



Analyzer

Release 2015

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Introduction

Analyzer Overview

The Analyzer module provides advanced options for project inquiry and analysis. It provides the ability to maintain two revised budgets, Estimate at Completion (EAC) and Forecast at Completion (FAC), in addition to the original budget for a project, allowing for two working versions of the original budget while still retaining the Original, As Sold, or As Bid plan. The starting values for the EAC and FAC are set up automatically when you create a new budget. You can update the EAC as the project progresses, adjusting to the realities encountered while running the project. Frequently, a project manager or administrative assistant updates a project's EACs based on the most current financial information and estimates available. At some sites, the EAC version of the budget is the original with approved budget changes.

You can also update the FAC as the project progresses, often without regard to change orders or approvals. Some people refer to FAC as the field estimate because it represents the field manager's working version of the budget. In contrast to the EAC, the FAC typically represents the physical status of a project rather than expenditures to date. For example, the project manager may be aware of a project's EAC and corresponding Estimate to Complete (ETC) based on total disbursements or units completed, but may also have a real world estimation of the FAC from viewing the actual status (that is, the building has 50% of its stories completed or the road has 45% of its total miles built). This real world projection allows the computation of the Forecast to Complete (FTC).

The Forecast Percent Complete is the project manager's estimation of the status of the task, expressed in terms of percent complete. The FTC is for users who think or operate on a percent complete basis, usually in place of a forecast budget. You can use this information in custom reporting or inquiries, such as for comparison to the actual percentage expended.

Note: You can change the captions for **Budget**, **EAC**, and **FAC** in *Project Controller Setup* (PA.SET.00). If your company uses different terminology for these budget types, these captions will appear using your custom terms.

Screens

EAC Maintenance (IQ.EAC.00) allows you to update project Estimates at Completion (EACs) by entering either new EACs or Estimates to Complete (ETC). To assist in the entry and to add visibility into the project's overall status, *EAC Maintenance* calculates and displays project-to-date values. This data appears in a spreadsheet format with the tasks and revenue-expense categories in rows and the margin and margin percentage calculated and displayed in the lower grid. You can enter revisions in two of the columns, **Rev EAC** and **Rev ETC**. When you change either value, the program recalculates the other automatically along with any totals, net margin, and margin percentage.

After you select a project ID to view, *EAC Maintenance* retrieves all the necessary data for display. It then computes its best estimate of the revised EAC or ETC and displays this data in the spreadsheet entry columns as a starting point. The best estimate for EAC is the previous EAC amount if the sum of the actuals plus open commitments does not exceed this EAC. The ETC is the difference between the EAC and the actuals plus commitments. If the sum of the actuals plus commitments exceeds the EAC, the program sets the revised EAC to this sum using the reasoning that the revised EAC usually equals or exceeds this total. This approach eliminates negative ETCs; in these instances, the program sets the revised ETC to zero.

ETCs are more natural for managers to provide. When you enter ETCs, the program dynamically re-computes the EAC as the sum of the actuals plus commitments plus the entered ETC. The screen then displays this resulting EAC. *EAC Maintenance* also dynamically recalculates and displays the margins (gross and percentage) as you enter revisions, providing immediate feedback on the effect of the change.

When *EAC Maintenance* (IQ.EAC.00) retrieves information from the database for a project, it stores this information in a working area of memory while you exercise what-if scenarios. This allows

managers or planners to see the effect on margins of possible budget revisions created by schedule, staffing, or scope changes without requiring an update of the master tables. The program updates the information into the database when you click **Save**.

FAC Maintenance (IQ.FAC.00) functions in much the same way as *EAC Maintenance*. An ancillary program, *Forecast Percent Complete Maintenance* (IQ.FPC.00) allows the project manager to enter each task's real world estimate as a percentage. This value is stored for use in custom reporting, if desired.

Project Analyzer (IQ.PAS.00) is a multi-keyed inquiry into projects. You can select projects by project manager, business manager, subaccount or subaccount prefix, entire company, project ID or project prefix, customer, or contract. Use *Multi Projects View* (IQ.PAS.01) to request profit and loss (P&L) data for the selected group of projects. Extensive project data, including month-to-date and project-to-date actuals, commitments, and budgets, are extracted from the database. In addition, the project description, both managers, and several user-selected ID field values appear in the grid.

If you have Microsoft® Excel® installed, an icon appears on the screen permitting an embedded export to Excel through *Excel Options* (IQ.EXC.00). This interface transports the grid to an Excel spreadsheet where the full strength of Excel's graphical capabilities and pivot table technology (ability to alter the presentation axes with simple drag-and-drop actions) are available to present sales or profit/loss by region, sales representative, or line of business.

Project Analyzer (IQ.PAS.00) provides access to other inquiries that can show supporting levels of detail. The *Project-Task Display* (IQ.EAS.00) provides a view of task information for one or more projects. It also has direct access to programs showing P&L data and drill-down to supporting transactions.

The screens in Analyzer are:

- *EAC Maintenance* (IQ.EAC.00)
- *FAC Maintenance* (IQ.FAC.00)
- *Forecast Percent Complete Maintenance* (IQ.FPC.00)
- *Project Analyzer* (IQ.PAS.00)
- *Project-Task Display* (IQ.EAS.00)

Reports

Project Management and Accounting offers a set of analysis reports as part of Analyzer. The *Profitability by Pjt Manager* (IQ.010.00) provides two options. The detailed analysis presents project- or task-level profitability by project manager. The summary version of the analysis presents a manager's total performance. The *Profit Detail/Summary by Project ID* (IQ.020.00) allows a flexible profit and loss analysis by a variety of ID fields within the Project Master table (PJPROJ). This capability provides site-specific profit contribution by categories such as line of business, sales representative, or project type. Finally, the *Project/Task Performance* (IQ.030.00) statement is available with an option to perform the analysis breakdown at the task or project level.

The reports in the Project Analyzer are:

- *Profitability by Pjt Manager* (IQ.010.00)
- *Profit Detail/Summary by Project ID* (IQ.020.00)
- *Project/Task Performance* (IQ.030.00)

User Guide Overview

This user guide provides administrators with task-oriented and reference information for the Analyzer module. Reviewing the user guide helps in making informed decisions regarding the implementation of the Analyzer module in your business.

What is Covered in the User Guide?

This user guide is organized into the following major sections:

- The “Introduction” gives an overview of the Analyzer module.
- The “Concepts” section describes the major concepts you need to know to fully take advantage of the Analyzer module.
- The “Reference” section defines all the data provided on Analyzer screens.

The user guide also provides an index for easy reference.

Who Should Use the User Guide?

- The user guide is designed for users and system administrators who are new to the Microsoft Dynamics SL Analyzer module. The guide provides the information necessary to set up and operate a successful budgeting and analysis system.

Concepts

This section describes concepts about how the Analyzer module works.

Estimates and Forecasts

Following are definitions of the budgeting estimates and forecasts used in this module. For more information about how they are used, refer to the “Analyzer Overview” on page 1.

Estimate at Completion (EAC)

The EAC for a project initially matches the project’s original budget. The original budget, however, typically does not provide for cost overruns, such as labor overtime, express freight, or other contingencies, that often arise during a lengthy project. After approval of the original budget, unforeseen expenditures arise, affecting tracking and analysis. Moreover, some or all of the additional costs may be billable to the customer, entailing a revision to the anticipated revenue. Maintenance of a project’s EAC allows the original budget to remain static while the project manager can update the EAC whenever a revision to the total cost and/or revenue of a project is quantified.

You can change the caption for **EAC** in *Project Controller Setup* (PA.SET.00). If your company uses different terminology for estimate at completion, captions and screen titles will appear using your custom term.

Estimate to Complete (ETC)

The ETC for a project represents the EAC minus project-to-date expenditures. These expenditures include actual expenses plus any committed amounts from purchase orders, unposted timecards, and subcontracts.

Forecast at Completion (FAC)

While project accountants typically maintain a project’s original budget (and perhaps its EAC), project managers often supply the FAC. Rather than being based on monetary expenditures, the FAC often represents physical, real world terms.

Example: A project manager may look at the status of a project and estimate its physical progress based on how many units are complete vs. how many units have yet to be started. If 50% of the contracted units are complete, the project manager may consider the FAC to be double the project-to-date expenditures.

You can change the caption for **FAC** in *Project Controller Setup* (PA.SET.00). If your company uses different terminology for forecast at completion, captions and screen titles will appear using your custom term.

Forecast to Complete (FTC)

Forecast to Complete represents the FAC minus project-to-date expenditures. These expenditures include actual expenses plus any committed amounts from purchase orders, unposted timecards, and subcontracts.

Reference

EAC Maintenance (IQ.EAC.00)

Use *EAC Maintenance* (IQ.EAC.00) to view a project's actual and budgeted amounts and units, and to revise the project's Estimate at Completion (EAC) and Estimate to Complete (ETC) amounts and units. If you change the ETC, the program automatically recalculates the revised EAC. If you change the EAC, the program calculates and displays the revised ETC. When you first open *EAC Maintenance*, the program automatically calculates the EAC and ETC if the actual balance is greater than the EAC currently on file.

Note: You can change the caption for **EAC** in *Project Controller Setup* (PA.SET.00). If your company uses different terminology for this budget type, the title of this screen and the caption for the **EAC** field will appear using your custom term.

There are two grids in *EAC Maintenance*. The top grid displays detailed actual and budget information for the selected project, showing one line for each task-account category combination. The lower grid displays three total lines for the project's revenue, cost, and net calculated from information in the top grid.

Task	Description	Acct Category	Rev ETC	RevEAC	Curr ETC	CurrEAC	Actual
00-00000-	Default for system posting	LABOR	0	55	0	55	55
AD-00001-	Accounting	REVENUE	2000	2000	2000	2000	0
AD-00001-	Accounting	LABOR	700	700	700	700	0
AD-00002-	Administrative Tasks	REVENUE	2000	2000	2000	2000	0
AD-00002-	Administrative Tasks	LABOR	1000	1000	1000	1000	0
AD-00003-	Travel Time	REVENUE	7500	7500	7500	7500	0
			Rev ETC	RevEAC	Curr ETC	CurrEAC	Actual
Total Revenue			142205	175990	142205	175990	33780
Total Costs			60448	78141	60448	78141	17070
Total Net			81757	97850	81757	97850	16710

Margin Percent:	Revised EAC	Current EAC	Original Budget	Actual
	55.60	55.60	52.93	49.45

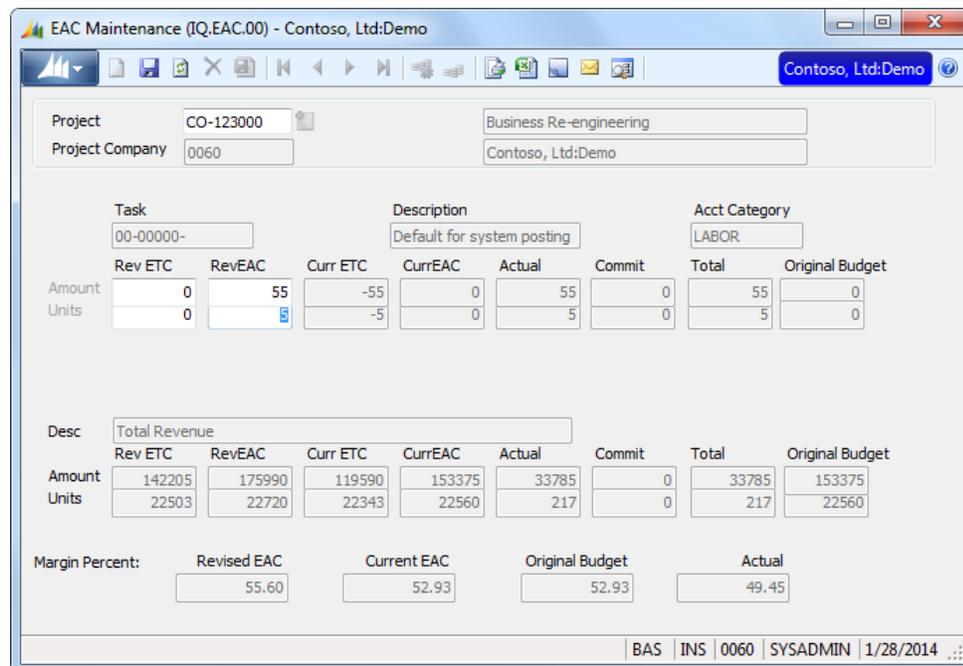
Figure 1: EAC Maintenance (IQ.EAC.00), grid view

EAC Maintenance also contains several buttons that allow easy access to further detail or communication with project management. Clicking the **Drill** button opens Project Controller's *Transaction Detail Inquiry* (PA.TRD.00) or *Commitment Detail Inquiry* (PA.CMD.00), depending on which column in the grid you select. If focus is on a cell in the **Commitment** column, *Commitment Detail Inquiry* (PA.CMD.00) opens. In all other cases, *Transaction Detail Inquiry* (PA.TRD.00) opens to display the individual transactions that make up the amounts for the selected project, task, and account category.

The **Change Currency**  and the **Select Currency**  buttons in the application toolbar are activated when **Activate Foreign Currency Project Management** is selected on the **PC Options and Setup** tab in *Project Controller Setup* (PA.SET.00). The amounts appear by default in the project currency.

The **Notes**  button allows the capture of any comments or supplemental information. Use the **Communicator**  button to open *Send Messages* (CO.MMT.00) in Communicator to notify another employee or manager of any observed EAC information or problems.

Note: If the budget type for the project is Revision (**Direct or Revision Budget** is set to Budget by Revisions in *Project Maintenance* (PA.PRJ.00)), this screen opens in view-only mode. You must use *Budget Revision Maintenance* (BU.BRM.00) in order to maintain budget information for the project.



The screenshot shows the 'EAC Maintenance (IQ.EAC.00) - Contoso, Ltd:Demo' window. It contains the following data:

Project: CO-123000, Business Re-engineering
 Project Company: 0060, Contoso, Ltd:Demo

Task: 00-00000-, Description: Default for system posting, Acct Category: LABOR

	Rev ETC	RevEAC	Curr ETC	CurrEAC	Actual	Commit	Total	Original Budget
Amount	0	55	-55	0	55	0	55	0
Units	0	5	-5	0	5	0	5	0

Desc: Total Revenue

	Rev ETC	RevEAC	Curr ETC	CurrEAC	Actual	Commit	Total	Original Budget
Amount	142205	175990	119590	153375	33785	0	33785	153375
Units	22503	22720	22343	22560	217	0	217	22560

Margin Percent: Revised EAC (55.60), Current EAC (52.93), Original Budget (52.93), Actual (49.45)

Footer: BAS | INS | 0060 | SYSADMIN | 1/28/2014

Figure 2: EAC Maintenance (IQ.EAC.00), form view

Following are the field descriptions for *EAC Maintenance* (IQ.EAC.00).

Project

Enter the project ID whose amounts or units you want to view. The project ID is the primary identifier for transactions and summary data in Project Management and Accounting and is validated in the Project Master table (PJPROJ). The project's description appears in the adjacent field.

Project Company

The company associated with the **Project**, this defaults from the company entered on the **Project** tab in *Project Maintenance* (PA.PRJ.00). The company ID appears with the company name to the right.

Rev ETC

A change to **Rev ETC** modifies **Curr ETC**. When you enter a number, the program recalculates **Rev EAC** automatically. When you first select a project, the program sets **Rev ETC** to **Curr ETC** unless that number is negative, in which case the program sets **Rev ETC** to zero.

Rev EAC

A change to **Rev EAC** modifies **Curr EAC**. When you enter a number, the program recalculates **Rev ETC** automatically. When you first select a project, the program sets **Rev EAC** to the sum of **Total (Actual + Commit)** plus **Rev ETC**.

You can change the caption for **EAC** in *Project Controller Setup* (PA.SET.00). If your company uses different terminology for estimate at completion, captions will appear using your custom term.

Curr ETC

Curr ETC equals **Curr EAC** minus the sum of period-to-date **Actual** plus **Commit**. It represents the amount needed to complete the task or project.

Curr EAC

Curr EAC is retrieved from the Project-to-Date Summary table (PJPTDSUM) for the specified project-task-account category.

You can change the caption for **EAC** in *Project Controller Setup* (PA.SET.00). If your company uses different terminology for estimate at completion, captions will appear using your custom term.

Actual

The project-to-date actual amount is retrieved from the Project-to-Date Summary table (PJPTDSUM) for the specified project-task-account category.

Commit

The project-to-date commitment amount is retrieved from the Project-to-Date Summary table (PJPTDSUM) for the specified project-task-account category.

Total

The program calculates **Total Amount** as the sum of **Actual** plus **Commit**.

Budget

The total budget amount is retrieved from the Project-to-Date Summary table (PJPTDSUM) for the specified project-task-account category.

You can change the caption for **Budget** in *Project Controller Setup* (PA.SET.00). If your company uses different terminology for budgets, captions will appear using your custom term.

Margin Percent Fields

The program calculates the project's margin percentage for **Revised EAC**, **Current EAC**, **Budget**, and **Actual**. All margin fields use the following calculation:

$$((\text{Total Revenue} - \text{Total Expenses}) / \text{Total Revenue}) * 100$$

FAC Maintenance (IQ.FAC.00)

Use *FAC Maintenance* (IQ.FAC.00) to view a project's actual and budgeted amounts and units, and to revise the project's Forecast-at-Completion (FAC) and Forecast-to-Complete (FTC) amounts and units. If you change the FTC, the program automatically recalculates the revised FAC. If you change the FAC, the program calculates and displays the revised FTC. When you first open *FAC Maintenance*, the program calculates the FAC and FTC automatically if the actual balance is greater than the FAC currently on file.

Note: You can change the caption for **FAC** in *Project Controller Setup* (PA.SET.00). If your company uses different terminology for this budget type, the title of this screen and the caption for the **FAC** field will appear using your custom term.

There are two grids in *FAC Maintenance*. The top grid displays detailed actual and budget information for the selected project, showing one line for each task-account category combination. The lower grid displays three total lines for the project's revenue, cost, and net calculated from information in the top grid.

Task	Description	Acct Category	Rev FTC	Rev FAC	Curr FTC	Curr FAC	Actual
00-00000-	Default for system posting	LABOR	0	55	-55	0	55
AD-00001-	Accounting	REVENUE	0	0	0	0	0
AD-00001-	Accounting	LABOR	0	0	0	0	0
AD-00002-	Administrative Tasks	REVENUE	0	0	0	0	0
AD-00002-	Administrative Tasks	LABOR	0	0	0	0	0
AD-00003-	Travel Time	REVENUE	0	0	0	0	0
AD-00003-	Travel Time	REV.FXP	0	3987	-3987	0	3987
			Rev FTC	Rev FAC	Curr FTC	Curr FAC	Actual
Total Revenue			0	33785	-33785	0	33785
Total Costs			0	17693	-17693	0	1707
Total Net			0	16092	-16092	0	1670
Margin Percent:	Revised FAC	Current FAC	Original Budget	Actual			
	47.63	0.00	52.93	49.45			

Figure 3: FAC Maintenance (IQ.FAC.00, grid view)

FAC Maintenance also contains several buttons that allow easy access to further detail or communication with project management. Clicking the **Drill** button opens *Project Controller's Transaction Detail Inquiry* (PA.TRD.00) or *Commitment Detail Inquiry* (PA.CMD.00), depending on which column in the grid you select. If focus is on a cell in the **Commitment** column, *Commitment Detail Inquiry* (PA.CMD.00) opens. In all other cases, *Transaction Detail Inquiry* (PA.TRD.00) opens to display the individual transactions that make up the amounts for the selected project, task, and account category.

The **Change Currency** and the **Select Currency** buttons in the application toolbar are activated when **Activate Foreign Currency Project Management** is selected on the **PC Options and Setup** tab in *Project Controller Setup* (PA.SET.00). The amounts appear by default in the project currency.

The **Notes** button allows the capture of any comments or supplemental information. Use the **Communicator** button to open *Send Messages* (CO.MMT.00) in Communicator to notify another employee or manager of any observed FAC information or problems.

Note: If the budget type of the project is Revision (**Direct** or **Revision Budget** is set to Budget by Revisions in *Project Maintenance* (PA.PRJ.00)), this screen opens in view-only mode. You must use *Budget Revision Maintenance* (BU.BRM.00) in order to maintain budget information for the project.

	Rev FTC	Rev FAC	Curr FTC	Curr FAC	Actual	Commit	Total	Original Budget
Amount	0	55	-55	0	55	0	55	0
Units	0	5	-5	0	5	0	5	0

Desc	Rev FTC	Rev FAC	Curr FTC	Curr FAC	Actual	Commit	Total	Original Budget
Total Revenue	0	33785	-33785	0	33785	0	33785	153375
	0	217	-217	0	217	0	217	22560

Margin Percent:	Revised FAC	Current FAC	Original Budget	Actual
	47.63	0.00	52.93	49.45

BAS | INS | 0060 | SYSADMIN | 1/28/2014 ..

Figure 4: FAC Maintenance (IQ.FAC.00, form view)

Following are the field descriptions for *FAC Maintenance* (IQ.FAC.00).

Project

Enter the project ID whose amounts or units you want to view. The project ID is the primary identifier for transactions and summary data in Project Management and Accounting and is validated in the Project Master table (PJPROJ). The project's description appears in the adjacent field.

Rev FTC

A change to **Rev FTC** modifies **Curr FTC**. When you enter a number, the program recalculates **Rev FAC** automatically. When you first select a project, the program sets **Rev FTC** to **Curr FTC** unless that number is negative, in which case the program sets **Rev FTC** to zero.

Rev FAC

A change to **Rev FAC** modifies **Curr FAC**. When you enter a number, the program recalculates **Rev FTC** automatically. When you first select a project, the program sets **Rev FAC** to the sum of **Total (Actual + Commit)** plus **Rev FTC**.

You can change the caption for **FAC** in *Project Controller Setup* (PA.SET.00). If your company uses different terminology for forecast at completion, captions will appear using your custom term.

Curr FTC

Curr FTC equals **Curr FAC** minus the sum of period-to-date **Actual** plus **Commit**. It represents the amount needed to complete the task or project.

Curr FAC

Curr FAC is retrieved from the Project-to-Date Summary table (PJPTDSUM) for the specified project-task-account category.

You can change the caption for **FAC** in *Project Controller Setup* (PA.SET.00). If your company uses different terminology for forecast at completion, captions will appear using your custom term.

Actual

The project-to-date actual amount is retrieved from the Project-to-Date Summary table (PJPTDSUM) for the specified project-task-account category.

Commit

The project-to-date commitment amount is retrieved from the Project-to-Date Summary table (PJPTDSUM) for the specified project-task-account category.

Total

The program calculates **Total** as the sum of **Actual** plus **Commit**.

Budget

The total budget amount is retrieved from the Project-to-Date Summary table (PJPTDSUM) for the specified project-task-account category.

You can change the caption for **Budget** in *Project Controller Setup* (PA.SET.00). If your company uses different terminology for budgets, captions will appear using your custom term.

Margin Percent Fields

The program calculates the project's margin percentage for **Revised FAC**, **Current FAC**, **Budget**, and **Actual**. All margin fields use the following calculation:

$$((\text{Total Revenue} - \text{Total Expenses}) / \text{Total Revenue}) * 100$$

Forecast Percent Complete Maintenance (IQ.FPC.00)

Use *Forecast Percent Complete Maintenance* (IQ.FPC.00) to estimate the status of a task, expressed in terms of percent complete. This value differs from the completion percentage used by *Project Controller's Revenue Recognition* (PA.REV.00) in that the project manager typically enters the forecast percent complete values and then uses them for custom reporting purposes. Forecast percent complete information is stored in the Task Master Extended table (PJPENTEX) for custom reporting.

Task	Description	Percent Complete	Revision Date
00-00000-	Default for system posting	0.00	1/28/2014
AD-00001-	Accounting	0.00	1/28/2014
AD-00002-	Administrative Tasks	0.00	1/28/2014
AD-00003-	Travel Time	0.00	1/28/2014
CO-00201-	General Consulting	0.00	1/28/2014
DO-00101-	Documentation	0.00	1/28/2014
DO-00102-	Status Reports	0.00	1/28/2014
PM-00401-	Project Management	0.00	1/28/2014
PM-00402-	On Site Meetings	0.00	1/28/2014
PM-00403-	In Office Meetings	0.00	1/28/2014

Figure 5: Forecast Percent Complete Maintenance (IQ.FPC.00)

Following are the field descriptions for *Forecast Percent Complete Maintenance* (IQ.FPC.00).

Project

Enter the project ID for which you are entering percent complete. This required field is validated in the Project Master table (PJPROJ). The project's description appears in the adjacent field.

Project Company

The company associated with the **Project**, this defaults from the company entered on the **Project** tab in *Project Maintenance* (PA.PRJ.00). The company ID appears with the company name to the right.

Revision Date

Revision Date becomes the default for the revision date in the task grid, provided there is no task-specific revision date stored in the Task Master Extended table (PJPENTEX). The default for **Revision Date** is the current system date, which you can overwrite.

Task

The tasks for the selected project appear. The description of each task appears in the adjacent column.

Percent Complete

Enter the estimated percent complete for each task. The percentage is stored in the reserved ID field PE_ID17 in the Task Master Extended table (PJPENTEX).

Revision Date (task grid)

Revision Date is the date of the last change to the task and is stored in the reserved ID field PE_ID18 in the Task Master Extended table (PJPENTEX).

Project Analyzer (IQ.PAS.00)

Use *Project Analyzer (IQ.PAS.00)* to select a project or projects for analysis, depending on the option selected. Selection options include project manager, business manager, subaccount within a company, the entire logon company, customer, contract, or a specific project (if selection is not by subaccount or logon company, the other selections are made regardless of company). You can enter partial values for Subaccount and Project. You can refine the search criteria further by selecting either active or all projects. The grid displays reference information, such as manager, customer, and contract type, from the Project Master table (PJPROJ) for each selected project. Several of the flexible ID fields from the Project Master table (PJPROJ.pm_id01 - 05) also appear in the grid (you can define the captions for the flexible ID fields in Project Controller's *ID Maintenance (PA.IDM.00)*).

Figure 6: Project Analyzer (IQ.PAS.00), form view

Once you select a project, choose an analysis screen by clicking the appropriate button at the bottom of the screen. An exception is the **Multi-Projects View** button, which displays a screen with summary actual and budget data for all projects currently shown in the grid.

Task Net Profit and **Multi-Projects View** include an interface with Microsoft® Excel®. A button provides direct access to *Send Messages (CO.MMT.00)* in Communicator to notify another user about the observed project information.

Note: You can sort the contents of the grid by clicking on the heading of the column on which you want to sort the records.

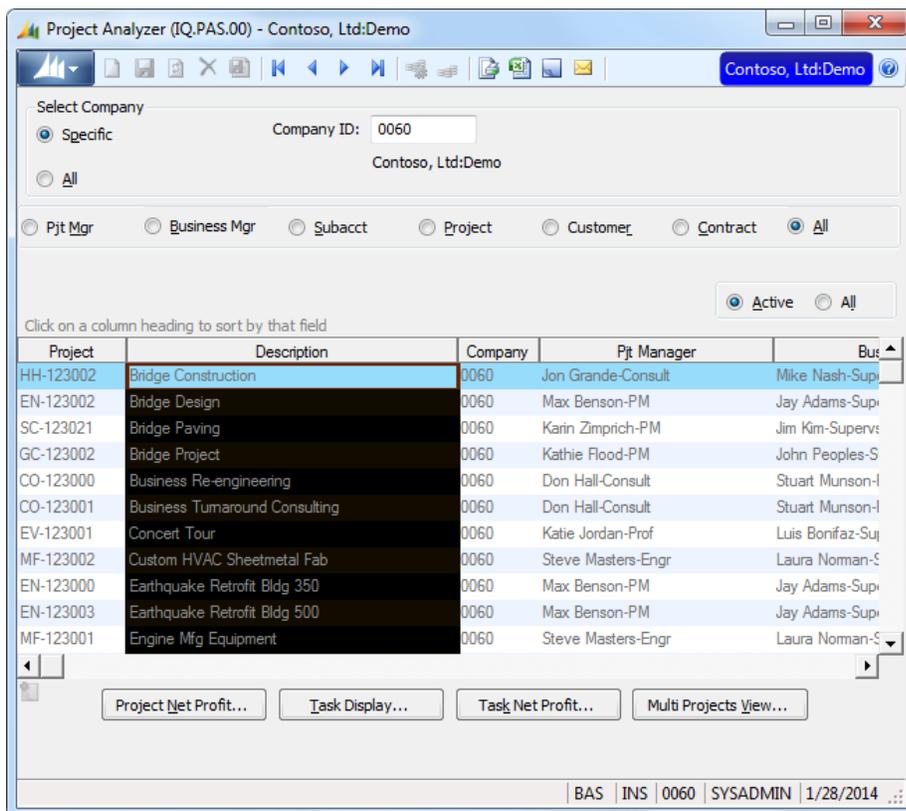


Figure 7: Project Analyzer (IQ.PAS.00), grid view

If you click the **Project** option or select one of the other search options and then click a specific project in the detail grid, **View Shared Documents**  is available on the application toolbar. Click **View Shared Documents** to open the SharePoint site and review documents, such as Flexible Billing invoices or construction billing reports, for the specific project. When you move your mouse pointer over **View Shared Documents**, the path to the SharePoint site where the project documents are located appears.

The **Change Currency View**  button in the application toolbar is activated when **Project Currency Code** is not set to the base currency. When currency view is changed in this screen the subscreens will display in the same currency.

Following are the field descriptions for *Project Analyzer (IQ.PAS.00)*.

Select Company Area

The Select Company area allows entry to select a specific company or all companies.

Specific

Allows you to enter a specific company, you will be limited to companies to which you have access rights to this screen. The default is the logged in company.

Company

Company's identification number and name. You will have only access to companies to which you have access rights in this screen.

Select By (option buttons)

These option buttons specify the primary selection path. Options include search by project manager, business manager, General Ledger subaccount, entire company, project ID, customer, and contract. The option button you select determines the key value that you will be prompted for on the next line. If you select **Entire Company**, the key value does not appear and the screen lists all projects for the current logon company. If the company ID is password-protected, the password prompt appears immediately upon clicking the button (maintain organizational passwords in Project Controller's *Password Maintenance* (PA.PWD.00)). The default setting is to list by Project Manager.

Note: You can change the captions for **Project Manager** and **Business Manager** in *Project Controller Setup* (PA.SET.00). To override the Project Manager caption in various screens and reports, enter the custom caption in the **Project Manager1** field in the Flexible Manager Captions area. To override the Business Manager caption, enter the custom caption in the **Project Manager2** field.

The option button that you select determines the nature of the information that the system prompts you for in the next field.

- If you select either **Project Manager** or **Business Manager**, this field prompts for an employee ID.
- If you select either **GL Subaccount** or **Project**, you can enter a partial beginning value for Subaccount or Project and all subaccounts or projects that begin with the entered value appear. Selection based on the partial value is always read from left to right. For example, if you enter **CO**, the program selects all records for which the key value, the project subaccount or the project ID, begins with **CO**. You cannot select records based on middle or end of field values. Note that if you select Subaccount, the search is for subaccounts only within the current company.
- If you select **Customer**, this field prompts for a customer ID.
- If you select **Contract**, this field prompts for a contract ID.
- If you select **Entire Company**, you do not need to enter any additional information. The program displays all projects for the current company.

If the entered key value is password-protected, enter the password at the prompt and click **OK**. Employee IDs, subaccounts, and company IDs can be password-protected using Project Controller's *Password Maintenance* (PA.PWD.00).

Project Currency Code

When **Activate Foreign Currency Project Management** is selected on the **PC Options and Setup** tab in *Project Controller Setup* (PA.SET.00) the **Project Currency Code** will be activated. Select a currency and the description of the currency will display in the field to the right.

Active / All (option buttons)

These two option buttons determine whether the screen displays all projects or only active projects. An active project has a project status of A in the Project Master table (PJPROJ).

Project Net Profit

Pressing this button opens *Project Net Profit* (PA.PNR.00) for viewing the profitability of the selected project.

Task Display

Pressing this button opens *Project-Task Display* (IQ.EAS.00) for viewing summary information about each task of the selected project.

Task Net Profit

Pressing this button opens *Task Net Profit* (PA.PND.00) for viewing the profitability of each task of the selected project.

Multi-Projects View (button)

Pressing this button opens *Multi-Projects View (IQ.PSA.01)* for viewing the profitability of all currently displayed projects.

Multi Projects View (IQ.PAS.01)

Multi Projects View (IQ.PAS.01) displays actual and budget amounts or units for all projects shown in *Project Analyzer (IQ.PAS.00)*. Each row displays project data summarized by account category. In addition, some reference information from the Project Master table (PJPROJ) appears, including the two Project Master ID fields specified in *Project Controller Setup (PA.SET.00)*.

Project	Description	Acct Category	Acct Type	MTD Amount	PTD Amount	Commit	PTD + Commit	ETC Amount
EV-123000	Fundraising Event	REVENUE	Revenue	0	0	0	0	2275
EV-123000	Fundraising Event	LABOR	Expense	0	0	0	0	400
EV-123000	Fundraising Event	TRAVEL	Expense	0	0	0	0	115
EV-123000	Fundraising Event	ODCS	Expense	0	0	0	0	350
-	Project Revenue			0	0	0	0	2275
-	Project Costs			0	0	0	0	865
-	Project Net			0	0	0	0	1410
EV-123003	Marketing Consulting	LABOR	Expense	424	424	0	424	170
EV-123003	Marketing Consulting	SUBCONTRACT	Expense	0	0	0	0	150
EV-123003	Marketing Consulting	TRAVEL	Expense	0	0	0	0	735

Figure 8: Multi Projects View (IQ.PAS.01), grid view

Although information is available for any fiscal period, project-to-date actual information is not available for future fiscal years. The year must be closed and balance forward amounts calculated before data for a future year becomes available. Inquiries into future periods in the current year are possible. Commitment information for subcontracts in a given period does not appear until you run Project Controller's *Financial Transaction Transfer (PA.TRN.00)* for the period, selecting Commitments (PO & Subcontract) from the **Module** list.

Click the **Excel**  button to export the contents of the grid to a Microsoft® Excel® spreadsheet. The **Excel Options** button allows control of the parameters, file names, and macros that will run when exporting to a spreadsheet.

Click the **Drill**  button to open Project Controller's *Transaction Detail Inquiry (PA.TRD.00)* or *Commitment Detail Inquiry (PA.CMD.00)*, depending on which column in the grid you select. If focus is on the **Commitment** column, *Commitment Detail Inquiry (PA.CMD.00)* opens. In all other cases, *Transaction Detail Inquiry (PA.TRD.00)* opens to display the individual transactions that make up the amount for the selected project and account category.

You can use the **Communicator**  button to send messages concerning project analysis information to other users.

Figure 9: Multi Projects View (IQ.PAS.01), form view

Following are the field descriptions for *Multi Projects View (IQ.PAS.01)*.

Period

Enter a six-digit fiscal period in the format MM-YYYY where MM represents the month/period number and YYYY represents the fiscal year. The period defaults to the current period, although you can enter any period in the current fiscal year.

Acct Type Selection (option buttons)

Use these option buttons to select the account type(s) of the transactions that will appear. Specify the account type (Asset, Liability, Revenue, Expense, or Non-accounting) for each account category in Project Controller's *Account Category Maintenance (PA.ACC.00)*. The following options are available:

- All — Display data for all account categories regardless of account type.
- Rev/Exp Only — Display data only for account categories that have an account type of Revenue or Expense. This is the default setting.
- Expense Only — Display data only for account categories that have an account type of Expense.
- Revenue Only — Display data only for account categories that have an account type of Revenue.

Subtotaling

You can use **Subtotaling** to specify whether subtotal lines will appear in the grid rows. If selected, the program calculates subtotals for each project and for the entire display. There are three subtotaling options available:

- Display Subtotals — Display both details and subtotal lines.
- Display ONLY Subtotals — Display only subtotal lines. Detail lines do not appear.
- No Subtotals — Display only detail lines. Subtotal lines do not appear. Select this option if you plan to export the data to Microsoft Office Excel and analyze it using pivot tables.

Note: After changing the subtotaling option, tab out of this field (or put the cursor on another field) to redisplay the data.

Budget Type

Use **Budget Type** to specify which budget types will appear in the grid columns. Select one of three budget types for display:

- EAC and Original Budget – Display budget data for budget types EAC (Estimate at Completion) and Original Budget.
- FAC and Original Budget – Display budget data for budget types FAC (Forecast at Completion) and Original Budget.
- FAC and EAC – Display budget data for budget types FAC (Forecast at Completion) and EAC (Estimate at Completion).

Note: You can change the captions for **Budget**, **EAC**, and **FAC** in *Project Controller Setup* (PA.SET.00). If your company uses different terminology for these budget types, these captions will appear using your custom terms.

Amount / Units (option buttons)

Amount / Units determines whether the information in the grid appears in monetary amounts or in units (quantity). When this selection is changed, the program clears the grid and redisplay the data.

OK

Pressing this button closes *Multi Projects View* (IQ.PAS.01), returning to *Project Analyzer* (IQ.PAS.00).

Excel Options (button)

Clicking this button opens *Excel Options* (IQ.EXC.00) for specifying the options for exporting the contents of the grid to a Microsoft Excel spreadsheet. If you use pivot tables for displaying data, select the No Subtotals subtotaling option to prevent subtotal lines from being exported to Excel.

Excel Options (IQ.EXC.00)

Use *Excel Options* (IQ.EXC.00) to specify options for exporting a grid of information from several inquiry screens to a Microsoft Excel spreadsheet. Complete the information in *Excel Options* (IQ.EXC.00) before clicking the **Excel**  button to specify whether the file will be exported to a new or existing file.

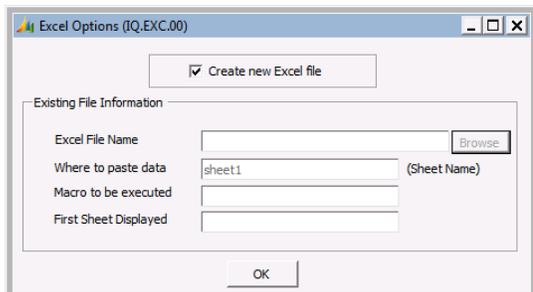


Figure 10: *Excel Options* (IQ.EXC.00)

Following are the field descriptions for *Excel Options* (IQ.EXC.00).

Create new Excel file (check box)

This setting determines whether Excel opens an existing file or creates a new one. If you select this box, you will create a new file. Click **OK** to return to the inquiry screen from which you are exporting the data, then click the **Excel**  button. The system exports the contents of the current inquiry into a new Excel spreadsheet. When the spreadsheet is closed, Excel prompts for the save operation and file destination.

If the box is clear, **Browse** becomes available. Clicking this button opens the standard Windows file directory dialog box, which allows you to update an existing file.

When you select an existing Excel file, the **Macro to be executed** and **First Sheet Displayed** are optional. If those fields are blank, the sheet that was the target of the pasted-to request appears. If you specify both, the program runs **Macro to be executed** first and then runs **First Sheet Displayed**.

Example: You want to create an Excel pivot table from the data shown in the grid for *Multi Projects View* (IQ.PAS.01). The program creates an Excel file with a macro that creates a pivot table in sheet17 from the spreadsheet in sheet1. One way to create such a macro is to use the pivot table wizard to create the pivot table with the Record Macro option set to On. In *Excel Options* (IQ.EXC.00), set **Where to paste data** to sheet1, **Macro to be executed** to the macro name, and **First Sheet Displayed** to sheet17.

Excel File Name

Excel File Name specifies the name of the existing spreadsheet selected for the Excel export. The field is not applicable when you select **Create new Excel file**.

Where to paste data

Where to paste data specifies the name of the sheet where the program will paste grid data when you supply an existing spreadsheet file name and location. The default is Sheet1. The field is not applicable when you select **Create new Excel file**.

Macro to be executed

Macro to be executed specifies a Microsoft Excel macro that will run after you export the data from the grid to an existing spreadsheet. The field is not applicable when you select **Create new Excel file**.

First Sheet Displayed

First Sheet Displayed specifies the sheet that appears after you export the data from the grid to an existing spreadsheet. The field is not applicable when you select **Create new Excel file**.

OK

Pressing **OK** closes *Excel Options* (IQ.EXC.00), returning to the inquiry screen.

Project-Task Display (IQ.EAS.00)

Use *Project-Task Display* (IQ.EAS.00) to view general information (manager, subaccount, start and end dates, etc.) for the tasks of a project. You can limit the tasks displayed to only the active tasks for a project. You can perform financial analysis at the task level by clicking **Task Net Profit**. To analyze the entire project, click **Project Net Profit**.

You can access *Project-Task Display* (IQ.EAS.00) from *Project Analyzer* (IQ.PAS.00) or directly from the Analyzer module menu.

To notify another employee about project/task financial information, click the **Communicator** button to open *Send Messages* (CO.MMT.00).

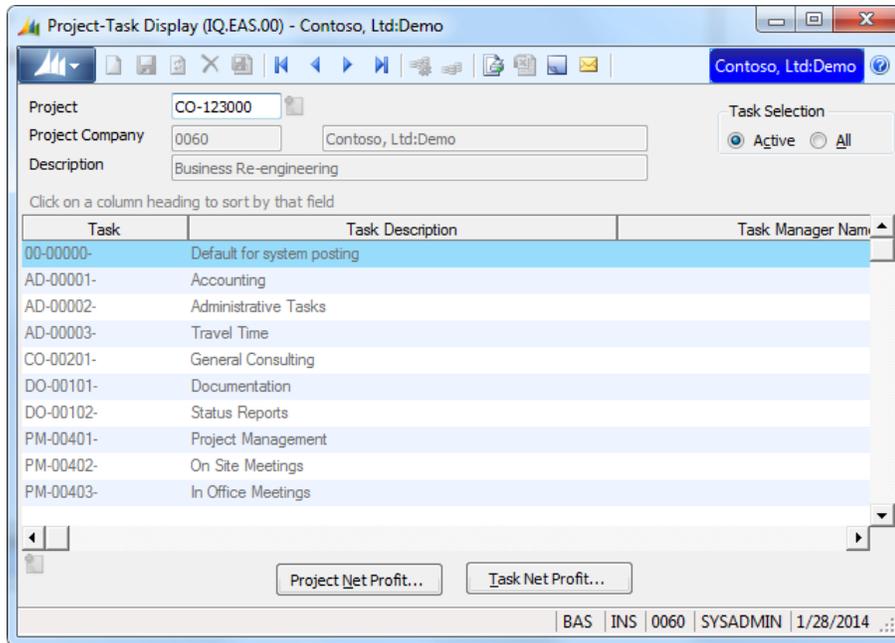


Figure 11: Project-Task Display (IQ.EAS.00), grid view

Note: You can sort the contents of the grid by clicking on the heading of the column on which you want to sort the records.

Figure 12: Project-Task Display (IQ.EAS.00), form view

Following are the field descriptions for *Project-Task Display (IQ.EAS.00)*.

Project

Enter the project ID whose tasks you want to view. This selection field allows the entry of a partial beginning value. For example, if you enter CO, the program displays all projects that begin with CO. If you enter the entire project ID, the project's description appears in the field below.

Project Company

The company associated with the **Project**, this defaults from the company entered on the **Project** tab in *Project Maintenance (PA.PRJ.00)*. The company ID appears with the company name to the right.

Active / All (option buttons)

These two option buttons determine whether the program will display all tasks or only active tasks. An active task is one whose status in the Task Master table (PJENT) is set to A.

Project Net Profit (button)

Clicking **Project Net Profit** opens Project Controller's *Project Net Profit (PA.PNR.00)*, passing the current project ID as context.

Task Net Profit (button)

Clicking **Task Net Profit** opens Project Controller's *Task Net Profit (PA.PND.00)*, passing the current project ID (or the selected line in the grid) as context.

Reports

Following are the reports for Analyzer.

Profitability by Pjt Manager (IQ.010.00)

The *Profitability by Pjt Manager* (IQ.010.00) report is a flexible column report used to analyze the profitability of all projects managed by each employee. The account categories that appear in each column are user-defined in Project Controller's *Flexible Report Column Maintenance* (PA.RPC.00). The column definitions use the *Project Profitability Report* (PA.120.00). The *Profit Detail/Summary by Project ID* (IQ.020.00) reports use these definitions as well. For more information on how to setup the Flexible Column Reports and the column definitions for this report, see Concepts | Flexible Column Reports or Project Controller Screens | *Flexible Report Column Maintenance* (PA.RPC.00) in the Project Controller and Project Allocator Help or user's guide.

Date: Monday, February 03, 2014		Contoso, Ltd: Demo							Page: 1 of 1	
Time: 10:26:00AM		Profitability by Pjt Manager							Report: IQ010.rpt	
User: SYSADMIN		Period Ending 01-1996							Company: 0060	
ManagerName	Curr Period Rev	Current Costs	Margin	YTD Revenue	YTD Costs	Margin	PTD Revenue	PTD Costs	Margin	
Max Benson-PM	27,559.87	19,137.94	8,421.93	27,559.87	19,137.94	8,421.93	78,081.37	78,854.41	-773.04	
Jo Berry-PM	7,962.50	1,406.80	6,555.70	7,962.50	1,406.80	6,555.70	7,962.50	1,541.19	6,421.31	
Kathie Flood-PM	74,000.00	96,334.12	-22,334.12	74,000.00	96,334.12	-22,334.12	74,000.00	96,334.12	-22,334.12	
Don Hall-Consult	15,310.98	9,676.11	5,634.87	15,310.98	9,676.11	5,634.87	33,785.45	17,023.01	16,762.44	
Linda Mitchell-Admin	0.00	12,202.35	-12,202.35	0.00	12,202.35	-12,202.35	0.00	33,263.55	-33,263.55	
Michael Patten-PM	20,000.00	10,645.20	9,354.80	20,000.00	10,645.20	9,354.80	20,000.00	10,645.20	9,354.80	
William Vong-PM	0.00	9,382.50	-9,382.50	0.00	9,382.50	-9,382.50	0.00	11,476.67	-11,476.67	
**** GRAND TOTAL	144,833.35	158,785.02	-13,951.67	144,833.35	158,785.02	-13,951.67	213,829.32	249,138.15	-35,308.83	
Records Printed:	117									

Figure 13: Profitability by Pjt Manager (IQ.010.00)

For an explanation of the extended report option fields used to generate this report, see "Reports" in the System Manager online help or user guide.

Profit Detail/Summary by Project ID (IQ.020.00)

The *Profit Detail/Summary by Project ID* (IQ.020.00) reports present project profitability data sorted by an ID field in the Project Master table (PJPROJ.PM_ID01-10). Use the **Options** tab to select the ID field on which to sort. If you have not specified an ID, the report sorts on PM_ID01. The account categories that appear in the columns are user-defined in Project Controller's *Flexible Report Column Maintenance* (PA.RPC.00). The column definitions use the *Project Profitability Report* (PA.120.00). The *Profitability by Pjt Manager* (IQ.010.00) report uses these definitions as well. For more information on how to setup the Flexible Column Reports and the column definitions for this report, see Concepts | Flexible Column Reports or Project Controller Screens | *Flexible Report Column Maintenance* (PA.RPC.00) in the Project Controller and Project Allocator Help or user's guide.

The *Profit Detail by Project ID* (IQ.020.00) report itemizes the profitability of each project within the specified ID field. To print the project currency format of this report, choose the Profit Detail by Project ID - PC format.

Date: Monday, February 03, 2014		Contoso, Ltd:Demo						Page: 1 of 4		
Time: 10:28:03AM		Profit Detail by Project ID01						Report: IQ020.rpt		
User: SYSADMIN		Period Ending 01-1998						Company: 0060		
ProjectType	Project Description	Curr Period Rev	Current Costs	Margin	YTD Revenue	YTD Costs	Margin	PTD Revenue	PTD Costs	Margin
AWARDED										
CO-123000	Business Re-engineering	15,310.98	9,676.11	5,634.87	15,310.98	9,676.11	5,634.87	33,785.45	17,023.01	16,762.44
EN-123000	Earthquake Retrofit Bldg 350	27,559.87	19,137.94	8,421.93	27,559.87	19,137.94	8,421.93	78,081.37	78,854.41	-773.04
OC-123000	Office Building Construction	74,000.00	96,334.12	-22,334.12	74,000.00	96,334.12	-22,334.12	74,000.00	96,334.12	-22,334.12
HW-123000	Widen Highway	20,000.00	10,645.20	9,354.80	20,000.00	10,645.20	9,354.80	20,000.00	10,645.20	9,354.80
SW-123000	Year 2000 Software Project	0.00	5,270.00	-5,270.00	0.00	5,270.00	-5,270.00	0.00	7,263.22	-7,263.22
SW-123001	Game Development	0.00	3,162.50	-3,162.50	0.00	3,162.50	-3,162.50	0.00	3,162.50	-3,162.50
*** Total AWARDED		136,870.85	144,225.87	-7,355.02	136,870.85	144,225.87	-7,355.02	205,866.82	213,282.46	-7,415.64

Figure 14: Profit Detail by Project (IQ.020.00)

The *Profit Summary by Project ID* (IQ.020.00) report presents the profitability data summarized by the specified ID without the project detail. To print the project currency format of this report, choose the Profit Summary by Project ID – PC format.

Date: Monday, February 03, 2014		Contoso, Ltd:Demo						Page: 1 of 1		
Time: 10:29:48AM		<u>Profit Summary by Project ID01</u>						Report: IQ020.rpt		
User: SYSADMIN		Period Ending 01-1998						Company: 0060		
Project Type	Curr Period Rev	Current Costs	Margin	YTD Revenue	YTD Costs	Margin	PTD Revenue	PTD Costs	Margin	
AWARDED	136,870.85	144,225.87	-7,355.02	136,870.85	144,225.87	-7,355.02	205,866.82	213,282.46	-7,415.64	
BID	7,962.50	1,406.80	6,555.70	7,962.50	1,406.80	6,555.70	7,962.50	1,541.19	6,421.31	
INTERNAL	0.00	13,152.35	-13,152.35	0.00	13,152.35	-13,152.35	0.00	34,314.50	-34,314.50	
**** GRAND TOTAL	144,833.35	158,785.02	-13,951.67	144,833.35	158,785.02	-13,951.67	213,829.32	249,138.15	-35,308.83	

Records Printed: 117

Figure 15: Profit Summary by Project (IQ.020.00)

For an explanation of the extended report option fields used to generate this report, see "Reports" in the System Manager online help or user guide.

Project/Task Performance (IQ.030.00)

The *Project/Task Performance* (IQ.030.00) reports summarize much of the pertinent data regarding the actual vs. anticipated performance at the project or task level. The reports present month-to-date and project-to-date actual units and amounts, along with committed amounts, compared against the Estimate at Completion (EAC) for each revenue and expense account category.

The *Project Performance* (IQ.030.00) report pages on project ID. To print the project currency format of this report, choose the Project Performance – PC format.

Date: Monday, February 03, 2014		Contoso, Ltd:Demo				Page: 1 of 20				
Time: 10:33:44AM		Project Performance				Report: IQ030A.rpt				
User: SYSADMIN		Period Ending 01-1998				Company: 0060				
		Project Manager E01198		Max Benson-PM						
		Customer C300		School of Fine Art						
		Project EN-123000		Earthquake Retrofit Bldg 350						
		Contract Type FPE		Fixed Price plus Expenses						
		Month-To-Date		Project-To-Date						
		Units	Amount	Units	Amount	Commit	Total	EAC	ETC	Percent
Revenue										
REVENUE	0.00	20,000.00	0.00	55,000.00	0.00	55,000.00	500,000.00	445,000.00	11.00	
REV-EXPRECOVERY	41.50	2,559.87	60.50	3,081.37	0.00	3,081.37	190,000.00	186,918.63	1.62	
UNBILLEDREV	0.00	5,000.00	0.00	20,000.00	0.00	20,000.00	0.00	-20,000.00	0.00	
Total Revenue	41.50	27,559.87	60.50	78,081.37	0.00	78,081.37	690,000.00	611,918.63	11.32	
Expenses										
LABOR	405.15	10,398.22	1,841.65	46,362.36	2,278.80	48,641.16	196,350.00	147,708.84	24.77	
SUBCONTRACT	40.00	1,500.00	77.40	2,902.50	0.00	2,902.50	100,875.00	97,972.50	2.88	
MATERIALS	24.00	1,800.00	24.00	1,800.00	0.00	1,800.00	23,500.00	21,700.00	7.66	
EQUIPMENT	45.00	900.00	302.00	15,040.00	0.00	15,040.00	95,750.00	80,710.00	15.71	
LABTESTS	12.00	2,400.00	27.00	6,150.00	0.00	6,150.00	15,000.00	8,850.00	41.00	
TRAVEL	205.00	2,064.07	331.00	6,273.90	0.00	6,273.90	4,000.00	-2,273.90	156.95	
ODCS	0.00	75.65	10.00	325.65	0.00	325.65	13,000.00	12,674.35	2.51	
Total Expenses	731.15	19,137.94	2,613.05	78,854.41	2,278.80	81,133.21	448,475.00	367,341.79	18.09	
Net Margin		8,421.93		-773.04			241,525.00			
Margin %		30.56		-0.99			35.00			

Figure 16: Project Performance (IQ.030.00)

The *Task Performance* (IQ.030.00) report presents additional task-level data such as task manager and task contract type. The report pages on each new task. To print the project currency format of this report, choose the *Task Performance – PC* format.

Date: Monday, February 03, 2014		Contoso, Ltd:Demo				Page: 184 of 301				
Time: 10:35:26AM		<u>Task Performance</u>				Report: IQ030B.pt				
User: SYSADMIN						Company: 0060				
		Period Ending 01-1998								
		Project Manager E01270 Michael Patten-PM								
		Customer C419 Fabrikam, Inc								
		Project HH-123000 Widen Highway								
Task	01-00000-	General Conditions		Contract Type UP		Units of Production				
Task Manager				Task Contract Type		CP	Cost Plus			
		Month-To-Date		Project-To-Date						
		Units	Amount	Units	Amount	Commit	Total	EAC	ETC	Percent
Revenue										
	REVENUE	100.00	10,000.00	100.00	10,000.00	0.00	10,000.00	1,000,000.00	990,000.00	1.00
	UNBILLEDREV	-100.00	10,000.00	-100.00	10,000.00	0.00	10,000.00	0.00	-10,000.00	0.00
	Total Revenue	0.00	20,000.00	0.00	20,000.00	0.00	20,000.00	1,000,000.00	980,000.00	2.00
	Net Margin		20,000.00		20,000.00			1,000,000.00		
	Margin %		100.00		100.00			100.00		

Figure 17: Task Performance (IQ.030.00)

For an explanation of the extended report option fields used to generate this report, see “Reports” in the System Manager online help or user guide.

Project Analyst SSRS Reports

Use the **Project Analyst** report to view profitability and other analyses of your projects. Use it also to view the detailed transactions that make up the balances that appear on the summary analysis pages. The **Project Analyst** report is installed together with Microsoft Dynamics SL Report Server. For information about how to deploy these reports, see the SQL Server Report Server Help or user's guide and the Web Apps Help or user's guide.

Project Analyst Overview

You can view summary and detailed information about a project's financial and operational status by using Project Analyst. For example, you can view summary financial information about the project, view profitability at both the project level and task level, and view the individual transactions that make up balances.

Profitability is calculated as actual revenue minus actual costs. Commitment amounts are not included in the net profit calculation. A commitment is a declaration of an expense that hasn't posted as an actual amount yet, similar to an accrual. Commitments come from unposted timecards, purchase orders, and unpaid subcontracts.

You can view invoice aging information from Accounts Receivable and also view individual project billing details, including unbilled. Finally, you can compare actual amounts to the current budget. This provides insight into the project's financial status.

The screenshot shows the Project Analyst web application interface. At the top, there is a navigation bar with a back arrow, a search bar, and a 'View Report' button. Below this is a filter section with dropdown menus for Executive View, Company, Business Manager, Customer, Status, Employee, Project Manager, Sub Account, Contract, and Description. A 'View Report' button is also present in this section.

The main content area is titled 'Project List' and contains a table with columns for Project, Description, and Status. The table lists several projects, including CO123000, CO123001, CO123002, and EN123000. The project EN123000 is selected, and its details are shown below.

The 'Project Details for EN123000: Earthquake Retrofit Bldg 350' section includes fields for Customer (School of Fine Art), Project Manager (Don Hall-Consult), Business Manager (Jay Adams-Supervsr), Invoice Approver (Max Benson-PM), Bill With Project (EN123000), Revenue Recognition (PC), Currency (BAS), Retention% (20), Start Date (11/1/1997), End Date (8/31/1998), Last Bill Date (1/31/1998), Contract Number (EN123), Contract Type (FPE), and Contract Value (500,000.00). There are also buttons for 'Project Net Profit' and 'Task Net Profit'.

At the bottom, there are four summary tables: Financial Summary, AR Aging, Unbilled Summary, and Balances.

Financial Summary		AR Aging		Unbilled Summary		Balances	
Actuals		0-30	0.00	0-30	0.00	BILLED-TO-DATE	58,710.77
Revenue	78,081.37	31-60	0.00	31-60	0.00	RETENTION	11,112.75
Expense	80,206.17	61-90	0.00	61-90	0.00	DEPOSITS	0.00
Margin	(2,124.80)	Over 90	0.00	Over 90	17,676.29		0.00
Details		Total	0.00	Total	17,676.29		0.00

Figure 18: Project Analyst, expanded

Project Executive

If you are a Project Executive, you can view data related to all projects. If you are not a Project Executive, you can only view data related to projects for which you are the Project Manager.

To set a user as a Project Executive:

1. Open the *Employee and Resource Maintenance* (PA.EMP.00) screen in Time and Expense for Projects or Project Controller.
2. In **ID#**, specify the employee ID that you want to make a project executive.
3. Select the **Project Executive** check box.
4. Save your changes, and then close *Employee and Resource Maintenance* (PA.EMP.00).

To set a user as the Project Manager for a project:

1. Open the *Project Maintenance* (PA.PRJ.00) screen in Project Controller.
2. In **Project**, specify the project ID that you want to change.
3. In **Project Manager**, specify the employee ID that you want to manage this project.
4. Save your changes, and then close *Employee and Resource Maintenance* (PA.EMP.00).

Analyzing project information

Using **Project Analyst**, you can view different kinds of information about your projects in many ways.

To analyze project information:

1. Log in to *Microsoft Dynamics SL Web Apps*.
2. Tap or click **Project Analyst**.
3. Tap or click **Project Analyst**, and report will be displayed
4. Expand a project in the project list to see the **Project Details** summary information. You can view more detailed information about the project by tapping or clicking **Project Net Profit**, **Task Net Profit**, or the various links on the page.

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