

# Dynamics 365 Project Operations – Expense Management

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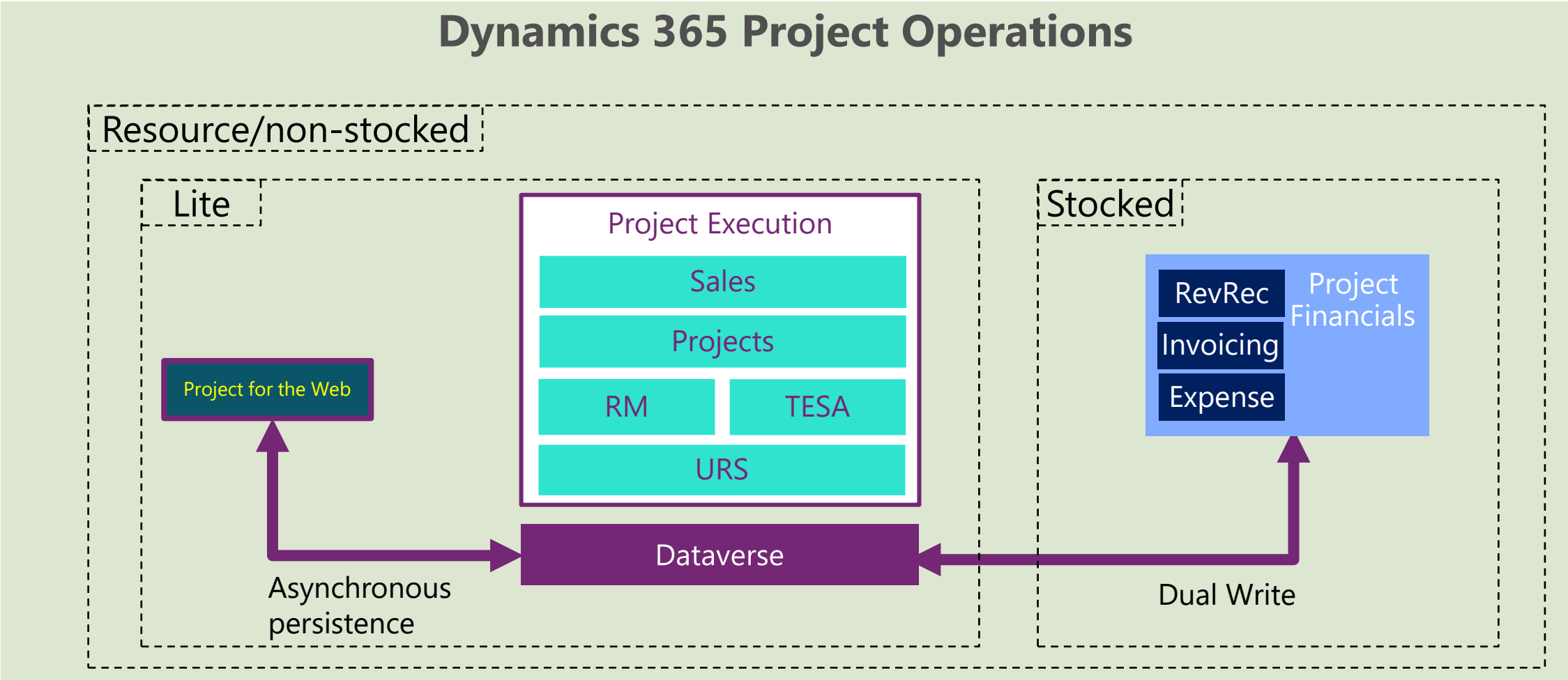


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# Agenda

- 
1. Architecture
  2. "Basic/Quick" Expenses
  3. "Full" Expense Module
  4. Q&A

# Architecture

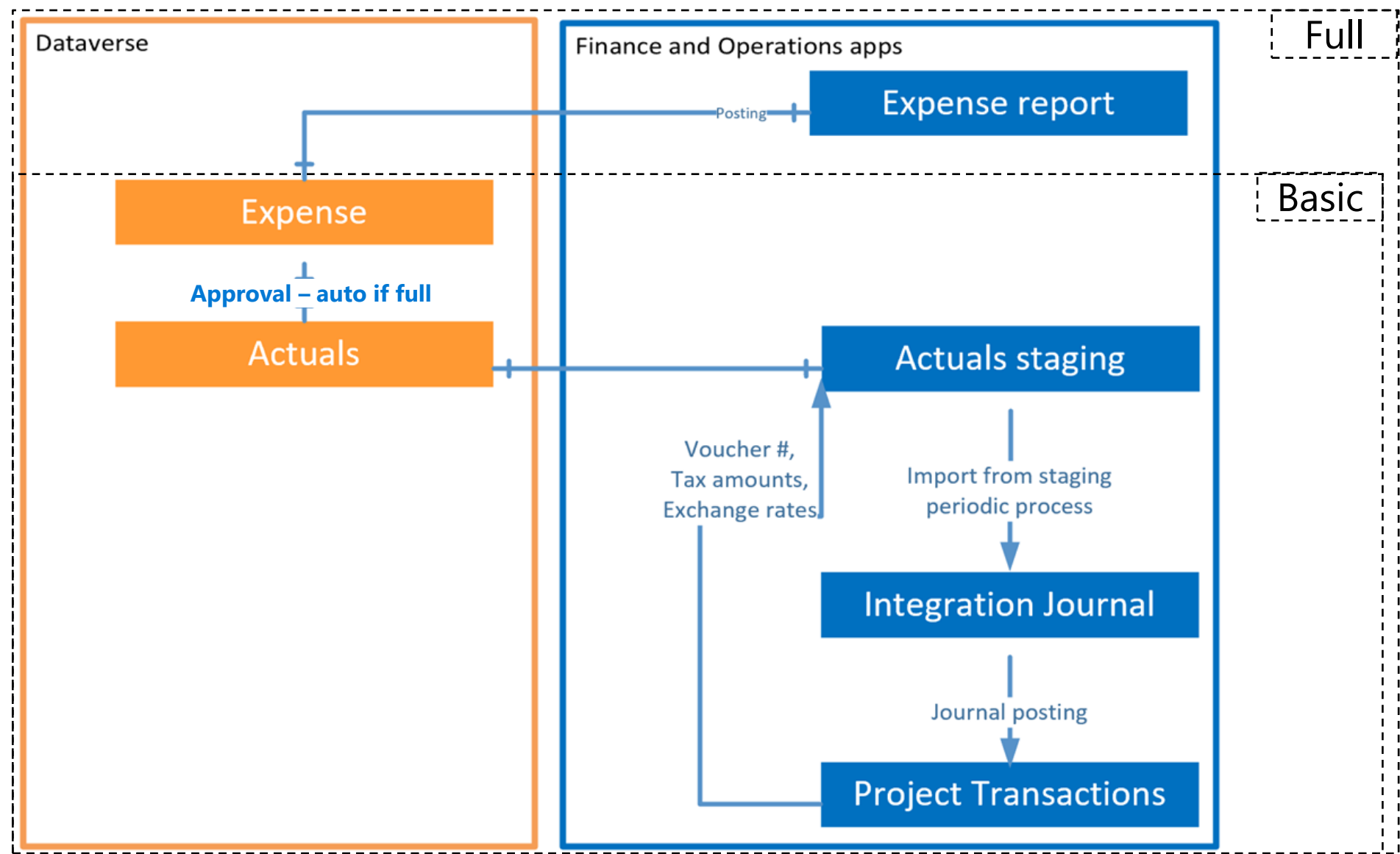


**Key**

M365 Services	D365 CE App
Dataverse	D365 F&O App

RM = Resource Management  
TESA = Time, Expense, Status, Approvals  
URS = Universal Resource Scheduling  
RevRec = Revenue Recognition

# Expenses integration in resource/non-stocked deployment



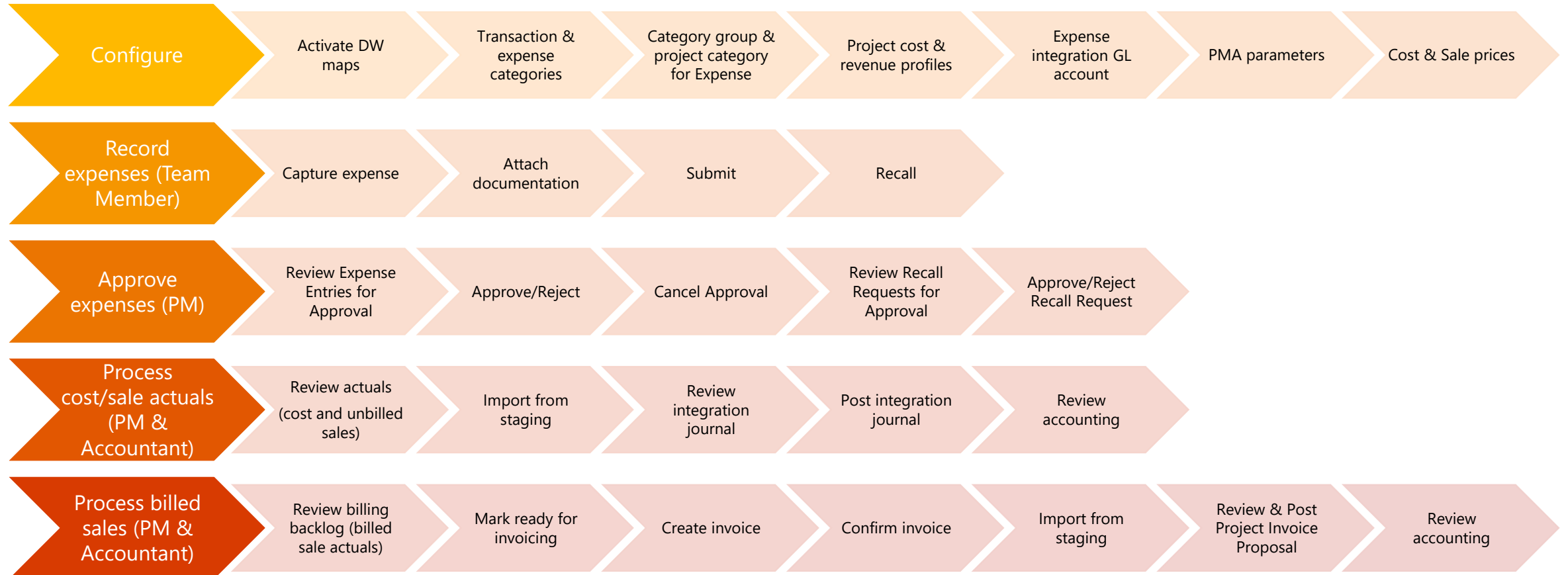


# Basic Expense Management



# Basic expense management processes

## Basic Expenses



Demo



- Home
- Recent
- Pinned
- My Work
  - Dashboards
  - Time Entries
  - Expenses**
  - Approvals
  - Material Usage
- Projects
  - Projects
  - Schedule Board
  - Resource Utilization
  - Resources
  - Roles

← Show Chart + New Refresh Collaborate Email a Link Flow Run Report Excel Templates Export to Excel

My Expenses Edit columns Edit filters Search this view

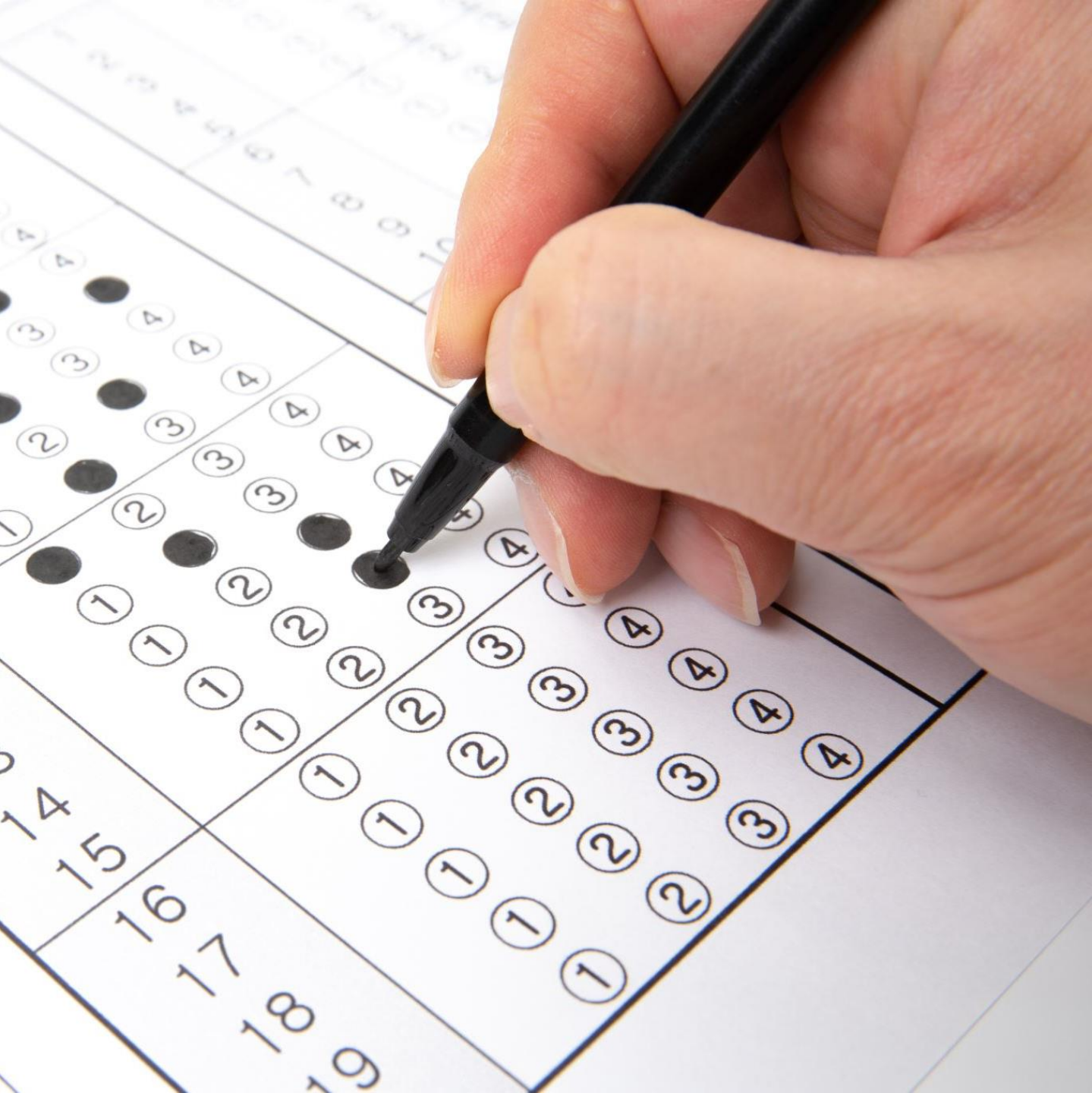
Group By: (no grouping)

Transaction ...	Expense Purpose	Quantity	Unit	Unit Price	Subtotal	Sales tax a...	Currency	Project	Project Task	Expense Ca...
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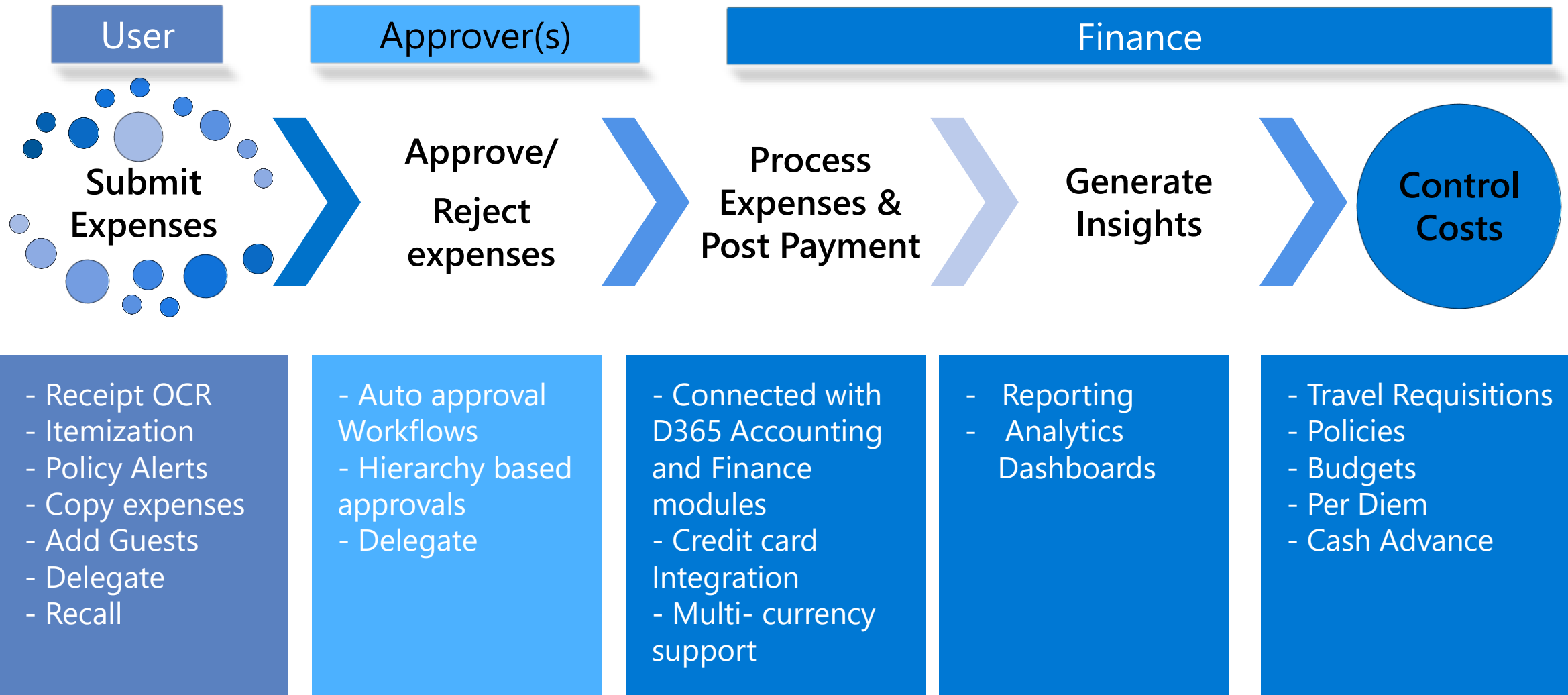
9/8/2022	Travel meal	1.00	Primary Unit	\$35.00	\$35.00	\$0.00	US Dollar	MWTestPr...	---	Meal
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# Full Expense Management



# D365 Expense Management Overview



# Expense Management Workspace

Finance and Operations

Search for a page

USSI

Business Travel for City Project

1/11/2021 - 2/19/2021

To be paid

169.38 USD

Receipts

4

Status

Draft

Save and close

Submit

Expenses

Receipts

+ New expense

+ Unattached expenses

Remove

Bulk edit

Copy

	Date	Expense category	Merchant	Amount	Amount in USD	Project ID	Payment method	Receipts attached
<input type="radio"/>								
<input checked="" type="radio"/>	2/8/2021	Taxi	Uber	9.21 USD	9.21	00000092	CompanyCC	Yes
<input checked="" type="radio"/>	2/8/2021	Hotel	HolidayInn	138.64 USD	138.64	00000092	CompanyCC	Yes
<input type="radio"/>	1/11/2021	Hotel	HolidayInn	104.00 USD	104.00	00000092	CompanyCC	Yes
<input checked="" type="radio"/>	1/11/2021	Hotel	HolidayInn	18.00 USD	18.00	00000092	CompanyCC	Yes
<input checked="" type="radio"/>	1/11/2021	Hotel	HolidayInn	8.32 USD	8.32	00000092	CompanyCC	Yes
<input checked="" type="radio"/>	1/11/2021	Hotel	HolidayInn	8.32 USD	8.32	00000092	CompanyCC	Yes
<input checked="" type="radio"/>	2/8/2021	Meal	AromaCafe	8.70 USD	8.70	00000092	CompanyCC	Yes
<input checked="" type="radio"/>	2/19/2021	Flight	THE CORNER STORE	12.83 USD	12.83	00000092	Cash	Yes

9.21 USD

2/8/2021 | Taxi

Uber

CompanyCC

Edit

Details

Amount in USD

9.21

Billable

Billable

Additional information

Activity number

W00002376

Internal note

Legal entity

USSI

Project ID

00000092

Receipts

Edit

Ride-To-Work-0417

Financial dimensions

Edit

BusinessUnit: 004 (IT Consulting Practice)

Department: 023 (Operations)

Project: 00000001 (City Manufacturing)

ServiceLine: Application Development (Application Development)

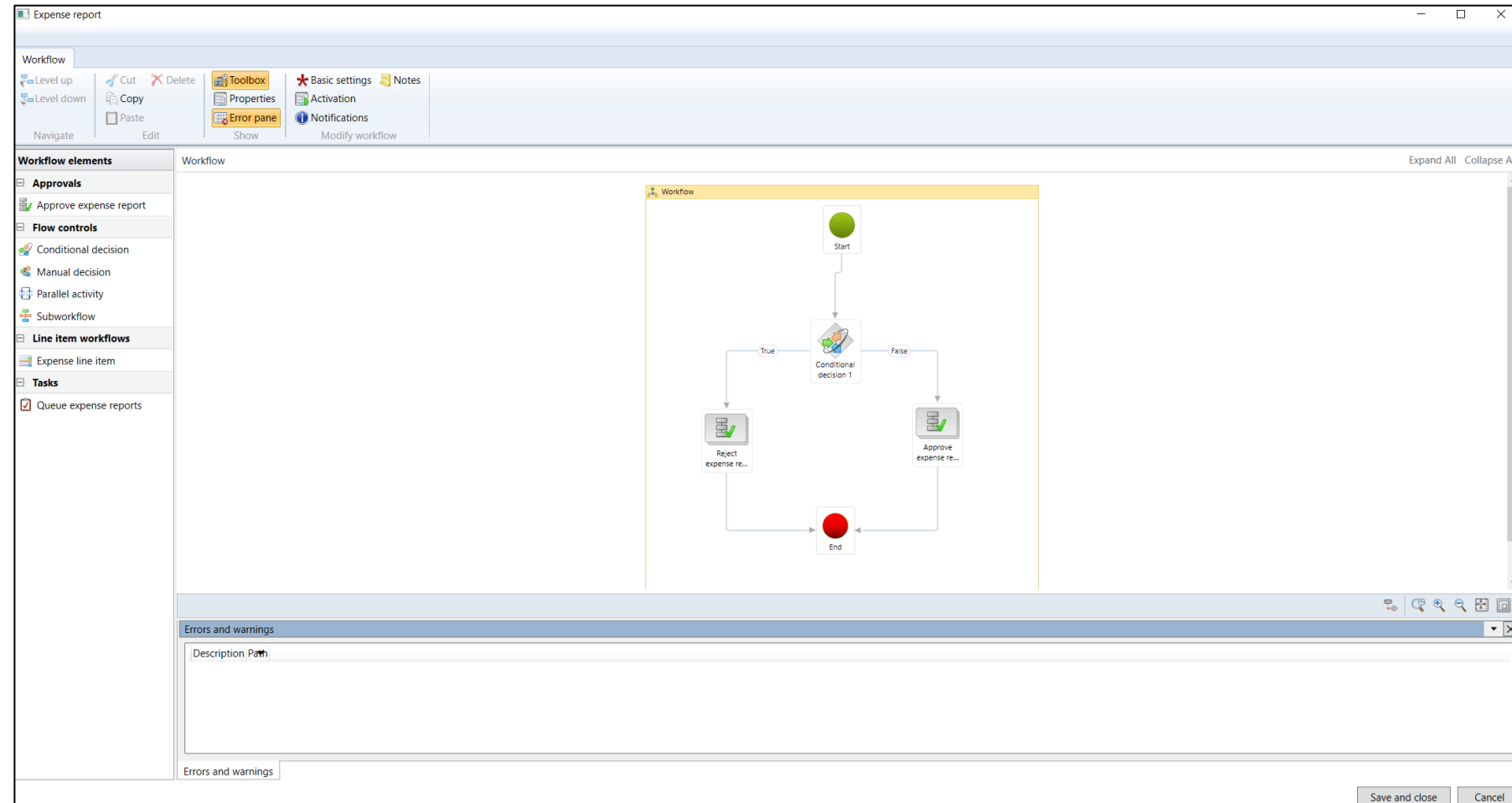
Actions

Save and continue

# Automated Workflows

Reduce the time that it takes from submission of an expense to when it is approved.

Intuitive drag and drop workflow interface allows you to automate specific criteria for approval.





# Policy Configuration

Policies help guarantee that employees stay within budget, provide all required information, and spend money only as they need to.

•**Warning** – Allows the employee to submit an expense report or travel requisition. The expense will be marked for all approvers and for later reporting.

•**Error** – Requires the employee to revise the expense to comply with the policy before submitting the expense report or travel requisition.

•**Justification** – Requires the employee or a manager to enter a justification for exceeding the policy amount before submitting the expense report or travel requisition.

Policy rules

Policy rule type:

Airline(2)

Car rental(2)

Conference(0)

Entertainment(0)

Gift certificates/Tangible gifts(0)

Header(2)

Hotel(0)

Meals(0)

Mileage(0)

Miscellaneous(0)

Other(0)

Personal(0)

Preferred merchant(0)

Receipts required(1)

Filter by

All

Policy rules

+ Create policy rule

Retire policy rule

Change date

Effective	Expiration	Include parent ...	
8/10/2015 7:00:00 AM	12/31/2154 11:59:59 PM		
4/20/2015 12:00:00 AM	8/10/2015 6:59:59 AM		

# Real time policy Alerts

An effective, transparent, accessible expense policy is crucial for managing expenditure at any Organization.

Finance and Operations

Search for a page

US\$1

Conference expenses

2/19/2021 - 2/21/2021

To be paid

1,450.00 USD

Receipts

3

Status

Draft

Save and close

Submit

...

Expenses

Receipts

+ New expense

+ Unattached expenses

Remove

Bulk edit

Copy

	Date	Expense category	Merchant	Amount	Amount in USD	Project ID	Payment method	Receipts attached	
<input type="radio"/>	2/19/2021	Conference		1,200.00 USD	1,200.00	00000092	CompanyCC	Yes	
<input checked="" type="radio"/>	2/21/2021	Hotel		250.00 USD	250.00		CompanyCC	No	
<input checked="" type="radio"/>	2/21/2021	Hotel		250.00 USD	250.00		CompanyCC	No	

250.00 USD

2/21/2021 | Hotel

CompanyCC

Edit

Details

SEE POLICY (2)

Additional

Policies

Please attach a receipt .

Policy amount for the expense has been exceeded.

My justification

Legal entity

ussr

Project ID

Billable

Receipts

Edit

Itemization

Edit

Actions

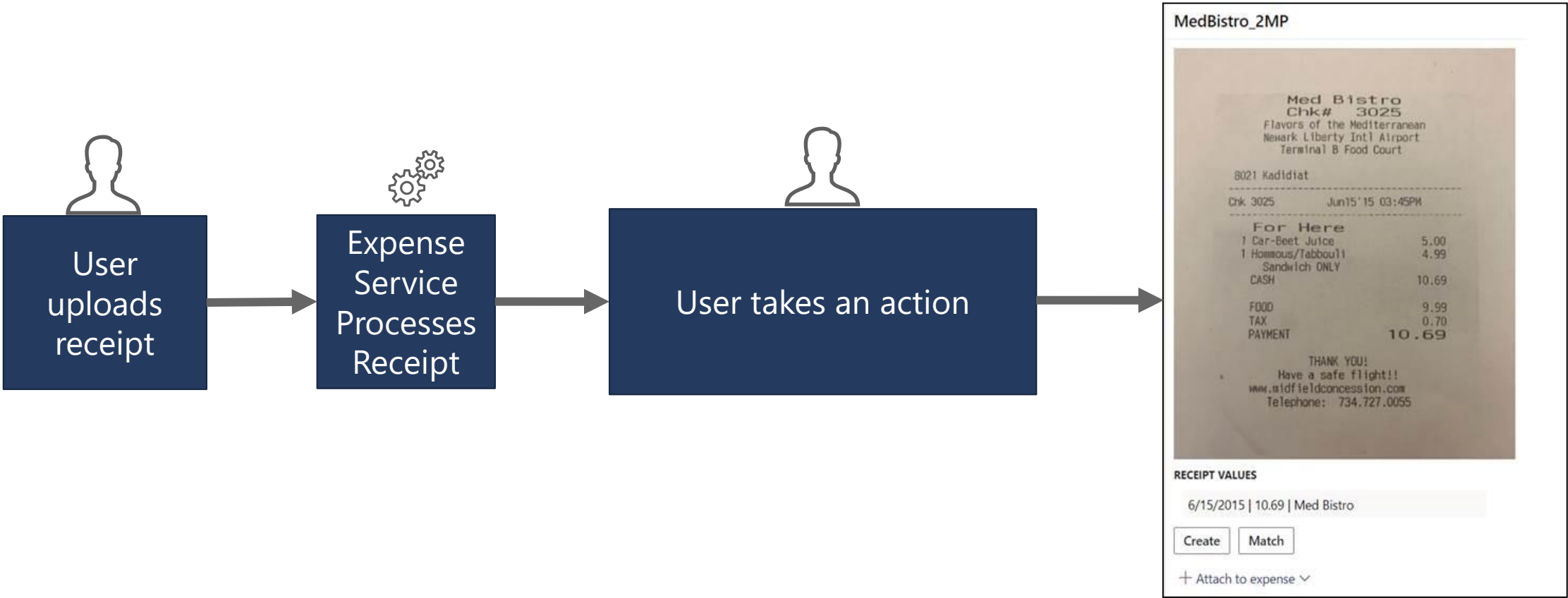
Save and continue

**Itemize hotel and other expenses into individual line items such as daily room rate, restaurant and taxes.**

Itemize expense

# Receipt Capture/OCR

Enable users to auto create expense transactions from receipts on their desktop.

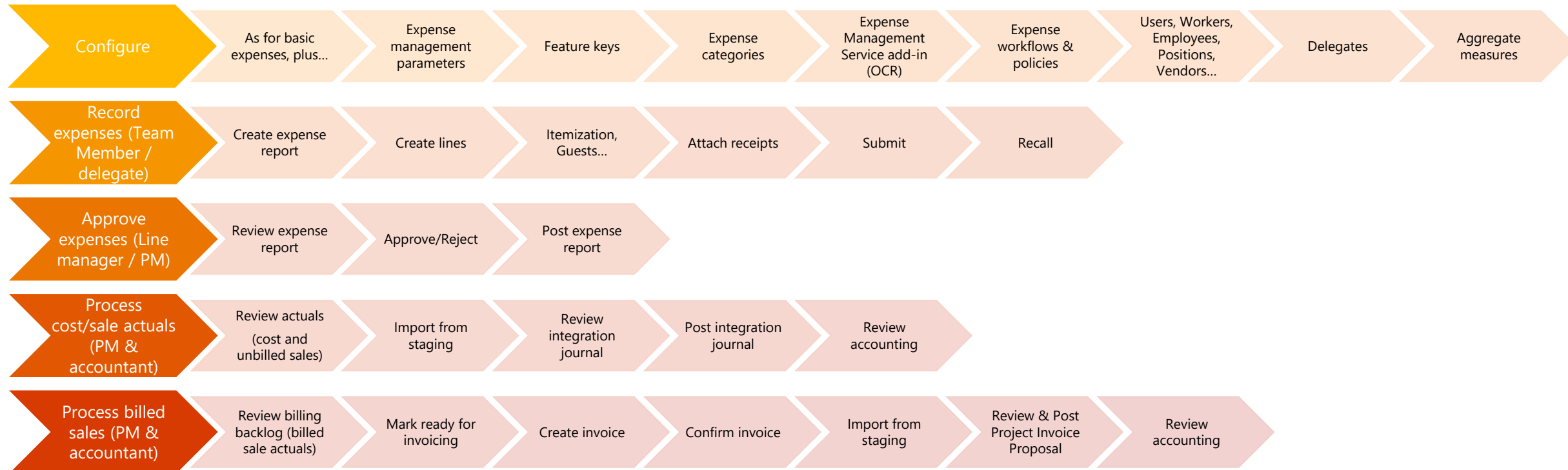


Extract Date, Amount, Merchant



# Full expense management processes

## Full expenses



Demo



Expense management -- Finance

Project: Information: MWDemoP

Products All Products, Families

Project

saprojopstest -- Microsoft Dyna

https://saprojopstest.sandbox.operations.dynamics.com/?cmp=uspm&mi=ExpenseWorkspace

Finance and Operations

Search for a page

USPM

MW

Expense management

Martin Walker

Open reports

0

Receipts

4

Open expenses

3

Approvals

0

Reports

Receipts

Expenses

Admin analytics

Personal analytics

+ New expense report

Delete

Submit

Recall

Resubmit

Copy

Expense report number	Purpose	Amount	Receipts attached	Approval status
USPM-000041	Test	20.00	No	Processed for payment
USPM-000011	Test customer change	30.00	No	Processed for payment
USPM-000001	MWTest1	25.00	No	Processed for payment

Links

Cash advances

Travel requisitions

# Documentation Links

- [Approvals overview](#)
- [Actuals overview](#)
- [Expense entry \(lite\)](#)
- [Full Expense Management overview](#)



# Q & A

Thank you

