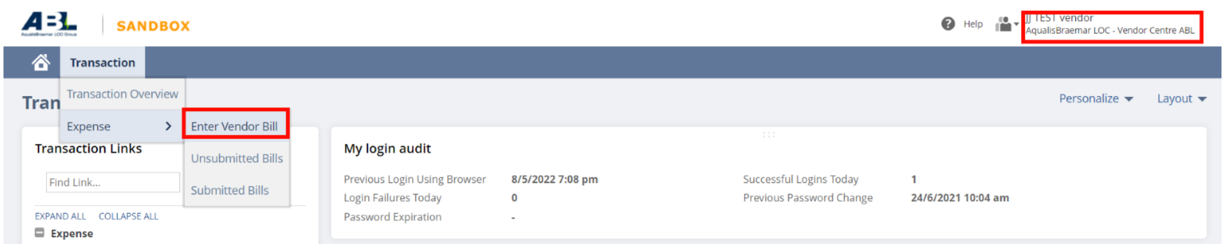
Table of contents

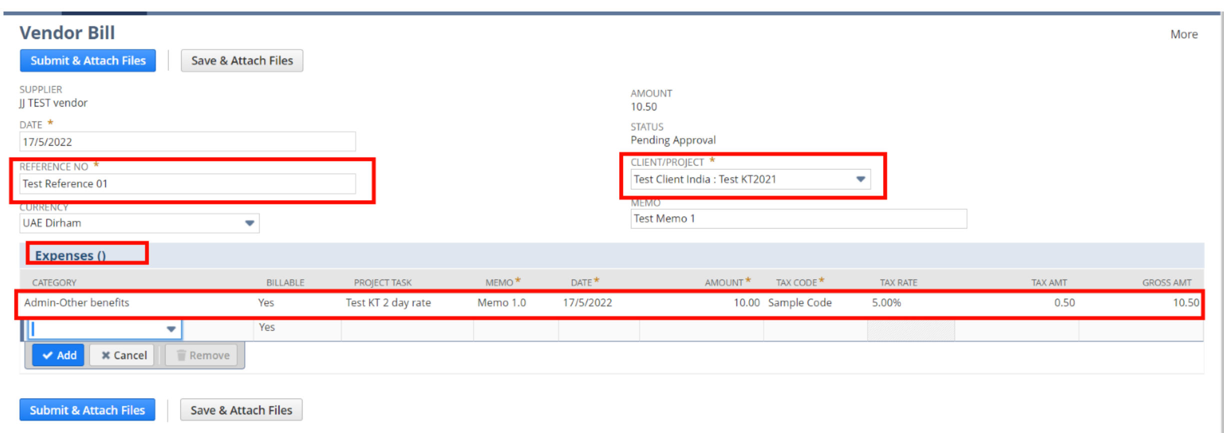
1. Attaching multiple files on Vendor Bills

This section summarizes the setup of attaching multiple files on the vendor bill creation in Vendor center role. Vendor bills can be created in two ways; either by Submitting (Creating a Vendor Bill Directly) or by Saving (Creating a custom record). User can attach maximum of 2 files per bills. They can update the files, then the previous files will be overwrite by new files.

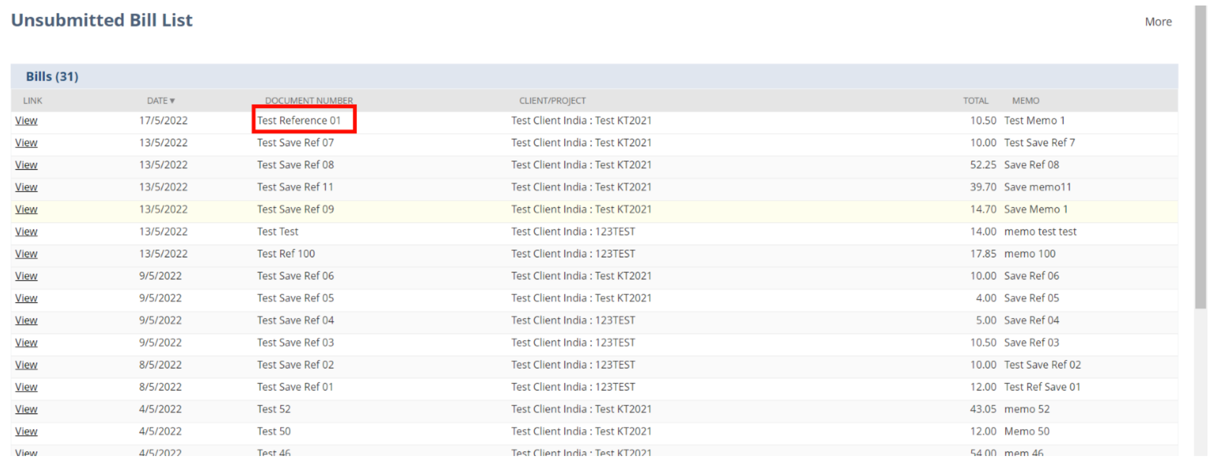
This is a suitelet setup for creating and updating Vendor bills on Vendor Center role. You can go with the following navigation for that particular section **Transaction > Expense > Enter Vendor Bill.**



Vendor bills will be created for the logged-in vendor. The vendor could provide necessary details such as Reference Number, Project, etc. When the Project is selected all of its related details will be automatically populated on the page. After providing such details they could add the expense lines also.



When the first page is submitted, then the page for uploading files will be shown. Currently, the user can add a maximum of 2 files for a vendor bill. They could skip this section too. When the user clicks **Save & Attach files** button, that particular record will be saved as a custom record like a temporary saving. This will be listed on the **Unsubmitted Bills** section.



Unsubmitted Bill List

More

Bills (31)

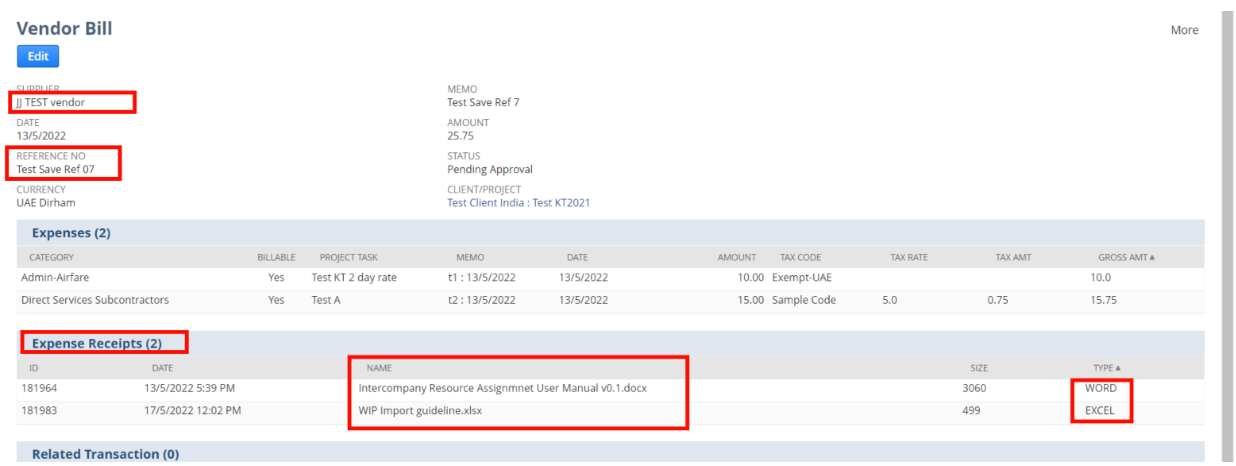
LINK	DATE ▾	DOCUMENT NUMBER	CLIENT/PROJECT	TOTAL	MEMO
View	17/5/2022	Test Reference 01	Test Client India : Test KT2021	10.50	Test Memo 1
View	13/5/2022	Test Save Ref 07	Test Client India : Test KT2021	10.00	Test Save Ref 7
View	13/5/2022	Test Save Ref 08	Test Client India : Test KT2021	52.25	Save Ref 08
View	13/5/2022	Test Save Ref 11	Test Client India : Test KT2021	39.70	Save memo11
View	13/5/2022	Test Save Ref 09	Test Client India : Test KT2021	14.70	Save Memo 1
View	13/5/2022	Test Test	Test Client India : 123TEST	14.00	memo test test
View	13/5/2022	Test Ref 100	Test Client India : 123TEST	17.85	memo 100
View	9/5/2022	Test Save Ref 06	Test Client India : Test KT2021	10.00	Save Ref 06
View	9/5/2022	Test Save Ref 05	Test Client India : Test KT2021	4.00	Save Ref 05
View	9/5/2022	Test Save Ref 04	Test Client India : 123TEST	5.00	Save Ref 04
View	9/5/2022	Test Save Ref 03	Test Client India : 123TEST	10.50	Save Ref 03
View	8/5/2022	Test Save Ref 02	Test Client India : 123TEST	10.00	Test Save Ref 02
View	8/5/2022	Test Save Ref 01	Test Client India : 123TEST	12.00	Test Ref Save 01
View	4/5/2022	Test 52	Test Client India : Test KT2021	43.05	memo 52
View	4/5/2022	Test 50	Test Client India : Test KT2021	12.00	Memo 50
View	4/5/2022	Test 46	Test Client India : Test KT2021	54.00	mem 46

The user can edit these bills and change the files attached to it or they can remove the files if they want.

If the user clicks on '**Submit & Attach Files**' button, then this vendor bill will be saved as standard Vendor bill record. When this record will be in **Pending Approval** status, this can't be edited from the Vendor center role.

Removing Attachments

1. Open any submitted/ Unsubmitted Bill which has/has not any attachments



Vendor Bill

Edit

More

SUPPLIER
JJ TEST vendor

DATE
13/5/2022

REFERENCE NO
Test Save Ref 07

CURRENCY
UAE Dirham

MEMO
Test Save Ref 7

AMOUNT
25.75

STATUS
Pending Approval

CLIENT/PROJECT
Test Client India : Test KT2021

Expenses (2)

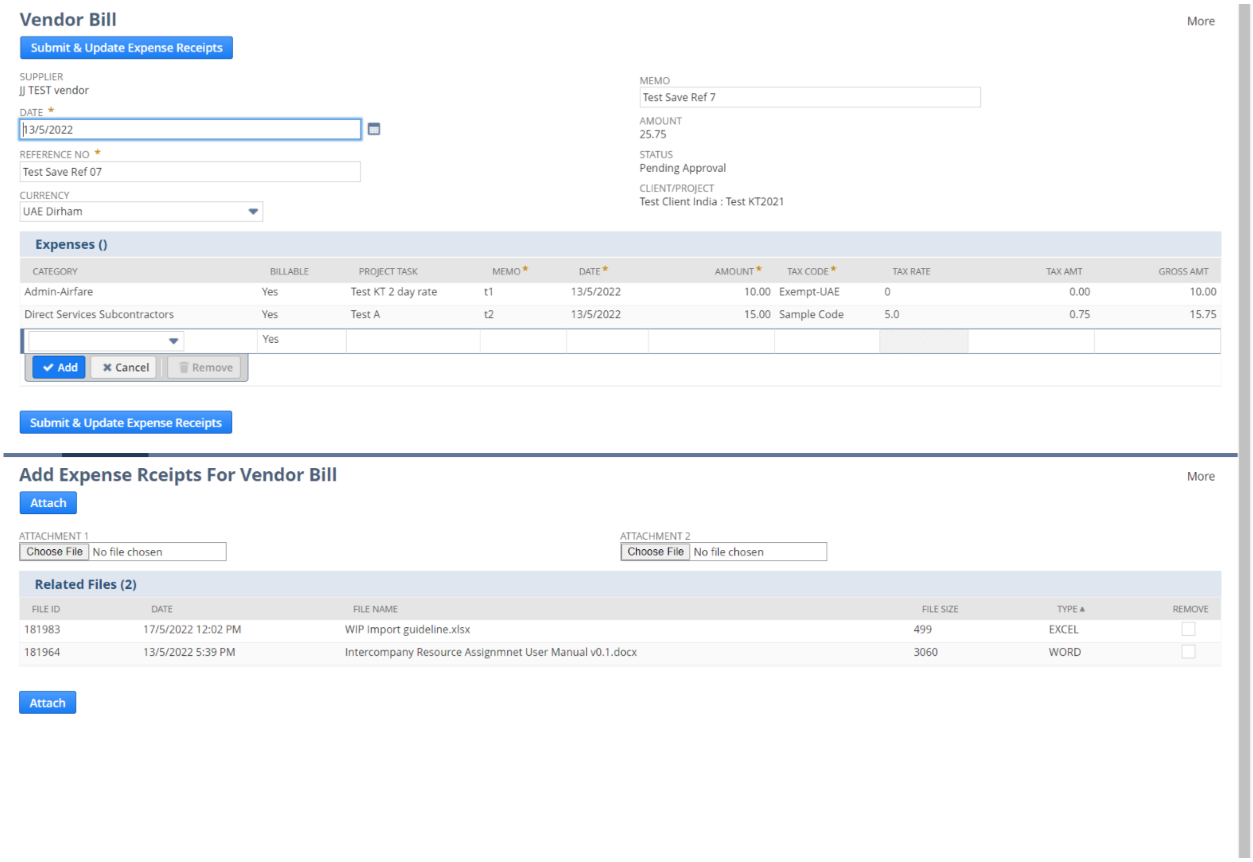
CATEGORY	BILLABLE	PROJECT TASK	MEMO	DATE	AMOUNT	TAX CODE	TAX RATE	TAX AMT	GROSS AMT ▴
Admin-Airfare	Yes	Test KT 2 day rate	t1 : 13/5/2022	13/5/2022	10.00	Exempt-UAE			10.0
Direct Services Subcontractors	Yes	Test A	t2 : 13/5/2022	13/5/2022	15.00	Sample Code	5.0	0.75	15.75

Expense Receipts (2)

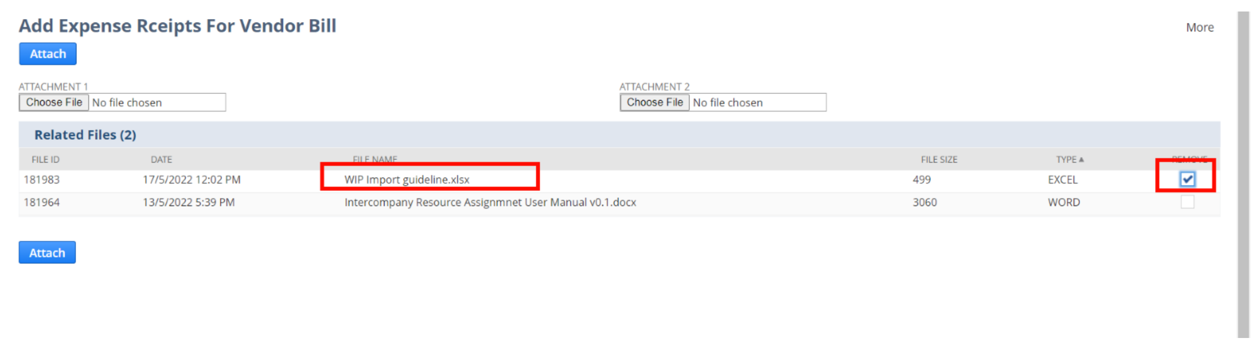
ID	DATE	NAME	SIZE	TYPE ▴
181964	13/5/2022 5:39 PM	Intercompany Resource Assignmnet User Manual v0.1.docx	3060	WORD
181983	17/5/2022 12:02 PM	WIP Import guideline.xlsx	499	EXCEL

Related Transaction (0)

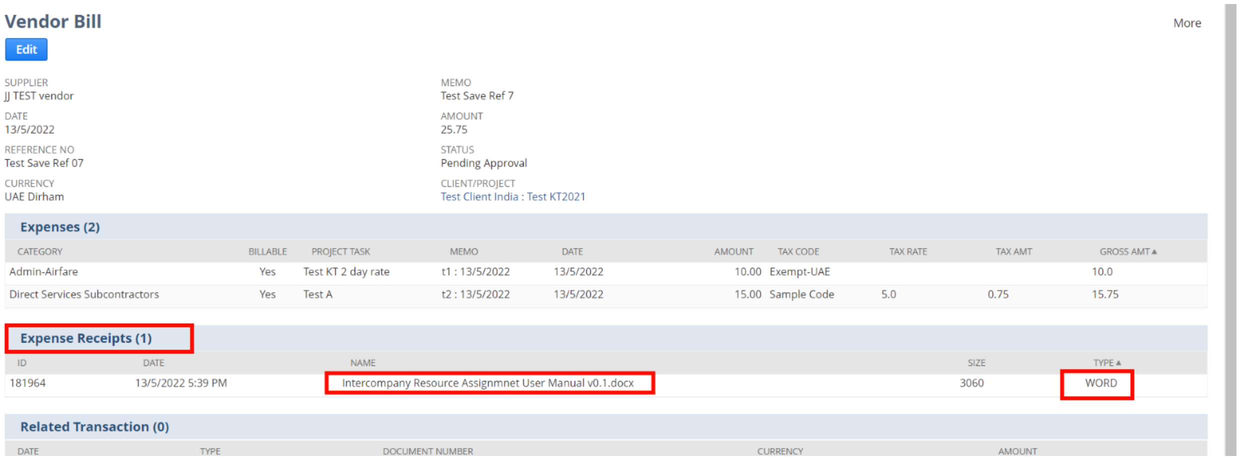
2. Edit the bill and Update the first page, if you want. Then click '**Save /Submit & Update Expense Receipt**'



3. In the sub list, You can see a checkbox named '**Remove**'. You can check the attachment you want to remove and click **Attach**



4. Open the same bill, which you've edited you can see the changes in the Expense receipts sub list

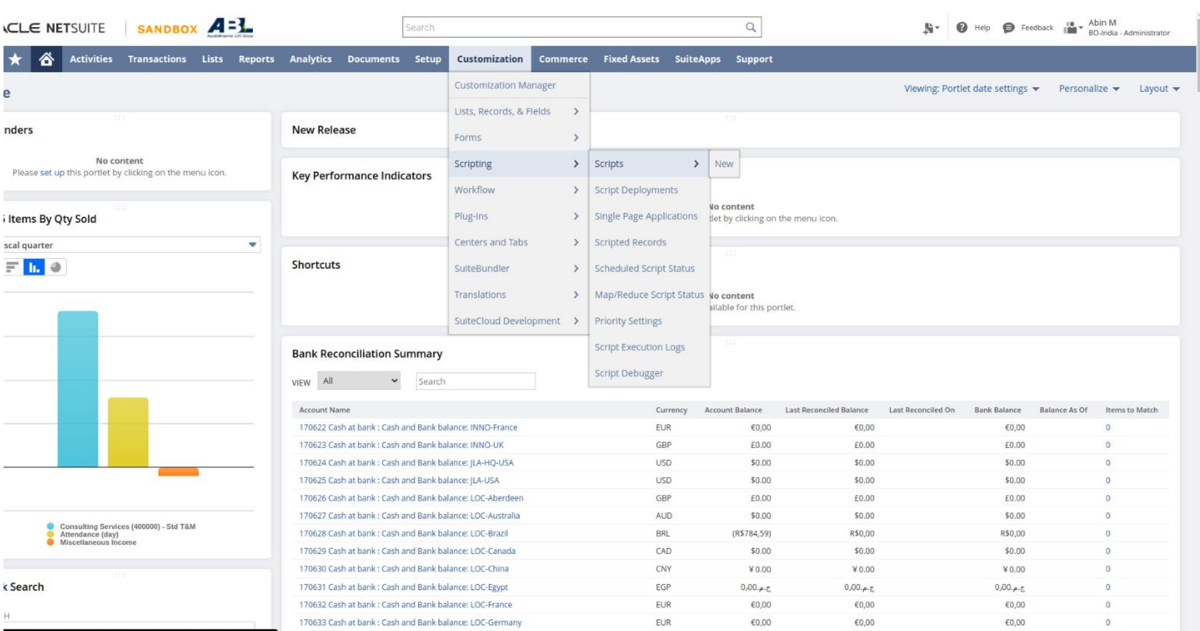


2. Scheduled Email For PM for Pending Time tracks

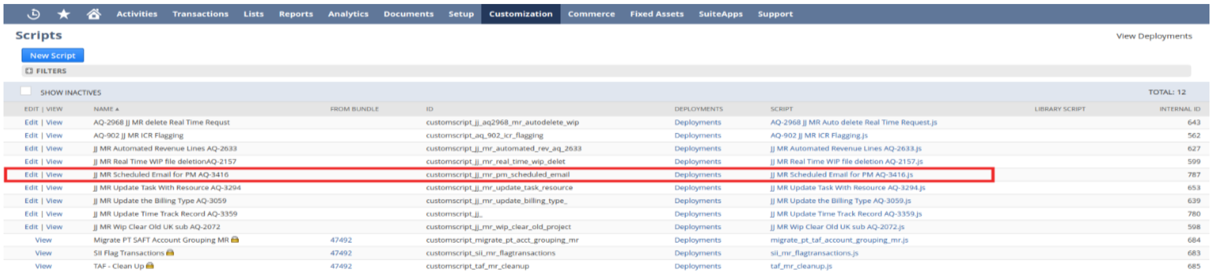
This section summarizes the setup of scheduling Emails for Project Managers regarding each one's Pending Time track. Its Schedules at the end of the day and It contains details of each pending time track records. The PM can approve each time track from the mail.

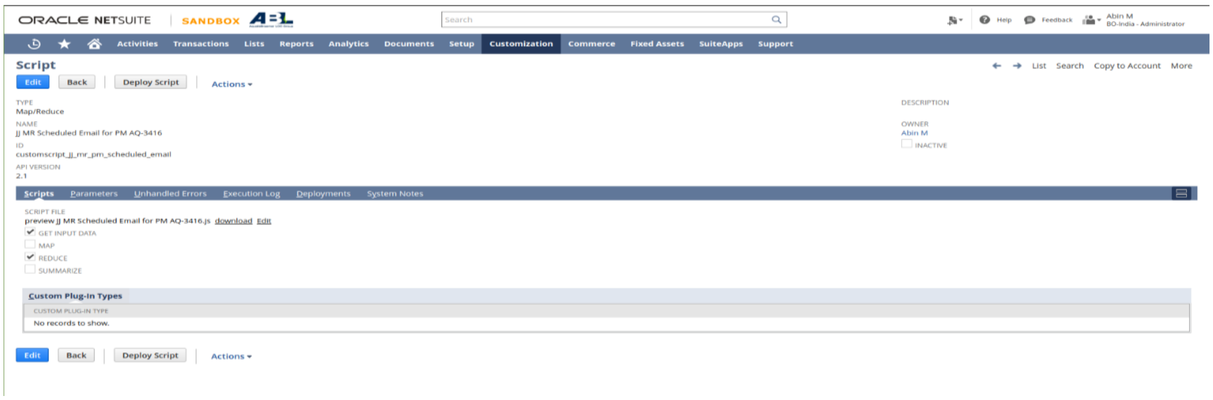
Navigation and the steps for the execution is listed below.

1. Customization > Scripting > Scripts

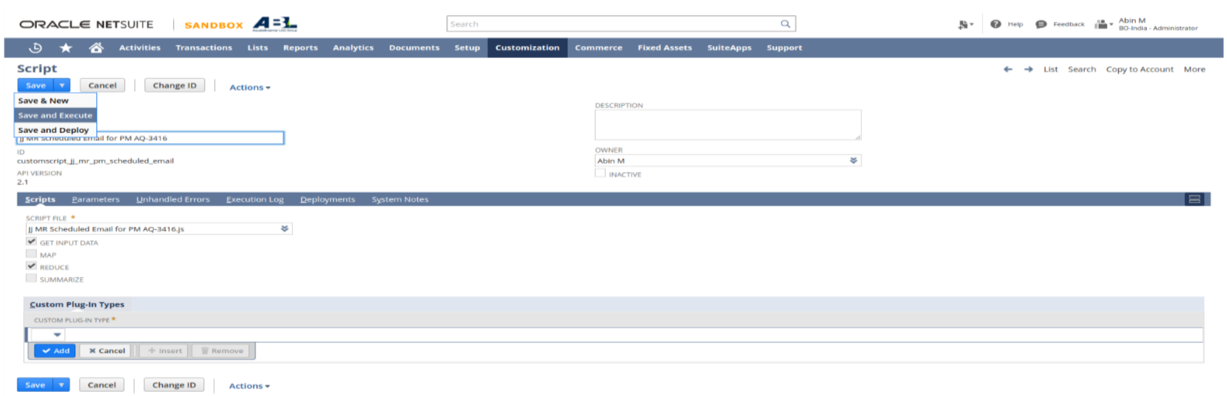


2. Open the script **'JJ MR Scheduled Email for PM AQ-3416'**

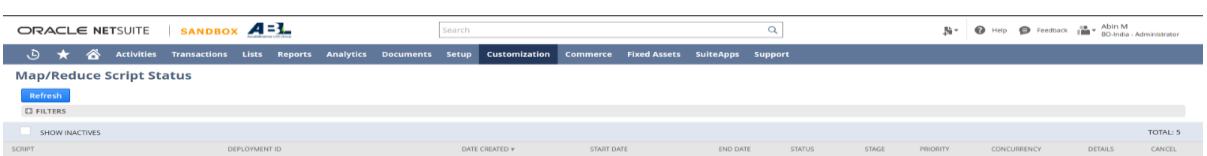




3. Click Edit, then Save and Execute



4. Click refresh until the status becomes Completed.



5. Sample of Email Content

Dear Hormese Paul,

You have 19 Pending Timetrack to Approve. Please Approve these Timetracks.

Details of timetracks are given beolow:

DATE	Timesheet	Employee
5/8/2021	577072	AI Global Media Ltd
23/8/2021	577401	AI Global Media Ltd
24/8/2021	577402	AI Global Media Ltd
25/8/2021	577403	AI Global Media Ltd
28/8/2021	577416	AI Global Media Ltd
30/8/2021	577417	AI Global Media Ltd
31/8/2021	577418	AI Global Media Ltd
6/9/2021	577412	AI Global Media Ltd
7/9/2021	577413	AI Global Media Ltd
13/12/2021	578148	Mary JJ
14/12/2021	578149	Mary JJ
15/12/2021	578150	Mary JJ
16/12/2021	578151	Mary JJ
17/12/2021	578152	Mary JJ
27/12/2021	578188	Mary JJ
28/12/2021	578189	Mary JJ
29/12/2021	578190	Mary JJ
30/12/2021	578191	Mary JJ
31/12/2021	578192	Mary JJ

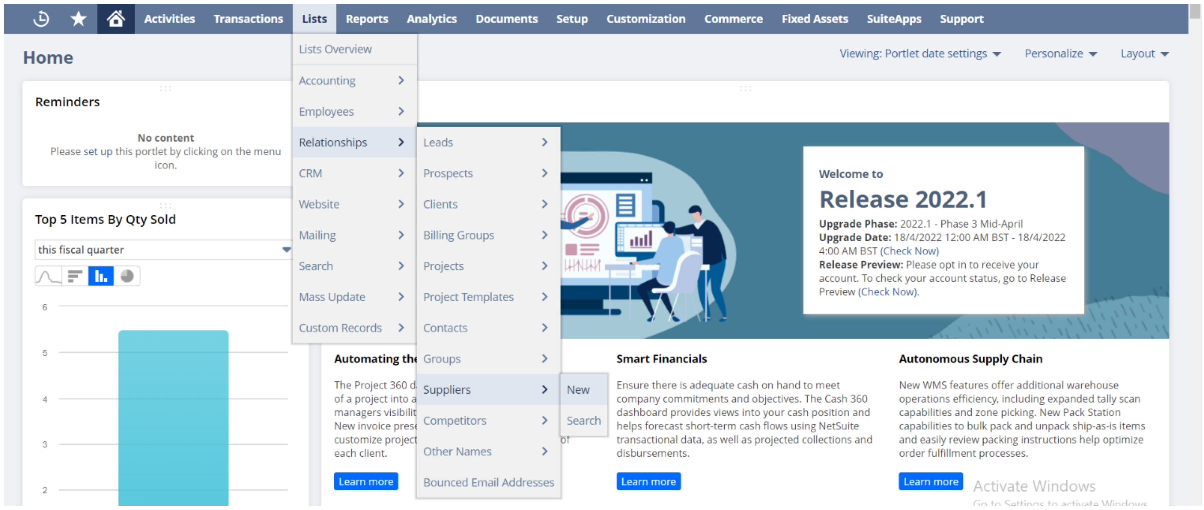
3. Supplier auto subsidiary assignment option for vendors

This section summarizes the setup of automatically assigning subsidiaries and currencies for intercompany vendors/ suppliers. For this, there is a custom check box for making suppliers intercompany resources or not. If the checkbox is checked, and upon saving the record, all the other subsidiaries (some exceptions) and currencies will be automatically assign to the supplier.

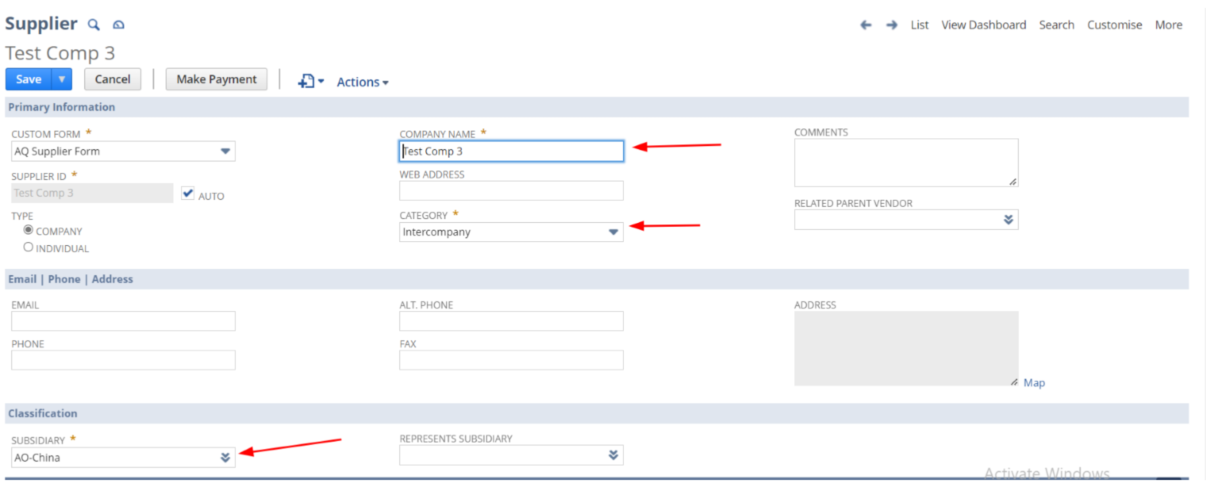
Following is the steps for executing the section on both create and edit mode.

Create Mode

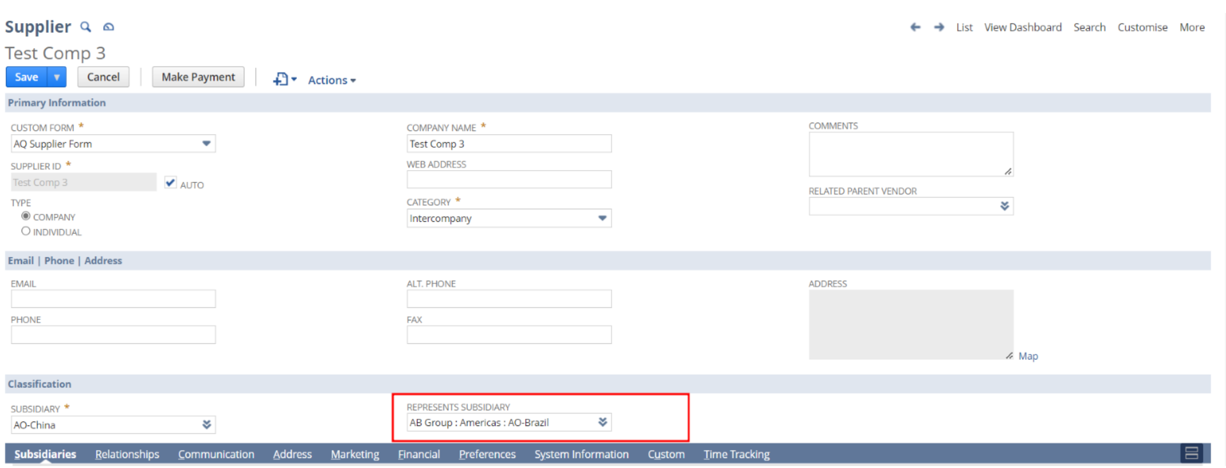
1. Create a new Supplier by List > Relationships > Suppliers > New



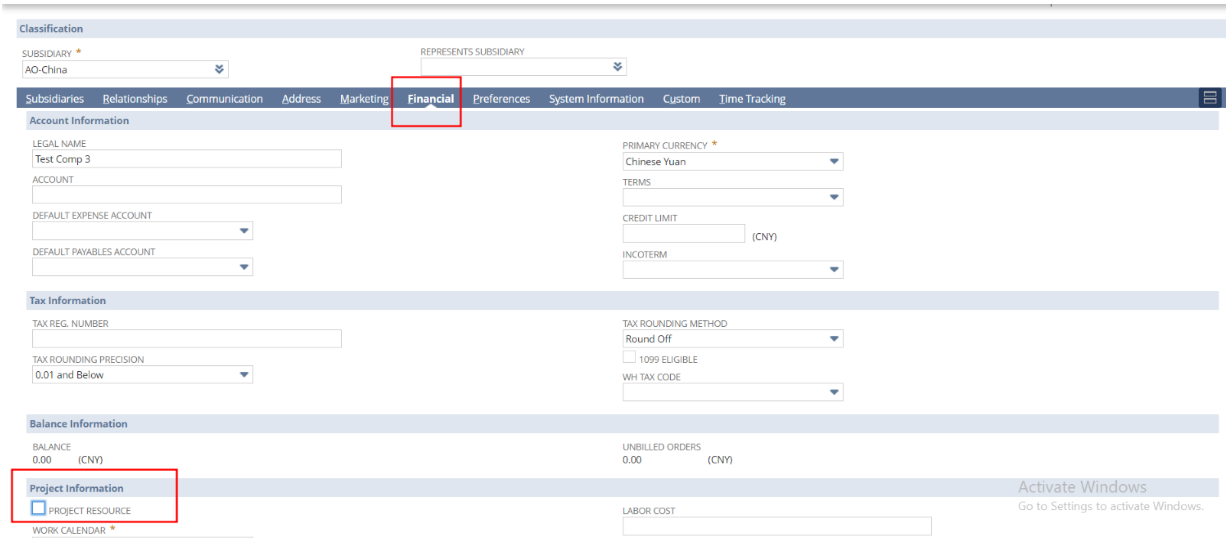
2. Add details of the vendor



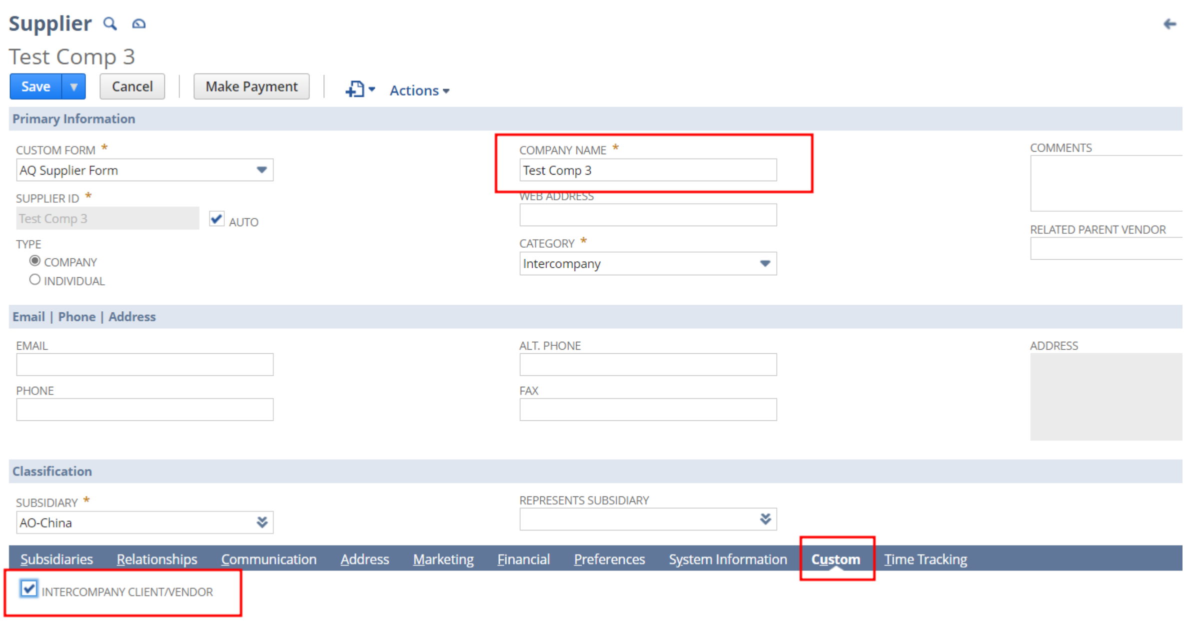
3. Provide **Represents Subsidiary**



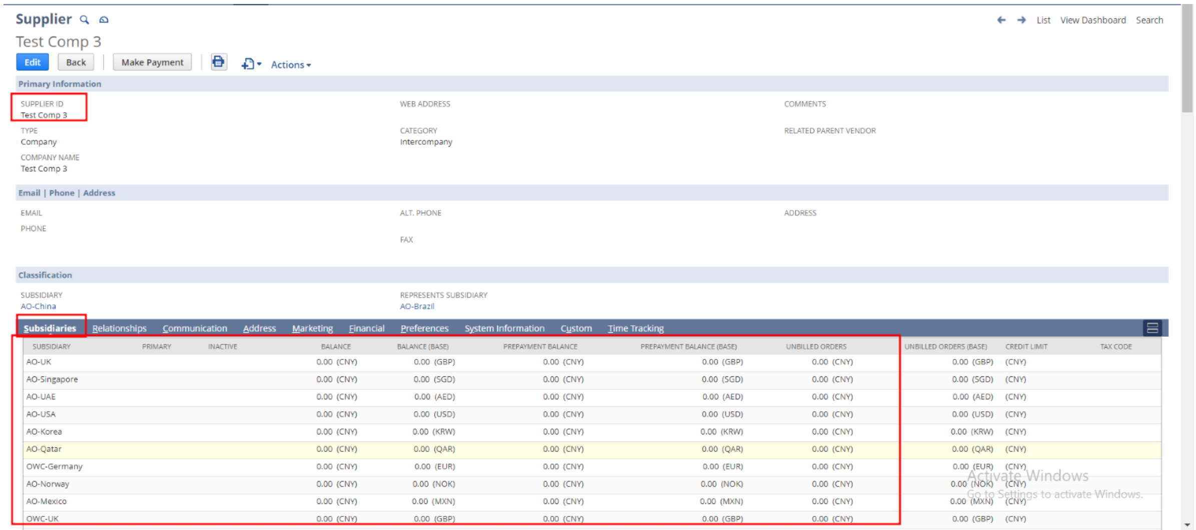
4. Uncheck the **Project Resource** check box



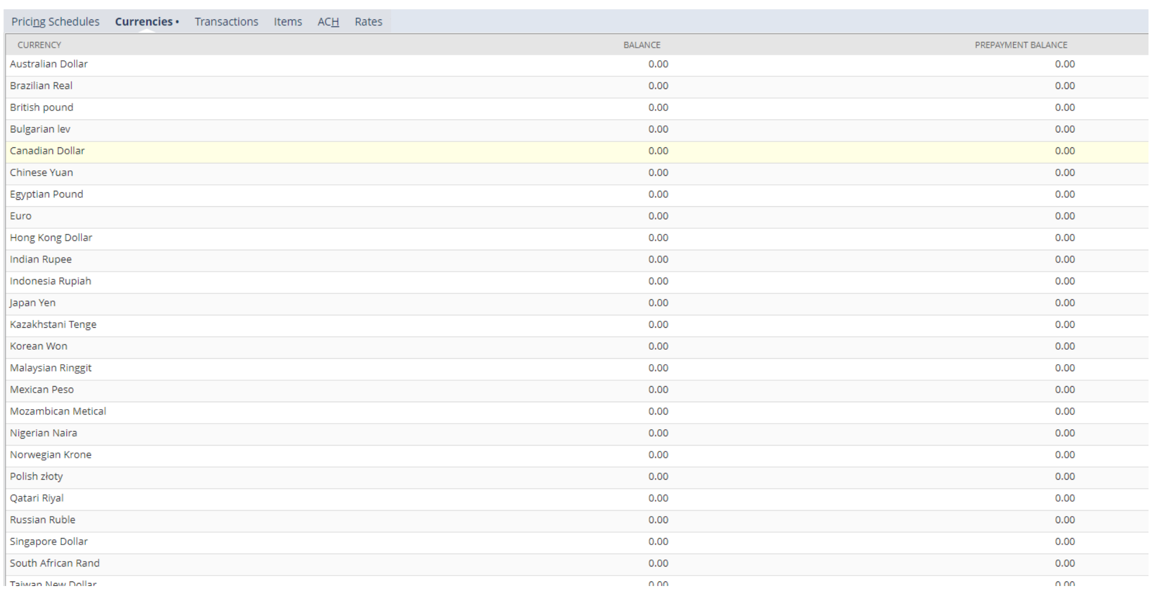
5. Check the **INTERCOMPANY CLIENT/VENDOR** checkbox



6. Click Save and refresh the Page

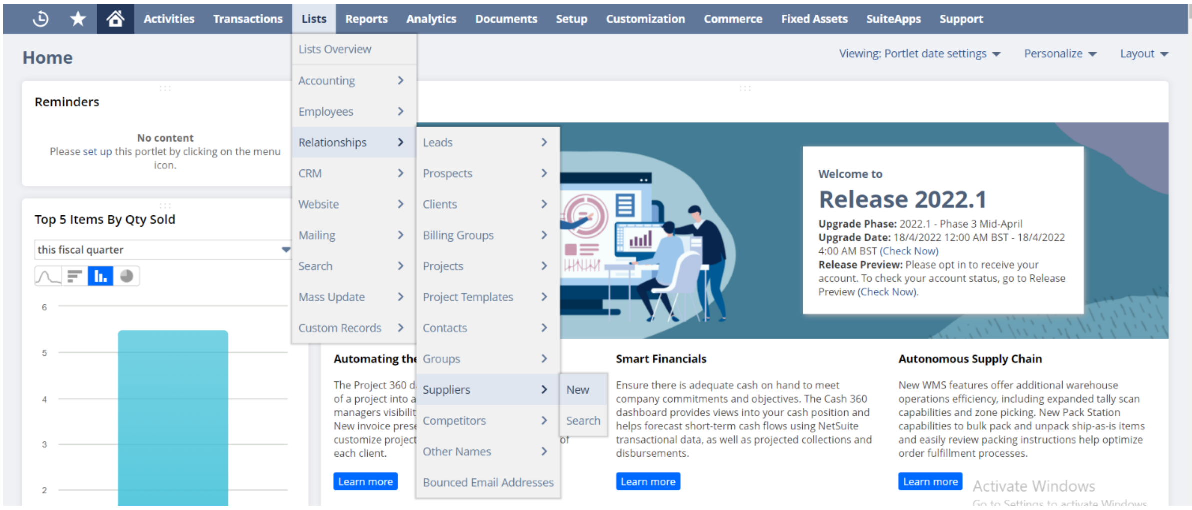


Check on Currencies sub tab Financial sub list

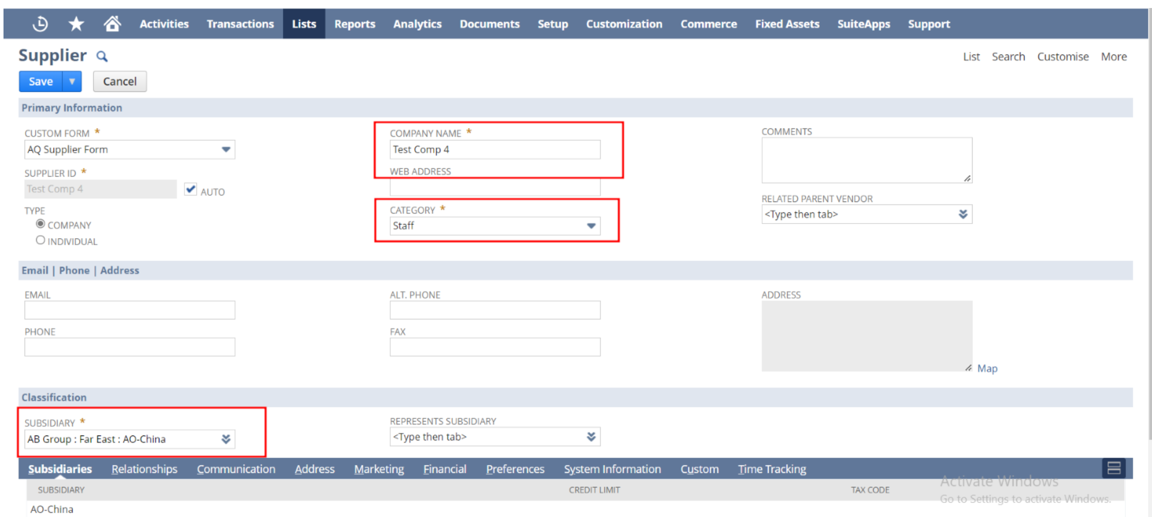


Edit Mode

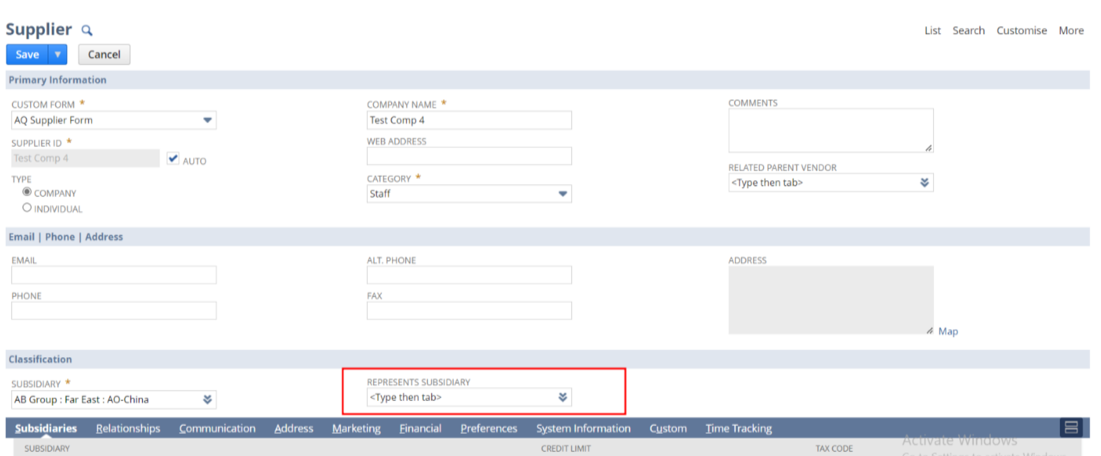
1. Create a Vendor through the Navigation List > Relationships > Suppliers > New



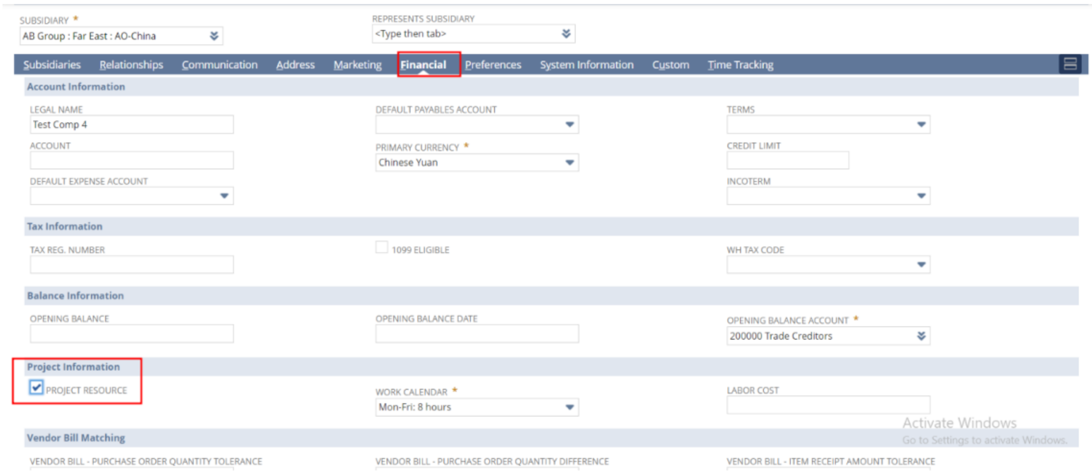
2. Add details



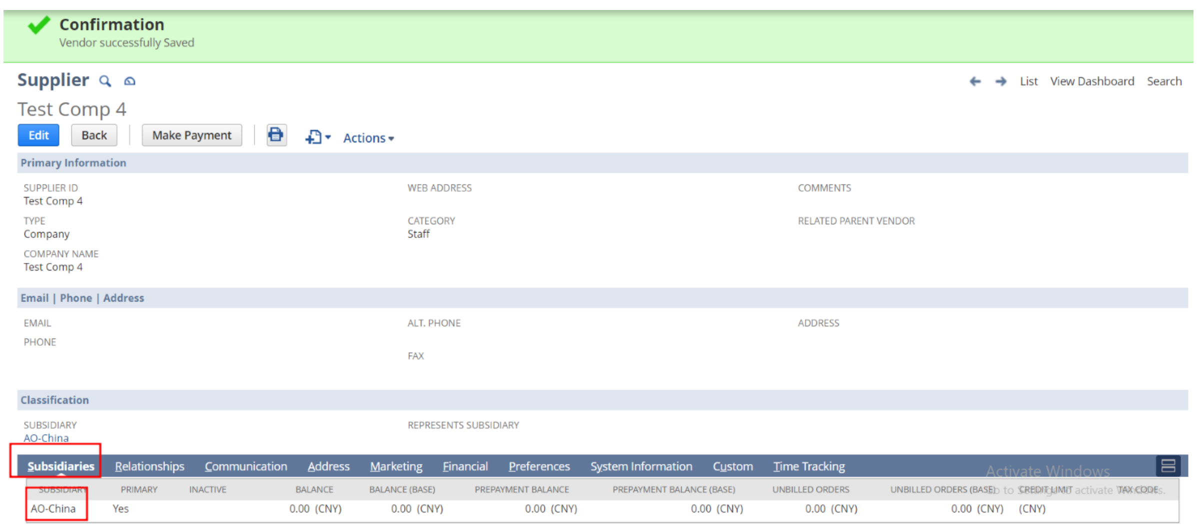
3. Leave the **Represents Subsidiary** blank



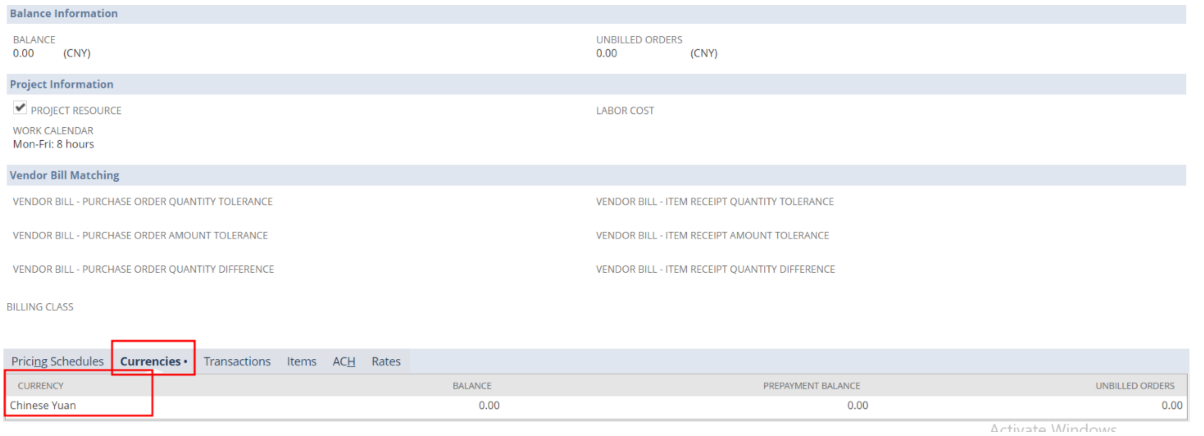
4. Check the **Project Resource** check box



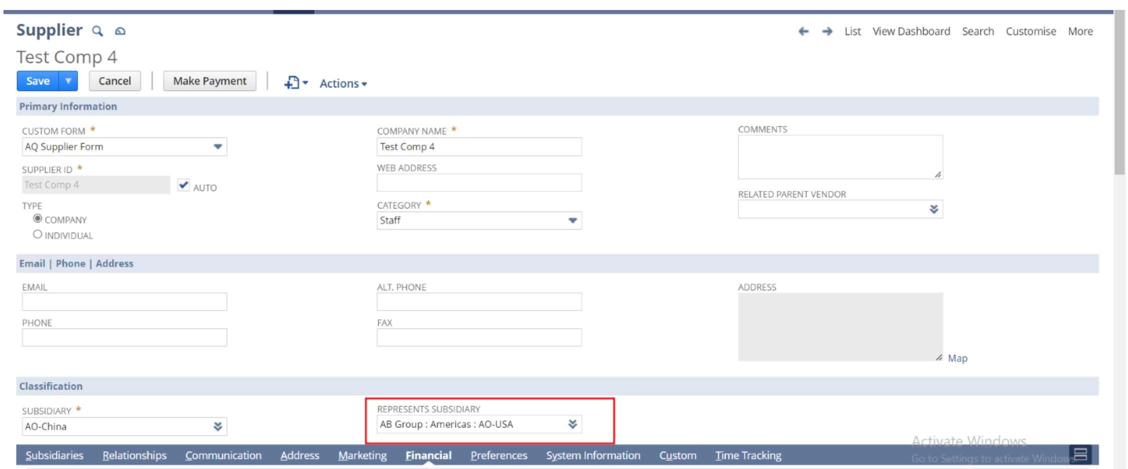
5. Click Save (**INTERCOMPANY CLIENT/VENDOR** checkbox will be unchecked)

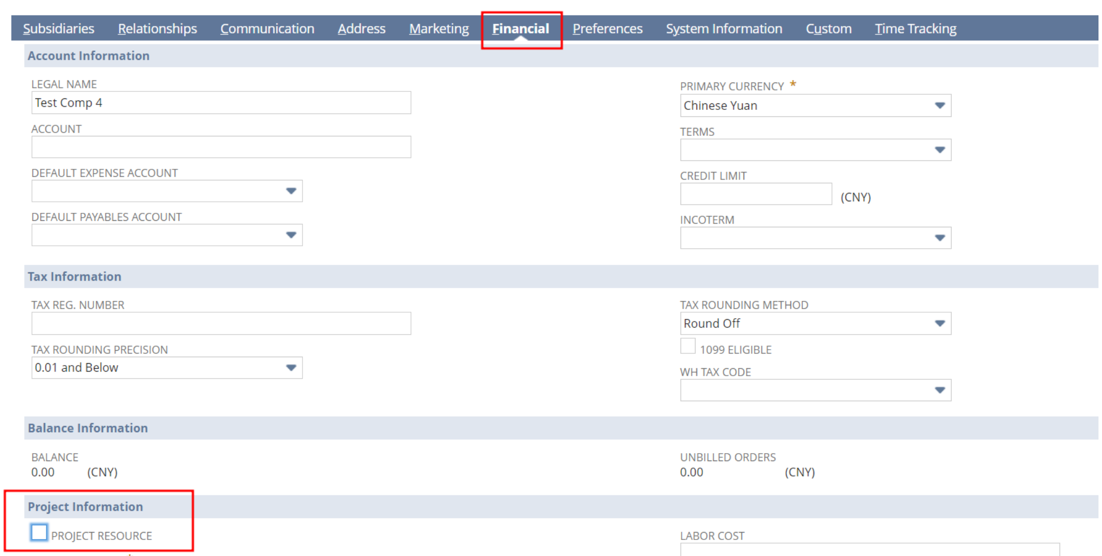


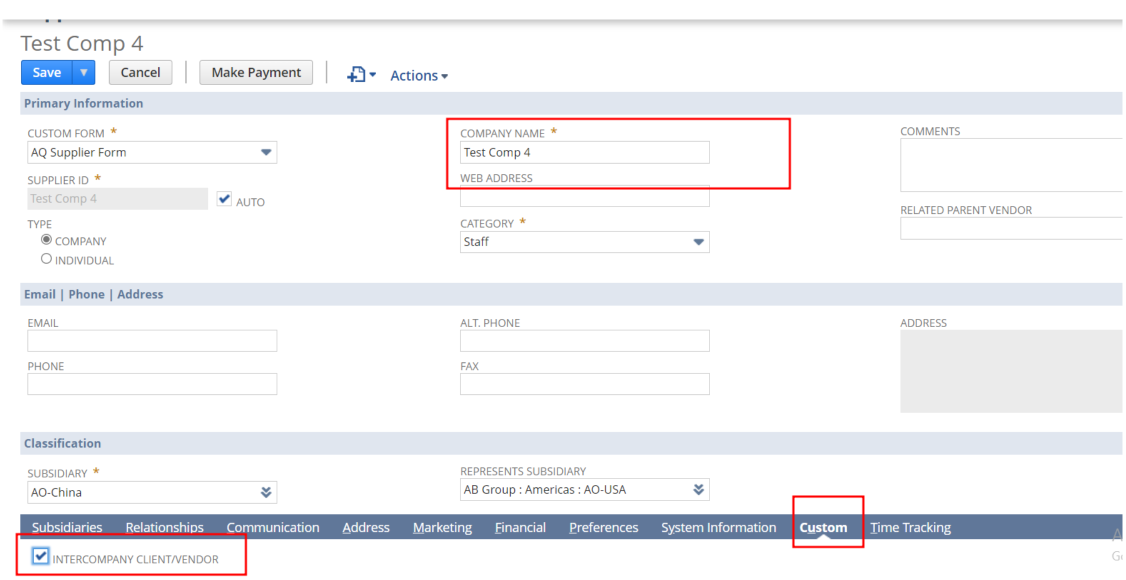
In the Financial sub list



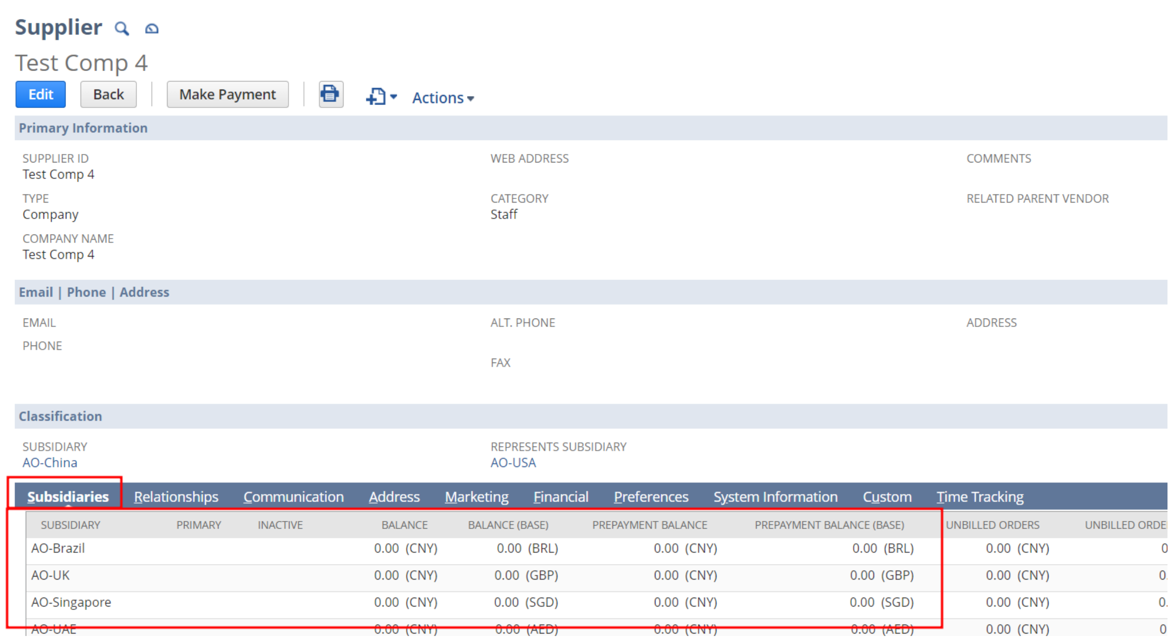
6. Click Edit
7. Provide **Represents Subsidiary,** uncheck **Project Resource** check box and check the **INTERCOMPANY CLIENT/VENDOR** checkbox



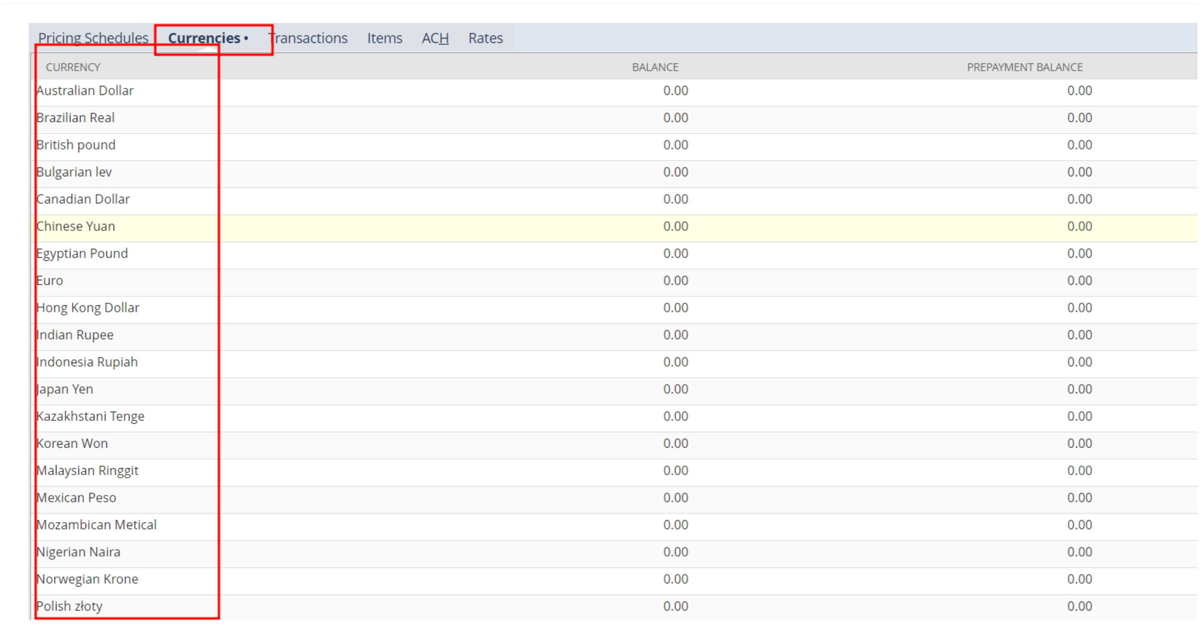




8. Click save and refresh the page



Currencies from **Financial** Sub list



Pricing Schedules | Currencies • | Transactions | Items | ACH | Rates

CURRENCY	BALANCE	PREPAYMENT BALANCE
Australian Dollar	0.00	0.00
Brazilian Real	0.00	0.00
British pound	0.00	0.00
Bulgarian lev	0.00	0.00
Canadian Dollar	0.00	0.00
Chinese Yuan	0.00	0.00
Egyptian Pound	0.00	0.00
Euro	0.00	0.00
Hong Kong Dollar	0.00	0.00
Indian Rupee	0.00	0.00
Indonesia Rupiah	0.00	0.00
Japan Yen	0.00	0.00
Kazakhstani Tenge	0.00	0.00
Korean Won	0.00	0.00
Malaysian Ringgit	0.00	0.00
Mexican Peso	0.00	0.00
Mozambican Metical	0.00	0.00
Nigerian Naira	0.00	0.00
Norwegian Krone	0.00	0.00
Polish złoty	0.00	0.00

4. Suitelet for Resource Allocation

This document summarizes the setup of allocating generic resources, employees and vendors to a project task through a suitelet. User can allocate a task by selecting its respective project and user can also decide whether to add vendors of the same subsidiary and billing class, or not. When the task is allocated to resources those resources will also added to the project record also. This process is available on Administrator, Employee center and financial center roles.

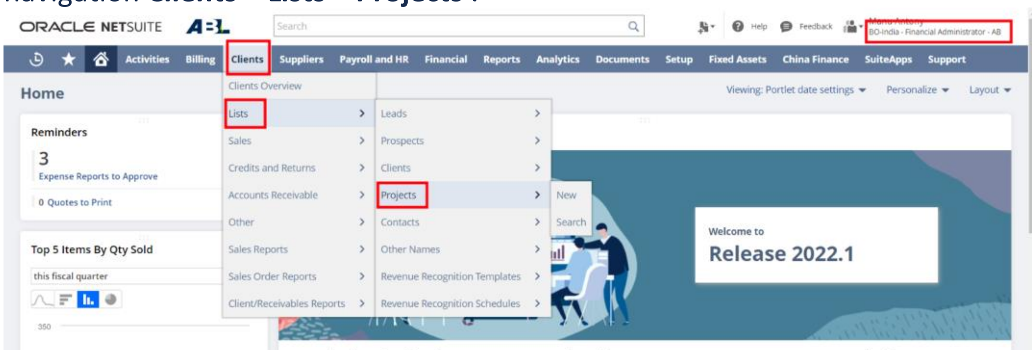
Navigations

Role	Navigation
Administrator	List > Custom Records > Resource Allocation
Employee Center ABL	Home > Custom Records > Resource Allocation
Financial Administrator	Setup > Custom Records > resource Allocation

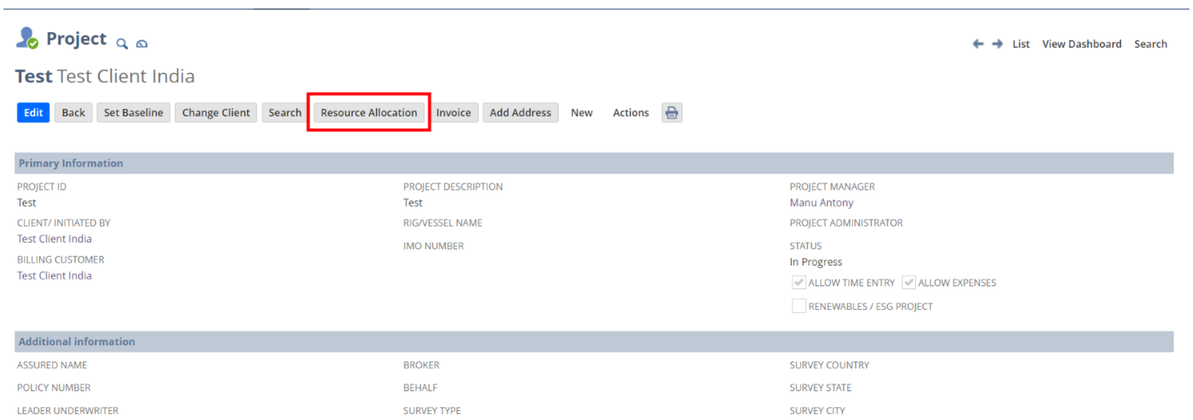
In Financial Administrator- AB role and Administrator role, User can access the process through button in Project record. There is a button '**Resource Allocation**' in project record.

In Financial Administrator role, you can access this by two ways.

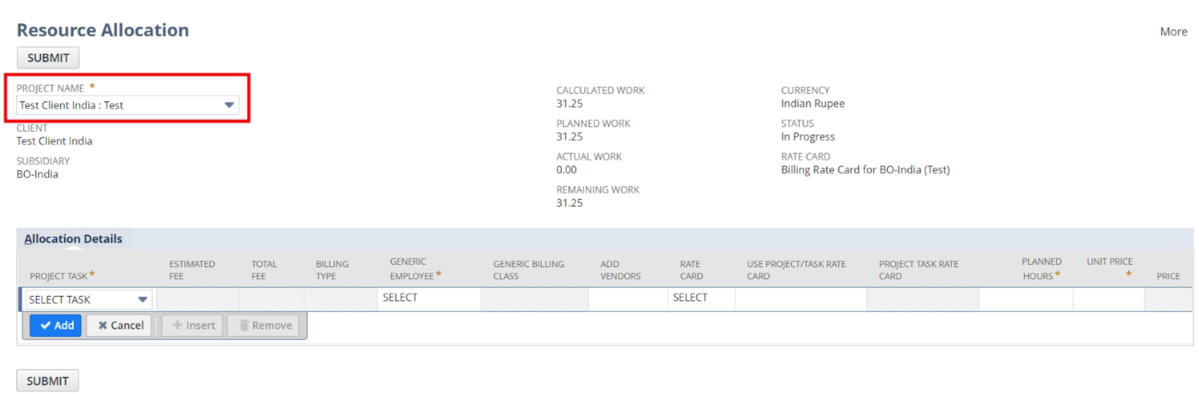
1. **Through the navigation Setup > Custom Records > resource Allocation** Through the Button in the corresponding project record. You can get the **project record** by the navigation **Clients > Lists > Projects** .



In the financial administrator role, projects which has the same subsidiary of logged user is listing. From the list, select a project record, then you can see the button '**Resource Allocation**'.



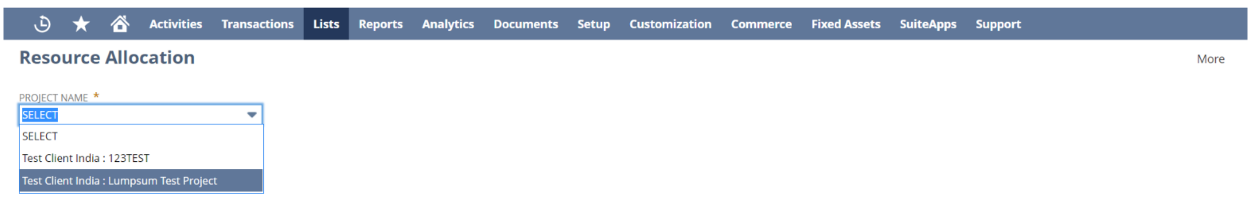
By clicking the button, it leads to the suitelet page for that particular project task.

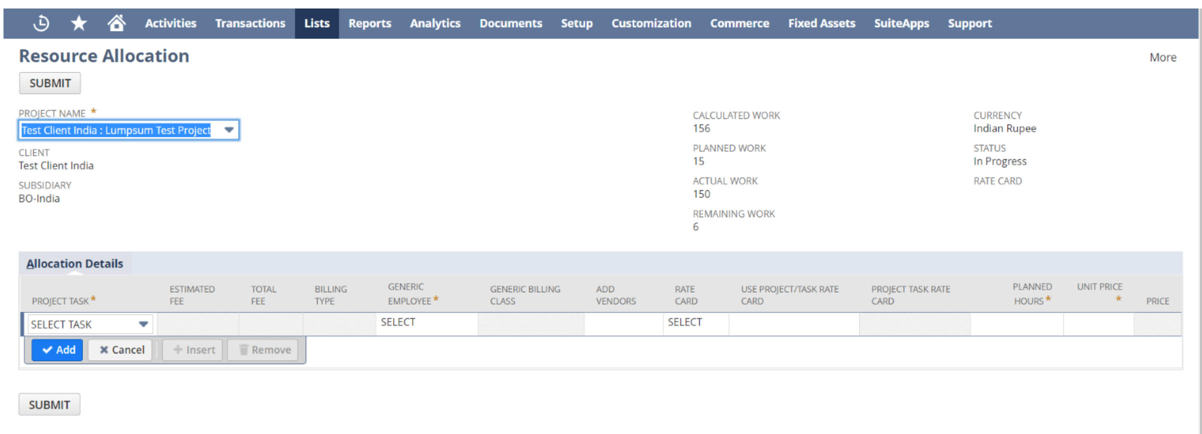


In **Administrator** role, you can also access the process by the same method mentioned above. But in this role, this button will show only in those project, which is not inactive and it should be in Progress state and it should have a billing type and the logged user should be a project manager either in body level or line level.

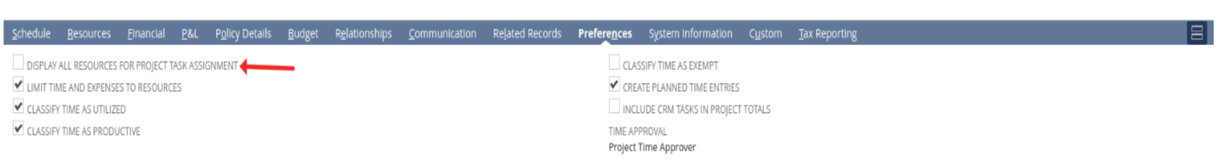
Scenario 1: Normal Working

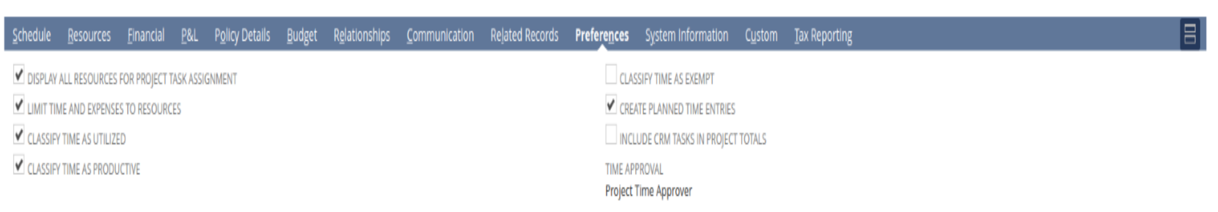
1. Select a project (In financial administrator role, all project under the subsidiary of logged user's role supports will be listed. In employee center role, projects in which the logged user is a line level/ body level project manager, will be listed and in Administrator role, all active projects which has InProgress status and billing type will be listed)



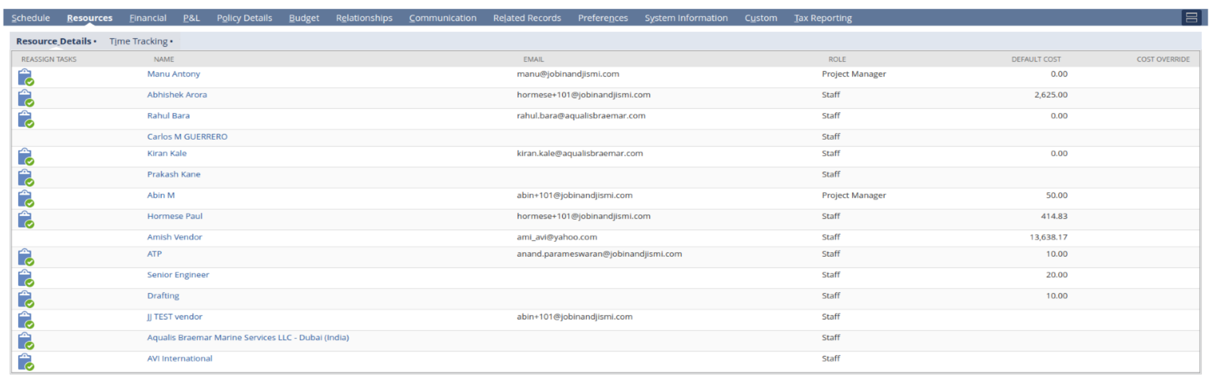


When you select a project, that project's preference will change. In the preference tab, **'Display all resources for Project task assignment'** checkbox will be automatically checked. This will automatically add the new resources in the project task to the project task record.

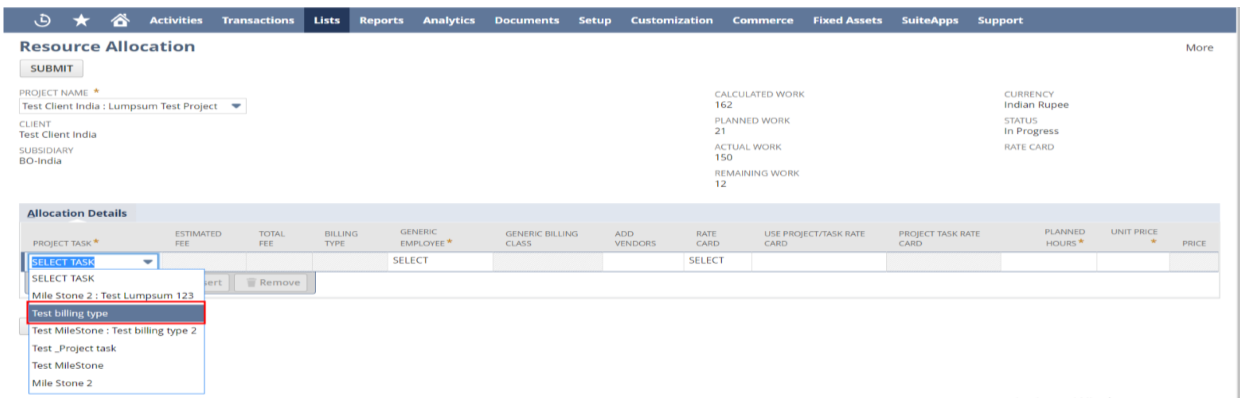




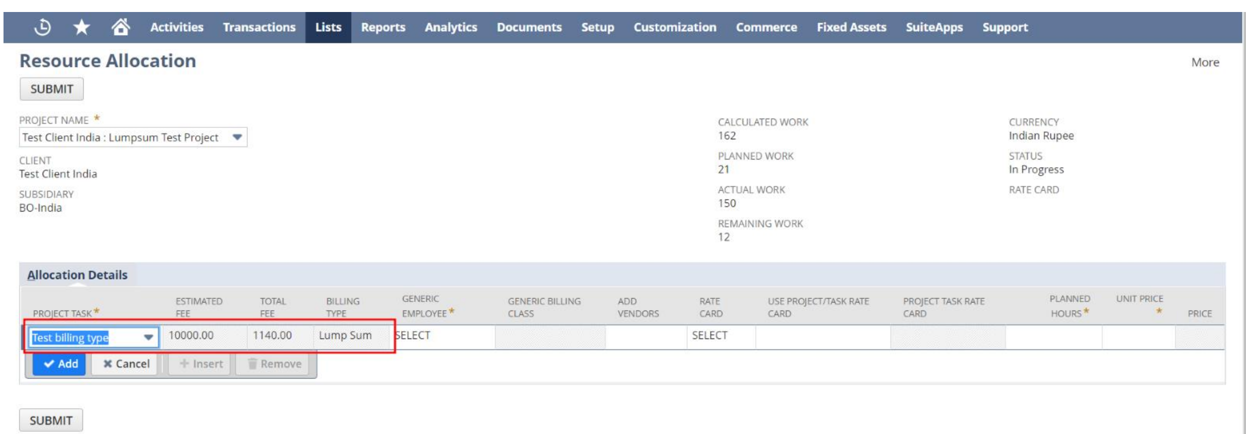
check it's resource list in the resource tab. This is the resource list before task allocation



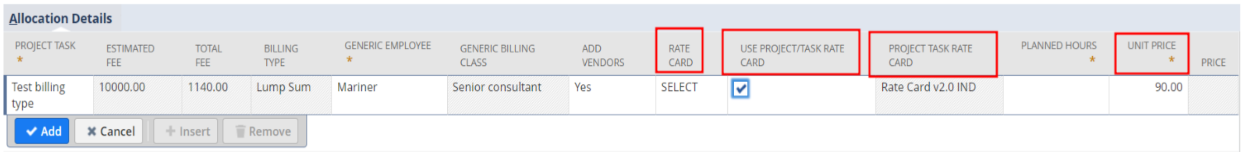
2. Add a project task in the suitelet (Project task has certain criteria. Task should be in 'not Started' or 'InProgress' status and task shouldn't be a milestone and it should have a billing type)



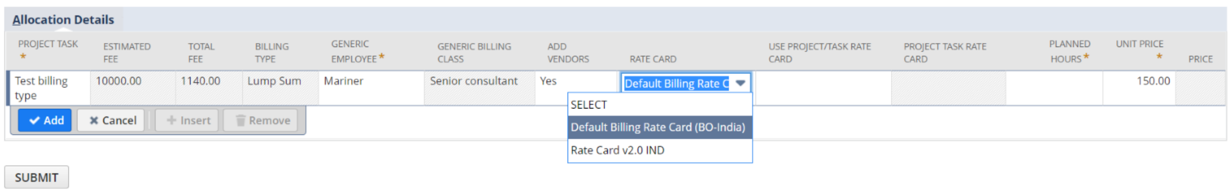
By selecting a Project Task, It will automatically populate, the selected Project task's Estimated fee, total fee and billing type.

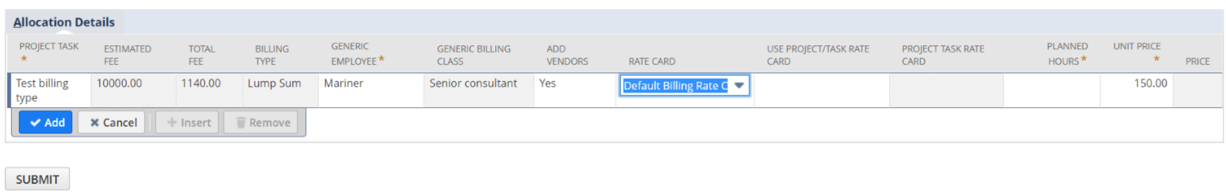


3. You can select Billing Rate card both manually and automatically. If you want it automatically you can check the field **'USE PROJECT/TASK RATE CARD'.** If you want manually select any option from the drop down field **'RATE CARD'.**

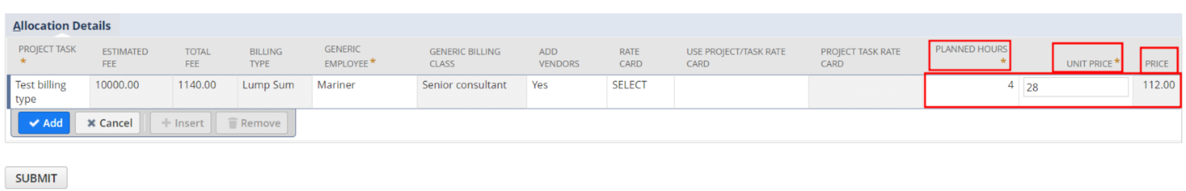


When you select the rate card, then the selected rate card's appropriate price will automatically populate in the **'Unit Price'** field. User can edit this value too.

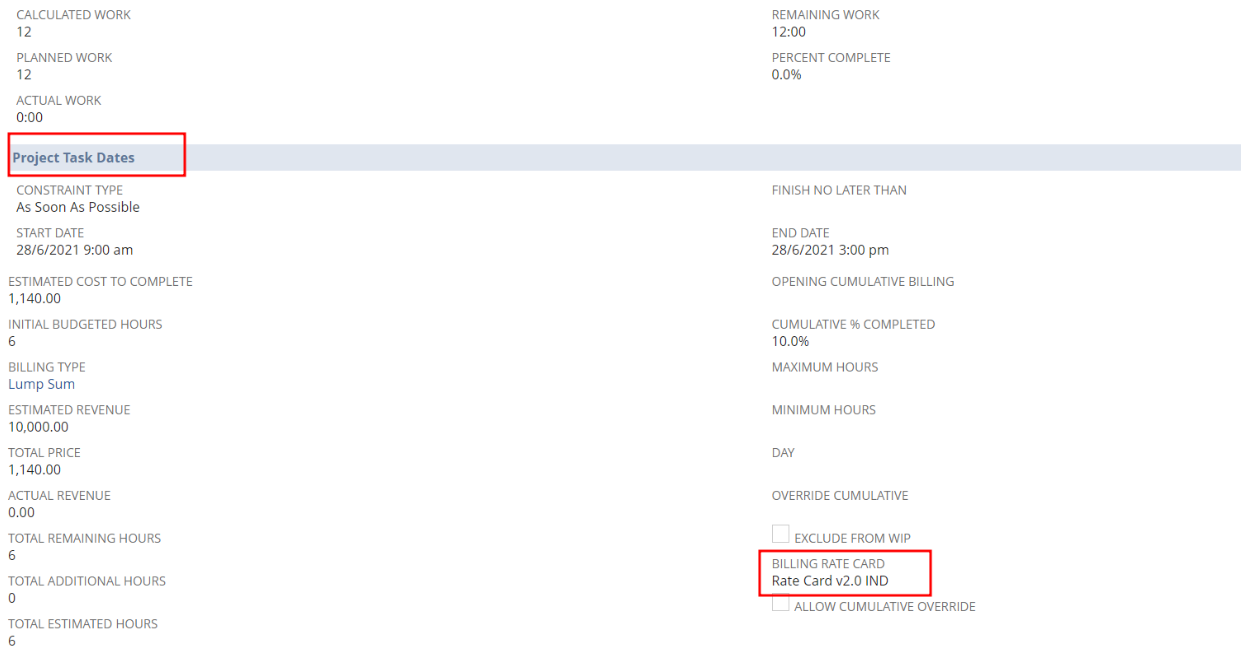




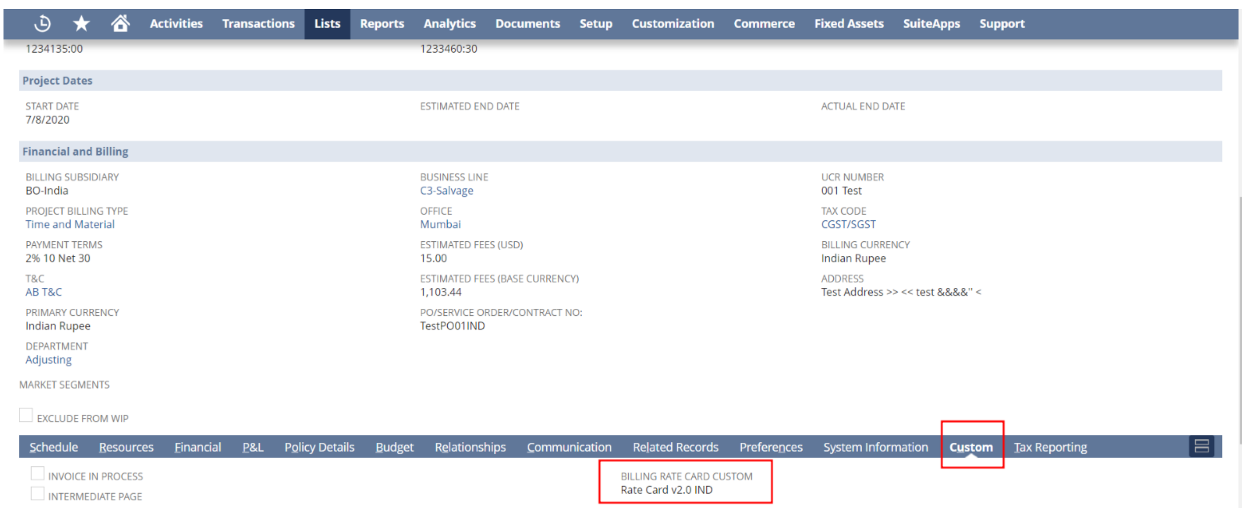
If the user didn't choose any billing card or if either the project task or project doesn't have any billing rate card in their respective records, then there won't be any rate card or unit price won't populate in the page. In such situation the user can enter values.



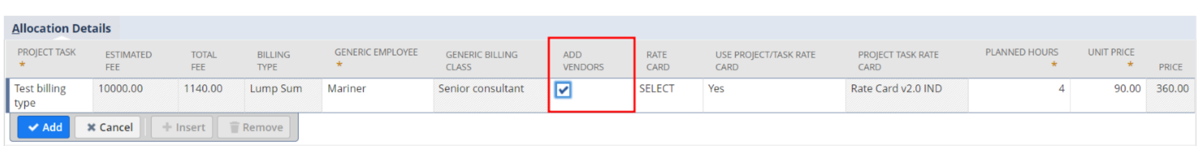
Billing Rate card in Project Task Record



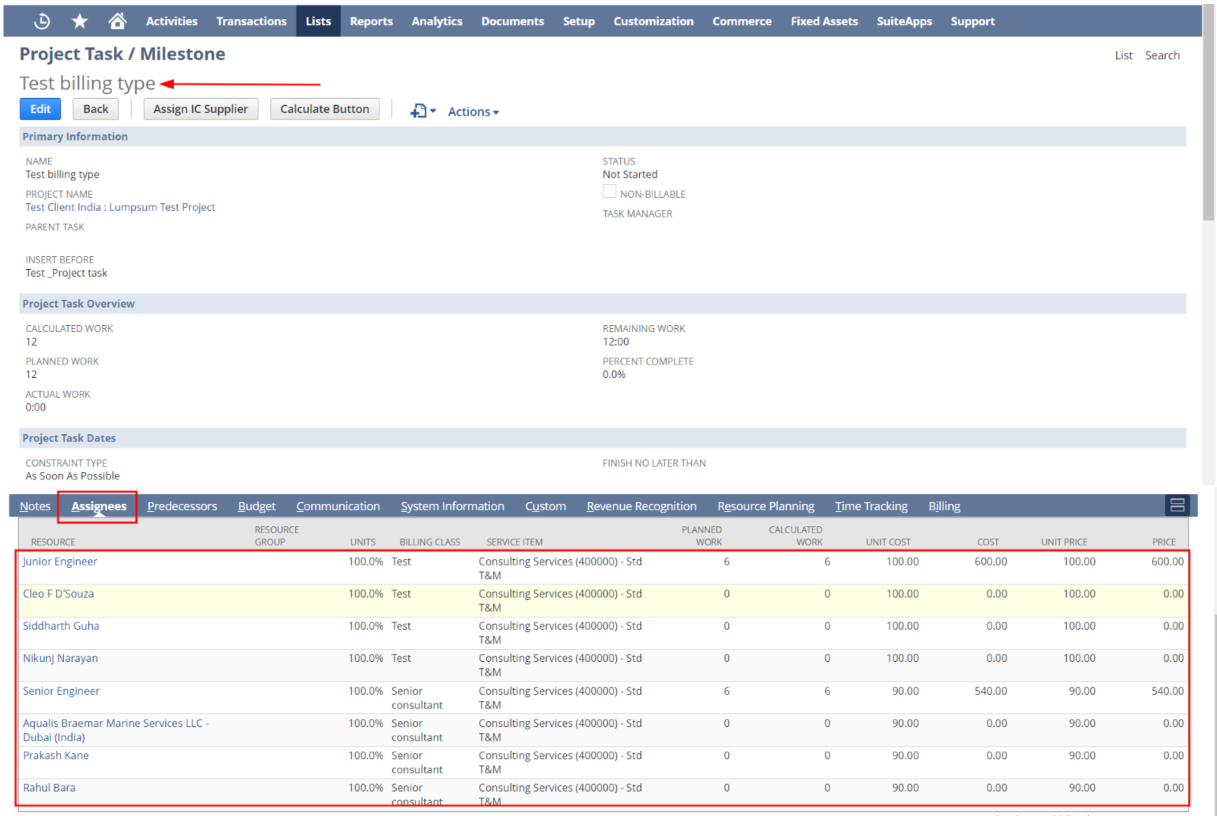
You can see Billing Rate Card in **’Custom’** subtab in a Project Record from the below image.



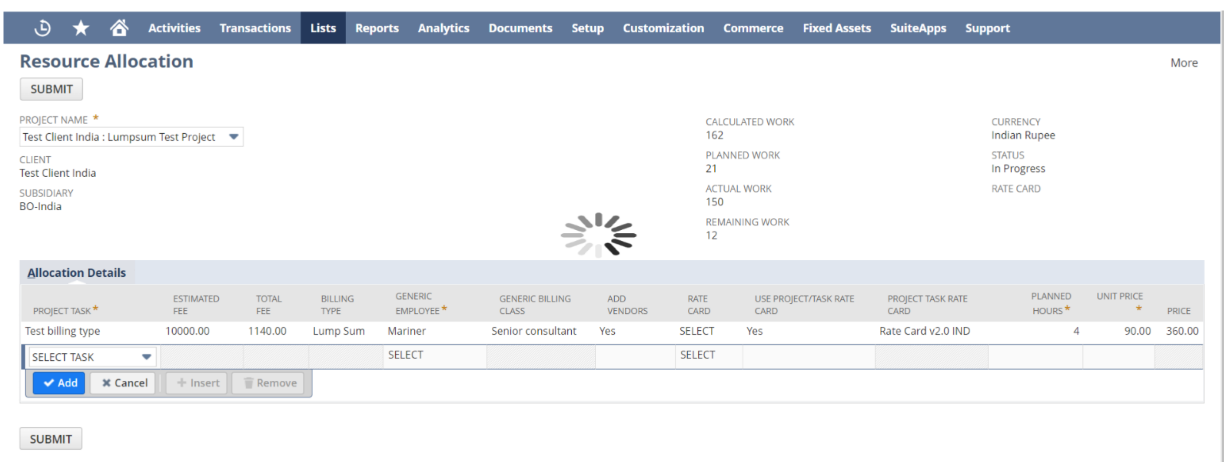
4. Like that, you can also decide whether to allocate the task to vendors who has the same subsidiary of project and billing class of generic employee, or not. For that you can check the field **‘ADD VENDORS’**.



5. Open the particular project task record and check it's assignee list before allocating the new resources.



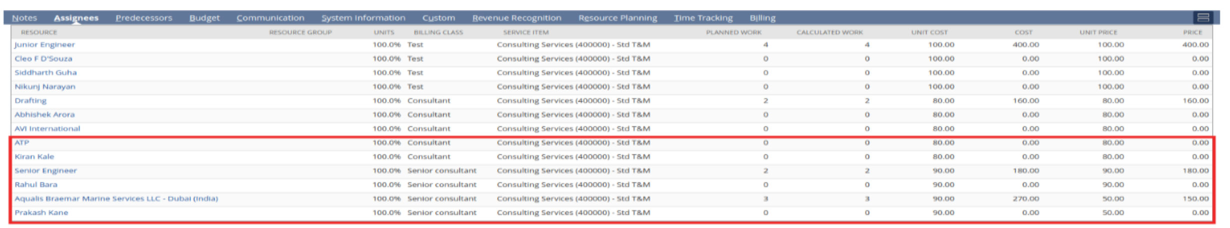
6. Click add and click Submit.



If the process hasn't any errors, then it will redirect to the first page

Otherwise the error will show in the page as a warning

7. Then check the project task record to check whether new resources are added or not

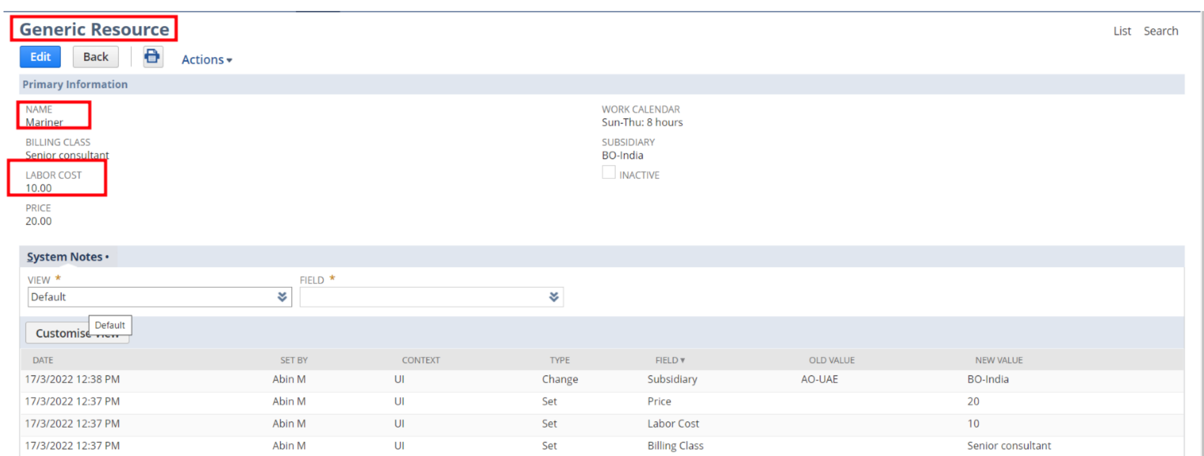


Notes | Assignees | Predecessors | Budget | Communication | System Information | Custom | Revenue Recognition | Resource Planning | Time Tracking | Billing

RESOURCE	RESOURCE GROUP	UNITS	BILLING CLASS	SERVICE ITEM	PLANNED WORK	CALCULATED WORK	UNIT COST	COST	UNIT PRICE	PRICE
Junior Engineer		100.0%	Test	Consulting Services (400000) - Std T&M	4	4	100.00	400.00	100.00	400.00
Cleo F D'Souza		100.0%	Test	Consulting Services (400000) - Std T&M	0	0	100.00	0.00	100.00	0.00
Siddharth Guha		100.0%	Test	Consulting Services (400000) - Std T&M	0	0	100.00	0.00	100.00	0.00
Nikunj Narayan		100.0%	Test	Consulting Services (400000) - Std T&M	0	0	100.00	0.00	100.00	0.00
Drafting		100.0%	Consultant	Consulting Services (400000) - Std T&M	2	2	80.00	160.00	80.00	160.00
Abhishek Arora		100.0%	Consultant	Consulting Services (400000) - Std T&M	0	0	80.00	0.00	80.00	0.00
AVI International		100.0%	Consultant	Consulting Services (400000) - Std T&M	0	0	80.00	0.00	80.00	0.00
ATP		100.0%	Consultant	Consulting Services (400000) - Std T&M	0	0	80.00	0.00	80.00	0.00
Kiran Kale		100.0%	Consultant	Consulting Services (400000) - Std T&M	0	0	80.00	0.00	80.00	0.00
Senior Engineer		100.0%	Senior consultant	Consulting Services (400000) - Std T&M	2	2	90.00	180.00	90.00	180.00
Rahul Bara		100.0%	Senior consultant	Consulting Services (400000) - Std T&M	0	0	90.00	0.00	90.00	0.00
Aqualis Braemar Marine Services LLC - Dubai (India)		100.0%	Senior consultant	Consulting Services (400000) - Std T&M	3	3	90.00	270.00	50.00	150.00
Prakash Kane		100.0%	Senior consultant	Consulting Services (400000) - Std T&M	0	0	90.00	0.00	50.00	0.00

In the assignees line, all the generic resource should only have the Planned hours and Unit Price. So Only they will have a total amount value. All other resources will have zero planning hours. Because of that, they will have a zero(0) total amount.

Likewise, when you check the **Unit Cost** field in the list, the value is populating from its corresponding assignee's record. Ie; if the assignee is a generic Employee, the value will populate from **Labor Cost field.**



If the assignee is an employee or Supplier, then the unit cost value is populating from **LABOR COST (EMPLOYEE/SUPPLIER SUBSIDIARY'S CURRENCY)** field.

Employee

Rahul Bara ACTIVE

Edit Back Actions

Primary Information

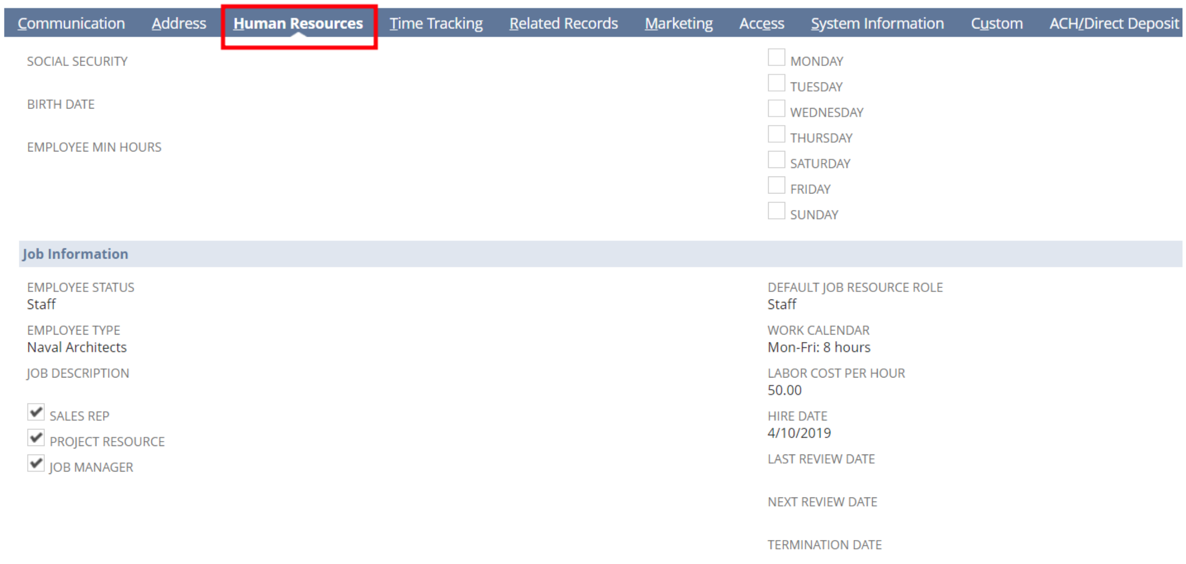
EMPLOYEE ID Rahul Bara	JOB TITLE Engineer	NOTES
MR./MS... Mr.	SUPERVISOR Sandeep Sharma	IMAGE
NAME Rahul Bara	CURRENCY Indian Rupee	
INITIALS RB		

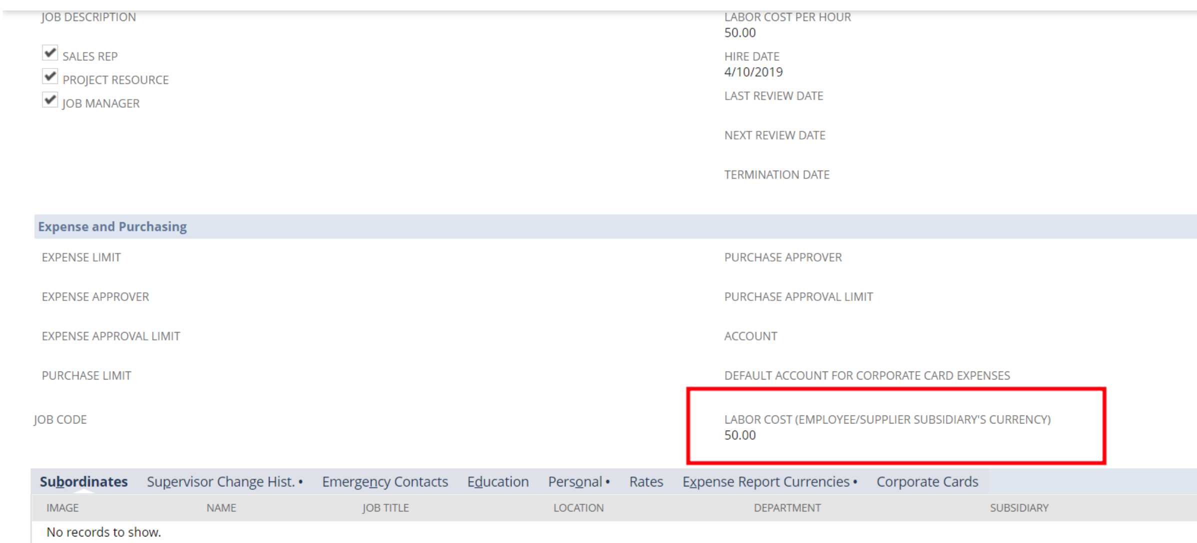
Email | Phone | Address

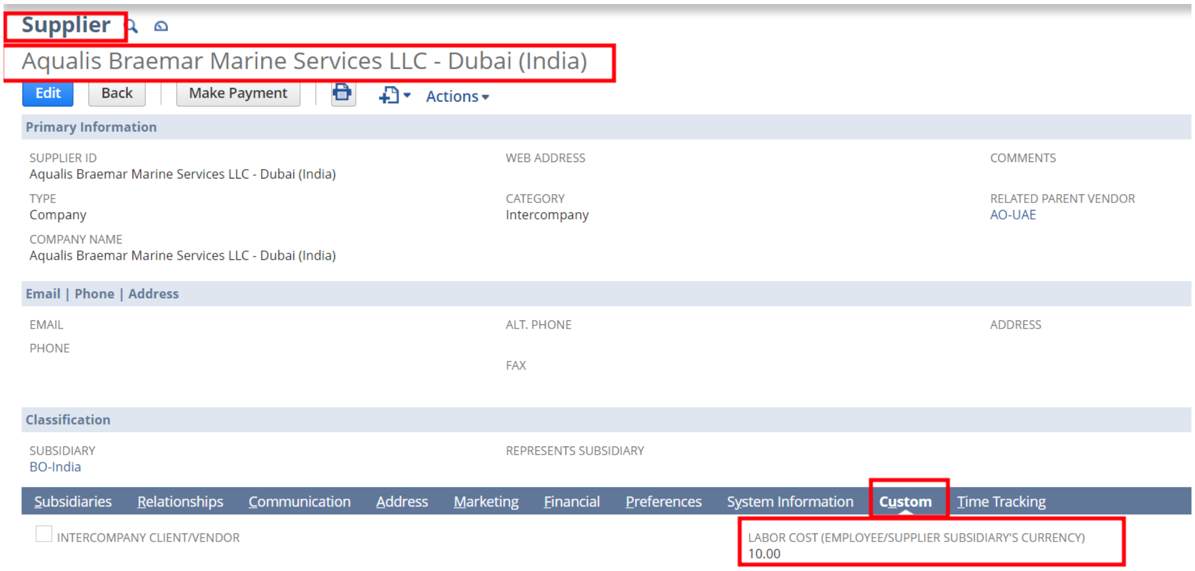
EMAIL rahul.bara@aqualisbraemar.com	MOBILE PHONE	ADDRESS
PHONE	HOME PHONE	
OFFICE PHONE	FAX	

Classification

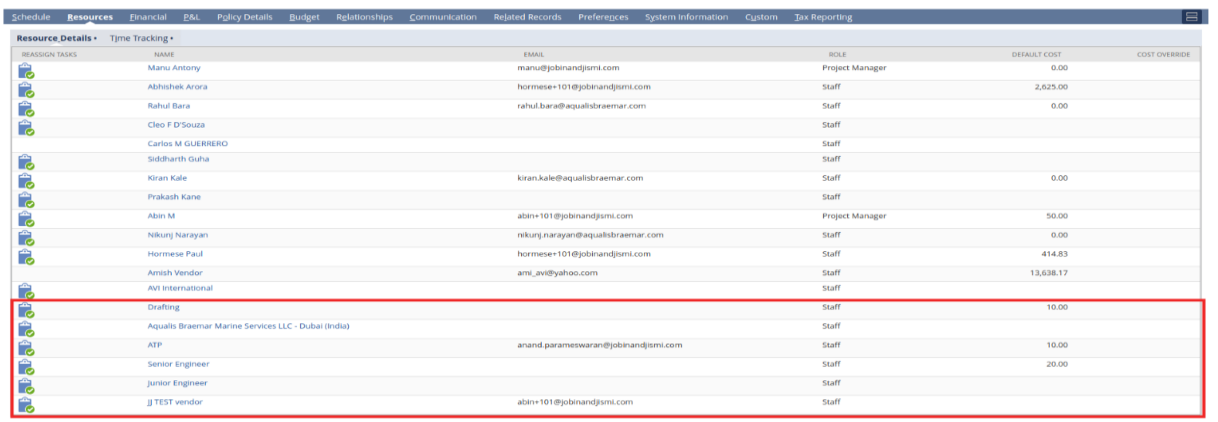
SUBSIDIARY BO-India	BUSINESS LINE M3-Offshore MWS	BILLING CLASS Senior consultant
DEPARTMENT Offshore	OFFICE Mumbai	


Communication
Address
Human Resources
Time Tracking
Related Records
Marketing
Access
System Information
Custom
ACH/Direct Deposit
SOCIAL SECURITY
BIRTH DATE
EMPLOYEE MIN HOURS
MONDAY
TUESDAY
WEDNESDAY
THURSDAY
SATURDAY
FRIDAY
SUNDAY
Job Information
EMPLOYEE STATUS
Staff
EMPLOYEE TYPE
Naval Architects
JOB DESCRIPTION
SALES REP
PROJECT RESOURCE
JOB MANAGER
DEFAULT JOB RESOURCE ROLE
Staff
WORK CALENDAR
Mon-Fri: 8 hours
LABOR COST PER HOUR
50.00
HIRE DATE
4/10/2019
LAST REVIEW DATE
NEXT REVIEW DATE
TERMINATION DATE


JOB DESCRIPTION
SALES REP
PROJECT RESOURCE
JOB MANAGER
LABOR COST PER HOUR
50.00
HIRE DATE
4/10/2019
LAST REVIEW DATE
NEXT REVIEW DATE
TERMINATION DATE
Expense and Purchasing
EXPENSE LIMIT
EXPENSE APPROVER
EXPENSE APPROVAL LIMIT
PURCHASE LIMIT
JOB CODE
PURCHASE APPROVER
PURCHASE APPROVAL LIMIT
ACCOUNT
DEFAULT ACCOUNT FOR CORPORATE CARD EXPENSES
LABOR COST (EMPLOYEE/SUPPLIER SUBSIDIARY'S CURRENCY)
50.00
Subordinates
Supervisor Change Hist. •
Emergency Contacts
Education
Personal •
Rates
Expense Report Currencies •
Corporate Cards
IMAGE
NAME
JOB TITLE
LOCATION
DEPARTMENT
SUBSIDIARY
No records to show.

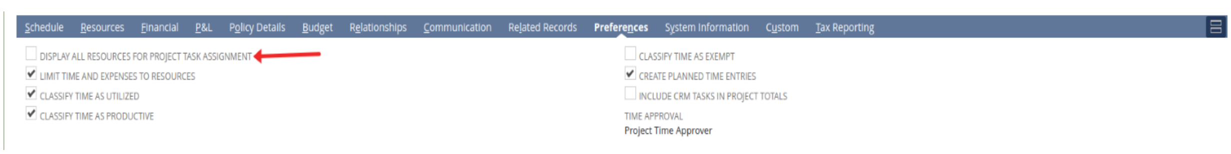


8. Check the project record also and check the resource tab. All the new resources who are in the project task will be in the project record also.



REASSIGN TASKS	NAME	EMAIL	ROLE	DEFAULT COST	COST OVERRIDE
	Manu Antony	manu@jobinandjismi.com	Project Manager	0.00	
	Abhishek Arora	hormese+101@jobinandjismi.com	Staff	2,625.00	
	Rahul Bara	rahul.bara@aqualisbraemar.com	Staff	0.00	
	Cleo F D'Souza		Staff		
	Carlos M GUERRERO		Staff		
	Siddharth Guha		Staff		
	Kiran Kale	kiran.kale@aqualisbraemar.com	Staff	0.00	
	Prakash Kane		Staff		
	Abin M	abin+101@jobinandjismi.com	Project Manager	50.00	
	Nikunj Narayan	nikunj.narayan@aqualisbraemar.com	Staff	0.00	
	Hormese Paul	hormese+101@jobinandjismi.com	Staff	414.83	
	Amish Vendor	ami_avi@yahoo.com	Staff	13,638.17	
	AVI International		Staff		
	Drafting		Staff	10.00	
	Aqualis Braemar Marine Services LLC - Dubai (India)		Staff		
	ATP	anand.parameswaran@jobinandjismi.com	Staff	10.00	
	Senior Engineer		Staff	20.00	
	Junior Engineer		Staff		
	JJ TEST vendor	abin+101@jobinandjismi.com	Staff		

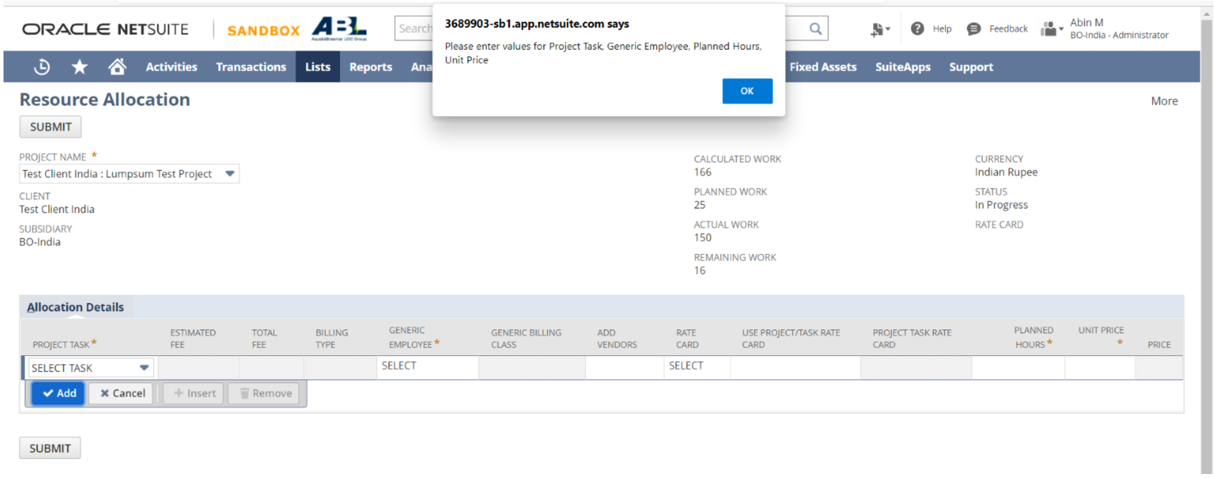
9. Check the preference tab. The **'Display all resources for Project task assignment'** checkbox will be automatically unchecked



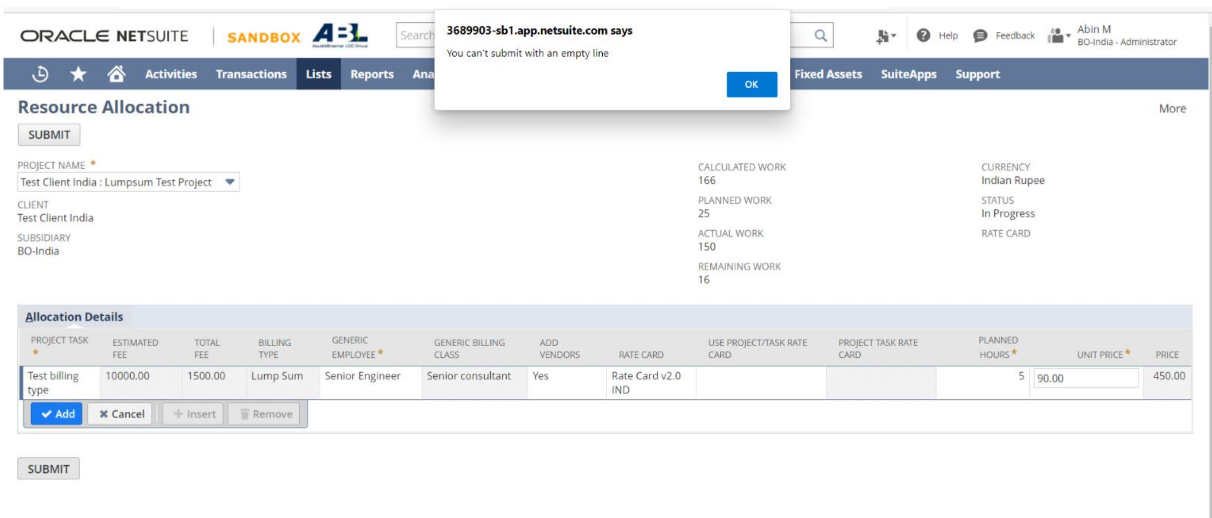
Testing Steps Note: Normal scenario Testing is same for all other roles

Scenario 2: Validations

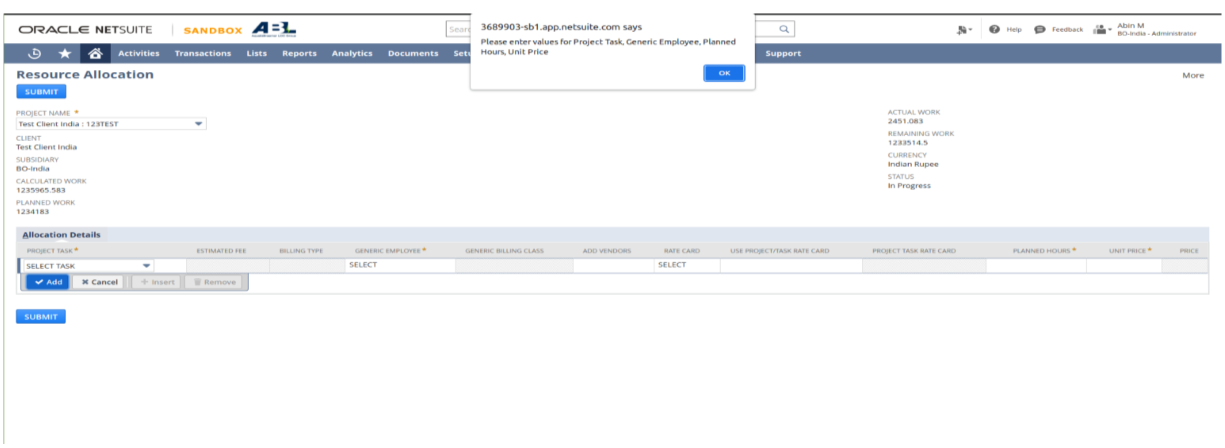
1. Try to add an empty line



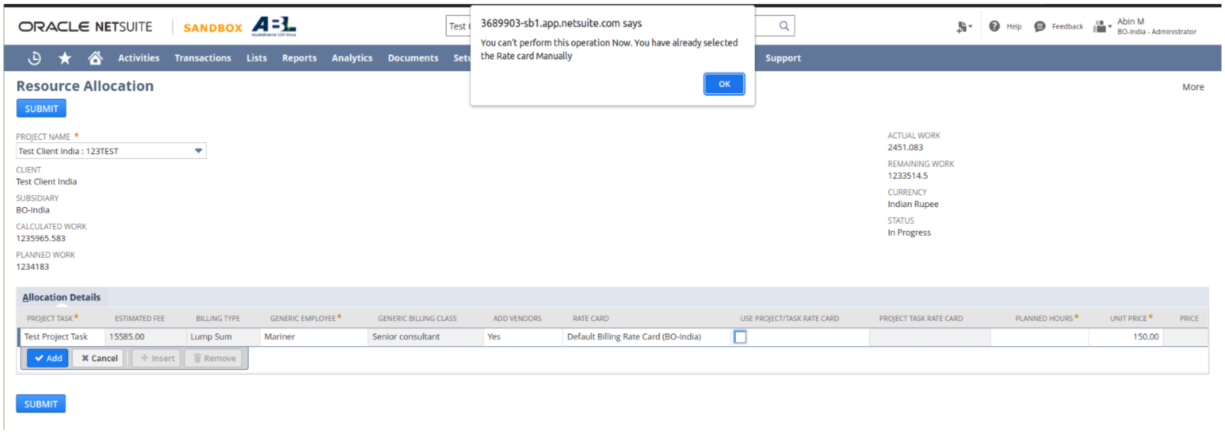
2. Try to Submit without adding a line



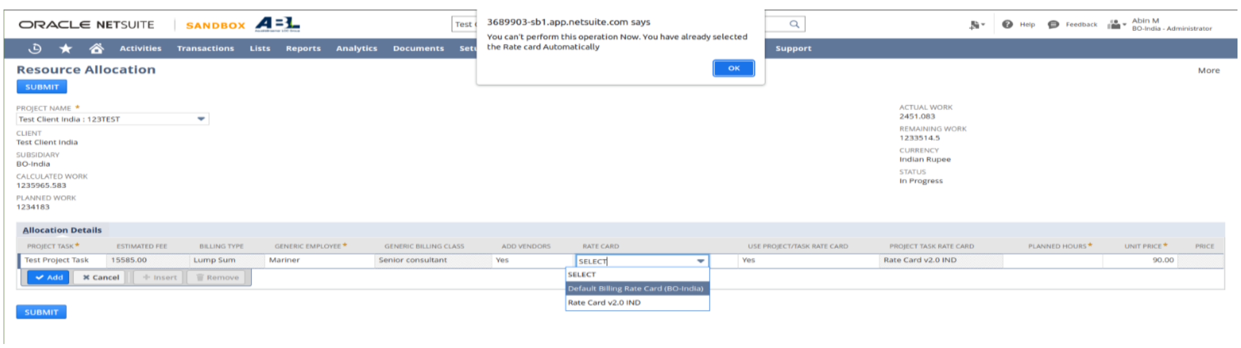
3. Try to add a line without giving any data/ mandatory data



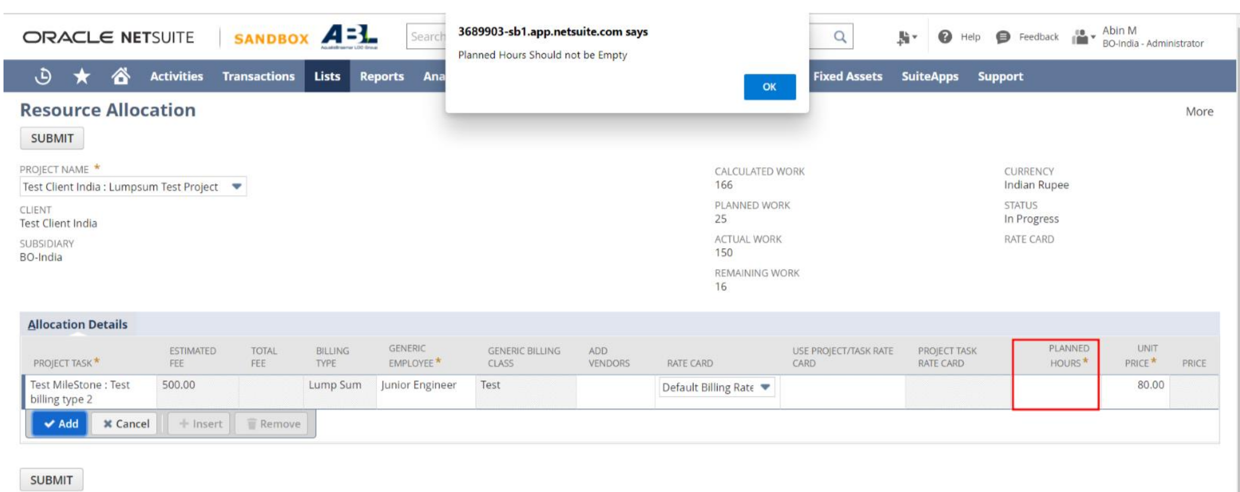
4. Select Rate card Manually and try to check the checkbox which is used for automatically select rate card



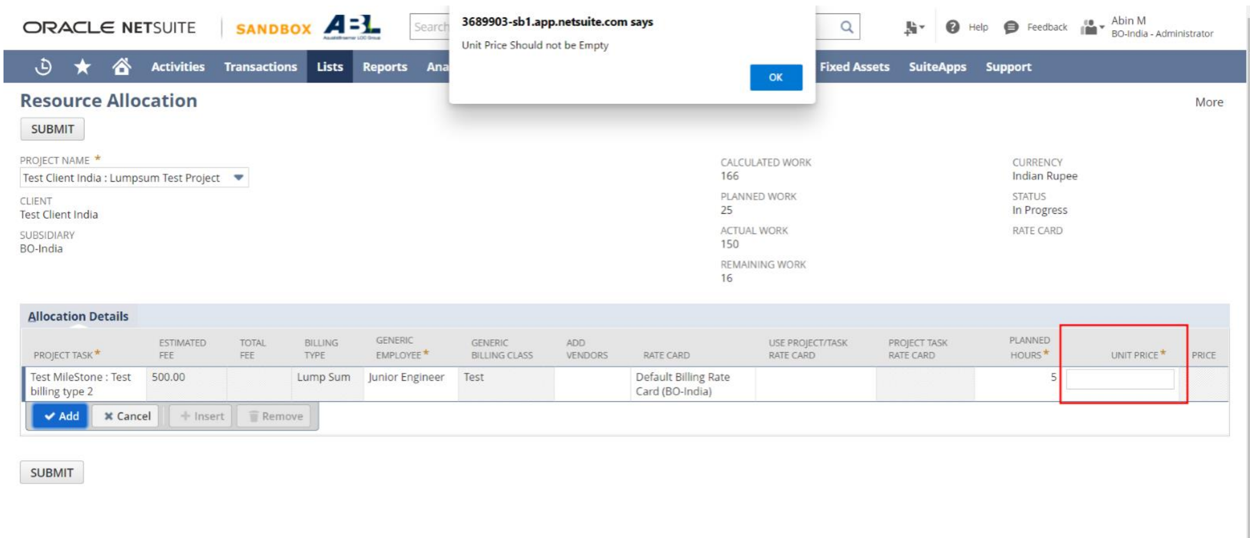
5. Check the checkbox for automatically selecting the rate card and then try to select rate card manually



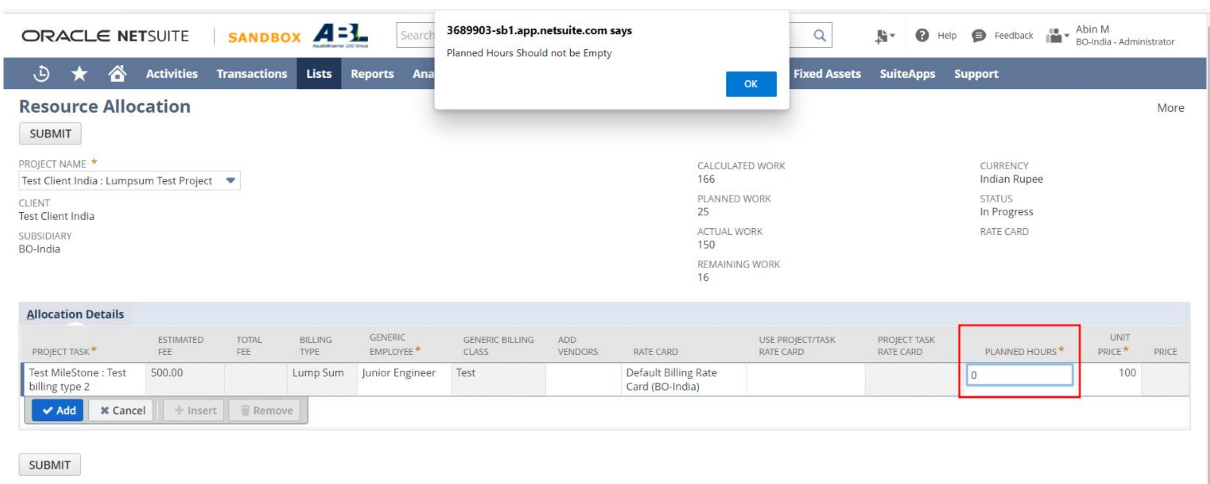
6. Try to Add line without giving values for planned hours



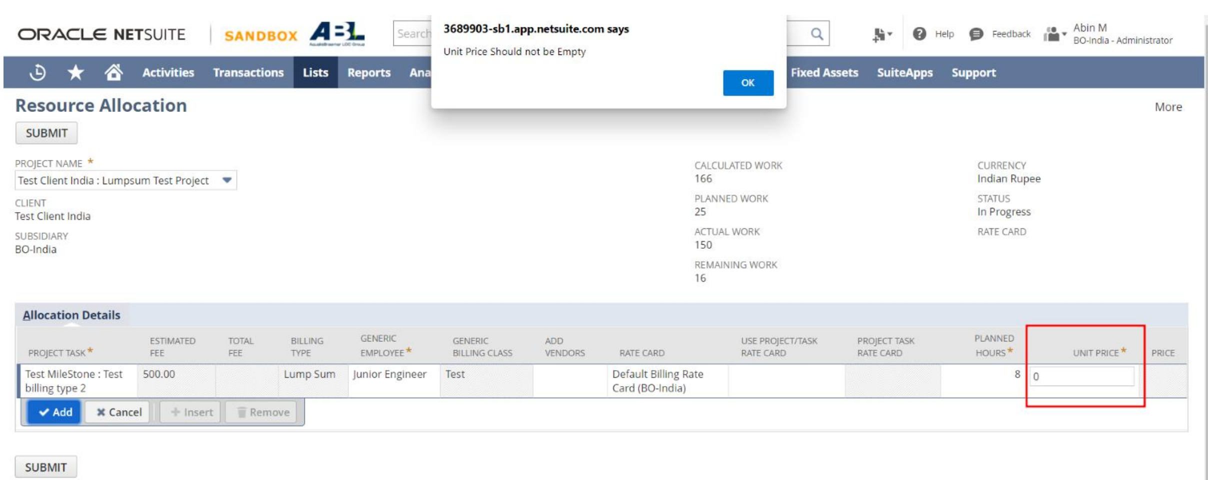
7. Try to Add line without giving values for Unit price



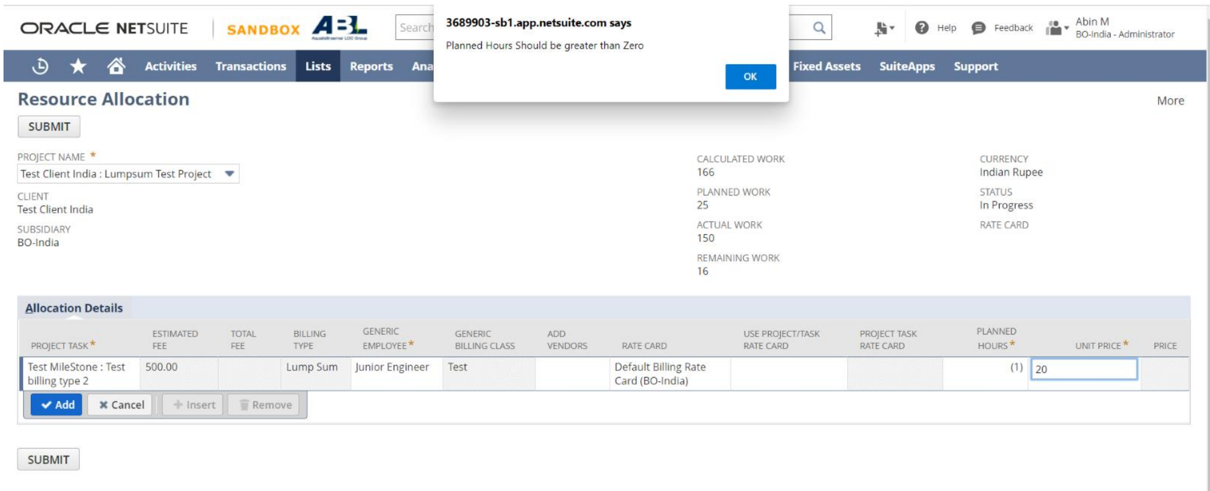
8. Try to add line by giving zero value to Planned Hours



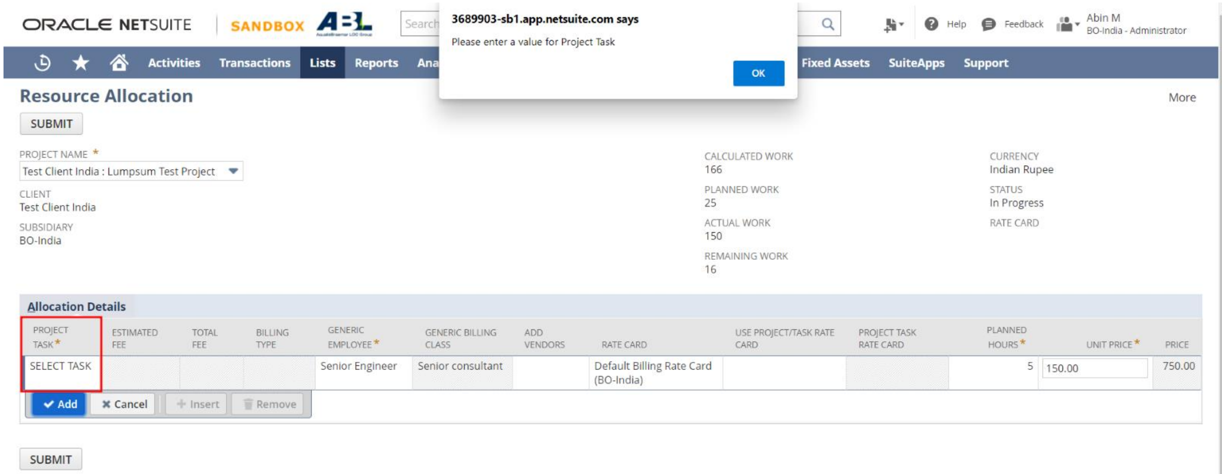
9. Try to add line by giving zero value to Unit Price

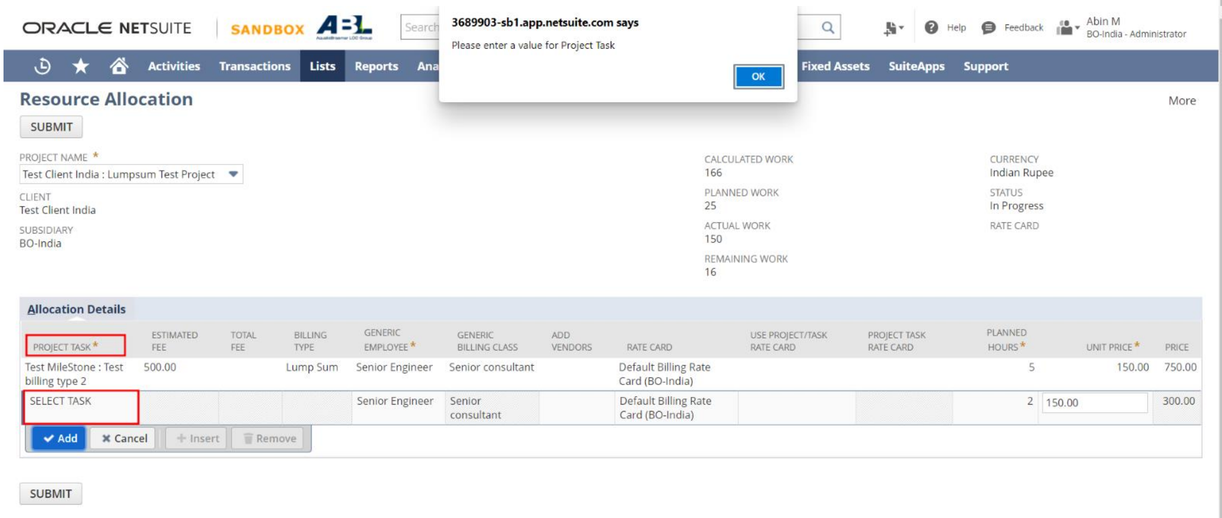


10. Try to Add line by giving Negative value to any field (same will be if both field's values are negative)

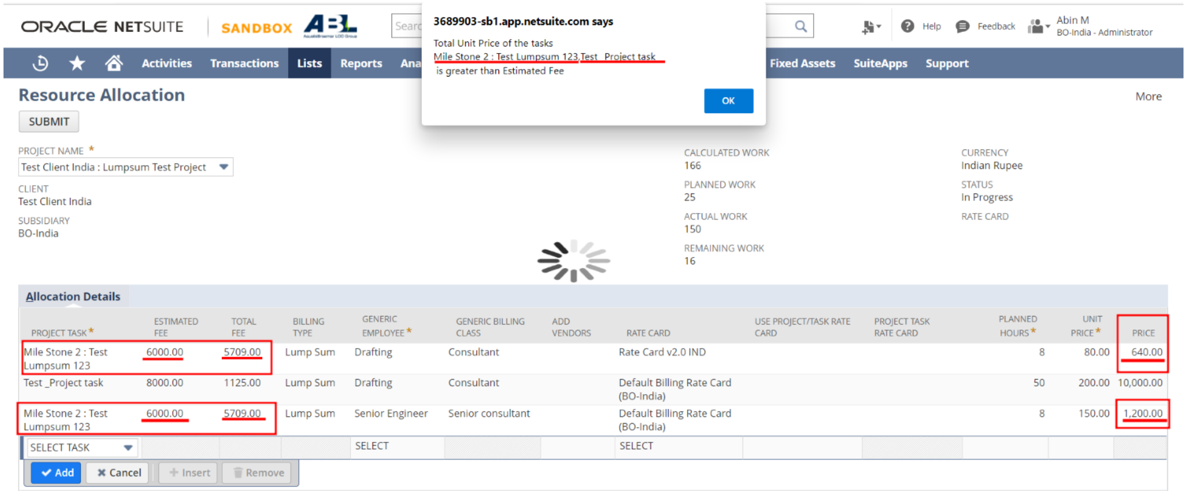


11. Try to add a line without giving Project task and all other values should be given





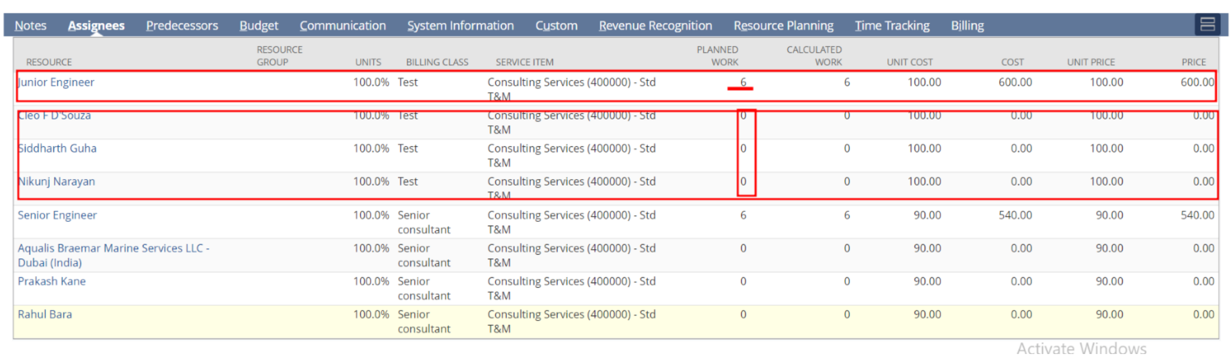
12. Each Project task should have an estimated fee and total fee (ie; price, that task is used). This Price should be less than or equal to the estimated fee. Otherwise an alert will pop up. After submitting the button, the script will check all lines and find the total unit price of each task and adds that with the existing total. Ie; existing total fee + User entered total price. This sum should also be lesser than the estimated fee of the selected project tasks. Otherwise an alert should be pop up



In the above image, you can see two task's details. In the first task, it has an estimated fee 6000. And Its existing total fee is 5709. Now the user has given two more lines to the same task and not that particular task's total Unit Price will be **5709+640+1200 = 7549,** which is greater the estimated Fee of that task **(ie; 6000).** So, it has shown an alert. The loading symbol in the back ground will be hidden when you click the OK button on the alert

Note:

1. **If you add the resource who is already an assignee in the selected project task, that resource's existing value will be saved without any changes. Ie; the newly added values won't be added to the respective records. There won't be any error alerts, the page will redirect to the first page like usual scenario. You need to check the change in the respective records.**
2. **The planned hours value which the user gives will be shown only in the line where the resource is an generic resource. All other resources, planned hours value will be zero.**



In the above image, the resource in the first line is a generic resource. So that line has planned hours value as user entered value. Other 3 resources below that line are either employees or vendors. So such resource's planned hours value are zero. Service Item Value in the above image is static. (ie; the value won't be changed)

3. **Only committed lines will be saved.ie; the lines which has added first. If you try to save a line without adding it, that won't be saved.**
4. **After selecting a Project, it will take a little more time sometime to execute. It is because it has some background process to be executed after selecting the option.**
5. **If the selected project task has a billing type 'Lump Sum', then only it checks whether the sum of total fee and sums of line level fees of a particular task is not exceeded the estimated fee.**
6. **Project shouldn't have a department value 'Admin'**
7. **For the production movement, this section need to add the following fields**
    a. **custevent3 – Project Billing Rate Card**
    b. **custrecord23 – subsidiary**
    c. **custentity3 - Billing Rate Card custom**
    d. **custentity_laborcost - LABOR COST (EMPLOYEE/SUPPLIER SUBSIDIARY'S CURRENCY)**