Microsoft Dynamics 365

Dynamics 365 Project Operations – Expenses and Materials

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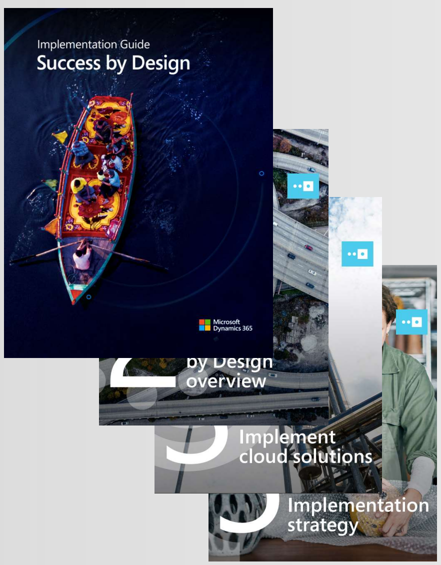
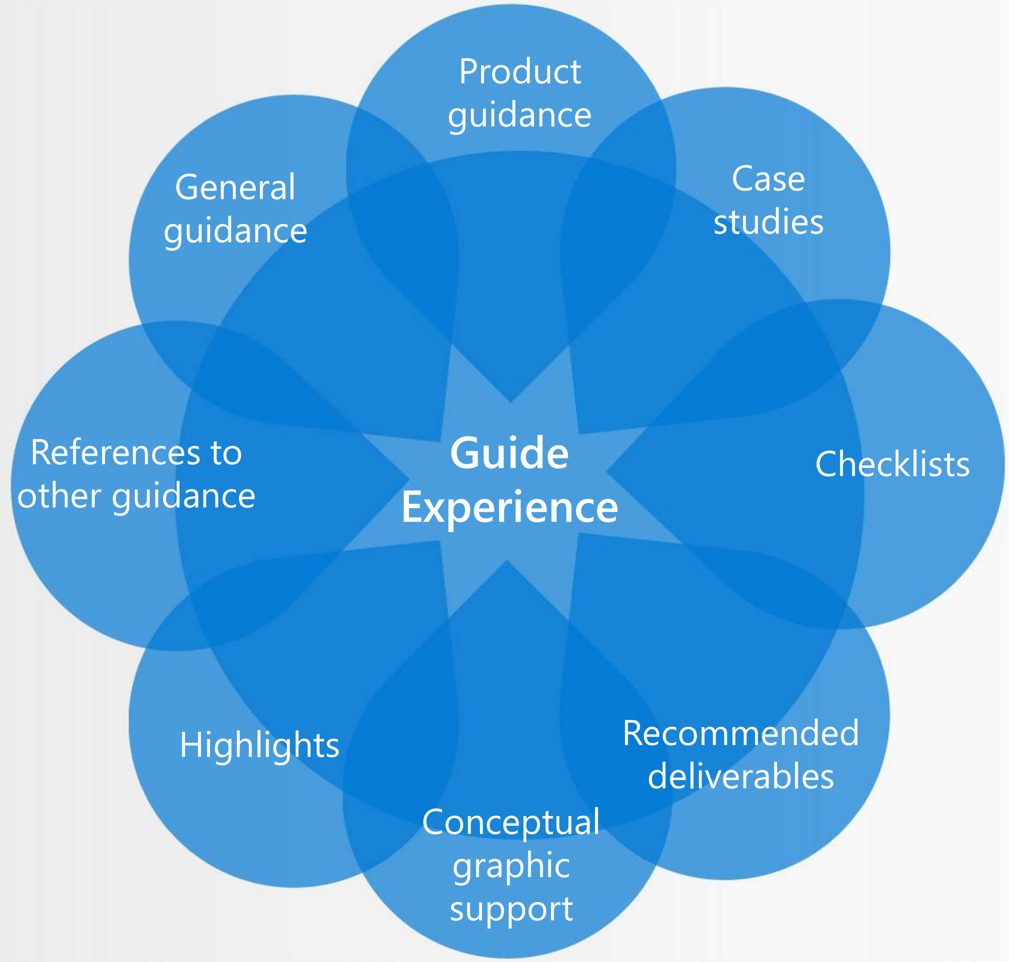
Dynamics 365 Implementation Guide

Collective experience gained through thousands of Dynamics 365 implementations





Available at: https://aka.ms/d365implementationguide

Objectives of this TechTalk

Expense management and non-stocked material consumption processes, assuming a Project Operations for resource/non-stocked based deployment. Some of the functionality discussed is relevant to Lite and stocked/production-based deployments as well.

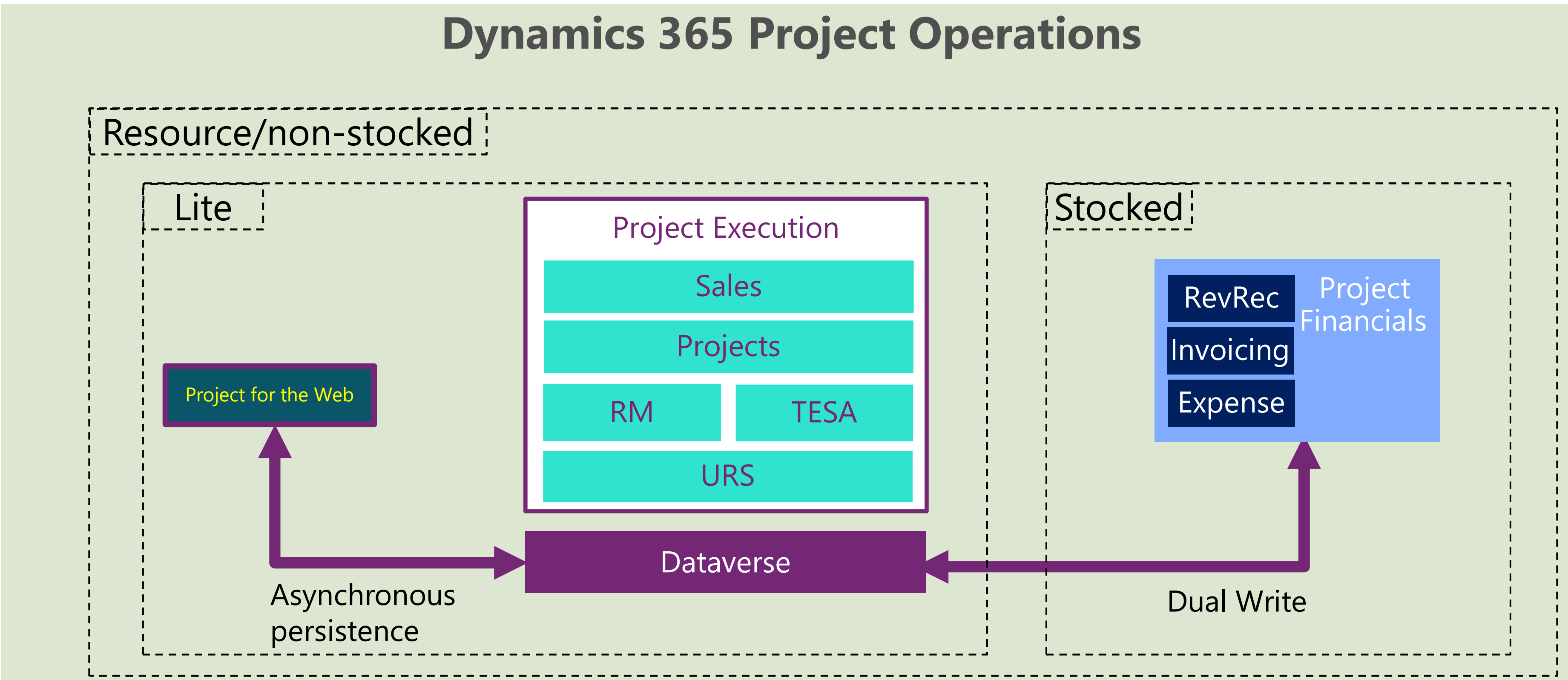
What it doesn't cover

1. Deployment considerations
2. Scenarios specific to Project Operations Stocked and Lite deployments
3. Detailed aspects of Data Migration/Integrations
4. Comparison with other Dynamics 365 Customer Engagement Apps
5. Licensing considerations
6. Technical details

Agenda

1. Architecture
2. Material Usage Logs
3. Project Vendor Invoices & Purchase Orders
4. “Quick” Expenses
5. Expense Module
6. Resources

Architecture

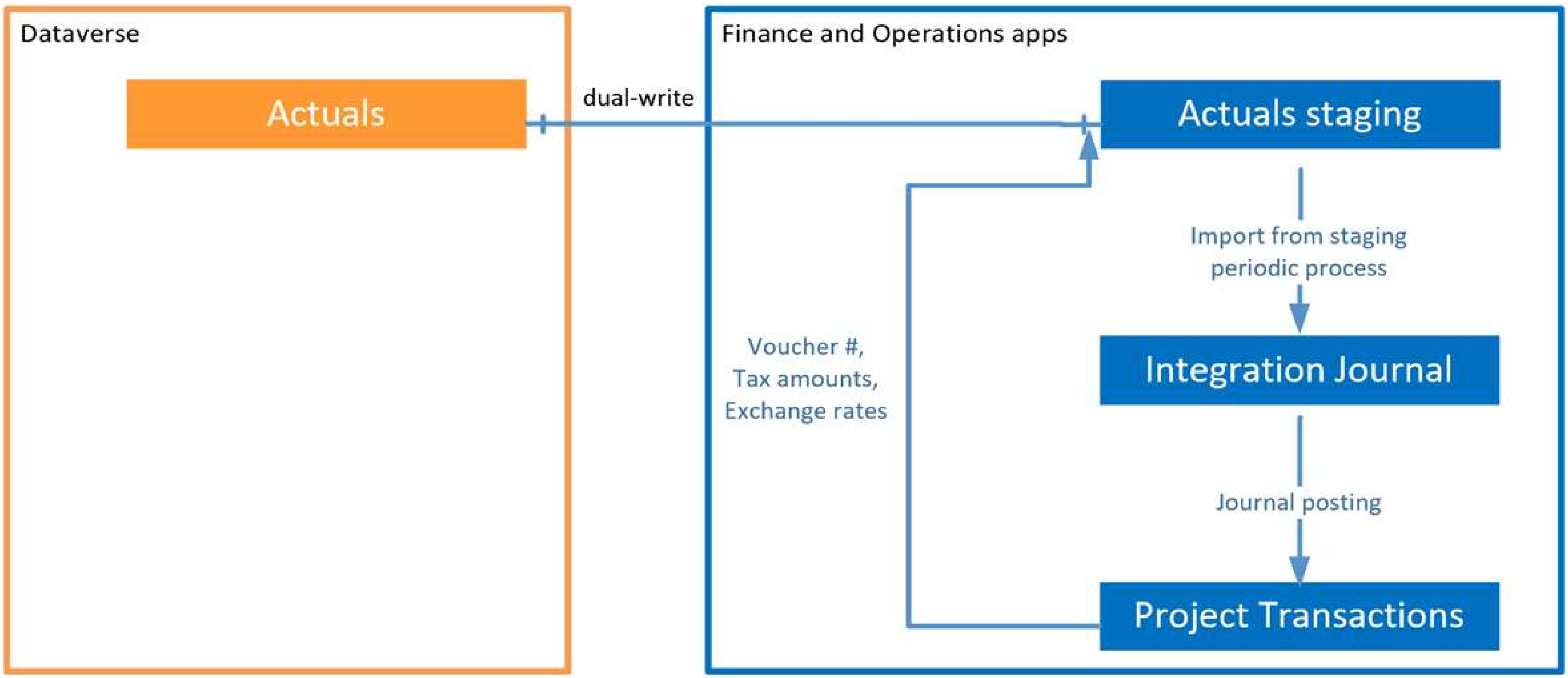


Key

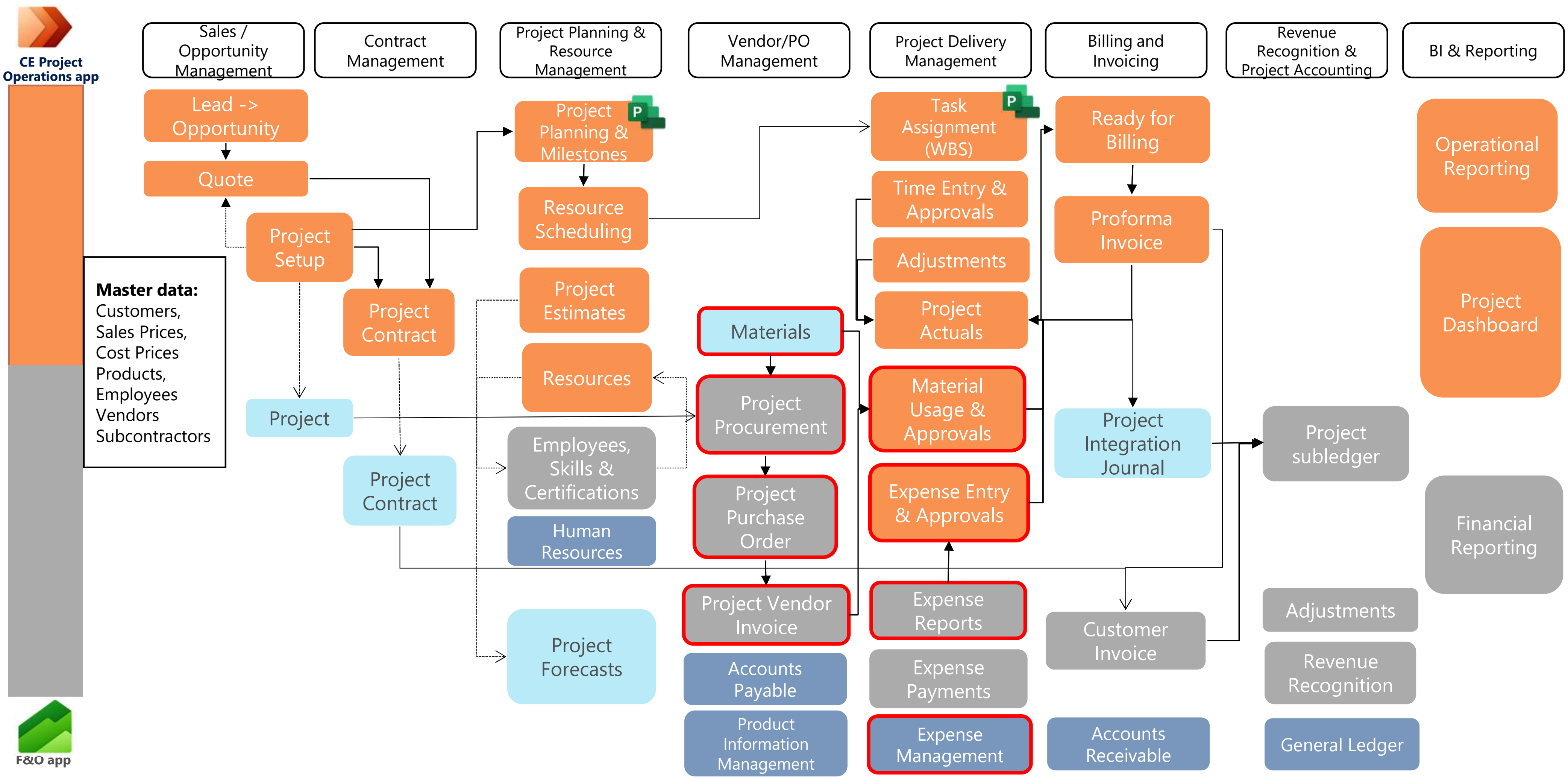
M365 Services
D365 CE App
Dataverse
D365 F&O App

RM = Resource Management
TESA = Time, Expense, Status, Approvals
URS = Universal Resource Scheduling
RevRec = Revenue Recognition

Reminder: How Actuals integrate from Dataverse to F&O



End to End Process flow



Expenses and Materials – Process Catalog

Expenses and Materials Management

SECURITY ROLES

- TEAM MEMBERS
- PROJECT MANAGER
- PURCHASING AGENT
- ACCOUNTS PAYABLE CLERK
- PROJECT ACCOUNTANT

BUSINESS PROCESSES

- ENTER & SUBMIT MATERIAL USAGE LOG
- APPROVE / REJECT / RECALL / APPROVE RECALL MATERIAL USAGE LOG
- CREATE PROJECT PURCHASE ORDER
- APPROVE / REJECT PROJECT PURCHASE ORDER
- CREATE PROJECT VENDOR INVOICE
- POST PROJECT VENDOR INVOICE

- ENTER & SUBMIT EXPENSE
- APPROVE / REJECT / RECALL / APPROVE RECALL EXPENSE
- CREATE & SUBMIT EXPENSE REPORT
- APPROVE / REJECT EXPENSE REPORT
- POST EXPENSE REPORT

- REVIEW ACTUALS
- CREATE INTEGRATION JOURNAL
- ADJUST JOURNAL ACCOUNTING
- POST INTEGRATION JOURNAL
- PROCESS BILLING BACKLOG
- CREATE PROFORMA INVOICE
- CREATE INVOICE PROPOSAL
- POST INVOICE PROPOSAL

CONFIGURATIONS

PARAMETERS

WORKFLOWS

- TRANSACTION CATEGORIES
- PROJECT CATEGORIES
- PRICE LISTS
- VENDORS

- PRODUCTS
- PROCUREMENT CATEGORIES
- EXPENSE CATEGORIES
- EXPENSE POLICIES

- CREATE PRODUCTS AS ACTIVE
- VENDOR-ACCOUNT SYNC PROCESS
- FEATURE KEYS
- INTEGRATION GL ACCOUNTS

DATA MANAGEMENT

Key Data Entities for Expenses and Materials

- Vendors
- Released Products
- Procurement Categories
- Material Usage Logs
- Vendor Invoices
- Expense Entries
- Expense Reports
- Project actuals
- Integration journals
- Project transactions

INTEGRATIONS

Dual Write

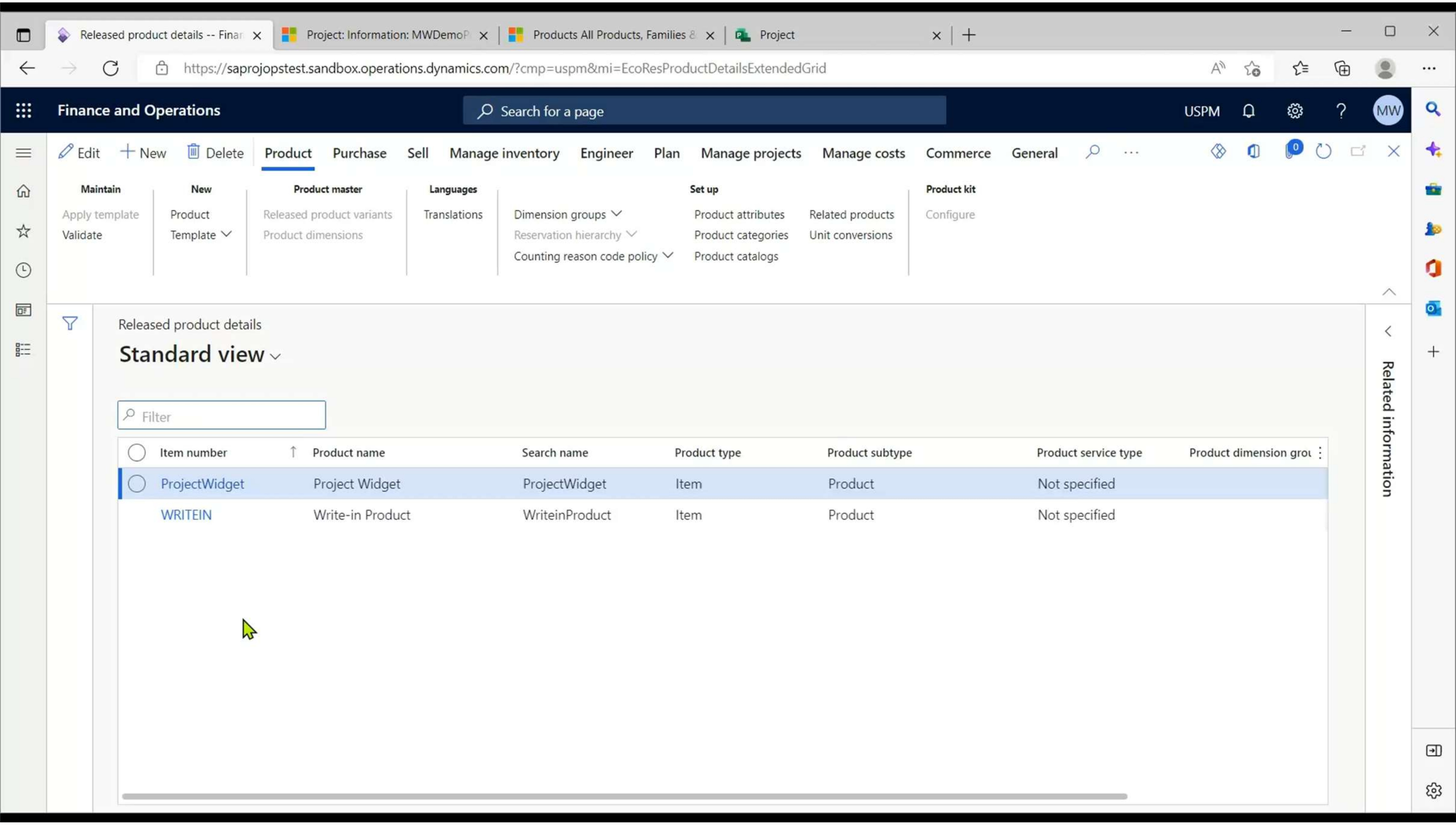
Material Usage Logs

Material usage processes

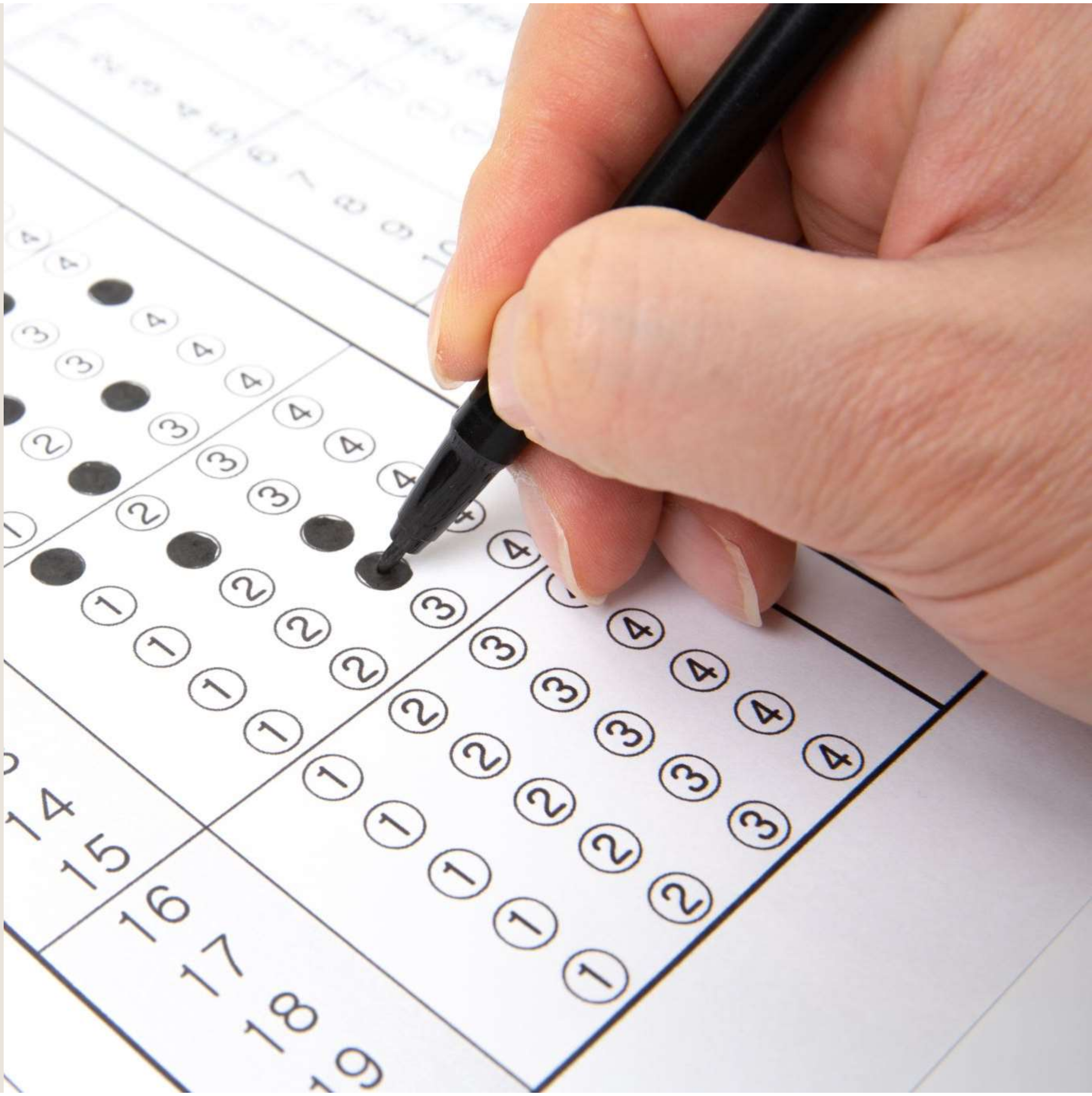
Material Usage

- **Configure**
  - Activate DW maps
  - Set “Create products in active state”
  - Category group & project category for Item
  - Project cost & revenue profiles
  - Procurement integration GL account
  - PMA parameters
  - Create products (write-in & existing)
  - Cost & Sale prices
- **Record usage (Team Member)**
  - Create material usage log
  - Submit
  - Recall
- **Approve usage (PM)**
  - Review Material Usage for Approval
  - Approve/Reject
  - Cancel Approval
  - Review Recall Requests for Approval
  - Approve/Reject Recall Request
- **Process cost/sale actuals (PM & Accountant)**
  - Review actuals (cost and unbilled sales)
  - Import from staging
  - Review integration journal
  - Post integration journal
  - Review accounting
- **Process billed sales (PM & Accountant)**
  - Review billing backlog (billed sale actuals)
  - Mark ready for invoicing
  - Create invoice
  - Confirm invoice
  - Import from staging
  - Review & Post Project Invoice Proposal
  - Review accounting

Demo


Released product details -- Finar
Project: Information: MWDemoP
Products All Products, Families &
Project
https://saprojopstest.sandbox.operations.dynamics.com/?cmp=uspm&mi=EcoResProductDetailsExtendedGrid
Finance and Operations
Search for a page
USPM
MW
Edit
New
Delete
Product
Purchase
Sell
Manage inventory
Engineer
Plan
Manage projects
Manage costs
Commerce
General
Maintain
Apply template
Validate
New
Product
Template
Product master
Released product variants
Product dimensions
Languages
Translations
Dimension groups
Reservation hierarchy
Counting reason code policy
Set up
Product attributes
Product categories
Product catalogs
Related products
Unit conversions
Product kit
Configure
Released product details
Standard view
Filter
Item number
Product name
Search name
Product type
Product subtype
Product service type
Product dimension grou
ProjectWidget
Project Widget
ProjectWidget
Item
Product
Not specified
WRITEIN
Write-in Product
WriteinProduct
Item
Product
Not specified
Related information

Project Procurement

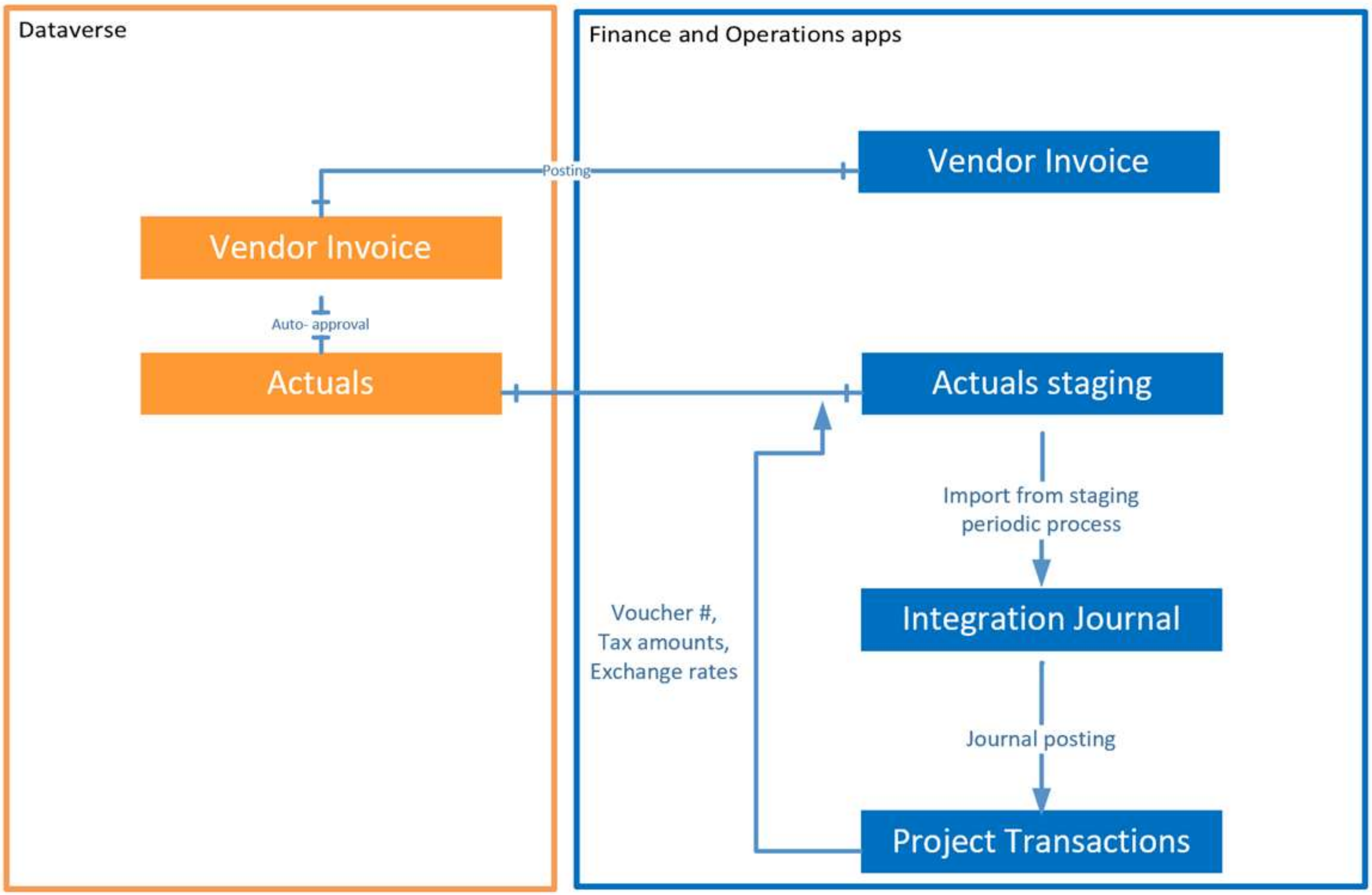


Project Procurement processes (non-stocked)

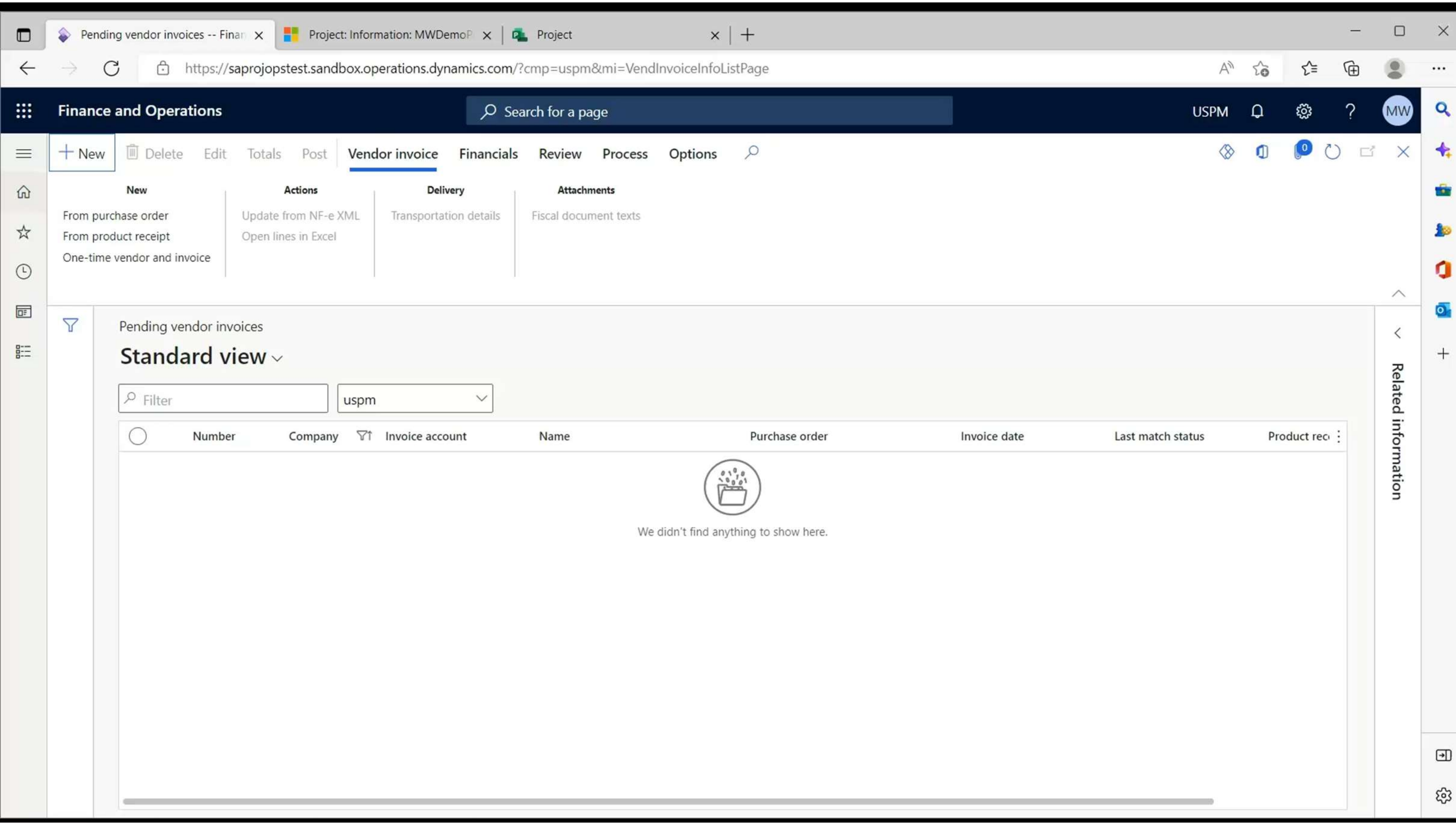
Procurement

Configure	As for material usage, plus…	Workflow processes to sync vendors and accounts	Feature keys	Procurement-project category mapping	PO and/or vendor invoice workflows	Vendors	Vendor retention terms & agreements
Process project purchase order (Purchasing agent)	Create PO (items / services / categories)	Approve PO	Confirm PO	Receive PO			
Process project vendor invoice (AP clerk)	Create vendor invoice (directly or from PO)	Approve Vendor invoice	Post vendor invoice				
Process cost/sale actuals (PM & accountant)	Review actuals (cost and unbilled sales)	Import from staging	Review integration journal	Post integration journal	Review accounting		
Process billed sales (PM & accountant)	Review billing backlog (billed sale actuals)	Mark ready for invoicing	Create invoice	Confirm invoice	Import from staging	Review & Post Project Invoice Proposal	Review accounting

Vendor invoice lines sent to Dataverse upon invoice posting



Demo



Pending vendor invoices -- Finan
Project: Information: MWDemoP
Project
https://saprojopstest.sandbox.operations.dynamics.com/?cmp=uspm&mi=VendInvoiceInfoListPage
Finance and Operations
Search for a page
USPM
MW
New
Delete
Edit
Totals
Post
Vendor invoice
Financials
Review
Process
Options
New
From purchase order
From product receipt
One-time vendor and invoice
Actions
Update from NF-e XML
Open lines in Excel
Delivery
Transportation details
Attachments
Fiscal document texts
Pending vendor invoices
Standard view
Filter
uspm
Number
Company
Invoice account
Name
Purchase order
Invoice date
Last match status
Product rec
We didn't find anything to show here.
Related information

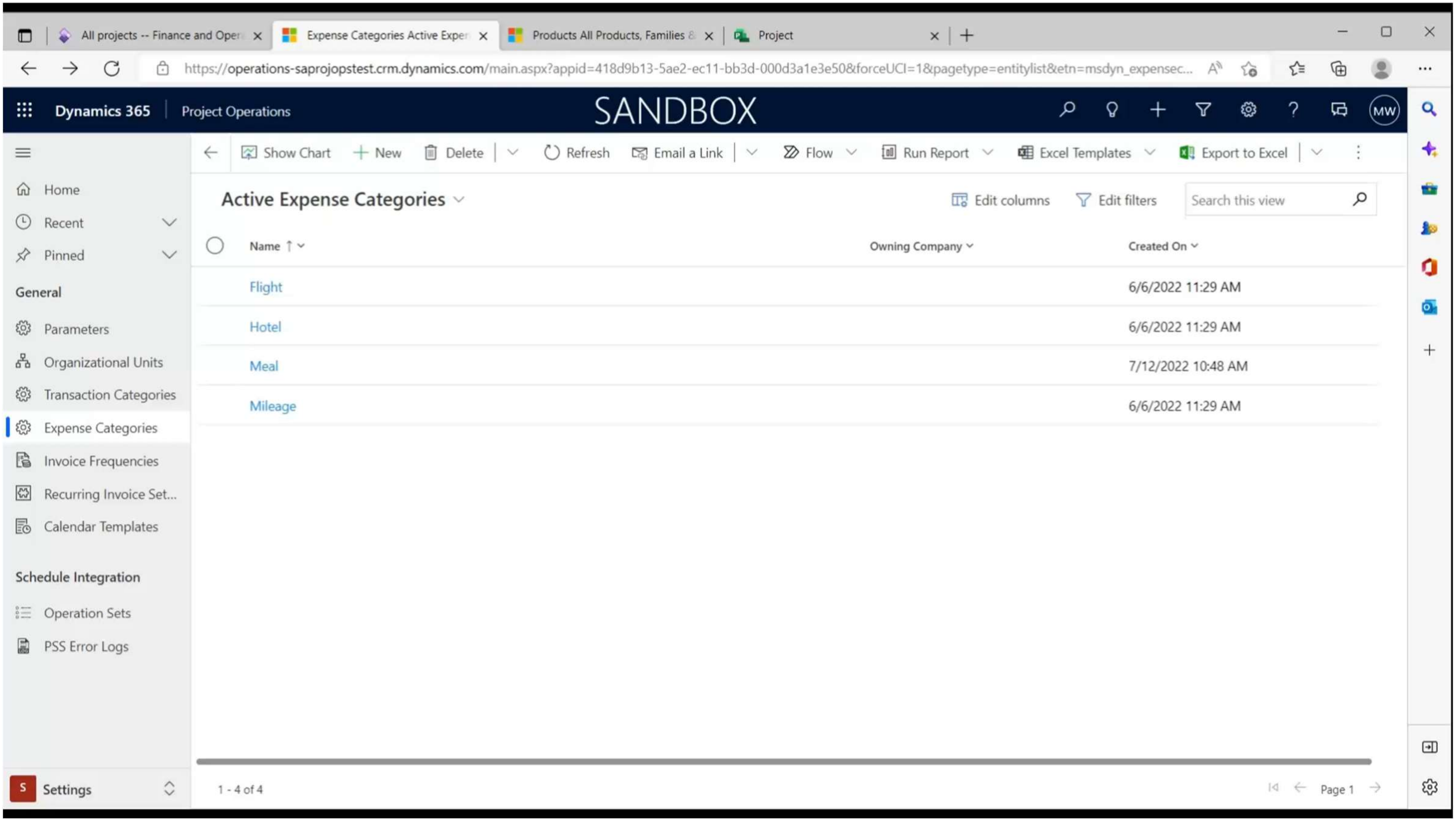
Basic Expense Management

Basic expense management processes

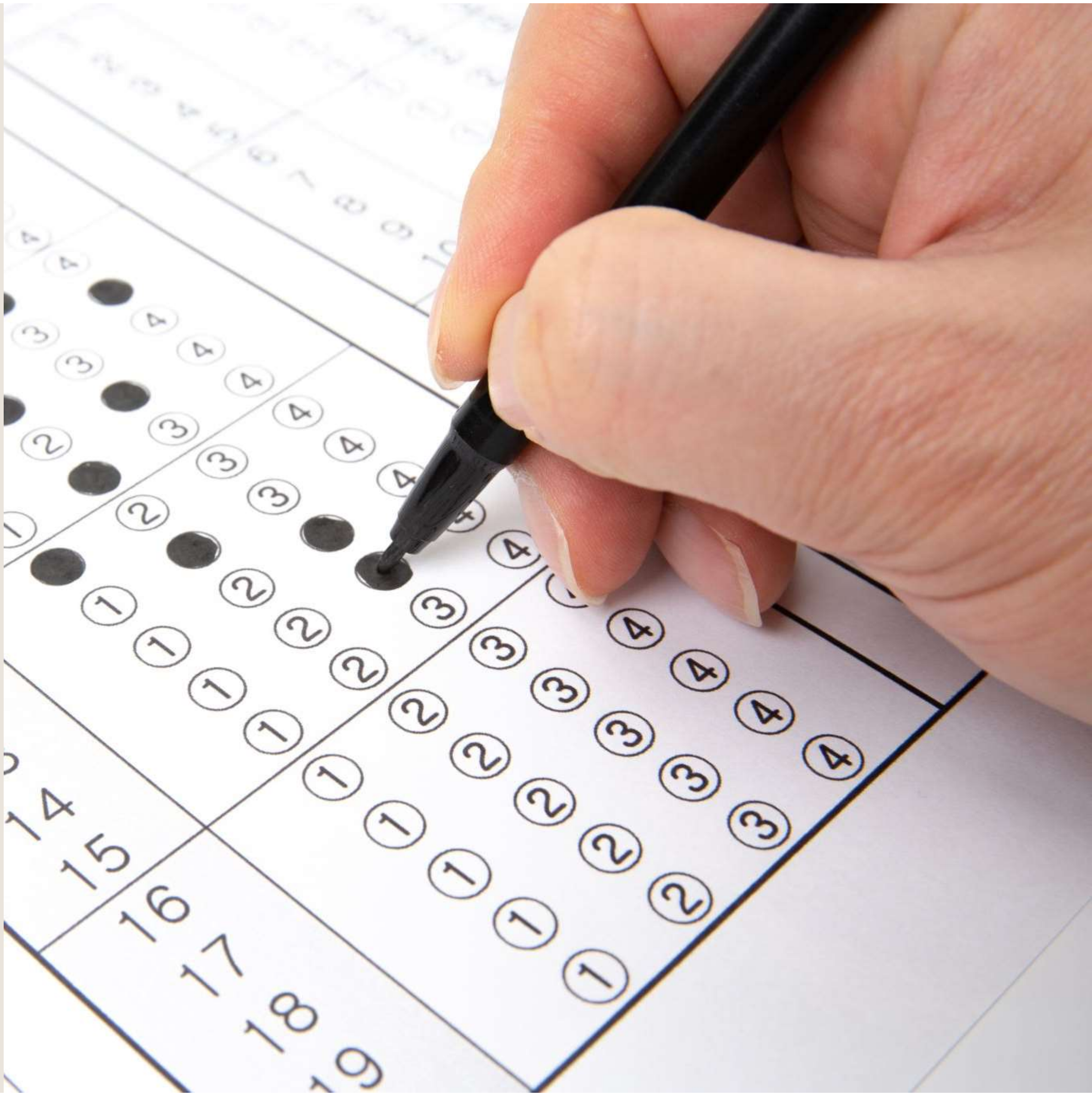
Basic Expenses

Configure	Activate DW maps	Transaction & expense categories	Category group & project category for Expense	Project cost & revenue profiles	Expense integration GL account	PMA parameters	Cost & Sale prices
Record expenses (Team Member)	Capture expense	Attach documentation	Submit	Recall			
Approve expenses (PM)	Review Expense Entries for Approval	Approve/Reject	Cancel Approval	Review Recall Requests for Approval	Approve/Reject Recall Request		
Process cost/sale actuals (PM & Accountant)	Review actuals (cost and unbilled sales)	Import from staging	Review integration journal	Post integration journal	Review accounting		
Process billed sales (PM & Accountant)	Review billing backlog (billed sale actuals)	Mark ready for invoicing	Create invoice	Confirm invoice	Import from staging	Review & Post Project Invoice Proposal	Review accounting

Demo


All projects -- Finance and Oper
Expense Categories Active Exper
Products All Products, Families &
Project
https://operations-saprojopstest.crm.dynamics.com/main.aspx?appid=418d9b13-5ae2-ec11-bb3d-000d3a1e3e50&forceUCI=1&pagetype=entitylist&etn=msdyn_expensec...
Dynamics 365
Project Operations
SANDBOX
MW
Show Chart
New
Delete
Refresh
Email a Link
Flow
Run Report
Excel Templates
Export to Excel
Home
Recent
Pinned
General
Parameters
Organizational Units
Transaction Categories
Expense Categories
Invoice Frequencies
Recurring Invoice Set...
Calendar Templates
Schedule Integration
Operation Sets
PSS Error Logs
Settings
Active Expense Categories
Edit columns
Edit filters
Search this view
Name
Owning Company
Created On
Flight 6/6/2022 11:29 AM
Hotel 6/6/2022 11:29 AM
Meal 7/12/2022 10:48 AM
Mileage 6/6/2022 11:29 AM
1 - 4 of 4
Page 1

Full Expense Management



D365 Expense Management Overview

User | Approver(s) | Finance

Submit Expenses → **Approve/ Reject expenses** → **Process Expenses & Post Payment** → **Generate Insights** → **Control Costs**

Submit Expenses
- Receipt OCR
- Itemization
- Policy Alerts
- Copy expenses
- Add Guests
- Delegate
- Recall

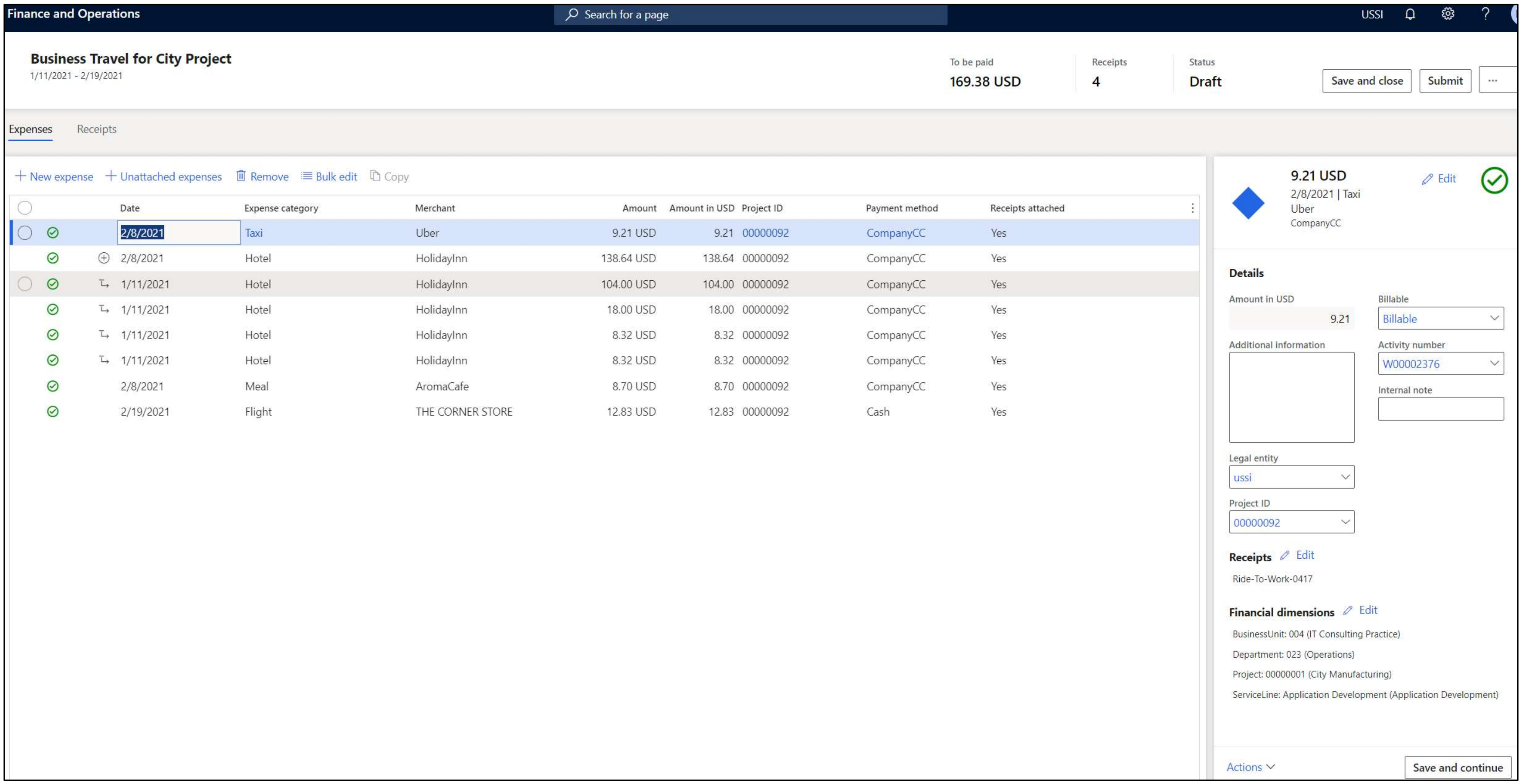
Approve/ Reject expenses
- Auto approval Workflows
- Hierarchy based approvals
- Delegate

Process Expenses & Post Payment
- Connected with D365 Accounting and Finance modules
- Credit card Integration
- Multi- currency support

Generate Insights
- Reporting
- Analytics Dashboards

Control Costs
- Travel Requisitions
- Policies
- Budgets
- Per Diem
- Cash Advance

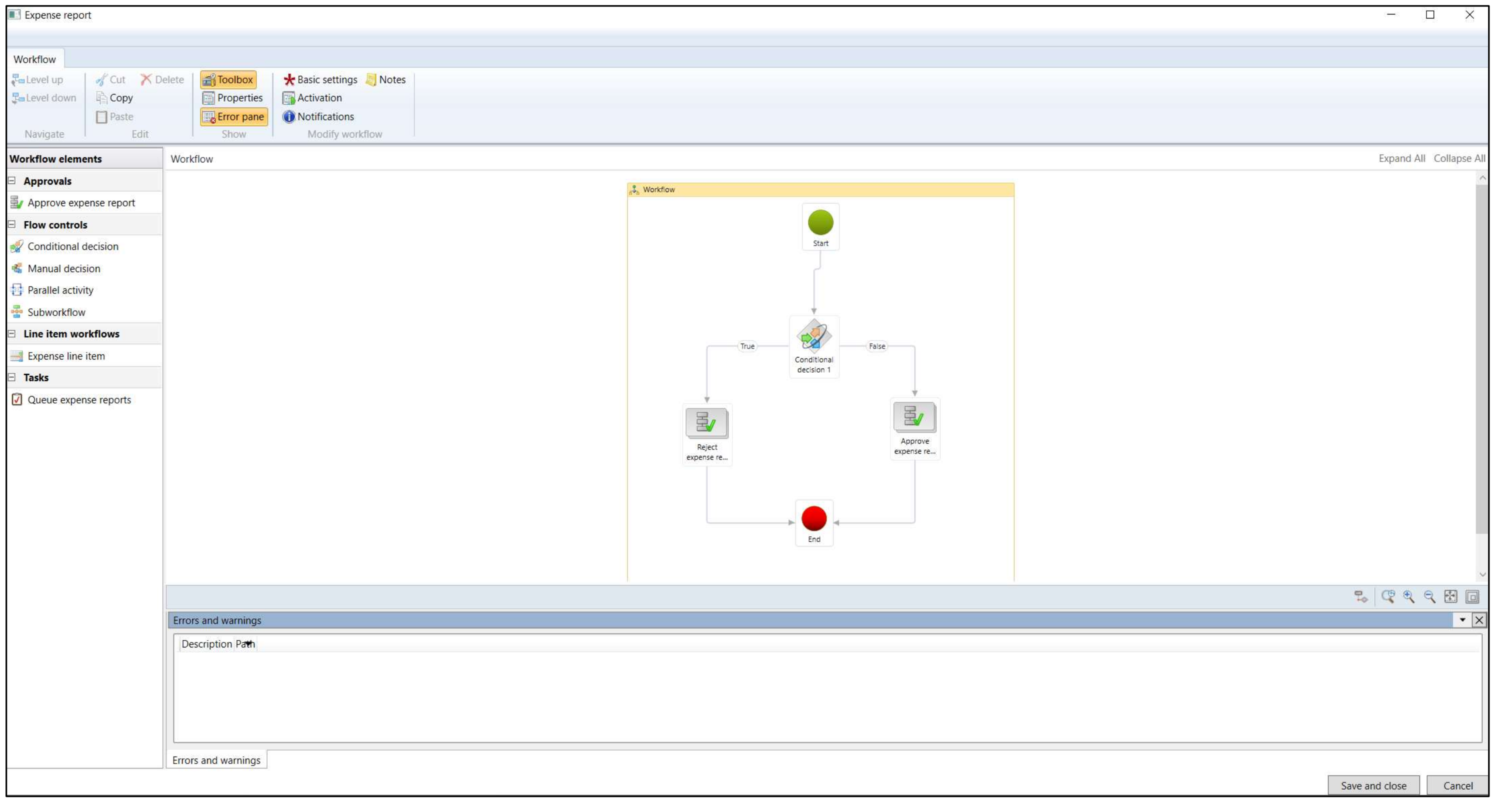
Expense Management Workspace



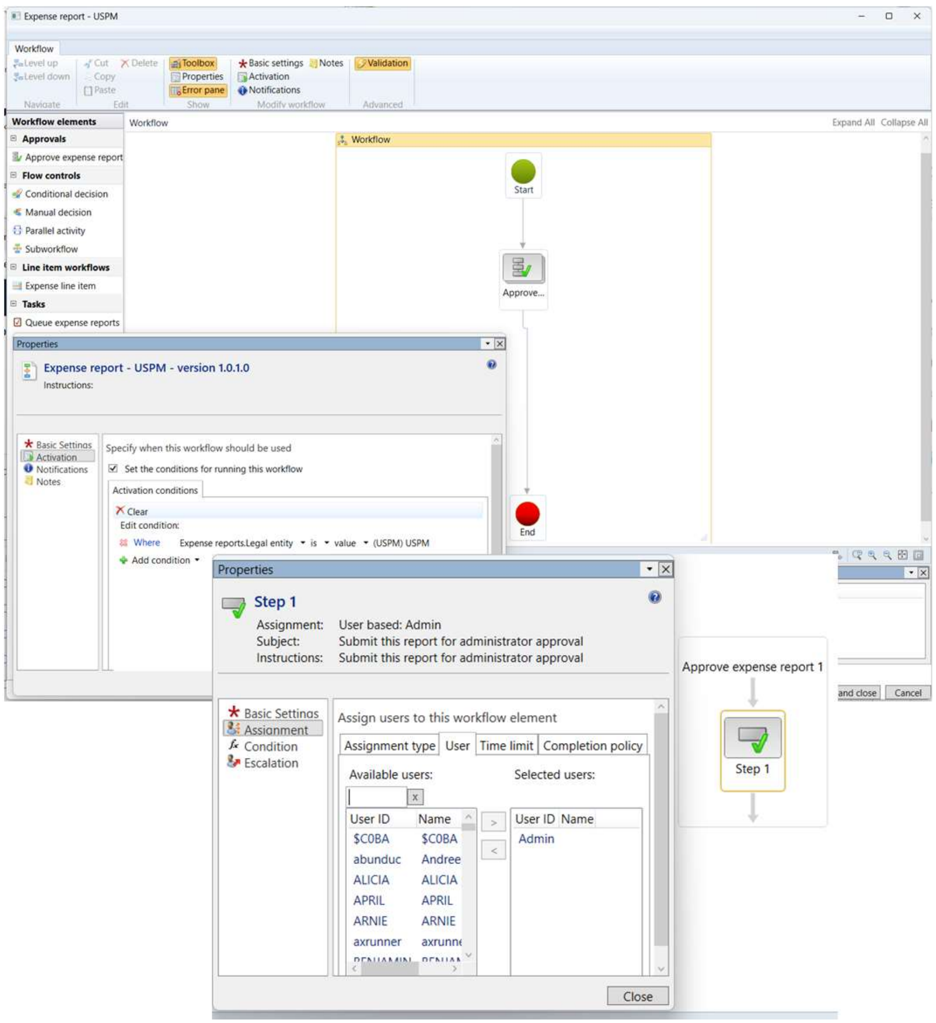
Automated Workflows

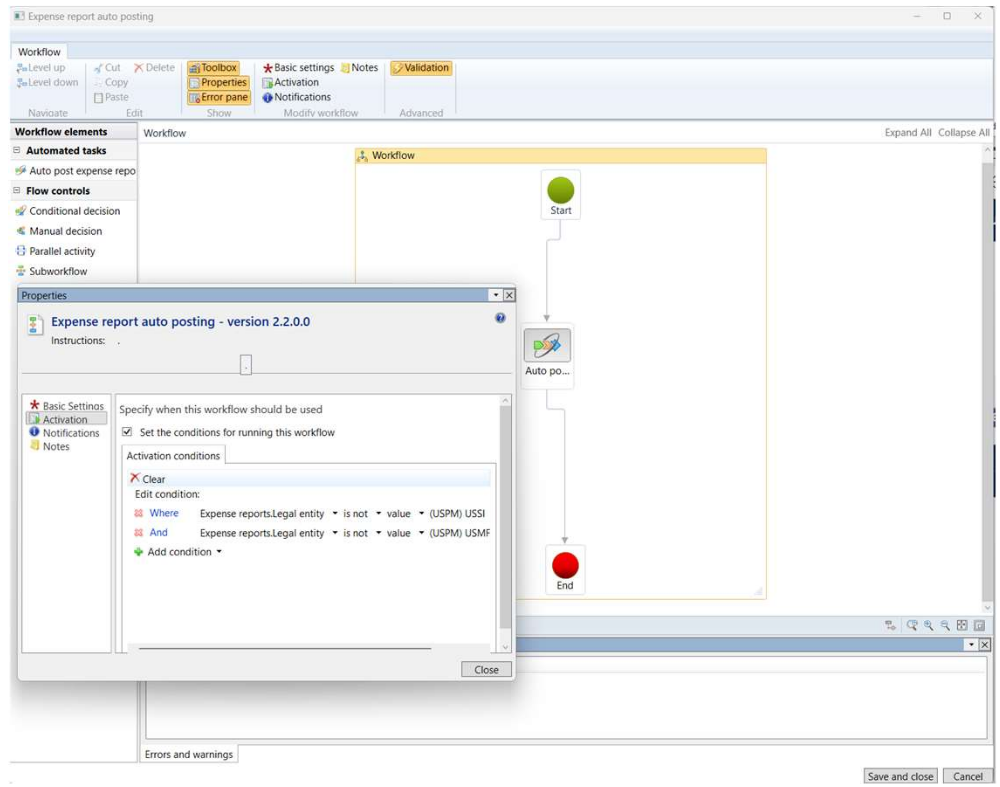
Reduce the time that it takes from submission of an expense to when it is approved.

Intuitive drag and drop workflow interface allows you to automate specific criteria for approval.



The workflows in our demo





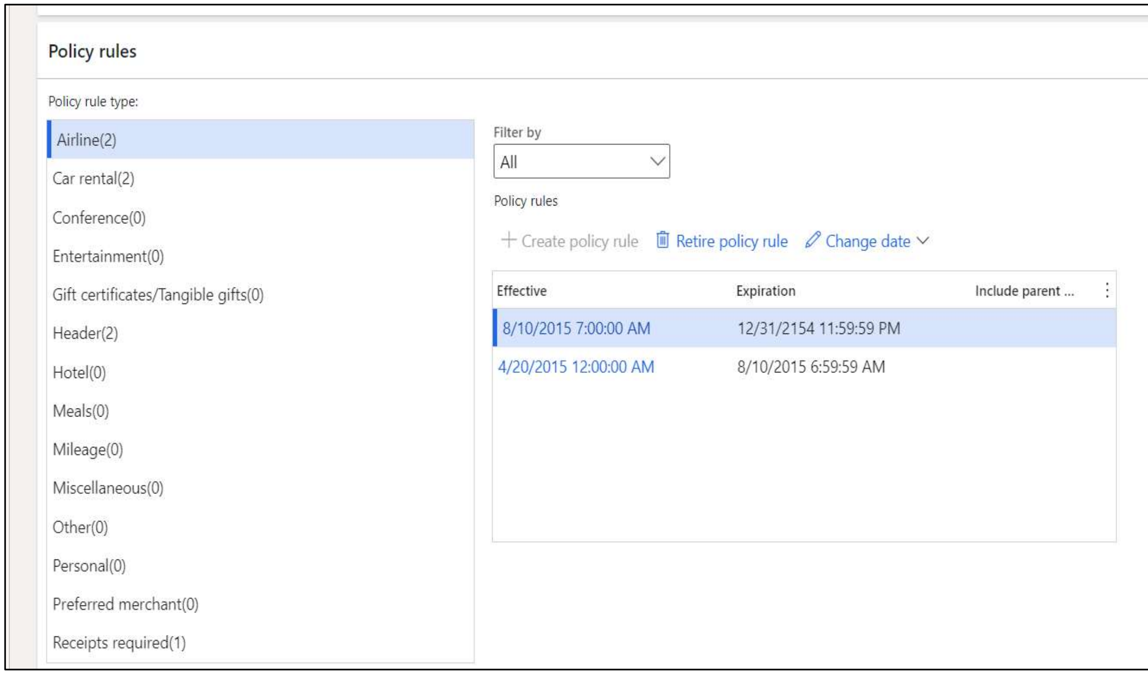
Policy Configuration

Policies help guarantee that employees stay within budget, provide all required information, and spend money only as they need to.

•**Warning** – Allows the employee to submit an expense report or travel requisition. The expense will be marked for all approvers and for later reporting.

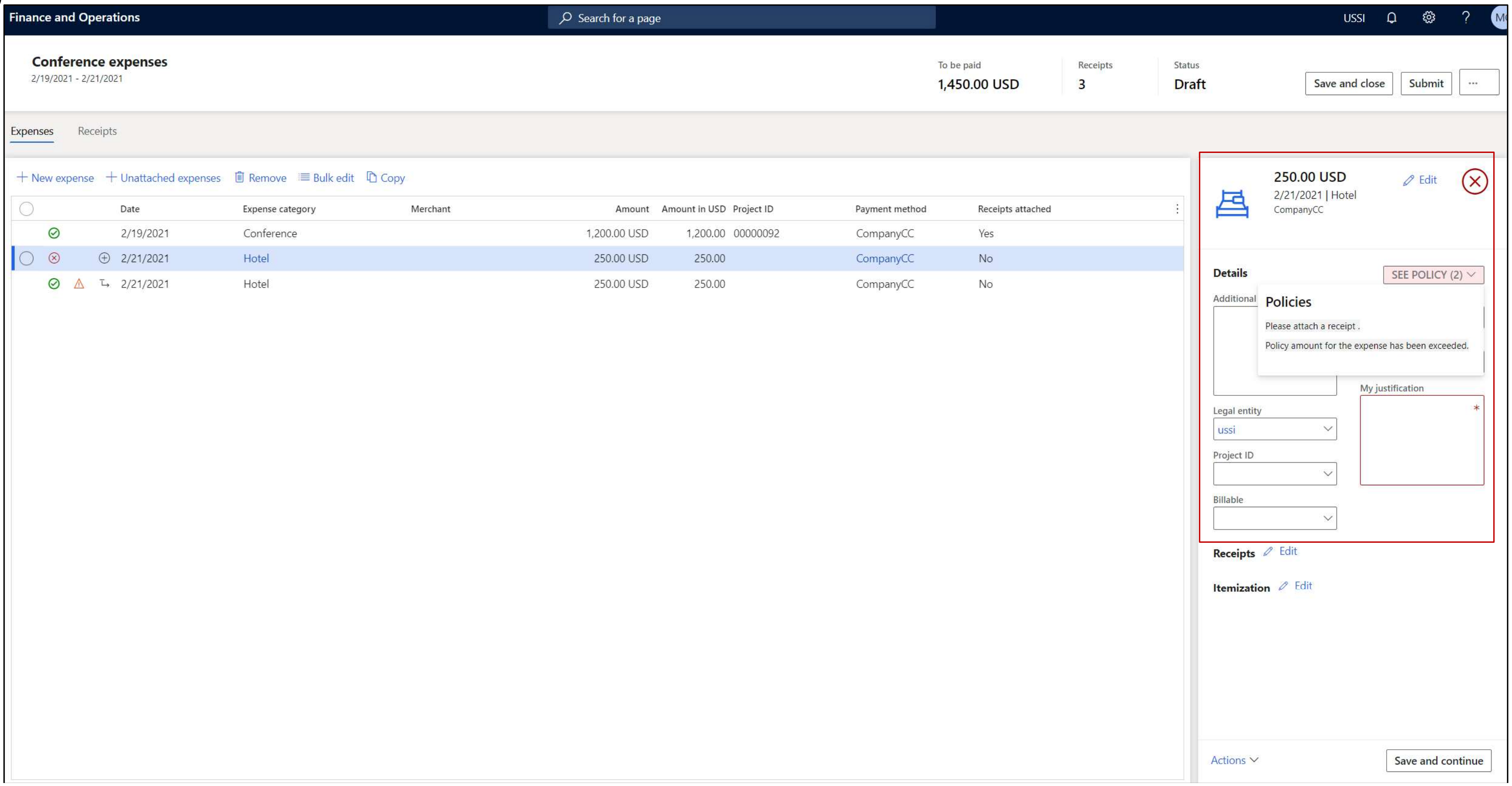
•**Error** – Requires the employee to revise the expense to comply with the policy before submitting the expense report or travel requisition.

•**Justification** – Requires the employee or a manager to enter a justification for exceeding the policy amount before submitting the expense report or travel requisition.



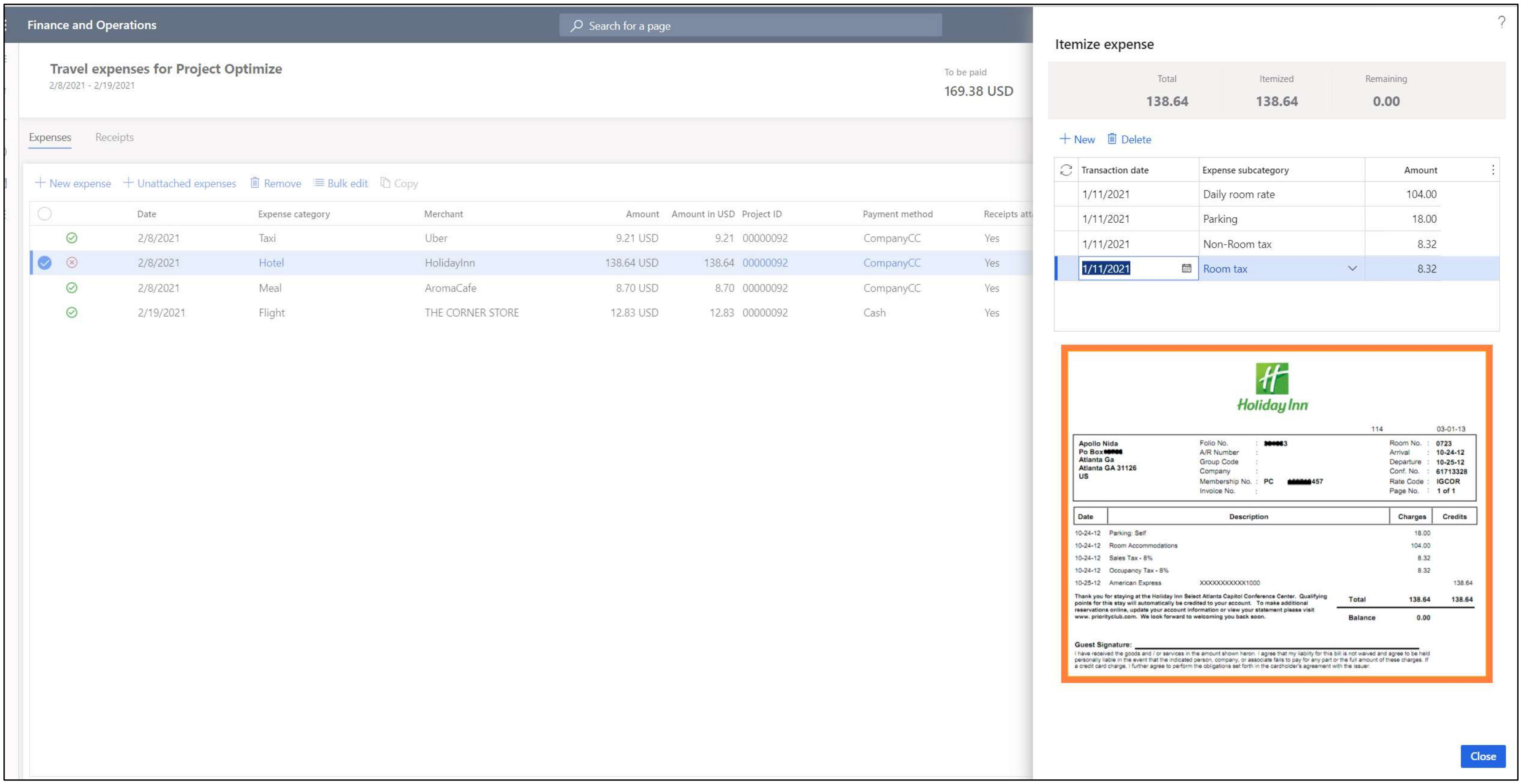
Real time policy Alerts

An effective, transparent, accessible expense policy is crucial for managing expenditure at any Organization.



Expense Itemization

Itemize hotel and other expenses into individual line items such as daily room rate, restaurant and taxes.



Receipt Capture/OCR

Enable users to auto create expense transactions from receipts on their desktop.

User uploads receipt → Expense Service Processes Receipt → User takes an action →

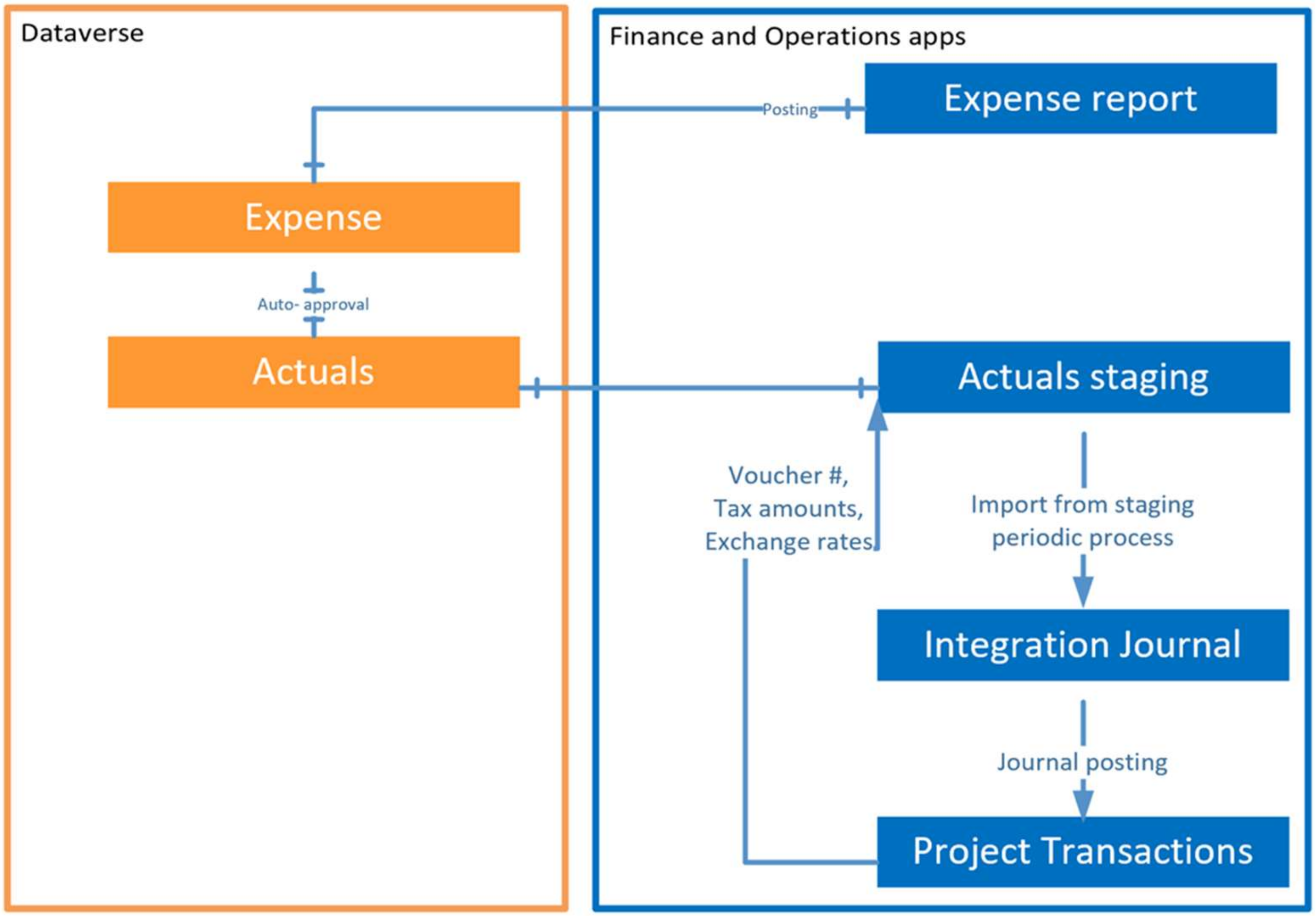
Extract Date, Amount, Merchant

Full expense management processes

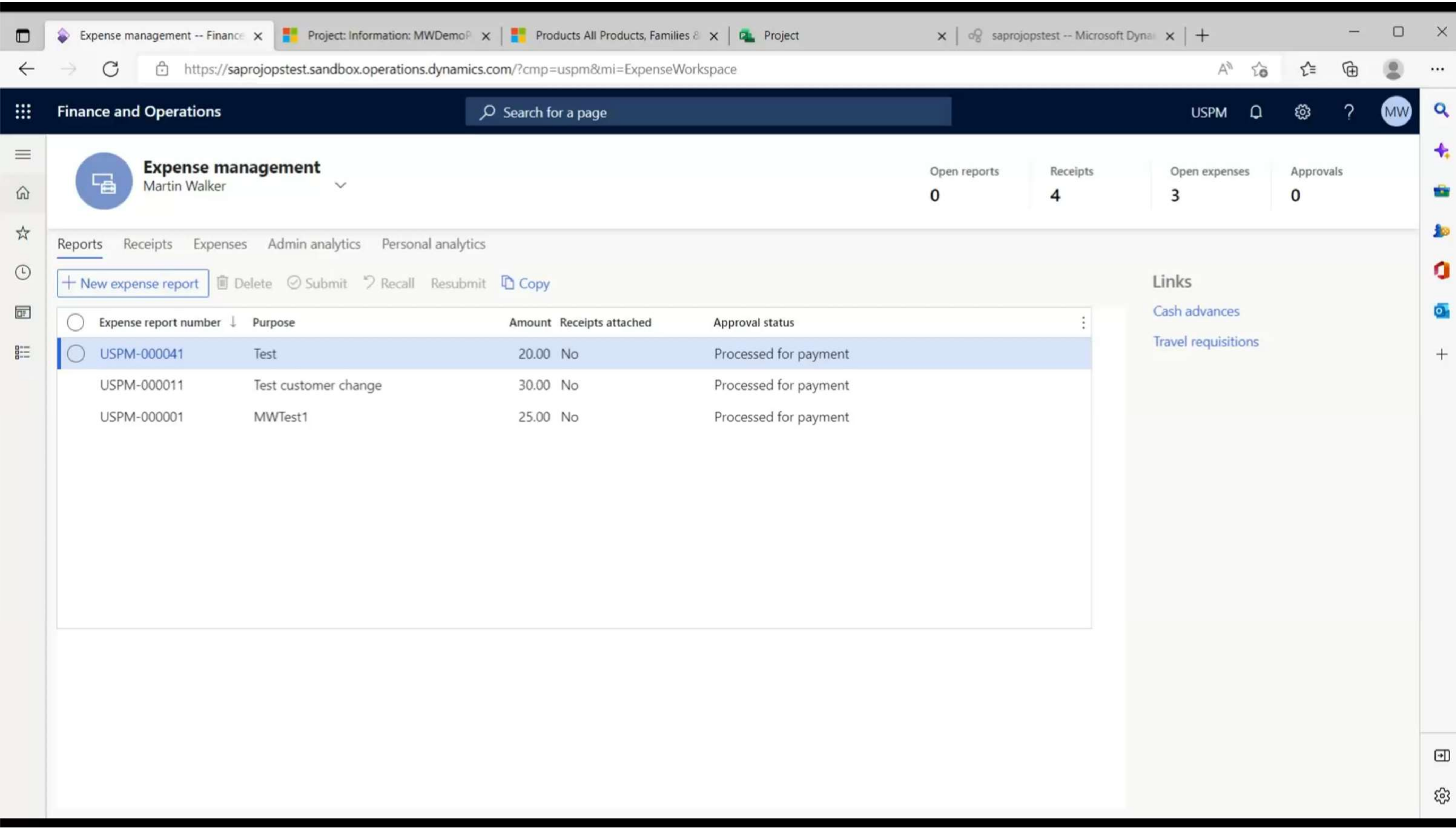
Full expenses

Configure	As for basic expenses, plus...	Expense management parameters	Feature keys	Expense categories	Expense Management Service add-in (OCR)	Expense workflows & policies	Users, Workers, Employees, Positions, Vendors...	Delegates	Aggregate measures
Record expenses (Team Member / delegate)	Create expense report	Create lines	Itemization, Guests...	Attach receipts	Submit	Recall			
Approve expenses (Line manager / PM)	Review expense report	Approve/Reject	Post expense report						
Process cost/sale actuals (PM & accountant)	Review actuals (cost and unbilled sales)	Import from staging	Review integration journal	Post integration journal	Review accounting				
Process billed sales (PM & accountant)	Review billing backlog (billed sale actuals)	Mark ready for invoicing	Create invoice	Confirm invoice	Import from staging	Review & Post Project Invoice Proposal	Review accounting		

Expenses sent to Dataverse upon expense report posting

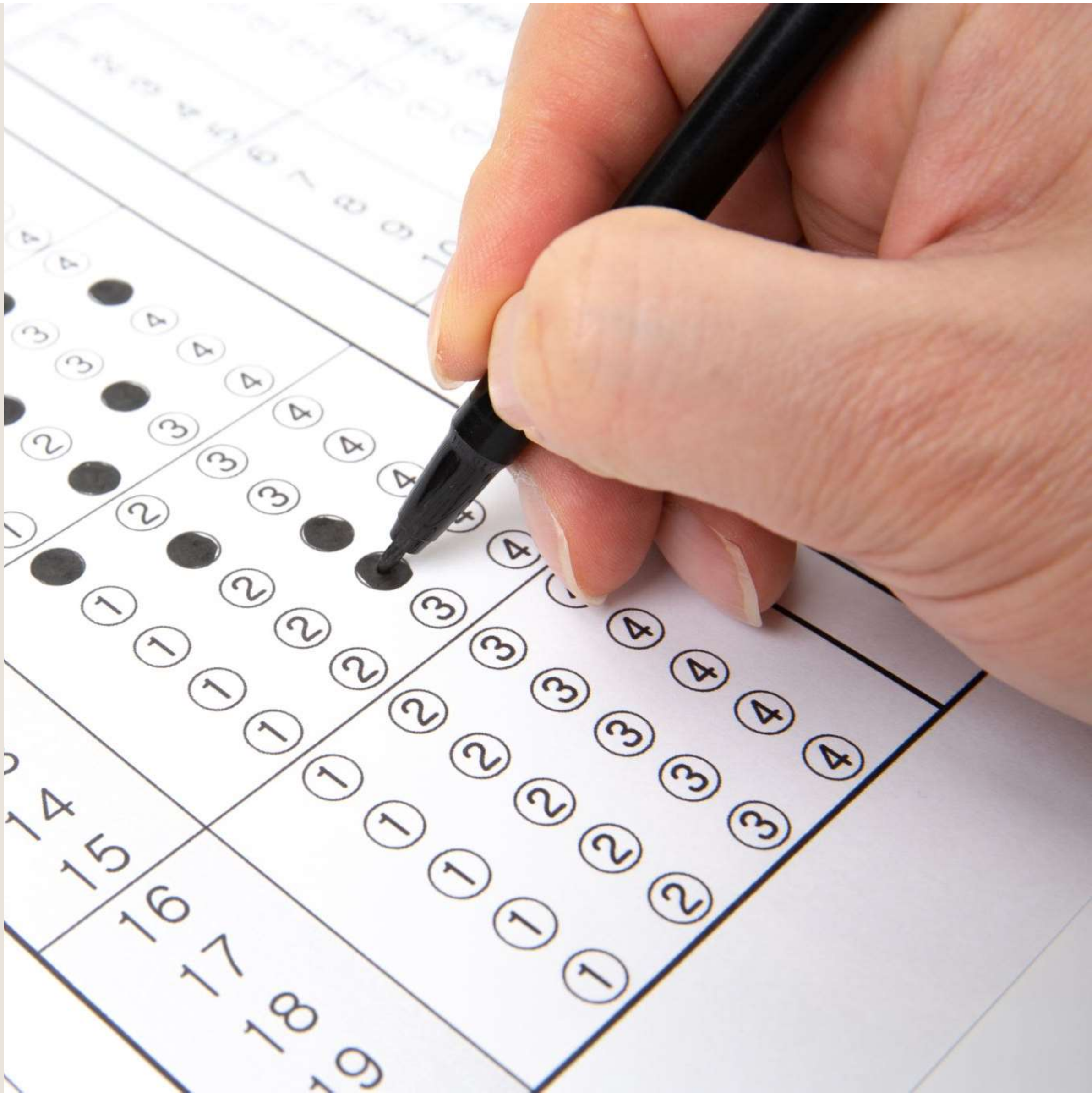


Demo


Expense management -- Finance
Project: Information: MWDemoP
Products All Products, Families &
Project
saprojopstest -- Microsoft Dyna
https://saprojopstest.sandbox.operations.dynamics.com/?cmp=uspm&mi=ExpenseWorkspace
Finance and Operations
Search for a page
USPM
MW
Expense management
Martin Walker
Open reports
0
Receipts
4
Open expenses
3
Approvals
0
Reports
Receipts
Expenses
Admin analytics
Personal analytics
New expense report
Delete
Submit
Recall
Resubmit
Copy
Expense report number
Purpose
Amount
Receipts attached
Approval status
USPM-000041
Test
20.00
No
Processed for payment
USPM-000011
Test customer change
30.00
No
Processed for payment
USPM-000001
MWTest1
25.00
No
Processed for payment
Links
Cash advances
Travel requisitions

Expense Management

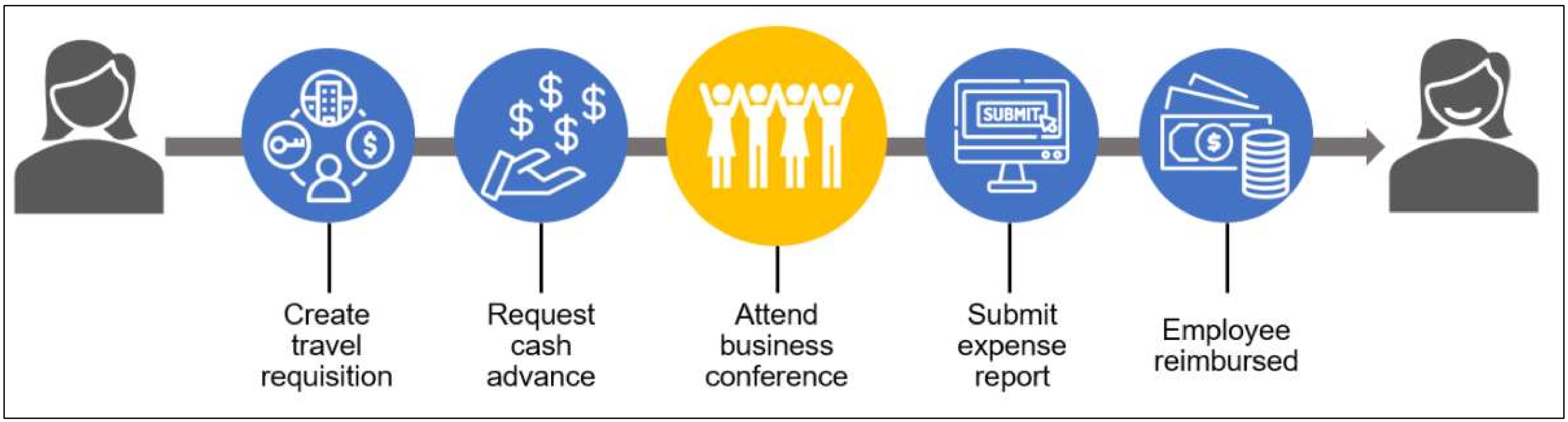
More features



Travel Requisition

Ensure that travel expenses that are incurred for the business are authorized and follow organization policies, while also ensuring that budgets are maintained.

A travel requisition is a source document that lists the expenses that will be incurred for the purpose of travel.



Delegates

Create and manage expense reports on behalf of another person.

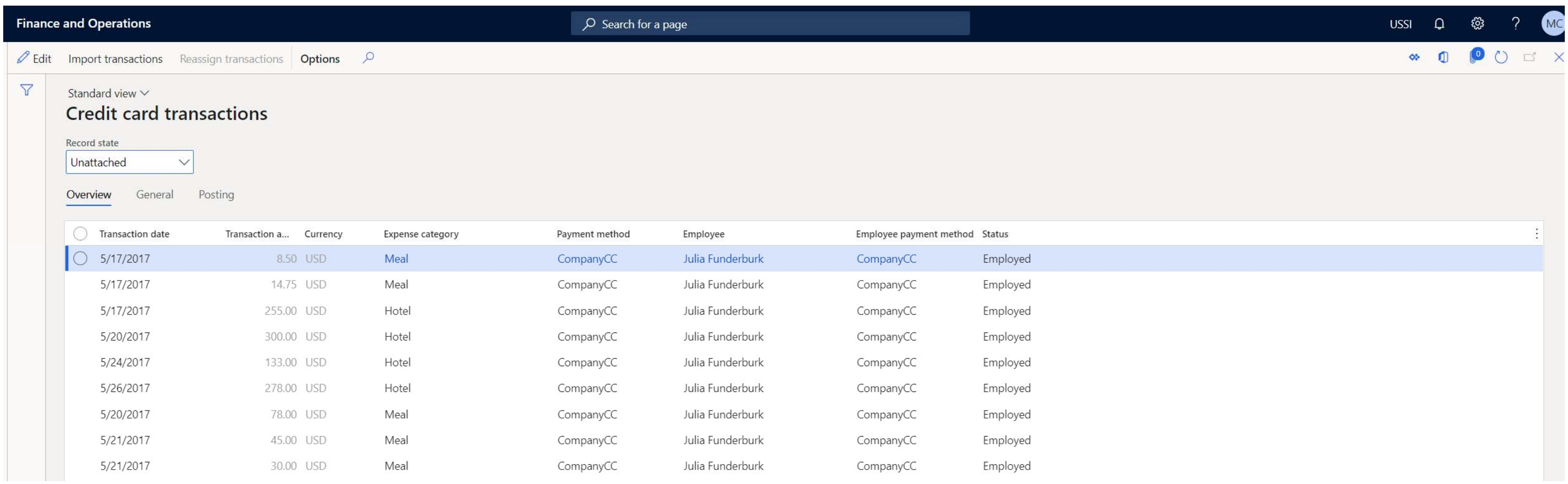
Delegate to a user for a specific expense report.

Delegate to a user for a specific amount of time.

Credit card Integration

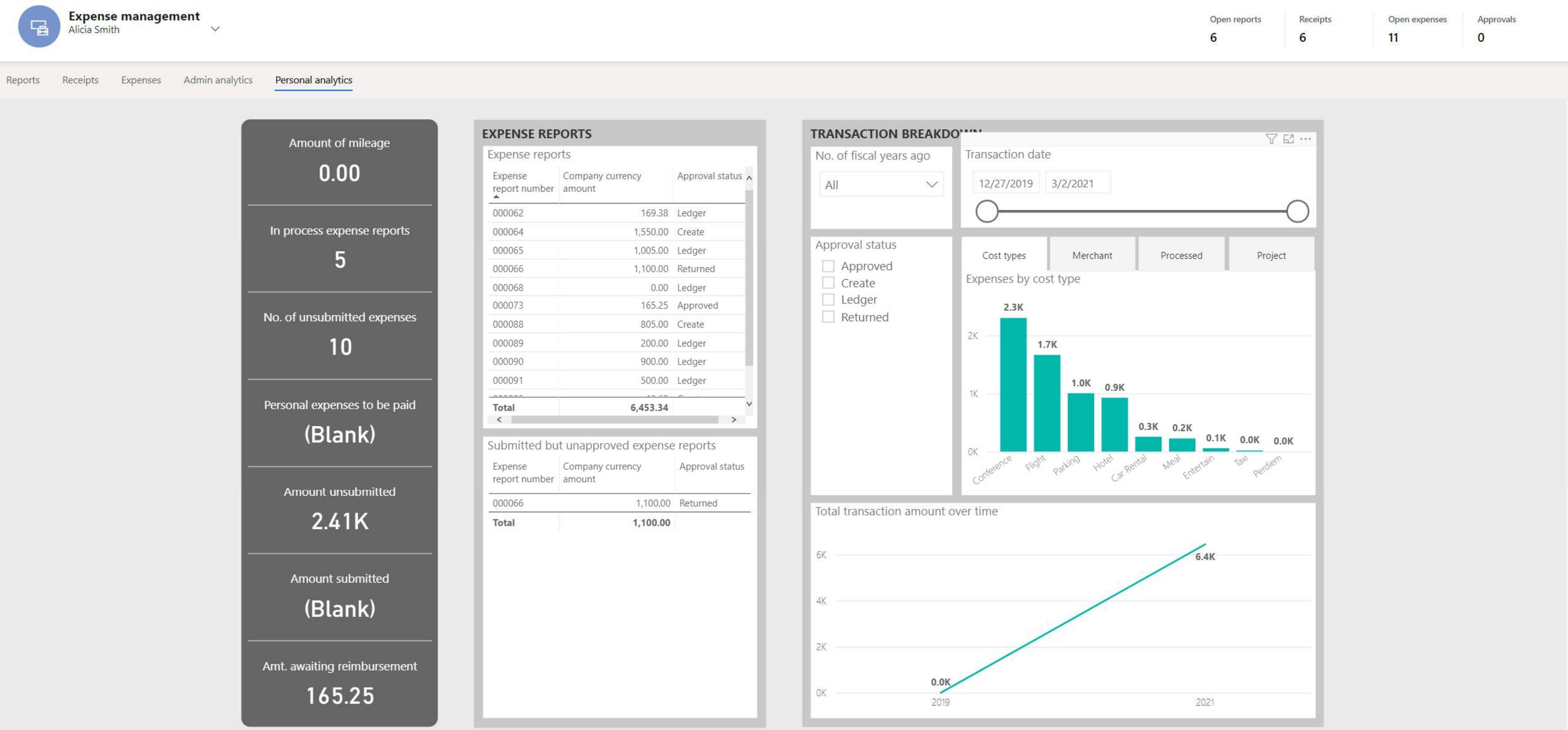
Integrate your company card with D365 Expense for accurate expense tracking and convinience

Expense-related credit card transactions can be set up so that they are automatically imported on a recurring schedule.
Alternatively, the transactions can be manually imported as required.

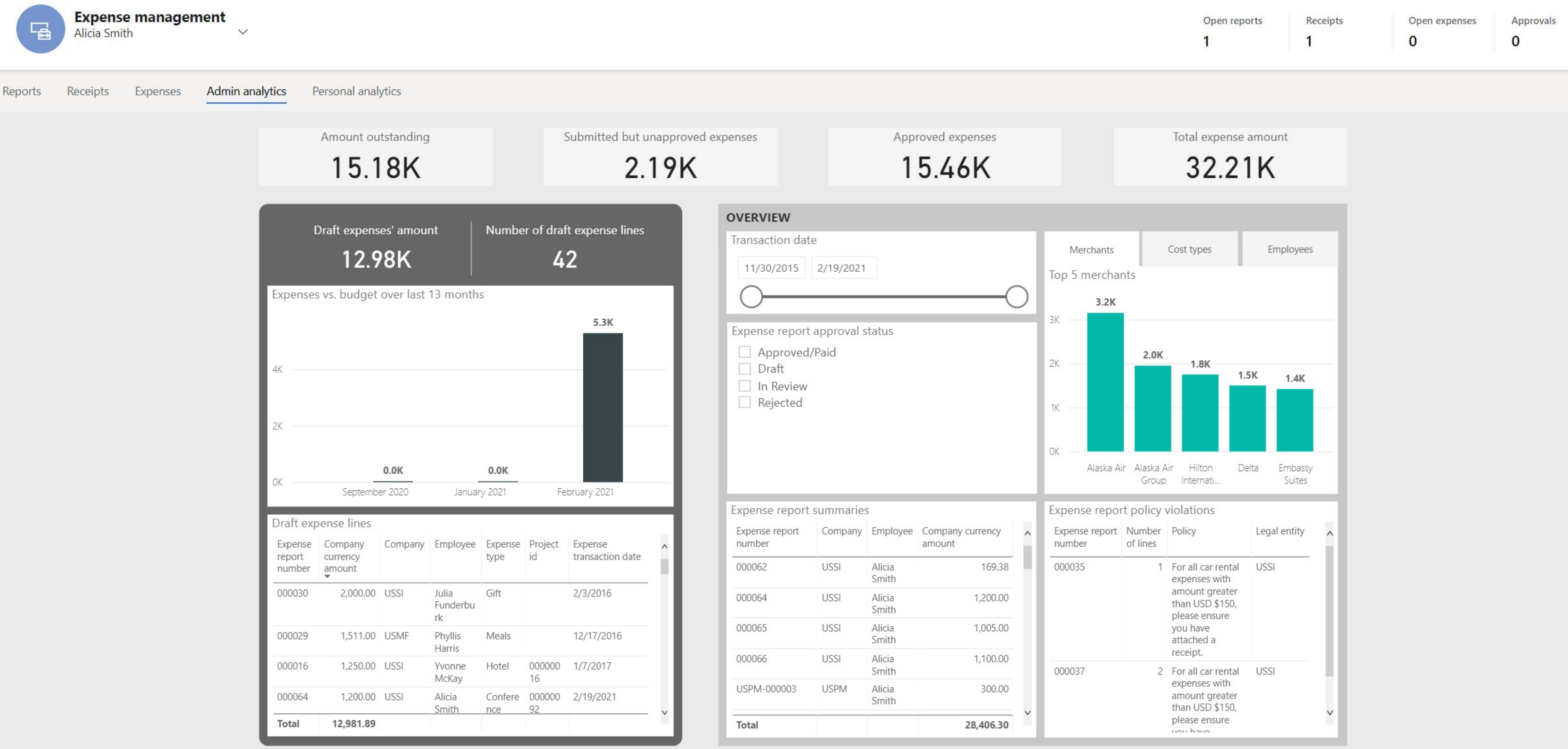


Transaction date	Transaction a...	Currency	Expense category	Payment method	Employee	Employee payment method	Status
5/17/2017	8.50	USD	Meal	CompanyCC	Julia Funderburk	CompanyCC	Employed
5/17/2017	14.75	USD	Meal	CompanyCC	Julia Funderburk	CompanyCC	Employed
5/17/2017	255.00	USD	Hotel	CompanyCC	Julia Funderburk	CompanyCC	Employed
5/20/2017	300.00	USD	Hotel	CompanyCC	Julia Funderburk	CompanyCC	Employed
5/24/2017	133.00	USD	Hotel	CompanyCC	Julia Funderburk	CompanyCC	Employed
5/26/2017	278.00	USD	Hotel	CompanyCC	Julia Funderburk	CompanyCC	Employed
5/20/2017	78.00	USD	Meal	CompanyCC	Julia Funderburk	CompanyCC	Employed
5/21/2017	45.00	USD	Meal	CompanyCC	Julia Funderburk	CompanyCC	Employed
5/21/2017	30.00	USD	Meal	CompanyCC	Julia Funderburk	CompanyCC	Employed

Personal Analytics



Admin Analytics



Resources – Material Usage and Expenses

- Approvals overview
- Acuals overview
- Record material usage on projects and project tasks
- Configure non-stocked materials and pending vendor invoices
- Purchase non-stocked materials or procurement categories using a pending vendor invoice
- Order procurement categories or non-stocked materials for a project using project purchase orders
- Vendor retention overview
- Expense entry (lite)
- Full Expense Management overview

Resources - General

- Overview - Dynamics 365 Project Operations | Microsoft Docs
- Overview - What is Dynamics 365 Project Service Automation? | Microsoft Docs
- Overview - Finance and Operations application documentation - Finance & Operations | Dynamics 365 | Microsoft Docs
- New and planned features for Dynamics 365 Project Operations, 2021 release wave 2 - Dynamics 365 Release Plan | Microsoft Docs
- Community - Dynamics 365 General - Forums, Blogs, Support
- Roadmap - Product Updates | Microsoft Dynamics 365
- Ideas - Ideas (dynamics.com)
- FastTrack - Microsoft FastTrack, move to the cloud with confidence
- Sales process overview | Microsoft Docs
- Pricing dimensions overview | Microsoft Docs

Resources – Documentation and Learning

- Dynamics 365 Project Operations Deployment Options and Scenarios | February 2 & 3, 2022 - Microsoft Dynamics Blog
- Dynamics 365 Project Operations Demonstration | March 16, 2022 - Microsoft Dynamics Blog
- Dynamics 365 Project Operations Data Migration | April 14, 2022 - Microsoft Dynamics Blog
- Documentation
- Developer home page
- TechTalks* Upcoming / Recordings
- YouTube Dynamics 365
- Microsoft Learn

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Useful links on SLA, Compliance, and Support

- Licensing Guide
- Trust Center – For information on privacy, compliance, and security procedures
- Online Services Terms – Terms and Conditions of Microsoft Services
- Support Options

Microsoft Dynamics 365

Q & A

Thank you