Finance Simplification Training

Exercises: Session C

Roles: All Accountable Roles

Workshop Exercises v1.0

June 22, 2012

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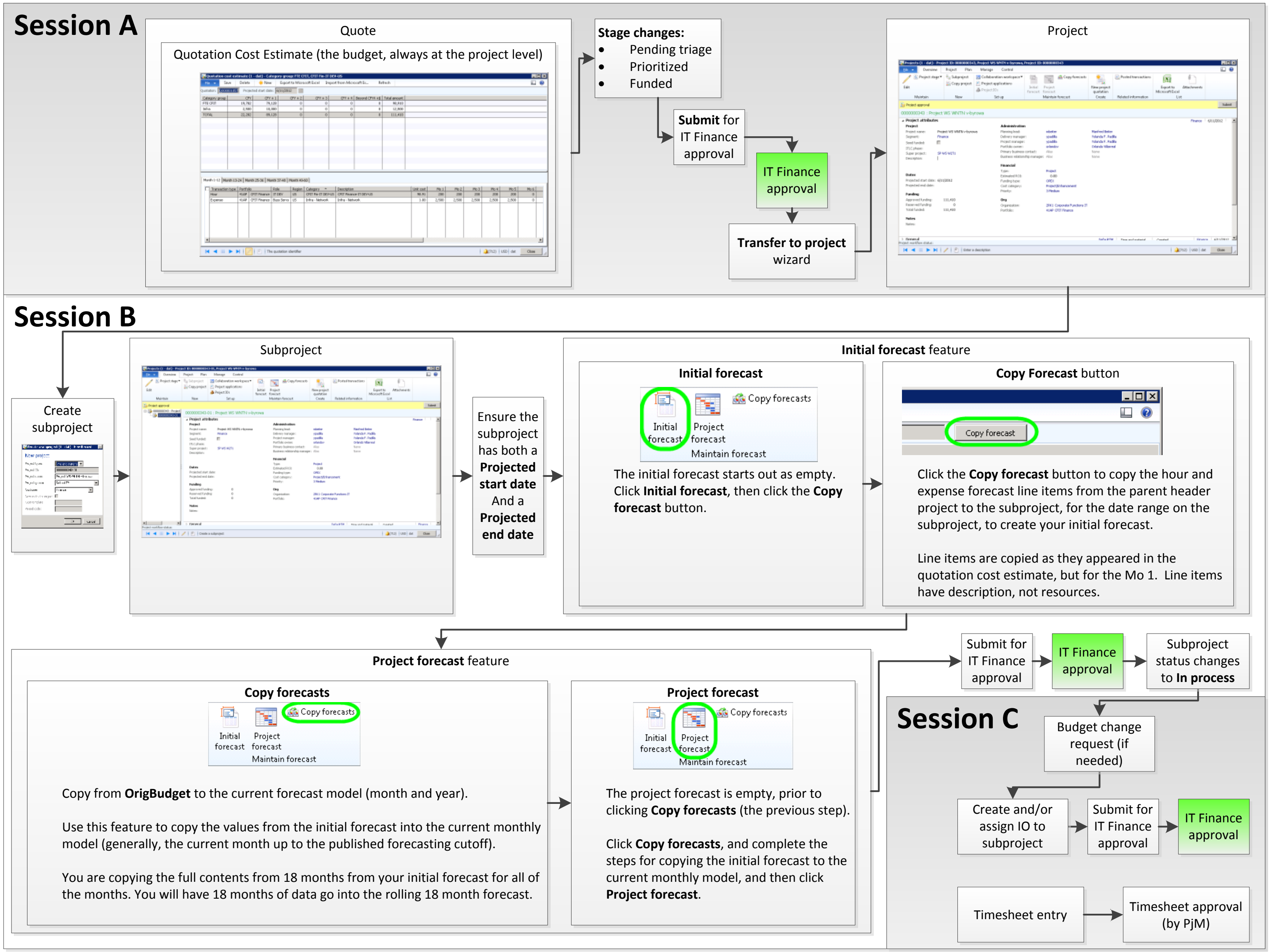
Introduction

Use the information in this document to perform Session C exercises. Below is the end-to-end process, with the associated workshop session(s).



Exercise Data

Use the subproject you created in Session B. For all exercises, you must enter information in all of the required fields, but use whatever data you choose to.

Important: If the student did not attend session B, the student should contact an in-workshop IT Finance person or a facilitator, to create a subproject.

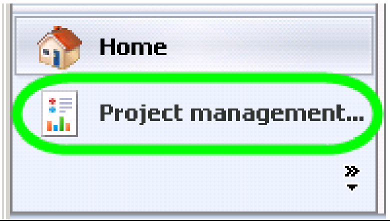
Exercise 1: Creating an Incremental Budget Change Request

Reviewing and Approving a Budget Change

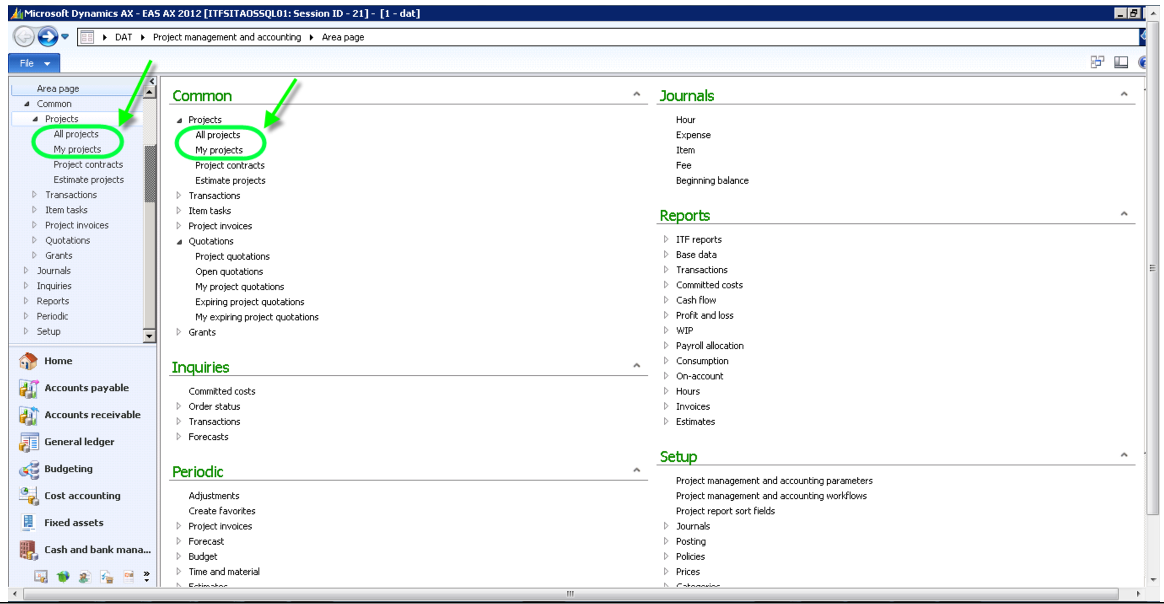
After the initial budget change request, a new quotation must be created and submitted. This process is similar to the original quotation process used for creating the header project, but there are significant differences. For completeness, the entire process is detailed in this section.

Steps

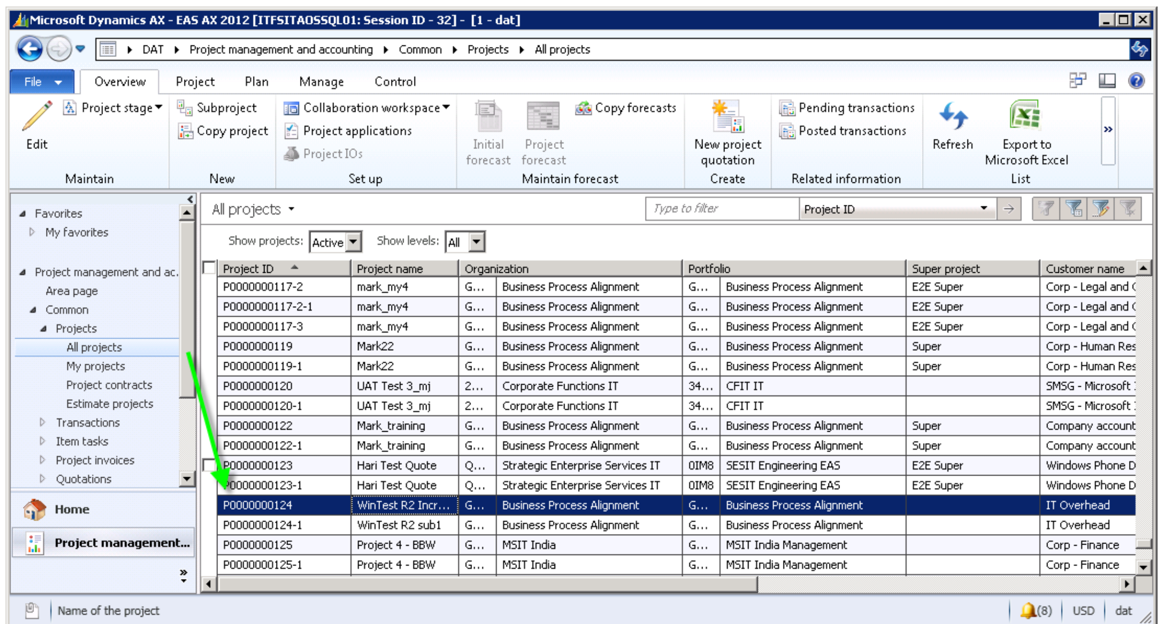
Submitting a Change Request

1. Launch the Microsoft Dynamics AX 2012 client application.	
2. Click **Project management and accounting** to navigate to the Project management and accounting area of the application.	

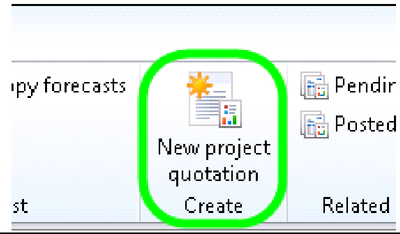
3. In the details pane, in the Common section, expand **Projects**, and then click either **All Projects** (to see your and all other projects).



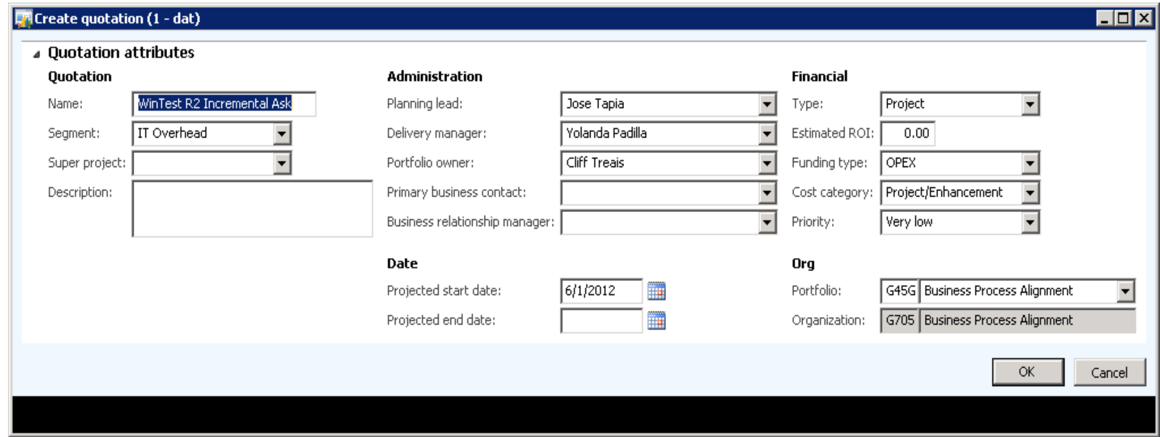
4. Select the project for which you are going to make a budget change. Double-click the project record.



5. In the **Create** group, click **New project quotation**.



6. Enter data into the **Create quotation** dialog box. Use the table below for guidance for entering quotation data.

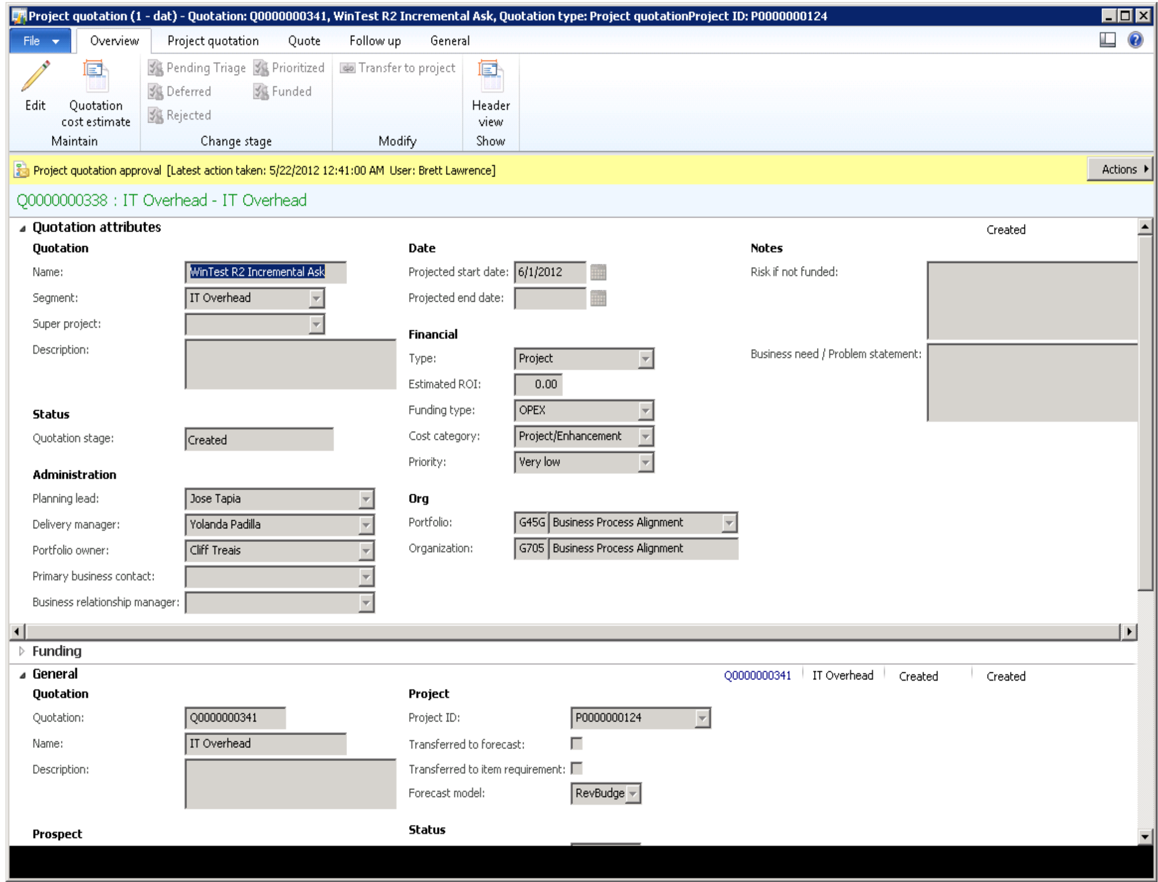


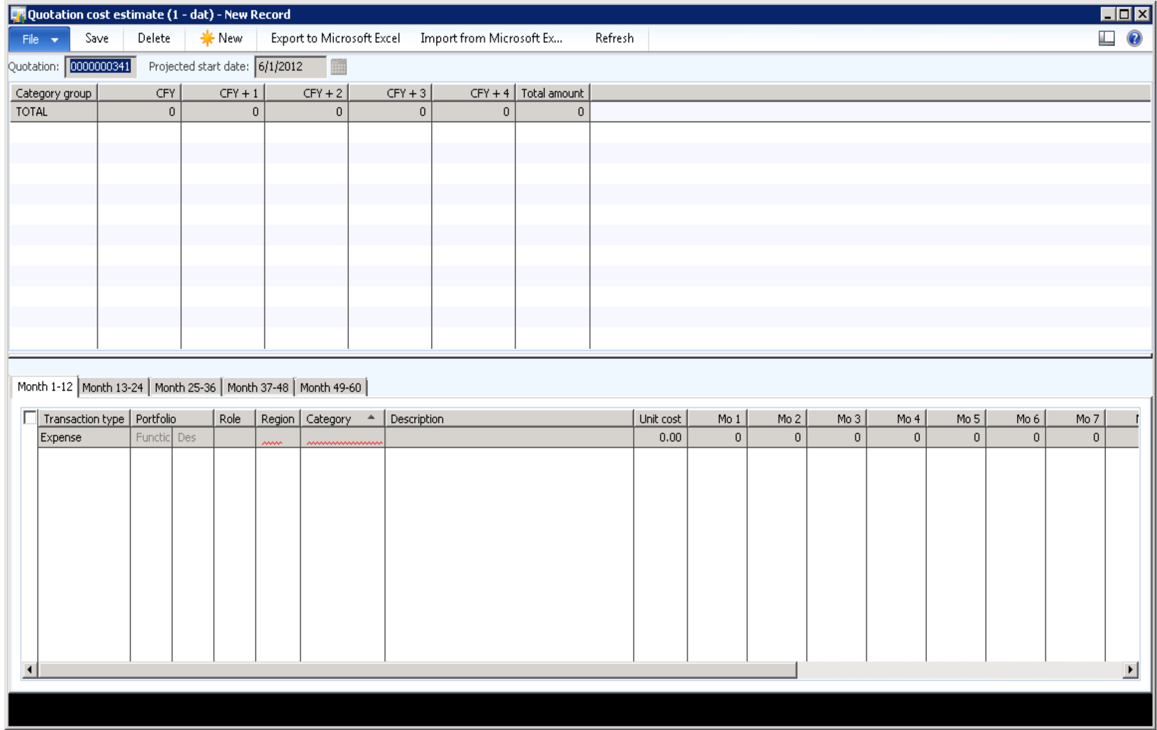
Field	Required (R) or Not Required (NR)	Description
Quotation		
Name	R	Project name, in a free form text field.
Segment	R	Segment name, you select from a bounded list of 35-40 segments.
Super project	NR	Super project, you select from a bounded list of super projects to associate this project with
Description	NR	Description of the quotation, in a free-form text field.
Administration		

Planning Lead	R	Planning lead name, you select from a bounded list.
Delivery manager	R	Delivery manager name, you select from a bounded list.
Portfolio owner	R	Portfolio owner name, you select from a bounded list.
Primary business contact	NR	Primary business contact name, you select from a bounded list.
Business relationship manager	NR	Business relationship manager name, you select from a bounded list.
Date		
Projected start date	R	Required, to support the alignment of the forecast into the fiscal calendar.
Projected end date	NR	
Financial		
Type	R	From a bounded list, of **Business Operations**, **Program**, **Project**, or **Services**.
Estimated ROI	NR	
Funding type	R	A funding type (such as BG COGS, CSSCOGS, OEM COGS, or OPEX), that you select from a bounded list.
Cost category	R	A cost category, from a bounded list, such as **Maintenance**, **Management**, or **Project/Enhancement**.
Priority	R	Assign financial priority, from a bounded list, as either **Very High**, **High**, **Medium**, **Low**, or **Very Low**.
Date		
Projected start date	R	Required, to support the alignment of the forecast into the fiscal calendar.
Projected end date	NR	
Org		
Portfolio	NR	A portfolio, from drilling down through a hierarchical tree structure.
Organization	R	Automatically entered by the system, and is not editable by the user.

7. Click **OK**.

8. Enter a value for **Name** that is specific to the incremental budget request.



9. Click **Quotation cost estimate**. The **Quotation cost estimate** screen is displayed.	
10. Enter the as you would for a quotation cost estimate, but in this scenario, you are entering information based on the budget change.	

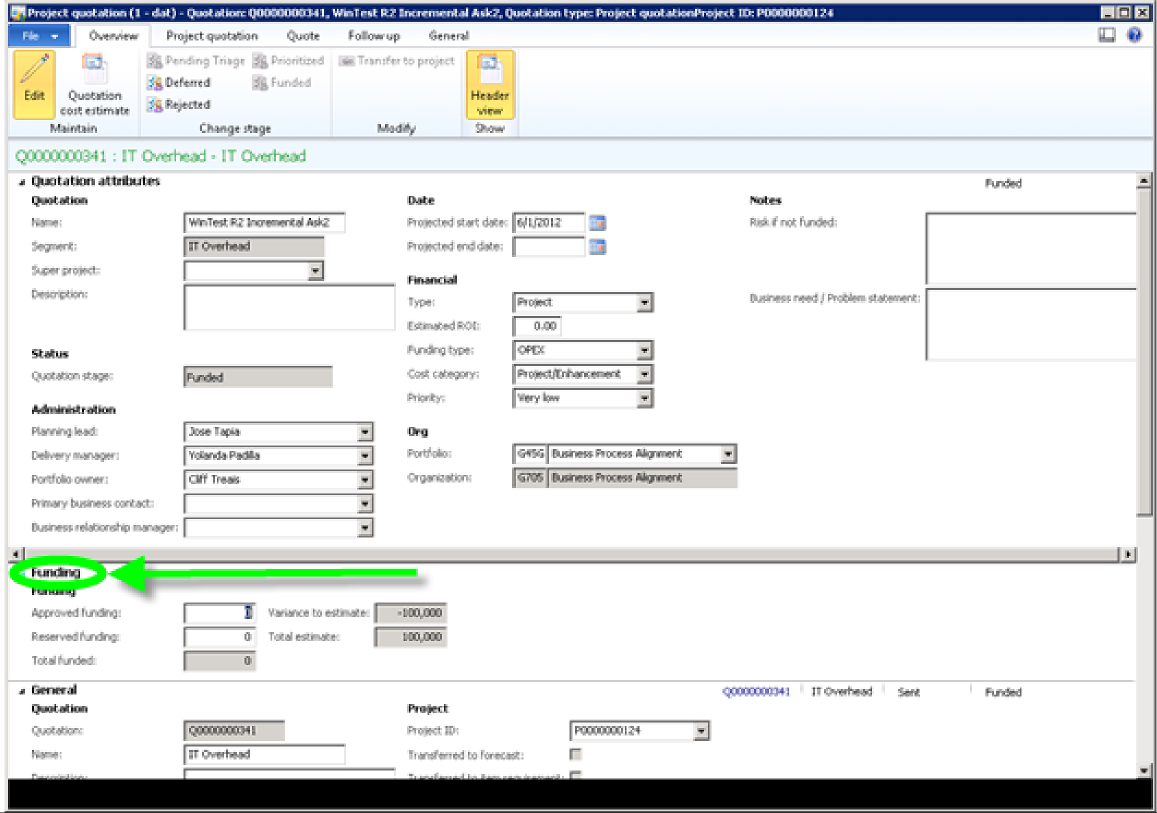
Reviewing a Change Request

Review the data you entered, to confirm accuracy before proceeding.

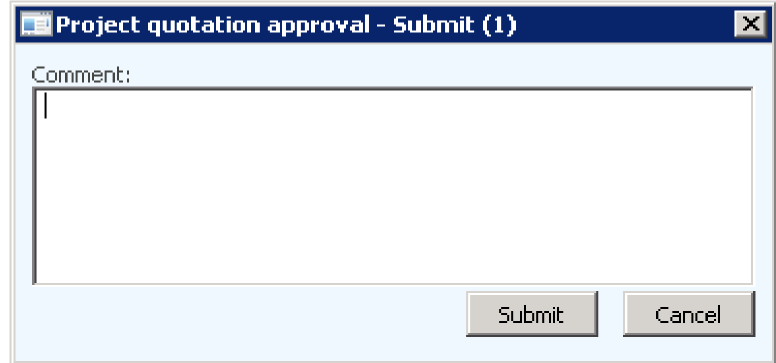
Updating a Change Request

Update the data you entered, if needed, before proceeding further with this process. When you have updated the data to what you need it to be, continue with the steps below.

11. Save the record, and close the **Quotation cost estimate** form.	
12. In the **Change stage** group, click **Pending Triage**., and then click **OK**.	
13. In the **Change stage** group, click **Prioritized**, and then click **OK**. **Note:** After the quotation has been determined to be funded, this process continues with the steps below.	
14. In the **Change stage** group, click **Funded**, and then click **OK**.	

15. Expand the **Funding** tab in the **Project quotation** form.	
16. Click **Edit**.	
17. Change the **Approved funding** from 0 to the approved funding amount.	
18. Save and close the record in the **Project quotation** form.	
19. Click **Submit**.	

20. Enter a comment specific to this request, such as, "'Submitting additional approved funding request for approval and transfer to existing project P0000000124".

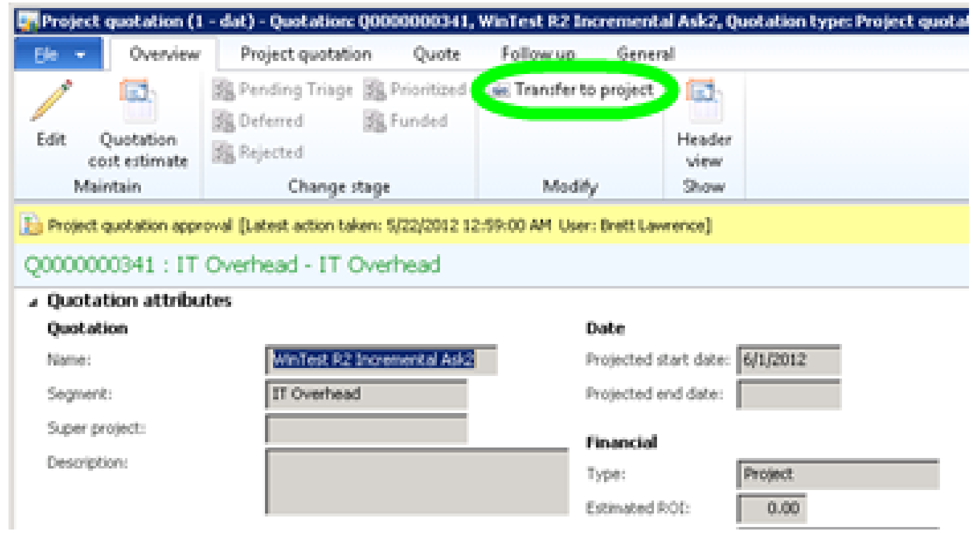
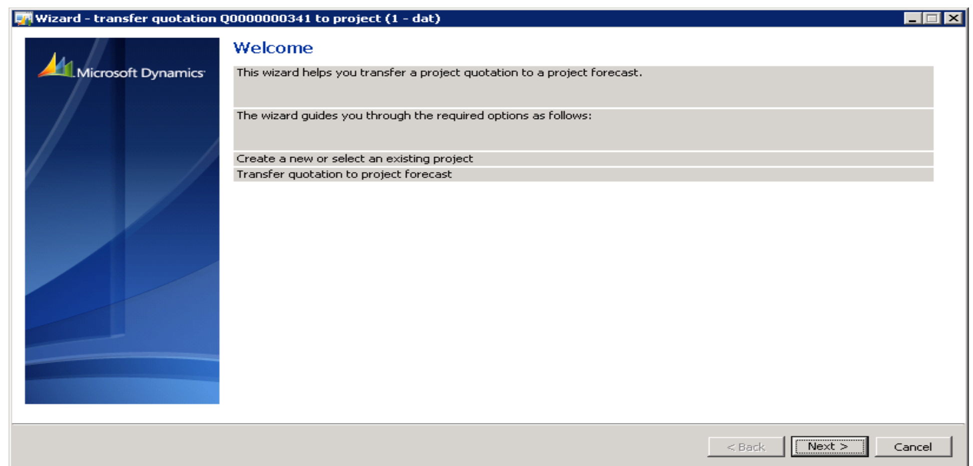


21. Click **Submit**.

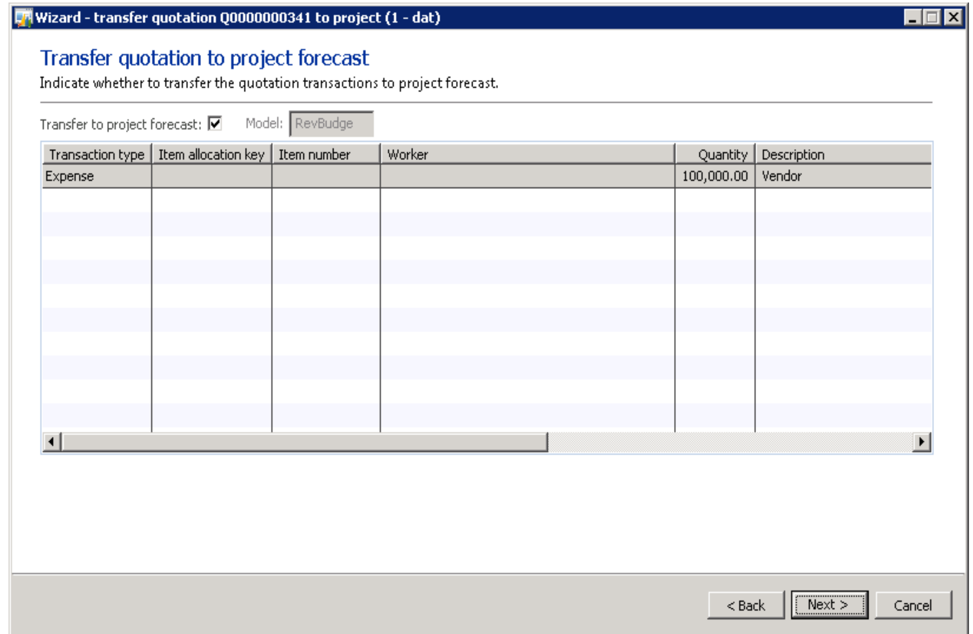
Important: After you click **Submit**, someone with IT Finance approval capability will need to approve the subproject before it can progress any further in the workflow. If you are performing this exercise in a workshop, tell a facilitator that you have reached this stopping point, and need someone to approve your subproject.

Approving or Rejecting a Change Request

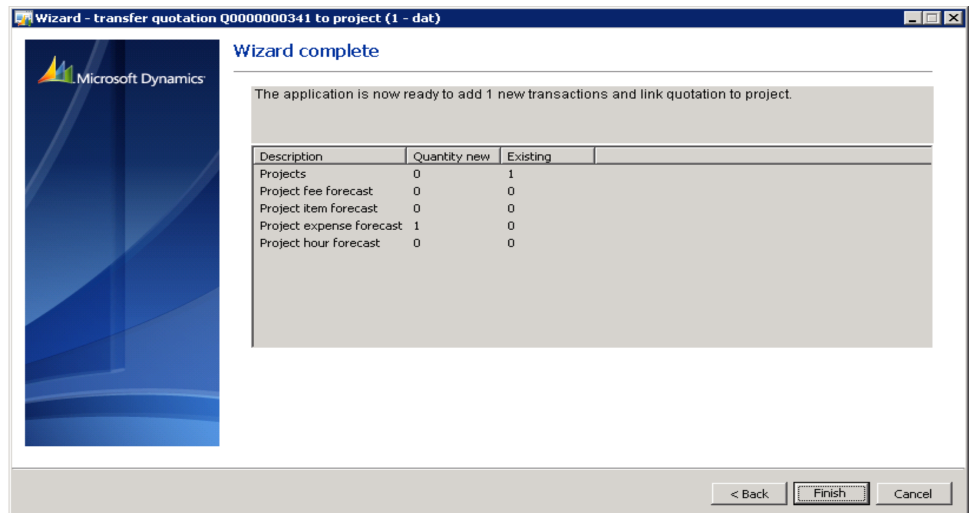
Note: At this stage, IT Finance receives the quote and either approves or rejects the quote. Start these steps from the quotation record you submitted that was approved by IT Finance.

22. After IT Finance has approved the quotation, open the approved quotation record. In the **Modify** group, click **Transfer to project**.	
23. The Transfer quotation Wizard is displayed. Click **Next**.	

24. Select the Transfer to project forecast check box, and then click **Next**.



25. Click **Finish**.

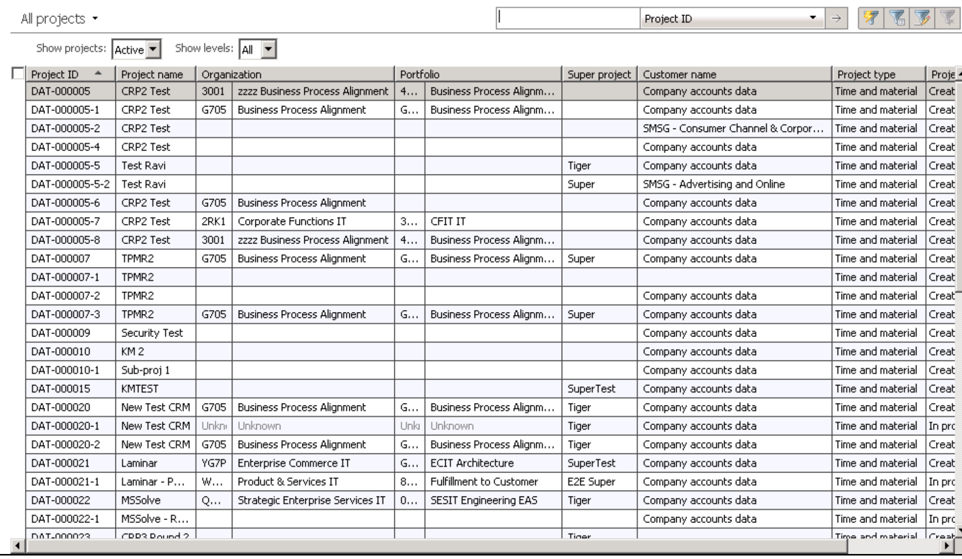


Validating Budget Accuracy

View the project record to confirm that it reflects the revised budget information.

26. Expand **Common** and then expand **Projects**, and then click **All projects**.

27. Select and open your project.

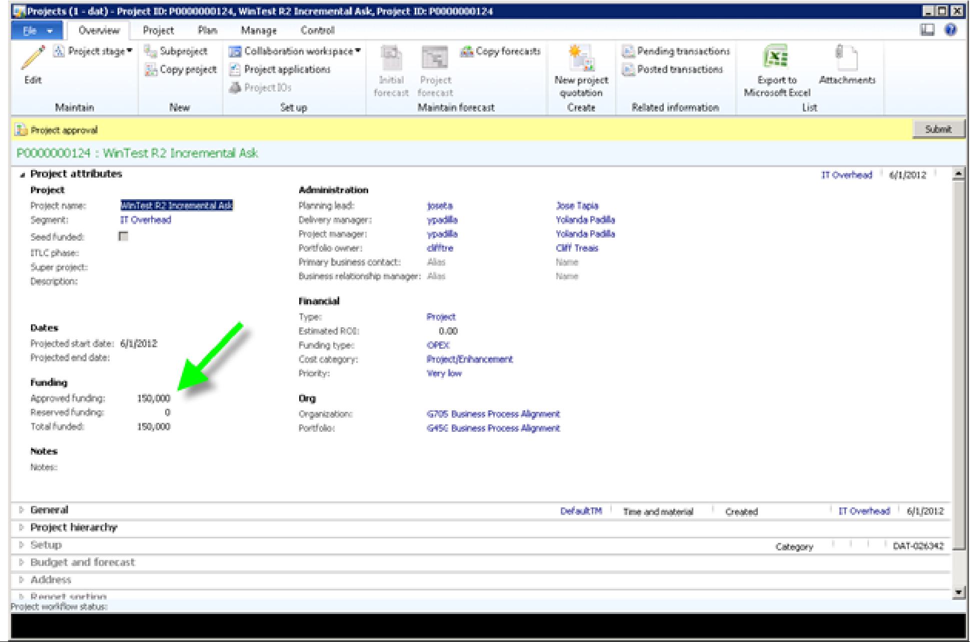


Project ID	Project name	Organization		Portfolio		Super project	Customer name	Project type	Proje
DAT-000005	CRP2 Test	3001	zzzz Business Process Alignment	4…	Business Process Alignm…		Company accounts data	Time and material	Creat
DAT-000005-1	CRP2 Test	G705	Business Process Alignment	G…	Business Process Alignm…		Company accounts data	Time and material	Creat
DAT-000005-2	CRP2 Test						SMSG - Consumer Channel & Corpor…	Time and material	Creat
DAT-000005-4	CRP2 Test						Company accounts data	Time and material	Creat
DAT-000005-5	Test Ravi					Tiger	Company accounts data	Time and material	Creat
DAT-000005-5-2	Test Ravi					Super	SMSG - Advertising and Online	Time and material	Creat
DAT-000005-6	CRP2 Test	G705	Business Process Alignment				Company accounts data	Time and material	Creat
DAT-000005-7	CRP2 Test	2RK1	Corporate Functions IT	3…	CFIT IT		Company accounts data	Time and material	Creat
DAT-000005-8	CRP2 Test	3001	zzzz Business Process Alignment	4…	Business Process Alignm…		Company accounts data	Time and material	Creat
DAT-000007	TPMR2	G705	Business Process Alignment	G…	Business Process Alignm…	Super	Company accounts data	Time and material	Creat
DAT-000007-1	TPMR2							Time and material	Creat
DAT-000007-2	TPMR2						Company accounts data	Time and material	Creat
DAT-000007-3	TPMR2	G705	Business Process Alignment	G…	Business Process Alignm…	Super	Company accounts data	Time and material	Creat
DAT-000009	Security Test						Company accounts data	Time and material	Creat
DAT-000010	KM 2						Company accounts data	Time and material	Creat
DAT-000010-1	Sub-proj 1						Company accounts data	Time and material	Creat
DAT-000015	KMTEST					SuperTest	Company accounts data	Time and material	Creat
DAT-000020	New Test CRM	G705	Business Process Alignment	G…	Business Process Alignm…	Tiger	Company accounts data	Time and material	Creat
DAT-000020-1	New Test CRM	Unkn	Unknown	Unk	Unknown	Tiger	Company accounts data	Time and material	In prc
DAT-000020-2	New Test CRM	G705	Business Process Alignment	G…	Business Process Alignm…	Tiger	Company accounts data	Time and material	Creat
DAT-000021	Laminar	YG7P	Enterprise Commerce IT	G…	ECIT Architecture	SuperTest	Company accounts data	Time and material	Creat
DAT-000021-1	Laminar - P…	W…	Product & Services IT	8…	Fulfillment to Customer	E2E Super	Company accounts data	Time and material	In prc
DAT-000022	MSSolve	Q…	Strategic Enterprise Services IT	0…	SESIT Engineering EAS	Tiger	Company accounts data	Time and material	Creat
DAT-000022-1	MSSolve - R…						Company accounts data	Time and material	In prc

28. Confirm the data in the project fields are what you expect them to be:

- Project ID
- Project name
- Functional Hierarchy
- Description
- Customer name
- Project type
- Project stage

29. View the **Approved funding** amount, and confirm that it is the incremented value.



Exercise 2: Creating and Updating IOs

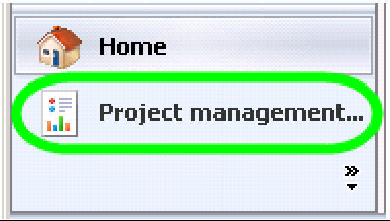
Note: This process is performed by a delivery manager (DM) or Project Manager (PjM), but IT Finance validates the IO values used to complete the fields in the process below is correct, before creating the IO.

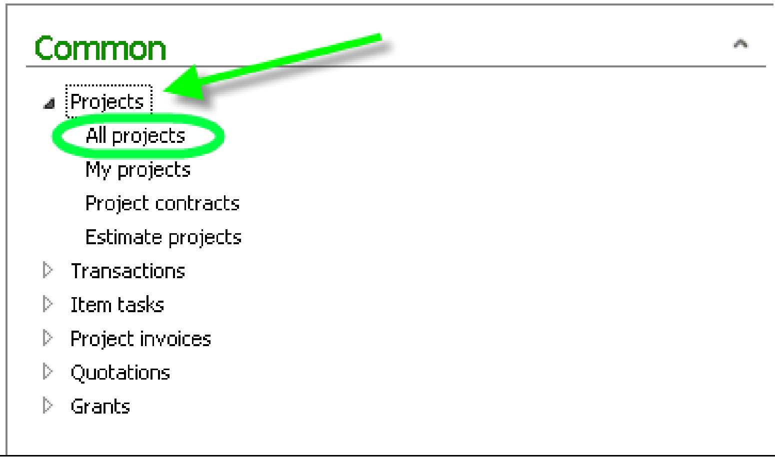
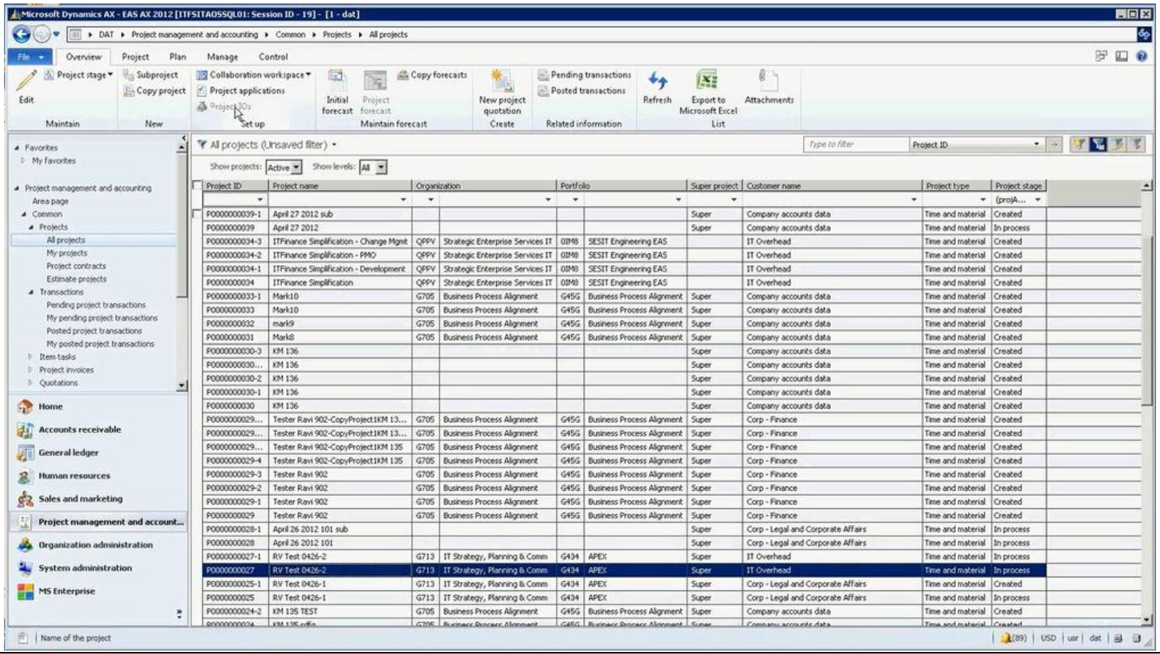
Exercise Data

For this exercise, enter information in all of the required fields, but use whatever data they choose to.

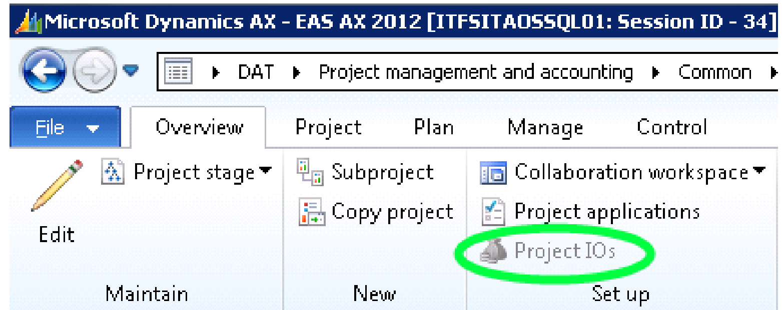
Note: You will encounter errors in these exercises as you will not have the ability to create IOs in the UAT environment, and that will be what you also experience in production after Go Live. You will be able to perform most of the exercise processes, so will be able to experience and perform the bulk of the process flow. The errors are documented in the exercise steps.

Steps

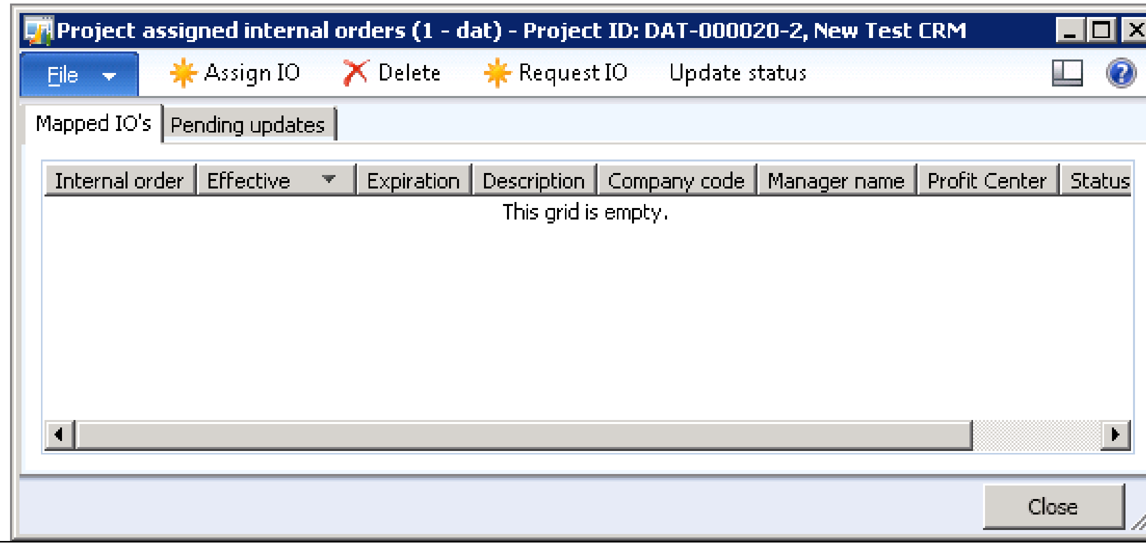
1. Launch the Microsoft Dynamics AX 2012 client application.	
2. Click **Project management and accounting** to navigate to the Project management and accounting area of the application.	

3. In the details pane, in the Common section, under Quotations, expand **Projects**, then click **All Projects**.	
4. From the project list, select the subproject or service to add the IO to.	

Note: You can associate an IO to a subproject, but you cannot associate an IO to a project. If you select a project, you will see the **Project IOs** selection is greyed out.



5. Click **Project IOs**. The Project IO screen opens.

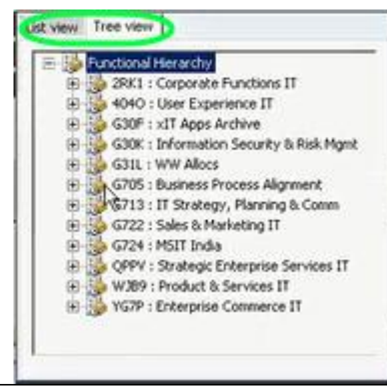


6. Click **Request IO**.

7. The **New internal order** dialog box opens. Use the table below for guidance for entering IO data.	

<table>
<tr><th>Field</th><th>Required (R) or Not Required (NR)</th><th>Description</th></tr>
<tr><td>Tax jurisdiction code</td><td>NA</td><td>This is a system-completed field. Not editable by the user.</td></tr>
<tr><td>Company code</td><td>R</td><td>Select this value from a drop-down list. After selecting a Company code, the Tax jurisdiction code for that Company code will be determined and displayed, based on a mapping maintained (by the application) between the Company code and the Tax jurisdiction code. Not all company codes require a tax code, but companies based in the U.S. do, and 1010 is one that requires a tax code.</td></tr>
<tr><td>Profit Center</td><td>R</td><td>The Tree view is displayed by default, but there are three ways you can enter the profit center code; select a Profit Center either in Tree view or List view, or you can simply enter the profit center code.

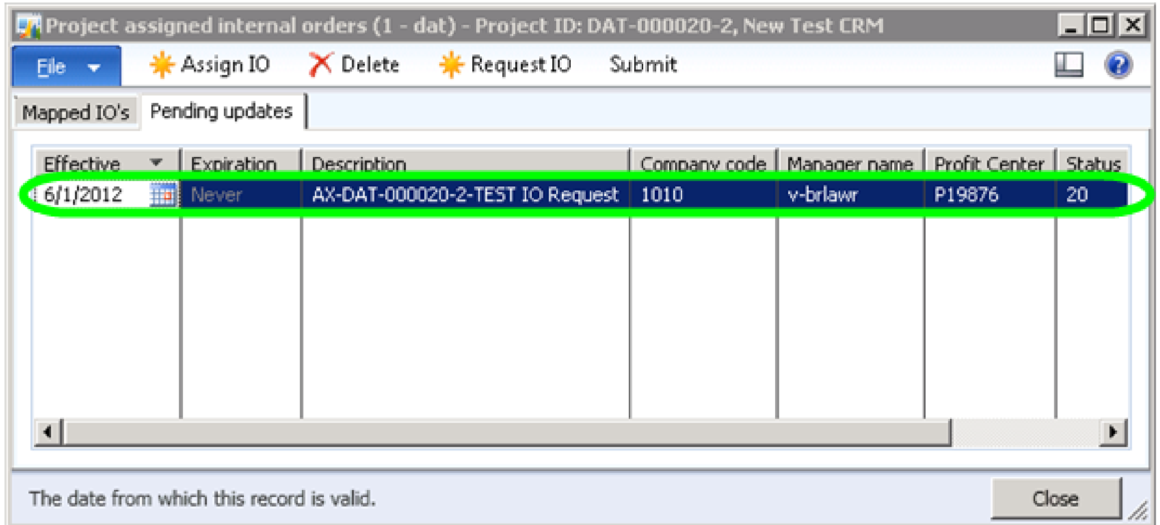
Tree view: The Tree view is a functional hierarchy drop-down list. Expand the area of the list the profit center is in, until you reach the lowest level of the tree, then double-click that selection.
List view: If you know your profit center ID, click List view and click your profit center.
Enter the code: You can simply enter the profit center code, if you know what it is. The system validates the code to confirm it is a valid code.


</td></tr>
<tr><td>Description</td><td>R</td><td>A free form text field for you to enter a description of the IO, to a maximum of 15 characters.</td></tr>
</table>

Project start date	R	The subproject start date is automatically provided by the system. Typically, a requested IO start date will align with the subproject start date. You can change this date to a later date,
Project status to IO status mapping	R	For the initial release, the only valid value for this field is **20**. In future versions, there may be other choices, as there are additional possible values in Dynamics AX and SAP: • 20: Approved **Note:** You **must** use the starting IO status when you create an IO. The starting IO status is 20. SAP prevents creating an IO with a status of 22, 25, or 30.

Note: To the right is an example of a completed **New internal order** dialog box.

8. Click **OK**.

9. Dynamics AX creates a record in the **Pending updates** tab. The description is prefixed with the Dynamics AX subproject ID that the IO is associated with. All other data comes from what was entered in the previous dialog box.	
10. This is the last step in the process for the DM. Dynamics AX application security and SAP security is applied at this step, so that clicking **Submit** will only be successful if it is done by a user with permissions to create an IO (IT Finance).	
Important: After you click **Close**, someone with IT Finance approval capability will need to approve the IO creation request before it can progress any further in the workflow. If you are performing this exercise in a workshop, tell a facilitator that you have reached this stopping point, and need someone to approve your IO creation request.	

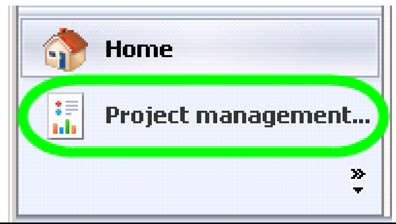
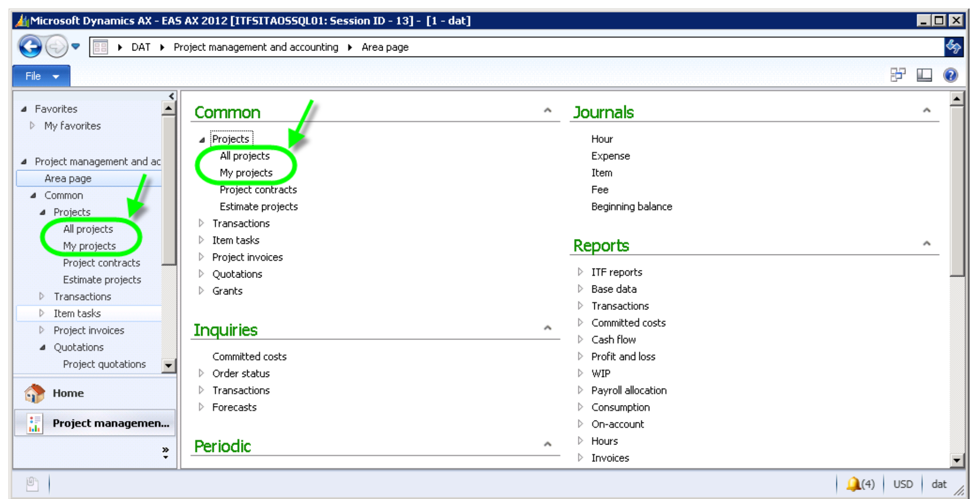
Exercise 3: Specifying a Subproject Application

Exercise Data

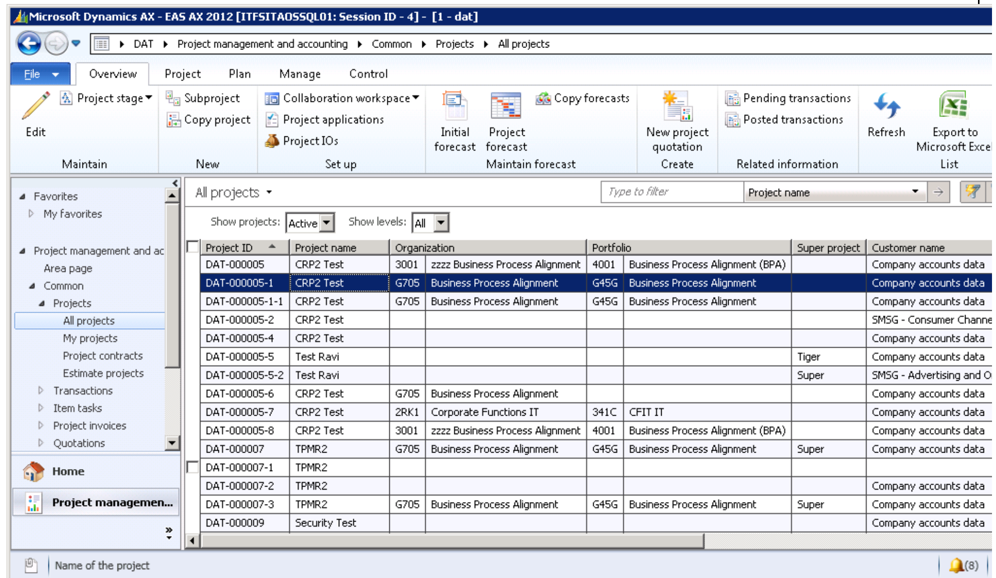
To perform this exercise, use the subproject record you already created.

Steps

To add application information to a subproject, perform the following process.

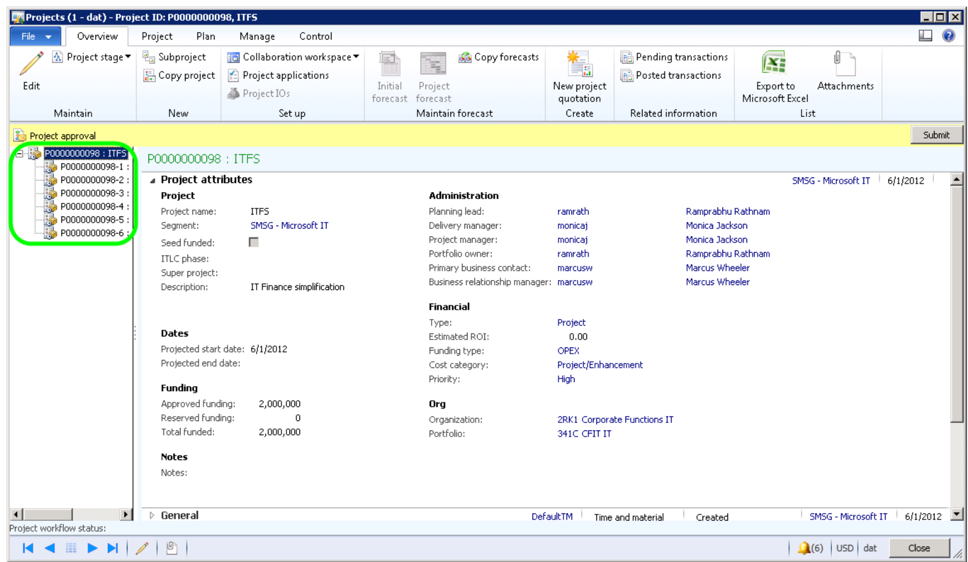
1. Launch the Microsoft Dynamics AX 2012 client application.	
2. Click **Project management and accounting** to navigate to the Project management and accounting area of the application.	
3. In the details pane, in the Common section, expand **Projects**, and then click **All Projects** (to see your and all other projects).	

4. You will see a view similar to this:

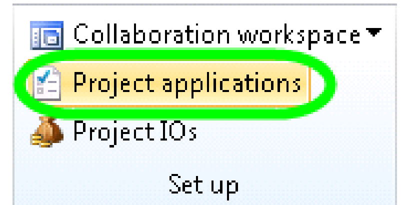


5. Double-click your project that has the subproject associated with it

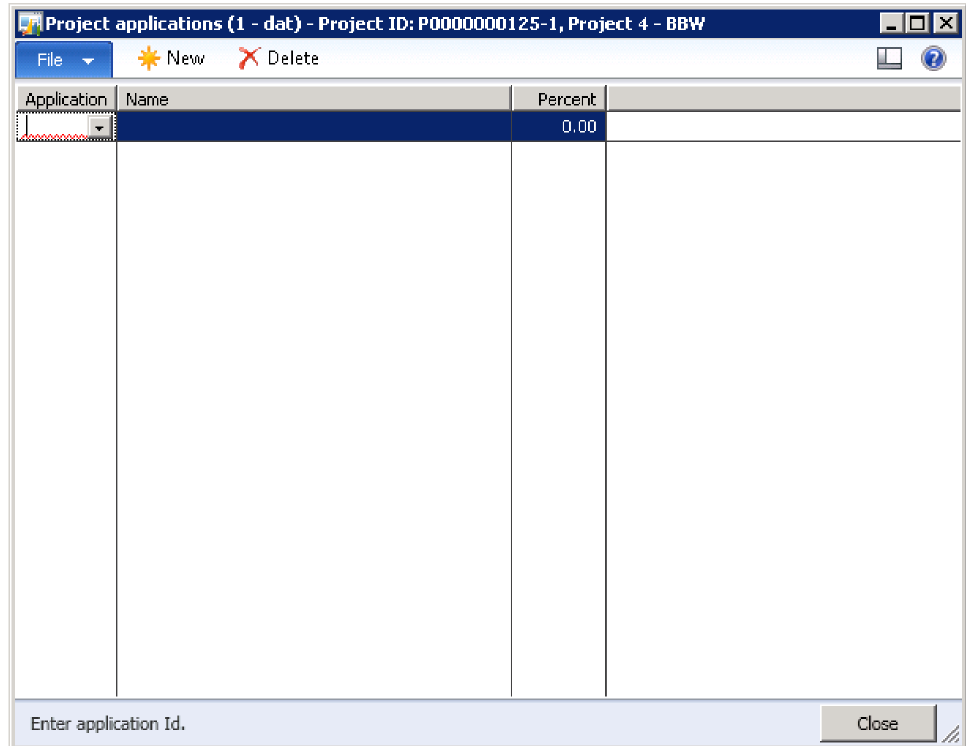
6. The project and its associated subprojects are displayed.



7. Click the project or subproject you intend to add an application to. In the **Setup** group, click **Project applications**.



8. The **Project applications** dialog box is displayed.



9. Use the table below for guidance for entering subproject forecast data. Click **New** or press the Down-Arrow key to create a new entry.

Field	Required (R) or Not Required (NR)	Description
Application	R	The application name. Select an application from a master list maintained in Dynamics AX.
Name	NR	The application name, which will be automatically provided by Dynamics AX, based on your selection in the **Application** field.
Percent	NR	Can allocate the cost to as many applications as the project supports. Total percent of all the applications you enter should not be more than 100%. If the total is over 100%, Dynamics AX displays an error. Dynamics AX does not validate if the total is less than 100%, because a total of less than 100% would be valid.

10. Click **Close**.	

Exercise 4: Accessing the Timesheet and Entering Data

All full-time employees (FTE) are responsible for entering time information for every project assigned to them. Your timesheet should automatically include any projects that you are assigned to. All users will enter and submit time through the enterprise portal, and this section documents that process.

Exercise Data

Enter information in all of the required fields, and use whatever data you choose to.

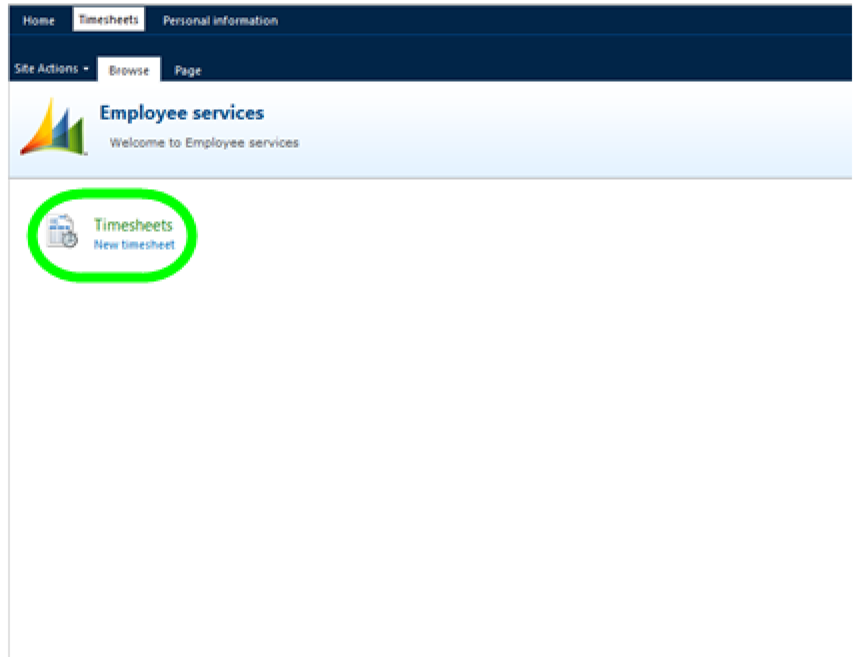
Access the Timesheet

Access your timesheet through the enterprise portal. You should have bookmarked the enterprise portal during Session A of these workshops. If not, click the following hyperlink to open the timesheet application on the enterprise portal: http://itfepuat/EmployeeServices. Bookmark the site for easy future access.

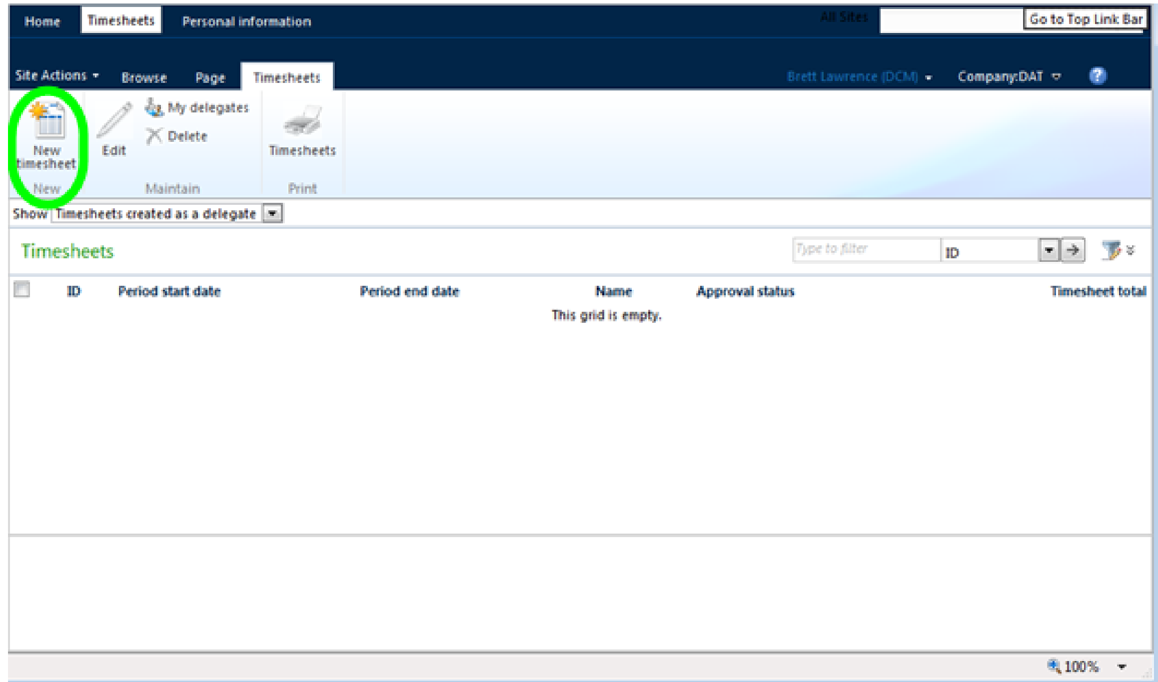
Steps

Enter Timesheet Data

To enter timesheet data, perform the following process.

1. Click **Timesheets**. **Note** the **New timesheet** link on this screen and the screen in step 2. Currently, if you click **New timesheet** multiple times in a week, you will create multiple timesheets for that week. This is a known issue. Be careful to create only one timesheet per week. If you do create extra timesheets, you can delete them. Also, even if you create multiple timesheets in the same week, the tool limits you to only submitting one timesheet per week.	

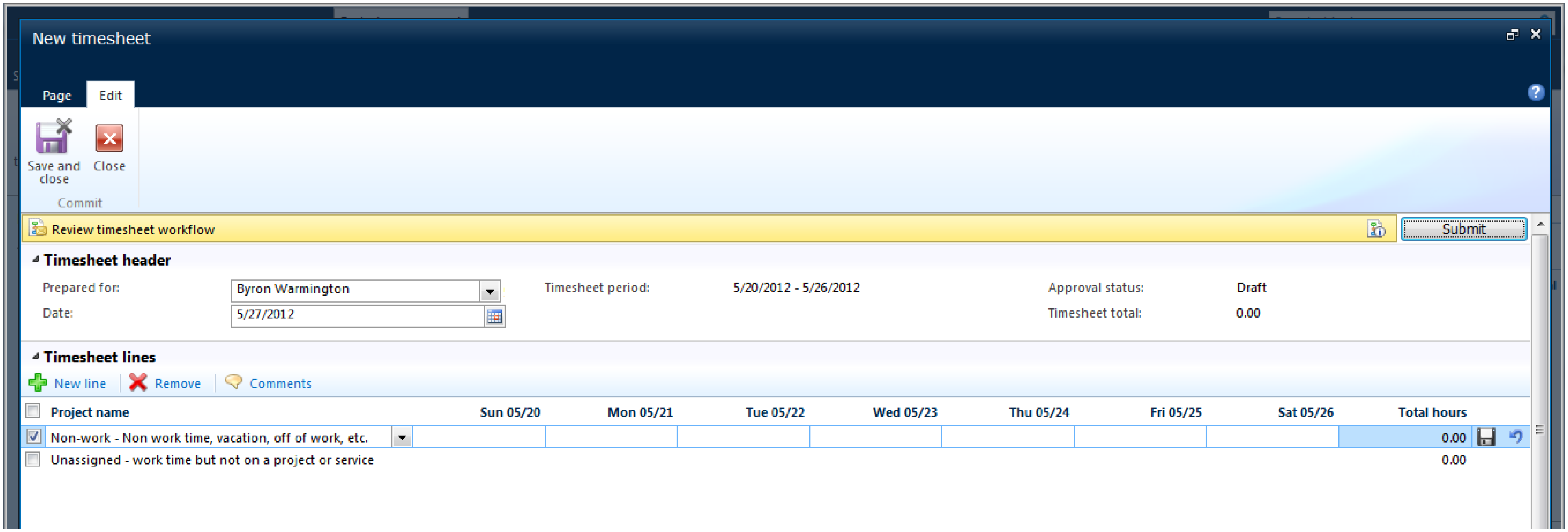
2. Click **New timesheet**.



Note: A new timesheet header will appear, showing a **Project** column. A line is automatically created for each project you are assigned to.

3. A timesheet for the current period will open:

- Your name will appear in the **Worker** field, and the current time period is shown in the **Timesheet period** field.
- Projects you are assigned to for this period will be automatically listed, one project per line.
- The **Approval status** will be **Draft**.



Note: You will be able to view three time periods (a time period starts on Sunday and ends on Saturday). Though your current assigned projects should appear automatically, if you are not assigned to a project that you are supporting, contact the project manager or your discipline lead. You can also manually search for the project code and enter your time. Search and manual entry, however, will result in an exception report being generated for the project manager. The recommended approach is to ensure that you have been assigned to a project by the project manager or discipline lead.

4. To manually add lines for additional projects, remove lines, or to provide additional information about time entries, click the corresponding feature as shown below.

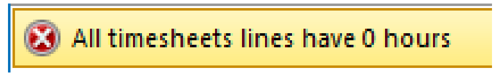
5. After you click the save icon to save the time you entered for that project for this time period, the total for that line will be calculated and displayed. Under **Total hours**. **Important:** You must click **Save** for each line.

6. If you are not ready to submit your time for the current time period, but would like to save your timesheet data, click **Save and close**.

7. If you are ready to submit your time for the current time period, click **Submit**. A window will appear for you to enter a comment.

8. Enter a comment (optional), and then click **Submit**.

Note: If you did not save your timesheet data before you clicked **Submit**, you will likely see the following error message. If you see this error message, save your timesheet data, then click **Submit**.



9. The main timesheet view appears, and you see the timesheet record you created, with an **Approval status** of **In review**.