prodware

PROJECT MANAGEMENT USER GUIDE

For Dynamics 365 Business Central

FRANCE | GERMANY | UK | BELGIUM | LUXEMBOURG | NETHERLANDS | AUSTRIA | SPAIN | ISRAEL | MOROCCO | GEORGIA | CZECH REPUBLIC | US

VERSION HISTORY

Version history

Version	Date	Change log	Author
V0.1	31-03-2021	First draft	Jeroen van der Wijst
V1.0	23-06-2021	Added Project Template, Attributes, Invoice Template, Sell-to Customer	Jeroen van der Wijst
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Confidentiality and legal notice

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1. GENERAL INFORMATION

1.1 Goal of solution

The Jobs functionality in Dynamics 365 Business Central is a powerful tool to manage projects and contracts for your organization. This functionality enables users to define project structures (WBS), plan and manage tasks in projects, purchase or manufacture items for a project and manage budgets vs. actuals for a project. Additionally, delivered work (including time registration), services or products can be invoiced to customers for a project. The Prodware Project Management apps increase flexibility, efficiency and adds insights to the Jobs functionality in Dynamics 365 Business Central. The added functionality of the module empowers users managing projects or contracts to reduce repetitive actions and to standardize projects in an organization, saving time and reducing errors.

1.2 Solution Description

The Prodware Project Management suite for Business Central contains the following functions:

- Project Templates
- Attributes
- Invoice Templates
- Combined Invoices
- Departments
- Financial Allocation
- Date filter
- Fixed Assets

1.3 First Launch

Important: All following actions that are needed to register to Prodware license system must be done using administrator level access. Connect to your Business Central system using a login with all necessary permissions (SUPER).

1.3.1 Registration to the Prodware License system

The first time you use some functionalities of this accelerator you may encounter a message like this one:
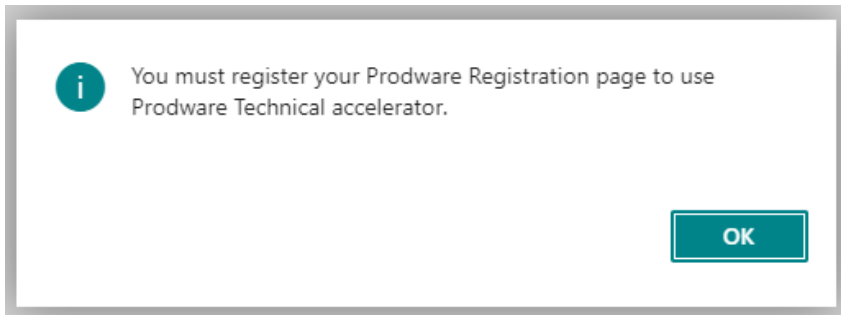
Please follow the procedure below to register the Prodware Project Management App.

You must register and activate a trial license to continue testing the app for a trial period.

First, ensure that Prodware – Internal Library configuration allows httpClient connections.

Search for "Extension management" to configure the application.
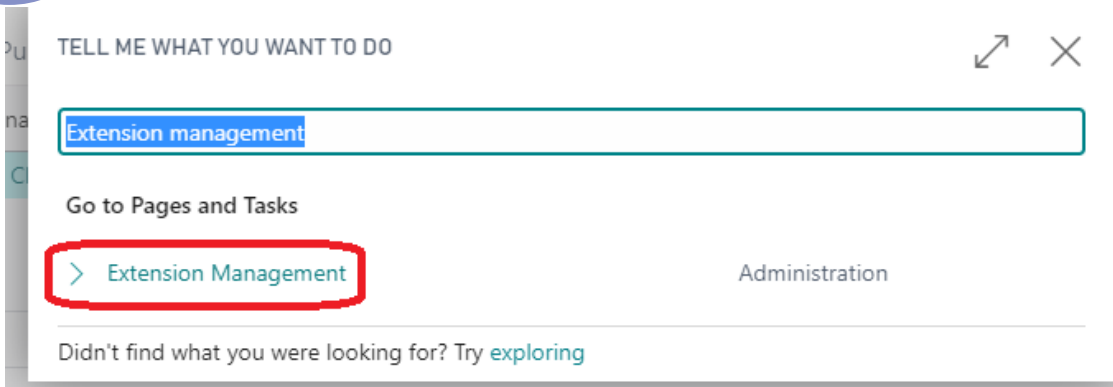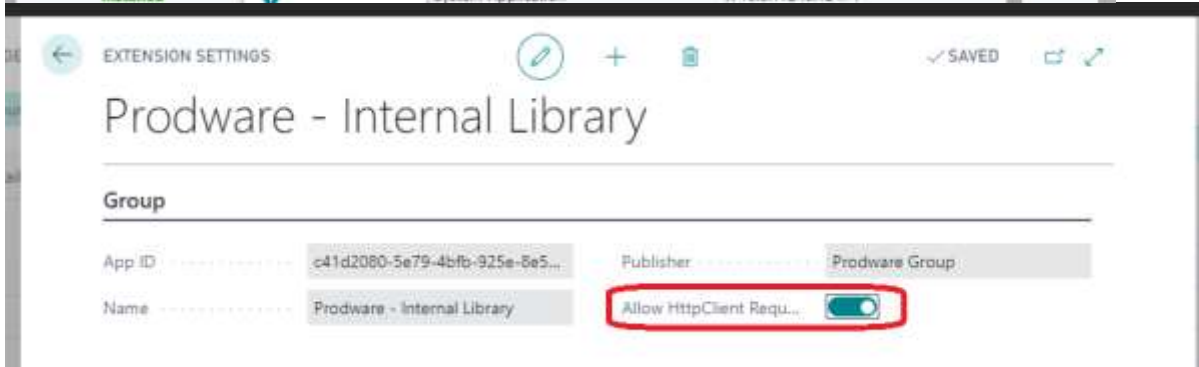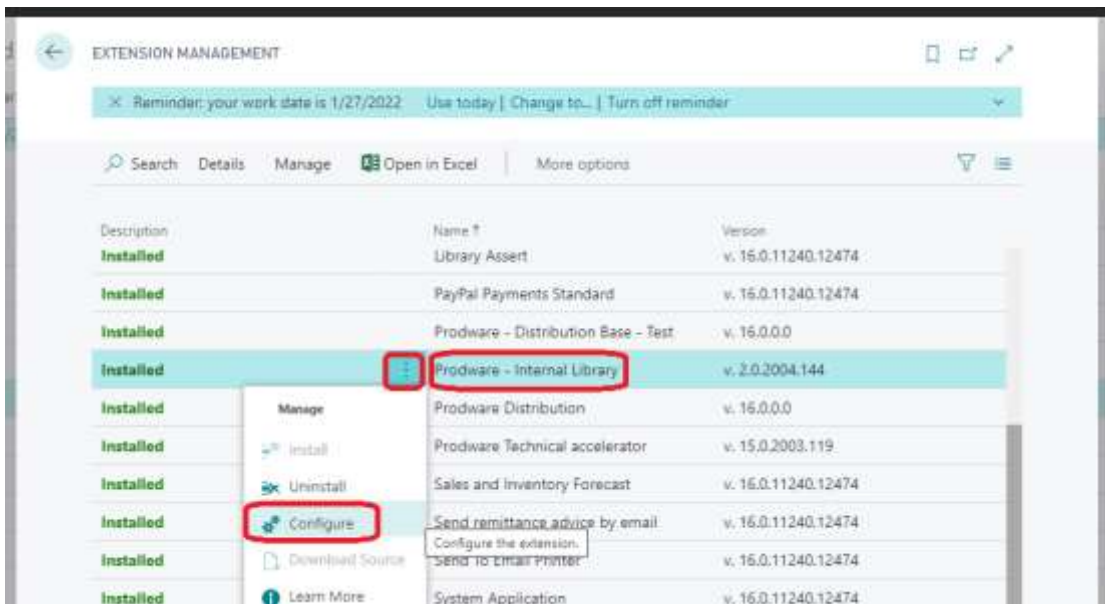
Then search for "Prodware Registration" page:
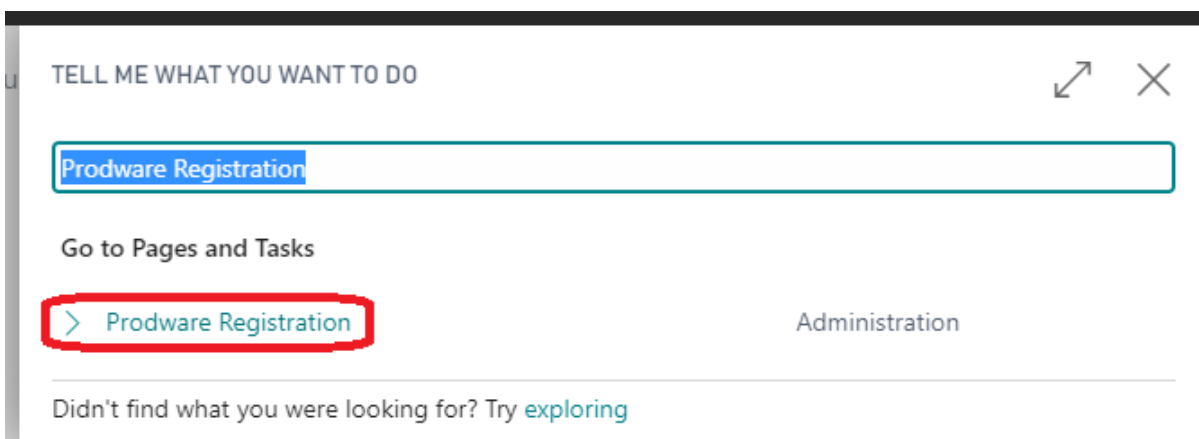
Then complete all mandatory information or copy it from your company information.

Use "Apply Company Information" to select a company and copy all corresponding information to registration page.

Use "Apply Administrator Information" to select a user and copy their full name and contact email to administrator's information.

Then click on Register to register to the Prodware License System. A unique ID linked to your information will be granted and can be seen on this page.

1.3.1.1 Register Prodware Project Management suite app

Note: this step is only necessary when installing the Project Management suite app. If you are installing an individual Prodware Project Management app you can skip this step.

When installing the Prodware Project Management suite app all individual apps of the solution are automatically installed as a total solutions and need to be registered as such.

Start by navigating to Prodware Registration using the search function.
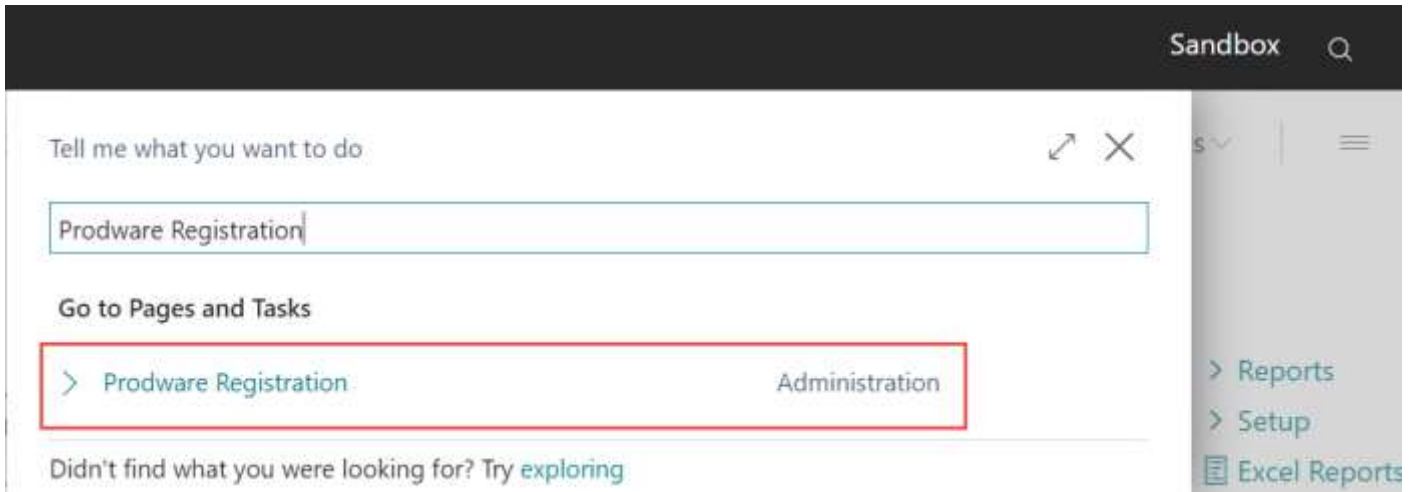
From the Prodware Registration page select "License" and then select "App. Licenses".
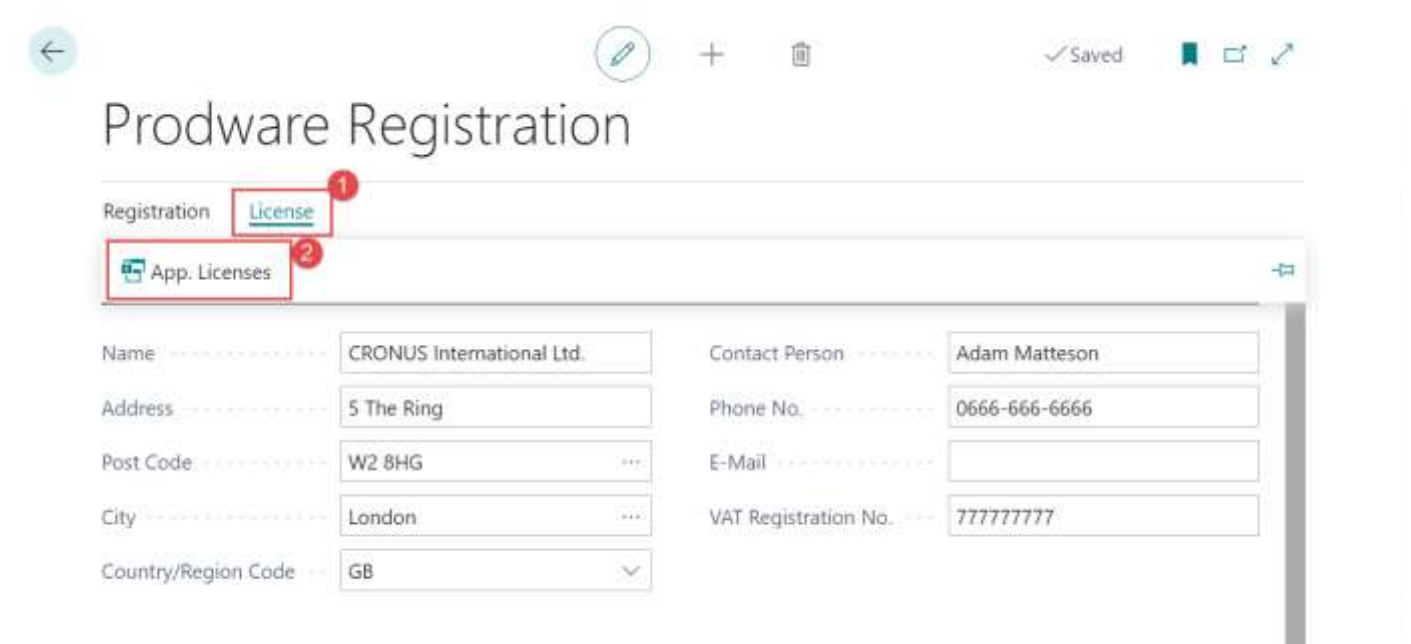
From the Prodware App. Licenses page select "License" and then select Register Project Management suite
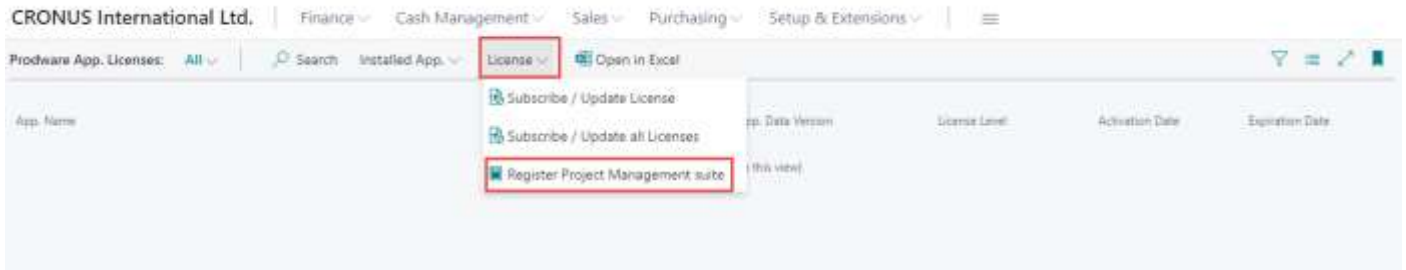
All individual apps belonging to the Project Management suite will be registered and will be ready to use with a trial license. After purchasing the apps, please follow the "Update after purchase" chapter of this manual.

1.3.2 Trial license activation

While using this solution, you may be asked to activate a trial license. Just click "Yes" to activate it, which will let you test some of the functionalities of the solution during a given time.
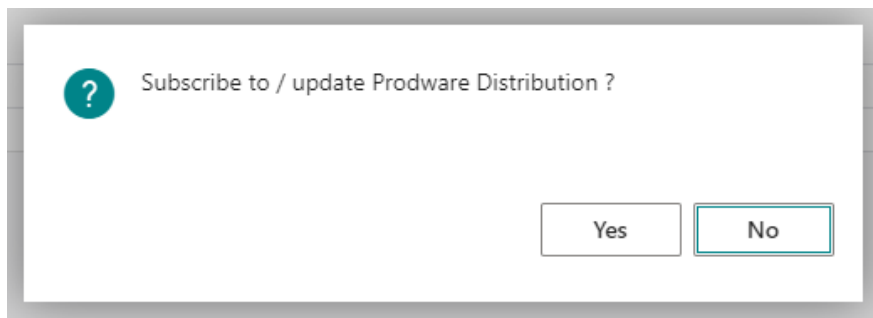
Once the trial has expired, the solution will not be usable in the production environment anymore and will need to be un-installed.

1.3.3 Update after purchase

If you purchased this solution, you can update your license at any time from the "Prodware Registration" page.
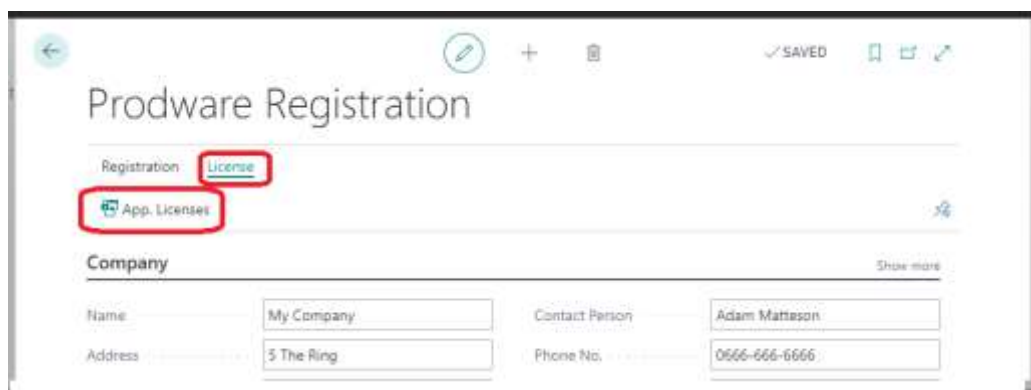
Use the Subscribe / Update action button.

2. INSTALLATION

2.1 Requirements

Distribution solution is designed for Dynamics 365 Business Central.

To be able to use this functionality your license must be up to date, including the Prodware Project Management App. If necessary, contact your reseller for more information about your Dynamics 365 Business Central license. Please contact Prodware for more information about the Project Management App license. You can still activate a trial period directly from the application.

2.2 Installation

Important: Before any installation and/or modification, you must create a backup of your solution so that you can restore it if you encounter any issue with your set-up.

Refer to Microsoft documentation to install your accelerator as with any Business Central extension.

From AppSource: https://docs.microsoft.com/en-us/dynamics365/business-central/ui-extensions

For On premise environment: https://docs.microsoft.com/en-us/dynamics365/business-central/dev-itpro/developer/devenv-how-publish-and-install-an-extension-v2

2.3 Upgrading to a new version

Important: Before any installation and - or modification, you must have to create a backup of your solution you can restore if you encounter issues with your set-up.

When upgrading from a previous version, the actions are the same as for first installation, please refer to chapter 2.2.

All your previous data will be saved, and no further action is needed.

2.4 Permission sets

To be able to setup and use Prodware Project management features you must set up the correct Permission Sets to users.

Open D365 Business Central as an administrator and search for Users page.
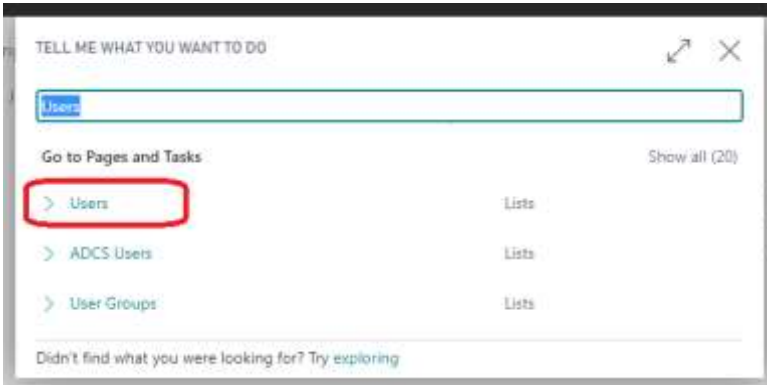
For each user, open the card page to add related feature Permission Set to allow each of them to execute functionalities.

Apply "D356 JOBS, VIEW" to the user to allow viewing only of all Prodware Project Management App features and data trough Business Central.

Apply "D356 JOBS, EDIT" to the user to allow editing of all Prodware Project Management App features and data trough Business Central.

Apply "D356 JOBS, SETUP" to the user to allow setting up all Prodware Project Management App features and data trough Business Central.

3. PROJECT TEMPLATES

3.1 Description and objective

With this functionality a standard Job Template can be set up to create a new Job from a pre-defined template. A Job Template can be used to reduce repetitive actions when entering a new Job in Business Central and can be used to standardize Jobs.

Note: the fields available in a Job Template are generally fields in which a default value can be set up when applying a Job Template to a Job. Most fields in the standard Business Central Job functionality are available in the Job Template. This User Manual is however aimed at setting up and applying Job Template, but will not explain the functionality of the standard fields on a Job Card. For this information, please refer to the available Microsoft documentation of the Jobs functionality in Business Central.

3.2 Setup Job Templates

To be able to create a Job from a Job Template you need to set up a Job Template and determine what data is included in the Job Template.

Search for the "Job Template list" page:
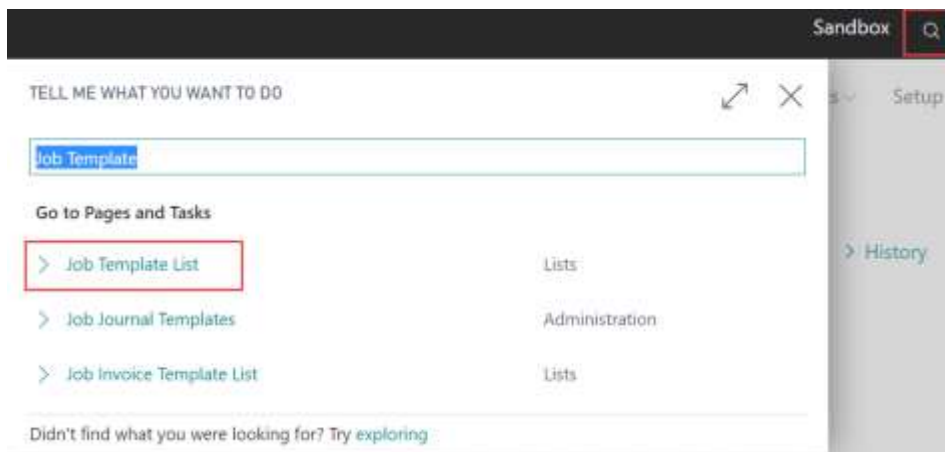
Then select "Job Template List":

From this list page you can create new Job Templates or Modify and Delete existing Job Templates.

Multiple Job Templates can be created if multiple types of projects or contracts in your organization are applicable and can be standardized.

Create a new Job Template or Edit an Existing Job Template to open the Job Template Card:

In the Job Template Card you can setup default values in the available fields which will be automatically applied when creating a Job from the Job Template. The Job Template Card contains most fields that are available on the Job card.

Note: When a field does not require a value in a Job Template it can be left empty. This way this field will not be filled with a value when applying the Job Template to a Job.

General tab

In the General tab you can set up default values for the generic information which needs to be entered when creating a Job. A field can be left empty if you don't want to apply a default value for the said field.

Field	Description
Code	A unique code to define the Job Template. When a user creates a Job from a Job Template they will need to select the Job Template code. The application of the Job Template should be recognizable from the code.
Description	A more detailed description as an addition to the Job Template Code. The application of the Job Template should be recognizable from the description.
Job Description	The Description that will be applied to the Job when applying a Job Template
Job Search Description	The Search Description that will be applied to the Job when applying a Job Template. The Job Search Description will be automatically filled when entering the Job Description but can be altered afterwards.
Person Responsible	The Person Responsible that will be applied to the Job when applying a Job Template. A record from the Resource table can be selected in this field.
Project Manager	The Project Manager that will be applied to the Job when applying a Job Template. A record from the User Setup table can be selected in this field.
No. Series	In this field a No. Series can be selected for this Job Template. When a Job Template is applied the selected No. Series in this field will be used to determine the Job No. If this field is left empty, the default No. Series set up in the Job Setup is used when applying the Job Template

Tasks tab

In the Tasks tab you set up the task & activity structure of a project. In a the Job Template a standardized Job Task structure can be set up so it will be automatically applied when creating a job from a Job Template.

Field	Description
Job Task No.	A unique code to define the Job Task in a Job.
Description	A description of the Job Task.
Job Task Type	Used to determine whether the task is used as a Heading, Total, Begin-Total, End-Total or for Posting.
WIP method	Used to determine the Work in Progress calculation Method for the Job Task.
Totaling	Determines how the financial results of a Job will be totaled for a task of the End-Total or Total Job Task Type. The totaling calculation is automatically filled when a Begin-Total and End-Total is set up in the Task structure.
WIP-Total	Used to specify whether the WIP calculation is used or excluded from the total.

Additionally the Line function "Indent Job Tasks" can be used to automatically indent the Job Task structure according to the Job Task Type setup in the Task structure.

Posting tab

Field	Description
Status	The status that will be applied to the Job when applying a Job Template
WIP Method	The WIP Method that will be applied to the Job when applying a Job Template
WIP Posting Method	The WIP Posting Method that will be applied to the Job when applying a Job Template
Allow Schedule/Contract Lines	Used to determine if the use of the Schedule/Contract lines parameter is enabled or disabled on the Job when applying a Job Template.
Apply Usage Link	Used to determine if the use of the Apply Usage Link parameter is enabled or disabled on the Job when applying a Job Template.
Job Posting Group	The Job Posting Group that will be applied to the Job when applying a Job Template. A value from the Job Posting Group table can be selected in this field

Foreign Trade tab

Field	Description
Currency Code	The Currency code that will be applied to the Job when applying a Job Template. A value from the currency table can be selected in this field
Invoice Currency Code	The Invoice Currency code that will be applied to the Job when applying a Job Template. A value from the currency table can be selected in this field
Exch. Calculation (Cost)	The Exch. Calculation (Cost) method that will be applied to the Job when applying a Job Template
Exch. Calculation (Price)	The Exch. Calculation (Price) method that will be applied to the Job when applying a Job Template

Dimensions

In a Job Template Dimensions can be set up which will automatically will be applied to a Job when applying a Job Template.

Select the Navigate tab and then select Dimensions

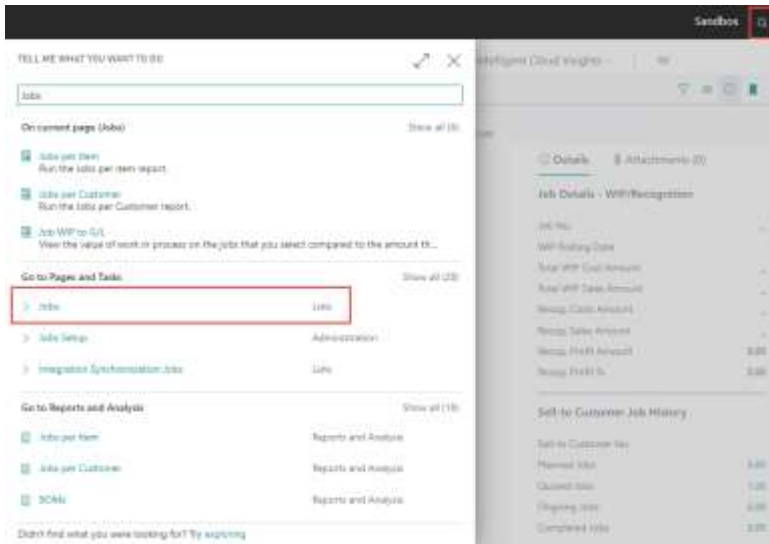This will open the Default Dimension table in which default dimensions can be set up for the Job Template.

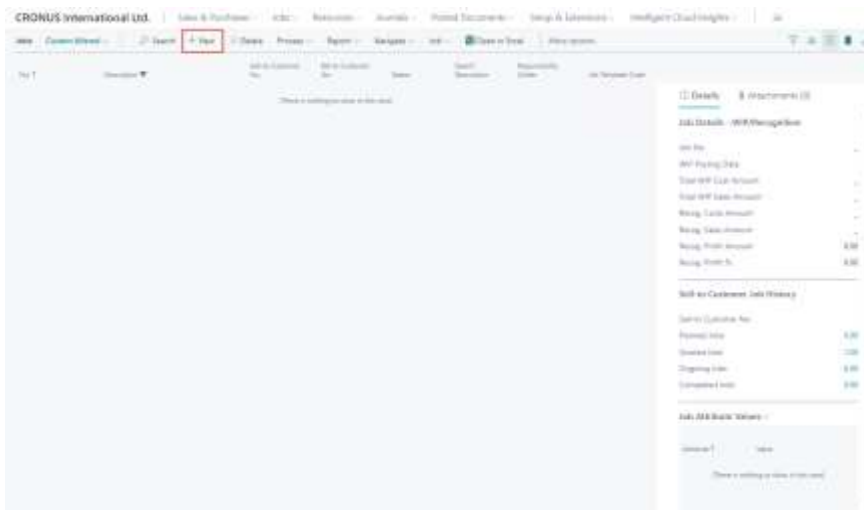## 3.3 Create Job from a Job Template

When creating a new Job

When a Job Template has been set up the user will automatically be prompted to apply a Job Template when creating a New Job from the Job List.

Navigate to Jobs

From the Job List select "New"

The user will be prompted to apply a Job Template

| Field	Description
Job Template Code	Select the Job Template code which you want to apply when applying the Job
Job Template Description	The description from the Job Template. Will be automatically filled when a Job Template code is selected
Job No.	Used to apply a specific Job No. when applying the Job. If left empty the Job No. will be determined based on the No. Series in the Job Template or the No. Series in the Job Setup if the No. Series on the Job Template is left empty
Job Description	Used to apply a specific Job Description when applying the Job. If left empty the Job Description from the Job Template will be applied
Sell-to Customer No.	The Sell-to Customer No. which will be applied when applying the Job.
Bill-to Customer No.	The Bill-to Customer No. which will be applied when applying the Job. This field is automatically filled based on the Bill-to customer of the Customer.
Ship-to Code	The Ship-to Code which will be applied when applying the job. This field is automatically filled based on the Ship-to Code of the customer
Apply Job Tasks	Used to determine if the Job Task structure set up in the Job Template should be applied to the Job
Apply Dimensions	Used to determine if the Dimensions set up in the Job Template should be applied to the Job.
Apply Job Attributes	Used to determine if the Job Attributes set up in the Job Template should be applied to the Job. This option is only available when the Job Attributes App is also installed. For a more detailed description see chapter 4.

When selecting OK the selected Job Template will be applied to the newly created Job.

When selecting Cancel no Job Template will be applied and a blank Job will be created.
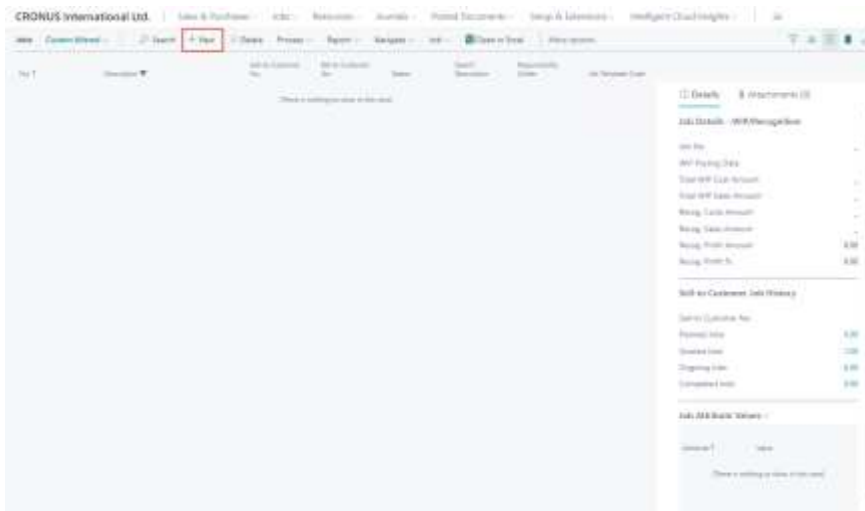
Applying Job Template after creating a new Job

When manually creating a new blank Job it is possible the apply a Job Template from the Job Card.

Navigate to Jobs
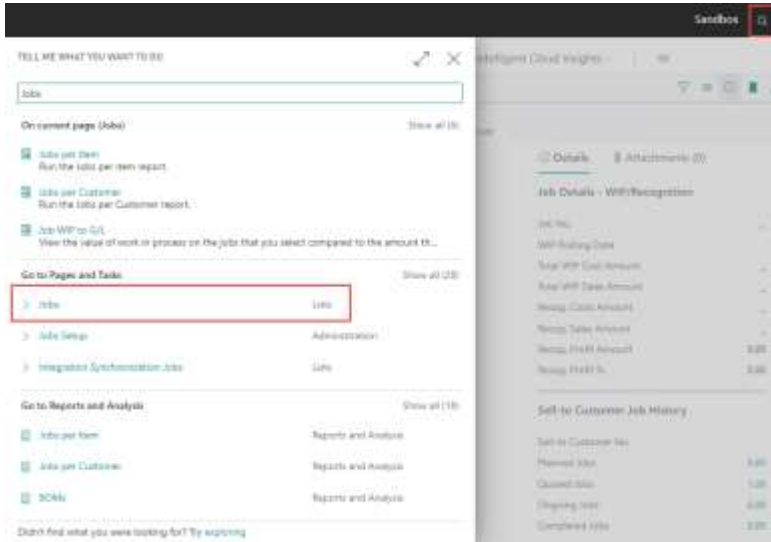
From the Job List select "New"

Create a new blank Job

Note: The Job No. must be entered before being able to apply a Job Template to a Job.

Select the Process tab and then select the "Apply Job Template" function.

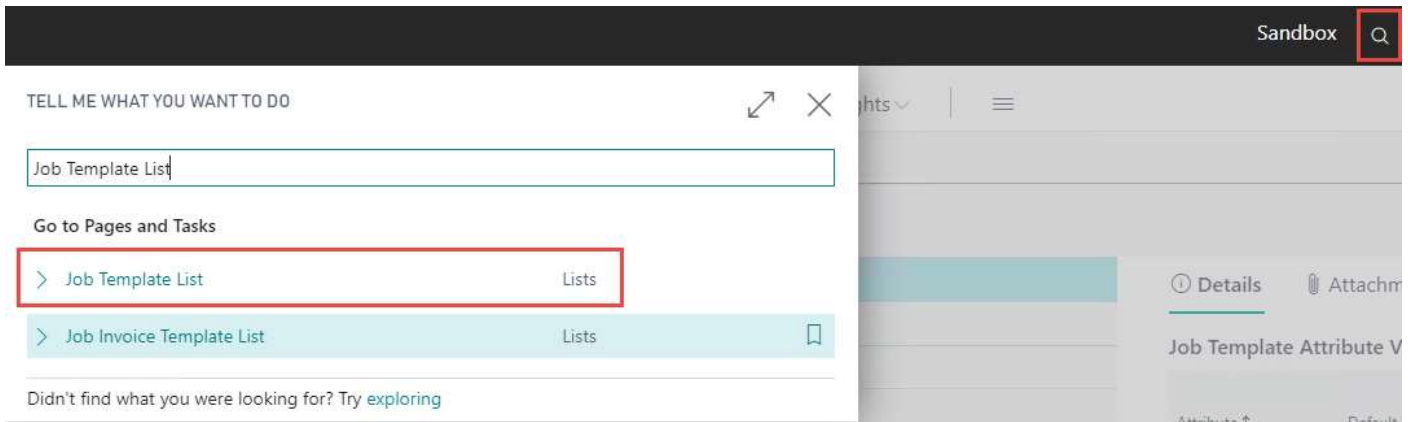| Field	Description
Job Template Code	Select the Job Template code which you want to apply when applying the Job
Job Template Description	The description from the Job Template. Will be automatically filled when a Job Template code is selected
Job No.	Used to apply a specific Job No. when applying the Job. If left empty the Job No. will be determined based on the No. Series in the Job Template or the No. Series in the Job Setup if the No. Series on the Job Template is left empty
Job Description	Used to apply a specific Job Description when applying the Job. If left empty the Job Description from the Job Template will be applied
Sell-to Customer No.	The Sell-to Customer No. which will be applied when applying the Job.
Bill-to Customer No.	The Bill-to Customer No. which will be applied when applying the Job. This field is automatically filled based on the Bill-to customer of the Customer.
Ship-to Code	The Ship-to Code which will be applied when applying the job. This field is automatically filled based on the Ship-to Code of the customer
Apply Job Tasks	Used to determine if the Job Task structure set up in the Job Template should be applied to the Job
Apply Dimensions	Used to determine if the Dimensions set up in the Job Template should be applied to the Job.
Apply Job Attributes	Used to determine if the Job Attributes set up in the Job Template should be applied to the Job. This option is only available when the Job Attributes App is also installed. For a more detailed description see chapter 4.

When selecting OK the selected Job Template will be applied to the existing Job.

When selecting Cancel the Job Template will not be applied to the existing Job.
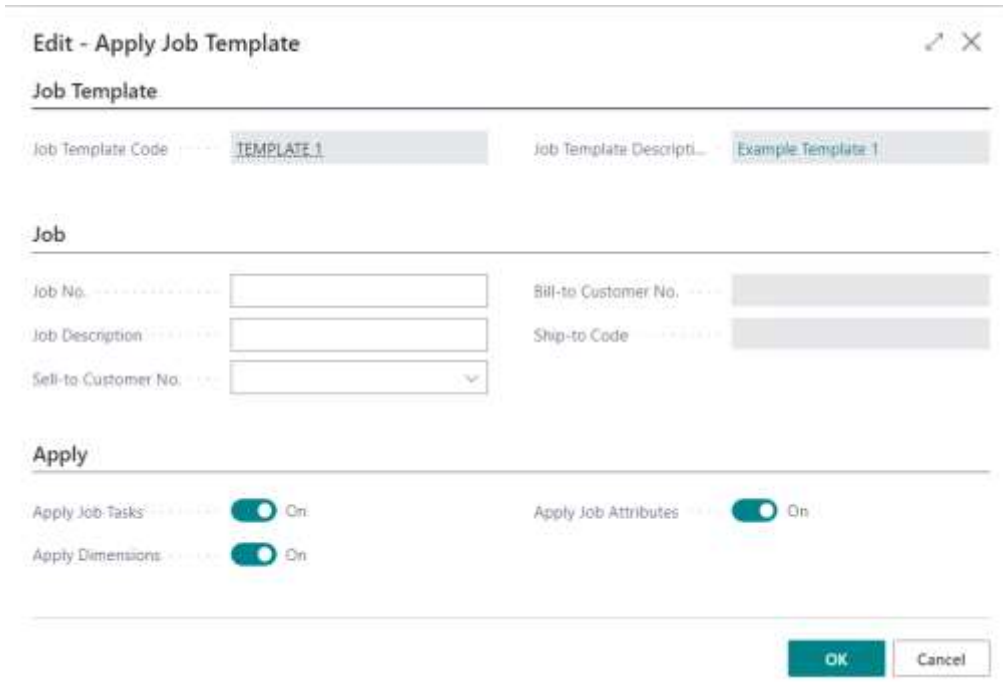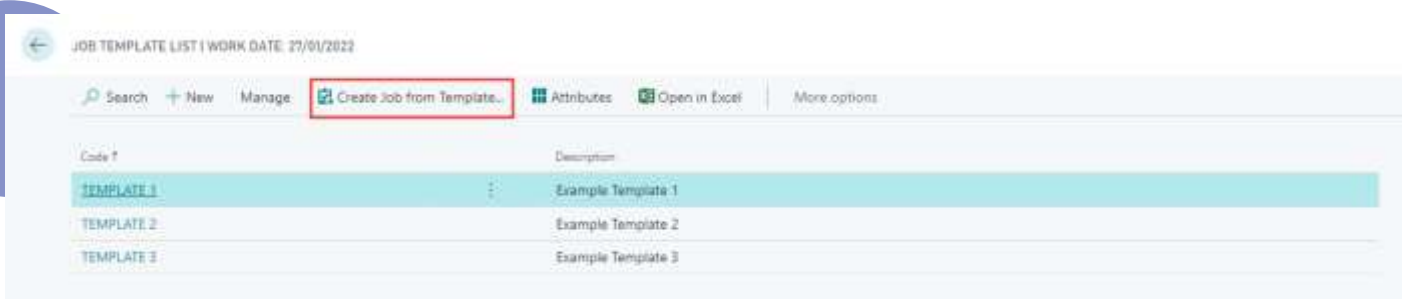
Note: When applying a Job Template to an existing Job all data, which is entered on the Job beforehand, will be lost. Even for fields which are not included in the Job Template. Therefore, it is important to apply a Job Template before adding other data to the Job.

Creating new Job from Job Template from Job Template List

Navigate to Job Template List

Select a Job Template from the list and then select Create Job Template

Field	Description
Job Template Code	Select the Job Template code which you want to apply when applying the Job
Job Template Description	The description from the Job Template. Will be automatically filled when a Job Template code is selected
Job No.	Used to apply a specific Job No. when applying the Job. If left empty the Job No. will be determined based on the No. Series in the Job Template or the No. Series in the Job Setup if the No. Series on the Job Template is left empty
Job Description	Used to apply a specific Job Description when applying the Job. If left empty the Job Description from the Job Template will be applied
Sell-to Customer No.	The Sell-to Customer No. which will be applied when applying the Job.
Bill-to Customer No.	The Bill-to Customer No. which will be applied when applying the Job. This field is automatically filled based on the Bill-to customer of the Customer.
Ship-to Code	The Ship-to Code which will be applied when applying the job. This field is automatically filled based on the Ship-to Code of the customer
Apply Job Tasks	Used to determine if the Job Task structure set up in the Job Template should be applied to the Job
Apply Dimensions	Used to determine if the Dimensions set up in the Job Template should be applied to the Job.
Apply Job Attributes	Used to determine if the Job Attributes set up in the Job Template should be applied to the Job. This option is only available when the Job Attributes App is also installed. For a more detailed description see chapter 4.

4. ATTRIBUTES

4.1 Description and objective

With this functionality a Job can be enriched with Job Attributes to add additional data and characteristics which cannot be stored in a field on the standard Job Card. Job Attributes is flexible to set up so a user can add as many Job Attributes to a Job as they want. Additionally, the Job Attributes can be used to filter the Job List to improve recognizability and finding a Job. Job Attributes can also be set up in a Job Template (see Chapter 3) so Job Attributes are automatically added to a Job when applying a Job Template.

4.2 Set up Job Attributes

To be able to apply Job Attributes to a Job or a Job Template, the Job Attributes which may be used in your organization must be set up first.

Navigate to Job Attributes

The Job Attribute List page is the page in which you can set up the attributes that can be used and applied to Jobs and Job Templates. You can Create, modify and Delete Job Attributes using the according functions on this page.

Field	Description
Code	A unique code to define the Job Attribute. When a user adds a Job Attribute to a Job or Job Template the Job Attribute code needs to be selected. The application of the Job Attribute should be recognizable from the code.
Type	Select the Type for the Job Attribute. The following types are available: • Boolean: used to specify attributes with a true or false value • Date: used to specify attributes with a date value • Decimal: used to specify attributes with a numeric decimal value • Free text: used to specify attributes with a text value • Integer: used to specify attributes with a whole number value • Option List: used to specify attributes with a pre-defined option list. See the explanation on adding options below this table for more detail.
Description	A more detailed description as an addition to the Job Attribute Code. The application of the Job Attribute should be recognizable from the description.
Blocked	Used to block the attribute for further use. Note that this will only block adding the attribute to new Jobs or Job Templates. If the blocked attribute is already applied to a Job or Job Template before blocking the Attribute it can still be used in that Job or Job Template.

Setting up option values for the Job Attribute Type: Option List

When the Job Attribute Type Option List is selected the Job Attribute Option Values function will be active on the Job Attribute List Page.


Select Job Attribute Option Values

In this page option values can be set up for the selected Job Attribute of the Option List type.

Field	Description
Sequence No.	Used to determine the sequence in which the options will show when applying the Job Attribute to a Job or Job Template. A numeric sequence from lower to higher can be set up in this field.
Attribute Option Value	Used to specify the value of the option

4.3 Setting up Job Attributes in a Job Template

To automatically apply Job Attributes to a Job when creating a Job from a Job Template, Job Attributes must first be set up in a Job Template.

Search for Job Template List
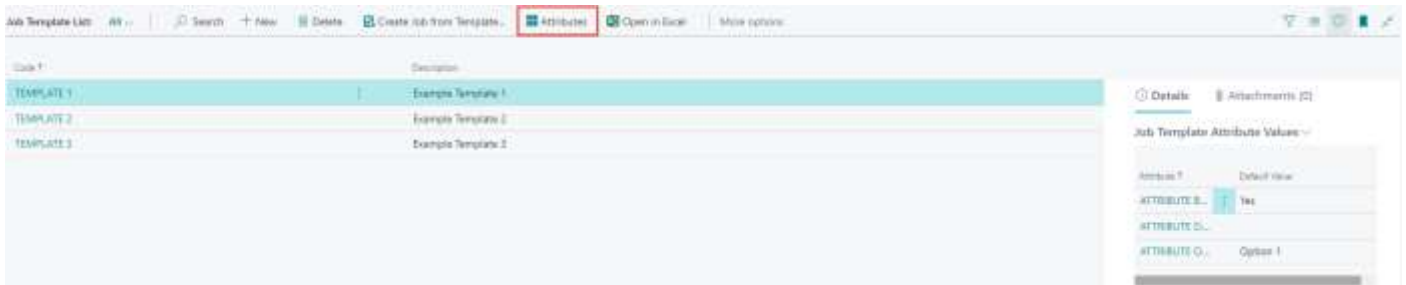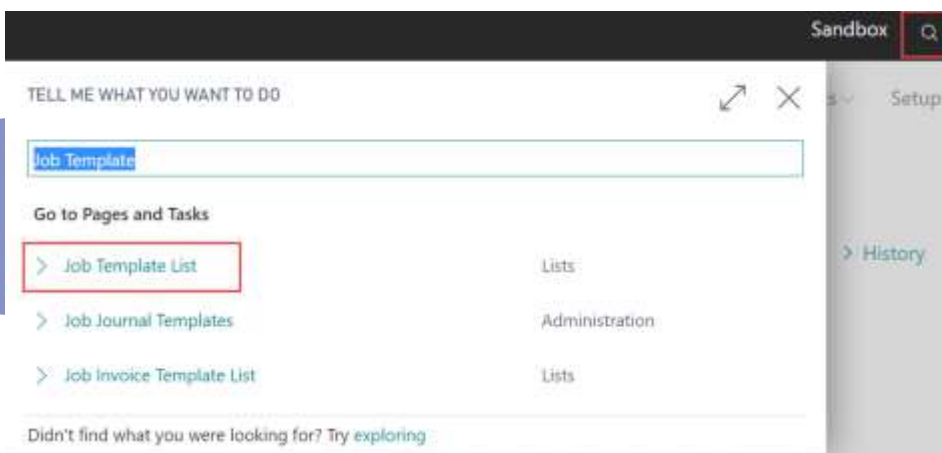
In the Job Template list the applied Job Template Attribute Values are shown in the related factbox on the list page.

Select Attributes to open the Job Template Attribute Values for the selected Job Template

In the Job Template Attribute Values page Job Attributes can be managed which are applied to the Job Template. When a Job Attribute is present in this list the Job Attribute will be applied to the Job when applying the Job Template to a Job (see chapter 3 for using and setting up Job Templates).

Field	Description
Attribute Code	The code of the Job Attribute. This field needs to be selected to add a Job Attribute to a Job Template
Attribute Description	The description of the Job Attribute. This field will be automatically filled when selecting a Attribute Code
Attribute Type	The Attribute Type of the Job Attribute. This field will be automatically filled when selecting an Attribute Code
Optional	This field can be used to specify whether the Attribute will be automatically applied when creating a new Job from a Job Template. If the Box is unchecked the Job Attribute will be automatically applied to the Job from the Job Template. If the Box is checked the Job Attribute will not be automatically applied to the Job from the Job Template. The user has the possibility and choice to add Job Attributes with the Optional value checked manually after applying the Job Template to a Job.
Default Value	Used to determine a default value for a Job Attribute in a Job Template. If a default value is filled the value will automatically be applied to the Job Attribute when applying the Job Template to a Job.

4.4 Applying and managing Job Attributes to a Job

Job Attributes are managed from the Job Card

Navigate to Jobs
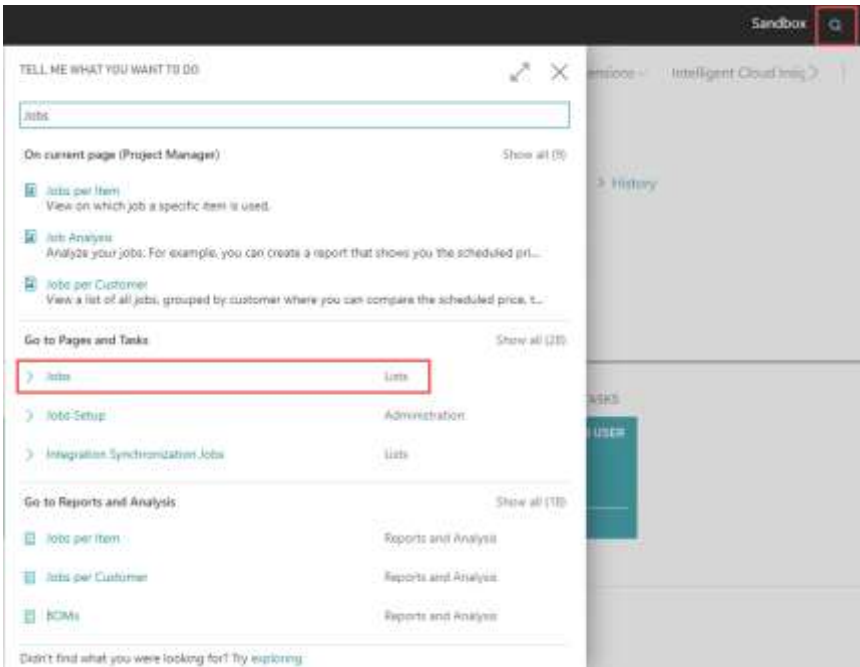
From the Job List the Job Attributes which are added to a Job are visible in a factbox.

This way Job Attribute data is presented for the selected Job without opening the Job.

Select a Job and open a Job Card.

From the Job Card the Job Attributes are also visible in a factbox.

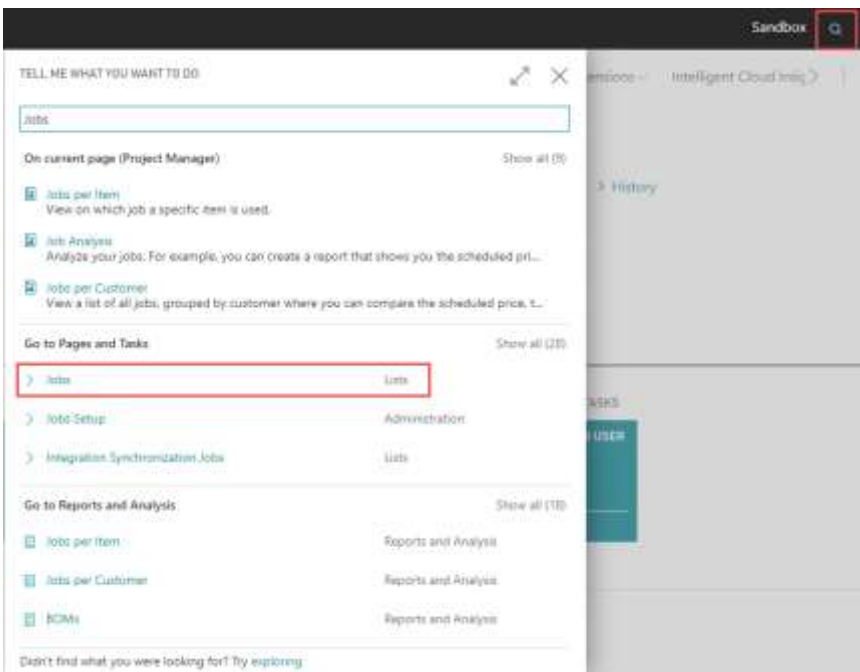To manage Job Attributes for a Job select the Job tab and then select the Attributes function

From this list Job Attributes and their values for the specific Job can be managed.

Field	Description
Attribute Code	The code of the Job Attribute. This field needs to be selected to add a Job Attribute to a Job
Attribute Description	The description of the Job Attribute. This field will be automatically filled when selecting a Attribute Code
Attribute Type	The Attribute Type of the Job Attribute. This field will be automatically filled when selecting an Attribute Code
Attribute Value	The value for the Job Attribute for this specific Job.

4.5 Filtering the Job List using Job Attributes

Job Attributes which are applied to Jobs can be used to filter the Job list.

Navigate to Jobs

In the Job List a filter can be applied based on the Job Attributes added to Jobs. Select the Jobs tab and then select Filter by Attributes
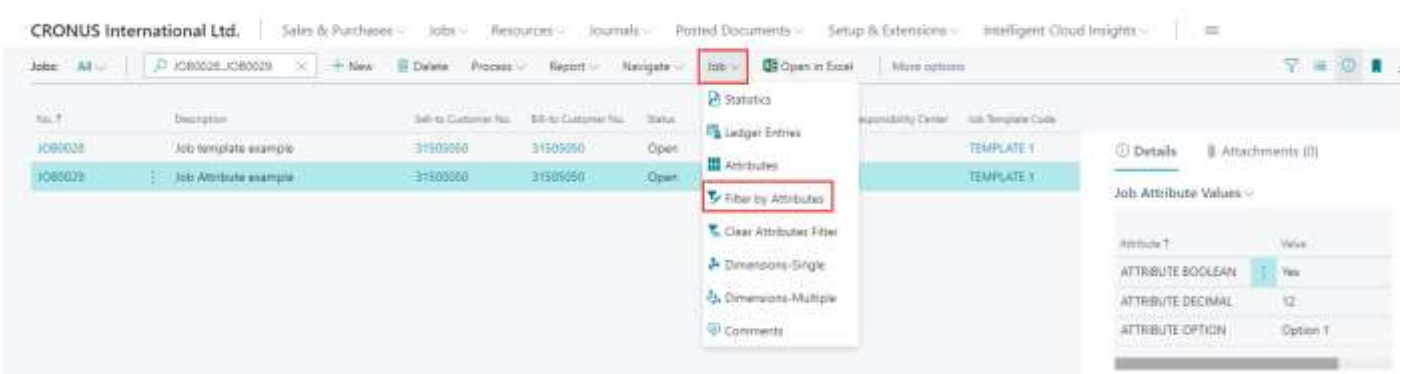
From this page Job Attributes with certain values can be selected to set a filter on the Job List page.

EDIT – FILTER JOB ATTRIBUTE

Field	Description
Attribute Code	The code of the Job Attribute. This field needs to be selected to set a filter on the Job Attribute with a certain value.
Attribute Value Filter	Used to set a value of a Job Attribute code with which the filter on the Job List will be set.
Attribute Description	The description of the Job Attribute. This field will be automatically filled when selecting a Attribute Code
Attribute Type	The Attribute Type of the Job Attribute. This field will be automatically filled when selecting an Attribute Code

Select OK to set the filter on the Job List according to the selected Job Attributes and their respective values.

Select Cancel to not set a filter on the Job List.

To modify the Job Attribute Filter in the Job list the Filter by Attributes page can be reopened.

To remove the Job Attribute Filter from the Job List the Clear Attributes Filter function can be used. On the Job List select the Job Tab and then select Clear Attributes Filter.

5. INVOICE TEMPLATE

5.1 Description and objective

With this functionality a standard Job Invoice Template can be set up to create a invoicing/billing schedule which can be applied to Job Planning Lines in a Job. This can be used for projects & contracts for which a contractual amount has been agreed upon which will be billed to a customer according to a agreed upon invoicing/billing schedule. Applying a Job Invoice Template in a Job will generate Job Planning Lines of the "Billable" type for which Sales Invoices can be created to bill the project customer according to the agreed upon schedule. This functionality aims to provide efficiency and error reduction by allowing users to generate invoicing/billing schedules automatically instead of entering them manually in a Job.

5.2 Understanding Job Invoice Templates

Before setting up Job Invoice Templates it's important to understand the starting points and purpose behind the functionality. Understanding the starting points will help understanding the setup and functionality. The purpose of Job Invoice Templates is to help the user when setting up a invoicing/billing schedule in a Job based on a contractual value for the project. This contractual value needs to be set up in the Job first, so the Job Invoice Template can be applied to the contractual value, which will create the invoicing/billing schedule with the contractual value spread out in the schedule accordingly.

Example:

The agreed upon contractual value for a project is €12.000,-. In this project the contractual value will be

invoiced in monthly terms over the coming year. Having a monthly Job Invoice Template set up accordingly

the following invoicing/billing schedule will be generated when applying the Job Invoice Template to the

contractual value:

Term	Invoice value
January	€1000,-
February	€1000,-
March	€1000,-
April	€1000,-
May	€1000,-
June	€1000,-
July	€1000,-
August	€1000,-
September	€1000,-
October	€1000,-
November	€1000,-
December	€1000,-

Tip: If you are having trouble determining an efficient way to structure Jobs in Business Central and find it difficult to understand how contractual values in a Job can be set up and managed, feel free to contact Prodware. Prodware has years of experience helping customers to determine the optimal way to structure and set up their Jobs in Business Central.

5.3 Setting up a Job Invoice Template

To be able to use Job Invoice Templates in Jobs or Job Templates, a Job Invoice Template must first be set up

Navigate to Job Invoice Template List
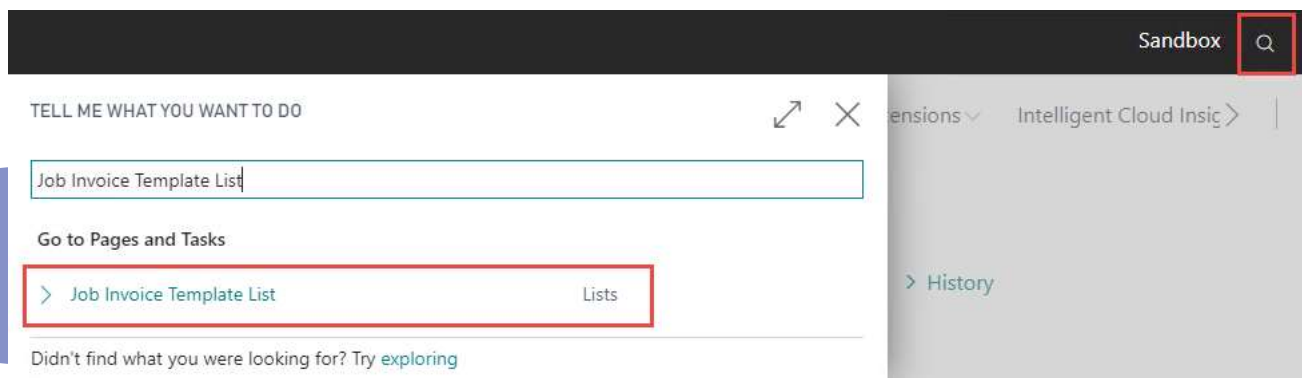
From the Job Invoice Template List Job Invoice Templates can be manages. Multiple Invoice/billing schedules can be created if they are relevant in your business.

Select a Job Invoice Template to open the Job Invoice Template Card

JOBINV01

Release   Reopen

General

Code	JOBINV01	Job Posting Group	SETTING UP
Description	Job Invoice Template example 1	Creation Date	03/02/2021
Date Calculation	Forward	Date Last Modified	08/04/2021
Invoicing Method	Fixed Price	Last Modified By	ADMIN
Total Percentage	100.00	Status	Released
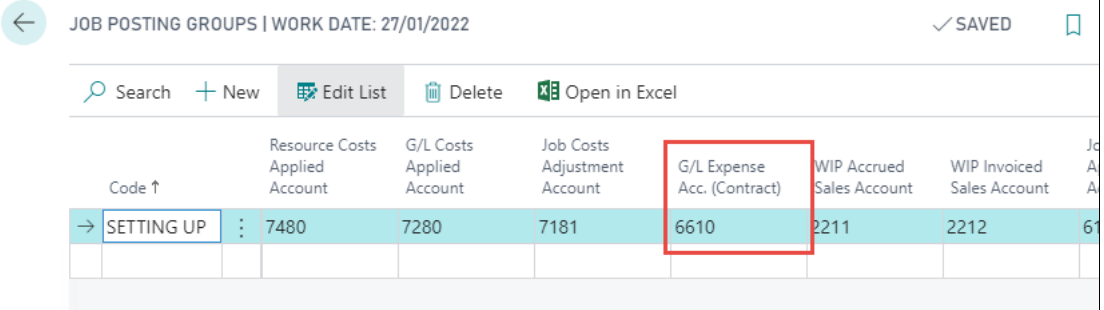
Job Invoice Template Lines   Manage

	Description	Invoicing Date Formula	Percentage
→	1st term - In advance	0M	60.00
	2nd term - at project start	2M	20.00
	3rd term - at project delivery	6M	20.00

General tab

In the General tab general information and calculation methods are available for the Job Invoice Template.

Field	Description
Code	A unique code to define the Job Invoice Template. When a user adds a Job Invoice Template to a Job or Job Template the Job Invoice Template code needs to be selected. The application of the Job Invoice Template should be recognizable from the code.
Description	A more detailed description as an addition to the Job Invoice Template Code. The application of the Job Invoice Template should be recognizable from the description.
Date Calculation	Used to determine the way dates are calculated in the invoicing/billing schedule generated by the Job Invoice Template. The following options are available: • Manual: dates have to be manually determined after applying an Job Invoice Template. The terms will be generated in the Job, but planning date fields will be left blank. • Forward: dates will automatically be determined after applying a Job Invoice Template. The planning date of the term will be calculated forwards based on the Starting Date field of the Job. For example: the starting date on the Job Card is 01/01/2021 and the Invoicing Date Formula (see explanation on the Job Invoice Template Lines tab) is 1M the planning date will be calculated as following: 01/01/2021 + 1 Month = 01/02/2021.

	• Backward: dates will automatically be determined after applying a Job Invoice Template. The planning date of the term will be calculated backwards based on the Starting Date field of the Job. For example: the starting date on the Job Card is 01/01/2021 and the Invoicing Date Formula (see explanation on the Job Invoice Template Lines tab) is 1M the planning date will be calculated as following: 01/01/2021 - 1 Month = 01/12/2020.
Total Percentage	The Total Percentage of the percentages of the Job Invoice Template Lines. The total must equal to 100 before a Job Invoice Template can be released.
Job Posting Group	Determines the G/L account with which the terms of the Job Invoice Template will be generated. G/L account set up in the "G/L Expense Acc. (Contract)" field will be used to determine the G/L account for the generated terms.
Creation Date	The creation date of the Job Invoice Template.
Date Last Modified	The date on which the Job Invoice Template was last modified.
Last Modified By	The user who modified the Job Invoice Template last.
Status	The status of the Job Invoice Template. Only released invoice templates can be used in jobs.

Job Invoice Template Lines

Field	Description
Description	The description of the term in the invoice template. This will be the description of the term which will be applied when generating a invoice schedule from a invoice template.
Invoicing Date Formula	The date formula which will be used to calculate the Planning Date of the Job Planning Line which will be generated when applying the invoice template. The Planning Date calculation date is as following: Starting Date of the Job + Invoicing Date Formula. The direction of the calculation will be determined by the Date Calculation field in the General tab. The standard date formulas in Business Central can be applied. Please refer to Microsoft's documentation on date formulas for more information.
Percentage	The percentage of the term. The Line Amount of the Budget Line on which the invoice template will be applied will be divided among the generated terms according to the percentage of the term.

Releasing and Re-opening a Job Invoice Template

To apply a Job Invoice Template in a Job the status must be set to "Released". Before editing data in a Job Invoice Template the status must be set to "Open". The Release and Re-open functions can be used to edit the Status.

5.4 Setting up a Job Invoice Template in a Job Template

Note: This chapter is only relevant when you use the Prodware Projectmanagement – Project Templates App. For more information on Job Templates and how to create them please refer to chapter 3 of this manual.

Job Invoice Templates can be set up in Job Templates to determine what Job Invoice Template should be applied to a Job Task.

Navigate to "Job Template List" using the search function.
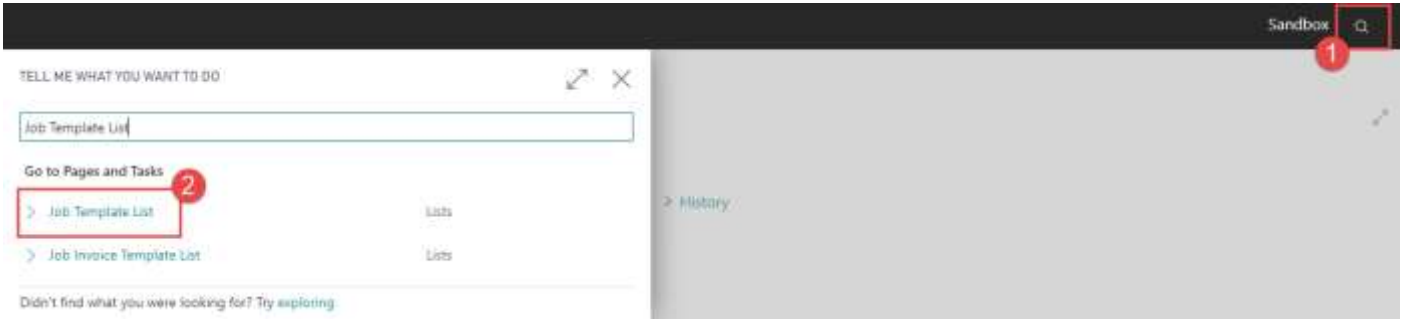
From the Job Template List select a Job Template Code to open a Job Template.

In the Job Template Card the following field can be set up to determine a default Job Invoice Template Code for Job Tasks in the Template.

Tasks Tab

Field	Description
Job Invoice Template Code	Used to Select a Job Invoice Template Code. The selected Job Invoice Template Code will be applied to the Job Task when applying a Job Template to a Job. When Job Planning Lines are created for this Job Task in the Job, the Job Invoice Template Code from the Job Task will be automatically set on the Job Planning Line.

5.5 Applying a Job Invoice Template in a Job

Job Invoice Templates are applied in Job Planning Lines in a Job. First navigate to "Jobs" using the search function.
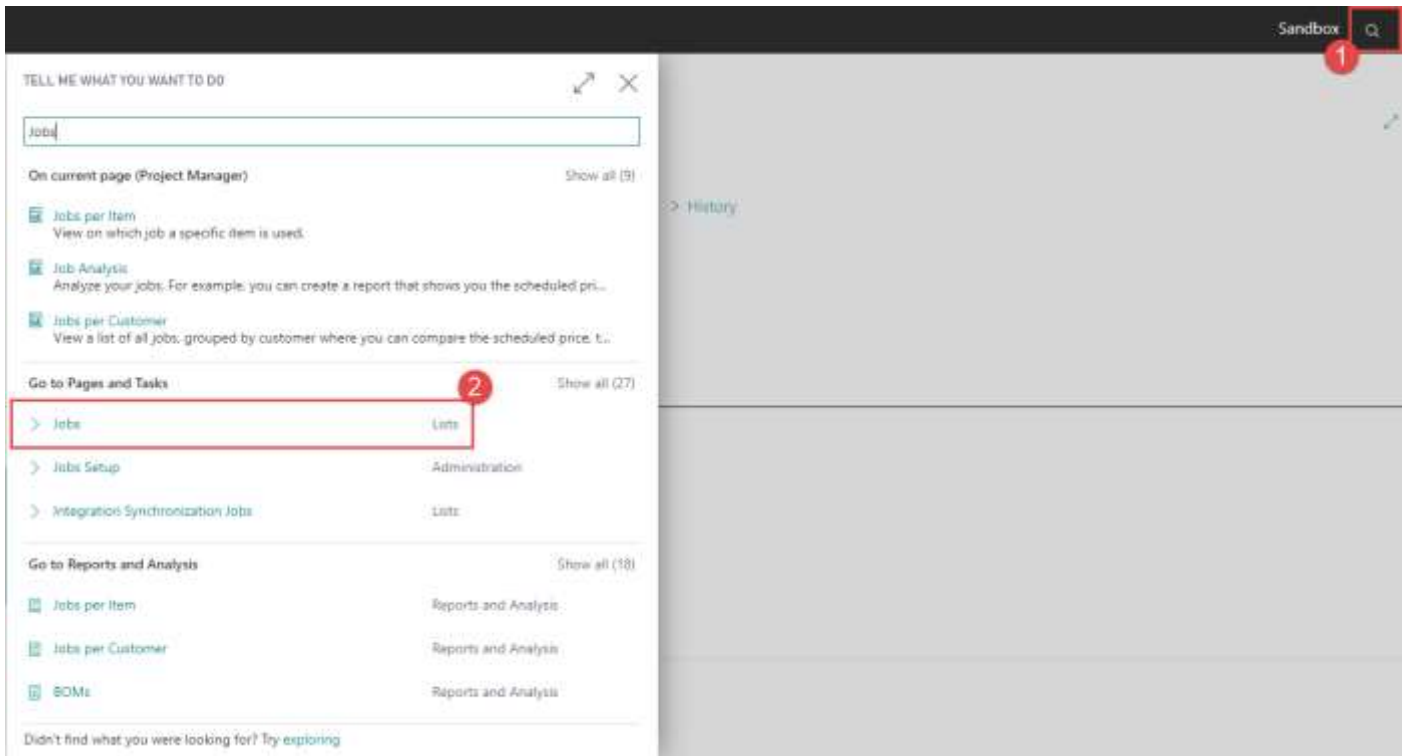
From the Job List select a Job No. to open a Job.
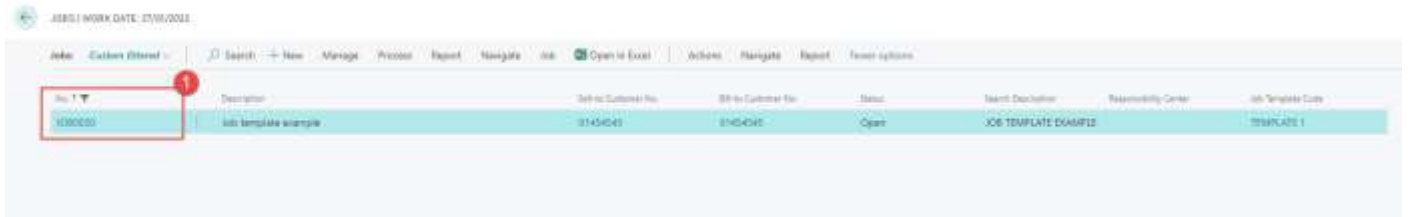
Prerequisites: To be able to apply a Job Invoice Template to a Job the following fields should be filled in the Job: Job Posting Group, Starting Date.

Posting Tab:

Field	Description
Job Posting Group	Applying a Job Invoice Template will create the terms set up in the invoice templates as Job Planning Lines of the "Billable" Line Type and as "G/L Account" Type. The G/L account with which the terms will be created is determined from the "G/L Expense Acc. (Contract)" field from the Job Posting Group. It's an important prerequisite that this field is set up in the Job Posting Group to be able to use Job Invoice Templates.

Duration Tab:

Field	Description
Starting Date	Applying a Job Invoice Template will create the terms set up in the invoice templates as Job Planning Lines of the "Billable" Line Type and as "G/L Account" Type. The "Planning Date" field on the Job Planning Line determines on what date the term will be invoiced. The Starting Date field on the Job is used to set up the starting date of the contract. This date will be used to calculate the dates of each term using the Invoicing Date Formula from the Job Invoice Template.

Navigate to the Job Planning Lines of the Job Task for which you want to apply a Job Invoice Template
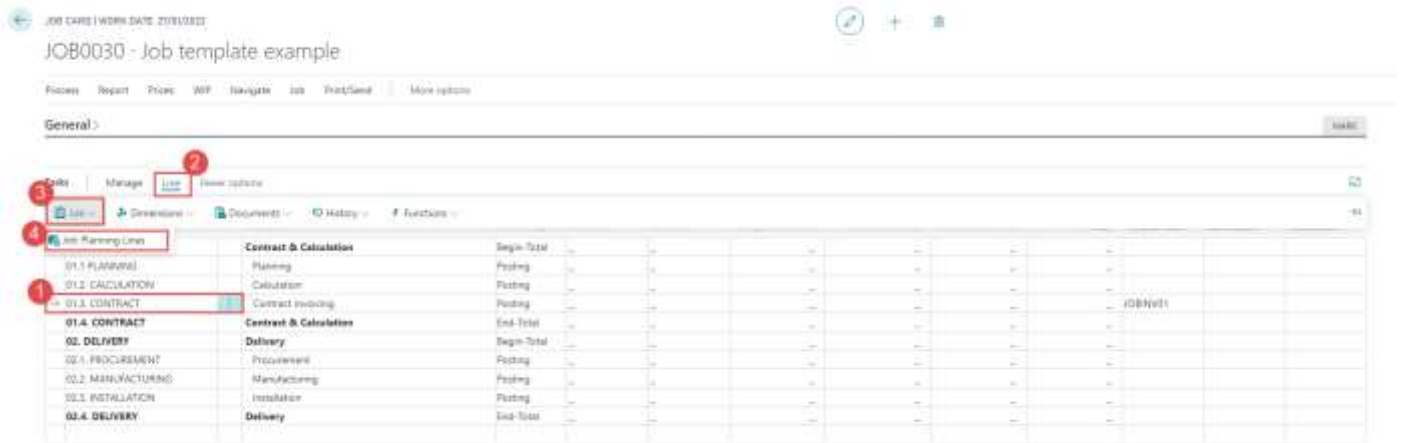
Job Invoice Templates are applied to a Job Planning Line of the "Budget" Line Type. This Job Planning Line will be used to determine the total contracted value of a project or contract. After applying a Job Invoice Template on this line the total contracted value will be divided over the terms according to the percentage set up per term in the Job Invoice Template. In the following example a contracted value of €12.000 will be divided evenly over 12 monthly terms for a contract starting on 1st of January.

A Job Planning Line defining the contracted value for a project or contract should be set up as following:

Field	Description
Line Type	To set up a Job Planning Line to define the contracted value the "Budget" Line Type should be applied. Job Invoice Templates can only be applied to this Line Type.
Type	To set up a Job Planning Line to define the contracted value the "G/L Account" Type should be applied. Job Invoice Templates can only be applied to this Type.
No.	A G/L Account No. must be selected in this field. Please note that this Job Planning Line and this G/L Account will only be used to determine the contracted value. No actual posting will be done for this G/L account from this Job Planning Line. It is a best practice to set up a dedicated G/L account to determine contracted values to be able to apply Job Invoice Templates.
Quantity	This field must be filled to calculate the "Line Amount" field for the Job Planning Line. You can use this field in combination with the "Unit Price" field to make a calculation for the "Line Amount" field. The Line Amount will be used to divide the contracted value among the terms.
Unit Price	This field must be filled to calculate the "Line Amount" field for the Job Planning Line. You can use this field in combination with the "Quantity" field to make a calculation for the "Line Amount" field. The Line Amount will be used to divide the contracted value among the terms.
Job Invoice Template Code	Select a Job Invoice Template Code to set up which Job Invoice Template will be applied to the Job Planning Line.

To apply a Job Invoice Template to the contract value line first select the Job Planning Line and then select the "Apply Job Invoice Template" function

After applying the Job Invoice Template the terms should be created a Job Planning Lines of the "Billable" type

Note: If you want to re-apply the invoice template you need to delete the Billable Job Planning Lines created by the Job Invoice Template. To do this you must clear the "Job Invoice Template Code" field for each Billable Job Invoice Template. This can only be done for Job Planning Lines which haven't been invoiced yet.

Influence of Work Date when applying a Job Invoice Template

The Work Date has influence on the behavior of applying Job Invoice Templates. When a term is calculated in the past relative to the work date of the user the "Planning Date" of the Job Planning Line for the term will be set equal to the work date. Example:

Starting Date of the Job = 01/01/2021

Work Date of the Job = 01/06/2021 (1st of June)

When applying the Job Invoice Template in this situation the following message will occur notifying the user some Job Planning Lines are calculated in the past relative to the Work Date:

The terms will be calculated as following:

The terms before 1st of June will be set equal to the Work Date in this scenario. This is done because these terms should have already been invoiced according to the Starting Date for this Job (1st of January). The user must decide what to do with these lines is this situation, I.e.: Invoice them retroactively or delete the lines so they wont be invoiced.

5.5.1 Recalculating a invoicing/billing schedule

After applying a Job Invoice Template the conditions and values of the terms can be recalculated. In addition, the contracted value can be increased and divided among the remaining to be invoiced lines.

From the Job Planning Lines first select the Job Planning Line of the "Budget" type for which you have set up the contracted value. Then select the "Recalculate Schedule" function.

In the Recalculate Schedule page the to be invoiced Job Planning lines generated from a Job Invoice Template can be recalculated. This view shows only Job Planning Lines that are not yet already invoiced.

Field	Description
Total Line Amount	Shows the total Line Amount of the budget line for which a Job Invoice Template has been applied.
Extra Line Amount	Used to add (positive or negative) an extra amount to the Total Line Amount. The When an amount is added in this field the "Percentage" for each open term and "Unit Price" for each open term will be recalculated. Note that the recalculations will only be applied definitively when selecting the "Apply Recalculation" function.
Posted Line Amount	Shows the total Line Amount which has already been invoiced for this schedule.
Posted Percentage	Shows the total Posted Percentage which has already been invoiced for this schedule.
Remaining Line Amount	Shows the total Remaining Line Amount that has yet to be invoiced for this schedule.

Remaining Percentage	Shows the total Remaining Percentage that has yet to be invoiced for this schedule.
Line Amount (Assigned)	Shows the Line Amount that is currently assigned after making manual changes relative to the Remaining Line Amount.
Percentage (Assigned)	Shows the Percentage that is currently assigned after making manual changes relative to the remaining Percentage.
Remainder to last line	Used to determine whether rounding differences should be applied to the last line the make sure the values in the recalculations are complete.
Planning Date	Shows the Planning Date for the term in the schedule.
Percentage	Shows the Percentage for the term in the schedule. You can edit this percentage to apply changes to the schedule.
Unit Price	Shows the Unit Price for the term in the schedule. You can edit this amount to apply changes to the schedule.
Description	Shows the description for the term in the schedule.

After making changes in the Recalculate Schedule page the "Apply Recalculation" function can be used to apply the changes to the Job Planning Lines.

Closing the Recalculate Schedule page will discard your changes.

6. Combined Invoices

6.1 Description and objective

The Combined Invoices functionality makes it possible to create Sales Invoices and Sales Credit Memo's in batch and Combine billable Job Planning Lines in Sales Invoices and Sales Credit Memo's on the following Combine Levels:

- Sell-to Customer: Invoices or Credit Memo's will be combined on Sell-to Customer No. Planning Lines with the same Sell-to Customer No. will be combined in one invoice or credit memo.
- Bill-to Customer: Invoices or Credit Memo's will be combined on Bill-to Customer No. Planning Lines with the same Bill-to Customer No. will be combined in one invoice or credit memo.
- Job: Invoices or Credit Memo's will be combined on Job No. Planning Lines with the same Job No. will be combined in one invoice or credit memo.
- Ship-to Code: Invoices or Credit Memo's will be combined on Ship-to Code. Planning Lines with the same Ship-to Code will be combined in one invoice or credit memo.

6.2 Combine Job Sales Invoices

The Project Template – Combine Invoices app introduces the Job Planning Lines – to be invoiced overview to create invoices and credit memo's in. In this page all the 'billable' and 'budget and billable' Job Planning Lines which can be invoiced are displayed (Job Planning Lines which have a quantity to invoice not equal to zero).

This page is available on the Jobs list page.

Start by navigating to "Jobs" using the search function

Select the 'Job Planning Lines – to be invoiced' page by selecting "Process" and then selecting "Job Planning Lines – to be invoiced".

In this page filters are displayed to be able to filter on the Job Planning Lines you want to invoice in batch. The page only shows Job Planning Lines of the "Billable" and "Budget and Billable" Line Type. Filters can be added to the page for the following fields.

Field	Description
Begin Date	Used to specify the start of the date range to filter on the Planning date of the Job Planning Lines. With this field the planning lines for a specific planning date range can be filtered.
End Date	Used to specify the end of the date range to filter on the Planning date of the Job Planning Lines. With this field the planning lines for a specific planning date range can be filtered.
Job No.	Used to filter Job Planning Lines on Job No. With this field the planning lines can be filtered on a specific job.
Job Task No.	Used to filter Job Planning Lines on Job Task No. With this field the planning lines can be filtered on a specific job task.
Bill-to Customer No.	Used to filter Job Planning Lines on Bill-to Customer No. With this field the planning lines can be filtered on a specific Bill-to Customer.
Sell-to Customer No.	Used to filter Job Planning Lines on Sell-to Customer No. With this field the planning lines can be filtered on a specific Sell-to Customer.
Ship-to Code	Used to filter Job Planning Lines on Ship-to Code. With this field the planning lines can be filtered on a specific Ship-to Code.
Description	Used to filter Job Planning Lines on the Description. With this field the planning lines can be filtered on a specific description or part of a description.
Currency Code	Used to filter Job Planning Lines on Currency Code. With this field the planning lines can be filtered on a specific currency.
Global Dimension 1 Code	Used to filter Job Planning Lines on Global Dimension 1 Code. With this field the planning lines can be filtered on a specific global dimension.
Global Dimension 2 Code	Used to filter Job Planning Lines on Global Dimension 2. With this field the planning lines can be filtered on a specific global dimension.

After filtering the 'Job Planning Lines – to be invoiced' it's possible to create invoices in batch for all lines within the filter or to make a more specific selection by selecting the lines that need to be invoiced.

A selection can be made by marking the checkboxes on the Job Planning Lines.

After setting a filter and/or making a selection the "Create Sales Invoices" function can be used to create invoices in batch for the lines within the filter or within the selection.


This will open the "Job Transfer to Invoice" Page.
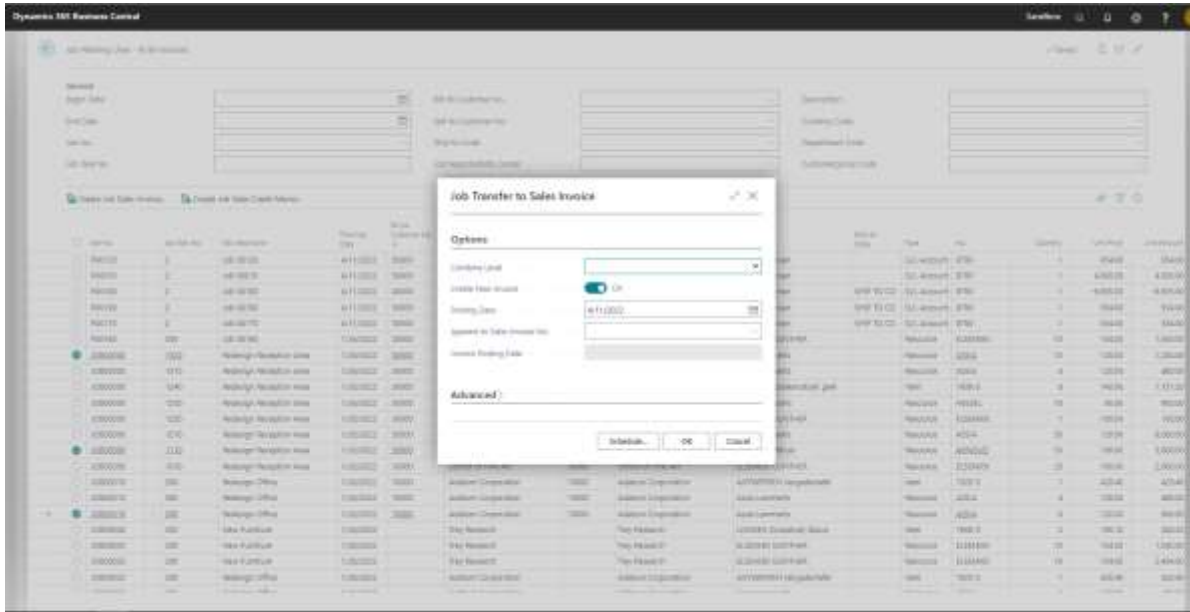
In this page you can determine under which condition the invoices will be combined.

Field	Description
Combine Level	Specifies the Combine Level when creating job sales invoices. The combine level determines how job planning lines will be combined in the sales invoiced which will be created. • Sell-to Customer: Invoices will be combined on Sell-to Customer No. Planning Lines with the same Sell-to Customer No. within the filter/selection will be combined in one invoice. • Bill-to Customer: Invoices will be combined on Bill-to Customer No. Planning Lines with the same Bill-to Customer No. within the filter/selection will be combined in one invoice. • Ship-to Code: Invoices or Credit Memo's will be combined on Ship-to Code. Planning Lines with the same Ship-to Code will be combined in one invoice or credit memo. • Job: Invoices will be combined on Job No. Planning Lines with the same Job No. within the filter/selection will be combined in one invoice.
Create New Invoice	Specifies if the batch job creates new Sales Invoices.
Posting Date	Specifies the posting date for the sales invoice which will be created.
Append to Sales Invoice No.	Specifies the number of the sales invoice that you want to append the lines to if you did not select the Create New Invoice field.
Invoice Posting Date	Specifies the Invoice Posting Date if you selected the Append to Sales Invoice No. field. Shows the posting date of the Sales Invoice you want to append the planning lines to.

After setting the correct conditions in the "Job Transfer to Sales Invoice" page select "OK" to create the Sales Invoices in batch.
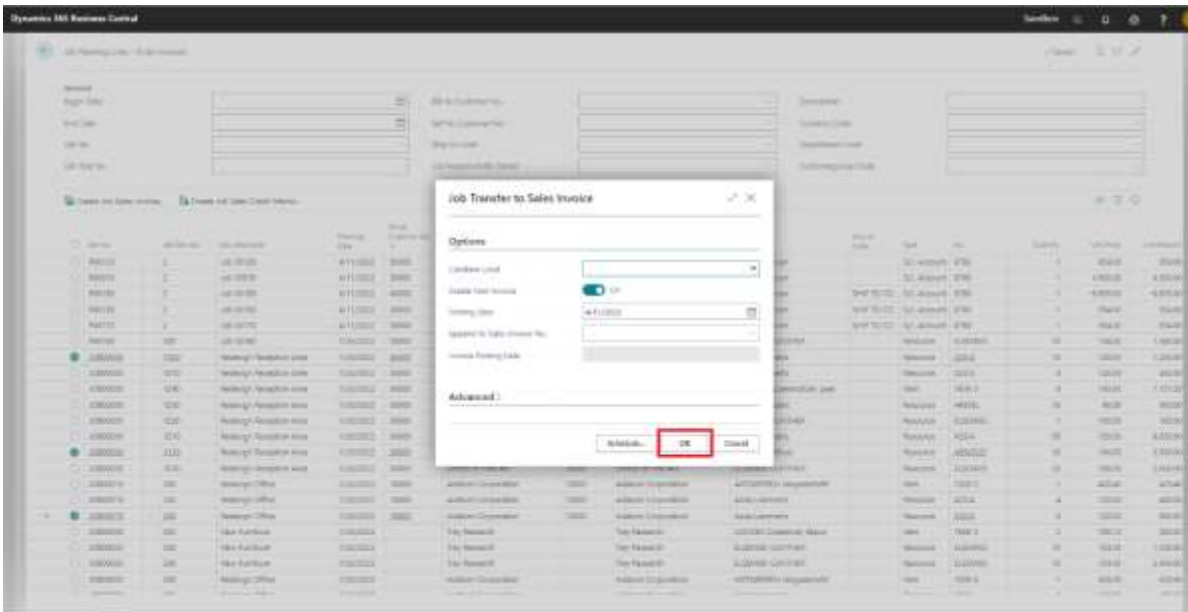
6.3 Combine Job Sales Credit Memo's

The Project Template – Combine Invoices app introduces the Job Planning Lines – to be invoiced overview to create invoices and credit memo's. In this page all the 'billable' and 'budget and billable' Job Planning Lines which can be invoiced are displayed (Job Planning Lines which have a quantity to invoice not equal to zero).

This page is available on the Jobs list page.

Start by navigating to "Jobs" using the search function

Select the 'Job Planning Lines – to be invoiced' page by selecting "Process" and then selecting "Job Planning Lines – to be invoiced".

In this page filters are displayed to be able to filter on the Job Planning Lines you want to invoice in batch. The page only shows Job Planning Lines of the "Billable" and "Budget and Billable" Line Type. Filters can be added to the page for the following fields.

Field	Description
Begin Date	Used to specify the start of the date range to filter on the Planning date of the Job Planning Lines. With this field the planning lines for a specific planning date range can be filtered.
End Date	Used to specify the end of the date range to filter on the Planning date of the Job Planning Lines. With this field the planning lines for a specific planning date range can be filtered.
Job No.	Used to filter Job Planning Lines on Job No. With this field the planning lines can be filtered on a specific job.
Job Task No.	Used to filter Job Planning Lines on Job Task No. With this field the planning lines can be filtered on a specific job task.
Bill-to Customer No.	Used to filter Job Planning Lines on Bill-to Customer No. With this field the planning lines can be filtered on a specific Bill-to Customer.
Sell-to Customer No.	Used to filter Job Planning Lines on Sell-to Customer No. With this field the planning lines can be filtered on a specific Sell-to Customer.
Ship-to Code	Used to filter Job Planning Lines on Ship-to Code. With this field the planning lines can be filtered on a specific Ship-to Code.
Description	Used to filter Job Planning Lines on the Description. With this field the planning lines can be filtered on a specific description or part of a description.
Currency Code	Used to filter Job Planning Lines on Currency Code. With this field the planning lines can be filtered on a specific currency.
Global Dimension 1 Code	Used to filter Job Planning Lines on Global Dimension 1 Code. With this field the planning lines can be filtered on a specific global dimension.
Global Dimension 2 Code	Used to filter Job Planning Lines on Global Dimension 2. With this field the planning lines can be filtered on a specific global dimension.

After filtering the 'Job Planning Lines – to be invoiced' it's possible to create credit memo's in batch for all lines within the filter or to make a more specific selection by selecting the lines that need to be invoiced.

A selection can be made by marking the checkboxes on the Job Planning Lines.

After setting a filter and/or making a selection the "Create Sales Credit Memo's" function can be used to create credit memo's in batch for the lines within the filter or within the selection.

This will open the "Job Transfer to Credit Memo" Page.

In this page you can determine under which condition the credit memo's will be combined.

Field	Description
Combine Level	Specifies the Combine Level when creating job credit memo's. The combine level determines how job planning lines will be combined in the credit memo's which will be created. • Sell-to Customer: Credit Memo's will be combined on Sell-to Customer No. Planning Lines with the same Sell-to Customer No. within the filter/selection will be combined in one Credit Memo. • Bill-to Customer: Credit Memo's will be combined on Bill-to Customer No. Planning Lines with the same Bill-to Customer No. within the filter/selection will be combined in one Credit Memo. • Ship-to Code: Invoices or Credit Memo's will be combined on Ship-to Code. Planning Lines with the same Ship-to Code will be combined in one invoice or credit memo. • Job: Credit Memo's will be combined on Job No. Planning Lines with the same Job No. within the filter/selection will be combined in one Credit Memo.
Create New Credit Memo's	Specifies if the batch job creates new Sales Credit Memo's
Posting Date	Specifies the posting date for the credit memo which will be created.
Append to Credit Memo's No.	Specifies the number of the credit memo that you want to append the lines to if you did not select the Create New Sales Credit Memo's field.

Cr. Memo Posting Date	Specifies the Cr. Memo Posting Date if you selected the Append to Sales Credit Memo's No. field. Shows the posting date of the Cr. Memo you want to append the planning lines to.

After setting the correct conditions in the "Job Transfer to Credit Memo" page select "OK" to create the Sales Credit Memo's in batch.
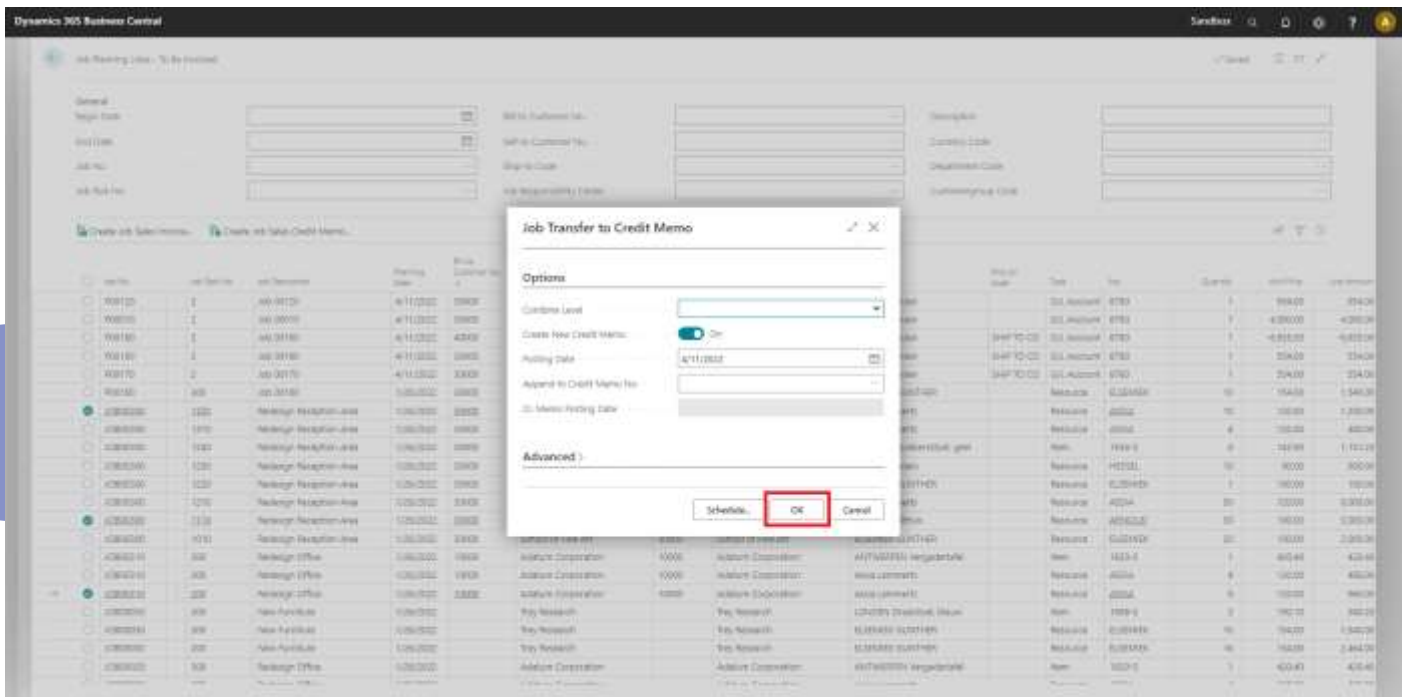
7. DEPARTMENTS

7.1 Description and objective

This functionality is designed for companies working with multiple departments or Responsibility Centers in which Jobs are managed. The functionality makes it possible to set up Responsibility Centers per user, to make sure the Job administration for each department is separated from each other. This makes sure users can only manage Jobs in Business Central that are set up for the Responsibility Center the user belongs to.
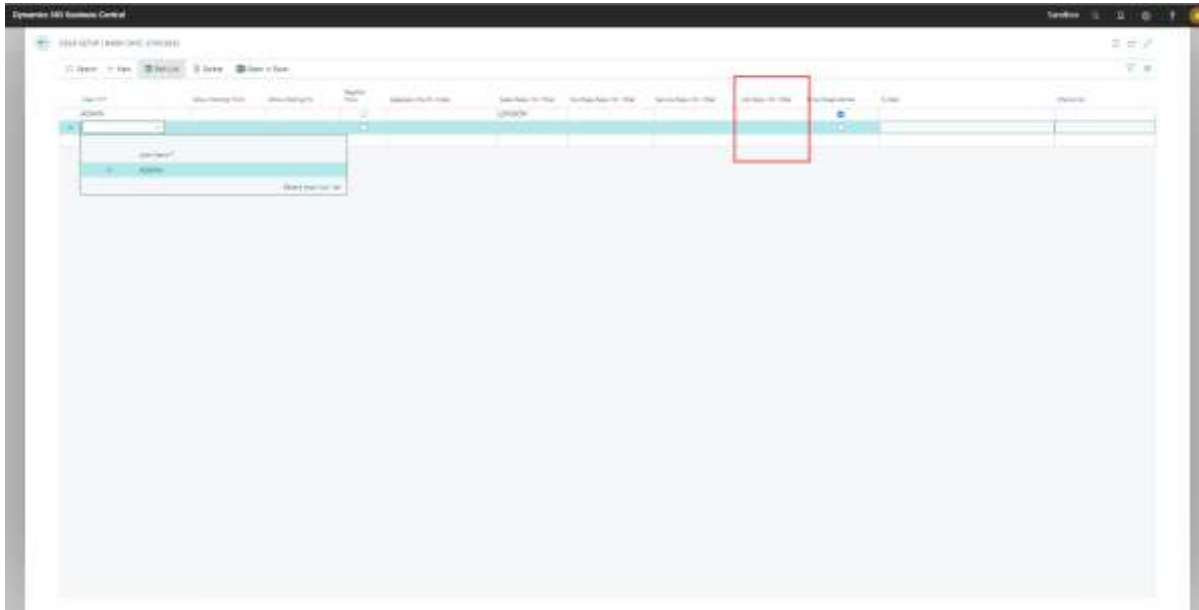
7.2 Setup Job Responsibility Center for a user

To setup a Job Responsibility Center Filter for a user the User Setup page is used to specify which user belongs to which Responsibility Center for Jobs.

Start by navigating to User Setup by using the Search function.
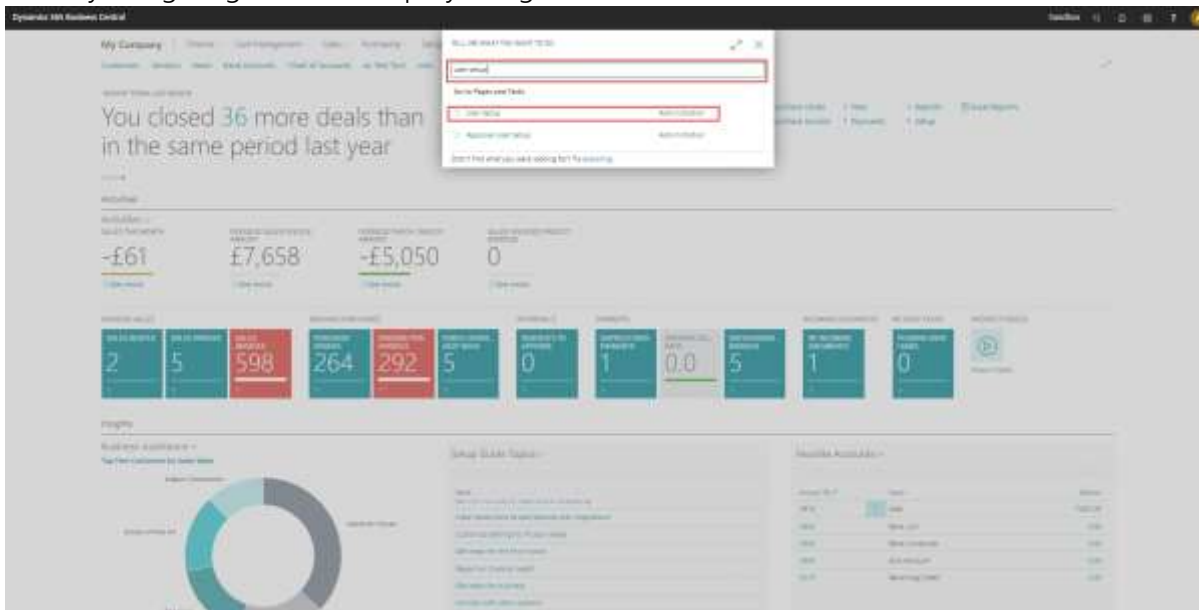
In the User Setup the Job Resp. Ctr. Filter field must be entered for each user you want to set up a Job Responsibility center for.

Enter a Responsibility Center in the field 'Job Resp. Ctr. Filter' to setup Job Responsibility Center for a user.

| Field	Description
Job Resp. Ctr. Filter	Specifies the code for the Responsibility Center you want to assign to the user. The user will only be able to see Jobs for the responsibility center specified. This responsibility center will also be the default Responsibility Center when the user creates new Job documents.

Apply a Responsibility Center in Jobs

To be able to work with Responsibility Centers on Jobs, a Responsibility Center needs to be specified on Jobs. Therefore, the new field Responsibility Center is added to the general tab of a Job Card. There are several ways the functionality helps the user to set up the right Responsibility Center for a Job.

Start by navigating to Jobs using the search function.
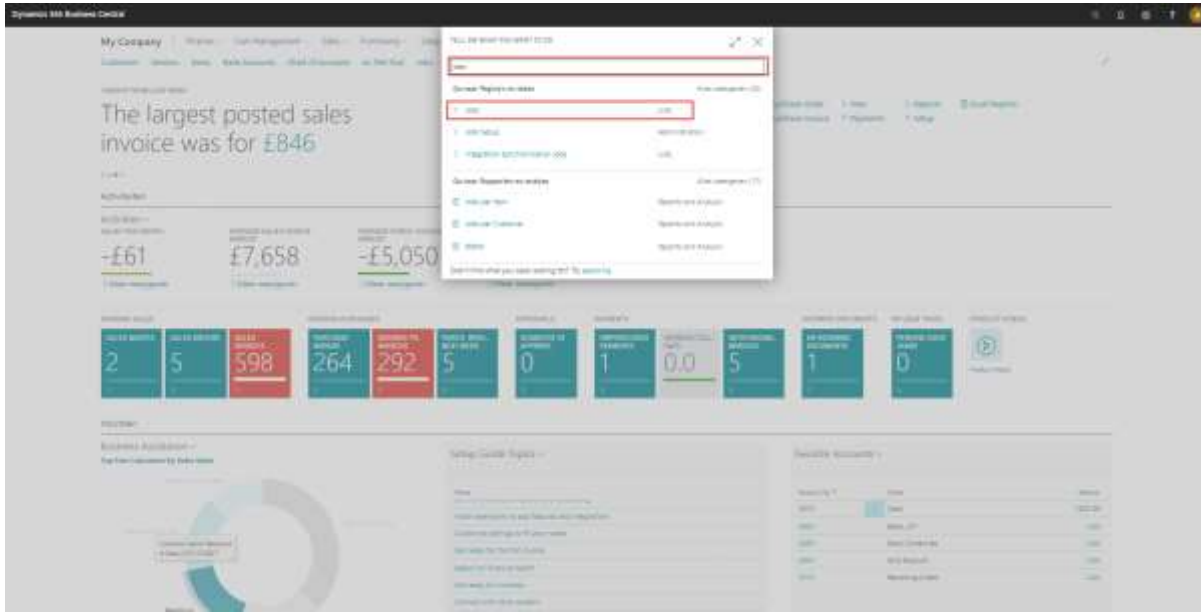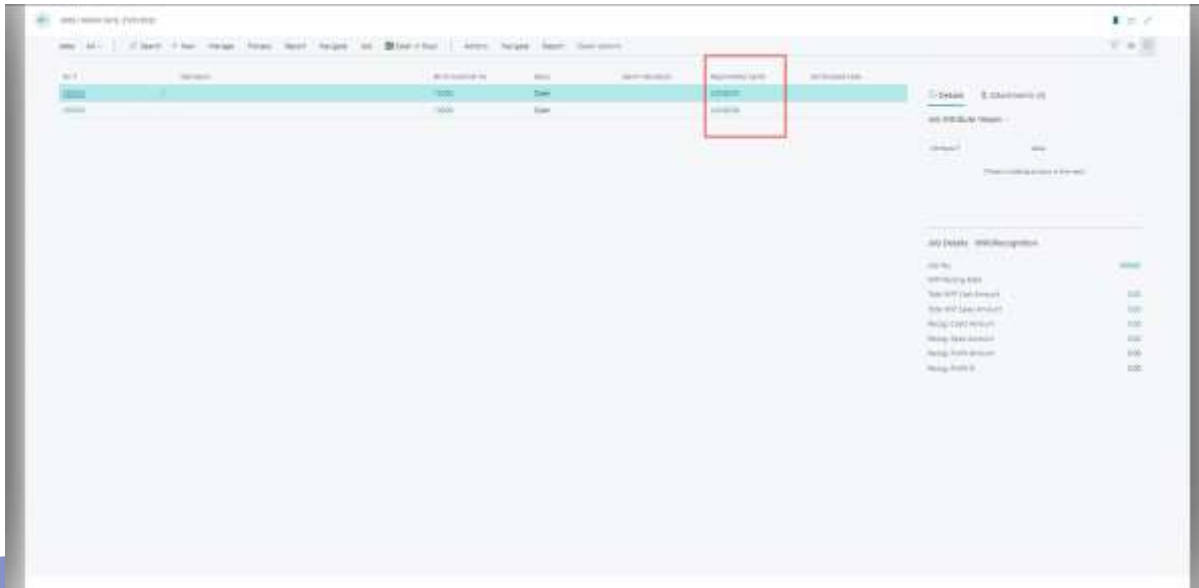
Responsibility Center Filter

When having a Responsibility Center set up to your user the Job List in automatically filtered showing only the Jobs with the same Responsibility Center as the User Setup.
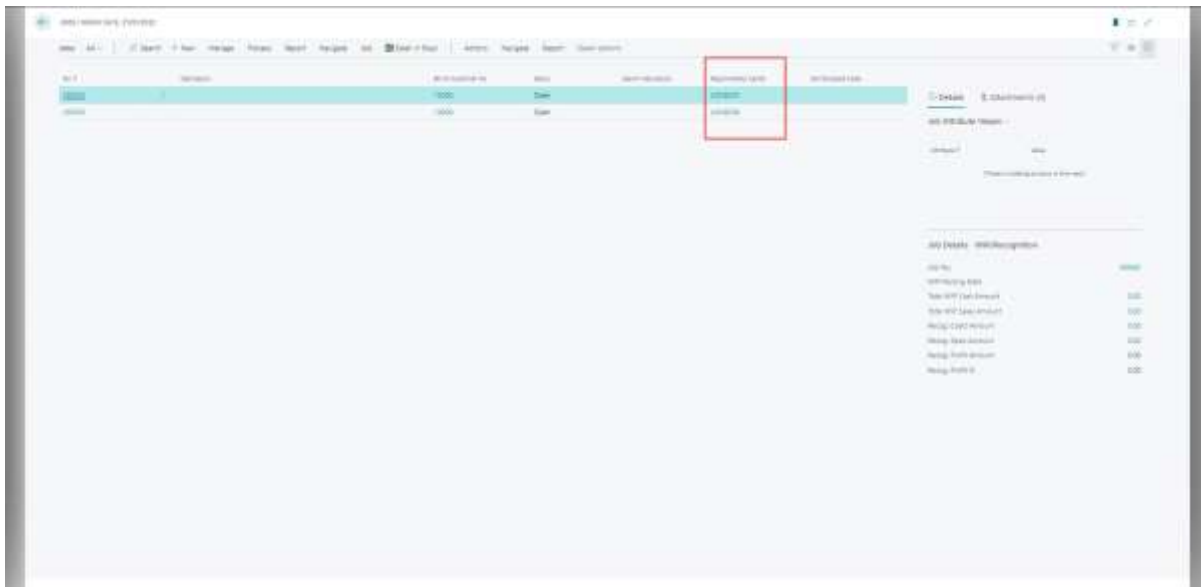
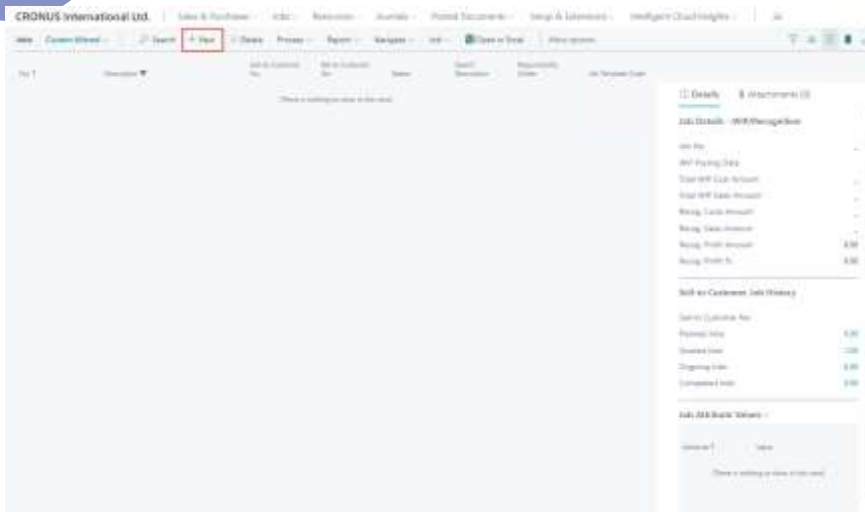This filter cannot be removed by the user.

Note: Whenever the Job Responsibility Center Filter for the user isn't set up, the user can see all the Jobs and the Job list page won't be filtered.

The Responsibility Center field is added to the Job List to see which Jobs belong to which Responsibility Center.
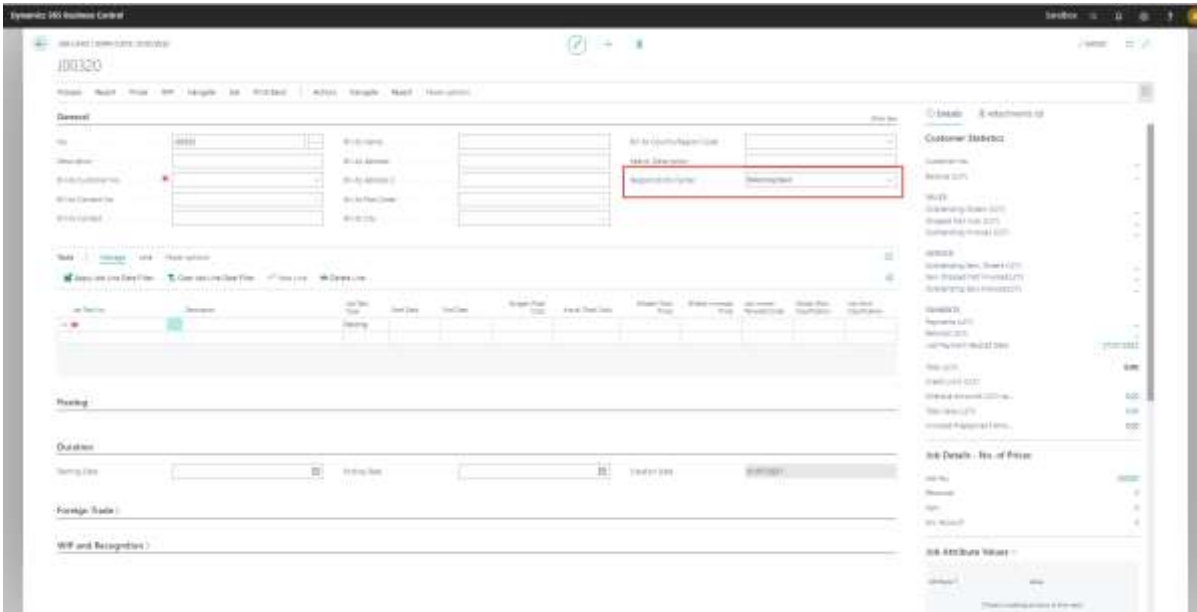

Creating a new Job

Create a new 'Job' by selecting 'New' on the Job List.

When a new Job is created the Job Card will open. The Responsibility Center in the User Setup will automatically be applied in the Job

Field	Description
Responsibility Center	Used to specify Responsibility Center on a Job. This field will be automatically filled based on your User Setup.

Creating a Job for a customer with a different Responsibility Center than the User Setup

In standard Business Central the Responsibility Center field is also available on the customer card. It might occur than a Customer No. is entered in the Job with a deviating Responsibility Center than the User Setup. In this case the following message will occur when entering a Customer in the Job Card.
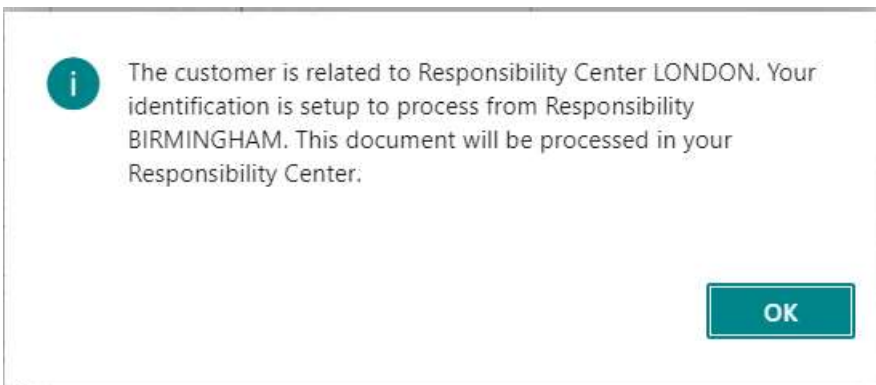
This message notifies the user that the Responsibility Center for the customer is different from the User Setup. The Responsibility Center Setup will in this case be applied and will overrule the Setup in the Customer Card.

8. FINANCIAL ALLOCATIONS

8.1 Description and objective

This functionality is for companies who work on a project basis and want to allocate work, costs and revenue within a project to be able to create reports and financial insights for project performance monitoring. It is possible to allocate these elements in a project using codes which are determined organization wide to maintain consistency for global financial project reporting. Additionally, it is possible to allocate work using Job specific codes to be able to create project specific financial reporting possibilities.

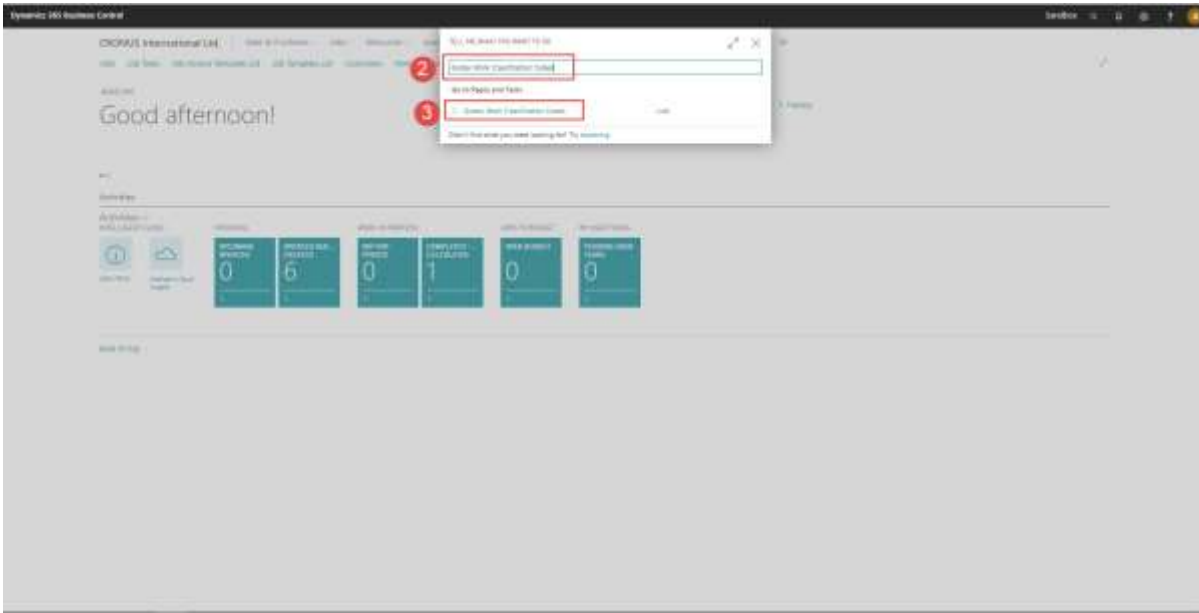## 8.2 Setup Global Work Classification Codes

Global Work Classification Codes are codes that can be defined company wide, so every user working with Jobs can use the same codes to allocate work, costs and benefits in a Job. This makes it possible to create financial reports over all Jobs using the same data.

To be able to use Global Work Classification Codes they must be set up first.

1. Start by navigating to "Global Work Classification Codes" using the search function
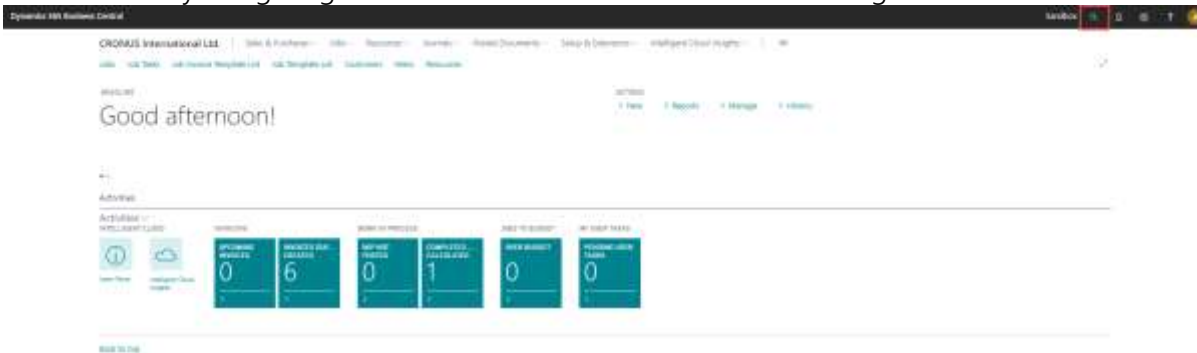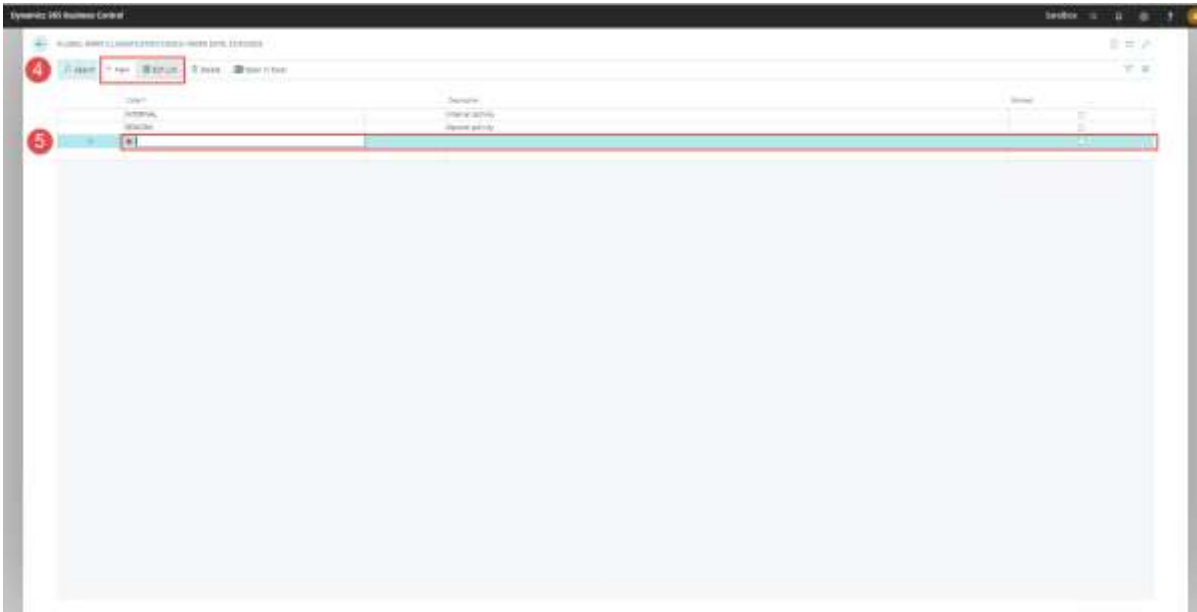
2. Enter 'Global Work Classification Codes' in the search bar
3. Click on the suggestion 'Global Work Classification Codes' list page.

4. Select 'New' or 'Edit List' to add or edit Global Work Classification Codes in de the list.
5. Enter the Global Work Classification record using the fields as following:

| Field	Description
Code	Specifies the Code for the Work Classification Code. The application of the Work Classification Code should be recognizable from the code.
Description	Specifies the Description of the Work Classification Code. The application of the Work Classification Code should be recognizable from the description.
Blocked	Specifies if the Work Classification Code is blocked. When blocked the Work Classification Code cannot be applied in a Job. The Work Classification code can however still be used in Jobs the code is already applied in.

Note: When a Global Work Classification Code is already in use in a Job, the record cannot be edited. The following message will appear after trying this: *''This Global Work Classification Code cannot be edited, because it's currently in use in a Job'*
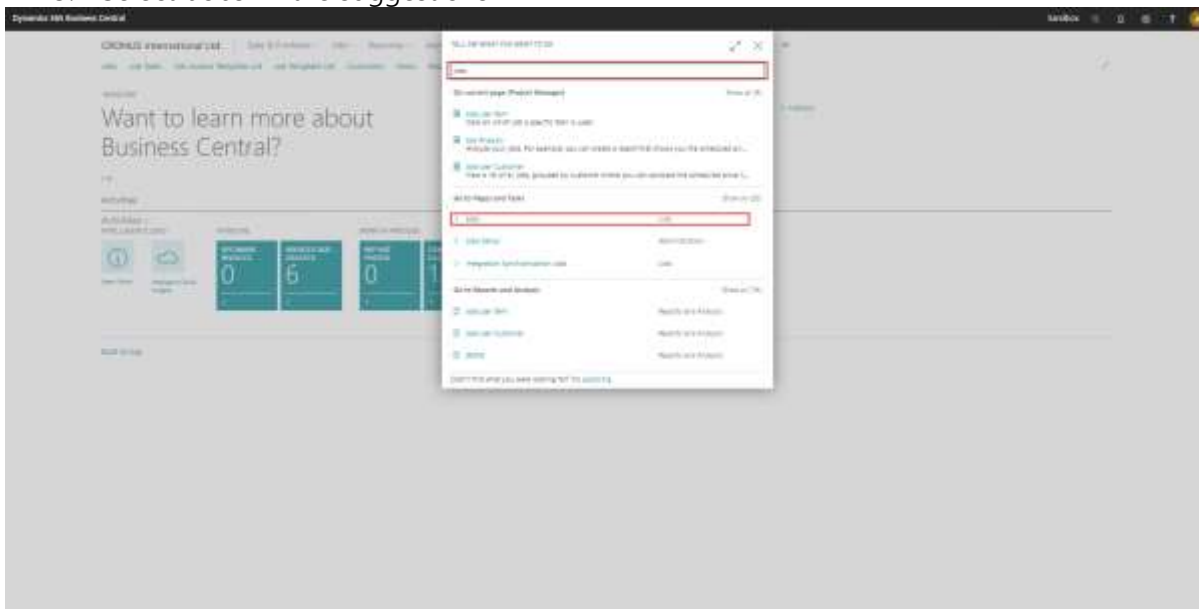
8.3 Setup Job Work Classification Codes

Job Classification Codes are codes that can be defined for a specific Job to allocate work, costs or revenue. These codes can only be applied to the Job they are created for. This makes it possible to create financial reports within Jobs.

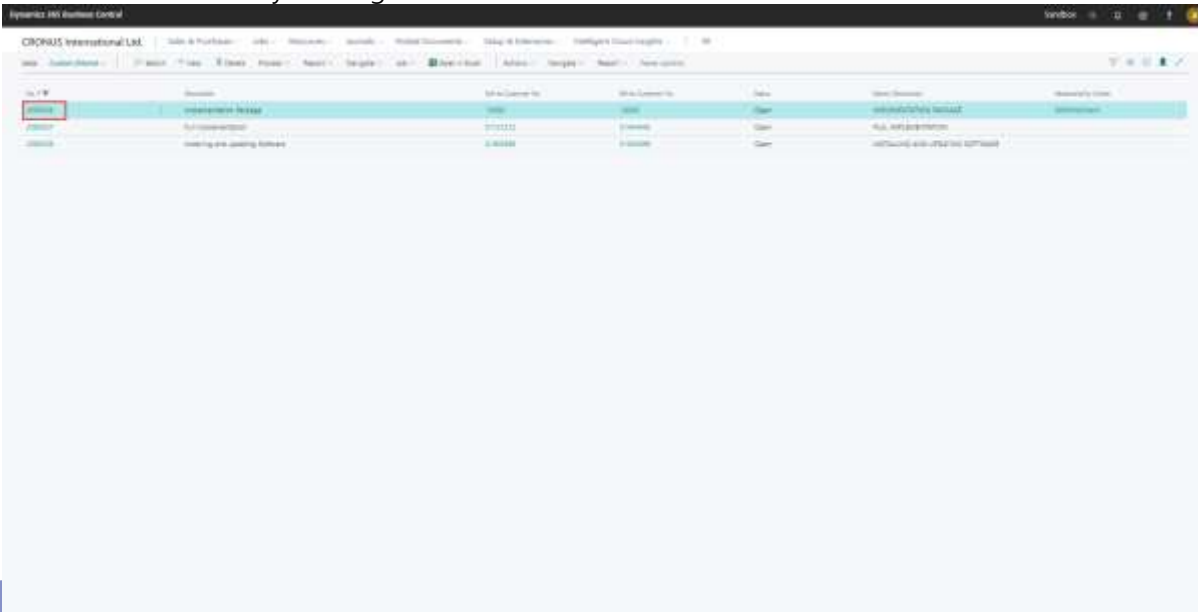To be able to use Job Work Classification Codes they must be set up first.

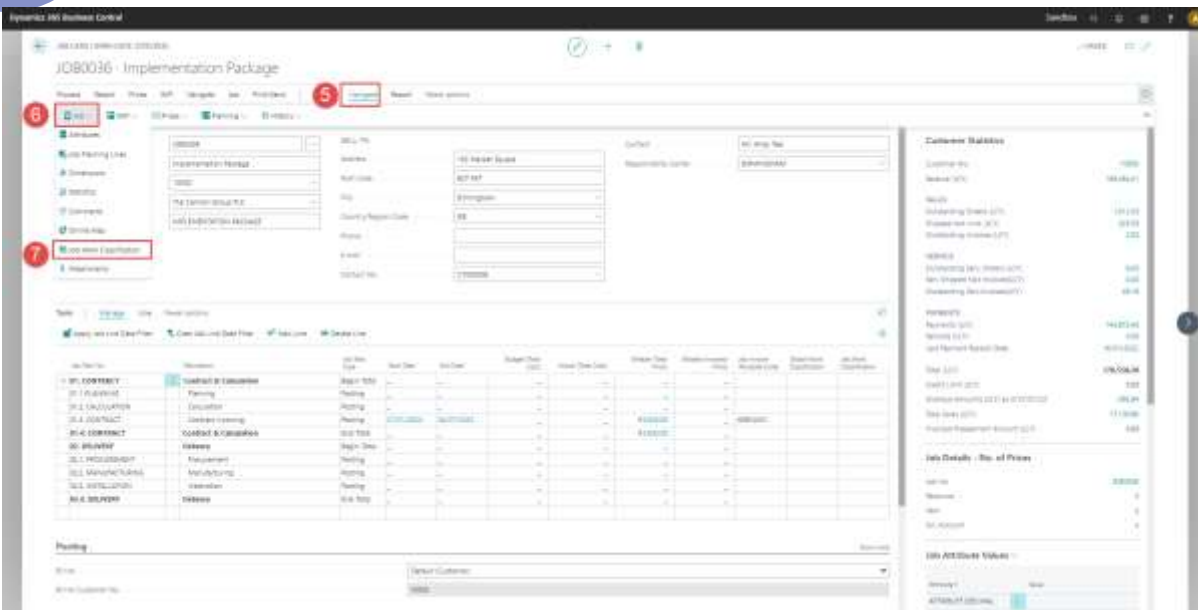1. Start by navigating to Jobs using the search function.
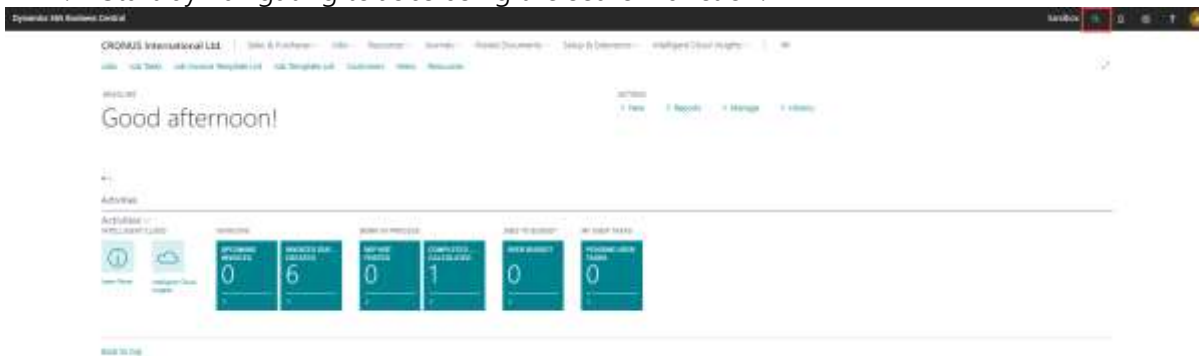
2. Enter 'Jobs' using the search function
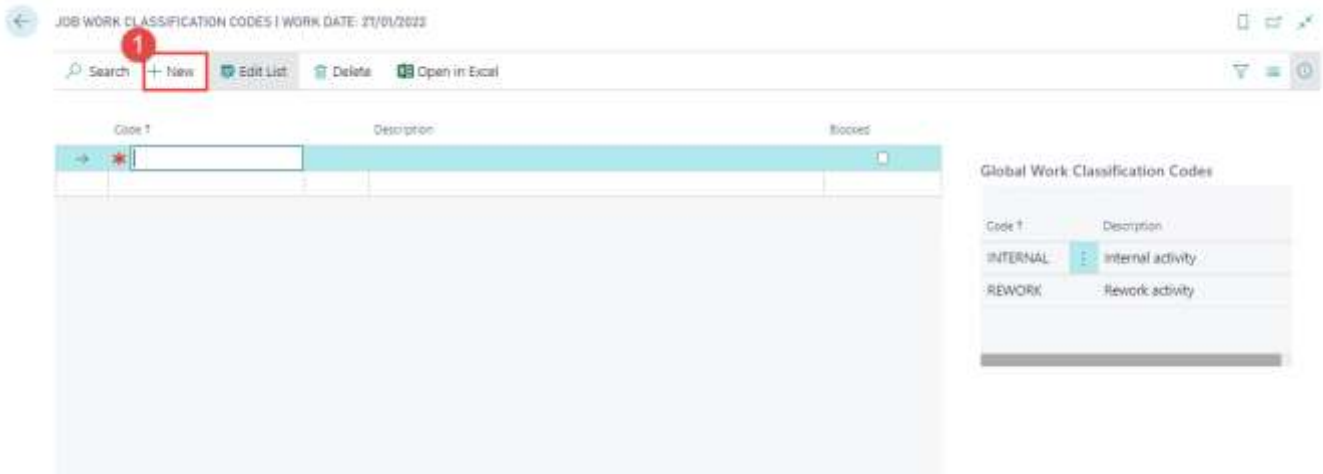3. Select 'Jobs' in the suggestions

4. Select a Job by clicking on the Job No. or Create a New Job

5. In the Job Card page, select 'Navigate' in the ribbon
6. Select the drop down-option of 'Job'
7. Select Job Work Classification to navigate to the Job Work Classification page

From the Job Work Classification Codes page select new to create a new Job Work classification code.

Enter the data in the fields as following:

Field	Description
Code	Specifies the Code for the Work Classification Code. The application of the Work Classification Code should be recognizable from the code.
Description	Specifies the Description of the Work Classification Code. The application of the Work Classification Code should be recognizable from the description.
Blocked	Specifies if the Work Classification Code is blocked. When blocked the Work Classification Code cannot be applied in a Job. The Work Classification code can however still be used in Jobs the code is already applied in.

Note: When a Job Work Classification Code is already in use in, the record cannot be edited. The following message will appear after trying this: *''This Job Work Classification Code cannot be edited, because it's currently in use in a Job'*
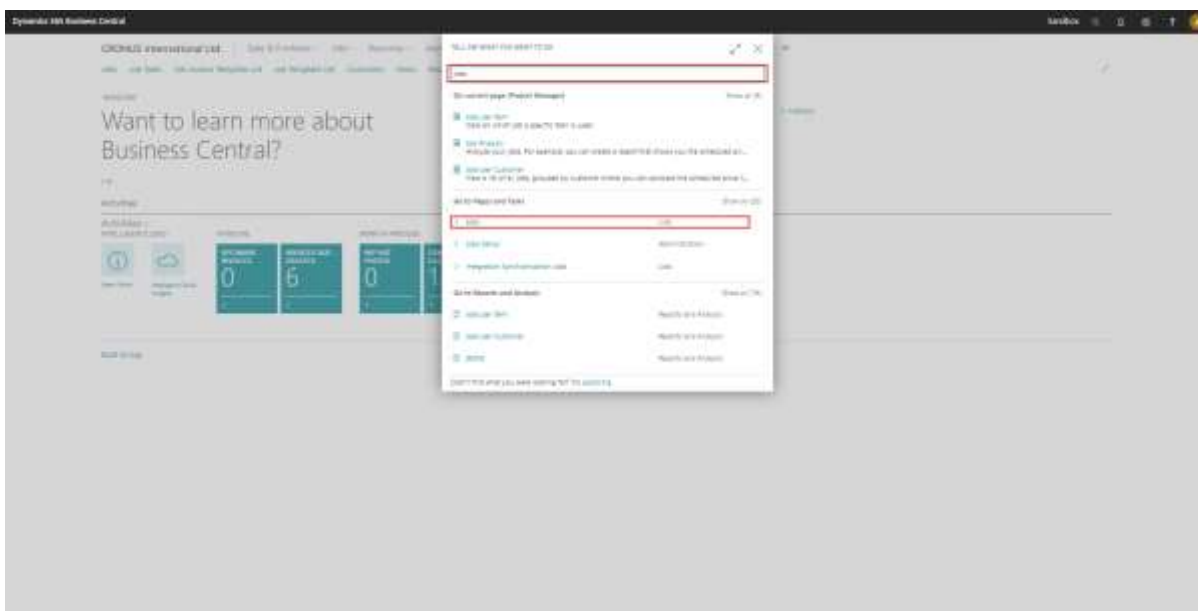
8.4 Apply Work Classification Codes in Job Sales Documents

Work Classification codes can be used in Sales Documents created from Jobs to allocate revenue posted to a Job. Work Classification Codes are applied in Job Planning Lines. When creating Sales Documents from Job Planning Lines the Work Classification Codes are taken over to the Sales Document.

Note: the example which is used for the scenario-navigation is for taking Work Classification Codes to Sales Invoices and Posted Sales Invoices. To produce a scenario to take Work Classification codes to Sales Credit Memo's, you have to take a negative quantity in the Job Planning Line, use the page action Create Sales Credit Memo in step 9 and navigate to Sales Credit Memos in step 11.

Field	Description
Global Work Classification Code	Used to specify the Global Work Classification Code
Job Work Classification Code	Used to specify the Job Work Classification Code

1. Start by selecting the search function
2. Enter 'Jobs' in the search function
3. Select 'Jobs' in the suggestions to open the Jobs list page

4. Select a Job selecting a Job No.
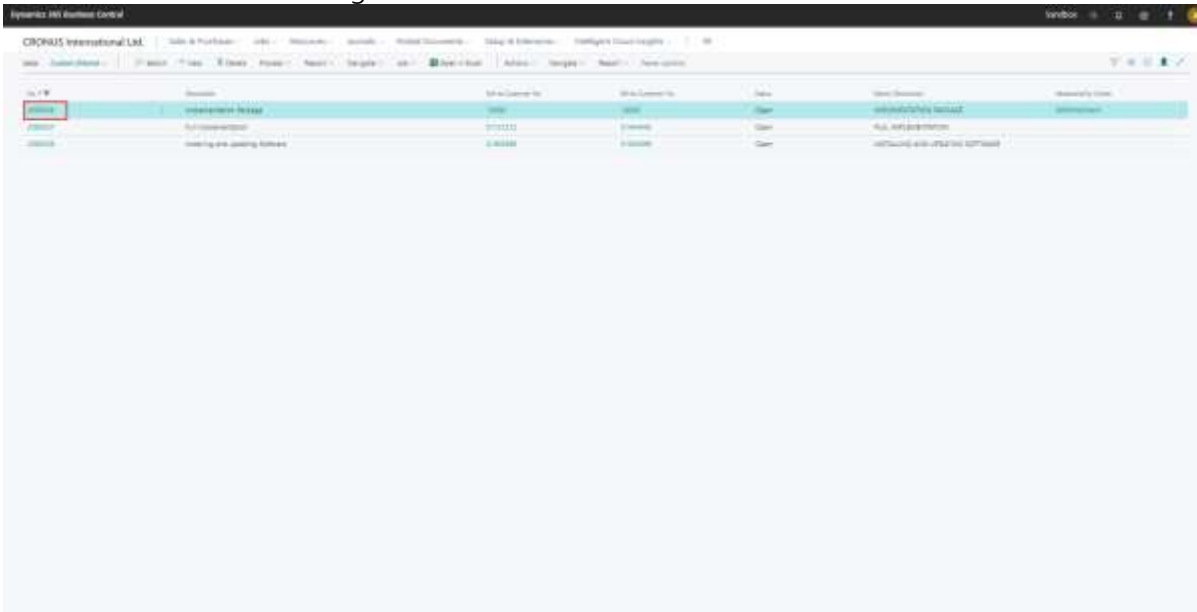
5. Specify Global Work Classification Code on Job Task
6. Specify Job Work Classification Code on Job Task

Note: Entering Work Classification Codes in a Job Task is fully optional. Entering Work Classification Codes on a Job Task makes sure the entered codes are automatically taken over to the Job Planning Lines created for the Job Task. Work Classification Codes can also be entered for Job Planning Lines manually if you choose to skip this step.
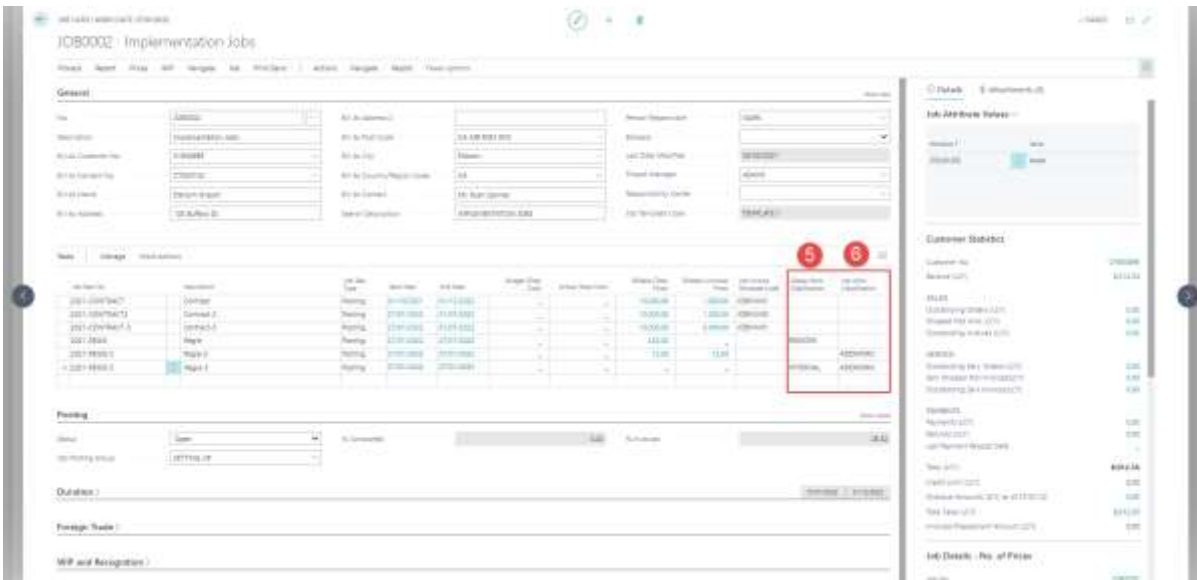
7. Go To Job Planning Lines by selecting Line, then Job and then Job Planning Lines
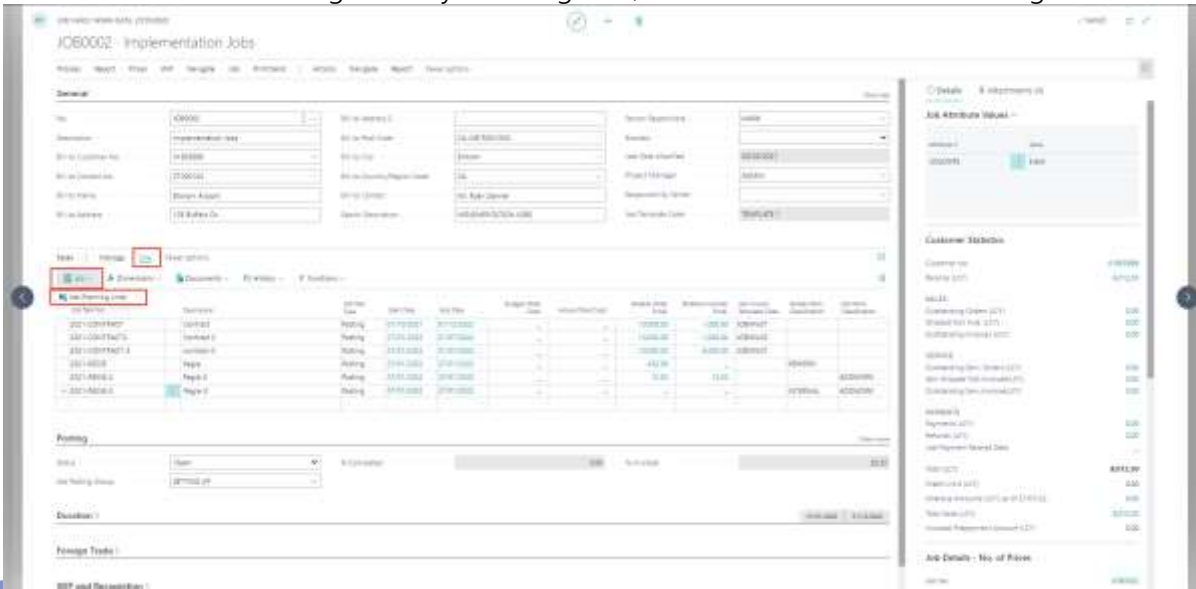
8. The Work Classification Codes will be taken over in the following fields if they were entered on the Job Task. The Work Classification Codes can also be entered manually in the following fields:

Field	Description
Global Work Classification Code	Used to specify the Global Work Classification Code for this Job Planning Line.
Job Work Classification Code	Used to specify the Job Work Classification Code for this Job Planning Line.
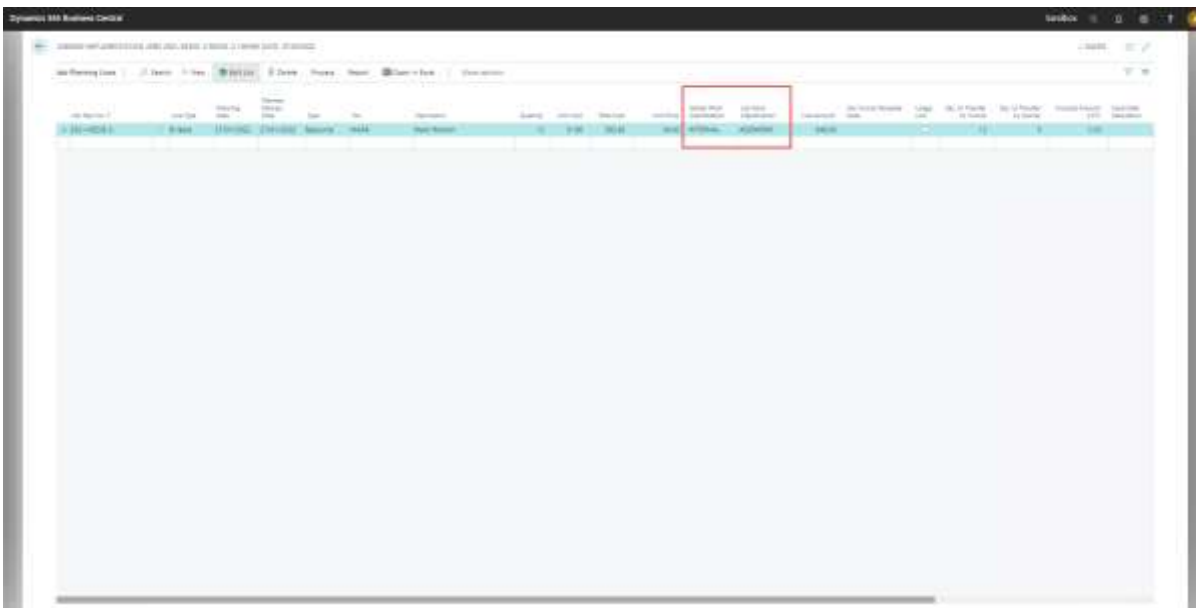
9. Select 'Create Sales Invoice' to Invoice the Job Planning Line
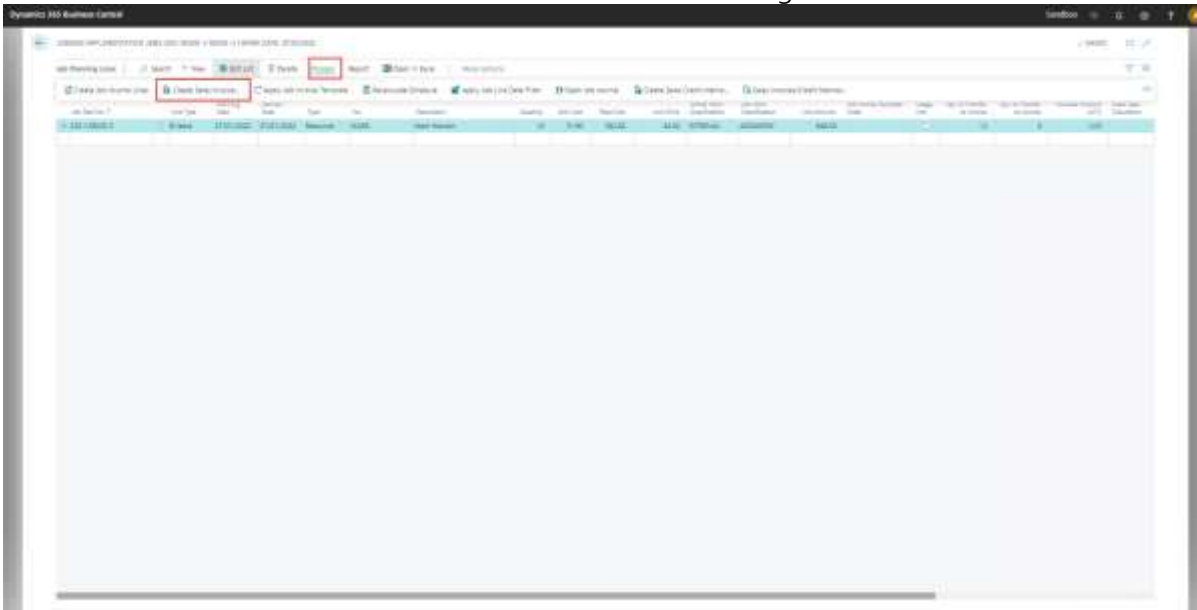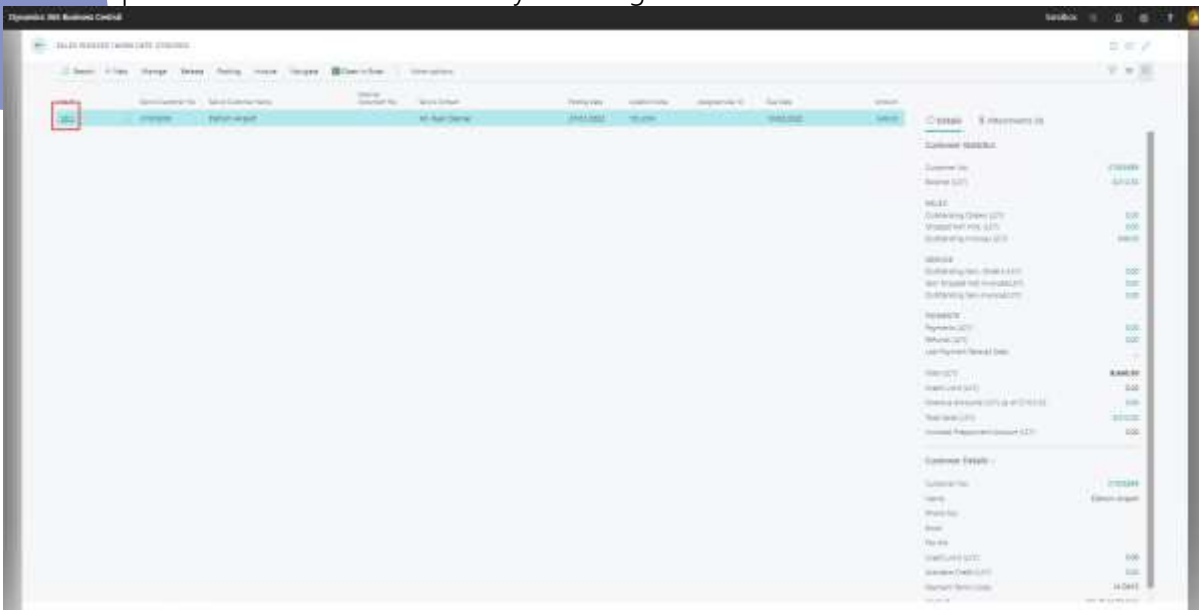

10. Select the settings with which you want to create the invoice and then select OK.
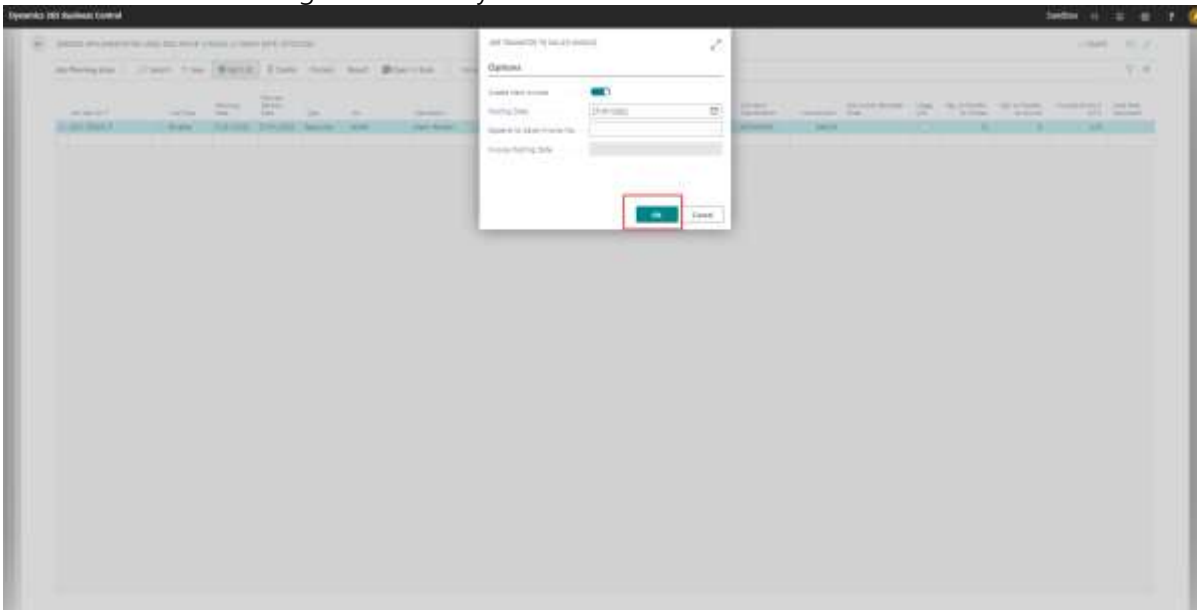
11. Navigate tot the created Sales Invoice using the search function.
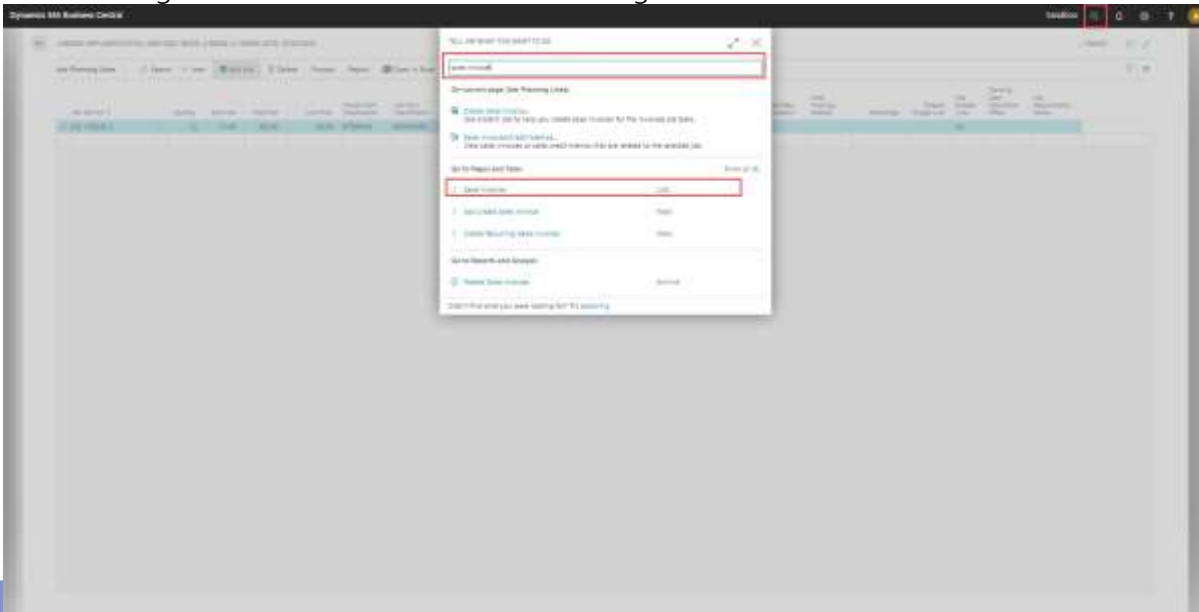
12. Open the created Sales Invoice by selecting the Sales Invoice No.

13. The Work Classification Codes are available on the Sales Invoice Line. The values are taken over from the Job Planning Line from which the Sales Invoices was created.

Note: Work Classification Codes are automatically taken over from the Job Planning Line. It is however possible to manually enter or change Work Classification Codes in a Sales Invoice.
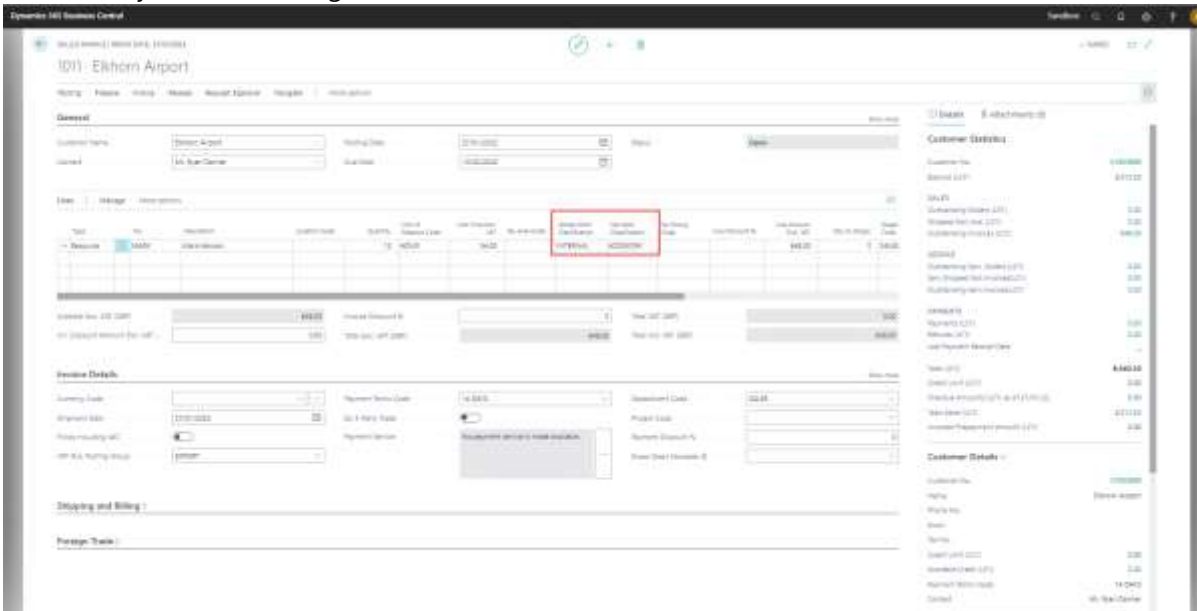
14. Post the Sales Invoice by selecting Posting and then Post.
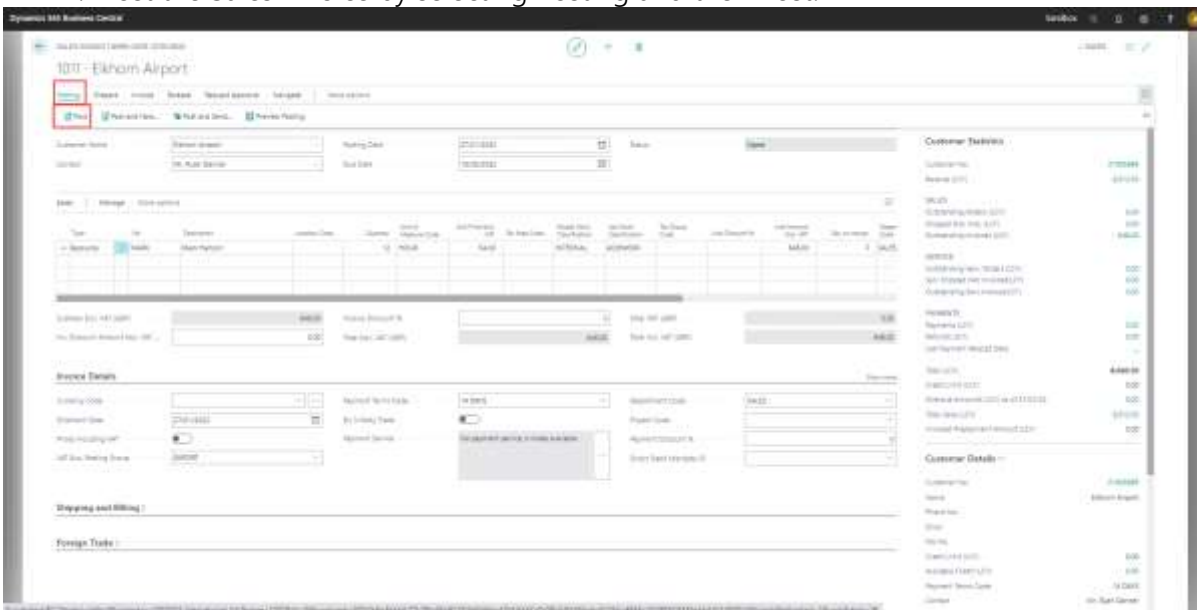
When posting the Sales Invoice the revenue generated from this posting will be also posted as Job Ledger Entries in the Job. The according Work Classification Codes will be automatically entered for this Job Ledger Entry in the posting.

## 8.5 Apply Work Classification Codes in Job Purchase documents

Work Classification codes can be used in Purchase Documents to allocate costs posted to a Job.

To add the right Work Classification Codes to the Purchase documents, the purchase documents must be linked to the Jobs. This can be done by filling the fields Job No. and Job Task No.

After filling a specific Job No. and Job Task No. the Work Classification Codes of the chosen Job Task are automatically taken to the Line of the Purchase document. This works for a Purchase Order, a Purchase Invoice and a Purchase Credit Memo.

Note: the Work Classification Codes can be changed after adding the Job No. and Job Task No. to the Purchase Order, Invoice or Credit Memo. For the Job Work Classification Code, only Job Work Classification Codes can be picked that are dedicated to the Job, filled in the Purchase Line. Furthermore, when Purchase lines are taken into manually created Purchase Invoices or Purchase Credit Memo's from a Purchase Order, the Work Classification Codes are taken from the Purchase line in the Purchase Order as well.

1. Start by navigating to Purchase Invoices using the search function
2. Enter 'Purchase Invoice' in the search bar
3. Select 'Purchase Invoices' from the search suggestions.
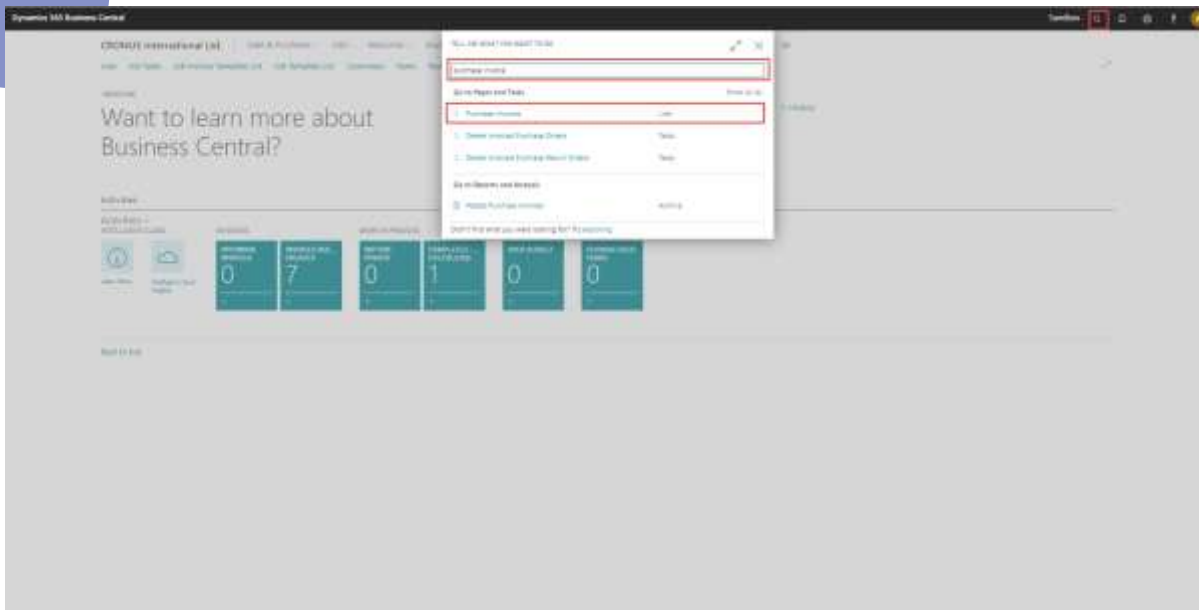
4. Select an existing Purchase Invoice by selecting the Purchase Invoice No., or create a new Purchase Invoice by selecting New.
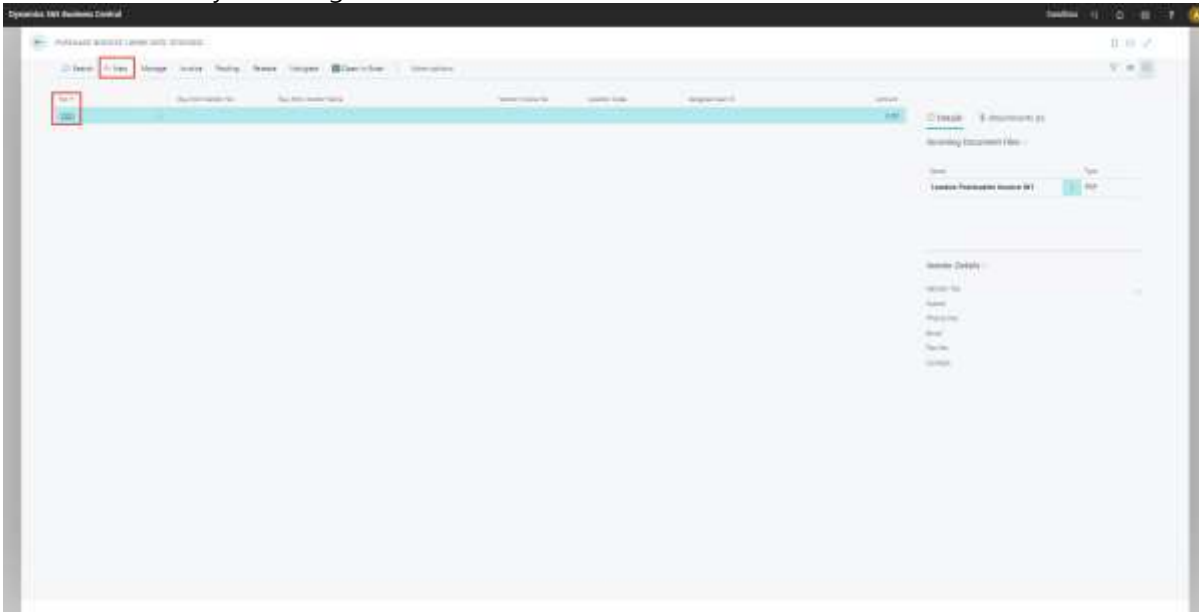
5. In the Purchase Invoice enter the Job No. and Job Task No. fields to link the Job to the Purchase invoice.
6. The Work Classification Codes will be automatically taken over in the Purchase Invoice Line if they have been entered in the Job. They can also be changed or entered manually.

   Note: the Job Work Classification Code can only be changed to a Job Work Classification Code linked to the Job no. which is filled in the Purchase Line

Field	Description
Global Work Classification Code	Used to specify the Global Work Classification Code for this Purchase Line.
Job Work Classification Code	Used to specify the Job Work Classification Code for this Purchase Line.

7. Post the document by selecting Posting and then selecting Post.
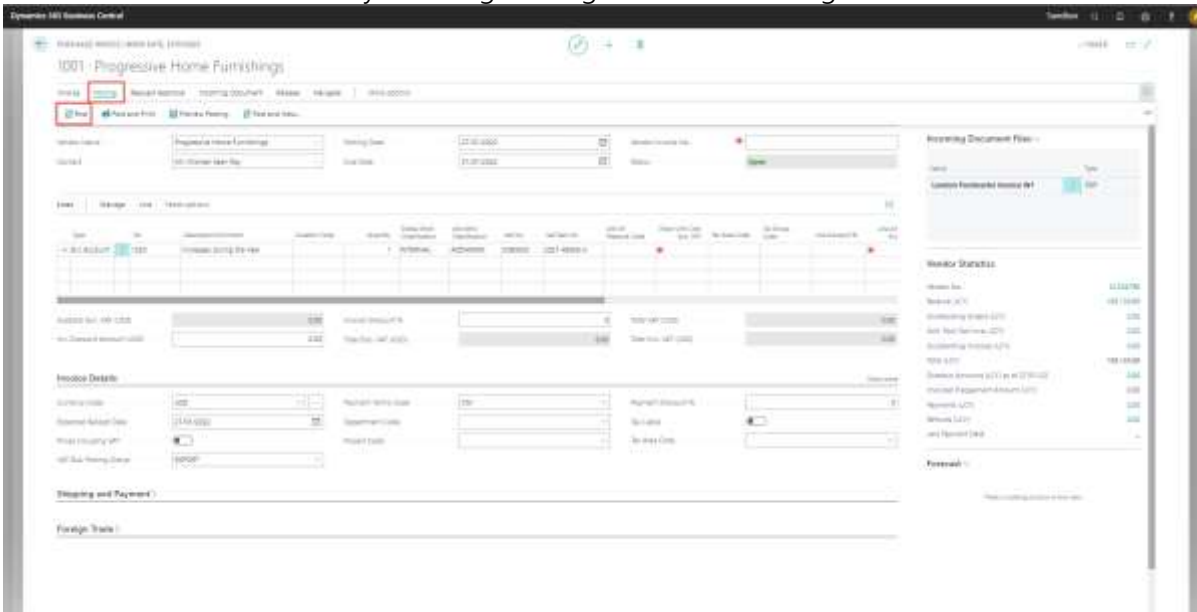
After Posting the Purchase document the costs will also be posted as Job Ledger Entries in the Job. The according Work Classification Codes will also be taken over to the Job.

8.6 Apply Work Classification Codes in Time Sheets

Work Classification Codes can be applied in Time Sheets to allocate costs to a job when time is posted.
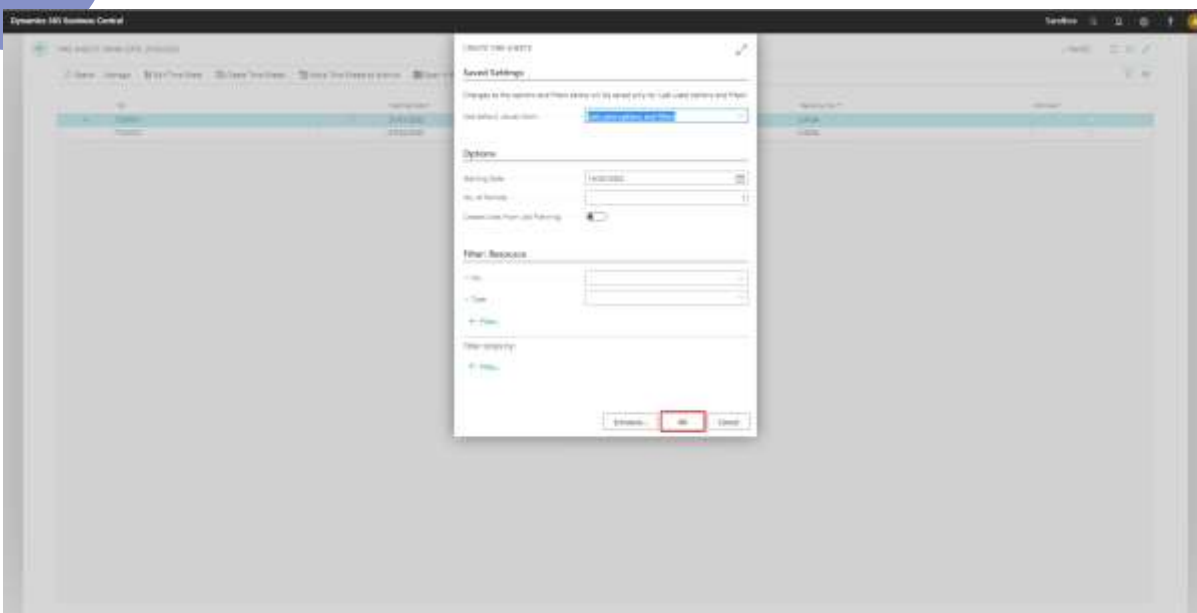
1. Use the search function to navigate to time sheets
2. Enter 'Timer Sheets' in the search bar.
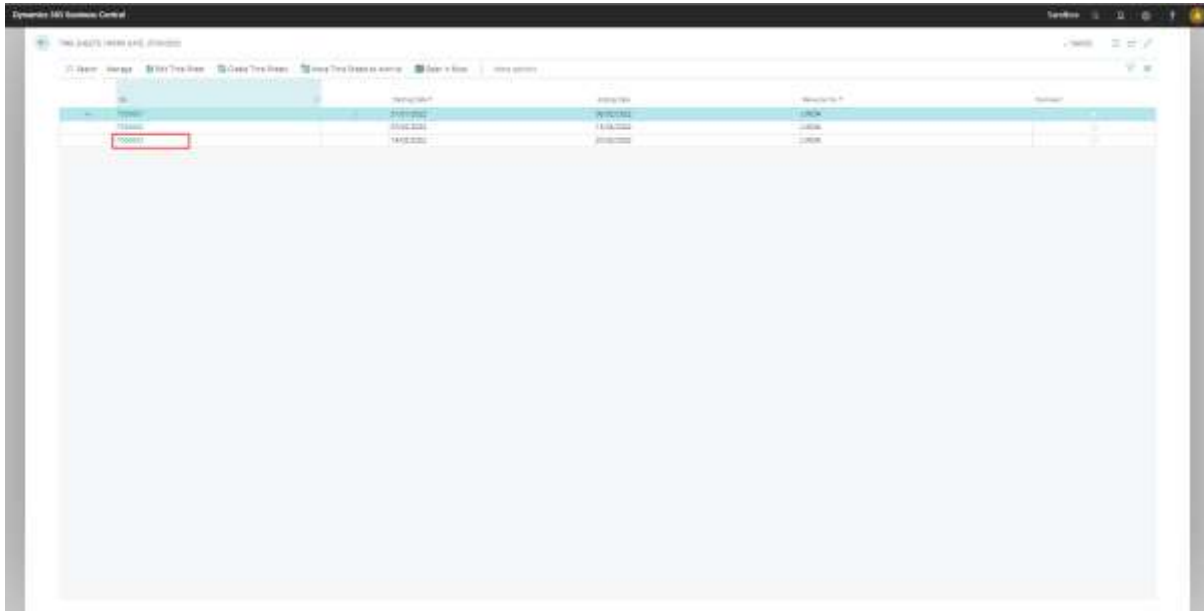3. Select 'Time Sheets' in the suggestions to navigate to the Time Sheets.
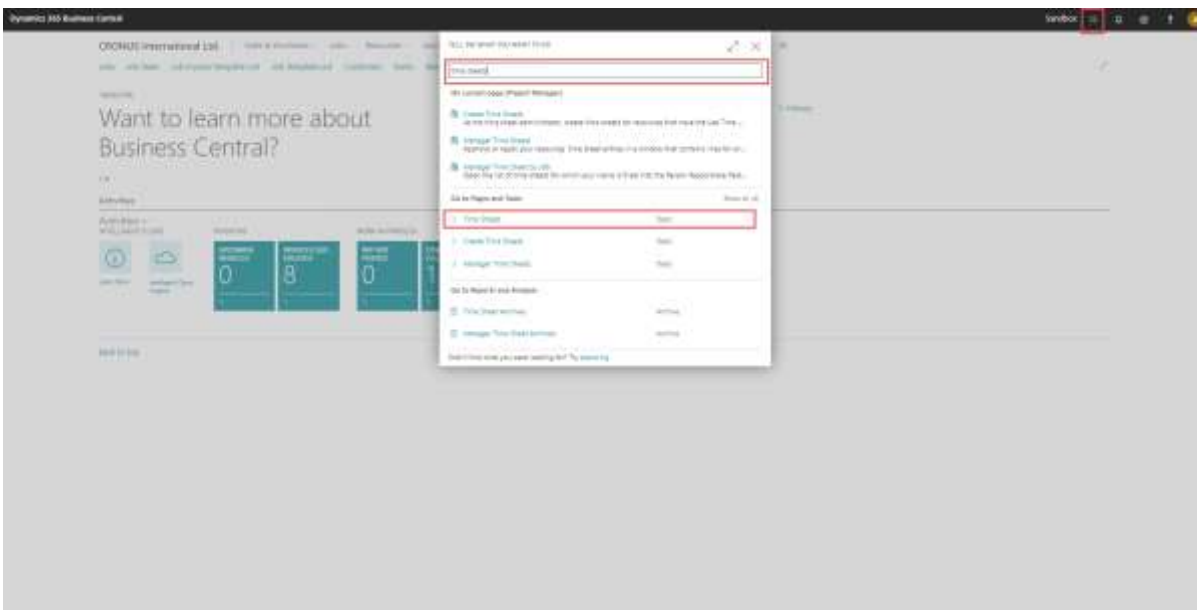
4. Select Create Time Sheet to create a new Time Sheet for resources.
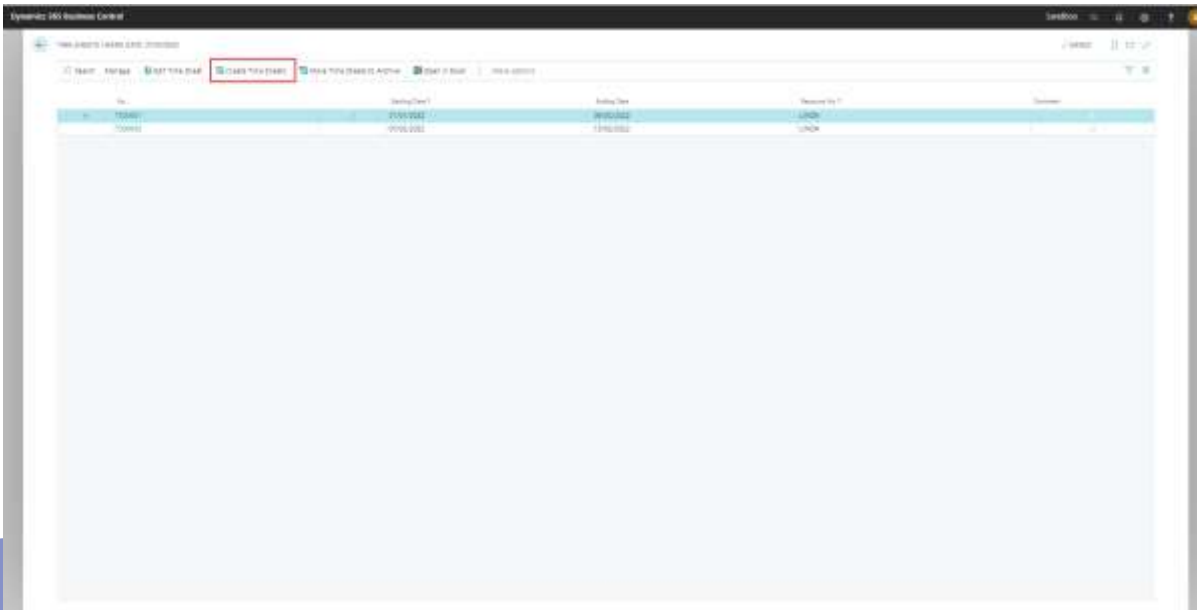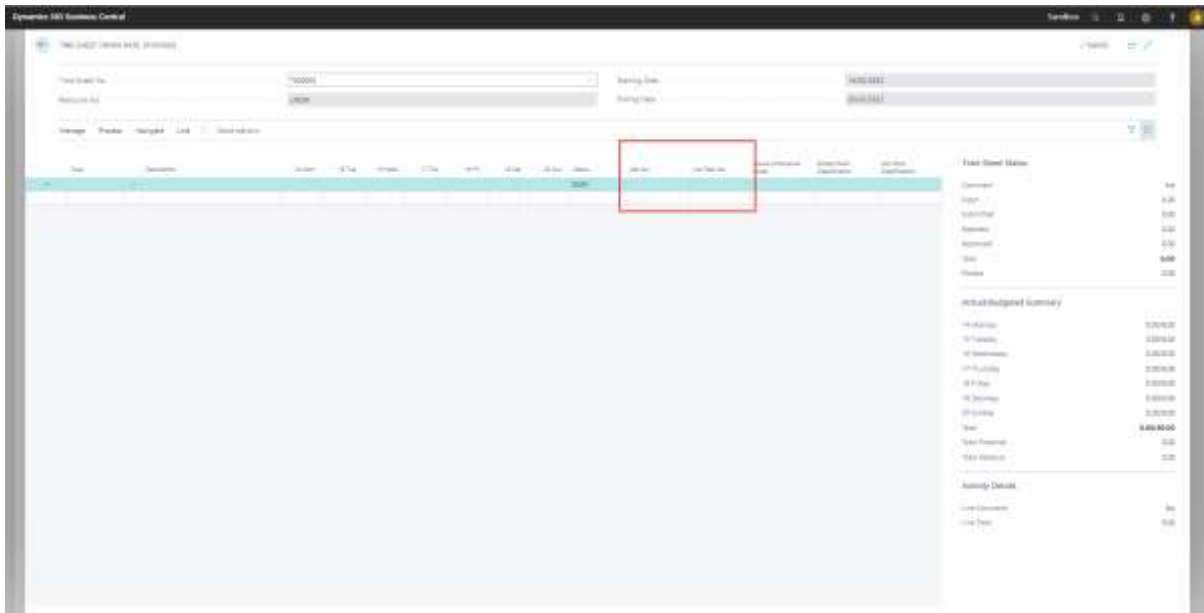

5. Configure the options to create the Time Sheet and confirm with OK.

6. Select the new Time Sheet and open it by clicking on the No. field

7. Enter "Job" in the Type field.
8. Enter the Job No. and Job Task you want to relate your Time Sheet to.

9. The Work Classification Codes are taken automatically from the Job Task. Note that the Work Classification Codes can be changed or entered manually as well.

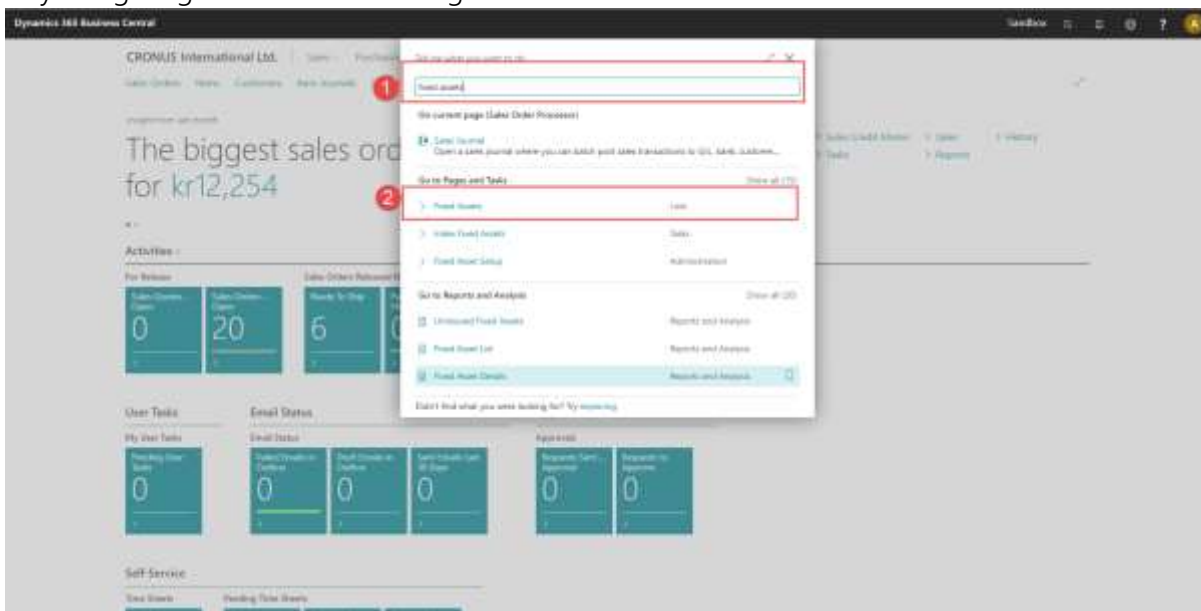| Field	Description
Global Work Classification Code	Used to specify the Global Work Classification Code for the Time Sheet Line.
Job Work Classification Code	Used to specify the Job Work Classification Code for the Time Sheet Line.

![prodware logo]
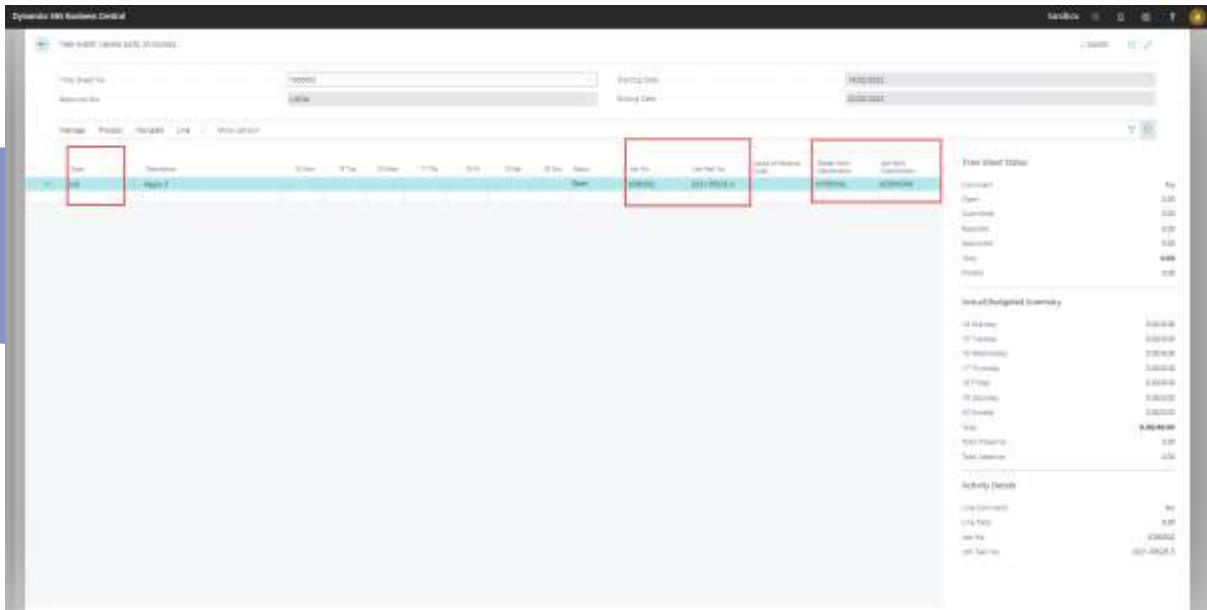
9. FIXED ASSETS

9.1 Description and objective

The Project management - Fixed Assets functionality makes it possible to link Fixed Assets to a Job, so that depreciations are also posted as Job Ledger Entries to the Job . This creates the possibility create a central point of view for costs and revenue for a fixed asset.

9.2 Setup Fixed Assets for Jobs

Start by navigating to Fixed Assets using the search function.

From the Fixed Assets list page either create a new fixed asset or open an existing fixed asset.

In the Fixed Asset Card Page it is possible to link a Fixed Asset to a Job with the fields available in the Jobs Fasttab.
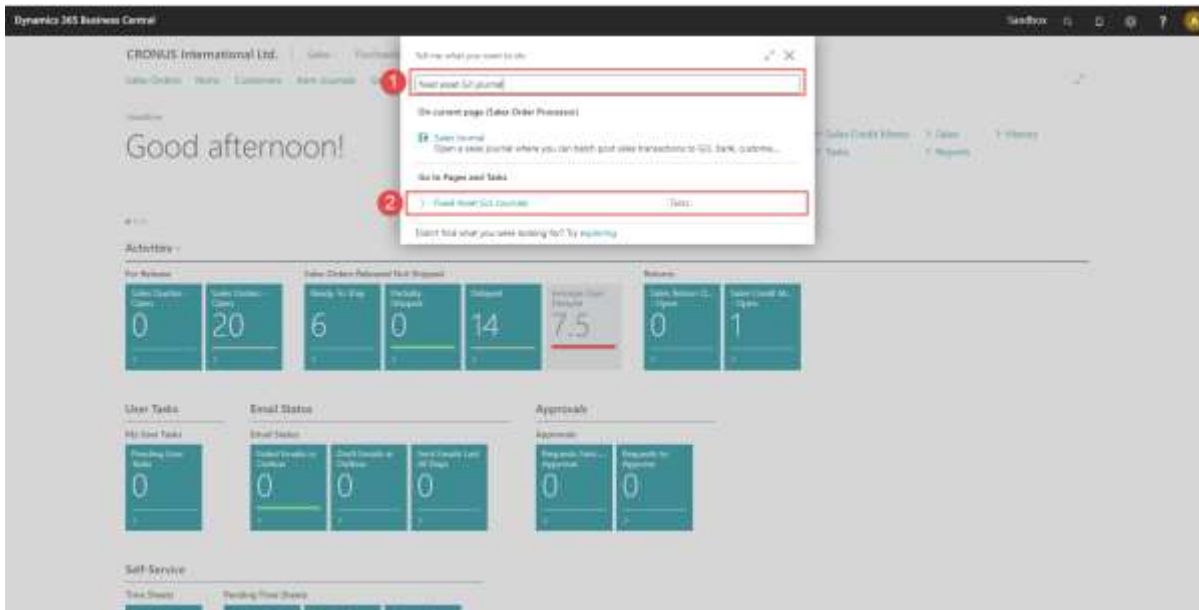
The following fields must be entered to make it possible to post fixed assets depreciations as Job Ledger Entries to a Job when using the Fixed Asset G/L Journal.

Field	Description
Job No.	Specifies the Job No. to which depreciations will be posted as Job Ledger Entries.
Job Task Line No.	Specifies the Job Task No. for which the Job Planning Line that will be created for the depreciation.
Line Type	Specifies the Line Type for the Job Planning Line that will be created for the depreciation. Usually this will be set as Budget since a depreciation will not be invoiced.
Job Quantity	Specifies the Job Quantity that will be used for the Job Planning Line created for the depreciation. Usually this will be set as 1 as the value of the depreciation must only be charged once to the Job.

9.3 Post Fixed Asset Depreciation to Job

By posting the Fixed Asset G/L Journal the depreciation will be posted as Job Ledger Entries when the Fixed Asset is linked to a Job.
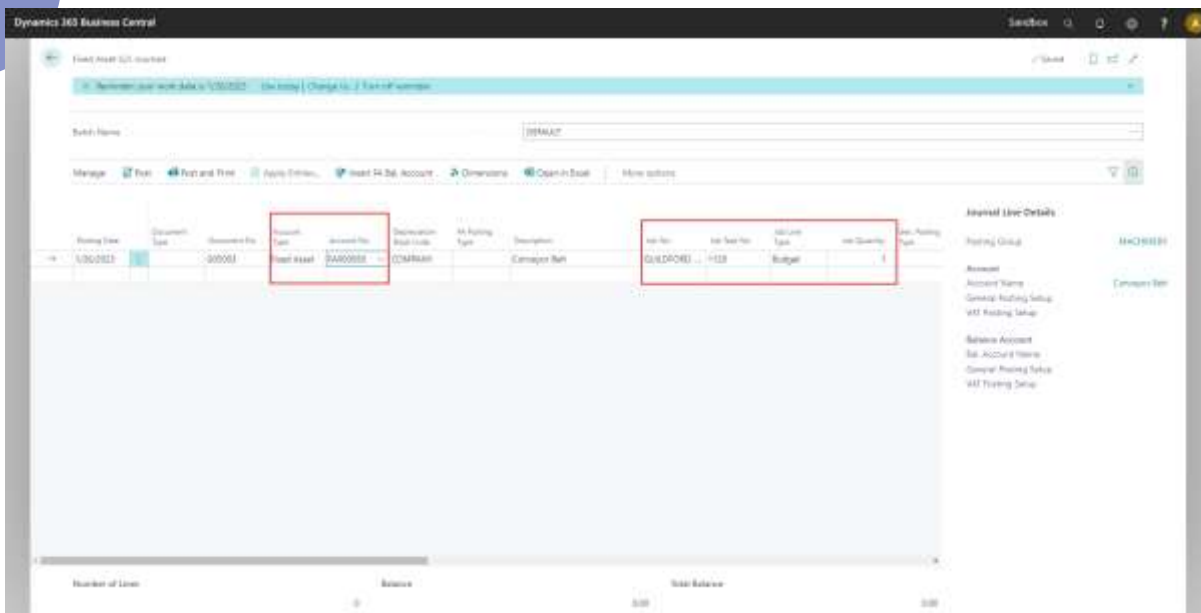
Start by navigating to the Fixed Asset G/L Journal using the search function.

In the Fixed Asset G/L Journal first select a Fixed Asset which has been linked to a Job. The following fields will be filled automatically based in the setup in the Fixed Asset Card.

Note: These fields can also be entered manually in the Fixed Asset G/L Journal when the Fixed Asset is not linked to a Job.
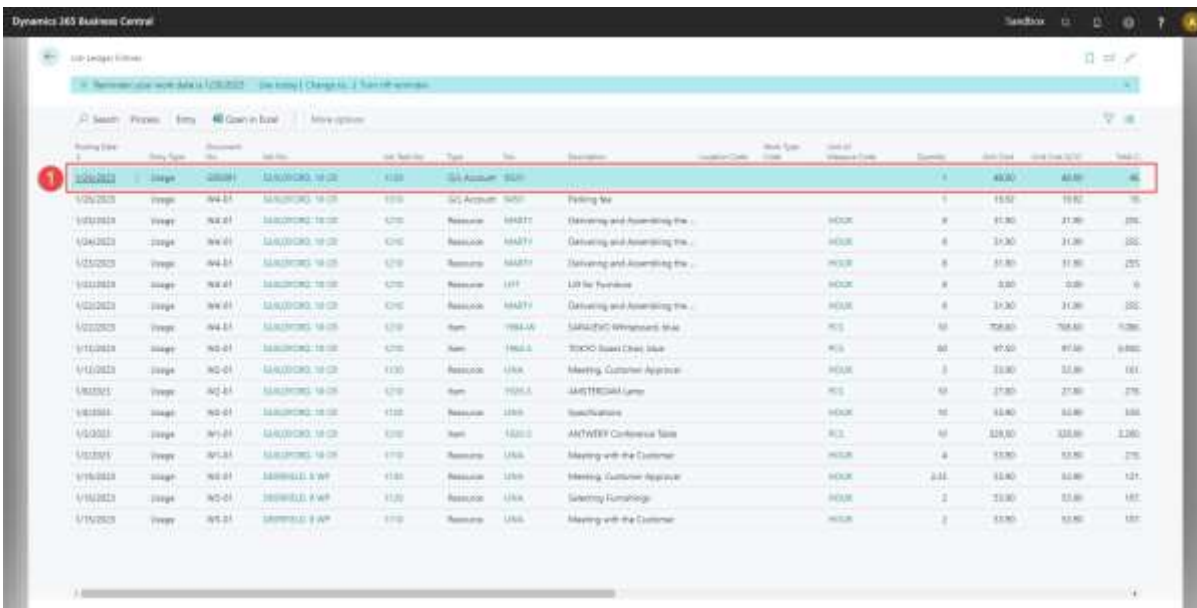
Field	Description
Job No.	Specifies the Job No. to which depreciations will be posted as Job Ledger Entries.
Job Task Line No.	Specifies the Job Task No. for which the Job Planning Line that will be created for the depreciation.
Line Type	Specifies the Line Type for the Job Planning Line that will be created for the depreciation. Usually this will be set as Budget since a depreciation will not be invoiced.
Job Quantity	Specifies the Job Quantity that will be used for the Job Planning Line created for the depreciation. Usually this will be set as 1 as the value of the depreciation must only be charged once to the Job.

Post the Fixed Asset Depreciation in the Fixed Asset G/L Journal using the Post function and select Yes when asked if you want to post the journal lines.
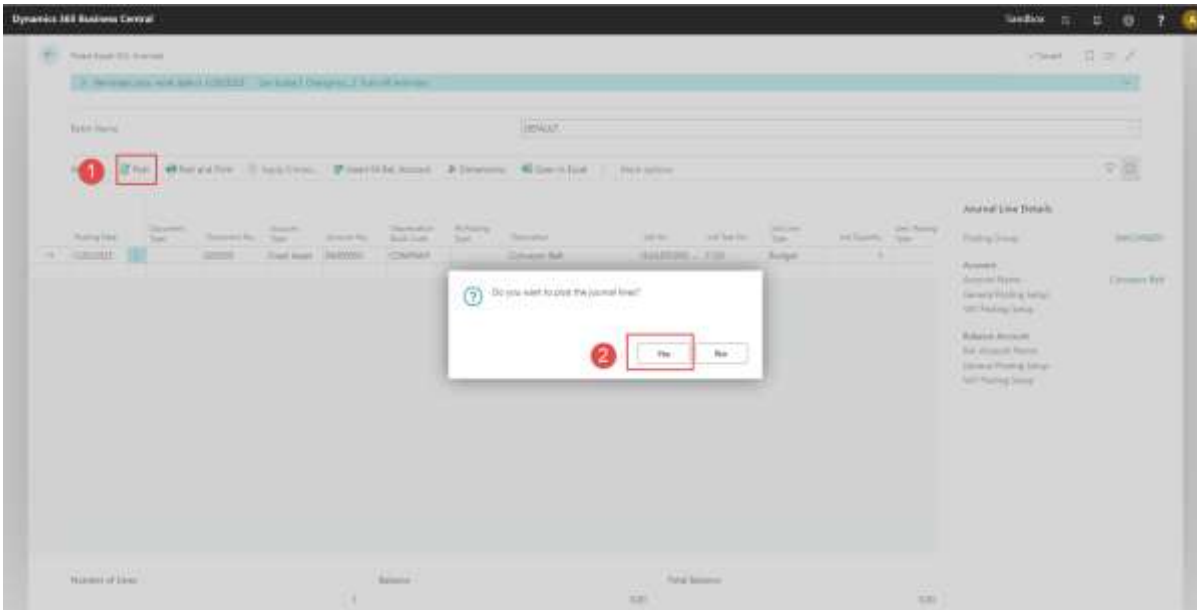
The posting of the depreciation will result in a Job Ledger Entry.

Note: The link to the Job will also be automatically applied when using the Calculate Depreciations function.
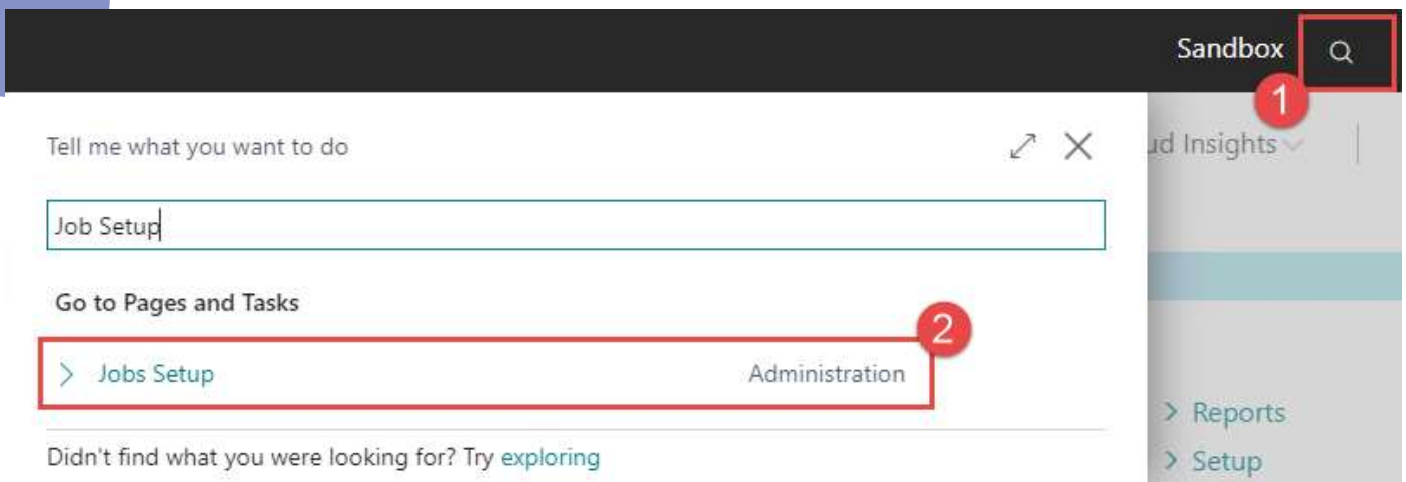
10. DATE FILTER

10.1 Description and objective

The Project management – Date Filter functionality creates the possibility to define a standard filter which will be applied to Job Tasks and Job Planning Lines. This way long running projects or contracts can be filtered on the current working period. The standard filter can always be removed or re-applied manually.

10.2 Setup Date Filter

To be able to apply a standard filter on Job Task Lines and Job Planning Lines the Date Filter must be set up first.

Start by navigating to Job Setup using the search function.

In the Job Setup page the following fields are available to set a date range to determine the standard filter for Job Tasks and Job Planning Lines.

Field	Description
Job Line Date Filter From	Specifies the start of the date range for the Job Line Date filter as a date formula.
Job Line Date Filter To	Specifies the end of the date range for the Job Line Date filter as a date formula.

Applying a date ranges with date formulas

Date formulas are used to determine the start and end of the date range. All standard Business Central date formulas can be applied. An explanation on how to handle date formulas can be found in Microsoft's Business Central documentation:

https://docs.microsoft.com/en-us/dynamics365/business-central/ui-enter-date-ranges

Example:

This example will show how date formulas can be applied to set a standard filter on the current running year.

The current year in this example is 2021.

Job Line Date Filter From = -CY

Job Line Date Filter To = CY

-CY will evaluate in 2021/01/01 as the start date of the filter range.

CY will evaluate in 2021/12/31 as the end date of the filter range.

This will result in a standard filter in which Job Tasks and Job Planning Lines are shown with a date overlapping in the filter from 2021/01/01 to 2021/12/31.
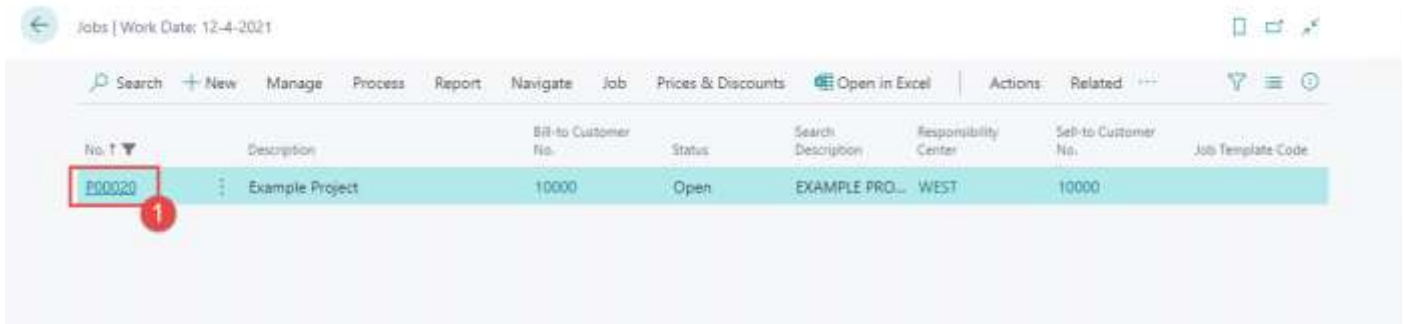
10.3 Applying Job Date Filters in Jobs

To apply and manage Job Date Filters in Jobs, start by navigating to Jobs using the search function.

From the Job List page open an existing Job by selecting the Job No.

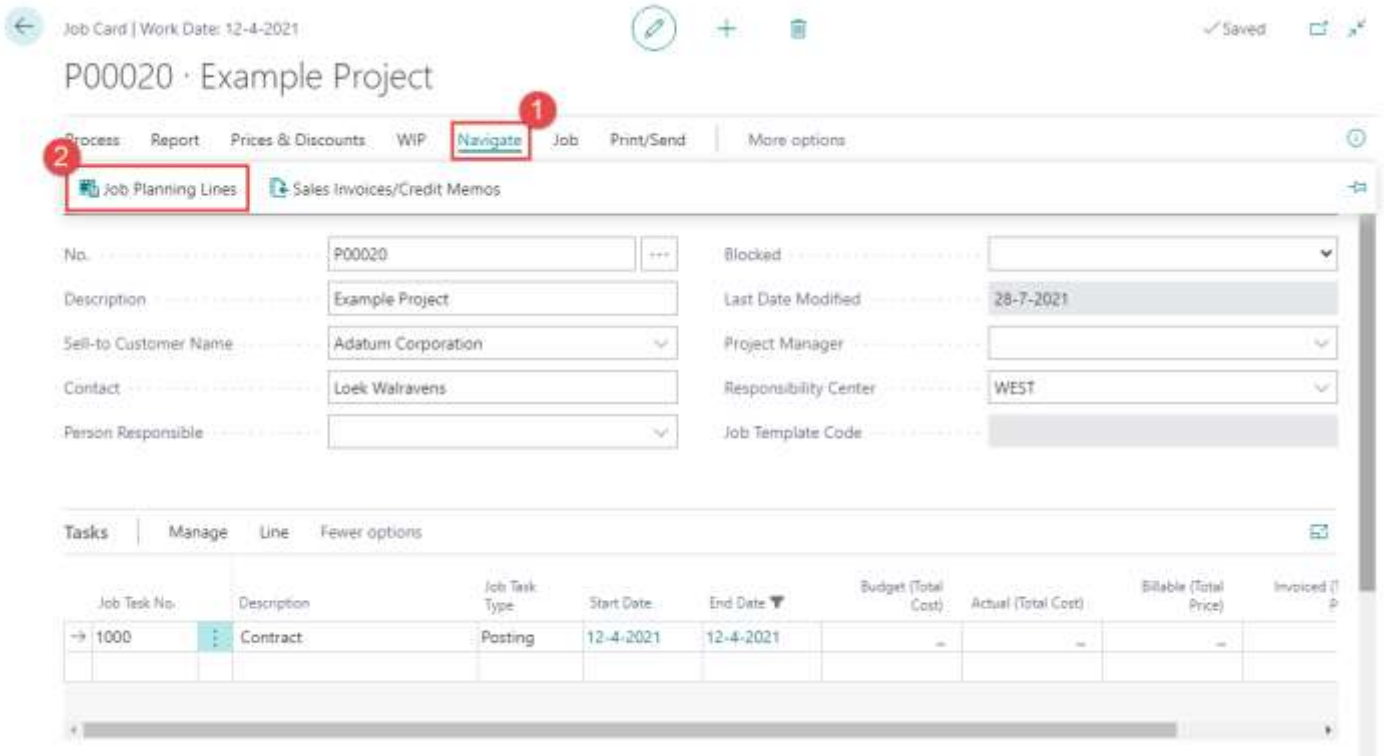Manage Date Filters on Job Task level

When opening the Job Card the filter in the Job Setup is automatically applied to the Job Tasks. To manage these filters select Manage in the Job Tasks ribbon.

1. The Clear Job Line Date Filter function will clear the set filter on the Job Tasks.

2. The Apply Job Line Date Filter function will (re)-apply the filter from the Job Setup to the Job Tasks.
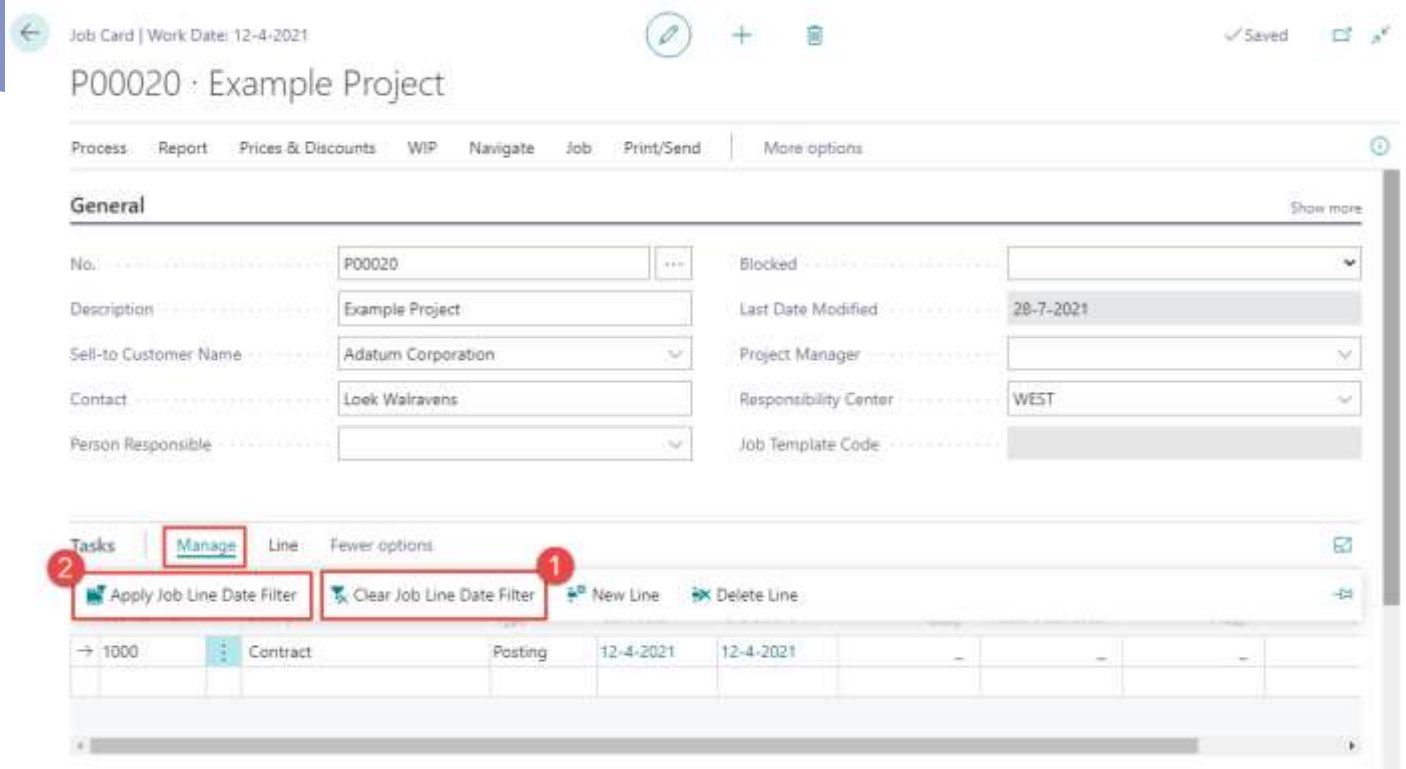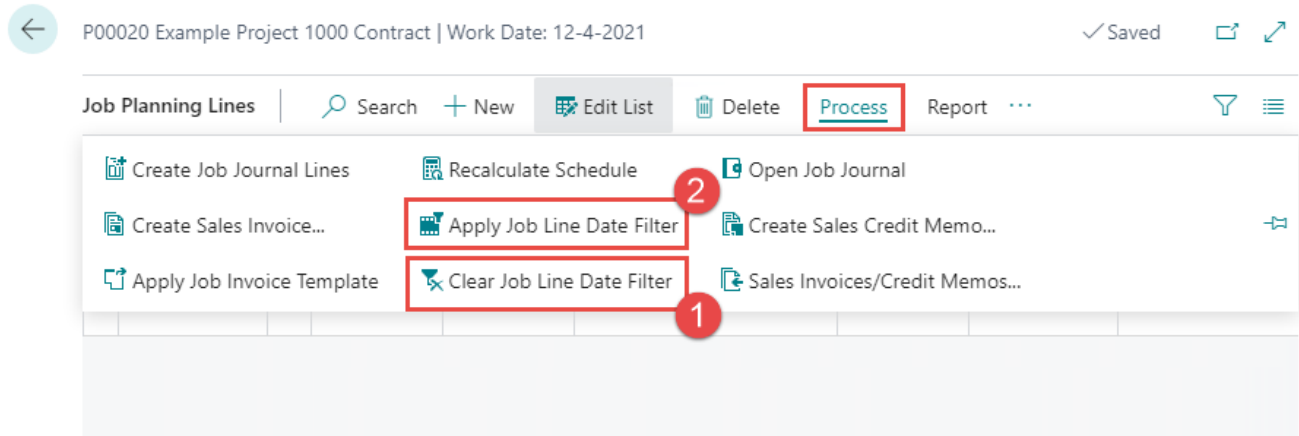
Manage Date Filters on Job Planning Line level

From the Job Card open the Job Planning Lines by selecting Navigate and then Job Planning Lines.

From the Job Planning Line page select Process in the ribbon.

1. The Clear Job Line Date Filter function will clear the set filter on the Job Planning Lines

2. The Apply Job Line Date Filter function will (re)-apply the filter from the Job Setup to the Job Planning Lines

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