User's Manual

Project Accounting for Government Contractors

Microsoft Navision

Pleasant Valley Business Solutions™

Project Accounting for Government Contractors
User’s Manual

PVBSUM0106 • Revision 0

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Chapter 1: About this Guide

In This Chapter

- Related Publications
- Intended Audience
- Conventions
- Getting Help

Project Accounting for Government Contractors is a customized module of Microsoft's Navision© product. Navision is a fully integrated, relational, financial database. It allows you to enter and maintain your general ledger, inventory, sales and receivables, purchases and payables, resources, and projects all in one place, one time, allowing you to have one software package instead of several.

Related Publications

The Project Accounting for Government Contractors documentation set consists of:

- This User's Manual
- Standard Process Guide

Intended Audience

This guide is intended for basic computer users with a financial background. Pleasant Valley Business Solutions (PVBS) assumes that you have basic accounting knowledge. The information in this manual provides instructions on using the software to accomplish financial accounting tasks.

Conventions

The following conventions are used in this Manual.

Convention	Description
Bold	Actions you should take such as text to be typed exactly or items to click, or indicates you should type data exactly as shown.
Italics	Arguments in which you must supply a value.
Not Used	This term is used when a Navision feature is not applicable to Project Accounting for Government Contractors.

Getting Help

An on-line help system is available in the Navision interface by selecting Microsoft Business Solutions - Navision Help from the Help Menu. On-line help is also context sensitive. Clicking the What's This? icon ? in the upper right corner of your application window and selecting an item in a window invokes help specific to that item.

If you need further assistance, please contact Technical support. Technical Support is accessible 9:00 am to 5:00 pm, EST. We'll be better able to assist you if you have the following information:

- What is the problem? When did it happen? What were you trying to do when it happened? Can you recreate the problem?
- What error message did you receive? Where did the error message appear? If possible, print screen or write down the message, verbatim, for discussion with the Tech Support Representative. You can capture error messages, forms, etc. from your screen by pressing Print Screen, opening Microsoft Word, or Microsoft Excel (use Excel for table / list captures), pressing Ctrl-V (Paste) then saving the file.
- What steps have you taken to resolve the problem? What happened?

You may call us at 703.218.5454. Fax (703.218.1617) or e-mail (support@pvbs.net) the above information along with any reports and error messages that relate to the issue. We respond by telephone or e-mail.

When you call for technical support, you are routed through our voice mail system to the technical support message center. Under normal circumstances, you can expect a return call within four working hours. Please leave as detailed a message as possible. The more information we have prior to returning your call, the better prepared we are to address your issue.

Pleasant Valley Business Solutions' URL is http://www.pvbs.net. You also can send correspondence to:

Pleasant Valley Business Solutions
1895 Preston White Drive
Reston, VA 20191

Chapter 2: Introduction

In This Chapter

- PVBS
- Microsoft Navision
- Project Accounting Module

The Project Accounting module of Microsoft's Navision© product has been customized by PVBS to meet the needs of government contractors. This section generally describes Microsoft's Navision product and specifically describes the Project Accounting module.

PVBS

PVBS is your Microsoft Solution Center for Microsoft Navision. We worked with your company to setup Microsoft Navision to your company's needs, implement your system, and design your training program. PVBS is a certified reseller and consultant for Microsoft Navision.

Microsoft Navision

Navision is a fully integrated, relational, financial database. It allows you to enter and maintain your general ledger, inventory, sales and receivables, purchases and payables, resources, and project all in one place, one time, allowing you to have one software package instead of several.

Microsoft Navision is a graphically based standard system for enterprise business solution. Because Navision is graphically based, all work on the screen is done in windows, many windows can be open at the same time, and you can use a mouse to choose, select, and execute various functions when working. Navision fulfills the requirements of an enterprise business solution by supplying tools for entering and managing information and always satisfying the current accounting laws.

Navision provides you the automated tools you need to monitor and manage indirect rates. You can track and report on an unlimited number of indirect rate hierarchies and cost pools. Effective rates can also be date sensitive. Microsoft Navision makes it easy to access the financial information you need to spot trends and gain insight into your business activities. You capitalize on your knowledge of how your business works by discovering opportunities, which otherwise might have been difficult to spot.

Project Accounting

Project Accounting for Government Contractors provides you the capability to manage various invoicing requirements and automate your billing process. This module allows your company to take control of growth, cash flow, operations, and profits. Whether you are billing fixed price, time & materials, or cost plus contracts, you can systematically generate invoices and Project Accounting for Government Contractors records these transactions including tracking your unbilled balances, retainage, and payment history.

Setup and Activities

There are two types of functions performed in the Project Accounting module. These are setup tasks and activities.

Setup tasks are typically done once or as new setup items are required. Setup windows include:

- Projects card
- Resources card
- Labor Category list
- Pricing Schedule
- Customer card
- Vendor card
- Logistics and Planning Items
- Web Time & Expense Web Projects ,Web Users, and Team
- All windows under Setup

Activities are performed often and become part of your planned work tasks. These include:

- Time Journal
- Project Journal
- Order Processing
- Logistics and Planning
- Web Time and Expense Reports and Periodic Activities
- Reports
- Periodic Activities

Chapter 3: Understanding the User Interface

Project Accounting for Government contractors is an embedded module in Navision. A full interface description can be found in the Navision documentation. Key items pertinent to the use of this module are outlined here. Navision and the Project Accounting for Government Contractors module use standard Microsoft Windows© navigation.

In This Chapter

- Opening the Application
- Opening a Database
- Application Window
- Window Types
- Icons
- Command and Menu Buttons
- New Records
- Entering Information
- Editing Information
- Menu Bar Overview
- Objects
- Dimensions
- Filtering

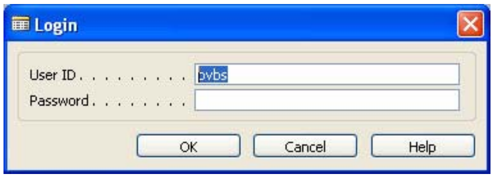
Opening the Application

Navision is a standard Windows application.

To open the application:

1. Double click the **MSB-Navision SQL** icon on your desktop.

   The application opens and a login screen appears.



Login

User ID . . . . pvbs

Password . . . .

Note: You may open the application using other Windows standard techniques.

2. Enter your **User ID** and **Password**.

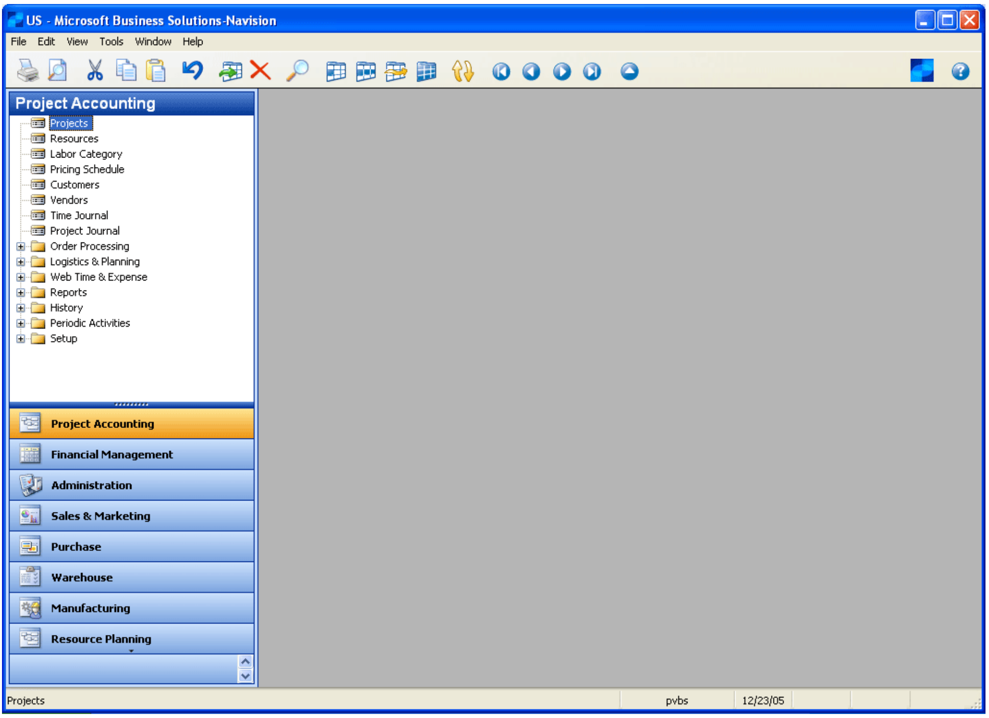
   This information is supplied by your systems administrator. Passwords are case-sensitive. User IDs are not case-sensitive.

   You may change your password by selecting Security and then Password from the Tools Menu. This change applies to the entire application, not just the Project Accounting module.

Note: Take care to remember your password as the system administrator no longer knows it once you have changed it.

Note: Navision supports both the single sign-on system offered by Windows 2000 and the unified login system offered by Windows NT. If you are using either of these operating systems, your system manager can grant you direct access to Navision. Therefore, your system may be set up so that no password is needed to open the database on a server.

3. Click the **Project Accounting Module** in the Main Menu.


US - Microsoft Business Solutions-Navision
File Edit View Tools Window Help
Project Accounting
Projects
Resources
Labor Category
Pricing Schedule
Customers
Vendors
Time Journal
Project Journal
Order Processing
Logistics & Planning
Web Time & Expense
Reports
History
Periodic Activities
Setup
Project Accounting
Financial Management
Administration
Sales & Marketing
Purchase
Warehouse
Manufacturing
Resource Planning
Projects
pvbs
12/23/05

Project Accounting Module

The tree is populated with Project Accounting data.

Note: The location of the module in the main menu is modifiable. Your Project Accounting may be located differently than the one shown.

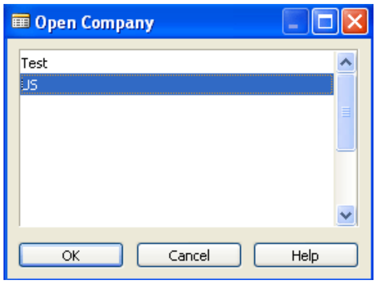
Opening a Company Database

If your database contains multiple companies, you must open the company's database to see its information. If only one database exists, it is automatically opened.

To open a company database:

1. Select **Company** and then **Open** from the **File Menu**.

   A window appears with a list of companies.


Open Company
Test
US
OK
Cancel
Help

2. Select the desired company.

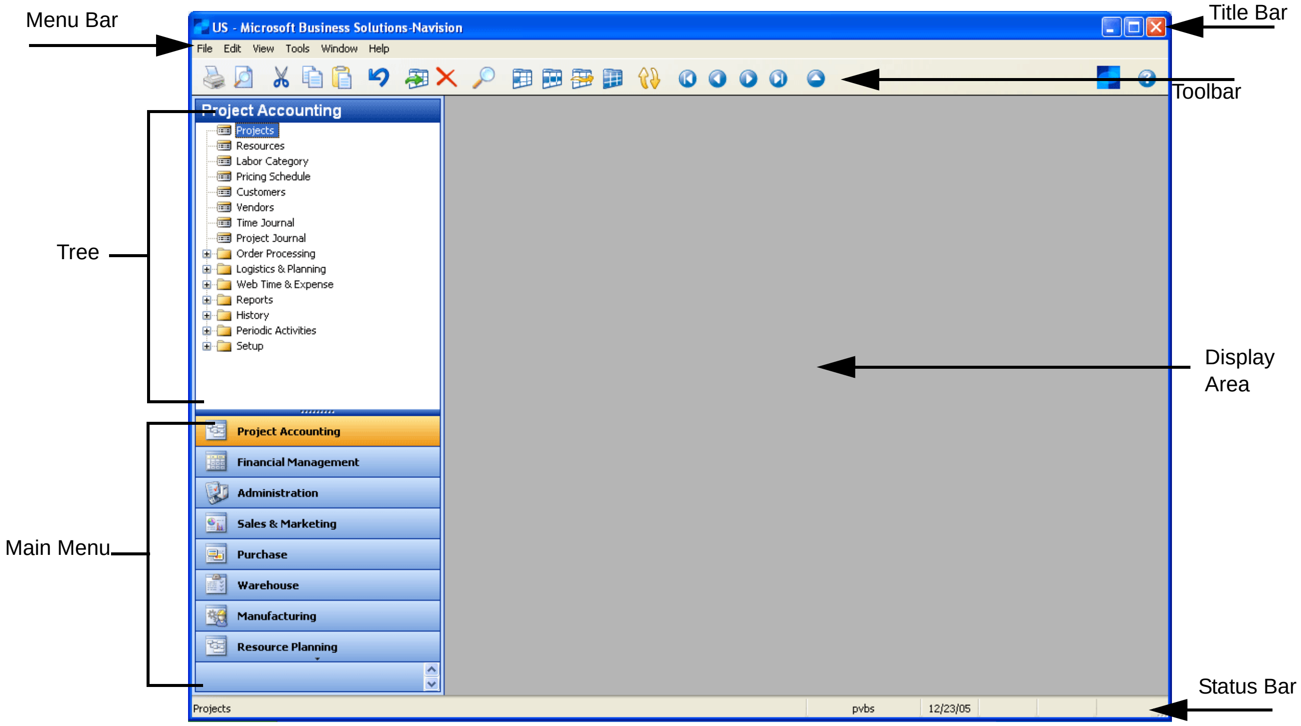
3. Click **OK**.

   The selected company's information is now displayed in the project module.

Note: If you cannot open a company, it is because a database must be selected (File>Database> Open) and then a company.

The Application Window

The Application Window is the main point of entry for Project Accounting for Government Contractors tasks.


Menu Bar
Title Bar
Toolbar
Tree
Display Area
Main Menu
Status Bar
US - Microsoft Business Solutions-Navision
File
Edit
View
Tools
Window
Help
Project Accounting
Projects
Resources
Labor Category
Pricing Schedule
Customers
Vendors
Time Journal
Project Journal
Order Processing
Logistics & Planning
Web Time & Expense
Reports
History
Periodic Activities
Setup
Project Accounting
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Sales & Marketing
Purchase
Warehouse
Manufacturing
Resource Planning
Projects
pvbs
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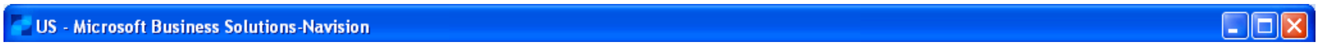
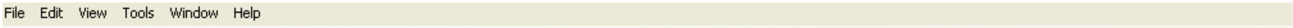
Title Bar

The Title bar displays the company you are currently working in, the name of the program (Microsoft Navision), a minimize button, a maximize/restore button, and a close button.


US - Microsoft Business Solutions-Navision

Menu Bar

This standard Windows feature contains pull-down menus to select functions such as creating new companies, design tools, and help. Functions which cannot be used appear dimmed (gray).

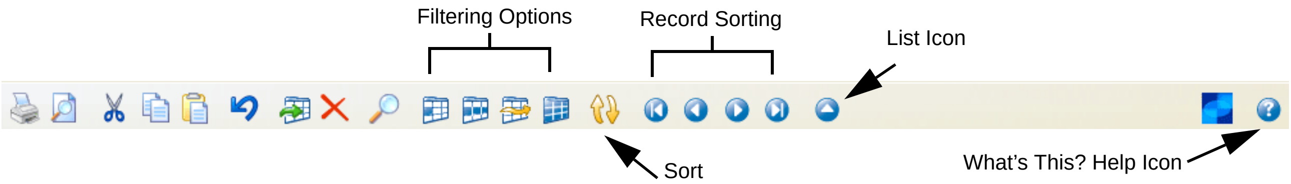


File Edit View Tools Window Help

For the purpose of this module, the actions performed via the Menu bar are to open a Company database. All other functions are performed via the tree. Menu Bar functions are described in detail in “Menu Bar Overview” on page 3-18.

Toolbar

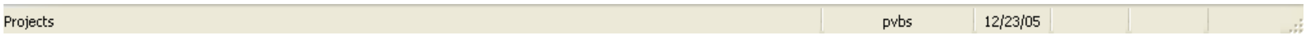
The Toolbar contains a row of iconic buttons to give quick access to frequently used functions such as editing, filtering, and locating data.



These icons may look different in Windows 2000.

Status Bar

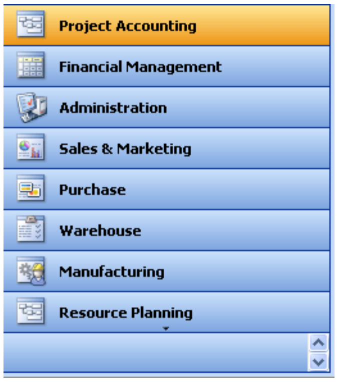
Located at the bottom of the application window, the Status bar shows name and contents of active fields, work date, user ID, and whether a filter (FILTER) is set as well as if you are in insert (INS) and /or overwrite (OVR) mode.



Projects pvbs 12/23/05

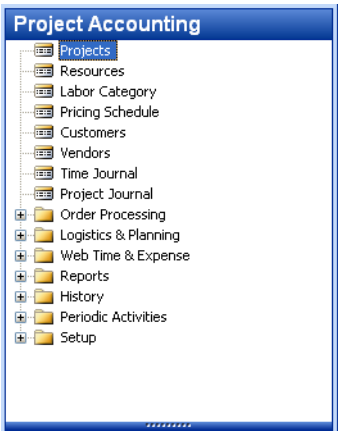
Main Menu

The Main menu contains a list of Navision modules and is located on the bottom left of the application window. When you select a module, all of its folders and windows are displayed in the tree. The Project Accounting Module is available in the Main menu.


Project Accounting
Financial Management
Administration
Sales & Marketing
Purchase
Warehouse
Manufacturing
Resource Planning

Tree

The tree appears on the left side of the application window. After you select a module in the Main menu, the tree is populated with items related within the module. You navigate the tree by clicking the desired item. Each item clicked opens a window in the display area. Clicking the expansion symbol (+) opens a folder. Clicking the collapse symbol (-) closes a folder.


Project Accounting
Projects
Resources
Labor Category
Pricing Schedule
Customers
Vendors
Time Journal
Project Journal
Order Processing
Logistics & Planning
Web Time & Expense
Reports
History
Periodic Activities
Setup

Right-clicking on a tree item provides general window navigation options. These options are not specific to the module.

Display Area

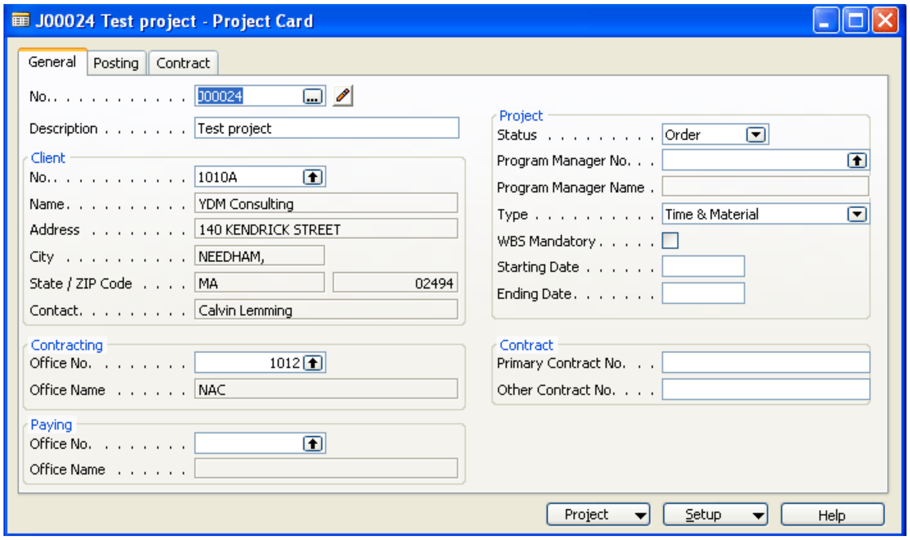
The display area is the area in which windows appear. You can open as many windows as you wish. The window on top is called the active window. You can enter information in this window, and it is affected by the functions you execute. You can recognize the active window because its title bar is a different color than that of the other open windows. You can make a window active by clicking on it.

Window Types

It's important to understand the two types of windows used in Microsoft Navision. There are Card windows and Tabular windows.

Card Windows

Card windows show only one record per window. Card windows have labeled tabs at the top to help organize the information. You may change tabs by clicking on any of the tabs. Information specific to that tab is displayed. Typically, there are several fields, many of which are available for data entry. Some fields may be editable and some fields may not. Also, many card windows have menu buttons and command buttons at the bottom, which give you even more related information and easy access to useful functions.



No. J00024

Description . . . . Test project

Client

No. 1010A

Name . . . . YDM Consulting

Address . . . . 140 KENDRICK STREET

City . . . . NEEDHAM,

State / ZIP Code . . . . MA 02494

Contact. . . . . Calvin Lemming

Contracting

Office No. 1012

Office Name . . . . . . NAC

Paying

Office No. . . . .

Office Name . . . . . .

Project

Status . . . . Order

Program Manager No. . .

Program Manager Name .

Type . . . . Time & Material

WBS Mandatory . . . . . ☐

Starting Date . . . . . .

Ending Date. . . . . . .

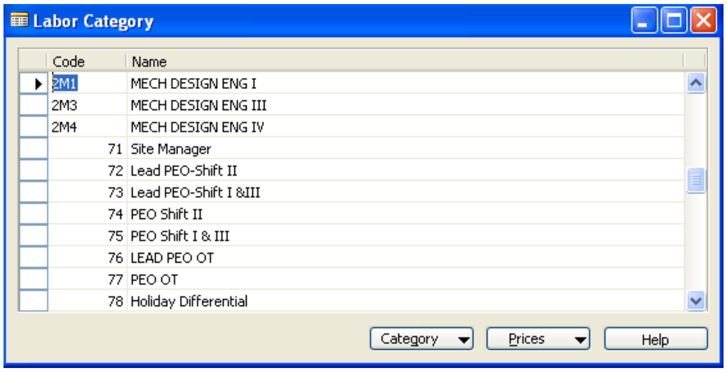
Contract

Primary Contract No. . .

Other Contract No. . . .

Tabular Windows

Tabular windows show multiple records per window. These windows have rows and columns.



Code	Name
2M1	MECH DESIGN ENG I
2M3	MECH DESIGN ENG III
2M4	MECH DESIGN ENG IV
71	Site Manager
72	Lead PEO-Shift II
73	Lead PEO-Shift I &III
74	PEO Shift II
75	PEO Shift I & III
76	LEAD PEO OT
77	PEO OT
78	Holiday Differential

If the tabular window has more fields than can display in the list view, you can use the scroll bar at the bottom of the window to move left and right to view them all.

On the left there is a vertical panel called the line selector. You can use it to select a line or can click anywhere in the line. The line is now highlighted. You can click multiple lines by clicking and dragging the cursor over multiple lines. Selected lines are highlighted. Release the cursor to stop selecting.

Tabular windows may also have buttons at the bottom of the window. As with card windows, some tabular windows are for data entry and some are informational only.

Changing your window layout

You may change how tabular windows display. This changed view is associated with your User ID and saved within the ZUP file on your computer. Therefore, when you change how a window displays other users in your company are not affected.

Note: Changes you make are overwritten if you receive an object to replace the one which you modified. For example, if you change the location of columns in a journal and subsequently get a modified journal from PVBS, the column changes you made are lost.

Changing Column Width

To change the width of a column, place the cursor on the vertical line separating the columns after the name of the column to be expanded. The cursor displays as a vertical line with an arrow through it. Hold the mouse button and drag the column separator to the desired width. Release the mouse button when you are satisfied with the width.

Changing Row Height

You can change the height of all rows or the heading row. To change the height of the heading row, place the cursor in the line selector column on the line below the heading row. The cursor becomes a horizontal line with an arrow through it. Hold the mouse button and drag the row separator to the desired height. Release the mouse button when you are satisfied with the height.

To change the height of all of the rows, other than the heading row, simultaneously place the cursor in the line selector column on the line below the row to be changed. The cursor becomes a horizontal line with an arrow through it. Hold the mouse button and drag the row separator to the desired height. Release the mouse button when you are satisfied with the height.

Moving Columns

To move a column, first place the cursor in the heading area of the column you would like to move. Hold the mouse button down so that the cursor becomes a hand and drag the column to the spot where you want to place it. Release the mouse button.

Showing and Hiding Columns

In addition to changing column height, row height and moving columns around you are also able to select what fields (columns) display. You can either right click on the heading section of the tabular window or select View>Show Column from the menu bar to see a list of available columns. To display a field in your window, place a check in front of the field name. To remove a column, remove the check. You must click OK in order for the chnage to take effect.

Understanding Icons

The following icons are used within windows. They are in addition to toolbar icons.

Icon	Name	Description
⬆	lookup arrow	Clicking this icon displays the list window for that field. The list window may have modifiable options.
▼	pulldown	Clicking this item displays a pulldown list of items for selection. Dragging to an item and releasing, selects the item. The item is then displayed in the field.
...	ellipsis	Clicking this icon allows you to view the number series that has been established.
✎	pencil	Clicking this items displays a window in which you may enter notes about the record.
▲	list arrow	Clicking the list arrow in the toolbar displays a complete listing of records related to that card.
✉	mail	Clicking this icon invokes the default e-mail client.

Command Buttons and Menu Buttons

At the bottom of many windows are buttons that can be used to access useful functions related to the information in that window. The buttons with a small downward triangle are Menu Buttons and the others are Command Buttons.

Setup ▼

Menu buttons offer you a pull-down menu with related options.

Help

Command buttons execute a command for you. Some examples are Print or Help.

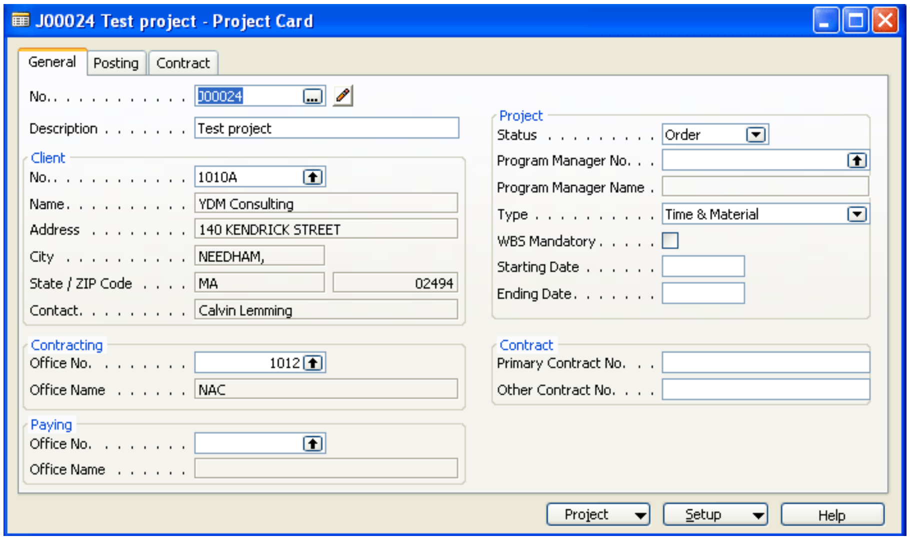
Adding New Records in Card Windows

When a card window is invoked, the last record viewed is displayed.

To create a new record:

1. Open the desired card.

   The card appears in the display area with the last record displayed open.



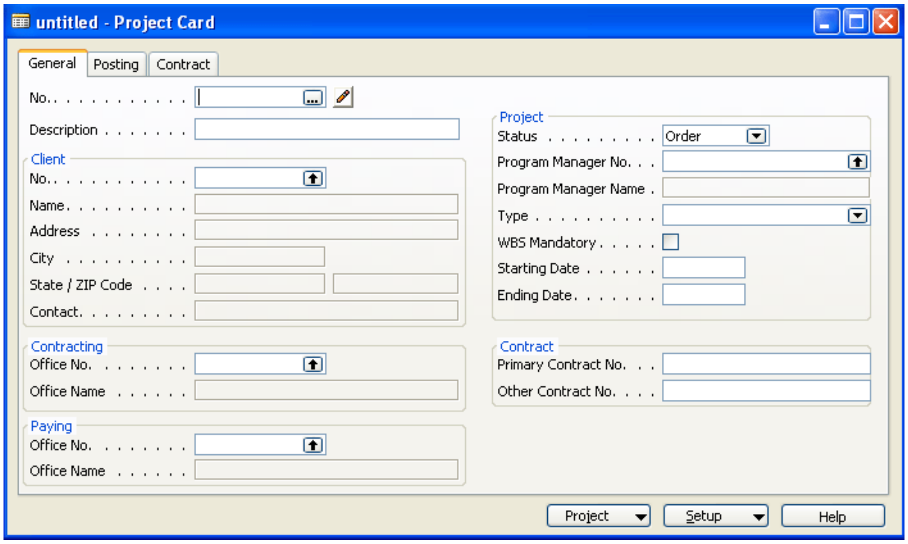
J00024 Test project - Project Card

No. J00024
Description Test project
Client No. 1010A
Name YDM Consulting
Address 140 KENDRICK STREET
City NEEDHAM,
State / ZIP Code MA 02494
Contact Calvin Lemming
Contracting Office No. 1012
Office Name NAC
Project Status Order
Type Time & Material

General
Posting
Contract
Client
Contracting
Paying
Office No.
Office Name
Project
Program Manager No.
Program Manager Name
WBS Mandatory ☐
Starting Date
Ending Date
Contract
Primary Contract No.
Other Contract No.
Project
Setup
Help

2. Place your cursor in the No. field and Press F3.

   The card is repopulated with blank fields.



untitled - Project Card

Project Status Order

General
Posting
Contract
No.
Description
Client
No.
Name
Address
City
State / ZIP Code
Contact
Contracting
Office No.
Office Name
Paying
Office No.
Office Name
Project
Program Manager No.
Program Manager Name
Type
WBS Mandatory ☐
Starting Date
Ending Date
Contract
Primary Contract No.
Other Contract No.
Project
Setup
Help

3. Enter the desired information.

Modifying Records in Card Windows

When a card window is invoked, the last record viewed is displayed. You need to locate the desired record and then modify it.

To modify an existing record:

1. Open the desired card.

   The card appears in the display area.
2. Click the List arrow icon in the toolbar.

   A new window is invoked.
3. Select the desired item from the table.
4. Click OK.

   The card is repopulated with the desired record.
5. Modify the desired information.

Note: You may also scroll through records using the record sorting arrows in the toolbar.

Entering Information

When entering information into fields, Microsoft Navision provides the format for the type of information you are entering. For example, a date field can only accept date parameters, a number field only accepts numbers, and a text field accepts everything.

Entering a Date

Microsoft Navision is very flexible in how you enter dates. The following are valid entries in a date field:

Data	Description
W	The work date you entered under Tools
T	Today’s system date
C	Closing date
#	Number of the day in the current work month
Month-day-year	122502, 12 25 02, 12-25-02, 12/25/02
weekday-weeknumber-year	Fr5202, fr 52 02, fr-52-02, fr/52/02

You may also enter abbreviations for the weekday and Microsoft Navision enters the date for that weekday based on your Work Date:

Data	Description
m	Monday
tu	Tuesday
we	Wednesday
th	Thursday
f	Friday
sa	Saturday
su	Sunday

The Microsoft Navision week starts on Monday. The starting day for your week may be changed (or already configured) in Setup>Resources Setup. See “Resources Setup” on page 25-9.

PVBS recommends that you enter as few numbers as possible when entering dates. Microsoft Navision is set to accept dates through the next millennium. Microsoft Navision uses the year of your Work Date if you just enter the day and month. So, if your Work Date is 12/25/02 and you enter 1225, the date is set to 12/25/02.Microsoft Navision uses the month and year of your Work Date if you just enter the day. So, when your Work Date is 12/05/02 if you enter a day of 25, the date is set to 12/25/02.

Navision supports the default Window date range of 1930 to 2029. Therefore, when you enter the year portion of a date with two digits, it is interpreted as 19xx if the number is between 30 and 99 and 20xx if the number is between 00 and 29.

Check Boxes and Option Buttons

Click on these boxes and a check mark or a black dot is placed in that field turning the option on.

Entering a Number or Amount

If a field accepts only numbers, enter the numbers without commas but with decimals. Numbers are always right justified on the screen and on printed material. Use a period as a decimal sign. All decimal number fields have a built-in mathematical function; you can enter calculations such as 13.50 * 2 - 12. The four basic mathematics operators are + (plus), - (minus), * (multiply), and / (divide).

Entering Codes

A code is used to identify a record such as a Vendor No. or Customer No. Codes are also values that are used for the sorting of information on the screen and in reports. You can use numbers and letters for identification codes. If you use pure numbers as the Codes for a table, all Codes in the table should be pure numbers. If you use alphanumeric fields you can also use pure alpha codes in the same table. By using this format, filtering is easier.

If you are entering information and need to find a code, go to the code field and click on the lookup icon. This gives you a list of available codes. It is best not to use special characters, such as the & sign, in codes because sometimes these characters are used in filtering Microsoft Navision information. You may use a dash (-) but avoid all other non-alphanumeric characters.

When entering Codes from a related table containing alphanumeric or pure alpha codes, you only need to enter the characters that make this Code unique in the table. For example, to enter a Salesperson on a Customer Card and the table contained the following:

Code	Description
SAM	Sam Jones
SUSAN	Susan Smith

you would just need to enter SA for SAM or SU for Susan. When entering into Code type fields, Microsoft Navision changes all lowercase characters to uppercase.

Editing Information

Editing Fields

If a field is editable, you may highlight the text (or numerics) in the field and enter new text or you may add text to the field. Editable fields may require manual entry, pull-down selection, or selection from list windows.

Inserting and Deleting Rows

To insert or delete a line in a tabular window, right-click and select the desired action. You may also use the F3 for insert and F4 for delete.

Posted Entries

You cannot change important information in posted entries. Only information such as due date, payment discount date, possible payment discount, applies-to ID, and whether the entry is pending approval can be changed. In order to make a change to these fields, you must click the field twice or press F2 to begin the edit. This protective editing function that only applies to these fields is called “inline editing.”

Copy and Paste

You can copy entire lines using the Copy and Paste functions, using the following procedure.

1. Select what you want to copy, right-click and select the desired function: from the menu.
2. Move to the spot on the empty line or card where you want to insert the copied line.
3. Right-click and select the desired function from the menu.

You can use this process to copy data from within Navision to a spreadsheet program such as Microsoft Excel. For security reasons, you cannot copy from Excel into Navision.

You may also use this process to create new cards in Navision from existing cards. Navision prompts you to change the Code field to be unique before you leave the card.

Filtering

Filters are used to limit the scope of the information that appears on a screen or report. They give you the ability to see only the information you want. You may select between Field, Table, and Flow filters.

When you set any of the three filter types, FILTER is shown at the bottom of the application window in the Status Bar. FILTER also displays when the system has set a filter internally. For example, when you view the Ledger Entries of a Customer, the system sets a Field Filter on the Customer No. field in the Customer Ledger Entry table.

If you are not completely sure which filter you need to use to see the desired information in a window, you can have the filter window opened simultaneously with the data window, then switch filters until the desired contents of the data window appear. For this purpose you can click on the Apply button instead of OK in the filter window. By clicking Apply you can test one filter after another and then click OK after finding the filter you want to use.

Field Filter

Field Filters apply to one field at a time in a table. Field Filters do not affect calculated fields, but they do limit the amount of information displayed. When you select a field and press F7 or select View>Field Filter, the program displays a Field Filter window. You can then enter the filtering information.

Table Filter

Table Filters enable you to combine multiple Field Filters. By accessing Table Filter you can filter by more than one field in a table at a time or view the filters you have set using Field Filter. For example, you can filter on multiple fields at once such as zip code and payment terms. Or, you could use Table Filter to view Vendors from a specific zip code and with balances above a certain amount.

Most request forms offer several Table Filters to use while printing reports or batch jobs. Table Filter is different from Flow Filter in that it can be used to limit data on multiple fields in the system. If you are using multiple filters in the window you can use Ctrl F7 or click on to see a list of each filter and edit them from this screen.

Both Field Filters and Table Filters are released by the Show All function which is accessed by View>Show All.

Flow Filters

Flow Filters limit the contents of the fields that display amounts or quantities that Microsoft Navision calculates from entries in other tables. It does this by making a selection of the entries included in the calculations. The filter should be entered in the table where the calculated field appears and not in the table where the figures come from. Filters can be set in fields whose names end with the word Filter, such as Date Filter or Budget Filter. For example, if you want to see transactions for a particular department, you would use the Flow Filter feature to limit the function to the department. If you want to make entries to the budget for a particular department, you would use the Flow Filter feature. If you want to see how a promotion went, you would use the Flow Filter for a range of dates.

Flow Filters may be used for a range of dates, departments, projects, budgets, and business units. Flow Filters are not released by the Show All function. You must access the Flow Filter on the same screen where you set the filter, blank the Filter column, and click on OK.

Filtering on Reports

In addition to allowing you to analyze data online, filters are also useful in selecting data to print on reports. When you select a report to print, a request form displays.

The Sort button in the lower right portion of the window can be used to select how you would like the data displayed on the report. If you wish to change the sort order, be sure to do so before setting any filters.

Each tab represents a table that is used to provide information for the report. On each tab, you can use the assist button in the Field column to select fields that are not displayed. On the same line as the selected fields, you can indicate filters to apply.

The Options tab is used to make general decisions about how to print the report. Some examples of this would be the option to print in detail or summary and whether company information (address, etc.) should print on the report.

SQL and Filtering Reports

It is important to understand how consistency of data may affect reports generated in Microsoft Navision on SQL. The SQL Server Option allows many users to interact with Navision simultaneously. This means that a wide variety of transactions can be carried out at any time. Although the data displayed by Navision is up-to-date, it is not necessarily completely consistent. For example, an incomplete transaction may cause inconsistencies to occur between the debit and credit in an account.

The only way to ensure the consistency of the data on which you base your reports would be to design the reports so that they lock the relevant tables or records. This prevents other users from inserting, deleting or modifying these records or tables while the report is being generated. However, this is not the default setting, and it is not a suitable method for designing reports.

Therefore, two procedures may be followed to ensure the consistency of the data used when generating reports with the SQL Server Option for Microsoft Navision:

- create batch jobs that generate your reports at night or at another time when the system is not being updated.
- set a filter in the report that places a date limit on the data used in the report so that it does not incorporate the day’s transactions. You could also limit the report to a department or branch that is not currently updating the system.

Various ways to enter filters are outlined on the following pages.

Filter Expressions

The table lists filter expressions:

Meaning	Sample Expression	Record Content Displayed
Equal to	377	377
Interval	1100..2100	1100 through 2100
	..2500	Up to and including 2500
	P8..	Information for accounting Period 8 and thereafter
Either/or	1200|1300	Those with 1200 or 1300. If there is a record with each number, both are displayed.
And	<2000&>1000	Numbers that are less than 2000 and greater than 1000. (The & sign cannot be used by itself with numbers because records cannot contain two numbers.)
Different from (not equal to)	<>0	All numbers except 0
	<>1000&<>2000	All numbers that are not 1000 and not 2000
Greater than	>1200	Numbers greater than 1200

Meaning	Sample Expression	Record Content Displayed
Greater than or equal to	>=1200	Numbers greater than or equal to 1200
Less than	<1200	Numbers less than 1200
Less than or equal to	<=1200	Numbers less than or equal to 1200
An unspecified number of unknown characters (may be none)	*Co*	Textual matter than contains *co* such as uncooperative, company, etc.
	Co*	Textual matter than begins with co* such as coordinate, company, etc.
	*co	Textual matter than ends with *co such as Debtco
One unknown character	Hans?n	Textual matter than contains the specified letters, and one unspecified, such as Hanson or Hansen.

Expressions can also be combined, as in the examples below:

Expression	Description
5999|8100.. 8490	Include any records with the number 5999 or a number from the interval 8100 through 8490
..1299|1400..	Include records with a number less than or equal to 1299 or a number equal to 1400 or greater - that is, all numbers except 1300 through 1399
>50&<100	Include records with numbers that are greater than 50 and less than 100 - that is, numbers 51 through 99
C&*D*	Texts containing both C and D
@*co?*	Texts containing co., CO., Co., cot, cope, incorporated.... (CO, cO, co or Co must be present, followed by at least one character, but there can be an indefinite number of characters before and after these, and case is unimportant).

Understanding Dimensions

Dimensions are used within Microsoft Navision to enable you to set parameters by which you slice and dice your information. Dimensions are data that you can add to an entry so that Navision can group entries with similar characteristics and easily retrieve these groups for analysis purposes.

PVBS creates Dimensions for you. The three main Dimensions are:

- Project
- Department
- Task

Project and Department are global Dimensions.

Understanding Objects

There are five types of objects in Navision. All of these objects can be changed based upon the needs of your company and your company's workflow. Understanding the objects and how they work together helps you to understand and make the most use of Navision to manage your business. These objects are briefly reviewed below.

From the Menu Bar, choose Tools and then Object Designer. This window displays a list of all available objects.

You can view all of the objects, or you can choose to view only one type of object at a time. The five types of objects (as listed down the left side of the Object Designer window) and a basic definition of each are as follows.

Object	Description
Table	A place to store data. It consists of fields and each field holds a specific piece of information. In a table, each line is a record; each record is made up of fields and each field holds one piece of information.
Form	Displays information on the screen and gives access for editing, deleting and adding data in either a card or tabular form. The card form displays table data one record at a time, as you move from field to field you can change the data. The tabular form displays a list of several records at one time.
Report	A print out (hard copy) of data. When you run a report, you may limit the information displayed by setting filters at the Request Filter Form. Reports can print in summary or detail and may be designed to print selected fields from individual records. A Document is a report that prints one transaction at a time. Reports are generally used internally by management and Documents are normally sent outside your company to Vendors, Customers or Tax Reporting Authorities.
Dataport	A method of importing or exporting information in and/or out of Navision.
Codeunit	A function that performs a process, such as posting or creating orders.

Menu Bar Overview

The Menu Bar includes the following pull-down menus which are generally used in Navision:

- File
- Edit
- View
- Tools
- Window
- Help

Each menu can be accessed by clicking with the mouse or by hitting the Alt key simultaneously with the first letter that is underlined. For example, Alt + F accesses the File menu. Just pressing the underlined letter can then access the items listed on the pull-down menus. Many of the items in the pull-down menus can also be accessed by using ShortCut keys. Shortcut keys are described in“Shortcut Keys” on page A-1.

Some of the options listed on the pull-down menus change or become inactive (shaded-out) depending on what Microsoft Navision functional area you are currently working in.

File Menu

Most of these functions are related to starting, closing and maintaining the databases and companies used in Microsoft Navision.

Menu Item	Description
Close (Esc)	Close the active window.
Save as HTML	when a report is previewed to the screen, it may be saved as an HTML file. This file may then be opened in Excel and ‘What If’ analysis can be run on it. The file is imported as values; any formulas therefore have to be input into Excel.
Database (Alt-F, b)	Create a New database, Open an existing database, Test a database (this must be done at least monthly), Expand a database size, Delete a database, Close a database, and Information about database size, connections and active sessions as well as a tables list that shows size and optimization. The functions in this program such as creating and deleting should only be done by the system administrator. The Database Used should never exceed 85% of the Database Size, and the Database Size should never (on a normal basis) exceed 85% of the Licensed Size. Microsoft Navision needs the last 15% of opened space to process activity and perform large tasks like Backup and Restore. If you are using the SQL Server Option for Microsoft Navision, you have available Altering databases. You may use this function to change the database properties whenever you think that it is necessary.
Company (Ctrl-O)	Start a New company, Open an existing company, Rename a company, Delete a company, and Close a company. The functions in this menu other than open and close should only be done by the system administrator.
Page Setup, Print Preview, and Print	Functions relating to printing documents and reports (Print and Preview are toolbar icons). These options become active when a document or report has been selected for printing and the Request Form is displayed.
Page Setup (Alt-F, g)	You may reset the margins on a report here, if desired. Generally, the margins are reset as a property of the report. We normally set all the margins on your checks and other documents where needed to 0.
Print Setup (Alt-F, u)	This is used to have a report print to a different printer than your default printer. Like Page Setup this must be changed when the request form of the report appears and then the report / document must actually be printed or previewed after setting the printer. From then on the report always defaults to that printer from your workstation until changes are made.
Send	The Report by e-mail option enables you to send e-mail messages out of Navision. For example, you may create a Purchase Order, select to Print it and then Preview. With the document displayed on the screen, go to File, Send, Report by e-mail and a window opens up from which you may select the appropriate address to e-mail the document to. This function depends on having MAPI compliant e-mail. The file is sent in HTML format and may be viewed with a browser, and then printed.

Menu Item	Description
Link by e-mail	To use this option, first open the form or report you want to send a link for. With the document displayed on the screen, go to File, Send, Link by e-mail. Your e-mail opens a new message; a link is pasted to the Attach field from which the recipient can then access by double–clicking the link.
Shortcut to Desktop	Shortcut to Desktop enables you to create a shortcut on your desktop to a form or report in Navision.
1, 2, 3	List of recently opened companies; type the number or click on the list to re-open a company.
Exit (Alt-F, x)	Exit Microsoft Navision program.

Edit

Includes several editing features for data entry into and between different Microsoft Navision windows.

Menu Item	Description
Undo (Ctrl-Z)	To "undo" an editing error, such as deleting the contents of a field, but undo preceding action only (toolbar icon). This function is of limited use in Microsoft Navision because once we have left a field, we have written to the database.
Cut (Ctrl-X), Copy (Ctrl-C), and Paste (Ctrl-V)	Standard Windows editing options for moving and removing information (toolbar icons). We can use these functions within Microsoft Navision or between Microsoft Navision and Microsoft Office products.
Clear (Del)	This function removes only what is selected in the active window. This could be part of a field, an entire field, multiple fields, multiple lines or all lines.
Copy Link	This allows you to create a link to a form or a report. The form must be the active form in Navision. Click Edit, Copy Link. Navision places the link on the clipboard – you then paste the link using Edit, Paste.
Copy Previous (F8)	To copy into a field the exact contents of the field above.
Insert New (F3) and Delete (F4)	To insert or delete records and fields
Select (Alt-E, S)	Used to select a single record in a table. This highlights the line you are on in blue and is the same function as clicking the mouse in the left-hand margin. You can also select multiple consecutive lines by holding down the Shift key and using the Down Arrow key simultaneously. In addition, you can select nonconsecutive lines. Click the first line and then using the Control key and click the line selector of the additional lines you want to select.
Select All (Ctrl-A)	Used to select all the visible records in a table / list. This respects all filters set on the table. Clicking in the upper left hand corner of a tabular window can perform the same operation.
Select Object	Used in Object Designer.

Menu Item	Description
Toggle Mark (Ctrl-F1)	To selectively mark records in a list / journal. This places or removes a diamond mark in the left-hand margin. This is then used with View Marked Only (Alt-V, M) to show and perform functions on only those lines that are marked.
Find (Ctrl-F) and Replace (Ctrl-H)	Used to locate and/or replace specific contents of fields (toolbar icon). The Title Bar displays the field you are searching in. The Find What field is where you enter the information you are searching for. You may use Match to select what part of the field the value you enter should be compared to; the choices for Beginning or Any Part are only appropriate when searching in fields that display text or codes. Microsoft Navision distinguishes between upper and lower case if you place a check in the Match Case field. Selecting Use the Best Key results in Navision resorting the table in the order that results in the fastest search; this is especially useful in large tables. When Find as you Type is selected, Navision begins searching for the text as you type in the value. Navision stops and display what it has found when it finds a value that fits the search string. If the record displayed is not the one you are looking for, you may use the Find First, Find Next and Find Previous buttons to locate the appropriate record. If you want to replace the value, use the Replace button to indicate the value to substitute.

View

Includes functions that affect what is visible in the active window.

Menu Item	Description
Go To	Go to first, previous, next or last records (toolbar icons).First (Ctrl-Home), Last (Ctrl-End), Next (Page Down), Previous (Page Up)
Field Filter (F7), Table Filter (Ctrl-F7) and Flow Filter (Shift-F7)	Microsoft Navision' functions to filter records in a window based on certain criteria.
Marked Only (Alt-V, M)	To show only those records marked by the Toggle Mark (Ctrl-F1) function in a window.
Show All (Alt-V, A)	To release filters you have set and to show all records again.
Toolbar	Choose whether the toolbar is displayed and in what manner. Some options are color, size, and “Teletypes” (cues).
Hide Column (Alt-V, H) and Show Column (Alt-V, u)	For use with windows with rows and columns (tabular windows) to choose which columns is visible. This same functionality can be achieved by right clicking on the heading portion of the tabular window.
Refresh	This option is available if you are using the SQL Server Option for Microsoft Navision. You use this function to refresh the data that the active window contains. Navision then ensures that the newest data appears in the window.

Sort

To change the order data displays change the sort order of the table, such as customer number or entry number (toolbar icon). The sort is as follows – numbers only without blank spaces or special characters then letters only or numbers and letters combined. When numbers and letters are combined, the field contents are checked character by character from left to right. The sorting priority is as follows – blank spaces come before something, letters come before numbers, and numbers come before special characters.

These rules result in the following sorted list:

Order	Reason
1	Numbers without blank spaces or special character come before letters or combinations of numbers and letters, and Navision counts in ascending order
A 1	This is a combination of letters and numbers. It comes before other such combinations because the blank space between A and 1 comes before anything else.
ABC AB1	Letters come after blank spaces (so ABC comes after A 1 above) but before numbers in letter/number combinations. So ABC comes before AB1
A1	Numbers are sorted before letters, so A1 comes before AB.
D S B	D comes after A, blank spaces come before something.
D1	Numbers are sorted before letters, so D1 comes before D S B.
D.S.B.	Special characters come after numbers.
1A	A number at the start of a combination of letters comes next to last in the sorting order.
+A1	Special characters come last in a sorting.

It is important to be familiar with sorting rules sot that filters can be entered correctly. For example, the filter A100...110 does not result in any data being found since the interval cannot exist. The result of an incorrectly used filter can be incorrect or even no information.

To ensure that numbers are sorted correctly, you must use the following principles: always use a numerical series of a fixed length (100 to 999), never use a numerical series such as 1 to 999 in code or text fields, and never use a numerical series such as 001 to 999 in code or text fields.

The SQL Server Option for Navision sorts numbers as if they were text as illustrated in the following table.

Numerical Sorting	Text Sorting
1	1
2	10
3	100
4	2
10	3
100	4

To avoid this problem, you should use a numerical series that has a fixed length by either specifying a numerical series that has a predefined number of digits and starts with a number other that zero or manually follow the numbering principles and use a fixed number of digits.

Tools

Contains the major programming functions and setup options.

Menu Item	Description
Work Date	Allows each user to enter a date that the system uses when entering transactions that is different from the system or actual date. For example, you may have several transactions to enter that were dated 3/20/02. However, today's date is 3/31/02. By changing the work date to 3/20/02, you won't have to manually enter a date. You can override the work date when entering transactions by typing t for today's date or entering a different date. The Work Date is also used to determine the default year and month Microsoft Navision uses when you enter either just the day of the month or the month and day. (See the Entering Information section).
Language	Displays a table of the application languages.
Object Designer (Shift-F12) and Designer (Ctrl-F12)	Allows the use of the Microsoft Navision C/SIDE application development system to modify the application and customize forms or reports. Special permission is required to use these functions.
Debugger	Used by PVBS when they customize Microsoft Navision.
Client Monitor	Used by PVBS to monitor the communication between server and clients in a network to ensure efficient communication.
Zoom (Ctrl-F8)	Allows users with Super-user permissions, to see the contents of every field in the current record. This gives you the ability to see every field available in a table even when they are not displayed in the window.
Backup and Restore	Allows backup of one company, all companies, application objects, or entire database. Backups can be performed at any time due to the unique feature within Microsoft Navision called Version Management. Before a backup, the system takes a picture of the version at the time of the request and then backs it up. This allows other users to continue processing in the program and means that backups do not have to be done after hours. A backup should be performed every day. If you need to restore a backup, use the Restore procedure to restore a backup made using the Microsoft Navision Backup program. We recommend you call PVBS Technical Support department for assistance. Microsoft Navision does not overwrite existing data therefore companies must be renamed or deleted prior to running the Restore function.
Security	Used to enter users into the system with options of Roles, Database Logins, Window Logins and Passwords. Each user on the system should be given rights to access menus, windows, tables and functions in Microsoft Navision. Each user's name and password (if needed) is entered in this window to have access to the Companies set up in Microsoft Navision.The Password option allows you to change your password. You are prompted for your User ID and current Password. You can then enter your New Password which you must enter a second time. Next the Application Window is blank. Press Ctrl-O to Open a Company. The Login form reappears and you now enter your User Id and new Password. If you are using the SQL Server Option for Microsoft Navision, you also see the Synchronize function under Tools, Security. The synchronization process is the heart of the security system for SQL Server Option for Microsoft Navision.

Menu Item	Description
License Information	Shows contents of the license file under which you are working including the license number, who owns it and, if there is a time limit, when the license expires. Your license file is named fin.flf. If you want to see all the functions in Navision – including those for which you have not purchased permission – you can use the license file cronus.flf. To change the license, select Tools, License Information and select the Change button, then browse to locate the license.
Custom Controls	this menu item provides a list of OCX controls registered in Windows.
Options	Contains the program setup options which include DBMS Cache (KB), Commit Cache, Object Cache (KB), Net Type, Status Bar, Close Forms on Esc, Marquee Full Selection. Your System Administrator is responsible for monitoring these options.

Window

Contains information related to windows that are currently open.

Menu Button	Description
Close All (Alt-W, A)	Closes all open windows.
Arrange Icons	To arrange the icons shown on lower border of the application window that appear when you minimize a window (double-click the icon to maximize again).
1, 2, 3	List of currently open windows.

Help

Contains many Help options.

Menu Item	Description
Microsoft Navision Help	Shows a table of contents available in Help system.
C/SIDE Reference Guide	Reference tool for programming.
What’s That? (Shift-F1)	Transforms the cursor to a Help cursor that can retrieve Help for everything on the screen (Toolbar icon).
Overview of F Keys (Alt-F1)	Displays an overview of the function keys in the program. The functions displayed are context sensitive. A complete listing is in the section Short Cut Keys.
About Microsoft Navision	Displays product information, including the version number of the program

Chapter 4: Projects Card

Projects are the center of Project Accounting for Government Contractors. You use the Project card to setup projects. You can also set up project related information like contracting office and paying office on the card. In addition, you may view project statistics and ledger entries from the Project card.

In This Chapter

- Creating New Projects
- Modifying projects
- General tab
- Posting tab
- Contract tab
- Project button
- Setup button

Creating New Project Records

You can create Time and Materials, Cost Plus Fixed Fee (CPFF), or Firm Fixed Price projects. The process for creating projects is the same, but the options selected may differ depending on which type of project you are creating.

To create a new Project record:

1. Click the **Projects** card in the tree.

   The Project card appears in the display area.
2. Place your cursor in the No. field and Press F3.

   The card is repopulated with blank fields.
3. Click the **General** tab.

   The card is repopulated with General tab information.

Note: When creating a new record, the General tab appears on top.

4. Type the Project Number.

   You can enter notes by clicking the pencil icon.

   To view all projects set up in the system press the list key located on the toolbar.
5. Enter the Project Description.

   Type the description of the Project. The maximum number of characters is 50.
6. Click the lookup arrow to enter the client number.

   A table window appears.

   If this is a new client, click the card from the Customer button in the lookup window. See “Customer Card Setup” on page 8-1 for entering new customer information.
7. Select the desired client number and click **OK**.
8. Click anywhere in the name field and the remaining client information is populated.
9. Enter information in the Project area.

The information entered in this area depends on the type of project your creating. You can set up a Time and Materials (T&M), Cost Plus Fixed Fee (CPFF), or Firm Fixed Price project.

Check the WBS Mandatory box for all project types. This is required.

Select the desired project type from the Type pull-down.

10. Enter information in the **Posting** tab as outlined in “Posting Tab” on page 4-4.

    The information entered in this area depends on the type of project your creating. You can set up a Time and Materials (T&M), Cost Plus Fixed Fee (CPFF), or Firm Fixed Price project.

    The Default Posting group must match the Posting Group chosen in the General tab. If you have multiple contract types, you may use the override options to declare additional posting groups.

11. Enter remaining information in the **Contract tab** as outlined in “Contract Tab” on page 4-6.
12. Enter detail in **WBS** which is accessible from the **Setup** Button.

    See “WBS” on page 4-8.

13. Open the **Task Order Detail** Card accessible from the **Setup** Button.

    See “Task Order Detail” on page 4-10.

14. Select the task you created in WBS Setup and enter task order details.

    Upon completion of Task Order Detail setup, many of the Contract tab fields are populated.

15. Depending on what type of project you are creating, select the options in the Setup button.

    For T&M, use T&M Resource Prices (see “Setup Menu Button” on page 4-8).

    For CPFF, use Cost Plus Budgeted Rates (see “Setup Menu Button” on page 4-8).

    For FFP, use Fixed Price Billing Schedule (see “Setup Menu Button” on page 4-8).

16. Add the project to Web Projects by selecting **ADD/View Web Project** from the **Project** menu button.
17. As desired, set the Resource Labor category specifically for this project.

    This is identical to the Labor Category list. See “Labor Category Setup” on page 6-1

18. As desired, set the G/L Budget.

    G/L Budget is described in “G/L Budgets” on page 4-11.

19. As desired, view information in the Project menu button. See “Project Menu Button” on page 4-7.

Modifying Existing Project Records

You can modify existing project records.

Note: Once the order status is changed to completed, no other changes can be made to the project. If you wish to inactivate the project, check Inactive on the Posting tab.

To modify Project records:

1. Click the **Projects** card in the tree.

   The Project card appears in the display area.
2. Select the desired Project Number by clicking the toolbar List icon while in the No. field.

   The Projects list window appears.
3. Select the desired project row and click **OK**.
4. Make changes as desired for each tab and menu button option as described in this chapter.

General Tab

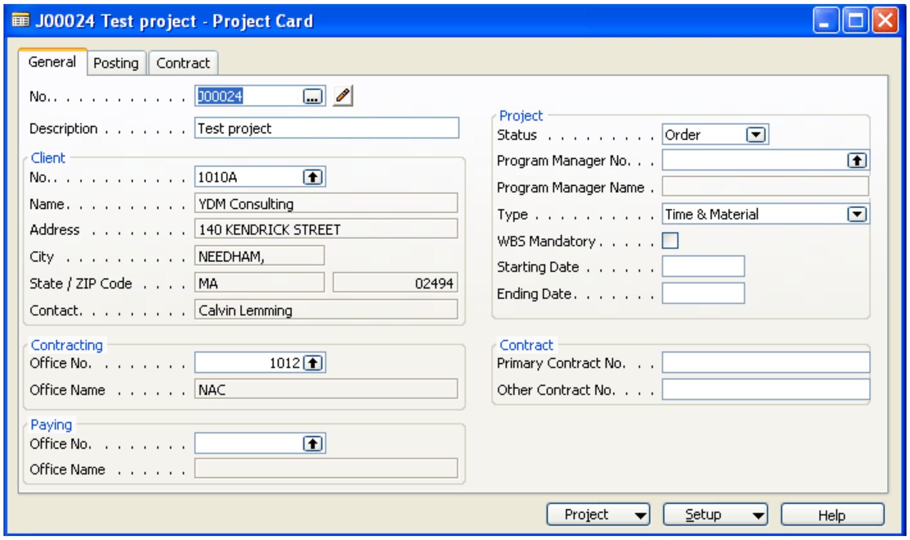
The General tab allows you to enter basic information about the project.

To enter information in the General tab:

1. Click the **Projects** card in the tree.

   The Project card appears in the display area.
2. Click the **General** tab.

   The card is repopulated with General tab information.



No. J00024
Description Test project

Client
No. 1010A
Name YDM Consulting
Address 140 KENDRICK STREET
City NEEDHAM,
State / ZIP Code MA 02494
Contact Calvin Lemming

Contracting
Office No. 1012
Office Name NAC

Paying
Office No.
Office Name

Project
Status Order
Program Manager No.
Program Manager Name
Type Time & Material
WBS Mandatory ☐
Starting Date
Ending Date

Contract
Primary Contract No.
Other Contract No.

3. Enter the project No.

You can add a new record as described in “Adding New Records in Card Windows” on page 3-10 or you may modify records as described in “Modifying Records in Card Windows” on page 3-11. You may also enter the number manually. You can enter notes by clicking the pencil icon.

4. Type the description of the Project.

   The maximum number of characters is 50.

5. Click the lookup arrow to enter the client number.

   A table window appears.

6. Select the desired client number and click **OK**.
7. Click anywhere in the name field and the remaining client information is populated.
8. View and select the Contracting Office using the lookup icon.
9. Select the Office number via the lookup icon and the name appears.
10. View and select existing Paying Office via the lookup icon.
11. Select the Office number via lookup and the name appears.
12. Enter Project Information.

    Select the project status. Order is the default status. Update the status to Completed once the project has finished. Once status has been changed to Completed, no other changes can be made.

    Program Manager No. allows you to select the project manager for this project. The manager name automatically updates with the Manager No. selection.

    Select the Type of Project from the pull-down.

Note: The selection of the contract type determines how the system generates revenue and billings.

Check the WBS Mandatory box to require WBS for the project. This is required for all projects.

Enter starting and ending project dates.

13. Enter Contract Information.

    Enter the primary and other contract numbers.

Posting Tab

The Posting tab allows you to enter information related to posting the project.

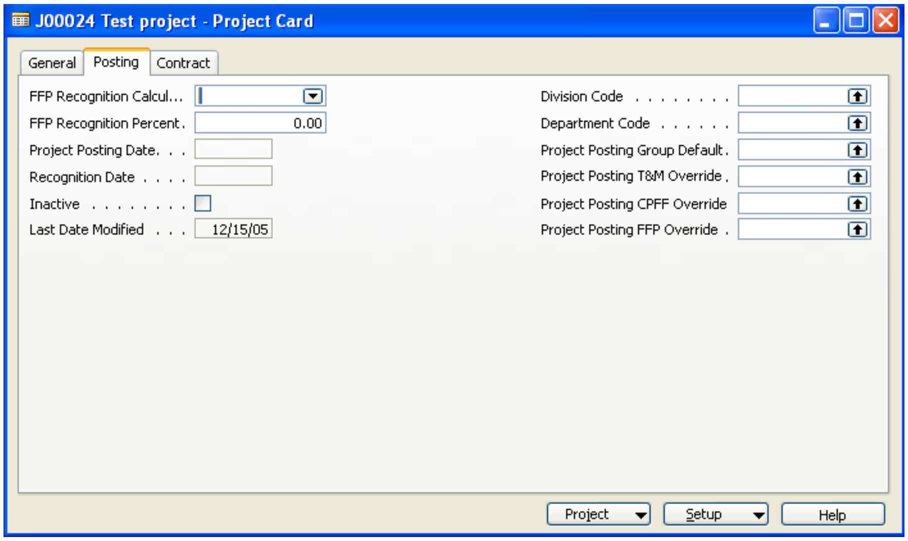
To enter Posting Information:

1. Click the **Projects** card in the tree.

   The Project card appears in the display area.

2. Click the **Posting** tab

The card is repopulated with Posting tab information.



FFP Recognition Calcul...		Division Code	
FFP Recognition Percent	0.00	Department Code	
Project Posting Date		Project Posting Group Default	
Recognition Date		Project Posting T&M Override	
Inactive	☐	Project Posting CPFF Override	
Last Date Modified	12/15/05	Project Posting FFP Override	

3. Select None, Cost Plus Percent or Billing for FFP Recognition Calculation and enter the FFP Recognition Percent.
4. Enter Project Posting and Recognition Dates.

   These fields automatically display the date when the batch process Post Project work in progress (WIP) status to G/L was started and the date when the batch process Post Project Recognition to G/L was started.
5. Check the Inactive box to block further posting to a project, if desired.

   This field can be used if a project is temporarily on hold yet has the status Order. You can remove the blocked status by clicking the checked box again to remove the check mark.
6. Division Code and Department Code.

   The Last Date Notified field displays the date of the most recent change of information on the Project card. Navision automatically updates this field.
7. Enter Project Posting Information.

   Here you can assign a Project Posting Group code to a project. Project posting groups determine which G/L accounts are posted when you run batch processes: Post WIP Value to G/L and Post Recognition to G/L. There are also two types of accounts in the general posting setup that determine which accounts are posted to the general ledger when posting project WIP and project revenue recognition.

Note: This field MUST be populated for the system to post transactions.

8. Select the desired posting overrides for T&M, CPFF, or FFP.

Contract Tab

The contract tab allows you to record the contract details about the project. You must enter data in the Task Order Detail window after entering data in the Contract tab. Data from Task Order Detail will populate most of the fields on this tab. See “Task Order Detail” on page 4-10.

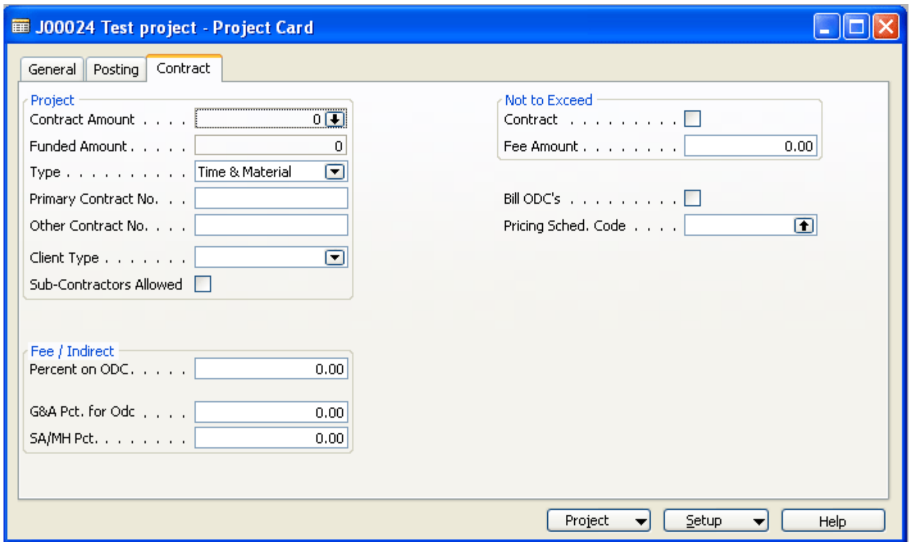
To enter contract information:

1. Click the **Projects** card in the tree.

   The Project card appears in the display area.

2. Click the **Contract** tab.

   The card is repopulated with Contract tab information.



Contract Amount 0

Funded Amount 0

Type Time & Material

Primary Contract No.

Other Contract No.

Client Type

Sub-Contractors Allowed ☐

Contract ☐

Fee Amount 0.00

Bill ODC's ☐

Pricing Sched. Code

Percent on ODC 0.00

G&A Pct. for Odc 0.00

SA/MH Pct. 0.00

3. Lookup the Contract Amount and Funded Amount.

   The Contract Amount shows the contract value from the Task Order Detail Card. Enter the contract value in the Task Order Detail Card as described in “Task Order Detail” on page 4-10.

Note: Task Order Detail MUST be set up first.

The Funded Amount shows the Funded Amount from the Task Order Detail window.

4. Verify the type of project.

   This selection is populated by your selection in the General tab.

5. Enter the Contract numbers.

   Other Contract No. field is used when an additional contract number is required in such cases as a GSA contract number or in the case of a sub-contract of a prime contract number.

6. Enter client types.

   Client types include Commercial, Federal Government, State Government, and Local Government.

   Check sub-contractors if sub-contractors are allowed. The field is for informational use only.

7. Depending on the contract type selected, remaining fields may differ. Enter the desired information.

   For T&M, enter Fee information. If you are billing other direct cost (ODC), enter the fee Percentage. The percent should be entered as 10 not .10 for 10%. If there is a burden on ODC with indirect costs enter the percentage here. The percent should be entered as 10 not .10 for 10%. Fees Not to Exceed the contract or funded amount are completed by checking the Contract box and entering the fee amount. Enter the Pricing Schedule Code. Click the lookup icon to invoke the pricing schedules window and select the desired schedule. See "Pricing Schedule Setup" on page 7-1.

   For FFP, enter the witholding percent on project or labor. Enter the progress payment billing and rate and whether to bill ODCs.

   For CPFF, enter the fee information, the witholding percent for project or labor, not to exceed parameters, and whether the billing rate is provisional or budgeted.

Project Menu Button

The Project menu button allows you to view related information to the project.

To enter Project menu button information:

1. Click the **Projects** card in the tree.

   The Project card appears in the display area.

2. Click the **Project** button.

   A pull-down menu appears allowing you to select the desired function:

Menu option	Description
List	View all project numbers in the system.
Statistics	Displays projects summary of details budgeted and realized like Invoiced Price for Resources or Miscellaneous, Excess Invoicing, Profits.
Comments	Select comments to add comments to the Project card.
Dimensions	The selection allows you to set default dimensions for project accounts.
Ledger Entries	The Project Ledger Entries window allows you to view all the ledger entries for a project. Posting to projects always creates project ledger entries. The entries are either debits or credits depending on whether they increase your costs or represent sales to a customer. Entries in the project journal, sales credit memo, and purchase invoices create positive project ledger entries. Entries in a purchase credit memo or a sales invoice create negative project ledger entries. The window contains a line for each entry.
Add / View Web Projects	This function allows you to view projects in Web time and Expense. You can also synchronize projects with Web Time and expense from that module.

Setup Menu Button

The Setup Menu Button allows you to setup items related to the project. It may be necessary to enter setup information before completing data entry into the tabs of the Projects window.

To enter Setup menu button information

1. Click the **Projects** card in the tree.

   The Project card appears in the display area.
2. Click the **Setup** button.

   A pull-down menu appears allowing you to select the desired function:.

Menu Option	Description
WBS (Work Breakdown Structure)	This function is valid only if the "WBS Mandatory" box checked located on the General tab is checked. The WBS defines a different tasks associated with the contract.
Task Order Detail	Describes the details about the task. See "Task Order Detail" on page 4-10.
Resource Labor Category	This feature allows you to map your resources (employees) to a specific labor category.
T&M Resource Prices	Assigns the billing rate for a resource (employees) or sets maximum hours per month for a specific project. The system allows billing rates to change on a designated date. Put in the effective date of the change with the new billing rate.
Fixed Price Billing Schedule	Schedule creates a recurring journal to generate fixed price invoices on a scheduled basis. See "Recurring Journals" on page 24-1 for more information.
Cost Plus Budgeted Rates	Creates indirect rates for each Project by the cost pool sequence number. Enter the Project No. Sequence, Start Date, and Rate. Budgeted rates are used for project billing and costing purposes.
GL Budgets	Budgets for each project are an option in Navision. This options is described below in "G/L Budgets" on page 4-11.

WBS

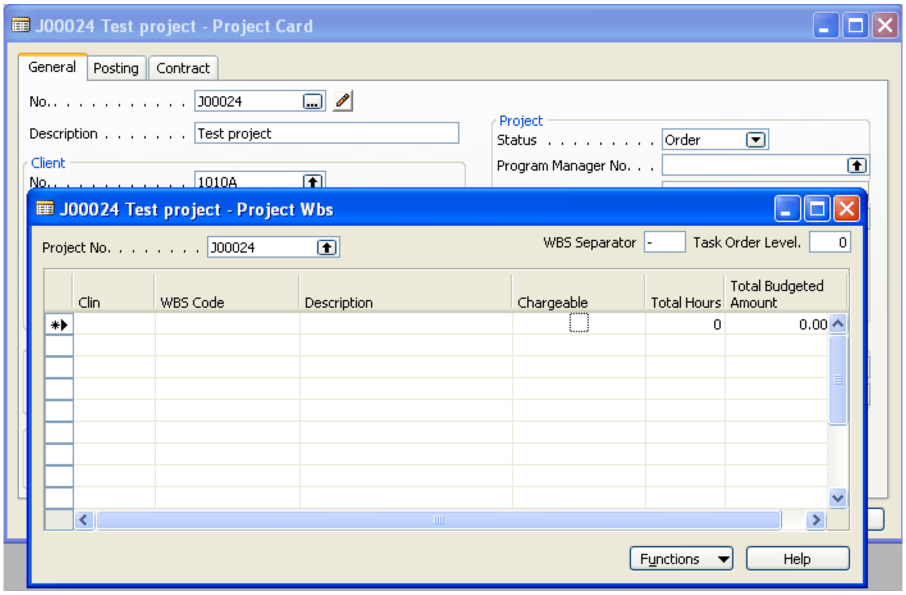
This setup option is required for all projects and is available when the WBS Mandatory box has been checked on the General tab. The WBS defines different tasks associated with the contract.

To set up a WBS:

1. Click the **Projects** card in the tree.

   The Project card appears in the display area.
2. Click the **Setup** button and select **WBS**.

The WBS window appears on top of the Project card.


J00024 Test project - Project Card
General
Posting
Contract
J00024 Test project - Project Wbs
Functions
Help

No. J00024

Description Test project

Client

No. 1010A

Project

Status Order

Program Manager No.

Project No. J00024

WBS Separator -

Task Order Level. 0

Clin	WBS Code	Description	Chargeable	Total Hours	Total Budgeted Amount
			☐	0	0.00

The project number defaults to the current project number.

3. Enter a WBS Separator.

   This indicates what character is used to separate the levels. Normally this is a "-". Once ledger entries are associated with the separator it cannot be changed. Optionally, it can also be a ".".

4. Enter the Task Order Level.

   This defines the billing level, the funding, and how the amount in excess is calculated for the project. The WBS level is the number of WBS separators plus one. For example, 01-01-01, the WBS level is 3.

5. Insert, delete, and modify rows.

Field	Description
Clin	Government funding number.
ACRN	Government funding number.
Task Code	Task order code.
WBS Code	The WBS code.
Description	Description.
Chargeable	Check if it is chargeable.
Total Hours	Number of hours.
Total Budgeted Amount	Budgeted amount.

You can import the WBS structure from a tab delimited file, if desired, by selecting Import WBS Structure from the Function Menu button.

Note: You cannot change the task order level to a higher level than already specified.

Note: Once actual cost has been accumulated, it cannot be changed.

6. View budget entries by selecting **Budget Entries** from the **Functions** menu button.

Here you can setup budgets for individual tasks. Budgets can be set up by labor category or based on G/L account number. You can view budget entries by G/L account or labor category. You can specify the dates by budget entry for ODC and Indirect Costs.

Task Order Detail

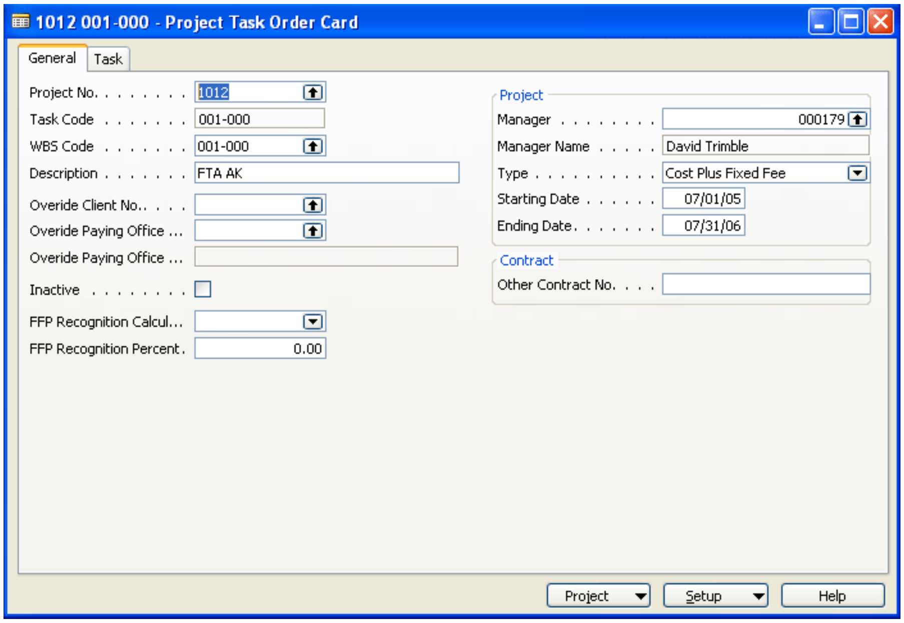
The task order detail card defines the tasks associated with this project. This window is completed after entering information in the Contract tab. This window is required.

To set up Task Order Detail:

1. Click the **Projects** card in the tree.

   The Project card appears in the display area.
2. Click the **Setup** button and select **Task Order Detail**.
3. Click the **Project** button and select **Card**.

   The Project Task Order card appears.



Project No. 1012
Task Code 001-000
WBS Code 001-000
Description FTA AK
Overide Client No.
Overide Paying Office
Overide Paying Office
Inactive ☐
FFP Recognition Calcul...
FFP Recognition Percent 0.00

Manager 000179
Manager Name David Trimble
Type Cost Plus Fixed Fee
Starting Date 07/01/05
Ending Date 07/31/06

Other Contract No.

The card has the same fields as listed in the Task Order Detail table, accessed via the projects card Setup button, plus additional options. For instance, you can change the Type for just this task.

4. Enter general information about the task in the **General** tab.

   The Project number and task code are populated. You can enter the WBS code and modify the description. Enter the override client number and paying office, if desired.

   You can inactivate the task by clicking the check box.

   The project information must match the existing type of project.

   Enter an additional contract number if desired.

5. Enter information on the **Task** tab.

   The project information must match the General tab, which also must match the project.

   Fee information is entered for ODCs.

   Enter amounts not to exceed, the billing rate, and amount allowed in excess of cost.
6. As desired, utilize additional options under the Projects button.

Option	Description
WBS	Invokes the WBS window as described in “WBS” on page 4-8.
Modification Detail	View or enter changes to task order funding details.
Completion Percent	View or change the project completion percentage.
Ledger Entries	View Project ledger entries.

G/L Budgets

Budgets for each project are an option in Navision. A tailored budget in which every single resource and cost of goods sold is divided into the periods that you need is available.

Please see Navision G/L Manual for detailed information.

Note: You can make certain modifications to the budget as it pertains to this project. Actual G/L setup is performed in the Financial Management module.

Projects Card

Chapter 5: Resource Card Setup

The resources card allows you to setup human resources. Production and project planning can be based on the availability and capacity of resources. Resources can also be included in bills of materials, project planning, and project costing.

In This Chapter

- Creating New Resources
- Modifying Resources
- General tab
- Invoicing tab
- Personal Data tab
- Resource button

Creating New Resource Records

You can create new resources.

To create a new Resource record:

1. Click the **Resources** card in the tree.

   The Resource card appears in the display area.
2. Place your cursor in the No. field and Press F3.

   The card is repopulated with blank fields.
3. Click the **General** tab.

   The card is repopulated with General tab information.

Note: When creating a new record, the General tab appears on top.

4. Type the Resource Number or press F3.

   You can enter notes by clicking the pencil icon.

   To view all resources set up in the system press the list key located on the toolbar.
5. Enter remaining General tab information as described in “General tab” on page 5-2.
6. Click the **Invoicing** tab.

   The card is repopulated with Invoicing tab information.
7. Enter Invoicing tab information as described in “Invoicing Tab” on page 5-3.
8. Click the **Personal Data** tab.

   The card is repopulated with Personal Data tab information.
9. Enter Personal Data tab information as described in “Personal Data Tab” on page 5-4.
10. Click the **Resources Button**.
11. As desired, view information via the Resources menu button. See “Resource Menu Button” on page 5-5.

Modifying Existing Resources Records

You can modify existing resources.

To modify Resource records:

1. Click the **Resources** card in the tree.

   The Resource card appears in the display area.
2. Select the desired Resource Number by clicking the list icon while in the No. field.

   The Resources list window appears.
3. Select the desired resource's row and click **OK**.
4. Make changes as desired for each tab and menu button option as described in this chapter.

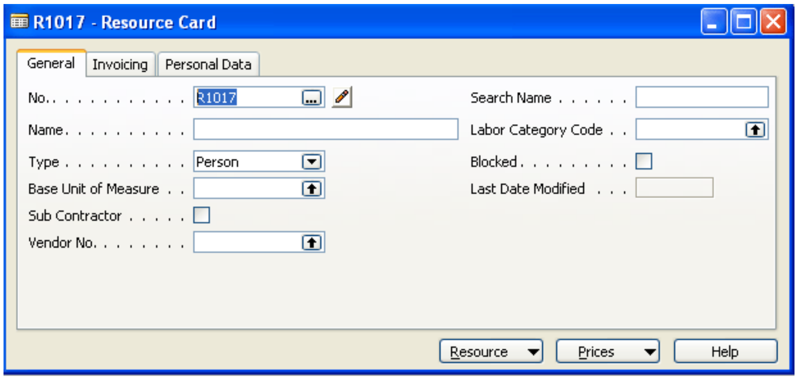
General tab

The General tab allows you to enter basic information about your resources.

To enter information in the General tab:

1. Click the **Resources** card in the tree.

   The Resource card appears in the display area.



R1017 - Resource Card

No. R1017

Type . . . . Person

General
Invoicing
Personal Data
Name. . . . .
Base Unit of Measure . .
Sub Contractor . . . . .
Vendor No. . . . .
Search Name . . . . . .
Labor Category Code . .
Blocked. . . . .
Last Date Modified . . .
Resource
Prices
Help

2. Click the **General** tab.

   The card is repopulated with general tab information.

   You can add a new record as described in "Adding New Records in Card Windows" on page 3-10 or you may modify records as described in "Modifying Records in Card Windows" on page 3-11. You may also enter the number manually. You can enter notes by clicking the pencil icon.
3. Type the Name of the resource.

   The maximum number of characters is 30.
4. Specify Person for the resources Type.
5. Enter the Base Unit of Measure.

   This field is used to specify the units by which the resource is tracked. The base unit of measure should always be hours.

6. Enter the Vendor Number.

   Enter a vendor number for the employee. This number is used to pay expense reports using purchase invoices.
7. If the resource is a Sub Contractor, check the sub contractor box.
8. Assign the person to a Labor category.
9. If desired, check Blocked to inactivate a resource record.

   Once the resource is blocked, the system does not allow you to do any kind of posting using this resource.

Note: The block is effective immediately. Make sure employees have received a final payment before blocking.

The Search Name field is automatically defaulted once you enter the Resource Name.

Last Date Modified is a system generated field, to show the last date the record was modified.

Invoicing Tab

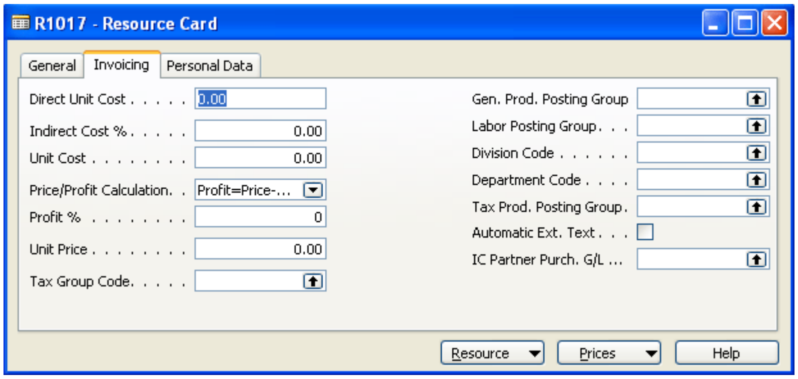
The invoicing tab allows you to specify information about resource invoicing.

Note: Do not enter unit or direct cost on the invoicing tab.

To enter invoicing information:

1. Click the **Resources** card in the tree.

   The Resource card appears in the display area.



R1017 - Resource Card

Direct Unit Cost	0.00	Gen. Prod. Posting Group	
Indirect Cost %	0.00	Labor Posting Group	
Unit Cost	0.00	Division Code	
Price/Profit Calculation	Profit=Price-...	Department Code	
Profit %	0	Tax Prod. Posting Group	
Unit Price	0.00	Automatic Ext. Text	☐
Tax Group Code		IC Partner Purch. G/L ...	

2. Click the **Invoicing** tab.

   The card is repopulated with Invoicing tab information.

3. Enter posting Group information.

   The Gen. Prod. Posting Group field is used to classify the resource for General posting purposes. When you sell a resource, Navision uses this field to match with the general business posting group. From this combination, Navision uses the General Posting setup table to determine what G/L accounts to affect.

Note: Gen. Prod Posting Group is a mandatory field.

4. Enter the Division Code and Department Code.

Note: The remaining fields are not used.

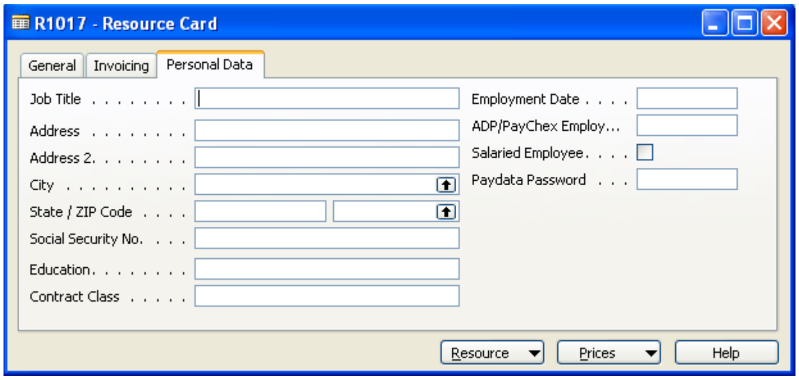
Personal Data Tab

The Personal Data tab allows you to enter personal information about the resource.

To enter the resource's personal data:

1. Click the **Resources** card in the tree.

   The Resource card appears in the display area.


R1017 - Resource Card
General
Invoicing
Personal Data
Job Title
Address
Address 2
City
State / ZIP Code
Social Security No.
Education
Contract Class
Employment Date
ADP/PayChex Employ...
Salaried Employee ☐
Paydata Password
Resource
Prices
Help

2. Click the **Personal Data** tab.

   The card is repopulated with Personal tab information.
3. Enter the Job title and resource's address.
4. Enter the Social Security Number.
5. Enter the resource's Education and Contract Class.
6. Enter the date of employment.
7. If the resource is salaried, check the salaried box.
8. Enter ADP/PayChex File No.

   This is the Employee number with the payroll processing company. This is a mandatory field if a payroll service is being used.
9. Enter the PayData Password.

   Once a valid password is entered, pay rates are revealed and can be changed. If hourly, employee overtime rate must be entered. If shift worker, shift rates must be entered.

Resource Menu Button

The resources menu button allows you to view additional related information.

To enter Resource menu button information:

1. Click the **Resource** card in the tree.
   The Resource card appears in the display area.
2. Click the **Resource** button.
   A pull-down menu appears allowing you to select the desired function:

Menu Item	Description
List	Select this to view a list of resources.
Statistics	Select this option to view summary sales information.
Comments	Select comments to add comments to the resource card.
Dimensions	This selection allows you to view default dimensions.
Ledger Entries	This option allows you to view all postings for a resource record. This includes time postings and billings for a resource.
Extended text	If the record needs to have more information in addition to the Name field, you can store extended text, which can be displayed on the sales invoice.
Picture	If a picture of the employee is available, it is displayed.
Units of measure	Enter unit codes.
Service Zones	Not used.
Skills	Not used.
Resource locations	Not used.

Resource Card Setup

Chapter 6: Labor Category Setup

In This Chapter

- Category Menu Buttons
- Prices menu Button

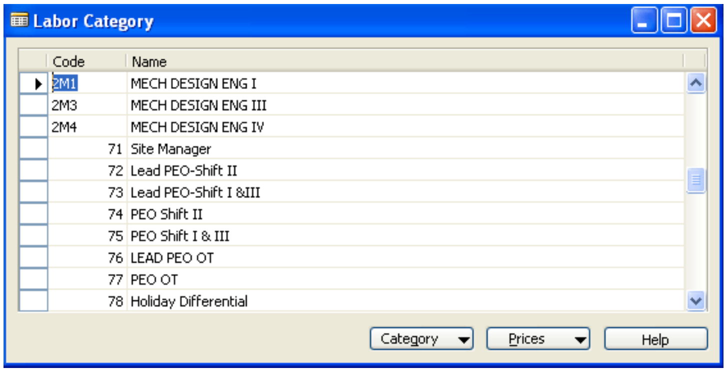
You use the Labor Category Groups window to set up Labor Category groups. You can combine several resources in one Labor Category. All capacities and budgets of Labor Categories are accumulated from the individual resources.

The window contains a line for each Labor Category. You can set up as many Labor Categories as you need.

To access the Labor Category list:

1. Click **Labor Category** in the tree.

   The Labor Category list appears in the display area.



Code	Name
2M1	MECH DESIGN ENG I
2M3	MECH DESIGN ENG III
2M4	MECH DESIGN ENG IV
71	Site Manager
72	Lead PEO-Shift II
73	Lead PEO-Shift I &III
74	PEO Shift II
75	PEO Shift I & III
76	LEAD PEO OT
77	PEO OT
78	Holiday Differential

2. Insert, modify, or delete rows as desired.

   Enter the labor category code and the name.

Category Menu Buttons

The Category menu button allows you to

To enter Category menu button information:

1. Click **Labor Category** in the tree.

   The Labor Category list appears in the display area.
2. Click the **Category** button.

   A pull-down menu appears allowing you to select the desired function:

Menu Option	Description
Statistics	Select this option to view sales and capacity statistics for the Labor Category.
Comments	Select comments to add comments.
Dimensions	This selection allows you to view default dimensions.

Prices Menu Button

See “Pricing Schedule Setup” on page 7-1.

Chapter 7: Pricing Schedule Setup

In This Chapter

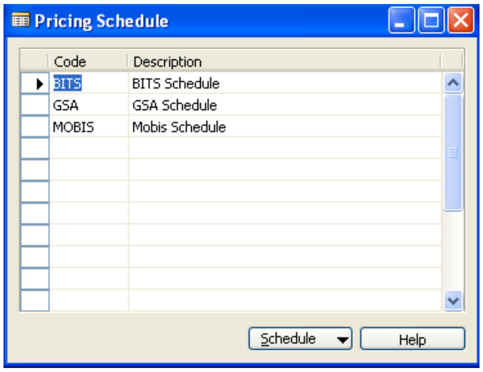
- Schedule Menu Button

Pricing schedules are used to setup company wide pricing schedules such as the GSA Schedule. Prices can be setup for multiple time periods.

To access the Pricing Schedule:

1. Click the **Pricing Schedule** in the tree.

   The Pricing Schedule appears in the display area.



Code	Description
BITS	BITS Schedule
GSA	GSA Schedule
MOBIS	Mobis Schedule

2. Insert, modify, or delete rows as desired.

   Enter the pricing schedule code and the name.

Schedule Menu Button

To enter Schedule menu button information:

1. Click the **Pricing Schedule** in the tree.

   The Pricing Schedule appears in the display area.
2. Add, delete, or modify rows.

   Enter the pricing schedule code and the description.
3. Click the **Schedule** button.

   A pull-down menu appears allowing you to select the desired function:.

Option	Description
Prices	This table supplies prices specific to a schedule.
Resource Default	Select a particular person to work on the labor category. This ties a person to the labor category for a pricing schedule.

Pricing Schedule Setup

Chapter 8: Customer Card Setup

The customer card allows you set up information about your customers.

In This Chapter

- New Customers
- Existing Customers
- General tab
- Communication tab
- Invoicing tab
- Payment stab
- Shipping tab
- Foreign Trade tab
- Commerce Portal tab
- Customer menu button

Creating New Customer Records

You can create new customer records.

To create a new Customer record:

1. Click the **Customers** card in the tree.

   The Customer card appears in the display area.
2. Place your cursor in the No. field and Press F3.

   The card is repopulated with blank fields.
3. Click the **General** tab.

   The card is repopulated with General tab information.

Note: When creating a new record, the General tab appears on top.

4. Type the Customer Number.

   You can enter notes by clicking the pencil icon.

   To view all customers set up in the system press the list key located on the toolbar.
5. Enter the Customer Description.

   Type the description of the customer. The maximum number of characters is 30.
6. Enter General tab information as described in “General Tab” on page 8-2.
7. Click the **Communication** tab

   The card is repopulated with Communication tab information.
8. Enter Communication tab information as described in “Communication Tab” on page 8-3.
9. Click the **Invoicing** tab

   The card is repopulated with Invoicing tab information.
10. Enter Invoicing tab information as described in “Invoicing Tab” on page 8-4.
11. Click the **Payments** tab

    The card is repopulated with Payments tab information.
12. Enter Payments tab information as described in “Payments Tab” on page 8-5.

13. Optionally, enter information in the **Shipping**, **Foreign Trade**, and **Commerce Portal** tabs.

    Shipping tab information is described in “Shipping Tab” on page 8-5.

    Foreign Trade tab information is described in “Foreign Trade Tab” on page 8-6.

    Commerce Portal tab information is described in “Commerce Portal Tab” on page 8-6.
14. As desired, view information in the Customer menu button. See “Customer Menu Button” on page 8-6.

Modifying Existing Customer Records

You can modify existing Customer records.

To modify Customer records:

1. Click the **Customers** card in the tree.

   The Customer card appears in the display area.
2. Select the desired Customer Number by clicking the list icon while in the No. field.

   The Customer list window appears.
3. Select the desired customer’s row and click **OK**.
4. Make changes as desired for each tab and menu button option as described in this chapter.

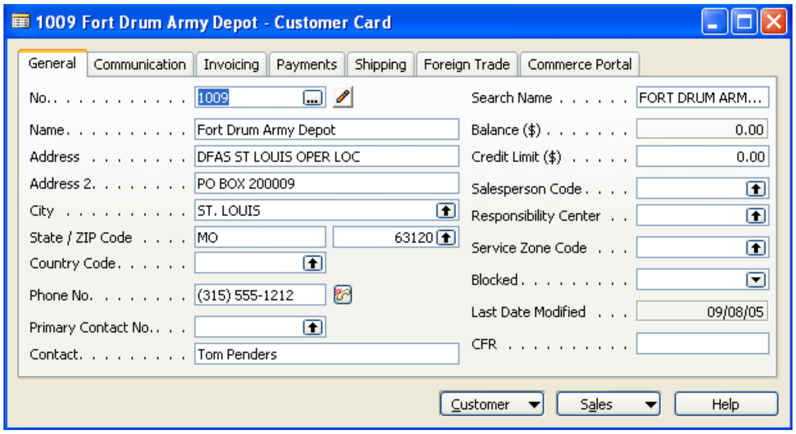
General Tab

The General tab is where the basic information is inputted for each Customer.

To enter information in the General tab:

1. Click the **Customers** card in the tree.

   The Customer card appears in the display area.



No. 1009
Name. . . . . Fort Drum Army Depot
Address . . . . DFAS ST LOUIS OPER LOC
Address 2. . . . . PO BOX 200009
City . . . . ST. LOUIS
State / ZIP Code . . . . MO 63120
Country Code. . . . . .
Phone No. . . . . (315) 555-1212
Primary Contact No.. . .
Contact. . . . . Tom Penders
Search Name . . . . . . FORT DRUM ARM...
Balance ($) 0.00
Credit Limit ($) 0.00
Salesperson Code . . . .
Responsibility Center . .
Service Zone Code . . .
Blocked . . . .
Last Date Modified . . . 09/08/05
CFR . . . .

2. Click the **General** tab.

   The card is repopulated with General tab information.

   You can add a new record as described in “Adding New Records in Card Windows” on page 3-10 or you may modify records as described in “Modifying Existing Customer Records” on page 8-2. You may also enter the number manually. You can enter notes by clicking the pencil icon.

3. Type the Name of the Customer.

   The maximum number of character is 30.

4. Enter Customer Contact information.

   This includes address country code, phone number, and primary contact name and search name.

5. Enter the balance and credit limit on the customer account.
6. Select the Salesperson’s code assigned to the Contact.
7. If desired, select if the customer is blocked.

   Select this if you are no longer invoicing or if the customer is in excess of credit.

Note: CFR Responsibility Center and Service Zone Code are not used.

Communication Tab

The Communication tab contains additional contact information.

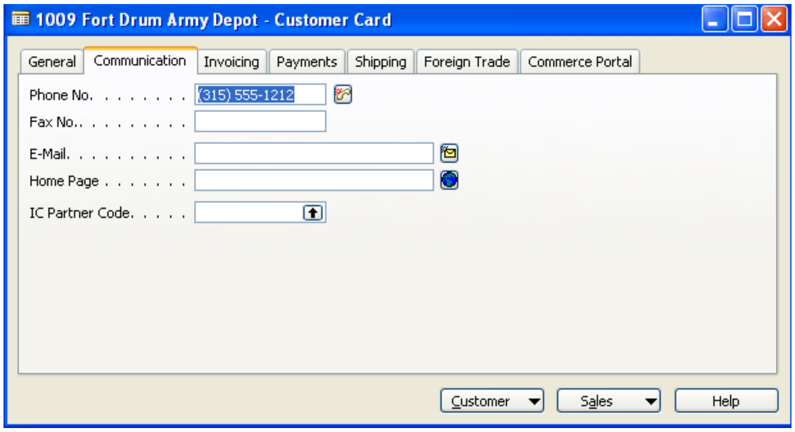
To enter information in the Communication tab:

1. Click the **Customers** card in the tree.

   The Customer card appears in the display area.

2. Click the **Communication** tab.

   The card is repopulated with Communication tab information


1009 Fort Drum Army Depot - Customer Card
General
Communication
Invoicing
Payments
Shipping
Foreign Trade
Commerce Portal
Fax No.
E-Mail
Home Page
IC Partner Code
Customer
Sales
Help

Phone No. . . . . (315) 555-1212

3. Enter the e-mail address, home page, and IC partner code.

   Enter the e-mail address you wish to have any type of correspondences or campaign sent to. An option to send e-mails directly from the customer card is available by clicking the icon to the right of the field.

Invoicing Tab

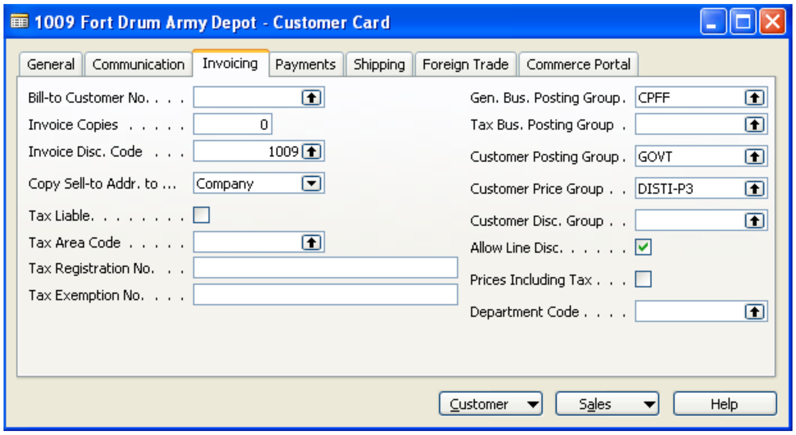
The Invoicing tab provides invoicing information for the customer.

To enter information in the Invoicing tab:

1. Click the **Customers** card in the tree.

   The Customer card appears in the display area.
2. Click the **Invoicing** tab.

   The card is repopulated with Invoicing tab information.



Bill-to Customer No. . . .
Invoice Copies 0
Invoice Disc. Code . . . 1009
Copy Sell-to Addr. to ... Company
Tax Liable. . . . . ☐
Tax Area Code . . . . .
Tax Registration No. . .
Tax Exemption No. . . .
Gen. Bus. Posting Group. CPFF
Tax Bus. Posting Group .
Customer Posting Group. GOVT
Customer Price Group . . DISTI-P3
Customer Disc. Group . .
Allow Line Disc. . . . . . ☑
Prices Including Tax . . . ☐
Department Code . . . .

3. Enter the number of invoice copies and the Invoice discount code.
4. Select whether to copy the sell-to address to company or person.
5. Enter Tax-related information.

   Place a checkmark in Tax Liable if the transaction is liable for taxation; if the field is left blank (default), it is considered a non-taxable transaction.

   Navision uses the Tax Area Code, in combination with the Tax Group Code on the sales line, to determine the tax rate and the General Ledger accounts for tax posting.
6. Enter Posting Group Information.

   General Posting and Customer Posting Group are required. These control how the invoice records revenue to G/L accounts. These setups are configured based on client requirements.
7. If desired, check Allow line Disc.
8. If desired, check Prices including tax if the price does include tax.

   This does not apply to US clients.
9. Select the Department Code.

Payments Tab

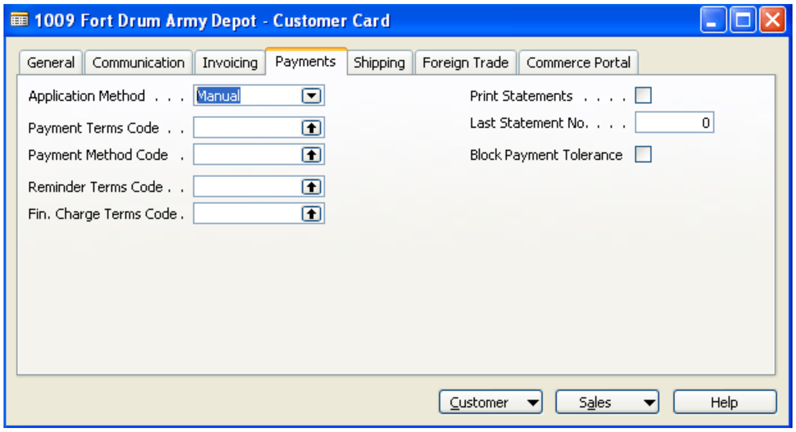
The payment tab defines the terms of payment for the customer.

To enter information in the Payment tab:

1. Click the **Customers** card in the tree.

   The Customer card appears in the display area.
2. Click the **Payments** tab.

   The card is repopulated with Payments tab information.



1009 Fort Drum Army Depot - Customer Card

Application Method . . . Manual
Payment Terms Code . .
Payment Method Code .
Reminder Terms Code . .
Fin. Charge Terms Code .
Print Statements . . . . ☐
Last Statement No. . . . 0
Block Payment Tolerance ☐

3. Select whether the application method is manual or apply to oldest.
4. Define the terms of payment.

   Select the Payment Terms Code, Payment Method Code, Reminder Terms Code and finance charge code.
5. If desired, check the box to Print Statements.
6. If desired, check the box to Block Payment tolerance.

Shipping Tab

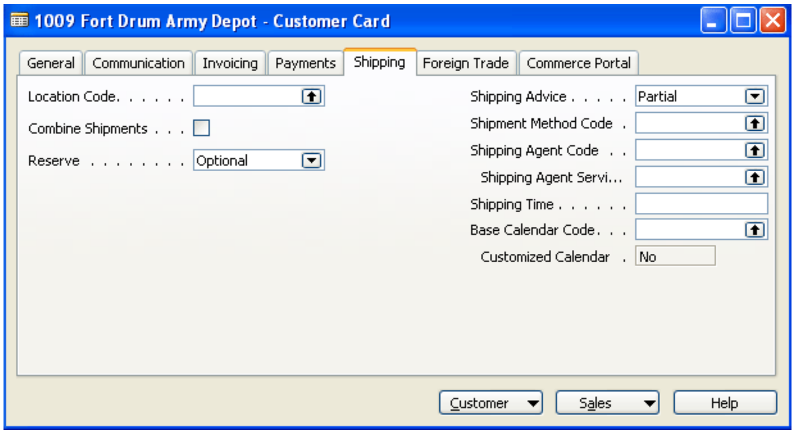
The shipping tab allows you to set shipping parameters. for shipping product.

To enter information in the Shipping tab:

1. Click the **Customers** card in the tree.

   The Customer card appears in the display area.
2. Click the **Shipping** tab.

The card is repopulated with Shipping tab information.


1009 Fort Drum Army Depot - Customer Card
General
Communication
Invoicing
Payments
Shipping
Foreign Trade
Commerce Portal
Customer
Sales
Help

Location Code. . . . . .

Combine Shipments . . . ☐

Reserve . . . . Optional

Shipping Advice . . . . . Partial

Shipment Method Code .

Shipping Agent Code . .

Shipping Agent Servi...

Shipping Time . . . . . .

Base Calendar Code. . .

Customized Calendar . No

3. Enter the Location Code for the warehouse from which this order is shipped.
4. If desired, check the box to combine shipments.
5. Select whether shipping is never, always, or optionally reserved for this customer.
6. Select whether shipping advice is partial or complete.
7. Select the Shipment Method and Shipping Agent code as well as the Shipping agent service.
8. Enter the Shipping Time.
9. Select the Base Calender Code.
10. Enter Yes or No for a Customized Calendar.

Foreign Trade Tab

This tab is not used.

Commerce Portal Tab

This tab is not used.

Customer Menu Button

The Customer Menu Button allows you to view information related to customers.

To enter Customer menu button information:

1. Click the **Customers** card in the tree.

   The Customer card appears in the display area.
2. Click the **Customer** button.

A pull-down menu appears allowing you to select the desired function:

Option	Description
List	Displays the complete customer list.
Statistics	Displays sales document statistics for the current document.
Ledger Entries	View Customer ledger entries.
Issued Documents	View issued reminders and issued finance charge memos.
Bank Accounts	Provides access to the customer bank account card.
Ship-to Addresses	Provides access to the customer ship-to address card.
Contact	Allows you to create a contact for the customer.
Comments	Allows you to enter comments about a particular document.
Dimensions	Displays Dimension Codes and Dimension Values for the sales document you accessed the feature from.
Statistics by Currencies	View statistics by currencies.
Entry Statistics	View Entry statistics.
Sales	View sales statistics.
Cross References	View item cross references.
Service Contracts	View service contracts.
Service Items	Views service items.
Jobs	Allows access to the Job card.
Commerce Portal	View the commerce portal contact list.

Customer Card Setup

Chapter 9: Vendor Card Setup

The vendor card allows you set up information about your vendors.

In This Chapter

- New Vendors
- Existing Vendors
- General tab
- Communication tab
- Invoicing tab
- Payments tab
- Receiving tab
- Foreign Trade tab
- Commerce Portal tab
- Vendor menu button

Creating New Vendor Records

You can create new vendor records.

To create a new Vendor record:

1. Click the **Vendors** card in the tree.

   The Vendor card appears in the display area.
2. Place your cursor in the No. field and Press F3.

   The card is repopulated with blank fields.
3. Click the **General** tab.

   The card is repopulated with General tab information.

Note: When creating a new record, the General tab appears on top.

4. Type the Vendor Number. in the No. field.

   You can enter notes by clicking the pencil icon.

   To view all projects set up in the system press the list key located on the toolbar.
5. Enter the Vendor Description.

   Type the description of the Vendor. The maximum number of characters is 30.
6. Enter General tab information as described in “General Tab” on page 9-2.
7. Click the **Communication** tab.

   The card is repopulated with Communication tab information.
8. Enter Communication tab information as described in “Communication Tab” on page 9-3.
9. Click the **Invoicing** tab.

   The card is repopulated with Invoicing tab information.
10. Enter Invoicing tab information as described in “Invoicing Tab” on page 9-4.
11. Click the **Payments** tab.

    The card is repopulated with Payments tab information.
12. Enter Payments tab information as described in “Payments Tab” on page 9-5.

13. Optionally, enter information in the **Receiving**, **Foreign Trade**, and **Commerce Portal** tabs.

    Receiving tab information is described in “Receiving Tab” on page 9-6.

    Foreign Trade tab information is described in “Foreign Trade Tab” on page 9-6.

    Commerce Portal tab information is described in “Commerce Portal Tab” on page 9-6.
14. As desired, view information in the Vendor menu button. See “Vendor Menu Button” on page 9-7.

Modifying Existing Vendor Records

You can modify existing vendor records.

To modify Vendor records:

1. Click the **Vendors** card in the tree.

   The Vendor card appears in the display area.
2. Select the desired Vendor Number by clicking the list icon while in the No. field.

   The Vendor list window appears.
3. Select the desired vendor’s row and click **OK**.
4. Make changes as desired for each tab and menu button option as described in this chapter.

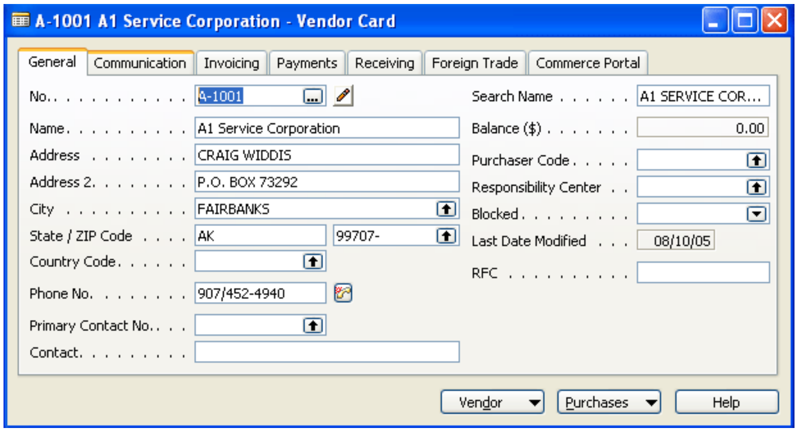
General Tab

The General tab is where the basic information is input for each Vendor.

To enter information in the General tab:

1. Click the **Vendors** card in the tree.

   The Vendor card appears in the display area.



A-1001 A1 Service Corporation - Vendor Card

No. A-1001

Name. . . . . A1 Service Corporation

Address . . . . CRAIG WIDDIS

Address 2. . . . . P.O. BOX 73292

City . . . . FAIRBANKS

State / ZIP Code . . . . AK 99707-

Country Code. . . . . .

Phone No. 907/452-4940

Primary Contact No.. . .

Contact. . . . .

Search Name . . . . . . A1 SERVICE COR...

Balance ($) 0.00

Purchaser Code. . . . .

Responsibility Center . .

Blocked. . . . .

Last Date Modified . . . 08/10/05

RFC . . . .

2. Click the **General** tab.

   The card is repopulated with General tab information.

   You can add a new record as described in “Adding New Records in Card Windows” on page 3-10 or you may modify records as described in “Modifying Records in Card Windows” on page 3-11. You may also enter the number manually. You can enter notes by clicking the pencil icon.
3. Type the Name of the Vendor.

   The maximum number of characters is 30.
4. Enter Vendor Contact information.

   This includes address country code, phone number, and primary contact name and search name.
5. View the balance on the vendor account.
6. Select the Purchaser’s code assigned to the Contact.
7. If desired, select if the vendor is blocked.

   Select this if you are no longer invoicing or if the vendor is in excess of credit.

Note: Responsibility Center and RFC are not used.

Communication Tab

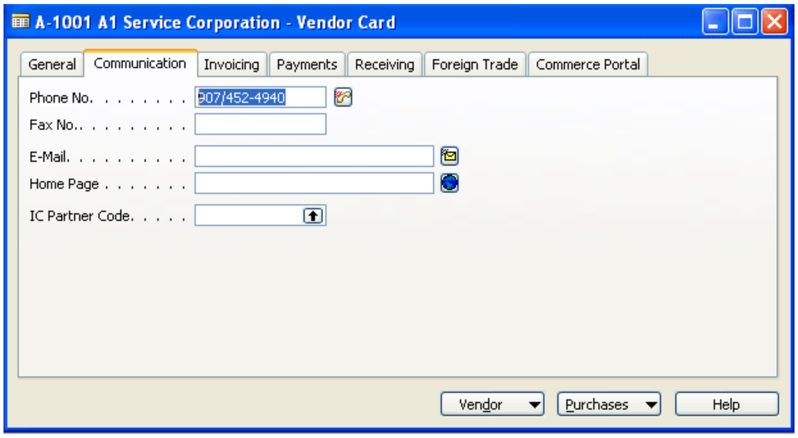
The Communication tab contains additional contact information.

To enter information in the Communication tab:

1. Click the **Vendors** card in the tree.

   The Vendor card appears in the display area.
2. Click the **Communication** tab.

   The card is repopulated with Communication tab information.



A-1001 A1 Service Corporation - Vendor Card

Phone No. 907/452-4940
Fax No.. . . . .
E-Mail. . . . .
Home Page . . . .
IC Partner Code. . . . .

3. Enter the e-mail address, home page, and IC partner code.

   Enter the e-mail address you wish to have any type of correspondences or campaign sent to. An option to send e-mails directly from the vendor card is available by clicking the icon to the right of the field.

Invoicing Tab

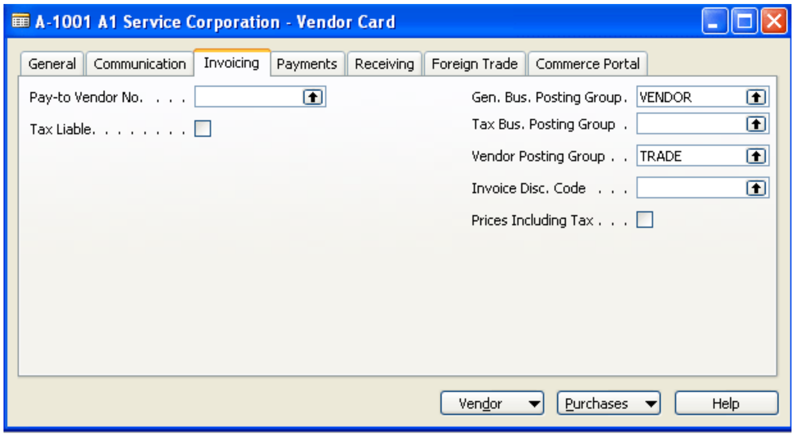
The Invoicing tab provides invoicing information for the vendor.

To enter information in the Invoicing tab:

1. Click the **Vendors** card in the tree.

   The Vendor card appears in the display area.
2. Click the **Invoicing** tab.

   The card is repopulated with Invoicing tab information.



A-1001 A1 Service Corporation - Vendor Card

Pay-to Vendor No. . . .

Tax Liable. . . . . ☐

Gen. Bus. Posting Group. VENDOR

Tax Bus. Posting Group .

Vendor Posting Group . . TRADE

Invoice Disc. Code . . .

Prices Including Tax . . . ☐

3. Enter the Pay-to vendor number.
4. Place a checkmark in Tax Liable if the transaction is liable for taxation.

   If the field is left blank (default), it is considered a non-taxable transaction.

   Navision uses the Tax Area Code, in combination with the Tax Group Code on the sales line, to determine the tax rate and the General Ledger accounts for tax posting.

Note: This function is typically not used for vendors.

5. Enter Posting Group Information.

   General Posting and Vendor Posting Group are required. These control how the invoice records revenue to G/L accounts. These setups are configured based on client requirements.
6. Enter the Invoice discount code.
7. If desired, check Prices including tax if the price does include tax.

   This does not apply to US clients.

Payments Tab

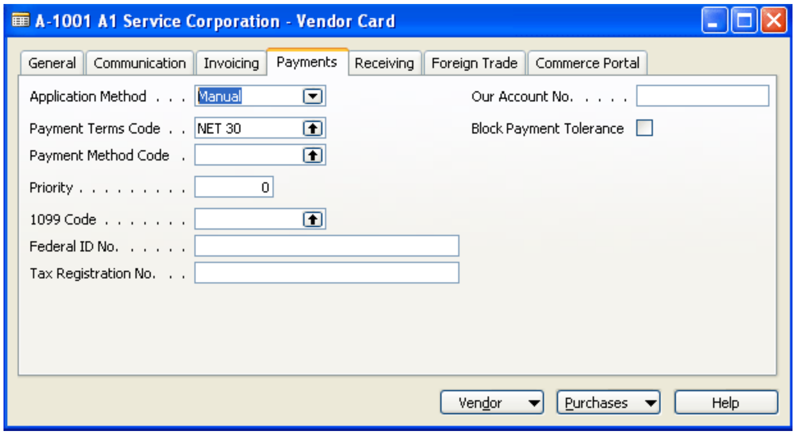
The payments tab defines the terms of payment for the vendor.

To enter information in the Payments tab:

1. Click the **Vendors** card in the tree.

   The Vendor card appears in the display area.
2. Click the **Payment** tab.

   The card is repopulated with Payments tab information.



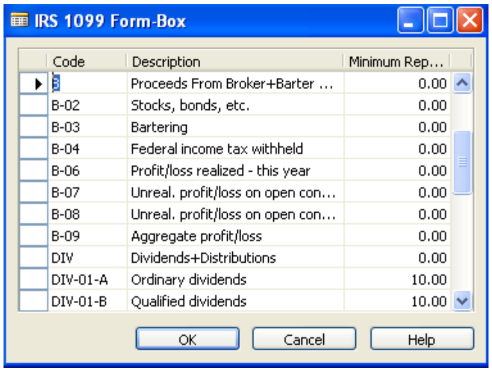
A-1001 A1 Service Corporation - Vendor Card
General
Communication
Invoicing
Payments
Receiving
Foreign Trade
Commerce Portal
Vendor
Purchases
Help

Application Method . . . Manual
Payment Terms Code . . NET 30
Payment Method Code .
Priority 0
1099 Code . . . .
Federal ID No. . . . . .
Tax Registration No. . .
Our Account No. . . . .
Block Payment Tolerance ☐

3. Select whether the application method is manual or Apply to oldest.
4. Define the terms of payment.

   Select the Payment Terms Code, Payment Method Code, Reminder Terms Code and finance charge code.
5. Enter the 1099 Code.

   You can view these IRS codes by clicking the lookup arrow. This shows the IRS 1099 codes to select for that center. Click OK to return to the Vendor card.



IRS 1099 Form-Box
OK
Cancel
Help

Code	Description	Minimum Rep...
B	Proceeds From Broker+Barter ...	0.00
B-02	Stocks, bonds, etc.	0.00
B-03	Bartering	0.00
B-04	Federal income tax withheld	0.00
B-06	Profit/loss realized - this year	0.00
B-07	Unreal. profit/loss on open con...	0.00
B-08	Unreal. profit/loss on open con...	0.00
B-09	Aggregate profit/loss	0.00
DIV	Dividends+Distributions	0.00
DIV-01-A	Ordinary dividends	10.00
DIV-01-B	Qualified dividends	10.00

6. Enter federal ID and Tax information.
7. Enter your account number with the vendor.
8. If desired, check the box to Block Payment tolerance.

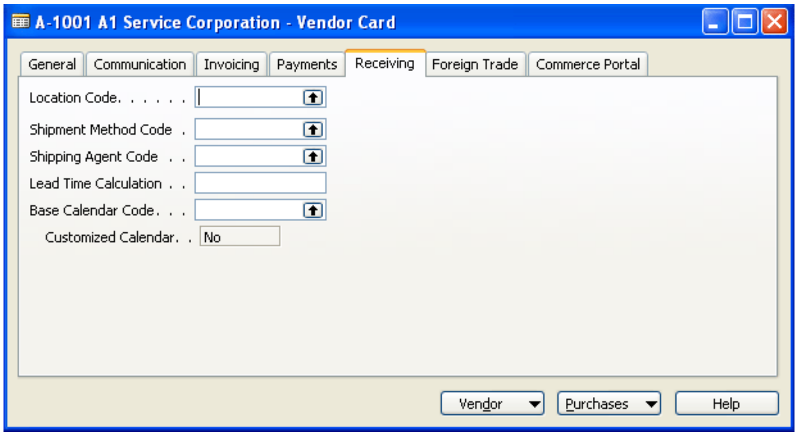
   This is used to remove special allowances for payment.

Receiving Tab

The receiving tab allows you to set receiving parameters for receiving products.

To enter information in the Receiving tab:

1. Click the **Vendors** card in the tree.
   The Vendor card appears in the display area.
2. Click the **Receiving** tab.
   The card is repopulated with Receiving tab information.



A-1001 A1 Service Corporation - Vendor Card

Location Code. . . . . .

Shipment Method Code .

Shipping Agent Code . .

Lead Time Calculation . .

Base Calendar Code. . .

Customized Calendar. . No

General
Communication
Invoicing
Payments
Receiving
Foreign Trade
Commerce Portal
Vendor
Purchases
Help

3. Enter the Location Code for the warehouse from which this order is received.
4. Select the Shipment Method Code and Shipping Agent Code.
5. Enter the Lead Time Calculation.
6. Select the Base Calender Code.
7. Enter Yes or No for a Customized Calendar.

Foreign Trade Tab

This tab is not used.

Commerce Portal Tab

This tab is not used.

Vendor Menu Button

The Vendor Menu Button allows you to view information related to vendors.

To enter Vendor menu button information:

1. Click the **Vendors** card in the tree.
   The Vendor card appears in the display area.
2. Click the **Vendor** button.
   A pull-down menu appears allowing you to select the desired function:

Option	Description
List	Displays the complete vendor list.
Statistics	Displays statistics for the current document.
Ledger Entries	View vendor ledger entries
Issued Documents	View issued reminders and issued finance charge memos.
Bank Accounts	Provides access to the vendor bank account card.
Ship-to Addresses	Provides access to the vendor ship-to address card.
Contact	Allows you to create a contact for the vendor.
Comments	Allows you to enter comments about a particular document.
Dimensions	Displays Dimension Codes and Dimension Values for the sales document you accessed the feature from.
Statistics by Currencies	View statistics by currencies.
Entry Statistics	View Entry statistics.
Sales	View sales statistics.
Cross References	View item cross references.
Service Contracts	View service contracts.
Service Items	Views service items.
Jobs	Allows access to the Job card.
Commerce Portal	View the commerce portal contact list.

Vendor Card Setup

Chapter 10: Time Journal Activities

A Project Time Journal is typically used for making time adjustments or importing and exporting time for the payroll system.

In This Chapter

- Importing Time
- Exporting Time
- Making Adjustments
- Line menu button
- Time menu button
- Posting menu button

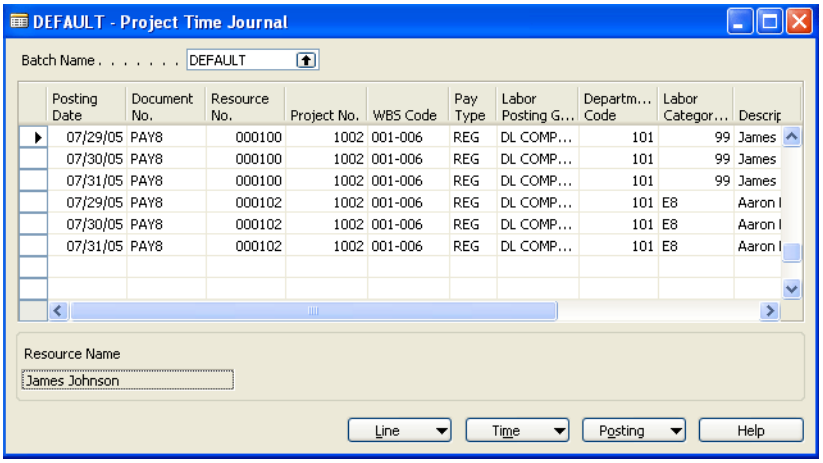
Importing the Time Journal

You must import time from the web before making any adjustments to the time journal.

To import time into the Time Journal:

1. **Click Time Journal** in the tree.

   The Project Time Journal appears in the display area.

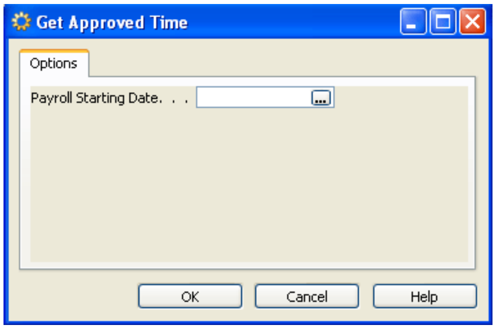


Batch Name . . . . DEFAULT

Posting Date	Document No.	Resource No.	Project No.	WBS Code	Pay Type	Labor Posting G...	Departm... Code	Labor Categor...	Descrip
07/29/05	PAY8	000100	1002	001-006	REG	DL COMP...	101	99	James
07/30/05	PAY8	000100	1002	001-006	REG	DL COMP...	101	99	James
07/31/05	PAY8	000100	1002	001-006	REG	DL COMP...	101	99	James
07/29/05	PAY8	000102	1002	001-006	REG	DL COMP...	101	E8	Aaron
07/30/05	PAY8	000102	1002	001-006	REG	DL COMP...	101	E8	Aaron
07/31/05	PAY8	000102	1002	001-006	REG	DL COMP...	101	E8	Aaron

Resource Name: James Johnson

2. Import time from the web by clicking the **Time** button and selecting **Payroll Import/Export** and then **Web Time Import**.



Note: Make sure time has been approved via the web before importing.

3. Enter the payroll starting date and click **OK**.

   You can enter a specific employee to import by selecting the resource filter.

4. Use the Missing Time report to investigate and take action on missing time. See “Missing Time” on page 19-1.
5. Make any time changes on the Web, make sure they are approved and resubmit via the web.
6. Highlight all rows in the Time Journal table and delete them.
7. Import time from the web by clicking the **Time** button and selecting **Payroll Import/ Export** and then **Web Time Import**.
8. Enter the payroll starting date and click **OK**.
9. Calculate Labor Distributions as desired by clicking the **Time** button and selecting **Calc Labor Dist 1-2 Week Cycle** or **Calc Labor Dist Semi Mo. Cycle**.

Exporting Time

You can export time from the journal to your payroll system.

Note: This function must be performed before time is posted from the Time Journal.

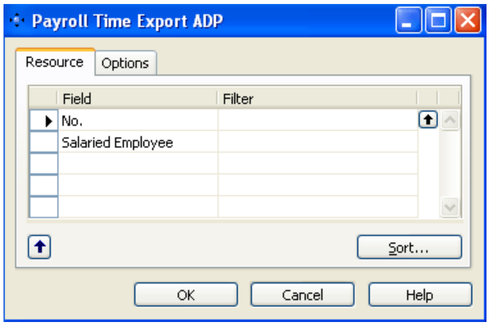
To export time via the Time Journal to a payroll system:

1. Click **Time Journal** in the tree.

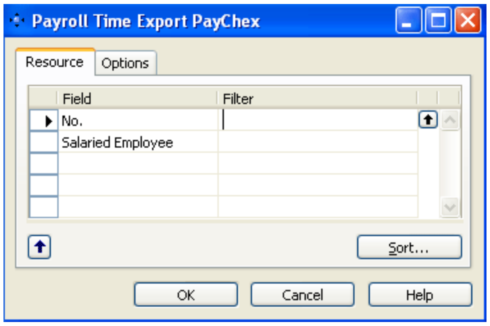
   The Project Time Journal appears in the display area.

2. Export time from the journal by clicking the **Time** button and selecting the payroll system.

   For ADP, select **ADP Export** and go to step 3. For Paychex, select **Paychex Export** and the export is complete.

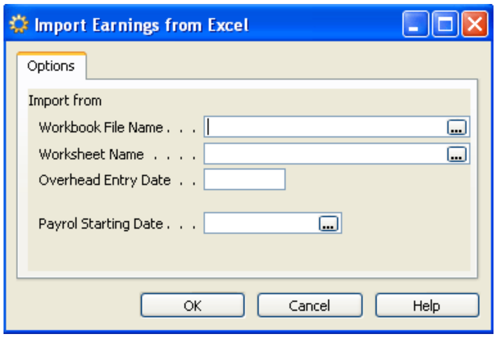


Field	Filter
No.	
Salaried Employee	



Field	Filter
No.	
Salaried Employee	

3. Re-Import the ADP file by clicking the **Time** button and selecting **Payroll Import/Export** and then **ADP Import**.



Note: This function is typically not used.

Making Adjustments

Once time is imported, you can make adjustments. such as prices or labor categories.

Note: Changes made in the Time Journal are not synchronized with the Web. This will cause inconsistencies with the modules.

To make adjustments to the Time Journal:

1. Click **Time Journal** in the tree.

   The Time Journal appears in the display area.

2. If desired, create or select the desired Batch Name.
3. Insert, modify, or delete rows as desired.

   Total cost must be populated for Cost Plus. Total price must be populated for T&M. If these are not defined the invoicing will be incorrect.

Field	Description
Posting Date	Date labor is recorded.
Document No.	Number of the batch document.
Resource	Number of the resource.
Project	Number of the project.
WBS Code	WBS code.
Pay Type	Whether it is overtime, holiday work, shift2/3, regular. System normally defaults to regular.
Labor Posting group	Labor posting group.
Department code	The department code.
Labor category	The labor category.
Quantity	Number of hours
Total Cost	Total Cost
Total Price	Represents the amount to be billed to the client.

Line Menu Button

The Line menu button items allow you to view detail related to the Time Journal.

To view Line menu button information:

1. Click the **Time Journal** card in the tree.

   The Time Journal card appears in the display area.
2. Click the **Line** button.

   A pull-down lists the Dimensions option which displays Dimension Codes and Dimension Values for the Resource line you accessed.

Time Menu Button

The Time menu button allows you to calculate labor cost and distribution, import and export payroll data, and create subcontractor invoices.

To enter Time menu button information:

1. Click the **Time Journal** card in the tree.

   The Time Journal card appears in the display area.
2. Click the **Time** button.

   A pull-down menu appears allowing you to select the desired function:

Menu Item	Description
Card	This menu item allows you to toggle back to the resource card.
Ledger Entries	This option allows you to view prior postings for the current resource.
Calculate Labor Rate	This option allows you to calculate the cost based upon the number of hours worked for the week. This function uses the Payroll Rate field on the resource card in determining the amount.
Create Comp Time entries	Used for clients where employees can accrue compensation time.
Calc Labor Dist 1-2 Week Cycle	The functions allow you to calculate labor distributions for when your pay cycle is 1 or 2 weeks.
Calc Labor Dist Semi mo. Cycle	The functions allow you to calculate labor distributions for when your pay cycle is twice monthly.
Payroll Import/Export Web Time import	Web Time Import is used to import the time from the Web time entry system. This updates the time journal from the entries that were made by the Web time entry.
Payroll Import/Export ADP Import and Export	When you export time, Navision creates a file that the ADP system loads into the Payroll database. Once Payroll is processed, ADP then sends a file back with the actual pay amounts including the fringe entries. You then use the ADP Import option imported back into Navision updating the project time journal with the actual cost of the entries.

Menu Item	Description
Payroll Import/Export	This function is used to export the Time journal to Paychex.
Paycheck Export	
Create Sub-Contractor Invoice	When a company has subcontractors that use Web Time entry to submit time, this option moves their time to a purchase order for creating accounts payable.

Posting Menu Button

The Posting menu button allows you to record transactions.

To enter Posting menu button information:

1. Click the **Time Journal** card in the tree.
   The Time Journal card appears in the display area.
2. Click the **Posting** button.
   A pull-down menu appears allowing you to select the desired function:.

Menu Item	Description
Test Report	The test report is Navision's Edit report. The system prints out the entries from the time journal in a report. You can then review your work before you post the journal. Once the journal is posted you are not able to re-run the test report. You can review error messages displayed in the test report and take appropriate action.
Post	This option allows you to post the entries to the system. Once posting is completed, the system will clear the journal. Navision makes entries to the resource ledger, the project ledger, and the general ledger.
Post and Print	This runs the same function, as the Post option, but it prints out a register report for you.

Time Journal Activities

Chapter 11: Project Journal Activities

In This Chapter

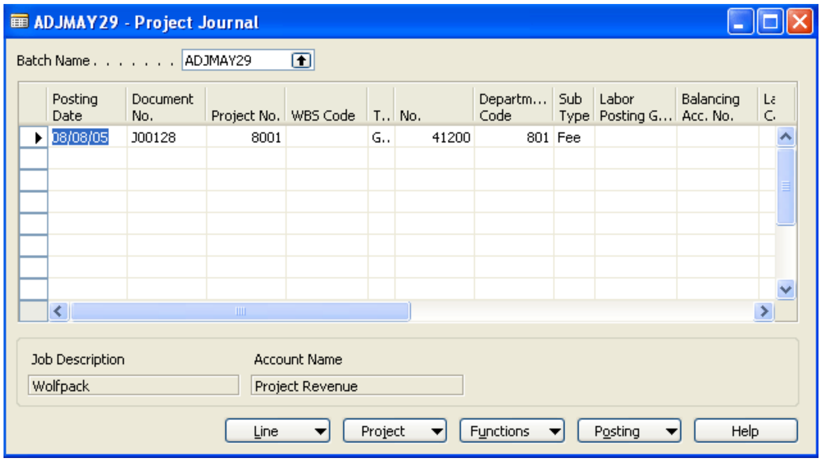
- Line menu button
- Time menu button
- Posting menu button
- Functions menu button

A Project Journal is typically used for making adjustments or exceptional transactions, such as transfers from one project to another. Changes to the Project Journal are reflected in the Project Ledger. Labor adjustments must be made through the Time Journal.

To make adjustments to the Project Journal:

1. Click **Project Journal** in the tree.

   The Project Journal appears in the display area.



Batch Name ADJMAY29

	Posting Date	Document No.	Project No.	WBS Code	T..	No.	Departm... Code	Sub Type	Labor Posting G...	Balancing Acc. No.	La C.
▶	08/08/05	J00128	8001		G..	41200	801	Fee			

Job Description: Wolfpack

Account Name: Project Revenue

2. If desired, create or select the desired Batch Name.
3. Insert, modify, or delete rows as desired.

Field	Description
Posting Date	Date transaction is recorded.
Document No.	Number of the batch document.
Resource	Number of the resource.
Project	Number of the project.
WBS Code	WBS code.
Type	Whether it is G/L or resource.
Labor Posting group	Labor posting group.
Department code	The department code.

Field	Description
Labor category	The labor category.
Quantity	Quantity to adjust.
Total Cost	The total cost
Total Price	Represents the amount to be billed to the client.
Sub type	Describe the type of entry...list from pulldown.
Balancing Account number	Invokes the G/L Account list. Select the G/L account number.
Unit of Measure Code	The Unit of measure code.
Unit Costs and Price	Helps calculate the total cost or price.

Line Menu Button

The Line Menu Button allows you to view information related to the Project Journal.

To view Line menu button information:

1. Click the **Project Journal** card in the tree.

   The Project Journal card appears in the display area.
2. Click the **Line** button.

   A pull-down lists the Dimensions option which displays Dimension Codes and Dimension Values for the Resource line you accessed.

Project Menu Button

The Project menu button allows you access to the Project card and ledger entries.

To enter Project menu button information:

1. Click the **Project Journal** card in the tree.

   The Project Journal card appears in the display area.
2. Click the **Project** button.

   A pull-down menu appears allowing you to select the desired function:

Menu Item	Description
Card	This allows you to toggle to the Project Card of the current line in the project journal
Ledger Entries	This option allows you to see the history of the Project of the current line.

Functions Menu Button

The Functions menu button allows you to copy ledger entries.

To enter Functions menu button information:

1. Click the **Project Journal** card in the tree.
   The Project Journal card appears in the display area.
2. Click the **Functions** button.
   A pull-down menu appears allowing you to Copy Ledger entries.

Posting Menu Button

The Posting menu button allows you to record transactions.

To enter Posting menu button information:

1. Click the **Project Journal** card in the tree.
   The Project Journal card appears in the display area.
2. Click the **Posting** button.
   A pull-down menu appears allowing you to select the desired function:

Menu Item	Description
Test Report	The test report is Navision’s Edit report. The system prints out the entries from the time journal in a report. You can then review your work before you post the journal. Once the journal is posted you are not able to re-run the test report. You can review error messages displayed in the test report and take appropriate action.
Post	This option allows you to post the entries to the system. Once posting is completed, the system will clear the journal. Navision makes entries to the resource ledger, the project ledger, and the general ledger.
Post and Print	This runs the same function, as the Post option, but it prints out a register report for you.
Reconcile	You can see the change in accounts that are set up for reconciliation. (GL setup) The system displays the net change and the balance after posting.

Project Journal Activities

Chapter 12: Order Processing Purchase Activities

Order Processing consists of a Purchase and a Sales folder. Windows related to purchasing are discussed in this chapter. Order processing purchasing activities are executed from these cards. The cards in this folder provide the same functionality as those in the Navision Purchase Module.

It is important to understand the order of purchasing activities in Project Accounting. This order is outlined below:

1. Quotes.

   If you use quotes, they are generated using Requisition Worksheets in the Logistics and Planning folder. See “Requisition Worksheet” on page 16-4.
2. Purchase Order.

   Purchase orders are created via the Purchase Order card. See “Purchase Order Card” on page 12-1.
3. Purchase Receiving.

   Receiving is recorded via the Purchase Receiving card. See “Order Receiving” on page 12-9.
4. Purchase Invoicing.

   Invoicing is recorded via the Purchase Invoice card. See “Order Invoicing” on page 12-10.
5. Purchase Credit Memo.

   Credit is recorded via the Purchase Credit Memo card. See “Credit Memos” on page 12-11.

In This Chapter

- Purchase Order card
- Order Receiving
- Order Invoicing
- Invoices
- Credit Memos

Purchase Order Card

The Purchase Order card is used to set up Purchase Orders and allows you to define Vendors, Shipping, and Invoicing information. It allows you to Post the order from this screen instead of having to navigate to another module to complete posting. Navision allows the purchase order to be e-mailed to the customer and allows you to send an HTML file. In general, you enter all desired information into the card and then post the order.

General Tab

The General tab allows you to enter basic information about the order.

To enter information in the General tab:

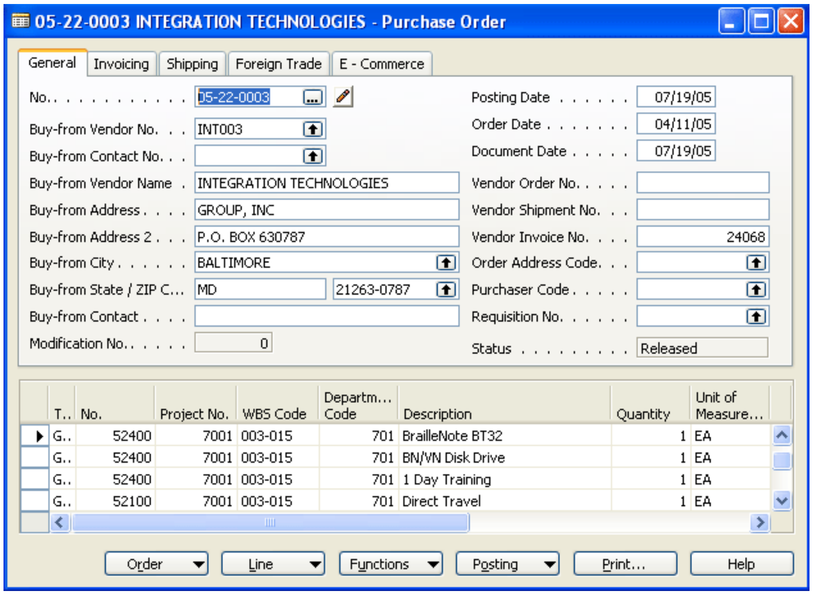
1. Click the **Order Processing** Folder expansion symbol (+) in the tree.

   The tree expands to reveal two folders.
2. Click the expansion symbol for the **Purchase** folder.

   A list of cards is displayed.
3. Click **Order**.

   The Purchase Order card appears in the display area.
4. Click the **General** tab.

   The card is repopulated with general tab information.



05-22-0003 INTEGRATION TECHNOLOGIES - Purchase Order

No.	05-22-0003	Posting Date	07/19/05
Buy-from Vendor No.	INT003	Order Date	04/11/05
Buy-from Contact No.		Document Date	07/19/05
Buy-from Vendor Name	INTEGRATION TECHNOLOGIES	Vendor Order No.	
Buy-from Address	GROUP, INC	Vendor Shipment No.	
Buy-from Address 2	P.O. BOX 630787	Vendor Invoice No.	24068
Buy-from City	BALTIMORE	Order Address Code	
Buy-from State / ZIP C...	MD 21263-0787	Purchaser Code	
Buy-from Contact		Requisition No.	
Modification No.	0	Status	Released

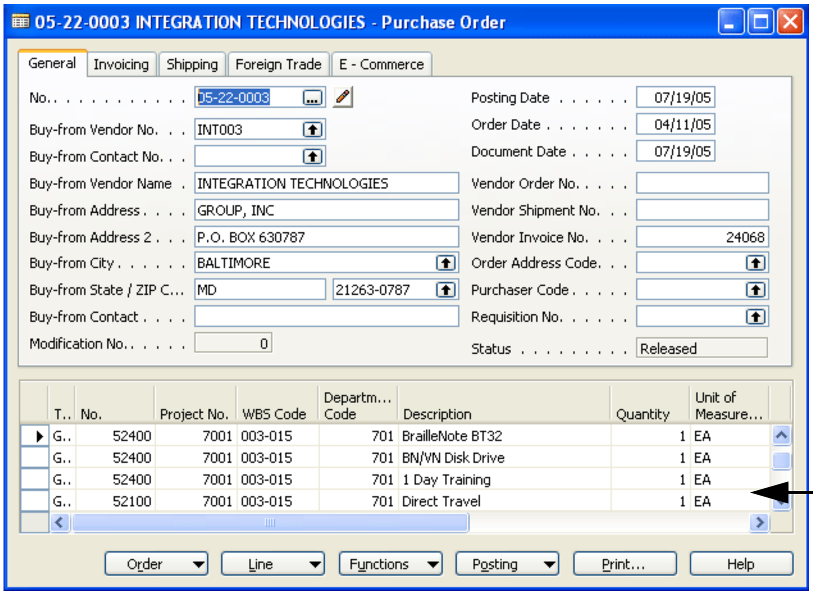
T..	No.	Project No.	WBS Code	Departm... Code	Description	Quantity	Unit of Measure...
G..	52400	7001	003-015	701	BrailleNote BT32	1	EA
G..	52400	7001	003-015	701	BN/VN Disk Drive	1	EA
G..	52400	7001	003-015	701	1 Day Training	1	EA
G..	52100	7001	003-015	701	Direct Travel	1	EA

5. Press F3 to create a new purchase order.
6. Enter a Purchase Order Number.
7. Enter Buy-from information.

   This is contact information for the vendor from which you are purchasing.
8. Enter the Order address code, Purchase code and Requisition Number.
9. Enter line items in the Purchase Order table as desired. See “Purchase Order Table” on page 12-3.

Purchase Order Table

The table is located on all tabs in the Purchase Order Card but should be filled out when using the General tab. It details the items that are going to be shipped. You may insert, delete, or modify fields in this table as described in the table below.



No.	05-22-0003	Posting Date	07/19/05
Buy-from Vendor No.	INT003	Order Date	04/11/05
Buy-from Contact No.		Document Date	07/19/05
Buy-from Vendor Name	INTEGRATION TECHNOLOGIES	Vendor Order No.	
Buy-from Address	GROUP, INC	Vendor Shipment No.	
Buy-from Address 2	P.O. BOX 630787	Vendor Invoice No.	24068
Buy-from City	BALTIMORE	Order Address Code	
Buy-from State / ZIP C...	MD 21263-0787	Purchaser Code	
Buy-from Contact		Requisition No.	
Modification No.	0	Status	Released

T..	No.	Project No.	WBS Code	Departm... Code	Description	Quantity	Unit of Measure...
G..	52400	7001	003-015	701	BrailleNote BT32	1	EA
G..	52400	7001	003-015	701	BN/VN Disk Drive	1	EA
G..	52400	7001	003-015	701	1 Day Training	1	EA
G..	52100	7001	003-015	701	Direct Travel	1	EA

Purchase Order Table

Field	Description
Type	General Ledger, Item, Fixed Asset, or Charge (Item).
No.	Click on the drop down Menu and choose the corresponding GL, fixed asset or item.
Project No.	Enter the appropriate project #.
WBS Code	If this field is required, click the drop down arrow, the system displays the codes associated with the Project No.
Description	Defaults to the item’s description.
Quantity	Enter quantity to order.
Unit of Measure	Hour or each.
Unit Cost ($)	What the vendor is charging for 1 item.
Labor Category	Select the labor category to bill labor categories to the client. Labor category is used when the vendor is providing sub contract labor that needs to be invoiced to the client.
Unit Price	Price per hour that the client is invoiced.
Logistics Item No.	Number used by logistics module to track the flow of the item.

Shipping Tab

The Shipping tab allows you to enter basic information about the order.

To enter information in the Shipping tab:

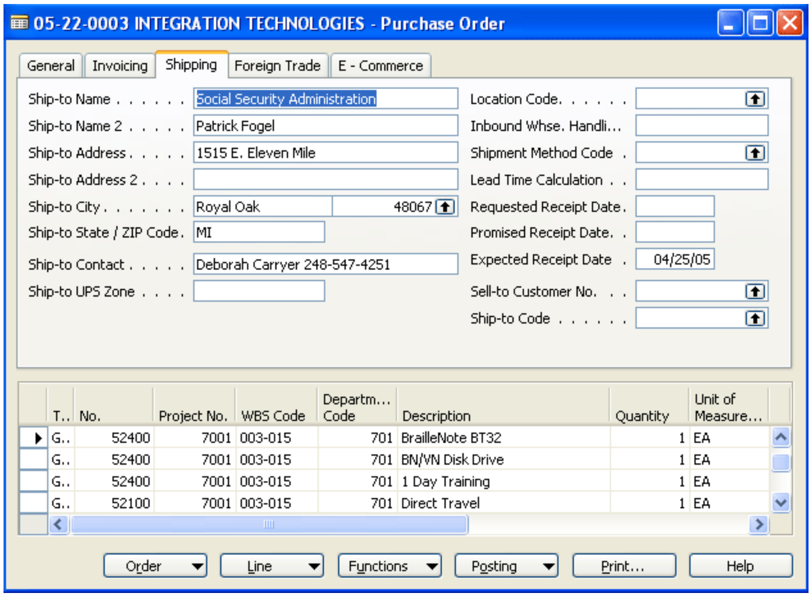
1. Click the **Order Processing Folder** expansion symbol (+) in the tree.

   The tree expands to reveal two folders.
2. Click the expansion symbol for the **Purchase** folder.

   A list of cards is displayed.
3. Click **Order**.

   The Purchase Order card appears in the display area.
4. Click the **Shipping** tab

   The card is repopulated with shipping tab information.



Ship-to Name . . . . . . Social Security Administration
Ship-to Name 2 . . . . . Patrick Fogel
Ship-to Address . . . . . 1515 E. Eleven Mile
Ship-to Address 2 . . . .
Ship-to City . . . . Royal Oak 48067
Ship-to State / ZIP Code . MI
Ship-to Contact . . . . . Deborah Carryer 248-547-4251
Ship-to UPS Zone . . . .
Location Code. . . . . .
Inbound Whse. Handli...
Shipment Method Code .
Lead Time Calculation . .
Requested Receipt Date .
Promised Receipt Date. .
Expected Receipt Date . 04/25/05
Sell-to Customer No. . .
Ship-to Code . . . . . .

T..	No.	Project No.	WBS Code	Departm... Code	Description	Quantity	Unit of Measure...
G..	52400	7001	003-015	701	BrailleNote BT32	1	EA
G..	52400	7001	003-015	701	BN/VN Disk Drive	1	EA
G..	52400	7001	003-015	701	1 Day Training	1	EA
G..	52100	7001	003-015	701	Direct Travel	1	EA

5. Enter Ship-to information.
6. Enter the location Code.
7. Enter the shipping method code.
8. Sell-to Customer No.

   Once you choose this the system completes the Ship-to Name, Address, Contact and City/Zip Code.

Invoicing Tab

This tab determines the Vendor invoiced and indicates who the contact is that receives the invoice either by e-mail or mail.

To enter information in the Invoicing tab:

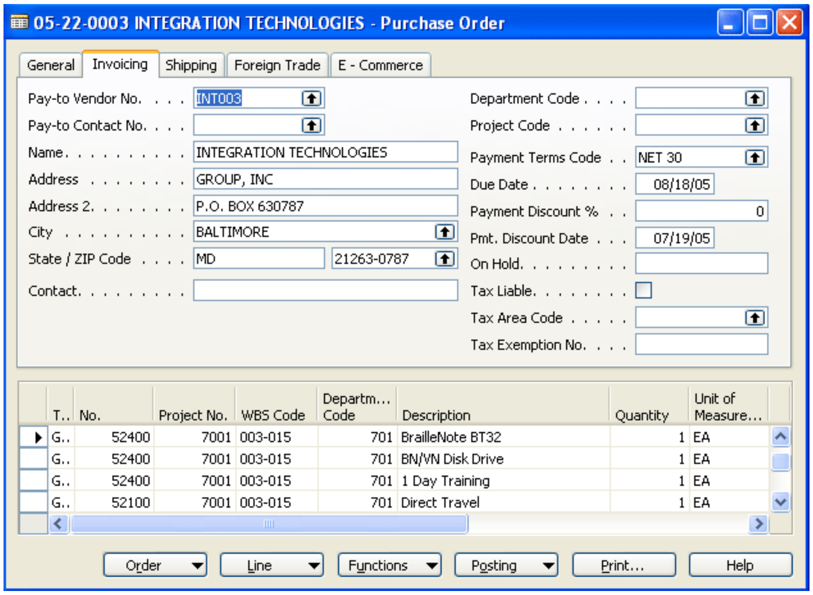
1. Click the **Order Processing Folder** expansion symbol (+) in the tree.

   The tree expands to reveal two folders.
2. Click the expansion symbol for the **Purchase** folder.

   A list of cards is displayed.
3. Click **Order**.

   The Purchase Order card appears in the display area.
4. Click the **Invoicing** tab.

   The card is repopulated with invoicing tab information.



Pay-to Vendor No. . . . INT003
Pay-to Contact No. . . .
Name. . . . . INTEGRATION TECHNOLOGIES
Address . . . . GROUP, INC
Address 2. . . . . P.O. BOX 630787
City . . . . BALTIMORE
State / ZIP Code . . . . MD 21263-0787
Contact. . . . .
Department Code . . . .
Project Code . . . . . .
Payment Terms Code . . NET 30
Due Date 08/18/05
Payment Discount % . . 0
Pmt. Discount Date . . . 07/19/05
On Hold. . . . .
Tax Liable. . . . . ☐
Tax Area Code . . . . .
Tax Exemption No. . . .

T..	No.	Project No.	WBS Code	Departm... Code	Description	Quantity	Unit of Measure...
G..	52400	7001	003-015	701	BrailleNote BT32	1	EA
G..	52400	7001	003-015	701	BN/VN Disk Drive	1	EA
G..	52400	7001	003-015	701	1 Day Training	1	EA
G..	52100	7001	003-015	701	Direct Travel	1	EA

5. Select the Pay-to Vendor and Contact.
6. Select Department, Project and Payment Terms codes.
7. Enter the Due date.
8. Enter the Payment Discount percentage and the due date.
9. Enter Tax information.

Foreign Trade Tab

This tab is not used.

E-Commerce Tab

This tab is not used.

Posting the Purchase Order

The Posting menu button allows you to record transactions.

To enter Posting menu button information:

1. Click the **Order Processing** Folder expansion symbol (+) in the tree.
   The tree expands to reveal two folders.
2. Click the expansion symbol for the **Purchase** folder.
   A list of cards is displayed.
3. Click **Order**.
   The Purchase Order card appears in the display area.
4. Click the **Posting** button.
   A pull-down menu appears allowing you to select the desired function:.

Menu Item	Description
Test Report	The test report is Navision's Edit report. The system prints out the entries from the time journal in a report. You can then review your work before you post the journal. Once the journal is posted you are not able to re-run the test report. You can review error messages displayed in the test report and take appropriate action.
Post	This option allows you to post the entries to the system. Once posting is completed, the system will clear the journal. Navision makes entries to the resource ledger, the project ledger, and the general ledger.
Post and Print	This runs the same function, as the Post option, but it prints out a register report for you.
Post Batch	If you have set up a large number of purchase orders, it is an advantage to post them with a batch job in the program. You can have them posted at night or at another time when it is convenient.

Order Menu Button

The Order menu button allows you to view information related to the order.

To view Order menu button information:

1. Click the **Order Processing** Folder expansion symbol (+) in the tree.
   The tree expands to reveal two folders.
2. Click the expansion symbol for the **Purchase** folder.
   A list of cards is displayed.
3. Click **Order**.
   The Purchase Order card appears in the display area.
4. Click the **Order** button.
   A pull-down menu appears allowing you to select the desired function:

Menu Item	Description
List	View all purchase orders in the system.
Statistics	View summary information.
Card	Invoke the Vendor card.
Comments	Add comments.
Receipts	View receipts.
Invoices	View invoices.
Dimensions	View default dimensions.
Whse. receipt Lines	Not used.
Invt. Put-away/ Pick Lines	Not used.
Drop Shipment	Not used.
Special Order	Not Used.

Line Menu Button

The Line menu button allows you to view Items by availability.

To view Line menu button information:

1. Click the **Order Processing** Folder expansion symbol (+) in the tree.
   The tree expands to reveal two folders.
2. Click the expansion symbol for the **Purchase** folder.
   A list of cards is displayed.
3. Click **Order**.
   The Purchase Order card appears in the display area.
4. Click the **Line** button.

A pull-down menu appears allowing you to select the desired function:

Menu Item	Description
Item Availability by	Period, Variant, or Location.
Reservation Entries	Not used.
Item Tracking lines	Not used.
Dimensions	Not used.
Item Charge Assignment	Not used.

Functions Menu button

The Functions menu button allows you ton perform actions related to processing the order.

To enter Functions menu button information:

1. Click the **Order Processing** Folder expansion symbol (+) in the tree.

   The tree expands to reveal two folders.
2. Click the expansion symbol for the **Purchase** folder.

   A list of cards is displayed.
3. Click **Order**.

   The Purchase Order card appears in the display area.
4. Click the **Functions** button.

   A pull-down menu appears allowing you to select the desired function:

Menu Item	Description
Calculate Invoice Discount	Calculates the invoice discount.
Explode BOM	Explodes the Bill of Materials.
Insert Ext Texts	Inserts Extended text.
Get Standard Vend. Purchase Codes	Retrieves the standard vendor purchase codes.
Get Phase/Task/ Step	Not used.
Reserve	Not used.
Order Tracking	Not used.
Copy Document	Available if you have the archiving function.
Archive Document	Available if you have the archiving function.
Move Negative Lines	When you enter a purchase return, you can use this batch job to delete a negative purchase line from the document you are working in and move it to a different purchase document type.

Menu Item	Description
Create Whse Receipt	Not used.
Create Inventory Put-away/Pick	Not used.
Release	This option closes the order and changes can not be made.
Reopen	Used to open a released order.
Send BizTalk Purchase	Not used.
Send IC Purchase Order	Not used.

Order Receiving

Order Receiving is performed when goods are received. Verify the order. If only a partial order has been received, before posting edit the quantity field in the table to indicate the remaining items to be received.

General Tab

The fields on this tab are similar to the options on the General tab of the Purchase Order card. See “General Tab” on page 12-2. Any text in the On Hold field indicates that the receiving is on hold.

Shipping Tab

The Shipping tab on this window is exactly the same as on the Purchase Order card. See “Shipping Tab” on page 12-4.

Menu Buttons

The menu buttons on this window are exactly the same as on the Purchase Order card. See “Purchase Order Card” on page 12-1.

Order Invoicing

Perform Order Invoicing after the goods have been received. Post to create an accounts payable invoice.

General Tab

The fields on this tab are similar to the options on the General tab of the Purchase Order card. See “General Tab” on page 12-2.

Invoicing Tab

The fields on this tab are a subset of the same tab on the Purchase Order card. See “Invoicing Tab” on page 12-5.

Menu Buttons

The menu buttons on this window are exactly the same as on the Purchase Order card. See “Purchase Order Card” on page 12-1.

Invoices

If you have a payable where a quote, purchase order, and receiving is not necessary, you can create an invoice here.

General Tab

The fields on this tab are similar to the options on the General tab of the Purchase Order card. See “General Tab” on page 12-2

Invoicing Tab

The fields on this tab are a subset of the same tab on the Purchase Order card. See “Invoicing Tab” on page 12-5.

Menu Buttons

The menu buttons on this window are a subset of the same buttons on the Purchase Order card. The Invoice button is a subset of the options in the Order button. See “Purchase Order Card” on page 12-1.

Shipping Tab

The Shipping tab on this window is exactly the same as on the Purchase Order card. See "Shipping Tab" on page 12-4.

Foreign Trade Tab

The Foreign tab on this window is exactly the same as on the Purchase Order card. See "Foreign Trade Tab" on page 12-6.

E-commerce Tab

The E-commerce tab on this window is exactly the same as on the Purchase Order card. See "E-Commerce Tab" on page 12-6.

Credit Memos

Credit Memos are created if you have a return and need to issue credit.

General Tab

The fields on this tab are similar to the options on the General tab of the Purchase Order card. See "General Tab" on page 12-2

Invoicing Tab

The fields on this tab are exactly the same as on the Purchase Order card. See "Invoicing Tab" on page 12-5.

Shipping Tab

The Shipping tab on this window is exactly the same as on the Purchase Order card. See "Shipping Tab" on page 12-4.

Foreign Trade Tab

The Foreign Trade tab on this window is exactly the same as on the Purchase Order card. See "Foreign Trade Tab" on page 12-6.

Application Tab

The Application tab indicates where to apply the credit.

To enter information in the Application tab:

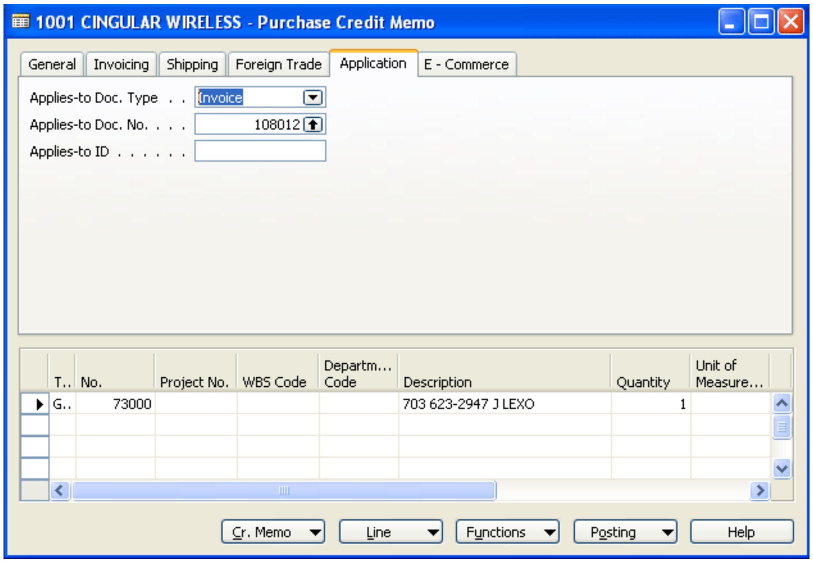
1. Click the **Order Processing** Folder expansion symbol (+) in the tree.

   The tree expands to reveal two folders.
2. Click the expansion symbol for the **Purchase** folder.

   A list of cards is displayed.
3. Click the **Credit Memo** Card.

   The Credit Memo card appears in the display area.
4. Click the **Application** tab.

   The card is repopulated with Application tab information.


1001 CINGULAR WIRELESS - Purchase Credit Memo
General
Invoicing
Shipping
Foreign Trade
Application
E - Commerce
Cr. Memo
Line
Functions
Posting
Help

Applies-to Doc. Type . . Invoice
Applies-to Doc. No. . . . 108012
Applies-to ID . . . . . .

T..	No.	Project No.	WBS Code	Departm... Code	Description	Quantity	Unit of Measure...
G..	73000				703 623-2947 J LEXO	1	

5. Select the Doc-type, Number, and ID to which the Credit Memo applies.

E-commerce Tab

The E-commerce tab on this window is exactly the same as on the Purchase Order card. See “E-Commerce Tab” on page 12-6.

Menu Buttons

The menu buttons on this window are a subset of the same buttons on the Purchase Order card. The Invoice Button is a subset of the options in the Order button. See “Purchase Order Card” on page 12-1.

Chapter 13: Order Processing - Purchase History

Order processing history allows you to review order processing activities for posted purchasing documents. You can use the back and forth arrows on the toolbar to move back and forth through the number series.

In This Chapter

- Order Modifications
- Posted Invoices
- Posted Shipments
- Posted Credit Memos
- Posted Receipts
- Registers
- Navigate

Order Modifications

This selection displays all posted purchase orders.

To view information in the Posted Invoices Card:

1. Click the **Order Processing** Folder expansion symbol (+) in the tree.

   The tree expands to reveal two folders.
2. Click the expansion symbol for the **Purchase** folder.

   A list of cards and folders is displayed.
3. Click the expansion symbol for the **History** folder.

   A list of cards is displayed.
4. Click the **Order Modifications** card.

   The Purchase Order Archive card appears in the display area.
5. Use the back and forth arrows on the toolbar to move back and forth through the number series to review records.

General Tab

The fields on this tab are similar to the options on the General tab of the Purchase Order card. See “General Tab” on page 12-2.

Invoicing Tab

The Invoicing tab on this window is exactly the same as on the Purchase Order card. See “Invoicing Tab” on page 12-5.

Shipping Tab

The Shipping tab on this window is exactly the same as on the Purchase Order card. See “Shipping Tab” on page 12-4.

Foreign Trade Tab

The Foreign Trade tab on this window is exactly the same as on the Purchase Order card. See “Foreign Trade Tab” on page 12-6.

Version Tab

The Version tab displays the modification version number and related information.

This feature is enabled in government contractor setup. “Government Contractor Setup” on page 25-2 if the modification module has been purchased.

To view information in the version tab:

1. Click the **Order Processing** Folder expansion symbol (+) in the tree.
   The tree expands to reveal two folders.
2. Click the expansion symbol for the **Purchase** folder.
   A list of cards and folders is displayed.
3. Click the expansion symbol for the **History** folder.
   A list of cards is displayed.
4. Click the **Posted Invoices** Card.
   The Order Archive card appears in the display area.
5. Click the **Version** tab.
   The card is repopulated with Version tab information. It displays the Modification No., who archived the order, the date and time of archive, and the Interaction Exists checkbox.

Menu Buttons

The menu buttons on this window are a subset of the same buttons on the Purchase Order card. The Version Button is a subset of the options in the Order button. See “Purchase Order Card” on page 12-1.

Posted invoices

This selection displays all posted invoices.

To view information in the Posted Invoices card:

1. Click the **Order Processing** Folder expansion symbol (+) in the tree.
   The tree expands to reveal two folders.
2. Click the expansion symbol for the **Purchase** folder.
   A list of cards and folders is displayed.
3. Click the expansion symbol for the **History** folder.
   A list of cards is displayed.

4. Click the **Posted Invoices** Card.

   The card appears in the display area.
5. Use the back and forth arrows on the toolbar to move back and forth through the number series to review records.

General Tab

The fields on this tab are similar to the options on the General tab of the Purchase Order card. See “General Tab” on page 12-2.

Invoicing Tab

The Invoicing tab on this window is exactly the same as on the Purchase Order card. See “Invoicing Tab” on page 12-5.

Shipping Tab

The Shipping tab on this window is exactly the same as on the Purchase Order card. See “Shipping Tab” on page 12-4.

Foreign Trade Tab

The Foreign Trade tab on this window is exactly the same as on the Purchase Order card. See “Foreign Trade Tab” on page 12-6.

Version Tab

The Version tab displays the modification version number and related information.

This feature is enabled in government contractor setup. “Government Contractor Setup” on page 25-2 if the modification module has been purchased.

To view information in the version tab:

1. Click the **Order Processing** Folder expansion symbol (+) in the tree.

   The tree expands to reveal two folders.
2. Click the expansion symbol for the **Purchase** folder.

   A list of cards and folders is displayed.
3. Click the expansion symbol for the **History** folder.

   A list of cards is displayed.
4. Click the **Posted Invoices** Card.

   The card appears in the display area.
5. Click the **Version** tab.

The card is repopulated with Version tab information. It displays the Modification No., who archived the order, the date and time of archive, and the Interaction Exists checkbox.

Menu Buttons

The menu buttons on this window are a subset of the same buttons on the Purchase Order card. The Version Button is a subset of the options in the Order button. See “Purchase Order Card” on page 12-1.

Posted Credit Memos

This selection displays all posted credit memos.

To view information in the Posted Credit Memos Card:

1. Click the **Order Processing** Folder expansion symbol (+) in the tree.

   The tree expands to reveal two folders.
2. Click the expansion symbol for the **Purchase** folder.

   A list of cards and folders is displayed.
3. Click the expansion symbol for the **History** folder.

   A list of cards is displayed.
4. Click the **Posted Credit Memos** Card.

   The card appears in the display area.
5. Use the back and forth arrows on the toolbar to move back and forth through the number series to review records.

General Tab

The fields on this tab are similar to the options on the General tab of the Purchase Order card. See “General Tab” on page 12-2.

Invoicing Tab

The fields on this tab are a subset of the same tab on the Purchase Order card. See “Invoicing Tab” on page 12-5.

Shipping Tab

The fields on this tab are a subset of the same tab on the Purchase Order card. See “Shipping Tab” on page 12-4.

Foreign Trade Tab

The fields on this tab are a subset of the same tab on the Purchase Order card. See "Foreign Trade Tab" on page 12-6.

Menu Buttons

The menu buttons on this window are a subset of the same buttons on the Purchase Order card. The Version Button is a subset of the options in the Order button.See "Purchase Order Card" on page 12-1. The Navigate button brings up the navigate window as described in "Navigate" on page 23-2.

Posted Receipts

This selection displays all posted receipts.

To view information about Posted Receipts:

1. Click the **Order Processing** Folder expansion symbol (+) in the tree.

   The tree expands to reveal two folders.
2. Click the expansion symbol for the **Purchase** folder.

   A list of cards and folders is displayed.
3. Click the expansion symbol for the **History** folder.

   A list of cards is displayed.
4. Click the **Posted Receipts** Card.

   The card appears in the display area.
5. Use the back and forth arrows on the toolbar to move back and forth through the number series to review records.

General Tab

The fields on this tab are similar to the options on the General tab of the Purchase Order card. See "General Tab" on page 12-2.

Invoicing Tab

The fields on this tab are a subset of the same tab on the Purchase Order card. See "Invoicing Tab" on page 12-5.

Shipping Tab

The fields on this tab are a subset of the same tab on the Purchase Order card. See "Shipping Tab" on page 12-4.

BizTalk Tab

This tab is not used.

Menu Buttons

The menu buttons on this window are a subset of the same buttons on the Purchase Order card. The Version Button is a subset of the options in the Order button.See “Purchase Order Card” on page 12-1. The Navigate button brings up the navigate window as described in “Navigate” on page 23-2.

Registers

See “Registers” on page 23-1.

Navigate

See “Navigate” on page 23-2.

Chapter 14: Order Processing - Sales

Order Processing Consists of a purchase and a Sales folder. cards related to sales are discussed in this chapter.

In This Chapter

- Invoice Worksheets
- Credit Memo
- Create Excel Workbook

Invoice Worksheets

The Invoice worksheet allows you to enter all relevant information for creating a sales invoice.

To begin sales order processing:

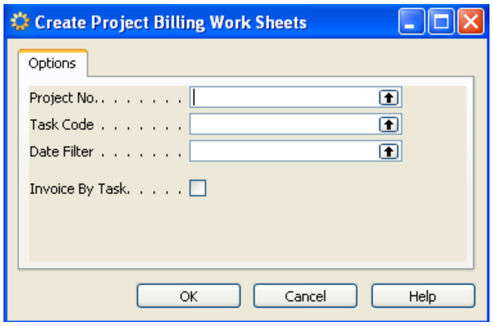
1. Click the **Order Processing Folder** expansion symbol (+) in the tree.

   The tree expand to reveal two folders.
2. Click the expansion symbol for the **Sales** folder.

   A list of cards is displayed.
3. Click **Invoice Worksheets**.

   The Sales Invoice window appears in the display area.
4. Select **Create Project Wkst** (Single or Multiple) from the **Functions** menu button to create project billing worksheets.

   The Create Project Billing Worksheet window appears.


Create Project Billing Work Sheets
Options
Project No. . . . .
Task Code . . . .
Date Filter . . . .
Invoice By Task. . . . .
OK
Cancel
Help

5. Enter the desired information.

   By lookup select the Project Number, Task code, and date filter. If desired, check the box to invoice by task.
6. Click **OK**.
7. Check listed information to verify.

   Changes can be made in modifiable fields.
8. Post.

General Tab

The General tab allows you to enter basic information about the order.

To enter information in the General tab:

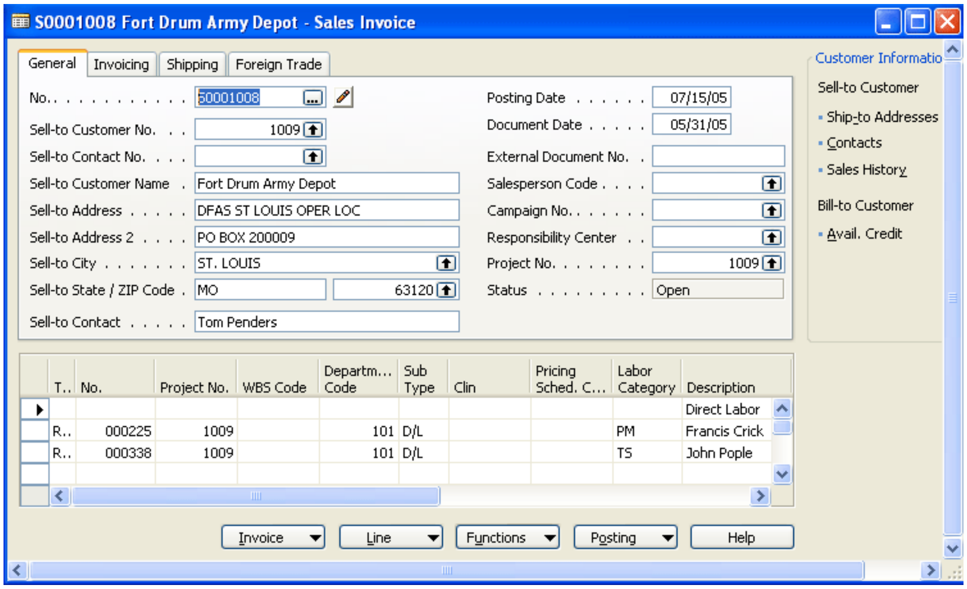
1. Click the **Order Processing Folder** expansion symbol (+) in the tree.

   The tree expand to reveal two folders.
2. Click the expansion symbol for the **Sales** folder.

   A list of cards is displayed.
3. Click **Invoice Worksheets**.

   The Sales Invoice window appears in the display area.
4. Click the General tab.

   The window is repopulated with general tab information.


S0001008 Fort Drum Army Depot - Sales Invoice
General
Invoicing
Shipping
Foreign Trade
Customer Informatio
Sell-to Customer
Ship-to Addresses
Contacts
Sales History
Bill-to Customer
Avail. Credit
Invoice
Line
Functions
Posting
Help

No. S0001008
Sell-to Customer No. . . 1009
Sell-to Contact No. . . .
Sell-to Customer Name . Fort Drum Army Depot
Sell-to Address . . . . . DFAS ST LOUIS OPER LOC
Sell-to Address 2 . . . . PO BOX 200009
Sell-to City . . . . ST. LOUIS
Sell-to State / ZIP Code . MO 63120
Sell-to Contact . . . . . Tom Penders
Posting Date 07/15/05
Document Date 05/31/05
External Document No. .
Salesperson Code . . . .
Campaign No. . . . . . .
Responsibility Center . .
Project No. 1009
Status . . . . Open

T..	No.	Project No.	WBS Code	Departm... Code	Sub Type	Clin	Pricing Sched. C...	Labor Category	Description
									Direct Labor
R..	000225	1009		101	D/L			PM	Francis Crick
R..	000338	1009		101	D/L			TS	John Pople

5. Enter a Invoice Order Number.
6. Enter Sell-to information.

   This is contact information for the client.

Sales Order Table

The table is located on all tabs in the Invoice Worksheet card but should be modified when using the General tab. It details the items that have been sold. It is populated from existing information but can be modified as needed. You may insert, delete, or modify fields in this table as described in the table below.

Field	Description
Type	General Ledger, Item, Fixed Asset, or Charge Item, resource.
No.	Click on the drop down Menu and choose the corresponding GL , item, or resource.
Project No.:	Enter the appropriate project #.
WBS Code	If this field is required, click the drop down arrow, the system displays the codes associated with the Project No.
Description	Defaults to the item’s description.
Quantity	Enter quantity to putrchase.
Unit of Measure	Hour or each.
Labor Category	Labor category defines type of work performed by resource or subcontractor.
Unit Price	Price per hour that the client is invoiced.
Logistics Item No.	Number used by logistics module to track the flow of the item.

Shipping Tab

The Shipping tab allows you to enter basic information about the order.

To enter information in the Shipping tab:

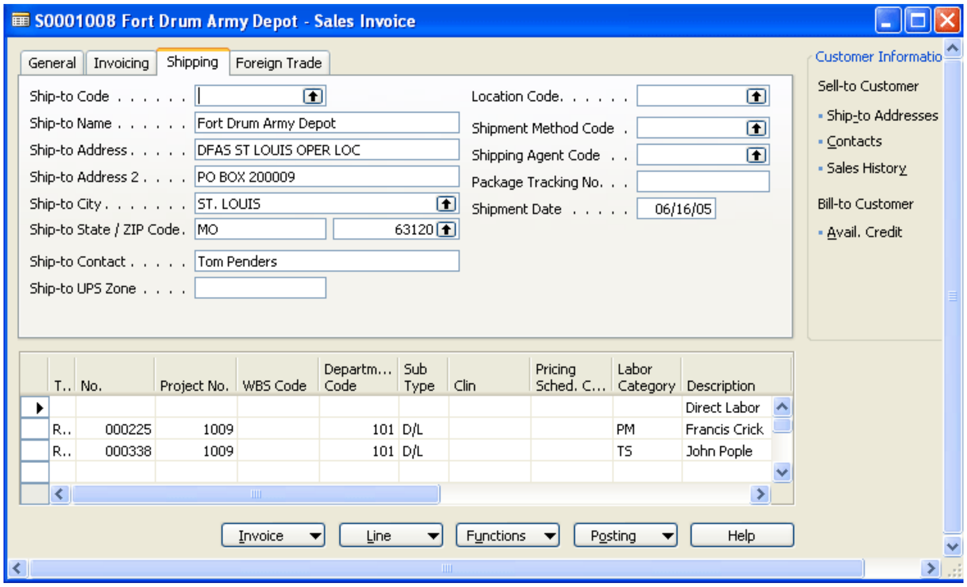
1. Click the **Order Processing Folder** expansion symbol (+) in the tree.

   The tree expand to reveal two folders.
2. Click the expansion symbol for the **Sales** folder.

   A list of cards is displayed.
3. Click **Invoice Worksheets**.

   The Sales Invoice window appears in the display area.
4. Click the **Shipping** tab.

The card is repopulated with shipping tab information.


S0001008 Fort Drum Army Depot - Sales Invoice
General
Invoicing
Shipping
Foreign Trade
Customer Informatio
Sell-to Customer
Ship-to Addresses
Contacts
Sales History
Bill-to Customer
Avail. Credit
Invoice
Line
Functions
Posting
Help

Ship-to Code . . . . . .

Ship-to Name . . . . . . Fort Drum Army Depot

Ship-to Address . . . . . DFAS ST LOUIS OPER LOC

Ship-to Address 2 . . . . PO BOX 200009

Ship-to City . . . . ST. LOUIS

Ship-to State / ZIP Code . MO 63120

Ship-to Contact . . . . . Tom Penders

Ship-to UPS Zone . . . .

Location Code. . . . . .

Shipment Method Code .

Shipping Agent Code . .

Package Tracking No. . .

Shipment Date 06/16/05

T..	No.	Project No.	WBS Code	Departm... Code	Sub Type	Clin	Pricing Sched. C...	Labor Category	Description
									Direct Labor
R..	000225	1009		101	D/L			PM	Francis Crick
R..	000338	1009		101	D/L			TS	John Pople

5. Enter Ship-to information.
6. Enter the location Code.
7. Enter the shipping method and agent codes.
8. Enter the Package tracking Number.
9. Enter Shipment dates.

Invoicing Tab

This tab determines the customer that will be invoiced and indicates who is the contact that receives the invoice either by e-mail or mail.

To enter information in the Invoicing tab:

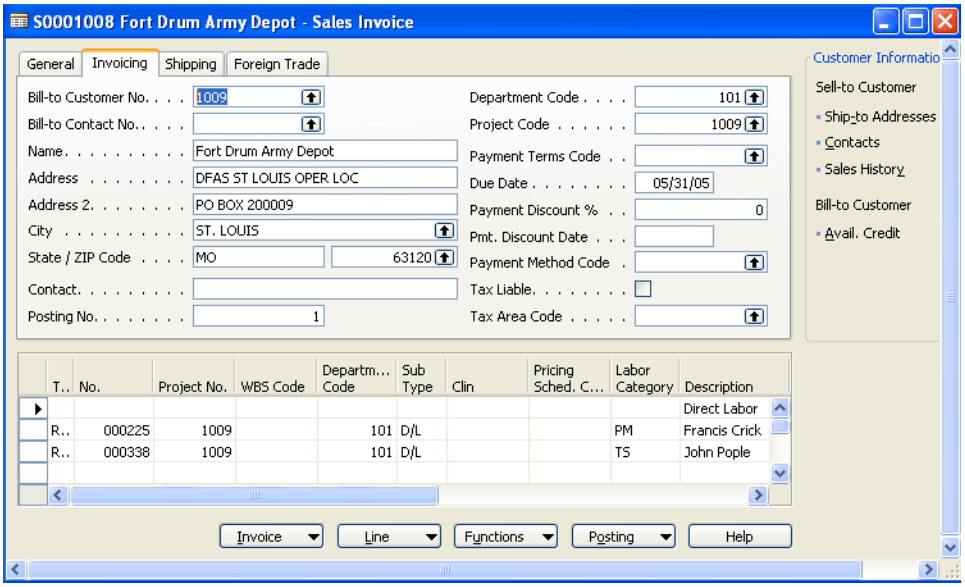
1. Click the **Order Processing Folder** expansion symbol (+) in the tree.

   The tree expand to reveal two folders.
2. Click the expansion symbol for the **Sales** folder.

   A list of cards is displayed.
3. Click **Invoice Worksheets**.

   The Sales Invoice window appears in the display area.
4. Click the **Invoicing** tab.

The card is repopulated with invoicing tab information.


S0001008 Fort Drum Army Depot - Sales Invoice
General
Invoicing
Shipping
Foreign Trade
Customer Informatio
Sell-to Customer
Ship-to Addresses
Contacts
Sales History
Bill-to Customer
Avail. Credit
Invoice
Line
Functions
Posting
Help

Bill-to Customer No. 1009
Bill-to Contact No.
Name Fort Drum Army Depot
Address DFAS ST LOUIS OPER LOC
Address 2 PO BOX 200009
City ST. LOUIS
State / ZIP Code MO 63120
Contact
Posting No. 1
Department Code 101
Project Code 1009
Payment Terms Code
Due Date 05/31/05
Payment Discount % 0
Pmt. Discount Date
Payment Method Code
Tax Liable ☐
Tax Area Code

T..	No.	Project No.	WBS Code	Departm... Code	Sub Type	Clin	Pricing Sched. C...	Labor Category	Description
									Direct Labor
R..	000225	1009		101	D/L			PM	Francis Crick
R..	000338	1009		101	D/L			TS	John Pople

5. Select the Bill-to Customer and Contact Number.
6. Select Department, Project and Payment Terms codes.
7. Enter the Due date.
8. Enter the payment Discount percentage and the due date.
9. Enter Tax information.

Foreign Trade Tab

This tab is not used.

Posting Menu Button

The Posting menu button allows you to record transactions.

To enter Posting menu button information:

1. Click the **Order Processing Folder** expansion symbol (+) in the tree.

   The tree expand to reveal two folders.
2. Click the expansion symbol for the **Sales** folder.

   A list of cards is displayed.
3. Click **Invoice Worksheets**.

   The Sales Invoice window appears in the display area.
4. Click the **Posting** button.

A pull-down menu appears allowing you select the desired function.

Menu Item	Description
Test Report	The test report is Navision’s Edit report. The system prints out the entries from the time journal in a report. You can then review your work before you post the journal. Once the journal is posted you are not able to re-run the test report. You can review error messages displayed in the test report and take appropriate action.
Post	This option allows you to post the entries to the system. Once posting is completed, the system will clear the journal. Navision makes entries to the resource ledger, the project ledger, and the general ledger.
Post and Print	This runs the same function, as the Post option, but it prints out a register report for you.
Post Batch	Allows you to batch post sales invoices.
Print Invoice Worklist	You can print invoice worksheets before you post.

Invoice Menu Button

The Invoice menu button allows you to view related information.

To enter Invoice menu button information:

1. Click the Order Processing Folder expansion symbol (+) in the tree.

   The tree expand to reveal two folders.
2. Click the expansion symbol for the Sales folder.

   A list of cards is displayed.
3. Click the Invoice Worksheet Card.

   The Invoice Worksheet card appears in the display area.
4. Click the **Invoice** button.

   A pull-down menu appears allowing you select the desired function.

Menu Item	Description
List	Displays all invoice worksheets.
Statistics	View summary information.
Card	Invokes the Customer card.
Comments	Allows you to add comments.
Dimensions	View default dimensions.

Line Menu Button

The Line menu button is not used.

Functions Menu Button

The Functions menu button allows you to create single and multiple project worksheets.

To enter Functions menu button information:

1. Click the **Order Processing Folder** expansion symbol (+) in the tree.
   The tree expand to reveal two folders.
2. Click the expansion symbol for the **Sales** folder.
   A list of cards is displayed.
3. Click **Invoice Worksheets**.
   The Sales Invoice window appears in the display area.
4. Click the **Functions** button.
   A pull-down menu appears allowing you select the desired function.

Menu Item	Description
Calculate Invoice Discount	Not used.
Explode BOM	Not used.
Get Price	Not used.
Get Line Discount	Not used.
Insert Ext Texts	Not used.
Get Standard Sales Codes	Not used.
Get Phase/Task/Step	Not used.
Get Shipment Lines	Not used.
Create Project Wkst (Single)	Creates a single Project Worksheet.
Create Project Wkst (Multiple)	Creates invoices for multiple projects.
Copy Document	Not used.
Move Wkst to Credit memo	Creates a Credit Memo and is used when the total invoice value is negative.
Year End	Not used.
Release	Not used.
Reopen	Not used.

Customer Information Area

The Customer Information area provides options that display information about the customer.

Sell-to Customer

These options provide information about the customer to which you are selling. It provides the ship-to address, contacts, and sales history for the customer.

Bill-to Customer

Select the paying customer.

Credit Memo

Credit Memos can be issued for sales returns.

General Tab

The fields on this tab are similar to the options on the General tab of the Invoice Worksheet. “General Tab” on page 14-2.

Shipping Tab

The Shipping tab on this window are exactly the same as on the Invoice Worksheet. See “Shipping Tab” on page 14-3.

Foreign Trade Tab

The fields on this tab are a subset of the same tab on the Invoice Worksheet Card. See “Foreign Trade Tab” on page 14-5.

Application Tab

The Application tab lets you specify where to apply credit.

To enter information in the Application tab:

1. Click the Order Processing Folder expansion symbol (+) in the tree.

   The tree expand to reveal two folders.
2. Click the expansion symbol for the sales folder.

   A list of cards is displayed.
3. Click the Credit Memo Card.

   The Credit Memo card appears in the display area.
4. Click the Application tab.

   The card is repopulated with Application tab information.
5. Select the Doc-type, Number, and ID to which the Credit Memo applies.

Menu Buttons

The menu buttons on this window are a subset of the same buttons on the Invoice Worksheet. The Cr. Memo Button is a subset of the options in the Invoice button. See “Invoice Worksheets” on page 14-1.

Create Excel Workbook

Before executing this task, you must create your workbook settings in “Creating Sales Invoices using Excel ” on page 25-13. The Create Excel Workbook window allows you to print the workbook based on the code and month filter.

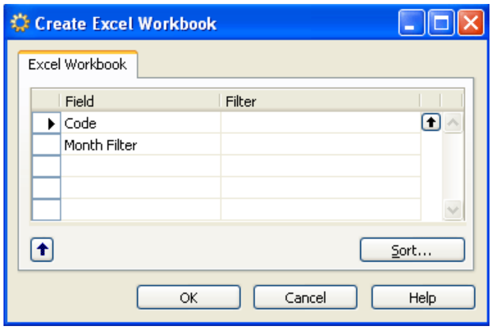
To print an excel workbook:

1. Click the **Order Processing Folder** expansion symbol (+) in the tree.

   The tree expand to reveal two folders.
2. Click the expansion symbol for the **Sales** folder.

   A list of cards is displayed.
3. Click **Create Excel Workbook**.

   The Create Excel Workbook window appears in the display area.



Field	Filter
Code	
Month Filter	

4. Enter the desired code and month filter.
5. Click **OK**.

   A workbook is added to spreadsheet with invoicing data.

Chapter 15: Order Processing - Sales History

In This Chapter

- Posted Invoices
- Posted Shipments
- Posted Credit Memos
- Registers
- Navigate

Order processing history allows you to review order processing activities for posted sales documents. You can use the back and forth arrows on the toolbar to move back and forth through the number series.

Posted invoices

This selection displays all posted invoices.

To view information in the Posted Invoices Card:

1. Click the **Order Processing** Folder expansion symbol (+) in the tree.

   The tree expands to reveal two folders.
2. Click the expansion symbol for the **Sales** folder.

   A list of cards and folders is displayed.
3. Click the expansion symbol for the **History** folder.

   A list of cards is displayed.
4. Click the **Posted Invoices** Card.

   The card appears in the display area.
5. Use the back and forth arrows on the toolbar to move back and forth through the number series to review records.

General Tab

The fields on this tab are similar to the options on the General tab of the Invoice Worksheet. See “General Tab” on page 14-2.

Invoicing Tab

The fields on this tab are a subset of the same tab on the Invoice Worksheet. See “Invoicing Tab” on page 15-1.

Shipping Tab

The fields on this tab are a subset of the same tab on the Invoice Worksheet. See “Shipping Tab” on page 15-1.

Foreign Tab

The fields on this tab are a subset of the same tab on the Purchase Order card. See "Foreign Trade Tab" on page 14-5.

BizTalk Tab

The Biztalk tab is not used.

Menu Buttons

The menu buttons on this window are a subset of the same buttons on the Invoice Worksheet Card. See "Invoice Worksheets" on page 14-1.

Posted Shipments

This selection displays all posted shipments.

To view information in the Posted Shipment Card:

1. Click the **Order Processing** Folder expansion symbol (+) in the tree.

   The tree expands to reveal two folders.
2. Click the expansion symbol for the **Sales** folder.

   A list of cards and folders is displayed.
3. Click the expansion symbol for the **History** folder.

   A list of cards is displayed.
4. Click the **Posted Shipment** Card.

   The card appears in the display area.
5. Use the back and forth arrows on the toolbar to move back and forth through the number series to review records.

General Tab

The fields on this tab are similar to the options on the general tab of the Invoice Worksheet. See "General Tab" on page 14-2.

Invoicing Tab

The fields on this tab are a subset of the same tab on the Invoice Worksheet. See "Invoicing Tab" on page 14-4.

Shipping Tab

The fields on this tab are a subset of the same tab on the Invoice Worksheet. See “Shipping Tab” on page 14-3.

Foreign Trade Tab

The fields on this tab are a subset of the same tab on the Invoice Worksheet. See “Foreign Trade Tab” on page 14-5.

Menu Buttons

The menu buttons on this window are a subset of the same buttons on the Purchase Order card. The Shipment button is a subset of the options in the Order button.See “Invoice Worksheets” on page 14-1. The Navigate button brings up the navigate window as described in “Navigate” on page 23-2.

Posted Credit Memos

This selection displays all posted credit memos.

To view information in the Posted Credit Memos Card:

1. Click the **Order Processing** Folder expansion symbol (+) in the tree.

   The tree expands to reveal two folders.
2. Click the expansion symbol for the **Sales** folder.

   A list of cards and folders is displayed.
3. Click the expansion symbol for the **History** folder.

   A list of cards is displayed.
4. Click the **Posted Credit Memos** Card.

   The card appears in the display area.
5. Use the back and forth arrows on the toolbar to move back and forth through the number series to review records.

General Tab

The fields on this tab are similar to the options on the general tab of the Invoice Worksheet. See “General Tab” on page 14-2.

Invoicing Tab

The fields on this tab are a subset of the same tab on the Invoice Worksheet. See “Invoicing Tab” on page 14-4.

Shipping Tab

The fields on this tab are a subset of the same tab on the Invoice Worksheet. See "Shipping Tab" on page 14-3.

Foreign Trade Tab

The fields on this tab are a subset of the same tab on the Invoice Worksheet. See "Foreign Trade Tab" on page 14-5.

Menu Buttons

The menu buttons on this window are a subset of the same buttons on the Purchase Order card. The Cr. Memo button is a subset of the options in the Order button.See "Invoice Worksheets" on page 14-1. The Navigate button brings up the navigate window as described in "Navigate" on page 23-2.

Registers

Registers are described in "Registers" on page 23-1.

Navigate

Navigate is described in "Navigate" on page 23-2.

Chapter 16: Logistics and Planning

The Logistics and Planning folder contains windows that allow you to track product from creation through shipping. The folder provides for specific project accounting scenarios where the product is already paid for and billed to the client, but it remains in the warehouse for tracking purposes at zero financial value until it is shipped to the client. Windows in this folder allow you set up item tracking and execute product tracking activities.

Once you setup items, the remaining windows are used in the Logistics and Planning product tracking activity process. The processing is:

1. Create Requisition Worksheets.

   See “Requisition Worksheet” on page 16-4. This turns into a Purchase order. See “Purchase Orders” on page 16-7.
2. Receive the Purchase Order.

   See “Purchase Orders” on page 16-7.
3. Ship the order.

   See “Shipment” on page 16-8.
4. Receive returns.

   See “Customer Returns” on page 16-12
5. Reship the item to the vendor.

   See “Return to Vendor” on page 16-12

In This Chapter

- Items
- Requisition Worksheet
- Purchase Orders
- Purchase Receiving
- Shipment
- Customer Returns
- Return to Vendor
- Transfer Journals

Item

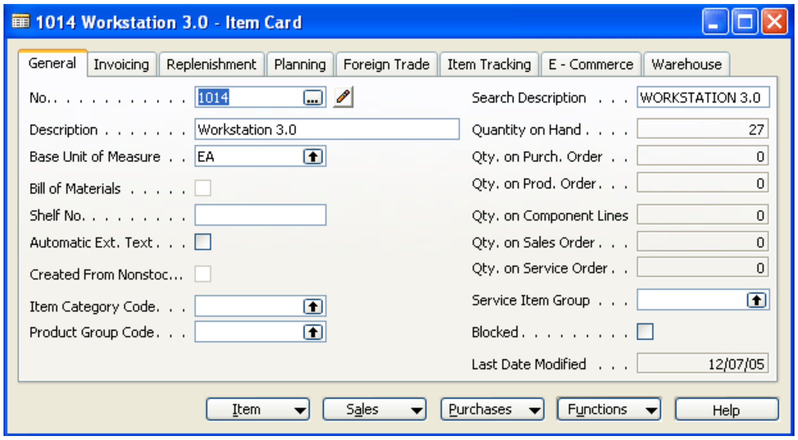
The Item windows allows you to setup product tracking. For government contractors, the primary focus for items are the General and Invoicing tabs. For all other tabs, refer to Navision Financial Management Inventory module documentation.

General

The General tab allows you to enter basic information about the order.

To enter information in the General tab:

1. Click the **Logistics and Planning Folder** expansion symbol (+) in the tree.
   The tree expands to reveal two folders.
2. Click the **Item** Card.
   The Item card appears in the display area.


1014 Workstation 3.0 - Item Card
General
Invoicing
Replenishment
Planning
Foreign Trade
Item Tracking
E - Commerce
Warehouse
Item
Sales
Purchases
Functions
Help

No. 1014
Description . . . . Workstation 3.0
Base Unit of Measure . . EA
Bill of Materials . . . . . ☐
Shelf No. . . . .
Automatic Ext. Text . . . ☐
Created From Nonstoc... ☐
Item Category Code. . .
Product Group Code. . .
Search Description . . . WORKSTATION 3.0
Quantity on Hand 27
Qty. on Purch. Order . . 0
Qty. on Prod. Order. . . 0
Qty. on Component Lines 0
Qty. on Sales Order . . . 0
Qty. on Service Order . . 0
Service Item Group . . .
Blocked . . . . ☐
Last Date Modified . . . 12/07/05

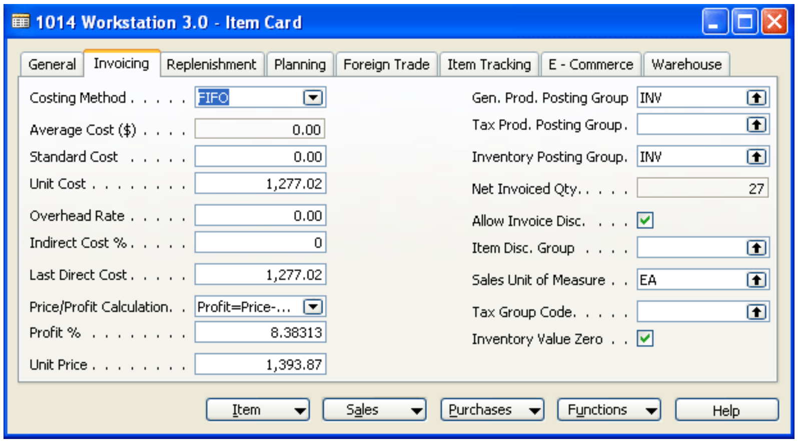
3. Click the **General** tab.
   The card is repopulated with general tab information.
4. Enter the item Number and description.
5. Select the item's base unit of measure.
6. Enter the shelf number where the item is located.
7. If desired, check Automatic Ext. text.
8. Select the Item Category and Product Group codes.
   Search Description, Quantity Information, and Service Item group are optional.

Invoicing

The Invoicing tab allows you to provide information about invoicing the item.

To enter information in the Invoicing tab:

1. Click the **Logistics and Planning** Folder expansion symbol (+) in the tree.
   The tree expands to reveal two folders.
2. Click the **Item** Card.
   The Item card appears in the display area.
3. Click the **Invoicing** tab.
   The card is repopulated with Invoicing tab information.


1014 Workstation 3.0 - Item Card
General
Invoicing
Replenishment
Planning
Foreign Trade
Item Tracking
E - Commerce
Warehouse
Item
Sales
Purchases
Functions
Help

Costing Method . . . . . FIFO
Average Cost ($) 0.00
Standard Cost 0.00
Unit Cost 1,277.02
Overhead Rate 0.00
Indirect Cost % 0
Last Direct Cost 1,277.02
Price/Profit Calculation. . Profit=Price-...
Profit % 8.38313
Unit Price 1,393.87
Gen. Prod. Posting Group INV
Tax Prod. Posting Group .
Inventory Posting Group. INV
Net Invoiced Qty. 27
Allow Invoice Disc. . . . ☑
Item Disc. Group . . . .
Sales Unit of Measure . . EA
Tax Group Code. . . . .
Inventory Value Zero . . ☑

4. Select the Cost method.
5. Enter Unit cost and Last Direct Cost Information.
   Enter unit cost or last direct cost.
6. Select Posting Groups.
7. Enter the tax group code.
8. Check Inventory Value zero.
   This is required.

Requisition Worksheet

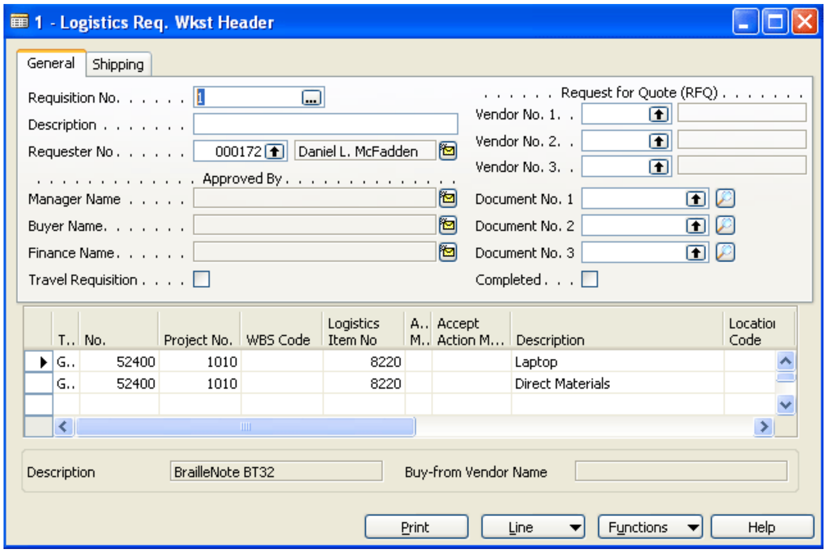
The Requisition Worksheet allows users who are not in Navision to generate requisitions via the web or Excel spreadsheet. Those worksheets are then imported into Navision as a basis for quotes and Purchase orders.

To create quotes from the requisition worksheet:

1. Click the **Logistics and Planning** Folder expansion symbol (+) in the tree.

   The tree expands to reveal two folders.
2. Click the **Requisition Worksheet**.

   The Requisition Worksheet Header appears in the display area.


1 - Logistics Req. Wkst Header
General
Shipping
Description
Request for Quote (RFQ)
Vendor No. 1.
Vendor No. 2.
Vendor No. 3.
Approved By
Manager Name
Buyer Name
Finance Name
Document No. 1
Document No. 2
Document No. 3
Travel Requisition
Completed
Buy-from Vendor Name
Print
Line
Functions
Help

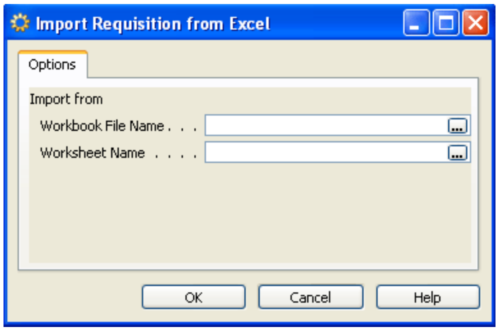
Requisition No. 1

Requester No 000172 Daniel L. McFadden

T..	No.	Project No.	WBS Code	Logistics Item No	A.. M..	Accept Action M...	Description	Location Code
G..	52400	1010		8220			Laptop	
G..	52400	1010		8220			Direct Materials	

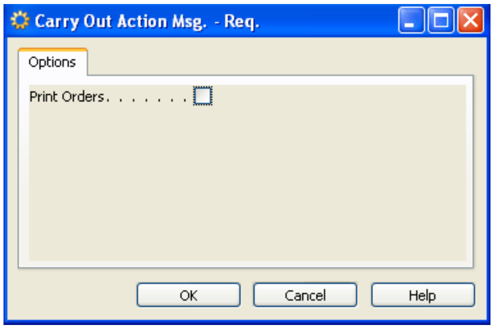
Description BrailleNote BT32

3. Select **Import Requisition** from the **Functions** menu button.


Import Requisition from Excel
Options
Import from
Workbook File Name
Worksheet Name
OK
Cancel
Help

4. Select **Create RFQ** from the **Functions** menu button.
5. Get approval on the RFQ.

6. Select **Carry Out Action** from the **Function** menu button.



Print Orders. . . . . . . ☐

The order is created as a quote and placed in the Purchasing section.

General Tab

The General tab allows you to enter basic information about the requisition.

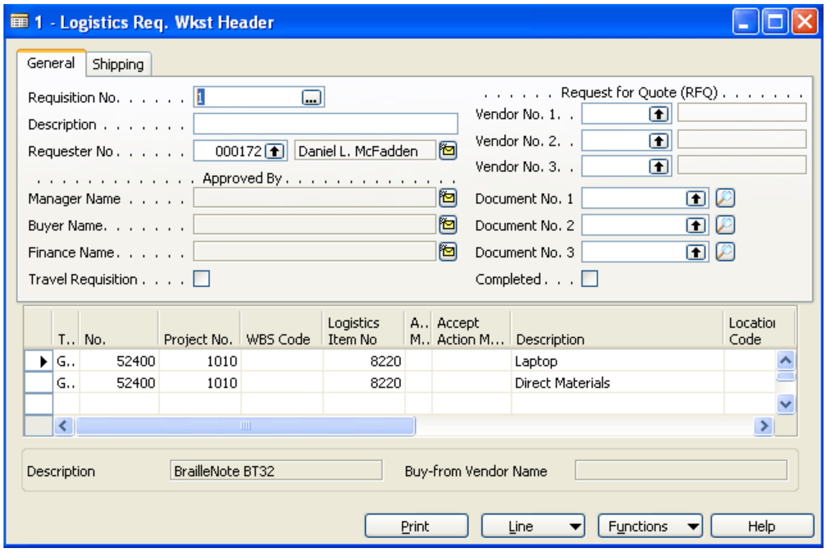
To enter information in the General tab:

1. Click the **Logistics and Planning** Folder expansion symbol (+) in the tree.

   The tree expands to reveal two folders.
2. Click the **Requisition Worksheet**.

   The Requisition Worksheet Header appears in the display area.
3. Click the **General** tab.

   The window is repopulated with general tab information.



Requisition No. 1

Description . . . .

Requester No . . . . . . 000172 Daniel L. McFadden

. . . . Approved By . . . .

Manager Name . . . . .

Buyer Name. . . . . . .

Finance Name. . . . . .

Travel Requisition . . . . ☐

. . . . . . Request for Quote (RFQ) . . . .

Vendor No. 1. .

Vendor No. 2. .

Vendor No. 3. .

Document No. 1

Document No. 2

Document No. 3

Completed. . . ☐

T..	No.	Project No.	WBS Code	Logistics Item No	A.. M..	Accept Action M...	Description	Locatioı Code
G..	52400	1010		8220			Laptop	
G..	52400	1010		8220			Direct Materials	

Description BrailleNote BT32

Buy-from Vendor Name

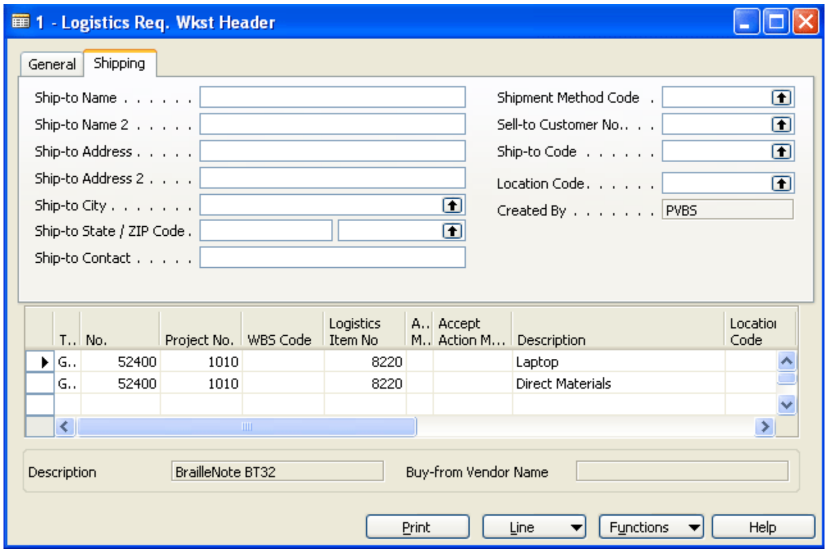
4. Enter the Requisition number and description.
5. Enter the Requestor number and Approved by information.
6. Check the box if this is a travel requisition.
7. Select the Request for Quote Vendor and Document information.
8. Check the Completed box if this requisition is completed.

Shipping Tab

The Shipping tab allows you to enter Shipping information for the requisition.

To enter information in the Shipping tab:

1. Click the **Logistics and Planning** Folder expansion symbol (+) in the tree.
   The tree expands to reveal two folders.
2. Click the **Requisition Worksheet**.
   The Requisition Worksheet Header appears in the display area.
3. Click the **Shipping** tab.
   The window is repopulated with Shipping tab information.


1 - Logistics Req. Wkst Header
General
Shipping
Ship-to Name
Ship-to Name 2
Ship-to Address
Ship-to Address 2
Ship-to City
Ship-to State / ZIP Code
Ship-to Contact
Shipment Method Code
Sell-to Customer No.
Ship-to Code
Location Code
Print
Line
Functions
Help

Created By . . . . PVBS

	T..	No.	Project No.	WBS Code	Logistics Item No	A.. M..	Accept Action M...	Description	Locatioı Code
▶	G..	52400	1010		8220			Laptop	
	G..	52400	1010		8220			Direct Materials	

Description BrailleNote BT32

Buy-from Vendor Name

4. Enter ship-to information.

Line Menu Button

The line menu button is used to view the Item card.

To enter information in the Line Button:

1. Click the **Logistics and Planning Folder** expansion symbol (+) in the tree.
   The tree expands to reveal two folders.
2. Click the **Requisition Worksheet**.
   The Requisition Worksheet Header appears in the display area.
3. Click the **Line** menu button

A pull-down menu appears allowing you to select the desired function:

Menu Item	Description
Card	Invokes the Item card.
Item tracking Lines	Not used.
Item Availability by	Not used.

Functions Menu Button

The Function menu button provides important options for creating the requisition.

To invoke options from the Functions button:

1. Click the **Logistics and Planning** Folder expansion symbol (+) in the tree.

   The tree expands to reveal two folders.
2. Click the **Requisition Worksheet**.

   The Requisition Worksheet Header appears in the display area.
3. Click the **Functions** menu button

   A pull-down menu appears allowing you to select the desired function:

Menu Item	Description
List	Shows all requisition worksheets.
Calculate Plan	Not used.
Drop Shipment	Not used.
Special Order	Not Used.
Carry Out Action Message	Generates the purchase order.
Reserve	Not used.
Order Tracking	Not used.
Create RFQ	Creates Request for Quote.
Approve Batch	Sends information to the approver.
Import Requisition	Imports the requisition.

Purchase Orders

The Purchase Order Card in Logistics and Planning creates orders from info generated in the Requisition worksheet and is exactly the same as the Purchase Order card in Order Processing. See “Purchase Order Card” on page 12-1.

Purchase Receiving

The Purchase Order receiving Card in Logistics and Planning receives items that were purchased and is exactly the same as the Order receiving Card in Order Processing. See "Order Receiving" on page 12-9.

Shipment

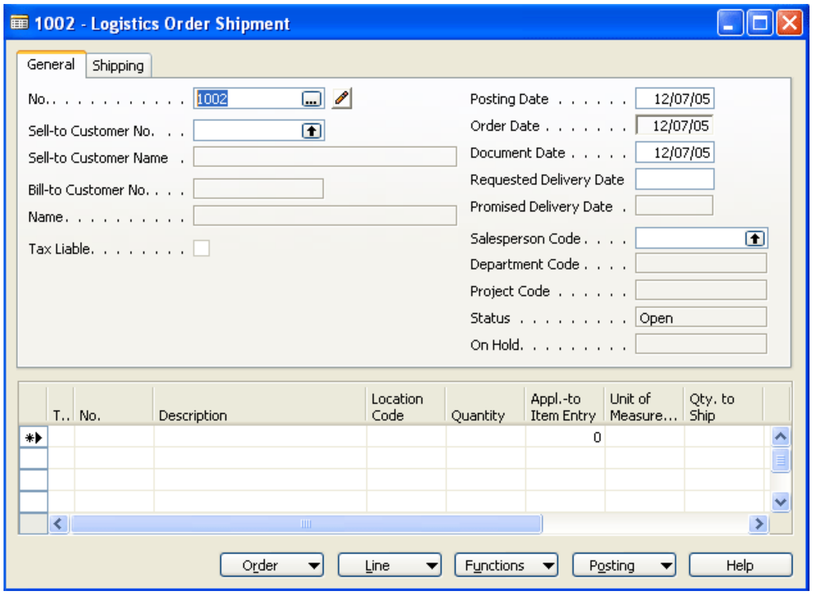
The Shipment card allows you to ship items that have been received.

General Tab

The General tab allows you to enter basic information about the order.

To enter information in the General tab:

1. Click the **Logistics and Planning** Folder expansion symbol (+) in the tree.
   The tree expands to reveal two folders.
2. Click the **Shipment** Card.
   The Order Shipment card appears in the display area.
3. Click the **General** tab.
   The card is repopulated with General tab information.



1002 - Logistics Order Shipment

No. 1002
Sell-to Customer No. . .
Sell-to Customer Name .
Bill-to Customer No. . . .
Name. . . . .
Tax Liable. . . . . ☐
Posting Date 12/07/05
Order Date 12/07/05
Document Date 12/07/05
Requested Delivery Date
Promised Delivery Date .
Salesperson Code . . . .
Department Code . . . .
Project Code . . . . . .
Status . . . . Open
On Hold. . . . .

T..	No.	Description	Location Code	Quantity	Appl.-to Item Entry	Unit of Measure...	Qty. to Ship
					0		

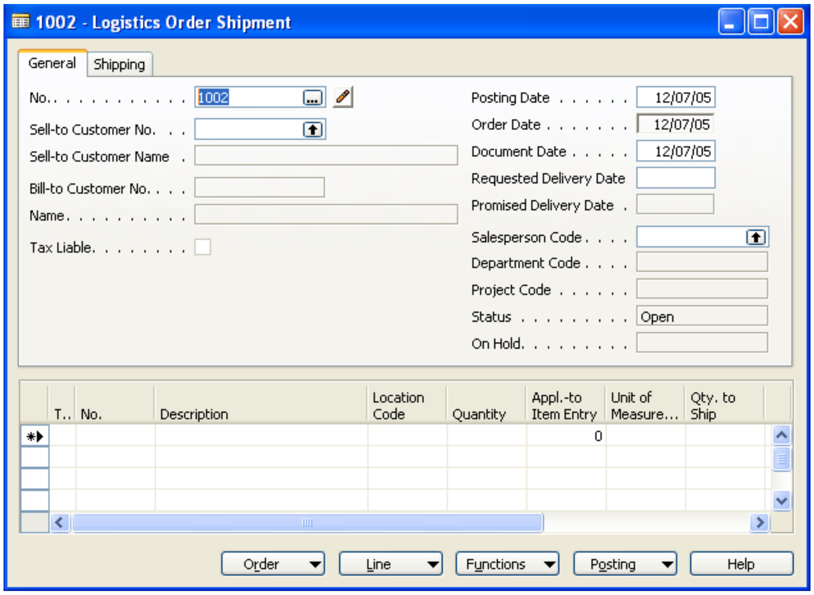
4. Enter the shipment Number.
5. Enter Sell-to information.
6. Enter Bill-to information.
7. If the Shipment is tax liable, check the box.
8. Enter Delivery date information.
9. Enter the salesperson, department and project codes.

Shipping Tab

The Shipping tab allows you enter information to ship the order.

To enter information in the Shipping tab:

1. Click the **Logistics and Planning** Folder expansion symbol (+) in the tree.
   The tree expands to reveal two folders.
2. Click the **Shipment** Card.
   The Order Shipment card appears in the display area.
3. Click the **Shipping** tab
   The card is repopulated with Shipping tab information.



No. 1002
Sell-to Customer No. . .
Sell-to Customer Name .
Bill-to Customer No. . . .
Name. . . . .
Tax Liable. . . . . ☐

Posting Date 12/07/05
Order Date 12/07/05
Document Date 12/07/05
Requested Delivery Date
Promised Delivery Date .
Salesperson Code . . . .
Department Code . . . .
Project Code . . . . . .
Status . . . . Open
On Hold. . . . .

T..	No.	Description	Location Code	Quantity	Appl.-to Item Entry	Unit of Measure...	Qty. to Ship
					0		

4. Enter Ship-to information.
5. Enter the tax area codes.
6. Enter the Freight Amount.
7. Select the location Code.
8. Select the Shipping Method Code, Agent Code, and Agent Service code.
9. Check the box if Late Order Shipping is allowed.
10. Enter the Package Tracking Number.
11. Select Shipping Advice.

Order Menu Button

The order button allows you to view information about the order.

To enter information in the Order Button:

1. Click the **Logistics and Planning** Folder expansion symbol (+) in the tree.
   The tree expands to reveal two folders.
2. Click the **Shipment** Card.
   The Order Shipment card appears in the display area.
3. Click the **Order** menu button.
   A pull-down menu appears allowing you to select the desired function:

Menu Item	Description
List	Shows all shipments.
Statistics	View summary information.
Card	Invokes the Customer card.
Comments	Allows you to add comments.
Shipments	Displays posted sales shipments.
Invoices	Displays posted sales invoices.
Dimensions	Displays default dimensions.
Order Promising	Invokes the Order Promising window where you can calculate when you are available and capable of promising the order.

Line Menu Button

The Line menu button allows you to show dimensions.

To enter information in the Line Button:

1. Click the **Logistics and Planning** Folder expansion symbol (+) in the tree.
   The tree expands to reveal two folders.
2. Click the **Shipment** Card.
   The Order Shipment card appears in the display area.
3. Click the **Line** menu button
   A pull-down menu appears allowing you to select the desired function:

Menu Item	Description
Dimensions	Shows default dimensions.
Item Charge Assignment	Not used.
Item Tracking Lines	Not used.

Functions Menu Button

The Function menu button allows you to set drop shipment and special order parameters.

To enter information in the Functions Button:

1. Click the **Logistics and Planning** Folder expansion symbol (+) in the tree.
   The tree expands to reveal two folders.
2. Click the **Shipment** Card.
   The Order Shipment card appears in the display area.
3. Click the **Functions** menu button
   A pull-down menu appears allowing you to select the desired function:

Menu Item	**Description**
Drop Shipment	Not used.
Special Order	Not used.
Reopen	Reopen a posted shipment.

Posting Menu Button

The Posting menu button allows you to record transactions.

To enter information in the Posting Button:

1. Click the **Logistics and Planning** Folder expansion symbol (+) in the tree.
   The tree expands to reveal two folders.
2. Click the **Shipment** Card.
   The Order Shipment card appears in the display area.
3. Click the **Posting** menu button.
   A pull-down menu appears allowing you to select the desired function:

Menu Item	**Description**
Test Report	The test report is Navision's Edit report. The system prints out the entries from the time journal in a report. You can then review your work before you post the journal. Once the journal is posted you are not able to re-run the test report. You can review error messages displayed in the test report and take appropriate action.
Post	This option allows you to post the entries to the system. Once posting is completed, the system will clear the journal. Navision makes entries to the resource ledger, the project ledger, and the general ledger.
Post and Print	This runs the same function, as the Post option, but it prints out a register report for you.

Customer Returns

This card is used when the customer returns items they have received. The card is identical to the Order Processing Sales Credit Memo Card. See “Credit Memo” on page 14-8.

Return to Vendor

This card is used when you return items to the vendor. The card is identical to the Order Processing Purchasing Credit Memo Card. See “Credit Memos” on page 12-11.

Transfer Journals

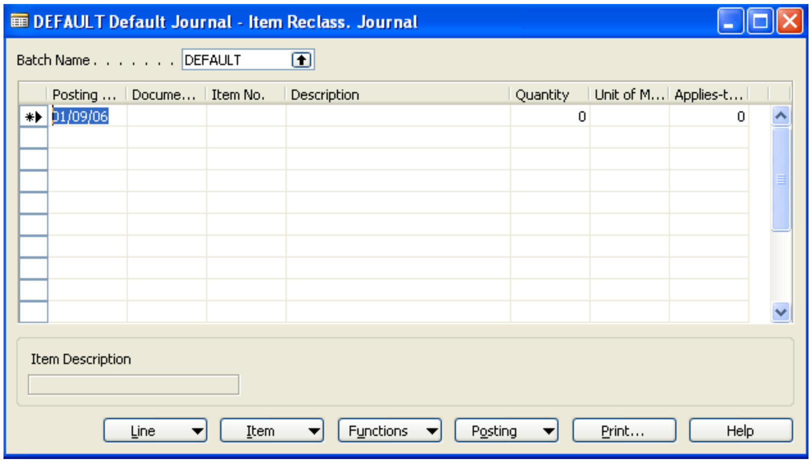
The Transfer Journal is used to move items between locations or warehouses.

To access the Transfer Journal:

1. Click the **Logistics and Planning** Folder expansion symbol (+) in the tree.

   The tree expands to reveal two folders.
2. Click **Transfer Journal**.

   The Item Reclass Journal appears in the display area.


DEFAULT Default Journal - Item Reclass. Journal

Batch Name . . . . DEFAULT

Posting ...	Docume...	Item No.	Description	Quantity	Unit of M...	Applies-t...
01/09/06				0		0

Item Description

3. Modify rows as desired.

Line Menu Button

To enter information in the Line Button:

1. Click the **Logistics and Planning** Folder expansion symbol (+) in the tree.

   The tree expands to reveal two folders.
2. Click the **Transfer Journal**.

   The Transfer Journal appears in the display area.

3. Click the **Line** menu button.

   A pull-down menu appears allowing you to select the desired function:

Menu Item	Description
Dimensions	Shows default dimensions.
Item tracking Lines	Not used.
Bin Contents	Not Used.

Item Menu Button

The item menu button displays related information.

To enter information in the Item Button:

1. Click the **Logistics and Planning** Folder expansion symbol (+) in the tree.

   The tree expands to reveal two folders.
2. Click the **Transfer Journal**.

   The Transfer Journal appears in the display area.
3. Click the **Item** menu button.

   A pull-down menu appears allowing you to select the desired function:

Menu Item	Description
Card	Invokes the Item card.
Ledger Entries	Displays ledger entries.
Item Availability by	Not used.

Functions Menu Button

The Functions menu button allows to explode the BOM.

To enter information in the Functions Button:

1. Click the **Logistics and Planning** Folder expansion symbol (+) in the tree.

   The tree expands to reveal two folders.
2. Click **Transfer Journal**.

   The Transfer Journal appears in the display area.
3. Click the **Functions** menu button

   A pull-down menu appears allowing you to select the desired function:

Menu Item	Description
Explode BOM	Explode the Bill of Materials.
Get Bin Content	Not used.

Posting Menu Button

The Posting menu button allows you to record transactions.

To enter information in the Posting Button:

1. Click the **Logistics and Planning** Folder expansion symbol (+) in the tree.
   The tree expands to reveal two folders.
2. Click the **Transfer Journal** Card.
   The transfer Journal card appears in the display area.
3. Click the **Posting** menu button
   A pull-down menu appears allowing you to select the desired function:

Menu Item	Description
Test Report	The test report is Navision's Edit report. The system prints out the entries from the time journal in a report. You can then review your work before you post the journal. Once the journal is posted you are not able to re-run the test report. You can review error messages displayed in the test report and take appropriate action.
Post	This option allows you to post the entries to the system. Once posting is completed, the system will clear the journal. Navision makes entries to the resource ledger, the project ledger, and the general ledger.
Post and Print	This runs the same function, as the Post option, but it prints out a register report for you.

Chapter 17: Logistics and Planning - History

Logistics and Planning History allows you to review product tracking activities.

In This Chapter

- Order Modifications
- Posted Receipts
- Posted Shipments

Order Modifications

This card is identical to the Order Processing Purchase History Order Modifications Card. See “Order Modifications” on page 13-1.

Posted Receipts

This card is identical to the Order Processing Purchase History Card. See “Posted Receipts” on page 13-5.

Chapter 18: Web Time and Expense

In This Chapter

- Web Projects
- Web Users
- Team
- Per Diem Rate
- Project Time Journals
- Expense Report
- Expense Invoice

Web Time and Expense allows easy entry, maintenance, management, and approval of employee time.

Web Time and Expense automatically consolidates timesheets by project and client.

Web Time and Expense relies on proper Project and Resource setup. Projects and Resources are imported and continually synchronized with web activities.

Items in this folder allow you to set up resources and projects for web use as well as execute periodic web activities.

Web Projects List

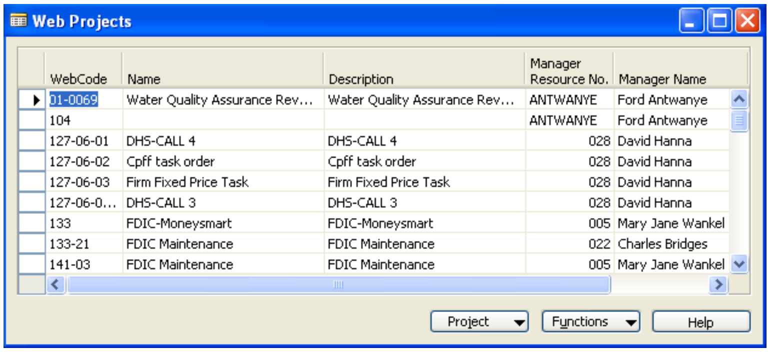
The Web Projects list allows you to import projects from the Project card and synchronize those projects with time entered on the web.

To create Web Projects:

1. Click the **Web Time & Expense** Folder expansion symbol (+) in the tree.

   The tree expands to reveal cards and three folders.
2. Click **Web Projects**.

   The Web Projects list appears in the display area.



WebCode	Name	Description	Manager Resource No.	Manager Name
01-0069	Water Quality Assurance Rev...	Water Quality Assurance Rev...	ANTWANYE	Ford Antwanye
104			ANTWANYE	Ford Antwanye
127-06-01	DHS-CALL 4	DHS-CALL 4	028	David Hanna
127-06-02	Cpff task order	Cpff task order	028	David Hanna
127-06-03	Firm Fixed Price Task	Firm Fixed Price Task	028	David Hanna
127-06-0...	DHS-CALL 3	DHS-CALL 3	028	David Hanna
133	FDIC-Moneysmart	FDIC-Moneysmart	005	Mary Jane Wankel
133-21	FDIC Maintenance	FDIC Maintenance	022	Charles Bridges
141-03	FDIC Maintenance	FDIC Maintenance	005	Mary Jane Wankel

3. Select **Synchronize** from the **Functions** menu to update all projects.
4. As desired, select options from the **Projects** button.

Project Button

The Project button has three options, Project Members, Categories, and Time Log.

To enter information from the Project button:

1. Click the **Web Time & Expense** Folder expansion symbol (+) in the tree.

   The tree expands to reveal cards and three folders.
2. Click **Web Projects**.

   The We Projects list appears in the display area.
3. Click the **Project** menu button

   A pull-down menu appears allowing you to select the desired function:

Option	Description
Web Project Members	This window is used to add and remove members from a project. The system default is to add all users within the same division to the project.
Web Project WBS	Web Project WBS table is used to create project WBS codes for time entry.
Time Log Entries	The Time Log Entries table allows you view web time entries for projects. This log filters on the project you highlight in the web projects window.

Functions

The Functions button allows you to synchronize Navision and Web Time Entry. Projects, WBS, and labor categories are synchronized by this function.

To enter information from the Functions button:

1. Click the **Web Time & Expense** Folder expansion symbol (+) in the tree.

   The tree expands to reveal cards and three folders.
2. Click **Web Projects**.

   The Web Projects list appears in the display area.
3. Select **Synchronize** from the **Functions** menu to update all projects.

Web Users

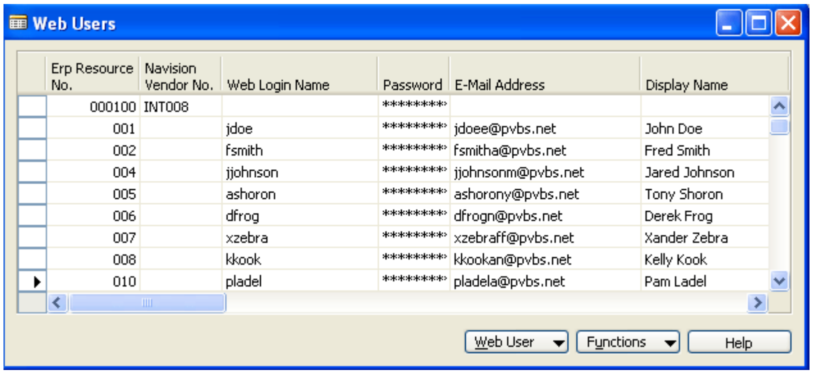
The Web Users table is used to add, edit, and delete Web Users. Web users are gathered from the resources you created in the Resource card.

To create Web Users:

1. Click the **Web Time & Expense** Folder expansion symbol (+) in the tree.

   The tree expands to reveal cards and three folders.
2. Click **Web Users**.

The Web Users list appears in the display area.



Erp Resource No.	Navision Vendor No.	Web Login Name	Password	E-Mail Address	Display Name
000100	INT008		*********		
001		jdoe	*********	jdoee@pvbs.net	John Doe
002		fsmith	*********	fsmitha@pvbs.net	Fred Smith
004		jjohnson	*********	jjohnsonm@pvbs.net	Jared Johnson
005		ashoron	*********	ashorony@pvbs.net	Tony Shoron
006		dfrog	*********	dfrogn@pvbs.net	Derek Frog
007		xzebra	*********	xzebraff@pvbs.net	Xander Zebra
008		kkook	*********	kkookan@pvbs.net	Kelly Kook
010		pladel	*********	pladela@pvbs.net	Pam Ladel

3. Select **Synchronize** from the **Functions** menu to update all resources.

   Resource information is imported and synchronized. You may also modify row information as desired:

Field	Description
ERP resource No.	The resource number
Navision Vendor No.	Navision's vendor number.
Password	This field is the password given to the user. A user who uses forms can modify his/her password from the Web Time Entry website. Not used for Windows Authentication.
Web Login Name	Assigned login name for web entry.
Role ID	Web user roles include: Administrator, Project Manager, Employee and Supervisor
Display Name	The name displayed on the web.
Time Approver No.	This number is used to determine who approves the time sheet.
Time Approver Name	The name of the time approver.
Alternate Time approver	Here you enter the name of the time approver who approves time when the specified time approver is absent. The active time approver is the approver currently able to approve time.
E-Mail Address	This field is you's E-Mail Address, which is used to notify you and supervisor of status changes of the time sheet.
Value fields	These fields allow you to enter specifc time-related information for each user. This information is often seen on time sheets. For example, holiday, vacation, sick, and comp-time.
Posting date	The date time was posted.

4. As desired, select options from the **Projects** and **Web Users** buttons.

Note: If the users lose their password, the administrator can delete all characters in the field and press tab to reset the password.

Web User Button

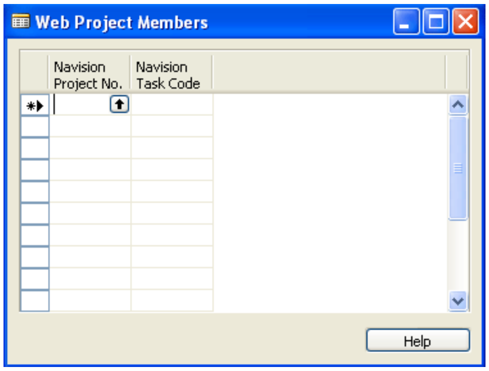
The Web Users button allows you to view or add members to the project.

To enter information from the Functions button:

1. Click the **Web Time & Expense** Folder expansion symbol (+) in the tree.

   The tree expands to reveal cards and three folders.
2. Click **Web Users**.

   The Web Users list appears in the display area.
3. Click the **Web Users** menu button to add users to a specific project in Web Projects list.



Functions Menu Button

The Functions menu button allows you synchronize, set approvers, and update PTO accruals.

To enter information in the functions menu button:

1. Click the **Web Time & Expense** expansion symbol (+) in the tree.

   The tree expands to reveal cards and three folders.
2. Click the **Web Users** list.

   The Web Users list appears in the display area.
3. Click the **Functions** menu button.

   A pull-down menu appears allowing you to select the desired function:

Option	Description
Synchronize	Import resources into projects.
Set Alt Time Approver Active	Name alternate time approver.
Set Time Approver Active	Name time approver.
Set Alt Exp Approver Active	Name alternate expense approver.
Set Exp Approver Active	Name expense approver
Update PTO Accruals	Manually update PTO accruals. This is a recurring activity.

Team

The team window allows you to add whole teams to projects instead of adding resources individually.

General Tab

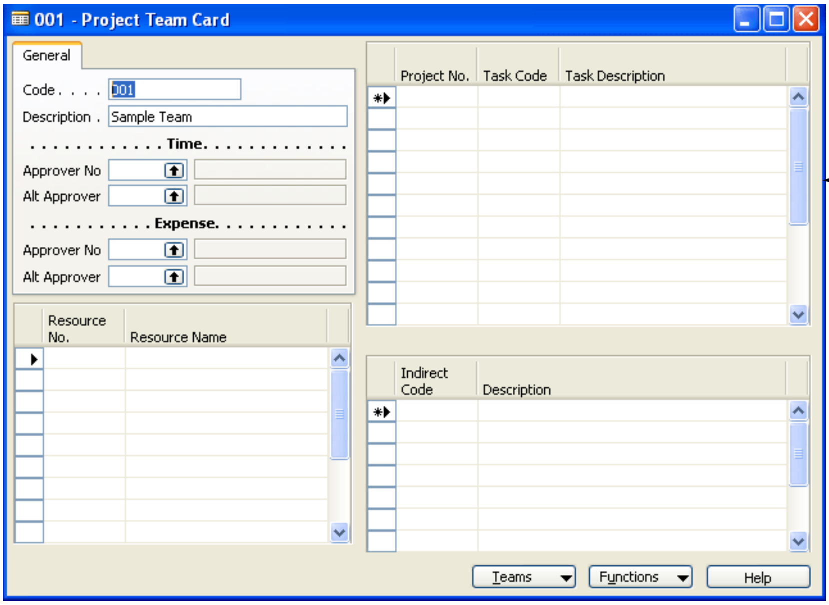
The General tab allows you to set up your teams.

To setup your teams:

1. Click the **Web Time & Expense** expansion symbol (+) in the tree.

   The tree expands to reveal cards and three folders.
2. Click the **Team** card.

   The Team card appears in the display area.


001 - Project Team Card
General
Time
Approver No
Alt Approver
Expense
Approver No
Alt Approver
Resource No.
Resource Name
Project No.
Task Code
Task Description
Indirect Code
Description
Teams
Functions
Help

Code 001

Description . Sample Team

Projects/Web Projects

Resources/Web Users

Time Posting Groups

3. Enter the team Code and Description
4. Select the Time approver and Alt time approver.
5. Select the Expense approver and alternate expense approver.
6. Enter Resource information in the table on the bottom left.

   These are your web users. Use the lookup arrow to select users from the list.
7. Enter Project Information.

   These are your web projects. Use the lookup arrow to select projects from the list.
8. Enter Indirect Code Information.

   These are your Time posting groups. Use the lookup arrow to select codes from the list. For example, GA, overhead or holiday.

Teams Tab

The Teams menu button allows you to view information about your teams.

To select options from the Teams pull-down:

1. Click the **Web Time & Expense** expansion symbol (+) in the tree.

   The tree expands to reveal cards and three folders.
2. Click the **Team** card.

   The Team card appears in the display area.
3. Click the **Teams** menu button

   A pull-down menu appears allowing you to select the desired function:

Option	Description
List	Displays the project team list.
Web User List	Displays the web user list.
Web Project List	Displays the web project list.

Functions Menu Button

The function menu button allows you to take actions to synchronize and set up your teams. The import functions allow you to quickly populate a team for a group of users.

To enter information in the Functions Button:

1. Click the **Web Time & Expense** expansion symbol (+) in the tree.

   The tree expands to reveal cards and three folders.
2. Click the **Team** card.

   The Team card appears in the display area.
3. Click the **Functions** menu button.

   A pull-down menu appears allowing you to select the desired function:

Option	Description
Synchronize Project membership	Imports project member changes.
Synchronize Approvers	Imports approver changes.
Import Web Users	Imports existing web users/resources.
Import Web Projects	Imports existing web projects.
Import Project Tasks	Imports existing web project task orders.

Per Diem Rate

PVBS populates this data. The per diem table includes CONUS Continental US and OCONUS outside of continental US.

Project Time Journals

A Project Time Journal is typically used for making time adjustments or importing time and exporting time from an external payroll system. The Project Time Journal option lets you make time entries and edit time journal entries. This window is identical to the Time Journal described in “Time Journal Activities” on page 10-1.

Expense Report

This expense report is available from approved expenses on the web. Use this to list approved expense reports and select the desired report for processing.

To view an expense report:

1. Click the **Web Time & Expense** expansion symbol (+) in the tree.

   The tree expands to reveal cards and three folders.
2. Click **Expense Report**.

   The Expense Report appears in the display area.

Expense button

To enter information in the Expense Button:

1. Click the **Web Time & Expense** expansion symbol (+) in the tree.

   The tree expands to reveal cards and three folders.
2. Click **Expense Report**.

   The Expense Report appears in the display area.
3. Click the **Expense** menu button.

   A pull-down menu appears allowing you to select the desired function:

Menu Item	Description
List	Displays the expense report list.
Create Purch. Invoice	Invokes Get Approved Expenses window.

Expense Invoice

This window is identical to Order Processing Purchase Invoices. “Invoices” on page 12-10.

Chapter 19: Web Time and Expense - Reports

In This Chapter

- Missing Time
- Employee Timesheet
- Expense Report

Web Time and Expense reports are used to monitor activities.

To run a report:

1. Click the **Web Time & Expense** expansion symbol (+) in the tree.

   The tree expands to reveal cards and three folders.
2. Click the **Reports** expansion symbol (+) in the tree.

   The tree expands to show three table windows.
3. Click the desired report.

   The report's table appears in the display area.
4. Click the first tab.

   The window is repopulated with that tab's information.
5. Enter data as described for each table.
6. Select desired options in the Options tab, if available, as described for each report.
7. Select **Preview** to view the report.
8. Select **Print** to print the report.

Missing Time

The Missing Time report is used to display time that has not been recorded in the Time Journal. Web time must be imported into the Time Journal prior to running the Missing Time report.

Resource Tab

The Resource tab allows you to select the desired resources for the report.

To enter information in the Resource tab:

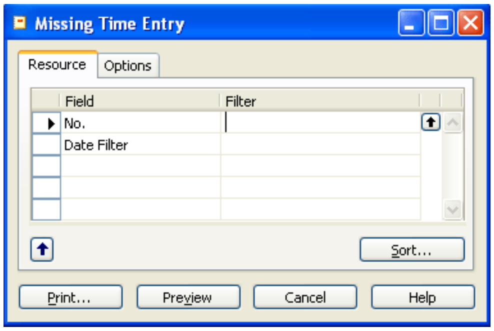
1. Click the **Web Time & Expense** expansion symbol (+) in the tree.

   The tree expands to reveal cards and three folders.
2. Click the **Reports** expansion symbol (+) in the tree.

   The tree expands to show three table windows.
3. Click **Missing Time**.

   The Missing Time table appears in the display area.
4. Click the **Resource** tab.

The window is repopulated with General tab information.


Missing Time Entry
Resource
Options
Field
Filter
No.
Date Filter
Sort...
Print...
Preview
Cancel
Help

5. Select the Resource Number via lookup and enter the date filter.

Options Tab

The Options tab allows you enter dates and other options for generating the report.

To set report options:

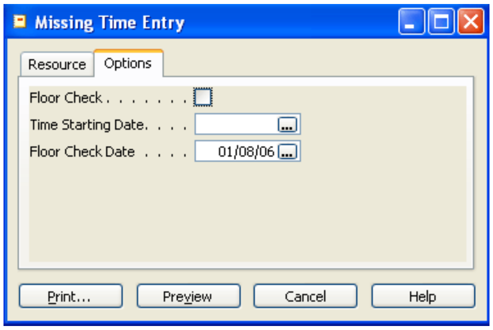
1. Click the **Web Time & Expense** expansion symbol (+) in the tree.

   The tree expands to reveal cards and three folders.
2. Click the **Reports** expansion symbol (+) in the tree.

   The tree expands to three table windows.
3. Click **Missing Time**.

   The Missing Time Entry table appears in the display area.
4. Click the **Options** tab.

   The window is repopulated with Options tab information.


Missing Time Entry
Resource
Options
Print...
Preview
Cancel
Help

Floor Check . . . . ☐
Time Starting Date. . . .
Floor Check Date 01/08/06

5. Check the Floor Check box if you want to view time on the web regardless of whether it was imported into the Time Journal.
6. Enter Time Starting Date and Floor Check Date.

Employee Timesheet

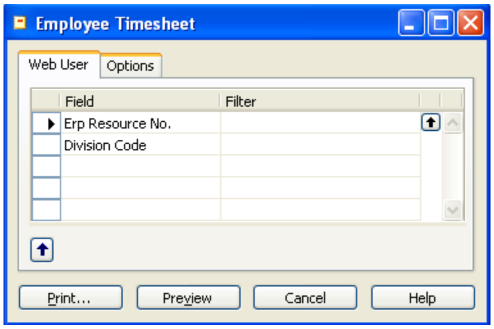
The employee timesheet report allows you to view an employee's timesheet.

Web User Tab

Select information about the web user.

To select the web user:

1. Click the **Web Time & Expense** expansion symbol (+) in the tree.
   The tree expands to reveal cards and three folders.
2. Click the **Reports** expansion symbol (+) in the tree.
   The tree expands to show three table windows.
3. Click **Employee Timesheet**.
   The Employee Timesheet table appears in the display area.
4. Click the **Web User** tab.
   The window is repopulated with Web User tab information.



Field	Filter
Erp Resource No.	
Division Code	

5. Enter the employee resource number and division code.

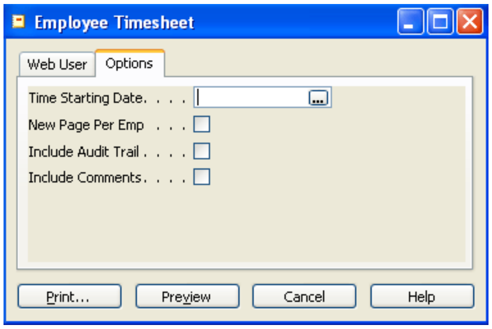
Options Tab

The Options tab allows you to enter dates and other options for generating the report.

To select options:

1. Click the **Web Time & Expense** expansion symbol (+) in the tree.
   The tree expands to reveal cards and three folders.
2. Click the **Reports** expansion symbol (+) in the tree.
   The tree expands to three table windows.
3. Click **Employee Timesheet**.
   The Employee Timesheet table appears in the display area.
4. Click the **Web User** tab.

The window is repopulated with Options tab information.


Employee Timesheet
Web User
Options
Time Starting Date. . . .
New Page Per Emp . . . ☐
Include Audit Trail . . . . ☐
Include Comments. . . . ☐
Print...
Preview
Cancel
Help

5. Select the Time Starting Date.
6. Check the desired options.

   You can print a new page per employee, include an audit trail, and include comments.

Expense Report

The Expense Report displays an expense report for an employee.

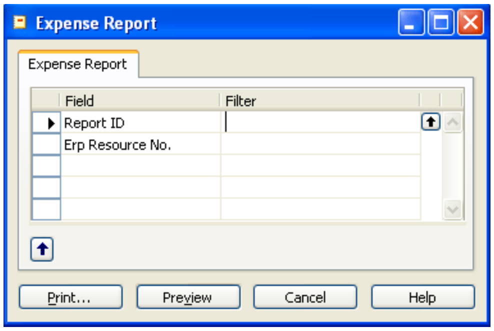
To generate and report:

1. Click the **Web Time & Expense** expansion symbol (+) in the tree.

   The tree expands to reveal cards and three folders.
2. Click the **Reports** expansion symbol (+) in the tree.

   The tree expands to three table windows.
3. Click **Expense Report**.

   The Expense report table appears in the display area.


Expense Report
Expense Report
Field
Filter
Report ID
Erp Resource No.
Print...
Preview
Cancel
Help

4. Enter the report ID or Resource number.

Chapter 20: Web Time and Expense - Setup

Web Time and Expense Setup allows you to setup web time related entries.

In This Chapter

- Web Time & Expense Card
- Web expense Codes
- Web Department

Web Time & Expense Setup

This window defines how people enter time and expenses via the web.

General Tab

The General tab defines basic information about T&E entry.

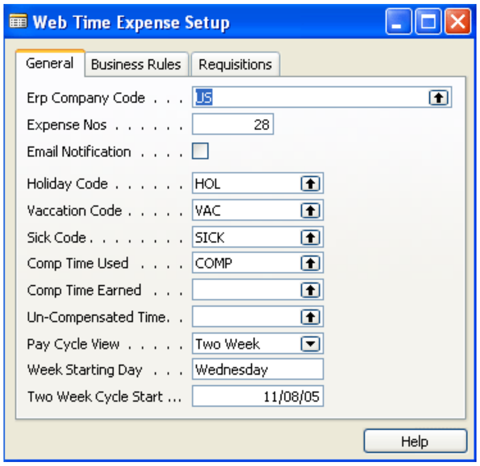
To enter information in the General tab.

1. Click the **Web Time & Expense** expansion symbol (+) in the tree.

   The tree expands to reveal cards and three folders.
2. Click the **Setup** expansion symbol (+) in the tree.

   The tree expands to reveal cards and three folders.
3. Click the **Web Time & Expense** card.

   The Web Time & Expense setup card appears in the display area.



Erp Company Code	US
Expense Nos	28
Email Notification	☐
Holiday Code	HOL
Vaccation Code	VAC
Sick Code	SICK
Comp Time Used	COMP
Comp Time Earned	
Un-Compensated Time.	
Pay Cycle View	Two Week
Week Starting Day	Wednesday
Two Week Cycle Start	11/08/05

4. Click the **General** tab.

   The card is repopulated with General tab information.
5. Select the enterprise resource planning (ERP) Company Code.

   The number of the last expense report created is displayed.
6. Check the e-mail box to indicate e-mail notification, if desired.

7. Select the Holiday, Vacation, and Sick codes.
8. Select Compensated and unCompensated time codes.
9. Select the Pay Cycle view.
10. Enter the starting day of the cycle and the date.

Business Rules Tab

The Business Rules tab defines on which days to enforce minimum hours.

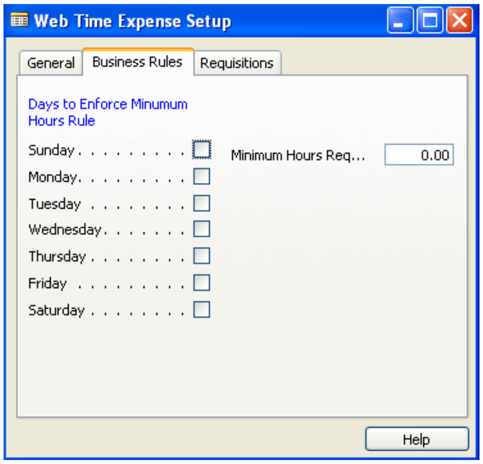
To enter information in the business rules tab.

1. Click the **Web Time & Expense** expansion symbol (+) in the tree.

   The tree expands to reveal cards and three folders.
2. Click the **Setup expansion** symbol (+) in the tree.

   The tree expands to reveal cards and three folders.
3. Click the Web Time & Expense card.

   The Web Time & Expense card appears in the display area.



Sunday . . . . ☐
Monday. . . . . ☐
Tuesday . . . . ☐
Wednesday. . . . . . . ☐
Thursday . . . . ☐
Friday . . . . ☐
Saturday . . . . ☐

Minimum Hours Req... 0.00

4. Click the **Business Rules** tab.

   The card is repopulated with Business Rules tab information.
5. Check the Days to Enforce Minimum Hours.
6. Enter the Minimum Hours Required.

Requisitions Tab

The Requisitions tab defines the buyer.

To enter requisition information.

1. Click the **Web Time & Expense** expansion symbol (+) in the tree.

   The tree expands to reveal cards and three folders.
2. Click the **Setup** expansion symbol (+) in the tree.

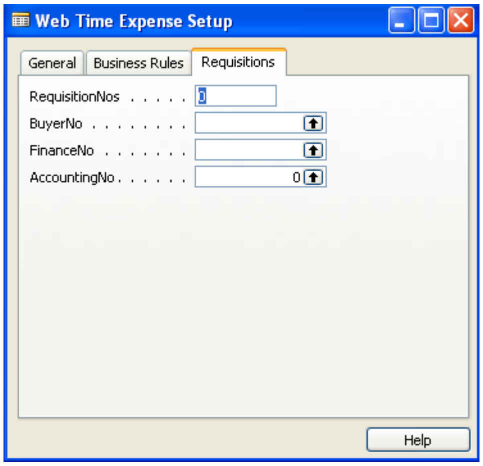
   The tree expands to reveal cards and three folders.

3. Click the **Web Time & Expense** card.

   The Web Time & Expense card appears in the display area.

4. Click the **Requisitions** tab.

   The card is repopulated with Requisitions tab information.

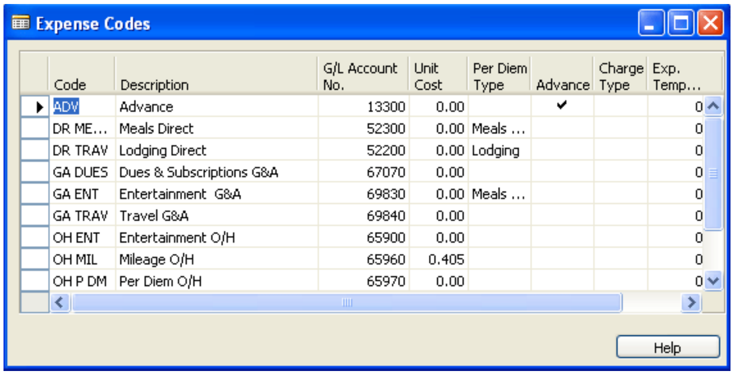


RequisitionNos 0
BuyerNo . . . .
FinanceNo . . . .
AccountingNo 0

5. Select the Buyer Number, Finance Number, and Accounting Number.

Web Expense Codes

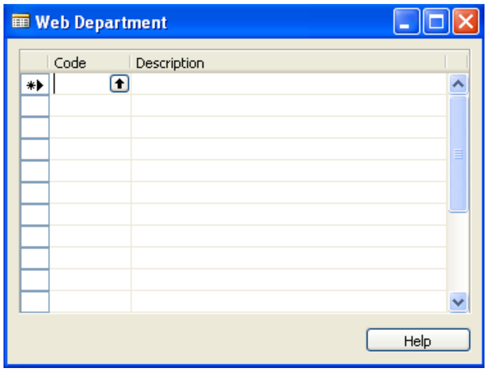
In this table, enter codes that drive expense reports. When the information is displayed on the web, it can be displayed using the expense report template, if that field is checked. The rate for mileage is entered in unit cost.



Code	Description	G/L Account No.	Unit Cost	Per Diem Type	Advance	Charge Type	Exp. Temp…
ADV	Advance	13300	0.00		✓		0
DR ME…	Meals Direct	52300	0.00	Meals …			0
DR TRAV	Lodging Direct	52200	0.00	Lodging			0
GA DUES	Dues & Subscriptions G&A	67070	0.00				0
GA ENT	Entertainment G&A	69830	0.00	Meals …			0
GA TRAV	Travel G&A	69840	0.00				0
OH ENT	Entertainment O/H	65900	0.00				0
OH MIL	Mileage O/H	65960	0.405				0
OH P DM	Per Diem O/H	65970	0.00				0

Web Department

In this table, enter the code and description for each web department.


Web Department
Code
Description
Help

Chapter 21: Web Time and Expense - Periodic Activities

Web Time and Expense Periodic activities allows you to execute periodic activities via the web.

In This Chapter

- Get Approved Expenses
- Get Approved Time
- Reset
- Per Diem Rate

Get Approved Time

See “Time Journal Activities” on page 10-1.

Reset

Reset allows you to reset approved time. For instance, you can unapprove time. These functions cannot be performed via the web.

Time Entry Batch

Time entry batch resets time entry.

To reset time entry:

1. Click the **Web Time & Expense** expansion symbol (+) in the tree.

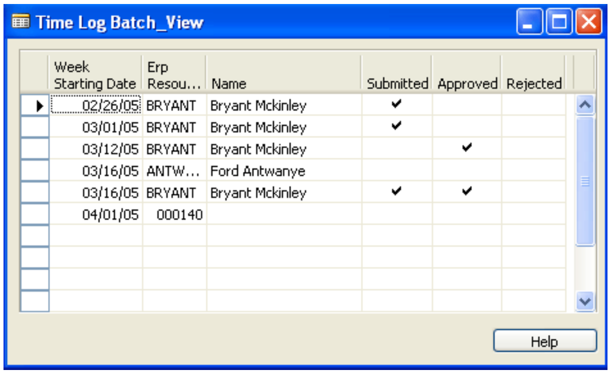
   The tree expands to reveal cards and three folders.
2. Click the **Periodic Activities** expansion symbol (+) in the tree.

   The tree expands to reveal cards and folders.
3. Click the **Reset** expansion symbol (+) in the tree.

   The tree expands to reveal cards.

4. Click **Time Entry Batch**.

   The Time Log Batch View appears in the display area.



Week Starting Date	Erp Resou...	Name	Submitted	Approved	Rejected
02/26/05	BRYANT	Bryant Mckinley	✓		
03/01/05	BRYANT	Bryant Mckinley	✓		
03/12/05	BRYANT	Bryant Mckinley		✓	
03/16/05	ANTW...	Ford Antwanye			
03/16/05	BRYANT	Bryant Mckinley	✓	✓	
04/01/05	000140				

5. Change the status for the employee as desired.

Expense Batch

Expense batch resets expenses.

To reset expenses:

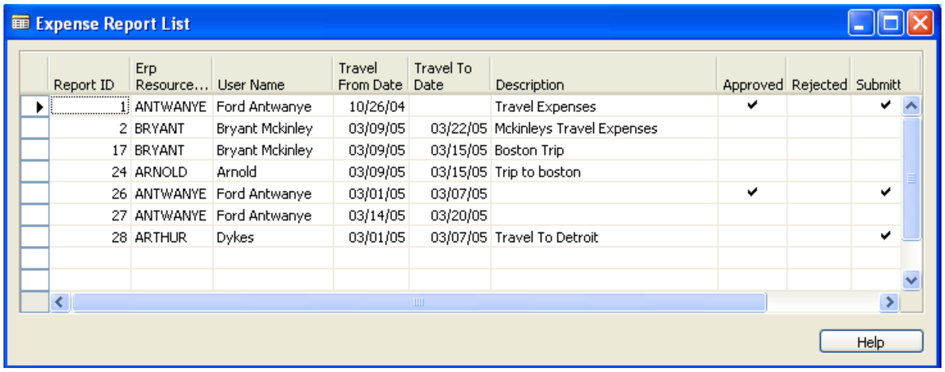
1. Click the **Web Time & Expense** expansion symbol (+) in the tree.

   The tree expands to reveal cards and three folders.
2. Click the **Periodic Activities** expansion symbol (+) in the tree.

   The tree expands to reveal cards and folders.
3. Click the **Reset** expansion symbol (+) in the tree.

   The tree expands to reveal cards.
4. Click **Expense Batch**.

   The Expense Report List appears in the display area.



Report ID	Erp Resource...	User Name	Travel From Date	Travel To Date	Description	Approved	Rejected	Submitt
1	ANTWANYE	Ford Antwanye	10/26/04		Travel Expenses	✓		✓
2	BRYANT	Bryant Mckinley	03/09/05	03/22/05	Mckinleys Travel Expenses			
17	BRYANT	Bryant Mckinley	03/09/05	03/15/05	Boston Trip			
24	ARNOLD	Arnold	03/09/05	03/15/05	Trip to boston			
26	ANTWANYE	Ford Antwanye	03/01/05	03/07/05		✓		✓
27	ANTWANYE	Ford Antwanye	03/14/05	03/20/05				
28	ARTHUR	Dykes	03/01/05	03/07/05	Travel To Detroit			✓

5. Change the status for the report as desired.

Per Diem Rate

This option allows you to import the per diem rate into the web time table.

Chapter 22: Generating Reports

In This Chapter

- All Reports

A report in Navision is an extract of information from the database. There are a large number of standard project reports, but you can use the built-in report designer to define new reports or change the standard project reports. Reports are generated to monitor activities.

Reports are very flexible. The items in the Options tab can be turned on and off to customize your reports.

To set up reports

1. Click the **Reports** expansion symbol (+) in the tree.

   The tree expands to reveal cards
2. Select the desired report.
3. Enter information in the **Project** tab.
4. Enter Information in the **Options** tab where available.

   The options tab contains ways of customizing the report.

Report Descriptions

The following table describes each report.

Report Name	Description
Project Setup	Used to provide information about the project.
Cash Applied Report	Shows cash applied by project. An example is the audit report which is used to provide a history by project of cash provided.
Aged Project Receivable	Used to provide information that can be filtered by project.
Project Funding Notification	Used to determine which accounts have exceeded the funding percent that you specify on the options tab.
Project Detail with Billing	Used to generate backlog reports which show inception date, revenue, billing, and unbilled amounts.
Project Revenue Summary	Shows by project inception date year-to-date, current revenue, and backlog.
Project Status Report	Shows project profitably on current period, year-to-date and inception to date.
Labor Utilization by Employee	Shows the amount of time charged direct vs. indirect by employee
Labor Summary By category	Shows the amount of time charged direct vs. indirect by category
Labor Utilization Trend	Shows trend by month.
Missing Time	See web reports. See “Missing Time” on page 19-1.
Employee Roster	Shows list of employees.
Employee Timesheet	See web reports “Employee Timesheet” on page 19-3.
Contract Revenue Trend	Compares revenue with prior month, current period, and year-to-date.
Project Actual to WBS Budget (Cost)	Compares actual cost at the WBS budget level for cost.
Project Actual to WBS Budget (Price)	Compares actual price at the WBS budget level for price.
Project WBS Budget	Shows the project budget.
Outstanding Purch. Ord. by Project	Shows outstanding purchase orders filtered by project.
Unbilled Analysis	Shows the unbilled amount by task and by project.
Job Cost Transaction Detail	Shows detailed costs for a project.
Job List	Lists projects with status and customer.
Job on Order	Lists jobs with the status Order.
Job Register	Shows a list of transactions for a particular register.

Chapter 23: History

In This Chapter

- Registers
- Navigate

The items in the History folder allow you to review activities.

Note: The Functions button is not used.

Registers

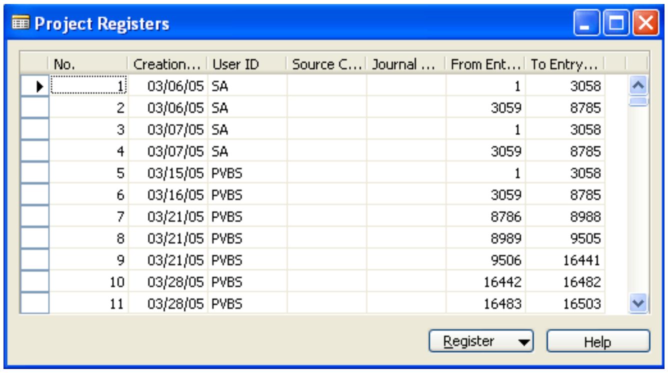
Registers are records of postings. They tell you when the ledger was updated and by whom. You can view detailed information on entries in four ledgers: general ledger, customer ledger, vendor ledger, and project ledger.

To access registers:

1. Click the **History** Folder expansion symbol (+) in the tree.

   The tree expands to reveal cards.
2. Click **Registers**.

   The Projects Registers list appears in the display area. You see all the transactions that were entered in that journal entry.



No.	Creation...	User ID	Source C...	Journal ...	From Ent...	To Entry...
1	03/06/05	SA			1	3058
2	03/06/05	SA			3059	8785
3	03/07/05	SA			1	3058
4	03/07/05	SA			3059	8785
5	03/15/05	PVBS			1	3058
6	03/16/05	PVBS			3059	8785
7	03/21/05	PVBS			8786	8988
8	03/21/05	PVBS			8989	9505
9	03/21/05	PVBS			9506	16441
10	03/28/05	PVBS			16442	16482
11	03/28/05	PVBS			16483	16503

3. Click the **Register** Button and select the desired ledger.

   This information is helpful for internal research or external accounting purposes. Please note that if you need a print out of the register you have to run the report called G/L register. Enter the register number and the system prints the entries for that register.

Navigate

The Navigate feature in Navision is a way to see a summary of the number and type of entries with the same document number and date. For example, with an invoice number, you can view every entry related to that invoice.

The Navigate window is accessible through tree selection or by selecting a Navigate button.

General Tab

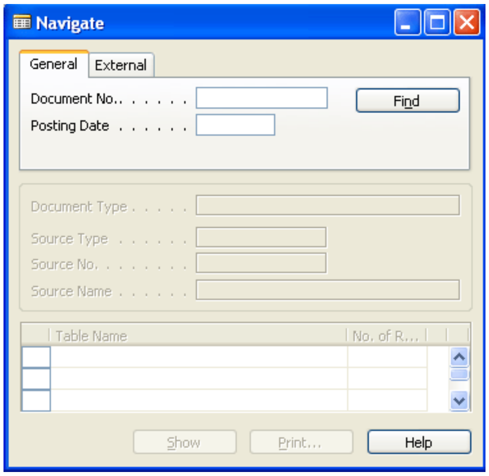
The General tab allows you to find items by document number or posting date. The window lists the document type, and the source type, number, and name. On the lower portion, there is a list of all tables where that document number has entries, such as the General Ledger Entry table or the Posted Purchase Invoice table.

To locate related items:

1. Click the **History** Folder expansion symbol (+) in the tree.

   The tree expands to reveal cards.
2. Click **Navigate**.
3. Click the **General** tab.

   The General tab appears.


Navigate
General
External
Document No.
Posting Date
Find
Document Type
Source Type
Source No.
Source Name
Table Name
No. of R...
Show
Print...
Help

4. Enter the document number or posting date
5. Click **Find**.

   The remainder of the window is populated with the found information.

External Tab

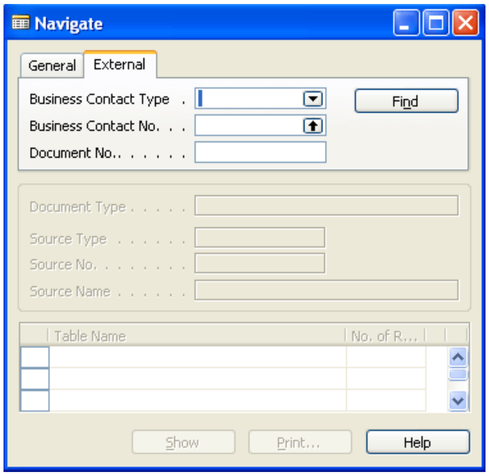
The External tab allows you to find items by document number or posting date. You may use the External tab to navigate by an external document number such as a Vendor Invoice number.

To locate related items:

1. Click the **History** Folder expansion symbol (+) in the tree.

   The tree expands to reveal cards.
2. Click **Navigate**.
3. Click the **External** tab.

   The External tab appears.


Navigate
General
External
Business Contact Type
Business Contact No.
Document No.
Find
Document Type
Source Type
Source No.
Source Name
Table Name
No. of R...
Show
Print...
Help

4. Enter the Business Contact type, Business Contact No., or Document number
5. Click **Find**.

   The remainder of the window is populated with the found information.

History

Chapter 24: Periodic Activities

In This Chapter

- Recurring Journals
- Allocate Costs
- Calculate Maximum Hours
- Calculate and Post Fee
- WIP/Recognize Revenue
- Recognize Un-billed Method

Periodic Activities are executed at required or requested intervals.

Recurring Journals

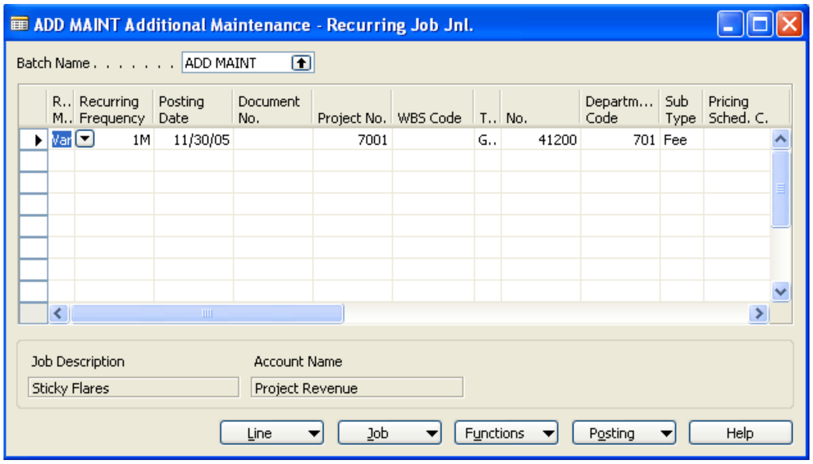
This window is used to create billed schedules for Fixed Price projects.

To enter information in the Recurring Journal:

1. Click the **Periodic Activities** Folder expansion symbol (+) in the tree.

   The tree expands to reveal cards and folders.
2. Click the **Recurring Journals** card.

   The card appears in the display window.



ADD MAINT Additional Maintenance - Recurring Job Jnl.

Batch Name . . . . ADD MAINT

R.. M..	Recurring Frequency	Posting Date	Document No.	Project No.	WBS Code	T..	No.	Departm... Code	Sub Type	Pricing Sched. C.
Var	1M	11/30/05		7001		G..	41200	701	Fee	

Job Description: Sticky Flares

Account Name: Project Revenue

3. Enter a batch name.

4. Add, Delete, or Modify table rows.

Field	Description
Recurring method	Fixed is the amount on the journal line that remains after posting. Variable is the amount on the journal line that is deleted after posting.
Recurring frequency	Determines how often the entry on the journal line is posted. The field must be filled in. For example, if the journal has to be posted every month, enter 1M. After every posting, the date in the Posting Date field is updated to the same date in the following month. The codes for recurring frequencies are: D (day), W (week), M (month), Q (quarter), Y (year),
Posting Date	The date you assign to the billing.
Document No.	The document number you assign to the billing.
Project No.	The Project No. you are billing.
Type	In this field, you enter an account type for project usage to be posted in the project journal. To see the types that are available, click the Assist Button to the right of the field.
No. Field	Select the resource, item, or G/L account number to which this entry applies. The No. must correspond to your selection in the Type field. Click the Assist Button to the right of the field to see the Resource List table.
Quantity	Here you can enter the quantity of units that you intend to post.
Unit of Measure	In this field, you enter a unit of measure for the project.
Unit Price	This field is automatically filled in with the unit costs of the selected Type and No. In the case of a G/L account, the field must be filled in manually.
Total Price	The program calculates the amount as Quantity * Unit Price. If you change one of these fields, the entry in the Total Price field is changed accordingly.

Line Menu Button

The line menu button shows dimensions.

Job Menu Button

Not used.

Functions Menu Button

Not used.

Posting Menu Button

The Posting menu button allows you to record transactions.

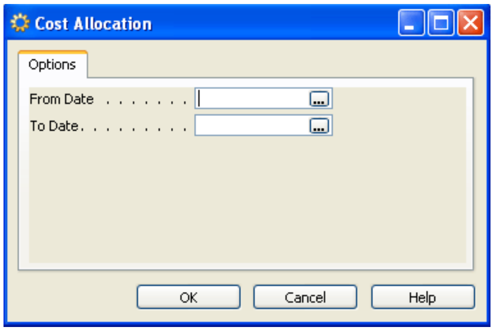
To enter Posting menu button information:

1. Click the **Periodic Activities** Folder expansion symbol (+) in the tree.
   The tree expands to reveal cards and folders.
2. Click the **Recurring Journals** card.
   The card appears in the display window
3. Click the **Posting** menu button.
   A pull-down menu appears allowing you to select the desired function:

Menu Item	Description
Test Report	The test report is Navision's Edit report. The system prints out the entries in a report. You can then review your work before you post the journal. Once the journal is posted you are not able to re-run the test report. You can review error messages displayed in the test report and take appropriate action.
Post	This option allows you to post the entries to the system. Once posting is completed, the system will clear the journal. Navision makes entries to the resource ledger, the project ledger, and the general ledger.
Post and Print	This runs the same function, as the Post option, but it prints out a register report for you.
Reconcile	You can see the change in accounts that are set up for reconciliation. (GL setup) The system displays the net change and the balance after posting.

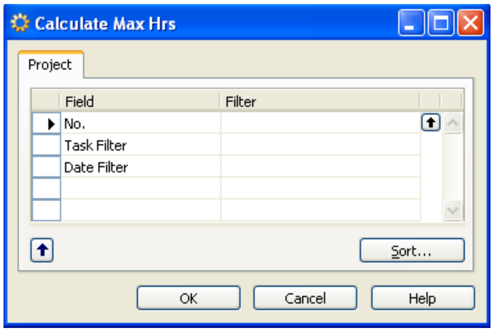
Allocate Costs

The Allocate Costs routine is run at month end to allocate cost such as fringe, overhead, and G&A to projects. This routine should be run after all cost has been entered into Navision for the month. Enter the desired options and click OK.



Calculate Maximum Hours

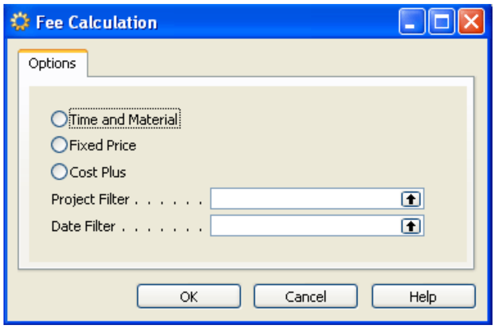
This functionality is used to calculate maximum hours on a project where maximum is checked on the pricing schedule for a project. It creates project journal lines that can be reviewed and posted. Enter the desired options and click OK.


Calculate Max Hrs
Project
Sort...
OK
Cancel
Help

Field	Filter
No.	
Task Filter	
Date Filter	

Calculate and Post Fee

This routine calculates and posts fee. The routine can be run by project or for all projects. You must run the cost allocation routine before you calculate and post fee. Enter the desired options and click OK.


Fee Calculation
Options
OK
Cancel
Help

○ Time and Material
○ Fixed Price
○ Cost Plus
Project Filter . . . . . .
Date Filter . . . .

WIP/ Recognize Revenue

This folder contains items that track the movement of cost between the balance sheet and income statement based on timing differences for revenue recognition.

Calculate Project WIP Value

This batch process prepares the entries in the Project Ledger Entry table for posting to the corresponding general ledger accounts. This batch process must be executed before you run the Post Project WIP Value to G/L batch process.

The Amt. to Post to G/L field is changed to the value to be posted to the general ledger. If the Entry Type is Usage, the batch process enters the amount shown in the Total Cost, in this field. If the entry type is Sale, the amount to be posted to the general ledger is equal to the total price.

You can define what is included in the batch process by setting filters. You can set additional fields on the tab by clicking the field, then clicking the Assist Button that appears to the right.

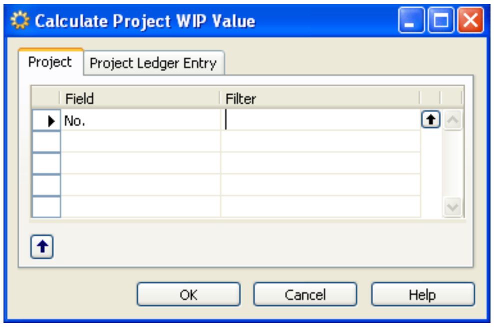
To calculate Project WIP Value:

1. Click the **Periodic Activity** Folder expansion symbol (+) in the tree.

   The tree expands to reveal two folders.
2. Click the expansion symbol for **WIP/Recognize**.

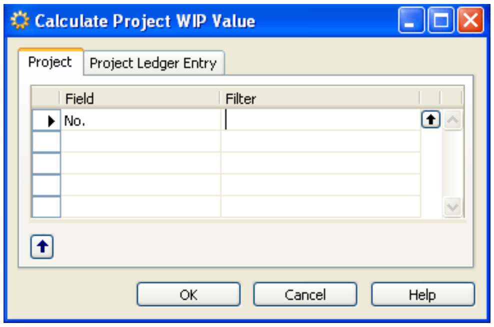
   A list of windows is displayed.
3. Click **Calculate Project WIP Value**.

   The window appears in the display area.
4. Enter information on the **Project** tab.



Here you can specify the numbers of the projects to be included in the batch process. To see the existing project numbers, click the Filter field, then click the Assist Button that appears to the right.

5. Enter Information on the **Project Ledger Entry** tab.


Calculate Project WIP Value
Project
Project Ledger Entry
Field
Filter
No.
OK
Cancel
Help

In Entry Type, you can determine whether to post usage or sale to the general ledger accounts. If you leave the field blank, both kinds of entries are posted.

In Posting Date, you can select a certain posting date or a period during which entries have been posted. It is possible to enter a date or a time interval.

6. Click **OK**.

Post Project WIP Value to G/L

You must calculate Project WIP Value before posting. This batch process posts the Amt. to Recognize in the Project Ledger Entry table to the corresponding general ledger accounts. After finishing the batch process, the Amt. Recognized field in the Project Ledger Entry table is filled with the posted amounts.

This requires that the Calculate Project Recognition batch process has been completed.

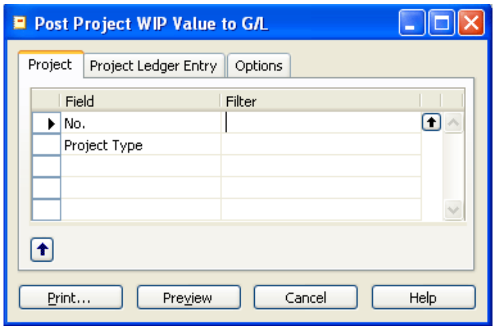
To Post Project WIP Value to G/L:

1. Click the **Periodic Activity Folder** expansion symbol (+) in the tree.

   The tree expands to reveal two folders.
2. Click the expansion symbol for the **WIP/Recognize**.

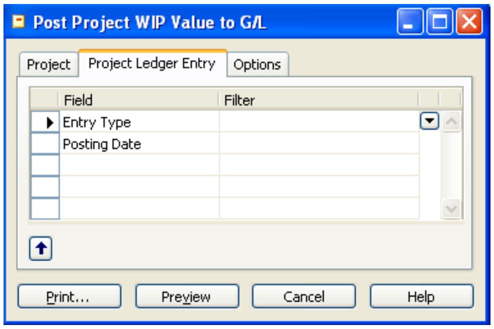
   A list of windows is displayed.
3. Click **Calculate Project WIP Value**.

   The window appears in the display area.
4. Enter information on the **Project** tab.


Post Project WIP Value to G/L
Project
Project Ledger Entry
Options
Field
Filter
No.
Project Type
Print...
Preview
Cancel
Help

The option chosen in the Recognition Method field on the Project card permits you to perform the deactivation of project ledger entries. In the recognition method on the Project card, there are two possibilities: Percentage of Completion and Completed Contract. Completed Contract allows recognition only when the status is completed. Percentage of Completion permits continuous deactivation.

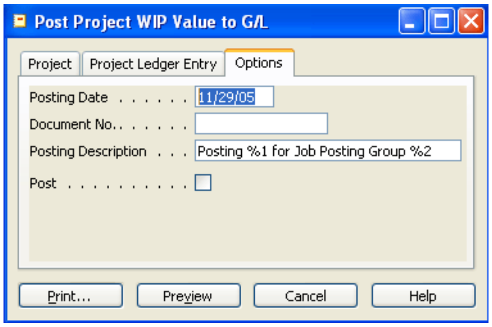
5. Enter Information in the **Project Ledger Entry** tab.



Field	Filter
Entry Type	
Posting Date	

There are two types of project ledger entries: Usage and Sale. The valuation of the project's usage is determined in the Project Usage Posting field. You can choose to post the project usage either as unit prices or as unit costs to the general ledger accounts.

6. Enter Information in the **Options** tab.



Posting Date 11/29/05
Document No.. . . . . .
Posting Description . . . Posting %1 for Job Posting Group %2
Post . . . . ☐

Menu Item	Description
Posting Date	Enter the date on which the project recognition is posted to the general ledger.
Document No.	In this field, you should enter a document number for the entire posting process. Later you are able to track the posting with the help of the Navigate function.
Posting Description	This field contains as a default value the text: Posting%1 for Project Posting Group%2. Upon posting the text, %1, is replaced with the entry type and the text, %2, is replaced with the corresponding project post group. The contents can be modified.
Post	Place a check mark in this field if you want the program to post to the general ledger automatically. If you do not choose to post the Project Recognition to G/L, the batch process only prints a test report, and on the report appears: Test Report (not posted).

7. If Desired, click the **Print** button to print out the batch process.

If you want to see the batch process on the screen before printing, click the Preview button. Click the up-arrow in the lower left-hand corner to see the results of the filter you have defined for the table.

Calculate Project Recognition

This batch process prepares the entries in the Project Ledger Entry table for posting to the corresponding general ledger accounts. This batch process must be executed before you run the Post Project Recognition to G/L batch process.

To calculate project recognition:

1. Click the **Periodic Activity** Folder expansion symbol (+) in the tree.

   The tree expands to reveal two folders.
2. Click the expansion symbol for the **WIP/Recognize**.

   A list of windows is displayed.
3. Click **Calculate Project Recognition Value**.

   The window appears in the display area.
4. Enter information on the **Project** tab.
5. Enter information in the **Project Ledger Entry** tab.

   The Amt. to Recognize field in the Project Ledger Entry is changed to the value to be posted to the general ledger. If the Entry Type is Sale, the batch process enters the equal amount as the Total Price in this field. If the entry type is Usage, the amount to be posted to the general ledger depends on the Project Usage Posting field.
6. Click **OK**.

Post Project Recognition to G/L

You must calculate Project Recognition before posting. This window is identical to the Post Project WIP to G/L window. See “Post Project WIP Value to G/L” on page 24-6.

Recognition Percentage

Not used.

Recognize Un-billed Method

This group contains windows that help you move revenue.

Calculate Cost Plus Revenue

This batch function prepares the entries in the Project Ledger Entry table for posting to the corresponding general ledger accounts. This batch process must be executed, before you run the CPFF recognition to G/L batch process.

You can define what is included in the batch process by setting filters. You can set additional fields on the tab by clicking the field, then clicking the Assist Button that appears to the right.

This window is identical to the Calculate Project WIP Value window. See “Calculate Project WIP Value” on page 24-5 for details.

Post Cost Plus Project Recognition to GL

You must calculate Cost plus revenue before posting. This batch process posts the Amt. to Recognize in the Project Ledger Entry table to the corresponding general ledger accounts.

This requires that the CPFF Project Revenue batch has been completed.

The option chosen in the Recognition Method field on the Project card permits you to perform the deactivation of project ledger entries. In the recognition method on the Project card, there are two possibilities: Percentage of Completion and Completed Contract. Completed Contract allows recognition only when the status is completed. Percentage of Completion permits continuous deactivation.

You must calculate T&M Revenue before posting. This window is identical to the Post Project WIP to G/L window. See “Post Project WIP Value to G/L” on page 24-6.

Calculate Fixed Price Revenue

This window is identical to the Calculate Project WIP Value window with the addition of the Options tab. See “Calculate Project WIP Value” on page 24-5 for details. The Options tab allows you to enter the type of tasks to recognize.

Post Fixed Price Recognition to G/L

You must calculate Fixed Price Revenue before posting. This window is identical to the Post Project WIP to G/L window with the addition of the type of tasks to recognize option. See “Post Project WIP Value to G/L” on page 24-6.

Calculate TM Project Revenue

This window is identical to the Calculate Project WIP Value window. See “Calculate Project WIP Value” on page 24-5 for details.

Post TM Project Recognition to GL

You must calculate T&M Revenue before posting. This window is identical to the Post Project WIP to G/L window. See “Post Project WIP Value to G/L” on page 24-6.

Chapter 25: Setup

The Setup folder includes various tables that are used to configure Navision for government contracting.

Initial setup for these items is performed by PVBS.

Projects Setup

The Projects Setup card is used to determine how the system handles cost.

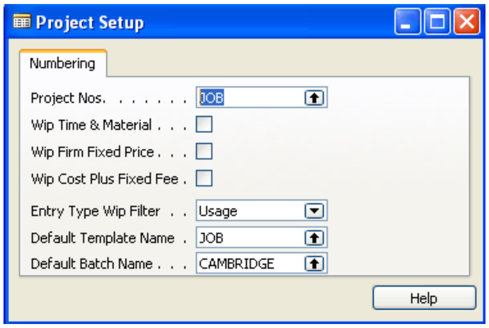
Note: This window is setup by PVBS, but may need minor modification at times.

To enter information on the Projects Setup Card:

1. Click the **Setup** Folder expansion symbol (+) in the tree.

   The tree expands to reveal cards.
2. Click **Projects** Setup.

   The card appears in the display area.



Project Nos. . . . . JOB
Wip Time & Material . . . ☐
Wip Firm Fixed Price . . . ☐
Wip Cost Plus Fixed Fee . ☐
Entry Type Wip Filter . . Usage
Default Template Name . JOB
Default Batch Name . . . CAMBRIDGE

3. Select the Project No.

   Enter the code for the number that is used to assign numbers to projects.
4. Enter WIP Information.

   WIP Time & Materials check box tells the system to WIP Time & Materials projects.

   WIP Firm Fixed Price check box tells the system to WIP Firm Fixed Price projects.

   WIP Cost Plus Fixed Fee check box tells the system to WIP Cost Plus Fixed Fee projects.

In This Chapter

- Projects
- Government Contractor
- Cost pool Setup
- Resources
- Time Posting Groups
- Posting Groups
- ADP Deductions
- Phases, tasks, Steps
- Journal Templates
- Reporting Forms
- Sales Invoices

In Entry Type WIP Filter you can specify whether to post expenses or revenue to the general ledger balance sheet accounts. If you enter both, both kinds of entries are posted.

Select the Default Template Name and Default Batch Name.

Government Contractor Setup

The Government Contractor Setup window allows you to specify information that drives the project accounting module.

Note: This window is setup by PVBS, but may need minor modification at times.

General Tab

The General tab allows you to specify basic information about project accounting module.

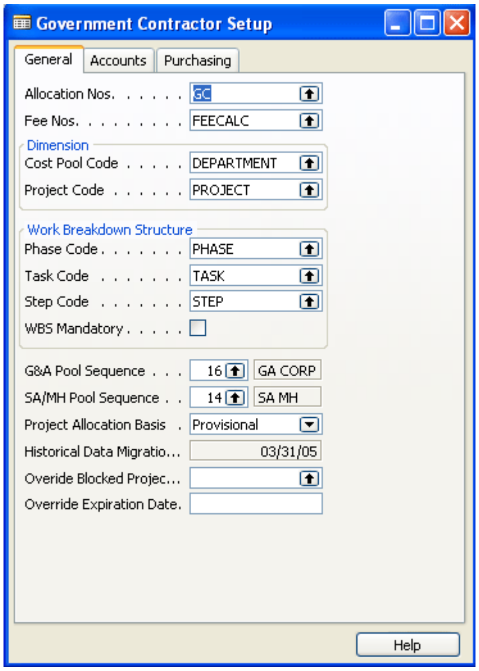
To enter information on the General tab:

1. Click the **Setup** Folder expansion symbol (+) in the tree.

   The tree expands to reveal cards.
2. Click **Govt Contractor** Setup.

   The card appears in the display area.
3. Click the **General** tab.

   The window is repopulated.



Allocation Nos. . . . . . GC

Fee Nos. . . . . FEECALC

Dimension

Cost Pool Code . . . . . DEPARTMENT

Project Code . . . . . . PROJECT

Work Breakdown Structure

Phase Code . . . . PHASE

Task Code . . . . TASK

Step Code . . . . STEP

WBS Mandatory . . . . . ☐

G&A Pool Sequence . . . 16 GA CORP

SA/MH Pool Sequence . . 14 SA MH

Project Allocation Basis . Provisional

Historical Data Migratio… 03/31/05

Overide Blocked Projec…

Override Expiration Date.

4. Enter Allocation and Fee Nos.

   The Allocation Nos number series is used to manage numbering of cost allocation journals.

Fee Nos. number series is used to manage numbering of fee journals.

5. Enter Dimension information.

   The Cost Pool Code is used to define the dimension that is used to allocate costs such as Departments or Divisions.

   The Project Code is used to define the dimension that is used to allocate costs to projects.

6. Enter Work Breakdown Structure information.

   PVBS populates this section. This setup maps Task Orders to a dimension for G/L purposes. There are no limitations on the number of activities. You do not have to use all three kinds of activities for every project. They are options that provide flexibility.

   Task Code is used to define the dimension for tasks. Tasks are sub-activities in a phase.

   WBS Mandatory field is required and used to define WBS Mandatory system wide.

7. Enter remaining contractor information.

   The G&A Pool Sequence field defines the sequence to be used by the system to determine the GA Allocation on projects revenue and profit calculation.

   Check Allocate below task Order level to allocate indirect cost to WBS levels below the task order level.

Accounts Tab

This tab is used to provide general ledger account numbers for billing and allocation of cost to projects.

To enter information on the Accounts tab:

1. Click the **Setup** Folder expansion symbol (+) in the tree.

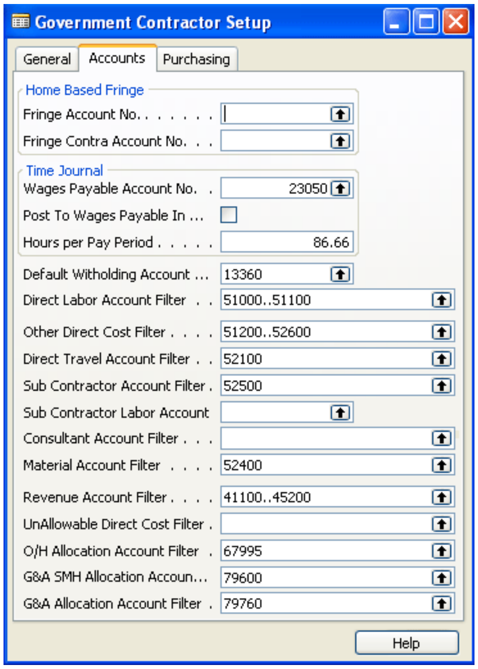
   The tree expands to reveal cards.

2. Click **Govt Contractor** Setup.

   The card appears in the display area.

3. Click the **Accounts** tab.

The window is repopulated.



Home Based Fringe	
Fringe Account No.	
Fringe Contra Account No.	
Time Journal	
Wages Payable Account No.	23050
Post To Wages Payable In ...	☐
Hours per Pay Period	86.66
Default Witholding Account ...	13360
Direct Labor Account Filter	51000..51100
Other Direct Cost Filter	51200..52600
Direct Travel Account Filter	52100
Sub Contractor Account Filter	52500
Sub Contractor Labor Account	
Consultant Account Filter	
Material Account Filter	52400
Revenue Account Filter	41100..45200
UnAllowable Direct Cost Filter	
O/H Allocation Account Filter	67995
G&A SMH Allocation Accoun...	79600
G&A Allocation Account Filter	79760

4. Enter Home Based Fringe information.

   For Fringe Account No. enter the G/L account for allocations to projects. This account can be a G/L account or statistical account.

   For Fringe Contra Account No. enter the contra G/L account for allocations to projects. This account can be a G/L account or statistical account.

5. Enter Time Journal information.

   Time Journal is used to provide information for account number for wages payable and hours per pay period.

   In Wages payable Account No., enter the G/L account number that the labor journal posts wages payable.

   Hours per pay period is the deafult numbers of hours per pay cycle. The value in this field is used to calculate the hourly rate for salaried employees for total time accounting.

6. Enter remaining account information.

   Withholding Account No is the general ledger account number used for withholding from billings to clients.

   Direct Labor Account Filter is used to tell the system the range of G/L accounts that are used to define direct labor.

   Other Direct Cost Filter is used to tell the system the range of G/L accounts that are used to define other direct cost. This includes the entire range of other direct costs.

   Sub Contractor Account Filter is used to tell the system the G/L account that is used to define Sub Contractor cost.

   Revenue Account Filter is used to tell the system range of G/L accounts that is used to define revenue. It is primarily used on reports that show the budgeted revenue.

   Select costs that are not billable in the UnAllowable Direct Cost Filter.

Purchasing Tab

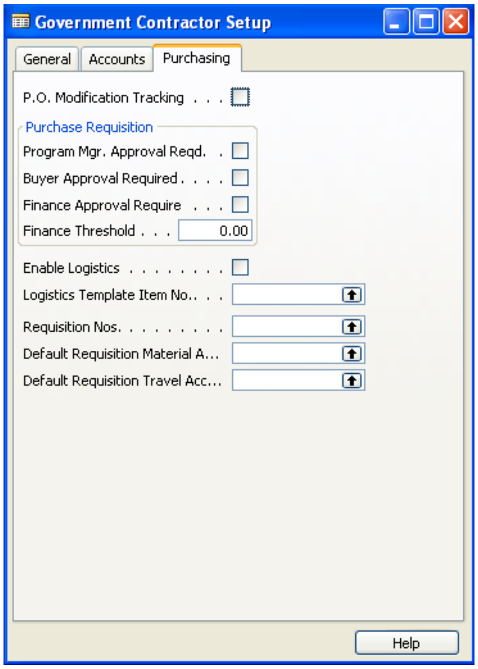
To enter information on the Purchasing tab:

1. Click the **Setup** Folder expansion symbol (+) in the tree.

   The tree expands to reveal cards.
2. Click **Govt Contractor** Setup.

   The card appears in the display area.
3. Click the **Purchasing** tab.

   The window is repopulated.



Government Contractor Setup

General | Accounts | Purchasing

P.O. Modification Tracking . . . ☐

Purchase Requisition

Program Mgr. Approval Reqd. . ☐
Buyer Approval Required . . . . ☐
Finance Approval Require . . . ☐
Finance Threshold . . . 0.00

Enable Logistics . . . . ☐
Logistics Template Item No.. . .
Requisition Nos. . . . .
Default Requisition Material A...
Default Requisition Travel Acc...

4. Enter Purchase Requisition information.
5. Enter Logistics information.

   This information enables logistics setting as specified in Logistics and Planning “Logistics and Planning” on page 16-1.
6. Enter Requisition Information.
7. Check P.O. Modification Tracking if tracking is desired.

Cost Pool Setup

The Cost Pool Setup table is used to define the various cost pools and the sequence for allocating cost. This table also defines which pools allocate to projects. In addition, this table defines if and when B&P cost is moved to G&A.

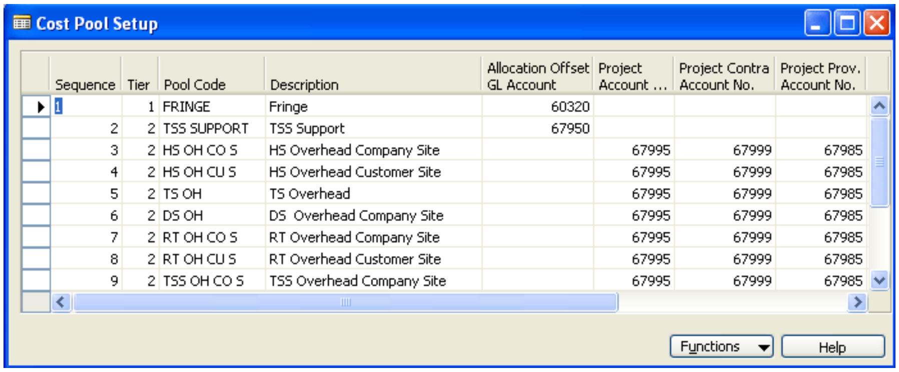
Note: This window is setup by PVBS, but may need minor modification at times.

To enter information on the Cost Pool Card:

1. Click the **Setup** Folder expansion symbol (+) in the tree.

   The tree expands to reveal cards.
2. Click **Cost Pool** Setup.

   The card appears in the display area.



Cost Pool Setup

Sequence	Tier	Pool Code	Description	Allocation Offset GL Account	Project Account ...	Project Contra Account No.	Project Prov. Account No.
1	1	FRINGE	Fringe	60320			
2	2	TSS SUPPORT	TSS Support	67950			
3	2	HS OH CO S	HS Overhead Company Site		67995	67999	67985
4	2	HS OH CU S	HS Overhead Customer Site		67995	67999	67985
5	2	TS OH	TS Overhead		67995	67999	67985
6	2	DS OH	DS Overhead Company Site		67995	67999	67985
7	2	RT OH CO S	RT Overhead Company Site		67995	67999	67985
8	2	RT OH CU S	RT Overhead Customer Site		67995	67999	67985
9	2	TSS OH CO S	TSS Overhead Company Site		67995	67999	67985

3. Insert, Delete, or Modify Rows.

Field	Description
Sequence	This field provides the order in which cost pools generates allocations.
Tier	This field represents tier of the allocation. The example below tier 0 is Fringe while Tier 2 G&A allocation to projects.
Pool Code	Enter a code for the cost pool.
Description	Here you can enter a short description of the Cost Pool. You can enter a maximum of 50 characters, both numbers and letters.
Allocation offset GL Account	You enter the GL account offset number in this field. The GL offset is used to tell the system where to record the contra amount to the allocation entry. The offset is used when cost is not being allocated to projects.
Project Account No	This field is used to identify the account used to allocate actual cost to projects.
Project Contra Account No	This field is used to identify the account number used to record the contra amount for actual cost to projects. This ensures the allocation has a zero impact on net income.
Project Provisional Account No	This field is used to identify the account number used to allocate provisional cost to projects.
Project Provisional Contra Account No	This field is used to identify the account number used to record the contract amount for provisional cost to projects.

Field	Description
Move B&P, IR&D costs to G&A	Enter a check at cost pool that B&P should be moved to G&A.
B&P, IR &D Overhead Contra Account	Enter an account in this field when a different overhead account is used other than the B&P Reversing Account setup in the Posting Groups. Also see B&P Posting Groups.

Functions

This button has three options that are used to set the rate calculation, allocation and provisional rate setups.

To enter information in the Functions button:

1. Click the **Setup** Folder expansion symbol (+) in the tree.
   The tree expands to reveal cards.
2. Click **Cost Pool** Setup.
   The card appears in the display area.
3. Click the **Functions** button.
   A pull-down appears allowing you to select the desired function:.
4. Select the desired option. Each option's details are summarized below:

Cost Pool Rate Calculation

Field	Description
Numerator	Check this column to indicate that this row is the numerator in the cost pool rate calculation.
G/L Account Filter	This field defines the range of G/L accounts to be used in the cost pool rate calculation.
Cost Pool Dimension Filter	This field is used to define the department to filter on for the cost pool rate calculation.
Project Dimension Filter	This field is used to define the project to filter on for the cost pool rate calculation.
Company Filter	This field is used to define the company to filter on for the cost pool rate calculation. The feature is used in multi-company situations where costs are allocation to other companies.
Currency Code	This field is used to define the currency for the cost pool rate calculation allocation to the company receiving the allocation.

Allocation Setup

The allocation functionality is used to move indirect cost to intermediate pools and finally to projects. This functionality is very flexible, designed to meet demanding requirements of growing companies. The allocation setup drives cost allocations and billing of indirect costs.

The monthly allocation process does not impact billing of cost plus projects. The billing functionality uses provisional rates when project setup is set at provisional rate for billing.

The allocation setup table is used to define the distribution of cost to various pools and ultimately to projects. It is extremely important that the range of account in the allocation setup match the accounts in the denominator of the rate calculation.

Cost Pool Provisional Rates

Cost Pool Provisional Rates are negotiated indirect rates that are used by billing CPFF projects. This table is used to define how the indirect rate is calculated. The denominator is often called the base in Government Contractor terminology.

Field	Description
Start Date	The Start Date is the date the provisional rate is effective. One day before the new start date is end of the previous provisional rate.
Rate	This is the provisional rate. The number format 110.00 represents 110%.
Numerator	Check this column to indicate that this row is the numerator in the cost pool rate calculation.
G/L Account Filter	This field defines the range of G/L accounts to be used in the cost pool rate calculation.
Cost Pool Dimension Filter	This field is used to define the department to filter on for the cost pool rate calculation.
Project Dimension Filter	This field is used to define the project to filter on for the cost pool rate calculation.
Company Filter	This field is used to define the company to filter on for the cost pool rate calculation. The feature is used in multi-company situations where costs are allocation to other companies.
Currency Code	This field is used to define the common currency for the cost pool rate calculation allocation to the company receiving the allocation.

The Provisional rate pool defines the rate for allocating provisional cost to projects. In addition, Cost Pool Provisional Rates are negotiated indirect rates that are used for billing by some CPFF projects. These rates are date sensitive. The Start Date is the date the provisional rate is effective. One day before the new start date is end of the previous provisional rate. Rate is the provisional rate. The number format 110.00 represents 110%.

Resources Setup

The Resources setup manages how web time and expense interacts with the project ledger.

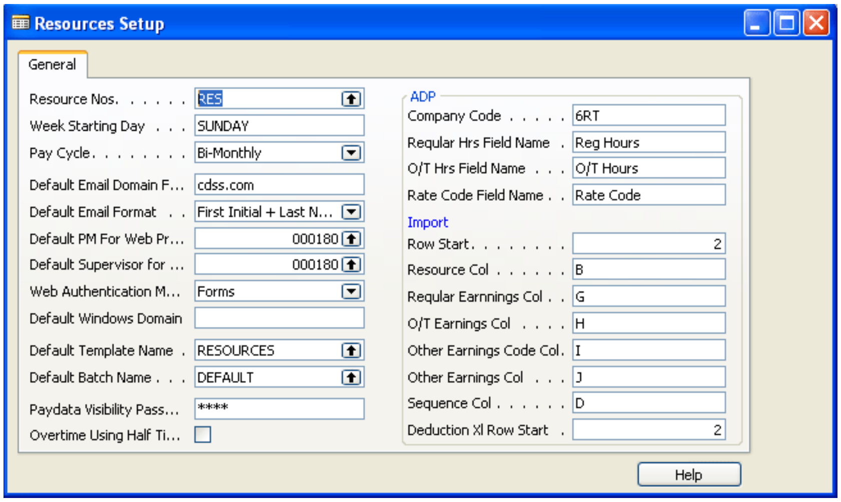
Note: This window is setup by PVBS, but may need minor modification at times.

To enter information on the Resources setup card:

1. Click the **Setup** Folder expansion symbol (+) in the tree.

   The tree expands to reveal cards.
2. Click **Resources** Setup.

   The card appears in the display area.



Resource Nos.	RES
Week Starting Day	SUNDAY
Pay Cycle	Bi-Monthly
Default Email Domain F...	cdss.com
Default Email Format	First Initial + Last N...
Default PM For Web Pr...	000180
Default Supervisor for ...	000180
Web Authentication M...	Forms
Default Windows Domain	
Default Template Name	RESOURCES
Default Batch Name	DEFAULT
Paydata Visibility Pass...	****
Overtime Using Half Ti...	☐

ADP

Company Code	6RT
Reqular Hrs Field Name	Reg Hours
O/T Hrs Field Name	O/T Hours
Rate Code Field Name	Rate Code

Import

Row Start	2
Resource Col	B
Reqular Earnnings Col	G
O/T Earnings Col	H
Other Earnings Code Col.	I
Other Earnings Col	J
Sequence Col	D
Deduction Xl Row Start	2

3. Enter Resource Number, Week Staring Date, and Pay cycle.

   Week Starting Day field assigns a week starting day for payroll processing.

   Pay Cycle tells the system the frequency of your payroll cycle. The choices are weekly, Bi-monthly and every two weeks.
4. Enter Default Information.

   You can setup the default e-mail domain and format for web users, the default program manager for web projects, and the default supervisor for web users. Enter the web application method and the default Windows domain. you can select a default Journal template and default batch name.
5. Enter the Paydata Visibility password.
6. If desired, check the Overtime Using half time rules box.
7. Enter ADP Information.

   This section of the window is used to provide setup codes to import and export payroll data to ADP.

   Company Code is the company code used by ADP import.

   Regular hrs Field name is used by ADP import.

   O/T hrs Field name is used by ADP import.
8. Enter Import Information.

Enter the starting row used by ADP to import.

Enter the Resource column number used by ADP to import Resources.

Enter the Regular earning column number used by ADP to import Regular earnings.

Time Posting Groups

In this window, you must set up time posting group codes for labor types for posting purposes. The time posting groups are set up to map various labor & payroll types to appropriate G/L account numbers and external payroll service codes.

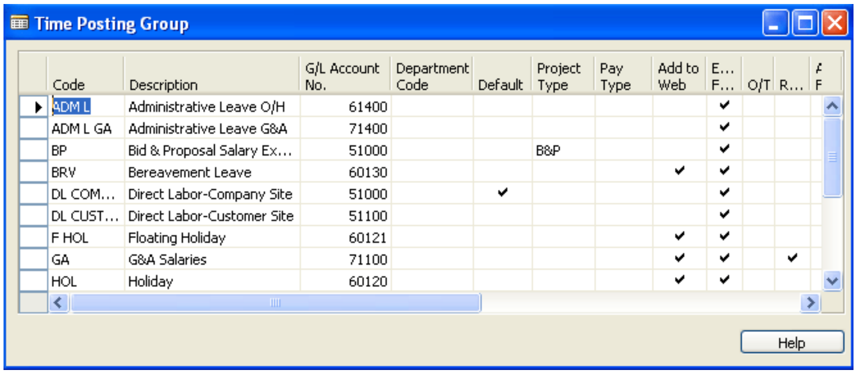
Note: This window is setup by PVBS, but may need minor modification at times.

To enter information on the Time Posting Groups card:

1. Click the **Setup** Folder expansion symbol (+) in the tree.

   The tree expands to reveal cards.
2. Click **Time Posting Groups** Setup.

   The card appears in the display area.



Code	Description	G/L Account No.	Department Code	Default	Project Type	Pay Type	Add to Web	E… F…	O/T	R…	F
ADM L	Administrative Leave O/H	61400						✓			
ADM L GA	Administrative Leave G&A	71400						✓			
BP	Bid & Proposal Salary Ex…	51000			B&P			✓			
BRV	Bereavement Leave	60130					✓	✓			
DL COM…	Direct Labor-Company Site	51000		✓				✓			
DL CUST…	Direct Labor-Customer Site	51100						✓			
F HOL	Floating Holiday	60121					✓	✓			
GA	G&A Salaries	71100					✓	✓		✓	
HOL	Holiday	60120					✓	✓			

3. Insert, Delete, or Modify Rows.

Field	Description
Code	This field is the code used to define the time posting.
Dept Code	Department code.
Exclude from O/T Calculation	Costs for labor account are not included in OT calculation.
Rounding	Rounding specification.
Description	This field is the description of the time posting line.
G/L Account No.	This field is the G/L Account No. used for this posting line.
Default	This field defines the default time posting line. It is used in conjunction with project type field.
Project Type	Project type is blank, IR&D or B&P. This field is used to have the system translate project time to the appropriate G/L account.
O/T	This field is checked if overtime is calculated on the time posting Code. This field is used by the system to post O/T amount to the G/L.

Field	Description
ADP Hrs Code Field Name	For companies that use ADP, the hours Code Field Name is used to provide ADP the field names for special time types such as sick time or vacation.
ADP Hrs Amount Field Name	For companies that use ADP, the Hours Amount Field Name is used by the system to provide ADP Hours Amount Field Name for special time types such as sick time or vacation.
ADP Code Valid for	Primarily for indirect costs. Controls whether the entry is only posted to G/L ledger or to labor calc. Prevents the entry from being counted against time ledger.
Add to Web	Add selected time posting group to the web.

Posting Groups

Project Posting Groups are used to define the billing and revenue recognition general ledger accounts. Cost for B&P and IR&D projects are often accumulated as direct cost and moved to G&A. A combination of General Posting and Project Posting groups allow you to define the accounts for accumulating BP cost and moving this cost to G&A.

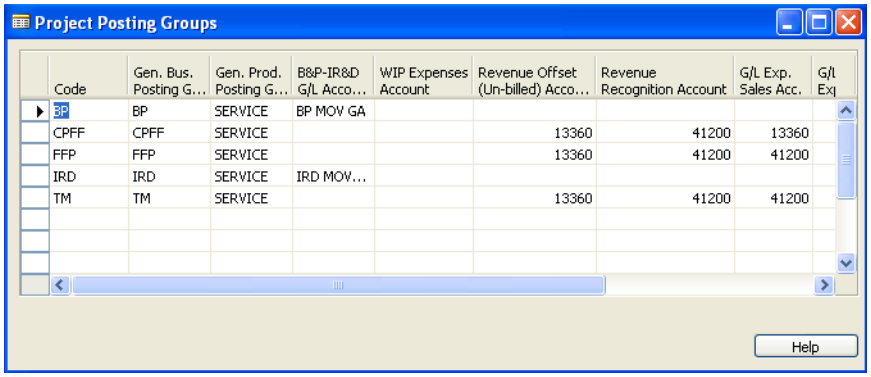
Note: This window is setup by PVBS, but may need minor modification at times.

To enter information on the Posting Groups Card:

1. Click the **Setup** Folder expansion symbol (+) in the tree.

   The tree expands to reveal cards.
2. Click **Posting Group** Setup.

   The card appears in the display area.



Code	Gen. Bus. Posting G...	Gen. Prod. Posting G...	B&P-IR&D G/L Acco...	WIP Expenses Account	Revenue Offset (Un-billed) Acco...	Revenue Recognition Account	G/L Exp. Sales Acc.	G/l Ex
BP	BP	SERVICE	BP MOV GA					
CPFF	CPFF	SERVICE			13360	41200	13360	
FFP	FFP	SERVICE			13360	41200	41200	
IRD	IRD	SERVICE	IRD MOV...					
TM	TM	SERVICE			13360	41200	41200	

3. Insert, Delete, or Modify Rows.

Menu Item	Description
General Product Posting Group	In addition to setting up the necessary business group codes, you must also set up the necessary product group codes. For each combination, you must specify the information and relevant accounts that you want the program to use. The BP General Posting Group defines which account is used to create the contra to direct costs and the G&A account to record the movement
B&P- IR&D G/L Accounts	This field is used by the system to determine the G/L account for reversing B&P and IR&D projects. The system uses the setups in the general posting setup table.
WIP Expenses Account	Enter the G/L account for which you would like WIP expenses to be charged.
Revenue Offset (Un-billed) Account	Enter the G/L account for which you would like un-billed revenues to be charged.
Revenue Recognition Account	Enter the G/L account for which you would like Revenue recognition to be charged.
G/L Exp. Sales Account	Enter the G/L account for when billing entries are posted to the project using a G/L Code.

ADP Deduction Setup

This setup is performed by PVBS.

To enter information on the ADP Deduction Setup Card:

1. Click the **Setup** Folder expansion symbol (+) in the tree.

   The tree expands to reveal cards.
2. Click **ADP Deduction** Setup.

   The card appears in the display area.
3. Insert, Delete, or Modify rows.

Phases, Tasks, and Steps

No setup is required for these items.

Journal Templates

The Journal Template table lets you set up special information that can be used in the journal lines. In a project journal template, the following elements can be assigned to the journal lines:

- Source Code
- Reason Code
- Form ID
- Test Report ID
- Posting Report ID
- Recurring (yes or no)
- Force a posting report (yes or no)

No setup is required for this item.

Reporting Forms

The reporting forms setup for special reports such as government invoices, DD250s, and standard form 1035.

No setup is required for this item.

Creating Sales Invoices using Excel

Because there are many differing formats that have been created, outside of accounting systems, the need exists for the ability to creating invoices in Excel from Navision generated data. The process involves creating generic templates for exporting of data and worksheets that converts the data into the desired format.

A number of datasets, (templates) that can be used by all that require formatting which differs from the standard navision reports have been created. The need may arise for additional datasets.

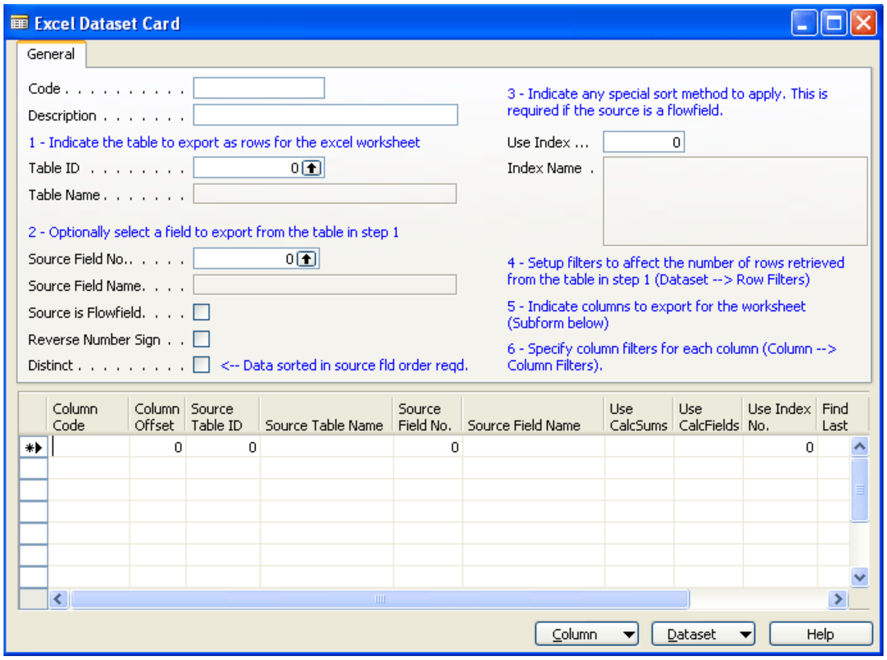
Creating Excel Datasets

You can define the type of data to export to Excel worksheets.

To create Excel Datasets:

1. Click the **Setup** Folder expansion symbol (+) in the tree.
   The tree expands to reveal cards.
2. Click **Excel Dataset** Card.

The card appears in the display area.



Code . . . .

Description . . . .

1 - Indicate the table to export as rows for the excel worksheet

Table ID 0

Table Name . . . .

2 - Optionally select a field to export from the table in step 1

Source Field No.. 0

Source Field Name. . . .

Source is Flowfield. . . . ☐

Reverse Number Sign . . ☐

Distinct . . . . ☐ <-- Data sorted in source fld order reqd.

3 - Indicate any special sort method to apply. This is required if the source is a flowfield.

Use Index ... 0

Index Name .

4 - Setup filters to affect the number of rows retrieved from the table in step 1 (Dataset --> Row Filters)

5 - Indicate columns to export for the worksheet (Subform below)

6 - Specify column filters for each column (Column --> Column Filters).

Column Code	Column Offset	Source Table ID	Source Table Name	Source Field No.	Source Field Name	Use CalcSums	Use CalcFields	Use Index No.	Find Last
	0	0		0				0	

3. Press F3 to create a new Dataset.
4. Assign a Code that helps describe that Dataset to be created.
5. Describe the Dataset.
6. Determine the Table to use for pulling for the Data for creating of the Rows for the Export.
7. Optionally, select a field from the table that you wish to place in column 1 in your Excel Spreadsheet.
8. Select a sort method.
9. Set Row Filters using the **Dataset** Menu button **Row Filters** option.
10. Insert rows in the Columns Table at the bottom of the screen to indicate which columns to export.
11. Select fields in the table rows and set Column Filters via the **Column** menu button **Column Filters** Option.

Creating Excel Worksheets

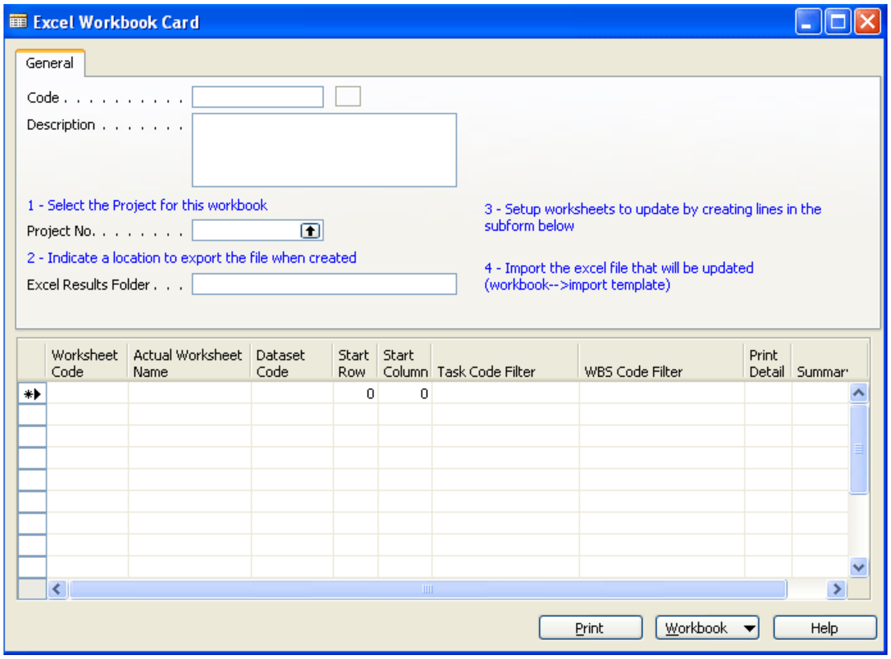
Now that you have determined what you are exporting, you need to determine the format in which the dataset is displayed.

To create Excel Worksheets:

1. Click the **Setup** Folder expansion symbol (+) in the tree.

   The tree expands to reveal cards.
2. Click **Excel Worksheet** Card.

The card appears in the display area.


Excel Workbook Card
General
Code
Description
Project No.
Excel Results Folder
Worksheet Code
Actual Worksheet Name
Dataset Code
Start Row
Start Column
Task Code Filter
WBS Code Filter
Print Detail
Summar
Print
Workbook
Help

1 - Select the Project for this workbook

2 - Indicate a location to export the file when created

3 - Setup worksheets to update by creating lines in the subform below

4 - Import the excel file that will be updated (workbook-->import template)

3. Press F3 to create a new Worksheet.
4. Assign a Code that helps describe that worksheet that is created.
5. Describe the worksheet.
6. Select the Project No. for the Data to be Exported.
7. Enter a Folder name for the results.
8. Add rows to the table at the bottom of window.
9. Import the Excel file that is updated in the Invoice template.
10. Select Print, Select Workbook to print and the Date range for Current Period.

This results in a Worksheet in your Spreadsheet with Resource Data.

Appendix A: Shortcut Keys

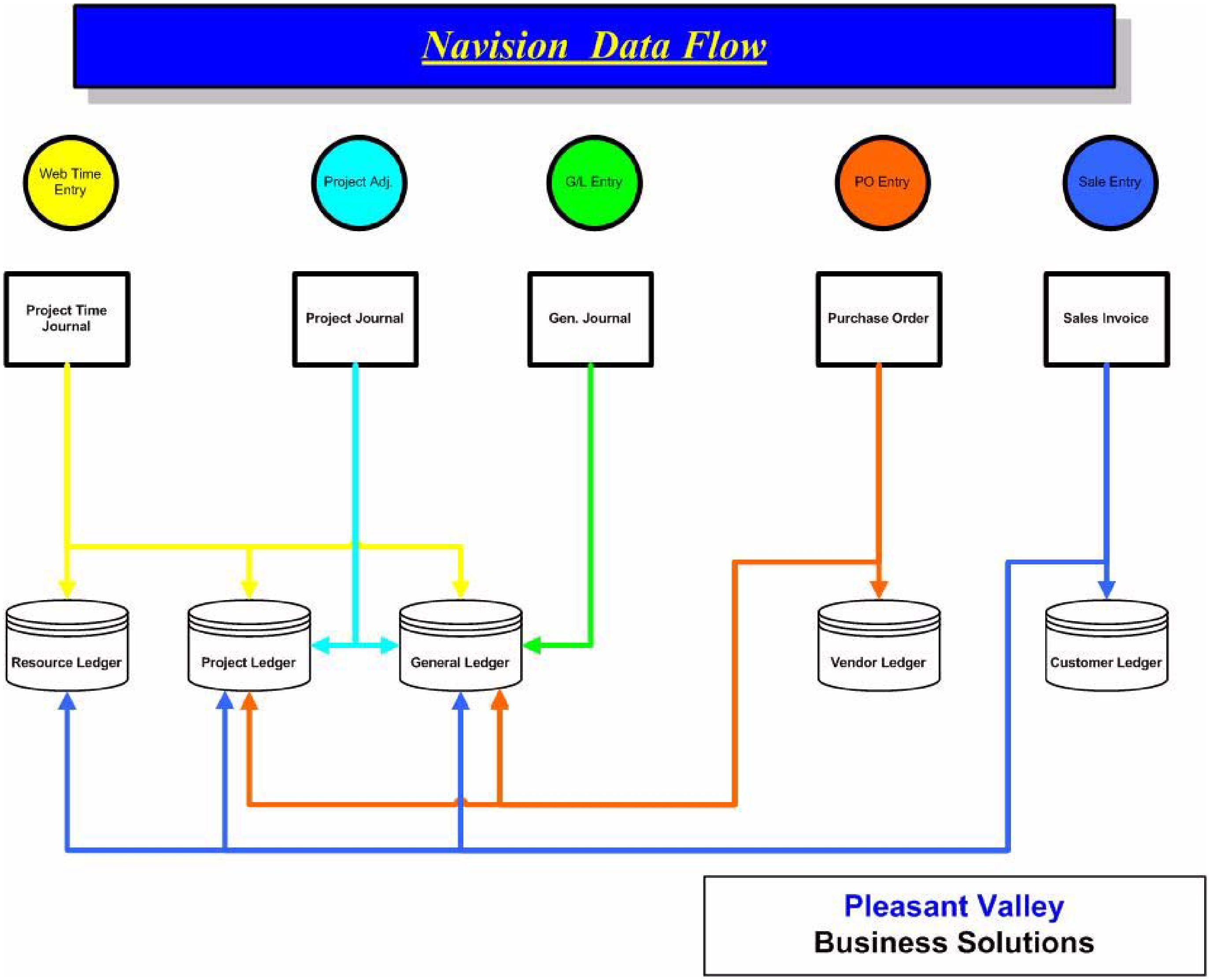
Although pull-down menus are provided throughout the system, using ShortCut keys makes using Microsoft Navision faster and easier.

Function	Hot Key
Find -	Ctrl+F
Card to List - Search for information from a list of contents	F5
List to Card	Shift+F5
Ledger Entries - View a list of general ledger entries	Ctrl+F5
Statistics	F9
Look Up - Search for information from a list of valid entries	F6
Drill Down - Search for related background information	F6
Option List - Look up available options for a field	F6
Sort	Shift+F8
Post	F11
Post & Print	Shift+F11
Next Window	Ctrl+F6
Main Menu	F12
Toggle Mark	Ctrl+F1
Show Marked Only	Alt+V, M
Next Record	PageDown
Previous Record	PageUp
Open Company Record	Ctrl+O
Edit	F2
Insert	F3
Delete	F4
Copy	Ctrl+C
Paste	Ctrl+V
Copy from above	F8
Field Filter	F7
Table Filter	Ctrl+F7
Flow Filter - Work with lines/accounts in the same dept., date, project, budget, business unit, or any combination	Shift+F7

Function	Hot Key
Show All	Ctrl+A
All fields in a card	Ctrl+F8 (Zoom in)
Find contents of a field	Ctrl+F (Find)
Limit window to certain contents in field	F7 (Field Filter)
Limit window to certain contents in multiple fields at one time	Ctrl+F7 (Table Filter)
Search for the next or previous card in the database	PgDn or PgUp

Appendix B: Navision Flowchart

This flowchart shows how data flows through the individual modules within Navision. The General Journal (Financial Management Module) only feeds the General Ledger. The Project Journal feeds the Project Ledger and General Journal. It is important to understand to where the data you enter flows.


Navision Data Flow
Web Time Entry
Project Adj.
G/L Entry
PO Entry
Sale Entry
Project Time Journal
Project Journal
Gen. Journal
Purchase Order
Sales Invoice
Resource Ledger
Project Ledger
General Ledger
Vendor Ledger
Customer Ledger
Pleasant Valley
Business Solutions

Glossary

Active – used to describe the window or button that is being used or is selected. Only one window or one button can be active at a time. When a window is active, the color of the title bar changes to assist you in determining which window is active. When a button is active, the name changes color.

Application Area – one of the main functional areas of the program in which a user selects to work, e.g. General Ledger, Inventory, etc.

Application Window – the window in the program on which the rest of the work in the program is based. In Navision, it is the empty area where all windows are opened, and where the program, company and database names appear, as well as the menu bar and toolbar.

Arrow Keys – a group of keys on the keyboard used to move up, down, to the right and to the left; these keys can be used instead of the mouse to move through the program.

AssistButton – one of four buttons that are accessed using the F6 function key; Drill Down ▼, Look Up ⬆, Options ▼ and Ellipsis ….

Backup – a file you create which contains a copy of your data.

Batch job – a routine that processes selected entries according to general or specific guidelines. Examples include Close Income Statement.

BLOB – an acronym for Binary Large Object, used to store bitmaps such as a logo.

Boolean – a data type that is used to indicate one of two values: TRUE or FALSE; a typical use may be in a Check Box field.

Browse – move within a window or from window to window on the screen, one way to browse would be to use the VCR buttons.

Button – buttons are found in almost all of the windows and dialog boxes in the program. They may be Ordinary buttons such as OK, Yes and No. They may be Function buttons which initiate a function, batch job or report. In addition, there are Menu buttons which have a downward-pointing triangle on them and they are found on the majority of windows. When clicked, they display a menu from which you can, for example, select a function, open a different window or open a submenu.

Card Windows – a data view which shows information about one customer, vendor, item, etc. Card Windows generally have a series of tabs at the top. See Tabular Window.

Check Boxes – boolean fields that are used to indicate a function is turned on when checked and not turned on if left blank.

Clear – to clear something means to delete it; it may be used for a field or a complete line.

Close – used to exit a window or the program; accessed by pressing the Escape key, selecting File, Close or by clicking the X button in the upper right hand corner of a window.

C/OCX – an interface used to expand the C/Side development environment. This may include OLE or OCX controls.

C/ODBC – a tool used to export accounting information from Navision into other programs that then are used to perform graphical analysis and word processing functions; Open Database Connectivity.

Codeunit – a function that performs a process, such as posting or creating orders. One of five Object types in Navision.

Command Button – buttons which initiate a function, batch job or report.

C/SIDE – Navision's development environment.

Database – where all the information in Navision is stored; it includes customizations for your company.

Dataport – a method of importing or exporting information in and/or out of Navision. One of five Object types in Navision.

Debugger – a tool used to diagnose where an error message or error is occurring in Navision. Accessed under Tools, Debugger.

Designer – the interface used to modify or design additional forms, reports, tables, dataports and codeunits for Navision. You must purchase special permissions to be able to use designer.

Dialog Box – windows that display to obtain more information on an action that you want to start.

Dimension – data that you can add to an entry so that Navision can group entries with similar characteristics and easily retrieve these groups for analysis purposes.

Documents – a report that prints one transaction at a time. Documents are normally sent outside your company to Vendors, Customers or Tax Reporting Authorities.

Drill Down ▼ – one of four types of Assist Buttons. The downward arrow indicates the value in the field is calculated from another table; clicking on the arrow allows you to view that table.

Drop-down ▼ – one of four types of Assist Buttons. A short, predefined list from which you to select the desired choice.

Ellipsis Button ... – one of the four types of Assist Buttons. Ellipsis Buttons are used to view system-filtered options.

Field – used to enter or display information; consists of a field name, definition and field contents.

Field Filter – a filter that is set on a single field in a table, limiting the amount of information displayed or printed.

Filters – a tool that allows you to limit the scope of information presented online or in printed format; the three filters are Field, Table and Flow.

Flow Filter – a filter which limits the amount of information presented based on a value that posted with the entries. Flow Filters are set on fields that end with the word Filter.

Focus – where the cursor is placed in Navision, also see Insertion Point.

Form – displays information on the screen and gives access for editing, deleting and adding data in either a card or tabular form. One of five Object types in Navision.

Function Keys – each of the function keys has a shortcut assigned to it and using the combination of the Control or Shift key with a Function key provides additional shortcuts. The availability of the various shortcuts is screen dependent, this may be reviewed by accessing Help, Overview of F Keys (Alt+F1).

Granule – a basic building block of Navision allowing firms to purchase only the functionality they need.

HTML – an acronym for hypertext markup language, a format widely used on the web.

Inline Editing – used to change the contents of selected fields in posted entries; accessed by clicking F2 twice.

Insertion Point – the spot where text is entered when it is typed. Normally appears as a blinking vertical line in a window or a dialog box. Also called the cursor because the blinking vertical line is one form the cursor can take.

Invoice – an original entry document in Purchases & Payables and Sales & Receivables allowing information to be recorded and posted for purposes of recording amounts due to/from Vendors and Customers. Differs from Orders in that Receiving and/or Shipping are not done from an Invoice.

Key – a field or combination of fields in a table that may be used to sort the table.

Ledger Entries – posted activity linked to a table.

License – a file containing a record of the Navision granules purchased by your company; may be viewed by selecting Tools, License Information.

List – a data view which has multiple records per window, displaying information about several customers, vendors, items, etc. at one time; another way of describing a Tabular Window. Accessed from a Card view by selecting the List button from the Tool Bar. See also Tabular Window.

Look Up – one of four types of Assist Buttons. The upward arrow indicates this is a way to view another table; once viewed, data may be retrieved and inserted into the field you accessed the table from.

Master Item – the primary table in a granule, around which that granule functions. Customers are the Master Item in Sales & Receivables.

Menu Bar – located just below the Title Bar; this standard Windows feature contains pull-down menus to select functions such as creating new companies, design tools, and help.

Menu Button – have a downward-pointing triangle on them and they are found on the majority of windows. When clicked, they display a menu from which you can, for example, select a function, open a different window or open a submenu.

Navigate – a function that allows you to view a summary of the number and type of entries related to the document. When you select the entry you want in the table and click Navigate, you see a list of the records - grouped according to table - that have the same document number and the same posting date as the entry you selected.

Object Designer – the interface used to modify or design additional forms, reports, tables, dataports and codeunits.

Objects – The building blocks of Navision. There are five types of objects – Forms, Tables, Reports, Dataports and Codeunits.

ODBC – an acronym for Open Database Connectivity. Enables Navision to be linked and data copied to Excel, Crystal Reports, etc.

Option (Radio) Button – a circular field which serves to select only one option from those listed. Placing a dot in the field indicates the desired choice.

Option List – one of four types of Assist Buttons. A short, predefined list from which you selects the desired choice.

Order – an original entry document in Purchases & Payables and Sales & Receivables allowing information to be recorded and posted for purposes of recording amounts due to/from Vendors and Customers. Differs from Invoices in that Receiving and/or Shipping are done from an Order.

Passwords – necessary when security has been setup; used in combination with you Id to log into Navision. Data entry in Navision is case sensitive in the Password field.

Primary Key – a field in a table that is used to identify the record in the table and is therefore required to have a unique value.

Pull-Down Menu – a listing of options available from a menu button or menu item.

Purchase Invoice – used to record vendor bills that do not have inventory items on them, vouchers would be recorded here.

Record – one line of a table, for example a single Customer in a listing. A record contains multiple fields and a table contains multiple records.

Record Indicator – appears to the left of the record you are focused on in a List or Tabular Window.

Recorder Buttons – a series of buttons on the Tool Bar that are used to move through a list of records.

Reports – a printout of information from the database; reports are generally used internally by management. One of five Object types in Navision.

Restore – a process whereby you create a database and populate it with the information held in your backup file.

Request Form – the form that is displayed prior to printing or previewing a report that allows you to set filters and select options prior to printing.

Shortcut Key – a keystroke or keystroke combination that moves to another screen or function within Navision.

Sort – the ability to change the order in which records are displayed or printed.

SQL – Structured Query Language.

Status Bar – located at bottom of the application window; it shows the name and contents of the active field, work date, user ID, and whether a filter (FILTER) or insert (INS)/overwrite (OVR) mode is on.

System Date – the date of your computer.

Table – a table consists of a group of related records, each record is made up of fields and each field holds one piece of information; one example of a table is the entire listing of Vendor records. One of five Object types in Navision.

Table Filter – this option enables you to set multiple Field Filters on a table, limiting the amount of information displayed or printed.

Tabular Window – a data view that has multiple records per window, displaying information about several customers, vendors, items, etc. at one time. See also Card Window and List.

Text Box – a small box in a dialog box or window; it is used for entering information necessary for the execution of a command.

Title Bar – located at the top of the screen; displays the name of the company you are currently working in and the name of program (Microsoft Navision).

Toggle Mark (Ctrl+F1) – a function that allows you select certain records for viewing, posting, etc. When selected, a diamond appears in front of the Record Indicator of the record you are on. If you move off of the record, the diamond remains. You may limit your view by selecting View, Marked Only.

Tool Bar – located just below the Menu Bar; contains a row of iconic buttons to give quick access to frequently used functions such as editing, filtering and locating data.

TrendScape Window – a form in Navision that allows you to view a summary of data by a time period, such as by day, week, month, quarter or year or Accounting Period.

Work Date – the date displayed in the Status Bar; may be set by accessing Tools, Work Date. If you do not change the Work Date, it defaults to be your system date.

Zoom (Ctrl+F8) – allows you to view fields and the values for those fields which are not included in the current screen display.

ZUP File – a file in which a user's specific screen modifications are stored, the file is named FIN.ZUP.

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