



# User Manual

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Microsoft Dynamics 365 Business Central for  
Government Contractors

Pleasant Valley Business Solutions

## Table of Contents

Pleasant Valley Business Solutions, LLC

Chapter 1 – Application Setup .....	9
General Setups .....	9
Category Group.....	9
Category Group Resource Class .....	10
Job Category.....	11
Government Contractor Setup.....	12
Report Layout.....	15
Job Queue Category List .....	16
Job Queue Scheduler.....	17
Job Queue.....	17
Resource Setups .....	19
Timesheet Period.....	19
Working Time Calendar.....	20
Time Zones.....	21
Benefit Accrual .....	22
Benefit Plan.....	23
Pay Type.....	25
Payroll Integration Setup.....	25
Resources Setup .....	26
Resource Class .....	29
Wage Determination Location .....	30
Job Setups.....	31
Contract Type.....	31
Job Group.....	32
Job Group Resource Class .....	33
Job Account Group .....	34
Job Posting .....	35
Account Set .....	36
Department Set.....	37
Billing & Revenue Formulas .....	38
Billing Pool Group .....	40
Fee Percent .....	42

Withholding.....	43
Jobs Setup.....	44
Chapter 2 – Resource Card .....	46
Resource List.....	46
Resource Card .....	46
Pay Rates .....	49
Chapter 3 – Job Card .....	50
Job Card .....	50
Work Breakdown Structure.....	53
Job Task Card.....	53
Modification Detail .....	56
Funding Limits .....	57
Membership.....	58
Approval Hierarchy .....	59
Budgeting & Forecasting .....	60
Billing Group .....	60
Chapter 4 – Labor Processing .....	61
Resource Card .....	61
Benefit Accrual .....	61
Government Contractor Parameters .....	61
Allowances .....	61
Allowance Detail.....	61
Pay Rates .....	61
Service Contract Act (SCA) .....	62
Job Category.....	62
Time Journal.....	63
Missing Time Report.....	63
Import Timesheet .....	63
Calculate Compensated Time (Optional).....	64
Calculate Labor Distribution.....	65
ADP Export Hours Only .....	65
ADP Export Hours and Earnings .....	65
PayChex Export .....	65

Create Sub Cont. Invoice .....	65
Calc. Allowance Entries.....	66
Time Journal Errors Report.....	66
Corrections to Labor .....	66
Importing Timesheet Corrections and Reversing Prior Timesheets .....	66
TM Retro Billing Adjustment .....	66
Verification .....	68
Time Journal Summary .....	68
Time Journal Errors.....	68
Missing Time .....	68
Posting.....	68
Labor Reports.....	68
Labor Utilization .....	69
Labor Analysis .....	69
Timesheet History .....	70
Chapter 5 – Purchasing .....	71
Purchase Orders .....	71
Purchase Credit Memos .....	73
Subcontracts .....	73
Chapter 6 – Billing.....	75
Job Card .....	75
Billing Group .....	75
Billing Formula .....	75
Invoicing .....	75
Create, Post, and Print Invoices .....	77
Invoice Proposals .....	77
Invoice Printing Options .....	78
Credit Memos.....	79
Chapter 7 – Cost Allocation.....	80
Account Setups.....	80
Cost Pool Account Set .....	80
Cost Pool Department Set .....	81
Pool Setups.....	82

Allocate Costs .....	85
Chapter 8 – Revenue Recognition.....	86
Revenue Recognition Setups.....	86
Periodic Activities .....	87
Calculate Revenue Accrual .....	87
Review and Post Revenue Accrual .....	87
Chapter 9 – Job Budgeting & Forecasting .....	88
Add Resource .....	89
Add Other .....	89
Forecast Pool .....	89
Re-Calculate Totals .....	90
Forecasting .....	90
Allocate Forecast.....	90
Forecast Rate .....	90
Billing Pool Formula & Group .....	90
Chapter 10 – Timesheets .....	91
Web Setup .....	91
Additional Setup.....	92
Benefit Accrual Setup .....	92
Timesheet Period.....	92
Time Zones.....	92
Working Time Calendar.....	92
Membership.....	92
Approval.....	92
Reports .....	92
PTO Balance Report .....	92
Leave Accrual Verification .....	92
Per Diem Setup .....	94
Per Diem Rate Imports.....	94
Work Breakdown Structure.....	94
Timesheet Entry .....	95
Favorites .....	96
Set Delegate .....	96

Enter On Behalf Of .....	96
Save/Submit .....	96
Correction.....	96
Approvals .....	97
Chapter 11 – Expense Reports .....	98
Expense Entry .....	98
Per Diem Entry.....	99
Favorites .....	99
Edit Header.....	99
Set Delegate .....	100
Enter On Behalf Of .....	100
Expense Report .....	100
Expense Reports.....	101
Approvals .....	101
Chapter 12 – Requisitions .....	102
Favorites .....	103
Edit Header.....	103
Set Delegate .....	103
Enter On Behalf Of .....	103
Approvals .....	103
Appendix I – Project Reports .....	104
Job Detail with Billing Report .....	105
Job Revenue Summary.....	106
Job Status Report.....	107
Job Billing Worksheet with Roll-Up.....	108
Summary of Hours and Amount on TM .....	110
Labor Utilization .....	111
Labor Analysis .....	112
Missing Time .....	113
Employee Roster .....	114
Employee Timesheet .....	115
Timesheet History .....	116
Outstanding Purchase Order by Job .....	117

Unbilled Analysis.....	118
Unbilled Trend .....	119
Job Cost Transaction Detail .....	120
Job List .....	121
Job Register.....	122
<b>Appendix II – Data Migration XML Ports.....</b>	<b>123</b>
Chart of Accounts .....	123
Department.....	123
Vendor .....	124
Customer .....	125
Check.....	126
Item .....	127
Item Price .....	127
Item Purchase .....	128
Fixed Asset.....	129
Job Category.....	129
Resource .....	130
Job .....	131
Job WBS.....	133
Job Task .....	134
Job Modification Detail.....	135
Resource Labor Category Default.....	135
Job Ledger .....	136
Wage Determination Location .....	136
Customer AR.....	137
Vendor AP.....	137
General Ledger.....	138
<b>Appendix III – General NAV Shortcuts.....</b>	<b>139</b>
Shortcuts.....	139
Setting Filters .....	144
Common Date Formats .....	146
<i>Application Setup .....</i>	147
Exercise 1: Direct Labor .....	148

Exercise 2: Travel Expenses .....	149
Exercise 3: Timesheet Period .....	151
Exercise 4: Working Time Calendar .....	152
Exercise 5: Time Zones .....	152
Exercise 6: Payroll Integration Setup .....	153
Exercise 7: Pay Types .....	154
<i>Government Contracting Setup .....</i>	<i>155</i>
Exercise 1: Government Contractor Parameters .....	156
Exercise 2: Web Setup .....	157
Exercise 3: Resources Setup .....	157
Exercise 4: Benefit Accrual .....	158
Exercise 5: Benefit Plan .....	158
Exercise 6: Setting up Job Categories .....	159
<i>Resource Setup .....</i>	<i>161</i>
Exercise 1: Create a Resource .....	162
Exercise 2: Setting Up Resources .....	164
Exercise 3: Adding Labor Categories to a Job .....	166
Exercise 4: General Labor Category .....	166
Exercise 5: Resource pricing for a T&M project .....	167
Exercise 6: Creating Membership Hierarchies .....	168
Exercise 7: Service Contract Acts Job Setup .....	171
Exercise 8: Adding Resource Cost to a Job .....	173
<i>Labor Processing .....</i>	<i>174</i>
Exercise 1: Labor Processing .....	175
Exercise 2: Verification .....	179
Exercise 3: Corrections to Labor .....	179
Exercise 4: ADP Export .....	179
<i>Job Setup .....</i>	<i>182</i>
Exercise 1: Creating a New Job (T&M Example) .....	183
Exercise 2: Creating WBS and Task Orders .....	187
Exercise 3: Verify Job Setups .....	190
Exercise 4: Creating a Cost Plus Fixed Fee Job .....	191
Exercise 5: Creating a Firm Fixed Price Job .....	194

Exercise 6: Creating an Indirect Job .....	197
Exercise 7: Revenue Recognition & Billing Formulas .....	199
Exercise 8: Recognition & Billing Formulas.....	201
Exercise 9: Setting up Fees .....	203
Appendix 1: Posting Groups Hierarchy .....	206
Appendix 2: Posting Group Controls .....	207
<i>Job Budgeting</i> .....	208
Exercise 1: Job Budgeting .....	210
Exercise 2: Copying Budget to G/L Budget.....	213
Exercise 3: Indirect Job Budgeting .....	214
<i>Purchasing</i> .....	215
Exercise 1: Purchase Orders, Receipts, and Invoicing.....	217
Exercise 2: Subcontracts .....	219
<i>Billing</i> .....	221
Exercise 1: Billing Group.....	222
Exercise 2: Generating Multiple Invoices.....	222
Exercise 3: Billing Pool Group .....	223
Exercise 4: Creating and Posting an Invoice Worksheet.....	226
Exercise 5: Create a Sales Credit Memo .....	231
Exercise 6: Billing for FFP Jobs.....	232
Exercise 7: Billing for CPFF or T&M Jobs .....	234
Exercise 8: Project Accounting Reports.....	235
<i>Cost Allocation</i> .....	237
Exercise 1: Cost Pool .....	238
Exercise 2: Allocate Costs .....	239
<i>Revenue Recognition</i> .....	241
Exercise 1: Recognize Revenue.....	242
Exercise 2: Estimate to Complete for FFP .....	243
<i>Time, Expense, and Requisition</i> .....	246
Exercise 1: Timesheet Entry .....	247
Exercise 3: Expense Report Processing .....	253
Exercise 4: Web Requisition Entry.....	254

# Chapter 1 – Application Setup

## General Setups

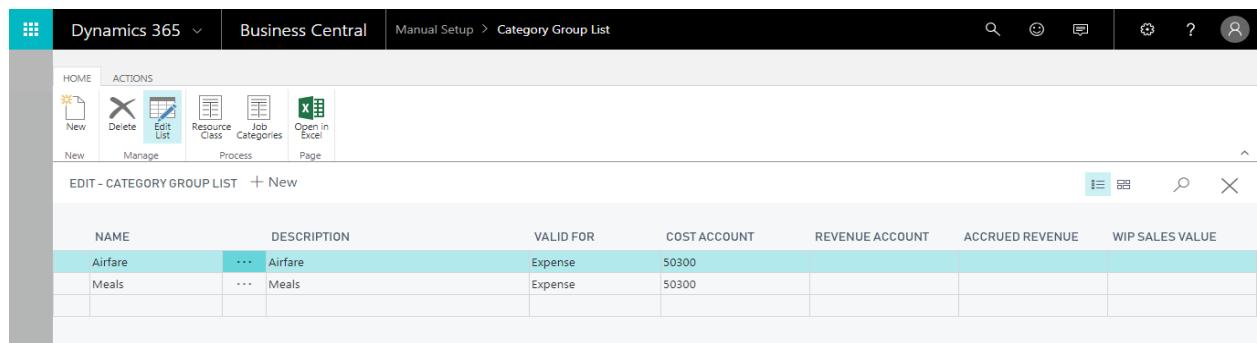
### Category Group

The category group is used to group similar cost categories, such as employee hours, materials and travel expenses. It is also used to setup accounts used when posting to general ledger.

**Where Used:** Category Group is a field on the job category.

To navigate to the Category Group Setup:

Setup & Extensions → Manual Setup → Category Group



Name	Description	Valid For	Cost Account	Revenue Account	Accrued Revenue	WIP Sales Value
Airfare	... Airfare	Expense	50300			
Meals	... Meals	Expense	50300			

**Name:** Name the category group.

**Description:** Description of the category group.

**Valid for:** Restricts your choices on the screens related to your selection.

Options are:

**Labor:** Allows postings to time entry.

**Expense:** Allows postings to expense reports, purchase orders, and purchase invoices.

**Burden:** Allows postings to indirect costs during allocation.

**Fee:** Allows postings to sales orders and sales invoices.

**Cost Account:** Identify the g/l account that the cost for this group should post to.

**Revenue Account:** Identify the g/l account that the revenue for this group should post to.

**Where Used:** This is used during invoice posting.

**Accrued Revenue:** Identify the g/l account that is credited when recognizing revenue.

**Note:** During the invoice posting process, the revenue accrued is reversed.

**WIP Sales Value:** Identify the g/l account that is debited when recognizing revenue.

**Note:** See job posting for more information on how the above g/l accounts post from jobs to general ledger

## Category Group Resource Class

The category group resource class setup table is used in conjunction with the category group and allows the user to override the g/l account based on a category group and the class code on a resource. This feature may be used to map resources to a client site g/l account or to cover scenarios where it is necessary to map resources to different labor accounts based on full, part-time, or consultant and sub-contractor classification. The setup also allows you to map different g/l accounts based on pay type.

**Where Used:** This is used when posting labor using the time journal, or subcontract labor using a purchase order.

To navigate to the Category Group Setup:

Setup & Extensions → Manual Setup → Category Group → Resource Class

EDIT - CATEGORY GROUP LIST + New

RESOURCE CLASS NAME	COST ACCOUNT
Employee	... 50200
Part Time	... 50200

**Resource Class Name:** Identify the resource class that you are setting up.

**Pay Type:** Identify the pay type that you are setting up.

**Cost Account:** Identify the g/l account to use for the category group, resource class, and pay type selected.

## Job Category

The job category setup gives the user the ability to categorize costs across all cost elements by creating a job category and assigning a g/l account to it for the purpose of posting costs to the general ledger. Job categories without a g/l account will use the g/l account on the category group. This allows for scenarios where you may want to track and categorize job costs at a more granular level and yet let these costs post to one g/l account.

Navigate to the Job Category List:  
Setup & Extensions → Manual Setup → Job Category

NAME	DESCRIPTION	CATEGORY GROUP	VALID FOR	VISIBLE ON EXPENSE AND REQUISITION
Fringe Actual	Fringe Actual	Fringe	Burden	<input type="checkbox"/>
Mileage	Mileage	Mileage	Expense	<input checked="" type="checkbox"/> <input type="checkbox"/>

**Name:** Identifies a category group using a unique name. This is a required field.

**Where Used:** Used when you post labor transactions to identify the cost account.

**Description:** A short description of the job category.

**Where Used:** The description appears in the resource journal, the Time Journal, or the sales lines.

**Category Group:** Job categories are assigned to a category group. (Ex. Category group “travel” with “lodging” and “mileage” as job categories.)

**Valid for:** This field defaults from the category group and cannot be changed. Restricts your choices on the screens related to your selection.

Options are:

**Labor:** Allows postings to time entry.

**Expense:** Allows postings to expense reports, purchase orders, and purchase invoices.

**Burden:** Allows postings to indirect costs during allocation.

**Fee:** Allows postings to sales orders and sales invoices.

**Cost Account:** Assign the g/l account used to post costs to the general ledger.

**Revenue Account:** Assign the g/l account used to post revenue to the general ledger.

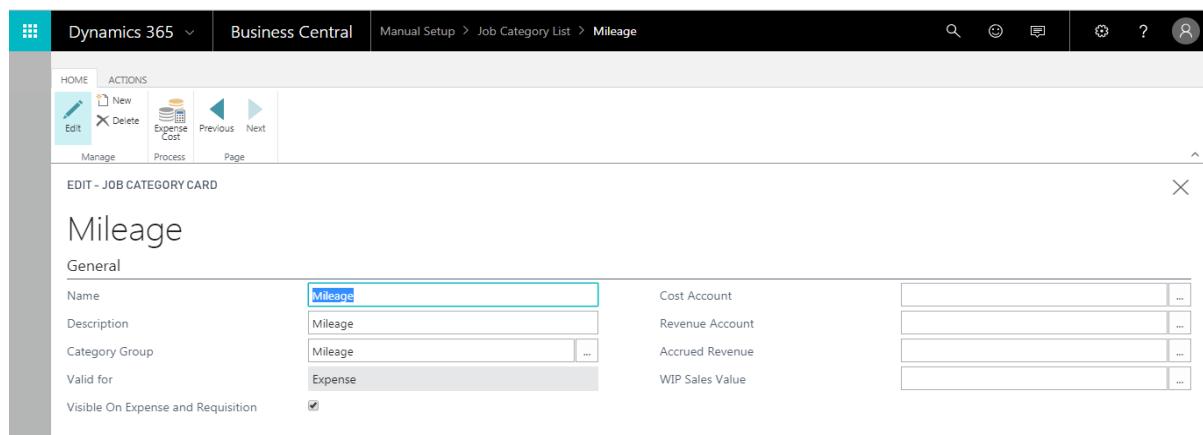
**Accrued Revenue:** Assign the g/l account used to post accrued revenue to the general ledger.

**WIP Sales Value:** Assign the g/l account used to post WIP Sales Value to the general ledger.

Click **Edit** in the ribbon to open the Job Category Card. All fields setup on the Job Category list page will be prefilled when the job category card is opened.

**Note:** The Job category g/l account may be left blank. The g/l account on the category group will be used instead. This allows for scenarios where you may want to track costs using job categorize job that post to the same g/l account. A typical example where this is desirable is labor categories.

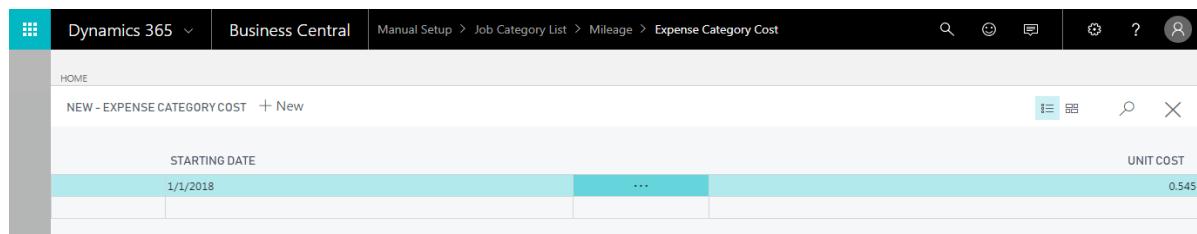
**Note:** See job posting for more information on how the above g/l accounts post from jobs to general ledger



**Expense Cost:** This table is used to set up the unit costs for expense job categories.

Highlight an expense job category and select **Expense Cost** in the ribbon of the job category list.

This will open the Expense Category Cost Setup page.



**Starting Date:** Identify the date that the unit cost will be effective for the job category.

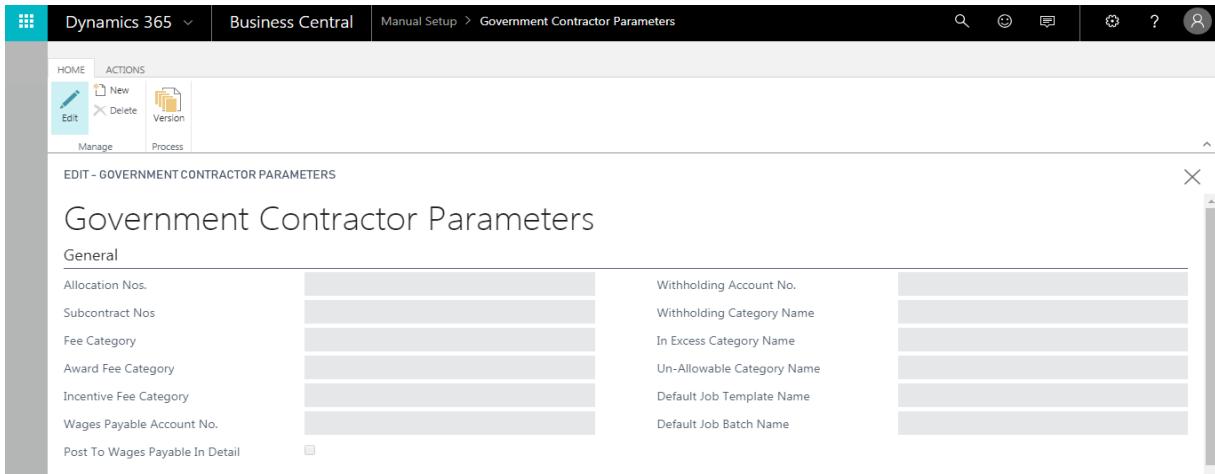
**Unit Cost:** Identify the Unit Cost amount.

### Government Contractor Setup

The government Contractor Parameters setup is used to identify categories for fees, categorize jobs used for benefits tracking, global dimensions, and other overall setups that drive system behavior.

To Navigate to GC Parameters:

Setup & Extensions → Manual Setup → Government Contractor Setup → Government Contractor Parameters



### **General Tab**

**Allocation Nos:** The number series used for the document number for the allocation routine.

**Fee Category:** Identify the job category for standard fees.

**Award Fee Category:** Identify the job category for award fees.

**Incentive Fee Category:** Identify the job category for incentive fees.

**Wages Payable Account No:** Identify the g/l account that should be used for wages payable.

**Post to Wages Payable in Detail:** If selected, the time journal posting will not be summarized.

**Withholding Account No:** The G/L account used to track withholding.

**In Excess Category Name:** The job category that will be used to track amounts in excess of funding limits.

**Un-Allowable Category Name:** The job category that will be used to track unallowable costs.

Booking unallowable costs to this category will prevent Job Planning Lines from being created.

**Override Blocked Jobs for User:** This feature allows the allocation routine to allocate costs even if the job has been blocked for posting.

**Override Expiration Date:** Set the expiration date for the blocked job override.

### **Purchasing Tab**

**Expense Report Advance Account No:** The ledger account used when creating purchase orders from expense reports.

**P.O. Modification Tracking:** If selected, the system will automatically archive PO's in order to maintain a history of changes.

**Use Pay When Paid:** When running the suggest vendor payment function in the payment journal the system will use this field to verify if payment from the customer has been received before suggesting the voucher for payment.

**Pay When Paid Pmt. Method:** Identify the payment method code that should be assigned to the vendor card if the vendor should only be paid upon customer payment.

**Note:** If the purchase order is created prior to the pay when paid payment method code is assigned to the vendor card the purchase order will not be processed as pay when paid.

**Delete Purchase Orders:** If selected, purchase orders are removed once received and invoiced.

**Company Paid Reconcile Account:** This ledger account is credited when a charge on an expense report is marked as company paid.

### ***Timesheet Tab***

**Timesheet Period Name:** Identify the default timesheet period.

**Compensated Time Used:** Identify the job that you will use to update with used comp time.

**Compensated Time Earned:** Identify the job that you will use to accrue comp time.

**Un-Compensated Time:** Identify the job that will accrue the hours above the normal hours per pay period and the Comp Time Accrual At project setup selection.

**Where Used:** These setups are used in the Calculate Comp Time function on the Time Journal.

**Rounding:** Identify the job that you will use to accrue rounding entries.

**Cost Dimension Priority:** The cost dimension on a transaction is determined by this setup.

Options are:

Job

Resource

### ***Cost Pool Tab***

The system uses the following dimension codes to track costs attributable to a department, job, and task. This allows the allocation routine to correctly compute the burdens allocated.

**Cost Dimension Code:** Identifies the dimension used to track cost. This is typically the department dimension.

**Job Dimension Code:** Identifies the dimension used to track job costs in the general ledger.

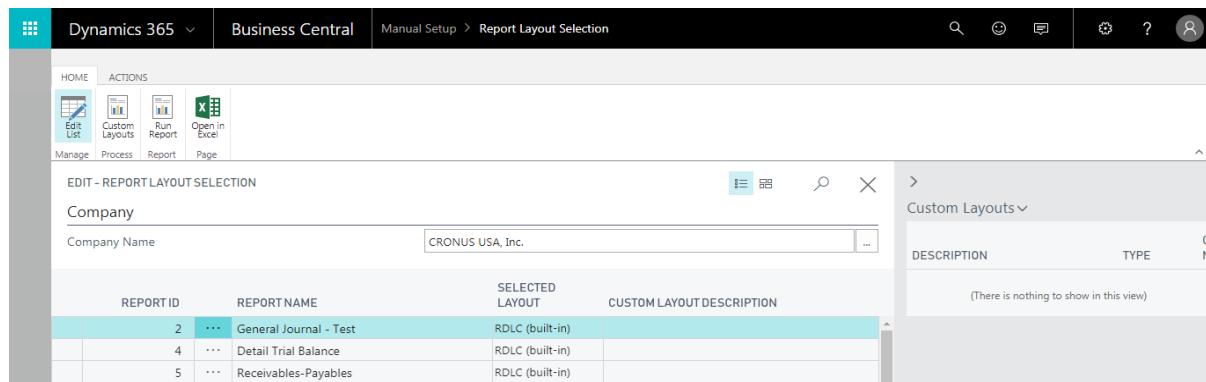
**Task Dimension Code:** Identifies the dimension used to track job task costs in the general ledger.

## Report Layout

The report layout page provides the user with the ability to create and save custom reports.

To navigate to Report Layout: Setup & Extensions → Manual Setup → Report Layout Selection

Name and provide a short description of your report on the report layout list page.



The screenshot shows the Dynamics 365 Business Central interface with the title 'Manual Setup > Report Layout Selection'. The ribbon has 'HOME' selected. The main area displays a list of report layouts. A specific row for 'General Journal - Test' is selected, highlighted in blue. The table columns are labeled: REPORTID, REPORTNAME, SELECTED LAYOUT, and CUSTOM LAYOUT DESCRIPTION. The 'SELECTED LAYOUT' column for the selected row shows 'RDLC (built-in)'. The 'CUSTOM LAYOUT DESCRIPTION' column is empty. On the right side, there is a grid titled 'Custom Layouts' with columns for DESCRIPTION and TYPE. A message at the bottom of the grid says '(There is nothing to show in this view)'.

While the report line is selected on the report layout list page select **Edit Layout** in the ribbon to customize the report.

**Column Layout:** The column structure is setup via the **Column Layout** link at the top of the page. The applicable column structure is then selected on the report layout list page in the **Column Name** field.

## Job Queue Category List

Enter a descriptive code that can be used to group the invoices.

Ex. Project Invoices prepared by different employees can be grouped under a unique Job Queue Category.

To navigate to the Job Queue Category List:

Administration → Application Setup → Job Queue → Job Queue Category List

CODE	DESCRIPTION
REPORTS	...
	Monthly Reports

**Code:** Enter a code that describes the job queue category.

**Description:** Enter a short description of the job queue category.

## Job Queue Scheduler

The Job Queue Scheduler provides the ability to schedule the creation of invoices overnight and it allows you to automate the generation of report layout reports.

**Job Queue Category:** Identify the Job Queue Category.

**Type:** Select the type of function you are scheduling.

Options are:

**Invoice Creation:** This will create invoices for the job and schedule selected when the function is run.

**Report Layout:**

**Billing Job No:** Identify the job number that you are generating invoices for.

**Billing Group Name:** Identify the billing group that you are generating invoices for.

**Billing Group Multi Select:** This is selected if you are generating multiple invoices using the multi select option in the billing group setup.

**Report Layout Job Filter:** This range of jobs is assigned if the type selected is report layout.

**Report Layout WBS Filter:** This WBS Filter is assigned if the type selected is report layout.

**Report Layout Name:** This report layout name is assigned if the type selected is report layout.

**Status:** This field indicates whether the line is currently being processed or if it is waiting for further action.

**Period From:** This is the start date for the report being generated.

**Period To:** This is the end date for the report being generated.

**Recalculate Period:** Once the report is generated the period from and to dates are recalculated using this setup.

**Recurring Frequency:** Enter the frequency with which this report will be run.

**Next Run Date:** This report will not be run prior to the date populated here. This prevents incorrect generation of invoices.

**Expiration Date:** Identify the date that the system should no longer submit the line to the job queue.

**Submit to Job Queue:** This will queue the invoices for generation. Set a filter on the job queue category code before using this function. All lines within the filter will be submitted for invoice generation.

**Job Queue Entry:** Use this function to see the jobs that are currently in the queue and to see if there were any errors.

## Job Queue

The Job Queue page enables users to schedule and run specific reports and code units. In the GC module it will be used to automate invoice creation.

To navigate to the Job Queue:

Administration→Application Setup→Job Queue→Job Queue Entries

Dynamics 365		Business Central		Manual Setup > Job Queue Entries				
HOME		ACTIONS		NAVIGATE				
New		Edit	View	X Delete				
		Show Error	Set Status to Ready	II Set On Hold	Restart	Open in Excel		
						Log Entries		
New	Manage			Process		Page		
VIEW - JOB QUEUE ENTRIES + New								
STATUS		OBJECT TYPE TO RUN	OBJECT ID TO RUN	OBJECT CAPTION TO RUN	DESCRIPTION	JOB QUEUE CATEGORY CODE	USER SESSION STARTED	EARLIEST START DATE/TIME
Error	... ADMIN	Codeunit	1951	LP Model Management			7/27/2018 12:42 ...	7/27/2018 12:42
Ready	ADMIN	Report	1511	Delegate Approval Requests			8/29/2018 12:42	8/29/2018 12:42
Ready	ADMIN	Codeunit	842	Cash Flow Forecast Update	Cash Flow Forecast Update		8/31/2018 12:42	8/31/2018 12:42
Ready	ADMIN	Codeunit	6700	O365 Sync. Management			8/29/2018 12:42	8/29/2018 12:42
Error	ADMIN	Codeunit	1951	LP Model Management			8/14/2018 10:00 ...	8/14/2018 10:00
In Process	ADMIN	Codeunit	2161	Calendar Event Execution			8/28/2018 3:59 PM	8/28/2018 3:59
Ready	ADMIN	Codeunit	2161	Calendar Event Execution			8/29/2018 12:00	8/29/2018 12:00

**Code:** Enter a code that describes the job queue.

**Description:** Enter a short description of the job queue.

**Note:** For advance setup instructions including the use of the NAS (Navision Application Server) refer to the Dynamics NAV documentation.

# Resource Setups

## Timesheet Period

Timesheet period is a user configurable feature that gives the user the capability of having multiple timesheet periods and choosing which one to assign to a resource. This allows for scenarios where you may have employees on different pay cycles.

To navigate to Timesheet Period:

Setup & Extensions → Manual Setup → Timesheet Period

NAME	DESCRIPTION	PERIOD FREQUENCY	AUTO SPLIT WEEK	WEEK STARTING DATE	WEEKDAY START	WEEKDAY END	WEEKDAY START NAME	WEEKDAY END NAME	HOURS PER PAY PERIOD	COMPENSATED TIME ACCRUAL AT
Bi-Weekly	Bi-Weekly	Bi-Weekly	1	1/1/2018	1	5			0.00	0.00

**Name:** Name the timesheet period.

**Description:** Description of the timesheet period.

**Period Frequency:** Identify the frequency of the timesheet period.

Options are:

**Week:** A new period will begin every 7 days.

**Bi-Weekly:** A new period will begin every 14 days.

**Semi-Monthly:** There will be two pay periods per month.

**Monthly:** A new period will begin on the 1<sup>st</sup> of every month.

**Fiscal Period:** A new period will begin at the start of the next fiscal period.

**Other:** The periods will be defined by the user.

**Auto Split Week:** Auto split week will create a new timesheet if you are on a weekly or bi-weekly cycle and calendar month end comes in the middle of the cycle.

**Week Starting Date:** Identify the day that your pay period should begin.

**Weekday Start:** Identify the first working day in the timesheet period. (Ex. 1 - Monday)

**Weekday End:** Identify the last working day in the timesheet period. (Ex. 5 - Friday)

**Weekday Start Name:** This will be populated by the system per your weekday start selection.

**Weekday End Name:** This will be populated by the system per your weekday end selection.

**Hours per Pay Period:** Enter the number of regular hours in the pay period.

**Compensated Time Accrual At:** Once this number of hours worked is reached by a salary employee, they will start to accrue compensated time on the subsequent hours worked.

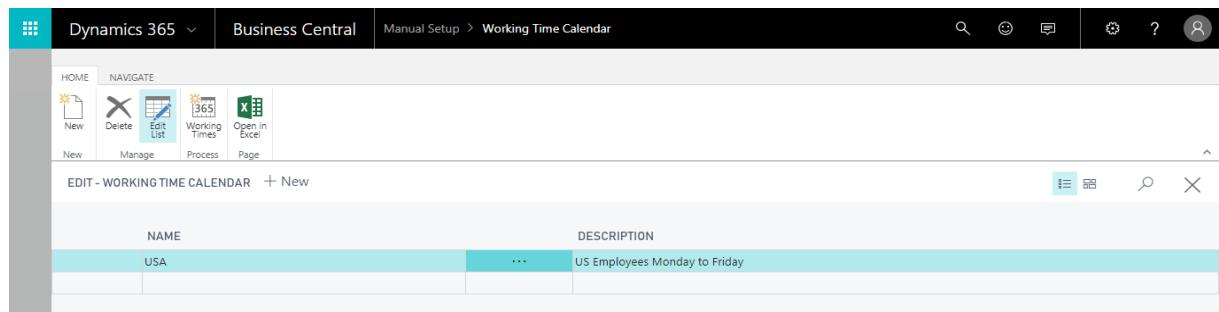
After the structure of your timesheet period has been created the **Periods** function in the ribbon should be used to generate timesheet periods within the established guidelines.

## Working Time Calendar

The working time calendar allows you to determine regular working days, weekends, and holidays for a group of users. This calendar will be used to determine when missing time email notifications will be sent.

To navigate to working time calendar:

Setup & Extensions → Manual Setup → Working Time Calendar

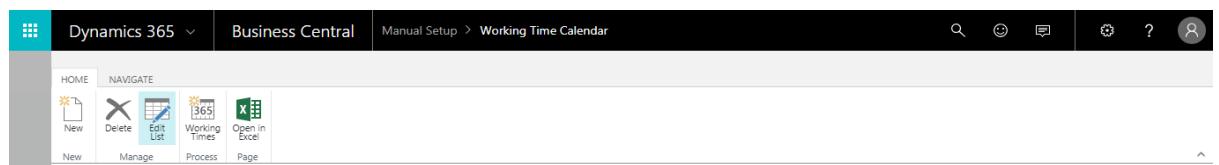


**Name:** Name the working calendar

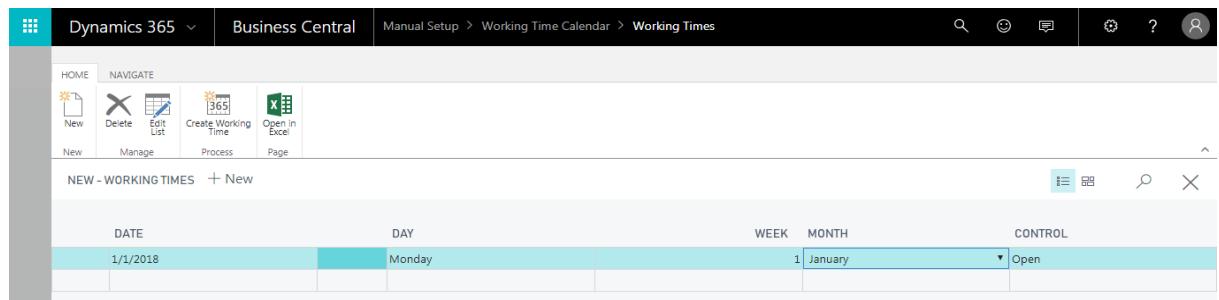
**Description:** Short description of the working calendar

Select **Working Times** in the ribbon to open the working times edit screen.

The working times edit screen is used to create/modify the schedule. A new schedule is populated using the “Create Working Time” function found in the ribbon of this screen.



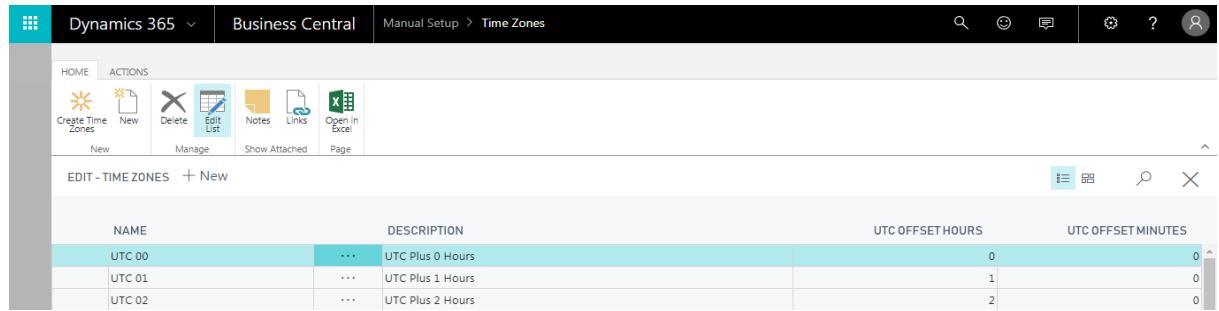
Identify the starting week day and the ending week day and the table will be created for your working time group. Update the table for any holidays or exceptions to the normal schedule.



## Time Zones

An employee is assigned a time zone. This time zone will be used to provide daily notifications and to determine time in advance rules. The time zones are based off of the positive or negative offset from the Coordinated Universal Time (UTC) designations.

To navigate to time zones: Setup & Extensions → Manual Setup → Time Zones



The screenshot shows the Dynamics 365 Business Central interface for managing time zones. The top navigation bar includes 'Dynamics 365', 'Business Central', 'Manual Setup > Time Zones', and various search and settings icons. Below the header is a toolbar with actions: Create Time Zones (New), Delete, Edit List (highlighted in blue), Notes, Links, and Open in Excel. The main area is titled 'EDIT - TIME ZONES' with a '+ New' button. A table lists three time zones:

NAME	DESCRIPTION	UTC OFFSET HOURS	UTC OFFSET MINUTES
UTC 00	UTC Plus 0 Hours	0	0
UTC 01	UTC Plus 1 Hours	1	0
UTC 02	UTC Plus 2 Hours	2	0

**Name:** Name the time zone that you are setting up.

**Description:** Description of the time zone.

**UTC Offset Hours:** Enter the time zones offset hours from GMT (Greenwich Mean Time).

**UTC Offset Minutes:** Enter the time zones offset minutes from GMT (Greenwich Mean Time).

## Benefit Accrual

The benefit accrual setup is used to setup the attributes of your PTO codes in NAV.

Navigate to the time posting group setup:  
Setup & Extensions → Manual Setup → Benefit Accrual

CODE	DESCRIPTION	ACCRUES BENEFITS	EXCLUDE FROM BENEFITS EARNED CALCUL...	ACCRUAL ACCOUNT NO.	EXPENSE ACCOUNT NO.	EXCLUDE FROM LABOR STATISTI...	PAYROLL INTEGRATION CODE
HOL	... Holiday	<input type="checkbox"/>	<input type="checkbox"/>	21500	60799	<input checked="" type="checkbox"/>	HOL
VAC	... Vacation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	21500	60799	<input checked="" type="checkbox"/>	VAC

**Code:** Define the benefit accrual code

**Description:** The description for the accrual code

**Accrues Benefits:** Identifies hours associated with this code as earning variable benefits

**Exclude From Benefits Earned Calculation:** Identifies codes that do not earn benefits

**Where Used:** This setup is used when the benefit earned calc. method on resource setup is hours worked (e.g. PTO).

**Accrual Account No:** Identifies the g/l account used to make the accrual entry

**Expense Account No:** Identifies the g/l account used to expense the cost

**Exclude From Labor Statistical:** Hours associated with this code are ignored and will not post to the labor statistical accounts selected on resource setup.

**Payroll Integration Code:** Identifies the code used to get ADP, Pay-Chex, and NAV payroll setups.

**Where Used:** These setups are used when time journal lines are posted. Additional lines are posted to the general ledger.

## Benefit Plan

The benefit plan describes the benefits that are given to an employee. Benefit plans consist of benefit accrual codes. These codes describe how benefits accrue for a benefit plan.

**Note:** You assign a plan to an employee on the resource card.

**Note:** You can have an un-limited number of plans. If an employee has a special plan, you can create a setup specific to the employee.

Navigate to the Benefit Plan Page:

Setup & Extensions → Manual Setup → Benefit Plan

This will open the Benefit Plan List Page. Name and give a short description of the Benefit Plan you are setting up. Select the line and click **Edit** in the ribbon. The Benefit Plan Card will open.

Dynamics 365 Business Central - Manual Setup > Benefit Plan List

NAME	DESCRIPTION
Employee	Employee
Golden	Golden
Part Time	Part Time

Dynamics 365 Business Central - Manual Setup > Benefit Plan List

NAME	DESCRIPTION
Employee	Employee
Golden	Golden
Part Time	Part Time

New Line  
Delete Line  
View  
Edit  
Select M [Open the selected row in edit mode.]

Dynamics 365 Business Central - Manual Setup > Benefit Plan List > Golden

General

Name	Golden
Description	Golden

Benefit Plan Subform

NO. OF MONTHS	CODE	HOURS EARNED	MAX EARNED
0		0	0.00

**No. of months:** This field indicates the number of months that an employee should be employed before they begin accruing hours toward the selected PTO time posting group.

**Best Practice:** This will be 0 for holiday pay if this is provided to employees from the first day of employment.

Holiday pay may need to be manually adjusted each pay period before payroll is processed dependent on if there is a holiday or not.

**Code:** The benefit accrual code that should be used for this accrual.

**Hours Earned:** The hours the employee will accrue to the selected benefit accrual per pay period.

**Max Earned:** The maximum number of hours that an employee can retain in this benefit accrual code.

**Note:** The max amount includes all hours that have been carried over from a previous year.

## Pay Type

The pay type setup allows you to configure multiple pay rules for different overtime and shift time scenarios. It is a user defined table that assigns a multiplier to each pay type code and determines if the code should be considered as regular time when used. This setup will also determine how the system calculates for the effective rate during labor distribution.

To navigate to pay type: Setup & Extensions → Manual Setup → Pay Type

NAME	DESCRIPTION	BASE TYPE	OVERTIME MULTIPLIER SALARIED	MULTIPLIER HOURLY	DEFAULT	PAYROLL INTEGRATION CODE
OT	... Overtime	Overtime	0.00	1.50	<input type="checkbox"/>	
REG	... Regular	Regular	0.00	0.00	<input checked="" type="checkbox"/>	

**Name:** Name the pay type.

**Description:** Describe the pay type.

**Base Type:** Identify the normal type of pay associated with the pay type.

Options are:

**Regular:** Hours that should be considered regular pay.

**Note:** Pay types of base type regular are added to calculate an employee's effective rate for labor distribution.

**Overtime:** Hours that should be considered overtime pay.

**Overtime Multiplier Salaried:** This is the field that the system uses for salaried computation.

Regardless if the hourly field is populated.

**Best Practice:** The regular value is 0.

**Multiplier Hourly:** This is the field that the system uses for Hourly computation. Regardless if the salaried field is populated.

**Note:** If overtime is setup for salaried employees, overtime is computed by salary divided by hours per pay period (GC setup) x the OT rate.

**Default:** This is the pay type time entries are defaulted to. Typically this is a regular pay type.

**Payroll Integration Code:** Identify the code for ADP, Pay-Chex, and Dynamics NAV payroll.

## Payroll Integration Setup

The payroll integration setup is used to setup the fields needed for integration with ADP, Paychex, and the Dynamics NAV payroll modules.

**Code:** Define a code for the setup.

**Description:** A short description of the code.

**ADP Hours Code:** For companies that use ADP, the hours Code Field Name is used to provide ADP the field names for special time types such as sick time or vacation.

**ADP Rate Code:** If used in the time journal it will be exported with the timesheet lines.

**ADP Other Option:**

Options are:

Blank

Other 3

Other 4

**PayChex Earning Code:** Mapping to PayChex table

**Dynamics NAV Payroll Control** (Used only if using Dynamics NAV Payroll)

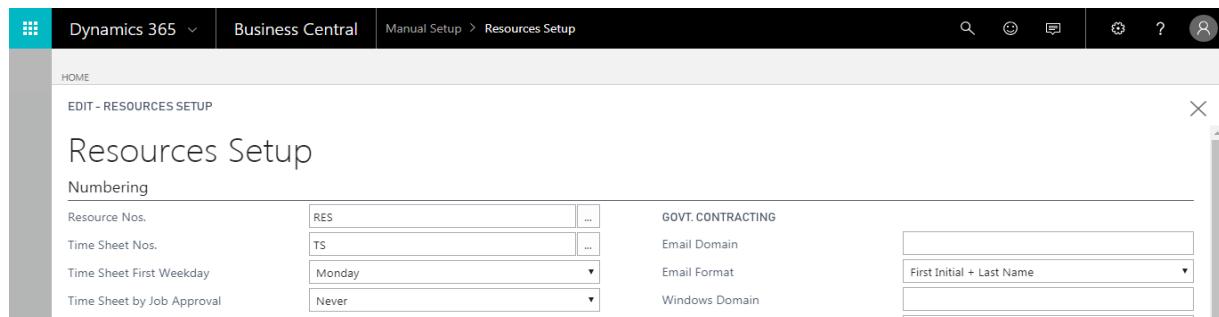
**Where Used:** When copying timesheet hours to the payroll module the defined earnings code will be used.

## Resources Setup

The resources setup page identifies global setup options for WTE and NAV to include: email domain selections, default WTE system settings, ADP import/export mapping tables, Rounding, and resource vendor sync setup.

To navigate to Resources setup:

Setup & Extensions → Manual Setup → Resources Setup



### **Numbering Tab**

Use this tab to specify the default numbering series and other default setups for resources and timesheets.

**Resource Nos:** Specifies the number series used for new resources. To see the number series that have been set up in the No. Series table. This is a required field.

### **Email Format**

**Email Domain:** This is the global setup used for company email domain names.

**Email Format:** When a resource record is created the email address is generated.

The options are:

First Initial + Last Name

Last initial + First name

First Name dot Last Name

Last Name dot First Name

**Where Used:** The combination of these two fields generates the employee's email address. You can verify this setup via the web tab on the resource card. If the resource card name is modified the email address will not be updated, however, you can edit the email address field directly and do not need to generate a new resource card or project user card.

### **Windows Domain**

When using windows authentication this field has the windows domain name for your organization.

**Where Used:** When a resource card is created a web user is also created. The login name field on the time and expense resource card will be prefixed with a unique domain name. NAV does not allow duplicate names.

**Note:** This field should be left blank when using forms authentication.

### ***Benefit Calculation Setups***

**Benefit Earned Calc. Method:** This selection will be the company default but can be overwritten by a resource level setup.

The options are:

**Fixed Rate** - Fixed amount of benefit hours are accrued per pay period.

**Hours Worked** – Benefit is calculated based on the number of hours that are worked.

**Benefit Calc. Recurring Frequency:** Identifies how often the Benefit balance should be updated. (Ex.1W)

**Where Used:** These setups are used to populate the lines in the benefit batch when the “Calculate Benefits Accrual” function is run in the Benefit Journal. Last accrual date on the resource card must be entered.

    W = Week

    D = Day

    M = Month

### ***Labor Calculation Setups***

#### **Labor Dist. Calc. Method**

The options are:

**Effective Rate** – This option calculates the employee unit cost as (Pay period salary) / (Total regular hours).

    For hourly employees overtime lines are calculated as (Hourly rate) X (OT multiplier)

**Weighted Average** – This option calculates the employee unit cost as (Pay period salary) + (Overtime pay) / (Total hours)

**Where Used:** This setup is used in the labor distribution calculation in the Time Journal.

#### **Labor Statistical Option**

The options are:

**Cost** will post the cost for a department based on standard setups in combination with the timesheet

**Hours** will post the hours for a department based on standard setups in combination with the timesheet.

**Cost home department** will always use the department from the resource card.

**Hours home department** will always use the department from the resource card.

**Labor Stat. Account No:** G/L account number that should be used for labor distribution.

**Labor Stat. Contra Acct. No:** G/L account number that should be used for labor distribution contra postings.

**Where Used:** These setups are used when time journal lines are posted. Additional lines are posted to the general ledger statistical accounts.

### ***ADP Mapping Setup***

This section of the window is a mapping table to setup codes that import and export payroll data to ADP.

The fields are as follows:

**Company Code** – This is the company code assigned in ADP.

**Regular Hrs Field Name** – This is the name of the field that regular timesheet hours will be entered to. This field is usually called “Regular”.

**O/T Hrs Field Name** - This is the name of the field that overtime hours will be entered to.

**Import Row Start** – This field is not normally used.

**Resource Col** – This field is not normally used.

**Regular Earnings Col** – This is the name of the field that regular timesheet earnings will be entered to.

**O/T Earning Col** - This is the name of the field that overtime earnings will be entered to.

**Other Earnings Code Col** – Codes for additional earnings should be posted here. (Ex. Bonus)

**Other Earnings Col** - Additional earnings for preceding other earnings codes should be posted here.

**Sequence Col** – This field is not normally used.

**Deduction XI Row Start** – This field is not normally used.

**Rate Code Field Name** – This field maps rate code field names to associated hourly rate. When a rate code is selected, and an earnings amount isn't selected, NAV will calculate the earnings by multiplying the hours entered by the rate code amount.

### ***Rounding***

**Invoice Rounding Required:** By default, invoices will have all lines from a timesheet.

Checking this box summarizes the lines on the invoice per resource and task. This may be required if you have a time entry policy where the default behavior may lead to invoice totals being rounded.

**Invoice Rounding Resource:** You may want to use this feature if invoices are not rounding as needed. This is typically used when invoices are printed by labor category.

**Where Used:** These fields are used together to summarize invoices by labor category or task. This is needed if time entry is in  $\frac{1}{4}$  increments or less.

**Best Practice:** If using  $\frac{1}{4}$  hour time increments we recommend using the invoice rounding feature.

### ***Defaults for Resource Vendor Record***

**Create Vendor:** This is selected if you want the system to automatically create the vendor record when the resource is created. If selected, the values in this vendor record will be updated with the information populated in the fields following:

**Vendor Nos:** Supplies the number series that the system will use when generating vendor records. If this field is left blank the system will use the next vendor number from the vendor number series.

**Vendor Posting Group:** Allows you to identify the payable G/L account associated with the vendor record.

**Gen. Bus. Posting Group:** Grouping or classification of employee vendor records. This is usually defaulted to "Vendor".

**Where Used:** Used for expense report payables to create the vendor record to reduce duplication of data entry. These fields are required for the vendor setup when creating vendor records.

**Best Practice:** If the company does not have employees or has a low volume of expense reports turn off this feature.

## Resource Class

The resource class setup page identifies category classes that the company uses to classify resources and drive general ledger accounts used when labor or wage costs are posted for an employee. Resources can be classified per client site or company site, full time or part time, and subcontractor labor. Unlimited classifications can be established per company requirements.



NAME	DESCRIPTION
Client Site	Client Site
Company Site	Company Site

**Name:** Identify the name of the resource class.

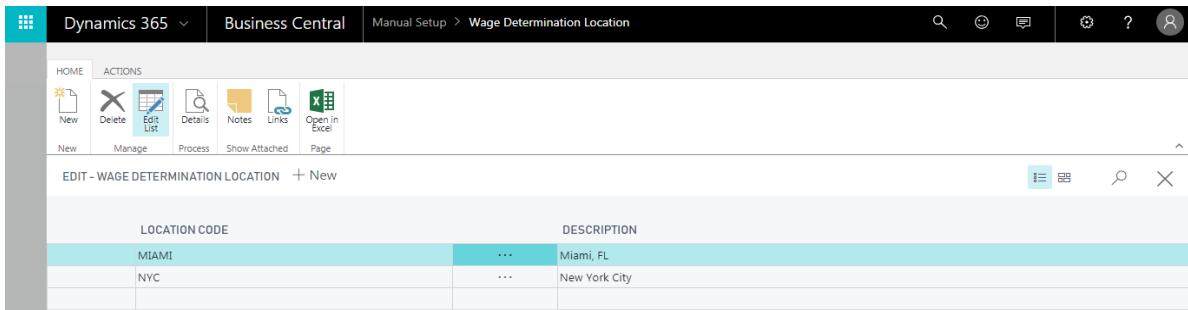
**Description:** Describe the resource class.

**Where Used:** Once resource classifications are identified, they are used on the resource card, category group, and job group resource class setups.

## Wage Determination Location

Wage determination location standards, also known as prevailing wage, can be setup using the wage determination location setup page. This allows the user to establish a minimum hourly rate for employees, based on their location and job category, for compliance per state or federal government regulations.

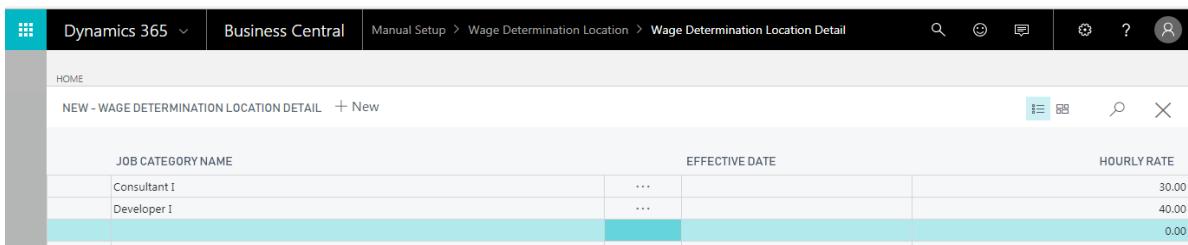
To navigate to Wage Determination Location:  
Setup & Extensions→Manual Setup→Wage Determination



**Location Code:** Identify the location code that you are setting up.

**Description:** Identify the full description name of the location you are setting up.

Once the location has been identified click the **Actions** tab and **Details** in the ribbon to set up the rates that will be used.



**Job Category Name:** Identify the job category that you are setting up.

**Effective Date:** Identify the date that this minimum rate will be effective. This field is optional.

**Hourly Rate:** Identify the minimum hourly rate per the job category and location.

**Where Used:** Wage determination location is setup on the resource card.

# Job Setups

## Contract Type

The contract type table is used to create contract types for projects awarded. Tasks created will default to the project's contract type selected.

**Note:** The contract type will print on reports including the sales invoice.

To navigate to the Contract Type Setup:

Setup & Extensions → Manual Setup → Contract Type

NAME	DESCRIPTION	INCLUDE IN UTILIZATION
CPFF	Cost plus fixed fee	<input checked="" type="checkbox"/>
FFP	Fixed Price	<input checked="" type="checkbox"/>
Fringe	Fringe	<input type="checkbox"/>
Indirect	Indirect	<input type="checkbox"/>
TM	Time & Material	<input checked="" type="checkbox"/>

**Name:** Name the contract type.

**Description:** Description of the contract type.

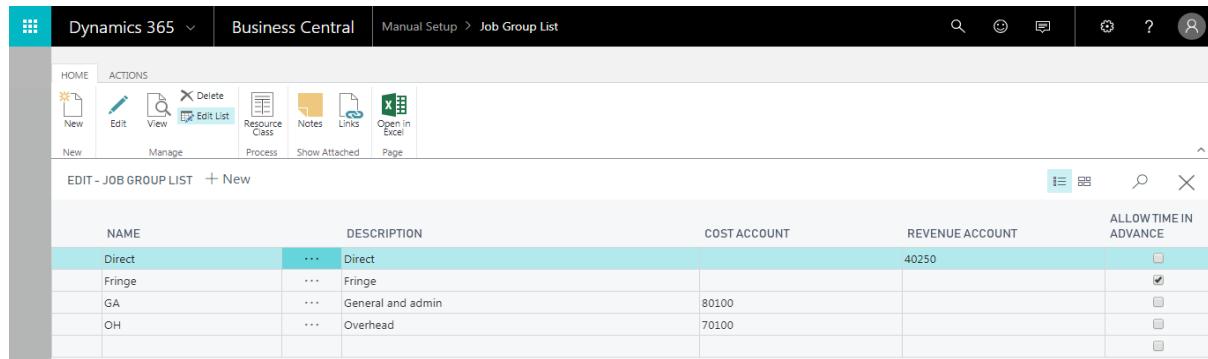
**Include in Utilization:** Specifies how the system treats time posted against different contract types as productive (utilized) or un-productive time for utilization reports and calculations.

**Where Used:** Contract type is a field on the job card and the task card.

## Job Group

The Job group setup allows you to group jobs for the purpose of revenue recognition and reporting. The job group is also one of the sequences the system evaluates in the job posting process (see job posting).

To navigate to the Job Group Setup:  
Setup & Extensions → Manual Setup → Job Group



The screenshot shows the 'Job Group List' page in Dynamics 365 Business Central. The ribbon at the top has 'Dynamics 365' and 'Business Central' tabs, with 'Manual Setup > Job Group List' selected. The main area is titled 'EDIT - JOB GROUP LIST'. It features a table with columns: NAME, DESCRIPTION, COST ACCOUNT, REVENUE ACCOUNT, and ALLOW TIME IN ADVANCE. The table contains four rows:

NAME	DESCRIPTION	COST ACCOUNT	REVENUE ACCOUNT	ALLOW TIME IN ADVANCE
Direct	...	40250		<input type="checkbox"/>
Fringe	...			<input checked="" type="checkbox"/>
GA	...	80100		<input type="checkbox"/>
OH	...	70100		<input type="checkbox"/>

**Name:** Name the job group.

**Description:** Description of the job group.

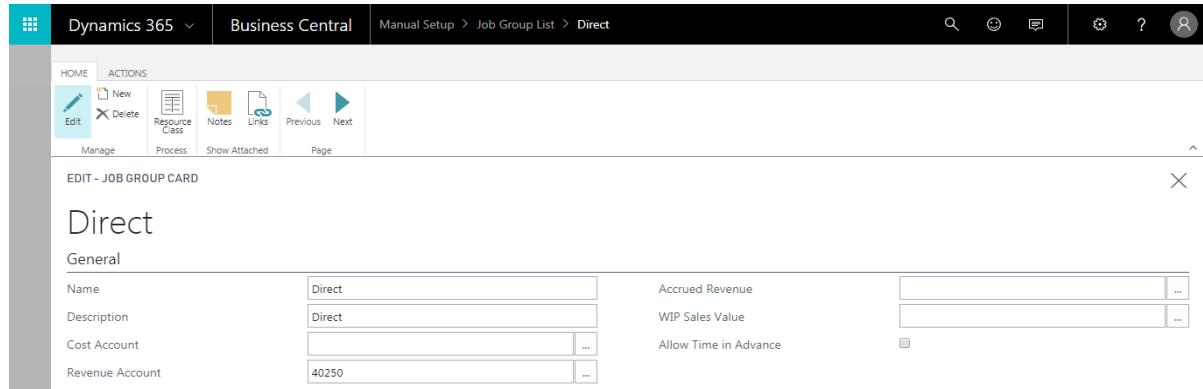
**Where Used:** This is used on the job card.

**Cost Account:** Identify the G/L account that the cost for this group should post to.

**Note:** The cost account on Job Groups is used to record labor costs for IR&D and B&P projects.

**Allow Time in Advance:** This allows employees to charge time in advance to jobs in this group.

Select Edit in the ribbon to setup the additional g/l accounts associated to the job group:



The screenshot shows the 'Edit - Job Group Card' for the 'Direct' job group. The ribbon at the top has 'Dynamics 365' and 'Business Central' tabs, with 'Manual Setup > Job Group List > Direct' selected. The main area is titled 'EDIT - JOB GROUP CARD' and shows the 'General' section for the 'Direct' job group. It includes fields for Name (Direct), Description (Direct), Cost Account (40250), Revenue Account (40250), Accrued Revenue, WIP Sales Value, and Allow Time in Advance (checkbox).

**Revenue Account:** Identify the G/L account that the revenue for this group should post to.

**Accrued Revenue:** Identify the G/L account that is credited when using the revenue recognition routine.

**WIP Sales Value:** Identify the G/L account debited during the revenue recognition routine.

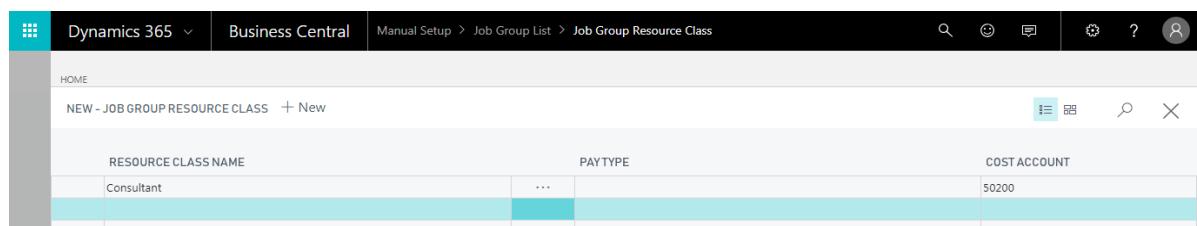
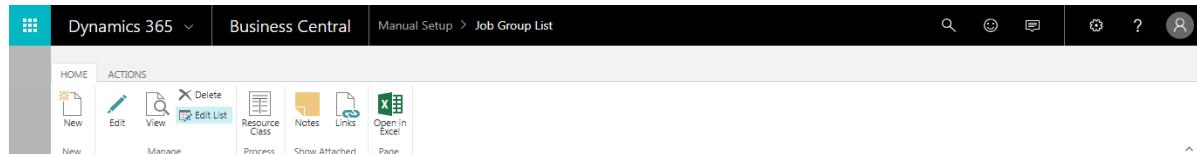
## Job Group Resource Class

The job group resource class setup table is used in conjunction with the job group and allows the user to override the g/l account based on a job group and the class code on a resource. This feature may be used to map labor to a G/L account based on the job group. For example, B&P labor associated with subcontractors can be posted to the B&P subcontract labor account using the appropriate resource class.

**Where Used:** This is used when posting labor using the time journal or subcontract labor using a purchase order.

To navigate to the Job Group Resource Class Setup:

Setup & Extensions → Manual Setup → Job Group



**Resource Class Name:** Identify the resource class that you are setting up.

**Pay Type:** Identify the pay type that you are setting up.

**Cost Account:** Identify the g/l account to use for the job group, resource class, and pay type selected.

## Job Account Group

The job account group is used to override the g/l account assigned to a job category. It also allows you to restrict a job to job categories selected. For example on B&P projects this feature is used to map the job category “Lodging” to the lodging account in the B&P section of your chart of accounts, overriding the direct cost account default setup on the job category.

To navigate to the Job Account Group Setup:  
Setup & Extensions→Manual Setup→Job Account Group

NAME	DESCRIPTION	RESTRICT TO LABOR CATEGORIES LISTED	RESTRICT TO EXPENSE CATEGORIES LISTED
Direct CP FP	...	<input type="checkbox"/>	<input type="checkbox"/>
Direct TM	...	<input checked="" type="checkbox"/>	<input type="checkbox"/>
GA	...	<input type="checkbox"/>	<input checked="" type="checkbox"/>
OH	...	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Name:** Name the job account group.

**Description:** Description of the job account group.

**Restrict to Labor Categories Listed:** Restricts postings for the job account group to only the labor categories selected on the job account group detail screen.

**Restrict to Expense Categories Listed:** Restricts postings for the job account group to only the expense categories selected on the job account group detail screen.

Select Details to open the Job Account Group Detail Screen:

JOB CATEGORY NAME	COST ACCOUNT	VALID FOR
Consultant I	...	Labor
Developer I	...	Labor

**Job Category Name:** Identify the job category from the job category list.

**Cost Account:** Identify the G/L account that the cost for this group should post to.

**Revenue Account:** Identify the G/L account that the revenue for this group should post to.

**Accrued Revenue:** Identify the G/L account that is credited when using the revenue recognition routine.

**WIP Sales Value:** Identify the G/L account that is debited when using the revenue recognition routine.

**Where Used:** This is used on the job card and the task card.

**Note:** See job posting for more information on how the above g/l accounts post from jobs to general ledger.

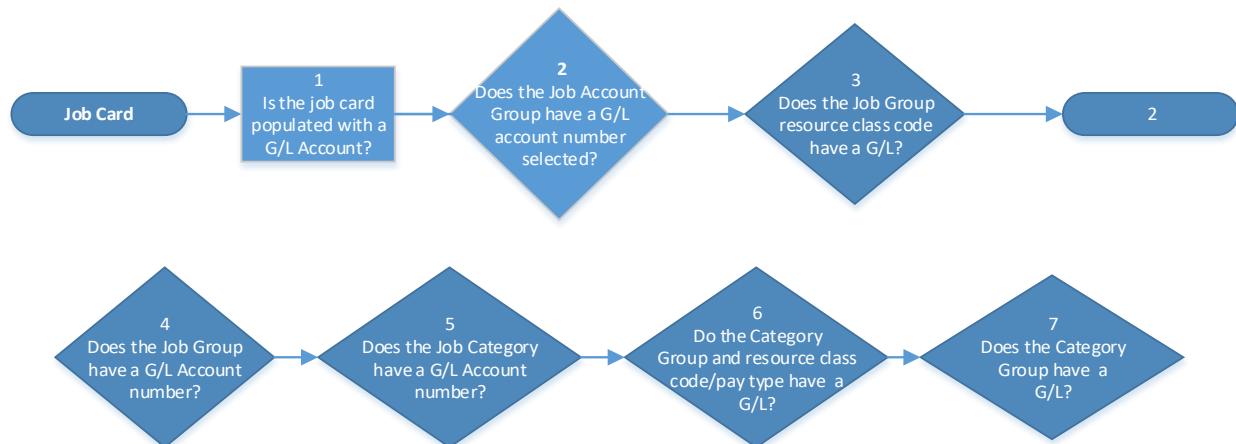
## Job Posting

This section describes how the g/l account is selected for each posted transaction (cost and revenue). Each transaction evaluates seven setups in the sequence below to identify a g/l account. The first setup with a g/l account populated is used.

- 1 – Job – The job card is the first place the system will look for a g/l account selection for postings. G/L selection on the job will override all other g/l selections.
- 2 – Job account group selected on the job – The job account group can be used to override the g/l account selection on the job category. Ex. Fringe costs for B&P projects.
- 3 – Job group, resource class code - If there is a resource class code selected the cost account associated will be used.
- 4 – Job group selected on the job – Groups jobs for revenue recognition and reporting.
- 5 – Job category – The job category allows the user to categorize job costs within a category group. Ex. Category group (travel) will have (lodging, per diem) as job categories.
- 5 – Category group, resource class code and pay type – If there is a pay type selection on the resource class table the cost account associated will be used. If pay type is not selected, but a resource class is assigned the cost g/l account assigned to the class code is used.  
Ex. Labor charges when an employee is at a client site vs. labor charges when an employee is at the company site should go to different g/l accounts.
- 7 – Category group – The category group creates groups for common charges. Ex. Travel

When posting cost (labor, expense or burdens) the “cost account” field is used. If a cost account is setup on the job it is used. If one is not supplied on the job, the job account group is searched for a cost account. This continues until a cost account is found.

When posting an invoice the “revenue account” field is used. The same search is performed as with the cost account. There are additional fields for revenue accrual.

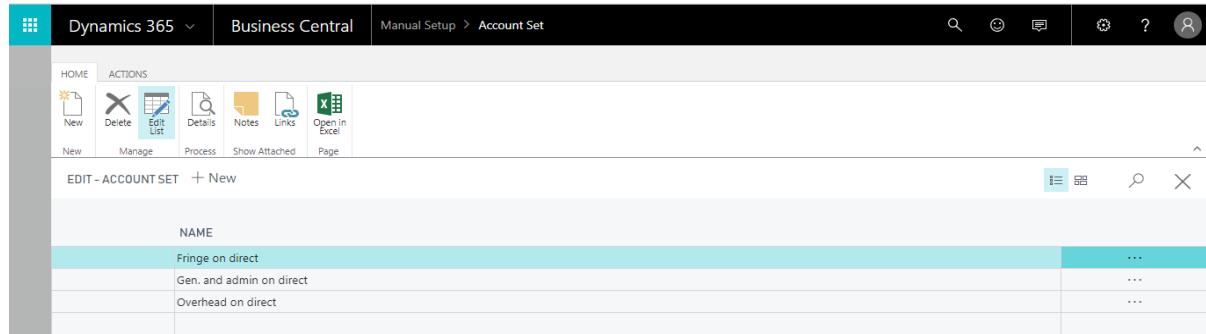


## Account Set

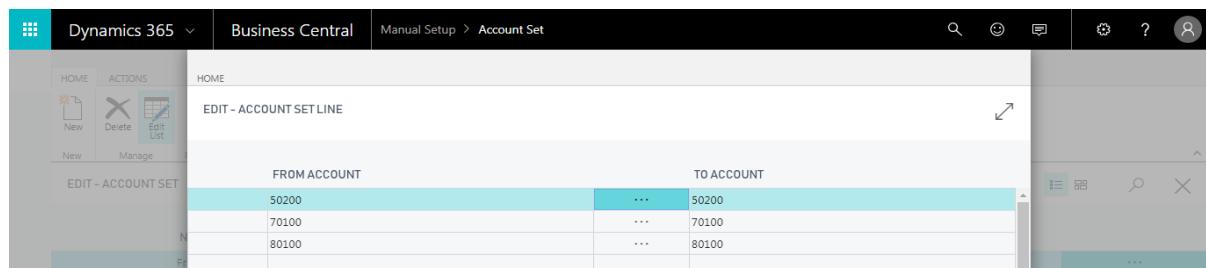
The account set is used to set a range of accounts that is then assigned during allocation setup.

To navigate to account set:

Setup & Extensions → Manual Setup → Billing Account Set



Name the account set that you are setting up and click Details in the ribbon.



**Effective Date:** The date that the account set will be effective.

**From Account:** Identify the starting g/l account number in the account set.

**To Account:** Identify the ending g/l account number in the account set.

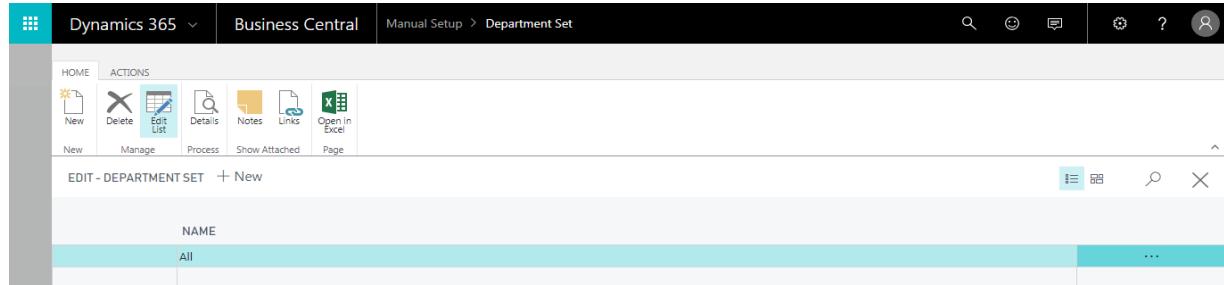
**Note:** Multiple lines can be used for breaks in the account set.

## Department Set

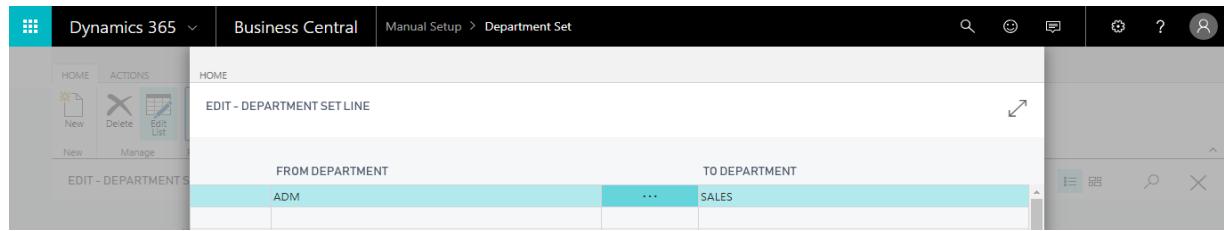
The department set is used to set a range of departments that is then assigned during allocation setup.

To navigate to department set:

Setup & Extensions → Manual Setup → Billing Department Set



Name the account set that you are setting up and click Details in the ribbon.



**Effective Date:** The date that the department set will be effective.

**From Department:** Identify the starting g/l account number in the department set.

**To Department:** Identify the ending g/l account number in the department set.

**Note:** Multiple lines can be used for breaks in the department set.

**Note:** The Effective Date should always be in line with a company's fiscal year.

## Billing & Revenue Formulas

The billing formula allows you to configure the elements that are charged on an invoice. With the billing formula setup you can configure how labor and non-labor is invoiced, if burdens are calculated and if fee is charged on the invoice.

Similar to the billing formula, the revenue formula allows you to configure the elements that are considered in computing revenue. Where in most cases the billing and revenue formula will be the same, the configuration allows for scenarios where the billing might be milestone based yet revenue recognition uses a different formula.

For labor and non-labor you can configure the formula to invoice based on cost or sales price. If sales price is selected the labor category rate will be used. Burden and fee calculations are configurable themselves. See billing pool group and fee percent setup below.

To navigate to the Formula List:

Setup & Extensions → Manual Setup → Billing & Revenue Formula

NAME	DESCRIPTION	CONTROL	LABOR	NON-LABOR	BURDEN ON	FEE
CPFF	... CPFF	Formula	Cost	Cost	Both	Both
FFP	... Fixed Price	Formula	None	None	None	None
TM	... Time & Materials	Formula	Sales Price	Cost	None	None

**Name:** Name the formula.

**Description:** A short description of the formula.

**Control:** This field controls what the revenue recognition routine will do with the formula setup.

Options are:

**Disabled:** Revenue recognition will skip this formula if selected.

**Formula:** The system will use the subsequent fields to create a formula to calculate billings.

**Estimate to Complete:** Will use the fixed price estimate to complete worksheet from the job card.

**Revenue Equals Billing:** When used the revenue accruals are not calculated for the job.

**Revenue Equals Billing before Withholding:** When used the revenue accruals are not calculated for the job before withholding.

**Labor:** Select how you would like the formula to calculate labor postings.

Options are:

**None:** This is selected if labor transactions are not invoiced.

**Cost:** This is selected if labor transactions are invoiced at cost.

**Sales Price:** This is selected if labor transactions are invoiced at the sales price.

**Non-Labor:** Select how you would like the formula to calculate non-labor postings.

Options are:

**None:** This is selected if non-labor postings should not be calculated in the formula.

**Cost:** This is selected if non-labor should be calculated and invoiced at cost.

**Sales Price:** This is selected if non-labor should be calculated and invoiced at sales price.

**Burden On:** Select how you would like the formula to calculate indirect costs.

Options are:

**None:** This is selected if indirect cost postings should not be calculated.

**Labor:** This is selected if indirect costs should be calculated for labor postings only.

**Non-Labor:** This is selected if indirect costs should be calculated for non-labor postings only.

**Both:** This is selected if indirect costs should be calculated for labor and non-labor postings.

**Fee:** Select how you would like the formula to calculate fees.

Options are:

**None:** This is selected if fees should not be calculated.

**Labor:** This is selected if fees should be calculated for labor postings only.

**Non-Labor:** This is selected if fees should be calculated for non-labor postings only.

**Both:** This is selected if fees should be calculated for labor and non-labor postings.

**Amount on Hours:** This uses the fee amount on hours setup on the job card.

**Amount MTD:** This will only be used for firm fixed price billing calculations.

**Amount YTD:** This will only be used for firm fixed price billing calculations.

**Amount ITD:** This will only be used for firm fixed price billing calculations.

**Where Used:** This is used on the job card and the task card.

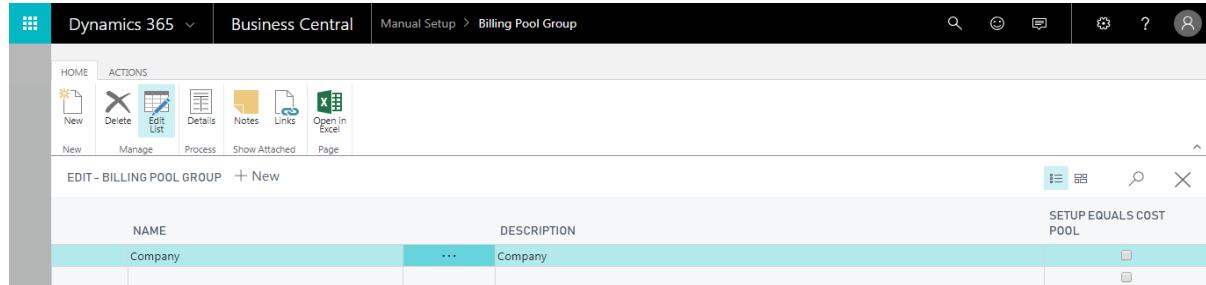
**Note:** The amount MTD/YTD/ITD fields require a fee amount setup on the job task card. If the selection is zero on the job task card the invoice will create a negative line for the fees that should be invoiced.

## Billing Pool Group

The billing pool group allows you to configure how burdens are calculated for a job. This gives you flexibility to calculate invoice burdens differently for different jobs.

To navigate to the Billing Pool Group Setup:

Setup & Extensions → Manual Setup → Billing Pool Group

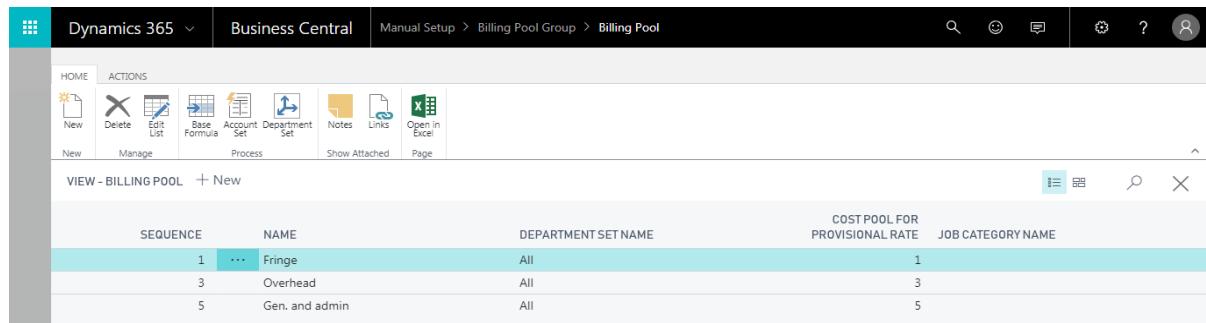


**Name:** Name the billing pool group.

**Description:** A description of the billing pool group.

**Setup equals cost pool:** This is selected if the billing pool setup corresponds to the cost pool indirect calculation. This is an information field only.

Select **Details** to open the billing pool setup screen to setup your pools.



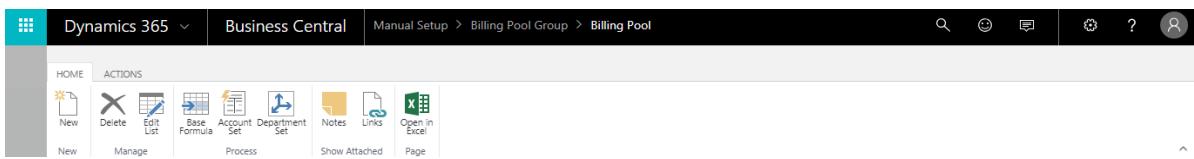
**Sequence:** The next consecutive pool number available globally will be auto-generated.

**Name:** Name the indirect cost type that you are setting up.

**Department Set Name:** Identify the department set that the system should calculate these burdens for.

**Cost Pool for Provisional Rate:** Identify the cost pool that the system should use to calculate the provisional rate for indirects.

**Job Category Name:** Identify the job category that the system will use for the entry posted. If this field is left blank, the job category from the cost pool provisional job category will be used.



Select an indirect pool and click **Base Formula** to create the formula that will be used.

**Name:** This field selection determines if the line is being used to determine the account set or to identify other billing pools costs that should be included in the calculation and the sequence that should be used.

Options are:

**Account Set:** This is selected when you are defining the account set for the base.

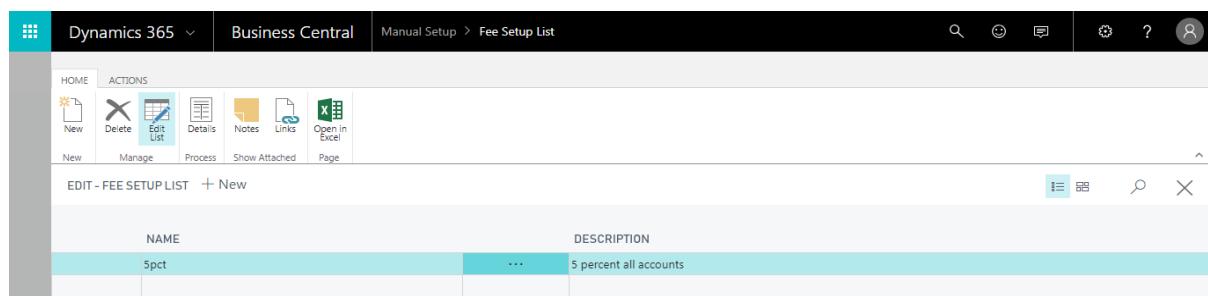
**Billing Pool:** This is selected when identifying another billing pool that has costs that should be included.

**Code:** The drop down will be updated per your selection in the name field to display either your account sets or your billing pools.

## Fee Percent

The fee percent setup allows you to configure how fee is calculated for an invoice. You can have as many fee percent's as you have g/l accounts.

To navigate to fee percent: Setup & Extensions → Manual Setup → Fee Setup



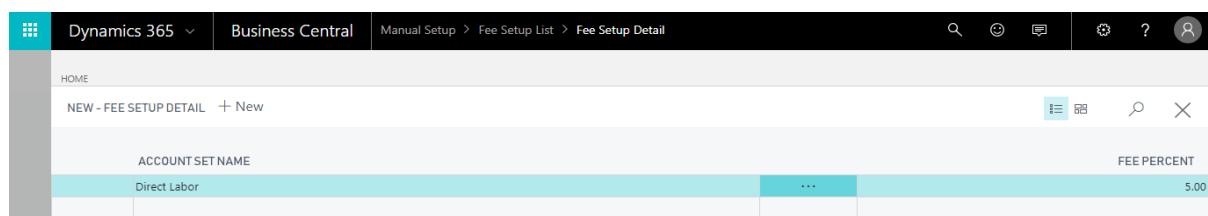
The screenshot shows the Dynamics 365 Business Central interface with the title bar "Dynamics 365" and "Business Central". The current page is "Manual Setup > Fee Setup List". The ribbon has sections for "HOME" and "ACTIONS". Under "ACTIONS", there are icons for New, Delete, Edit List, Details, Notes, Links, Open in Excel, and Page. Below the ribbon is a toolbar with "EDIT - FEE SETUP LIST" and a "+ New" button. The main area displays a table with columns "NAME" and "DESCRIPTION". A single row is selected, showing "5pct" in the NAME column and "5 percent all accounts" in the DESCRIPTION column.

Select New to create a new fee percent:

**Name:** Name the fee percent.

**Description:** Description of the fee percent.

While the line is selected select details in the ribbon to open the Fee Setup Detail Screen:



The screenshot shows the Dynamics 365 Business Central interface with the title bar "Dynamics 365" and "Business Central". The current page is "Manual Setup > Fee Setup List > Fee Setup Detail". The ribbon has sections for "HOME" and "ACTIONS". Under "ACTIONS", there are icons for New, Delete, Edit List, Details, Notes, Links, Open in Excel, and Page. Below the ribbon is a toolbar with "NEW - FEE SETUP DETAIL" and a "+ New" button. The main area displays a table with columns "ACCOUNT SET NAME" and "FEE PERCENT". A single row is selected, showing "Direct Labor" in the ACCOUNT SET NAME column and "5.00" in the FEE PERCENT column.

**Account Set Name:** Identify the account set that should be included in the fee calculation.

**Fee Percent:** Populate with the percentage that should be used for the fee calculation.

**Where Used:** This is used on the job card and the task card.

## Withholding

The withholding setup table allows you to withhold billing on a specified percentage of revenue for services provided to the government per contract terms. The amount withheld will be displayed on the monthly invoice as a withholding line and subtracted from the final invoice amount.

Upon completion of the contract, the total withholding balance should be billed by manually adding a planning line to the job. Once the line has been created, it should be billed through the invoice proposal functionality.

To navigate to Withholding:

Setup & Extensions → Manual Setup → Withholding Setup

NAME	WITHHOLD PERCENT ON JOB	WITHHOLD PERCENT ON LABOR	WITHHOLD PERCENT ON FEE
10 percent on job	10.00	0.00	0.00

Name: Identify a name for the withholding setup.

Withhold Percent on Job: Identify the percent that should be withheld on billing for a job.

Withhold Percent on Labor: Identify the percent that should be withheld on all labor billings.

Withhold Percent on Fee: Identify the percent that should be withheld on all fee billings.

**Note:** Withholding setups for Job and Labor/Fee are not intended to be used in conjunction. One or the other should be used per contract terms.

## Jobs Setup

The Jobs Setup page is used to identify job defaults and number series selections.

To Navigate to Jobs Setup: Setup & Extensions → Manual Setup → Jobs Setup

### General Tab

**Automatic Update Job Item Cost:** This field is not normally used.

**Apply Usage Link by Default:** This field is not normally used.

**Default Job Posting Group:** Identify the job posting group that jobs will default to.

**Default Template Name:** Identify the default job journal template.

**Default Batch Name:** Identify the default job journal batch.

### Numbering Tab

**Job Nos:** Identify the number series that should be used for job creation.

**Subcontract Nos:** Identify the number series that should be used for subcontract creation.

**FCCOM Nos:** Identify the number series that should be used for FCCOM allocation.



# Chapter 2 – Resource Card

## Resource List

The resource list displays information from the resource cards in a list form for a quick view of resources. Many of the fields in the Resource Card window are also in the Resource List window. If you set up a resource in the Resource List window a resource card will automatically be set up for that resource, however, the resource card is the primary data entry point. The list view should only be used for viewing.

**Copy Down:** This function is used to facilitate more efficient data entry. The setups from the line created will be copied to all resources selected using a filter.

**Note:** If the system finds posted ledger entries a warning is displayed before the copy down function continues.

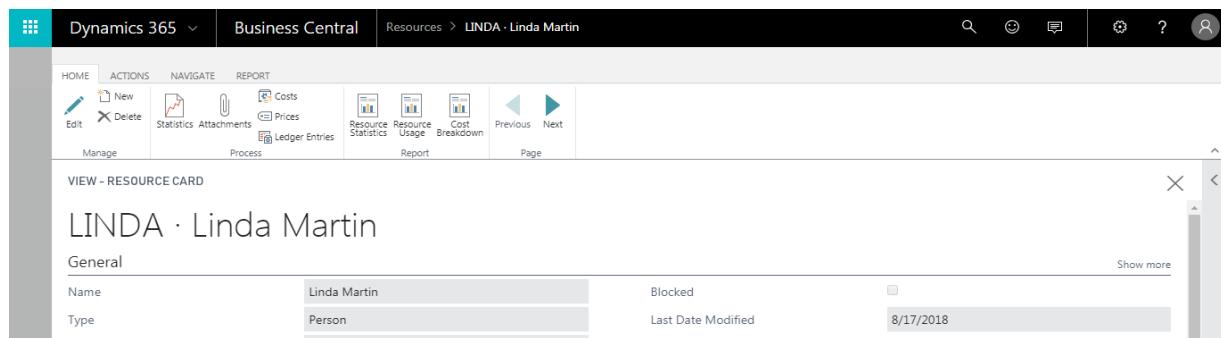
## Resource Card

The Resource Card window is used to enter information about resources, such as the resource number, resource name, unit price and cost. There is one card for each resource. Each card contains several tabs with different types of information about the resource. Resources can be employees, machines (manufacturing module) or other company resources such as subcontractors who enter time.

To Navigate to Resources: Role Center→Resources

To Create a New Resource:

1. The **New** icon in the top left of the resources list view is used to open a blank resource card.



2. Fill in the fields on the card to create your resource.

**Note:** There are additional fields on the resource card but they are not relevant to this module.

### ***General Tab***

**No:** Specifies a number for the resource. This is a required field. You cannot fill in the other fields in the resource table until you have entered a number in the No. field.

**Best Practice:** Match the resource number to the payroll system ID. (Emp No.)

You can use one of the following methods:

- If you have set up a default resource number series, press Enter to have this field filled in with the next number in the series.
- If you have set up more than one number series for resources, choose the field and identify the series that you want to use. The field is filled in with the next number in that series.
- If you have not set up a number series for resources, or if the Manual Nos. field is selected for the numbers series, you can enter a number manually.

**Best Practice:** Subcontractors should have their own unique number series.

**Name:** Specifies a description of the resource. You can enter a maximum of 30 characters, both numbers and letters. The entry appears on the sales lines or the journal lines when you enter the number or the search name in the Name field.

**Best Practice:** Be consistent in using first name, last name or vice versa.

**Type:** Specifies whether the resource is a person or a machine. This is a required field.

**Best Practice:** This is always set to person in the project accounting module. Machine is only used in the manufacturing module.

**Base Unit of Measure:** Specifies the base unit that is used to measure the resource. Employees and consultants will always use the base unit of “Hour”.

### ***Subcontract resource***

**Vendor No:** Specifies the vendor number associated with the resource and used for invoice creation from expense reports.

**Where Used:** Departments → Project Accounting → General → Time Journal → Create Sub Cont Invoice

When the create subcontractor invoice function is run, the system creates a purchase invoice. The G/L account it uses comes from the category group resource class.

**Best Practice:** Use the resource number if possible.

**Subcontractor:** This Check box is selected if the resource is a subcontractor so a subcontractor invoice can be created via the Time Journal. This allows non-employees to use WTE.

**Consultant:** This Check box is selected if the resource is a consultant so a consultant invoice can be created via the Time Journal. This allows non-employees to use WTE.

**Labor Category Code:** Specifies the resource group of the resource. Select “Exempt from Service Contract Act” in the setup if SCA rules are not applicable to the labor category code.

**Class Code:** This field provides the resource occupation class list per the SCA setup.

**Note:** This is equivalent to the Area Wage Determination (AWD) location.

**Wage Determination Location:** This field provides the location list per the SCA setup.

**Note:** This is equivalent to the Area Wage Determination (AWD) location.

**Where Used:** The class code is used with the wage determination location to fulfill SCA minimum wage requirements. NAV will use employee cost from the cost setup on the job card.

**Blocked:** This is selected if the resource is blocked for posting. Resources that are not usually posted can be blocked to avoid incorrect postings. The check box is selected if you want to prevent the use or sale of the corresponding resource.

**Note:** This does not disable WTE access.

**Last Date Modified:** Specifies the date of the most recent change of information in the Resource Card window. This field is automatically updated.

### **Web Tab**

**Web Login Name:** This will be pre populated based on your resources setup.

**Web Login Password:** Enter the default password.

**Email:** The email address for the resource will be pre populated based on your setup.

**Time Zone:** Identify the resources time zone. (See Ch. 1 for setup information)

**Timesheet Period Name:** Identify the resources timesheet period. (See Ch. 1 for setup)

**Working Time Calendar:** Identify the resources working time calendar. (See Ch. 1 for setup)

**Daily Overtime:** This allows a user to identify the overtime pay type on WTE even if the total hours are less than 40.

**Daily Notification Blocked:** If selected, the resource and their approver will not receive daily missing time notification emails for this resource, even if the global setting is turned on.

**Delegate Entry Resource No:** This field is used to designate a person that will enter time or expenses in your absence.

**Note:** Final submission will still need to be from the resource who owns the timesheet.

**Delegate Approval Resource No:** This field is used to designate a person that will approve time or expenses you are responsible for approving in your absence.

### **Invoicing Tab**

**Price/Profit Calculation:** This field is not used and can be left at the default value.

**Gen. Prod. Posting Group:** Identifies the general ledger accounts that are posted to in combination with the general business posting groups when sales or purchase transactions are posted. Choose the field to identify a posting group.

**Best Practice:** Use default of service.

**Department Code Dimension:** The resources department should be selected. This field is used in conjunction with the dimension priority on the GC Parameters table.

**Where Used:** The department code is used on labor entries, if the priority for the department is by job. If resource department is the priority then this field will be used on all labor transactions.

### **Personal Data Tab (Optional)**

**Job Title:** Identify the employee job title.

**Address:** Identifies the address or location of the resource, if applicable.

**Address 2:** Identifies an additional address or location of the resource, if applicable.

**City:** Identifies the city of the resource's address.

**State/ZIP Code:** Identifies the resource's state/zip, if applicable.

**Best Practice:** Use a standard format for state names so that they have a uniform appearance on printouts.

**Post Code:** Specifies the resource's post code, if applicable.

**Social Security No:** Specifies the resource's social security number.

**Education:** Specifies the training, education, or certification level of the person. You can enter a maximum of 20 characters, both numbers and letters.

#### **Contract Class:**

**Employment Date:** Identifies the employee start date or the date on which the machine was placed in service. Used with PTO calculation.

**ADP/PayChex Employee No:** This references the employee ADP/PayChex Employee No.

**Salaried Employee:** This Check box is selected if this is a salary employee.

**Supervisor No:** Identify the resource supervisor.

**Benefit Plan Name:** Identify the benefit plan that corresponds with the benefits received by the resource.

**Last Benefit Accrual:** Populate the starting date for benefit accrual.

**Note:** This field will be updated by the calculate benefits accrual function on the benefits journal.

# Pay Rates

Pay Rates assign a period salary or hourly rate for a resource based on an effective date.

Role Center→Resources→Pay Rates

The Pay Rates link can be found in the ribbon of any resource card:



The Resource Pay Rates Edit Screen will open:



**Effective Date:** The date that the labor rates setup will be effective for this resource.

**Salaried Pay Cycle Amount:** This will be a pay period amount for salary employees.

**Hourly Amount:** This should be an hourly rate for hourly employees.

**Note:** Employees starting mid pay period are set to pro-rated salary. Set next pay period to be their salary amount.

# Chapter 3 – Job Card

## Job Card

A Job Card is created to identify tasks, terms, resources, labor categories, and budget. It can also be used for the creation of quotes, statistics, invoices, costing, and reports related to the project.

### *General Tab*

#### **Job**

**No:** The Job number will be auto-generated based on your No. Series List setup.

**Description:** Enter a description of the project/contract that you are setting up.

#### **Client**

**No:** Identify the Client No. from the customer list.

The following fields will be auto populated with the client information from the customer card when the client no is selected:

- Name
- Bill-to Address
- Bill-to City
- State/Zip Code
- Bill-to Post Code
- Contact No
- Bill-to Contact

**Client Type:** Identify the client type from the options below.

Options are:

- Commercial
- Federal Govt.
- State Govt.
- Local Govt.

**Where Used:** This is used by the ICE Schedules.

#### **Job**

**Status:** Identify the current status of the job. The default status is “Order”.

Options are:

- Planning – This is a legacy field and should not be used.
- Quote - This is a legacy field and should not be used.
- Order - This is the default status and should be used until completion.
- Completed – This status is selected when the job has been completed.

**Project Manager No:** The resource number of the project manager assigned to the project.

**Project Manager Name:** This will be auto populated with the name on the resource card associated to the project manager no selected.

**Job Contract Type:** Identify the contract type.

**Starting Date:** Identify the starting date of the contract.

**Ending Date:** Identify the ending date of the contract.

**Certification Code:** Identify any standard text codes that apply. This will insert the text selected in the description field in the bottom section of the invoice.

**Invoice Nos:** Identify the default number series for your invoices. This can be customized.

**Service Contract Act:** This is selected if the SCA minimum wage requirements are applicable and require resource cost setup.

**Subcontractors Allowed:** This is selected if subcontractors are allowed to charge to the job. This is an information field only.

## **Timesheet**

**Allow Time in Advance:** If selected, employees will be allowed to charge time in advance.

**Leave Without Pay:** If selected, this signifies that the project is leave without pay like FMLA or Military leave.

**Where Used:** During labor distribution, the time is reversed.

## **Posting Tab**

**Blocked:** Posted transactions only or all modifications will be blocked to this job.

Options are:

**Posting** – Block posted transactions only.

**All** – Block all modifications.

**Last Date Modified:** Display field only. Tracks the last time the job record was changed.

**Department Code Dimension:** The resources department should be selected. This field is used in conjunction with the dimension priority on the GC Parameters table.

**Where Used:** The department code is used on labor entries, if the priority for the department is by job. If the job department is the priority then this field will be used on all labor transactions.

**Job Posting Group:** Identify the Job Posting Group that the job belongs to.

**Benefit Accrual Code:** Identify the benefit accrual code that this job represents.

Ex. Indirect PTO project would use a PTO code.

**Cost Account:** Identify the G/L account that the cost for this job should post to.

**Note:** See Job Posting section for how a g/l account is selected.

**Revenue Account:** Identify the G/L account that the revenue for this job should post to.

**Where Used:** This is used during invoice creation.

**Note:** See Job Posting section for how a g/l account is selected.

**Accrued Revenue:** Identify the G/L account that is credited when using when using the revenue recognition routine.

**WIP Sales Value:** Identify the G/L account that is debited when using the revenue recognition routine.

## **Accounts**

**Job Group:** Identify the job group that the job belongs to.

**Job Account Group:** Identify the job account group that the job belongs to.

## **Revenue Recognition and Billing**

**Revenue Recognition Formula:** Identify the revenue recognition formula that should be used.

**Billing Formula:** Identify the billing formula that should be used.

**Billing Pool Group:** Identify the billing pool group that the job belongs to.

**Fee Percent:** Identify the fee setup used when calculating an invoice for this job.

**Note:** Typically used for cost plus type projects. This field is used if the fee column in the billing formula is set to labor, non-labor, or both.

**Fee Amount:** Identify the percentage when calculating an invoice for this job.

**Note:** Typically used for cost plus type projects. This field is used if the fee column in the billing formula is set to amount on hours, amount MTD, amount YTD, and amount ITD.

**Withholding Setup Name:** Withholding is used when the client (government) wants to hold a percentage of payment at the beginning or at the end of a project. Identify the appropriate job withholding setup for the job, labor, and fee.

### ***Contract Tab***

#### **Contracting**

**Primary Contract No:** The contract number from the contract card. This will print on the invoice.

**Where Used:** The contract card has additional information related to the contract that can be entered.

**Other Contract No:** Secondary contract number. (If applicable)

**Office No:** Identify the client's contracting office.

**Office Name:** This field will populate with the name associated with the office no selection.

#### **Paying**

**Office No:** Identify the customer's paying office.

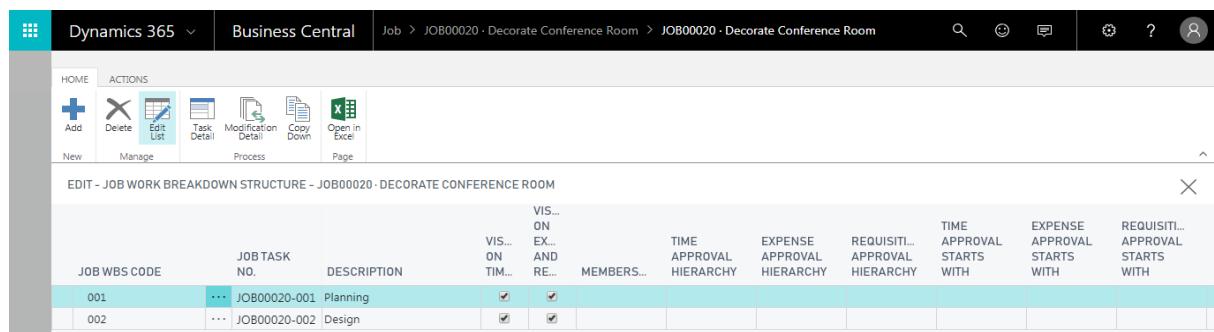
**Office Name:** This field will populate with the name associated with the office no selection.

## Work Breakdown Structure

A work breakdown structure is created for each job and can be accessed from the job card. The work breakdown structure defines the structure of the tasks and is where cost will be charged.

To Navigate to Jobs: Role Center→Job

Open a job card and the Work Breakdown Structure link can be found in the ribbon:



**Job WBS Code:** Enter the WBS code for the task you are setting up.

**Job Task No:** The system will create the job task number and populate this field.

**Description:** Enter a description of the task.

**Visible on Timesheet:** Resources assigned to this job will have this task available on timesheets to charge applicable labor.

**Visible on Expense and Requisition:** Resources assigned to this job will have this task available on expense reports and requisitions in order to charge/request for applicable direct expenses.

**Membership:** Identify the membership group for this task for time and expense entry.

**Time Approval Hierarchy:** Identify the timesheet approval hierarchy for this task.

**Expense Approval Hierarchy:** Identify the expense approval hierarchy for this task.

**Requisition Approval Hierarchy:** Identify the requisition approval hierarchy for this task.

**Time Approval Starts With:** Identify the timesheet approval level that is responsible for approving this task. Some tasks may skip lower levels of approval per the nature of the task.

**Expense Approval Starts With:** Identify the expense level that is responsible for approving this task. Some tasks may skip lower levels of approval per the nature of the task.

**Requisition Approval Starts With:** Identify the requisition level that is responsible for approving this task. Some tasks may skip lower levels of approval per the nature of the task.

**Contract Amount:** This field will display the contract amount setup in the system.

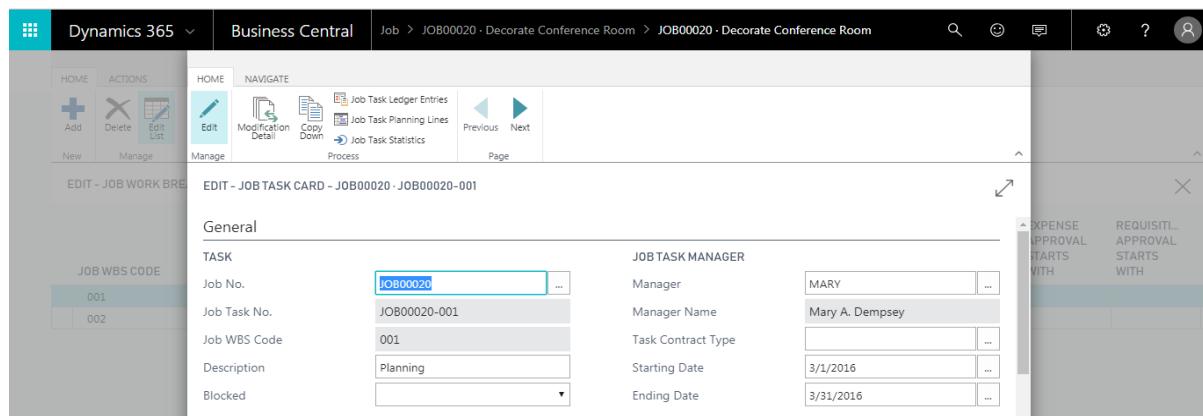
**Funded Amount:** This field will display the funded amount setup in the system.

**Copy Down:** This function is used to facilitate more efficient data entry. The setups from the line created will be copied to all sub tasks within a work breakdown structure.

**Note:** If the system finds posted ledger entries a warning is displayed before the copy down function continues.

## Job Task Card

Select a line in the Work Breakdown Structure and select **Task Detail** in the ribbon. This will open the Job Task Card. The setups on the task card are used to calculate invoices, revenue, and labor. Additional task specific overrides are also setup here.



### **General Tab**

#### **Job Task**

**Job No:** The job number will be pre-populated.

**Job Task No:** The job task number will be pre-populated from the WBS setup.

**Job WBS Code:** The job WBS code will be pre-populated from the WBS setup.

**Description:** The description will be pre-populated from the WBS setup.

**Blocked:** Posted transactions only or all modifications will be blocked to this task.

Options are:

**Posting** – Block posted transactions only.

**All** – Block all modifications.

#### **Client**

**Override Client No:** Identify the Client No. that should be used for this task and override the selection on the job.

#### **Job Task**

**Manager:** The resource number of the project manager assigned to the task.

**Manager Name:** This will be auto populated with the name on the resource card associated to the manager no selected.

**Task Contract Type:** Identify the contract type for the task if different from the job.

**Starting Date:** Identify the starting date of the task.

**Ending Date:** Identify the ending date of the task.

#### **Posting Tab**

**Department Code Dimension:** The resources department should be selected. This field is used in conjunction with the dimension priority on the GC Parameters table.

**Where Used:** The department code is used on labor entries, if the priority for the department is by job. If the job department is the priority then this field will be used on all labor transactions.

#### **Revenue Recognition and Billing**

**Revenue Recognition Formula:** Identify the revenue recognition formula that should be used.

**Billing Formula:** Identify the billing formula that should be used.

**Billing Pool Group:** Identify the billing pool group that the job belongs to.

**Fee Percent:** Identify the fee setup used when calculating an invoice for this task.

**Note:** Typically used for cost plus type projects. This field is used if the fee column in the billing formula is set to labor, non-labor, or both.

**Fee Amount:** Identify the percentage when calculating an invoice for this task.

**Note:** Typically used for cost plus type projects. This field is used if the fee column in the billing formula is set to amount on hours, amount MTD, amount YTD, and amount ITD.

**Note:** Setups from the task are always used. The corresponding fields on the job are defaulted to the task upon creation but may be changed.

### ***Contract Tab***

#### **Contracting**

**Other Contract No:** The task contract number. (If applicable)

### **Paying**

**Override Paying Office No:** Identify the customer's paying office if different than the job.

**Paying Office Name:** This field will populate with the name associated with the office no selection.

### **Job Task**

**Contract Amount:** This will be pre-populated from your modification detail setup.

**Funded Amount:** This will be pre-populated from your modification detail setup. NAV will not allow job billings to exceed funding amount.

**Funded Fee Amount:** This will be pre-populated from your modification detail setup.

**Note:** More information on the Modification Detail setup can be found below.

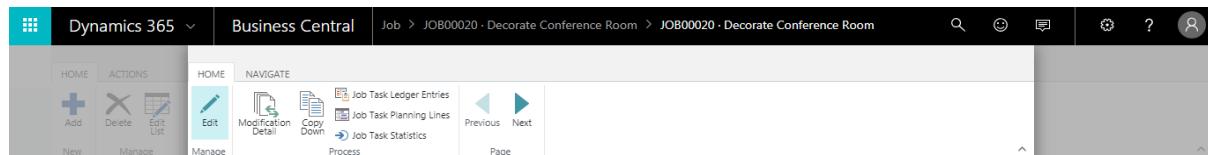
## Modification Detail

Modification Detail is used to set up your project's funding by task order.

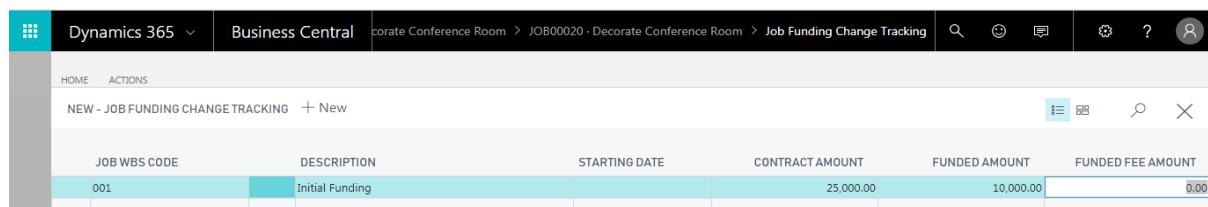
This can be found via the Work Breakdown Structure link in the ribbon of the job card:



Identify the task you are setting up and click task detail in the ribbon of the task card:



This will open the Job Funding Change Tracking Screen:



**Job WBS Code:** The Job WBS Code will be auto-generated but can be modified.

**Description:** Describe the task.

**Starting Date:** Identify the effective date of the funding change.

**Contract Amount:** The total contract amount allocated for this task.

**Funded Amount:** The amount that has been funded for this task.

**Funded Fee Amount:** The fee amount that has been funded for this task.

**Note:** When zeroing out funding amounts go to the Funding Limit screen and delete the zero amount line.

## Funding Limits

Funding Limits define the maximum amount that can be invoiced. Limits can be defined at the project, task, job category, or the category group level. This allows the user to setup limits for a specific labor category or burden category like G&A. Conditions for type, category group, job category, or resource can also be selected.

**Note:** Modification detail creates funding limit lines for fee and task level funding amounts.

The funding limits function can be found in the ribbon of any job card:

Role Center→Job→Open a job card→Funding Limits

Dynamics 365 Business Central - Job > JOB00020 - Decorate Conference Room

Job Funding Limit

JOB NO.	JOB WBS CODE	TYPE	CATEGORY GROUP NAME	JOB CATEGORY NAME	RESOURCE NO.	FUNDING LIMIT AMOUNT
JOB00020	001	All				0.00

**Job No:** Identify the job that you are establishing funding for.

**Job WBS Code:** Identify the task that you are establishing funding for.

**Type:** Identify the type of funding.

Options are:

- Labor**
- Expense**
- Burden**
- Fee**
- All**

**Category Group Name:** Identify the category group that you are establishing funding for.

**Job Category Name:** Identify the job category that you are establishing funding for.

**Resource No:** Identify the resource that you are establishing funding for.

**Funding Limit Amount:** Identify the funding limit amount.

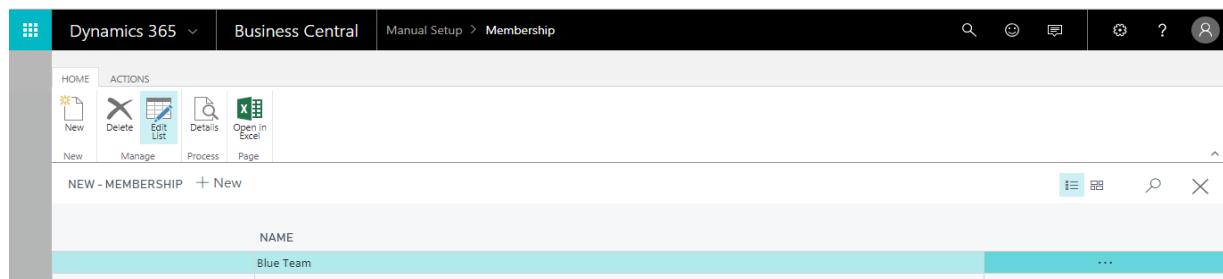
**Change Tracking:** This link opens to the Job Funding Change Tracking Screen. See Modification Detail for more information.

## Membership

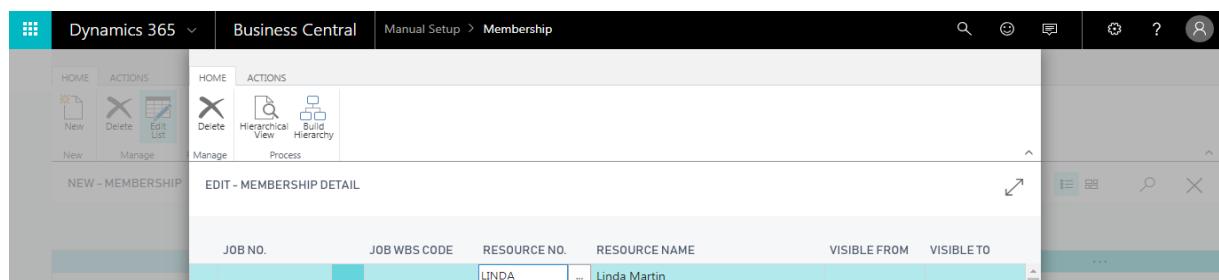
Membership is the assignment of resources to projects for time and expense entry. This can be setup differently for different tasks on the same job. Once created, the membership hierarchy can be leveraged against multiple jobs, or used for one job only.

To navigate to Membership Setup:

Setup & Extensions → Manual Setup → Membership



Select “New” to create a new membership group. This will insert a blank line so you can name your group. To select resources to add to the group click “Details” in the ribbon.



**Effective on Calendar Date:** This field determines when the membership setup is effective for the job.

**Note:** Any previous versions of the membership detail setup will no longer be valid to include the visible from/to setups.

**Job No:** Identify the job that you are setting up membership for.

**Job WBS Code:** Identify the task that you are setting up membership for.

**Resource No:** Add a resource to give them access to the task in time and expense entry.

**Resource Name:** Displays the resource name associated with the resource number selected.

**Visible From:** Identify the date that this task should be available to the resource selected.

**Visible To:** Identify the date that this task should no longer be available to the resource selected.

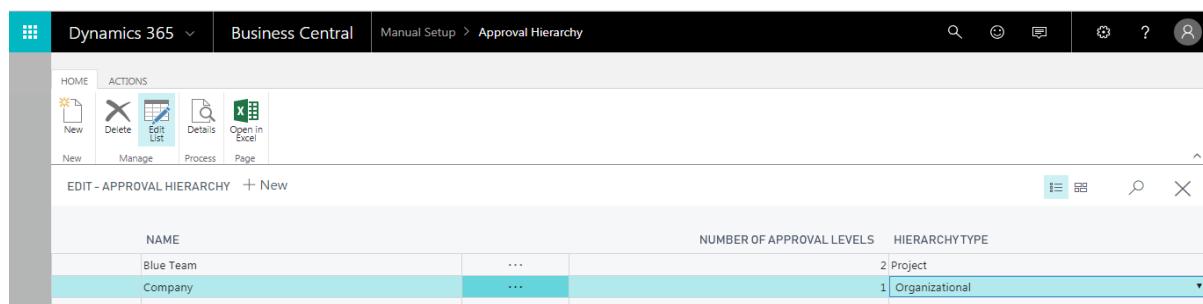
## Approval Hierarchy

The approval hierarchy setup allows the user to configure different approvers for different tasks, even within the same job. This can be setup differently for time, expense and requisitions. Once created, the approval hierarchy can be leveraged against multiple jobs. You can use the same hierarchy but change the number of approvers and levels that need to be met per job/task.

To navigate to approval hierarchy:

Setup & Extensions → Manual Setup → Approval Hierarchy

This will open the approval hierarchy list. Select “New” to add a new group.



**Name:** Name the approval hierarchy that you are setting up.

**Number of Approval Levels:** Identify the number of approval levels in the hierarchy needed.

**Hierarchy Type:** Determines how the system looks for approvers.

Options are:

**Organizational:** All employees in the organization can be selected.

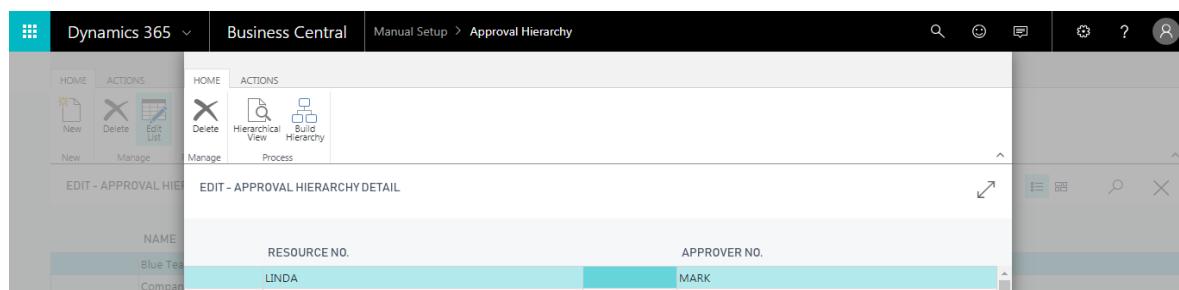
**Note:** This is used for indirect charges that need to be approved by the employee supervisor.

**Project:** The system will look at the membership and hierarchy selections on the WBS table of the job card.

**Note:** This is used for direct charges to a project. Approval should go through the project manager.

Select the group that you are setting up and click Details in the ribbon to open the approval hierarchy edit page. This screen assigns approvers to resources and assign a level in hierarchy.

**Note:** 0 is the highest level and does not require an approval.



**Resource No:** Identify the resource that you are setting up approval for.

**Approver No:** Identify an approver for the resource.

**Level in hierarchy:** This column will populate when the build hierarchy function is run.

**Build Hierarchy:** This function assigns a level in hierarchy for a resource using the approver selections in the table. The hierarchical view structure is also updated when this is run.

**Note:** The resource at the highest level must have a line inserted with a blank approver.

## Budgeting & Forecasting

More information on Budgeting & Forecasting setup can be found in the Budgeting & Forecasting chapter.

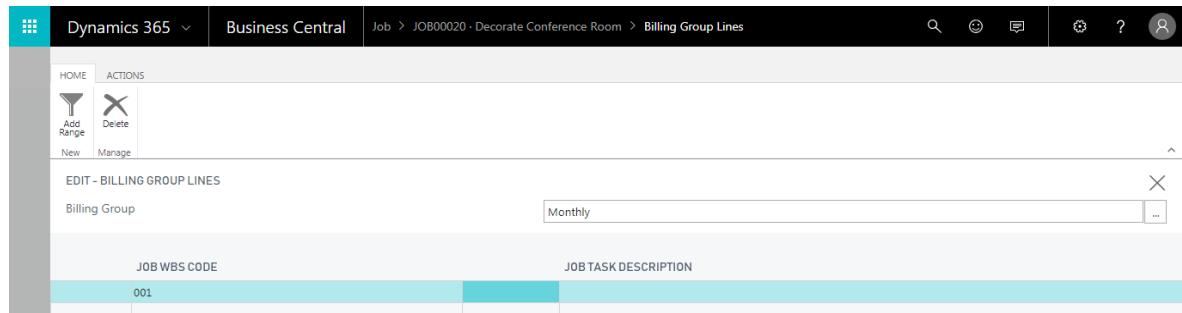
## Billing Group

Billing groups allow you to define tasks that should be invoiced together. The setup is saved and can be re used to create invoices.

To Navigate to Billing Group:

Role Center → Job → Open a job card → Billing Group

The billing group link can be found on the action tab in the ribbon of any Job Card:



**Billing Group:** Identify the billing group that you are setting up.

**Job WBS Code:** Identify the Job WBS Code that you would like to add to the billing group.

**Job Task No:** This will be populated per your WBS Code selection on the Job WBS List.

**Job Task Description:** This will be populated per your WBS Code selection on the Job WBS List.

**Range:** A range of WBS codes can be entered here. When the Add Range function is run in the ribbon the billing group screen will be updated with all the tasks in that range.

**Where Used:** This is used during sales invoice creation.

# Chapter 4 – Labor Processing

## Resource Card

See the Resource Card chapter for more information on resource labor related setups.

## Benefit Accrual

See the Application Setup chapter for more information on benefit accrual labor related setups.

## Government Contractor Parameters

See the Application Setup chapter for more information on government contractor parameters labor related setups.

## Allowances

Allowances are designed to provide additional compensation above basic compensation.

**Code:** Enter your allowance type code.

**Description:** Enter the description of your allowance.

**G/L Account:** Identify the G/L account that should be used for these entries.

**Best Practice:** Allowances normally post to an ODC account.

**Bal. G/L Account:** Identify the balancing G/L account that should be used for these entries.

**Type:** Identify the allowance type.

Options are:

Blank – This is the default and should be used if the allowance is not Post Differential or Danger pay. (Ex. Hola, Cola)

Danger Pay – This allowance type is used when an employee is working in foreign areas where conditions exist that threaten physical harm or imminent danger to the health or well-being of an employee.

Post Differential – This allowance type is used when an employee has been working on an eligible post during one continuous period of absence away (42 days) from the employee's post of assignment, to one or more differential posts.

## Allowance Detail

**Code:** Enter your allowance type code.

**Destination Code:** Identify a destination code if applicable.

**Note:** The destination code setup can be found: Departments → Project Accounting → Setup → Destination

**Starting Date:** Identify the date that this allowance type should be available.

**Description:** Enter the description of your allowance.

**Percent:** This is selected if the value field should be calculated at a percentage instead of a multiplier.

**Value:** This is a dollar value unless the percent checkbox is selected then it is a percentage value.

The system will calculate the (flat amount x hours) or if % (total cost x % amount).

## Pay Rates

See the Resource Card chapter for more information on how to set up pay rates.

## **Service Contract Act (SCA)**

SCA Rate functionality assists government contractors to comply by the minimum wage determination requirements established by the Service Contract Act (SCA) from the U.S Department of Labor. These rates set forth the wages and fringe benefits that prime contractors and subcontractors must pay service employees working on covered contracts.

To Setup a Job to enforce SCA wages the following setups are required.

Navigate to the job card: Role Center→Job→Open the job card

**Service Contract Act:** This field must be selected on the General Tab on the Job Card.

**Where Used:** Enforces SCA rules during the labor distribution calculation in the Time Journal.

When SCA is selected on the job card the system will cross reference the wage determination selection on the resource card in order to validate the resource cost for the labor category.

**Note:** See the Resource Card chapter for more information.

## **Job Category**

See the Application Setup chapter for more information on how to setup a Job Category.

## Time Journal

The Time Journal is used to import employee timesheets and process labor into NAV. Timesheet lines are imported, comp time and labor distribution functions are run, and unit cost will be calculated per employee. A review of the journal for each employee calculation is then performed to ensure that wages have been distributed correctly before posting.

### Processing Labor

Navigate to the Time Journal: Role Center→Journals→Time Journal

### Missing Time Report

The Missing Time report alerts the user if any employees have timesheets that have not been started, not submitted, or are Submitted and waiting on approval. The report will also alert the user if any employees have not entered any time on a day that his part of the employee's Timesheet Period Start and End, as defined on the resource card. This report should be run and verified before timesheets are imported.

### Import Timesheet

Select the icon for Import Timesheet on the ribbon. This will bring in the timesheet lines that are submitted and approved for a given timesheet period.

The following filter options are provided for bringing in time. The default batch will be populated with the approved timesheet lines within the filter selection.

**Timesheet Period:** Identify the timesheet period that you are processing.

**Best Practice:** Process timesheets with one timesheet period before importing timesheets for the next timesheet period.

**Start Date:** This field will be populated based on your timesheet period selection and setup.

**Resource Filter:** This filter is for the Resource Number.

**Note:** Use the | or .. filter expression to include multiple resource numbers. (See page XX for list of all filter expressions)

**Department Filter:** This filter is for the Department Dimension Value on the resource.

**Timesheet Correction:** This is selected if you want to import corrected timesheets.

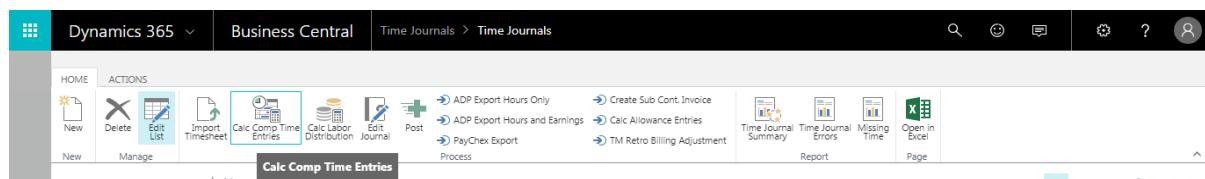
A separate batch will display for each timesheet. Select the batch line you are processing and click "Edit Journal" in the ribbon to view the timesheet lines submitted.

## Calculate Compensated Time (Optional)

Compensated time is an optional benefit that an employer can offer to their salaried employees. This allows salary employees to begin accruing any hours worked over a pre-determined global accrual selection so they can be used at a later time. Companies can use the Comp Time function to record Standard Time Accounting practices, as opposed to the default of Total Time Accounting/Effective Rate calculation.

To use Calculate Compensated Time select the Calc. Comp Time Entries function from the ribbon of the Time Journal.

**Note:** See Calculate Compensated Time Setup section.



**Compensated Time Accrued At:** Identify the number of hours an employee must work before they start to accrue comp time.

**Hours in Pay cycle:** Adjust this number to the number of hours in the pay cycle you are processing.

**Note:** The system will default the number of hours in the pay period from the timesheet period. If this is an auto-split week scenario the hours in the pay cycle will be prorated.

**Note:** The Time Journal will populate with up to two negative line entries. A negative line for the amount accrued using the Comp Time Earned job and a negative line for the uncompensated time if applicable.

**Note:** This is a global setting NOT by employee.

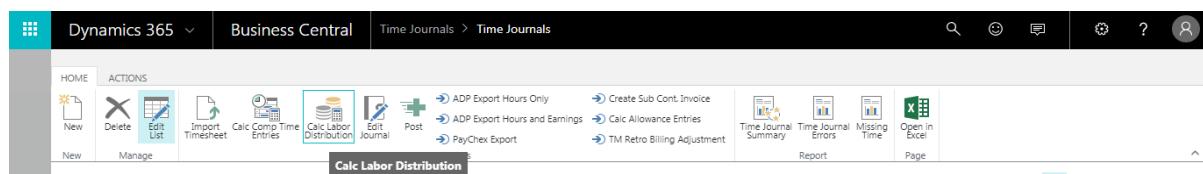
## Calculate Labor Distribution

This function will distribute employee's salary across the total number of hours worked and be applied to each line on their timesheet.

**Note:** Labor distribution is calculated per the Labor Dist. Calc. Method selection. (See Resources Setup for more detail)

Role Center→Journals→Time Journal→Import Timesheet

Select the Calc. Labor Distribution icon in the ribbon of the employee time journal.



The cost and price columns in the Time Journal will be updated accordingly. Verify that they are being populated accurately. Total cost for a salary employee should be equal to their pay amount on the resource card.

**Leave without Pay (LWOP):** You may use LWOP hour entries to reverse hour entries by inserting a new line to reduce the net pay by the hours not worked.

**Rounding:** A rounding entry will be created when the employee salary is not distributed evenly over the hours worked.

**Note:** See to job card chapter for more detail.

**Common Errors:**

**Unit Cost:** If this field does not populate, verify the quantity of hours column is populated and that the resource has a rate entered.

**Unit Price:** If this field does not populate, verify that the Labor Category Code is populated on the job setup.

**Unit Price:** If this field does not populate as expected, verify the SCA flag and resource prices on the job.

## ADP Export Hours Only

Creates a file that is used to export hour data to ADP. Enter the Batch ID that you use in ADP.

**Best Practice:** Batch ID should be 001.

## ADP Export Hours and Earnings

Creates a file that is used to export hour and dollar data to ADP. Enter the Batch ID that you use in ADP.

**Note:** For more detail review the "ADP Export File for an hourly and salary employee" testing scenario.

## PayChex Export

Creates a file that is used to export hour and dollar data to PayChex.

## Create Sub Cont. Invoice

This function is used when subcontractors enter time using the NAV WTE system. This time must be processed through the purchasing module in order for it to appear as expenses against the job. The G/L account it uses comes from the Job Category Resource Class. The resource card must have the correct class code setup.

**Note:** This function will create one purchase invoice per sub-contractor across all batches.

## Calc. Allowance Entries

This is used to calculate additional allowances such as hazard pay. The selection screen will open to identify the Job G/L Journal Batch that you would like the allowance entries to populate to once the function is run.

**Note:** See Allowance Setup for more detail.

## Time Journal Errors Report

The Time Journal Errors report alerts the user of any errors that will prevent any time journal lines from posting. It will also identify errors that will not be caught by posting validation such as if any lines do not have a unit cost, or whether lines charged to a T&M job are missing a unit price. This report should be run and verified before the time journal is posted.

## Corrections to Labor

Navigate to the Time Journal: Role Center→Journals→Time Journal→Import Timesheet



## Importing Timesheet Corrections and Reversing Prior Timesheets

Correction timesheets which have been submitted and approved are brought into the Job Time Journal by running the “Import Timesheet” function and placing a checkmark next to “Correction Timesheet.” Once the correction lines are in the Job Time Journal, run the labor distribution from the ribbon of the Job Time Journal in order to calculate unit cost and price. Afterwards, individually open each correction batch and run the “Reverse Timesheet” function in order to back out the original timesheet by creating negative line entries. After “Reverse Timesheet” is run for each batch, post the Correction entries.

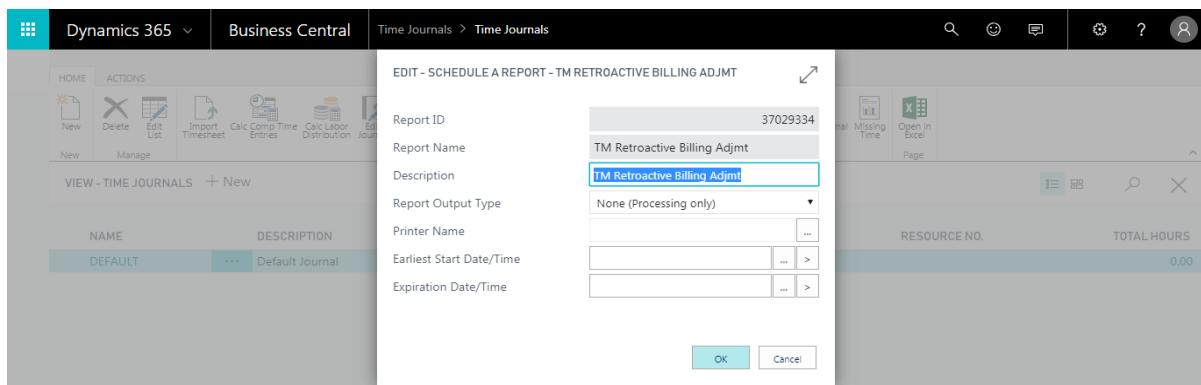
**Note:** Corrections post in the current time period.

## TM Retro Billing Adjustment

This is used for T&M projects that have timesheets that were processed in a prior pay period using an old rate and are now approved for a retroactive rate increase. Upon approval, this function can be run to create adjustment journal entries for the difference. Once the entries are posted a new invoice can be generated to bill the additional amount.

The filtering options are:

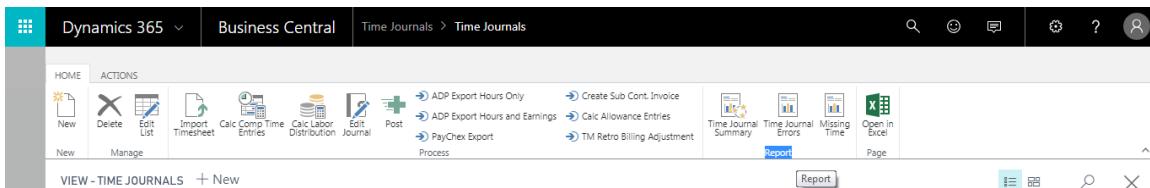
- Job No.**
- Job WBS Filter**
- Date Filter Start**
- Date Filter End**



**Note:** Make sure the new Labor Category rate is updated on the Job Card. Resource Price and Resource Labor Category links in the ribbon should be updated with the new code, rate, and starting date.

## Verification

The Time Journal has links to reports that will assist with verification to help prevent errors from being posted.



### Time Journal Summary

The Time Journal Summary report provides a summary view of the employee timesheets. The information is summarized in four different ways to include: Employee Summary, Project Summary, Time Posting Group Summary, and G/L Account Summary. When generated, the report is displayed in a Print Preview format that allows the user to print or save in various file formats.

### Time Journal Errors

The Time Journal Errors report displays any common setup or data errors that may affect posting or labor distribution. These errors should be corrected before timesheet lines are posted.

**Common Errors:** No cost, no price, or blocked task code.

### Missing Time

The Missing Time report is used prior to the import of your timesheet lines. All time must be submitted and approved before the Import Timesheet function is run.

Options are:

**Time Starting Date:** Identify the first day of the time period

The purpose of the next two fields are for DCAA auditor requests for a floor check of entered time.

**Floor Check Date:** Identify the date that you are checking for completed timesheets

**Floor Check:** This is selected when a floor check is needed

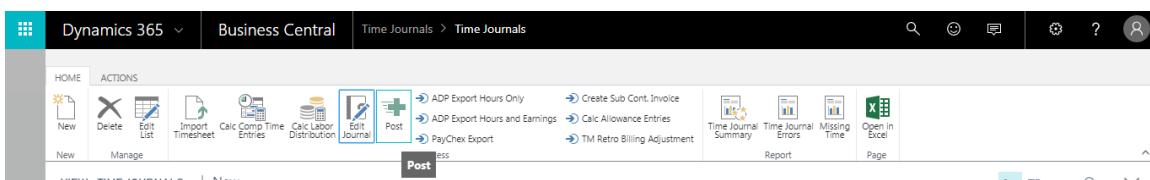
**Include Waiting For Approval:** This is selected to include timesheets that are waiting for approval

**Ignore Sub-Contractors:** This is selected to filter out subcontractors if they are not using WTE in NAV

### Posting

Once all processing and verification has been completed the timesheet lines can be posted.

The Post link is located on the ribbon of the Time Journal:



The system will prompt with the message asking the user if they are ready to post. Click Yes and your timesheet lines will be posted to the general ledger, the job ledger, and the resource ledger.

## Labor Reports

The following labor reports provide an analysis on labor transactions and utilization.

To navigate to the labor Reports: Role Center→Reports

## Labor Utilization

**Report Type:** Identify the labor utilization report you would like to view.

Options are:

**Utilization By Employee:** This report displays unposted & posted labor entry amounts/utilization percentages for the current period (selected on the report selection page using the posting date filter) and YTD utilization for posted time.

**Summary By Category:** This report displays current/YTD posted labor entries, utilization percentage, budgeted amounts, and variance percentages by labor category.

**Utilization Trend:** This report displays the labor utilization percentage by employee and by month.

**Starting Period:** Identify the starting period for your report.

**Ending Period:** Identify the ending period for your report.

**Summary Only:** This will summarize the report.

**Resource No. Filter:** Filter for specific resources.

**Labor Category Filter:** Filter for specific labor categories.

## Labor Analysis

**Trend:** This allows you to choose to view this report by week or by month.

**Column Info. To Print:** Choose how you would like the report measured.

Options are:

Hours

Cost

Spent

Billed

**Period:** Identify the accounting period for your report.

**Starting Date:** Identify the starting date for your report. Defaults from period selected.

**Ending Date:** Identify the ending date for your report. Defaults from period selected.

**Job Group Filter:** This allows you to filter the report by Job Group.

**Department Filter Resource:** This allows you to filter the report by department.

**Include Un-posted Time:** If selected, un-posted time will display on the report.

## Group By

**Layout:** Choose your report layout.

Options are:

**Individual by Job:** Provides a summary of hours sorted by each employee and then project by period.

**Job by Individual:** Provides a summary of hours sorted by each project and then employee by period.

**Job Task by Individual:** Provides a summary of hours sorted by each task and then employee by period.

**Department by Individual:** Provides a summary hours sorted by each department and then employee by period.

**Columns 1-5:** The report columns can be displayed on the report in any order based on your column selections 1-5.

**Note:** A selection in the layout field will populate related columns. They can then be modified per the user's needs.

Options are:

Resource

Job Contract Type

Job

Job Task

Resource Department

## Timesheet History

This report provides a summary of direct hours by employee sorted by pay type.

**Print Transaction Detail:** If selected, the employee daily timesheet line details will display.

**Print Transaction Summary:** This will roll the hours up to the project and then employee.

**Project Filter:** Filter the report for a specific project.

**Wbs Filter:** When a project filter is selected you can also select a WBS filter for the report.

**Labor Posting Group Filter:** Filter the report for a specific labor posting group.

**Hide Cost:** Will hide cost from this report.

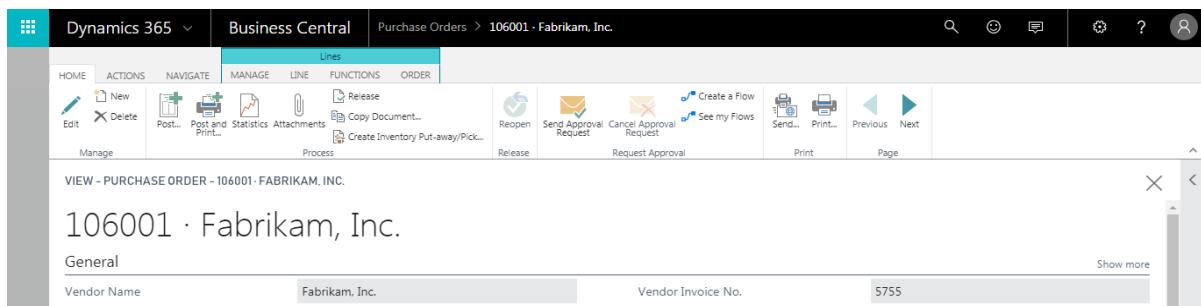
**Note:** DCAA will request this report to show labor distribution for employees.

# Chapter 5 – Purchasing

## Purchase Orders

Purchase Orders are used to quote, order, receive, and invoice orders. This includes purchase orders for subcontractor labor.

To navigate to Purchase Orders: Role Center → Purchase Orders



### General Tab

**No:** Create the purchase order no. by tabbing through the field by referencing the no. series setup.

**Buy-from Vendor No:** Identify the Vendor No. from the vendor list.

**Buy-from Contact No:** This field is not normally used. Requires additional setups in the marketing module. The contact name text field is used on the vendor card instead.

The following fields will be auto populated with the vendor information from the vendor card when the vendor no is selected:

**Buy-from Vendor Name**

**Buy-from City**

**Buy-from State/Zip Code**

**Posting Description:** This field will pre-populate and references the purchase order number.

**Posting Date:** This is the transaction date. It is updated before receiving and before invoicing.

**Order Date:** The date that the order is placed with the vendor.

**Document Date:** The date on the vendor invoice.

**Where Used:** This date is used to calculate the invoice due date.

**Vendor Invoice No:** Identify the vendor invoice number.

**Requisition No:** Populated by web requisitions.

**Status:** The status of the purchase order is displayed.

Options are:

**Open**

**Released**

**Pending Approval**

**Pending Prepayment**

### ***Lines***

**Type:** Identify the type of transaction you are posting.

Options are:

G/L Account

Item

Fixed Asset

Charge (Item)

**No:** The G/L account number will be populated and displayed here after job category and resource has been selected on the line. Tab through this field.

**Job No:** Identify the Job number.

**Note:** The selection here will determine the list that displays in the Job WBS Code field.

**Job WBS Code:** Identify the task number.

**Job Category Name:** Identify the category name.

**Subcontract No:** Identify the subcontractor number. (If applicable)

**Resource No:** Identify the resource number.

**Timesheet Date:** Identify the date that the expense occurred.

**Description:** The description will pre populate based on your Job Category selection.

**Quantity:** Identify the quantity.

**Unit of Measure:** Identify the unit of measure. (Ex. Hour)

**Direct Unit Cost Excl. VAT:** Identify the unit cost without tax.

**Line Amount Excl. VAT:** This number will be calculated and populated from your quantity and unit cost entries.

**Qty. to Receive:** Identify the quantity that you are receiving.

**Qty. to Invoice:** Identify the quantity that you are invoicing.

**Department Code Dimension:** The dimension code will pre-populate from the job card selected.

**Quantity Received:** This field will display the total quantity that has been received.

**Quantity Invoiced:** This field will display the total quantity that has been invoiced.

### ***Invoicing***

**Pay-to Vendor No:** Identify the Vendor No. from the vendor list.

The following fields will be auto populated with the vendor information from the vendor card when the vendor no is selected:

Pay-to Name

Pay-to City

State/Zip Code

**IRS 1099 Code:** This is defaulted from the vendor card.

**Department Code Dimension:** This defaults from the vendor card. The account payable entry created will use the dimension code selected in this field.

**Payment Terms Code:** This defaults the payment terms from the vendor.

**Due Date:** Due date is calculated using the payment terms code and the document date selections.

**Buyer Code:** Populated by the web requisition.

**Release:** Once your purchase order has been created, the release function finalizes the request.

**Post:** When the items are received the post function can be used to record that it has been received and an invoice can be created. These functions can be done independently or at the same time.

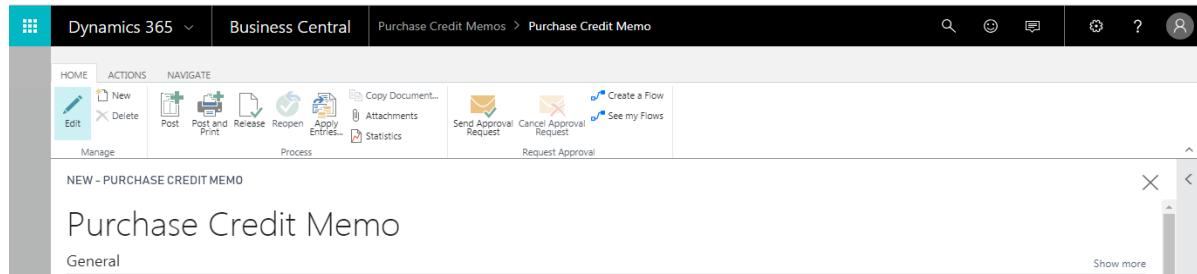
**Note:** The Qty. to Receive and Qty. to Invoice columns should be updated on the lines before running the function.

## Purchase Credit Memos

Purchase credit memos are used to provide a credit back to a vendor on a posted purchase order.

To navigate to Purchase Credit Memo:  
Role Center→Purchase Credit Memos

This will bring you to the purchase credit memo list. Select New in the ribbon to open a new purchase credit memo card.

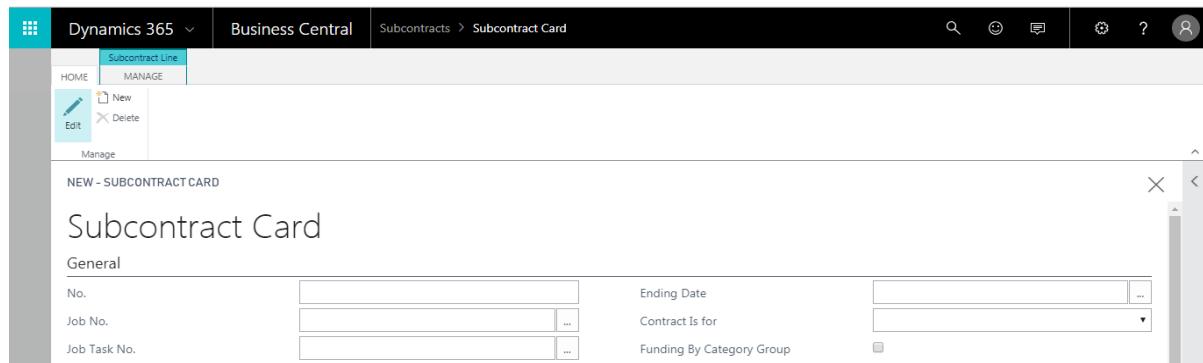


The fields on the purchase credit memo are the same as the purchase order. See the purchase order section for a description of the fields.

## Subcontracts

Subcontracts are created in NAV and can be approved by project manager's using the Microsoft SharePoint integration. Once approved, a purchase order can be generated from the subcontract using the **Make Order** function in the ribbon of the Subcontract Card.

To navigate to Subcontracts: Role Center→Subcontracts



### ***General***

**No:** Identify the subcontractor number.

**Job No:** Identify the job number.

**Job Task No:** Identify the job task number.

**Buy-from Vendor No:** Identify the vendor number.

**Description:** This field will populate per your vendor number selection.

### **Subcontract Type:**

Options are:

Time & Material

Firm Fixed Price

Cost Plus Fixed Fee

**Starting Date:** Identify the starting date of the job/task.

**Ending Date:** Identify the ending date of the job/task.

### **Contract is for:**

Options are:

Job

Job Task

**Funding By Category Group:** This is selected if the funding should be from the category group.

### **Status:**

Options are:

Open

Pending Approval

Approved

Rejected

### **Funded Amount:**

### **Obligated:**

### **Expended:**

### ***Subcontract Line***

**Category Group:** Identify the Category Group for the line.

**Job Category Name:** Identify the Job Category for the line.

**G/L Account No:** The G/L Account No will populate per the Job Category Name selection.

**Description:** The description will populate per the Job Category Name selection.

### **Enforce Hours:**

**Funded Hours:** Identify the funded hours for the line.

**Funded Amount:** Identify the funded amount for the line.

# Chapter 6 – Billing

## Job Card

See the Job Card chapter for more information on how to set up a job.

## Billing Group

See the Job Card chapter for more information on how to set up a billing group.

## Billing Formula

See the Application Setup chapter for more information on how to set up a billing Formula.

## Invoicing

### *Create Planning Lines*

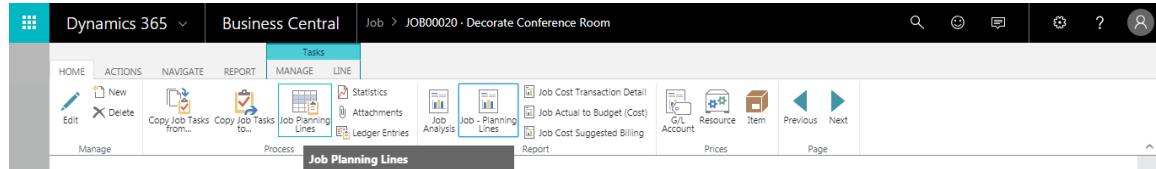
Job planning lines are used to plan and invoice job expenses. As expenses are incurred, the system will create planning lines automatically for T&M and cost plus jobs.

Planning line and invoice creation for Firm Fixed price type contracts is a manual process. The system will need to be told when to create them and what they should be. The planning lines will then be populated and waiting for verification when the planning line table is opened.

To navigate to the job planning lines table:

Role Center→Job→Select a job→Job Planning Lines

The Job Planning lines link can be found in the ribbon of any job card:



JOB WBS CODE	JOB TASK NO.	LINE TYPE	PLANNED DELIVERY DATE	DOCUME... NO.	JOB CATEGORY NAME	TYPE	NO.	DESCRIPTION	QUANTITY
...	100	Budget	1/24/2018	1/24/2018	5678	Resource	MARY	Mary A. Dempsey	2
...	200	Billable	1/24/2018	1/24/2018	5678	Resource	MARY	Mary A. Dempsey	8
...	300	Both Budget a	1/24/2018	1/24/2018	5678	Resource	MARY	Mary A. Dempsey	4
...	300	Both Budget a	1/24/2018	1/24/2018	5678	Item	1920-S	ANTWERP Conference Table	1

**Planning Date:** This is the date the transaction/expense was incurred.

**Document No:** The document number from the expense transaction.

**Job No:** Identify the job that the task is related to. This field will default from the job selected.

**Job WBS Code:** Identify the related task.

**Job Category Name:** Identify the job category.

**Type:** Identify the type of cost being billed.

Options are:

**Resource:** Used for labor billing.

**Item:** Used for item billing. Not normally used for government contracting.

**G/L Account:** Used to invoice non-labor, burdens, and fee.

**Text:** Used to print additional verbiage on the invoice.

**No:** The no. field will open to the corresponding list to your type selection.

**Description:** Enter a description.

**Department Code:** Identify the department code.

**Unit of Measure Code:** Identify the unit of measure.

**Quantity:** Enter the quantity.

**Unit Price:** Enter the price.

**Line Amount:** The system will calculate the line amount from the quantity and unit price entered.

**Qty. Transferred to Invoice:** Enter the quantity that you are invoicing.

**Qty. Invoiced:** This field will update after you transfer your lines to the invoice.

**Invoiced Amount (LCY):** The total amount of the items invoiced.

**Invoiced Cost Amount (LCY):** The total cost of the items invoiced.

**Job Contract Entry No:** This is a display field only. It is used internally to track the planning line if the line type is resource.

**Pay Type:** Enter the pay type.

**Vendor No:** Identify the vendor.

**Ignore for Billing:** This should be checked when the item has not been used yet and cannot be invoiced to the client this period. This line will be saved and can be invoiced at a later time by unchecking.

## **Copy Planning Lines**

The copy planning line function is used to create recurring planning lines for firm fixed price billings for future periods. The link is in the ribbon on the Navigate tab of the planning line table.

**No of Copies:** The number of times the line will be copied.

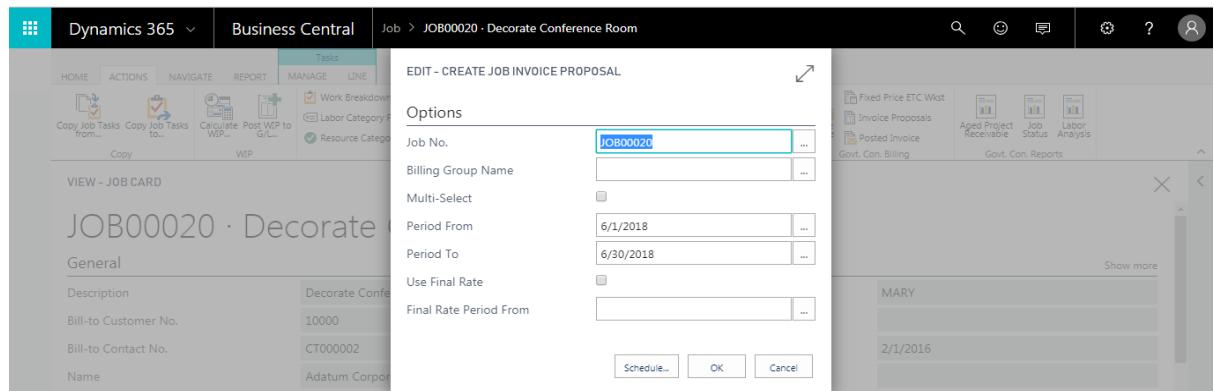
**Starting Planning Date:** The date that will be used for the first line inserted. The date of the subsequent lines will be adjusted by the selection in the increment by field.

**Increment By:** Identify a date formula for the system to use for multiple line creation.

## Create, Post, and Print Invoices

The create invoice function is found in the ribbon of the job.

**Note:** Invoicing is a manual process for FFP contracts. The system will need to be told when to create invoices.



**Job No:** Identify the job that you are invoicing. This field will default from the job selected.

**Billing Group Name:** Identify the billing group that you are creating an invoice for. It should be noted that when multiple billing groups exist, the Task, Funding and Contract type information will display from the Task Card of the first task in the billing group.

**Multi-Select:** This is used when generating multiple invoices for the same job. The multi-select field on the billing group table must be selected.

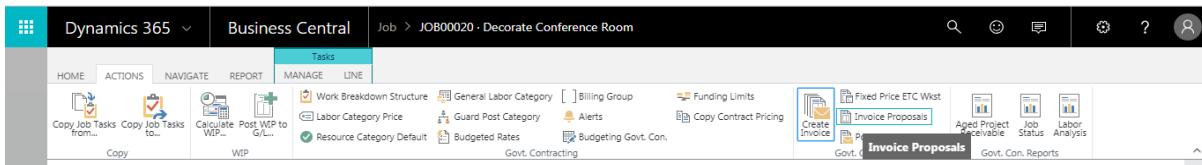
**Period From:** The starting date of the billing period you are invoicing.

**Note:** Prior period lines not invoiced will be included. Use ignore for billing to exclude from the current invoice.

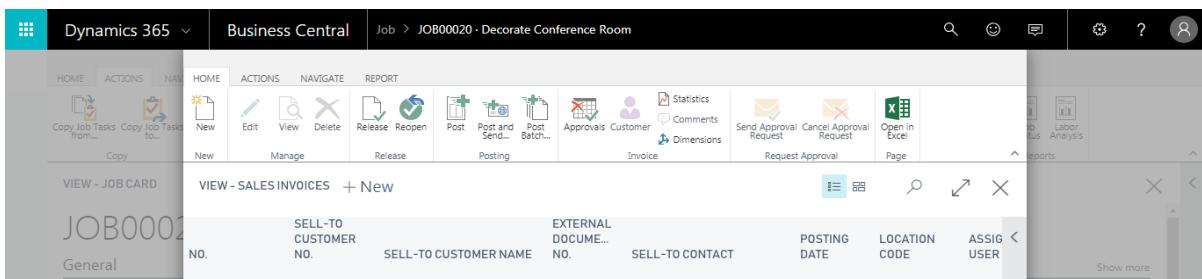
**Period To:** The ending date of the billing period you are invoicing.

## Invoice Proposals

Once the invoice has been created you can view the proposed invoices from the invoice proposals function on the ribbon of the job card to verify the information before posting and printing.



Select **Invoice Proposals** to open a list of proposed invoices. Select an invoice and click Edit.



This will open the proposed sales invoice page for review, edits, posting, and printing.

**Note:** Preview mode is used to preview the invoice before posting. Do not print from this screen as it will print text on the invoice indicating that it is the preview version.

### Invoice Printing Options

When an invoice is opened, several printing options are made available by selecting “Print GC Invoice” from the ribbon.

**Group By:** Determines how items are grouped on the invoice:

- “Category Group” displays items by Category Group, but will not segregate employee and subcontractor / consultant labor.
- “Category Group + Labor Type” will segregate employee and subcontractor / consultant labor.
- “Cost / Fee” places all cost items at the top of the invoice, and all fee items below it.

**Summarize:** Allows you to either summarize labor costs by Resource or Labor Category.

**Inception To Date:** Select if you want Inception To Date billings to appear on the invoice.

**Roll-Up:** Select to specify the WBS level to roll the billings up.

**Subtotal By Task:** Select if subtotal is to display by task.

**Print Contract Line Item:** Select if CLIN needs to print on invoice.

**Print Company Address:** Displays the company address in the invoice header.

**Print Pmt Office Address:** Displays the payment office address in the invoice header.

**Show Billing Period:** Displays the Billing Period in the invoice header.

**Show Period of Performance:** Displays the Period of Performance on the invoice header.

**Show Cert Lines:** Displays the certification code lines on the bottom of the invoice.

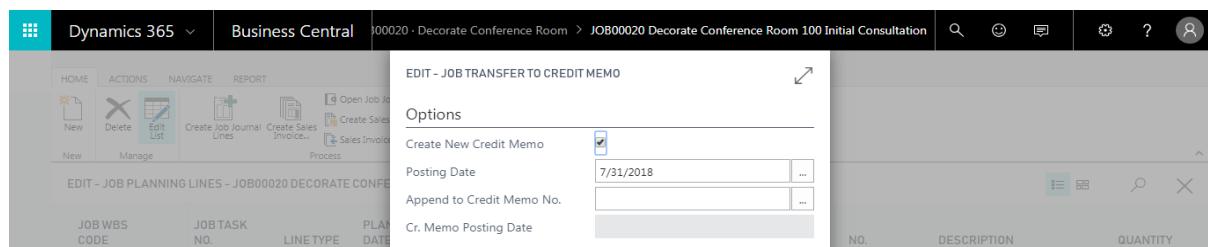
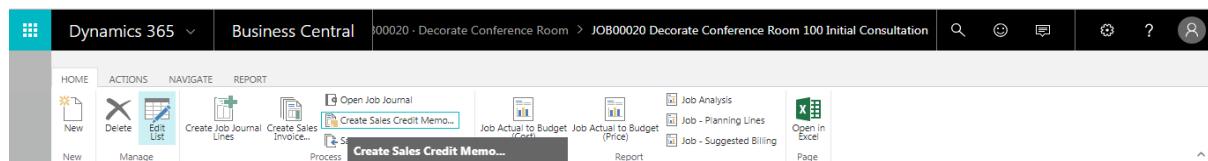
**Document Type:** “Posted Invoice” should be selected.

**Document No:** The invoice number to be displayed should be selected.

## Credit Memos

Credit memos can be created using the Create Sales Credit Memo function in the ribbon of the job planning line table.

To navigate to Credit Memos: Role Center→Jobs→Open a job card→Job planning Lines→Create Sales Credit Memo



**Create New Credit Memo:** This field will be checked by default. Uncheck if appending only.

**Posting Date:** The date the transaction will be recorded in the general ledger.

**Applies-to Invoice No:** Identify the invoice to reverse.

**Append to Credit Memo No:** Will add lines to an existing credit memo.

**Cr. Memo Posting Date:** Identify the date that you are posting the credit memo.

# Chapter 7 – Cost Allocation

Allocation functionality is used to move indirect costs to intermediate pools and finally to projects. This functionality is very flexible, designed to meet demanding requirements of growing companies. The allocation setup drives cost allocations and billing of indirect costs. The monthly allocation process does not impact billing of cost plus projects. The allocate costs routine can use provisional or final rates and is found in the periodic activity menu.

Allocation setup involves creating a line (called a pool) for each group of costs (Ex. Overhead) and defining the G/L account range for such costs. A pool must also have a range of G/L accounts that the cost is related to (base). (Ex. The base for fringe would be labor g/l accounts.)

When defining a pool, there are three setups that are required.

1. Define the G/L account range(s) that represent the Pool and Base.
2. Define the department(s) that belong to the pool.
3. Calculate the actual rate and distribute cost from the pool to the job.

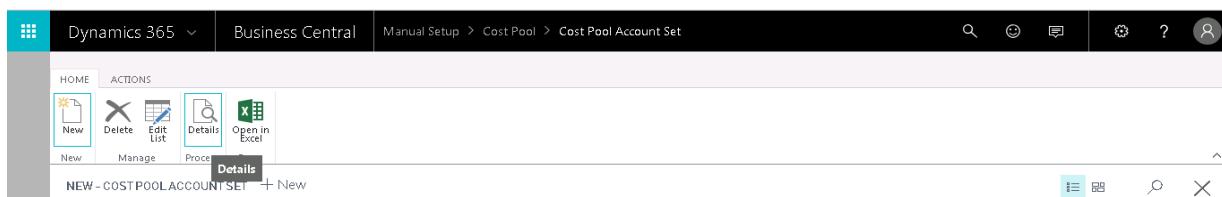
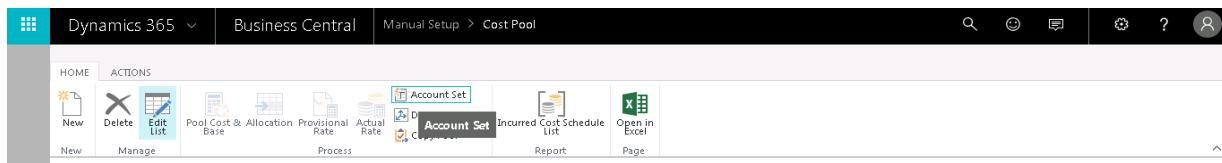
## Account Setups

### Cost Pool Account Set

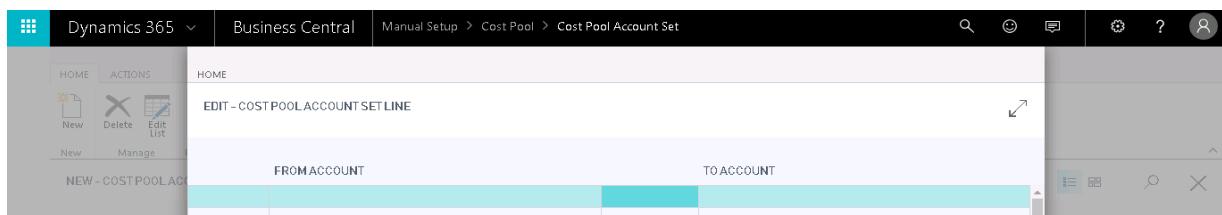
The cost pool account set defines a range of accounts for the base & pool. (Step 1 above)

To navigate to cost pool account set:

Setup & Extensions → Manual Setup → Cost Pool → Account Set



Name the cost pool account set that you are setting up and click Details in the ribbon.



**Effective Date:** The date that the cost pool account set will be effective.

**From Account:** Identify the starting g/l account number in the cost pool account set.

**To Account:** Identify the ending g/l account number in the cost pool account set.

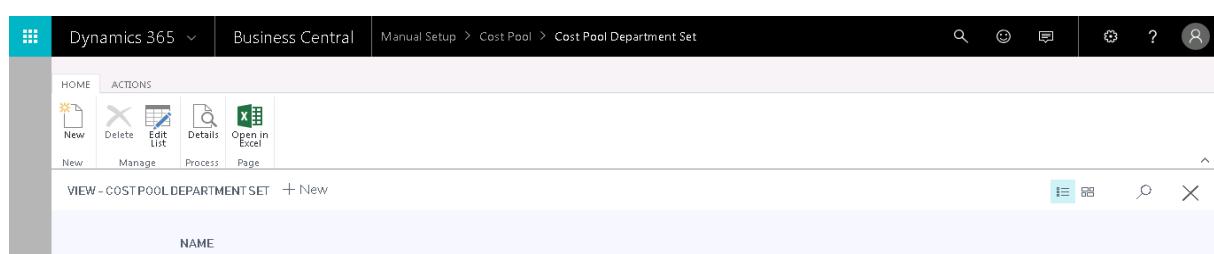
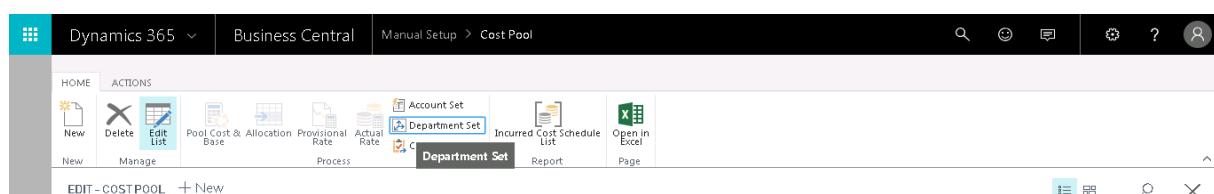
**Note:** Multiple lines can be used for breaks in the cost pool account set.

### Cost Pool Department Set

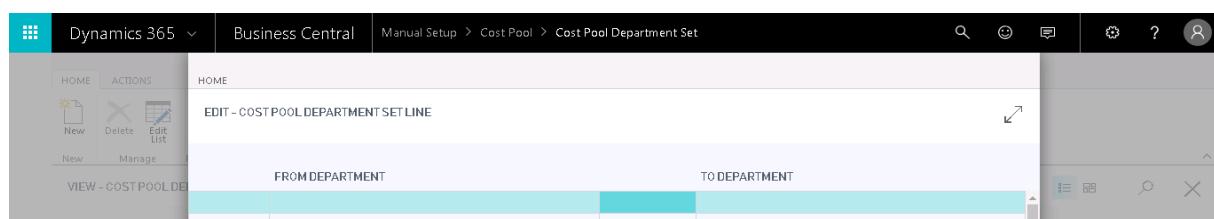
The cost pool department set assigns a range of departments when defining the pool & base. The department range further restricts the costs that are part of the pool calculation.

To navigate to cost pool department set:

Setup & Extensions → Manual Setup → Cost Pool → Department Set



Name the cost pool account set that you are setting up and click Details in the ribbon.



**Effective Date:** The date that the cost pool department set will be effective.

**From Department:** Identify the starting department for the cost pool department set.

**To Department:** Identify the ending department for the cost pool department set.

**Note:** Multiple lines can be used for breaks in the cost pool department set.

## Pool Setups

The Cost Pool Setup table is used to define the various cost pools and the sequence for allocating cost. This table also defines which pools will allocate to projects.

To navigate to cost pool:

Setup & Extensions → Manual Setup → Cost Pool

SEQUEN...	NAME	JOB CATEGORY ACTUAL	JOB CATEGORY ACTUAL OFFSET	JOB CATEGORY PROVISIONAL	JOB CATEGORY PROVISIONAL OFFSET	DEPARTMENT SET NAME	DEP ACT
0							

**Sequence:** This field provides the order in which cost pools will generate allocations.

**Name:** This field is used to identify the type of indirect cost you are setting up.

**Job Category Actual:** Identifies the account used to allocate actual cost to jobs per job category.

**Job Category Actual Offset:** Identifies the account number used to record the contra amount for actual cost to jobs. This ensures the allocation has a zero impact on net income per job category.

**Job Category Provisional:** This field is used to identify the account number used to allocate provisional cost to jobs per job category.

**Job Category Provisional Offset:** This field is used to identify the default account number used to record the contra amount for provisional cost to jobs per job category.

**Department Set Name:** Identify the department set that defines the base departments.

**Department Actual:** This field is used to identify the account that cost is distributed to. When setting up the distribution (See Allocation) you can override the G/L account. For a fringe pool, you would select the G/L account in the direct account range. This is where the fringe to direct distribution goes. Same would be true for G&A and Overhead.

**Department Actual Offset:** This field is used to identify the contra account used when cost is distributed to departments. For example, the contra for a fringe pool would be an account directly below the last fringe account.

**Note:** The cost account group of the job category can be overridden here for Fringe & OH for B&P/IR&D projects.

The following functions can be found in the ribbon of the cost pool setup screen.

**Pool Cost & Base:** The pool cost and base table is used to define how the indirect rate will be calculated. The denominator is often called the base in Government Contractor terminology.

POOL	ACCOUNT SET NAME	DEPARTMENT SET NAME
<input checked="" type="checkbox"/>	...	
<input type="checkbox"/>	Fringe Accounts	
<input type="checkbox"/>	Direct Labor	

**Pool:** Check this column to indicate that this row is the numerator in the “Pool Cost & Base” setup screen.

**Account Set Name:** This field is used to define the account set that defines the base or pool G/L accounts.

**Department Set Name:** This field is used to define the department set that defines the departments in the pool.

**Allocation:** The allocation setup table is used to define the distribution of cost to various pools and ultimately to projects. It is extremely important that the range of account in the allocation setup match the accounts in the base denominator of the “Pool Cost & Base” Setup.

ACCOUNT SET NAME	DEPARTMENT ACTUAL	ACTUAL TO DEPARTMENT	ACTUAL TO PROJECT	PROVISIONAL TO PROJECT
Direct Labor	...	<input checked="" type="checkbox"/> S0200	<input type="checkbox"/>	<input type="checkbox"/>

**Account Set Name:** This field is used to identify the pool account set from the base.

**Note:** Both actual & provisional rate based calculations are done and posted to the project and general ledger.

**Department Actual:** This field is used to override the department actual account selected on the cost pool setup.

**Actual to Department:** When selected, the distribution uses actual rates and is allocated to the departments in the pool.

**Actual to Project:** The cost will be allocated to the project using the actual rate.

**Note:** If actual to department and actual to project are both set up the allocation will be run through the department before being allocated to the project.

**Provisional to Project:** If selected, the cost will be allocated to the project using the provisional rate.

**Provisional Rate:** The cost pool provisional rate table is used to identify the provisional rate and the final rate that should be used in the cost pool calculation.

STARTING DATE	PROVISIONAL RATE	FINAL RATE
1/1/2018	...	23.00

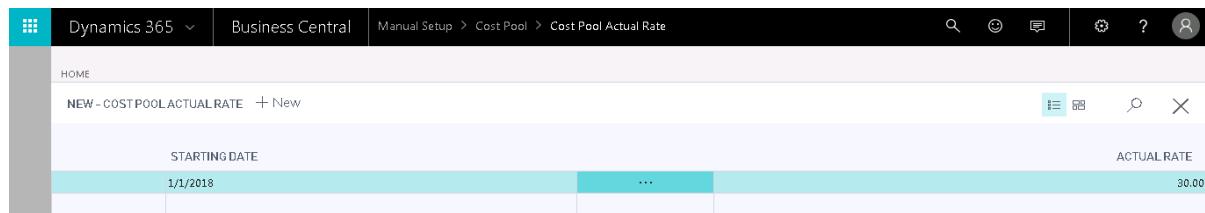
**Starting Date:** Identify the date that the rates are effective and should begin being used for cost pool calculations.

**Provisional Rate:** Identify the provisional rate percentage.

**Where Used:** The provisional rate will be used for billing pool calculations.

**Final Rate:** Identify the final rate percentage.

**Actual Rate:** The cost pool actual rate table displays the rate calculated and is updated each time allocations are run.

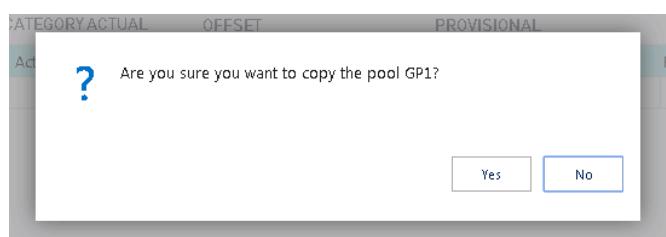


HOME		NEW - COSTPOOLACTUALRATE + New			
STARTING DATE	...	ACTUAL RATE	30.00		
1/1/2018	...		30.00		

**Starting Date:** This field identifies the effective date of the actual rate.

**Actual Rate:** This field identifies the actual rate that should be used on the starting date selected.

**Copy Pool:** The copy pool function is used for original setup to efficiently create multiple pools that have similar pool structure.

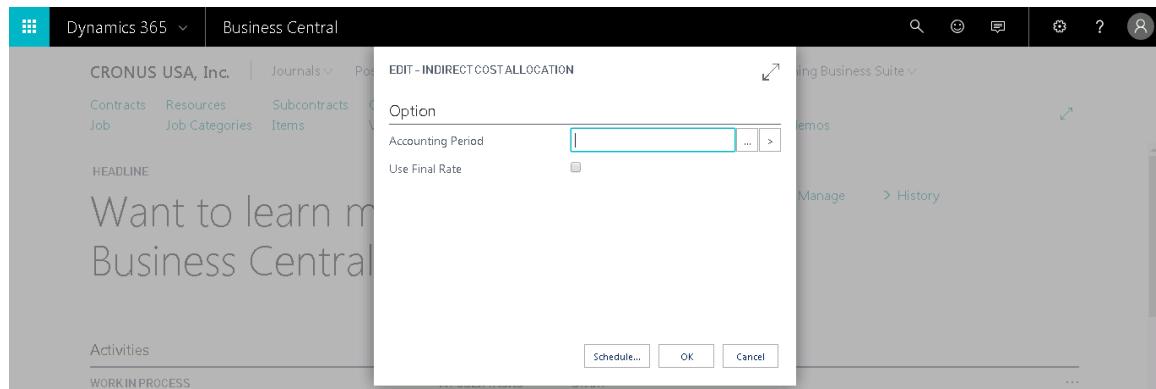


## Allocate Costs

The allocate costs function should be run once a month in order to allocate costs.

To navigate to Allocate Costs:

Role Center → Actions → Manage → Allocate Cost



**Accounting Period:** Identify the accounting period that you are allocating costs for.

**Cost Pool Group:** Identify the cost pool group that you are allocating costs for.

**Use Final Rate:** If selected, the final rate will be used for the calculation.

# Chapter 8 – Revenue Recognition

Revenue recognition is the process of accruing revenue at the month end and reversing the accrual upon invoice posting. When accruing revenue, the G/L account used is “Accrued Revenue” the offset is unbilled (WIP Sales Account). Fixed price projects can recognize revenue using the estimate to complete worksheet.

The following two periodic activity routines are used to recognize revenue.

1. Calculate Revenue Accrual
2. Post Revenue Accrual

These routines will post a debit to your WIP Sales Value account (Unbilled receivable account on the balance sheet) and credit accrued revenue.

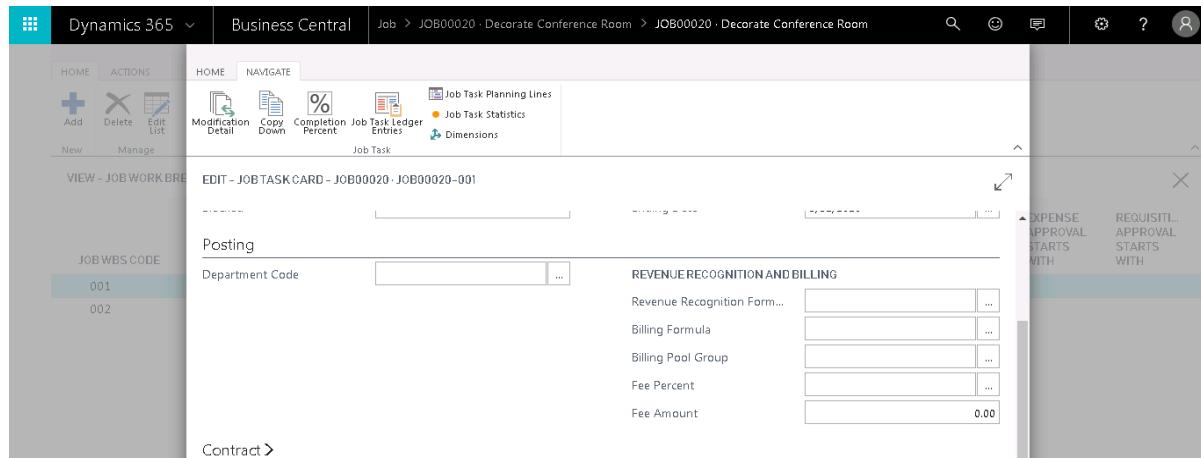
**Note:** The G/L selection process for postings is explained in detail in the **Job Posting** Section of the user manual.

## Revenue Recognition Setups

The setup fields for revenue recognition calculations are found on the job card and the task card.

**Note:** See the **Job Card** chapter for additional information on the fields.

Role Center→Job→Open a job card→Work Breakdown Structure→Open task card



The **Task Detail** link on the **Work Breakdown Structure** setup page will open the task card.

The revenue recognition formula selections must be populated on the task card. If the formula selection is made on the job card before the creation of the tasks, the selections will be defaulted on the task card from the job card. If the tasks are created prior to the selection on the job card, the task selections will be blank. After task creation the job card selections are only there for reference and do not affect revenue recognition calculations or task card selections.

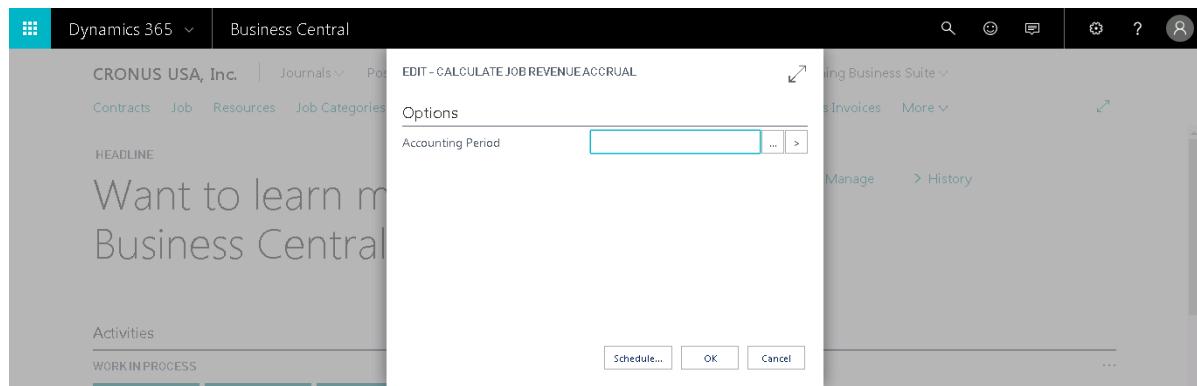
**Best Practice:** If revenue recognition calculations should not be performed on the job leave the field selection blank or create a DNC revenue formula for “Do Not Calculate”. Set the control field to “disabled”.

## Periodic Activities

### Calculate Revenue Accrual

This function will calculate the revenue accrual and used with the review and post revenue accrual function. (Step 1 above)

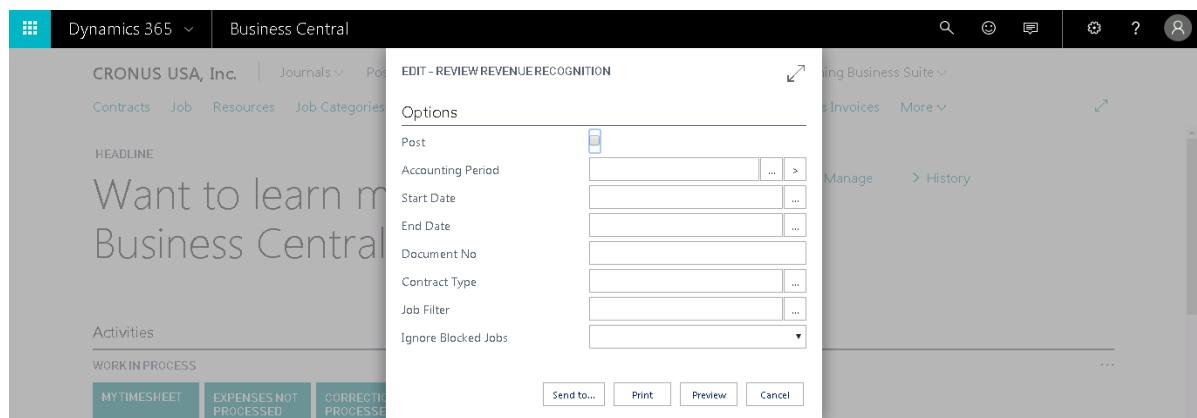
Role Center→Actions→Manage→Revenue Accrual→Calculate Revenue Accrual



Select the Accounting Period and click OK to run the calculation.

### Review and Post Revenue Accrual

Role Center→Actions→Manage→Revenue Accrual→Review and Post Revenue Accrual



This function should be run at least two times. The first time should be a preview of the calculations without the **Post** checkbox selected. Once the calculations have been reviewed and the user is ready to post, the function should be run a second time with the checkbox for **Post** selected. (Step 2 above)

**Best Practice:** Fixed price revenue recognition use the estimate to complete method.

# Chapter 9 – Job Budgeting & Forecasting

The budgeting and forecasting function is used to budget costs and calculate revenue related to a direct project. It is also used to calculate costs related to non-direct projects. For example, when planning a forecast of fringe costs you can create a budget that calculates your health insurance costs that can then be allocated to a fringe project. This will give you a total fringe cost for forecasting purposes.

The Budget & Forecasting link can be found in the ribbon of any job card:  
Role Center→Job→Open a job card→Budgeting Govt. Con.

RESOURCE NO.	JOB WBS CODE	DESCRIPTION	JOB CATEGORY NAME	BALANCE	JUL 2018	AUG 2018	SEP 2018	OCT 2018	NOV 2018	DEC 2018	JAN 2019	FEB 2019	
*	*	*											

## General Tab

**View by:** Identify the increment of time that you creating a budget for.

Options are:

- Day
- Week
- Month
- Quarter
- Year

### Accounting Period

**Job No:** Identify the job number that you creating a budget for.

**Job Task No:** Identify the task number that you creating a budget for.

**Note:** This is not required when entering a job budget and this field acts as a filter for the job budget.

**Budget No:** Identify the budget number.

**Note:** Job Budget No. 1 is the baseline budget.

**Labor Entry:** Identify how you would like labor to display.

Options are:

- Hours

**Price Amount:** Hours x Unit Price (Billing Rate)

## Budget Matrix

The budget matrix is used for budget creation. Lines are added to the matrix using the **Add Resource** and **Add Other** functions in the ribbon. The **Description** and **Job Category Name**

fields in the lines will be prepopulated per the resource card selection and setup. The rest of the fields on the lines are blank and should be updated to create the budget.

**Note:** When viewing values on the job budget matrix page, the values are displaying the price value associated with the budget entry and not the cost value.

## Add Resource

Lines are added to the Budget Matrix using the **Add Resource** function in the ribbon.

**Note:** The system will verify that the labor category being budgeted against is assigned to the job account group (if restrict to labor categories listed is marked yes).

## Add Other

The **Add Other** function in the ribbon is used to add other project costs like material or travel to the budget matrix. The selection will be made from the Job Category List.

## Forecast Pool

This table is used to select the billing group that will be used to calculate indirect costs to be allocated to direct job budgets.

**Note:** A billing group that matches the company's cost pool structure must be setup along with having the setup equals cost pools field marked yes.

## **Re-Calculate Totals**

This function is used to re-calculate totals in the budget matrix if there have been changes to the number inputted.

**Note:** This function will allocate indirect costs based on the provisional rates and will allocate indirects related to revenue/billing based on the Job Billing Group assigned to the job card.

## **Forecasting**

PVBS will release enhanced forecasting functionality into the Job Budget & Forecasting module at a later date.

## **Allocate Forecast**

This function uses the allocations setup and the forecast rate to populate a new budget.

**Note:** It will populate a budget with the same budget number.

## **Forecast Rate**

The forecast rate is calculated by the “Calculate Rate” function.

## **Billing Pool Formula & Group**

See the Application Setup chapter for more information.

# Chapter 10 – Timesheets

## Web Setup

This window defines how users enter time and expenses into WTE, sets up email notifications, and helps establish the business rules for the company in NAV.

Navigate to Web Setup: Setup & Extensions → Manual Setup → Web Setup

### *General Tab*

**Email Notification:** This is selected if any form of email notification will be used from WTE.

**Note:** If this is not selected, all subsequent email setups will not function.

**Note:** The IT department will need to complete the SMTP setup page: SMTP server, port, and account information needed.

**Reporting Services URL:** This is populated with the URL for the company WTE reports. This URL is setup using the SQL Reporting Service Site.

**Company Logo URL:** This is populated with the URL for the company logo. Will display the logo on your login screen.

### *Business Rules Tab*

**Minimum hours required for salaried employees per pay cycle:** Enter minimum hours per pay period cycle. This is only used with weekly or bi-weekly.

**No more than 24 hours in a day:** This should be set to yes.

**No overtime if less than 40 hours per week:** If selected, employees will not be able to add an OT timesheet line until they have 40 regular hours recorded.

**Sick leave balance cannot go negative:** If selected, employees will not be able to use sick leave that has not been accrued yet. This setting is only for sick time.

**Quarter hour increments only:** If selected, employees can only charge time in quarter hour increments.

**Best Practice:** It is recommended to not allow any less than ¼ hour increment. ½ hour is preferred.

### **Weekly Regular Hours:**

**No more than 40 hours regular:** If selected, employees will not be able to log more than 40 regular hours per pay week. This calculation is based on the “Base Pay Type”.

**Enforce for hourly employees only:** If the above field is selected this field determines if the limit on hours is valid for hourly employees only.

**Email notification:** This is selected if any form of email notification will be used from WTE.

**Note:** If this is not selected, all subsequent email setups will not function.

**Send email on submitting timesheet:** Email is sent to the time approver upon timesheet submission.

**Send Daily Reminder:** Email is sent to an employee if time is missing from the previous day.

**Copy approver on daily reminder:** If selected, the approver will be CC'd on the missing time reminder.

**Daily reminder at:** Identify the time that the daily reminder email should be generated.

**Best Practice:** This is normally set to 10 AM.

**Send period end timesheet reminder:** A reminder email is sent at the end of a pay period.

**Period end reminder at:** Identify the time that the period end reminder email should be generated.

**Copy approver on expense approval:** If selected, the approver will be CC'd on expense report approval email notifications.

**Copy approver on requisition approval:** If selected, the approver will be CC'd on requisition approval email notifications.

## Additional Setup

See the Application Setup chapter for more information on the following:

### Benefit Accrual Setup

The benefit accrual setup is used to collect sick and vacation time.

Two setups are needed:

1. Benefit Accrual Code
2. Job creation for the benefit

### Timesheet Period

### Time Zones

### Working Time Calendar

See the Job Card chapter for more information on the following:

### Membership

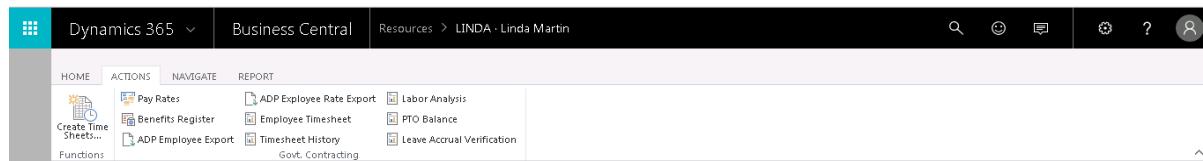
### Approval

## Reports

The resource card displays two reports that give a summary of PTO hours earned and used.

To navigate to resources: Role Center→Resources→Open a Resource Card

Open a resource card and the report links are displayed in the ribbon.



### PTO Balance Report

The PTO Balance Report displays the breakdown of PTO hours a resource has earned and used per work week for the year within your “As of Date” selection.

The filter options are as follows:

**As of Date:** The report results will be filtered as of the date selected here for the year of the selection only.

### Leave Accrual Verification

The Leave Accrual Verification report displays a summary of PTO hours earned and used for each resource. The report displays PTO Hours and Accrual Amounts per resource. The amount is calculated as Accrual Hours multiplied by Standard Hourly Rate for employee. Standard hourly rate is calculated as Employee Gross Wages in a timesheet period divided by the resource's timesheet hours in that pay period. This report should be periodically reconciled with the PTO Register, which calculates based on posted PTO accrual dollars.

The filter options are as follows:

**As of Date:** The report results will be filtered as of the date selected here for the year of the selection only.

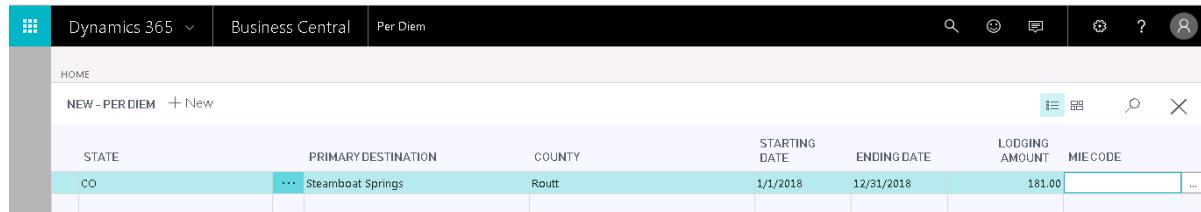


## Per Diem Setup

A Per Diem is a specific amount of money that an employee can use and be reimbursed per day, to cover living and traveling expenses in connection with work. Base Per Diem Rates are established by the DOD (Department of Defense) and GSA (General Services Administration) for government workers. These are used as guidelines for the majority of government contractors but may be adjusted per company policy.

The Per Diem Rate Table will be updated by your per diem rate imports but can be adjusted in the per diem rate table. Additional lines can also be added if required by contracts or company policy.

Navigate to the Per Diem Rate Table: Role Center→Actions→Manage→Per Diem Rate



STATE	PRIMARY DESTINATION	COUNTY	STARTING DATE	ENDING DATE	LODGING AMOUNT	MIE CODE
CO	Steamboat Springs	Routt	1/1/2018	12/31/2018	181.00	

**Line No:** Enter the line no. for the per diem rate.

**State:** Populate the state abbreviation (two letter code) that this per diem rate is effective for.

**Primary Destination:** Populate the city that is per diem rate is effective for.

**County:** Populate the county that this per diem rate is effective for.

**Starting Date:** Identify the date that this rate should be made available.

**Ending Date:** Identify the date that this rate should no longer be made available.

**Lodging Amount:** Populate with the per diem lodging amount for this location.

**Default:** This is selected if this is the default amount. There must be one default selection in the table.

**MIE Code:** This field maps to the meals and incidental expenses code/per diem amount for this location.

### Per Diem Rate Imports

Per Diem Rates can be downloaded from the GSA or DOD websites. Conus rates are usually updated every fiscal year, effective October 1 each year. Oconus rates are updated monthly.

NAV will need to be updated with the new rates via the per diem rate import function.

**Note:** See appendix B and C for more information on creating the import files.

Navigate to the Conus Per Diem Rate Import:

Role Center→Actions→Manage→Conus Per Diem Rate Import

Navigate to the Oconus Per Diem Rate Import:

Role Center→Actions→Manage→Oconus Per Diem Rate Import

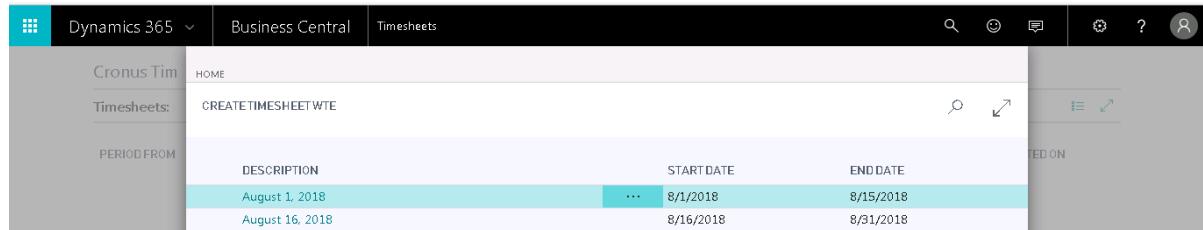
### Work Breakdown Structure

See the Job Card Chapter for more information on the Work Breakdown Structure and setup.

# Timesheet Entry

Navigate to: Role Center→Self Service→Timesheets

Click **New Timesheet** to select your timesheet period. The timesheet entry screen will open with the timesheet lines for the period selected.

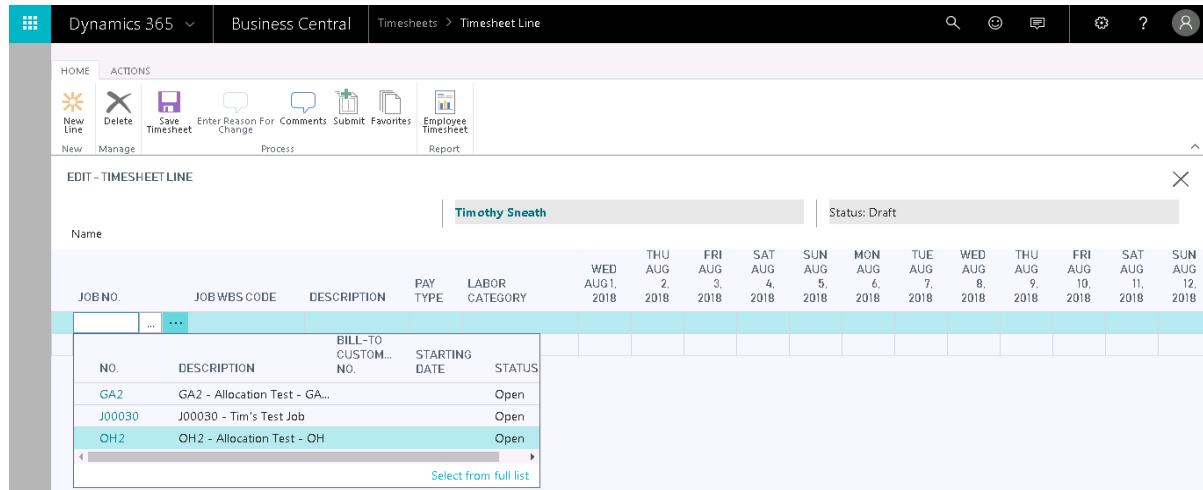


Select **New Line** in the ribbon to add a line to your timesheet.

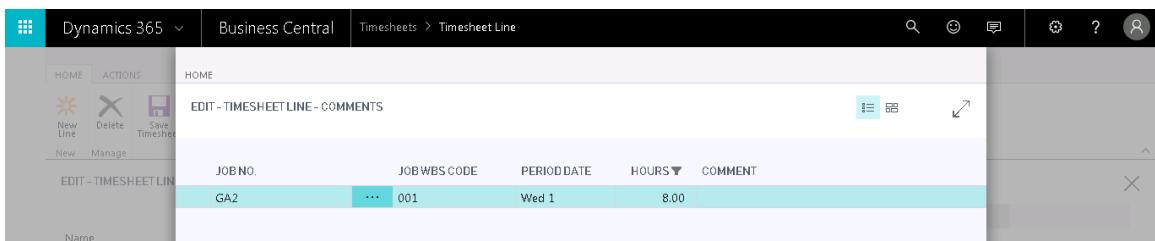
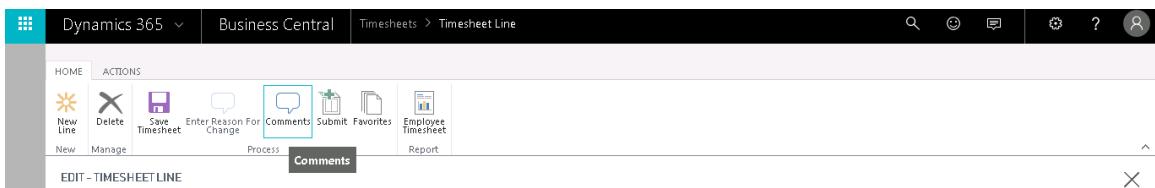


Make your selections and click **Save** to insert a timesheet line.

Once the timesheet line has been created, the hours can be added directly to the applicable field on the timesheet line.



Select **Comment** from the ribbon to add additional information about the timesheet line.



Once a comment has been entered, click close to close the comment box.

## Favorites

Favorite job/wbs codes can be saved using this function for quick population to timesheets.

### Set Delegate

Select a resource that is approved to enter time on your behalf.

### Enter On Behalf Of

This dropdown will display all employees that have selected you in the **Set Delegate** field. Select the user you are entering time for. All normal functionality will be accessible.

## Save/Submit

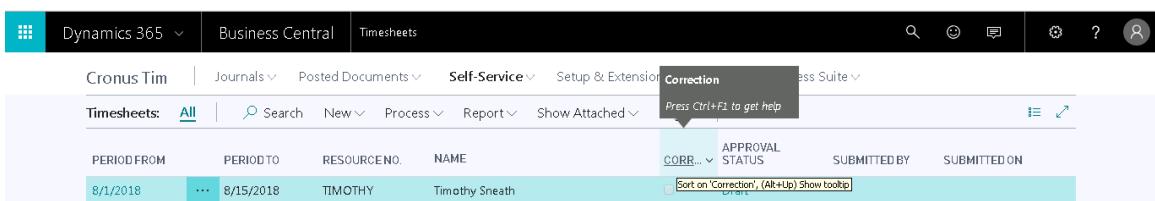
When the user has completed their timesheet they should click **Save** and/or **Submit** in the ribbon.

**Note:** Timesheets need to be saved before opening a different timesheet period to ensure all lines created are saved.

## Correction

Correction Timesheets are used to edit entries to approved timesheets. When used, a blank correction timesheet will be created with the same functionality as a normal timesheet. This timesheet is then submitted and approved like a standard timesheet. Upon approval, the correction timesheet is processed by accounting.

**Note:** See the labor processing chapter for more information on processing corrections.



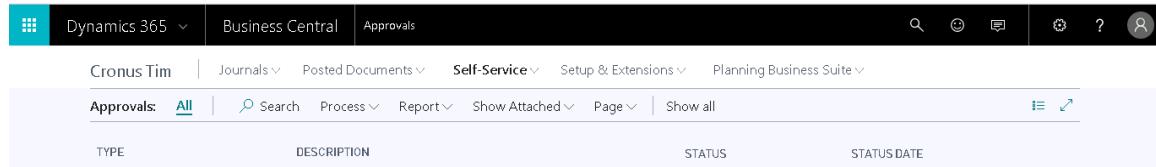
The **Correction** icon can be found in the ribbon of the timesheet tab.

**Note:** See the **Labor Processing** chapter for more information on how to process correction timesheets.

# Approvals

Navigate to: Role Center→Self Service→Approvals

Select the item that you would like to review to open the details on the page.



The screenshot shows the Microsoft Dynamics 365 Business Central interface. The top navigation bar includes 'Dynamics 365', 'Business Central', 'Approvals', and various search and settings icons. Below the bar, the 'Self-Service' section is selected. The main content area is titled 'Approvals' with a 'All' filter selected. It features columns for 'TYPE', 'DESCRIPTION', 'STATUS', and 'STATUS DATE'. At the bottom of the list area are sorting and filtering icons.

The **Approve** and **Reject** functions can be found in the ribbon.

If approvals have been delegated to the user, select the **Approve on Behalf Of** link in the ribbon. This will open the Approve on Behalf Of selection box. Select the user that has delegated approvals to you from the drop down and click **Save**. This will open the submissions that are waiting for approval for the user selected. The user will have all standard functionality available.

When you select the “Expense Report” icon, the Expense Report will display on the screen. Arrows on either side will allow you to navigate back and forth between all of your employee’s expense reports.

# Chapter 11 – Expense Reports

## Expense Entry

Navigate to: Role Center→Self Service→Expenses

The home screen displays tabs. Click **New Expense** for expense report creation.

1 Status Draft

General

Description		Period From	7/1/2018
Advance	0.00	Period To	7/31/2018

Expense Line

JOB NO.	JOB WBS CODE	JOB CATEGORY NAME	PAID BY	COMMENTS	PERIOD DATE	DISTANCE	AMOUNT
						0.00	0.00

Employee Paid 0.00 | Less Advances 0.00 | Less Personal 0.00 | Total Due 0.00 | Report Total 0.00

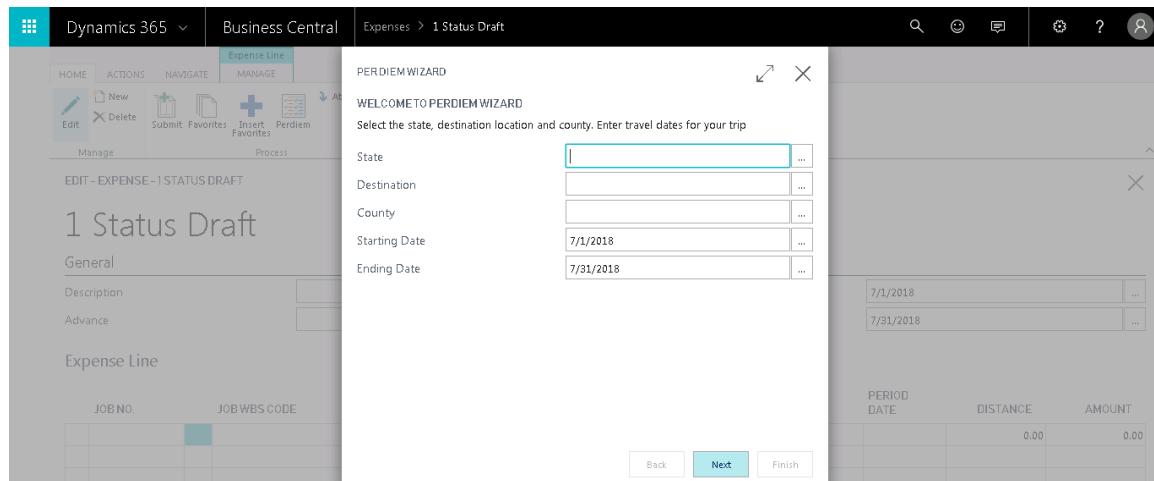
The **Description** entered will be the name of the expense report that will display.

With the expense report open, use the **New Line** function in the ribbon to add expenses. Make your selections and click **Save**. When all lines have been added click **Submit** in the ribbon to submit the expense report for approval.



## Per Diem Entry

The most recent CONUS and OCONUS Per Diem rates can be maintained in your production database (see section on Per Diem Set-Up). WTE allows you to automatically enter Per Diem Lines via the Per Diem Wizard. To access, select “Perdiem” from the ribbon of the Expense Report page. This will open the Per Diem Wizard.



The Per Diem wizard will prompt you to select State (or Country), Destination, and County. Afterwards select “Next” in order to move to the next phase of the wizard.

The starting and ending dates of travel will be restricted to the starting and ending dates specified on the expense report. You will be prompted to select the Job and WBS Codes pertinent to the travel. You will also need to select which expense codes to route the lodging and MI&E portions of per diem to. Select “Next” when all fields have been filled out.

You will be prompted to uncheck meals and lodgings not taken. For example, because complimentary meals were provided during travel, the federal government often requires that claimed MI&E is adjusted accordingly. MI&E lines will automatically adjust to 75% of claimed cost on the final day of travel based on the start/end dates of the expense report, so that does not need to be specified here. If the last day of the expense report is also the last day of travel, it is also advisable to uncheck the final day of lodging. Click “Next” when done.

On the final page of the Per Diem Wizard, you will be required to enter actual lodging cost incurred under the “Daily Room Rate” field and your lodging tax in the Lodging Tax field. The “Lodging Ceiling” field will populate with the maximum per diem rate for the dates / location of travel. The Unallowable Amount will populate with the difference between the Daily Room Rate and the Lodging Ceiling, if the Room Rate exceeds the ceiling. If an Unallowable Amount exists, you will be required to specify which expense category the amount goes to. Click “Finish” when done.

## Favorites

Favorite Job/WBS codes can be saved using this function for quick population to expense reports.

## Edit Header

This function allows you to edit the header information for your expense report. This includes the start and end date of the report, description, and advance.

### **Set Delegate**

Select a resource that is approved to enter expenses on your behalf.

### **Enter On Behalf Of**

This dropdown will display all employees that have selected you in the **Set Delegate** field. Select the user you are entering expenses for. All normal functionality will be accessible.

### **Expense Report**

This selection will display a printable PDF view of the expense report. All Per Diem lines for a particular location will be summarized together on the report.

## Expense Reports

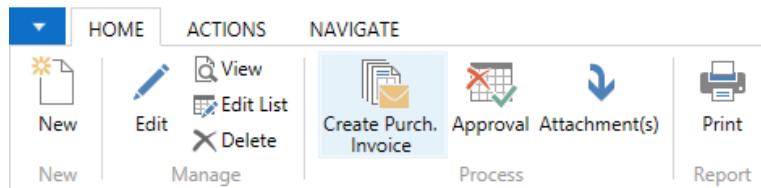
Once an expense report is submitted via WTE an expense report line will be created in the Expense Report table with the approval status “Submitted”. When the expense report is approved or rejected in WTE the column will be updated to “Approved” or “Rejected”.

To navigate to the Expense Reports: Role Center→Actions→Manage→Time and Expense→Expenses

**Best Practice:** NAV user can set filters to view expense reports that are ready for processing.

NO.	RESOURCE NO.	RESOURCE NAME	PERIOD FROM	PERIOD TO	DESCRIPTION	APPROVAL STATUS
1	...	TIMOTHY	Timothy Sneath	7/1/2018	7/31/2018	Draft

Once an expense report has been submitted and approved a purchase invoice can be created using the “Create Purchase Invoice” function in the ribbon when you have an expense report open and approved. This function will create an unposted invoice AP entry. The AP entry will then need to be posted and follow the normal AP invoice processing procedures.



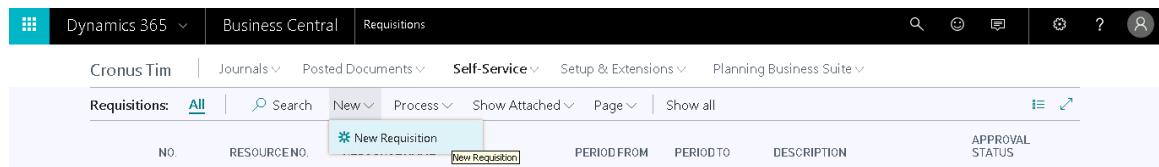
Once the purchase order is created the “PO No” field will be updated with the purchase invoice number on the expense report page and the status will be updated to transferred.

## Approvals

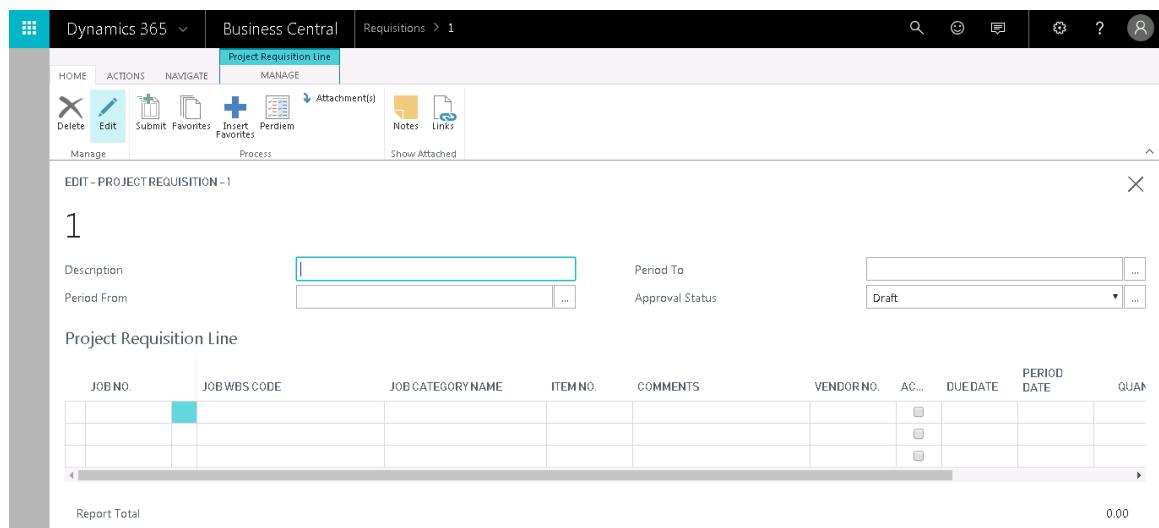
More information on approvals can be found in the timesheet chapter.

# Chapter 12 – Requisitions

Navigate to: Role Center→Self Service→Requisitions



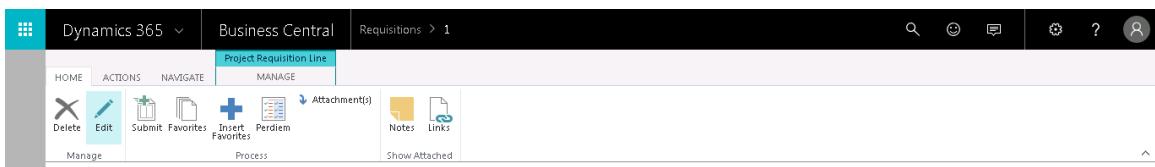
Select **New Requisition** to open the new requisition. Make your selections and click **Save** to create a new requisition request.



Once the requisition has been created, the **New Line** function is used to create the lines.



The comments, quantity, and amount fields can be updated once the lines have been added. **Save** and **Submit** functions are found in the ribbon. The **Status** field in the upper right hand corner will be updated accordingly.



## Favorites

Favorite Job/WBS codes can be saved using this function for quick population.

## Edit Header

This function allows you to edit the header information for your requisition report. This includes the start date, end date, and description.

## Set Delegate

Select a resource that is approved to enter requisition requests on your behalf.

## Enter On Behalf Of

This dropdown will display all employees that have selected you in the **Set Delegate** field. Select the user you are entering a requisition request for. All normal functionality will be accessible.

## Approvals

More information on approvals can be found in the timesheet chapter.

# **Appendix I – Project Reports**

***Job Setup***

***Aged Job Receivable***

***AR History By Job***

***Bookings By Job***

***Budget vs. Actual Labor Detail***

***Cash Applied Job***

***Funding Notification***

***Job Detail with Billing***

***Job Revenue Summary***

***Job Status Report***

***Job Billing Worksheet with Roll-Up***

***Summary of Hours and Amount on TM***

***Labor Utilization***

***Labor Analysis***

***Missing Time***

***Employee Roster***

***Employee Timesheet***

***Timesheet History***

***Contract Revenue Trend***

***Outstanding Purchase Order by Job***

***Unbilled Analysis***

***Unbilled Trend***

***Job Cost Transaction Detail***

***Job List***

***Job Register***

## Job Detail with Billing Report

The Job Detail with Billing Report provides the ability to quickly view billing per contract, job, or task.

### Parameter Page Options

**Summary By:** The report will be generated using the selected parameter.

Options are: Contract, Job, or Task

**Job Filter:** Allows the user to filter the report for a specific job.

**Accounting Period:** Allows the user to filter the report for a specific accounting period.

**Starting Date:** Pre-populated based on the accounting period selection but can be modified by the user to increase the date range of the report.

**Ending Date:** Pre-populated based on the accounting period selection but can be modified by the user to increase the date range of the report.

**Hide if Current Column is Zero:** If selected, lines without billing in the current period will not display when the report is generated.

### Job Detail with Billing

GC Experts

7/24/2014 2:08 PM

Page 1

PVBS

Filters: Job:, Period: 01/01/14-05/31/14

	Funded Amount	Contract Type	Revenue		Billing				ITD Unearned Income
			Current Period	YTD	ITD	YTD	ITD	ITD Unbilled	
Job: 1002 - Acoustic kitty - Department of Defense	61,600.00	CPFF	0.00	0.00	2,200.00	0.00	10,240.07	0.00	-8,040.07
Job: 1004 - Project kempstar - Department of State	1,000,000.00	TM	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Job: 2002 - Project 57 - Fort Belvoir	275,000.00	TM	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Job: 2025 - Operation morning light - Department of State		TM	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Job: 3002 - Tesla model X distance test - Tesla Motor Company		FFP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Job: 620 - Invoice Testing - Department of Defense	11,500.00	CPFF	9,676.78	9,676.78	9,676.78	9,676.78	9,676.78	0.00	0.00
Job: J00020 - Test 2 Invoice - Department of State	11,500.00	CPFF	8,819.99	8,819.99	8,819.99	8,819.99	8,819.99	0.00	0.00
<b>Report Totals</b>			18,496.77	18,496.77	20,696.77	18,496.77	28,736.84	0.00	-8,040.07

## Job Revenue Summary

The Job Revenue Summary Report displays the cost, profit, profit%, revenue, and percent complete by contract, job, or task. Options for provision or actual burdens and to show billing as revenue are available on the parameter page.

### Parameter Page Options

**Summary By:** The report will be generated using the selected parameter.

Options are: Contract, Job, or Task

**Job Filter:** Allows the user to filter the report for a specific job.

**Accounting Period:** Allows the user to filter the report for a specific accounting period.

**Starting Date:** Pre-populated based on the accounting period selection but can be modified by the user to increase the date range of the report.

**Ending Date:** Pre-populated based on the accounting period selection but can be modified by the user to increase the date range of the report.

**Job Category Burden:** The report is generated using the rate structure selected.

Options are: Provisional or Actual

**Show Billing As Revenue:** If selected, sales that have been invoiced but not paid will be included on the report.

**Hide if Current Column is Zero:** If selected, lines without billing in the current period will not display when the report is generated.

### Job Revenue Summary

7/24/2014 2:48 PM

Page 1

GC Experts

Job:, Job Category Burden: Provisional, Period: 01/01/14..01/31/14, Show Billing As Revenue: No

PVBS

	Funded Amount	Contract Type	Current Period				Year To Date				Inception To Date			
			Cost	Profit	Profit %	Revenue	Cost	Profit	Profit %	Revenue	Cost	Profit	Profit %	Revenue
Job: 1002 - Acoustic kitty	61,600.00	CPFF	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	8,335.23	-6,135.23	0.00%	0.00
Job: 1004 - Project kampster	1,000,000.00	TM	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	406.00	-406.00	0.00%	0.00
Job: 2002 - Project 57	275,000.00	TM	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	29,835.00	-29,835.00	0.00%	0.00
Job: 2025 - Operation morning light		TM	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	360.00	-360.00	0.00%	0.00
Job: 3002 - Tesla model X distance test		FFP	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	19,400.00	-19,400.00	0.00%	0.00
Job: 620 - Invoice Testing	11,500.00	CPFF	3,874.25	5,802.53	59.96%	9,676.78	3,874.25	5,802.53	59.96%	9,676.78	3,874.25	5,802.53	59.96%	9,676.78
Job: J000020 - Test 2 invoice	11,500.00	CPFF	3,874.25	4,945.74	56.07%	8,819.99	3,874.25	4,945.74	56.07%	8,819.99	3,874.25	4,945.74	56.07%	8,819.99
<b>Report Totals</b>			7,748.50	10,748.27	58.11%	18,496.77	7,748.50	10,748.27	58.11%	18,496.77	66,084.73	-45,387.96	58.11%	18,496.77

# Job Status Report

The Job Status Report provides a detailed overview of the financial standing and charges toward a project.

**Note:** The allocate cost periodic activity must be run for burdens to print on the report.

## Parameter Page Options

**Summary By:** The report will be generated using the selected parameter. Options are: Contract, Job, or Job Task

**Rate Type:** The report uses the rate structure selected. Options are: Provisional or Actual

**Accounting Period:** Allows the user to filter the report for a specific accounting period.

**Start Date:** Pre-populated based on the accounting period selection but can be modified by the user to increase the date range of the report.

**End Date:** Pre-populated based on the accounting period selection but can be modified by the user to increase the date range of the report.

**Job Filter:** Allows the user to filter the report for a specific job.

**Job Task Filter:** Allows the user to filter the report for a specific task.

**Budget Version No:** Allows the user to select the budget version that should be used.

**Hide if Current Column is Zero:** If selected, lines without billing in the current period will not display when the report is generated.

Job Summary								
Name	Prior Years Actual	Current Period		Year To Date		Inception To Date		
		Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	P.O. Commitment
Revenue	.00	9,333.32	.00	9,333.32	.00	9,333.32	.00	
Labor								
Employee								
Senior Consultant		1,179.00		1,179.00		1,179.00		
Project Mgmt		295.25		295.25		295.25		
Total Labor		1,474.25		1,474.25		1,474.25		
Travel								
Travel		2,400.00		2,400.00		2,400.00		
Total Travel		2,400.00		2,400.00		2,400.00		
Burden								
Fringe Provisional	23.00 %	339.08		339.08		339.08		
OHCO Prov	25.00 %	453.33		453.33		453.33		
GA Provisional	100.00 %	4,666.66		4,666.66		4,666.66		
Total Burden		5,459.07		5,459.07		5,459.07		
Total Job Costs		9,333.32		9,333.32		9,333.32		
Profit (Fee)	.00	.00	.00	.00	.00	.00	.00	

## Job Billing Worksheet with Roll-Up

The Job Billing Worksheet with Roll-Up Report shows a breakdown of labor and non-labor that can be invoiced by contract, job, or task. This report may be used to identify projects that can be invoiced.

**Note:** The report will not list fixed price jobs.

### Parameter Page Options

**Summary By:** The report will be generated using the selected parameter.

Options are: Contract, Job, or Job Task

**Rollup:** The report displays at the level selected. Options are: Blank, 1, 2, or 3.

**Accounting Period:** Allows the user to filter the report for a specific accounting period.

**Start Date:** Pre-populated based on the accounting period selection but can be modified by the user to increase the date range of the report.

**End Date:** Pre-populated based on the accounting period selection but can be modified by the user to increase the date range of the report.

**Job Filter:** Allows the user to filter the report for a specific job.

### Job Billing Worksheet with Roll-up

GC Experts

Filters: Date Filter: 01/01/13..12/31/13

	Direct Labor	Materials	Total Billable
1002 Acoustic kitty			
001-01 Requirements	1,476.00	0.00	1,476.00
001-02 Training	1,250.00	0.00	1,250.00
002-01 Hourly support plan	150.00	0.00	150.00
003-02 Procure materials	0.00	440.00	440.00
Job Total Billable	2,876.00	440.00	3,316.00
1004 Project kempster			
001-01 Labor	400.00	0.00	400.00
Job Total Billable	400.00	0.00	400.00
2002 Project 57			
001-001-01 Phase one test - labor	3,784.00	0.00	3,784.00
Job Total Billable	3,784.00	0.00	3,784.00
2025 Operation morning light			
001-001-001 Labor	360.00	0.00	360.00
Job Total Billable	360.00	0.00	360.00
<b>Report Total Billable</b>	<b>7,420.00</b>	<b>440.00</b>	<b>7,860.00</b>

## Total Cost By Job with Roll-up

The Total Cost By Job with Roll-up Report shows labor hours/cost, ODC's, and burdens by contract, job, or task.

**Note:** The allocate cost periodic activity must be run for burdens to print on the report.

### Parameter Page Options

**Summary By:** The report will be generated using the selected parameter.

Options are: Contract, Job, or Job Task

**Level:** The report displays at the level selected. Options are: Blank, 1, 2, or 3.

**Show Only if Current Activity:** If selected, the report will only display lines with activity in the current period.

**Column Info. To Print:** Select the column parameter for the report.

Options are: Cost or Billings

**Accounting Period:** Allows the user to filter the report for a specific accounting period.

**Start Date:** Pre-populated based on the accounting period selection but can be modified by the user to increase the date range of the report.

**End Date:** Pre-populated based on the accounting period selection but can be modified by the user to increase the date range of the report.

**Job:** Allows the user to filter the report for a specific job.

**Blocked:** Identify if blocked jobs should display. Options are Blank, Posting, or All

**Job Contract Type:** Allows the user to filter for a specific contract type.

### Total Cost by Job with Rollup

GC Experts

	Labor Hours	Labor Dollars	Travel costs	Fringe	Overhead company site provisional	Overhead client site provisional	General and administrative prov
620 Invoice Testing	53	1474.25	2400	339.08		906.66	5119.99
J00020 Test 2 Invoice	55	1474.25	2400	339.08	453.33		4666.66
<b>Report Totals</b>	108	2948.50	4800	678.16	453.33	906.66	9786.65

## **Summary of Hours and Amount on TM**

The Summary of Hours and Amount on TM Report shows hours and amounts that were billed. The report also shows budgeted and budget remaining by contract, job, or task.

### **Parameter Page Options**

**Summary By:** The report will be generated using the selected parameter.

Options are: Contract, Job, or Job Task

**Accounting Period:** Allows the user to filter the report for a specific accounting period.

**Starting Date:** Pre-populated based on the accounting period selection but can be modified by the user to increase the date range of the report.

**Ending Date:** Pre-populated based on the accounting period selection but can be modified by the user to increase the date range of the report.

**Roll-up Level:** The report displays at the level selected. Options are: Blank, 1, 2, or 3.

**Job Filter:** Allows the user to filter the report for a specific job.

**Job Task Filter:** Allows the user to filter the report for a specific task.

**Budget Version No:** Allows the user to select the budget version that should be used.

		GC Experts		7/25/2014 3:47 PM							
		Summary of Hours Billed on TM		Page 1							
		01/01/14 to 02/28/14		PVBS							
<b>Summary by Job</b>											
<hr/>											
<b>Contract Number: CONT_US</b>		<b>Budgeted Hours</b>	<b>Budgeted Amount</b>	<b>Hours</b>	<b>Amount</b>	<b>Remaining Hours</b>					
Project: 1002 Acoustic kitty											
Labor											
Project management		12.00	180.00			12.00					
Total Labor		12.00	180.00	.00	.00	12.00					
Travel											
Lodging			110.00			110.00					
Total Travel		.00	110.00	.00	.00	.00					
Burden											
Fringe		23.00 %	41.40			41.40					
Overhead company site provisional		25.00 %	55.35			55.35					
General and administrative prov		100.00 %	276.75			276.75					
Total Burden		.00	373.50	.00	.00	.00					
Fee											
Fee											
Total Fee		.00	.00	.00	.00	.00					
Job Total		12.00	663.50			12.00					
Contract Total		12.00	663.50			12.00					
<b>Report Total</b>		<b>12.00</b>	<b>663.50</b>		<b>12.00</b>	<b>663.50</b>					

## Labor Utilization

The Labor Utilization Report gives the user the ability to analyze employee utilization by individual, labor category, or a combination of the two to explore utilization trends.

### Parameter Page Options

**Report Type:** The report will be generated using the report layout selected.

Options are: Utilization By Employee – The report will display utilization for each employee.

Summary By Category – The report will display utilization for each labor category.

Utilization Trend – The report will display utilization by labor category then employee.

**Accounting Period:** Allows the user to filter the report for a specific accounting period.

**Starting Period:** Pre-populated based on the accounting period selection but can be modified by the user to increase the date range of the report.

**Ending Period:** Pre-populated based on the accounting period selection but can be modified by the user to increase the date range of the report.

**Summary Only:** If selected, only summary lines will display on the report when generated.

**Resource No. Filter:** Allows the user to filter the report for a specific resource.

**Labor Category Filter:** Allows the user to filter the report for a specific labor category.

### Labor Utilization

GCX

Date Filter: 01/01/14..01/31/14

Name	Department Dimension	Current			YTD		
		D/L	Indirect	Util %	D/L	Indirect	Util %
<b>Company Site</b>							
Andrew Simmons (Consultant, Salaried)	Company Site	64	32	67	64	32	67
John Riley (Project Manager, Salaried)	Company Site	90	100	90	90	100	100
Alex Aspiotes (Developer, Salaried)	Company Site	40	100	40	40	100	100
Carl Simmons (Task Manager, Salaried)	Company Site	40	100	40	40	100	100
Tom Clancy (Writer, Salaried)	Company Site	44	100	44	44	100	100
Kevin Brebner (Senior Consultant, Salaried)	Company Site	40	100	40	40	100	100
Kevin Mims (Project Manager, hourly)	Company Site	40	100	40	40	100	100
James Dutehs (Trainer, hourly)	Company Site	44	100	44	44	100	100
Carter William (Senior Consultant, salaried)	Company Site	30	100	30	30	100	100
Samuel Morse (Tech II, Subcontractor)	Company Site	40	100	40	40	100	100
<b>Company Site Total</b>		472	32	94	472	32	94
<b>Report Total</b>		472	32	94	472	32	94

## Labor Analysis

The Labor Analysis Report provides an overview of labor hours, cost, spent, or billed. Each time the report is printed the column order can be customized per the user's parameter page selections.

### Parameter Page Options

**Trend:** This allows the user to choose to view the report. Options are: Weekly or monthly.

**Column Info. To Print:** Allows the user to choose the report dimension.

Options are: Hours, Cost, Spent, or Billed.

**Period:** This field opens to the accounting period table to determine the period of the report

**Starting Date:** This is the starting date of the report. Defaults from Period

**Ending Date:** This is the ending date of the report. Defaults from Period

**Job Group Filter:** This allows the user to filter the report by Project Group.

**Department Filter Resource:** This allows the user to filter the report by department.

**Include Un-Posted Time:** If selected, the report will include timesheet data that has not been posted.

**Layout:** The layout selection pre-populates the column fields, per your selection. Column selections can then be modified by the user, if needed.

**Column 1, 2, 3, 4, 5:** Allows the user to choose columns. Options are: Resource, Job Contract Type, Job, Job Task, and Resource Department

### **Labor Analysis**

GCX

Date Filter: 03/01/14..03/31/14. Job Group Filter: Direct Department Filter Resource: 001-01 Include Un-posted Time: Yes

Period Starting	Mar 14	Total
<b>Bob Smith (J0001)</b>		
Job: Acoustic kitty (1002)	84	84
Job: Project kempster (1004)	40	40
Resource Total	124	124
<b>Harry Wise (TALHA)</b>		
Job: Acoustic kitty (1002)	13	13
Job: Operation morning light (2025)	6	6
Job: Project 57 (2002)	13	13
Job: Project kempster (1004)	6	6
Resource Total	38	38
<b>Larry Robinson (J0014)</b>		
Job: Operation morning light (2025)	40	40
Job: Tesla model X distance test (3002)	4	4
Resource Total	44	44
<b>Report Total</b>	<b>206</b>	<b>206</b>

## **Missing Time**

The Missing Time Report displays employees that have timesheets with missing hours or waiting on approval. This report should be run and verified before importing time.

### **Parameter Page Options**

**Timesheet Period:** This allows the user to filter the timesheet period type they are searching for. (Ex. Weekly, Semi Monthly)

**Starting Date:** This field opens to the accounting period table to determine the starting period of the report.

**Ending Date:** This field opens to the accounting period table to determine the ending period of the report.

**Floor Check Date:** If populated, a floor check report will print for the day selected.

**Run Report For:** Allows the user to generate the report for timesheets with missing hours or for those waiting for approval.

### **Missing Time Report**

GC Experts

7/25/2014 12:57:42 PM

Page 1

PVBS

Time Starting Date: 7/21/2014		Missing Hours		Timesheet Status	Missing Hours
Resource No.	Resource Name	Department	Supervisor	Submitted	Yes
181	Carl Simmons (Task Manager, Salaried)	001-01		Draft	Yes
182	Cindy Bree (Senior consultant, Salaried)	001-01		Approved	Yes
183	Tom Clancy (Writer, Salaried)	001-01		Approved	Yes
184	Kevin Brebner (Senior Consultant, Salaried)	001-01		Approved	Yes
310	Kevin Mims (Project Manager, hourly)	001-01		Submitted	Yes
360	James Dutehs (Trainer, hourly)	001-01		Approved	Yes

## Employee Roster

The Employee Roster Report displays a list of employees with their department, employment start date, and salary details.

### Parameter Page Option

**Show Pay Data:** If selected, the report will print additional pay rate detail for hourly employees.

Employee Roster GCX Effective Date:07/25/14										7/2		
Name	No.	Department Dimension	Employment Date	Blk	Salaried Employee	Pay Period / Hourly Amount	REG	\$2	SP	OT	\$2OT	SPOT
Andrew Simmons (Consultant, Salaried)	178	001-01		No	No	20.00	22.00	24.00	30.00	35.00	38.00	
John Riley (Project Manager, Salaried)	179	001-01		No	Yes	1179.00						
Alex Aspiotes (Developer, Salaried)	180	001-01		No	Yes							
Carl Simmons (Task Manager, Salaried)	181	001-01		No	Yes	1181.00						
Cindy Bree (Senior consultant, Salaried)	182	001-01		No	Yes	1182.00						
Tom Clancy (Writer, Salaried)	183	001-01		No	Yes	1183.00						
Kevin Brebner (Senior Consultant, Salaried)	184	001-01		No	Yes	1184.00						
Kevin Mims (Project Manager, hourly)	310	001-01		No	No	31.00	34.10	37.20	46.50	54.25	55.80	
James Dutehs (Trainer, hourly)	360	001-01		No	No	36.00	39.60	43.20	54.00	63.00	64.80	
Carter William (Senior Consultant, salaried)	500	001-01	1/1/2012	No	Yes	1500.00						
John Still (Sr Consultant, hourly)	520	001-01		No	No	52.00	57.20	62.40	78.00	91.00	93.60	

## Employee Timesheet

The Employee Timesheet Report can print employee timesheets with audit trail details and comments that were inputted by the employee upon submission.

### Parameter Page Option

**Date Filter:** Allows the user to filter the report for specific dates.

**Include Audit Trail:** If selected, Audit trail details will print on the report.

**Include Comments:** If selected, timesheet comments that were entered when submitted will print on the report.

**Resource No. Filter:** Allows the user to filter the report for a specific resource.

**Job Filter:** Allows the user to filter the report for a specific job.

**Employee Timesheet**  
GC Experts

Andrew Simmons (Consultant, Salaried)		Approved By	Cynthia Gonzalez	Submitted By	Andrew Simmons													
Status:	Approved	Approved On	03/21/14	Submitted On	03/15/14													
Job No.	Job Task No.	Pay Type	Wed 1	Thu 2	Fri 3	Sat 4	Sun 5	Mon 6	Tue 7	Wed 8	Thu 9	Fri 10	Sat 11	Sun 12	Mon 13	Tue 14	Wed 15	Ext. Hrs
1002	1002-002	REG		8	8	8												24
1002	1002-003	REG									8	8	8	8	8			40
9000	9000-004	REG					8											8
PTO	PTO-001	REG														8	8	8
	Total			8	8	8	8		8	8	8	8	8	8	8	8	24	
																	8	96

## Timesheet History

The Timesheet History Report displays timesheet line details, hours, and cost. A summary of the information can be selected to display at the end of the report.

**Note:** Only posted time is displayed on the report.

### Parameter Page Option

**Print Transaction Detail:** If selected, transaction details will print on the report.

**Print Transaction Summary:** If selected, a transaction summary will print on the report.

**Project Filter:** This allows the user to filter the report for a specific project.

**Wbs Filter:** This allows the user to filter the report for a specific task.

**Labor Posting Group Filter:** This allows the user to filter the report for a specific labor group.

**Hide Cost:** If selected, cost will not print on the report.

Timesheet History  
7/25/2014 4:31 PM  
Page 1  
PVBS

Resource: No.: 181

Project: 2002

Posting Date	Description	Dept. Code	Pay Type	Time Posting Group	Job No.	Job WBS Code	Labor Category Code	Hours	Total Direct Cost
Resource : 181 Name: Carl Simmons (Task Manager, Salaried)									
5/14/2011	Carl Simmons (Task Manager) 001-01	REG	NONE	2002	001-001-01	PROJECT	8.00		
5/15/2011	Carl Simmons (Task Manager) 001-01	REG	NONE	2002	001-001-01	PROJECT	8.00		
5/16/2011	Carl Simmons (Task Manager) 001-01	REG	NONE	2002	001-001-01	PROJECT	8.00		
5/17/2011	Carl Simmons (Task Manager) 001-01	REG	NONE	2002	001-001-01	PROJECT	8.00		
5/18/2011	Carl Simmons (Task Manager) 001-01	REG	NONE	2002	001-001-01	PROJECT	8.00		
	Project 57	001-01	REG	NONE	2002	001-001-01	PROJECT	40.00	

Regular Pay		Overtime Pay		Other Pay Total	
Hours	Amount	Hours	Amount	Hours	Amount
40	0	0	0	0	0

Total for Resource Carl Simmons (Task

40 0

Regular Pay		Overtime Pay		Other Pay	
Hours	Amount	Hours	Amount	Hours	Amount
40.00	0.00	0.00	0.00	0.00	0.00

Total for report

40.00 0.00

# Outstanding Purchase Order by Job

The Outstanding Purchase Order by Job Report displays open purchase orders with details by job.

Project	PO Number	Expected Receipt Date	Type	No.	Description	Job WBS Code	Quantity Ordered	Remaining Quantity	Unit Cost	Remaining Amount
<b>1004 Project kempster</b>										
	PO-0004	10/2/2013	G/L Account	5200	Direct Travel	001-02	12	12	0.00	0.00
Project No. 1004										
<b>2002 Project 57</b>										
	PO-0006	10/3/2013	G/L Account	5400	Subcontract Labor	001-001-01	15,000	10,685	1.00	10,685.00
	PO-0016	3/11/2014	G/L Account	5440	Subcontractor other cost	001-001-02	1	1	500.00	500.00
	PO-0016	3/12/2014	G/L Account	5440	Subcontract Other	001-001-02	5	5	300.00	1,500.00
	PO-0005	10/3/2013	G/L Account	5400	Subcontract Labor	001-001-01	25,000	25,000	0.00	0.00
	PO-0008	10/14/2013	G/L Account	5300	Direct Materials	001-001-02	10	10	300.00	3,000.00
	PO-0009		G/L Account	5300	Direct Materials	001-001-02	10	4	300.00	1,200.00
	PO-0010	10/12/2013	G/L Account	5300	Direct Materials	001-001-02	10	4	300.00	1,200.00
Project No. 2002										
<b>2025 Operation morning light</b>										
	PO-0006	10/3/2013	G/L Account	5200	Direct Travel	001-001-002	1	1	0.00	0.00
Project No. 2025										
<b>620 Invoice Testing</b>										
	PO-0028	2/10/2014	G/L Account	5200	Direct Travel	001-02	1	1	2,100.00	2,100.00
Project No. 620										
<b>Grand Total</b>										20,185.00

## **Unbilled Analysis**

The Unbilled Analysis report allows you to see the difference billable due to a variance in your actual and billed burdens. This report is similar to the “Job Billing Worksheet” but additionally includes the difference between your actual rate and billed burdens.

**Note:** The allocate cost periodic activity must be run for burdens to print on the report. Will not include fees.

### **Parameter Page Option**

**Summary By:** The report will be generated using the selected parameter.

Options are: Contract, Job, or Job Task

**Roll-up:** The report displays at the level selected. Options are: Blank, 1, 2, or 3.

**Accounting Period:** Allows the user to filter the report for a specific accounting period.

**Start Date:** Pre-populated based on the accounting period selection but can be modified by the user to increase the date range of the report.

**End Date:** Pre-populated based on the accounting period selection but can be modified by the user to increase the date range of the report.

**Job Filter:** Allows the user to filter the report for a specific job.

## Unbilled Trend

The Unbilled Trend Report displays projects with unbilled amounts by month and project.

**Note:** Burdens and fees will not be printed on the report. Only direct costs are printed.

Unbilled Trend GCX												7/25/2014 1:42 PM	Page 1	PVBS
Project No.	Description	Start Date	End Date	Project Mgr.										Total
	Task No.	< Aug 2013	Aug 2013	Sep 2013	Oct 2013	Nov 2013	Dec 2013	Jan 2014	Feb 2014	Mar 2014	Apr 2014	May 2014	Jun 2014	Jul 2014
1002	Acoustic kitty		9/1/2013	8/31/2020	JOSH									
1002 Total	Acoustic kitty				1,200.00	4,717.51	5,610.08	2,028.50						13,556.07
1004	Project kempster		6/1/2013	12/31/2018	JOSH									
1004 Total	Project kempster				400.00									400.00
2002	Project 57		1/1/2011	12/31/2020	179									
2002 Total	Project 57				3,784.00									3,784.00
2025	Operation morning light		9/25/2012	6/24/2013	310									
2025 Total	Operation morning light				360.00									17,880.00
620	Invoice Testing		1/1/2014	12/31/2015	179									
620 Total	Invoice Testing					10,751.98	859.22							-1,161.12 10,450.08
J00020	Test 2 Invoice		1/1/2014	12/31/2015	179									
J00020 Total	Test 2 Invoice					8,819.99	1,240.01							-124.00 9,935.00
	Report Total				1,200.00	9,261.51	5,610.08	2,028.50	19,571.97	2,099.23	17,500.00			-1,285.12 55,986.15

## Job Cost Transaction Detail

The Job Cost Transaction Detail Report shows total cost and price for each job.

### Job Cost Transaction Detail

GC Experts

Job: Posting Date Filter: 01/01/14..03/31/14

Posting Date	Entry Type	Document No.	Type	No.	Unit of Measure	Quantity	Code	Total Cost (\$)	Total Price (\$)	Amt. Posted to G/L
<b>Job No. 2025</b>										
3/12/2014	Usage	PI-0016	Resour	820		50.00	HOUR	5,000.00	17,500.00	0.00
<b>Total Usage for Job No. 2025</b>										0.00
<b>Total Sales for Job No. 2025</b>										0.00

## Job List

The Job List Report provides a quick view of all jobs, status, details, budgeted cost and budgeted price information.

### Parameter Page Option

**Budget Amounts Per:** Allows the user to print the report using Schedule or Contract.

Job List  
GC Experts  
Budgeted Amounts are per the Contract

Friday, July 25, 2014 1:56 PM  
Page 1  
PVBS

No.	Description	Status	Client No.	Customer Name	Budgeted Cost	Budgeted Price
1002	Acoustic kitty	Order	3001	Department of Defense	7,234.00	13,556.07
1004	Project kempster	Order	3362	Department of State	30.00	400.00
2002	Project 57	Order	3306	Fort Belvor	1,920.00	3,784.00
2026	Operation morning light	Order	3362	Department of State	5,360.00	17,860.00
3002	Tesla model X distance test	Order	6001	Tesla Motor Company	0.00	0.00
4002	Class Exercises	Order	4001	US Aid	0.00	0.00
620	Invoice Testing	Order	3001	Department of Defense	5,993.25	10,450.08
8000	Twitter sales campaign	Order	PVBS	Pleasant Valley Bus. Solutions	0.00	0.00
9000	Dynamics v-next	Order	PVBS	Pleasant Valley Bus. Solutions	0.00	0.00
COMP	Compensated Time	Order	PVBS	Pleasant Valley Bus. Solutions	0.00	0.00
COUN	Un-compensated time	Order	PVBS	Pleasant Valley Bus. Solutions	0.00	0.00
COUS	Compensated time used	Order	PVBS	Pleasant Valley Bus. Solutions	0.00	0.00
GA	General and administrative labor	Order	PVBS	Pleasant Valley Bus. Solutions	0.00	0.00
HOL	Holiday	Order	PVBS	Pleasant Valley Bus. Solutions	0.00	0.00
HR	Training classes	Order	PVBS	Pleasant Valley Bus. Solutions	0.00	0.00
J00020	Test 2 Invoice	Order	3362	Department of State	5,993.25	9,938.00
LWOP	Leave without pay	Order	PVBS	Pleasant Valley Bus. Solutions	0.00	0.00
OH	Overhead labor	Order	PVBS	Pleasant Valley Bus. Solutions	0.00	0.00
PTO	Paid time off	Order	PVBS	Pleasant Valley Bus. Solutions	0.00	0.00

# Job Register

## The Job Register Report

Parameter Page Option

Print Job Descriptions: If selected, job descriptions will print on the report.

Job Register							Friday, July 25, 2014 2:02 PM					
GC Experts							Page 1					
							PVBS					
Job Register No.: 13												
Job No.	Posting Date	Entry Type	Document No.	Type	No.	Unit of Measure Code	Quantity	Unit Cost (\$)	Total Cost (\$)	Unit Price (\$)	Total Price (\$)	
Register No: 13			Source Code: RESJNL	Resource Journal								
3002	10/10/2013	Usage	FFPTIME101	Resou	178		8.00	HOUR	50.00	400.00	50.00	400.00
	Anup Singh (Vice Pres.)											
3002	10/7/2013	Usage	FFPTIME101	Resou	178		8.00	HOUR	50.00	400.00	50.00	400.00
	Anup Singh (Vice Pres.)											
3002	10/8/2013	Usage	FFPTIME101	Resou	178		8.00	HOUR	50.00	400.00	50.00	400.00
	Anup Singh (Vice Pres.)											
3002	10/9/2013	Usage	FFPTIME101	Resou	178		8.00	HOUR	50.00	400.00	50.00	400.00
	Anup Singh (Vice Pres.)											

Number of Entries in Register No. 13

4

## Appendix II – Data Migration XML Ports

XML ports are used to import historical data from your current system into Microsoft Dynamics NAV.  
Import files should be created as a tab delimited text file.

### Chart of Accounts

<u>Field Name</u>	<u>Max Length</u>	<u>Type</u>	<u>Required/Optional</u>	<u>Notes</u>
G/L Account Number	(20)	Code	Required	
Description	(50)	Text	Required	
Statement Type		Option	Required	Choices are: Balance Sheet Income Statement
Account Type		Option	Required	Choices are: Posting Begin-Total End-Total
Direct Posting		Boolean		For transaction Posting: Posting Accounts = Yes Others = No

### Department

<u>Field Name</u>	<u>Max Length</u>	<u>Type</u>	<u>Required/Optional</u>
Department Code	(20)	Code	
Department description	(50)	Text	

## Vendor

<u>Field Name</u>	<u>Max Length</u>	<u>Type</u>	<u>Required/Optional</u>	<u>Notes</u>
Vendor No	(20)	Code	Required	No special characters
Name	(50)	Text	Required	
Address	(50)	Text	Required	
Address 2	(50)	Text		
City	(30)	Text	Required	
State	(30)	Text	Required	
Zip Code	(20)	Code	Required	
Country Code	(10)	Code		Only use for non-US Company Addresses
A/P Contact	(50)	Text	Required	
Phone No.	(30)	Text	Required	
Fax No.	(30)	Text		
E-Mail	(80)	Text		
Payment Terms	(10)	Code	Required	
Federal ID No	(30)	Text	Required	
1099 Code	(10)	Code		Options are: MISC-07 MISC-01 Blank (Tax Exempt Vendors)
Shipment Method	(10)	Code		Leave blank
Shipping Agent	(10)	Code		Leave blank
Vendor Posting Group	(10)	Code	Required	Liability
Gen. Bus. Posting Group	(10)	Code	Required	

Our Account No. (20) Text The Account No. your Vendor has given to you for printing on the Check Stub

## Customer

<u>Field Name</u>	<u>Max Length</u>	<u>Type</u>	<u>Required/Optional</u>	<u>Notes</u>
Customer No	(20)	Code	Required	No special characters
Name	(50)	Text	Required	
A/R Contact Name	(50)	Text	Required	
Contact Name 2	(50)	Text		
Address	(50)	Text	Required	
Address 2	(50)	Text		
City	(30)	Text	Required	
State	(30)	Text	Required	
Zip Code	(20)	Code	Required	
Country Code	(10)	Code		Only use for non-US Company Addresses
Phone No.	(30)	Text	Required	Parentheses and dashes must be included.
Fax No.	(30)	Text		Will not be formatted.
E-Mail	(80)	Text		Parentheses and dashes must be included.
Payment Terms	(10)	Code	Required	Will not be formatted.
Shipment Method	(10)	Code		Leave Blank
Shipping Agent	(10)	Code		Leave Blank
Gen. Bus. Posting Group	(10)	Code	Required	Income Statement
Customer Posting Group	(10)	Code	Required	Asset/Balance Sheet
Credit Limit		Decimal		Blank represents Unlimited (No Limit)
Tax Liable		Boolean	Required	Sales Tax
				Options are: Yes or No

Tax Area Code (county)	(20)	Code	Required	Enter Tax Area for Tax collection when Tax Liable = Yes
Tax Exempt No.	(30)	Text		
Location Code	(10)	Code		Used to designate default Location for Orders
Customer Price Group Code	(10)	Code		Assign Default Price Group
No. of Copies		Integer		How many copies of the Invoice to print in addition to the Original
Salesperson Code (NOT NAME)	(10)	Code		

## Check

<u>Field Name</u>	<u>Max Length</u>	<u>Type</u>	<u>Required/Optional</u>	<u>Notes</u>
Check No	(20)	Code	Required	
Check Date		Date	Required	
Bank Account #	(20)	Code	Required	Bank Record # in NAV
Description	(50)	Text	Required	
Amount		Decimal	Required	(Negative)

## **Item**

<u>Field Name</u>	<u>Max Length</u>	<u>Type</u>	<u>Required/Optional</u>
No	(20)	Code	
Description	(50)	Text	
Base UOM	(10)	Code	
Inventory Posting Group	(10)	Code	
Gen Prod Posting Group	(10)	Code	
Unit Cost		Decimal	
Unit Price		Decimal	
Vendor No	(20)	Code	
Tax Group Code	(10)	Code	
Location Code		Text	
Bin Code		Text	
Variant Code		Text	
Inv Balance Txt		Text	
Product Group Code	(10)	Code	
Price		Text	
Lot No		Text	
Serial No		Text	
Item Tracking Code	(10)	Code	

## **Item Price**

<u>Field Name</u>	<u>Max Length</u>	<u>Type</u>	<u>Required/Optional</u>
No	(20)	Code	

Description	(50)	Text
Variant Code		Text
Unit of Measure		Text
Price		Text
Sales Type		Text
Sales Code		Text

## Item Purchase

<u>Field Name</u>	<u>Max Length</u>	<u>Type</u>	<u>Required/Optional</u>
No	(20)	Code	
Description	(50)	Text	
Variant Code		Text	
Unit of Measure		Text	
Price		Text	
Vendor No		Text	

## Fixed Asset

<u>Field Name</u>	<u>Max Length</u>	<u>Type</u>	<u>Required/Optional</u>	<u>Notes</u>
Asset #	(20 )	Code	Required	
Description	(50 )	Text	Required	
FA Class Code	(10 )	Code	Required	
FA Subclass Code	(10 )	Code		
FA Location Code	(10 )	Code		
Depreciation Book Code	(10 )	Text	Required	
FA Posting Group	(10 )	Text	Required	
Depr Method	(10 )	Text	Required	
Depr Start Date		Text	Required	
Num Depr Years		Text	Required	
Acquisition Cost		Text	Required	
Depr Booked As Of Date		Text	Required	Date that the depreciation has been calculated through, usually the last day of the month on the old system. (Cut off date)
Book Value		Text	Required	
Department Code	(20 )	Code	Required	

## Job Category

<u>Field Name</u>	<u>Max Length</u>	<u>Type</u>	<u>Required/Optional</u>
Job Category Code	(30)	Code	Required
Job Category Description	(50)	Text	Required
Category Group Name	(30)	Text	

## Resource

<u>Field Name</u>	<u>Max Length</u>	<u>Type</u>	<u>Required/Optional</u>	<u>Notes</u>
Resource Number	(20)	Code	Required	Same as Employee Number. No special characters.
Name	(50)	Text	Required	
Department	(20)	Code	Required	Enter Default Department for Posting of Labor Costs
Labor Category	(20)	Code	Required	Assign Default Labor Category Code
Social Security No.	(30)	Text	Optional	
Employment Date		Date	Required	
Salaried		Field	Required	Salaried (Y) Yes or N (No) not Salaried (Per Pay Period)
Pay Amount		Text	Required	Either Hourly Rate or Salary Amount per Pay period
Address	(50)	Text	Optional	
Address 2	(50)	Text	Optional	
City	(30)	Text	Optional	
State	(30)	Text	Optional	
Zip Code	(20)	Code	Optional	
Email	(100)	Text		
Benefit Plan		Text		
Web Login		Text		
Time Zone		Text		
Time Period		Text		
Working Time Calendar		Text		
Supervisor		Text		

## Job

<u>Field Name</u>	<u>Max Length</u>	<u>Type</u>	<u>Required/Optional</u>	<u>Notes</u>
Job No.	(20)	Code	Required	No special characters
Job Description	(50)	Text	Required	
Department Code	(20)	Code	Required	Values should be from department listing provided to PVBS
Project Manager	(20)	Code	Required	Resource Code of Project Manager: Value = Employee or Resource No. from list provided to PVBS.
Customer No.	(20)	Code	Required	Value = Customer No. from list provided to PVBS.
Job Type	(50)	Text	Required	Options are: Time & Material Cost Plus Fixed Fee Firm Fixed Price B&P IR&D
Primary Contract No.	(20)	Code	Required	
Other Contract No.	(20)	Code	Optional	
Not To Exceed Contract		Boolean	Required	
Withhold Percent on Job	(50)	Text	Required	
Starting Date		Date	Required	
Ending Date		Date	Required	

Fee Percent	(50)	Text
Fee Amount		Decimal
Allow Time in Advance		Boolean
LWOP		Boolean
Benefits Code	(20)	Code
Job Group	(50)	Text
Job Account Group	(50)	Text
Revenue Formula	(50)	Text
Billing Formula	(50)	Text
Billing Pool Group	(50)	Text

## Job WBS

<u>Field Name</u>	<u>Max Length</u>	<u>Type</u>	<u>Required/Optional</u>	<u>Notes</u>
Project No.	(20)	Code	Required	
WBS Code	(60)	Code	Required	No special characters
WBS Description	(50)	Text	Required	
Visible On Timesheet		Boolean		
Visible On Expense		Boolean		
Membership Hierarchy	(50)	Text		
Time Approval Hierarchy	(50)	Text		
Expense Approval Hierarchy	(50)	Text		
Time Approval Starts With	(20)	Code		
Expense Approval Starts With	(20)	Code		
Req Approval Starts With	(20)	Code		
Contract Amount		Decimal		
Funded Amount		Decimal		
CLIN	(20)	Code		
ACRN	(80)	Code		

## Job Task

<u>Field Name</u>	<u>Max Length</u>	<u>Type</u>	<u>Required/Optional</u>	<u>Notes</u>
Job Number	(20)	Code		
Job Wbs Code	(60)	Code		
Task Description	(50)	Text		
Department code	(20)	Code		
Task Manager	(20)	Code	Required	Resource Code of Project Manager
Task Type	(50)	Text	Required	
Other Contract No.	(20)	Code	Optional	
Starting Date		Date	Required	
Ending Date		Date	Required	
Revenue Formula	(50)	Text	Optional	
Billing Formula	(50)	Text		
Billing Pool Group	(50)	Text		
Fee Percent Name	(50)	Text		

## Job Modification Detail

<u>Field Name</u>	<u>Max Length</u>	<u>Type</u>	<u>Required/Optional</u>
Job No	(20)	code	
Job WBS Code	(60)	code	
Description	(50)	text	
Version No		Integer	
Skip			
Contract Amount		decimal	
Funded Amount		decimal	
Funded Fee		decimal	
Starting Date		date	

## Resource Labor Category Default

<u>Field Name</u>	<u>Max Length</u>	<u>Type</u>	<u>Required/Optional</u>	<u>Notes</u>
Job No.	(20)	Code	Required	
Job WBS Code	(60)	Code	Optional	
Labor Category Code	(20)	Text	Required	NOT DESCRIPTION
Resource No.	(20)	Text	Required	Same as Employee Number

## Job Ledger

<u>Field Name</u>	<u>Max Length</u>	<u>Type</u>	<u>Required/Optional</u>
Posting Date		date	
Job Number		Text	
Job Wbs Code		Text	
Amount		decimal	
Hours		decimal	
Billed Amount		decimal	
Billed Hours		decimal	
Department		Text	
Valid For		Text	Options are 'Labor' or leave blank
Description		Text	
Job Category Name		Text	
Resource Number		Text	
Pay Type		Text	
Item No		Text	
Billed		Boolean	Yes/No
Originating Account		Text	If burden, supply direct cost account
Originating Type		Text	If burden, options are 'Labor', 'NonLabor'

## Wage Determination Location

<u>Field Name</u>	<u>Max Length</u>	<u>Type</u>	<u>Required/Optional</u>	<u>Notes</u>
Location code	(20)	Code	Required	Used to identify wage location
Job category name	(50)	Text	Required	
Unit Wage		Text	Required	
Starting Date		Text		

## Customer AR

<u>Field Name</u>	<u>Max Length</u>	<u>Type</u>	<u>Required</u>	<u>Notes</u>
Customer No	(20)	Code	Required	
Document Type			Required	Choices are: Invoice Credit Memo Payment Prepayment Refund Reminder
Document No.	(20)	Text	Required	
Description	(50)	Text		
Posting Date		Text	Required	Beginning Balance Conversion Date
Document Date		Text	Required	Actual Document Date
Due Date		Text	Required	If blank calculated from Terms
Amount		Text	Required	Format: Number, no commas or \$ signs
Cust PO No	(20)	Text		
Project	(20)	Text	Required	
Task	(20)	Text		Only used if invoicing by task

## Vendor AP

<u>Field Name</u>	<u>Max Length</u>	<u>Type</u>	<u>Required</u>	<u>Notes</u>
Vendor No	(20)	Code	Required	
Type			Required	Valid choices: Invoice, Credit Memo, Payment, Blank
Document No.	(20)		Required	
Description	(50)			
Posting Date			Required	
Document Date			Required	Actual Document Date
Due Date			Required	
Amount			Required	Invoice: Negative Credit memo: Positive
Vendor Invoice No.	(20)		Required	Cannot duplicate per vendor

## General Ledger

<u>Field Name</u>	<u>Max Length</u>	<u>Type</u>	<u>Required/Optional</u>	<u>Notes</u>
Period Posting Date		Date	Required	This is the date that will posted the transaction into the General Ledger
GL Account No	20	Code	Required	GL Account number
Department	20	Code	Required*	*Required for Income statement type accounts
Trans Description	50	Text		Transaction description
Amount			Required	Transaction amount
Document No	20	Text		Document number to identify a transaction or group of transactions
Projects	20	Code	Required*	Required for Direct accounts only
WBS	20	Code	Required*	Required for Direct accounts only
External Document No	20	Text		Used to identify an external reference number outside the system
Source Type		Option		Choices are customer or vendor
Source No		Option		Based on the source type, customer or vendor number

## Appendix III – General NAV Shortcuts

There are many keyboard shortcuts, filter, and common date formats available in Dynamics NAV; below is a listing of the most common shortcuts available.

### Shortcuts

Although pull-down menus are provided throughout the system, using ShortCut keys makes using MICROSOFT DYNAMICS NAV faster and easier.

The keys you will use the most are:

#### *Shortcut keys in Microsoft Dynamics NAV*

Press	To
Alt	Focus on the menu bar and display key tips.
Alt + Arrow Down	Open the lookup menu when focus is on a cell with a drop-down menu.
Alt + Arrow Left	Accelerator to move to the previous page in the navigation travel history.
Alt + Arrow Right	Accelerator to move to the next page in the navigation travel history.
Alt + A	Launch the Actions menu.
Alt + I	Launch the Related Information menu.
Alt + M	Launch the MS Dynamics NAV menu.
Alt + P	Focus on the first command in the Action pane.
Alt + R	Launch the Reports menu.
Alt + Tab	Switch between open items.
Arrow Up	Move to the field above in the same column.
Arrow Down	Move to the field below in the same column.
Arrow Right	In Edit mode: Create a new draft row when cursor is positioned in last row. In Edit mode: Move to next character position in a data field. The key has no effect if the cursor is positioned on

the last character.

In View mode: Move to the next cell in a row until the last cell.  
When positioned in the last row in the data set, pressing right arrow has no effect.

---

Arrow Left      In Edit mode: Move to previous character position in a data field. The key has no effect if the cursor is positioned on the first character.

In View mode: Move to the previous cell in a row until the first cell. When positioned in the first row in the dataset, pressing left arrow has no effect.

---

Ctrl + +      Insert new line (in a grid).

---

Ctrl + A      Select All (Copy).

---

Ctrl + C      Copy.

---

Ctrl + D      Delete.

---

Ctrl + E      Export to Excel.

---

Ctrl + L      Show Links.

---

Ctrl + N      Create New/Insert.

---

Ctrl + O      Open company.

---

Ctrl + P      Print.

---

Ctrl + U      Lookup information and select from another table.

---

Ctrl + V      Paste.

---

Ctrl + W      Export to Word.

---

Ctrl + X      Cut.

---

Ctrl + Z      Undo.

---

Ctrl + Arrow Up      Move the focus up while the selected line stays selected.

---

Ctrl + Arrow Down      Move the focus down while the selected line stays selected.

---

Ctrl + Arrow Left      Move focus to first cell in a row.

---

Ctrl + Arrow Right      Move focus to last cell in a row.

Ctrl + Delete	Delete a filter in the filter pane.
Ctrl + End	Move to the last cell of the entire grid.
Ctrl + Enter	Save any pending changes to a Task page (equivalent to clicking OK).
Ctrl + F1	Show extended tooltip on a validation error.
Ctrl + F10	Turn on or off key tips in the Action pane. When you press the key tip number, that action gets carried out (first key selects a group and shows key tips within that group).
Ctrl + Home	Move to the first cell of the entire grid.
Ctrl + Ins	Add a filter in the filter pane.
Ctrl + Shift + A	Clear all filters to show all.
Ctrl + Shift + C	Open a new card.
Ctrl + Shift + D	Show dimensions.
Ctrl + Shift + F	Add a FlowFilter (Limit totals to) in the Filter pane.
Ctrl + Shift + J	Show Statistics.
Ctrl + Shift + N	Show ledger entries.
Ctrl + Shift + R	Release a document.
Ctrl + Shift + T	Add a Table filter (Show results/Advanced filter) in the Filter pane.
Ctrl + Shift + V	Open a card or a document in View mode.
Ctrl + Shift + W	Open a list in a List Task page, in a separate window, in View mode.
Ctrl + Shift + X	Exit the application.
Ctrl + Shift + Z	Reconcile.
Ctrl + Shift + Y	Apply Entries.
Delete	Clear selected text.
End	If text is selected: Move to the last field in a row or, if already in the last field, does not move. The text in the destination field is selected.  If text is not selected: Move to the

	last character position in the field or, if already in the last position, does not move.
Enter	Move forward to next field - like the Tab key - but skipping check mark fields and buttons.
Esc	Cancel/Close the current task or window, unless it is the main window for the application.
F1	Display Help
F3	Reserved for future use.
F4	Open a dropdown menu.
F5	Refresh the active window.
F6	Move forward through screen elements such as panes or FastTabs, with focus on the first part of a pane.
	In a lookup: Move focus to the New/Advanced action.
F9	Post a document.
F10	Focus on the menu bar and display key tips.
F11	Focus on the Address bar.
F12	Focus on the Navigation pane.
Home	In view mode: Move to the first field in a row in focus or, if already in the first field, does not move. The text in the destination field gets selected.
	If text is not selected: Move to the first character position in the field or, if already in the first position, does not move.
PageDown	Move one screen down in a list or in lines.
PageUp	Move one screen up in a list or in lines.
Shift + F3	Focus on the Quick filter in the filter pane.
Shift + F6	Move backward through screen

elements such as panes or FastTabs,  
with focus on the first part of a pane.

Shift + F9	Post & Print a document.
Shift + Tab	Move keyboard focus to the previous element in the tab sequence within a part. If the element is the last in the part, focus moves to the first element in the next part.
Tab	<p>Move forward through elements within a part.</p> <p>The tab order skips the Action menu and the Collapse/Expand button on the FastTabs.</p> <p>If the element is the last in the part, focus moves to the first element in the next part.</p>

## Setting Filters

Symbol	Meaning	Sample Expression	Records Displayed
=	Equal to	377	Number 377.
		BLUE	Those with the BLUE code, for example, the BLUE warehouse code.
		22	A datetime: from 22-current month-current year 0:00:00 to 22-current month-current year 22:59:59.
		22 10	An exact datetime: 22-01-01 10:00:00.
..	Interval	1100..2100	Numbers 1100 through 2100.
		..2500	Up to and including 2500.
		..12 31 00	Dates up to and including 12 31 00.
		P8..	Information for accounting period 8 and thereafter.
		..23	From the beginning of time until 23-current month-current year 23:59:59.
		23..	From 23-current month-current year 0:00:00 until the end of time.
		22..23	From 22-current month-current year 0:00:00 until 23-current month-current year 23:59:59.
	Either/or	1200 1300	Those with number 1200 or 1300.
&	And	<2000&→1000	<p>Numbers that are less than 2000 and greater than 1000.</p> <p>The ampersand (&amp;) cannot be used by itself with numbers because no record can have two numbers.</p>
↔	Not equal to	↔0	<p>All numbers except 0.</p> <p>The SQL Server Option allows you to combine</p>

			this symbol with a wild card expression. For example, <→A* meaning not equal to any texts that start with A.
→	Greater than	→1200	Numbers greater than 1200.
→=	Greater than or equal to	→=1200	Numbers greater than or equal to 1200.
<	Less than	<1200	Numbers less than 1200.
<=	Less than or equal to	<=1200	Numbers less than or equal to 1200.
*	An indefinite number of unknown characters	*Co*	Texts that contain "Co".
		*Co	Texts that end with "Co".
		Co*	Texts that begin with "Co".
?	One unknown character	Hans?n	Texts such as Hansen or Hanson.
	Calculate before rest	30  (→=10&<=20)	Those with number 30 or with a number from 10 through 20 (the result of the calculation within the parentheses).
@	Ignore case (either uppercase or lowercase allowed)	@location	Texts such as LOCATION, location, or Location.

5999 8100..8490	Include any records with the number 5999 or a number from the interval 8100 through 8490.
..1299 1400..	Include records with a number less than or equal to 1299 or a number equal to 1400 or greater (all numbers except 1300 through 1399).
→50&<100	Include records with numbers that are greater than 50 and less than 100 (numbers 51 through 99).
*C*&*D*	Texts containing both C and D.

	Texts containing co, CO, Co, cO, such as cot, cope, and incorporated.
@*co?*	The text CO, cO, Co, or co must be present, followed by at least one character, but there can be an indefinite number of characters before and after these, and case is unimportant.

## Common Date Formats

User Input	Result
w	Work date entered in <b>Tools &gt; Work Date</b>
t	Today's date
c	Closing date
#	Number of the day in the current work month
Month-day-year	122502, 12 25 02, 12-25-02, 12/25/02
Weekday-weeknumber-year	Fr5202, fr 52 02, fr-52-02, fr/52/02

# Training Workbook

## *Application Setup*



# Exercise 1: Direct Labor

In this exercise you will learn how to setup direct labor accounts so that they post to the correct G/L accounts.

## Setup Direct Labor Accounts

You have the following G/L accounts:

**Direct Labor: 5100..5120**  
**IR&D: 8810**

1. Navigate to the Category Group Setup:  
Departments→Project Accounting→Category Group Setup→Category Group
2. Create a Category Group “Labor”.  
Select the **New** icon at the top of the page.  
Enter the following information to create your Category Group.  
Name: **Labor**  
Description: **Direct Labor**  
Valid for: **Labor**  
Cost Account: **5100**  
Click **OK**.
3. Navigate to Job Group Setup: Departments→Project Accounting→Job Group Setup→Job Group
4. Create a new Job Group “IR&D Internal research and development”.  
Select the **New** icon at the top of the page.  
This will open a blank Job Group Card  
Enter the following information to create your Job Group.  
Name: **IRD**  
Description: **IR&D Internal research and development**  
Cost Account: **8810**  
Click **OK**.

**Why did we populate the “Cost Account” on the Job Group?**

# Exercise 2: Travel Expenses

In this exercise you will learn how to setup travel expense categories & assign ledger accounts.

## Setup Travel Expenses

You have the following G/L accounts:

Direct Travel: 5200  
IR&D Travel: 8820

1. Navigate to the Category Group Setup:  
Departments→Project Accounting→Category Group Setup→Category Group
2. Create a Category Group “Travel”.  
Select the **New** icon at the top of the page.  
Enter the following information to create your Category Group.  
Name: **Travel**  
Description: **Travel**  
Valid for: **Expense**  
Cost Account: **5200**  
Click **OK**.
3. Click the **Job Categories** icon in the ribbon of the Category Group page.
4. Create Job Categories for Per Diem, Lodging, Meals, Mileage, and Kilometers.  
Select the **New** icon at the top of the page.  
This will open a blank Job Category Card  
Enter the following information to create your Job Category.  
Name: **Per Diem**  
Description: **Per Diem**  
Category Group: **Travel**  
Valid for: **Expense**  
Cost Account: **5220**  
(Repeat these steps for all Job Categories)  
Click **OK**.
5. Navigate to the Job Account Group Setup:  
Departments→Project Accounting→Job Group Setup→Job Account Group
6. Create a Job Account Group “IRD Travel”.  
Select the **New** icon at the top of the page.  
Enter the following information to create your Category Group.  
Name: **IRD Travel**  
Description: **IR&D Travel**  
Restrict to Expense Categories Listed: **Select the Checkbox**  
Click **Details** in the ribbon.  
Add the Job Categories created in step 4.
7. Assign the cost G/L account **IR&D Travel: 8820** to each Job Category.

**Why did we create a Job Account Group?**

# Exercise 3: Timesheet Period

In this exercise you will learn how to create a Timesheet Period for weekly time entry.

## Setup Timesheet Period

1. Navigate to Timesheet Periods:  
Departments → Project Accounting → Web Setup → Timesheet Period

2. Create a Timesheet Period “Weekly M-Th”.  
Select the **New** icon at the top of the page.  
Enter the following information to create your Timesheet Period.

Name: **Week M-Th**  
Description: **Weekly M-Th**  
Period Frequency: **Week**  
Auto Split Week: **Select the Checkbox**  
Week Starting Date: **3/10/2014**  
Weekday Start: **1**  
Weekday End: **4**  
Weekday Start Name: **Monday**  
Weekday End Name: **Thursday**  
Hours per Pay Period: **40**

3. Click the **Periods** icon in the ribbon of the Timesheet Period list page.

This will open the Timesheet Period Dates Page.

4. Click the **Create Periods** icon at the top of the page.

Your timesheet periods will be populated on the lines.

Click **OK** to close the page.

# Exercise 4: Working Time Calendar

In this exercise you will learn how to setup the Working Time Calendar. The calendar will be used to control missing time notifications.

## Setup Working Time Calendar

1. Navigate to Working Time Calendar:  
Departments→Project Accounting→Web Setup→Working Time Calendar
2. Select the **New** icon at the top of the page.  
Enter the following information to create the Working Time Calendar “All”.  
Name: All  
Description: All
3. Click the **Working Times** icon in the ribbon of the Working Time Calendar list page.  
This will open the Working Time Calendar Dates Page.
4. Click the **Create Working Time** icon at the top of the page.  
Enter the following information in the wizard to populate your Working Time lines.  
Starting Week Day: Monday  
Ending Week Day: Friday  
Click **OK**.  
Your Working Time Lines will be populated. Adjustments for holidays can be updated via the control column by selecting **Closed** in the dropdown.

# Exercise 5: Time Zones

In this exercise you will learn how to create Time Zones. Time Zones are used with email notifications and the “Allow Time in Advance” functionality for timesheets.

## Setup Time Zones

1. Navigate to Time Zones:  
Departments→Project Accounting→Web Setup→Time Zones
2. Create a new Time Zone “Eastern Time Zone”.  
Select the **Create Time Zones** icon at the top of the page.  
The timesheet lines will be populated.  
**Note:** If time zones exist on this page highlight all the lines and select “Delete” before step 2.
3. Select the line for **UTC 05** and update the Name and Description columns to say “**Eastern Time Zone**”.

# Exercise 6: Payroll Integration Setup

In this exercise you will learn how to integrate timesheets with ADP/PayChex/NAV payroll Setups.

## Setup Payroll Integration

1. Navigate to the Payroll Integration Setup:  
Departments→Project Accounting→Resource Setup→Payroll Integration Setup
2. Create new Payroll Integration Codes to integrate timesheets to payroll.  
Select the **New** icon at the top of the page and setup the applicable fields needed for integration to your payroll provider.

The following table gives sample codes that could be used for payroll integration.  
Fields would be populated per your payroll provider.

Code	Description	ADP Hours Code	ADP Rate Code	ADP Other Option	PayChex Earning Code	Dynamics NAV Payroll Control
REG	Regular Hours	Blank	Blank	Blank	R	EARN REG
OT	Overtime Hours	Blank	Blank	Blank	O	EARN OT
SICK	Sick Hours	S	Blank	Other 3	S	EARN SICK
VAC	Vacation Hours	V	Blank	Other 3	V	EARN VAC

3. ADP Integration requires the following additional setups on the Resources Setup Page.

Navigate to Resources Setup:  
Departments→Project Accounting→Resource Setup→Resources Setup

Company Code: **CO1**  
Regular Hrs Field Name: **Regular**  
O/T Hrs Field Name: **OT**

# Exercise 7: Pay Types

In this exercise you will learn how to create Pay Types.

## Setup Pay Types

1. Navigate to Pay Type: Departments → Project Accounting → Resource Setup → Pay Type
2. Create new Pay Types “SP” and “SPOT”.  
Select the **New** icon at the top of the page.
3. Enter the following information to create the following Pay Types.

Name	Description	Base Type	Overtime Multiplier Salaried	Multiplier Hourly	Default	Payroll Integration Code
SP	Sea Pay	Regular	0	1.2		OT
SPOT	Sea Pay Overtime	Overtime	1.0	1.8		OT

**What kind of base type does Sea Pay Overtime have and why?**

# Training Workbook

## *Government Contracting Setup*



# Exercise 1: Government Contractor Parameters

In the exercise you will verify the setup of parameters that are useful for Job related activities.

## Enter Parameters in the General Tab

1. Departments → Project Accounting → Setup → Government Contractor
2. Verify the following Setups are accurate on the Government Contractor Parameters page:
  - Fee Category: **Fee**
  - Award Fee Category: **Fee Award**
  - Incentive Fee Category: **Fee Incentive**
  - Wages Payable Account No: **2100**
  - Post to Wages Payable In Detail: **Leave blank**  
Note: If checked this will disaggregate the wages to job/task/department.
  - Withholding Account No: **2110**
  - Override Blocked Projects for User: **Leave blank**
  - Override Expiration Date: **Leave blank**

## Exercise 2: Web Setup

In this Setup we determine the basic setup and rules for Web Time & Expense.

1. Navigate to Setup: Departments→Project Accounting→Web Setup→Web Setup
2. Make the following selection on the Web Setup Page:
  - Email Notification: **Select the Checkbox**
  - Send Daily Reminder: **Select the Checkbox**

## Exercise 3: Resources Setup

In this Setup you will review the basic setup and rules for Resources.

1. Navigate to Resources Setup:  
Departments→Project Accounting→Resource Setup→Resources Setup
2. Verify the following Setups are accurate on the Resources Setup page:
  - Resource Nos field is for a series, if you want to automatically generate a resource number when a resource is created. Enter ‘RES’
  - Email Domain: **pvbs.net**  
**Note:** This is set up when you wish for an email domain to automatically be created for a user.
  - Email Format: **First Initial + Last Name**  
**Note:** The system will create an email based on the default but this can be edited.
  - Windows Domain: **PVBS**
  - Benefit Earned Calc. Method: **Fixed Rate**
  - Benefit Calc. Recurring Frequency: **1 M**  
**Where Used:** These setups are used to populate the lines in the benefit batch when the “Calculate Benefits Accrual” function is run in the Benefit Journal. Last accrual date on the resource card must be entered.
  - Labor Dist. Calc. Method: **Average Cost**

## Exercise 4: Benefit Accrual

In this exercise you will learn how to create a benefit accrual for employees.

**Note:** If benefit accrual codes exist on this page highlight all the lines and select “Delete” before continuing with the exercise.

1. Navigate to Benefit Accrual:

Departments → Project Accounting → Resource Setup → Benefit Accrual

2. This brings up the Benefit Accrual List Page.

Select **New** in the ribbon to create a new Benefit Accrual.

Code	Description	Accrues Benefits	Exclude From Benefits Earned Calculation	Accrual Account No	Expense Account No	Exclude from Labor Statistical	Payroll Integration Code
COMP	Compensated Time						
HOL	Holiday			2410	6200	Yes	HOL
SICK	Sick	Yes	Yes	2410	6200	Yes	SICK
VAC	Vacation	Yes	Yes	2410	6200	Yes	VAC

## Exercise 5: Benefit Plan

In this exercise you will learn how to create a benefit plan for employees.

1. Navigate to Benefit Plan: Departments → Project Accounting → Resource Setup → Benefit Plan

2. This brings up the Benefit Plan List Page.

Select **New** in the ribbon to open a new Benefit Plan Setup Card.

Name: **PTO**

Description: **Paid Time Off**

3. Complete the **Benefit Plan Subform** with the following:

No. of Months	Code	Hours Earned	Max Earned
5	Sick	5	
5	Vac	8	
0	Hol		

# Exercise 6: Setting up Job Categories

In this exercise you will setup Job Category. Job Category are used to assign the G/L Account to time entered and posted.

## Setting Up a Job Category

1. Navigate to Job Category:  
Departments→Project Accounting→Category Group Setup→Job Category
2. Click New in the ribbon.  
Name: **Cloud Hosting**  
Description: **Cloud Computing Time**  
Category Group: **Other**  
Valid for: **Expense**  
**Note:** The Valid for field is defaulted from the selection on the Category Group Setup.
3. Cost and Revenue Accounts are intended as an override of the G/L account mapping in the Category Group. For example, if there is a different account for cloud hosting, you could put it here. Leave it blank for now.

## Creating a Labor/Job Category

We need job specific Labor/Job Categories as defined in the contract. A Labor Category is a type of Job Category that is automatically created when a Job Category of type labor is created. Below we walk through an example.

1. Navigate to Job Category:  
Departments→Project Accounting→Category Group Setup→Job Category
2. Click on the **New** icon in the ribbon. A new Job Category page is displayed.  
Enter the following information to create your Job Category.  
Name: **ENG II**  
Description: **Engineer Level Two** (This is what will show on the invoice)  
Category Group: **Labor**  
Valid for: **Labor**  
**Note:** Valid for is defaulted from the Category Group and is not editable.  
**Note:** This generates a Labor Category record behind the scenes that will be available for selection in timesheets, time journal, and for subcontract labor on PO's.
3. Click **Edit** in the ribbon. This will open the Job Category Card. Notice that there are blank Cost Account and Revenue Account fields. These fields are used only as an override of the Category Group account setups. See Posting Group Hierarchy for more information.
4. Leave these blank and select **OK**.



# Training Workbook

## *Resource Setup*



# Exercise 1: Create a Resource

In this exercise you will setup a new resource in the system. Once a resource card is created (along with their vendor card), we will setup their timesheet user card to give them access to WTE and designate their appropriate time and expense approvers.

## Creating a New Resource Card

1. Navigate to the resource list: Departments→Project Accounting→General→Resources.
2. Click **New** in the ribbon to open a new resource card.
3. Enter the following information to create your resource.  
No: **100** (Employee's file #)  
Name: **William Carter** First Name Last Name (no comma)  
Type: **Person**.  
Base Unit of Measure: **Hour**
4. Subcontractor: **Leave Blank**. (Optional)  
Consultant: **Leave Blank**. (Optional)  
**Note:** This is used when processing Subcontract or Consultant Labor at the Resource level.
5. Vendor No: May automatically populate depending on if the option was selected on the Resource Setup. Alternatively, you can create a new vendor card and enter it in this field. This field is only necessary if you expect to pay this resource, as a consultant or subcontractor, or reimburse the resource for expenses.
6. Labor Category Code: **Project Management**. The G/L account can be used by default from the resource. This can be overridden by the Resource Labor Category setup on the Job Card.
7. Class Code: **Part Time**. This is also known as the Resource Class, this field defines the resource's class, such as client site, subcontractor, or consultant.  
**Note:** Serves as a mapping to the labor account on the income statement if it is set up on the Category Group code as a Category Group Resource Class page.
8. Wage Determination Location: **NYC**. This is set as a default, but is normally used on a T&M job with a SCA requirement for wage determination.
9. Enter the following information on the Invoicing tab of the resource card:  
Costs and Price fields are never used. **Leave blank**.  
Tax fields are never used. **Leave blank**.  
General Product Posting Group: **Services**. This is **required** by posting routines in base NAV, but is for informational purposes only. In base NAV this field is used to determine the G/L account for posting the resource cost, but in NAV for GC, the G/L account is determined by the project posting expense.  
Department Code Dimension: **001-01**. This is mandatory when posting because the department is used in costing. It is good practice to add a value in this field.

10. Enter the following information on the personal data tab of the resource card:

Employment Date: **010114**

**Where Used:** This is used by the benefit accrual calculation

ADP/PayChex Employee No: **323** (Required only if your system is integrated with ADP/PayChex.

Salaried Employee: **Yes** (In the next step we will enter pay period salary amount).

11. On the home tab of the ribbon, select **Pay Rates**.

12. Enter the following information on the line:

Effective Date: **010114**

Salaried Pay Cycle Amount: **5000**

13. Click **Ok**.

**Note:** Pay Rates on a CPFF job determine a resource's cost during labor distribution on the time journal. If hourly, this can be overridden by set ups on a Job Card. For example, if the job is set up with an SCA requirement that will take or a specific cost for a resource is declared. These overrides are the Resource Cost page which is described in more detail below.

## Exercise 2: Setting Up Resources

1. Navigate to the resource list: Departments→Project Accounting→General→Resources.
2. Find the **100** resource created above and highlight that line.
3. Click edit on the ribbon and the Edit Resource Card opens for that resource.
4. Tab down to the Web Login Name and verify it is first initial last name (all capitalized).
5. Web Login Password is used by the resource when logging into the Time Entry or Expense Entry system. **Leave blank for now.**
6. The Email field is used for notifications related to time entry. This should be pre-populated.
7. Time Zone: **Leave blank for now.** The Time Zone is for the user. This is so that due dates for time entry are generated based on the location of the resource.
8. Timesheet Period Name: **Semi Mo.** This field is used to setup the timesheet period for time entry. (ie. Weekly, Semi Mo, Monthly, etc.) This field is required for time entry.
9. Working Time Calendar: **USA.** This field is used to set up holiday time and work weeks so that due dates for time entry don't fall on holidays or weekends.
10. Daily Overtime: **Leave it blank.**
11. Delegate Entry Resource No: **Leave it blank.** This field is used to designate a person that will enter time or expenses in your absence.
12. Delegate Approval Resource No: **Leave it blank.** This field is used to designate a person that will approve time or expenses you are responsible for approving in your absence.
13. Select the Benefit Plan Name **Golden.**
14. Enter the **Last Benefit Accrual Date** on the resource card: **010114**



# Exercise 3: Adding Labor Categories to a Job

## Assign Resource Labor Categories to the Job Task Order

The Resource Labor Categories list allows you to assign resources to a job per labor category that will drive their unit price if this is a T&M job. The Labor Category using the job category “cost account” and “revenue account” fields can also determine the account that the resource transactions will post to. If the resource has a different labor category depending on the task, then the Job WBS Code field is filled in. A resource cannot have multiple Labor Categories for one task.

1. Navigate to the Job Card for **4002**, which is our time and materials job set up in the Job Setup Workbook.  
Departments→Project Accounting→General→Jobs→Open Job Card 4002
2. Select **Resource Labor Category** from the Home tab of the ribbon.
3. Select Resource No. **180**. Notice that the **DEVELOPER I** is the Labor Category. This is the default that came from the resource. This can be changed.
4. Tab until you get to a new line. Notice the name of the Resource now appears.
5. On the next row enter **181**.  
**Note:** The labor category defaults to **Project MGMT** from the resource card.
6. On the next row enter **182**. Select the Labor Category **Trainer III**.  
**Note:** The labor category defaults to **Senior Consultant** from the resource card.

# Exercise 4: General Labor Category

The General Labor Category is used in Call Center scenarios where there are too many employees to make it manageable to set them up. Instead of using the Labor Resource Category setup, the General Labor Category lines are created which are set to resource labor categories. When a resource is entered toward the job, it looks at the labor category on the resource card and matches it to a record in this page to find a match.

# Exercise 5: Resource pricing for a T&M project

Typically the Resource Pricing page is only used when creating prices for a time and materials project. Prices can be set for a resource based on the Labor Category for the Resource.

## Assign T&M Prices

Assign the Pricing (Billing Rates) for each Labor Category.

1. Open the Edit Job Card screen for Job 4002.  
Departments→Project Accounting→General→Jobs→Open Job Card 4002
2. Click the **Resource Price** on the Action tab of the ribbon.  
The Job Resource Prices page opens.
3. Click in Type field and select Labor Category Code.
4. Click in the Code field and type **Trainer III**.
5. Click in the Starting Date field and Type a starting date of **02/01/14**.
6. Click in the Unit Price field and type **145.00**.
7. Continue with the other Labor Category Codes, use a rate of **175** for the **DEVELOPER 1** and **225** for **PROJECT MGMT**.
8. Verify the information and close **OK** to close the page.

**Note:** You can build your Resource Prices for the length of the contract by creating additional lines with differing starting dates.

The pricing for this job is by labor category across all Job Tasks/WBS Codes. You have the ability to assign prices by labor category per task by assigning job task numbers in the Job Task No. field.

**Note:** SCA (Exercise 7) requires the Labor Category, but if you are not using SCA then an individual resource could be assigned a price. If you have both a resource and a labor category in your Resource Price list and the resource is in that labor category, then the price you have listed for the resource is the one used for T&M.

# Exercise 6: Creating Membership Hierarchies

This exercise will walk you through assigning a Resource (Employee) or subcontractor to a Job. Then we will assign the Membership Setup to a Job WBS Line. There are three resources assigned to Labor Categories Developer I, Consultant I, and Project Mgmt. These three resources are assigned to a Membership Hierarchy Project 4002 team. Membership is a resource list or “Project 4002 Team” applied to a Job WBS Line.

## Assign Resources to Membership Detail

1. Navigate to Membership: Departments → Project Accounting → Web Setup → Membership
2. Select the New button and create a new Membership Hierarchy called “**Project 4002 Team**”.
3. Select **Details** in the ribbon.
4. Edit the Effective Date: **7/1/2014**. This is the earliest date this membership can be used.
5. Enter the Job No **4002** for the Resource. Add the Job WBS Code if only for a specific WBS.  
**Note:** A higher level Job WB Code you apply to a resource will filter down to the lower levels automatically.  
**Resource No. 100**  
Visible From: **8/1/14**. This is earliest date that user can enter time for a WBS.  
Visible To is the last date a user can enter time for a WBS. **Leave this blank.**
6. Create two more lines, one for Resource No. **180** and the other for **181**.
7. Click **OK**.

## Approval Hierarchy

Approval Hierarchies are used for time, expense, and requisition approvals. You can setup as many as you wish and then assign them per task. The hierarchies can be set up so a resource must have two levels of approvals (one for finance and one for their department) or different approvers on different tasks.

1. Navigate to Approval Hierarchy:  
Departments→Project Accounting→Web Setup→Approval Hierarchy
2. Select **New** in the Ribbon of the Edit – Approval Hierarchy page.
3. Enter **My Company** as the name.  
Enter **2** in the Number of Approval Levels field.
4. In the Hierarchy Type, leave the default of **Organizational**. This option is typically for PTO type projects where each person has a supervisor. The Project option means that the Approval Hierarchy is only intended for a specific project and the “Approval Starts With” field is used.
5. Select **Details** in the Ribbon of the New – Approval Hierarchy page.
  - a. On the first line, enter Resource No. 100 and Approver No: **180**.  
**Note:** the alternate time approver for 180 is on the Delegate Approval Resource No. on the Resource Card for 180.
6. Enter a second line of **180 Resource** and **181 Approver**. This is the second level of approval.
7. Enter a third line of **181 Resource** and **Blank Approver**. This is the third level of approval.
8. Run the **Build Hierarchy** function to populate the level in hierarchy column.
9. Select **OK** to return to the Approval Hierarchy page.

## Assign Resources (Membership) to Job WBS Lines

1. Open the Edit Job Card screen for Job 4002.  
Departments→Project Accounting→General→Jobs→Open Job Card 4002
2. Select **Work Breakdown Structure** from the Ribbon in the Job Card.
3. Select the ‘Plus’ next to the 001 line to open the next level, and repeat for the next level.
4. You should be on the Job Work Breakdown Structure for 4002. On the 001 line enter Project 4002 Team in the Membership Hierarchy field.
5. Select the task line for 001 and click **Copy Down** in the ribbon.  
**Note:** Membership selection should be copied down to all sub tasks.

## Applying an Approval Hierarchy to a Job WBS Line

1. Open the Edit Job Card screen for Job 4002.  
Departments→Project Accounting→General→Jobs→Open Job Card 4002
2. Select **Work Breakdown Structure** from the Ribbon in the Job Card.
3. Select the ‘Plus’ next to the 001 line to open the next level, and repeat for the next level.
4. On the 001 line, enter **Blue** in the Time Approval Hierarchy field.  
**Note:** Notice that the expense and requisition approval hierarchy fields are defaulted with your selection in the time approval hierarchy selection.
5. In the Time Approval Starts With field, select “**Joyce**”.  
**Note:** Notice that the expense and requisition approval starts with fields are defaulted with your selection in the time approval starts with selection.
6. On the 001 line, enter **Green** in the Expense Approval Hierarchy and Requisition Approval Hierarchy fields. In time approval starts with select **William**.  
**Note:** Notice that the requisition approval hierarchy field is defaulted with your selection in the expense approval hierarchy selections.
7. Select the task line for 001 and click **Copy Down** in the ribbon.  
**Note:** Approval Hierarchy selections should be copied down to all sub tasks.

# **Exercise 7: Service Contract Acts Job Setup**

This exercise will walk you through the steps necessary for setting up a service contract act (SCA) requirement. Each job that falls under the service contract act must be marked as a SCA and the job can be setup with specific resource costs by labor category, by resource class, by location, and by task.

## **Wage Determination Location**

Wage Determination Location is used to determine a resources cost based on his/her location. A resources location is added directly to the Resource Card, so it is assumed that a resource will be working in only one location under SCA.

1. Navigate to the Wage Determination Location list:  
Departments→Project Accounting→Resource Setup→ Wage Determination Location
2. Click New and enter the following information:
  - a. Code: WV
  - b. Description: West Virginia
3. Navigate to the Resource List and select resource 179.  
Departments→Project Accounting→General→Resources
4. In the Wage Determination Location Code add WV for West Virginia.

## **Job Card**

1. Navigate to the job list: Departments→Project Accounting→General→Jobs
2. Select Job No. 4002
3. Under the posting tab, place a check next to service contract act if it isn't already

## **Resource Cost**

The more common use of resource costs is for hourly employees on jobs with service contract act requirements.

1. With Job no. 4002 still open, select Resource Cost on the Navigate tab of the ribbon.

2. Click New on the ribbon.
3. Enter the following information into the table:
  - a. Type: **Labor Category Code** (The service contract act table specifies the cost for a labor category code and are not resource specific. Don't use the resource option as a type. The resources working on the job must be assigned to the job using Resource Labor Category and the Job WBS Line/task using Membership Hierarchy they are working on with the same labor category code specified on the resource cost table).
  - b. Code: **PROJECT MGMT**
  - c. Wage Determination Location: **NYC**
  - d. Starting Date: **1/1/2014** (same functionality as an employees pay rate. The system will pull the cost from the table based on the date the labor is being posted for).
  - e. Unit cost: **45.00**
  - f. You can enter an optional Class Code, if costs for the Labor Category differ.

# Exercise 8: Adding Resource Cost to a Job

Resource Costs will override the Pay Rate costs if set up. The Resource Costs is intended for use with a Service Contract Act (SCA) requirement.

1. Open job card **4002**.
2. Verify that the Service Contract Act checkbox is selected on the General tab.
3. In the ribbon, select the Navigate tab and then **Resource Cost**.
4. Create a line with the following:  
Type = **Labor Category Code**, Code = **DEVELOPER I**, and Unit Cost = \$60.
5. Create another line with the following:  
Type = **Labor Category code**, Code = **Trainer III**, and Unit Cost = \$50.
6. Select **Ok** when finished.

**Note:** The Resource Cost type of Resource would be used very rarely. This would be if a CPFF call for a specific resource to have a specific rate that would override their hourly rate on the resource card. It is suggested to only do this on the Task level, where SCA can be setup up to read the resource cost table.

**Note:** The Resource Cost class can be used to determine different unit costs for different work types like full time vs. part time. Hazard zone vs. non hazard. Or regular time vs. overtime. If more than one class type is needed, like full time and overtime, then the distinction has to be flushed out at the task level. For example, one task for part time and one for full time. Then set up the regular vs. overtime for the resource costs at the task level.

# Training Workbook

## *Labor Processing*



# Exercise 1: Labor Processing

In this exercise you will import timesheets for a given pay period into the time journal. Labor distribution will be run to correctly distribute costs and reports will be run to verify hours and costs are being captured correctly. Once complete, labor will be posted into the system.

## Weekly Pay Period with Salary Change

In this exercise we will import timesheets for employees on a weekly pay cycle, run labor distribution, and verify a salary change mid-period.

1. Navigate to the Time Journal: From the Role Center, select the Journals Activity Group. Next, select Time Journals.
2. Before importing time for a given time period the **Missing Time** Report should be run from the ribbon under the home tab. This is used to verify that all time has been submitted and approved.

Enter the following information on the selection page for this report:

Timesheet Period: **Weekly**  
Starting Date: **01/06/14**  
Ending Date: **Auto Populates**  
Run Report for: **Missing Hours**

Click **Preview** and verify that all time has been submitted and approved.

3. Run the **Import Timesheet** function in the ribbon of the Time Journal Batch list.

Enter the following information on the options page:

Timesheet Period: **Weekly**  
Start Date: **01/06/14**  
Resource Filter: **Leave this blank**  
Department Filter: **Leave this blank**  
Timesheet Correction: **Leave this Unchecked**

Click **Ok**. Timesheet lines are imported into the Time Journal.

4. Run the **Calc. Comp Time Entries** function in the ribbon of the Time Journal Batch list.

Enter the following on the option screens and click **Ok**.

Compensated Time Accrued At: **40**

Hours in Pay cycle: This will pre-populate the number of hours in the pay period from the Timesheet Period setup.

5. Select **Calc. Labor Distribution** in the ribbon of the Time Journal Batch list.

Click **OK**. The time journal lines are updated with the unit cost for T&M and CPFF job related time. CPFF jobs will take the unit costs from the resource costs table if the job requires SCA, otherwise the unit costs come from the pay rate table on the resource cards.

6. Select the time journal for **Kevin Brebner** and select **Edit Journal** in the ribbon.

Note the labor distribution calculations for Kevin Brebner.

Unit Cost 1:

Unit Cost 2:

7. Navigate to Resources: Departments → Project Accounting → General → Resources. Open the resource card **184 – Kevin Brebner** and select **Pay Rates** in the ribbon.
8. Notice the salary increase effective mid period.
9. Verify the labor distribution calculations are accurate.

## Comp Time

1. Select the time journal for **Tom Clancy** and select **Edit Journal** in the ribbon.
2. Note the timesheet lines created for the hours over the normal amount of hours for this pay period \_\_\_\_\_.

## Overtime with SCA for Hourly Employee

1. Select the time journal for **James Dutehs** and select **Edit Journal** in the ribbon.
2. Verify the timesheet line using the pay type of **S2OT**. The resource hourly rate of \$36/hour should be calculated at 1.75 per hour for a rate of \$63/hour.
3. Verify the SCA rate table was utilized and the regular hourly rate for James Dutehs labor category “Trainer 3” was used for an hourly rate of \$50/hour instead of his regular pay rate of \$36/hour.

## Semi-Monthly Pay Period with PTO

In this exercise we will import timesheets for employees on a semi-monthly pay cycle, run labor distribution, and verify that the benefit accrual code from the job pulls into the timesheet line.

1. Navigate to the Time Journal: From the Role Center, select the Journals Activity Group. Next, select Time Journals.
2. Run the **Import Timesheet** function in the ribbon of the home tab.

Enter the following information on the options page:

Timesheet Period: **Semi Mo**  
Start Date: **1/1/2014**  
Resource Filter: **Leave this blank**  
Department Filter: **Leave this blank**  
Timesheet Correction: **Leave this Unchecked**

Click **Ok**. Timesheet lines are imported into the Time Journal.

3. Select **Calculate Labor Distribution** in the ribbon of the home tab.
- Click **OK**. The time journal lines are updated with unit cost and price for T&M and CPFF job related time. CPFF jobs will grab the unit costs from the resource costs table if the job requires SCA, otherwise the unit costs come from the pay rate table on the resource cards.
4. Select the time journal for **Andrew Simmons** and select **Edit Journal** in the ribbon.
  5. Note the benefit accrual code on the timesheet line that uses the job “PTO”. This should match the benefit accrual code from the job card.

Was the G/L Account number on job PTO selected correctly? Why or why not?

## **Weekly Pay Period with Month End**

In this exercise we will import timesheets for employees on a weekly with month end pay cycle, verify the auto split week function creates two timesheets, and calculate labor distribution.

1. Navigate to the Time Journal: From the Role Center, select the Journals Activity Group. Next, select Time Journals.

2. Run the **Import Timesheet** function in the ribbon of the home tab.

Enter the following information on the options page:

Timesheet Period: **Weekly w Mo End**

Start Date: **12/30/2013**

Resource Filter: **Leave this blank**

Department Filter: **Leave this blank**

Timesheet Correction: **Leave this Unchecked**

Click **Ok**. Timesheet lines are imported into the Time Journal.

3. Run the **Import Timesheet** function in the ribbon of the home tab.

Enter the following information on the options page:

Timesheet Period: **Weekly w Mo End**

Start Date: **1/1/2014**

Resource Filter: **Leave this blank**

Department Filter: **Leave this blank**

Timesheet Correction: **Leave this Unchecked**

Click **Ok**. Timesheet lines are imported into the Time Journal.

4. Verify that **Carter Williams** has two timesheets populate. One timesheet for the period 12/30/13-12/31/13 and another for 1/1/14-1/5/14.

5. Select **Calculate Labor Distribution** in the ribbon of the home tab.

Click **OK**. The time journal lines are updated with unit cost and price for T&M and CPFF job related time. CPFF jobs will grab the unit costs from the resource costs table if the job requires SCA, otherwise the unit costs come from the pay rate table on the resource cards.

6. Navigate to Timesheet Periods to verify the timesheet period schedule is consistent.

Departments→Project Accounting→Web Setup→Timesheet Period



## Exercise 2: Verification

### Verify and Post the Time Journal

1. To review all labor distribution calculations, select **Time Journal Summary** Report in the ribbon of the home tab.
2. To identify potential posting errors, select **Time Journal Errors** report in the ribbon of the home tab.
3. Click **Preview**.
4. Verify the labor costs were calculated correctly.
5. If your system is integrated with ADP/PayChex, run the exports to export hours/costs to the payroll company. It is important that you run the Time Journal Errors report before exporting hours/costs to ensure the lines you are exporting will post with no errors.
6. Right click on the **Period From** field in your first batch and select **Filter to this Value**.
7. Post the labor by selecting **Post** on the ribbon under the home tab.

## Exercise 3: Corrections to Labor

### Get Correction Timesheets

1. Navigate to the Time Journal: Journals→Time Journal
2. Timesheet period: Weekly
3. Period Start: 1/5/14
4. Select “Timesheet Correction.”
5. Press OK
6. Verify that the time journal was populated with all correction timesheets from period specified.
7. Run labor distribution.
8. Open each Time Journal batch separately.
9. Select “Reverse Timesheet” from the ribbon.
10. **Post** the correction batch.

## Exercise 4: ADP Export

### Creating upload file for ADP

1. Click **ADP Export Hours and Earnings** in the ribbon.
2. Batch ID: **1**  
Select **Ok**

3. Save as a .CSV file.
4. Verify the information in the file is accurate.
5. Upload to ADP.



# Training Workbook

## *Job Setup*



# Exercise 1: Creating a New Job (T&M Example)

In this exercise you will create a T&M Job. The total contract value is for \$1,000,000.00. The funded Value is for \$250,000.00.

## Job Overview

During this exercise you will learn the process of creating a job card and understand the fields that are needed for job card creation.

## Create a New Job Record

Your company has been awarded a new contract. The contract type is T&M. The Job is made up of the base year and 1 option year. The Contract value is 1,000,000.00. The funded Amount is 250,000.00. Now let's create this Job inside Dynamics NAV.

1. Navigate to Jobs: Departments → Project Accounting → General → Jobs



2. Click on the New icon under the Home tab of the ribbon. A blank Job Card is displayed.

3. Enter the New Job Number SPWAR and press tab.

4. Enter the Description of the job as **TM Example**.

5. Click in the Client No. field. This is a Lookup field that will give you a list to choose from in the Customer List. Click the Lookup button or F4. Click on the Name column and ensure your cursor is in the Name column. Type **Army C**.

Your cursor is on the Line for Customer 3106. Press Enter to select the Customer.

6. Click in the Client Type field and select **Federal Govt.** from the Options.

Options: Commercial, Federal Government, State Government or Local Government.

7. The status field defaults to Order. You do not need to edit this field.

The status options are:

### Planning

The job is in planning. When a job has the status of planned, you can undertake preliminary calculations and set up the job's structure. Job schedules can be used to estimate resources, items or general ledger accounts.

### Quote

A special kind of sales quote. When a job has the status of quote, you can make preliminary calculations. The job is offered to a customer. You can set up or change the job's structure and schedule.

### **Order**

A special kind of sales order. Every control feature can be maintained. You can use sales invoices and credit memos to customers for various posted job entries and to invoice the cost.

### **Completed**

The job is done. When a job is completed, you use this status to close the job. You can use the statistics on a completed job for comparison purposes and for the planning of future jobs. The actual costs of the completed job can be compared to the scheduled figures. Be sure to keep this information not only for comparison, but also for use as a guideline or template for future jobs.  
Note: The status is not changed from Order to Completed until after the close out has been completed for the Job. Once marked as completed no transactions can be posted to a Job.

8. Click in the Project Manager No. field and Type 179.

This field uses the Resource table. The Project Manager is the Resource who is responsible for the entire Job. The Project Manager will default as the manager for all Tasks but can be changed by the user per task.

9. Click in the Job Contract Type field then Click the Drilldown button or F4 to determine your options. Select the Type **TM**. The job contract types are user defined. This field is used for filtering reports and pages.

10. Next Enter the contract period of performance. In the Starting Date field Type 06/01/13 and in the Ending Date field Type 05/30/15.

11. Click in the Certification Code field then Click on the Lookup button or F4 to select Certification Text to be printed on the Billing Invoice. Select **TE**. The Look-up is into the Standard Text Codes Table. You have the ability to create unlimited Certification Text Codes.

Certification Codes allow you the ability to determine text that will print on Invoices generated for the Job. This allows you the ability to customize individual Terms and conditions for each job.

12. Click in the Invoice Nos. field then press the Assist button.

The suggested Invoice No. Series is displayed in the next page. Click **OK**.

A Number Series is created for invoices which will start with - the Job No. followed by '-001'. You can modify the Number Series to reflect the next Invoice No. This is helpful when you generate Invoices for the first time in NAV since you will want to maintain the number of invoices for the Job.

13. If the job falls under the Service Contract Act (Wage Determination Act), click in the Service Contract Act field so the Job is marked as an SCA Job and then Contracted Pay Rates must be assigned by Labor Category. Do not click Yes for this exercise.

**Note:** If a Labor Category is assigned to a resource on the Resource Card then it will be superseded by the Labor Category that is used when that resource enters time.

14. Select the Subcontractors Allowed checkbox. This field is for information only.
15. The Blocked field is used if you wish to block the Job from transactions being processed against it. The options are: Posting or All.

Posting: Transactions can be created against the Job but not posted (used to accumulate commitments).

All: Transactions cannot be created against the Job and transactions that have already been created cannot be posted.

Leave this field blank.
16. Click in the Department Code Dimension field and select **001-01**. The department code dimension is mandatory for cost pooling.
17. Click in the Job Posting Group Default field and Enter **ALL**.
18. Click in the Job Group field and select **ALL**.
19. Click in the Job Account Group and select **Direct All**. This field allows you to set restrictions for labor categories and expense categories specific to the job in WTE.
20. Revenue Recognition, Billing, and Fee fields. These are reviewed in the Billing and Revenue Workbook. If there is a Revenue Recognition Formula, there must be a Billing Formula. Enter EBAR for the Revenue Recognition and LLR for the Billing Formula
21. Click in Primary Contract No. field and Enter **W9133P-04-P003**.

This is the Contract No. that will print on the Billing Invoice.

 The field Primary Contract No. of table Job contains a value (W9133P-04-P003) that cannot be found in the related tabl...
22. Since the Primary Contract No. does not exist (error message above) in the Contract list, you must create a new Contract Card. Click F4 to Lookup into the Primary Contract No. field and then select Advanced.

The Contract List is displayed.


23. Click the NEW icon.  to bring up the Contract Card.
24. Type W9133P-04-P003 in the No. field.
25. Next, enter the Description for the contract.

26. Next, select a Program Manager. The Program Manager has visibility into all Jobs assigned this Contract No. as the Primary Contract No.
27. Next, select a Contracting Office if applicable. The remainder of the fields are explained in the Contract Setup section.
28. Escape back to the Job Card and Type W9133P-04-P003 in the Primary Contract No. field.  
This is the Contract No. that will print on the Billing Invoice.
29. In the Other Contract No. field you can enter an additional number such as a Requisition No. or Delivery Order No. Leave this blank.
30. Click in the Paying Office No. field and Type **3116 (DFAS)**.  
This field uses the Customer file. If the Paying Office does not exist you will need to create a new Customer Card.

# Exercise 2: Creating WBS and Task Orders

This exercise will walk you through the steps necessary for creating the WBS Codes and Task cards. The user should have a good understanding of the fields that need to be populated by the completion of this exercise. We will continue with the Job just created: SPWAR.

## Creating the WBS Codes

1. Click the **Work Breakdown Structure** link in the ribbon of the job card.  
The Job WBS page opens.
2. Select the **Add** button and a line with 001 will be added. Select Add again. A line with 002 will appear. Now modify the 002 to 001-001 and select **Add**. Notice that 001-002 is generated.  
WBS's are created with multiple segments. Segments are separated by the “-“ in this exercise. These levels are used for posting expense, recognizing revenue, billing, budgeting, and funding.  
Note: When you select the Add button, a line will be created for the next number in the sequence. If you are on 001 it will create 002, or 001-001 then 001-002 etc.
3. Click in the Job WBS Code field on the first Line
4. Click in the Description field and type **Jet Fighter Defense System Year 1**.
5. Select Add and a 002 line will appear. Enter the description **Jet Fighter Defense System Year 2**.
6. Skip the Hierarchy fields. We will be explaining them in a future section.
7. With your cursor on the first line, click Modification Detail and the Job Funding Change Tracking page opens.
8. Click in the Description field and enter **Award Funding**.
9. Click in the Starting Date field and enter the Starting Date of **06/01/13**.
10. Enter the Contract Amount for this WBS as **\$500,000** and the Funded as **\$250,000**.
11. Press **OK** to return to the Job Work Breakdown Structure Page.

12. Click in the Job WBS Code line **001-002** and select **Add**.
13. Edit the Job WBS Code field with **001-001-01**. You are creating a new WBS level. Press tab.
14. Enter the Description **Phase I Design - Labor**.
15. Click on Visible On Timesheet, because we want users to enter their time to this task line. Enter **Blue** in the Membership field, Time Approval Hierarchy and Expense Approval Hierarchy.
16. Click in the Job WBS Code line **001-001-01** and select **Add**.
17. Job WBS Code **001-001-02** will be created and the lines resorted. Press tab.
18. Enter the Description **Phase I Design – ODC's**.
21. Click the checkbox for Visible On Expense and Requisition so that expense submissions can be assigned to this task line. To establish how expenses are approved, enter **Blue** in the Expense Approval Hierarchy field. Also enter **Blue** in the Requisition Approval Hierarchy.
22. Repeat steps 13-21 for Job WBS **002-001, Jet Fighter Defense System Year 2**. Since Year 2 has not been funded leave the funded amount blank.
23. Close the page by clicking **OK**.

## Review and Add to the Job Task Card

When the WBS was entered a Job Task Line was automatically created.

1. From the Job Work Breakdown Structure in SPWAR, select the line for 001-001-01. Then on the Actions tab in the ribbon select **Task Detail**.
2. The Edit - Job Task Card opens.
3. The Job No. and Job WBS Code are already populated for you. Notice that a Job Task No has been auto generated.
4. The Job Task Card 001-001-01 needs to have a different manager than the manager assigned on the SPWAR Job Card. Click in the manager field and Enter **310**.

5. Expand the Posting Tab. The Task Card has an override Department Code Dimension field. This allows the user the ability to assign a Department Code to the Task to be used when posting costs to the Task. Leave this field blank.  
An example of when to use the override Department Code Dimension is when labor performed for the task is performed at the client's site as opposed to the company site.
6. Revenue Recognition and Billing calculations at the job task level can also override the rules on the Job Card. Leave these fields blank.
7. Expand the Contract Tab. Here you can enter Other Contract No. if there is a unique contract or child contract. You can also add the Contract and Funded amounts for this child contract. Leave this field blank.
8. Click in the Not to Exceed field to prevent billings and revenue from exceeding the task's funded amount.
9. Verify the information and click **OK** to close the page.

# **Exercise 3: Verify Job Setups**

## **Practices and Patterns Report**

Return to the Job card to review the Job setups.

1. From the job card, select the actions tab on the ribbon and click on Practices and Patterns and click Preview.

# Exercise 4: Creating a Cost Plus Fixed Fee Job

In this exercise you will create a Cost Plus Fixed Fee (CPFF) Job and learn which fields are required. The total contract value is for \$100,000.00 and the Job will be fully funded.

## Create a New Job Record

Your company has been awarded a contract from the US Department of State. The contract type is CPFF. The contract is for nine months beginning on September 25, 2013. The contract value is 100,000.00 and it has been fully funded. Now let's create this job inside Dynamics NAV. The Job No. is 20120025.

1. Navigate to Jobs: Departments→Project Accounting→General→Jobs



2. Click on the New icon under the Home tab of the ribbon. A blank Job Card is displayed.

3. Enter the New Job Number **CPFF** and press tab.

4. Enter the Description of the Job as **CPFF Example**.

5. Select the Client No. field and click F4 to drilldown into the customer table. Click on the name column and ensure your cursor is in the name column and type “**dep**”.

You have identified multiple customer records that begin in dep. In this case we are going to select **3362 “Department of State”**.

6. Click in the Client Type field and select **Federal Govt.** from the Options.

Options: Commercial, Federal Government, State Government or Local Government.

7. The status field defaults to Order. You do not need to edit this field.

8. Click in the Project Manager No. field and Type **310** for **Kevin Mims**.

9. Click in the Job Contract Type field then Click the Drilldown button or F4 to determine your options. Select the Type **CPFF**.

10. Next Enter the contract period of performance. In the Starting Date field Type 09/25/13 and in the Ending Date field Type 06/24/14.

11. Select the Service Contract Act checkbox to indicate that the SCA rates apply to this job.

12. Click in the Certification Code field then Click on the Lookup button or F4 to select **SC** for shipping charge.
13. Click in the Invoice Nos. field then press the Assist button.  
The suggested Invoice No. Series is displayed in the next page. Click **OK**.
14. Select the Subcontractors Allowed checkbox. This field is for information only.
15. You have now completed the setups required in the General Fasttab of the job card. Navigate down to the Posting Fasttab.
16. Leave the blocked field blank.
17. Click in the Department Code Dimension field and select **001-01**. The department code dimension is mandatory for cost pooling.
18. Select **ALL** for the Job Posting Group.
19. Enter **ALL** in the Job Group field.
20. Enter **DIRECT ALL** in the Job Account Group field.
21. Select **CPF** in the Revenue Recognition Formula field. This indicates that revenue recognition for the job will be at cost plus fee.
22. Select **CPF** in the Billing Formula field. This indicates that billing will be the same as the revenue recognized. Drill into the CPF to see if the non-labor is at cost. (This is assuming the contract allows for billing of ODC's)  
**Note:** All direct jobs must have a revenue and billing formula.
23. Click in the Billing Pool Group field and select **Comp 1**. This indicates how the burdens are calculated on labor. This is mandatory if billing and/or revenue recognition formulas call for burdens.
24. Click in the Fee Percent field and then select **Advanced**.
25. Select **New** to create a new Fee Setup.
26. Enter a name of **4Fees** and a description and select the **Details** button.
27. In the Fee Setup Detail enter Direct Labor in the Account Set Name and enter a Fee Percent of **8**.

NAV will calculate a Fee of 8% on labor and its burdens (i.e. fringe, overhead and G&A).

28. On the next line enter Direct Travel and Enter **6**. Click Ok twice to return back to the Job Card.
29. Click in Primary Contract No. field and Enter **W9133P-04-P003**.  
This is the Contract No. that will print on the Billing Invoice.
30. In the Other Contract No. field you can enter an additional number such as a Requisition No. or Delivery Order No. Enter **DO# 0003**.
31. Click in the Paying Office No. field and Type **3116 (DFAS)**.  
This field uses the Customer file. If the Paying Office does not exist you will need to create a new Customer Card.

# Exercise 5: Creating a Firm Fixed Price Job

In this exercise you will create a Firm Fixed Price (FFP) Job and learn which fields are required. The total contract value is for \$75,000.00 and it is fully funded.

## Create a New Job Record

Your company has been awarded a contract from the US Department of Defense. The contract type is FFP. The contract is for six months beginning on January 1, 2014. The contract value is 75,000.00 and it has been fully funded. Now let's create this job inside Dynamics NAV.

1. Navigate to Jobs: Departments→Project Accounting→General→Jobs



2. Click on the **New** icon under the Home tab of the ribbon. A blank job card is displayed.

3. In the No. field, enter the job number **FFP** and then tab to the next field.

4. Enter **FFP Job Example** in the Description field.

5. Select the Client No. field and click F4 to drilldown into the customer table. Click on the name column and ensure your cursor is in the name column and type “**dep**”.

You have identified multiple customer records that begin in dep. In this case we are going to select **3001 “Department of Defense”**.

6. Click in the Client Type field and select **Federal Govt.** from the Options.

7. The status field defaults to Order. You do not need to edit this field.

8. Click in the Project Manager No. field and Type **310** for **Kevin Mims**.

9. Click in the Job Contract Type field then Click the Drilldown button or F4 to determine your options. Select the Type **FFP**.

10. Next Enter the contract period of performance. In the Starting Date field Type **01/01/14** and in the Ending Date field Type **06/30/14**.

11. Select the Service Contract Act checkbox to indicate that the SCA rates apply to this job.

12. Click in the Certification Code field then Click on the Lookup button or F4 to select **SC** for shipping charge.

13. Click in the Invoice Nos. field then press the Assist button.  
The suggested Invoice No. Series is displayed in the next page. Click **OK**.
14. Select the Subcontractors Allowed checkbox. This field is for information only.
15. You have now completed the setups required in the General Fasttab of the job card. Navigate down to the Posting Fasttab.
16. Leave the blocked field blank.
17. Click in the Department Code Dimension field and select **001-01**. The department code dimension is mandatory for cost pooling.
18. Select **ALL** for the Job Posting Group.
19. Enter **ALL** in the Job Group field.
20. Enter **DIRECT ALL** in the Job Account Group field.
21. Select **FFP** in the Revenue Recognition Formula field. This indicates the basis for calculating the costs to the FFP job, including fees.
22. Select **FFP** in the Billing Formula field. This is different than the revenue recognition formula because FFP jobs ordinarily do not bill out the labor costs. Labor billings are calculated from the invoice worksheet or the ETC worksheet.  
**Note:** All direct jobs must have a revenue and billing formula.
23. Click in the Billing Pool Group field and select **Comp 1**. This indicates how the burdens are calculated on labor. This is mandatory if billing and/or revenue recognition formulas call for burdens.
24. Select **5pct** in the Fee Percent field since we are recognizing this fee percentage in our revenue recognition formula.
25. Click in Primary Contract No. field and Enter **W9133P-04-P003**.  
This is the Contract No. that will print on the Billing Invoice.
26. In the Other Contract No. field you can enter an additional number such as a Requisition No. or Delivery Order No. Enter **DO# 0006**.
27. Click in the Paying Office No. field and Type **3116 (DFAS)**.

This field uses the Customer file. If the Paying Office does not exist you will need to create a new Customer Card.

# Exercise 6: Creating an Indirect Job

In this exercise you will create an indirect job to capture and budget costs. You will also learn which fields are used to set up this type of job.

## Create a New Job Record

Your company has decided to capture and budget costs by posting to an indirect job.

1. Navigate to Jobs: Departments→Project Accounting→General→Jobs



2. Click on the New icon under the Home tab of the ribbon. A blank Job Card is displayed.
3. In the No. field, enter the job number **8001** and then tab to the next field.
4. Enter **Indirect Job Example** in the Description field.
5. Select the Client No. field and click F4 to drilldown into the customer table. Click on the name column and ensure your cursor is in the name column and type “**PVBS**”.  
This company name is to represent your company, not a client. This is for internal transactions.
6. The status field defaults to Order. You do not need to edit this field.
7. Click in the Project Manager No. field and Type **520** for **John Still** the HR Manager.
8. Click in the Job Contract Type field then Click the Drilldown button or F4 to determine your options. Select the Type **Fringe**. This is for informational purposes only.
9. Leave the Starting Date and Ending Date fields blank.
10. The SCA, Certification Code, and Invoice Nos fields are not applicable.
11. You have now completed the setups required in the General Fasttab of the job card. Navigate down to the Posting Fasttab.
12. Leave the blocked field blank.
13. Click in the Department Code Dimension field and select **001-01**. The department code dimension is mandatory for cost pooling.

14. Select **ALL** for the Job Posting Group.
15. Enter **Indirect** in the Job Group field.
16. Enter **OH** the Job Account Group field.
17. Billing and Revenue does not apply to indirect jobs, but enter “Do Not Compute” (DNC) in the Revenue and Billing Formula fields. This is recommended to remind the user that indirect jobs are not for billing and revenue.
18. Click in the Billing Pool Group field and select **Comp 1**. This indicates how the burdens are calculated on labor. This is mandatory if billing and/or revenue recognition formulas call for burdens.
19. Leave the remaining Revenue Recognition and Billing fields blank.
20. The Contract Tab is not used when the Job is Indirect.

You will create WBS codes, Tasks and assign resources to Indirect Jobs.

# Exercise 7: Revenue Recognition & Billing Formulas

In this exercise you will review the job card setups related to billing and revenue recognition. You will walkthrough setups that apply to all jobs and setups that are job type specific (FFP, T&M, and CPFF).

## How Revenue Recognition and Billing Formulas Work

All jobs must have revenue recognition and billing formulas to recognize revenue and then bill it. This is true for T&M projects, although the recognized revenue is immediately reversed. For indirect jobs it is advised that you set the formulas to DNC (Do Not Compute).

1. Expense posting: Posting expense from a Time Journal, Job Journal, or Purchase Order creates job ledger entries and job planning lines if the Billing Formula calls for it. Think of the job ledger and the planning lines as essential for recognizing revenue and billing.
2. Recognize revenue. At the end of an accounting cycle, revenue is recognized using the Recognize Revenue function. This posts to the unbilled G/L accounts as specified in the Job Posting Group by looking at the job ledger entries and applying the rules in the Revenue Recognition Formula.
3. Creating additional planning lines. Planning lines are created by the Billing Formula rules, but there are exceptions. FFP jobs can use some of the costs from expense posting, but not all. For example, they will have fixed billings for labor. Planning lines are therefore created using the Invoice Worksheet function or the ETC Worksheet function. Any job can have a planning line manually entered if a user wants to bill something. These exceptions do not use the Billing Formula.
4. Billing. After the revenue is recognized and the planning lines are complete, the invoices are billed. The Create Invoice function is used to create the billings. The lines of the Sales Orders that are created are based on the job planning lines that were created using one of the methods above. Posting the billings will reverse the revenue recognition from an unbilled account to an AR account. And correct revenue recognition if different from actual revenue in the income statement.

## Setting up rules to calculate the burdens for revenue and billing

The Billing Pool Group on the Job Card is a setup that mirrors a cost pool setup but is much simpler. The Billing Pool Group establishes how the fringe, OH, and GA cost cascade during the calculation of revenue recognition and billing. This is commonly used in CPFF projects.

1. Navigate to the Billing Pool Setup: Departments>Project Accounting>Billing & Revenue Setup>Billing Pool Setup.

2. In the “Company one pool” group the Setup equals cost pool is checked. This means that it is a billing pool that calculates the same as the cost pool.
3. Select Details in the ribbon. This brings up the Billing Pool page. A sequence of cost types are listed. This is the order in which the indirect cost will calculate the billing. The first in the sequence is Fringe, etc.
4. Select the Department Set Name and the options. This equates to the departments dimension setups that are on the resource and job cards. Fringe is set to All, which means that all the fringe will be loaded.
5. The Cost Pool for Provisional Rate field is a link to the general Cost Pool setup and allows the system to grab the provisional rate for the sequence step. This is not used if the billing rate on the job card is set to Budgeted.
6. Select Base Formula from the ribbon. The Billing Pool Formula page appears and it shows that the value in the fringe accounts will be *distributed* as burdens across the direct labor accounts.
7. Select OK.
8. Select the Overhead Company Site. This has a Department Set Name of ‘Company Site,’ which means only the company overhead is to be used in this step of the sequence.
9. Now select Base Formula from the ribbon. The first line indicates that overhead costs will be *distributed* across the billing pool accounts 1 (fringe accounts) and then the direct labor accounts.
10. The 3<sup>rd</sup> and 4<sup>th</sup> steps in the sequence distribute across the earlier steps.
11. Click OK and Ok. You should now have “Comp 1” in the Billing Pool Group on the Job Card. Clear this value. We will enter it later.
12. In the Billing Rate field enter Provisional. This is the rate that will be used to calculate the billing for indirects. The rate can be found in Cost Pool Setups. If Budgeted was selected, it would take the budgeted rate set up on the job.

# Exercise 8: Recognition & Billing Formulas

## Cost Plus Fixed Fee (CPFF) Type Setup

To set up the unbilled method for revenue recognition, you need to enter two fields. The first is the Job Posting Group which tells the system which unbilled G/L account to post to. The other is the Revenue Recognition Formula, which tells the system how to calculate the revenue to recognize.

1. Navigate to Jobs: Departments→Project Accounting→General→Jobs
2. Open Job No. **CPFF**.
3. Under the posting tab, click the drop down button on the job posting group default field and select advanced.
4. The Job Posting Group page opens. Job CPFF is assigned a project posting group default of ALL. An unbilled receivable account and unbilled revenue account, sometimes known as accrual accounts, are assigned in the ALL posting group.
5. Select the Revenue Recognition Formula and then enter CPF.
6. Select the Billing Formula and then enter CPF.

## Firm Fixed Price (FFP) Type Job Setup

1. Return to the job list, Open Job No. **FFP**.
2. Under the Posting Tab, select the Revenue Recognition Formula and enter **FFP**. With this selection, revenue will be recognized on labor, non-labor, burdens, and fees.
3. In the Billing Formula field enter **FFP Billing**– With this selection, billing include non-labor costs, but other amount to bill we be determined by the ETC Worksheet for progress billings, or the Invoice Worksheet for incremental billings.

## Time and Materials (T&M) Type Job Setup

1. Return to the job list, select job no. SPWAR and click edit on the ribbon to open the job card.
2. Under the Posting Tab, select the Revenue Recognition Formula and enter **EBAR**. With this selection, revenue recognition will be based on the amount billed. The revenue recognition function will use this for calculation.
3. In the Billing Formula field enter **LLR**. With this selection, billing of labor costs will be based on Sales Price. The sales prices it is referring to are set up on the job card under Resource Prices. This is discussed further in the Labor and WTE Workbook.

## Withholding on Revenue Recognition and Billings

Withholding always applies to both revenue recognition and billings.

1. With job no. CPFF's job card still open, navigate down to the Posting Fasttab.
2. Click in the Withholding Setup Name field and hit **F4** to drilldown into the table. Click Advanced to open the Job Withholding table. Click New on the ribbon and enter a Name of 15 Percent.
3. Select the Withhold Percent on Job and enter 15. This field represents the billing percentage withheld for the project.
4. Other withholding options available:
  - a. On Labor field represents the withholdings from billing of labor only.
  - b. On Fee field represents the withholdings from billing of fees only. This applies to Cost Plus Fixed Fee (CPFF) type jobs.

# Exercise 9: Setting up Fees

Fees can be set up to calculate on labor, non-labor, both labor and non-labor, based on labor hours , or monthly, yearly, or since the inception of the project.

## Setting up Fees for Billing – CPFF Type Job

1. Return to the job list, select job no. CPFF and click Edit on the ribbon to open the job card.
2. Selections made on the job card will default to all new tasks. Navigate down to the Posting tab and locate the Revenue Recognition and Billing section. Make sure there is a Revenue Recognition Formula. If not, enter CPF.
3. Next drilldown on the Billing Formula and select Advanced. This will bring up the Formula List. Notice the Fee column. If the fee option is None then the fee won't calculate a fee. CPF is set for Both which means that we will calculate fees based on the labor and non-labor.
4. Enter CPF in the Billing Revenue field.
5. CPF for both revenue recognition and billing formulas, we will be recognizing the fee and billing the fee based on the same calculation parameters.  
Note: There must be a revenue and billing formula before a fee can be calculated on top of it.
6. Next we will set up the Fee Percent. One fee applicable to a CPFF type job is the percent on labor (labor + fringe + OH) fee that is to be billed. To set this up, drilldown on the Fee Percent field and select Advanced. The Fee Setup List will appear. Select the ribbon and Details. The Fee Setup Detail Page appears. Enter the Direct Labor as the Account Set Name and the Fee of 5%. On the next line enter Fringe Accounts and a Fee Percent of 5%.
7. Other direct costs can be added to the Fee Setup Detail Percent on ODC represents the fee amount to be billed on ODC's.
  - a. Select New from the Fee Setup List and add **5pct ODC** and a description.
  - b. While on the new record select the Detail icon under the Process Pane in the Ribbon.
  - c. Select the Account Set Name field drilldown and select Advanced.
  - d. Notice that this takes you to the Account Set.
  - e. Select Direct Cost Accounts and then Details from the Ribbon of the Cost Pool Account Set.
  - f. Notice how Direct Cost Accounts represents a range of G/L Accounts.
  - g. Create a ODC Account Set by first entering the Name ODC.
  - h. Next add from Account **5200** To Account **5600** and OK.
  - i. Select OK again and the new Account Set Name will insert into the Fee Setup Detail. Now add a Fee Percent of 5.



9. The same step can be repeated to add fee amount to be billed on subcontractor billings, material ODC's, or travel billings.
10. Now let's change the fee to be based on hours. Select the drilldown on the Billing Formula and click Advanced. This brings up the Revenue Formula List page.
11. Select New and enter CPFH as the Name. Description of Cost plus fee on hours. Control of formula. Labor and Non-Labor are Cost. Burden is Both and Fee is Amount on Hours. Amount on hours represents the additional amount to be billed per hour. Note: A job can be billed as either percent on labor or amount on hours not both. Select OK.
12. You should be on the Job Card CPFF now. For fee by hour we populate the Fee Amount field. Add 100 to this field. This means that for every hour \$100 fee will be calculated.

# Appendix 1: Posting Groups Hierarchy

The G/L cost and revenue accounts declarations (Posting Groups) are in many areas. The revenue accounts are used during the revenue recognition process. This section gives a brief overview of the locations and the order in which the system determines which account to use.

1. Job Card G/L Cost and Revenue Accounts fields. This is the highest level. If these fields have G/L Accounts then any posting to these Jobs will go to these accounts. This is used for fringe jobs like PTO and holiday.
2. Job Group on the Job Card is 2nd in priority. The G/L accounts are specified on the Job Group Card. Drilldown on the Job Group and select Advanced. Select any record from the Job Group List and then Detail in the ribbon.
3. Job Account Groups on the Job Card is 3<sup>rd</sup> in priority. The G/L accounts are specified on the Job Account Group Detail page. Drilldown on the Job Account Group field and select Advanced. From the Job Account Group List select any record and then details in the ribbon. These can be left blank so the Job Category G/L accounts will work in the next level. Remain on the Job Account Group Detail page for instruction on the next level of priority.
4. Job Category which can be found on the Job Account Group or selected when transacting, shares in the 4<sup>th</sup> level of priority. The G/L accounts are specified in the Job Category Card. These accounts are not intended for setting up labor G/L Accounts. But is very important to create Labor Categories which classify the work performed in a transaction. When a Job Category is created with a type of labor, a Labor Category is automatically created also. If a labor G/L account mapping is desired then refer to step 6. From the Job Account Group Detail page, drilldown on the Job Category and select Advanced. Select a record and then Details in the ribbon. These can be left blank so the Category Group G/L accounts can be used in the next level of priority. Remain on the Job Category Card to following the instructions for the next level of priority.
5. Category Group on the Job Category Card is 5<sup>th</sup> in priority. The G/L accounts are located on the Category Group List page. From the Job Category Card, drilldown on the Category Group and select Advanced.
6. On the Category Group page, select the record for labor and then Resource Class from the ribbon. Category Group Resource Class shares in the 4<sup>th</sup> level of priority and is intended for labor related G/L accounts. These classes are applied to a Resource card. Navigate to a Resource Card, select the Class Code field, drilldown, and select. The class code provides the flexibility to post a regular employee to different G/L accounts than a subcontractor or consultant.

## **Appendix 2: Posting Group Controls**

In addition to the Posting Group Hierarchy, there are controls on the posting groups to prevent or restrict posting to certain types of transactions.

1. On the cost and revenue accounts on the Job Card have no restrictions.
2. On the Job Account Group List, you can flag that labor postings using the Restrict to Labor Category field. The Job Account Group is a collection of Job Categories. If we set the restrict to labor category, we are entering a condition that labor can only be posted to the Job Categories that are valid for labor in this Job Account Group
3. On the Job Category List, you will see a Valid for column. That means only expenses or revenue that are Valid for Labor, Expense, Fee or Burden (depending on selection) can be posted to that job category. Expense is a direct non-labor expense and Burden is non-labor indirect expense.

# Training Workbook

## *Job Budgeting*





# Exercise 1: Job Budgeting

This exercise will walk you through setting up a job specific budget by manually entering the budget into NAV and using Excel to build job budgets.

## Budgeting Labor against a Job

We know which resources will be on a job for the remainder of the year and want to budget their expected hours against a job.

1. Navigate to Jobs: Departments → Project Accounting → General → Jobs
2. Select Job No. **SPWAR0001**.
3. Select **Budgeting & Forecasting** in the Ribbon. The Edit Job Budget screen opens.
4. Under the General Tab, enter the following information:
  - a. View By should be set to month for data entry.
  - b. Select Job Task 001-001 to enter hours against.
5. Click Add Resource under the Home tab of the Ribbon and select resource no. 232. A line for Project Manager II is added to the Budget Matrix.
6. Budget hours for the next 12 months by manually typing the hours in the fields and tabbing through. 160,176, 176, 184, 168, 160, 160, 160, 176, 176, 168, 168.  
**Note:** The budget matrix view is for 12 months with the first month being the current month. This view can be changed using the date filter under the Filter Tab or by clicking the navigation arrows in the ribbon.
7. Click Re-calculate Totals in the ribbon.  
Indirect Costs, Total Cost, Total revenue and Profit Percent at the bottom will update for each month in which labor hours are entered.

To view the job budget entry lines you have just created, select a field and drill down using F4. This will show you the detailed entry including the G/L account, Labor Category, Hours, Budgeted Cost and Budgeted Revenue.

1. In the Budget Matrix, on the line for Frederick Sanger, click in the field under July.
2. Click F4 to drill down and the Job Budget Entry Lines appear.

The Billing Rate is increased each year. Enter the same hours per month for Project Manager II for the second contract year.

1. Click the Next Set option in the ribbon.  
**Note:** The column headings are for the next contract year.
2. Enter the same hours per month for Project Manager II.
3. Click the Re-Calculate Totals icon in the ribbon.

**Note:** The Total Cost has not increased but the Total Revenue has.

1. Add Resources 229 and 246.
2. Click in the first month for Fredericks Robbin and hit F8.
3. Tab to the next field and hit F8. Repeat one more time.  
Note that you have entered hours for the incorrect contract year.
4. Zero out the hours that you copied.
5. Drilldown on one of columns for Frederick Robbins.  
Note: a negative entry was created to zero out the entry.
6. Click the Previous Set icon to return to the first contract year.
7. Enter hours per month for each of the additional resources.
8. Recalculate the totals.

## Budgeting ODCs against a Job Task/WBS

We want to budget all non-labor costs against a job for the remainder of the year at a high level (excluding indirects which will be in a later exercise).

1. With the Job Budget page for Job No. SPWAR0001 still open, there are lines in the matrix for travel costs, material costs, and other direct costs. If these fields are not available on the budget matrix, click Add Account in the ribbon.
2. Select the travel costs line and enter 1500 for each month in the contract year.
3. Click on the line for Material and enter 500 for each month in the contract year.
4. Click recalculate cost in the ribbon.
5. Total costs and revenue budgeted for ODC's appear under costs and revenue total at the bottom of the Budget Matrix.

## Budgeting ODCs against a Job (G/L Account Level)

We want to budget all non-labor costs against a job for the remainder of the year for each g/l account (excluding indirects which will be in a later exercise exercise).

1. With the Job Budget page for Job No. SPWAR0001 still open, delete the travel and material budget entries entered in the previous exercise by drilling down into the job budget entry page and deleting each entry.
2. Once all previous entries for ODCs are deleted, select Add Account on the ribbon. The G/L chart of accounts list opens and it is filtered on all ODCs.
3. Select account no. 52110 (Hotel) and click ok. A new line for Hotel costs is added to the budget matrix. WBS code 001-000 is defaults from the header down to the line.
4. On the hotel line, enter 2000 for each month in the contract year.
5. Click recalculate cost in the ribbon.
6. Total costs and revenue budgeted for the hotel appear under total travel costs, total costs, and revenue total at the bottom of the Budget Matrix.
7. Repeat steps 2-5 for the direct material and other fees g/l accounts.

## **Export Budget to Excel**

A standard Job Budgeting template can be exported to Excel for easy budgeting data entry.

1. With the Job Budget page for Job No. SPWAR0001 open, select Export to Excel under the Home tab of the Ribbon.
2. Enter date range of 070112..063013 and select a Report Type of Budget and click OK.

Note: the data range doesn't limit which data you can enter on the excel spreadsheet. It limits which data is exported out of NAV from the Job Budget.

## **Import Budget from Excel**

A standard Job Budgeting template can be imported from Excel for easy budgeting data entry.

1. With the Job Budget page for Job No. SPWAR0001 open, select Import from Excel under the Home tab of the Ribbon.
2. Click the Assist Button next to Workbook Name and then select the excel file to import.
3. Click the Assist Button next to Worksheet Name and then select the worksheet from the previously selected file you wish to import.
4. Under the Import Options Tab, select the option to Append Entries, a report type of Budget and place a check mark in the header row field.
  - a. The option field allows the user to append entries or replace entries. Appending entries will add the budget lines to the current budget. Replacing entries will erase the current budget lines and add the new ones.
  - b. The header row field lets NAV know if the first row on the file is a header.

# Exercise 2: Copying Budget to G/L Budget

## Copy Job Budget to G/L Budget

The Job budget that you have created can now be copied to the G/L Budget to negate the need for double entry.

1. With the Job Budget page for Job No. SPWAR0001 open, click the Navigate tab.
2. Select the Copy to G/L Budget option in the ribbon.  
The option page for the Copy function is displayed.
3. Click in the Budget Name field and select the appropriate budget to copy the entries into: FY2012.
4. On the Job Tab click in the No. field and select the Job you are currently working on: SPWAR0001.
5. Click in the Posting Date Filter field and enter the period of time for the Budget that you are copying to the G/L Budget: 0101..1231.  
NAV has created G/L Budget entries for based upon the Budget you created in Job SPWAR0001
6. Navigate to Financial Management, General Ledger, G/L Budgets and select Budget: FY2012.
7. On the General Tab set the value for View by to month.
8. On the filters Tab set the Date Filter value to be the date range for this Budget: 0101..1231.
9. In the G/L Account Filter set to value to the G/L Accounts that you wish to review: 40000..99999.
10. Review the G/L Budget entries.

# **Exercise 3: Indirect Job Budgeting**

This exercise will walk you through setting up a budget for an Indirect Job.

## **Budgeting for an Indirect Job**

We want to create a budget for the Indirect Job, HR so that we can copy the Budget to the G/L.

1. Click Jobs on the Role Center list.
2. Select Job No. HR.
3. Under the Home tab of the Ribbon, select Budgeting. The Edit Job Budget screen opens.
4. Under the General Tab, enter the following information:
  - a. View By should be set to month for data entry.
  - b. Select Job Task 001 to enter costs against.
5. Click in the Total Cost cell for September 2012 then click on the button with 3 dots.
6. Click in the G/L account field and enter 61100 (OH Labor).
7. Enter the budgeted Labor cost for Task 001 for OH Labor in the Budgeted cost field.
8. Click on the next line and enter the G/L Account for O/H Supplies: 62800 in the G/L Account No. field.
9. Enter 250 in the Budgeted Cost field.
10. Escape back to the Job Budget page and hit the F5 key (Refresh).
11. Copy the Budget entries for September and paste them into October. Remember to change the Starting Date.
12. Escape back to the Job Budget page and hit the F5 key (Refresh).

# Training Workbook

## *Purchasing*





# Exercise 1: Purchase Orders, Receipts, and Invoicing

In this exercise you will create a new purchase order for sub-contractor labor in NAV. The purchase order will apply to a job. Next you will receive the purchase order and create the purchase invoice against the vendor record.

## Create a New Purchase Order for subcontract labor

1. Navigate to the Orders List: Departments→Project Accounting→Purchase→Orders  
The purchase order list is displayed.
2. On the ribbon, select the **New** icon. A New Purchase Order page is displayed.
3. Click enter to auto-generate a purchase order no. per your no. series setup selection. A new purchase order is created after a number is assigned to it.
4. Select vendor no. **V00190 ALC003 – Alcorp**.
5. Navigate to the purchase lines and right click on the **Type** field and select **Choose Columns**.  
Add the following fields to the purchase lines:
  - **Department Code Dimension**
  - **Quantity Received**
  - **Quantity Invoiced**

Click **OK**.

6. Enter the following information on the 1<sup>st</sup> line:  
Type: **G/L Account**  
Job No.: **2002**  
Job WBS Code: **001-001-01**  
Job Category Name: **Technician II**  
Resource No: **810 – Samuel Morse**  
Quantity: **10**  
Direct Unit Cost Excl. VAT: **\$300.00**

The department code dimension will default to the department selected on the job card. If it is blank, it is because there is no department on the Job Card. Notice the quantity to receive and quantity to invoice are auto-populated. These fields will be updated to record receipt and invoice quantities (The quantity to invoice cannot be higher than the total amount received).

7. Click the **Release** button in the ribbon. The status field is updated to **Released**.

## Receive Purchase Order Line

1. With the previously created purchase order open, update the posting date (financial date) to a new date. This just simulates that you may be posting to a different date than the one originally entered, because you might order on Tuesday and receive on Friday.
2. Navigate down to quantity to receive field on the lines.
3. Enter **6** in quantity to receive field and tab to the quantity to invoice field.
4. Enter **0** in the quantity to invoice field.
5. Click **Post** on the ribbon.  
Select **Receive** on the option page and click **OK**.  
Notice the quantity received field updates to 6 and the quantity to receive updates to 4.
6. To view the posted receipt, click **Receipts** in the ribbon of the navigate tab.

## Invoice Purchase Order Line

1. Return to the Purchase Order previously received.
2. Update the posting date to be the financial date of this expense.
3. Update the document date (Vendor Invoice Date) for this invoice.
4. Click in the Vendor Invoice No. field and enter **12345**.
5. On the line, enter the Quantity to Invoice, **5**. Blank out the value in Qty. to Receive.
6. On the Action tab of the ribbon, select **Test Report**.  
Check the **Receive/Ship** and **Invoice** check boxes and then select the **Preview** button.
7. The test report will open. Ensure there are no warnings and that the amount to be invoiced agrees with the Vendor's Invoice. If a warning exists, it will state, "Warning!" on the report.  
Escape once finished reviewing.
8. Click **Post** on the home tab of the ribbon.  
Select **Invoice** on the option page and click **OK**. Notice the quantity invoiced field updates to 5.
9. To view the posted invoice, Click **Invoices** in the ribbon under the navigate tab.

## Exercise 2: Subcontracts

In this exercise you will create a new subcontract in NAV and it will be approved by the project manager of the job using MS SharePoint. Once approved, a purchase order is generated from the subcontract.

### Create New Subcontract

1. From the Home Menu, select **Subcontracts**. The sub contract list is displayed.  
You can also use this path: Departments→Project Accounting→Purchase→Subcontracts
  2. Click the **New** icon on the ribbon.  
No: **SUB1**  
Select Job No. **1002**  
Select Job Task No. **002-001**  
Buy-from Vendor No. **ALC003** (subcontractor's vendor card).  
Description: The description will populate based on the vendor selection.  
Subcontract Type: **Time & Material**  
Starting Date: **010114** (Informational purposes only).  
Ending Date: **123114** (Informational purposes only).  
Contract Is for: **Job Task** (This will default from the job and task no. being entered in the previous fields).  
Funding By Category Groups: **Select this checkbox**.  
This allows the user to break out funding by labor, material and travel versus entering one funding line. It also restricts purchase lines from exceeding the funded amount by category group as indicated on the Subcontract Line.  
Expended:
  3. Navigate down to the subcontract lines.
  4. Enter a line to record funding for Travel.  
Category Group: **Travel**  
Job Category Name: **Travel**  
G/L Account will default as 5200 (Direct travel account)  
Funded Amount: **\$10,000**
  5. Press **F5** to refresh the page.  
The Funded Amount field on the general tab shows \$10,000.
  6. Click **Send for Approval** on the ribbon under the home tab (the subcontract is sent out for approval using the SharePoint integration).
- Note:** When not using SharePoint integration the Status field will automatically change to Approved.

### Create New Purchase Order for Materials

1. Navigate to the **Orders** List: Departments→Project Accounting→Purchase→Orders  
The purchase order list page is displayed.
2. On the ribbon, select **New**. A new purchase order page is displayed.
3. Click enter to auto-generate a purchase order no. per your no. series setup selection. A new purchase order is created after a number is assigned to it.
4. Select vendor no.
5. Navigate down to the purchase lines.
6. Enter the following information on the line.

Type: **G/L Account**  
No.: **5300**  
Job No.: **1002**  
Job WBS Code: **001-001-02**  
Job Category Name: Materials  
Subcontract No.: **SUB** (number from previous exercise).  
Quantity: **5**  
Direct Unit Cost Excl. VAT: **\$200**

7. Click **Release** in the ribbon of the purchase order under the home tab.
8. Navigate back to the previously created subcontract card. The obligated amount against the subcontract card is \$1000 (the amount of the purchase order).
9. Once this purchase order is fully received and invoiced, the expended amount on the header of the subcontract will update with the amount of funding spent.

# Training Workbook

## *Billing*



# Exercise 1: Billing Group

In this exercise you will learn how to create a billing group and add tasks.

## Create a Billing Group

1. Navigate to the job card: Departments→Project Accounting→General→Jobs→Job card 2025
2. Select the **Billing Group** link in the ribbon of the job card.
3. Select the **Billing Group** drop down to open the billing group list page. Choose the **Monthly** billing group and click **OK**.
4. Select the Job WBS Codes using the **Range** function at the bottom of the billing group lines page. Type **001-001..001-99** and select the **Add Range** function in the ribbon.
5. Notice that the Job Task No. and the Job Task Description auto-populate based on your work breakdown structure setup.

# Exercise 2: Generating Multiple Invoices

In this exercise you will learn how to generate multiple invoices for one job using billing groups  
Scenario:

Need 3 invoices for one job. Create 3 billing groups and check multi-select.

## Multiple Invoices

1. Navigate to the job: Departments→Project Accounting→General→Jobs→Job card 1002
2. Select the **Billing Group** link in the ribbon of the job card.
3. Select the **Billing Group** drop down to open the billing group list page and select **Edit List**.
4. Choose the multi-select checkbox for the **Support Plan** billing group. Select two existing Billing Groups and make sure the multi-select checkbox is selected for both and click **OK**. Multiple invoices will now be generated for this job at once.
5. Select the **Create Invoice** function in the ribbon of the job card.  
Enter the following information to create your invoice.

Job No: **1002**  
Billing Group Name: **Support Plan**  
Multi-Select: **Select the checkbox**  
Period From: 1/1/2014  
Period To: 1/31/2014

Click **OK**.

6. Select the **Invoice Proposals** link in the ribbon to view the invoices.
7. When multiple billing groups are utilized to invoice a job, the **Contract Type**, **Contract Amount**, and **Funded Amounts** displaying on the GC Sales Invoice report will be based on the first listed task in the billing group.

## Exercise 3: Billing Pool Group

### Subcontract & Material Handling

1. To navigate to the Billing Pool Group Setup:  
Departments→Project Accounting→Billing & Revenue Setup→ Billing Pool Group
2. Select the **New** icon in the ribbon of the Billing Pool Group list page.  
Enter the following information to create your billing pool group.  
Name: Job 2025 with SMH  
Description: Fringe, OH, SMH, G&A  
Setup equals cost pool: **Do not select the checkbox.**
3. Select **Details** in the ribbon.
4. Enter the following information on the lines to create your billing pool group.

Sequence	Name	Department Set	Cost pool for provisional	Job Category Name
1	Fringe	All	1	Blank
2	OH	Company Site	2	Blank
3	OHCS	Client Site	2	Blank
4	SMH	Client Site	3	Subcontract Provisional
5	GA	All	4	Blank

**Note:** The sequence number is auto-generated so it may not match the example.

**Note:** If the Subcontract Provisional Job Category doesn't exist create it.

Departments→Project Accounting→Category Group Setup→Job Category

Name: **Sub Contract Provisional**

Description: **Subcontract to project provisional**

Category Group: **Sub**

Cost Account: **9750**

5. Highlight each line and select **Base Formula** in the ribbon. Populate the billing formula tables with the following data.

Sequence	Name	Name	Code
1	Fringe	Account Set	Direct Labor
2	OH	Billing Pool Account Set	1 Direct Labor
3	OHCS	Billing Pool Account Set	1 Direct Labor
4	SMH	Account Set	Direct Subcontract and Material

5	GA	Billing Pool Billing Pool Billing Pool Billing Pool Account Set	9 10 11 12 GA without Sub & Mat Accts
---	----	-----------------------------------------------------------------------------	---------------------------------------------------

6. Open Job 2025: Departments → Project Accounting → General → Jobs → Job Card 2025  
Select the Billing Pool Group **Job 2025 with SMH** on the posting tab of the job card.  
Select **Work Breakdown Structure** in the ribbon on the home tab of the job card.  
Select the Job WBS Code and select **Task Detail** in the ribbon to open the task card.  
Select the Billing Pool Group **Job 2025 with SMH** on the posting tab of the task card.
7. Select **Create Invoice** to generate an invoice.
8. Select **Invoice Proposals** to verify and post invoices.

## **Exercise 4: Creating and Posting an Invoice Worksheet**

In this exercise you will create a sales invoice worksheet for a T&M type job using the functions located in the project accounting module. NAV creates an invoice worksheet from the billable usage entries of expense and labor in the project ledger.

### **Determine Which Jobs to Invoice**

1. From the Role Center Activities click on Invoices Due – Not Created.
2. The list of jobs with billable usage entries overdue for invoicing is displayed.

### **Creating an Invoice Worksheet – Create Sales Invoice Multiple**

1. Click on job SPWAR0001, right click and select edit.
2. Select Create Invoice in the Process tab of the Action Pane.
3. Enter the applicable billing period in the date filter: 0801..0831
4. Other options available:
  - a. Job WBS allows the user to filter on specific task(s) to invoice.
  - b. Invoice by Task will create a separate invoice per task.
5. This function creates the invoice worksheet with all required information. The worksheet is divided into two sections, the header and line entries, which are reviewed below.

### **Header**

Here you see the Billing information about the customer.

1. Open the job card for job no. SPWAR0001 and select invoice worksheet on the ribbon.
2. The sales invoice worksheet list opens filtered to show only the unposted sales invoices for job no. SPWAR0001.
3. Select the most recently generated invoice and click edit on the ribbon to view the sales invoice worksheet.
4. Under the general tab, the following information is displayed:
  - a. The No. field is the system generated (internal) worksheet number.
  - b. In the Sell-to Customer No. field is the job's client information.
  - c. The Posting Date and Document Date are automatically updated as the last Date selected in the Date Filter when the Create Function is run.
5. Under the invoicing tab, the following information is found:
  - a. The bill-to customer is the payment office specified on the job card.
  - b. The Posting No. field allows the user to manually specify what to use as the document no. for the resulting invoice.
  - c. The payment terms code defaults from the customer card. Change the code to net 30.

- d. The due date is calculated as the document date plus the number of days the payment terms specified above (it changed when the payment terms code was updated).

## Lines

1. Here are the billings such as direct labor, other direct costs (broken out by subtype), indirects, fees and withholdings.
2. The Invoice Worksheet is created from open Planning Lines for the selected Billing Date range. Other lines such as Fees, Overhead, and Withholdings are added to the Invoice Worksheet based on the Job Card's set up.

## Printing the Invoice Worksheet

After the invoice worksheet is created, you can print a sample invoice worksheet prior to posting the invoice. Printing can be done in multiple formats and can include specific billing details depending on the options selected.

1. Click Print Invoice Worksheet on the ribbon.
2. The invoice options page appears.
3. Select the appropriate Options for this Invoice Worksheet based off of your customer's requirements or internal policies.
  - a. Choose Invoice Format
    - i. By Labor Category
    - ii. By Resource
  - b. To Date Option
    - i. Inception to Date
    - ii. Year to Date
  - c. Line Print Option
    - i. Print WBS Code
    - ii. Print CLIN
    - iii. Print ACRN
  - d. Roll-up
    - i. Level 1, 2, or 3
  - e. Task Breakout
  - f. Print Company Address
  - g. Print Payment Office Address
  - h. Roll Indirect into Direct
    - i. Show Billing Period
    - j. Show Period of Performance
    - k. Show Non Labor Sections
    - l. Show Sub Labor as D/L
    - m. Show Indirect Detail

- n. Show Fee Detail
- o. Show Certification Lines
- p. Task Filter for Amount to Date

## **Ignore for Billing – Job Planning Lines**

After reviewing the Invoice Worksheet you may determine that something should not be invoiced in this period. On the job planning lines, we have the ability to mark Usage Entries as Ignore for Billing so that they will not be included on a Billing Invoice.

1. Delete the Invoice Worksheet.
2. Click Job Planning lines from the ribbon.
3. Place your cursor on the line that you do not wish to bill for at this time.
4. Click on the Actions tab in the ribbon and select Ignore for Billing.
  - a. A checkmark is placed in the Ignore for Billing field on the Planning Line (far right column).
  - b. When you recreate the sales invoice this entry will be ignored. You will need to repeat the process to uncheck the entry when you are ready to bill it.
5. Recreate the invoice and review the lines. You will notice the total amount of the sales invoice worksheet generated has decreased by the items(s) set to ignore and any applicable G&A.

## **Posting the Sales Invoice**

Post the Invoice Worksheet after reviewing the printed worksheet.

1. Validate that the posting and document dates are correct.
  - a. Posting Date is the financial date for the sale.
  - b. Document Date is the invoice date. Document date is used to calculate the due date based upon payment terms.
2. Click Post on the ribbon.
  - a. A message appears verifying if you want to post the invoice.
  - b. Once the invoice is posted, the transaction cannot be reverse unless a credit memo is generated from the job planning lines and applied against the posted invoice.
3. Once an invoice worksheet is posted it is stored under posted sales invoice (departments, project accounting, processing, history, sales, posted invoices).

The Posted Invoice button in the ribbon of the job card lists all posted invoices for the job.

## **Printing the Posted the Sales Invoice**

After the sales invoice has been posted, it is ready to be printed and sent to your client. NAV has a few base government contractor invoice formats, along with required government invoicing forms.

1. Select Jobs from the home menu.
2. Select Job No. 1907 from the list and open the job card.
3. On the ribbon, select Posted Invoice.
4. Double click on the invoice you wish to print.
5. The ribbon contains the different invoice formats available in NAV:

- a. Invoice Current Column
- b. Invoice with YTD/ITD Columns (in addition to current)
- c. ODC Backup
- d. On the actions tab you have additional printing choices:
- e. Forms
  - i. DD250
  - ii. SF 1034
  - iii. SF 1035
- f. Product Invoice (if using the Product Contracts Module)

# Exercise 5: Create a Sales Credit Memo

In order to generate a sales credit memo and apply the credit against a posted invoice, a sales credit memo must be generated from the Job Planning Lines.

## Create Sales Credit Memo

1. From the home menu select jobs.
  2. Click on Job No. 1907 and open the job card.
  3. Select Job Planning Lines from the ribbon and the planning lines open.
  4. Select Create Sales Credit Memo and the Job Transfer to Credit Memo page is displayed.
  5. Enter the Posting Date for the credit memo you wish to create.
  6. In the Applies-to Invoice No. field, drill down and you will see all the Posted Sales Invoices.
  7. Select the invoice you wish to create a credit memo against (this will apply the credit memo to the invoice).
  8. Click Ok to return to the Job Transfer to Credit Memo page.
  9. Click Ok to generate the Sales Credit Memo.
  10. Navigate to the Sales Credit Memo list, Departments, Project Accounting, Processing, Sales, Credit Memo.
  11. Double click on the Sales Credit Memo just created.
  12. Review, ensuring the Posting Date and document date are correct. The Create Credit Memo function defaults to the `current system date.  
Do not run the create credit memo function a second time for the job without first deleting the first Credit Memo.
  13. Click post in the ribbon.
- The Credit Memo has been applied to the Invoice. You are now able to regenerate the invoice (after making necessary adjustments – set ignore for billing, labor adjustments, additional ODC's.

# Exercise 6: Billing for FFP Jobs

By definition, Usage entries for Firm Fixed Price Jobs are not associated with a Price unless the contract allows for the billing of ODC's. In this exercise you will learn how to create Planning Lines for Billing of Firm fixed Price Jobs. Once these lines are created, the invoice generation process is the same as the previous exercise.

## Create Job Planning Lines

1. From the home menu select jobs.
2. Click on Job No. 1902 and open the job card.
3. Click Job Planning Lines in the ribbon, and the job planning lines are displayed.
4. Click New.
5. Enter 0805 in the Planning Date field.
6. Enter Fee in the Document No. field.
7. Enter 001-000 in the Job WBS Code field.
8. Select G/L Account in the Type field.
9. Enter Fee in the Job Category Name field.
10. Enter “Services rendered for period” in the Description field.
11. Enter 1 in the Quantity field.
12. Enter 25000 in the Unit Price field.
13. Select Fee in the Sub Type field (should default).
14. Press Ok.
15. Repeat 3 – 14 substituting 002-000 as the Job WBS Code and 1500 as the Unit Price.

## Copy Planning Lines

Many FFP billings are for a specified dollar amount over a period of time. The copy planning lines function allows the user to create planning lines for billing for multiple periods into the future.

1. With your cursor in the Planning Line created above click on the Navigate tab and select Copy Planning lines.
2. Enter number of Copies.
3. Enter Starting planning Date.
4. Enter an Increment by value, i.e. 1M (every month), 2W (every 2 Weeks).
5. Press OK.
6. Planning Lines have been created as specified.
7. You can now modify the Amount or Planning Date on one or all of the Planning Lines just created.

## **Create Invoice Worksheet for FFP Jobs**

1. Return to the job card for job 1902 and run the create invoice function.
2. Click on the Invoice Worksheet button, using 0801..0831 as the Date filter.
3. Double click on the invoice worksheet in the list.
4. Review the invoice worksheet by selecting the print invoice worksheet button.
5. Place a checkmark in the option to Show Fee Detail.  
This will print the Description that you entered on the planning lines.

# **Exercise 7: Billing for CPFF or T&M Jobs**

On the job card, you can setup the job to bill using the provisional or job specific budgeted rates for a CPFF job. The provisional rates apply to the entire company and are assigned in the cost pool setup.

## **Viewing Provisional Rates**

1. Navigate to the cost pool setup, Departments, Project Accounting, Setup, Cost Pool Setup.
2. Select a pool and click Rate Setup on the ribbon. The provisional rates will be used when the invoice is generated.

## **Create Invoice Worksheet – CPFF/T&M Job Type**

1. Select Jobs from the Home Menu.
2. Select Job No. 1001 and open the job card.
3. Select Create Invoice on the ribbon.
4. Enter a date range of 1001..1031 and click ok to generate the invoice worksheet.
5. Select Invoice Worksheet from the ribbon and the sales invoice worksheet list opens.
6. Select the invoice just generated and click edit to view.
7. You will notice the lines generated capture all billable costs including the indirect rates applied to them.  
The cost pool setup for this company rolls the fringe into the overhead thus there isn't a separate line for fringe.
8. Review and post.

# Exercise 8: Project Accounting Reports

In this exercise you will generate Project Accounting Reports related to billing and revenue.

## Aged Project Receivable Report

1. Navigate to Aged Project Receivable Report, Departments>Project Accounting>Reports>Aged Project Receivable
2. Type 103112 in the Aged as of field.
3. Select Document Date in the Aged by field  
Selections in this field will determine if the aging will be calculated from the due date, posting date, or document date
4. The length of aging periods allows the user to customize the the number of days in each aging bucket.
5. Place a checkmark in the Print detail field.
6. Press Preview.  
NAV generates the aged AR report by job as opposed to by customer.  
Filters can be set to print the Aged project Receivable Report for a specific job, division project manager or job type. Or any combination.

## AR History by Project

1. Navigate to the AR History by Project Report, Departments>Project Accounting>Reports>AR History by Project.
2. Select Project 7002 in the Project Filter
3. Press Preview  
The report lists all AR transactions for the job.

## **Project Detail with Billing**

1. Navigate to the Project Detail with Billing Report, Departments>Project Accounting>Reports>Project Detail with Billing
2. Place a checkmark in the Show By Task option.
3. Enter 1907 in the No. filter.
4. Enter in 1001..103112 in the Posting Date Filter.
5. Press Preview

## **Project Revenue Summary**

1. Navigate to the Project Revenue Summary Report, Departments>Project Accounting>Reports>Project Revenue Summary.
2. Select Provisional-Caculated in the Rate Type field.  
This option will allow you to report on costs with indirects prior to run the cost allocation process.  
Beware that calculations of indirect costs are being performed and can affect system performance.
  - a. Other options available:
    - i. Provisional-Posted – default selection
    - ii. Actual-Posted
3. Type 100112..103112 in the Posting Date Filter
4. Press Preview

## **Unbilled Analysis**

1. Navigate to the Unbilled Analysis Report: Departments>Project Accounting>Reports>Unbilled Analysis.
2. Enter 13360 in the Unbilled Account Field
3. Type 1001..1031 in the Posting Date filter
4. Press Preview

## **Unbilled Trend**

1. Navigate to the Unbilled Trend Report, Departments>Project Accounting>Reports>Unbilled Trend
2. Press Preview.

# Training Workbook

## *Cost Allocation*



# Exercise 1: Cost Pool

In this exercise you will learn how to create a Cost Pool for a company using 4 pools: “Fringe”, “OH Company Site”, “OH Client Site”, and “G&A”.

## Create a Cost Pool

1. Navigate to Cost Pool:  
Departments→Project Accounting→Cost Pool & FCCOM Setup→Cost Pool
2. Select the **New** link in the ribbon of the cost pool setup screen to create a new cost pool line and name the first cost pool “Fringe”.
3. Click **Pool Cost & Base** in the ribbon, enter the following in the setup table, and click **OK**.

Pool	Account Set Name	Department Set Name
<input checked="" type="checkbox"/>	Fringe Accounts	All
<input type="checkbox"/>	Direct Labor	All
<input type="checkbox"/>	Overhead Labor	All
<input type="checkbox"/>	GA Labor	All

4. Click **Account Set** in the ribbon. Select the line for **Direct Labor** and click **Details** in the ribbon. The range for Direct Labor is **5100-5120**.
5. Add a second line for G/L Account **8810 – IR&D Direct Labor** and click **OK**.
6. Repeat steps 2-5 for the following pools.

Name	Pool Cost & Base			Account Set
OH Company Site	Pool	Account Set Name	Department Set Name	Direct Labor w Fringe Applied: 5100-5120 Add Direct Labor w Fringe Applied Actual: 9610 Add Direct Labor w Fringe Applied Provisional: 9630
	<input checked="" type="checkbox"/>	Overhead Accounts	Company Site	
	<input type="checkbox"/>	Direct Labor w Fringe Applied	Company Site	
OH Client Site	Pool	Account Set Name	Department Set Name	The account set is the same as the OH Company Site Pool account set.
	<input checked="" type="checkbox"/>	Overhead Accounts	Client Site	
	<input type="checkbox"/>	Direct Labor w Fringe Applied	Client Site	

G & A	Pool	Account Set Name	Department Set Name		<b>GA Base Accounts:</b> 5000-5600 Add the following: 9610, 9670, 9710
	<input checked="" type="checkbox"/>	GA Accounts	All		
	<input type="checkbox"/>	GA Base Accounts	All		

## Exercise 2: Allocate Costs

In this exercise you will learn how to run the “Allocate Cost” periodic activity.

### Allocate Costs

1. Navigate to Allocate Costs:  
Departments→Project Accounting→Periodic Activities→Allocate Costs
2. Enter the **Accounting Period: 1/1/14** and click **OK** to calculate the allocations.
3. Navigate to **Job Card 2025** and verify the ledger entries that were created are accurate.

### Actual Rate

1. Navigate back to your cost pool setup to view the actual rates calculated.  
Departments→Project Accounting→Cost Pool & FCCOM Setup→Cost Pool
2. Select the cost pool line that you would like to see the actual rate for and click **Actual Rate** in the ribbon of the list page. The actual rate will be displayed.



# Training Workbook

## *Revenue Recognition*



# Exercise 1: Recognize Revenue

When your Company recognizes Revenue based upon the unbilled method you must run the Revenue Recognition function in order to recognize revenue.

## Calculate Revenue

1. Navigate to Calculate Revenue Accrual:  
Departments→Project Accounting→Periodic Activities→Calculate Revenue Accrual
2. Enter Accounting Period: **1/1/14** and click **OK**.  
**Note:** Revenue will be calculated for all tasks within the selection.
3. Navigate to Review and Post Revenue Accrual:  
Departments→Project Accounting→Periodic Activities→Review and Post Revenue Accrual
4. Do not select the checkbox for **Post** and click **Preview**.
5. Verify that the calculations are correct.
6. Run the Review and Post Revenue Accrual again selecting the **Post** checkbox to post revenue.

# **Exercise 2: Estimate to Complete for FFP**

Estimate to complete is a revenue recognition methodology used for fixed price tasks. It uses the actual cost incurred (a cost budget) to calculate a percent complete and funding on the task to calculate the revenue accrual (Actual Cost/Cost Budget x Funded Amount). The estimate to complete worksheet can be found on the job card.

## **Create an ETC Worksheet**

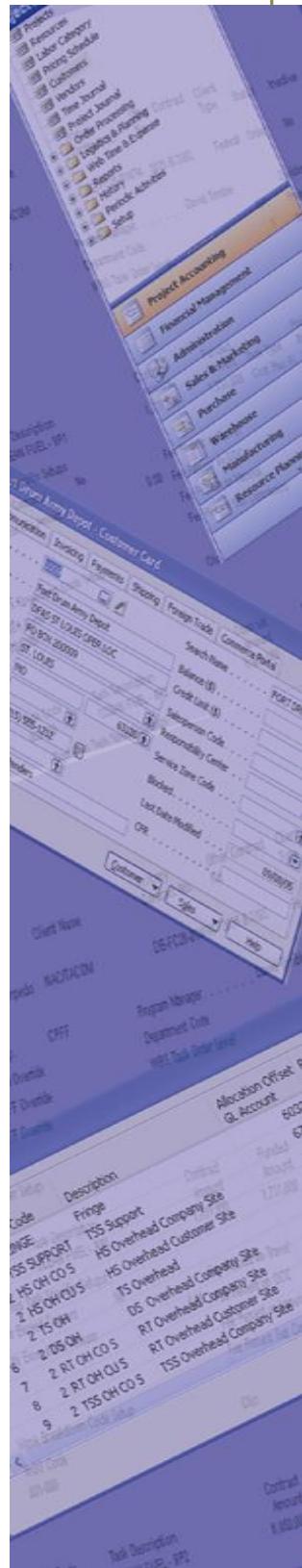
1. From the Home Menu select Jobs.
2. Select Job No. 3002 and open the job card.
3. Select Fixed Price ETC Wkst from the ribbon. A blank worksheet opens (unless used before).
4. Enter 1031 in the Planning Date field.
5. Click Import Tasks on the ribbon. All tasks for the job are brought into the worksheet with the following information:
  - a. Previously Recognized Revenue
  - b. Funded Amount
  - c. Budgeted Cost
  - d. Spent to Date
  - e. Percent Complete
  - f. Billing this Period (if invoices previously generate, it will show a negative total amount for these invoices).
6. If the PM decides that the percent complete is actually different from what has been calculated you have the ability to change the percent complete to generate a more accurate billing amount.
7. Click Update Amount Due on the ribbon (the line calculates the percent complete).
8. Click Update Amount Due on the ribbon (the amount due to the contractor amount updates with the amount that can be invoiced this period based on the percent complete and the amount previously invoiced).
9. Click Create Planning Lines on the ribbon to generate planning lines to invoice based on the amount complete. You can invoice from this screen as well by selecting Create Invoice.
10. Click Revenue Recognition on the ribbon. The system will generate Job G/L Journal Lines
11. Review and post the journal lines.





# Training Workbook

## *Time, Expense, and Requisition*



# Exercise 1: Timesheet Entry

In this exercise you will enter time for a pay period and submit it for approval. After it is submitted, all required approvers will approve the timesheet.

## Membership

In order to charge time to a WBS code, the resource must be included in the membership detail of the membership code assigned to the WBS code. Perform the following steps to ensure that Carl Simmons is assigned to the applicable WBS codes for jobs GA and 4002.

1. Launch NAV and navigate to Departments > Project Accounting > General > Jobs.
2. Open Job 4002 and select **Work Breakdown Structure** on the **Home** tab of the job card.
3. Locate WBS code 001-001-01 and ensure that the membership code **Project 4002 Team** is selected in the **Membership** field.
4. Remain on the **Membership** field and drill into the drop down list of membership codes. Click **Advanced** to open the membership table.
5. Highlight **Project 4002 Team** and click **Details**.
6. Ensure that the list of resources includes Carl Simmons (Resource No. = 181). If the list does not include this resource, add this resource to the list.
7. For this exercise, ensure that the **Job No** is set to 4002 and the **Job WBS Code** fields is blank.
8. Repeat Steps 1-5 for WBS code **001** under job **GA**.
9. Ensure that the list of resources includes Carl Simmons (Resource No. = 181). If the list does not include this resource, add this resource to the list.
10. For this exercise, ensure that the **Job No** is blank and the **Job WBS Code** fields is blank.

## Accessing Timesheet Entry

1. Login to WTE using the following user credentials
  - a. Login name: pvbs\csimmons
  - b. Password: password
2. The application will open to the Timesheet tab.

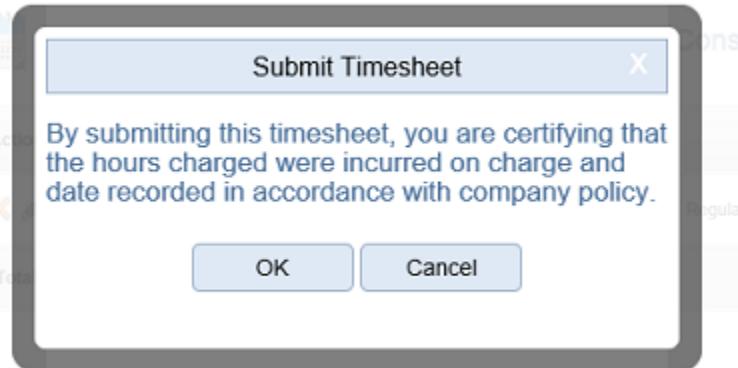
## Creating a Timesheet Line for Indirect Time

1. Under the Timesheet Tab click Add Timesheet.
2. Select the Timesheet Period for November 10, 2014. You will automatically be directed to your timesheet for that period.
3. Navigate to the first timesheet line and click on the **Edit** icon in the **Actions** field. The **Add/Edit Timesheet Line** window should appear.
4. In the **Job** field select **GA – General and Administrative Labor Job**.

5. Select **001** as the **Job WBS code**.
6. Leave **Project Management** as the **Job Category Code**.
7. Leave **Regular** as the **Pay Type**.
8. Leave **Destination** blank and click **Save**.
9. In the line created, place your cursor in the cell for November 10. Enter 8 hours and hit Tab to exit the cell.
10. Click on the cell with the hours just entered and click **Enter Comment**.
11. Enter a comment and click **OK**.
12. Click **Save** on the **Actions** group of the **Timesheet** tab to save your entry. If you were to close your timesheet without clicking save, the entry would not be saved.

## Entering Time against a Direct Job

1. Click **Add Line** under the **New** group of **Timesheet** tab. The **Add/Edit Timesheet Line** window should appear.
2. In the **Job** field select **Job 4002**.
3. Select **001-001-01** as the **Job WBS code**.
4. Leave **Project Management** as the **Job Category Code**.
5. Leave **Regular** as the **Pay Type**.
6. Leave **Destination** blank and click **Save**. The timesheet line is created.
7. In the line created, place your cursor in the cell for November 11. Enter 8 hours and hit Tab to exit the cell.
8. Click on the cell with the hours just entered and click **Enter Comment**.
9. Enter a comment and click **OK**.
10. On each of the remaining weekdays of the period, enter 8 hours on this timesheet line.
11. Click **Save** on the **Actions** group of the **Timesheet** tab to save your entry.
12. Click **Submit** on the **Actions** group of the **Timesheet** tab. You will receive the following prompt.



13. Click **OK** and the status of the timesheet will be updated from draft to submitted.

14. Close both Internet Explorer windows to escape from WTE.

Revision 1.10



## Approving Employee Timesheet

1. To view the list of approvals required for a submitted timesheet open NAV and navigate to **Departments > Project Accounting > Web > Timesheet**. Locate the timesheet you wish to open using the time period and the resource number. Double click on the timesheet. When the timesheet opens click on **Approval** in the **Process** group of the **Home** tab.
2. Return to the WTE website and login as the first timesheet approver.
  - a. Login name: pvbs\vhugo
  - b. Password: password
3. Select the **Approval** tab.
4. On the left panel of the screen select the timesheet for Carl Simmons for the period starting on November 10. The timesheet for Carl Simmons should appear.
5. Click **Approve** under the **Actions** group of the **Approval** tab.
6. The timesheet should disappear from the list of timesheets to approve on the left panel.
7. Close WTE.
8. Return to the WTE website and login as the second timesheet approver.
  - a. Login name: pvbs\mgibson
  - b. Password: password
9. Select the **Approval** tab.
10. On the left panel of the screen select the timesheet for Carl Simmons for the period starting on November 10. The timesheet for Carl Simmons should appear.
11. Click **Approve** under the **Actions** group of the **Approval** tab.
12. The timesheet should disappear from the list of timesheets to approve on the left panel.
13. Close WTE.
14. Return to the WTE website and login as the third timesheet approver.
  - a. Login name: pvbs\tclancy
  - b. Password: password
15. Select the **Approve** tab.
16. On the left panel of the screen select the timesheet for Carl Simmons for the period starting on November 10. The timesheet for Carl Simmons should appear.
17. Click **Approve** under the **Actions** group of the **Approval** tab.
18. The timesheet should disappear from the list of timesheets to approve on the left panel.
19. Close WTE.

# Exercise 2: Expense Report Entry

In this exercise you will create a new expense report and submit it for approval to your. Once approved, it will be reviewed by accounts payable in NAV and an expense invoice will be generated.

## Create New Expense Report

1. Login to WTE using the following user credentials:
  - a. Login name: pvbs\csimmons
  - b. Password: password
2. The Web Time and Expense application will default to the **Timesheet** tab upon opening. Click on the **Expense** tab to enter the expense module.
3. Click **Add Expense** under the **New** group on the **Expense Tab**. The **Add/Edit Expense Header** window opens.
4. Enter November 10 as the start date. Click on the **Start Date** field to bring up the calendar.
5. Enter November 13 as the end date. Click on the **End Date** field to bring up the calendar.
6. In the **Description** field enter “**Project Expense**”.
7. Leave the **Advance** field blank and click **Save**. The description of the expense report should appear on the left panel.

## Enter Expense Lines

1. To enter lines on the expense report header, select the **Project Materials** expense report on the left panel and click **Add Line** under the **New** group of the Expense tab. The **Add Expense Entry** window appears, enter the following values:
  - a. Job = 4002
  - b. Job WBS = 001-001-01
  - c. Job Category = Materials
  - d. Currency = Blank (this field is optional)
  - e. Paid by = Employee
  - f. Date = November 10
  - g. Distance = 0
  - h. Amount = 100.00
  - i. Add More Lines = Unchecked
2. Click **Save** to create the expense report line.
3. Click **Save** under the **Actions** group of the expense tab to save the expense report.

## Enter Per Diem Rates

1. To claim per diem for your travels on your expense report, click **Per Diem** on the ribbon under the **Process** group. The Per Diem Wizard opens.

2. Enter the following information into the wizard:
  - a. State/Country: GA.
  - b. Destination: Atlanta.
  - c. County: FULTON COUNTY
3. Click Next.
4. Enter the following information into the wizard:
  - a. Start Date: 11/10/2014 (Start and End Dates should be within the date range specified on the expense report header)
  - b. End Date: 11/13/2014 (Start and End Dates should be within the date range specified on the expense report header)
  - c. Job = 4002
  - d. WBS = 001-001-01
  - e. Lodging = Lodging (this is the job category that lodging expenses will be charged too)
  - f. Meals = Per Diem (this is the job category that meals will be charged too)
5. Click Next.
6. The next screen allows you to claim or not claim lodging, certain meals, and incidentals for each day. For example, if you hotel provides breakfast each morning, deselect breakfast for each day.
7. Click Next.
8. Enter \$110.00 as the **Daily Room Rate** and \$5.00 as the **Daily Room Tax**.
9. Click Finish and the lines are created on your expense report. It is important to note that the meals and incidentals for the first and last day of travel are calculated at 75%.
10. Once complete, click **Save** on the ribbon under the actions tab.
11. Click **Submit** on the ribbon under the actions tab.
12. Click **OK**. The status of the expense report is updated from un-submitted to submitted.

## Approving Employee Expense Report

1. To view the list of approvals required for a submitted expense report open NAV and navigate to **Departments > Project Accounting > Web > Expense**. Locate the expense report you wish to view and click on **Approvals** in the **Process** group of the **Home** tab.
2. Return to the WTE website and login as the first expense approver.
  - a. Login name: pvbs\vhugo
  - b. Password: password
3. Select the **Approval** tab.
4. On the left panel of the screen select the expense report for Carl Simmons. The expense report should appear.
5. Click **Approve** under the **Actions** group of the **Approval** tab.
6. The expense report should disappear from the list of expense reports on the left panel.
7. Return to the WTE website and login as the second expense approver.
  - a. Login name: pvbs\mgibson
  - b. Password: password

8. Select the **Approve** tab.
9. On the left panel of the screen select the expense report for Carl Simmons. The report should appear.
10. Click **Approve** under the **Actions** group of the **Approval** tab.
11. The expense report should disappear from the list of expense reports on the left panel.

## Exercise 3: Expense Report Processing

In this exercise you will review approved expense reports in NAV and create purchase invoices. Once purchase invoices are created, payments can be suggested and processed to your employees.

### Creating Purchase Invoice

1. Navigate to the expense report list in NAV, Departments>Project Accounting>Web >Expense Report.
2. Select the expense report you wish to process. Expense reports must be marked as **Approved** and the post status must be **Not Transferred**.
3. Double click on the expense report you wish to open.
4. Validate the expense report header and lines.
5. Click Create Purchase Invoice. Click Ok to create purchase invoice.
6. The purchase invoice number should now be populated in the **PO No.** field.

# Exercise 4: Web Requisition Entry

In this exercise you will create a new requisition on the web. The requisition will be for an item purchased to a job. After the requisition is submitted, it will go through the standard approval process before being converted into a purchase order.

## Create New Web Requisition Worksheet

1. Login to WTE using the following user credentials:
  - a. Login name: pvbs\csimmons
  - b. Password: password
2. The Web Time and Expense application will default to the **Timesheet** tab upon opening. Click on the **Requisition** tab to enter the **Requisition** module.
3. Click **Add Requisition** under the **New** group on the **Requisition Tab**. The **Add/Edit Requisition Header** window opens.
4. Enter November 10 as the start date. Click on the **Start Date** field to bring up the calendar.
5. Enter November 10 as the end date. Click on the **End Date** field to bring up the calendar.
6. In the **Description** field enter “**Project Req**”.

## Create New Requisition Lines and Submit Requisition

1. To enter lines on the requisition header, select the “**Project Req**” requisition on the left panel and click **Add Line** under the **New** group of the requisition tab. The **Add Requisition Entry** window appears, enter the following values:
  - a. Job = 4002
  - b. Job WBS = 001-001-01
  - c. Project Category = Materials
  - d. Currency = Blank (this field is optional)
  - e. Paid by = Employee
  - f. Date = November 10
  - g. Add More Lines = Unchecked
2. Click **Save** to create the requisition line.
3. Navigate to the requisition line created and enter a **Quantity** of 10 and a **Unit Cost** of \$10.00
4. Click **Save** under the **Actions** group of the requisition tab to save the requisition header.
5. Click **Submit** on the ribbon, under the actions group, to submit the requisition for approval.

## Requisition Approval

1. To view the list of approvals required for a submitted requisition open NAV and navigate to **Departments > Project Accounting > Web > Requisition**. Locate the requisition you wish to view and click on **Approvals** in the **Process** group of the **Home** tab.
2. Return to the WTE website and login as the first requisition approver.
  - a. Login name: pvbs\vhugo
  - b. Password: password
3. Select the **Approve** tab.
4. On the left panel of the screen select the requisition for Carl Simmons. The requisition should appear.
5. Click **Approve** under the **Actions** group of the **Approval** tab.
6. The requisition should disappear from the list of requisitions on the left panel.
7. Return to the WTE website and login as the second requisition approver.
  - a. Login name: pvbs\mgibson
  - b. Password: password
8. Select the **Approve** tab.
9. On the left panel of the screen select the requisition for Carl Simmons. The requisition should appear.
10. Click **Approve** under the **Actions** group of the **Approval** tab.
11. The requisition should disappear from the list of requisition on the left panel.

## Create Purchase Order from Requisition

1. Navigate to the requisition list in NAV, Departments>Project Accounting>Web >Requisition.
2. Select the requisition you wish to process. Requisitions must be marked as **Approved** and the post status must be **Not Transferred**.
3. Double click on the requisition report you just submitted.
4. On all requisition lines enter **MS0001** as the vendor and check the **Accepted** check box.
5. Click Create Purchase Order. Click Ok to create purchase Order.