



Finance Simplification Workshop

Enabling Microsoft to become a Real-Time Enterprise

Session B

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Microsoft® IT



Welcome to the Finance Simplification Workshops

Prerequisite

Completion of Required
On-Demand Training

Workshop Goals

Provide hands-on
experience with Dynamics
AX and connect you with
key resources

Workshop Resources

Exercise documents,
Finance Representatives
Training Team

Schedule

Session Introduction and Exercise Overview: 20 min
Hands-On Exercises: 70 minutes

Self Paced

UAT Environment

Access to Business and Tool
SMEs

Hall of Fame

Agenda Session C

Recognize new Hall of Fame Nominees

Call to Action

Post Training and Go-Live Support

Review Session A & B Topics

Complete Today's Exercises



Call to Action

Start Using the System July 2

Call to
Action

Discuss
Workshop
with
Manager

Visit the
Training
Portal

Attend
Office Hours

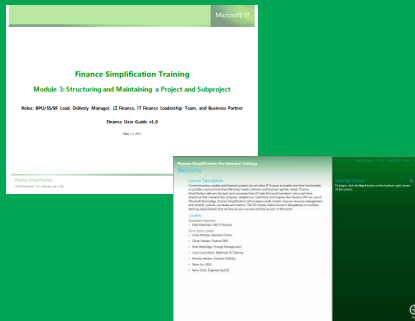
Start
Entering
Your Hours



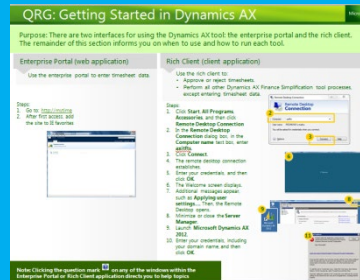
Projects and Subprojects Structure Resources

BPA Fatima Hamad	CFIT Finance Kimberly Phillips CFIT HR & Legal Colette Roy CFIT IT Ramprabhu Rathnam	ECIT Nancy LeSueur
ISRM Ken Sexsmith	ITSPC Fatima Hamad	MPSIT Steve Burgess Elizabeth Phan
SMIT Valeria Struk	SESIT Cindy Oliveto	UEIT Michael Wilkinson Maile Intrachat

Support Post-Training and Post Go Live



User Guides and Videos



Quick Reference Guides

June 22, 28 & 29 Office Hours



Training Portal,
Simulations (phase 2)

RealTime
InsideITFinance

Get Informed



Go to: [//fasthelp](http://fasthelp)

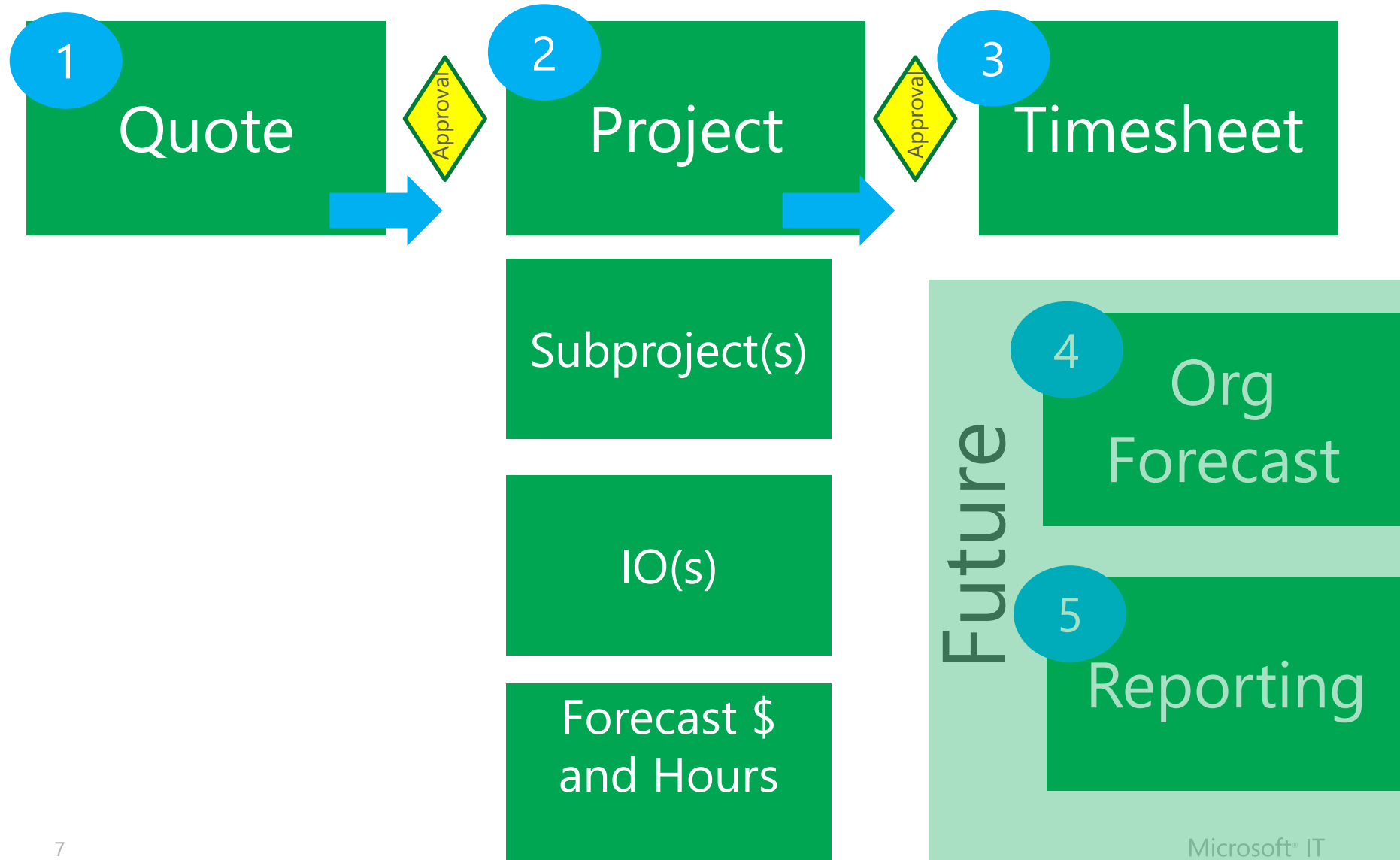
Online Help and Support Alias



Dynamics Lifecycle



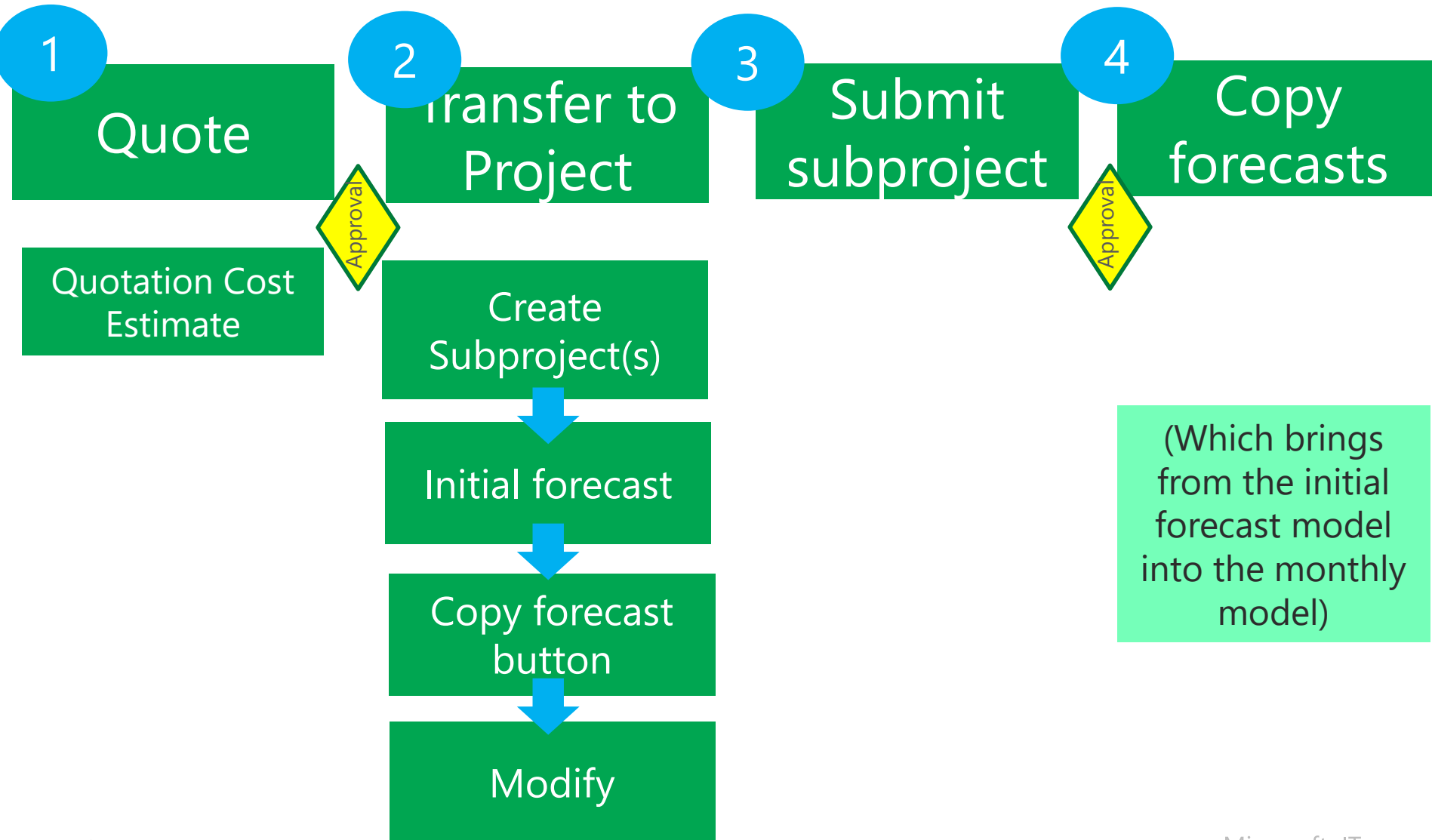
IT Finance does a validity and completeness check.





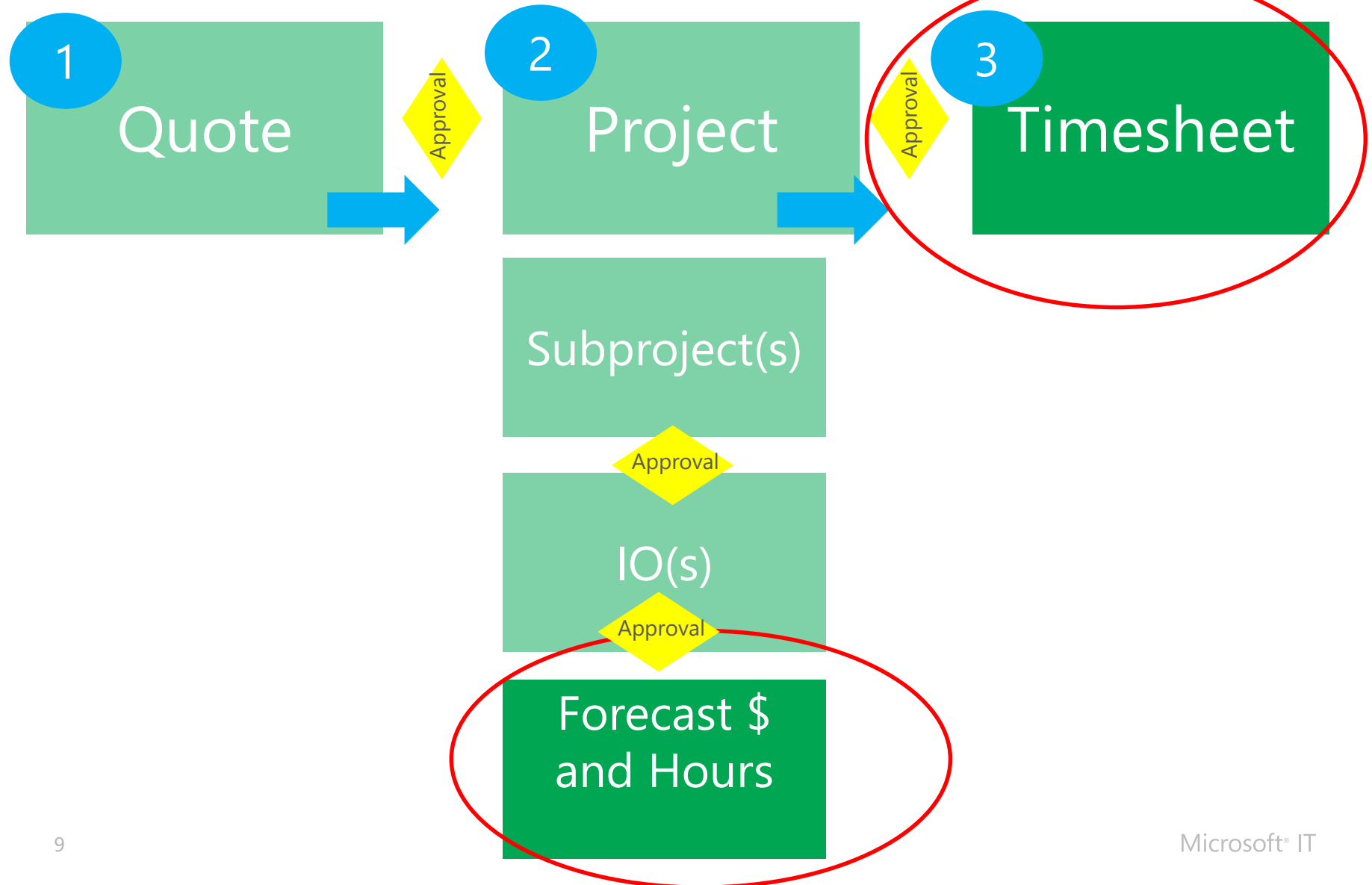
Forecasting

IT Finance does a validity and completeness check.





Exercise Flow



Session A Topics

1. Accessing Dynamics AX

2. Creating a Quote

3. Creating a Quotation Cost Estimate

4. Moving through the Quotation Approval Process

5. Completing the Transfer of a Quote

6. Updating Project Attributes

Session B Exercises

1. Structuring Project, Subproject or Service

2. Reviewing and Approving Subprojects

3. Creating a Budget Change Request

4. Creating and Updating IOs

Session C Exercises

1. Removing Resources from a Subproject

2. Entering a Subproject Forecast

3. Copying a Subproject Forecast

4. Specifying a Project Application

5. Accessing the Timesheet and Entering Data



Taxonomy

Useful concepts for the Session C hands-on exercises.

Name	Key Function
Resources <i>filterable drop down list</i>	FTEs or a- personnel. Use full name of resource and indicate hours and time period.
Application <i>drop down list</i>	<u>Objective</u> – The objective of the subproject application data is to facilitate an understanding of the cost of applications using the ProForma. <u>Application Scope</u> – The application inventory in Dynamics is representative of the application inventory that exist in Planning IT. <u>Application Related Projects</u> – A subproject may map to a single or many applications. For instances where the subproject is used to manage spend on multiple applications then each application should be listed with a % next to it representing the subproject spend that should be allocated to that specific application. All of the %s on a subproject should total 100%. Up to 5 applications can be associated with each subproject. <u>Non-Application Related Projects</u> – For subprojects that are not related to a specific application or applications then please use the value 'N/A'.



Taxonomy

Useful concepts for the Session C hands-on exercises.

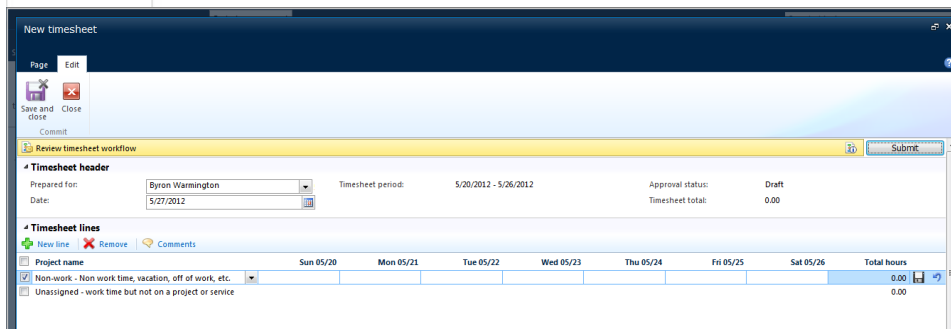
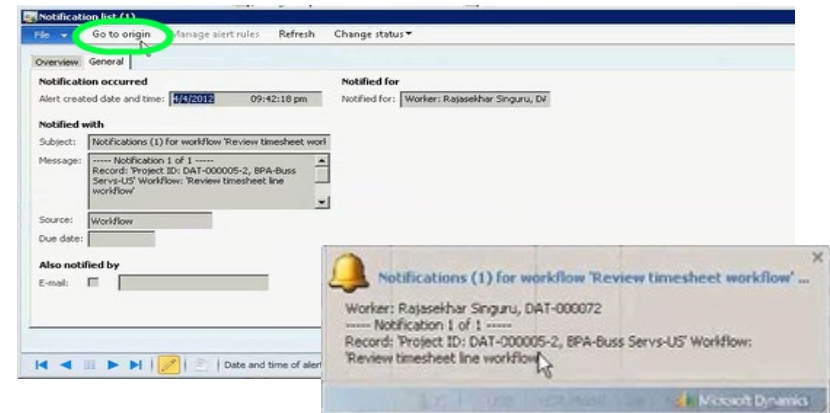
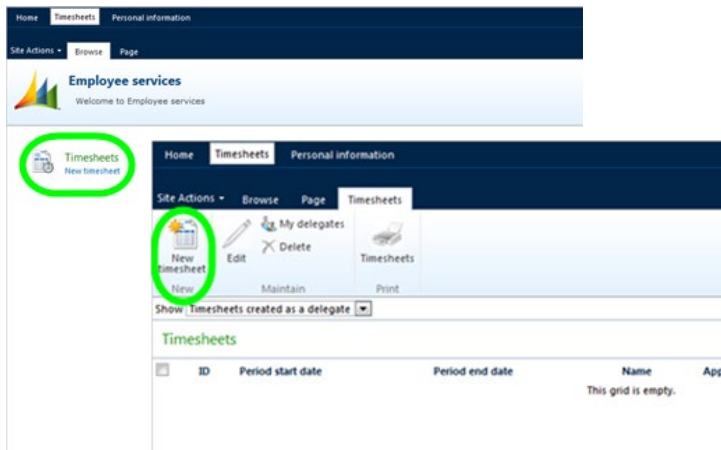
Name

Key Function

Time Tracking in Enterprise Portal Approvals in Rich Client

MSIT Finance FTEs and a- vendors use time tracking. Entering hours into the //mytime application.

Used to create a variance amount of actual project costs to forecasted costs.





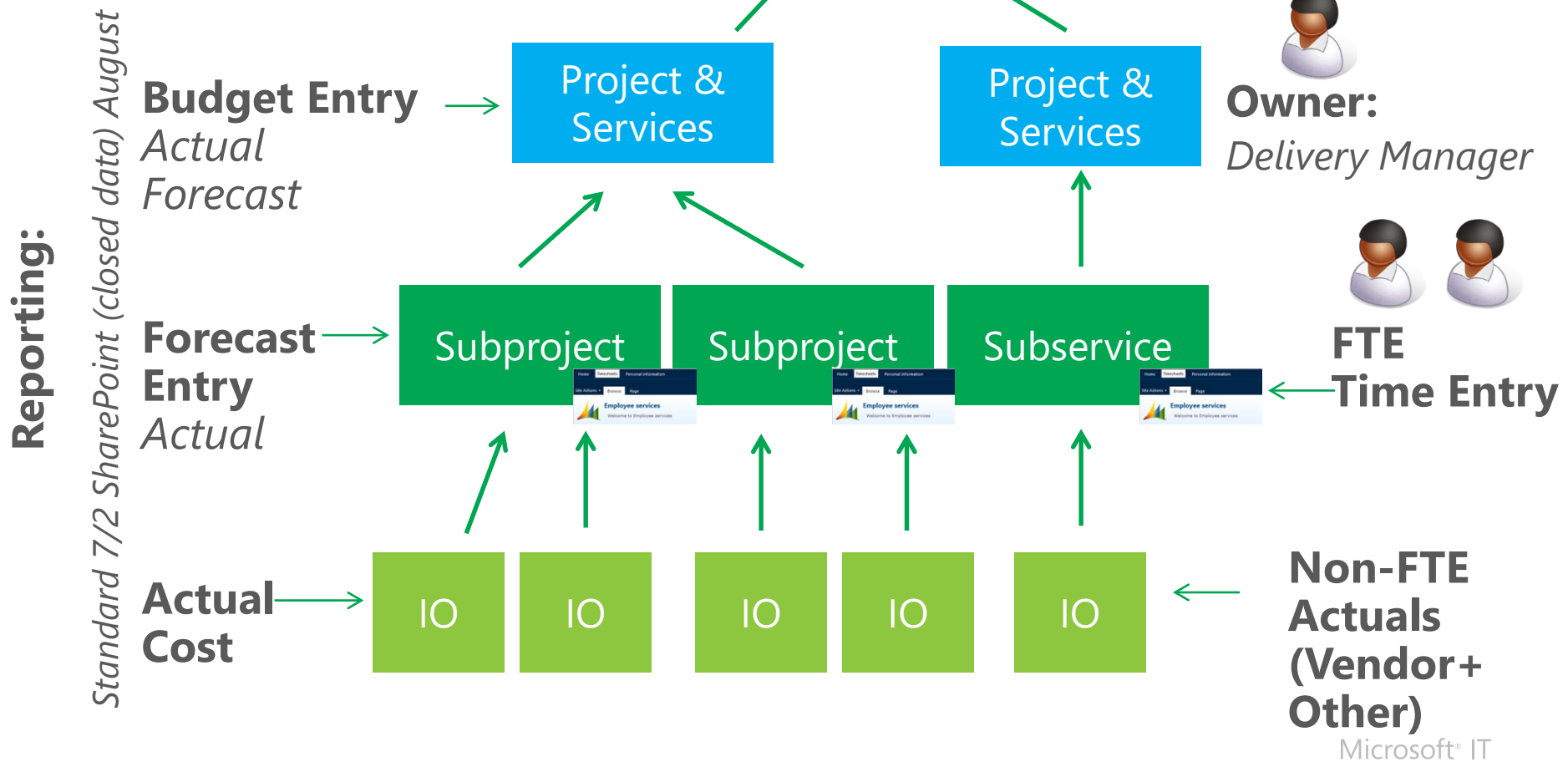
Taxonomy

Useful concepts for the Session C hands-on exercises.

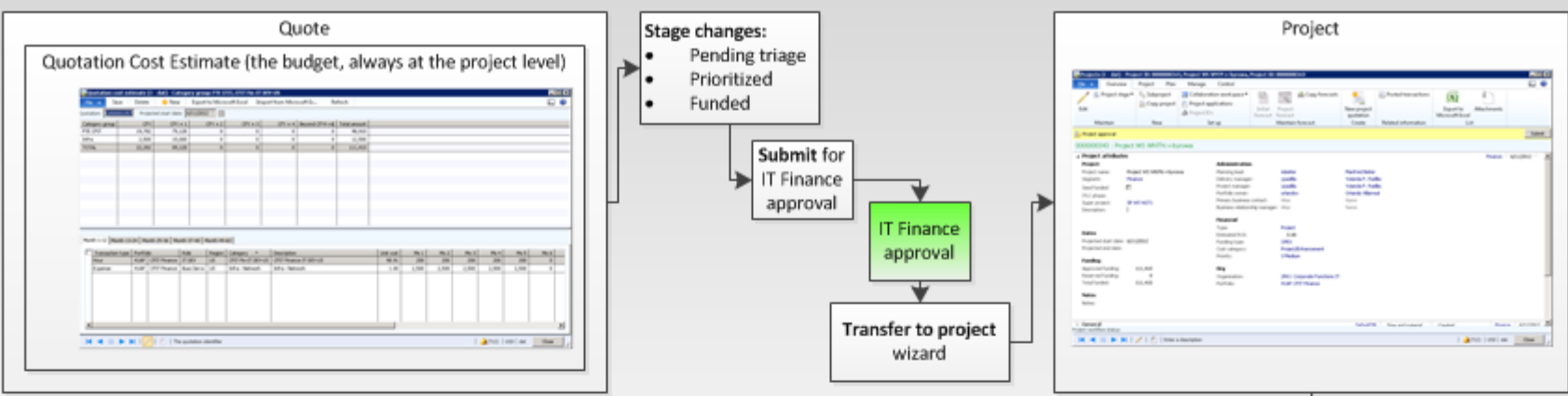
Name	Key Function
Time Tracking Entry Tidbits	Only MSIT, Finance FTEs can enter: • Time daily or weekly. • All hours for a week on one day. • More than 40 hours a week. • Time in whole hours (no fractions). Actions: Save, Submit, Recall or Reporting Categories for Work: • Assigned Work assigned to a project – PM approves • Unassigned non-project work – Auto approved • Non-Work personal leave, etc. – Auto approved Week for entry starts on Sunday and ends on Saturday. Submit deadline is Saturday 11:59 PM Pacific Time. If the week ends on a 1st and is on a Saturday, all of that week's hours fall into the next month's report.
Timesheet Approval Tidbits	Approve timesheets in the Dynamics AX rich client. Alerts and rich client, Timesheets, Timesheets for my review. Actions: Choose Approve, Return, Delegate, or View History. If you have not acted on a timesheet within 72 hours of its submittal, that timesheet is approved automatically.



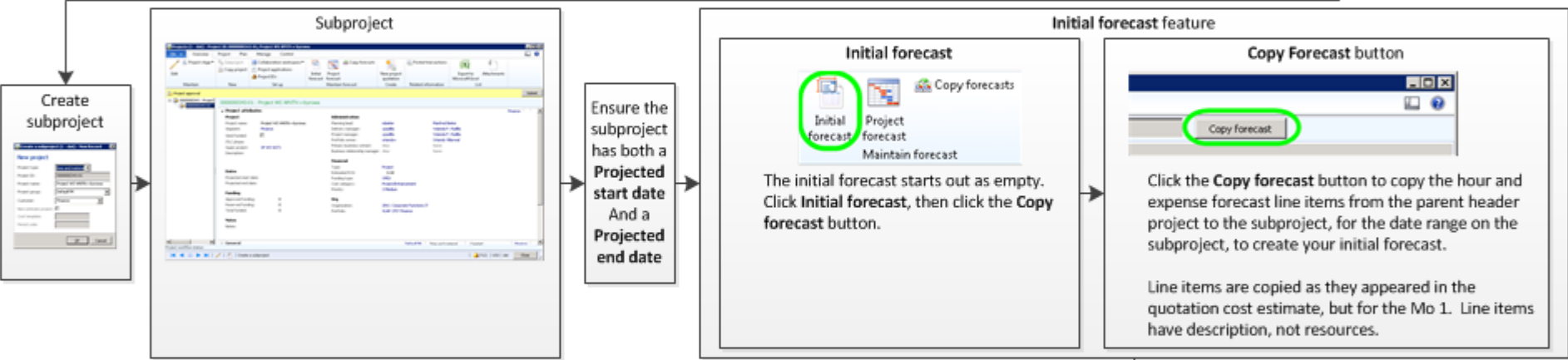
Dynamics Structure



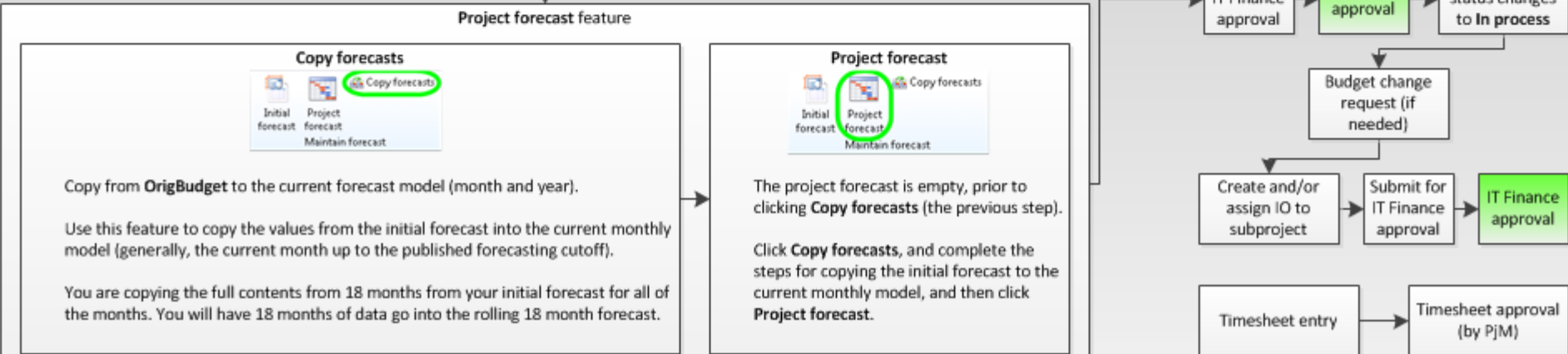
Session A



Session B



Session B and Session C

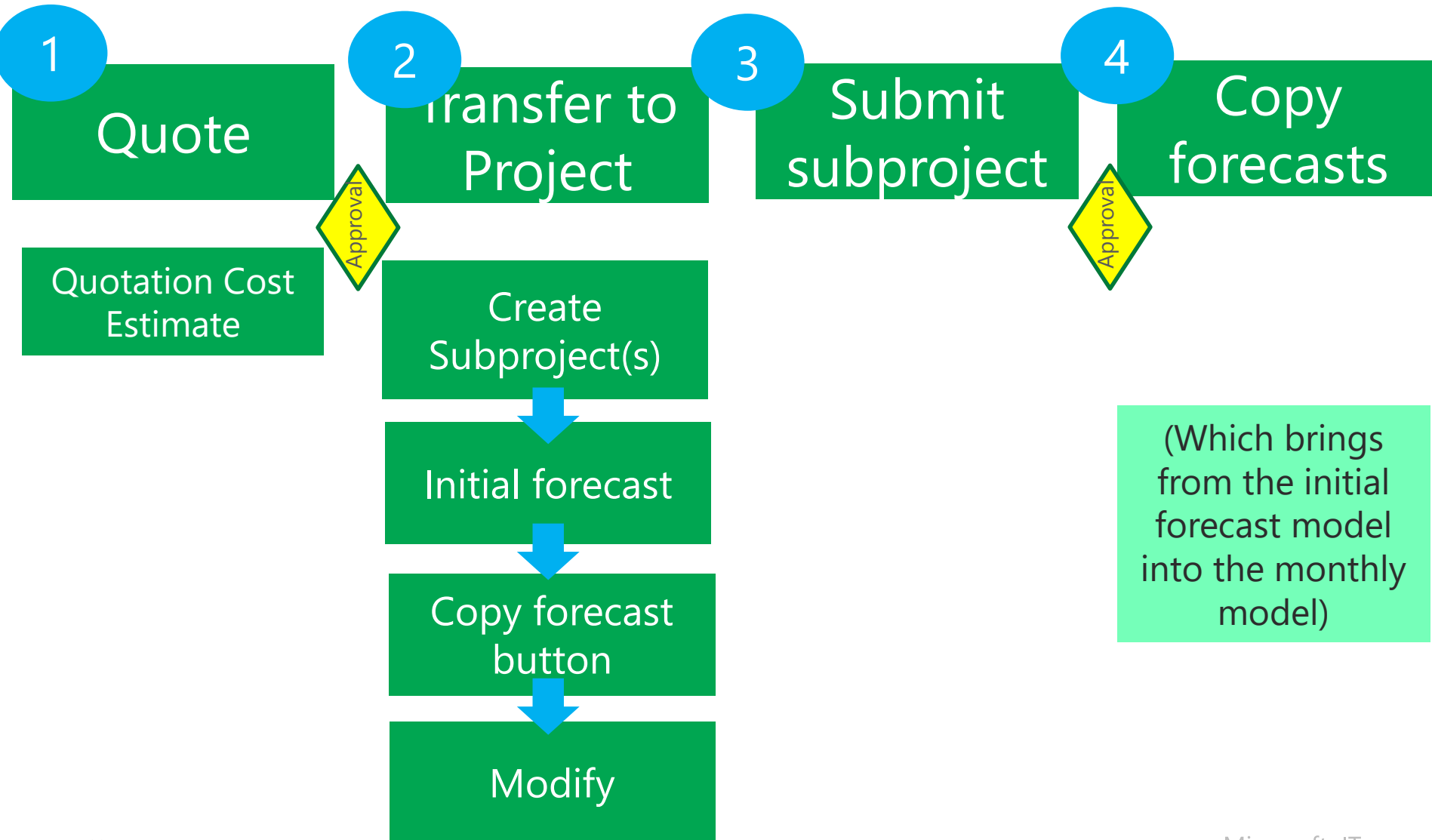


Before we begin..



Forecasting

IT Finance does a validity and completeness check.



Forecasting Monthly Hours

	Work Days	Hours Per Day	Total Hours	Holidays
FY13				
July	21	8	168	Independence Day
August	23	8	184	
September	19	8	152	Labor Day
October	23	8	184	
November	20	8	160	Thanksgiving and Day After
December	19	8	152	Christmas and Day After
January	22	8	176	New Year's Day
February	20	8	160	
March	21	8	168	
April	22	8	176	
May	22	8	176	Memorial Day
June	20	8	160	
FY14				
July	22	8	176	Independence Day
August	22	8	176	
September	20	8	160	Labor Day
October	23	8	184	
November	19	8	152	Thanksgiving and Day After
December	20	8	160	Christmas and Day After

Example 1

Mon	Jul 30 – 8 hours worked
Tue	Jul 31 – 8 hours worked
Wed	Aug 1 – 8 hours worked
Thu	Aug 2 – 8 hours worked
Fri	Aug 3 – 8 hours worked
Sat	Aug 4 – Submittal of time due, time submitted

OUTCOME - Mon and Tue will show up in Jul project financials, Wed, Thu and Fri will show up in Aug project financials.

Example 2

Mon	Jul 30 – 0 hours worked
Tue	Jul 31 – 0 hours worked
Wed	Aug 1 – 0 hours worked
Thu	Aug 2 – 0 hours worked
Fri	Aug 3 – 40 hours worked *worked throughout the week, but logged all hours on Friday
Sat	Aug 4 – Submittal of time due, time submitted

OUTCOME - Mon and Tue will show up in Jul project financials, Wed, Thu and Fri will show up in Aug project financials. In this example all hours will show up in Aug project financial.

Example 3

Mon	Jul 30 – 0 hours worked
Tue	Jul 31 – 16 hours worked
Wed	Aug 1 – 0 hours worked
Thu	Aug 2 – 0 hours worked
Fri	Aug 3 – 24 hours worked
Sat	Aug 4 – Submittal of time due, time submitted

OUTCOME - Mon and Tue will show up in Jul project financials, Wed, Thu and Fri will show up in Aug project financials.

Exercises



Questions?

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Where the rubber meets the road...



Session A Exercises

1. Accessing Dynamics AX

2. Creating a Quote

3. Creating a Quotation Cost Estimate

4. Moving through the Quotation Approval Process

5. Completing the Transfer of a Quote

6. Updating Project Attributes



Taxonomy

Useful concepts for the Session A hands-on exercises.

Name	Key Function
Portfolio	Collection of Projects, Services and Super-Projects owned by a single entity (i.e., I2A Portfolio)
Super Project	Accumulator of Projects and Services across multiple Function Summaries
Project (was Program)	Accumulator of Subprojects and Subservices. Always has to have at least one subproject. Can be called a header project. Used for Funding / Budgeting
Subproject (was project)	Accumulator of Actuals Used for Forecasting
Quote	Same as Project, but prior to Plan of Record (POR) approval
Expenses and Hours	Used to create a quote. Used for quote, project, and subproject.

Before We Begin

Transfer Quote to Project

Complete Exercise 5 from Session A

Agenda Session B

Recognize new Hall of Fame Nominees

Post Training and Go-Live Support

Review Yesterday's Exercises

Complete Today's Exercises

Converting a Quote

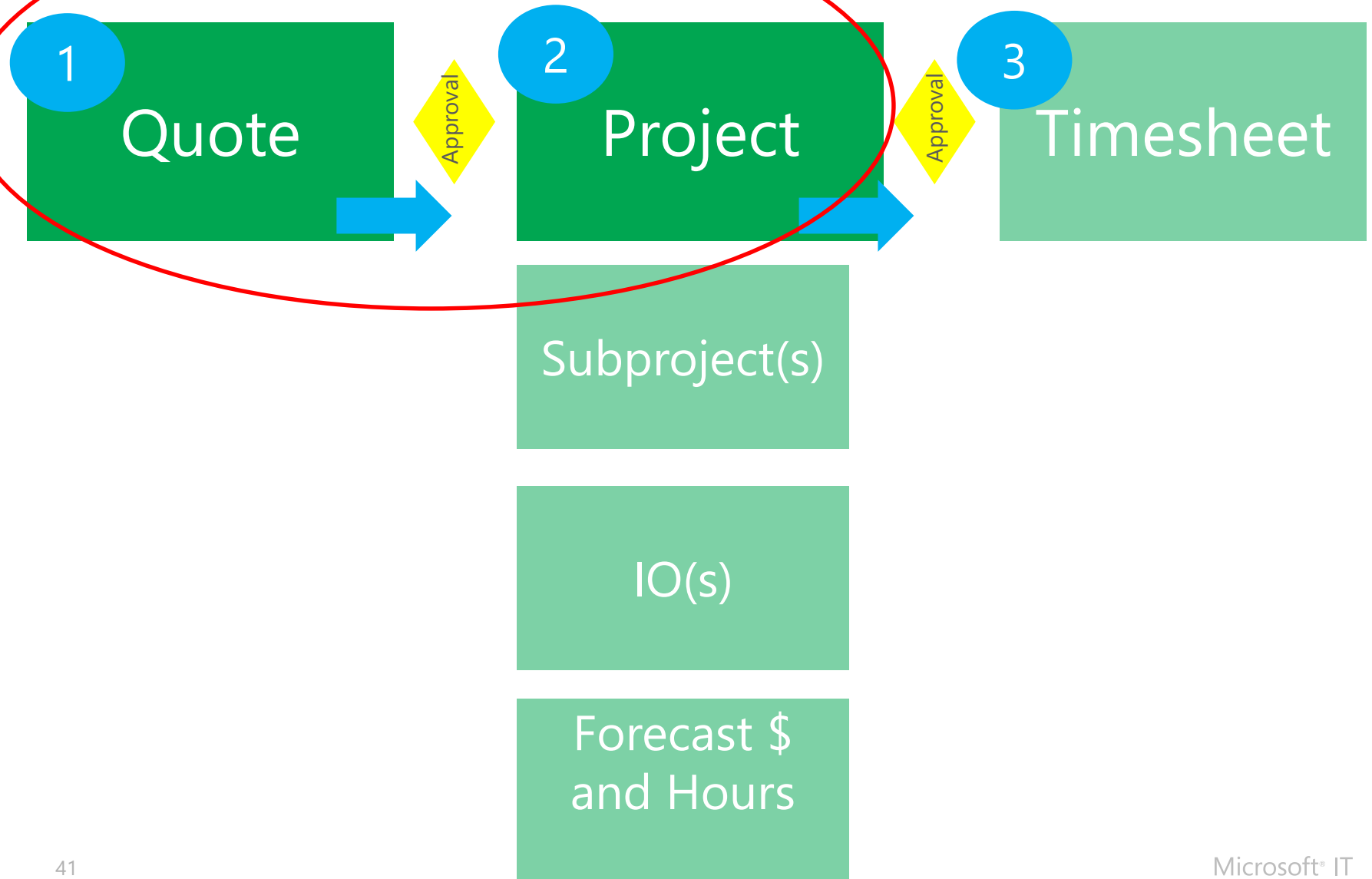
Maintaining a Project and Subproject

Procuring External Resources



Exercise Flow

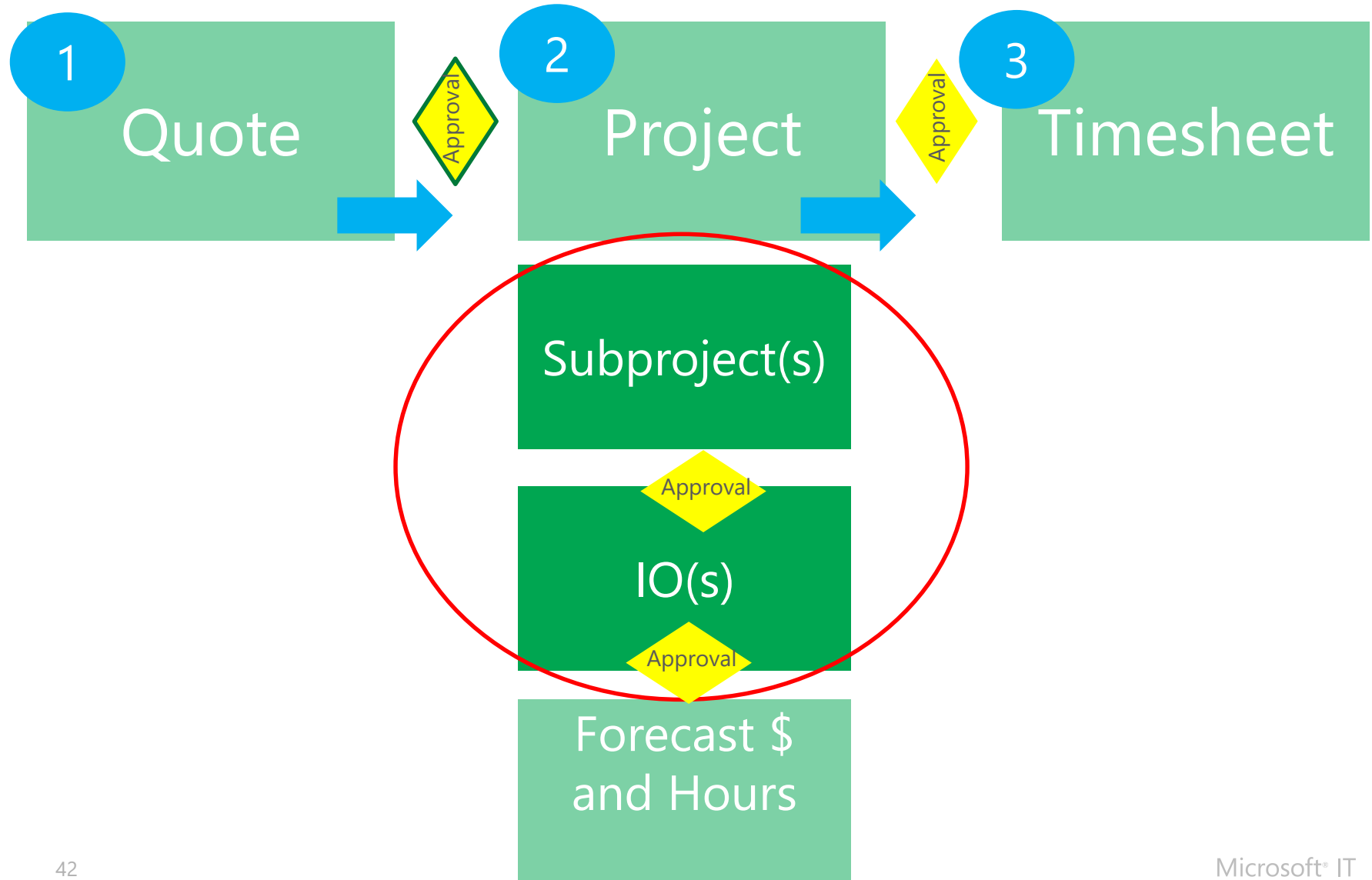
Session A Outcomes





Exercise Flow

Session B Outcomes





Taxonomy

Useful concepts for the Session B hands-on exercises.

Name	Key Function
Forecasting	Propose the number of hours and the amount of the expenses for a subproject. Used to compare forecast to actuals to create a variance.
Approval Process	Replicates business process. Pending triage puts in in the queue to be approved. Outcome of triage is deferred, rejected, or prioritized. Prioritized status moves the subproject to funding decision. If funded, the subproject status becomes approved. Allows IT Finance exert a quality check function. Used to create approved subprojects.
Incremental Budget Request	Process to submit a change request. Uses same process as a creating a new quote. (new expenses and hours or change dates). Used to create an updated subproject.
IOs	Assigned to subproject. Used to complete the details of a project structure.



Topics for Today (Session A)

Tool and functionality

Create a quote and convert to a project

Not covering BPU / SS / BF business process today.

Taxonomy

Creating a Quote

Converting a Quote to a Project



Session B and C Goals

B Session

- Structuring a Project, Subproject, or Service
- Creating a Budget
- Change Request
- Creating and Updating IOs

C Session

- Modifying Resources
- Creating a Detailed Subproject Forecast
- Copying Subproject Forecast
- Adding Project Application to a Subproject
- Entering Time



Review and Reset (Session B)

Last Session

- Taxonomy
- Created a Quote
- Converted a Quote to a Project

This Session

- Structuring a Project, Subproject, or Service
- Creating a Budget
- Change Request
- Creating and Updating IOs



Review and Reset (Session C)

Last Session

- Structured a Project, Subproject, or Service
- Created a Budget Change Request
- Created and Updated IOs

This Session

- Modifying Resources
- Creating a Detailed Subproject Forecast
- Copying Subproject Forecast
- Adding Project Application to a Subproject
- Entering Time



Hands On Exercise Process

System Setup

Look at hands on exercise handout to improve your workshop experience.
Connect to Lync meeting (in your invite).

Your Action

Exercises are at your own pace. At end of each exercise, flag a facilitator, so that we can confirm you are complete. You can leave when your exercises and survey are complete.

When you have a question, tag it with one of the following categories, and enter it in the Lync window. We will post the questions and answers to the SharePoint. If it is a question that prevents you from moving through the exercise, flag a facilitator.

Question Tags: **Tool, Process, Training, Data Conversion, Role**

At the end of each exercise, the facilitator will assess your understanding of the exercise so that you could be entered into the Hall of Fame and have your name posted to the SharePoint.

Hall of Fame

Hall of Fame: Gift cards will be awarded to attendees that have:

- Taken the online course.
- Completed the exercises correctly.
- Shown good comprehension of the concepts.
- Express a desire to be a champion of the change.

Survey

Complete survey at the end of the week.



Session A Exercises

Exercise #	Activity	Outcome
1	Connecting to the Dynamics AX 2012	Application Loaded
2	Creating a Quote	Quote
3	Creating a Quote Cost Estimate	Updated Quote Added Expenses Added Hours Exported Excel file
4	Moving through the Quotation Approval Process ★	Quote Status Approved Quote
5	Completing the Transfer of a Quote	Created Project
6	Updating Project Attributes	Fully Detailed Project



To move your quote along, you need to click pending triage, prioritized, and funded. Then someone in the room will approve your quote. There is a few minute delay.

See your printed Data Entry and Session Prep instructions



Session B Exercises

Exercise #	Activity	Outcome
1	Structuring Project, Subproject or Service	Associated Subproject Created Detailed and Forecast Forecast Status
2	Reviewing and Approving Subprojects	Approved Subproject
3	Creating a Budget Change Request	Approved Budget Change
4	Creating and Updating IOs	Created IO Associated to a Subproject Posted Transactions in Subproject
5	Closing a Subproject	Fully Completed Project /Subproject Structure



Session C Exercises

Exercise #	Activity	Outcome
1	Modifying Resources	Updated Resources in Subproject
2	Creating a Detailed Subproject Forecast	Updated Detailed Subproject with Resource Names
3	Copying a Subproject Forecast	Extended Forecast
4	Adding Project Application to a Subproject	% Cost Allocated to Subproject
5	Entering Time and Approving Time Sheets	Submitted Timesheet Approved Timesheet