

Time and Billing

Version 1.0.0.0
Countries: US, CA

Setup and User Manual
(include user demo scenarios in **red**)

For Microsoft Dynamics 365 Business Central

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App Description

Register time and bill customers with this easy-to-use app that also includes resource scheduling.

Do you lack control of time registration for your billable resources? Are you billing less due to late or lacking time registration? Is your billing to customers complex and error-prone? Would you like to take control of your capacity planning of billable resources?

Making sure all billable time is entered in a timely manner is critical to cashflow and customer satisfaction. Catching issues with time entry early is crucial so corrections can be made before billing is taking place. Scheduling of resources can help you with capacity planning and resource availability.

Our Time and Billing App makes time entry and billing customers effortless. Time registration is a controlled process that reduce mistakes and errors. Both time entry and billing follow predefined rules to avoid faulty billing of your customers. Resource time overviews allow control of billing and missing time entry is easily discovered and corrected. Billing is a one-click process that creates invoices to your customers based on their individual requirements. On top of all this we also provide an easy-to-use resource scheduling system that is closely linked to the time entry system.

We recommend using our Auto Email App to automatically email invoices to customers.

Demo Scenario of Time and Billing

This entire manual is built as a demo scenario. If you want to test this App before making a purchase, follow the scenario. If you purchased the App, the demo scenario explains all the functionality within the App.

If you like to follow the scenario, you must use a company that starts with CRONUS. Create a new company if needed.

Scenario actions are shown in Red in this manual.

WARNING: Do not attempt to create demo data in a production company. Data might be deleted!

Time and Billing License

Time and Billing can be acquired as an App in the Extension Market Place inside Microsoft Dynamics 365 Business Central. Just click Free trial to install and try out the solution. The trial will last for 30 days. A subscription can be purchased from SimCrest.

Setup of Time and Billing

There are a couple of steps needed in order for Time and Billing to work.

Permissions


A permission set will be created upon installation of the Time and Billing App. It's called "SIMC TAB ALL".


PERMISSION SETS

time


×

+ New

 Edit List

 Delete

Process

 Edit In Excel

Navigate

Less options

PERMISSION SET	NAME	TYPE	EXTENSION NAME
SIMC TAB ALL	<div><div></div></div> Time and Billing All	Extension	Time and Billing

You must assign this permission set to all the users that need access to Time and Billing.

Scenario: Assign this permission set to users that need access.

Time and Billing Setup

Scenario: Search for "Time and Billing Setup".

The setup table is populated during the installation with the information below:

Time and Billing Setup

Process | Actions | Less options

Subscription | Create Demo Data

General

Task Group Nos.	SIMC-TGN	Resource Time Status Date Formula	-4D
Travel Resource Code	TRAVEL	Work Calender Code	SIMC TAB
Travel Task Code	TRAVEL	Max. Task Group Planning Lines	15
Travel Work Type Code	TRAVEL	Min. Planning Hours Per Day	2.00
Overtime 1.5 Code	OT 1.5	Max. Planning Hours Per Day	8.00
Overtime 2 Code	OT 2	Min. Billing Interval (hours)	0.25
Min. Travel Time (hours)	1.00		

License

Expiration Date	2/9/2019	Licensed Company Name	
Trial Period	<input type="checkbox"/>	Don't show subscription notifications	<input type="checkbox"/>

Here is an explanation for all the fields:

General Tab

- **Task Group No.**
This is the number series used for groups of tasks used by the resource scheduling functionality (see later section for details).
- **Travel Resource Code**
Enter the resource code used to register travel time in the time entry system.
- **Travel Task Code**
Enter the Task code used for travel tasks under Jobs.
- **Travel Work Type Code**
Enter the Work Type Code used for travel.
- **Overtime 1.5 Code**

The code used for 1.5 times overtime.

- Overtime 2 Code
The code used for double overtime.
- Resource Time Status Date Formula
Used to calculate the filter offset days from today's date for the Resource Time Status page. Should be between -7D to 0D to work best.
- Work Calendar Code
Select the work calendar for your resources. A work calendar is created during the install that will have Saturday and Sunday as non-working days.
- Min. Travel Time (hours)
This is the minimum travel time allowed when registering time.
- Max Task Group Planning Lines
When the system creates Job Planning Lines for groups of tasks, this is the maximum number of lines allowed. An error will be shown if more lines are needed.
- Min. Planning Hours Per Day
Here you indicate the minimum number of hours allowed when planning days of work.
- Max. Planning Hours Per Day
Here you indicate the maximum number of hours allowed when planning days of work.
- Min. Billing Interval (hours)
This is the minimum interval allowed for billing hours for jobs. 0.25 hours means that billing must be in minimum increments of 15 mins.

License Tab

- Expiration Date
This is the expiration date of the App. After the expiration date, Time and Billing will no longer function. The solution will warn you 15 days in advance unless "Don't show subscription notifications" is checked.
- Trial Period
If checked, this is a trial version. All features can be used.
- Licensed Company Name
This is the company name used to activate the license. It should be the same as the name of the company in Dynamics 365 Business Central. If the company name is not the same as this field and the Trial Period is unchecked, the Time and Billing system will stop working.
- Don't show subscription notifications
This will turn off all notifications from the subscription system like the message below.

✕ Thank you for trying out the Time and Billing app. Your trial period expires in 30 days. Contact SimCrest, Inc. for a subscription.

Actions

- Subscription
This action is used to activate a subscription for the Time and Billing App. Refer to the last section of this manual how to activate the App.

- Create Demo Data

This menu will only appear in companies that start with CRONUS. Use this action to create demo data to follow the scenario in this manual. **DO NOT RUN** this action in a production company.

Scenario: Make sure you are in a CRONUS company that is NOT used for production. Click Create Demo Data and confirm.

Jobs Setup

If you like to utilize all the budget and billing features of the Time and Billing app we recommend setting the following Jobs Setup fields like below:

Jobs Setup

General

Automatic Update Job Item Cost ☐

Apply Usage Link by Default ☐

Allow Budget/Billable Lines Def ☐

Default WIP Method

Both fields should be off.

The fields default onto the Job Card, so if you already have jobs with these fields turned on, make sure to turn them off before using the Time and Billing App.

Scenario: The creation of demo data should have turned off both fields. Please verify.

Time and Billing Profile

A profile is provided with the Time and Billing App. The profile will allow easy access to all the Time and Billing functionality of the App.

PROFILES

🔍

simd

✕

➕ New

Manage

Process

📊

Edit In Excel

Actions

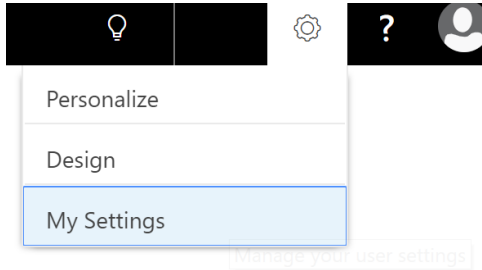
Less options

PROFILE ID		DESCRIPTION	SCOPE	EXTENSION NAME
SIMC TAB RESOURCE	⋮	Time and Billing Resource	Tenant	Time and Billing

The profile is called SIMC TAB RESOURCE. You should assign this profile to time and billing users.

USER PERSONALIZATIONS			
<input type="text" value="simd"/> + New Manage Edit In Excel			
USER ID	PROFILE ID	LANGUAGE ID	COMPANY
CHOWITZ	SIMC TAB RESOURCE	1033	CRONUS CAH

A quick way to change profile for the current user is to click My Settings (top right)



Set the Role Center like this:

EDIT - MY SETTINGS

Role Center **Time and Billing Resource** ...

Company CRONUS CAH ...

Work Date 1/4/2019 ...

Region English (United States) ...

Language English (United States) ...

Scenario: Select “Time and Billing Resource” in the Role Center like above and click OK.

Here is how the Role Center looks like.

Dynamics 365 Business Central

CRONUS USA

Customers Jobs **Resources** Sales Invoices

ACTIONS

> Create Job Sales Invoice(s) > Resource Time Per Day > Resource Allocated Per Day > Resource Sales Statistics

Insights

Job Activities ▾
JOB BILLING

TIME TO BE BILLED
3,600.00

My Customers ▾

CUST... NO.	NAME
20000	Trey Research
30000	School of Fine Art
40000	Alpine Ski House
50000	Relecloud

My Jobs ▾

JOB NO.	DESCRIPTION
SIMC TAB JOB	Dynamics 365 E

Time Entry Functions

One of the features of Time and Billing is the Time Entry functionality. Time Entry allows controlled entry of time spent on specific tasks on Jobs. In order for Time Entry to properly function you must have one or more jobs set up with Job tasks.

Setup of Jobs

Jobs must be setup with No. and Description and a Bill-to Customer must be associated with the job in order for the billing system to properly bill the customer.

Scenario: Find the below job that has been created for you already. You may have to click "Show More" on the General Tab to see all the fields.

JOB CARD

SIMC TAB JOB · Dynamics 365 Business Central Implementation

Process | Report | Prices | Actions | Navigate | Report | Less options

Task Lines | Resource Schedules | Copy Job Tasks from... | Copy Job Tasks to... | WBS Nos. | Job Planning Lines | Statistics | Attachments

General Show less

No.	SIMC TAB JOB	Person Responsible	
Description	Dynamics 365 Business Central Implementation	Blocked	
Bill-to Customer No.	10000	Last Date Modified	1/10/2019
Bill-to Contact No.	CT000001	Project Manager	
Name	Adatum Corporation	Prepaid?	<input type="checkbox"/>
Address	192 Market Square	Prepayment Account	
Address 2		Prepaid Balance	0.00
State	GA	Allow Prepaid Balance Below Zero	<input type="checkbox"/>
ZIP Code	31772	Prepaid Travel	<input type="checkbox"/>
City	Atlanta	Distance to Customer	0.00
Country/Region Code	US	Travel Time Round Trip	0.00
Contact	Robert Townes	Billable	<input checked="" type="checkbox"/>
Search Description	DYNAMICS 365 BUSINESS CENTRAL IMPLEMEN	Fixed Bid	<input type="checkbox"/>
		No Travel Charge	<input type="checkbox"/>

The fields in the red box are fields specific to the Time and Billing app:

- **Prepaid?**
Indicates if the job is prepaid in advance. If checked, you must also specify the prepayment account.
- **Prepayment Account**
The G/L Account used for the prepayment from the customer. You must bill the client using this prepayment account to assign the prepayment to this job.
- **Prepaid Balance**
A calculated field showing the current balance of the prepayment.
- **Allow Prepaid Balance Below Zero**

If checked, the billing system will allow the prepayment to go negative. If not, billing will stop applying the prepayment to invoices once exhausted.

- **Prepaid Travel**
If checked, the prepayment will be used for travel expenses. If not, travel will be billed and not applied to any prepayment.
- **Distance to Customer**
Indicated the distance to the customer. Used for resource travel reports.
- **Travel Time Round Trip**
Specifies the average time it takes for a round trip to the customer. Used to bill travel time (using Travel Resource specified in Time and Billing Setup).
- **Billable**
If checked, this job is billable to the customer
- **Fixed Bid**
If checked, this job will never be invoiced by the billing system
- **No Travel Charge**
Indicates that travel is not to be charged. Travel time is still posted to the job, but never billed.

Scenario: Notice the job has been made billable. If not, we won't be able to bill it to the customer.

Job Tasks

You have to setup up at least one Job Task for billing of time and one Job Task for travel time (Travel Task Code in Time and Billing Setup).

Tasks Manage More options									
JOB TASK NO.	DESCRIPTION	RE... WBS NO.	NO... BIL...	JOB TASK TYPE	START DATE	END DATE	BUDGET (TOTAL QTY)	USAGE (TOTAL QTY)	BILLABLE (TOTAL QTY)
DESIGN	Design Document	<input type="checkbox"/>	<input type="checkbox"/>	Posting	—	—	—	—	—
DEVELOP	Development of Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Posting	1/11/2019	1/11/2019	1.00	—	—
TRAVEL	Travel Time	<input type="checkbox"/>	<input type="checkbox"/>	Posting	—	—	—	—	—

Job tasks are used to break down the job into tasks when planning and registering time against the job.

There are a few new fields on the Job Tasks:

- **Require WBS No.**
If checked, a WBS No. must be specified for any time entry using the task code.
- **Non-Billable**
If checked, the job task will default as non-billable on the time entry page but can be made billable during time entry.
- **Budget, Usage, Billable, Billable Invoice Quantities**
Use to calculate quantities (hours) from the Job Planning lines.

Scenario: These Job Tasks have already been created. Notice that Job Task DEVELOP has a requirement for a WBS No.

WBS Nos.

There is an additional way to break down jobs using WBS Nos (work breakdown structure numbers). Access the WBS Nos. from the actions:

J00010 · Installation of BC

Process | Report | Prices | Actions | Navigate | Report | Less options

☒ Task Lines
 ☒ Resource Allocation
 ☒ Copy Job Tasks from...
 ☒ Copy Job Tasks to...
 ☒ WBS Nos.
☒

Contact Robert Townes

Think of WBS Nos. as another “dimension” in the Job System.

JOB WBS NUMBERS						
<input type="text"/> Search <input type="button" value="+ New"/> <input type="button" value="Edit List"/> <input type="button" value="Delete"/> <input type="button" value="Edit In Excel"/>						
WBS NO.	BL...	TASK NAME	BUDGET (TOTAL QTY)	USAGE (TOTAL QTY)	BILLED (TOTAL QTY)	BILLE (INVOICED QT'
NEWCHECK	<input checked="" type="checkbox"/>	New Check Report	—	—	—	
TRAVREPORT	<input type="checkbox"/>	Travel Report	—	—	—	

Fields used on WBS. No.:

- WBS No.
A unique No. for the WBS.
- Blocked
If blocked is checked, the user will get an error if trying to use this WBS No. during time entry.
- Task name
Name for the WBS.
- Budget, Usage, Billed and Billed Invoiced Quantities
Calculated fields showing total Quantity of Job Planning Lines used with this WBS No.

Scenario: These WBS Nos. have been created already. In this case we have two work breakdowns, one for a new check report and one for a travel report. The budget and usage etc. are used to track budget vs. actual vs. billed.

Resources

Two fields need to be populated for each resource used for time entry:

RESOURCE CARD

SIMC TAB USER · SimCrest Time and Billing User

Process

Report

Actions

Navigate

Report

Less options

General

Show less

No.	SIMC TAB USER ...	Privacy Blocked	<input type="checkbox"/>
Name	SimCrest Time and Billing User	Last Date Modified	1/10/2019
Type	Person	Use Time Sheet	<input type="checkbox"/>
Base Unit of Measure	Hour	Time Sheet Owner User ID	
Search Name	SIMCREST TIME AND BILLING USER	Time Sheet Approver User ID	
Resource Group No.		User ID	TYPE YOUR USER ID HERE
Blocked	<input type="checkbox"/>	Time and Billing Resource	<input checked="" type="checkbox"/>

Invoicing

Direct Unit Cost	80.00	Tax Group Code	
Indirect Cost %	0.00	Gen. Prod. Posting Group	SERVICES
Unit Cost	80.00	Tax Prod. Posting Group	
Price/Profit Calculation	Profit=Price-Cost	Default Deferral Template	
Profit %	60	Automatic Ext. Text	<input type="checkbox"/>
Unit Price	200.00	IC Partner Purch. G/L Acc. No.	

- **User ID**
Used to tie the resource to the User ID, so Time Entry can post to the correct resource.
- **Time and Billing Resource**
Used to indicate if the resource is going to show on billing and scheduling reports and pages. Should also be turned on for all billable resources that should use the time entry page.

Scenario: This resource has already been created. Find it and notice we have cost and price entered. We also used SERVICES for the product posting group.

You will need to replace the User ID above with your own User ID. Type in your User ID in the User ID field. Check "Time and Billing Resource" for all the other resources also (no User ID needed for them).

Job Resource Prices

Scenario: The job that was created has resource prices setup for this demo. Go to the job and select Navigate, Prices, Resource:

JOB CARD

SIMC TAB JOB · Dynamics 365 Business Central Implementation

Process Report Prices | Actions Navigate Report Less options

Job WIP Prices Planning History

General Resource Show less

No.

Description Dynamics 365 Business Central Implementation

Bill-to Customer No. 10000

Person Responsible

Blocked

Last Date Modified 1/10/2019

Scenario: The follow resource prices have been defined:

JOB RESOURCE PRICES

Search + New Edit List Delete Edit In Excel

JOB NO. ▼	JOB TASK NO.	TYPE	CODE	WORK TYPE CODE	CURRENCY CODE	UNIT PRICE	UNIT C FACT
SIMC TAB JOB		Resource	SIMC TAB USER			200.00	
SIMC TAB JOB		Resource	SIMC TAB USER	OT 1.5		300.00	
SIMC TAB JOB		Resource	SIMC TAB USER	OT 2		400.00	

Scenario: Notice that we have used Work Types to allow different prices depending on the work type. Time and Billing uses this to handle overtime when doing Time Entry.

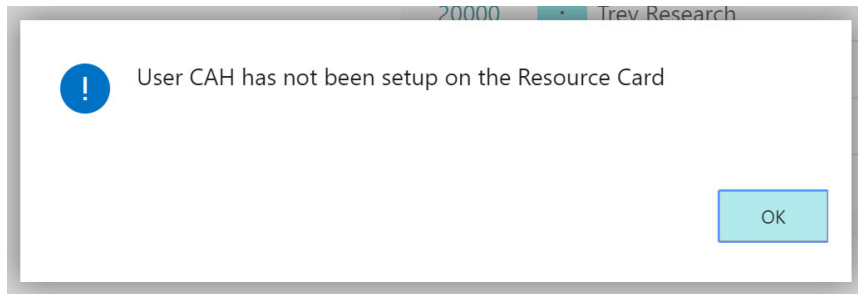
Time Entry Page

The Time Entry Page allows users to register time and travel to jobs.

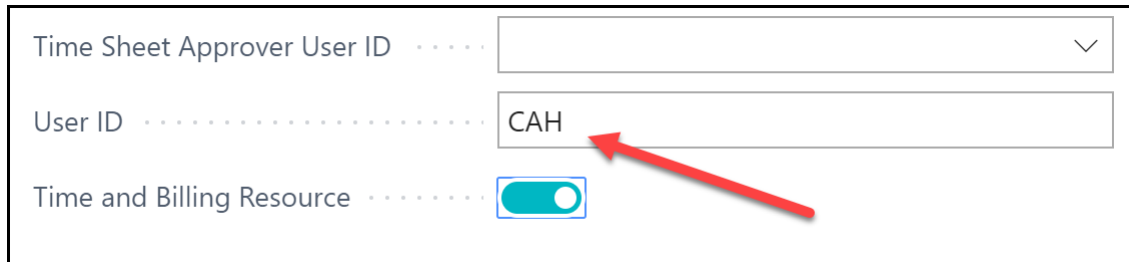
Scenario: Go back to the Role Center and click Job Activities, Time Entry:



If you get an error like this one, you are missing setting the correct User ID on the Resource Card.





Here is where the User ID needs to be set on the Resource Card.





The screenshot shows the 'Resource Card' settings form. It has three fields: 'Time Sheet Approver User ID' (a dropdown menu), 'User ID' (a text input field containing 'CAH'), and 'Time and Billing Resource' (a toggle switch that is currently turned on). A red arrow points from the 'User ID' field to the 'Time and Billing Resource' toggle switch.

Scenario: Fill out the Time Entry Page like this (accept whatever date is suggested):

[Process](#)
[Page](#)
[Actions](#)
[Less options](#)

 Post Time
 

EDIT - TIME ENTRY


Resource	SIMC TAB USER	Do not charge client	<input type="checkbox"/>
Date	1/10/2019 	Type of Hours	Normal ▼
Job	SIMC TAB JOB ▼	Additional Info	
Job Description	Dynamics 365 Business Central Imple...	No of Hours	6.50
Customer	Adatum Corporation	Do Not Charge Hours	<input type="checkbox"/>
Job Task	DEVELOP ...	Travel	No Travel ▼
Description 1	Create Travel Report	Standard Travel Time	0.00
Description 2		Do Not Charge Travel	<input type="checkbox"/>
WBS Number	TRAVREPORT ...	Distance Travelled	0.00

Close

Scenario: We are registering 6.5 hours toward developing a travel report. Since WBS Number is mandatory for the DEVELOP task we specified TRAVREPORT for WBS. DO NOT POST TIME YET.

Here are the details of each field:

- **Resource**
This is the resource code used for the time entry. This will default onto page from the User ID link to the Resource. This field is mandatory.
- **Date**
This is the date of the time entry. This will default using today's date. This field is mandatory.
- **Job**
Job Number of the job you like to register time for. You can look up or just start typing the job no or description. If you change the Job No. at any time during the time entry, all subsequent fields will be reset. This field is mandatory.
- **Job Description and Customer**
Read only fields for information only. Will populate once the Job has been selected.
- **Job Task**
Select the job task. Tip: You can type part of the name and just hit enter to get the job task. In the example above, typing DEV will be enough to pick the DEVELOP task. This field is mandatory.

- **Description 1 and 2**
Type a short description in one or both fields. You are limited to 2 x 50 characters.
- **WBS Number**
Select the WBS Number. You can use the same tip to enter quickly (see Job task above). May be mandatory depending on setup.
- **Do not charge client**
This defaults from the Job Card. If the job is billable, this field will be unchecked/off. If checked, both time and travel will be set to non-billable.
- **Type of hours**
Pick the type of hours for this time entry. You have the option of Normal, Overtime 1.5 and Overtime 2.0. Use the Work Type Codes to associate overtime pricing using job resource prices.
- **Do Not Charge Hours**
If checked, hours will not be billed.
- **Travel**
Options are No Travel and Travel.
- **Standard Travel Time**
Defaults from job card in case Travel is selected as an option above. Can be changed to reflect actual time used for travel.
- **Do Not Charge Travel**
If checked, travel hours will not be billed.
- **Distance Travelled**
Here the distance travelled is entered. Will default from Job Card and can be edited for actual distance.

Posting Time

Time is posted by clicking Post Time. Do not click Close unless you like to cancel the time entry.

Scenario: Click Post Time. Once posted, Click OK.

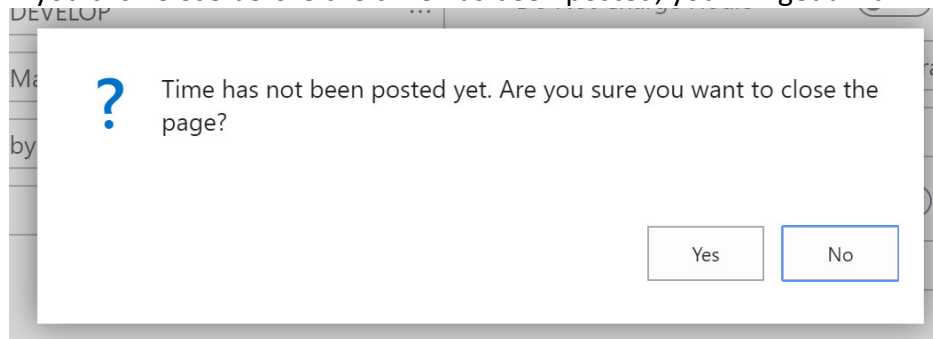
+ Post Time

EDIT - TIME ENTRY

Resource	SIMC TAB USER	Do not charge
Date	1/10/2019	Type of Hours
Job	SIMC TAB JOB	Additional Info
Job Description	Dynamics 365 Business Central Imple...	No of Hours
Customer	Adatum Corporation	Do Not Charge H
Job Task	DEVELOP	

The idea is to post the time and let the time entry page stay open to allow the user to continue time entry for the same or another job.

If you click Close before the time has been posted, you will get a warning:



If you click Yes, the time will NOT be posted.

Once posted, the entry page will look like before and can be edited as needed. If a new job is being selected, all other information will be reset.

Once all time is registered, click Close to close the page.

The Time Entry page will populate job planning line(s) with the information from the entry when posted.

Overtime can be entered using Type of Hours provided you have set up Job Resource Prices:

Do not charge client ☐

Type of Hours Normal Normal **Overtime 1.5** Overtime 2

Additional Info

No of Hours 6.50

Do Not Charge Hours ☐

Travel No Travel

The customer will be billed using the resource price for the overtime type as defined.

Scenario: Post the following time to the same job:

- **DESIGN, Create Design Document, 4.5 hours**
- **DESIGN, Evening meeting, 2.5 hours, OT 1.5**
- **DEVELOP, Final changes to report, TRAVREPORT, 1.75 hours**

Check the lines that were created. They can be found by clicking on the billing tile under Job Billing (amount might be different than below):

CRONUS USA

Customers Jobs Resources Sales Invoices

ACTIONS

> Create Job Sales Invoice(s) > Resource Time Per Day > Resource Allocated Per Day

Insights

Job Activities ▾

JOB BILLING

TIME TO BE BILLED

3,600.00

>

Here are the Job Planning Entries that were created:

Change Entry Delete Entry

VIEW - NON-INVOICED JOBS

PLANNIN... DATE ▼	DOCUME... NO.	JOB NO.	JOB TASK NO.	JOB DESCRIPTION	NO.	DESCRIPTION	DESCRIPTION 2	WBS NO.	QUANTITY	UNIT OF MEASURE CODE	WORK TYPE CODE	UNIT PRICE	TOTAL PRICE
1/10/2019	SIMC TAB ...	SIMC TAB JOB	DESIGN	Dynamics 365 Business Cen...	SIMC TAB US...	Create Design Document			4.5	HOUR		200.00	900.00
1/10/2019	SIMC TAB ...	SIMC TAB JOB	DESIGN	Dynamics 365 Business Cen...	SIMC TAB US...	Create Design Document			2.5	1 HOUR	OT 1.5	300.00	750.00
1/10/2019	SIMC TAB ...	SIMC TAB JOB	DEVELOP	Dynamics 365 Business Cen...	SIMC TAB US...	Create Travel Report			6.5	HOUR		200.00	1,300.00
1/10/2019	SIMC TAB ...	SIMC TAB JOB	DEVELOP	Dynamics 365 Business Cen...	SIMC TAB US...	Create Travel Report			1.75	HOUR		200.00	350.00

Time Entry using Resource Planning Lines

If a resource has been allocated using the scheduling system, time entry can be done from the resource planning lines created by the schedule:

CRONUS USA

Customers Jobs Resources Sales Invoices

ACTIONS

> Create Job Sales Invoice(s) > Resource Time Per Day > Resource Allocated Per Day

Insights

Job Activities ▾

- Resource Time Status
- Time Entry
- Resource Planning Lines

The planning lines are shown.

Scenario: The demo data included one scheduled resource planning line. Use that line to do the time entry.

Resource Planning Lines

Search + New Edit List Delete Process Edit In Excel Actions Less options

Time Entry

JOB NO.	DESCRIPTION	JOB TASK NO.	WBS NO.	DATE ▼	DAY	NO. ▼	DESCRIPTION	SEARCH DESCRIPTI...	PROJECT MANAGER	QUANTITY
SIMC TAB JOB	Dynamics 365 Business Ce...	DEVELOP		1/10/2019	Thursday		SIMC TAB US... Make layout changes	DYNAMICS 3...		1

Pick the line you like to register time against and click Time Entry.

The time entry page is prepopulated with the details from the scheduled planning line except for No. of Hours (enter the actual hours used). This is very useful if resources are working on tasks from the schedule and just want to register the time they used on each scheduled task.

Process | Page | Actions | Less options

+ Post Time

EDIT - TIME ENTRY

Resource	SIMC TAB USER	Do not charge client	<input type="checkbox"/>
Date	1/10/2019	Type of Hours	Normal
Job	SIMC TAB JOB	Additional Info	
Job Description	Dynamics 365 Business Central Imple...	No of Hours	0.00
Customer	Adatum Corporation	Do Not Charge Hours	<input type="checkbox"/>
Job Task	DEVELOP	Travel	No Travel
Description 1	Make layout changes	Standard Travel Time	0.00
Description 2		Do Not Charge Travel	<input type="checkbox"/>
WBS Number	NEWCHECK	Distance Travelled	0.00

Close

Make the needed changes and post the time.

Scenario: Enter 1.25 hours for this entry. Leave everything else like it was. Post the time.

When you close the time entry page, you will be asked if you like to complete the planning line entry. If you pick yes, the lines are marked completed. If not, you can manually do this later.

Once completed, the lines will no longer show up under Resource Planning Lines.

Resource Time Status

Resources can get an overview of time entry on jobs using this page.

CRONUS USA

Customers | Jobs | Resources | Sales Invoices

ACTIONS

> Create Job Sales Invoice(s) > Resource Time Per Day > Resource Allocated Per Day

Insights

Job Activities

- Resource Time Status
- Time Entry
- Resource Planning Lines

Scenario: Click on Resource Time Status and review the page.

This page shows what time has been entered per day for the resource. This is very useful to determine if time is missing or needs to be moved. NOTE: You can drilldown on the work and travel hours to see the details of what was registered. Click on the date will start a time entry on that date.

The Date is filtered according to the Time and Billing Setup. Click the filter symbol to change the filter if needed.

Resource		SIMC TAB USER					▼
Resource Time Lines		Manage					
DATE ▼	DAY	WORK HOURS	CALC HOURS	TRAVEL HOURS	UTILIZATION	DISTANCE	
1/6/2019	⋮ Sunday	0.00	0.00	0.00	0.00	0	
1/7/2019	Monday	0.00	8.00	0.00	0.00	0	
1/8/2019	Tuesday	0.00	8.00	0.00	0.00	0	
1/9/2019	Wednesday	0.00	8.00	0.00	0.00	0	
1/10/2019	Thursday	16.50	8.00	0.00	206.25	0	
1/11/2019	Friday	0.00	8.00	0.00	0.00	0	
1/12/2019	Saturday	0.00	0.00	0.00	0.00	0	

The first available date inside the filter will be TODAY + [Resource Time Status Date Formula] from the Setup.

Scenario: Drill down on the Work Hours and check the entries.

Reviewing and Editing Non-Billed Time

At any time, users can review time that has not been billed yet.

Scenario: From the role center click the Assist Edit button next to the total amount of non-billed entries:

CRONUS USA

[Customers](#)
[Jobs](#)
[Resources](#)
[Sales Invoices](#)

ACTIONS

[> Create Job Sales Invoice\(s\)](#)
[> Resource Time Per Day](#)
[> Resource Allocated Per Day](#)

Insights

Job Activities

JOB BILLING

TIME TO BE BILLED

3,600.00

>

Scenario: These are the entries you should see if you followed the scenario:

Search Process Edit In Excel Actions Less options

Change Entry Delete Entry

VIEW - NON-INVOICED JOBS

PLANNIN... DATE ▼	DOCUME... NO.	JOB NO.	JOB TASK NO.	JOB DESCRIPTION	CUSTOMER	TYPE	NO.	DESCRIPTION	DESCRIPTION 2	WBS NO.	QUANTITY	UNIT OF MEASURE CODE	WORK T CODE
1/10/2019	SIMC TAB ...	SIMC TAB JOB	DESIGN	Dynamics 365 Business Cent...	Adatum Corporation	Resource	SIMC TAB US...	Create Design Document			4.5	HOUR	
1/10/2019	SIMC TAB ...	SIMC TAB JOB	DESIGN	Dynamics 365 Business Cent...	Adatum Corporation	Resource	SIMC TAB US...	Create Design Document			2.5	HOUR	OT 1.5
1/10/2019	SIMC TAB ...	SIMC TAB JOB	DEVELOP	Dynamics 365 Business Cent...	Adatum Corporation	Resource	SIMC TAB US...	Create Travel Report		TRAVREPORT	6.5	HOUR	
1/10/2019	SIMC TAB ...	SIMC TAB JOB	DEVELOP	Dynamics 365 Business Cent...	Adatum Corporation	Resource	SIMC TAB US...	Create Travel Report		TRAVREPORT	1.75	HOUR	
1/10/2019	SIMC TAB ...	SIMC TAB JOB	DEVELOP	Dynamics 365 Business Cent...	Adatum Corporation	Resource	SIMC TAB US...	Make layout changes		NEWCHECK	1.25	HOUR	

There are a couple of actions available:

- **Delete Entry**
Will delete the entry completely as if it wasn't never entered.
- **Change Entry**
Will allow changes to the entry (if errors were made).

Here we are editing the last line in the list above:

Manage

EDIT - CHANGE JOB PLANNING LINE

Existing Job Planning Line

Job No.	SIMC TAB JOB	Unit Price	200.00
Task No.	DEVELOP	Description	Make layout changes
Resource No.	SIMC TAB USER	Description 2	
Planning Date	1/10/2019	WBS Number	NEWCHECK
Quantity	1.25		

Close

Make any changes and click Close.

Scenario: Change the Quantity to 1.5. Close and Confirm.

Confirm if you want to make the change. Clicking No will disregard the change.

? Are you sure you want to change Job Line?

Yes No

Resource Time per Day Matrix

You can see an overview of the time entry per resource using this matrix:

Resource Time Per Day

Process | Actions | Less options

Show Matrix | Next Set | Previous Set

Matrix Options

View by Day Column set 01/01/19..01/15/19

Date Filter 01/01/19..01/15/19

Make sure you specify a date filter that will contain the date you like to review.

Click Show Matrix:

VIEW - RESOURCE TIME PER DAY					
NO.	COL1	01/01/19	01/02/19	01/03/19	01/04/19
CAH	Usage	—	7.5	3.75	11.25
LINDA	Usage	—	—	—	—

Drilldown on the hours as needed for details.

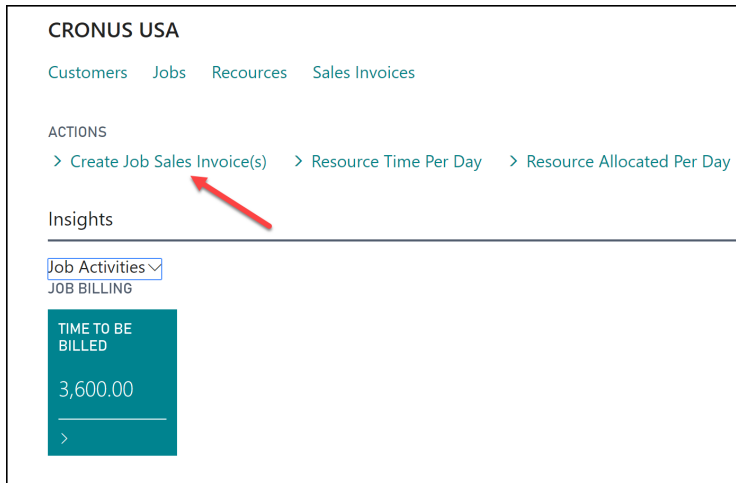
Scenario: Find the date where you registered the time and drill down on the number. Review the entries.

Billing

At a certain point the time that has been registered will need to get billed to the customers. The Time and Billing App has a simple process to bill all time.

Create Invoices

From the Time and Billing Role Center select Create Job Sales Invoice(s) or search for it in the search bar.



CRONUS USA

Customers Jobs Resources Sales Invoices

ACTIONS

> Create Job Sales Invoice(s) > Resource Time Per Day > Resource Allocated Per Day

Insights

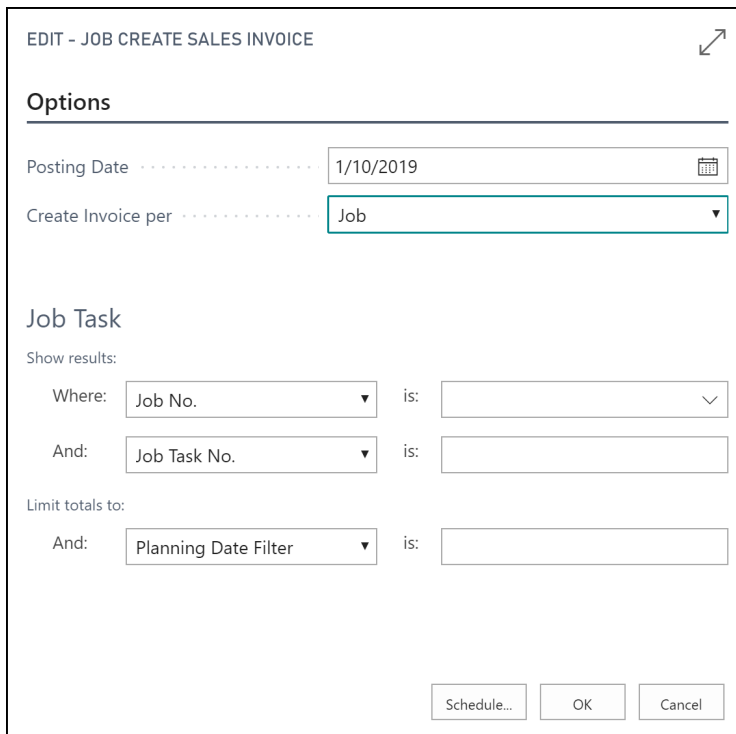
Job Activities▼

JOB BILLING

TIME TO BE BILLED

3,600.00

>



EDIT - JOB CREATE SALES INVOICE

Options

Posting Date 1/10/2019

Create Invoice per Job

Job Task

Show results:

Where: Job No. is:

And: Job Task No. is:

Limit totals to:

And: Planning Date Filter is:

Schedule... OK Cancel

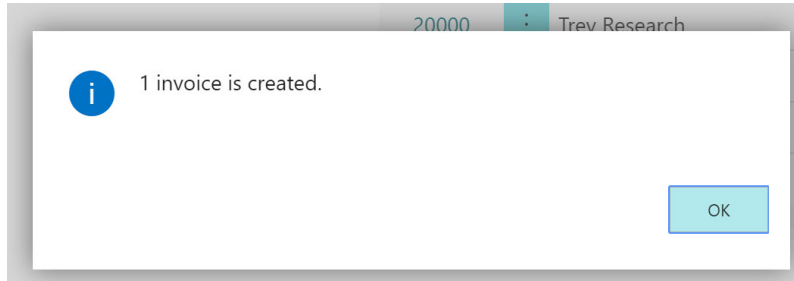
The report has the following parameters:

- Posting Date
This is the posting date for the invoice that are being created.
- Create Invoice Per

Should be set to Job.

There are several filters to limit the jobs, tasks and dates that should be included on the invoices. The result will be an invoice per job.

For the Job that was created in this manual an invoice was created:



Scenario: Create an Invoice using the above method for the job time entries we made up till now. Use today's as the posting date.

Invoice without prepayment

Here is an example of an invoice without prepayment:

Scenario: Review the sales invoice that was created (invoice number and lines may be different).

[illegible]

Scenario: Notice that the entries we made were all added to the invoice.

Invoice with prepayment

Here is another example, this time with prepayments applied:

SALES INVOICE



S-INV102236 · Adatum Corporation

Posting Prepare Invoice Release Request Approval Actions Navigate Less options



General

Show more

Customer Name Adatum Corporation Posting Date 7/1/2019
Contact Robert Townes Due Date 8/1/2019

Lines Manage More options

TYPE	NO.	DESCRIPTION	DESCRIPTION 2	LOCATION CODE	QUANTITY	UNIT OF MEASURE CODE	UNIT PRICE EXCL. TAX	TAX GROUP CODE	LINE DISCOUNT %	LINE AMOUNT EXCL. TAX	AMOUNT INCLUDING TAX
Comment			Job No.: J00010								0.00
Resource	CAH	Design of system	Installation of BC		4	HOUR		NONTAXABLE			0.00
Resource	CAH	Design document			5.25	HOUR	195.00	NONTAXABLE		1,023.75	1,023.75
Resource	CAH	Design			7.5	HOUR	195.00	NONTAXABLE		1,462.50	1,462.50
Resource	CAH	Changes to code			5	HOUR		NONTAXABLE			0.00
Resource	CAH	More coding			6	HOUR	195.00	NONTAXABLE		1,170.00	1,170.00
Resource	CAH	Making changes to report re...	by Alan		3.75	HOUR	195.00	NONTAXABLE		731.25	731.25
Resource	CAH	Development of special table			6	HOUR	195.00	NONTAXABLE		1,170.00	1,170.00
G/L Account	22000	Prepaid (travel not included)			-1		5,557.50	TAX		-5,557.50	-5,557.50
Comment		Prepaid balance after this in...	\$4,442.5								0.00

Prepayment invoices will apply any prepayment available. If not enough

Be aware that:

1. As long as the invoice is created with the job lines, the non-invoiced job overview will no longer show these lines.
2. If the invoice is posted the job entries on the invoice will not be suggested again.
3. If you need to make changes to the sales lines, you can't do that on the invoice because these entries are linked to the job planning lines. Instead, delete the entire sales invoice and revise the job planning lines in the job module and run the batch job again.
4. If the sales invoice is deleted, the job entries will be suggested next time you run the Job Create Sales Invoice.

Resource Scheduling

The App allows scheduling resources on jobs.

There are two ways you can schedule resources (from job list):

The screenshot shows the 'CRONUS USA' interface with tabs for 'Non Invoiced Jobs', 'Invoiced Jobs', 'Customers', 'Jobs', and 'Sales Invoices'. The 'Jobs' tab is active, showing a table with columns: NO., DESCRIPTION, BILL-TO CUSTOMER NO., and STATUS. A job 'SIMC TAB JOB' is highlighted. The 'Process' dropdown menu is open, listing various actions. Red arrows indicate the 'Resource Schedule' and 'Create Recurring Tasks' options.

The Resource Schedule allows you to allocate a resource to a job task and the system will schedule the needed time within the parameters of the scheduling fields in the Setup page. Recurring Tasks can also be created, and they also become part of the overall resource capacity planning.

Recurring Tasks

Scenario: Go to the Job List like above and click Process, Create Recurring Task. Make sure to schedule this into the future (like next week) and use the same resource as before:

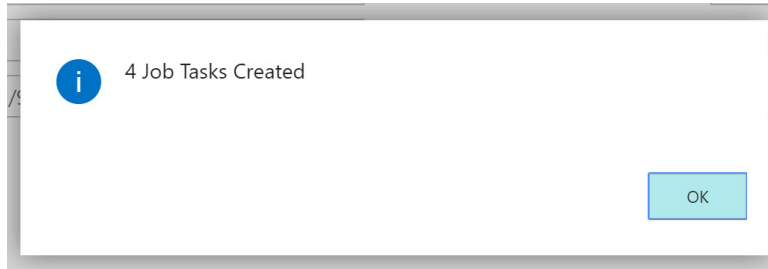
The 'Create Tasks' dialog box is shown with the following details:

- Consultant:** SIMC TAB USER
- Job:** SIMC TAB JOB
- Job Description:** Dynamics 365 Business Central Imple...
- Customer:** Adatum Corporation
- Job Task:** DEVELOP
- WBS Number:** TRAVREPORT
- Start Date:** 1/15/2019
- End Date:** 1/19/2019
- Interval:** Daily
- Description 1:** Daily Meeting
- Description 2:** (empty)
- Hours:** 1.00
- Firm:** ☒
- Priority:** 1

There are a few new fields here:

- **Firm**
Indicates that the schedule is firm and should not be moved. This is only for internal info and has no effect on any automated scheduling.
- **Priority**
Indicates what priority this schedule has. This is only for internal info and has no effect on any automated scheduling.

Click Create Task to create the budget job planning lines.



Scenario: Click Create Task and find the resulting job planning lines (search “meet”):

<input type="text" value="meet"/> + New Edit List Delete Process Report Edit In Excel Actions Navigate Report Less options										
JOB TASK NO.	LINE TYPE	PLANNING DATE	PLANNED DELIVERY DATE	DOCUME... NO.	TYPE	NO.	DESCRIPTION	DESCRIPTION 2	SEARCH DESCRIPTI...	JOB DESCRIPTION
DEVELOP	Budget	1/15/2019	1/15/2019		Resource	SIMC TAB USER	Daily Meeting		DYNAMICS 3...	Dynamics 365 Business Cent...
DEVELOP	Budget	1/16/2019	1/16/2019		Resource	SIMC TAB US...	Daily Meeting		DYNAMICS 3...	Dynamics 365 Business Cent...
DEVELOP	Budget	1/17/2019	1/17/2019		Resource	SIMC TAB US...	Daily Meeting		DYNAMICS 3...	Dynamics 365 Business Cent...
DEVELOP	Budget	1/18/2019	1/18/2019		Resource	SIMC TAB US...	Daily Meeting		DYNAMICS 3...	Dynamics 365 Business Cent...

Scenario: In this case only 4 entries were made because the last day was a Saturday that is a non-working day.

Resource Schedule

If you like to create budget job planning lines for a resource and take into consideration the resource’s load, you can use the resource schedule under Job(s):

JOB CARD
+
🗑️

SIMC TAB JOB · Dynamics 365 Business Central Implementation

Process
Report
Prices
Actions
Navigate
Report
Less options

📋 Task Lines
📅 Resource Schedules
📄 Copy Job Tasks from...
📄 Copy Job Tasks to...
📄 WBS Nos.
📅 Job Planning Lines
📊 Statistics
🔗

General
Show less

No.
SIMC TAB JOB

Person Responsible

Description
Dynamics 365 Business Central Implementation

Blocked

Bill-to Customer No.
10000

Last Date Modified
1/10/2019

The list of resource schedules will show:

RESOURCE SCHEDULE LIST

Search + New Manage Edit In Excel

NO.	RESOURCE	JOB NO.	JOB DESCRIPTION	JOB TASK NO.	WBS NO.	DESCRIPTION	DESCRIPTION 2	START DATE	TOTAL HOURS	HOURS PER DAY	PLANNING LINE HOURS	PR M/
TGN000002	CAH	J00010	Installation of BC	DEVELOP	SC002	Manufacturing changes		1/14/2019	40.00	6.00	40.00	CA
TGN000003	LINDA	J00010	Installation of BC	DESIGN	SC002	Changes to design docum...		1/9/2019	30.00	4.00	30.00	
TGN000004	MARK	J00010	Installation of BC	DESIGN		Create Design Document ...		1/7/2019	40.00	4.00	0.00	CA

Scenario: We have no schedules yet, so we will create a new one.

Create New or edit an existing one (until the resource is selected, lines will show at the bottom. That is perfectly normal):

Resource Schedule

Process Actions Less options

Create Planning Lines

General

Resource: SIMC TAB USER Total Hours: 25.00

Job No.: SIMC TAB JOB Hours Per Day: 5.00

Job Description: Dynamics 365 Business Central Implementation Override Max: ☐

Job Task No.: DESIGN Project Manager: LINDA

Description: Create Design Document Priority: 1

Description 2: Firm: ☒

WBS No.: Planning Line Hours: 0.00

Start Date: 1/10/2019 Completed: ☐

Job Planning Lines Manage

JOB NO.	JOB TASK NO.	LINE TYPE	PLANNING DATE	PLANNED DELIVERY DATE	TYPE	NO.	DESCRIPTION	PROJECT MANAGER	PRIORITY	FIRM	CO...	COMPLE... DATE	QUANTITY	UNIT COST
		Budget			Resource				0	<input type="checkbox"/>	<input type="checkbox"/>		0	0.00

Scenario: Fill out like above. Here is what this means:

- The App will try to schedule a total of 25 hours with up to 5 hours per day (if available) from January 10, 2019 and forward. Since we need at least 2 hours available to schedule for a day (according to setup: "Min. Planning Hours Per Day"), if there is not 2 hours available for a specific date, it will be skipped.

The fields are very similar to the fields on the Time Entry with a few exceptions:

- Start Date**
This is the start date that this job task.
- Total Hours**
This is the total number of hours that needs to be scheduled.
- Hours Per Day**
This is the maximum number of hours per day that will be scheduled. Note: This number of hours must be between the planning hours on the fields below on the Setup Page.

Min. Planning Hours Per Day	<input type="text" value="2.00"/>
Max. Planning Hours Per Day	<input type="text" value="8.00"/>

- Override Max**

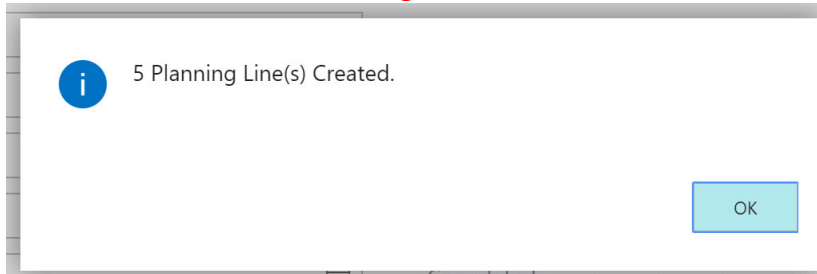
This will allow you to specify a daily number of hours greater than the Max Planning Hours from the Setup Page.

When the Resource Schedule is created, the job planning lines are populated to the lines below (Job Planning Lines).

Max. Task Group Planning Lines 15

The above field sets the maximum planning lines allowed to be created. If more lines will be the result of the scheduling, an error will be shown. This is to prevent accidental creation of schedule lines if an error was entered.

Scenario: Click Create Planning Lines to create the schedule:



The Job Planning Lines are created and can be seen as lines on the screen.

Job Planning Lines		Manage										
JOB NO.	JOB TASK NO.	LINE TYPE	PLANNING DATE	PLANNED DELIVERY DATE	TYPE	NO.	DESCRIPTION	PROJECT MANAGER	PRIORITY	FIRM	CO...	COMPLE... DATE
SIMC TAB JOB	DESIGN	Budget	1/10/2019	1/10/2019	Resource	SIMC TAB USER	Create Design Document		1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
SIMC TAB JOB	DESIGN	Budget	1/11/2019	1/11/2019	Resource	SIMC TAB USER	Create Design Document		1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
SIMC TAB JOB	DESIGN	Budget	1/14/2019	1/14/2019	Resource	SIMC TAB USER	Create Design Document		1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
SIMC TAB JOB	DESIGN	Budget	1/15/2019	1/15/2019	Resource	SIMC TAB USER	Create Design Document		1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
SIMC TAB JOB	DESIGN	Budget	1/16/2019	1/16/2019	Resource	SIMC TAB USER	Create Design Document		1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

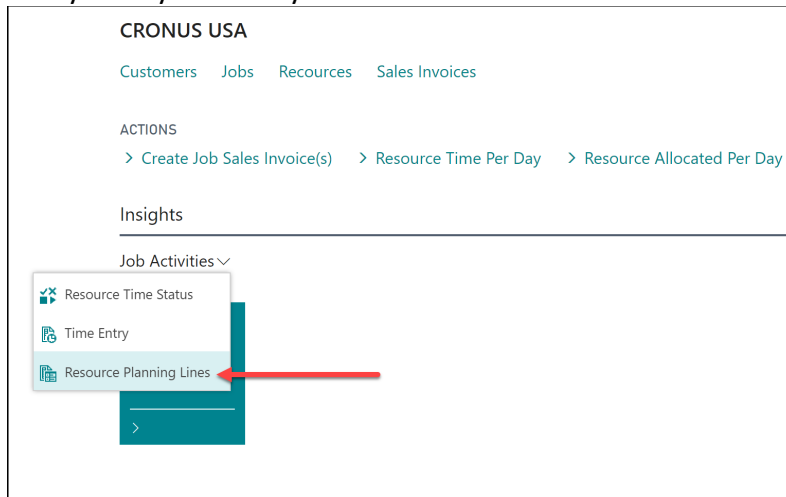
Important: The resulting Job Planning Lines can be edited as needed. The schedule is just a suggestion. Job Planning Lines in the schedule are also seen and editable from the Job Planning Lines page from the Job Card.

Scenario: The recurring tasks and resource schedule we did before resulted in the following Job Planning Lines:

SIMC TAB JOB DYNAMICS 365 BUSINESS CENTRAL IMPLEMENTATION D...												
Job Planning Lines												
JOB TASK NO.	LINE TYPE	PLANNING DATE	PLANNED DELIVERY DATE	DOCUME... NO.	TYPE	NO.	DESCRIPTION	DESCRIPTION 2	SEARCH DESCRIPTL...	JOB DESCRIPTION	PROJECT MANAGER	PRIORITY
DESIGN	Billable	1/10/2019		SIMC TAB U...	Resource	SIMC TAB US...	Create Design Document		DYNAMICS 3...	Dynamics 365 Business Cent...		0
DESIGN	Budget	1/10/2019	1/10/2019	SIMC TAB U...	Resource	SIMC TAB US...	Create Design Document		DYNAMICS 3...	Dynamics 365 Business Cent...		0
DESIGN	Budget	1/11/2019	1/11/2019		Resource	SIMC TAB US...	Create Design Document		DYNAMICS 3...	Dynamics 365 Business Cent...		1
DESIGN	Budget	1/14/2019	1/14/2019		Resource	SIMC TAB US...	Create Design Document		DYNAMICS 3...	Dynamics 365 Business Cent...		1
DESIGN	Budget	1/15/2019	1/15/2019		Resource	SIMC TAB US...	Create Design Document		DYNAMICS 3...	Dynamics 365 Business Cent...		1
DESIGN	Budget	1/16/2019	1/16/2019		Resource	SIMC TAB US...	Create Design Document		DYNAMICS 3...	Dynamics 365 Business Cent...		1
DEVELOP	Budget	1/10/2019	1/10/2019	SIMC TAB U...	Resource	SIMC TAB US...	Make layout changes		DYNAMICS 3...	Dynamics 365 Business Cent...		0
DEVELOP	Billable	1/10/2019		SIMC TAB U...	Resource	SIMC TAB US...	Create Travel Report		DYNAMICS 3...	Dynamics 365 Business Cent...		0
DEVELOP	Billable	1/10/2019		SIMC TAB U...	Resource	SIMC TAB US...	Create Travel Report		DYNAMICS 3...	Dynamics 365 Business Cent...		0
DEVELOP	Billable	1/10/2019		SIMC TAB U...	Resource	SIMC TAB US...	Make layout changes		DYNAMICS 3...	Dynamics 365 Business Cent...		0
DEVELOP	Budget	1/15/2019	1/15/2019		Resource	SIMC TAB US...	Daily Meeting		DYNAMICS 3...	Dynamics 365 Business Cent...		1
DEVELOP	Budget	1/16/2019	1/16/2019		Resource	SIMC TAB US...	Daily Meeting		DYNAMICS 3...	Dynamics 365 Business Cent...		1
DEVELOP	Budget	1/17/2019	1/17/2019		Resource	SIMC TAB US...	Daily Meeting		DYNAMICS 3...	Dynamics 365 Business Cent...		1
DEVELOP	Budget	1/18/2019	1/18/2019		Resource	SIMC TAB US...	Daily Meeting		DYNAMICS 3...	Dynamics 365 Business Cent...		1

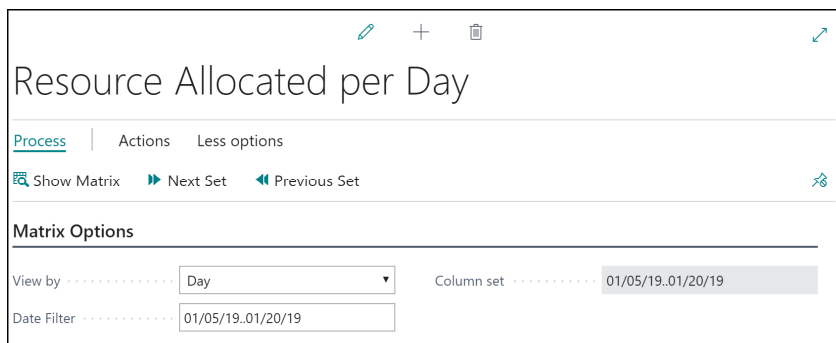
Resource Planning Lines

A resource can see his or her resource schedule any time to see what they need to work on today or any other day:



Resource Allocation per Day Matrix

You can see how resources are allocated per day using this matrix:



Click Show Matrix:

VIEW - RESOURCE ALLOCATION PER DAY MATRIX

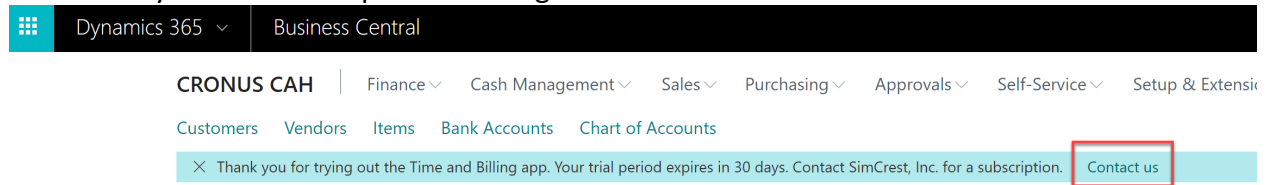
NO.	01/13/19	01/14/19	01/15/19	01/16/19
LINDA	—	—	—	—
MARK	—	—	—	—
MARY	—	—	—	—
SIMC TAB ...	—	5	6	6
TIMOTHY	—	—	—	—

Drilldown on the hours show as needed for details.

Scenario: End.

Trial Period and Activating/Renewing a Subscription

When you have installed Time and Billing, it will automatically run for a trial period of 30 days. During that time, you are free to evaluate the solution and there are no restrictions to the version running under the trial period. Each time anyone logs into Dynamics 365 Business Central they will see a trial period message in their Role Center.



Once the trial period has expired, Time and Billing will no longer work. To avoid that, you need to subscribe to Time and Billing. Contact SimCrest to purchase a subscription. You can click the “Contact us” link in the message to send us a message (<http://simcrest.com/ContactUs>).

Time and Billing is licensed per company and is tied to the company name. You can see the company name by searching for “Companies”:

Companies

NAME	DISPLAY NAME
CRONUS CAH	CRONUS CAH
CRONUS Test new company	CRONUS Test new company
Cronus USA 3 Full	CRONUS USA, Inc.
CRONUS USA Configurator	CRONUS USA, Inc.
My Company	My Company

Pick the company name from the name column (not the Display Name) and send it to SimCrest together with the request for a subscription. Subscriptions usually run for 1 year at a time but can be customized to your specific needs.

Once purchased, SimCrest will issue you an activation code. Here is how to activate the subscription:

- Go to Time and Billing Setup and click Process, Subscription

Time and Billing Setup

Process **1** Actions Less options

 Subscription **2**



General

Task Group Nos.	<input type="text" value="SIMC-TGN"/>	Min. Travel Time (hou...	<input type="text" value="1.00"/>
Travel Resource Code ...	<input type="text" value="TRAVEL"/>	Max. Task Group Plan...	<input type="text" value="15"/>
Travel Task Code	<input type="text" value="TRAVEL"/>	Min. Planning Hours P...	<input type="text" value="2.00"/>

- Paste the activation code into the field and click Activate Subscription

Activation

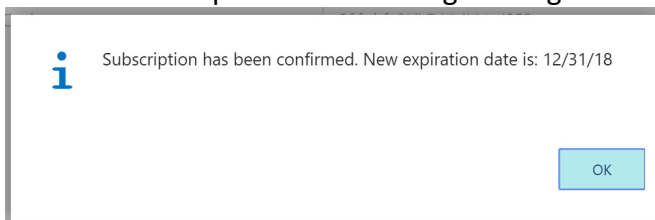
Process | Actions Less options

 Activate Subscription

Subscription Activation

Activation Code

- Here is an example of the resulting message



Customer Support and Request for new features

If you have questions how to use Time and Billing or have issues to report, we would love to hear from you. Please go to <http://simcrest.com/ContactUs> and send us a message. Use the same link if you like to request new features for Time and Billing.