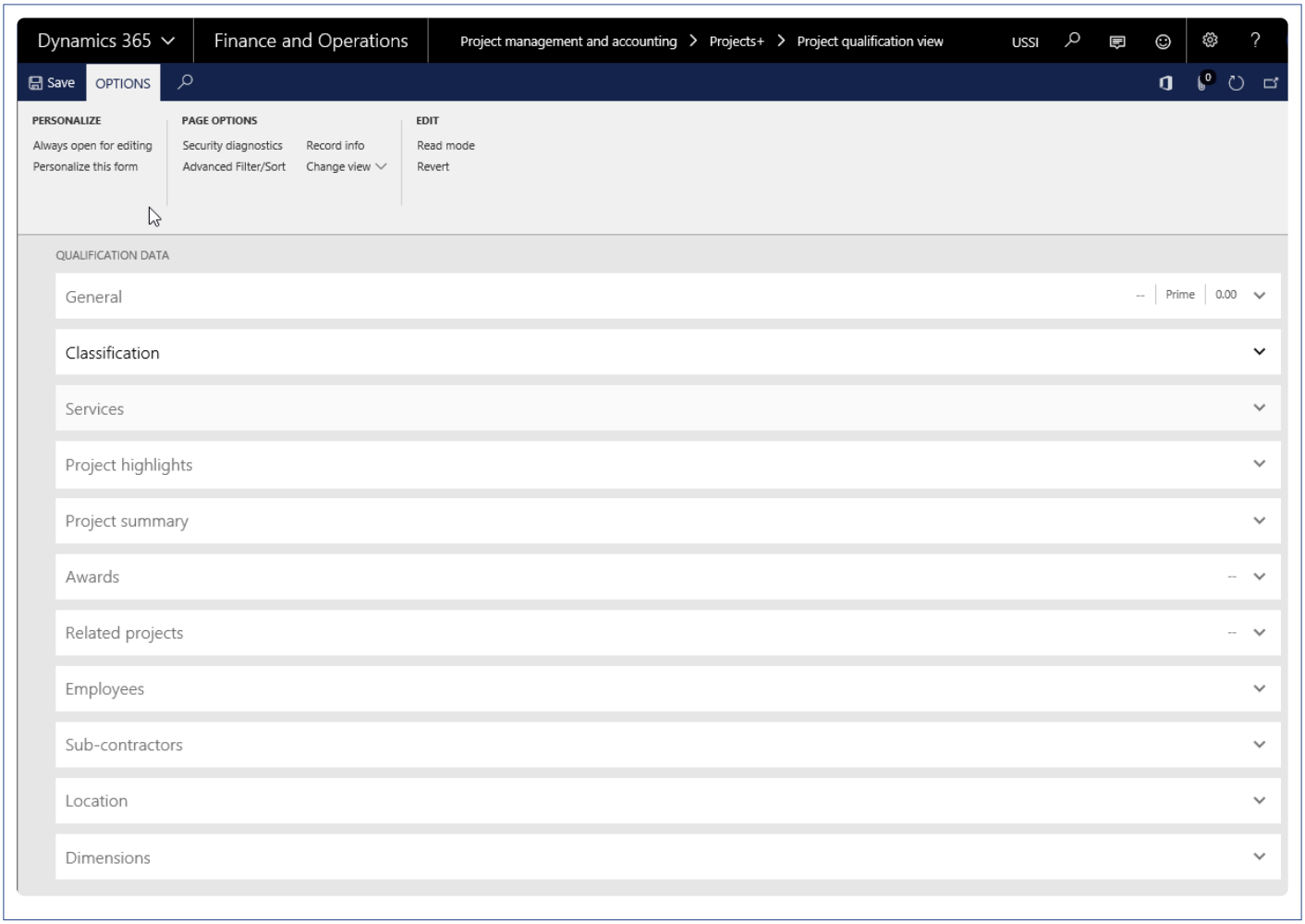
This sections details the qualification data entered on a single or multiple projects together and which forms help achieving that.

Associate Qualification Data with Projects

Qualification data can be associated on the project from the project forms, through the qualification button or through the qualification view list page. The Qualification view list page would be used when the user would like to enter data for more than one project at a time.

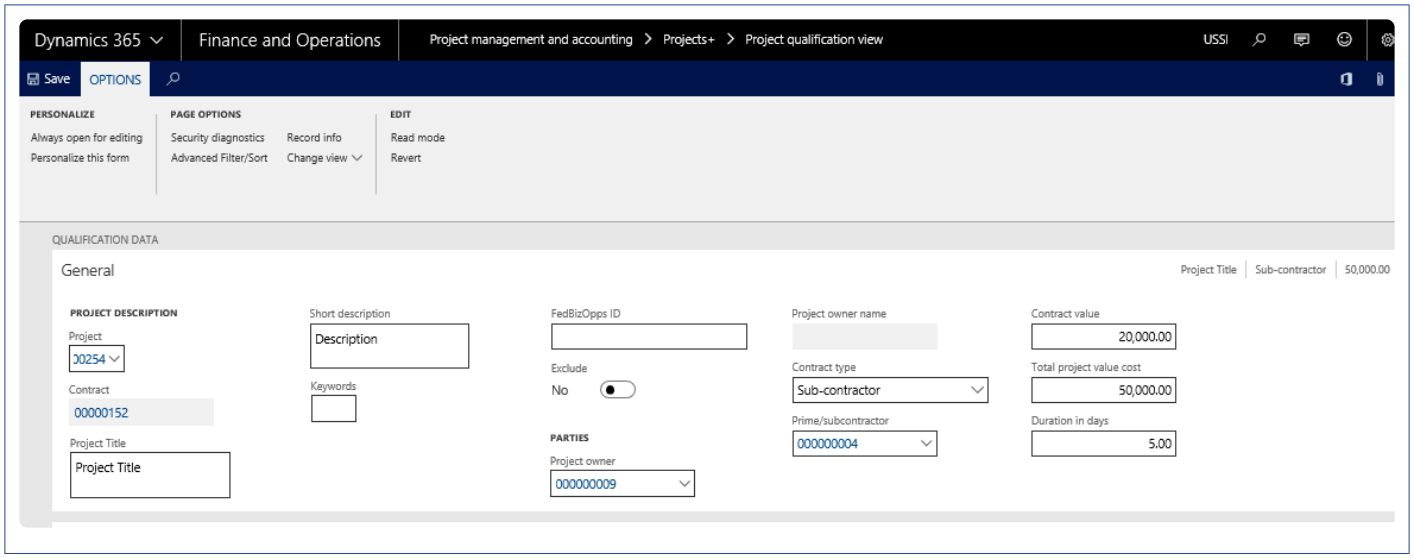
Project Qualification View

Go to Project management and accounting > projects360 > Project qualification view



Details of the each tab available on this form is explained below:

General Tab



The details of the fields available on the General fast tab are as follows:

Field	Description
Project	Select the project for which qualification is already available.
Contract	View the identification of the contract associated with the project.
Project title	Enter the title of project.
Short description	Enter a description of the project.
Keywords	Enter the keywords.
FedBizOpps ID	Enter the Opportunity ID from FedBizOpps
Exclude checkbox	When the user selects this checkbox, then the project is not available in the Qualification view form and the project name is not available in the Project ID field in Qualification search form.
Project owner	Select the identification of the project owner.
Project owner name	View the name of the project owner.
Contract type	Select from the option the contract type. The options are: Prime, Sub-contractor, Joint venture.
Client\prime contractor	Select the client.
Contract value	Enter the contract value for the firm.
Total project	Enter the total project value involving all the firms.

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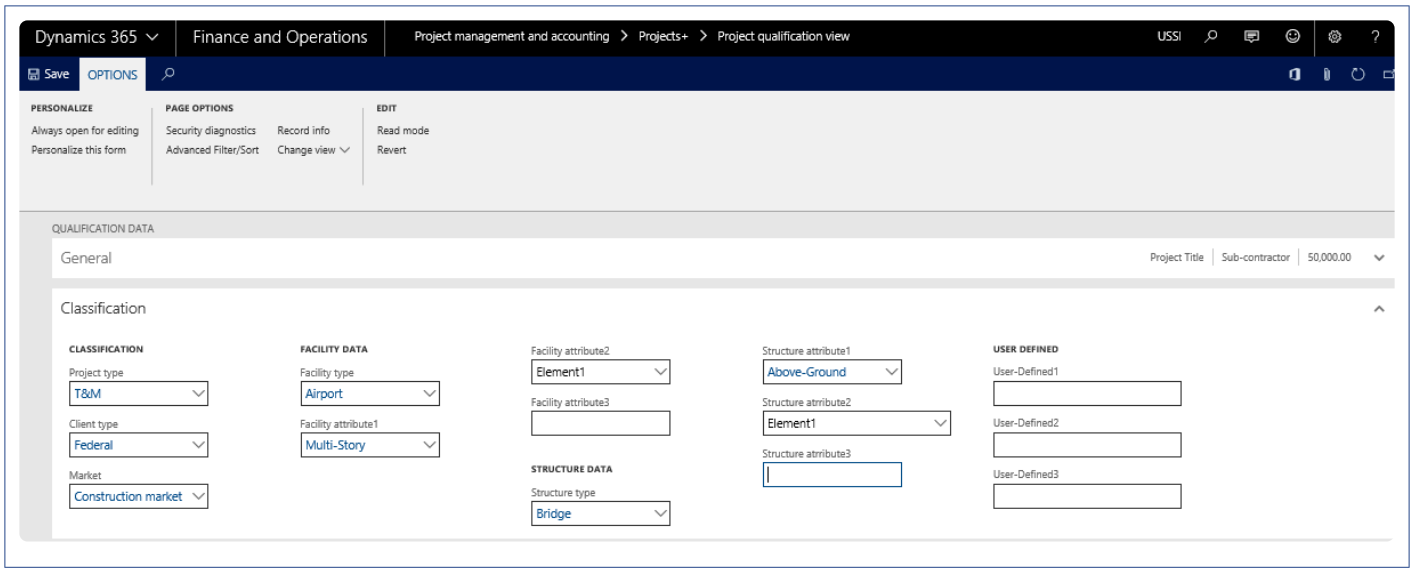
value cost	
Duration in days	Enter the number of days when involved in the project.

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.

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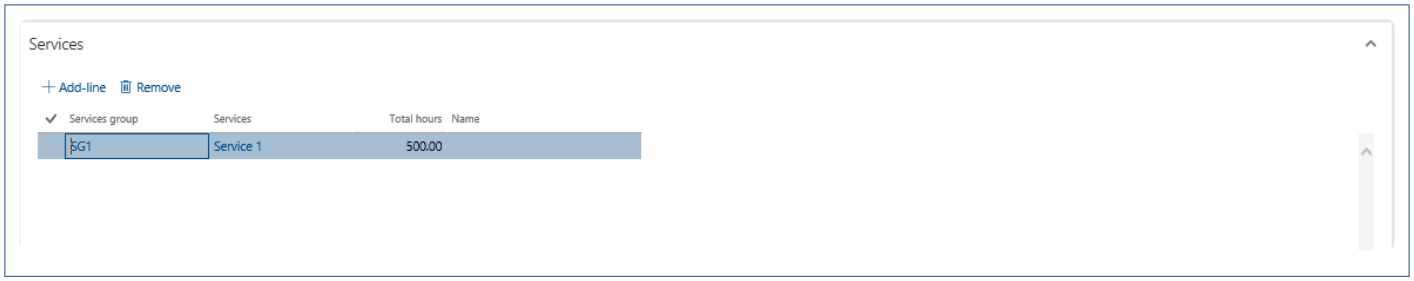
attribute 2	
Structure attribute 3	Enter structure attribute 3, if any.
User defined 1	Enter text 1 to maintain qualification details.
User defined 2	Enter text 2 to maintain qualification details.
User defined 3	Enter text 3 to maintain qualification details.

Services Tab



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

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.

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Project Summary Tab

The details of the fields available on the Project summary tab is given in the below table.

Field	Description
Project summary	Enter project summary.
Project detail summary	Enter detailed project summary.

Awards Tab

The details of the fields available on the Awards tab is given in the below table:

Field	Description
Awards	Enter type of award received.
Date received	Enter the date when award was received.
Organization	Select the identification of the organization who gives the awards.

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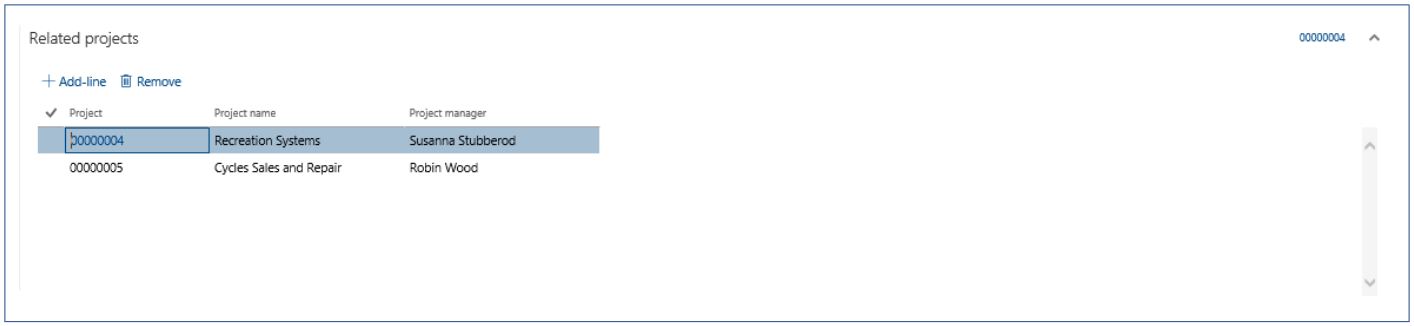
Related Projects Tab

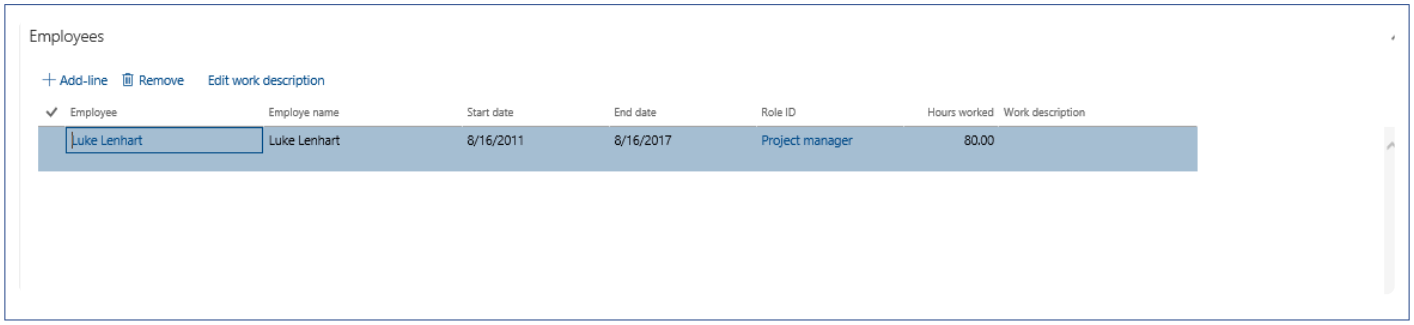


The details of the fields available on the related projects tab is given in the below table.

Field	Description
Projects	Select the related project.
Project name	View the project name associated to the project.
Project manager	Default the project manager of the project selected in projects field.

Employees Tab

In Employees tab, user can manually enter or automatically populate the details based on the parameter set up. This is explained in the section Auto-add to qualification data section, at the end of this section.



The details of the fields available on the employees tab is given in the below table:

Field	Description
Employee	Select the employee associated to project.
Employee name	View the name of the selected employee.
Start date	Enter employment start date.
End date	Enter end date of the employment.

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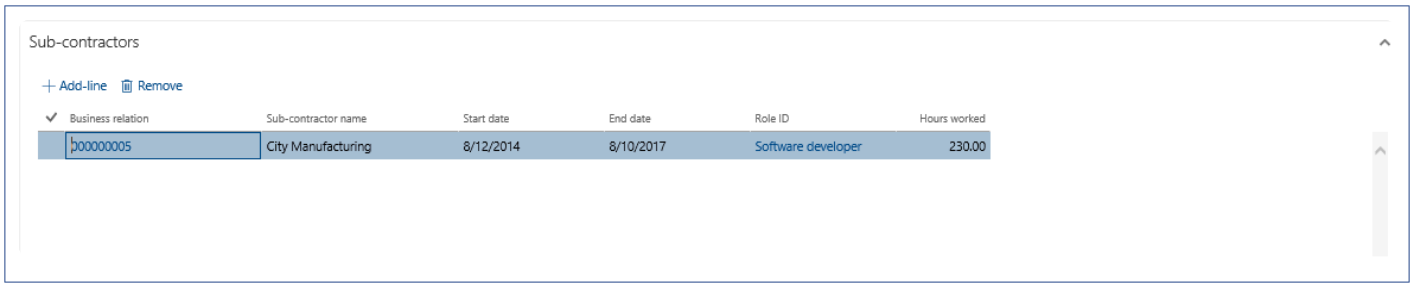
Project role	Select project role assigned to employee.
Hours worked	Enter number of hours worked by employee.
Work description	Enter description of the work.

Sub-Contractors Tab



The details of the fields available on the sub-contractor tab is given in the below table:

Field	Description
Sub-contractor	Select the identification of the sub-contractor.
Sub-contractor name	Non-editable, default the name of the selected sub-contractor.
Start date	Enter the start date of sub-contractor.
End date	Enter the end date of sub-contractor.
Project role	Select project role assigned to sub-contractor.
Hours worked	Enter number of hours worked by sub-contractor.

Location Tab

Location tab have below buttons:

Field	Description

New/Edit button	Click to add address or edit the address of the project.
Map button	Click to map the address of the location.
Region field	Select the identification of the region.

Dimensions Tab

Dimensions tab below fields:

Field	Description
Cost center	Select the dimension value of the cost center.
Department	Select the dimension value of the department.
Expense purpose	Select the dimension value of the expense purposes.

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Search Qualifications

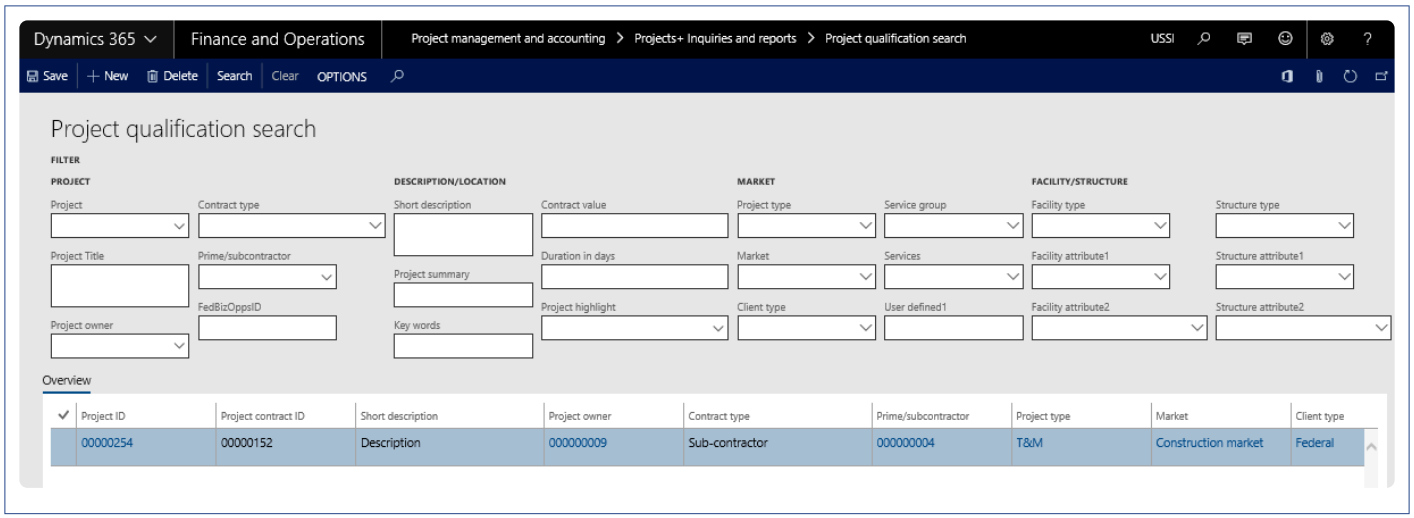
This section details how the projects can searched based on the qualification data entered on them.

In order to help the user, select the project which meets most of the qualification data that has been defined against projects. A new qualification search form has been designed in the Inquiries area of Project management and accounting.

Use this form to run inquiry based on different attributes attached to the project.

Project Qualification Search

Go to Project management and accounting > projects360 Inquiries and reports > Project qualification search.



This form has two sections i.e. filters and overview; the filters section provides user to enter the search parameters/conditions. Based on the search parameters entered on the filters section the results data shows in the overview section.

Field	Description
Project	Select from projects. Only projects which have Qualification data check box not selected “exclude” will be available. Select the value in this field or filter one or more fields and click Search to find related project results.
Project title	Enter project title or filter one or more fields & click Search to find related project results.
Project owner	Select the name of the project owner. Select the value or in one or filter fields and click

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	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.

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Facility attribute 2	Select the values as element 1, element 2, and element 3. Select value in this field or filter one or more fields and click Search to find related results.
Structure type	Select structure type. Select value in this field or filter one or more fields and click Search to find related results.
Structure attribute1	Select structure attribute. Select value in this field or filter one or more fields and click Search to find related results.
Structure attribute2	Select values as element 1, element 2, and element 3. Select value this field or filter one or more fields and click Search to find related results.

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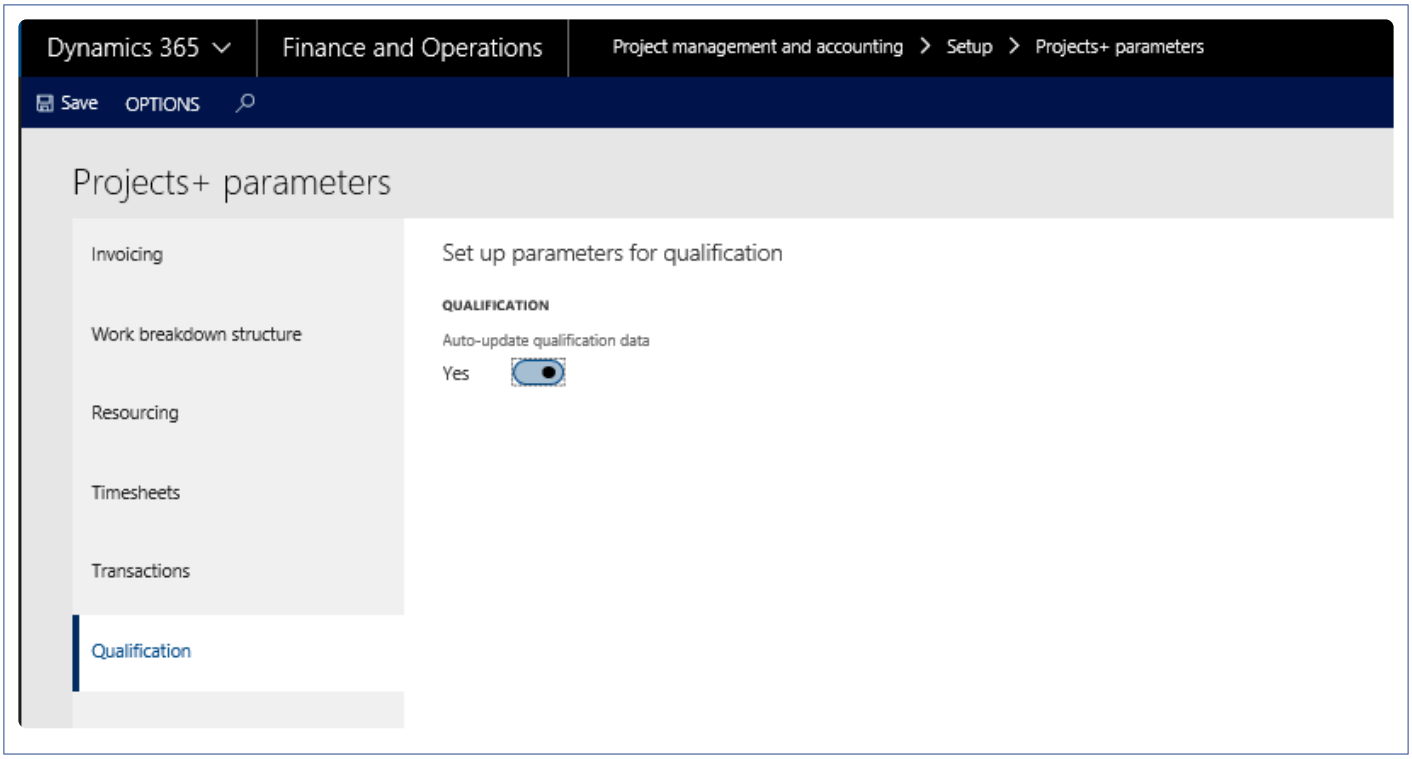
Auto-update Qualifications

This section details how the employee and time details are added to the the project qualification data form.

In the projects360 Inquiries parameters, a new parameter for Auto updating qualification data has been brought in. The functionality of this feature is to automatically add the employee details and the time details after the timesheets are posted for the employee, into the project qualification data form. This parameter is available in Project Management and accounting module.

Go to Project management and accounting > Setup > projects360 parameters > Qualification tab.



Select the Auto- update classification data checkbox, to add the employee details. Once the timesheet is posted for an employee, the record will be added in the Employees details section of the Project qualification view, which is shown in the below screenshot:

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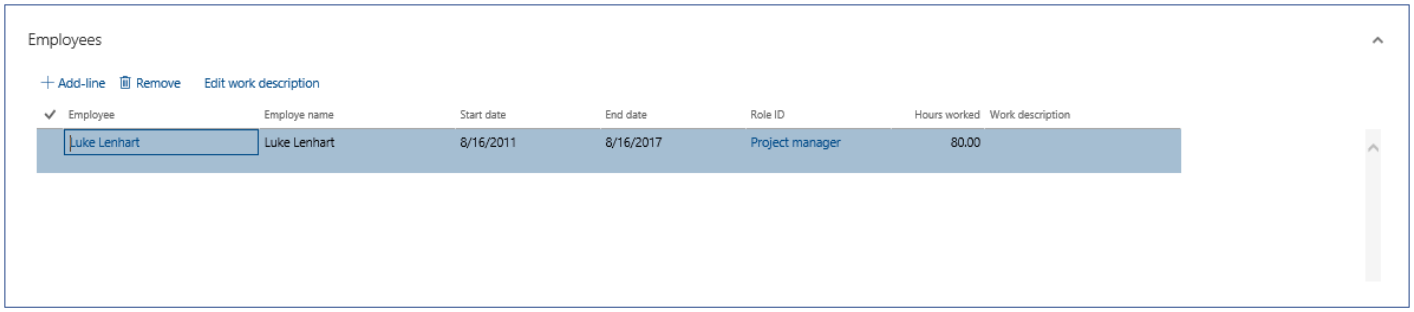

The following details of the employee is updated automatically when the above parameter is marked.

- Employee
- Employee name
- Start and End date
- Role ID
- Hours worked

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Office 365

All the features relating to Office 365 integrations have been grouped together in this section. The projects360 features that are grouped together in this section are:

- Microsoft Teams Chat

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Microsoft Teams Chat

projects360 has added an integration between the Microsoft Dynamics 365 Finance and Operations and Microsoft Teams.

Introduction of this feature allows different parties\peoples\roles associated to the form to chat with each other. Teams can be opened from inside the D365 and conversation can be started.

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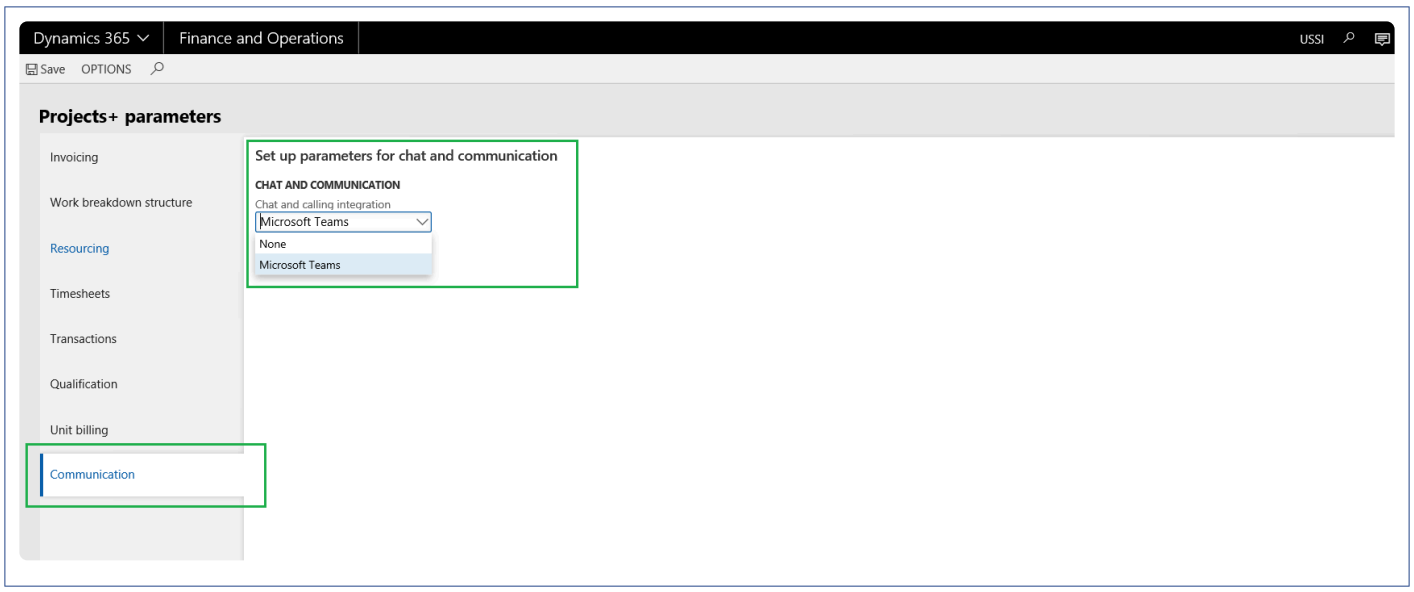
Configure Teams Chat

This sections details out the setups required to be configured for setting Microsoft Teams integration with Microsoft Dynamics 365 Finance and Operations.

Parameter Setup

On projects360 parameter form, new tab called ‘Communication’ added. There is drop-down field ‘Chat and calling integration’ with the options as ‘None’ and ‘Microsoft Teams’. The default value of this field is set as None. In order to use this feature, select ‘Microsoft Teams’ from drop-down.

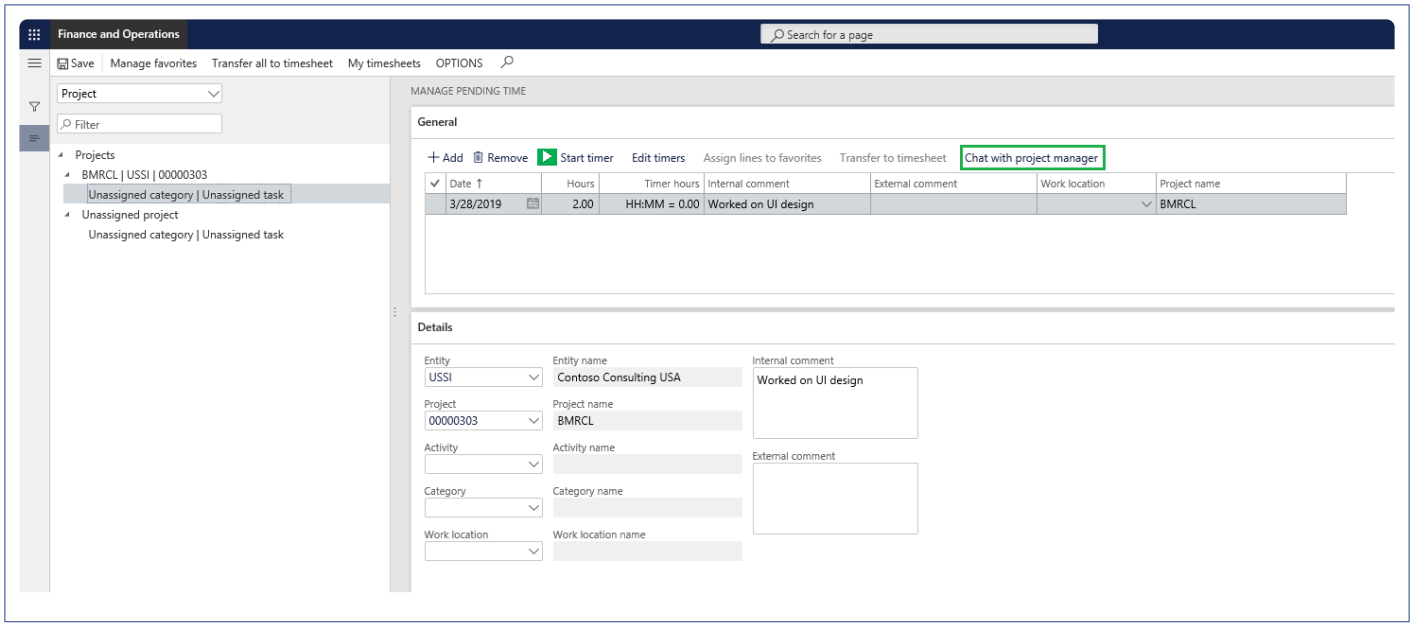
Go to Project management and accounting > Setups > projects360 Parameters > Communication Tab.



Using Teams Chat

Communicating with the right person is seamless with embedded Microsoft Teams chat buttons. A user can initiate a Teams chat, with the *right* person, from buttons in the form they are already working in. One of the forms is shown below.

When Project accountant prepares an Invoice proposal for projects and submits to the Billing approver for approval, In such scenarios to expedite the approval process project accountant can chat with the billing approver to look into the submitted invoice proposal and revert back for changes so that the project accountant can proceed with posting of the invoice.



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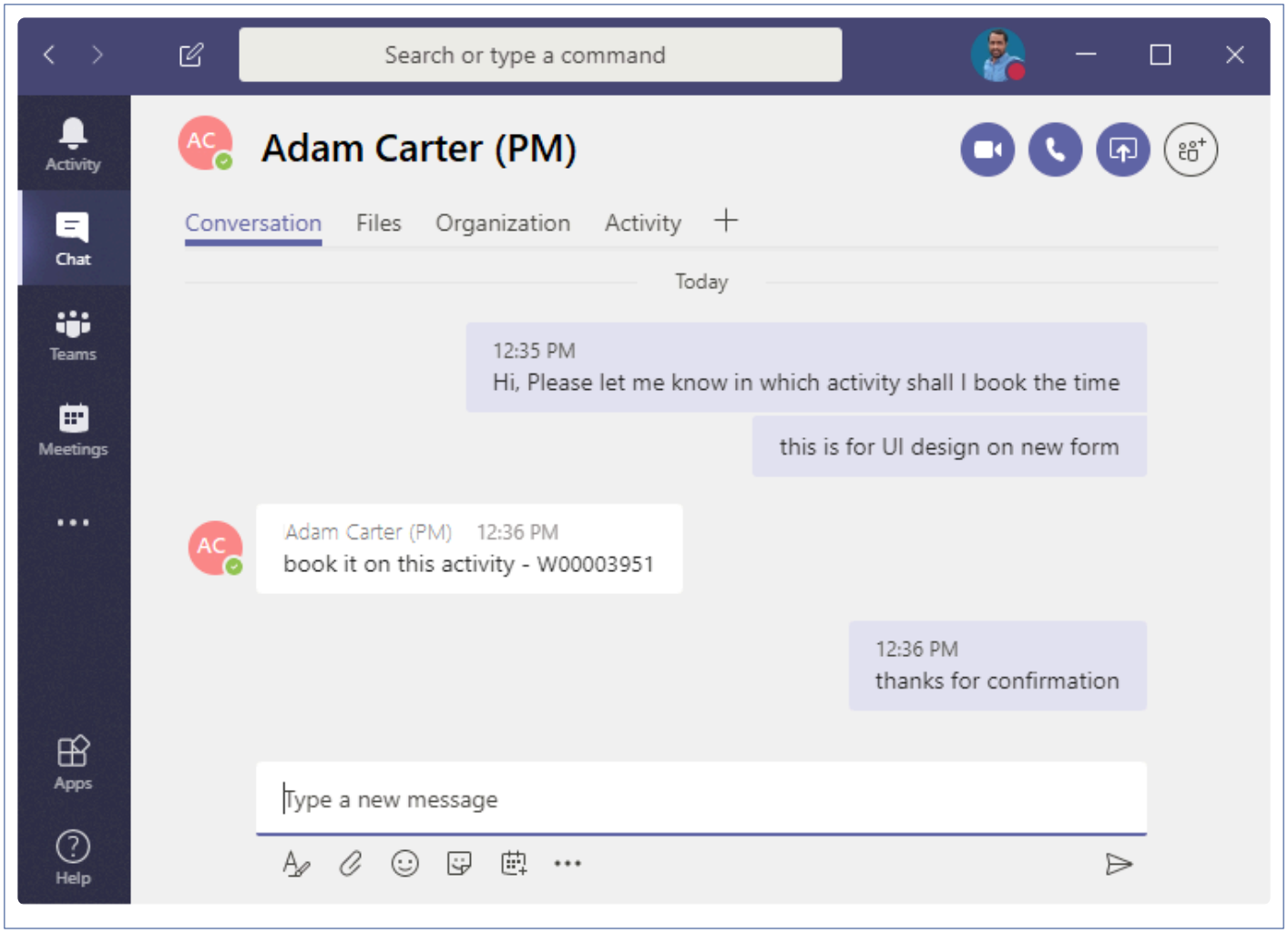

The Teams chat functionality is available on the following forms:

Forms	Details
• Timesheet entry • My project activities • Manage pending time	Resource can chat with the Project manager. The Project manager is assigned on the project as Project manager for the selected record.
• Personal time off • Personal time off requests • My resource PTO requests	Resource can chat with the Time approver. The Time approver is assigned to the Resource on the Worker record.
• Timesheet line level approval	Project manager can chat with the timesheet Resource.
• All missing timesheets • My employee	The Project manager, Project accountant, or Time approver can chat with the Resource or Time approver. The Time approver is assigned to the Resource on the Worker record.

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missing timesheets • My project missing timesheets	
• Project invoice proposal	Project accountants can chat with the Billing approver. The Billing approver is assigned on the Project contract as Billing approver for the selected Invoice proposal.

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Implementation Tools

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Learning Plans

The learning plans feature in the projects360 is introduced with the intention of providing the training to the users who are interested in learning the Microsoft Dynamics D365 for Finance and Operations in a Business Process Modular structure. For this release, the task guides will be loaded from LCS.

The data to store and populate Learning plans is stored and maintained in LCS. LCS provides a safe space to store Learning Plan data if, for example, users are learning in a Test environment that may get periodically refreshed from Production.

There is a new security role "Training plan manager" created to maintain the learning plans. This role along with the System administrator role has the access to load and maintain the learning plans. All the other roles have read only access.

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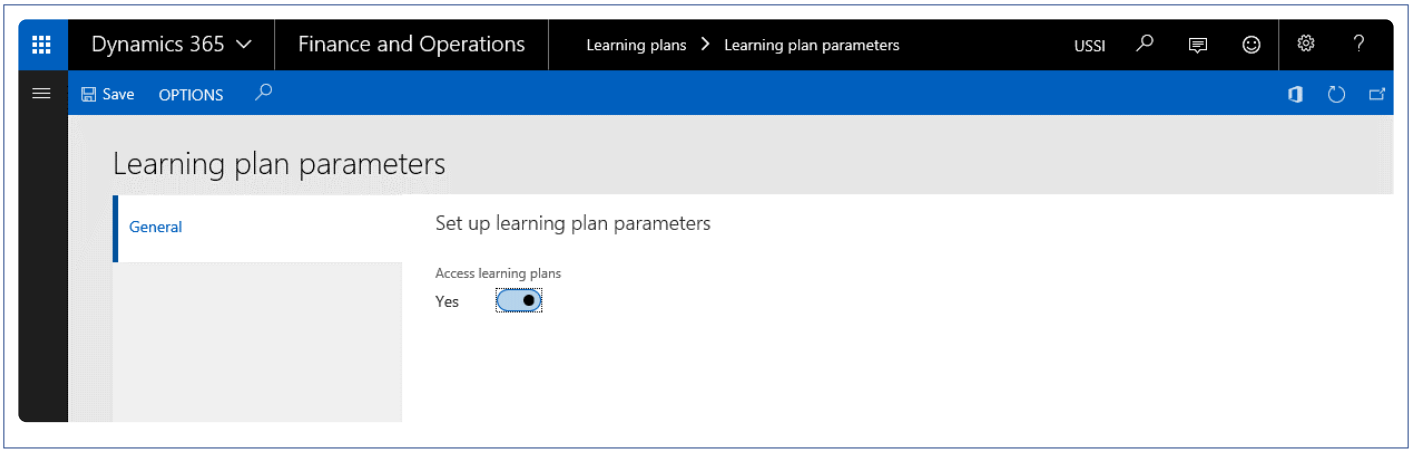
Configure

To start using Learning plans feature, users need to perform specific setups. This section details the configuration process.

Parameter Setup

Learning Plans feature is parameter driven. Once the “Access learning plans” checkbox is enabled on the learning plan parameter form, users will be able to access the learning plans.

Go to Learning Plans > Learning plan parameters



If the “Access learning plan” checkbox is marked as ‘No’, users will be able to see the menu but will not able to open the learning plans window. The message box will have the message recorded that the “Learning plan feature is not enabled on the parameters”.

Fields and buttons available on this form are:

Field name	Description
Access Learning Plan	This checkbox decides whether users will be able to use the Learning plans feature for the logged in legal entity or not.
Save Button	Saves the changes on the form.

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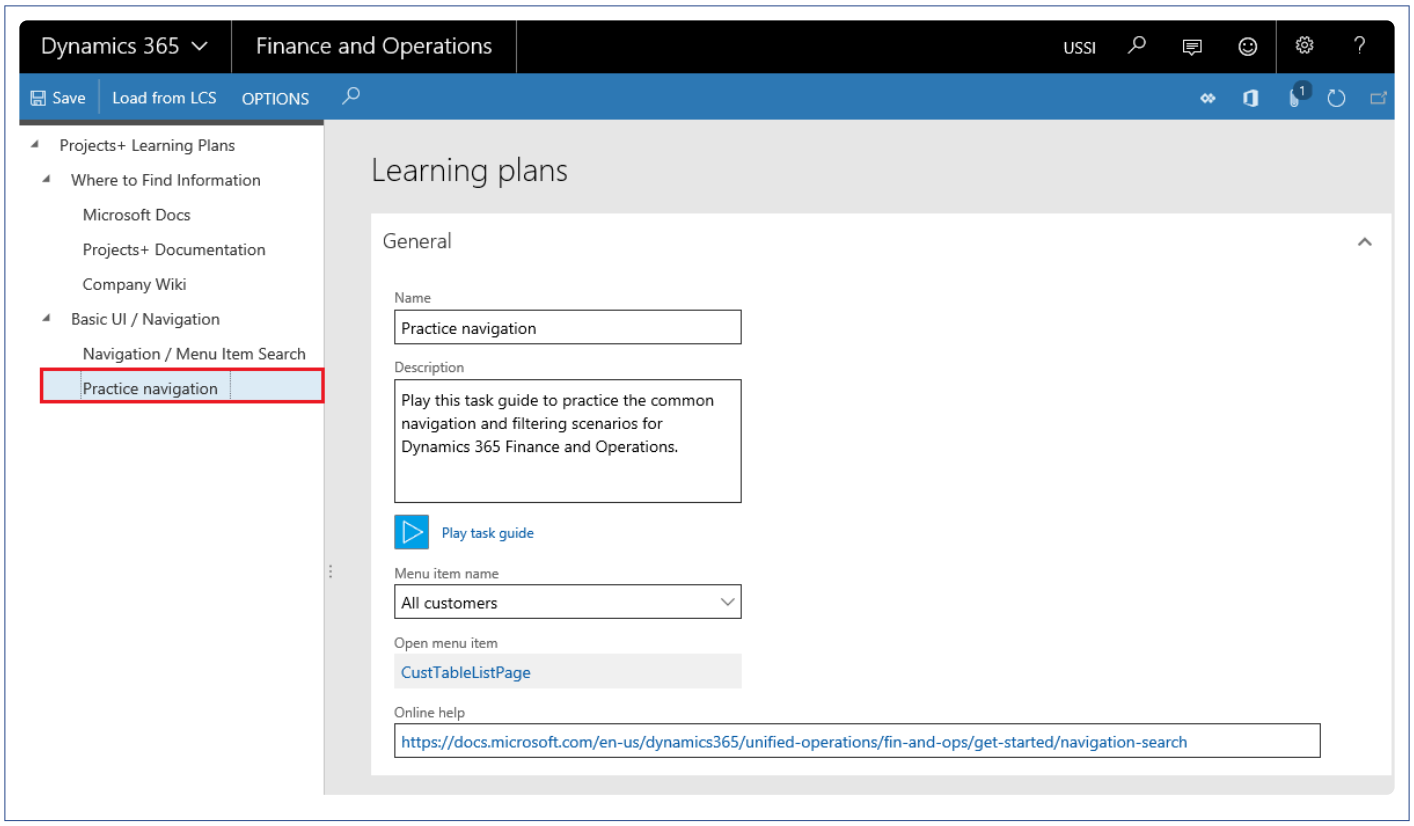
Using Learning Plans

This section explains how the learning plans can be loaded from Microsoft Dynamics Lifecycle Services into the Microsoft Dynamics 365 for Finance and Operations. This section also guides how the learning plans are used to get familiar with the topics loaded from Microsoft Dynamics Lifecycle Services.

Learning Plans Form

A new form has been introduced for the users to load the learning plans from Microsoft Dynamics Lifecycle Services in business process modular structure. The Training plan manager or system administrator can load the tasks guides from Microsoft Dynamics Lifecycle Services and maintain it, provided he\she has the access to Business Process Modeler's from Microsoft Dynamics Lifecycle Services. For the other roles access of this form will be in read only mode.

Go to Help and Support > Learning plans.



Tree section: shows the business process modular's from Microsoft Dynamics Lifecycle Services in the tree structure, once users loads the data from Microsoft Dynamics Lifecycle Services.

Learning plan section: shows the information for the selected business process modeler details. User can

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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.

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5. User then can start the task guide or back out, based on his selection.
6. If the user selects to start the task guide, task guide is loaded in the run mode and guides user to each step.
7. Perform the steps as mentioned the guide and exit once all the steps are completed.

Assumptions and Notes

1. User who is loading the business process modular’s from Microsoft Dynamics Lifecycle Services has adequate access on the LCS to perform this action.
2. Any edits required to be made to the task guides must be done from the Microsoft Dynamics Lifecycle Services.
3. Structure for the loaded Business Process Modeler’s will be as per the structure defined in the Microsoft Dynamics Lifecycle Services.
4. The learning plan parameter and learning plans are company specific. If the user wants to set up learning plans in multiple companies then he needs to configure in each company.

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Data Management

The data management in Dynamics 365 for Finance and Operations, is based on the Data Import/Export Framework (DIXF). This tool, along with the other tools in Lifecycle Services, LCS, helps the customers and partners to quickly set up their initial environment from blank data, manage the configuration data throughout the lifecycle of the project, plan and execute data migration, and move the data from one environment to another.

Data Management also provides advanced data management capabilities, which makes the overall data export and import seamless, for both standard Dynamics 365 for Finance and Operations data entities, as well as any custom entities that you might have developed for your business requirements. This framework provides an easy to use front end interface for data export and import management, so that regular users of Dynamics 365 for Finance and Operations can use it, without requiring advanced knowledge of development and databases.

Some of the sections listed under Data management are as follows:

Data Entities
Load Default Data

Select a feature to view more details about them.

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Data entities

This section gives list of data entities used for projects360 features.

	Data entity name	Target entity
1	Client type	PMIPClientTypeEntity
	Purpose – To import or export data from Client setup form used for Qualification view.	
2	Customer integration table	PMINCustIntegrationEntity
	Purpose – Used for CRM integration.	
3	Customer PO matching	PMIPCustPOMatchingEntity
	Purpose – To import and export date on the PO line tab on Project contracts form.	
4	Deferred revenue	PMIPDeferredRevenueEntity
	Purpose – To import or export data from Deferred revenue periods form.	
5	Dimension defaults	PMIPDimDefaultRuleEntity
	Purpose – To import or export data from Dimension default rule setup form.	
6	Dimension source	PMIPDimSourceEntity
	Purpose – To import or export data from Dimension default rule setup form for enum field Source.	
7	Facility attribute	PMIPFacilityAttributeEntity
	Purpose – To import or export data from Facility attribute form used for Qualification view.	
8	Facility type	PMIPFacilityTypeEntity
	Purpose – To import or export data from Facility type form used for Qualification view.	
9	Manage subprojects	PMIPManageSubprojectEntity
	Purpose – To import or export data from Manage subprojects form on projects.	
10	Market	PMIPMarketEntity
	Purpose – To import or export data from Market form used for Qualification view.	
11	Pay code	PMIPPayCodeTableEntity
	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.	

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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

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	Purpose – Used for CRM integration.	
28	PSA business unit	PMINCRMBusinessUnitMapEntity
	Purpose – Used for CRM integration.	
29	PSA integration key table	PMINIntegrationKeyEntity
	Purpose – Used for CRM integration.	
30	PSA Resource staging entity	PMINCRMResourceStagingEntity
	Purpose – Used for CRM integration.	
31	PTO balances	PMIPPTOBalancesEntity
	Purpose – Used to import personal time off balances.	
32	Region	PMIPRegionEntity
	Purpose – To import or export data from Region form used for Qualification view.	
33	Resource forecast	PMIPResourceForecastV2DataEntity
	Purpose – To import or export data from Resource forecast form on projects.	
34	Service group	PMIPServicesGroupEntity
	Purpose – To import or export data from Service group form used for Qualification view.	
35	Services	PMIPServicesEntity
	Purpose – To import or export data from Services form used for Qualification view.	
36	Structure attribute	PMIPStructureAttributeEntity
	Purpose – To import or export data from Structure attribute form used for Qualification view.	
37	Structure type	PMIPStructuteTypeEntity
	Purpose – To import or export data from Structure type form used for Qualification view.	
38	Time export lines	PMIPTimeExportLineEntity
	Purpose – To export data from Time export lines form used for payroll.	
39	Timesheet integration	PMIPTSTimesheetStagingTableEntity
	Purpose – Used for CRM integration.	
40	Transaction group	PMIPTransactionGroupEntity
	Purpose – To import or export data from Transaction group form used for PowerBI reporting.	
41	Utilization targets	PMIPUtilizationTargetEntity
	Purpose – To import or export data from Utilization targets form.	

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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

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	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.	
68	Timesheet comments parameters	ProjectEntity
	Purpose – To import or export “Disable external comment validation” and “Disable internal comment	

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	validation” data from fee journal form.

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Load Default Data

What is Default Data

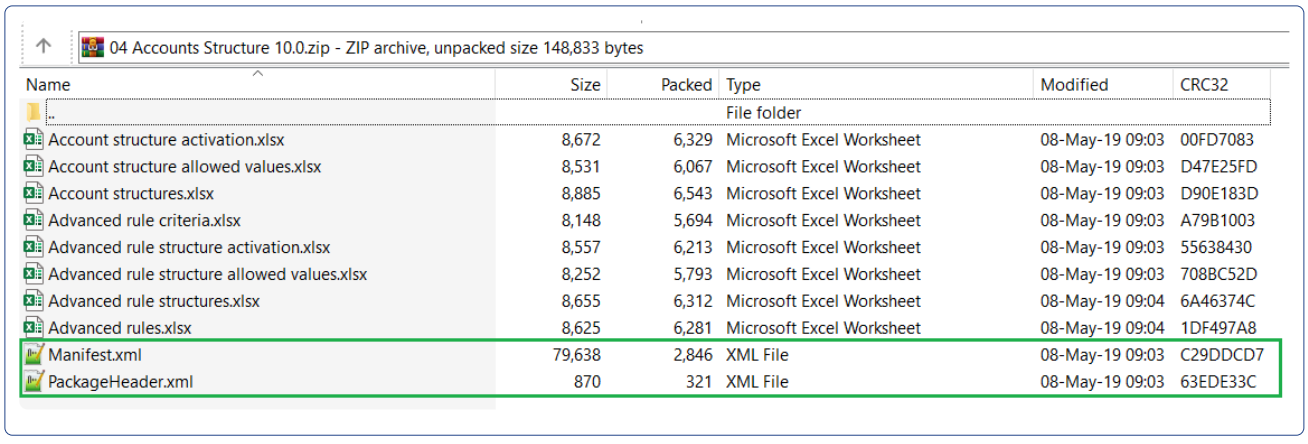
Default data for any application\system is the minimum amount of the information required to start exploring features\functionalities of that application. The Default data in case of Microsoft Dynamics 365 for Finance and Operations, gives you something to experiment with as you learn and helps you see how data is organized in the system. Similarly to become familiar with projects360 module in Microsoft Dynamics 365 for Finance and Operations, default data packages (including standard Microsoft Dynamics 365 for Finance and Operations) have been created making it easier to learn about projects360. These data packages are available on the Microsoft Lifecycle services:

Loading the projects360 default data packages performs the following actions:

- Creates the Project management and accounting setups.
- Creates or sets default parameters that drive behavior of projects360.
- Creates the setups required for using the projects360.

What is Data Package

A Microsoft Dynamics 365 for Finance and Operations data package can consist of one or many data entities. A typical data package consists of a group of entities for a specific task, process, or function. For example, the data entities that are required for general ledger setup might be part of one data package. The format of a data package is a compressed file that contains a package manifest, a package header, and any additional files for the data entities that are included. The following screenshot shows the content of a sample data package containing sample configuration data.



Name	Size	Packed	Type	Modified	CRC32
..			File folder		
Account structure activation.xlsx	8,672	6,329	Microsoft Excel Worksheet	08-May-19 09:03	00FD7083
Account structure allowed values.xlsx	8,531	6,067	Microsoft Excel Worksheet	08-May-19 09:03	D47E25FD
Account structures.xlsx	8,885	6,543	Microsoft Excel Worksheet	08-May-19 09:03	D90E183D
Advanced rule criteria.xlsx	8,148	5,694	Microsoft Excel Worksheet	08-May-19 09:03	A79B1003
Advanced rule structure activation.xlsx	8,557	6,213	Microsoft Excel Worksheet	08-May-19 09:03	55638430
Advanced rule structure allowed values.xlsx	8,252	5,793	Microsoft Excel Worksheet	08-May-19 09:03	708BC52D
Advanced rule structures.xlsx	8,655	6,312	Microsoft Excel Worksheet	08-May-19 09:04	6A46374C
Advanced rules.xlsx	8,625	6,281	Microsoft Excel Worksheet	08-May-19 09:04	1DF497A8
Manifest.xml	79,638	2,846	XML File	08-May-19 09:03	C29DDCD7
PackageHeader.xml	870	321	XML File	08-May-19 09:03	63EDE33C

projects360 Data Packages

Once the data packages are downloaded from your initial configuration environment and the data is finalized,

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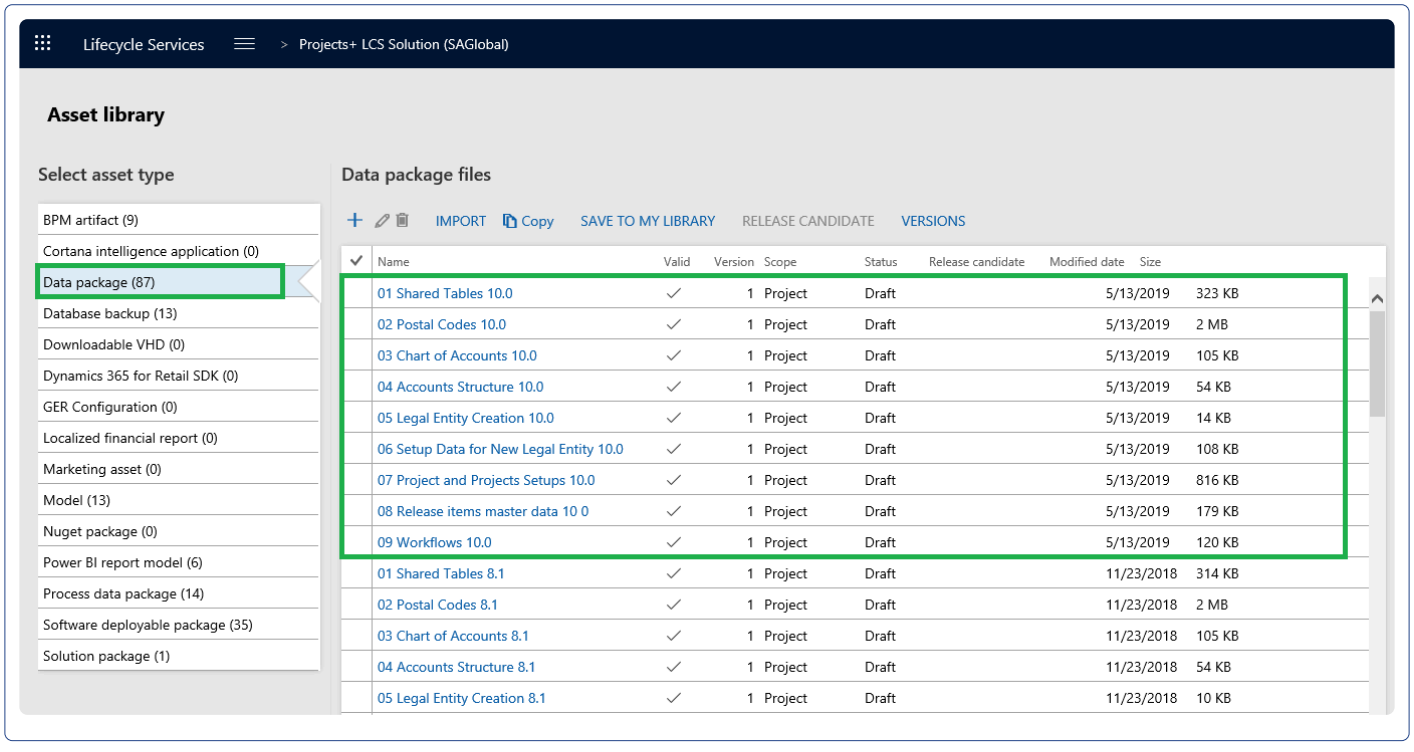
you can upload these data packages to your LCS project library. Similarly, HSO ProServ has created default data packages with data uploaded from default data environment and user can download these data packages from Microsoft Life Cycle Services(LCS) and import It into the new environment. projects360 data packages can be seen the following screenshot.

The user can follow the below navigation path to download or import these latest data packages from LCS to their projects.

Lifecycle Services > projects360 LCS solutions (HSO ProServ) > Asset library > Data packages



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.

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Note – If a user faces issue with the number sequence import, they need to re-import error records until resolved and import all the number sequences without any issue.

Project and projects360 Setups

This package contains the basic setups for Project management and accounting module along with the projects360 setup data. Please change the legal entity for the following entity files.

1. Project ledger posting definition – Change BorrowingLegalEntity field values to “XXX” and LendingLegalEntity field values to “XXX”.
2. Subledger journal transfer rule entity- Change “LegalentityID” field value to “XXX”.
3. Project intercompany parameters entity- Change “Borrowinglegalentity” field value to “XXX”.

Workflows

This package contains the workflow configurations for the workflows available under the Project management and accounting module. This package file will help in configuring timesheet, expense, invoice proposal, PTO request and timesheet line level approval workflows.

Consume projects360 Data Packages

Default data can be consumed into the Microsoft Dynamics 365 Finance & Operations using ‘Data management’. Users need to follow below process to consume\import the data through data entities which makes the overall data import really seamless for both standard data entities as well as projects360 custom entities that we have developed. The templates which we have prepared are sequenced based on predefined dependencies between data entities saving time and effort of selecting individual entities and importing them one by one.

- Navigate to *Lifecycle Services > projects360 LCS solutions (HSO ProServ) > Asset library > Data packages*.
- Download all the 9 projects360 packages into the local drive on your machine.
- Login to Default data environment and refresh all data the entities to get the latest custom fields and mapping.
- Navigate to *System Administration > Data Management > Click Import tile.*
- Enter the group name for the import.
- Click on the Add file button on the selected entities tab.
- Click on “Upload and add” button and select the data packages saved on the local drive.
- Once the information is loaded, click close on the slide out form to go back to main form.
- On the main, click on the Import button to start the consumption process.

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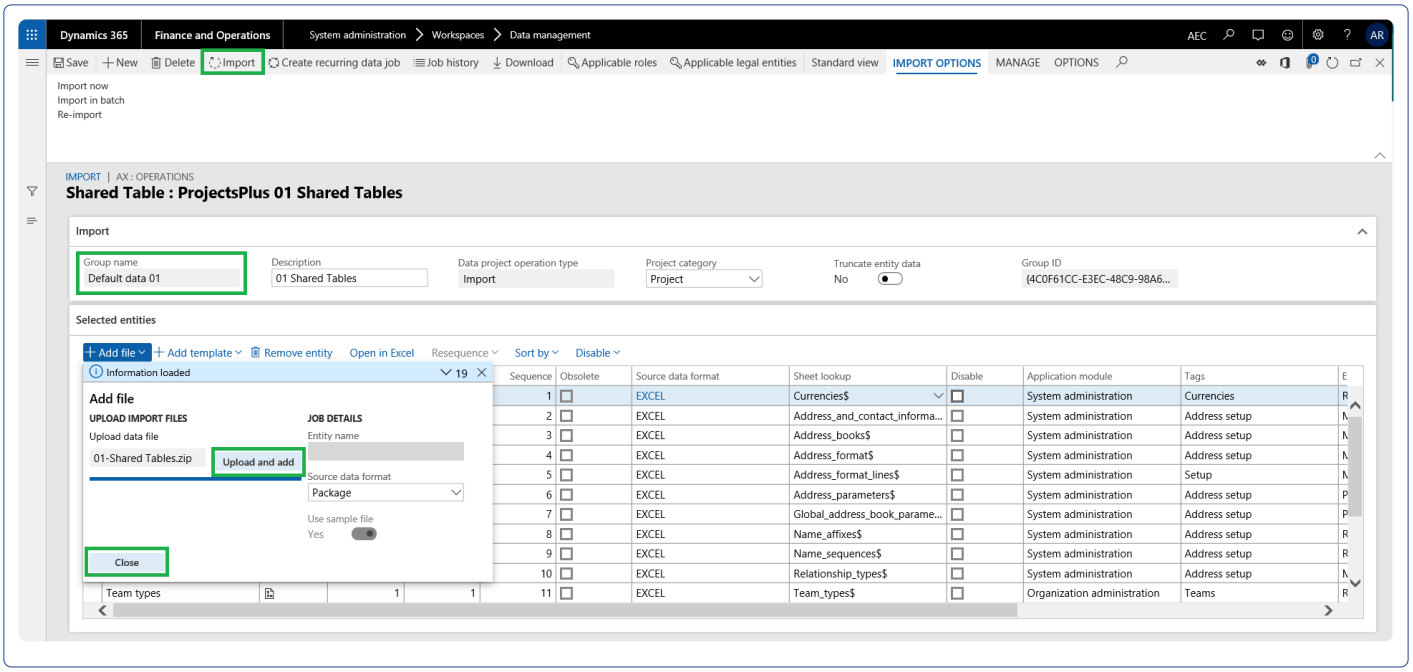
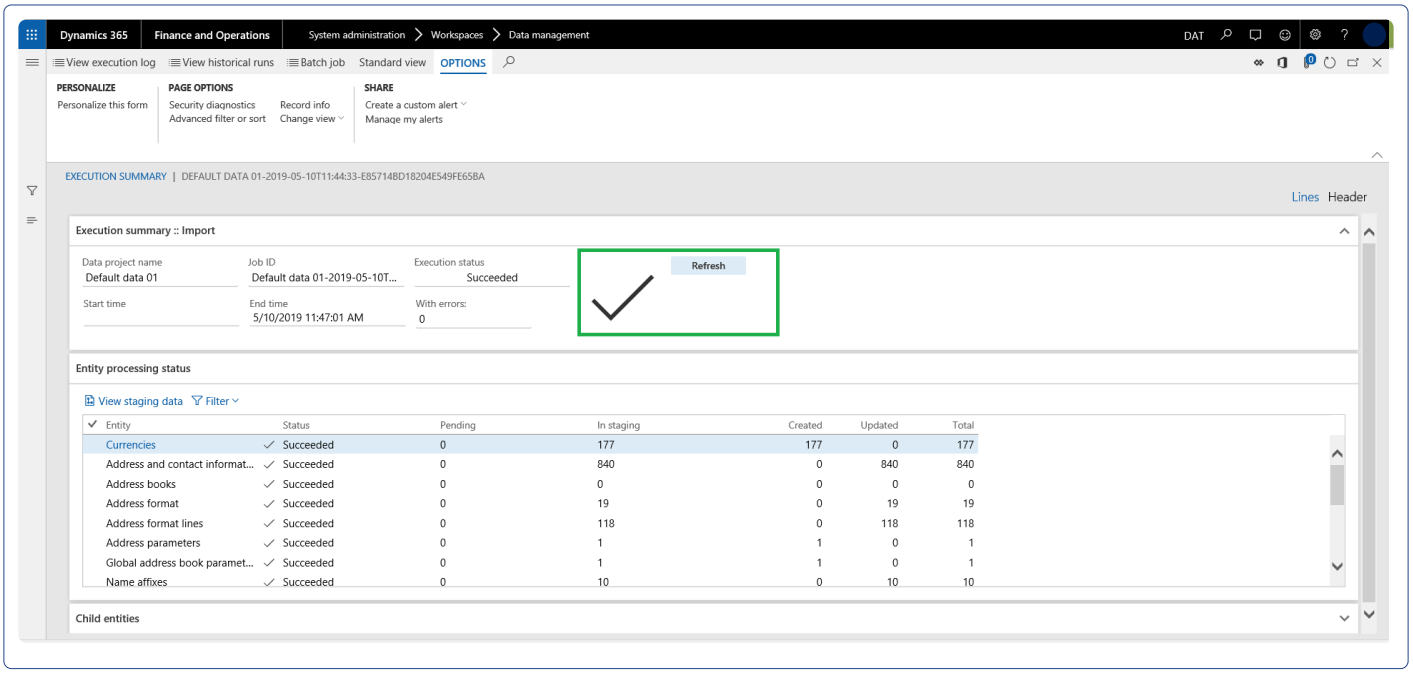


- Look out for the details of the import process on the Execution summary form as shown in the below visuals.



Repeat the above process for all the data packages and then finally import the workflows manually. Follow below steps to import workflow through XML files as the data entities are not supporting for workflows.

- Change the company Id to login company Id in the XML files before importing.
- Navigate to *Project management and accounting > Setup > Project management and accounting workflow.*
- Click on Import button on Workflow tab.
- Import workflow dialog form will open, Click on Browse button and selected the required workflow

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XML file.
- Mark Check box “Create new workflow on version conflict” as “True” to create a new workflow.
- Click on Upload button.
- Click OK
- Verify New workflow lines have been created in workflow
- Select the created workflow and click on “Set as default” button.

Follow the above step to import workflows for expenses, personal time off, invoice proposal and other workflows. Do not forget to activate all the workflow versions once its imported manually.

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License Management

All the new functionality pertaining to license management is grouped in this section.

[License configuration]

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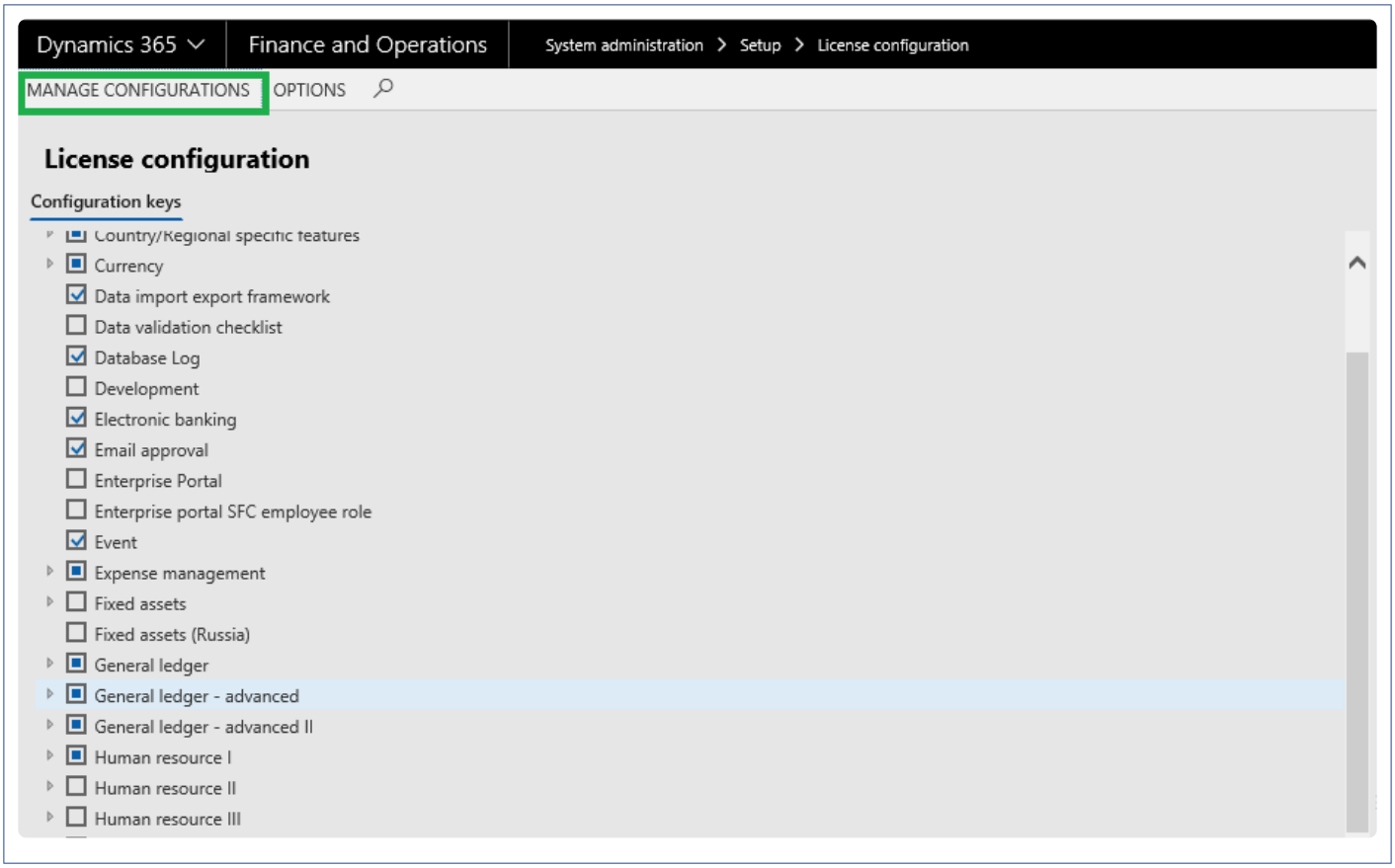
License Configurations

Manage Configurations

projects360 provides the configuration keys to activate or deactivate certain Dynamics 365 Finance and operations features or modules out of the box. There are predefined keys containing the combination of modules which service industry often uses.

This feature is designed keeping in mind the box implementations which in turn reduces the implementation timelines.



License configurations allow activation and deactivation of certain forms, fields, and features based on the industry or country requirements.

The License configurations form has been enhanced to allow for easy activation and deactivation of License keys based on one or more License key groups. A License key group has also been predefined to include configuration keys applicable for the service industry.

This feature can easily be extended by creating new License key groups.

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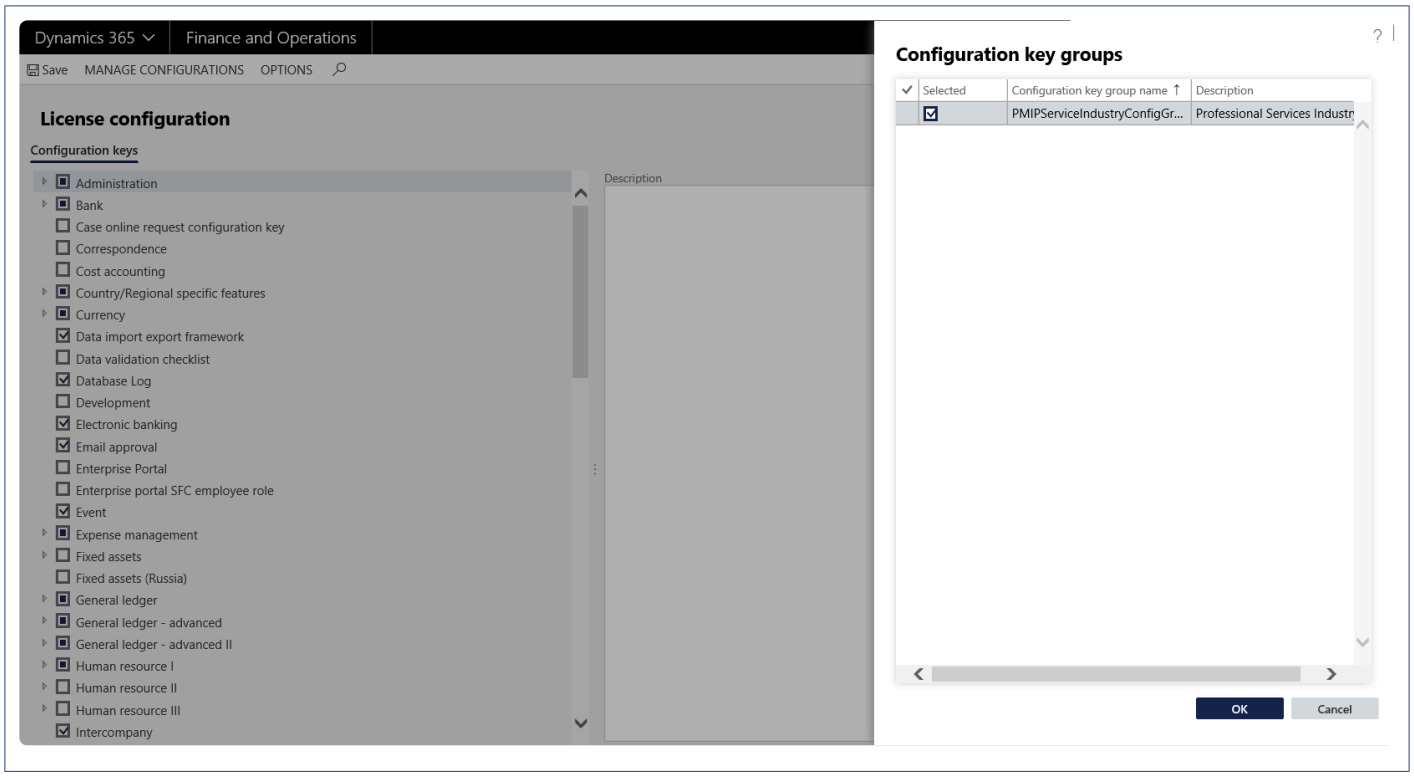
It is best practice to set the keys prior to going live in Dynamics, or prior to a complete regression test of all processes.



Security roles

You can find all the new roles created for projects360 along with the duties attached to it.

Role | projects360 employee

Duties
Access expense management workspace
Approve changes to a project
Approve modifications to worker images
Approve modifications to worker professional experience
Approve modifications to worker trusted position history
Committed cost updates
Create performance journal entries
Daily timesheet entry duty
Enhanced preview for released products
Inquire into budget check errors or warnings
Inquire into procurement category guidelines
Inquire into your loaned equipment
KPIDetailsGridDuty
Maintain automatic workflow delegation
Maintain confirmation of product receipts
Maintain create time from my project activities
Maintain electronic time registration
Maintain project timesheets
Maintain rejected confirmation of product receipts
Maintain shopping carts

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Maintain the external catalog punchout.
Maintains my project activities
Overtime maintain duty
Pay statement
Pay statements report
PayrollMyPayStatementInquire
PMIPPTOBalancesCurrentWorkerBalanceMaintain
ProjTimesheetDelegate
SearchExistingFixes
Send feedback
Service operations for expense management
Simple adjustments
SysAppController
TaskRecorder duty
Teams chat with approver maintain
Teams chat with project manager maintain
Teams chat with resource maintain
Timesheet line level approval
Timesheet staging table entity maintain
TSTimesheetMyTimesheetsEnable
Use basic external functionality
Use basic functionality
View and complete questionnaires
View basic information about workers in the system
View the company directory

Role | projects360 project accountant

Duties

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Approve fixed-price revenue recognition
Approve project timesheets
Approve project transactions
Approve purchase order
Category reporting groups duty
Configure and use project client add-in
Contract agreement maintain
Contract billing frequency Maintain
Default Dimension Maintain
Default dimension view
Deferment maintain
Deferment view
Dim default rule entity maintain
Dim default rule entity view
Enable calendar management process
Enable case management
Enable resource management process
Enable updates to logistics information
Enhanced preview for released products
Expense report maintain
FlowViewFlowsDuty
Forecast proposal maintain
Forecast sales maintain
Forecast sales packing slip maintain
Generate proposal lines maintain
Inquire eInvoice CFDI for project invoice
Inquire into activities
Inquire into customer master
Inquire into estimate project master

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Inquire into fixed price projects revenue recognition
Inquire into grant master
Inquire into inventory status
Inquire into missing timesheets
Inquire into project budgets
Inquire into project case progress
Inquire into project category master
Inquire into project contract master
Inquire into project invoices
Inquire into project master
Inquire into project schedule master
Inquire into project transaction status
Inquire into purchase agreement master
Inquire into purchase order to invoice progress
Inquire into purchase order to invoice progress for public sector
Inquire into purchase requisition
Inquire into purchase requisition consolidation
Inquire into request for quotation status
Inquire into resource capacity
Inquire into sales agreement master
Inquire into sales order progress
Invoice email maintain
KPIDetailsGridDuty
Maintain calendar master
Maintain cases
Maintain customer retention
Maintain estimate project master
Maintain fee management
Maintain fixed price projects revenue recognition

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Maintain grant master
Maintain invoice cancellation proposals
Maintain invoice document review instructions
Maintain invoice documents
Maintain number sequence settings
Maintain personal details using self service
Maintain project activity cost tracking master
Maintain project activity effort tracking master
Maintain project activity master
Maintain project budgets
Maintain project cases
Maintain project contract master
Maintain project document print management settings
Maintain project forecasts
Maintain project invoice proposal
Maintain project master
Maintain project quotation
Maintain project sales packing slips
Maintain project schedule master
Maintain project timesheets
Maintain project transactions
Maintain project transactions
Maintain qualification view
Maintain resource master
Maintain vendor retention
Maintain work locations
Maintain workflow and alerts settings
Overtime maintain duty
Personal time off maintain

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Personal time off view
PMIPBillingScheduleGroupsMaintain
PMIPExpLineLevelWorkflowMaintain
PMIPLanguageTableEntityMaintain
PMIPProjProformaInvoiceRecordCleanupMaintain
PMIPPTOBalancesApproverBalanceMaintain
PMIPPTOBalancesCurrentWorkerBalanceMaintain
PMIPPurgePTObalancesMaintain
PMIPTimesheetCommentsPartMaintain
PMIPUnitCodesEntryMaintain
PMIPViewBillingInstructionsMaintain
Project invoice journal maintain
Project invoice journal view
Project invoicing group maintain
PTO assign approver maintain
PTO Inquiry Maintain
Purchase requisition workflow maintain
Qualification set up maintain
Reports
Resource skill search maintain
Resource skill search view
Resourcing
Revenue adjustments
Review case process
Review project control
Review project control – cash flow
Review project control – hour utilization
Review project control – invoice control
Role center URL redirection

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Run, or schedule, the exporting CFDI job.
SearchExistingFixes
Service to create Project WBS
Simple adjustments
Subcontractor reconciliation maintain
SysAppController
TaskRecorder duty
Teams chat with approver maintain
Teams chat with resource maintain
TS workflow maintain
TSTimesheetMyTimesheetsEnable
Update categories on billing rules
Use basic external functionality
Use basic functionality
Vendor invoices
View goods receipt note
View qualification view
View relationship between mapping table and attribute table
View sensitive bank account information for company accounts
View tax document
View tax document temporary table
View tax document transaction
View tax document transit relation
WBS
WBS Merge
WIP aging report by project

Role | projects360 project manager

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Duties
Approve project timesheets
Configure and use project client add-in
Contract agreement maintain
Contract billing frequency Maintain
Dim default rule entity maintain
Dim default rule entity view
Enable updates to logistics information
Enhanced preview for released products
Expense report maintain
Forecast proposal maintain
Forecast sales maintain
Forecast sales packing slip maintain
Inquire eInvoice CFDI for project invoice
Inquire into fixed price projects revenue recognition
Inquire into missing timesheets
Inquire into project budgets
Invoice email maintain
KPIDetailsGridDuty
Maintain fee management
Maintain fixed price projects revenue recognition
Maintain invoice cancellation proposals
Maintain invoice document review instructions
Maintain invoice documents
Maintain personal details using self service
Maintain project activity cost tracking master
Maintain project activity effort tracking master
Maintain project activity master
Maintain project document print management settings

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Maintain project sales packing slips
Personal time off maintain
Personal time off view
PMIPBillingScheduleGroupsMaintain
PMIPExpLineLevelWorkflowMaintain
PMIPProjProformaInvoiceRecordCleanupMaintain
PMIPPurgePTObalancesMaintain
PMIPTimesheetCommentsPartMaintain
PMIPUnitCodesEntryMaintain
PMIPViewBillingInstructionsMaintain
Project invoice journal maintain
Project invoice journal view
PTO assign approver maintain
PTO Inquiry Maintain
Reports
Resource skill search maintain
Resource skill search view
Revenue adjustments
Revenue adjustments
Revenue adjustments
Revenue adjustments
Revenue adjustments
Revenue adjustments
Review case process
Review project control – cash flow
Review project control – hour utilization
Review project control – invoice control
Role center URL redirection
Run, or schedule, the exporting CFDI job.

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Service to create Project WBS
Simple adjustments
Subcontractor reconciliation maintain
Teams chat with approver maintain
Teams chat with resource maintain
TS workflow maintain
TSTimesheetMyTimesheetsEnable
Use basic external functionality
Use basic functionality
Vendor invoices
View goods receipt note
View relationship between mapping table and attribute table
View sensitive bank account information for company accounts
View tax document
View tax document temporary table
View tax document transit relation
WBS
WBS Merge

Role | Restrict access to cost prices

Duties
PMIPRestrictCostPrice

Version History

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Release Notes v10.0.32

Version 10.0.32.20230609 | Hotfix Release | June 09, 2023

Note – This hotfix release is compatible with Microsoft Installed product version 10.0.33 as well.

Work item type	Business scenario	Description	VSTS ID	Version
Enhancement	Time entry PowerApp	The Timesheet PowerApp now empowers users to efficiently manage returned or rejected timesheet lines. This addition provides users with enhanced control and flexibility when dealing with timesheet discrepancies, ensuring a seamless workflow and improved productivity.	71500	10.0.32.20230609
Enhancement	Time entry PowerApp	Added general refresh button to update settings and other necessary data on the timesheet Powerapp.	73142	10.0.32.20230609
Issue	Invoicing	Previously, credit notes created for beginning balance transactions displayed “Invoice line amount” and “Line amount” with a positive sign on the invoice proposal. With the recent fix, these values will now be shown with a negative sign, accurately reflecting the credit note’s impact on the invoice amount.	72002	10.0.32.20230609
Issue	Fee management	Previously, there was an issue with the recalculation of the admin fee when modifying time on the invoice proposal. However, with the recent fix, the admin fee will now be accurately recalculated whenever a transaction is modified. This issue fix ensures that the admin fee aligns with the updated transaction, promoting accurate invoicing.	72014	10.0.32.20230609
Issue	Invoicing	Previously, a warning message would appear when trying to print a project invoice report from the Project invoices list page even when	72174	10.0.32.20230609

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		the ‘Invoice document review’ feature is not activated. Now, this issue has been fixed, and the warning message no longer appears during the printing process.		
Issue	Resourcing	Earlier, activating the “Enable project resource scheduling performance enhancement” feature caused an error when running the “Populate project resources across all companies” batch. Now, this issue has been fixed, and the batch jobs can run without any errors.	72187	10.0.32.20230609
Issue	Invoice email	Previously, when resending email for an ER invoice, the attachment was sent as an Excel file instead of a PDF. Now, with this fix, the system checks the “Attach as PDF” option and the “Convert to PDF” setting in the ER destination settings. Based on this configuration, the email attachment will be sent as a PDF or excel, ensuring consistency and adherence to the desired document format.	72316	10.0.32.20230609
Issue	Quick poject search	Previously, when using the “Quick project search” feature, the default work location defined on the project was not automatically populated on the timesheet. Now, with the fix, the default work locations will be automatically populated on the Timesheet, Daily Timesheet, and Manage Pending Time interfaces.	72418	10.0.32.20230609
Issue	Invoice document review	Earlier, the Invoice document review button would appear regardless of the Invoice document review feature parameter setting. Now, with the fix, the visibility of the button is based on the parameter, ensuring consistency and usability.	72617	10.0.32.20230609
Issue	Billing schedule	Previously, when creating billing schedules through a batch process, the billing schedule was not generated for projects with the “Breakdown by main project” feature enabled. However, with the recent fix, billing schedules will now be created successfully through the	72621	10.0.32.20230609

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		batch process, even when the “Breakdown by main project” setting is enabled.		
Issue	Invoicing	Previously, the admin fee was not being included in the credit note proposal, and the invoice proposal was not automatically created for the second time, even when the “auto-create credit notes” parameter was marked. However, with the recent fix, these issues have been resolved.	72626	10.0.32.20230609
Issue	Invoicing	Previously, project transactions were mistakenly posted as Non-Chargeable, despite having a billable line property due to incorrect billing rules. Now, with the fix, project transactions will be posted as chargeable based on the line property. We have also provided a toolkit to correct any erroneous billing rules, ensuring accurate invoicing and financial tracking.	72643	10.0.32.20230609
Issue	Invoicing	Improved performance of the project invoice proposal processing by addressing lags caused by the role billing description feature.	72703	10.0.32.20230609
Issue	Category reporting group	Previously, newly created categories were not automatically assigned to the category reporting group when the group was attached. Now, with the fix, the newly created category will be automatically assigned to the category reporting group, ensuring accurate data organization.	72749	10.0.32.20230609
Issue	Timesheet line level approval	Previously, the ‘Timesheet line level approval’ form did not enforce the ‘Minimum time increment’ parameter, leading to inconsistencies in time entry between timesheets and the timesheet line level approval form. However, with the recent fix, users can now edit hours on the form in accordance with the specified ‘Minimum time increment’ parameter.	72792	10.0.32.20230609
Issue	Invoicing	Previously, posting a credit note for an invoice with customer retention led to the creation of incorrect retention transactions, resulting in an incorrect display of the customer retention	72794	10.0.32.20230609

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		amount. Now, with the fix, transactions are created in a way that ensures the customer retention amount is displayed as a zero balance, resolving the issue		
Issue	Time entry PowerApp	Addressed an issue where few of the icons were missing in the UI for the timesheet PowerApp.	72800	10.0.32.20230609
Issue	Automatic transactions	Previously, adjusting the original transaction with multiple automatic transactions would trigger an error. Now, with the fix, all related automatic transactions will be adjusted along with the original transaction, ensuring accuracy and consistency.	72848	10.0.32.20230609
Issue	Security roles	Previously, the cost price was mistakenly visible on the pending project transactions factbox for users with the “Restrict access to cost prices” role. Now, with the fix, the cost price/amount will no longer be visible to users with this role, ensuring data privacy and compliance.	72868	10.0.32.20230609
Issue	Billing schedule	Addressed an issue where contract value was not rolling up to the parent project under the billing schedule lines. Now with this fix, contract value will roll up to the parent project on the billing schedule line if the “Roll up by parent project” parameter is marked.	72983	10.0.32.20230609
Issue	Adjustment request	Previously, when a credit note was posted for certain transactions, those transactions were not being included in Adjustment requests created by the user. However, with the recent fix, when a credit note is posted for transactions, these transactions will now be properly included in Adjustment requests.	72996	10.0.32.20230609
Issue	Unit entry code	Addressed issue with unit entry code reference on creation of expense records for Timesheet.	72998	10.0.32.20230609
Issue	Dual Write	Fixed exchange rate error triggered while syncing actuals to ProjOps.	73014	10.0.32.20230609
Issue	Daily timesheet	Previously, the object ‘Change timesheet period’ on the daily timesheet entry form did	73018	10.0.32.20230609

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		not have any assigned roles. However, with the recent fix, we have added the relevant roles to the ‘Change timesheet period’ object.		
Issue	Fee management	Previously, changing the project group resulted in an incorrect billing rule being applied to transactions. Now, with the fix, changing the project group deletes the old billing rule and applies the correct billing rule to ensure accurate billing calculations.	73023	10.0.32.20230609
Issue	Timesheet line level approval	Addressed an issue where when an employee was terminated or not attached to an user, junk data would appear on the Timesheet line level approval form. Now, with the fix, no data will be displayed on the form for such employees, providing a cleaner and more efficient user experience.	73060	10.0.32.20230609
Issue	Security roles	Previously, the “Cost price” field was visible on the hour journal form for users with the “Restrict access to cost prices” role. Now, with the fix, the cost price/amount will not be visible on the hour journal form for users with this role, ensuring data privacy and compliance.	73063	10.0.32.20230609
Issue	Fee management	Previously, admin fees were not recalculated during simple adjustments on the invoice proposal. Now, with the fix, admin fees will be automatically recalculated for transactions when performing simple adjustments.	73064	10.0.32.20230609
Issue	Adjustment request	Previously, the ‘Reason code’ field on the New adjustment request form did not appear as mandatory, even when the corresponding parameter was marked. Now, with the fix, the ‘Reason code’ field will be clearly marked as mandatory with a red line if the parameter is marked, ensuring consistent and accurate data entry.	73084	10.0.32.20230609
Issue	Time entry PowerApp	Previously, the Internal/External comments fields were not hidden when the ‘Do not display’ parameter was set to yes. Now, with the fix, the visibility of these fields will be based on the parameter setup, ensuring	73095	10.0.32.20230609

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		consistency and alignment with the specified configuration.		
Issue	Billing schedule	Previously, an error would occur when attempting to delete a billing schedule after canceling an invoice proposal. However, with the recent fix, users can now successfully delete the proposal after canceling the invoice proposal.	73161	10.0.32.20230609
Issue	Export time	Addressed an issue where the Created date and time was incorrect on export time for payroll form.	73380	10.0.32.20230609
Issue	Billing schedule	Previously, clicking the 'Billing schedule ID' hyperlink on an adjustment request opened through the billing schedule would trigger an error. However, with the recent fix, clicking the hyperlink will no longer cause errors, and the related billing schedule will successfully open.	73445	10.0.32.20230609
Issue	Invoice archive	Previously, an error would occur when attempting to create an invoice archive if the document type did not have a defined file type. However, with the recent fix, no error will be triggered when creating an invoice archive, regardless of whether the document type has a file type defined or not.	73447	10.0.32.20230609

Version Information

Package Name	Model Name	Version
projects360	ProjAX	10.0.32.20230609
projects360 BI	ProjAX BI	10.0.32.20230609
projects360 IA	ProjAX IA	10.0.32.20230609
projects360 Mobile	Projects360Mobile	10.0.32.20230609
projects360TimeEntry	ProjOperations	10.0.32.20230609
projects360 projects BI	ProjectsBI	10.0.32.20230609
projects360 Workspace	ProjAXWorkspace	10.0.32.20230609

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projects360 Integrations	Projects360 integrations	10.0.32.20230609
projects360 Financials BI	FinancialBI	10.0.32.20230609
projects360 Learning Plan	Learning Plan	10.0.32.20230609
projects360 for Project Operations	ProjOperations	10.0.32.20230609
projects360 Cash Basis Accounting	CBA	10.0.32.20230609

Version 10.0.32.20230504 | Hotfix Release | May 04, 2023

Note – This hotfix release is compatible with Microsoft Installed product version 10.0.33 as well.

Work item type	Business scenario	Description	VSTS ID	Version
Enhancement	Data entity	With this release we have introduced a new data entity called “Timesheet Delegate” to facilitate the importing of delegate data into the system. With this new entity, users can now quickly and easily create and publish delegate records using the Excel add-in	72307	10.0.32.20230504
Issue	AR by project	Earlier, financial dimensions were incorrect for the voucher entries generated when AR by project feature is active. Now with this fix, financial dimensions on the customer account will be picked from the respective project for the voucher entries generated when AR by project is active.	57127	10.0.32.20230504
Issue	Fee management	Fixed an issue where ‘Update categories on billing rules’ batch job was creating the duplicate billing rules in the system. Now the code is updated to create/update the relevent billing rules and delete the duplicates already created.	71060	10.0.32.20230504
Issue	Misc. changes	Addressed projects360 Help Link issue under help section.	71236	10.0.32.20230504
Issue	Billing schedule	Earlier prebilling summary report was not considering billing schedule date range in	71238	10.0.32.20230504

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		displaying Earned value and Current billing. With this fix, prebilling summary report will consider billing schedule date range in displaying Earned value and Current billing.		
Issue	Simple adjustment	Addressed an issue where tree structure was getting disappeared on simple adjustment form when simple adjustment form opened for same billing schedule in two different tab.	71307	10.0.32.20230504
Issue	PTO requests	With this fix, the issue of duplicate lines appearing in the PTO balances fact box has been addressed. Now, the users who are logged into a specific legal entity will no longer encounter duplicate lines or witness balances from unrelated entities displayed within the fact box.	71685	10.0.32.20230504
Issue	PTO requests	While cancelling the approved PTO request, resource was getting removed from the ‘‘Resource/project category validations group’‘ from the selected resources. Now with this fix, resource will not be removed from the selected resources with this fix.	71686	10.0.32.20230504
Issue	Invoice archives	Earlier attachments attached on the posted vendor invoices was not considered in invoice archive process. Now with this fix, attachments attached on the posted vendor invoices will be considered in invoice archive process.	71848	10.0.32.20230504
Issue	Resourcing	Addressed performance issue while executing Update Resourcing ETC batch job.	71890	10.0.32.20230504
Issue	Data entity	Added destinationProjId, activity number and DestinationProject fields to PMIPAutomaticTransactionRules data entity.	71999	10.0.32.20230504
Issue	Expense line approval	Earlier, expenses were not grouped by project on summary of expense tab on Expense line level approval form in case of multiple legal entities. Now with this fix, expense will be grouped based on project	72003	10.0.32.20230504

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		and currency on the expense line level approval summary expense tab.		
Issue	Fee management	Earlier, Progress percentage was not updating while posting fee as beginning balances if ‘‘Update progress billing rule‘‘ was not marked. Now with this fix, progress %age will update while posting beginning balances irrespective of ‘Maintain % Progress history’ and ‘Update progress billing rule’ marked or unmarked.	72017	10.0.32.20230504
Issue	Daily timesheet	Earlier customer name was not getting picked from project in case of multiple funding source even if ‘customer name show for multiple funding source’ was enable. Now with this fix, customer name will be picked from the project in case of multiple funding source.	72051	10.0.32.20230504
Issue	Subcontractor reconciliation	Earlier error was triggering when try to reconcile intercompany timesheet transaction and posting vendor invoice. Now with this fix, vendor invoice will get posted without any error when reconciling the intercompany transactions.	72124	10.0.32.20230504
Issue	Resourcing	Earlier gross margin was getting calculated incorrectly on resource forecast fact box when sales currency is different than legal entity’s accounting currency. Now with this fix, cost amount will get converted to sales currency and display the gross amount accordingly.	72125	10.0.32.20230504
Issue	Invoicinig	Earlier, write off percent button was enabled for Fully invoiced transaction. Now with this fix, write off percent will be disabled for Fully invoiced transaction.	72126	10.0.32.20230504
Issue	Timesheet line approval	Earlier customer name was appearing on timesheet related forms in case of multiple funding sources when ‘customer name show for multiple funding source’ disable. Now with this fix, customer name will be picked from the project in case of multiple funding source only when parameter is	72128	10.0.32.20230504

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		marked.		
Issue	Automatic transactions	Earlier automatic transactions were getting reversed even when original transaction was not getting adjusted. Now with this fix, automatic transaction will get adjusted only when the original transaction is adjusted.	72143	10.0.32.20230504
Issue	Resourcing	Earlier, Intercompany transaction parameter was enabled when Resourcing enhancement parameter is unmarked. Now with this fix, Intercompany transaction parameter will be enabled only when Resourcing enhancement parameter is marked.	72197	10.0.32.20230504
Issue	Invoicing	While performing the split advance amount on the invoice proposal form, other's project transactions was also getting added to the invoice proposal. Now, other project transactions will not add up on the invoice proposal form while splitting advance amount.	72246	10.0.32.20230504
Issue	Timesheet integration	Resolved an issue that occurred when importing timesheet data with missing activity fields, causing the integration records to become stuck in the staging table. This issue was observed when the parameter was set to anything other than 'Standard Logic.'	72251	10.0.32.20230504
Issue	Misc. changes	Earlier error used to trigger when try to add multiple dependent batch jobs into same batch task. Now with this fix, user will be able to add multiple dependent batch jobs into same batch task without any errors.	72310	10.0.32.20230504
Issue	Automatic transactions	Earlier, adjusted transactions were not balancing to eliminate revenue/WIP when automatic transaction rules category line property is non-billable. Now with this fix, adjusted transactions will eliminate revenue/ WIP when automatic transaction rules category line property is non-billable.	72356	10.0.32.20230504
Issue	Security and	Cost price was visible on hour forecast form	72622	10.0.32.20230504

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	Roles	even if user has ‘‘Restrict access to cost prices’‘ role. Now with this fix cost price/ amount will not be visible on such form if user has ‘‘Restrict access to cost prices’‘ role.		
Issue	Fee management	Added a new batch job in the toolkit to create the missing billing rules for fee management project.	72700	10.0.32.20230504
Issue	Time export	Addressed an issue where hour transactions with a transaction date before or after the batch ‘From’ and ‘To’ dates were erroneously appearing in the time export lines.	72757	10.0.32.20230504

Version Information

Package Name	Model Name	Version
projects360	ProjAX	10.0.32.20230504
projects360 BI	ProjAX BI	10.0.32.20230504
projects360 IA	ProjAX IA	10.0.32.20230504
projects360 Mobile	Projects360Mobile	10.0.32.20230504
projects360TimeEntry	ProjOperations	10.0.32.20230504
projects360 projects BI	ProjectsBI	10.0.32.20230504
projects360 Workspace	ProjAXWorkspace	10.0.32.20230504
projects360 Integrations	Projects360 integrations	10.0.32.20230504
projects360 Financials BI	FinancialBI	10.0.32.20230504
projects360 Learning Plan	Learning Plan	10.0.32.20230504
projects360 for Project Operations	ProjOperations	10.0.32.20230504
projects360 Cash Basis Accounting	CBA	10.0.32.20230504

Version 10.0.32.20230403 | Hotfix Release | Apr 03, 2023

Work	Business	Description	VSTS ID	Version

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item type	scenario			
Issue	Export time	Earlier, Duplicate lines were displayed on the export time for payroll when there was change in the timesheet status. To address this issue, we have added new parameter to exclude the transactions included in previous batch.	68587	10.0.32.20230403
Issue	Invoicing	An error was triggering while splitting customer advance amount through invoice proposal from. Now with this fix, there will be no error while splitting customer advance amount.	69782	10.0.32.20230403
Issue	Invoicing	Earlier, Voucher imbalance error used to trigger when the invoice proposal is created with customer advance and customer retention where the customer retention calculation is based on the Gross amount. Now with this fix, no error will be triggered, and invoice will get posted successfully.	70480	10.0.32.20230403
Issue	Expense line approval form	Earlier, duplicate records were getting displayed on the expense line level approval form when the different employee were hired with similar names. Now with this fix, duplicate records were getting displayed on the expense line level approval form.	71048	10.0.32.20230403
Issue	Unit billing	Earlier under unit forecast amount was coming incorrect on unit billing forecast and all project forecasts. Now with this fix, amount will be appeared correctly.	71102	10.0.32.20230403
Issue	Billing schedule	While creating adjustment request from billing schedules action type “On-Hold‘‘ was visible. Now with fix, this action type will not be visible on the adjustment requests which is created through the billing schedules.	71280	10.0.32.20230403
Issue	Fee management	Earlier % progress field on fee management form was getting updated when customer advance is invoiced. Now with this fix, this issue has been fixed.	71370	10.0.32.20230403
Issue	Fee management	Previously, the NTE fee was calculated incorrectly when beginning balance transactions were posted as fully invoiced. NTE fee creation logic used to disregard this amount as invoiced, hence wrong amount was calculated. However, with this fix, NTE fee will now be generated correctly upon even when there beginning	71371	10.0.32.20230403

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		balance transactions with fully invoiced state exist on the project.		
Issue	Billing schedule	Addressed an issue where billing schedule were not getting created when the billing frequency was billing calendar.	71388	10.0.32.20230403
Issue	Billing schedule	Addressed few issue related to the placement of fields on billing schedule form.	71440	10.0.32.20230403
Issue	Timecard	Earlier, break type for all the resources were getting displayed in the lookup. Now with this fix, only break type for related resource to the timesheet will be displayed.	71507	10.0.32.20230403
Issue	Billing schedule	Earlier, when admin fee is added on multiple main projects and billing schedule is created with “Break by main project”, admin fee was getting duplicated on the invoice proposal. Now with this fix, admin fee will not be duplicated on the invoice proposal.	71508	10.0.32.20230403
Issue	Roles and security	Addressed an issue where users were able to view the cost prices on various fact boxes.	71612	10.0.32.20230403
Issue	Cash basis accounting	Voucher imbalance error was triggering while posting a journal through general journal with marked transfer error. Now with this fix, there will be no error trigger.	71641	10.0.32.20230403
Issue	Personal time-off requests	Earlier, when the PTO was created for an employee who has timesheet period other than weekly, duplicate PTO records were getting inserted on the timesheet lines. Now with this fix, duplicate POT records will not be inserted into the timesheet lines.	71644	10.0.32.20230403
Issue	PTO balances	Addressed an issue where WorkerRef field was made mandatory because of which uploading records became difficult. This field is not mandatory now and won’t be visible in the data entity.	71684	10.0.32.20230403
Issue	Financial dimensions	Earlier, financial dimensions were incorrect when intercompany transaction was adjusted. Now with this fix, financial dimensions will default as per the adjustment made on the intercompany transaction.	71758	10.0.32.20230403
Issue	Invoicing	Addressed deadlocks issue that was occurring during invoicing through adding index.	71776	10.0.32.20230403
Issue	Pre-billing summary	Earlier, Total amount of the previous billing was incorrectly shown on the pre-billing summary report.	71825	10.0.32.20230403

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		Now with this fix, Total amount of the previous billing will be displayed correctly on the pre-billing summary report.		
Issue	Misc. changes	Earlier ‘pay when paid’ checkbox was not editable for progress and fixed fee type project. Now with this fix, pay when paid checkbox is editable for fixed fee and progress fee type projects.	71850	10.0.32.20230403
Issue	Invoicing	Earlier, error was triggering while creating credit note from the Posted transaction form. Now with this fix, no error will trigger, and credit note will get created.	72001	10.0.32.20230403
Issue	Data Entity	Added role billing description field in the project funding sources data entity to facilitate easy update of this fieeld for the existing funding sources.	72099	10.0.32.20230403

Version Information

Package Name	Model Name	Version
projects360	ProjAX	10.0.32.20230403
projects360 BI	ProjAX BI	10.0.32.20230403
projects360 IA	ProjAX IA	10.0.32.20230403
projects360 Mobile	Projects360Mobile	10.0.32.20230403
projects360 projects BI	ProjectsBI	10.0.32.20230403
projects360 Workspace	ProjAXWorkspace	10.0.32.20230403
projects360 Integrations	Projects360 integrations	10.0.32.20230403
projects360 Financials BI	FinancialBI	10.0.32.20230403
projects360 Learning Plan	Learning Plan	10.0.32.20230403
projects360 for Project Operations	ProjOperations	10.0.32.20230403
projects360 Cash Basis Accounting	CBA	10.0.32.20230403

Version 10.0.32.20230210 | Hotfix Release | Feb 10, 2023

Work item	Business scenario	Description	VSTS ID	Version

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type				
Issue	Invoice emailing	Addressed an issue where invoice emailing feature wasn’t opening the ‘Send email’ form while clicking on resend button and not allowing users to send emails from the F&O.	66976	10.0.32.20230210
Issue	Invoice grouping	Fixed an issue on the ‘Invoice lines’ tab on the invoice proposal form showing the labor sales price even when the sum of hour journal lines quantity is ‘zero’.	67680	10.0.32.20230210
Issue	Fee management	Addressed an issue where '% Progress' field wasn't getting updated when a beginning balance fee journal with fully invoiced status was posted in the project.	69770	10.0.32.20230210
Issue	Unit Billing	Addressed few issues during the forecast creation, unit billing forecast allocation and sales quantity field on unit forecast while creating unit billing forecast.	69828	10.0.32.20230210
Issue	Billing Schedule	Corrected an UI issue where the ‘Billing schedule status’ was sometime disabled or enabled randomly after selecting multiple billing schedules in the folowing grid.	70436	10.0.32.20230210
Issue	Timesheet line approval	Addressed few UI issues where the Intercompany records are not displayed or displayed multiple times on the Timesheet line level approval.	70506	10.0.32.20230210
Issue	Invoice grouping	'%Progress' and 'Previous billing' fields were showing wrong numbers on the aec360 project pro-forma report ignoring the beginning balances posted as 'fully invoiced'. With this release issue has been corrected.	70579	10.0.32.20230210
Issue	PTO requests	Earlier, PTO data balance entity was accessible by only system admin role. Now, with this fix users having Data management administrator, Data management operations user, Data management migration user, Service industry super user roles will be able to access PTO data balance entity to import/export the records.	70609	10.0.32.20230210
Issue	Unit Billing	Addressed few issues during the forecast creation, unit billing forecast allocation and sales quantity field on unit forecast while creating unit billing forecast.	70748	10.0.32.20230210
Issue	Billing Schedule	Added the few of the newly introduced fields on contract billing frequency data entity.	70790	10.0.32.20230210
Issue	Timesheets	Added the missing security duties and privilege to	70794	10.0.32.20230210

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		view internal and external comments on transactions.		
Issue	Fee management	Customer advance field on the fee management will now onwards include the deductions as well. Earlier prepayment journal voucher were only considered for this field.	71057	10.0.32.20230210
Issue	Adjustment requests	Earlier, adjustment request button was enabled even when under p360 parameters feature is not active. Now with this fix, button will not be showing if feature is not active unde p360 parameters.	71062	10.0.32.20230210
Issue	Fee management	Addressed an issue where the system was considering the wrong amounts on the invoice proposals after % progress or contract value updates	71064	10.0.32.20230210

Version Information

Package Name	Model Name	Version
projects360	ProjAX	10.0.32.20230210
projects360 BI	ProjAX BI	10.0.32.20230210
projects360 IA	ProjAX IA	10.0.32.20230210
projects360 Mobile	Projects360Mobile	10.0.32.20230210
projects360 projects BI	ProjectsBI	10.0.32.20230210
projects360 Workspace	ProjAXWorkspace	10.0.32.20230210
projects360 Integrations	Projects360 integrations	10.0.32.20230210
projects360 Financials BI	FinancialBI	10.0.32.20230210
projects360 Learning Plan	Learning Plan	10.0.32.20230210
projects360 for Project Operations	ProjOperations	10.0.32.20230210
projects360 Cash Basis Accounting	CBA	10.0.32.20230210

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