

# Unit4 PSA Suite

Service update 2 & 3

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# INTRODUCTION

The Unit4 PSA Suite is designed to make our customers more productive and Drive Operational Excellence. To help our customers to achieve those goals we will focus in 2018 on the following themes:

- User Experience
- Increase Productivity
- Industry Specific
- Platform Synergy

This document will describe the new features for versions scheduled to be released in 2018 after Vega Edition. This Sprint is defined in 2 Service Updates; 1 and 2. This document outlines Service Update 2. For more details on the expected release dates, see below:



# PSA SETTINGS

## Invoices

The screenshot shows the 'Invoices' settings page. The 'Update Date/Period fields on Approval' dropdown is highlighted with a red circle and a red arrow pointing to the 'Date Delivered and Financial Period' option. The dropdown menu is open, showing three options: 'No', 'Date Delivered', and 'Date Delivered and Financial Period'. The 'Date Delivered and Financial Period' option is selected.

Setting	Value
Default Invoice Number Prefix	INV
Default Ledger	4000 Revenue-Services
Default Expense Ledger	4020 Revenue-Expenses
Default Invoice Report	Factuur_4_NL
Start Invoice Name with Invoice ID	<input type="checkbox"/>
Add Period to Invoice Name for Recur	<input checked="" type="checkbox"/>
QuickBooks	<input type="checkbox"/>
Generate Email	Create draft Emails
Email Attachments	Invoice Report (pdf)
Invoice Number	92
Currency Decimal Precision	--
Use Account Tax Groups	<input type="checkbox"/>
Omit Sales Tax Calculation	<input type="checkbox"/>
Due Days	15
Lines per Transaction Process	100
Show Expenses Detail Columns	<input type="checkbox"/>
Update Date/Period fields on Approval	Date Delivered and Financial Period

The Update Date / Period fields on approval (1) setting allows you to automatically adjust the date of the invoice when approving the invoice.

There are 3 possibilities:

1. Not - The date / period remains unchanged when approving the invoice.
2. Date approved - The date of the invoice is adjusted to the date of approval of the invoice.
3. Date approved and financial period - The date of the invoice is adjusted to the date of approval of the invoice and it is also adjusted to the corresponding period.



## Added Invoice Settings (html screen)

PSA USER : INFORMATION

### Bond, James

Reallocate Hours Scope --

Reimburse per Mile --

Show Allowances in Timesheet Line

Exchange Cross Browser

Default Work Location --

Hide Accounting Columns Invoice Lines  1

Disable Delete Add T&M Invoice Lines -- 2

Disallow Invoice Lines Qty above Hours Qty  3

In the PSA Settings > PSA Users you can set up per user which rights this person has when creating an invoice with T&M items.

The 3 additional settings are:

Invoice Lines

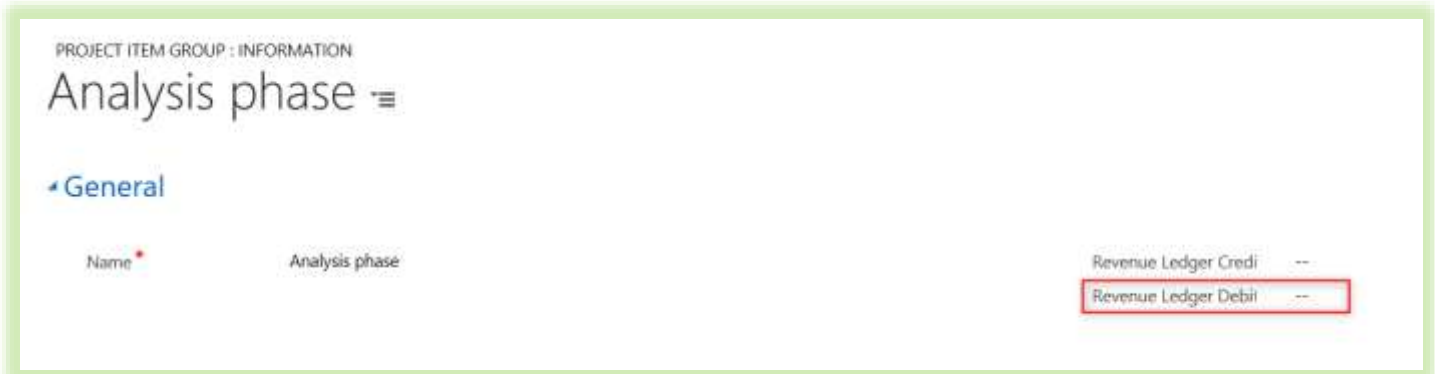
+ x 2

Date	Employee	Hour Type	Dis.	Hours Booked...	Quantity 3	Price Per Unit	Total Amount	Ledger 1	Tax Group
20.10.2020	Koortse				1,00	1.000,00	1.000,00	ED10 Omzet	Ta betalen 21%
							<b>€ 1.000,00</b>		

1. Adjust sales ledger at invoice line level (yes / no)
2. Disable Add / delete invoice lines.
3. Do not allow raising invoiced hours in relation to booked hours.

## Fill in revenue ledger debit on project item

In the settings it is possible to select a ledger on the Project Group where the debit revenue for underlying project items is booked.



PROJECT ITEM GROUP : INFORMATION

### Analysis phase

General

Name Analysis phase

Revenue Ledger Credit --

Revenue Ledger Debit --

Also it is possible to set this up on a project.



FINANCIAL

Billable Costs Amount --

Invoiced --

To be Invoiced --

Invoice Write Off --

Actual Revenue --

WIP Actuals --

Hours not yet Invoiced --

Cost Amount --

Transfer Amount --

Selling Amount --

Account --

Contact --

Invoice Reference --

Invoice Reference Retainer B --

Retainer Balance Type --

Revenue Ledger Credit --

Revenue Ledger Debit --

The hierarchy for this is as follows:

Project item



Project item groups (settings)



PSA Financial Settings (Legal entity)



PSA Financial Settings (General)





An event can be a 'General' event. A general event does not have a relationship with a project. The job details will contain:

The 'New Event...' dialog box contains the following fields and options:

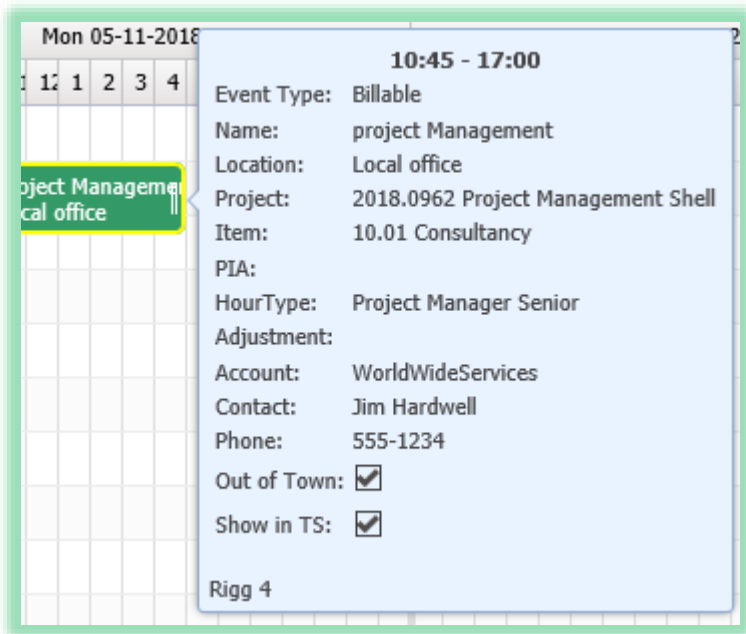
- Name: Scope Session
- Repeat: None
- Event Type: Billable
- Location: Local office
- Project: 2015.0112 Support Contract
- Item: 20.01 Billable Support
- PIA: (empty)
- Hour Type: Engineer
- Adjustment: (empty)
- Note: Text John before you arrive
- Internal Note: 255567788
- Out of Town:
- Tentative:
- Show in Timesheet:
- Buttons: Save, Close

Events can be schedule using repetitiveness on a daily, weekly or monthly basis

The 'Repeat event' dialog box shows the following configuration:

- Name: project Management
- Repeat: Custom...
- Event Type: Billable
- Frequency: Weekly
- Every: 1 week(s) on:
- Days: Sun, **Mon**, Tue, **Wed**, Thu, Fri, Sat
- End repeat: Never
- Buttons: Save, Cancel

When hovering over an event a pop will display all details concerning the event

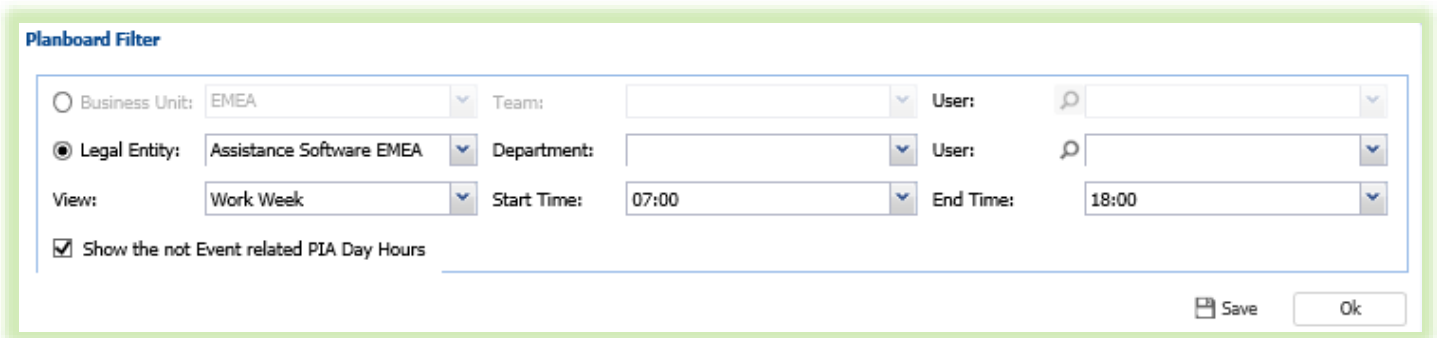


The screenshot shows a calendar grid for Monday, May 11, 2018. A tooltip is displayed over an event block. The event details are as follows:

- Event Type: Billable
- Name: project Management
- Location: Local office
- Project: 2018.0962 Project Management Shell
- Item: 10.01 Consultancy
- PIA:
- HourType: Project Manager Senior
- Adjustment:
- Account: WorldWideServices
- Contact: Jim Hardwell
- Phone: 555-1234
- Out of Town:
- Show in TS:

The tooltip also indicates the time range is 10:45 - 17:00 and is labeled 'Rigg 4'. A small portion of the calendar grid is visible, showing a yellow highlight on the event name 'Project Management Local office'.

The filter option allows you to create your own filter and store that filter. Filter has the option to include the PIA day utilization. The PIA days are not displayed as the total amount can consist of multiple PIA days and PIA days do not have a start and end time indication. The number has an informative karakter to understand a resource is booked on other engagements.

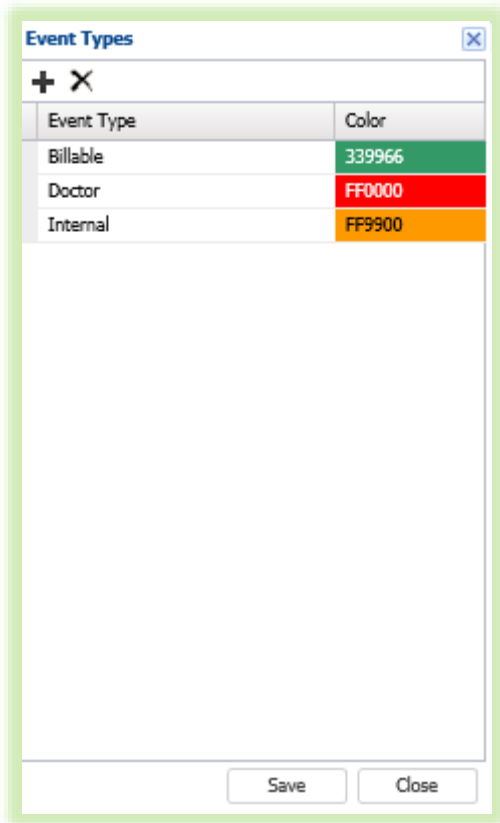


The screenshot shows the 'Planboard Filter' dialog box with the following settings:

- Business Unit: EMEA
- Legal Entity: Assistance Software EMEA
- View: Work Week
- Start Time: 07:00
- End Time: 18:00
- Show the not Event related PIA Day Hours:

Buttons for 'Save' and 'Ok' are visible at the bottom right.

Settings can be applied for setting up your own event color code indication



Planboard makes use of the approved PTO request that will appear accordingly in the planboard. The PTO hour entries are indicated in the 'light green' color just as in Utilizationsheet.

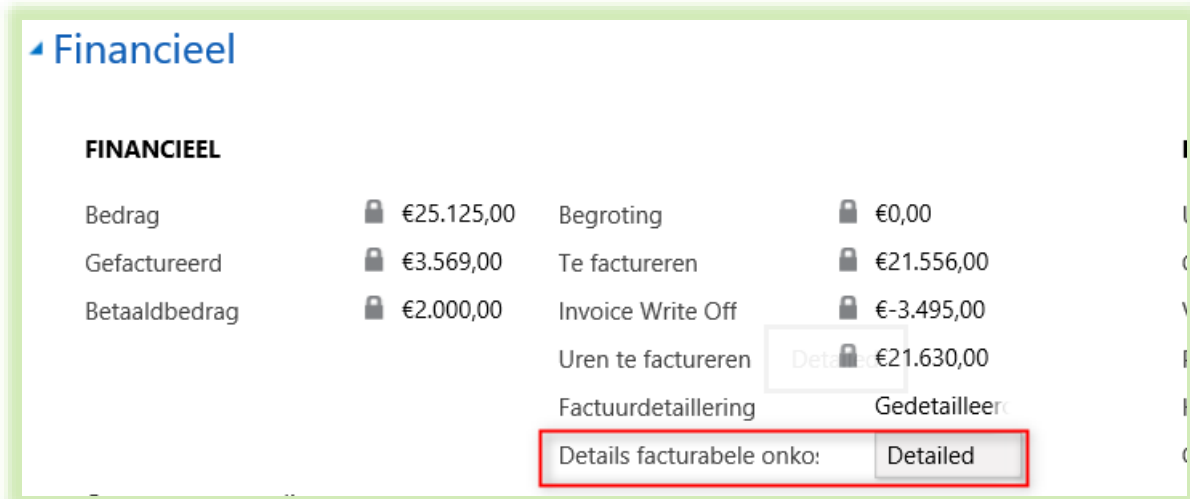
## HRM

Contract entity is extended with start and end time indication per day. This is used for the planboard to indicate that an employee is not available (off duty). Populating the from / to hours will show that a resource is NOT available and therefore OFF Duty shown in dashed light grey.

# PROJECT

## Details billable costs

At project level, there is an setting which can be used to indicate whether expenses should be shown in detail on the invoice.



**Financieel**

**FINANCIEEL**

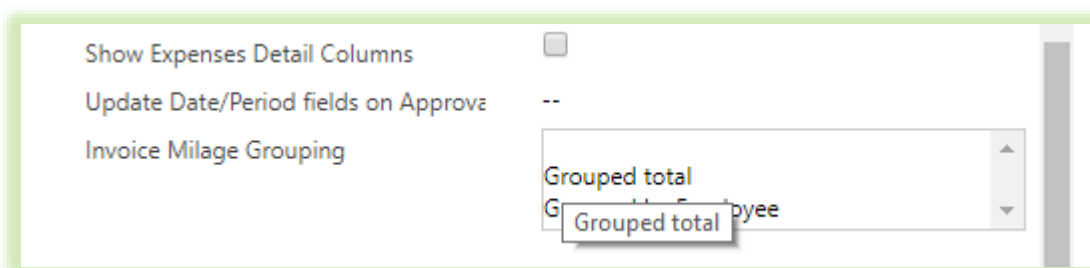
Bedrag	€25.125,00	Begroting	€0,00
Gefactureerd	€3.569,00	Te factureren	€21.556,00
Betaaldbedrag	€2.000,00	Invoice Write Off	€-3.495,00
		Uren te factureren	€21.630,00
		Factuurdetailering	Gedetailleerd

Details facturabele onko: **Detailed**

Miles are not displayed in detail unless this is indicated via the setting in the PSA Settings.

This 3 possibilities are:

- Select none (there are no miles displayed)
- Grouped total (total grouped one line)
- Grouped by Employee (miles grouped per employee)



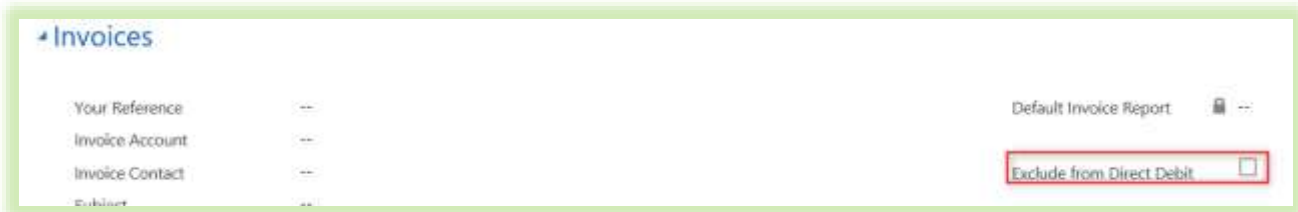
Show Expenses Detail Columns

Update Date/Period fields on Approval --

Invoice Milage Grouping

- Grouped total
- Grouped total by employee

## Disable Mandate on Project



The screenshot shows a software interface for managing invoices. On the left, there is a list of fields: 'Your Reference', 'Invoice Account', 'Invoice Contact', and 'Subject', each followed by a dropdown arrow. On the right, there is a 'Default Invoice Report' dropdown menu with a lock icon and a dropdown arrow. Below this, there is a checkbox labeled 'Exclude from Direct Debit', which is highlighted with a red rectangular border.

It is possible to indicate on a project that it should not be taken into account with mandate.

# INVOICING

## Email invoices

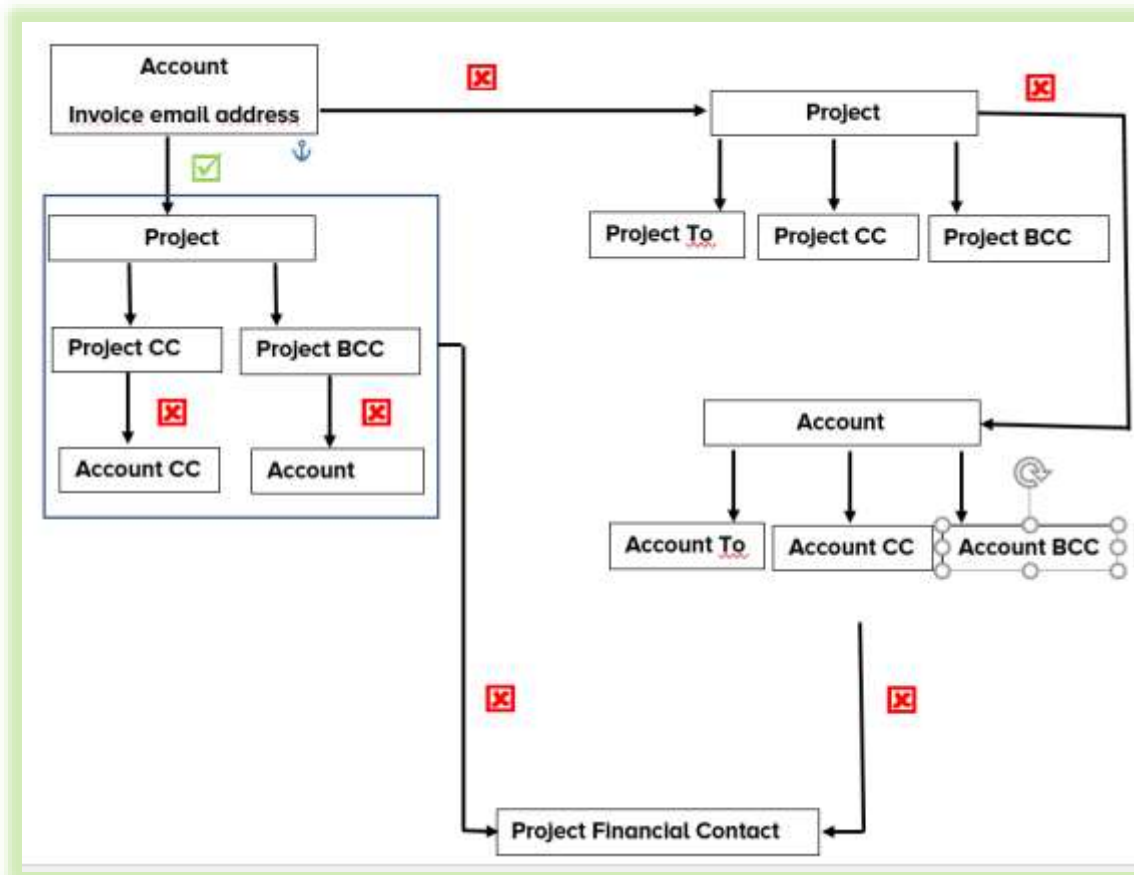
In this version new fields are included for invoicing by email.

At both account and project level, fields have been added in which persons can be selected to whom the invoice should be mailed.



In Invoice email address (4) a email address can be entered manually, this email address does not have to be known in the system.

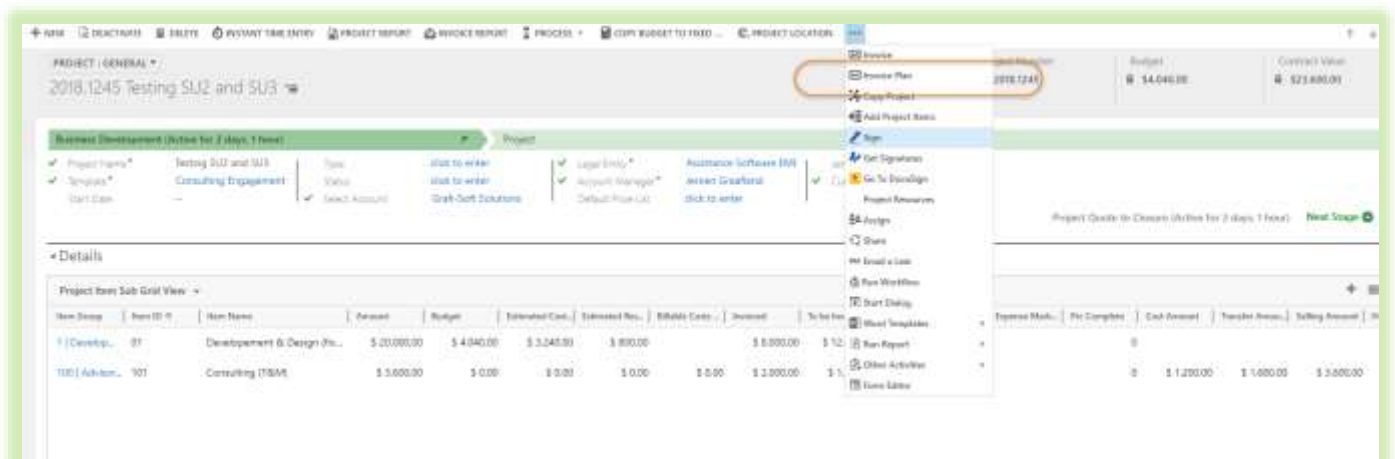
Schematically this looks like this:



## Bill Planner (new)

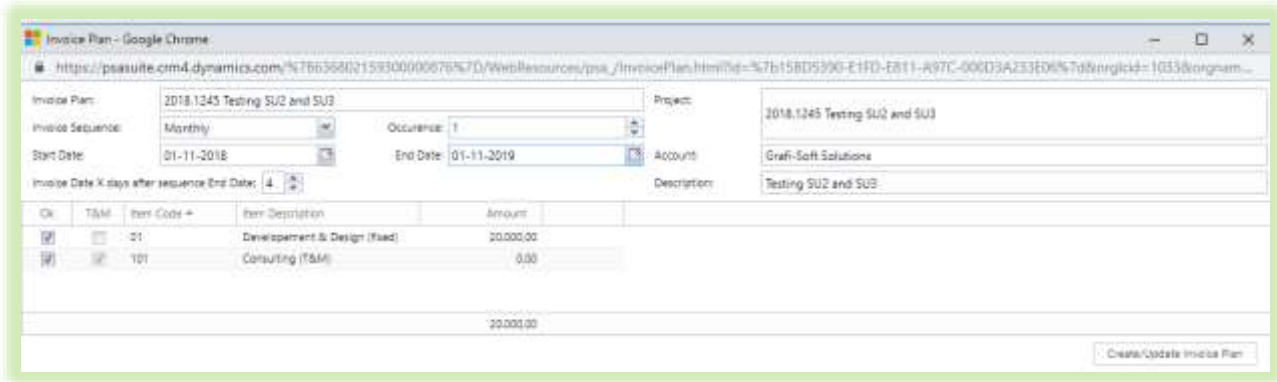
The billing planner is designed to facilitate easy creation of recurring billing schemes. This creation of billing scheme is based on the contract value (PSA item amount).

- The billing plan engine will provide the option to create, in a sequence, a billing plan based on a schedule
- Planned billing sequence can be created from all contract types.
- T&M bill plans will be planned with 0; when project unfolds in the period the amount will be populated accordingly
- Planned billing scheme will be available in the forecast
- Bill planner can be connected to a project template, when creating a project or program all bill plan items will be created
- The billing plan will be available in batch invoicing (bill plan engine)
- On item level you will have 2 extra options for balance invoicing; You can mark an item as Balance and if only invoiceable when balance invoice is > than retainer amount
- Invoice description details can be managed on project item level as well as on bill plan level

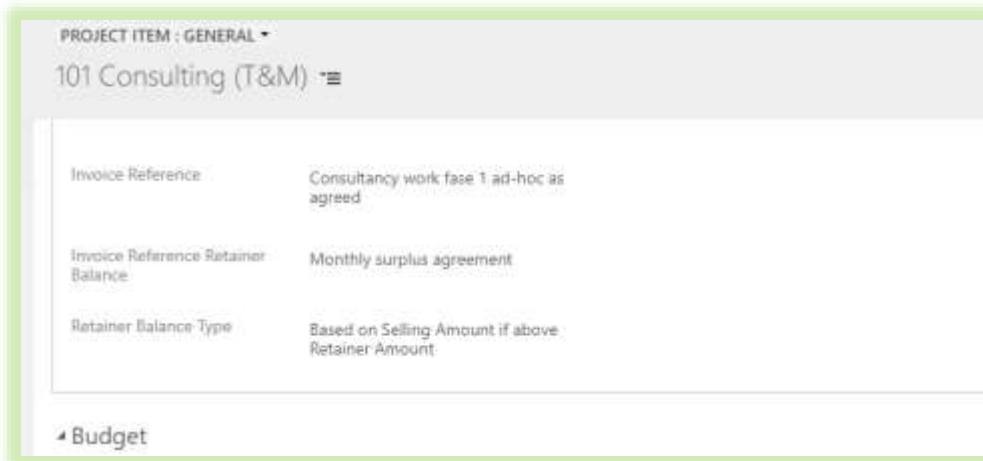


This will lead to the screen to generate bill plan (installment plan) with a flexible invoice schema where you have to ability to do this weekly or monthly with flexible occurrences, which gives the user the ability to do this every week, every 4 weeks, every month, every 4 months (quarter) etc.

Also a T&M item can be added to the schema which means that when creating the batch invoice both fixed and T&M will be added to one invoice automated.



When using the retainer amount on a T&M item this retainer amount will be used for the bill planner. On this item can be configured what needs to be done if the actual T&M amount in a specific month overruns the monthly retainer. Either just leave the retainer as it is, or add the overrun to the invoice as an extra line. This extra line description can be set on an item level.

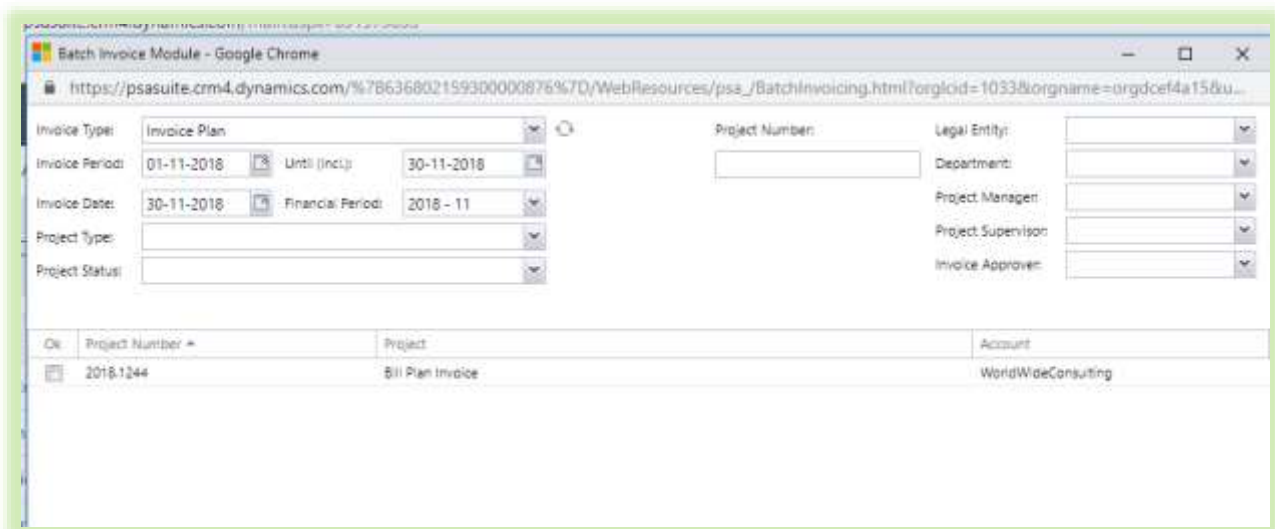




## Bill Planner Invoice Engine (new)

The billing planner invoice engine is designed to facilitate easy creation of invoices from the bill plans. The engine will provide the option to create automated your invoices in the selected due date period. The bill plan invoice engine is a new solution and will not interfere with Batch invoicing.

- Automatic creation of all invoices from all contract types
- Billing plan is related to a project item
- T&M Billing plan will show all hours due in the selected period
- The invoice engine will handle multiple item types for creation on 1 single invoice
- For retainer bill creation options on project item level apply to mark as Balance and if only invoiceable when balance invoice is > than retainer amount
- Invoice description details can also be managed on project item level



The screenshot displays the 'Batch Invoice Module' interface in a Google Chrome browser. The URL in the address bar is [https://psasuite.crm4.dynamics.com/%7B636802159300000876%7D/WebResources/psa\\_/BatchInvoicing.html?orgid=1033&orgname=orgdcef4a15&u...](https://psasuite.crm4.dynamics.com/%7B636802159300000876%7D/WebResources/psa_/BatchInvoicing.html?orgid=1033&orgname=orgdcef4a15&u...)

The form contains the following fields:

- Invoice Type: Invoice Plan
- Invoice Period: 01-11-2018 (calendar icon) Until (incl.): 30-11-2018 (calendar icon)
- Invoice Date: 30-11-2018 (calendar icon) Financial Period: 2018 - 11
- Project Type: (dropdown menu)
- Project Status: (dropdown menu)
- Project Number: (text input field)
- Legal Entity: (dropdown menu)
- Department: (dropdown menu)
- Project Manager: (dropdown menu)
- Project Supervisor: (dropdown menu)
- Invoice Approver: (dropdown menu)

Below the form is a table with the following data:

ID	Project Number	Project	Account
2018.1244		Bill Plan Invoice	WorldWideConsulting

# TIMESHEET

## Retrieve Outlook Calendar

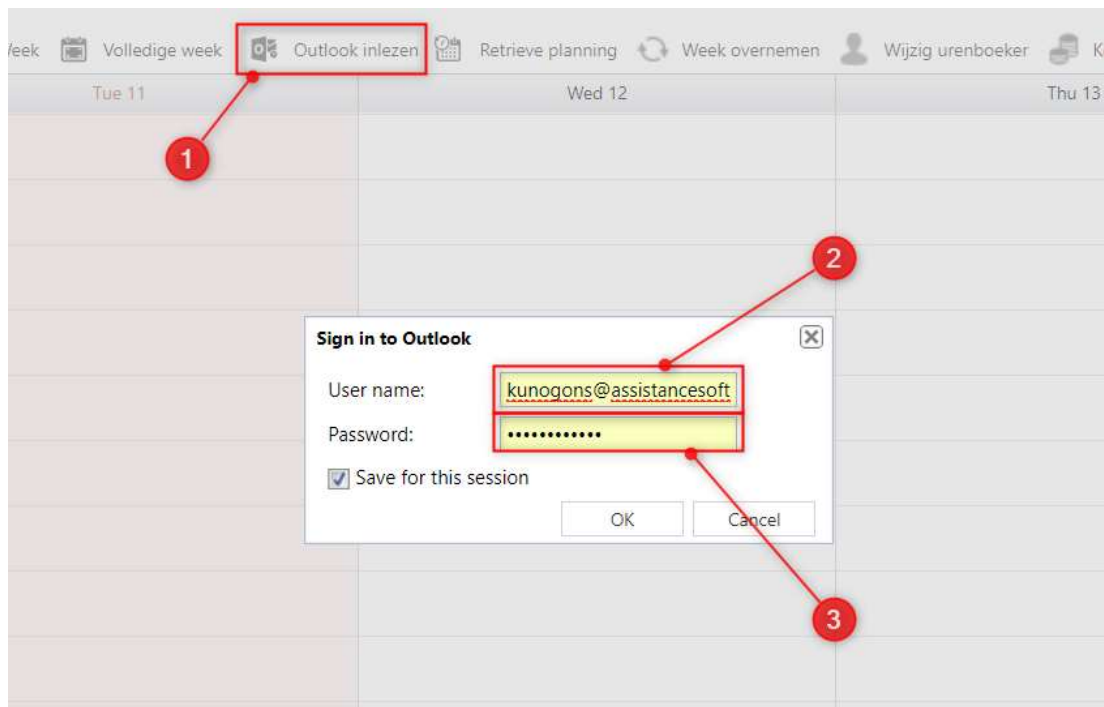
Vanaf PSA Suite Service Update 2 is het mogelijk de Outlook agenda in te lezen onafhankelijk van welke browser u gebruikt. Er dient hier voor aan een aantal voorwaarden te worden voldaan.

From PSA Suite Service Update 2 it is possible to retrieve the Outlook calendar regardless of which browser you are using. A number of conditions must be met here.

- Unit4 PSA Suite Web API version 1.0.0.7 must be installed in Dynamics.
- Check Exchange Cross Browser (1), this is not checked by default.

Time Card User	No
Auto Admin Approve Time Cards	<input type="checkbox"/>
Default Hour Type	SPU - Hourly rate 120 euro
Base Unit Hour Bookings	--
Can Approve Hours	No
Can Approve Expenses	No
Can Create Expense Claims for Other Users	None
Can Approve Expense Claims	No
PSA Financials Scope	None
Forecast Scope	None
Gantt Chart Scope	None
Utilization Sheet Scope	None
Can Book Hours for Other Users	<input type="checkbox"/>
Reallocate Hours Scope	--
Reimburse per Mile	--
Show Allowances in Timesheet Line	<input type="checkbox"/>
Exchange Cross Browser	<input type="checkbox"/>
Default Work Location	--

After this setting has been saved, the Outlook Agenda can be retrieved in the Timesheet.



Navigate to PSA Suite > Timesheet.

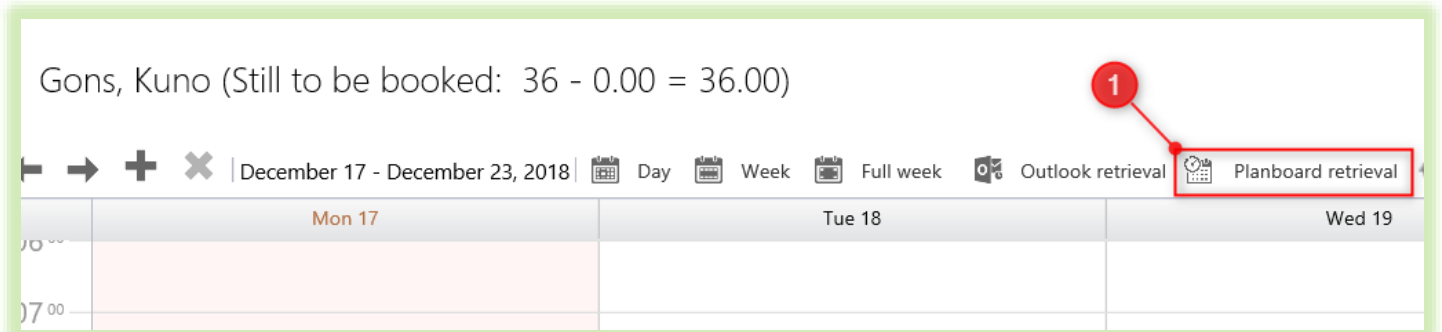
Click the Retrieve in Outlook button (1).

Then enter the own login name used for Outlook in User name (2).

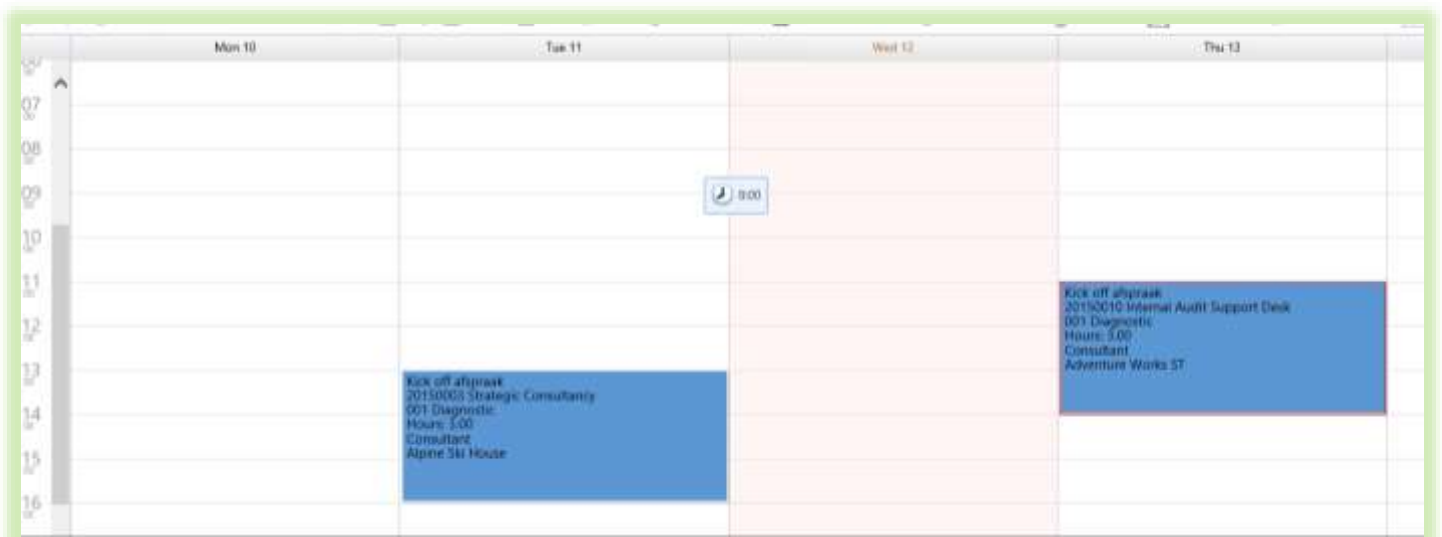
The Password (3) is the same as the password that logs into Outlook.

## Retrieve Planboard in Outlook

It is possible to retrieve items from the planboard in Outlook.



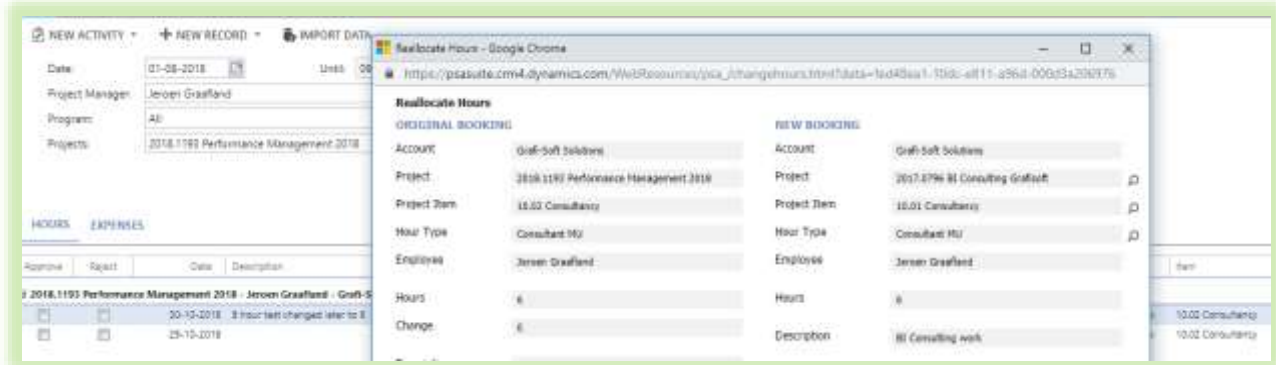
Open PSA Suite > Timesheet and click on the Planboard retrieval button (1), now the data is imported from the planboard and shown in the Timesheet.



## Enhancement to the hours re-allocate functionality

When re-allocating hours from one project to another, from now on always a correction booking is made with a plus and minus. This is done for tracability / auditing purposes. Original hour booking from time-sheet user will not be changed.

When the user already posted a timecard, this validation will be done and the changed hour booking can directly be approved without adding this to the timecard. Total hours posted in a week will never be changed!



# AML/CFT

## Cloning AML/CFT

The possibility exists to clone an already completed AML or CFT. Here, an exact copy is made of the already existing one, in which the already entered data are taken along. Approval of the AML or CFT must be repeated.



Open an existing AML or CFT via Settings > AML of Customer Acceptance and click on the copy Survey button (1).