



11 March 2022

Entering financial dimensions on hour journals

Hour journals missing fin dims


Terra Industrial New Zealand Ltd

PO Box 16 168
16 Branston Street, Hornby
Christchurch 8441, New Zealand
03 983 2333 Tel
www.TerraCat.co.nz

A ticket may come through asking us to enter in financial dimensions on a project hour journal due to it missing them. No one other than IT has access to do this so below are the steps to take.

Ticket:

Pls add financial dimension so that I can post journal, thanks
Via email

 **Amar Kor**
To ITSD - Terra Cat [Show more](#)

Show: **Open** ▾

Overview General Setup Default values Blocking History

<input type="checkbox"/>	Name	Journal	Description	Hours	Lines	Posted	In use
<input type="checkbox"/>	PJHOUR	PJT0829670	Project Hour Journal	6.50	4	No	<input type="checkbox"/>

1. Open Next
2. Go to the **Service** area
3. Click on **Hour**

Microsoft Dynamics AX - Gough Group [CHCPRDAO504: Session ID - 1589] - [1 - ggnz]

GNZ > Service > Area page

File ▾

Sys Admin Users
Exflow Users
User groups
Workers
Positions
Past workers
T&A Setup
Security
Transfer orders
Signing limits
Inventory breakdown
Sales basket
All customers
All service calls
All sales orders
All purchase orders
All expense reports
All production order
All projects
All quotations
All contracts
All EMR
All prospects
All opportunities
Configure account s
PO workflow escalat
Deposit slips
Sims ticket

Common

- Equipment
- Service call
- Contract
- Equipment Monitoring

Inquiries

- Invoice proposals
- Project invoice journals
- Service letter status
- Sims ticket
- Service reports
- Invoice schedule
- Segment checklist results
- Component history
- Component rebuilds
- EMR attachment replacements
- Parts Return Document Journal
- Contract service calls
- Incoming re-pricing requests from G3
- Allowance transactions
- Equipment
- Service calls
- Warranty
- Equipment Monitoring

Journals

- Standard job adjustment journal
- SMU upload journal
- Item
- Hour**
- Expense
- Fee

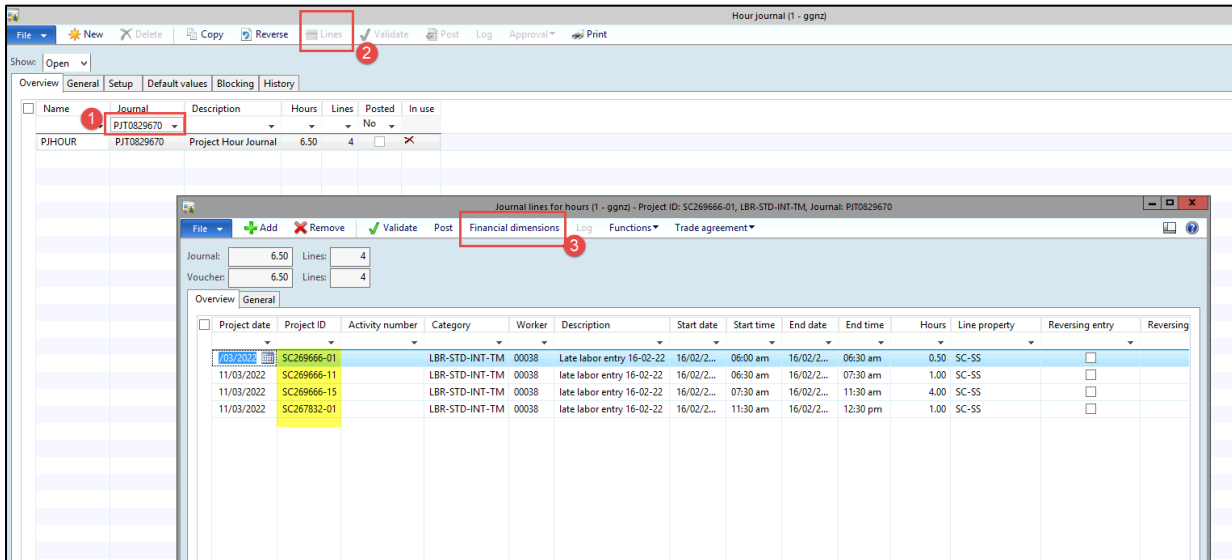
Reports

- Print generated invoice schedule

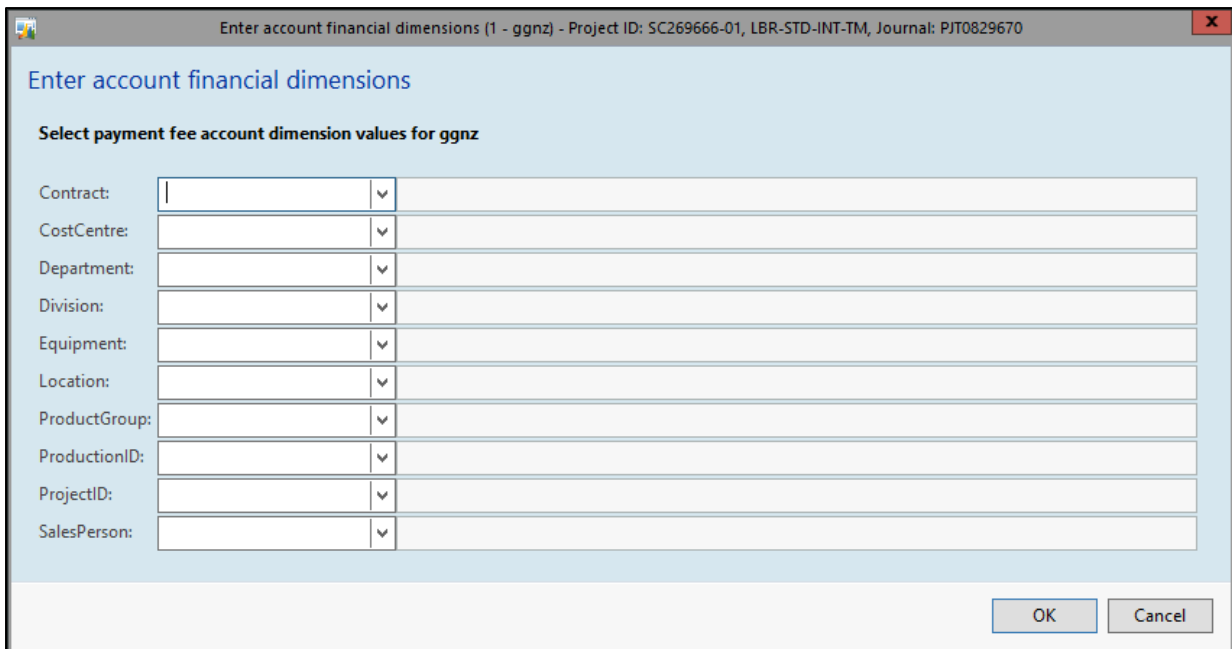
Setup

- Service parameters
- Equipment workflows
- Service call
- Standard job
- SMCS
- Equipment
- Workcenter
- Contracts
- Scheduled services
- Warranty
- Price/discount
- Category groups
- Misc charges

4. Search for the journal number
5. Click **Lines** at the top
6. Click on **Financial Dimensions**

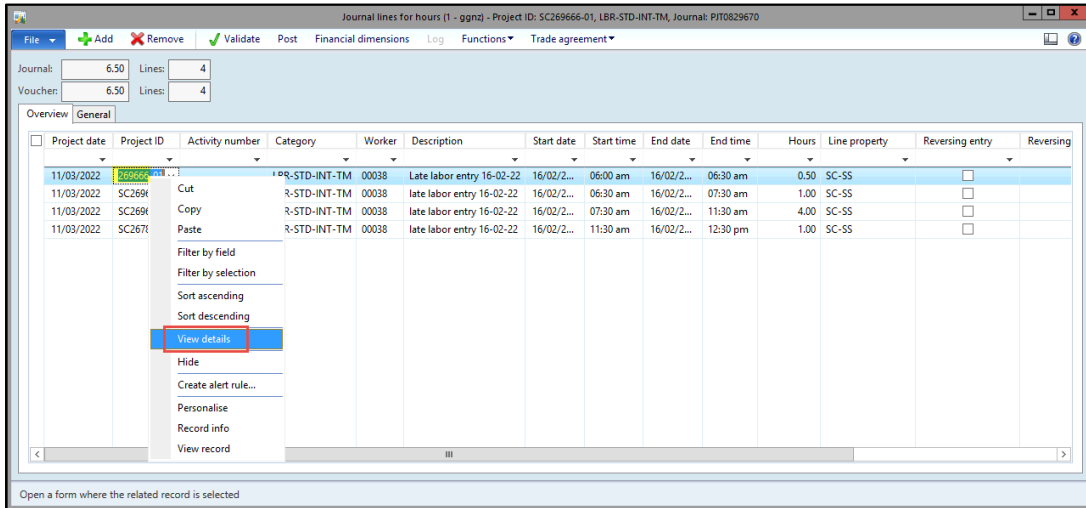


7. Here you will see that all the financial dimension fields are empty
8. Click **Cancel**



The screenshot shows the 'Enter account financial dimensions' dialog box. The title bar reads 'Enter account financial dimensions (1 - ggnz) - Project ID: SC269666-01, LBR-STD-INT-TM, Journal: PJT0829670'. The main area is titled 'Enter account financial dimensions' and contains the instruction 'Select payment fee account dimension values for ggnz'. Below this is a form with the following fields: Contract, CostCentre, Department, Division, Equipment, Location, ProductGroup, ProductionID, ProjectID, and SalesPerson. All fields are empty. At the bottom right, there are 'OK' and 'Cancel' buttons.

9. Right click on the **Project ID** number > **View Details**



Journal lines for hours (1 - ggnz) - Project ID: SC269666-01, LBR-STD-INT-TM, Journal: PJ10829670

Journal: 6.50 Lines: 4
Voucher: 6.50 Lines: 4

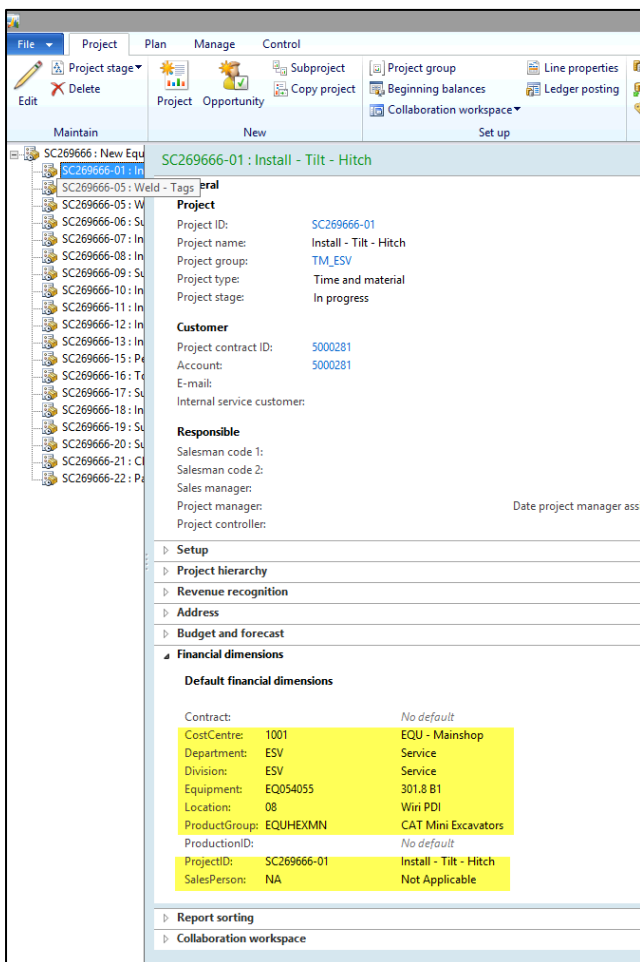
Overview | General

Project date	Project ID	Activity number	Category	Worker	Description	Start date	Start time	End date	End time	Hours	Line property	Reversing entry	Reversing
11/03/2022	SC269666-01	Cut	R-STD-INT-TM	00038	Late labor entry 16-02-22	16/02/2022	06:00 am	16/02/2022	06:30 am	0.50	SC-SS	<input type="checkbox"/>	
11/03/2022	SC269666-01	Copy	R-STD-INT-TM	00038	late labor entry 16-02-22	16/02/2022	06:30 am	16/02/2022	07:30 am	1.00	SC-SS	<input type="checkbox"/>	
11/03/2022	SC269666-01	Paste	R-STD-INT-TM	00038	late labor entry 16-02-22	16/02/2022	07:30 am	16/02/2022	11:30 am	4.00	SC-SS	<input type="checkbox"/>	
11/03/2022	SC269666-01		R-STD-INT-TM	00038	late labor entry 16-02-22	16/02/2022	11:30 am	16/02/2022	12:30 pm	1.00	SC-SS	<input type="checkbox"/>	

Filter by field
Filter by selection
Sort ascending
Sort descending
View details
Hide
Create alert rule...
Personalise
Record info
View record

Open a form where the related record is selected

10. Expand **Financial dimensions**



File | Project | Plan | Manage | Control

Project stage | Delete | Project | Opportunity | Subproject | Project group | Line properties | Beginning balances | Ledger posting | Collaboration workspace | Set up

Maintain | New

SC269666 : New Equ | SC269666-01 : Install - Tilt - Hitch

SC269666-05 : Weld - Tags
SC269666-05 : Weld - Tags
SC269666-06 : Su
SC269666-07 : In
SC269666-08 : In
SC269666-09 : Su
SC269666-10 : In
SC269666-11 : In
SC269666-12 : In
SC269666-13 : In
SC269666-15 : Pa
SC269666-16 : T
SC269666-17 : Su
SC269666-18 : In
SC269666-19 : Su
SC269666-20 : Su
SC269666-21 : Cl
SC269666-22 : Pa

Project ID: SC269666-01
Project name: Install - Tilt - Hitch
Project group: TM_ESV
Project type: Time and material
Project stage: In progress

Customer
Project contract ID: 5000281
Account: 5000281
E-mail:
Internal service customer:

Responsible
Salesman code 1:
Salesman code 2:
Sales manager:
Project manager:
Project controller:

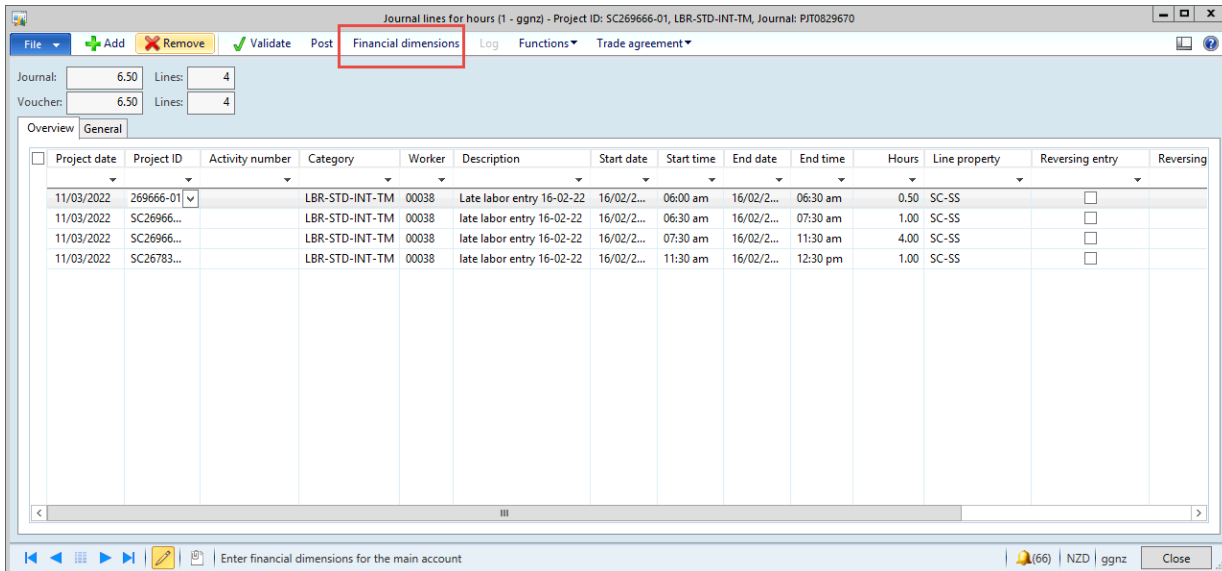
Setup
Project hierarchy
Revenue recognition
Address
Budget and forecast
Financial dimensions

Default financial dimensions

Contract:	No default
CostCentre:	1001 EQU - Mainshop
Department:	ESV Service
Division:	ESV Service
Equipment:	EQ054055 301.8 B1
Location:	08 Wiri PDI
ProductGroup:	EQUHEXMN CAT Mini Excavators
ProductionID:	No default
ProjectID:	SC269666-01 Install - Tilt - Hitch
SalesPerson:	NA Not Applicable

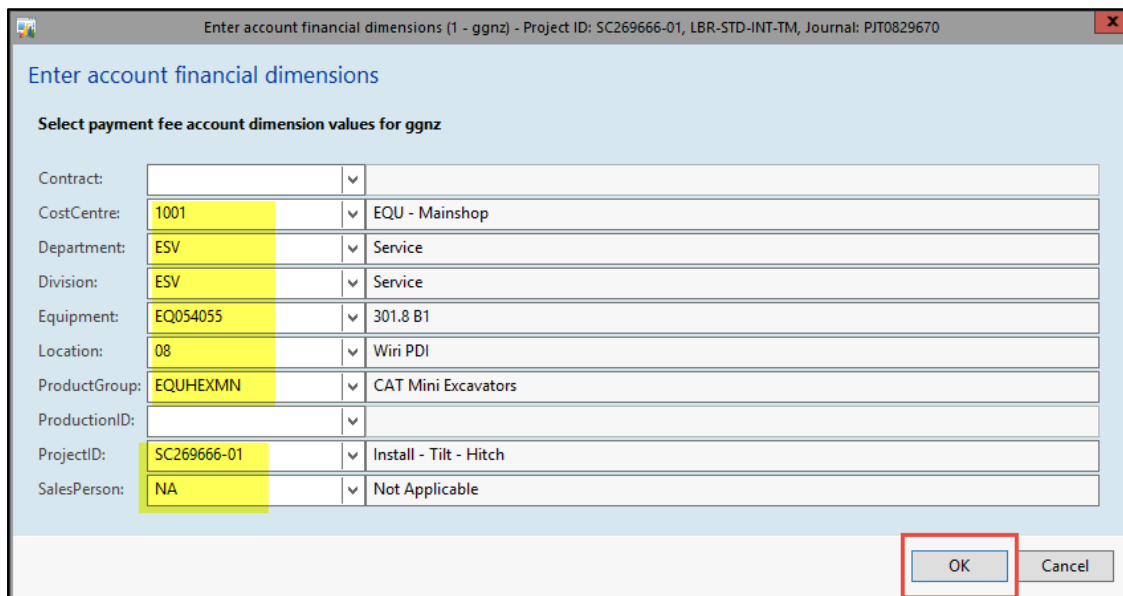
Report sorting
Collaboration workspace

11. Keep the above window open and go back to the hour journal
12. Click **Financial dimensions**



Project date	Project ID	Activity number	Category	Worker	Description	Start date	Start time	End date	End time	Hours	Line property	Reversing entry	Reversing
11/03/2022	269666-01		LBR-STD-INT-TM	00038	Late labor entry 16-02-22	16/02/2...	06:00 am	16/02/2...	06:30 am	0.50	SC-SS	<input type="checkbox"/>	
11/03/2022	SC26966...		LBR-STD-INT-TM	00038	late labor entry 16-02-22	16/02/2...	06:30 am	16/02/2...	07:30 am	1.00	SC-SS	<input type="checkbox"/>	
11/03/2022	SC26966...		LBR-STD-INT-TM	00038	late labor entry 16-02-22	16/02/2...	07:30 am	16/02/2...	11:30 am	4.00	SC-SS	<input type="checkbox"/>	
11/03/2022	SC26783...		LBR-STD-INT-TM	00038	late labor entry 16-02-22	16/02/2...	11:30 am	16/02/2...	12:30 pm	1.00	SC-SS	<input type="checkbox"/>	

13. Now fill in the financial dimensions to match the other window you had open before (in step 10)
14. Click **OK**



Enter account financial dimensions (1 - ggnz) - Project ID: SC269666-01, LBR-STD-INT-TM, Journal: PJT0829670

Select payment fee account dimension values for ggnz

Contract:		
CostCentre:	1001	EQU - Mainshop
Department:	ESV	Service
Division:	ESV	Service
Equipment:	EQ054055	301.8 B1
Location:	08	Wiri PDI
ProductGroup:	EQUHEXMN	CAT Mini Excavators
ProductionID:		
ProjectID:	SC269666-01	Install - Tilt - Hitch
SalesPerson:	NA	Not Applicable

OK Cancel

15. Repeat the steps from step 9 for each line on the journal.
16. Once done, click on each line then click **Financial dimensions** to confirm everything is filled in for all journal lines.
17. Reply to the ticket and say that you have filled in the financial dimensions and the hour journal is ready to be posted 😊