

Finance Simplification Training

Exercises: Session A

Roles: All Accountable Roles

Workshop Exercises v1.0

June 22, 2012

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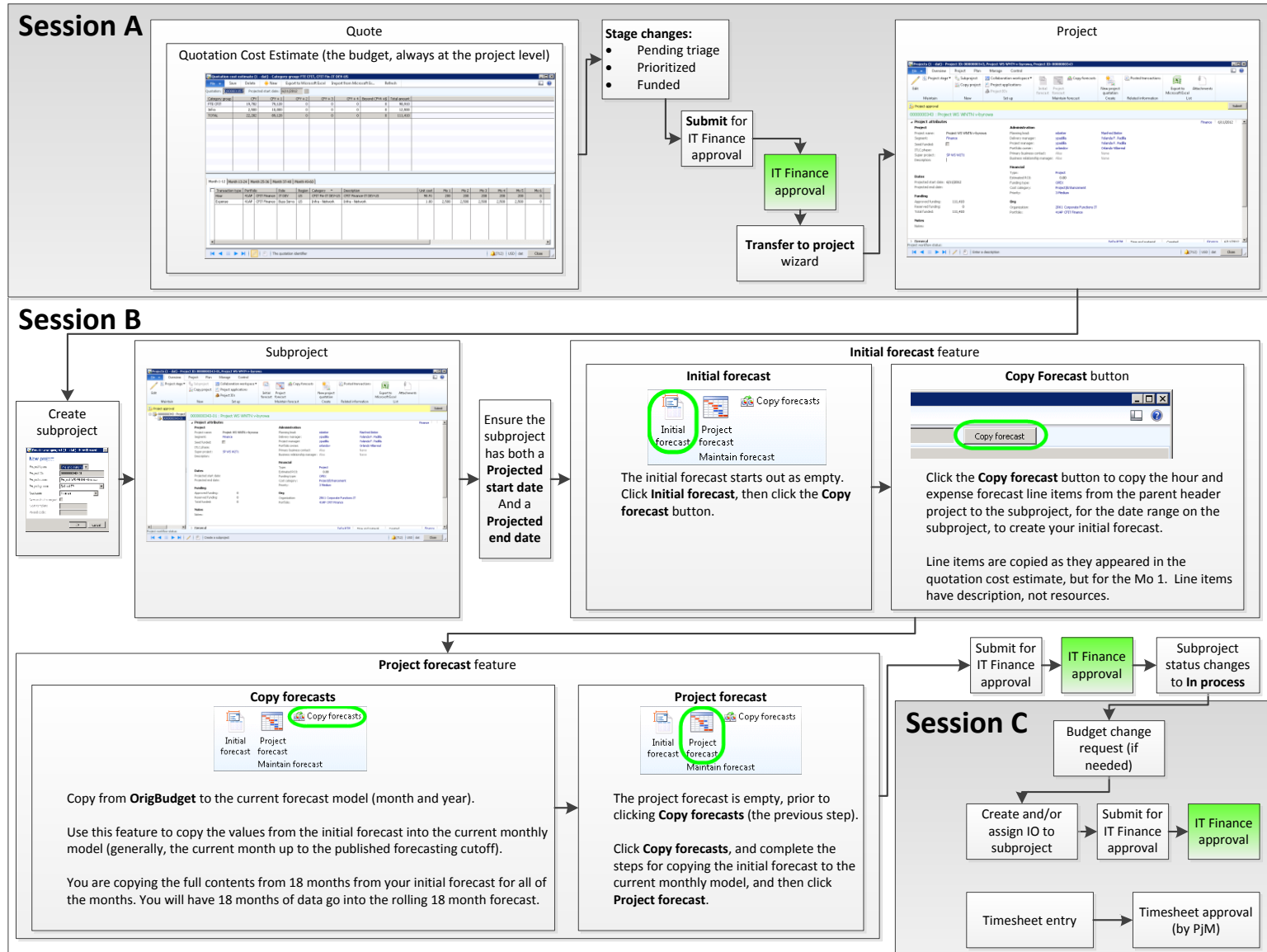
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Introduction

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

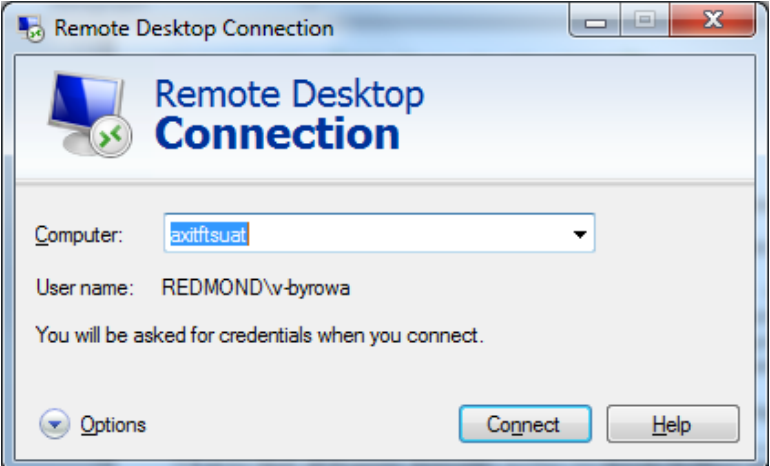


Exercise 1: Connecting to Dynamics AX 2012

There are two interfaces for using the Dynamics AX tool: the enterprise portal and the rich client:

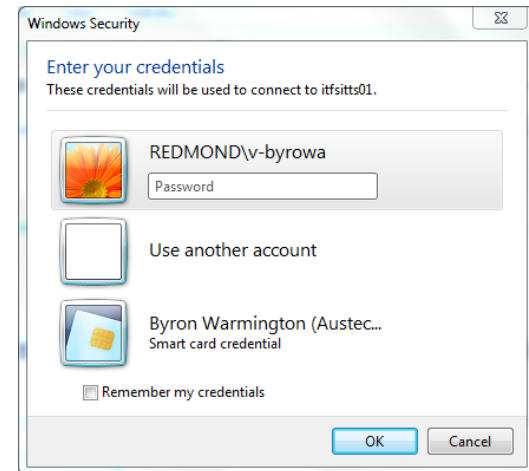
- The **enterprise portal**. A web application used to enter timesheet data into Dynamics AX. In these workshops, we won't use the enterprise portal until later in this training, but let's prepare now.
 - Go to: <http://itfepuat/EmployeeServices> **(Note:** After go-live, the link will be <http://mytime>)
 - After the portal opens, bookmark it for quick reference throughout these workshops.
 - After you've bookmarked, there's no need to do anything in the application. We're going to move immediately to the rich client.
 - The **rich client**. A client application used to approve or reject timesheets and to perform all over Finance Simplification tools processes other than entering timesheet data.
 - Create a Remote Desktop connection to the application by following these steps:
- Important:** The Development Team has provided an RDP file for accessing the rich client in the UAT environment, and a similar file will be provided for production access. To give you a first look at the new access approach, the UAT RDP file will be available to you to use in your workshop, if you would like to save it to your desktop and try it out.

Steps

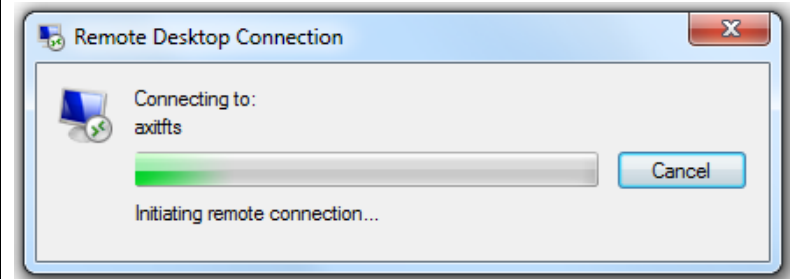
1. Click Start, All Programs, Accessories, and then click Remote Desktop Connection.	
2. In the Remote Desktop Connection dialog box, in the Computer name text box, enter axitftsuat Note: Post go-live, the Remote Desktop Connection computer will be axitfts	

3. Click **Connect**.

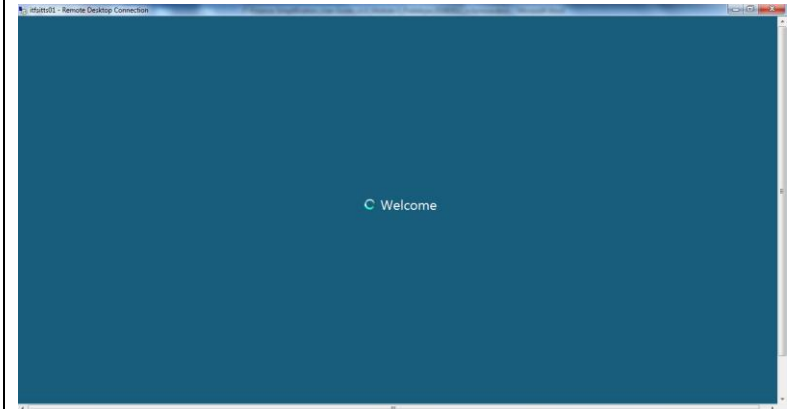
4. Enter your credentials, and then click **OK**.



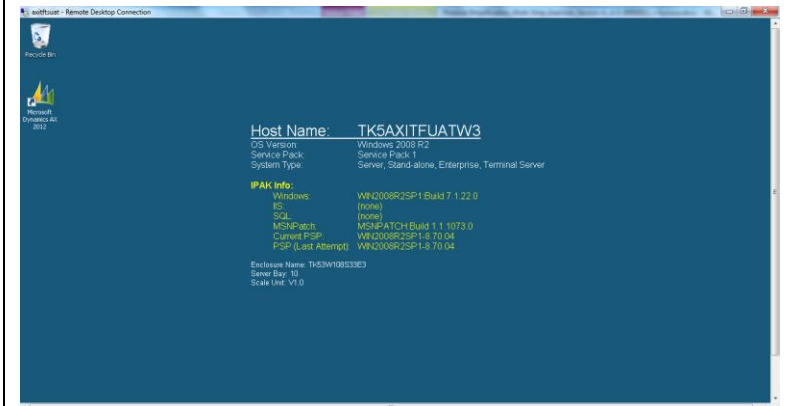
5. The remote desktop connection establishes.



6. The Welcome screen displays.



7. Additional messages appear, such as **Applying user settings....** Then, the Remote Desktop opens.



8. Launch Microsoft Dynamics AX 2012.



9. Let's set up a shortcut to facilitate return visits throughout these workshops. Click **Start** > **All Programs** > **Accessories**.

10. Right-click **Remote Desktop Connection**, and then select **Send to > Desktop (create shortcut)**.

You can drag your **Remote Desktop Connection** shortcut to the taskbar and drop it there if you prefer it to be always visible.



Exercise 2: Creating a Quote

When you first enter a project into the system, it is referred to as a quote. A quote becomes a project after it has been approved and is part of the plan of record lock. Until then, it is a quote, and this section describes the process of creating the initial quote.

Exercise Data

Create a quote using the following syntax and data:

Name: **Project WS** <workshop and track> <student alias>

Segment: **Finance**

Super project: **SP WS** <workshop and track>

Planning lead: **Manfred Beiter**

Delivery manager: **Yolanda F. Padilla**

Portfolio owner: **Orlando Villarreal**

Projected start date: **6/11/2012**

Type: **Project**

Funding type: **OPEX**

Cost category: **Project/Enhancement**

Priority: **3 Medium**

Portfolio: **CFIT Finance**

All of the above fields are required fields. **The student must to leave all of the other fields blank.**

Examples of the quotation name and super project name:

- Name example: **Project WS W3T1 liholman**
- Super project example: **SP WS W3T1**

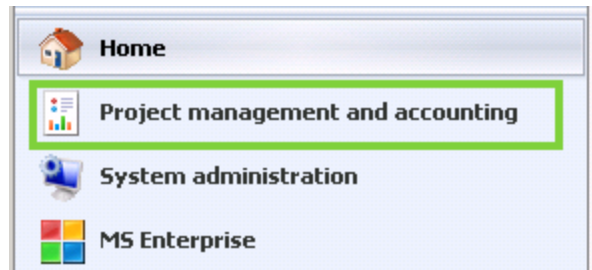
For entering the quotation name, and super project, use the following information:

Student alias: The student's alias (such as liholman)

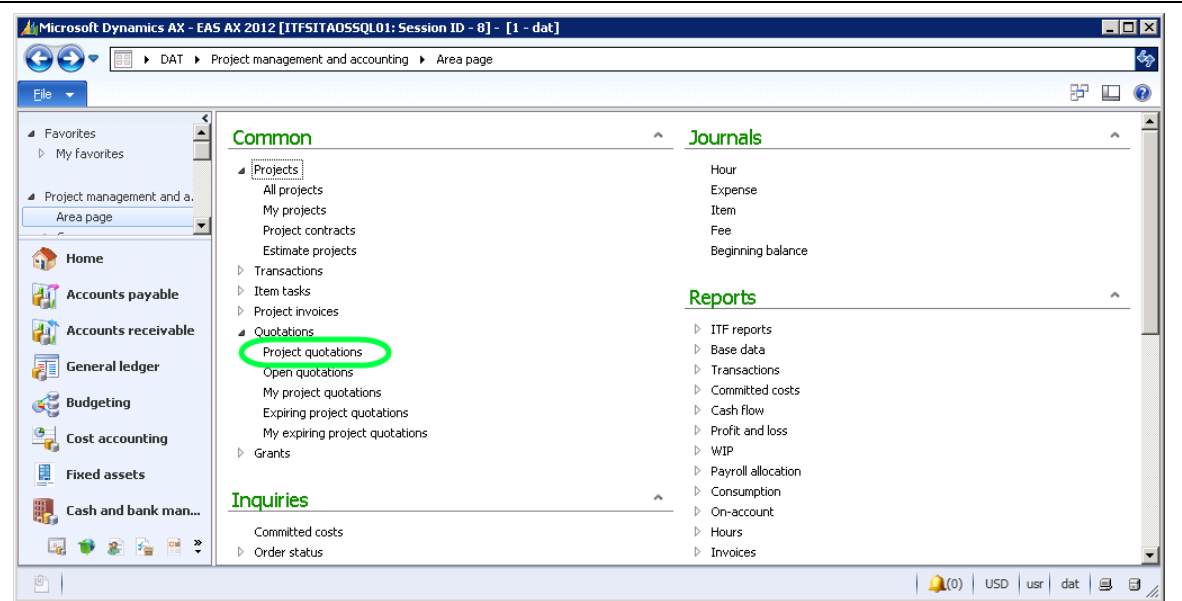
Workshop and track: These are four-characters representing the workshop and track:

Workshop Week	Track	Four Characters for Workshop and Track
1	1	W1T1
	2	W1T2
	3	W1T3
	4	W1T4
2	1	W2T1
	2	W2T2
	3	W2T3
	4	W2T4
3	1	W3T1
	2	W3T2

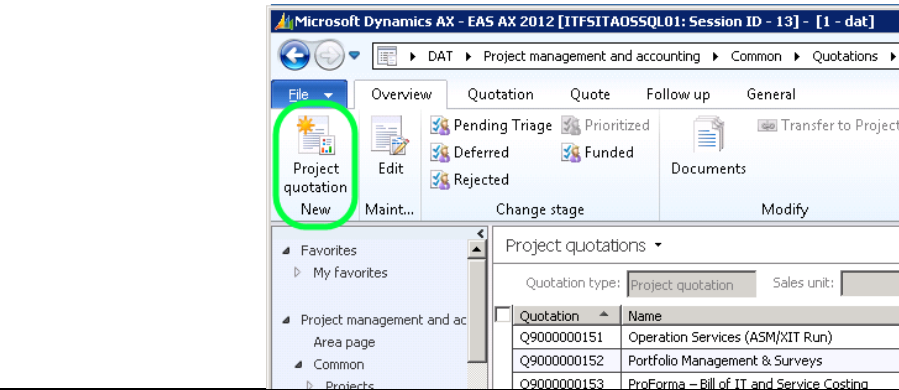
Steps

1. Open your Remote Desktop Connection to the Dynamics AX 2012 application.	
2. In the Navigation Pane, click Project management and accounting to navigate to the Project management and accounting area of the application.	 The screenshot shows the Dynamics AX 2012 Navigation Pane. It has a 'Home' tab at the top. Below it, there are three main options: 'Project management and accounting' (which is highlighted with a green rectangular box), 'System administration', and 'MS Enterprise'.

3. On the Content Pane, in the Common section, under Quotations, click **Project quotations**.



4. In the **New** section, click **Project quotation**.



5. Enter data in the required fields. Required fields have red lines in them. Use the table below for guidance for entering quotation data.

Create quotation (1 - dat)

Quotation attributes *

Quotation

Name:

Segment:

Super project:

Description:

Administration

Planning lead:

Delivery manager:

Portfolio owner:

Primary business contact:

Business relationship manager:

Financial

Type:

Estimated ROI:

Funding type:

Cost category:

Priority:

Date

Projected start date:

Projected end date:

Org

Portfolio:

Organization:

OK Cancel

Description of the quotation

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.

6. After entering data into all of the required fields, click **OK**.

Note: After you click **OK**, the application is now in Edit mode for the quote you created. In the **Maintain** section, the **Edit** selection is enabled.

7. Two optional fields are displayed: **Risk if not funded** and **Business need / Problem statement**. Provide data there, if applicable.

8. If you wish to proceed no further, click **Close**. If you wish to proceed with the creating a quotation cost estimate, read the notation below, and continue to the *Creating a Quotation Cost Estimate* section.

Exercise 3: Creating a Quotation Cost Estimate

After completing all steps in the *Creating a Quote* process, the next step is to create a quotation cost estimate.

Exercise Data

Create a quote using the following syntax and data:

Transaction type: **Expense**

Portfolio: **CFIT Finance**

Role: **Buss Servs**

Region: **US**

Category: **Infra - Network**

Mo 1: **2500**

Mo 2: **2500**

Mo 3: **2500**

Mo 3: **2500**

Mo 4: **2500**

Mo 5: **2500**

Transaction type: **Hour**

Portfolio: **CFIT Finance**

Role: **IT DEV**

Region: **US**

Mo 1: **200**

Mo 2: **200**

Mo 3: **200**

Mo 4: **200**

Mo 5: **200**

Note: All other fields will either be automatically filled in by the system or should be left blank.

- Note:** The **Quotation cost estimate** window opens. If editing a quotation cost estimate, open the quote by navigating to the **Common** area in the details pane, expanding **Quotations**, then click **Open quotations** and open the quote.

[illegible]

- There are two tables within the **Quotation cost estimate** window. Above the top table are two data fields from the quotation data.
 - Above the top table:
 - Displays the **Quotation ID** and the **Projected start date** from the quotation record.
 - The top table: **Five Year Summary Roll-Up**
 - Calculates subtotals and totals based on the data you enter in the bottom table.
 - The bottom table: **Cost Estimate Detail Lines**
 - Is arranged in five tabs, with each table spanning 12 months.
 - Each line item is entered as either **Expense** or **Hours**.
 - **Hours** lines require **Portfolio**, **Role**, and **Region** to determine Category (All four are required.)
 - **Expense** lines require **Portfolio**, **Region**, and **Category**.
- Note:** The column widths can be adjusted by dragging the divider at the column heading dividers.

2. Use the following table for guidance with entering quotation cost estimate data:
- Note:** The bottom table is separated into five tabs, each containing 12 months.

Table	Field	Required (R) or Not Required (NR)	Description
Top	Category Group	NA	For subtotals and totals – not editable by the user.
Top	CFY (+N)	NA	For subtotals and totals – not editable by the user – for current fiscal year (CFY) and subsequent four fiscal years.
Top	Total Amount	NA	For subtotals and totals – not editable by the user.
Bottom	Transaction type	R	Can be either Expense or Hour. The default is Expense.

Bottom	Portfolio	R	Portfolio for the expense or hour entry.
Bottom	Role	NR	Role for the hours entries.
Bottom	Region	R	Region for the expense or hour entry.
Bottom	Category	R	There is a different list of values to choose, from a bounded list, depending on which Cost type you chose. For Hours lines, a category can be derived based on the Portfolio, Role, and Region chosen.
Bottom	Description	NR	The application will automatically enter the Category text into the Description. But, this is a free-form text field, so you can add a description for the line item, if needed.
Bottom	Unit cost	R	Calculated by the system – a multiplier: • If an Expense line item, Unit cost is always 1, as the expense is a dollar amount you enter for each month. • If an Hours item, Unit cost is based on a rate card, for the cost of the Category item you selected.
Bottom	Mo <N>	R	Required only if there is a corresponding Hour or Expense amount for that month. Note: Mo 1 is the first month of the project (based on the date you entered for Projected start date), regardless of when the project starts during the year. Mo 1 is not January, unless January is the first month of the project.

3. To enter an additional line item, press the **Down Arrow** on your keyboard.

4. After entering all of your data into the bottom table, you will see the subtotals and totals calculated in the top table.

5. When you are finished entering data, to save your work, click **Save**, press **Ctrl+S**, or click **Close**, and then close the window.

6. To exit without saving, press Esc.

7. After saving the quotation cost estimate data, expand the **Funding** section of the details pane.

Note: The **Total estimate** is the total amount calculated from the quotation cost estimate. The **Variance to estimate** is the **Approved funding** minus the **Total estimate**. The **Approved funding**, **Reserved funding**, and **Total funded** values are all 0.00 at this point in the process.

Funding

Funding

Approved funding:	0	Variance to estimate:	-10,000
Reserved funding:	0	Total estimate:	10,000
Total funded:	0		

Updating a Quote

To update an existing quote, open the quote from the Project Quotations list, and add, change, or remove data within the quote. Use the tables in *Creating a Quote* and the *Creating a Quotation Cost Estimate* sections for guidance with updating data in a quote.

Adding Expenses

To add expenses, use the table in the *Creating a Quotation Cost Estimate* sections for guidance. The default **Transaction type** is **Expenses** for the bottom table, where you enter **Expenses** line items. Click and enter values for **Portfolio**, **Region**, **Category**, and **Description** (optional). **Unit cost** for Expenses is always **1.00**. Enter dollar amounts for months that expense is expected to occur, either for the upcoming 12 months, or on any of the other four tabs for future 12-month periods.

Month 1-12 Month 13-24 Month 25-36 Month 37-48 Month 49-60											
Transaction type	Portfolio	Role	Region	Category	Description	Unit cost	Mo 1	Mo 2	Mo 3	Mo 4	Mo 5
Expense	MS...	I...	I...	Lab (Opex \$)	Lab \$ (Opex)	1.00	0	0	0	0	0

Adding Hours

To add hours, use the table in the *Creating a Quotation Cost Estimate* sections for guidance. For **Transaction type**, select **Hours** for the bottom table, where you enter **Hours** line items. Click and enter values for **Portfolio**, **Role**, **Region**, **Category**, and **Description** (optional).

Note: Regarding each of the columns and values:

- **Unit cost** for Expenses is based on rate on the rate card for the **Category** you entered or was derived based on the **Portfolio / Role / Region** selections. Rates are associated with the **Category**.
- Enter hours amounts for months that hours are expected to occur, either for the upcoming 12 months, or on any of the other four tabs for future 12-month periods.
- **Mo 1** is the month of the projected start date.

Month 1-12 Month 13-24 Month 25-36 Month 37-48 Month 49-60											
Transaction type	Portfolio	Role	Region	Category	Description	Unit cost	Mo 1	Mo 2	Mo 3	Mo 4	Mo 5
Hour	MS...	I...	I...	BPA-IT DEV...	Business Process Alignment-IT DEV-IND	50.00	0	0	0	0	0

Exercise 4: Moving through the Quotation Approval Process

Exercise Data

To bring the quotation forward through the approval process, click the following stages in the following sequence in the **Change stage** area:

1. Pending Triage
2. Prioritized
3. Funded
 - a. Enter an **Approved funding** amount. The **Approved funding** must be greater than or equal to the **Total estimate**, so the **Submit** button will appear.

Steps

Assigning Quotation Status

As the quotation moves through the approval process, the quotation record will go through multiple stages. To assign or change the quote status:

- | |
|--|
| 1. Click the Overview tab. |
| 2. View the Change stage options. |

Updating Quotation Status

There are multiple stages the quotation will go through, and multiple status changes. The following table includes more information about how changes in the stage of the quote are shown in the application, and what each stage means.

Note: Each change will be reflected in the details pane of the quotation record; you will see the stage name change as the record progresses through the stages

Use the following table for guidance with making quotation stage changes:

Stage Change Sequence	Stage	Role Performing the Stage Change	Role Taking Action as a Result of the Stage Change, and Action Description	Stage Description
1	Pending Triage	Planning Lead	BPU Lead: Reviews and prioritizes the quote.	Change the record to this stage when the quote is ready for review and prioritization.
2	Prioritized	Planning Lead	Tony Scott's SLT team will review all of the prioritized projects and establish funding for them.	Change to this stage after the BPU Lead has prioritized the quote.

3	Funded	Planning Lead	Planning Lead: Will enter the amount that is funded in the Approved funding field. A Variance to estimate of either zero or a positive number will allow for the project to proceed to the next step. Saving the quotation makes the Submit button visible. <Ctrl+S>	Change to this stage after Tony Scott's SLT team has established funding for the quote.
4	Submit	Planning Lead	Planning Lead: Will be able to add comments to the record, as it is submitted for approval.	After clicking Submit , the record is submitted and initiates a workflow/approval process by IT Finance. Note that the button only shows up when the approved amount is greater than or equal to the estimate.
	Deferred	Planning Lead		
	Rejected	Planning Lead		

After you click **Submit**, someone with IT Finance approval capability will need to approve the submitted quotation 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 quotation.



Approving the Quotation

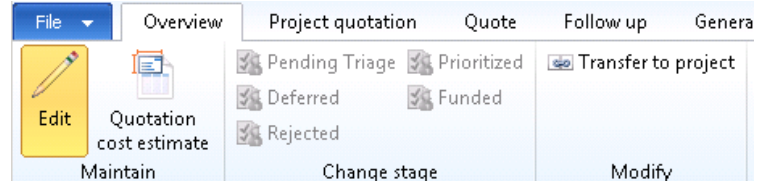
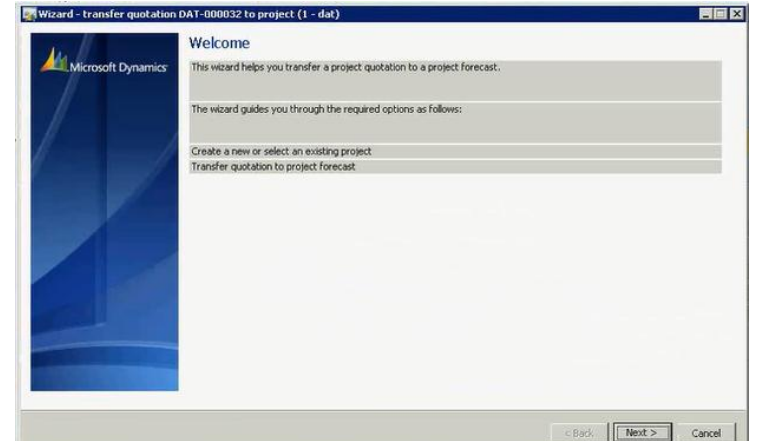
After reviewing the record, if it is complete and accurate, the IT Finance Team can approve the record by performing the following steps:

1. On the details pane of the record, click Actions .	
2. Click Project quotation approve action .	
3. Optionally, enter a comment.	
4. Click Project quotation approve action .	
Note: After completing the above steps, the record will have a Quotation stage value of Approved .	

Exercise 5: Completing the Transfer of a Quote

After approving the record, the final step for IT Finance is to transfer the project quotation to a project, by performing these steps.

Steps

1. Click the Overview tab.	
2. Click Transfer to project.	
3. The Transfer Quotation Wizard opens. Note: The purpose of this wizard is to confirm the items from a quote that should be transferred to a project.	

4. Click **Next**.

5. You can choose either an existing project or a new project. Click **New project**.

Note: The only scenario for selecting **Existing project** would be for an incremental budget request. Otherwise, always select **New project**.

6. A number of fields will be displayed and some will be prefilled for you. Use the following table for guidance with entering data:

Field	Required (R) or Not Required (NR)	Description
Project type		Prefilled and not editable.
Project ID		Prefilled and not editable.
Name		Project name, in a free form text field.
Project group		Standard project group – do not edit or change.
Project contract ID		
Segment		Prefilled and not editable. Segment name, from a bounded list of 35-40 segments.
Create estimate project		Greyed out and not editable.
Cost template		Greyed out and not editable.
Period code		Greyed out and not editable.

7. Click **Next**. This window shows the Expense and Hour information that will be carried forward in the converted record.

Wizard - transfer quotation DAT-000032 to project (1 - dat)

Transfer quotation to project forecast

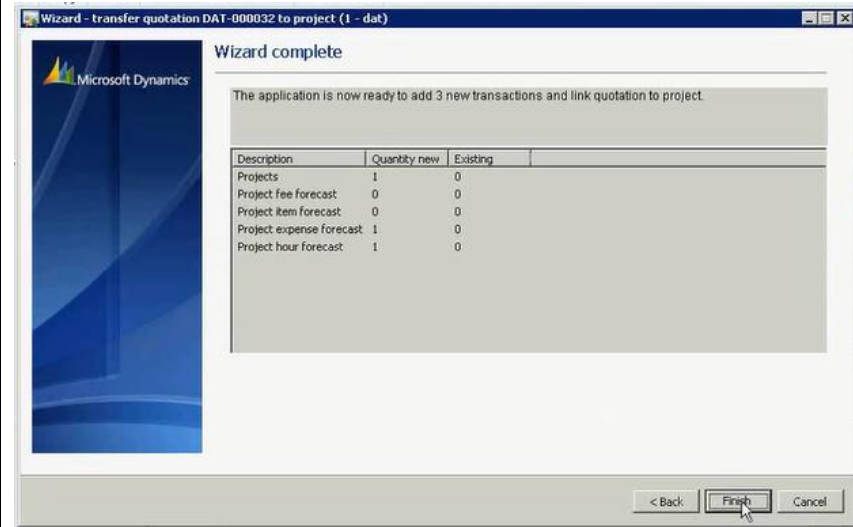
Indicate whether to transfer the quotation transactions to project forecast.

Transfer to project forecast: ☒ Model: Original

Transaction type	Item allocation key	Item number	Worker	Quantity	Description
Expense				10,000.00	Vendor Gross (\$)
Hour				100.00	IT Dev

< Back Next > Cancel

8. Click **Next**. This window displays a summary of what will be transferred.

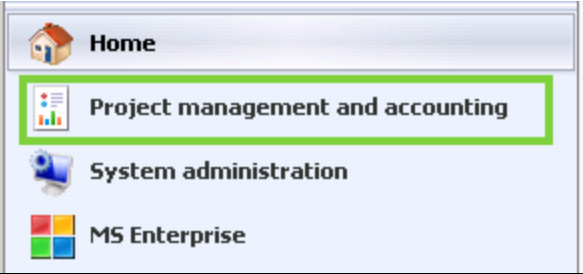


9. Click **Finish**. A new project has been created.

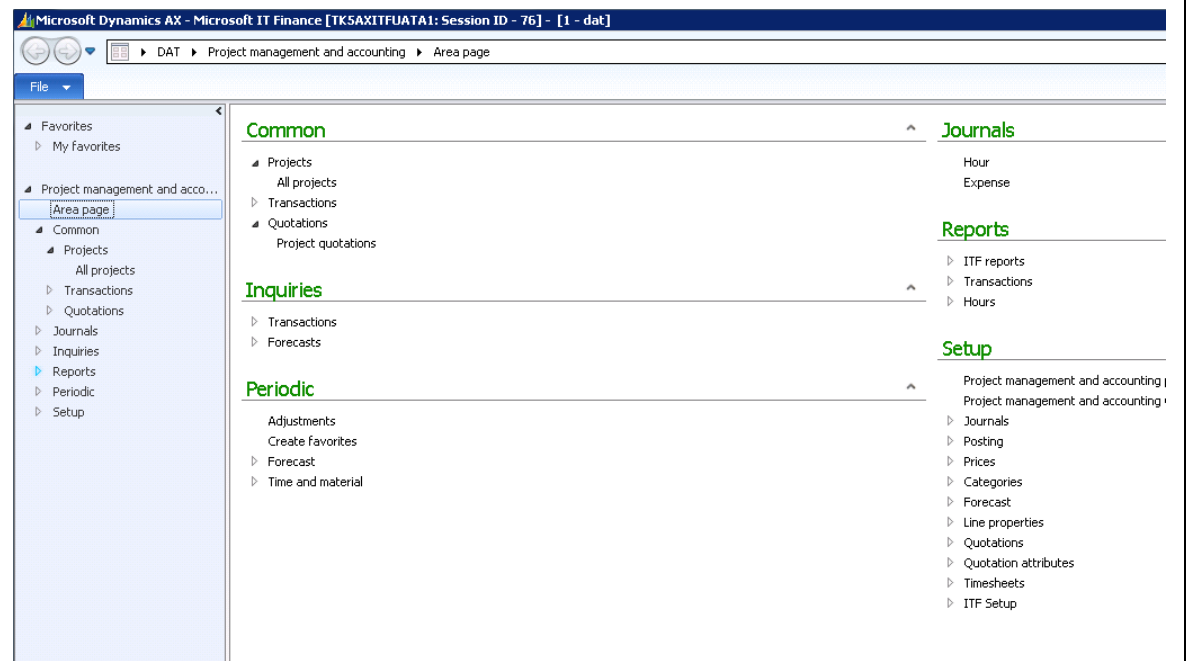
Exercise 6: Updating Project Attributes

As the project progresses, you may have a need to revise attributes of the project, based on changes in the project itself. These are steps for performing that process.

Steps

1. Open your Remote Desktop Connection to the Dynamics AX 2012 application.	
2. In the Navigation Pane, click Project management and accounting to navigate to the Project management and accounting area of the application.	 A screenshot of the Dynamics AX 2012 Navigation Pane. It shows four items: 'Home' with a house icon, 'Project management and accounting' with a bar chart icon and a green rectangular highlight, 'System administration' with a computer monitor icon, and 'MS Enterprise' with the Microsoft logo icon.

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 change attributes, then click **Edit**.