



Business Portal for Microsoft Dynamics® GP 2010
Project Time and Expense User's Guide

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Introduction

Welcome to Project Time and Expense, a time and expense tracking tool for employees, supervisors, and project managers.

Project Time and Expense is an application accessible in Business Portal for Microsoft Dynamics® GP, and consists of web pages for entering and approving timesheets and expense reports. When timesheets and expense reports are approved in Project Time and Expense, they are automatically transferred to Microsoft Dynamics GP for posting.

Check for updated instructions

This information was current as of March 13, 2010. The documentation may be updated as new information becomes available. Check the Microsoft Dynamics GP documentation Web site (<http://go.microsoft.com/fwlink/?LinkId=185513>) for the most current documentation.

This introduction includes the following sections:

- [*What's in this manual*](#)
- [*Symbols and conventions*](#)
- [*Additional resources*](#)
- [*Send us your documentation comments*](#)

What's in this manual

The Project Time and Expense User's Guide is intended for employees, supervisors, and project managers who will be using Project Time and Expense to enter and approve timesheets and expense reports.

This documentation is divided into the following chapters:

- [Chapter 1, "Overview,"](#) includes basic information about Project Time and Expense and explains how employees, supervisors, and project managers can use it.
- [Chapter 2, "Enter timesheets,"](#) provides employees with the information they need to create and submit timesheets.
- [Chapter 3, "Enter expense reports,"](#) provides employees with the information they need to create and submit expense reports.
- [Chapter 4, "Approve timesheets and expense reports,"](#) provides managers and supervisors with the information they need to review and approve timesheets and expense reports.
- [Chapter 5, "View project management information"](#) shows project managers and business managers how to view information about the projects they are managing.

Symbols and conventions

This manual uses the following symbols to make specific types of information stand out.

Symbol	Description
	The light bulb symbol indicates helpful tips, shortcuts, and suggestions.
	The warning symbol indicates situations you should be especially aware of when completing tasks. Typically, this includes cautions about performing steps in their proper order, or important reminders about how other information in Business Portal or Microsoft Dynamics GP might be affected.

This manual uses the following conventions to refer to sections, navigation, and other information.

Convention	Description
<i>Create a timesheet</i>	Italic type indicates the name of a section or procedure.
File > Print	The (>) symbol indicates a sequence of actions, such as clicking items on a menu or a toolbar or clicking buttons in a window. This example directs you to go to the File menu and click Print .
Bold	Bold type indicates the names of fields, tabs, menus, commands, and buttons, and text you should type.

Additional resources

In addition to this manual, the following documentation is included with this release of Business Portal.

Manuals

The following PDF manuals are included in the Documentation folder on the Business Portal installation media.

Business Portal Installation Guide The Installation Guide (BusinessPortalInstallation.pdf) provides step-by-step instructions for installing Business Portal.

Business Portal Administrator's Guide The Administrator's Guide (BusinessPortalAdminGuide.pdf) explains how to set up and configure Business Portal.

Business Portal User's Guide The User's Guide (BusinessPortalUsersGuide.pdf) helps users complete day-to-day tasks in Business Portal.

Application manuals User and Administrator manuals for each application installed in Business Portal are available in the Documentation folder.

Help

Help is available by clicking the Help icon button, located in the upper-right corner of any page. The help that is displayed depends on whether you open help from a Business Portal page, a Microsoft® Windows® SharePoint® Services page, or a

Microsoft Office SharePoint Server 2007 page or Microsoft SharePoint Server 2010 page.

Business Portal help When you click the Help icon button on a Business Portal page, the relevant help topic for that page is displayed. You can use the search field on the help page to search for information. You also can click the Home icon button to browse the contents of the help.

SharePoint help Many of the features included in Business Portal—such as document libraries, lists, announcements, links, and alerts—are provided by Windows SharePoint Services. General information about these features is provided in the Administering Business Portal help. For more detailed information, refer to the Windows SharePoint Services help, which can be accessed by clicking the Help icon button in the upper-right corner of any Windows SharePoint Services page. If you're using Office SharePoint Server 2007 or Microsoft SharePoint Server 2010, additional help related to SharePoint Server features also will be available.

Send us your documentation comments

We welcome comments regarding the usefulness of the Microsoft Dynamics GP documentation. If you have specific suggestions or find any errors in this manual, send your comments by e-mail to the following address: bizdoc@microsoft.com.

Note: By offering any suggestions to Microsoft, you give Microsoft full permission to use them freely.

Chapter 1: Overview

To understand what Project Time and Expense is, and how you can use it, review the following sections:

- [What is Project Time and Expense?](#)
- [How you can use Project Time and Expense](#)

What is Project Time and Expense?

Project Time and Expense is a web-based time and expense tracking tool for employees, supervisors, and project managers. Project Time and Expense is accessible in Business Portal for Microsoft Dynamics GP, and consists of web pages for entering and approving timesheets and expense reports. When timesheets and expense reports are approved in Project Time and Expense, they are automatically transferred to Microsoft Dynamics GP for posting.

How you can use Project Time and Expense

Your role in your organization determines what tasks you can complete in Project Time and Expense.

Employee

If you are an employee, you can use Project Time and Expense to submit timesheets and expense reports, and to check their statuses. For more information see [Chapter 2, "Enter timesheets,"](#) and [Chapter 3, "Enter expense reports."](#)

Employees can enter and submit timesheets and expense reports.

View, enter and submit project timesheets.

Project Timesheet Entry

Company: Fabrikam, Inc.

Enter the hours you worked on a task for each day. Click the task ID/name to add more details.

Project Timesheet Entry

Employee: Pilar Ackerman
Employee ID: ACKE0001

Time Period: 3/26/2007 - 4/1/2007
Timesheet ID: ACKE0001-TS-032607-1

	M 3/26	T 3/27	W 3/28	Th 3/29	F 3/30	Sa 3/31	Su 4/1	Totals
HOTELEDGER: Park Resort Hotel Ledger								
CONSULTING: Consulting Fees STD								0.00
DESIGN: Product Design STD								0.00
MANAGEMENT: Project Mana... STD								0.00
REVIEW: Design Reviews STD								0.00
PARKNETSYS: Park Resort Network System								
CONSULTING: Consulting Fees STD								0.00
REVIEW: Design Reviews STD								0.00

Return to the Timesheet List | Add billing note | Delete | Print | Save as template | Save | Submit | Cancel

Manager or supervisor

If you are a manager or supervisor, you can use Project Time and Expense to review and approve timesheets and expense reports submitted by your employees. For more information, see [Chapter 4, “Approve timesheets and expense reports.”](#)

Managers and supervisors approve timesheets and expense reports.

Review and approve project timesheets and expense reports.

Project Document Approval

Company: Fabrikam, Inc.

Project Approval List

Filter by: All Reports Go

<input type="checkbox"/>	<input type="checkbox"/>	Employee	Report ID	Comment/Purpose	Date Range	Status	Total
<input type="checkbox"/>	<input type="checkbox"/>	Ackerman, Pilar	ACKE0001-TS-010107-20	Hours for ADVCAMP and PARKNETSYS.	1/1/2007-1/7/2007	Submitted	40.00 hrs
<input type="checkbox"/>	<input type="checkbox"/>	Buchanan, Nancy	BUCH0001-TS-010107-1	Hours for PARKREQ.	1/1/2007-1/7/2007	Submitted	25.00 hrs

Project manger or business manager

If you are a project manager or business manager, you can use Project Time and Expense to monitor and track project information. For example, you can view a project’s costs and estimated profits. For more information, see [Chapter 5, “View project management information.”](#)

Project managers and business managers can monitor and track project data.

Business Portal > Project Center > Project Time and Expense Pages > Project Management

View detailed project information including customer, contract, and budget data.

Project Management

Company: Fabrikam, Inc.

Project Customers

- Project Customers - Customer Nu... | Custo...
- COHOWINE0... COHO

Project Contracts

Contract Periodic Totals - Project Manager

Contract Nu...	Period ID	Actual Accru...	Actual BIEE ...	Actual Billed ...	Actual Billings	Actual Cost ...	Actual
COHONET	0	0	0	0	0	0	0
COHONET	1	0	0	0	0	0	0
COHONET	2	0	0	0	0	0	0
COHONET	3	0	0	0	0	0	0
COHONET	4	0	0	0	0	0	0
COHONET	5	0	0	0	0	0	0
COHONET	6	0	0	0	0	0	0
COHONET	7	0	0	0	0	0	0
COHONET	8	0	0	0	0	0	0

Projects

- Projects - Project Manage
- Project Num... | Project Na
- COHOCONST Constructiv
- COHONETNE... Netwire Pr
- COHOREQ Coho Wint

Project Budget

Project Budgets - Project Manager

Project Num...	Cost Catego...	Baseline Prof...	Billing Type	Decimal Plac...	Decimal Plac...	Forecast Cos...	F
COHOCONST	BACKHOE	0	1	3	3		
COHOCONST	BUILDMATER...	0	1	3	1		
COHOCONST	COMPONENTS	0	1	3	3		

Project Periodic Totals

Project Periodic Totals - F

Project Num...	Project Na
COHOCONST	

Chapter 2: Enter timesheets

The following information is for employees who need to create, modify, or delete a timesheet.

- [Create a timesheet](#)
- [Save a timesheet as a template](#)
- [Modify a timesheet](#)
- [Add or remove timesheet projects and tasks](#)
- [Delete a timesheet](#)
- [Terminate a timesheet](#)
- [View timesheets by status](#)
- [View information from submitted timesheets](#)

Create a timesheet

Use the following steps to create a timesheet. You can create multiple timesheets for a timesheet period, if necessary.



*If you refresh Internet Explorer® while entering a timesheet, the **Project Timesheet List** web part will be redisplayed, and any unsaved changes will be lost. Be sure to save your current timesheet before refreshing Internet Explorer.*

1. Go to the Timesheet Entry page.
Point to **Business Portal** on the top link bar > click **Project Center** > click **Timesheet Entry** on the Quick Launch
-or-
Click **Project** on the top link bar > click **Timesheet Entry** on the Quick Launch
2. Click **New** to create a timesheet, or click **New-use template** to use an existing timesheet template (this is available only when a template has been saved).

The Project Timesheet Information page appears.

Project Timesheet Information -- Web Page Dialog

Project Timesheet Information

Timesheet ID: Timesheet ID is generated after the timesheet is created.

Employee Name: Pilar Ackerman

Employee ID: ACEK0001

Begin Date:* 3/15/2008

The begin date does not correspond to the start date of an existing time period and will be changed to the start date of the time period within which it falls.

Comments:

* Indicates a required field

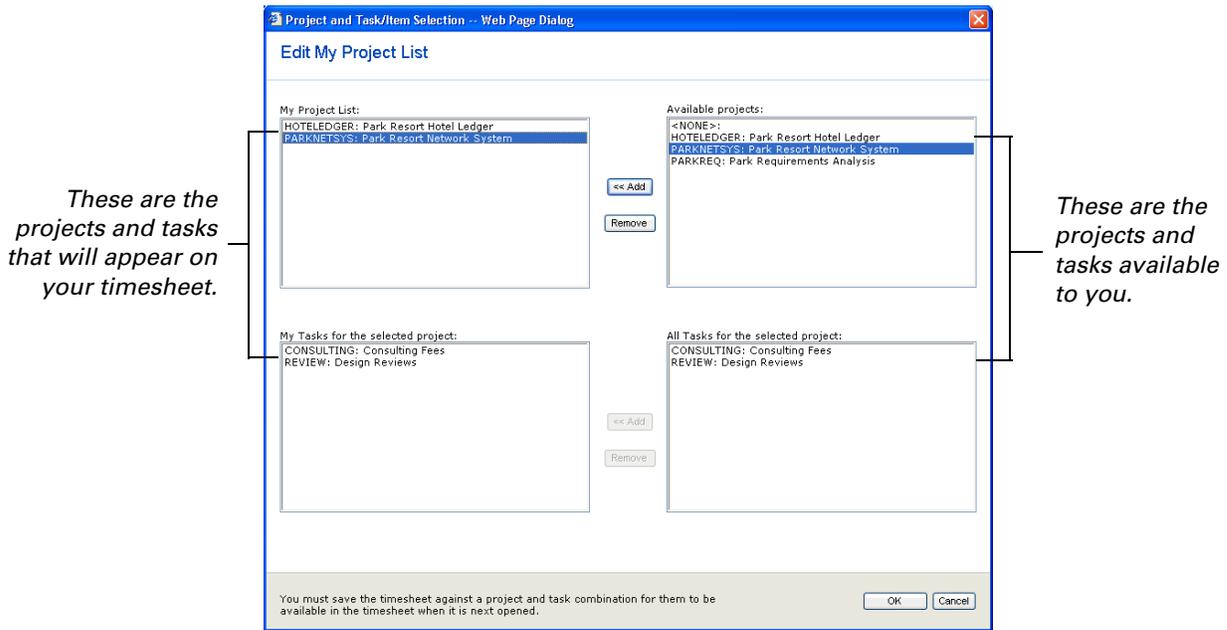
OK Cancel

3. Enter the beginning date for the timesheet.

Timesheets are created for specific *time periods*, which have been defined in the Project Accounting module of Microsoft Dynamics GP. When you enter a date, the system will automatically find the corresponding time period, and reset the timesheet's beginning date to the beginning of that period.

For example, assume Project Accounting has a time period starting on 02/04/2008 and ending on 02/10/2008. If you enter 02/07/2008 as the beginning date, the system will automatically reset the beginning date of the timesheet to 02/04/2008.

4. Enter a comment about the timesheet (optional). The comment will be visible to your manager or supervisor.
5. Click **OK**.
6. The Edit My Project List page appears, which you can use to add projects and tasks to your timesheet.



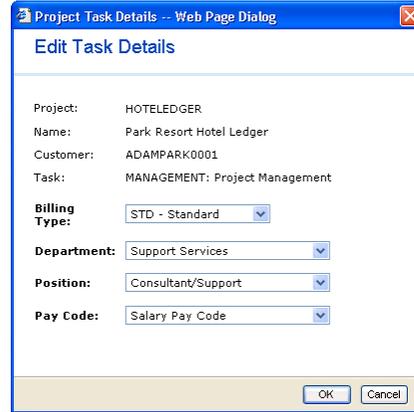
The projects and tasks listed on the right side of the page are the projects and tasks assigned to you in Project Accounting. To add a project or task to your timesheet, select it and click the **Add** button.

You can add the same task to your timesheet multiple times. This enables you to enter time for the task with different billing types, departments, positions, or pay codes.

When you have added all of your projects and tasks, click **OK**.

7. Your timesheet is displayed. Enter the number of hours you worked each day for each task.

- To modify the billing type, department, position, or pay code information for a task, click the task name. The Edit Task Details page appears.



Select the appropriate billing type, department, position, and pay code.



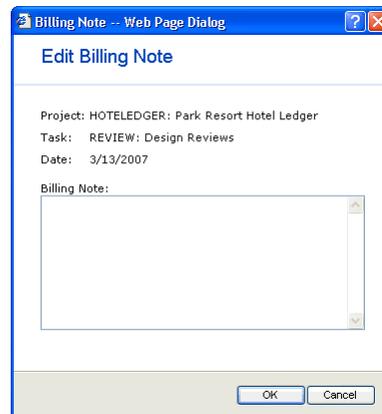
*Depending on how the system was set up, you might not be able to view or change the **Billing Type, Department, Position, and Pay Code** fields.*

Use the following information to select the appropriate billing type.

Billing type	Description
STD - Standard	The customer will be billed for the cost of labor.
N/C - Non-chargeable	The customer will not be billed for the cost of labor, but the item will be included on the invoice (with the billing amount as \$0.00).
N/B - Non-billable	The customer will not be billed for the cost of labor and the item will not be included on the invoice.

Click **OK**.

- To add a billing note for hours that you worked on a specific task for a specific day, click in the appropriate cell. Then click **Add billing note**. The Edit Billing Note page appears.



Enter your note. Click **OK** to save the note and close the page.



*To delete a billing note, open the Edit Billing Note page and delete the text. Click **OK**.*

10. To add or modify a timesheet comment, click the comment icon.

The Project Timesheet Information page appears, displaying the comments you entered when you created the timesheet. Add or modify your comments and click **OK**.

11. Choose one of the following actions:

- To save this timesheet for later editing or submitting, click **Save**.
- To create a reusable copy of your timesheet, click **Save as template**. For more information about creating templates, see [Save a timesheet as a template](#) on page 10.
- To see a printable version of the timesheet, click **Save**, then click **Print**. A new browser window will appear, from which you can print the displayed timesheet.

You must save a timesheet before clicking **Print**. If you don't save the timesheet first, any information you entered on the timesheet will not appear on the printable version.

- To send this timesheet to your manager or supervisor for approval, click **Submit**.

Depending on how Project Time and Expense was set up, the Action Notes page may appear when you submit a timesheet. If this page appears, enter your comments about this timesheet and click **OK**.

Save a timesheet as a template

If you regularly enter time for specific projects and tasks, you can create a timesheet template. A template stores the projects, tasks, and hours you normally enter on a timesheet. When you create a new timesheet that is based on the template, the timesheet will open with all of your projects, tasks, and hours already entered. You can then make changes to the timesheet, as needed. You can create and use only one template.

1. Create a timesheet. For step-by-step instructions, see [Create a timesheet](#) on page 7.
2. Click **Save as template**.

If a template already exists, a message appears asking if you want to replace the existing template with the new one. Click **OK** to replace the existing template.

3. The Template Options page appears. If you entered hours on this timesheet, indicate whether you want to save them as part of the template.
 - If you want to save the hours, clear the **Exclude Hours** check box.
 - If you do not want to save the hours, select the **Exclude Hours** check box.
4. If you added billing notes to this timesheet, indicate whether you want to save them as part of the template.
 - If you want to save the billing notes, select the **Copy Existing Billing Notes** check box.
 - If you do not want to save the billing notes, clear the **Copy Existing Billing Notes** check box.
5. Click **OK**.
6. A message appears, confirming that the timesheet template has been saved and is ready to be used. Click **OK**.

Modify a timesheet

You can modify a timesheet if its status is In Progress, Submitted, Returned, or Resubmitted. You can change any of the information on the timesheet, except its document number and date range.



If a timesheet has a status of Approved, Processed, Posted, or Terminated, you can open the timesheet, but you won't be able to modify it.

1. Go to the Timesheet Entry page.
 Point to **Business Portal** on the top link bar > click **Project Center** > click **Timesheet Entry** on the Quick Launch
 -or-
 Click **Project** on the top link bar > click **Timesheet Entry** on the Quick Launch

A list of your timesheets is displayed. The status of each timesheet is listed, as well.



Timesheets that have been returned by your manager or supervisor may have notes attached to them, explaining why they were returned. If a note is attached to a timesheet, the note icon will appear with lines in it. Click the icon to view the note.

Project Timesheet List				
Filter by: Active Timesheets <input type="button" value="Go"/>				
Timesheet Period	Timesheet ID	Total		Status
1/1/2007-1/7/2007	ACKE0001-TS-010107-1	32.00 hrs		Submitted
1/15/2007-1/21/2007	ACKE0001-TS-011507-1	40.00 hrs		Submitted
1/29/2007-2/4/2007	ACKE0001-TS-012907-1	40.00 hrs		Submitted

Click here to view the note.

2. Select the timesheet that you want to modify and click **Modify**. Your timesheet is displayed.

3. Make your changes to the timesheet, as needed.

For more information about timesheets, see [Create a timesheet](#) on page 7.

4. Choose one of the following actions:

- To save this timesheet for later editing or submitting, click **Save**.
- To create a reusable copy of your timesheet, click **Save as template**. For more information about creating templates, see [Save a timesheet as a template](#) on page 10.
- To see a printable version of the timesheet, click **Save**, then click **Print**. A new browser window will appear, from which you can print the displayed timesheet.

You must save a timesheet before clicking **Print**. If you don't save the timesheet first, any information you entered on the timesheet will not appear on the printable version.

- To send this timesheet to your manager or supervisor for approval, click **Submit**.

Depending on how Project Time and Expense was set up, the Action Notes page may appear when you submit a timesheet. If this page appears, enter your comments about this timesheet and click **OK**.

Add or remove timesheet projects and tasks

The following steps explain how to add or remove projects and tasks from your timesheet.

1. Go to the Timesheet Entry page.
Point to **Business Portal** on the top link bar > click **Project Center** > click **Timesheet Entry** on the Quick Launch
-or-
Click **Project** on the top link bar > click **Timesheet Entry** on the Quick Launch
2. A list of your timesheets is displayed. Double-click the timesheet you want to add or remove projects and tasks from.
3. Your timesheet appears. The timesheet has an **Edit my project list** button, which you can use to add or remove any project or task.

The timesheet also has an **Edit my project task-list** button for each project on the timesheet. You can use this button to add or remove tasks for each specific project.

Click the appropriate button, depending on your needs.

Click this button to add or remove any project or task.

Click this button to add or remove tasks for the Park Resort Hotel Ledger project.

- The Edit My Project List page appears. Add or remove projects and tasks as necessary.

These are the projects and tasks that will appear on your timesheet.

These are the projects and tasks available to you.

Adding The projects and tasks listed on the right side of the page are the projects and tasks available to you. To add a project or task to your timesheet, select it on the right side of the page and click the **Add** button.

You can add the same task to your timesheet multiple times. This enables you to enter time for the task with different billing types, departments, positions, or pay codes.

Removing The projects and tasks listed on the left side of the page are the projects and tasks that appear on your timesheet. To remove a project or task from your timesheet, select it on the left side of the page and click the **Remove** button.

5. When you have added or removed the appropriate projects and tasks, click **OK** to save your changes and close the page.
6. Your timesheet is displayed. Choose one of the following actions:
 - To save this timesheet for later editing or submitting, click **Save**.
 - To create a reusable copy of your timesheet, click **Save as template**. For more information about creating templates, see [Save a timesheet as a template](#) on page 10.
 - To see a printable version of the timesheet, click **Save** and then click **Print**. A new browser window will appear, from which you can print the displayed timesheet.

You must save a timesheet before clicking **Print**. If you don't save the timesheet first, any information you entered on the timesheet will not appear on the printable version.

- To send this timesheet to your manager or supervisor for approval, click **Submit**.

Depending on how Project Time and Expense was set up, the Action Notes page may appear when you submit a timesheet. If this page appears, enter your comments about this timesheet and click **OK**.

Delete a timesheet

You can delete a timesheet that has not yet been submitted for approval. When you delete a timesheet, it is permanently removed from Project Time and Expense. You can delete only your own timesheets.



You can't delete timesheets that have been submitted for approval; however, you can terminate them. For more information, see [Terminate a timesheet](#) on page 14.

1. Go to the Timesheet Entry page.
Point to **Business Portal** on the top link bar > click **Project Center** > click **Timesheet Entry** on the Quick Launch
-or-
Click **Project** on the top link bar > click **Timesheet Entry** on the Quick Launch
2. A list of your timesheets is displayed. Select the timesheet you want to delete and click **Delete**.
3. A dialog box appears. Click **OK** to confirm that you want to delete the timesheet.

Terminate a timesheet

You can't delete timesheets that have been submitted. However, you can *terminate* them if they have a status of Submitted or Resubmitted. When you terminate a timesheet, timesheet approval processing stops and the timesheet is saved with a status of Terminated. You can terminate only your own timesheets.

1. Go to the Timesheet Entry page.
Point to **Business Portal** on the top link bar > click **Project Center** > click **Timesheet Entry** on the Quick Launch
-or-
Click **Project** on the top link bar > click **Timesheet Entry** on the Quick Launch
2. A list of your timesheets is displayed. Select the timesheet you want to terminate and click **Terminate**.
3. A dialog box appears. Click **OK** to confirm that you want to terminate the timesheet.
4. Depending on how Project Time and Expense was set up, the Action Notes page may appear when you terminate a timesheet. If this page appears, enter your comments about this timesheet and click **OK**.

View timesheets by status

The Timesheet Entry page displays your timesheets. You can filter the timesheets on this page to view timesheets with a particular status.

If you filter by...	You'll see...
Active Timesheets	Timesheets with the status of: In Progress, Returned, Submitted, or Resubmitted.
In Progress Timesheets	Timesheets that you've saved, but haven't yet submitted.
Returned Timesheets	Timesheets that have been rejected by your manager or supervisor.
Submitted Timesheets	Timesheets that have been submitted or resubmitted.
Approved Timesheets	Timesheets that have been approved, but not yet transferred to Project Accounting.
Processed Timesheets	Timesheets that have been approved and transferred to Project Accounting.
All Timesheets	Timesheets with the status of: In Progress, Returned, Submitted, Resubmitted, Terminated, or Approved.

Use the following steps to view timesheets by status.

1. Go to the Timesheet Entry page.
Point to **Business Portal** on the top link bar > click **Project Center** > click **Timesheet Entry** on the Quick Launch
-or-
Click **Project** on the top link bar > click **Timesheet Entry** on the Quick Launch
2. By default, active timesheets appear (those with the status of In Progress, Returned, Submitted, or Resubmitted). Select a filter to view timesheets that have other statuses, and then click **Go**. The **Project Timesheet List** web part will display the timesheets with the selected statuses.

View information from submitted timesheets

Use the Timesheets - Submitted by Me page to view details about timesheets you've submitted. For example, you can view the hours and costs billed to each project and task.

The Timesheets - Submitted by Me page is for informational purposes only. You can't modify project and task information on this page.

1. Go to the Timesheets - Submitted by Me page.
Point to **Business Portal** on the top link bar > click **Project Center** > click **Timesheets - Submitted by Me** on the Quick Launch
-or-
Click **Project** on the top link bar > click **Timesheets - Submitted by Me** on the Quick Launch
2. Select a project from the **Projects** web part.



*To search for a specific record, click **Find** to display the search options. Select the type of information you're searching for, then enter the text you want to find. The Find feature is case-sensitive, so you may have to try capitalization variations to find the record you want. For example, if you search for project names that include "HOUSE," you may also have to try "House" and "house."*

The **Project Timesheet Items** web part displays detailed information about all the tasks that you have entered on timesheets for the selected project.

3. Select a task line item from the **Project Timesheet Items** web part.

The **Project Timesheet** web part displays detailed information about the timesheet that you entered the selected task on, including the following types of information:

- Document and approval statuses
- Cost and revenue information
- Currency and exchange rate information

Chapter 3: Enter expense reports

The following information is for employees who need to create, modify, or delete an expense report.

- [Create an expense report](#)
- [Add or remove expense report projects and items](#)
- [Modify an expense report](#)
- [Delete an expense report](#)
- [Terminate an expense report](#)
- [View expense reports by status](#)
- [View information from submitted expense reports](#)

Create an expense report

You can create expense reports to record the expenses you incurred while working on a project. You can enter detailed information about each expense, including how it should be billed, what type of expense it is, and how you paid for it.



*If you refresh Internet Explorer while entering an expense report, the **Project Expense Report List** web part will be redisplayed, and any unsaved changes will be lost. Be sure to save your current expense report before refreshing Internet Explorer.*

1. Go to the Expense Report Entry page.
Point to **Business Portal** on the top link bar > click **Project Center** > click **Expense Report Entry** on the Quick Launch
-or-
Click **Project** on the top link bar > click **Expense Report Entry** on the Quick Launch
2. Click **New**. The Expense Report Information page appears.

Expense Report Information

Expense ID: Expense ID is generated after the expense report is created

Employee Name: Pilar Ackerman

Employee ID: ACE0001

Begin Date: * 4/24/2006

End Date: End Date is calculated from the expense report lines

Currency: * US Dollars

Purpose:

* Indicates a required field

OK Cancel

3. In the **Begin Date** field, enter a beginning date for the expense report. The beginning date must be the date of the earliest expense you'll be reporting. For example, if you need to report expenses that occurred on 3/15/2007, 3/16/2007, and 3/28/2007, you should enter 3/15/2007 as the beginning date.

The expense report's ending date will be automatically entered, based on the last expense date entered on the report.

4. From the **Currency** list, select the currency in which you incurred your expenses. If you used more than one currency to pay for project expenses, you must create a separate expense report for each currency.
5. In the **Purpose** field, specify the purpose for the expense report (optional). Click **OK**.
6. If you are assigned to more than 25 projects, the Edit My Project List page will appear. Select the projects and expense items you want to enter on this report. For more information about the Edit My Project List page, see [Add or remove expense report projects and items](#) on page 19.
7. Your expense report is displayed. In the **Date** field, enter the date of the first expense you want to report, or click the calendar icon to select the date. The date you specify must be on or after the expense report's begin date.
8. From the **Project** list, select the project that the expense is to be billed to. Then, from the **Item** list, select an expense item.

If you click **More** in the **Project** or **Item** lists, the Edit My Project List page appears. You can use this page to select additional projects and items for use on your expense report. For more information, see [Add or remove expense report projects and items](#) on page 19.

9. From the **Billing** list, select the appropriate billing type.

Use the following information to select the appropriate billing type.

Billing type	Description
STD - Standard	The customer will be billed for the cost of this item.
N/C - Non-chargeable	The customer will not be billed for the cost of the item, but the item will be included on the invoice (with the billing amount as \$0.00.)
N/B - Non-billable	The customer will not be billed for the cost of the item and the item will not be included on the invoice.



Depending on how the system was set up, you might not be able to change the billing type.

10. In the **Description** field, type a description of the expense item.
11. From the **Expense Type** list, select the expense type: **Personal Expense** or **Reimbursable**.



Depending on how the system was set up, you might not be able to change the expense type.

12. From the **Payment** list, select how you paid for this expense item.



Depending on how the system was set up, you might not be able to change the payment type.

13. Specify a quantity and unit cost for the expense item.

14. To add a billing note, click the billing note icon.

Project Expense Report Entry

Purpose: **Employee Name:** Pilar Ackerman **Begin/End:** 4/26/2006 -
Expense ID: ACKE0001-EE-042606-1 **Employee ID:** ACKE0001 **Currency:** US Dollars

Date	Project	Item	Billing	Description	Expense Type	Payment	Quantity	Unit Cost	Total
4/26/2006	 HOTELEDGER	AIRFARE	STD		Reimbursable	Personal C.C	1.00	400.00	400.00

Click this icon to add a billing note.

The Edit Billing Note page appears. Enter your comments for this expense item and click **OK**.

15. Click **OK** to save this line item.
16. To add a new line for another expense, click **New line item** and repeat steps 7 through 15.
- To delete a line, select the line and click **Delete line item**.
17. To change the purpose of the expense report, click **Edit Purpose**. The Expense Report Information page appears. Modify the text and click **OK** to save your changes.
18. Choose one of the following actions:
- To see a printable version of the expense report, click **Print**. A new browser window will appear, from which you can print the displayed expense report.
 - To save this expense report for later editing or submitting, click **Save**.
 - To send this expense report to your manager or supervisor for approval, click **Submit**.

Depending on how Project Time and Expense was set up, the Action Notes page may appear when you submit an expense report. If this page appears, enter your comments about this expense report and click **OK**.

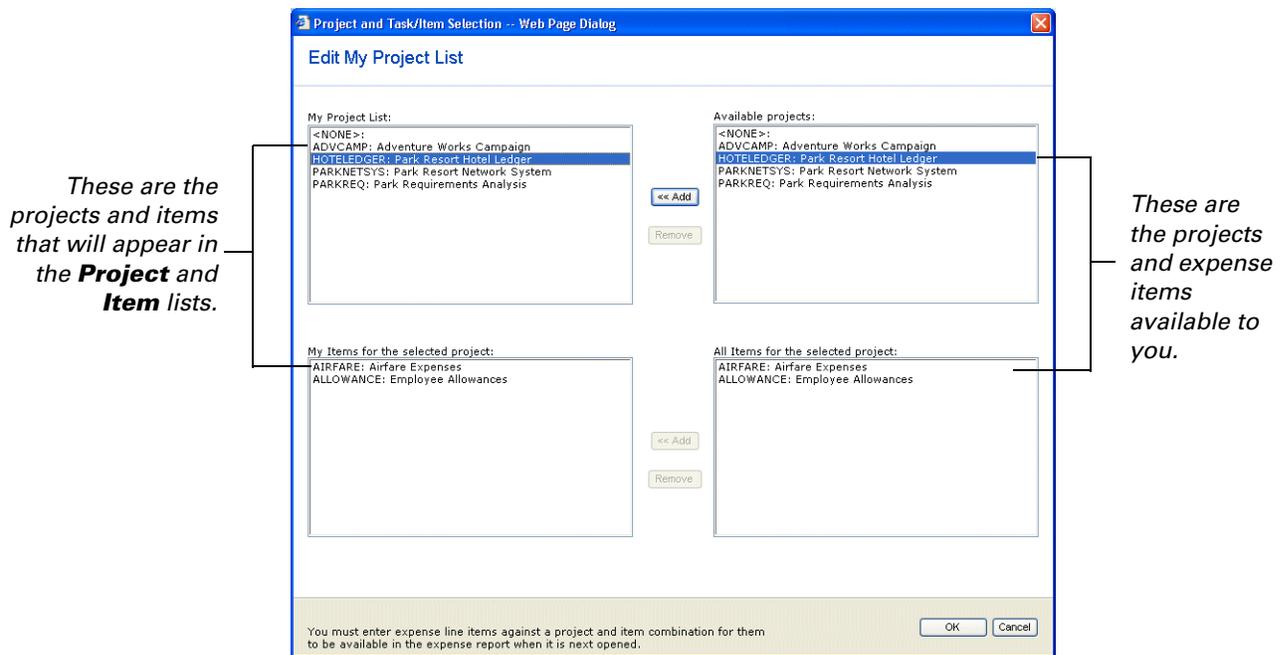
Add or remove expense report projects and items

The **Project** and **Item** lists on the Expense Reports Entry page can display only 25 projects and expense items, respectively. However, more projects and expense items may be available to you. To remove some projects or expense items from the lists, and to add others, click the **More** option.



If you have fewer than 25 projects or expense items available to you, all of them will appear in the lists.

1. Go to the Expense Report Entry page.
Point to **Business Portal** on the top link bar > click **Project Center** > click **Expense Report Entry** on the Quick Launch
-or-
Click **Project** on the top link bar > click **Expense Report Entry** on the Quick Launch
2. Double-click the expense report you want to add or remove projects and expense items from. Your expense report is displayed.
3. Click **More** from the **Project** or **Item** list.
4. The Edit My Project List page appears. Add or remove projects and expense items as necessary.



Adding The projects and expense items listed on the right side of the page are the projects and expense items available to you. To add a project or item to your expense report, select it on the right side of the page and click the **Add** button.

Removing The projects and expense items listed on the left side of the page are the projects and expense items that will appear in the **Project** and **Item** lists on the expense report. To remove a project or item, select it on the left side of the page and click the **Remove** button.

5. When you have added or removed the appropriate projects and expense items, click **OK** to save your changes and close the page.

6. Your expense report is displayed. Choose one of the following actions:
 - To see a printable version of the expense report, click **Print**. A new browser window will appear, from which you can print the displayed expense report.
 - To save this expense report for later editing or submitting, click **Save**.
 - To send this expense report to your manager or supervisor for approval, click **Submit**.

Depending on how Project Time and Expense was set up, the Action Notes page may appear when you submit an expense report. If this page appears, enter your comments about this expense report and click **OK**.

Modify an expense report

You can modify an expense report if its status is In Progress, Submitted, Returned, or Resubmitted. When modifying an expense report, you can add or remove line items, but you cannot modify the employee ID or name, document number, status, total cost, currency, or begin date.



If an expense report has a status of Approved, Processed, Posted, or Terminated, you can open the expense report, but you won't be able to modify it.

1. Go to the Expense Report Entry page.
 Point to **Business Portal** on the top link bar > click **Project Center** > click **Expense Report Entry** on the Quick Launch
 -or-
 Click **Project** on the top link bar > click **Expense Report Entry** on the Quick Launch

A list of your expense reports is displayed. The status of each expense report is listed, as well.



Expenses reports that have been returned by your manager or supervisor may have notes attached to them, explaining why they were returned. If a note is attached to an expense report, the note icon will appear with lines in it. Click the icon to view the note.

Project Expense Report List							
Filter by: Active Reports <input type="button" value="Go"/>							
Expense ID	Purpose	Begin Date	End Date	Currency	Amount		Status
ACKE0001-EE-031606-1		3/16/2006	3/23/2006	US Dollars	\$ 220.00		In Progress
ACKE0001-EE-031606-2		3/16/2006	3/30/2006	US Dollars	\$ 224.00		In Progress
ACKE0001-EE-042506-1		4/25/2006	5/15/2006	US Dollars	\$ 1,700.00		Submitted

Click here to view the note.

2. Select the expense report that you want to edit and click **Modify**. Your expense report is displayed.
3. To modify a line item, select the line you need to change and click **Modify line item**. Make your changes to the line item.

4. To add a new line item, click **New line item**.
5. To delete a line item, select the line you want to remove and click **Delete line item**. You may receive a message asking you to confirm that you want to delete the line item.
6. When you are finished editing your expense report, click one of the following options:
 - To see a printable version of the expense report, click **Print**. A new browser window will appear, from which you can print the displayed expense report.
 - To save this expense report for later editing or submitting, click **Save**.
 - To send this expense report to your manager or supervisor for approval, click **Submit**.

Depending on how Project Time and Expense was set up, the Action Notes page may appear when you submit an expense report. If this page appears, enter your comments about this expense report and click **OK**.

Delete an expense report

You can delete an expense report that has not yet been submitted for approval. When you delete an expense report, it is permanently removed from Project Time and Expense. You can delete only your own expense reports.



You can't delete expense reports that have been submitted for approval; however, you can terminate them. For more information, see [Terminate an expense report](#) on page 22.

1. Go to the Expense Report Entry page.
Point to **Business Portal** on the top link bar > click **Project Center** > click **Expense Report Entry** on the Quick Launch
-or-
Click **Project** on the top link bar > click **Expense Report Entry** on the Quick Launch
2. A list of your expense reports is displayed. Select the expense report you want to delete and click **Delete**.
3. A dialog box appears. Click **OK** to confirm that you want to delete the expense report.

Terminate an expense report

You can't delete expense reports that have been submitted. However, you can *terminate* them if they have a status of Submitted or Resubmitted. When you terminate an expense report, approval processing stops and the expense report is saved with a status of Terminated. You can terminate only your own expense reports.

1. Go to the Expense Report Entry page.
Point to **Business Portal** on the top link bar > click **Project Center** > click **Expense Report Entry** on the Quick Launch
-or-
Click **Project** on the top link bar > click **Expense Report Entry** on the Quick Launch
2. A list of your expense reports is displayed. Select the expense report you want to terminate and click **Terminate**.
3. A dialog box appears. Click **OK** to confirm that you want to terminate the expense report.
4. Depending on how Project Time and Expense was set up, the Action Notes page may appear when you terminate an expense report. If this page appears, enter your comments about this expense report and click **OK**.

View expense reports by status

The Expense Report Entry page displays your expense reports. You can filter the expense reports on this page to view expense reports with a particular status.

If you filter by...	You'll see...
Active Reports	Expense reports with the status of: In Progress, Returned, Submitted, or Resubmitted.
In Progress Reports	Expense reports that you've saved, but haven't yet submitted.
Submitted Reports	Expense reports that have been submitted or resubmitted.
Returned Reports	Expense reports that have been rejected by your manager or supervisor.
Approved Reports	Expense reports that have been approved, but not yet transferred to Project Accounting.
Processed Reports	Expense reports that have been approved and transferred to Project Accounting.
All Reports	Expense reports with the status of: In Progress, Returned, Submitted, Resubmitted, Terminated or Approved.

1. Go to the Expense Report Entry page.
Point to **Business Portal** on the top link bar > click **Project Center** > click **Expense Report Entry** on the Quick Launch
-or-
Click **Project** on the top link bar > click **Expense Report Entry** on the Quick Launch
2. By default, active expense reports appear (those with the status of In Progress, Submitted, Returned, or Resubmitted). Select a filter to view expense reports that have other statuses, and then click **Go**. The **Project Expense Report List** web part will display the expense reports with the selected statuses.

View information from submitted expense reports

Use the Expense Reports - Submitted by Me page to view details about expense reports you've submitted. For example, you can view details about expense report line items and the projects they were billed to.

The Expense Reports - Submitted by Me page is for informational purposes only. You can't modify project and expense item information on this page.

1. Go to the Expense Reports - Submitted by Me page.
Point to **Business Portal** on the top link bar > click **Project Center** > click **Expense Reports - Submitted by Me** on the Quick Launch
-or-
Click **Project** on the top link bar > click **Expense Reports - Submitted by Me** on the Quick Launch
2. Select a project from the **Projects** web part.



*To search for a specific project, click **Find** to display the search options. Select the type of information you're searching for, then enter the text you want to find. The Find feature is case-sensitive, so you may have to try capitalization variations to find the record you want. For example, if you search for project names that include "HOUSE," you may also have to try "House" and "house."*

The **Project Expense Report Items** web part displays detailed information about the expense line items that you have entered on expense reports for the selected project.

3. Select an expense line item from the **Project Expense Report Items** web part.

The **Project Expense Report** web part will display detailed information about the expense report that you entered the selected task on, including the following types of information:

- Document and approval statuses
- Cost and revenue information
- Currency and exchange rate information

Chapter 4: Approve timesheets and expense reports

The following information is for managers and supervisors who need to review (approve or reject) timesheets and expense reports submitted by their employees.

- [Review multiple documents](#)
- [Review a specific document](#)

Review multiple documents

The Project Document Approval page displays the timesheets and expense reports submitted by your employees. From here, you can approve, reject, or terminate multiple timesheets and expense reports at one time.



If you need to view the details of a timesheet or expense report before approving it, you can do so. Refer to [Review a specific document](#) on page 26 for more information.

1. Go to the Project Document Approval page.
Point to **Business Portal** on the top link bar > click **Project Center** > click **Project Document Approval** on the Quick Launch
-or-
Click **Project** on the top link bar > click **Project Document Approval** on the Quick Launch

The **Project Approval List** web part appears, displaying documents submitted to you for approval. You can use the **Filter by** list to display all documents, timesheets only, or expense reports only.

2. To add a note to a document, or to view notes that have been added to a document, click the note icon.

Project Approval List								
Filter by: All Reports <input type="button" value="Go"/>								
<input type="checkbox"/>	<input type="checkbox"/>	Employee	Report ID	Comment/Purpose	Date Range	Status		Total
<input type="checkbox"/>		Ackerman, Pilar	ACKE0001-TS-010107-19		1/1/2007-1/7/2007	Submitted		19.00 hrs
<input type="checkbox"/>		Ackerman, Pilar	ACKE0001-TS-010107-20	Hours for ADVOCAMP and PARKNETSYS.	1/1/2007-1/7/2007	Submitted		40.00 hrs
<input type="checkbox"/>		Ackerman, Pilar	ACKE0001-TS-010107-23		1/1/2007-1/7/2007	Submitted		4.00 hrs
<input type="checkbox"/>		Ackerman, Pilar	ACKE0001-EE-031606-1		3/16/2006-3/23/2006	Submitted		\$ 220.00
<input type="checkbox"/>		Ackerman, Pilar	ACKE0001-EE-031606-2		3/16/2006-3/30/2006	Submitted		\$ 224.00
<input type="checkbox"/>		Ackerman, Pilar	ACKE0001-EE-042506-1		4/25/2006-5/15/2006	Submitted		\$ 1,700.00
<input type="checkbox"/>		Buchanan, Nancy	BUCH0001-TS-010107-1	Hours for PARKREQ.	1/1/2007-1/7/2007	Submitted		25.00 hrs

Note icon

3. To approve documents, select the check box next to each document you want to approve. Click **Approve**.

Each document will be automatically transferred to Microsoft Dynamics GP, where it will be posted.

- To reject documents, select the check box next to each document you want to reject. Click **Return**.

Each document will returned to the employee who submitted it. The employee can then modify the document and resubmit it for approval.

- To terminate documents, select the check box next to each document you want to terminate. Click **Terminate**.

When you terminate a document, approval processing stops for that document. The document will be saved with a status of *Terminated*. The employee who submitted the document will be able to view the document, but can't modify or resubmit it.

Review a specific document

The Project Document Approval page displays the timesheets and expense reports submitted by your employees. You can use the Project Document Approval page to review multiple documents at one time, or on an individual basis.

Follow this procedure to view details about a specific document so that you can approve, reject, or terminate it.

- Go to the Project Document Approval page.
Point to **Business Portal** on the top link bar > click **Project Center** > click **Project Document Approval** on the Quick Launch
-or-
Click **Project** on the top link bar > click **Project Document Approval** on the Quick Launch

The **Project Approval List** web part appears, displaying documents submitted to you for approval. You can use the **Filter by** list to display only timesheets or expense reports.

- To add a note to a document, or to view notes that have been added to a document, click the note icon.

Project Approval List								
Filter by: All Reports <input type="button" value="Go"/>								
<input type="checkbox"/>		Employee	Report ID	Comment/Purpose	Date Range	Status		Total
<input type="checkbox"/>		Ackerman, Pilar	ACKE0001-TS-010107-19		1/1/2007-1/7/2007	Submitted		19.00 hrs
<input type="checkbox"/>		Ackerman, Pilar	ACKE0001-TS-010107-20	Hours for ADVCCAMP and PARKNETSYS.	1/1/2007-1/7/2007	Submitted		40.00 hrs
<input type="checkbox"/>		Ackerman, Pilar	ACKE0001-TS-010107-23		1/1/2007-1/7/2007	Submitted		4.00 hrs
<input type="checkbox"/>		Ackerman, Pilar	ACKE0001-EE-031606-1		3/16/2006-3/23/2006	Submitted		\$ 220.00
<input type="checkbox"/>		Ackerman, Pilar	ACKE0001-EE-031606-2		3/16/2006-3/30/2006	Submitted		\$ 224.00
<input type="checkbox"/>		Ackerman, Pilar	ACKE0001-EE-042506-1		4/25/2006-5/15/2006	Submitted		\$ 1,700.00
<input type="checkbox"/>		Buchanan, Nancy	BUCH0001-TS-010107-1	Hours for PARKREQ.	1/1/2007-1/7/2007	Submitted		25.00 hrs

Note icon

- Select the check box for the document that you want to review. Click **Review**.

The selected document is displayed in read-only mode.

- To see the billing type, department, position, and pay code for a task, click the task name.

5. To view billing notes, click the billing note icon.
6. When you are finished reviewing the document, click one of the following options:
 - To add a note, or comment, to the document, click **Add Action Note**.
 - To approve the document, click **Approve**. The document will be automatically transferred to Microsoft Dynamics GP.
 - To send the document back to the employee for revision, click **Return**.
 - To stop the approval process for this document, click **Terminate**.
 - To return to the previous page without taking any action on this document, click **Cancel**.
7. Depending on how Project Time and Expense was set up, the Action Notes page may appear. If this page appears, enter your comments about this document and click **OK**.

Chapter 5: View project management information

The following information is for project managers and business managers who want to view data and metrics about for each of their projects.

- [View project information](#)
- [View project history](#)
- [View project employee information](#)

View project information

The Project Management and Business Management pages displays information about the projects you are managing, such as:

- Estimated revenues
 - Estimated profits
 - Revenues earned
 - Total costs incurred
 - Gross profit/loss
 - Billed to date
 - Estimated cost to complete
1. Go to the Project Management or Business Management page.
Point to **Business Portal** on the top link bar > click **Project Center** > click **Projects** on the Quick Launch
-or-
Click **Project** on the top link bar > click **Projects** on the Quick Launch
 2. Select a customer from the **Project Customers** web part to display information about the projects and contracts for this customer.
 3. Select a project from the **Projects** web part to display information about the selected project.

View project history

The Project History page displays information about historical transactions for a project, such as:

- Accrued revenues, profits, and overhead amounts
 - Billed amounts, including taxes, discounts, freight, and miscellaneous charges
 - Contract information
 - Project information
1. Go to the Project History page.
Point to **Business Portal** on the top link bar > click **Project Center** > click **Project History** on the Quick Launch
-or-
Click **Project** on the top link bar > click **Project History** on the Quick Launch
 2. Select a project from the **Projects** web part to view the historical transactions for the selected project.

View project employee information

The Project Employees page displays information about employees assigned to a project, such as:

- Employee type and pay code information
 - The manager or supervisor each employee reports to
1. Go to the Project Employees page.
Point to **Business Portal** on the top link bar > click **Project Center** > click **Project Employees** on the Quick Launch
-or-
Click **Project** on the top link bar > click **Project Employees** on the Quick Launch
 2. Select a project from the **Projects** web part to view the employee information for the selected project.

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