Approvals Policy document for Microsoft Consulting Business

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| Owner:  Mark Groves | Type: Dynamics 365 Project transactions-Approval policy |
| Contact: Approval Policy team | Category: Project team member compliance |
| Effective Date: 5/18/2024 | Policy Number: MS-001 |

Purpose

Approval policy document to help project managers identify anomalies with project transactions.

Summary

This policy document enables organizations to specify which project transactions need to be flagged for review by the project manager.

If no policy is defined in requirements, then none of the project transactions will get flagged.

Managers must carefully review transactions flagged as “needs review” and approve them after ensuring that the issues have been addressed as this directly impacts project invoicing.

Requirements:

Transactions that meet the criteria defined below should be flagged as “Needs review” by the approver. Remaining transactions can be marked as “Ready for approval”.  If there are transactions that are marked as “Ready for approval” but however must be flagged for review in the future, then those should be added to this policy document.  To stop flagging transactions pertaining to a specific policy type, remove the related criteria from the requirements section.

Criteria for compliance of expense transactions

1. Expenses with total amount as 0.
2. Expense entries that exceed NTE limits set up on the project contract or project contract line or project contract customer or project contract line customer.
3. Expenses that exceed the budget set up on the project.
4. Expenses that were logged as non-billable or non-chargeable.
5. Expenses without receipts.
6. Expenses not assigned to a project task.
7. Expenses with transaction category as “Miscellaneous” or “Personal”.
8. Expenses associated to a non-project task.
9. Quantity of expense submitted against a subcontract line exceeds the available quantity on the subcontract line.
10. Expenses where Purpose is “Personal” or not related to an existing project or task.
11. Expense entries that were submitted with description having spelling or grammar mistakes.
12. Expenses submitted by a contractor s for Project “Robotics Installation”

Exceptions

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| For the org unit USPM, Project “Holidays” | Project specific approval | Mark all transactions as “Ready to approve” |
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