

# Employee Management Training Guide

P130 Employee Management: Basic

# Certification Course Prerequisites

This course consists of a hands-on guide that will walk you through the specifics of Acumatica’s Employee Management basic features. The guide is intended for a one-day on-site training.

While it is possible to complete the course on a self-paced basis, you may encounter challenges that you would otherwise not face during in-person training.

You will perform the course’s hands-on exercises in your installed copy of Acumatica, using the “Template” data provided with the Acumatica installation package **version 4.2**.

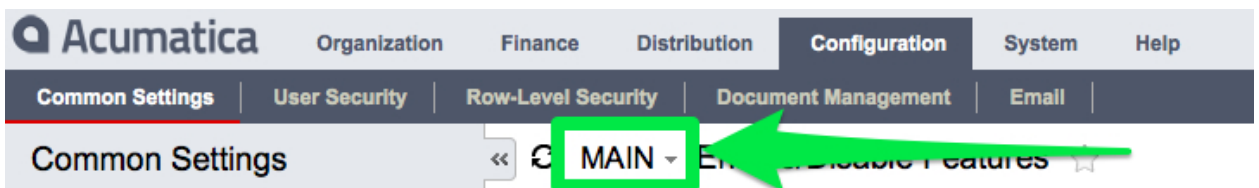
Before beginning this hands-on guide, you must first activate all the features of the application using the Common Settings. You must also execute a few necessary configurations to allow you to follow the course material accurately.

1. Open the **Enable/Disable Features form** (screen ID CS100000): *Configuration > Common Settings > Licensing > Enable/Disable Features*
2. Click the Modify button in the toolbar.
3. Confirm that the features are enabled/disabled as follows: (When you come to a field not specified in the table below, either populate it as you see fit or leave it as is.)

Field	Value
Organization	{checked}
Customer Management	{checked}
Project Management	{checked}
Time Reporting on Activity	{checked}
Finance	{checked}
Multi-Branch Support	{checked}
Inter-Branch Transactions	{checked}
Multi-Currency Accounting	{unchecked}
Deferred Revenue Management	{unchecked}
Subaccounts	{checked}
Fixed Assets Management	{checked}
VAT Reporting	{unchecked}
Invoice Rounding	{unchecked}
Support for Expense Reclassification	{unchecked}
Contract Management	{checked}
Tax Entry from GL Module	{unchecked}
ROT & RUT Deduction	{unchecked}
Consolidated Posting to GL	{checked}
Volume Pricing	{unchecked}
Distribution	{checked}
Inventory Subitems	{checked}
Automatic Packaging	{unchecked}
Warehouses	{checked}
Warehouse Locations	{checked}

Blanket Purchase Order	{unchecked}
Drop Shipments	{unchecked}
Multiple Unit of Measure	{checked}
Misc	{checked}
Row-Level Security	{unchecked}
Field-Level Audit	{unchecked}
Avalara Tax Integration	{unchecked}
Address Validation	{unchecked}
Notification Module	{checked}

4. Save your changes.
5. Click the Enable button in the toolbar.
6. Since branch accounting is enabled, verify that you are working in the MAIN branch and that it is configured correctly:
  - a. Verify that you are connected to the MAIN branch. The information is located at the top of the screen:



- b. It is important that you work in the MAIN branch throughout this certification class.
7. In the General Ledger module, generate all necessary financial periods in order to be able to activate the January 2014 to December 2014 period: *Finance > General Ledger > Work Area > Manage > Financial Periods: Generate Periods button*

## Important Note:

**Training Documentation was tested with build 4.20.0935**

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## **Business Scenario**

You are an Acumatica business consultant, and Michael Scott, the president of a company, has hired you to implement and configure Acumatica's Employee Portal for his business. Specifically, he would like to use the expense claim, time card, event, and tasks features, and he needs to have an approval map defined so that employee time cards and expense claims will be approved by the correct supervisor(s).

Mr. Scott is also planning to use the Project Management Suite in the near future; he has requested the configuration of some of the equipment he will be using on his projects. In addition, he'll need another approval map defined for the processing of equipment time cards. He already has the Financial Suite (the General Ledger, Cash Management, Accounts Payable, and Accounts Receivable modules) implemented.

This course document will walk you through how to configure the Acumatica features your client has requested, to the point where he will be able to create transactions with those features. You will execute the necessary configurations in your installed copy of Acumatica, using the "Template" data provided with the Acumatica installation package version 4.20.

# Prerequisites and Dependencies

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## Learning Objects

*Learn the prerequisite steps necessary for the successful implementation of your client's employee organization.*

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Before you can configure the structure of your client's organization, you must first implement the Financial Suite modules.

## Initialization

You may want to take some or all of the following additional steps:

- Create assignment maps for timesheets and expense claims, as well as for use in other implemented modules; for details, see [Assignment Automation](#).
- Set up notification of employees involved in the Accounts Payable, Accounts Receivable, Sales Orders, and Purchase Orders processes.
- If the system is not integrated with Active Directory, advise users about password policies, including password complexity requirements. If the system is integrated with Active Directory, such policies are set at the domain level.
- Encourage your client's employees to specify their personal settings in the [User Profile](#) form (screen ID [SM.20.30.10](#)), including their time zone (if it differs from the default one), search preferences, email settings, and font to be used in message boxes.

## Other Considerations

This section covers additional topics that relate to the implementation of the Employee Management module.

- **Time synchronization:** If your client's employees work from locations in multiple time zones, using the system time (if it is different from the time where they work) may prove inconvenient, because they will need to keep in mind the difference in time zones when creating events or tracing documents.

The system time zone is set by default to GMT+0. In the [Site Preferences](#) form (screen ID [SM.20.05.05](#)), you can specify the default time zone (with respect to GMT) from which most of the employees work. Additionally, users can specify their actual location's time zone in their User Profile form, so that they will see events and tasks shown in their local time for their convenience. The system will keep documents and database records in the system time, but will present documents, articles, and objects to users with the time stamps recalculated to match the time zone of each user.



- **Outlook integration:** Users can synchronize their event calendar with Microsoft Outlook, so that events created in Acumatica ERP will be visible in Outlook. However, events created in Outlook are not displayed in Acumatica ERP.
- In the **Email Settings tab** of the User Profile form, users can display and copy the URL where their Acumatica ERP calendars can be accessed by synchronization utilities. Users should enter that URL when configuring Outlook for synchronization with Acumatica ERP.

# Employee Management Configuration

The Employee Management module can be configured differently depending on a client's requirements. Below, you will find four unique scenarios, each of which demonstrates a different process flow and explains the system behavior depending on that process flow. Keep in mind that the Employee Management module can be used with or without the Project Management module, but the following scenarios explain the concepts with the Project Management module enabled.

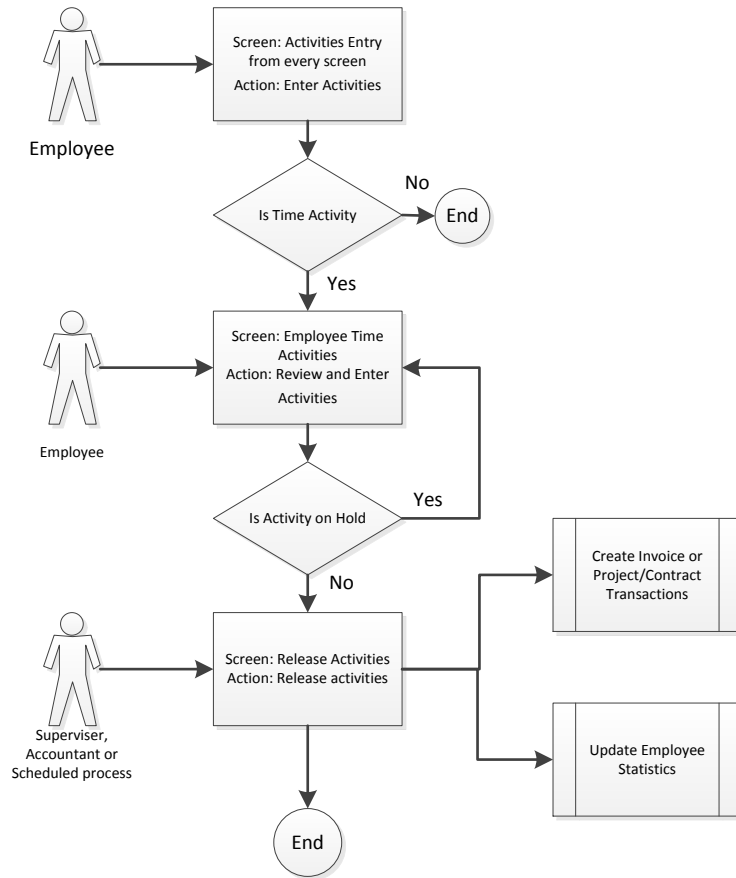
## ***Scenario 1: No Time Card, No Project Activity Approval***

Employees can record time activities associated with customers, CR cases, AR contracts, or projects. These activities can be released. During the release process, the activities should generate customer invoices, AR contract transactions, or project transactions, respectively.

### **Scenario 1 is applicable when...**

- Project manager approval is not required for any activity entered in the system.
- Time card entry is not necessary; no overall weekly time entry is tracked.
- It is not necessary to track vacation and holiday time.
- Employee cost is allocated to the appropriate project based on the hourly rate configured for the employee.
- It is not necessary to calculate the "actual cost" of the salaried employees on each project. (Since there are no time cards entered, the employee actual cost is not calculated.)
- Overtime cost is NOT calculated based on the employee calendar, but it can be calculated based on the earning type. (It is possible to configure an overtime earning type with a multiplication factor to calculate overtime cost per activity, but there is no validation done against the employee calendar.)
- Billable overtime can be calculated based on either the earning type assigned to the activities or the project/contract calendar.
- No activity correction is necessary. Once an activity is released, it is impossible to modify it. Revisions can be made only by entering a new activity (negative time entry is allowed).

## Scenario 1 Process Flow



## Scenario Configuration

- Enable “Time Reporting on Activity”
  - *Configuration > Common Settings > Licensing > Enable/Disable Features*
- Earning Types configuration
  - *Organization > Time & Expenses > Configuration > Setup > Earning Types*
- Time & Expenses Preferences
  - *Organization > Time & Expenses > Configuration > Setup > Time & Expenses Preferences*
- Employee Cost information from the Employees screen
  - *Organization > Organization Structure > Manage > Employees: Employee Cost tab*

## Employee Overtime Calculation for Scenario 1

### Employee overtime cost:

- Overtime is calculated if the activity time is tagged with the OT earning type.
- For employees where the pay type is “Hourly” or “Salaried with Exceptions,” the employee hourly cost is multiplied by the OT multiplier. (The employee hourly cost equivalent is used for “Salaried with Exceptions” employees.)
- For employees where the pay type is “Salaried,” there is no OT cost calculated. (Employee pay type has priority over the earning type assigned to the activity.)
- There is no validation against the employee calendar.
- Because there is no cost on the contracts, the OT cost is applicable only to projects.

### Employee billable overtime:

- The billable time is considered overtime if the earning type OT is configured to be billable overtime.
- The employee billable overtime rate is taken from the employee overtime labor class.
- If the Require Time On Activity box is checked on the Time & Expenses Preferences form, the system should calculate the billable overtime based on the calendar assigned to the project or contract. If there is no calendar assigned to the project/contract, then overtime is calculated based on the earning type assigned to the activity (the project/contract calendar has priority over the earning type).

## ***Scenario 2: No Time Card, Project Activity Approval Required***

Employees can record time activities associated with customers, CR cases, AR contracts, or projects. If the activity is associated with a contract or project, it may require approval. Once these activities are approved, they are released. During the release process, the activities should generate customer invoices, AR contract transactions, or project transactions, respectively.

### **Scenario 2 is applicable when...**

- Activities entered require approval from the appropriate project manager.

#### **FOR PROJECTS:**

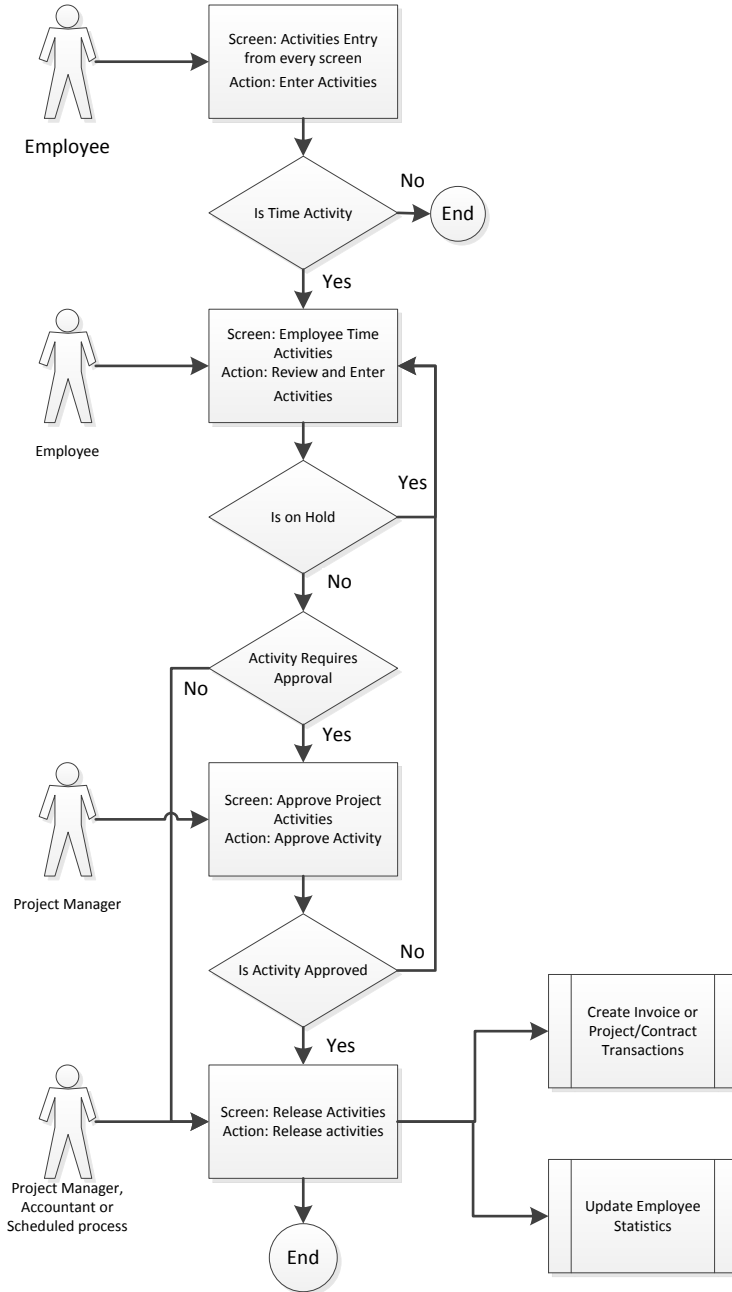
- If an employee is selected in the Approver field on the Project Tasks form (screen ID PM.30.20.00), that employee will automatically be designated as the approver of the time assigned to that task. If no approver is assigned to the task, the time assigned to that activity automatically flows to the project.
- If a project manager is assigned to the project, the project manager can also approve the activities of any task assigned to the project, instead of the project task approver. The project manager is never assigned for time approval on his project; he can only act as a substitute for the person assigned as the project task approver. If no approver is assigned, the activity automatically flows to the project, and the project manager does not have to approve any time.

#### **FOR CONTRACTS:**

- If an employee is selected in the Contract Activity Approver field on the Customer Contracts form (screen ID CT.30.10.00), that employee will automatically be designated as the approver of the time assigned to the activity. If no contract activity approver is assigned to the task, the time assigned to that activity automatically flows to the contract.
- Time card entry is not necessary, therefore no overall weekly time entry is tracked.
- It is not necessary to track vacation and holiday time.
- Employee cost is allocated to the appropriate project based on the hourly rate configured for the employee.
- It is not necessary to calculate the “actual cost” of the salaried employees on each project. (Since there are no time cards entered, the employee actual cost is not calculated.)
- Overtime cost is NOT calculated based on the employee calendar, but it can be calculated based on the earning type. (It is possible to configure an overtime earning type with a multiplication factor to calculate overtime cost per activity, but there is no validation done against the employee calendar.)
- Billable overtime can be calculated based on either the earning type assigned to the activities or the project/contract calendar.

- No activity correction is necessary. Once an activity is released, it is impossible to modify it. Revisions can be made only by entering a new activity (negative time entry is allowed).

## Scenario 2 Process Flow



## Scenario Configuration

- Enable “Time Reporting on Activity”
  - *Configuration > Common Settings > Licensing > Enable/Disable Features*
- Earning Types configuration
  - *Organization > Time & Expenses > Configuration > Setup > Earning Types*
- Time & Expenses Preferences
  - *Organization > Time & Expenses > Configuration > Setup > Time & Expenses Preferences*
- Employee Cost information
  - *Organization > Organization Structure > Manage > Employees: Employee Cost tab*
- Assign a project task approver and/or contract activity approver
  - For projects: *Organization > Projects > Work Area > Manage > Project Tasks: Approver field*

## Employee Overtime Calculation for Scenario 2

The overtime cost and the billable overtime are calculated the same way as in scenario 1 above.

### ***Scenario 3: Time Card, No Project Activity Approval***

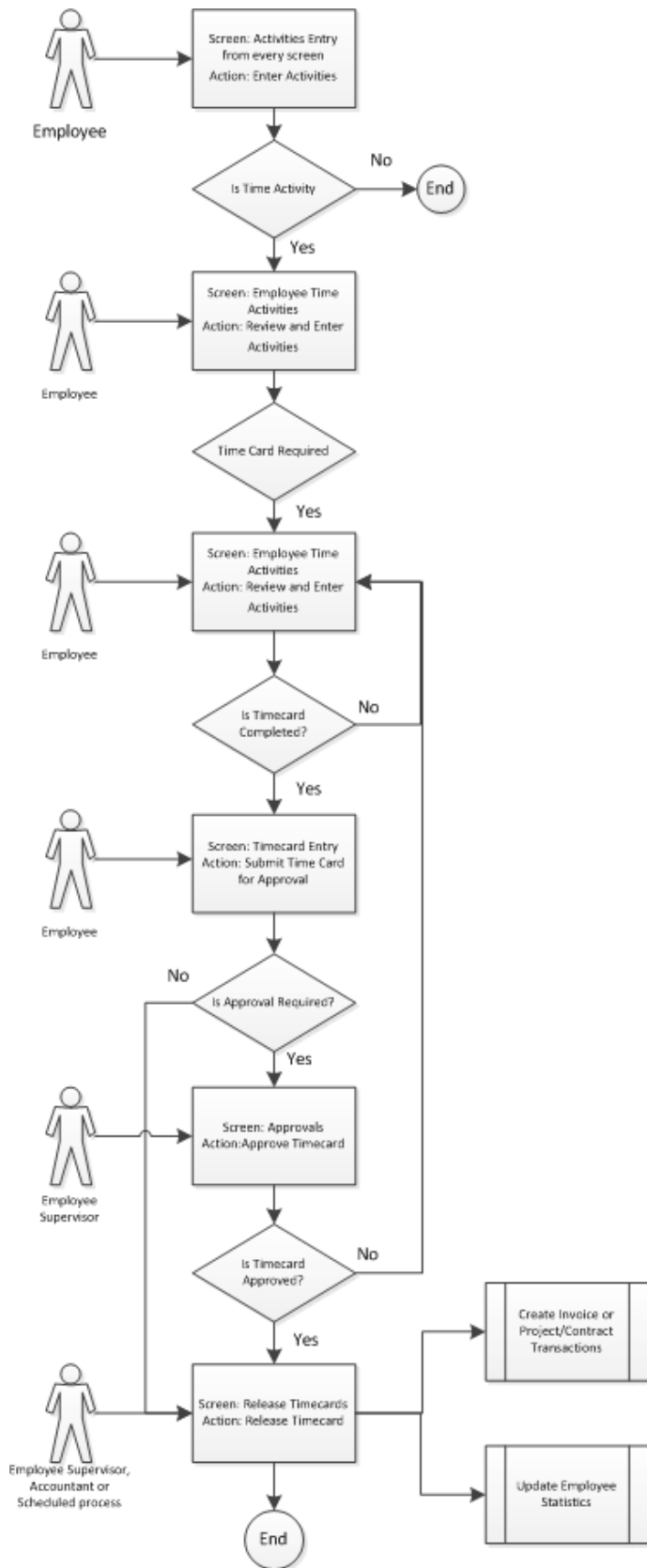
Employees can record time activities associated with customers, CR cases, AR contracts, or projects. At the end of the week, employees must combine these activities into a time card and submit it for approval to their supervisor(s). Once the supervisor has approved the time card, it is released. During the release process, the time card activities should generate customer invoices, AR contract transactions, or project transactions, respectively.

#### **Scenario 3 is applicable when...**

- A time card is required to track overall weekly time. All activities entered will flow into the time card.
- It is necessary to track holiday and vacation time.
- Overtime cost is calculated based on the earning type the employee assigns to each activity.
- Activities entered do NOT require approval from the appropriate project manager.
- Each time card requires employee supervisor approval. The supervisor assigned to approve a given time card is based on a preconfigured approval map.
- “Actual” employee cost is allocated to the project. If the employee is salaried and works more than the total number of weekly hours configured, the cost is adjusted based on the number of hours worked.
- It is necessary to be able to correct the time entered on activities. The time card allows employees to correct the time of each activity entered.



### Scenario 3 Process Flow



## Scenario Configuration

- Enable “Time Reporting on Activity”
  - *Configuration > Common Settings > Licensing > Enable/Disable Features*
- Earning Types configuration
  - *Organization > Time & Expenses > Configuration > Setup > Earning Types*
- Time & Expenses Preferences
  - *Organization > Time & Expenses > Configuration > Setup > Time & Expenses Preferences*
  - Configure the Time Card Approval Map within the Time & Expenses Preferences screen.
- Employee Cost information
  - *Organization > Organization Structure > Manage > Employees: Employee Cost tab*
- Employee time card
  - Check the Time Card is Required check box on the Employees screen: *Organization > Organization Structure > Manage > Employees: General Info tab*

## Employee Overtime Calculation for Scenario 3

### Employee overtime cost:

- If the Require Time On Activity box is checked on the Time & Expenses Preferences screen:
  - For employees where the pay type is “Hourly” or “Salaried with Exceptions,” overtime cost calculation is based on the earning type assigned by the employee to each activity. If the “Overtime” earning type is assigned to the activity, the total cost of the activity is multiplied by the OT multiplier for the activity.
  - For employees where the pay type is “Salaried,” the system calculates the “actual” employee cost. If the number of hours reported for a week is less than or equal to the employee’s regular hours per week, the hourly rate is allocated. If the amount of hours reported for a week exceeds the regular hours per week, the system divides the employee’s annual salary by 52 weeks and then divides that number by the total hours reported on the time card.
  - If there is time card correction for a salaried employee, the system does not calculate a new “actual” employee cost. The system takes the delta quantity of hours worked—the difference between the original and corrected time cards—and posts to the appropriate project using the standard employee hourly cost.
- If the Require Time On Activity box is NOT checked on the Time & Expenses Preferences screen:
  - For employees where the pay type is “Hourly” or “Salaried with Exceptions,” the employee overtime is calculated based on the “Regular Hours per Week” configured on the employee cost. (“Regular Hours per Week” has priority over earning type.)
  - If the activity is tagged with the OT earning type on time card entry, and the reported regular hours per week are less than the “Regular Hours per Week” in the employee cost record, the system will issue an error.
  - The employee hourly cost is multiplied by the OT multiplier.
  - There is no validation against the employee calendar.
  - For employees where the pay type is “Salaried,” overtime cost is not calculated. (Employee pay type has priority over the earning type assigned to the activity.)

- Because there is no cost on the contracts, the OT cost is applicable only to projects.

**Employee billable overtime:**

- If the Require Time On Activity box is checked on the Time & Expenses Preferences screen, the system calculates billable overtime based on the project or contract calendar. (The project/contract calendar has priority over both the “Regular Hours per Week” configured on the employee cost and the earning type.)
- When the Require Time On Activity box is checked and there no calendar assigned to the project or contract, the overtime is calculated based on the “Regular Hours per Week” configured on the employee cost. If the number of hours reported for a week exceeds the employee’s regular hours per week, the system considers those additional billable hours as billable overtime. (The project/contract calendar has priority over the “Regular Hours per Week” configured on the employee cost.)
- The billable time is considered overtime if the earning type OT is configured to be billable overtime. (The project/contract calendar and the “Regular Hours per Week” configured on the employee cost have priority over the earning type.)
- The employee billable overtime rate is taken from the employee overtime labor class.

## ***Scenario 4: Time Card, Project Activity Approval Required***

Employees can record time activities associated with customers, CR cases, AR contracts, or projects. If the activity is associated with a contract or project, it may require approval. At the end of the week, employees must report these activities in a time card and submit it for approval to their supervisor(s). Supervisors cannot approve time cards before all the time card activities that require project manager approval have been approved. Once the supervisor has approved the time card, it is released. During the release process, the time card activities should generate customer invoices, AR contract transactions, or project transactions, respectively.

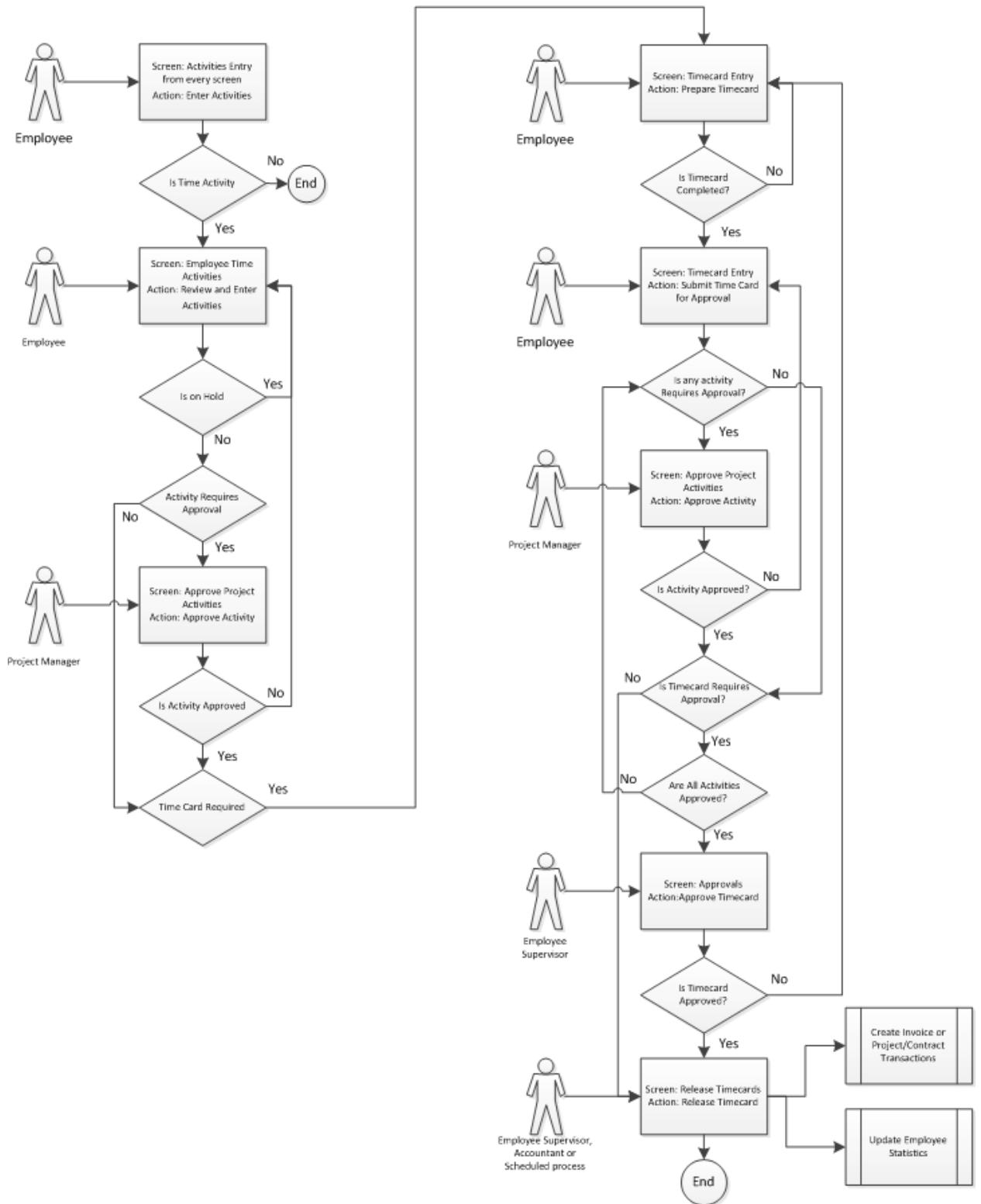
### **Scenario 4 is applicable when...**

- A time card is required to track overall weekly time. All activities entered will flow into the time card.
- It is necessary to track holiday and vacation time.
- Overtime cost is calculated based on the earning type assigned by the employee to each activity.
- Activities entered require approval from the appropriate project manager (followed by supervisor approval).

#### **FOR PROJECTS:**

- If an employee is selected in the Approver field on the Project Tasks form (screen ID PM.30.20.00), that employee will automatically be designated as the approver of the time assigned to that task. If there is no approver assigned to the task, the time assigned to that activity automatically flows to the time card.
  - If a project manager is assigned to the project, the project manager can also approve the activities of any task assigned to the project, instead of the approver. The project manager is never assigned for time approval on his project; he can only act as a substitute for the person assigned as the approver. If no approver is assigned, the activity automatically flows to the time card, and the project manager does not have to approve any time.
- Each time card requires employee supervisor approval, preceded by project manager approval. The supervisor assigned to approve a given time card is based on a preconfigured approval map.
  - “Actual” employee cost is allocated to the project. If an employee is salaried and works more than the total weekly number of hours configured, the cost is adjusted based on the number of hours worked.
  - It is necessary to be able to correct time entered on activities. The time card allows employees to correct the time of each activity entered.

### Scenario 4 Process Flow



## Scenario Configuration

- Enable “Time Reporting on Activity”
  - *Configuration > Common Settings > Licensing > Enable/Disable Features*
- Earning Types configuration
  - *Organization > Time & Expenses > Configuration > Setup > Earning Types*
- Time & Expenses Preferences
  - *Organization > Time & Expenses > Configuration > Setup > Time & Expenses Preferences*
  - Configure the Time Card Approval Map within the Time & Expenses Preferences screen.
  - Check the Time Card is Required check box.
- Employee Cost information
  - *Organization > Organization Structure > Manage > Employees: Employee Cost tab*
- Assign a project task approver and/or contract activity approver
  - For projects: *Organization > Projects > Work Area > Manage > Project Tasks: Approver field*

## Employee Overtime Calculation for Scenario 4

The overtime cost and the billable overtime are calculated the same way as in scenario 3 above.

# Business Scenario: Update 1

Your customer, Michael Scott, has informed you that his process flow is the same as the one described in **scenario 4**: He wants the project manager to approve project activities before the employee supervisor can approve the employee time card. Please keep in mind that you will be configuring the application to meet his business requirements.

After reviewing the following Configuration Organization Structure Checklist, you will execute each step of the checklist in Acumatica, per your client's requirements.

## Configuring Organization Structure Checklist

This section will walk you through the process of configuring the Organization Structure module. You do not have to implement this module in a single stage; it is possible to add branches, buildings, and employee classes as needed on an ongoing basis.

#	Task/Form	Deliverables
1	<p><b>Define auto-numbering sequences</b></p> <p><i>Configuration &gt; Common Settings &gt; Common Settings &gt; Numbering Sequences (screen ID CS.20.10.10)</i></p>	<p>Use the <a href="#">Numbering Sequences</a> form (screen ID <a href="#">CS.20.10.10</a>) to create numbering sequences for expense claims and timesheets. You may also need to create a numbering sequence for a segment of the EMPLOYEE segmented key (if the employee ID is based on this segmented key, and if an auto-numbering segment will be used but is not already defined).</p>
2	<p><b>Define the structure of the EMPLOYEE segmented key</b></p> <p><i>Configuration &gt; Common Settings &gt; Segmented Keys &gt; Segmented Keys (screen ID CS.20.20.00)</i></p>	<p>If necessary, use the <a href="#">Segmented Keys</a> form (screen ID <a href="#">CS.20.20.00</a>) to implement the chosen structure of the employee ID by configuring the segmented key EMPLOYEE. (If the employee ID is based on the segmented key BIZACCT, its structure was defined during the implementation of the Configuration Settings module.)</p>
3	<p><b>Create valid values for segments of the EMPLOYEE segmented key</b></p> <p><i>Configuration &gt; Common Settings &gt; Segmented Keys &gt; Segment Values (screen ID CS.20.30.00)</i></p>	<p>If necessary, use the <a href="#">Segment Values</a> form (screen ID <a href="#">CS.20.30.00</a>) to create valid entries for segments of the segmented key the employee ID is based on (BIZACCT or EMPLOYEE). This task is required only for validated segments; non-validated and auto-numbered segments do not require maintenance of segment values.</p>

4	<p><b>Configure roles related to maintaining the organization structure</b></p> <p><i>Configuration &gt; User Security &gt; Manage &gt; User Roles</i> (screen ID SM.20.10.05)</p>	<p>Navigate to the <a href="#">User Roles</a> form (screen ID <a href="#">SM.20.10.05</a>) to create roles to allow users access to the module’s forms and functionality; for details, see <a href="#">Initial System Configuration</a>. Map the roles to Active Directory groups, if applicable.</p>
5	<p><b>Create General Ledger accounts</b></p> <p><i>Finance &gt; General Ledger &gt; Configuration &gt; Manage &gt; Chart Of Accounts</i> (screen ID GL.20.25.00)</p>	<p>Create any missing General Ledger accounts by using the <a href="#">Chart Of Accounts</a> form (screen ID <a href="#">GL.20.25.00</a>). See also: <a href="#">How to Add an Account to the Chart of Accounts</a>.</p>
6	<p><b>Create subaccounts</b></p> <p><i>Finance &gt; General Ledger &gt; Configuration &gt; Manage &gt; Subaccounts</i> (screen ID GL.20.30.00)</p>	<p>If necessary, create missing General Ledger subaccounts using the <a href="#">Subaccounts</a> form (screen ID <a href="#">GL.20.30.00</a>). See also: <a href="#">How to Add a Subaccount</a>.</p>
7	<p><b>Create currencies</b></p> <p><i>Finance &gt; Currency Management &gt; Configuration &gt; Currencies</i> (screen ID CM.20.20.00)</p>	<p>Create any missing currencies on the <a href="#">Currencies</a> form (<a href="#">CM.20.20.00</a>).</p>
8	<p><b>Create rate types</b></p> <p><i>Finance &gt; Currency Management &gt; Configuration &gt; Currency Rate Types</i> (screen ID CM.20.10.00)</p>	<p>If necessary, create missing rate types—to be used for employee compensation—on the <a href="#">Currency Rate Types</a> form (screen ID <a href="#">CM.20.10.00</a>).</p>
9	<p><b>Create payment types</b></p> <p><i>Finance &gt; Cash Management &gt; Configuration &gt; Setup &gt; Payment Methods</i> (screen ID CA.20.10.00)</p>	<p>Create any missing payment methods on the <a href="#">Payment Methods</a> form (screen ID <a href="#">CA.20.40.00</a>).</p>
10	<p><b>Create new credit terms</b></p> <p><i>Finance &gt; Accounts Payable &gt; Configuration &gt; Credit Terms</i> (screen ID CS.20.65.00)</p>	<p>On the <a href="#">Credit Terms</a> form (screen ID <a href="#">CS.20.65.00</a>), create any missing credit terms to be used for paying employee salaries and wages. Do not specify any discounts.</p>
11	<p><b>Create an item class for labor rates</b></p>	<p>Use the <a href="#">Item Classes</a> form (screen ID <a href="#">IN.20.10.00</a>) to create a new item class to be used only for labor rates: In the General Settings tab, be sure the Stock Item check box is cleared, and in the Item Type drop-down, select “Labor.” Follow any</p>



	<p><b><i>Distribution &gt; Inventory &gt; Configuration &gt; Manage &gt; Item Classes</i></b> (screen ID <i>IN.20.10.00</i>)</p>	<p>conventions your company has for identifying item classes, and specify the tax category and unit of measure (“HOURLY”) to be used for items of this class.</p>
12	<p><b>Create labor rates as non-stock items</b></p> <p><b><i>Finance &gt; Accounts Payable &gt; Work Area &gt; Manage &gt; Non-Stock Items</i></b> (screen ID <i>IN.20.20.00</i>)</p>	<p>Use the <a href="#">Non-Stock Items</a> form (screen ID <a href="#">IN.20.20.00</a>) to create the hourly labor rates for work time and for overtime. Follow your company’s internal agreement on IDs for such items, and select “Labor” in the Type field. Notice that the General Ledger accounts and subaccounts to be used for the items are determined by the posting class selected, so you may need to create an appropriate posting class for labor items. For details, see <a href="#">Posting Settings</a>.</p>
13	<p><b>Create calendars</b></p> <p><b><i>Organization &gt; Organization Structure &gt; Configure &gt; Work Calendar</i></b> (screen ID <i>CS.20.90.00</i>)</p>	<p>Use the <a href="#">Work Calendar</a> form (screen ID <a href="#">CS.20.90.00</a>) to create all calendars required to track employees’ working time and overtime. There should be at least one calendar in the system.</p>
14	<p><b>Create employee classes</b></p> <p><b><i>Organization &gt; Organization Structure &gt; Configure &gt; Employee Classes</i></b> (screen ID <i>EP.20.20.00</i>)</p>	<p>Use the <a href="#">Employee Classes</a> form (screen ID <a href="#">EP.20.20.00</a>) to create employee classes, which will save you time later when creating employee accounts.</p>
15	<p><b>Specify the default class</b></p> <p><b><i>Organization &gt; Time &amp; Expenses &gt; Configuration &gt; Setup &gt; Time &amp; Expenses Preferences</i></b> (screen ID <i>EP.10.10.00</i>)</p>	<p>Choose the default class to be used to create other employee classes and employee accounts. Also, specify the following:</p> <ul style="list-style-type: none"> <li>• Numbering sequences to be used for expense claims and timesheets;</li> <li>• Sales and expense account settings to be used for the documents.</li> </ul>
16	<p><b>Create positions</b></p> <p><b><i>Organization &gt; Organization Structure &gt; Configure &gt; Positions</i></b> (screen ID <i>EP.20.10.00</i>)</p>	<p>Create all listed positions on the <a href="#">Positions</a> form (screen ID <a href="#">EP.20.10.00</a>).</p>
17	<p><b>Create departments</b></p> <p><b><i>Organization &gt; Organization Structure &gt; Configure &gt; Departments</i></b> (screen ID <i>EP.20.15.00</i>)</p>	<p>Create departments using the <a href="#">Departments</a> form (screen ID <a href="#">EP.20.15.00</a>).</p>

18	<p><b>Define earning types</b></p> <p><i>Organization &gt; Time &amp; Expenses &gt; Configuration &gt; Setup &gt; Earning Types (screen ID EP.10.20.00)</i></p>	<p>Use the Earning Types form (screen ID EP.10.20.00) to create earning types.</p>
19	<p><b>Create employee accounts</b></p> <p><i>Organization &gt; Organization Structure &gt; Manage &gt; Employees (screen ID EP.20.30.00)</i></p>	<p>On the <a href="#">Employees</a> form (screen ID <a href="#">EP.20.30.00</a>), enter information for each employee. Type the employee ID or specify it segment-by-segment, in accordance with the structure of the segmented key it is based on (BIZACCT or EMPLOYEE). Choose an employee class to provide default values for most of the elements, and fill in the employee's personal information in the remaining boxes, including the following:</p> <ul style="list-style-type: none"> <li>• A salesperson ID for the employee, if he or she handles sales;</li> <li>• The workgroups the employee is a member of (all employees assigned to a specific workgroup will be listed in it on the Company Tree form).</li> </ul> <p>It is possible to make an employee's event calendar, maintained in Acumatica ERP, available to other employees via Microsoft Outlook; it is up to the employee to decide whether or not to make their calendar public. For more information, see the <a href="#">Outlook Integration</a> section.</p>
20	<p><b>Make sure employees have user accounts with Acumatica ERP</b></p> <p><i>Configuration &gt; User Security &gt; Manage &gt; User Types (screen ID EP.20.25.00)</i></p> <p><i>Configuration &gt; User Security &gt; Manage &gt; Users (screen ID SM.20.10.00)</i></p>	<p>If Acumatica ERP is integrated with Active Directory (AD), most employees will already have domain usernames and passwords that can be used as Acumatica ERP credentials. If such integration is neither configured nor planned for, you can create local user accounts (for employees who do not yet have such accounts) with the <a href="#">Users</a> form (screen ID <a href="#">SM.20.10.10</a>). Choose usernames that match your company's established rules. For details on creating user accounts, see <a href="#">Initial System Configuration</a>. If Acumatica ERP is integrated with AD and internal Acumatica ERP roles are mapped to AD groups, most users have roles assigned that are recalculated AD groups. Because not all Acumatica ERP roles can be matched to AD groups, you'll need to manually assign roles to users using the Internal Users form.</p> <p>If integration with AD is not configured, assign roles to each new user that match his or her responsibilities.</p>
21	<p><b>Upload certificates for PDF files</b></p> <p><i>Configuration &gt; User Security</i></p>	<p>On the <a href="#">Encryption Certificates</a> form (screen ID <a href="#">SM.20.05.30</a>), upload any missing certificates to be used by employees for signing important documents.</p>

	<p>&gt; <b>Process &gt; Certificate Replacement</b> (screen ID SM.20.05.30)</p>	
22	<p><b>Create the company tree</b></p> <p><b>Organization &gt; Organization Structure &gt; Manage &gt; Company Tree</b> (screen ID EP.20.40.60)</p>	<p>Use the <a href="#">Company Tree</a> form (screen ID <a href="#">EP.20.40.60</a>) to add all the workgroups that are used for work assignments, approvals, and as product and price workgroups to the company tree. Configure the hierarchy of the groups; you can populate the tree with employees later. Verify that all escalation routes are correct and that escalation bypasses the proper groups.</p>
23	<p><b>Create assignment and approval maps</b></p> <p><b>Organization &gt; Organization Structure &gt; Manage &gt; Assignment and Approval Maps</b> (screen ID EP.20.50.00)</p>	<p><i>Optional:</i> Create assignment and approval maps for the assignment or approval of leads, cases, expense claims, time cards, sales orders, shipments, purchase orders, purchase order receipts, requests, and/or requisitions.</p>
24	<p><b>Create equipment</b></p> <p><b>Organization &gt; Organization Structure &gt; Manage &gt; Equipment</b> (screen ID EP.20.80.00)</p>	<p>Create equipment that can be used for projects, as well as the rates for using the equipment on projects.</p>
25	<p><b>Create templates for notifications about events, using the Notification Templates wiki</b></p> <p><b>Configuration &gt; Email &gt; Manage &gt; Notification Templates</b> (screen ID SM.20.40.03)</p>	<p>Use the Notification Templates wiki to create templates for event invitations, rescheduled events, and invitation cancellations.</p>
26	<p><b>Configure the event settings</b></p> <p><b>Configuration &gt; Common Settings &gt; User Settings &gt; Event Setup</b> (screen ID EP.20.40.70)</p>	<p>Use the Event Setup form (screen ID EP.20.40.70) to configure event scheduling and rescheduling templates, as well as the use of email templates for automatic notifications about employee events. Automatic notifications can be configured to use Acumatica's simple built-in notification functionality, or to use notification templates that allow email personalization. When created, personalized notification templates become available to all users who create events. For more details, see <a href="#">Notifications About Events</a>.</p>
27	<p><b>Create event status types</b></p>	<p><i>Optional:</i> Create event status types, and assign a color to each one. These colors will be used in user schedules to indicate the</p>

	<p><b>Configuration &gt; Common Settings &gt; User Settings &gt; Event Status Types</b> (screen ID EP.20.40.50)</p>	<p>relative importance of events.</p>
28	<p><b>Create event and task categories</b></p> <p><b>Configuration &gt; Common Settings &gt; User Settings &gt; Event and Task Categories</b> (screen ID EP.20.40.40)</p>	<p><i>Optional:</i> Create event and task categories, and assign a color to each one. These colors will be used in the user interface to indicate the urgency of a task or event.</p>

## #1: Define Auto-Numbering Sequences

### Learning Objects

Learn how to configure an automatically generated ID each time a transaction is created in the application. Numbering sequences are used for expense claims and time cards. Auto-Numbering sequences can also be used for the EMPLOYEE segmented key.

### Hands on: Expense Claims Numbering

#### Define Expense Claims Numbering

Use the Numbering Sequences form (screen ID CS201010) to assign a numbering sequence for expense claims created in the Organization module. Ensure that the range of possible numbers is large enough to handle at least several years of activity.

**i** Acumatica is installed with some predefined numbering sequences. In this exercise, we will confirm that the predefined numbering sequences meet your client's numbering sequences requirements, as defined below.

1. Open the **Numbering Sequences form** (screen ID CS201010): *Configuration > Common Settings > Common Settings > Numbering Sequences*
2. Select "EPCLAIM" in the Numbering ID field.
3. Confirm that the predefined numbering sequence appears as follows:

Form Section	Field	Value
Summary	Numbering ID	EPCLAIM
Summary	Description	EP Expense Claim
Summary	Manual Numbering	{unchecked}
Summary	New Number Symbol	<NEW>
Details	Branch	{blank}
Details	Start Number	100000
Details	End Number	999999
Details	Start Date	{accept default}
Details	Last Number	{accept default}
Details	Warning Number	{accept default}
Details	Numbering Step	{accept default}

4. Save your changes.

## Hands on: Employee Time Card Numbering

### Define Employee Time Card Numbering

1. Open the **Numbering Sequences form** (screen ID CS201010): *Configuration > Common Settings > Common Settings > Numbering Sequences*
2. Select "TIMECARD" in the Numbering ID field.
3. Confirm that the predefined numbering sequence appears as follows:

Form Section	Field	Value
Summary	Numbering ID	TIMECARD
Summary	Description	Timecard
Summary	Manual Numbering	{unchecked}
Summary	New Number Symbol	<NEW>
Details	Branch	{blank}
Details	Start Number	0000000
Details	End Number	9999999
Details	Start Date	{accept default}
Details	Last Number	{accept default}
Details	Warning Number	{accept default}
Details	Numbering Step	{accept default}

4. Save your changes.

## Hands on: Equipment Time Card Numbering

### Define Equipment Time Card Numbering

1. Open the **Numbering Sequences form** (screen ID CS201010): *Configuration > Common Settings > Common Settings > Numbering Sequences*
2. Select "EQTIMECARD" in the Numbering ID field.
3. Confirm that the predefined numbering sequence appears as follows:

Form Section	Field	Value
Summary	Numbering ID	EQTIMECARD
Summary	Description	Equipment Timecards Sequence
Summary	Manual Numbering	{unchecked}
Summary	New Number Symbol	<NEW>
Details	Branch	{blank}
Details	Start Number	EQ00000001
Details	End Number	EQ99999999
Details	Start Date	{accept default}

Details	Last Number	EQ00000000
Details	Warning Number	EQ99999899
Details	Numbering Step	1

4. Save your changes.

## ***Hands on: Employee Numbering***

### **Define the Employee Numbering**

1. Open the **Numbering Sequences form** (screen ID CS201010): *Configuration > Common Settings > Common Settings > Numbering Sequences*
2. Create a new numbering sequence, identified as "EMPLOYEE," with the following required values:

Form Section	Field	Value
Summary	Numbering ID	EMPLOYEE
Summary	Description	Employee Sequence
Summary	Manual Numbering	{unchecked}
Summary	New Number Symbol	<NEW>
Details	Branch	{blank}
Details	Start Number	1000000
Details	End Number	9999999
Details	Start Date	{accept default}
Details	Last Number	1000000
Details	Warning Number	9999989
Details	Numbering Step	1

3. Save your changes.

## ***#2: Define the Structure of the EMPLOYEE Segmented Key***

### **Learning Objects**

*Learn how to structure your segmented keys for the employee ID by configuring the EMPLOYEE segmented key. (If the employee ID is based on the BIZACCT segmented key, its structure was defined during Configuration Settings implementation.)*

## ***Hands on: Set Size and Mask for EMPLOYEE Segmented Key***

### **Adjust the Size and Mask for the EMPLOYEE Segmented Key**

Use the Segmented Keys form (screen ID CS202000) to define the size, segmentation, and edit mask for the codes that will be used to identify your client’s employees. Configure the employee codes so that they will have a maximum length of seven characters; will have no defined “segments”; and will only allow Unicode mask in all positions.

1. Open the **Segmented Keys form** (screen ID CS202000): *Configuration > Common Settings > Segmented Keys > Segmented Keys*
2. Select “EMPLOYEE” in the Segmented Key ID field.
3. Confirm that the Key Definition section fields read as follows:

Form Section	Field	Value
Key Definition	Segmented Key ID	EMPLOYEE
Key Definition	Parent	BIZACCT
Key Definition	On-The-Fly Entry	{unchecked}
Key Definition	Specific Module	{blank}
Key Definition	Numbering ID	EMPLOYEE
Key Definition	Description	Employee
Key Definition	Length	{accept default}
Key Definition	Segments	{accept default}

4. Confirm that the Segment Definition section (i.e. the “grid”) contains the following values. To edit, double-click on the Segment ID line.

Form Section	Field	Value
Segment Definition	Segment ID	1
Segment Definition	Description	Business Account
Segment Definition	Override	{checked}
Segment Definition	Length	7
Segment Definition	Align	Left
Segment Definition	Edit Mask	Unicode
Segment Definition	Case Conversion	No Change
Segment Definition	Validate	{unchecked}
Segment Definition	Auto Number	{checked}
Segment Definition	Separator	-

5. Save your changes.

### ***#3: Create Valid Values for Segments of the EMPLOYEE Segmented Key***

This task is required only for validated segments. Since the EMPLOYEE segmented key is not a validated segment, there is no need to insert segment values.



## ***#4: Configure Roles Related to Maintaining the Organization Structure***

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You will not create user roles as part of the P130 Employee Management course. User roles and user security features are reviewed in the S110 Security Management course.

## ***#5: Create General Ledger Accounts***

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Create missing GL accounts, if necessary. For the purposes of this scenario, the GL accounts needed for the successful configuration of your client's Employee Management features have already been created.

## ***#6: Create Subaccounts***

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As part of the Employee Management course, you will need to create missing subaccounts. However, this guide will not review all the fields of the subaccount form extensively, as the topic is covered in greater depth in the F100 Hands-On Financials training course.

### ***Hands on: Define Valid Values for Subaccount Segments***

#### **Define the Acceptable Values for the First Subaccount Segment**

Your client's company tracks revenue by product group (e.g., consulting, revenue, hardware, software), so the company would like to be able to code some of its accounting activity for those product groups.

In this exercise, you will define a list of valid values and their corresponding descriptions by typing the data into the Segment Values form by hand.

1. Open the **Segment Values form** (screen ID CS203000): *Configuration > Common Settings > Segmented Keys > Segment Values*
2. Select "SUBACCOUNT" in the Segment Key ID field.
3. The Segment Summary section should contain the following information:

Form Section	Field	Value
Summary	Segmented Key ID	SUBACCOUNT
Summary	Segment ID	1

Summary	Description	{Should default to description defined in Segment Key maintenance form}
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- In the Possible Values section (i.e. the “grid”), click the “+” button on the toolbar.
- Add a new possible value, as defined below:

Form Section	Field	Value
Possible Values	Value	C00
Possible Values	Description	Consulting
Possible Values	Active	{checked}
Possible Values	Mapped Value	{blank}

- Save your changes.

### **Define the Acceptable Values for the Second Subaccount Segment**

Your client’s company tracks expenses by department (e.g., operations, sales, finance, administration), so the company would like to be able to code some of its accounting activity for those departments.

Since the “Template” company already comes with some predefined departments, it won’t be necessary to create additional ones.

## ***#7: Create Currencies***

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Since your implementation does not involve different currencies, it is not necessary to configure a new currency.

## ***#8: Create Rate Types***

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Since your implementation does not involve different currencies, it is not necessary to configure an exchange rate type.

## ***#9: Create Payment Types***

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Create missing payment types, if necessary. For the purposes of this scenario, all the payment types needed for the successful configuration of your client's Employee Management features are already in place. They were created during the configuration of the Cash Management module.

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## ***#10: Create New Credit Terms***

Create missing credit terms, if necessary. For the purposes of this scenario, all the payment types needed for the successful configuration of your client's Employee Management features are already in place. They were created during the configuration of the Accounts Payable module. You will be using the term "Net" for your client's employees, as your client will want to pay any expense claims immediately.

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## ***#11: Create an Item Class for the Labor Rates***

Since the Item Class field on the Non-Stock Items form is not mandatory, it is not necessary to create an item class. Your client does not wish to create any item classes for his company's non-stock items.

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## ***#12: Create Labor Rates as Non-Stock Items***

### **Learning Objects**

*Learn how to create a non-stock item for the hourly labor rates for work time and for overtime.*

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When creating employees in Acumatica, it is necessary to assign each new employee at least one labor category. This means that prior to doing any employee configuration, you must first create labor categories, which are defined in the application as non-stock items. Below are your client's requirements for non-stock items.

### ***Hands on: Non-Stock Items for Labor Rates***

1. Open the **Non-Stock Items form** (screen ID IN202000): *Finance > Accounts Payable > Work Area > Manage > Non-Stock Items*
2. Click the "+" button on the toolbar.
3. Create a new non-stock item for "Project Manager": (When you come to a field not specified in the table below, either populate it as you see fit or leave it as is.)

Form Section	Field	Value
Summary	Inventory ID	PMANAGER
Summary	Item Status	Active
Summary	Description	Project Manager
Summary	Product Workgroup	{blank}
Summary	Product Manager	{blank}
General Settings – Item Defaults	Item Class	{blank}
General Settings – Item Defaults	Type	Labor
General Settings – Item Defaults	Posting Class	DEFAULT
General Settings – Item Defaults	Is a Kit	{unchecked}
General Settings – Item Defaults	Tax Category	EXEMPT
General Settings – Item Defaults	Default Warehouse	{blank}
General Settings – Item Defaults	Require Receipt	{unchecked}
General Settings – Item Defaults	Require Shipment	{unchecked}
General Settings – Conversions	Base Unit	HOUR
General Settings – Conversions	Sales Unit	HOUR
General Settings – Conversions	Purchase Unit	HOUR
General Settings – Conversion Box 1 <sup>st</sup> Line	From Unit	MINUTE
General Settings – Conversion Box 1 <sup>st</sup> Line	Multiply/Divide	Divide
General Settings – Conversion Box 1 <sup>st</sup> Line	Conversion Factor	60
General Settings – Conversion Box 1 <sup>st</sup> Line	To Unit	HOUR
Price/Cost Information – Base Price	Price Class	{blank}
Price/Cost Information – Base Price	Pending Price	150.00
Price/Cost Information – Base Price	Pending Price Date	01/01/2014
Price/Cost Information	All other fields	{accept default}
Sales Prices	All fields	{accept default}
Customer Prices	All fields	{accept default}
Vendor Prices	All fields	{accept default}
Vendor Details	All fields	{accept default}
Packaging	All fields	{accept default}
GL Accounts	Expense Accrual Account	20100
GL Accounts	Expense Accrual Sub.	000-000
GL Accounts	Expense Account	51200
GL Accounts	Expense Sub.	000-OPS
GL Accounts	PO Accrual Account	20100
GL Accounts	PO Accrual Sub.	000-000
GL Accounts	Sales Account	40000
GL Accounts	Sales Sub.	C00-000
Attributes	All fields	{accept default}

4. Save your changes.
5. Click *Actions > Update Price* so that the price becomes the labor current price.
6. Using the Non-Stock Items form and following steps 1 through 5 above, create two additional non-stock items: “Senior Consultant” and “Junior Consultant.” Assign the same properties, unless specified otherwise in the following table:

Inventory ID	Description	Pending Price	Pending Price Date
SRCONSULT	Senior Consultant	100.00	01/01/2014
JRCONSULT	Junior Consultant	80.00	01/01/2014

- Save your changes between each record.
- Click *Actions > Update Price* so that the price becomes the labor current price for each record.

## #13: Create Calendars

### Learning Objects

Learn how to create calendars to track working time and overtime for your client's employees. There should be at least one calendar created in the system.

### Hands on: Calendars

- Open the **Work Calendar form** (screen ID CS209000): *Organization > Organization Structure > Configure > Work Calendar*
- Click the "+" button on the toolbar.
- Create a new work calendar with the following values:

Form Section	Field	Value
Summary	Calendar ID	PST
Summary	Description	Pacific Time
Summary	Time Zone	(GMT-8) Pacific Time (US & Canada)

In the Calendar Settings tab, configure the calendar per your client's requirements:

Day of Week	Start Time	End Time	Goods Are Moved
Sunday {unchecked}	{blank}	{blank}	{unchecked}
Monday {checked}	9:00 AM	6:00 PM	{unchecked}
Tuesday {checked}	9:00 AM	6:00 PM	{unchecked}
Wednesday {checked}	9:00 AM	6:00 PM	{unchecked}
Thursday {checked}	9:00 AM	6:00 PM	{unchecked}
Friday {checked}	9:00 AM	6:00 PM	{unchecked}
Saturday {unchecked}	{blank}	{blank}	{unchecked}

In the Exceptions tab, configure the calendar per your client's requirements. To insert a new record, click the "+" button on the Exceptions tab toolbar.

Date	Day of Week	Description	Work Day	Start Time	End Time	Goods Are Moved
01/01/2014	{accept default}	New Year	{unchecked}	12:00 AM	11:59 PM	{unchecked}

4. Save your changes.

## #14: Create an Employee Class

### Learning Objects

*Learn how to create employee classes to group employees with similar properties. The information defined in the employee class will preconfigure certain fields during employee creation.*

### Hands on: Employee Classes

1. Open the **Employee Classes form** (screen ID EP202000): *Organization > Organization Structure > Configure > Employee Classes*
2. Click the “+” button on the toolbar.
3. Create a new employee class, per your client’s requirements:

Form Section	Field	Value
Summary	Class ID	SEATTLE
Summary	Description	Seattle Office
Summary	Terms	NET
Summary	Payment Method	MCHECK
Summary	Cash Account	10200
Summary	AP Account	20000
Summary	AP Subaccount	000-000
Summary	Cash Discount Account	52600
Summary	Cash Discount Sub.	000-000
Summary	Prepayment Account	22200
Summary	Prepayment Subaccount	000-000
Summary	Expense Account	81000
Summary	Expense Subaccount	000-OPS
Summary	Sales Account	40000
Summary	Sales Sub.	C00-000
Summary	Calendar	PST
Summary	Tax Zone ID	{blank}
Summary	Regular Hours Validation	Warning Only

4. Save your changes.

## #15: Specify the Default Class

### Learning Objects

*Learn how to configure your employee time and expenses preferences, as well as understand the impact of each option.*

You use the **Time & Expenses Preferences form** (screen ID EP101000) to configure the employee time and expenses preferences, which include event scheduling and rescheduling templates; numbering sequences assigned to expense claims and time cards; and assignment maps for claim and time card approval. Also, you can select a default employee class, which will save users time when entering information for new employee classes or new employees.

#### General Settings tab:

Field	Description
<b>Expense Claim Numbering Sequence</b>	The numbering sequence used to automatically assign numbers to expense claim documents as they are created
<b>Time Card Numbering Sequence</b>	The numbering sequence used to automatically assign numbers to time cards as they are created
<b>Equipment Time Card Numbering Sequence</b>	The numbering sequence used to automatically assign numbers to equipment time cards as they are created
<b>Expense Claim Approval Map</b>	The default assignment map used to assign claims to employees
<b>Time Card Approval Map</b>	The default assignment map used to assign time cards to employees for approval
<b>Equipment Time Card Approval Map</b>	The default assignment map used to assign equipment time cards to employees for approval
<b>Keep Transactions for X Periods</b>	The number of periods the system should save Employee Management module transactions in the database
<b>Automatically Release AR Documents</b>	A check box that, if selected, indicates that the AR documents will be automatically released when the Hold check box is cleared
<b>Automatically Release AP</b>	A check box that, if selected, indicates that the AP documents will be

<b>Documents</b>	automatically released when the Hold check box is cleared
<b>Automatically Release PM Documents</b>	A check box that, if selected, indicates that the PM documents will be automatically released when the Hold check box is cleared
<b>Copy Notes to AR Documents</b>	A check box that, if selected, indicates that any notes from the documents originating in EP should be copied to related AR documents
<b>Copy Files to AR Documents</b>	A check box that, if selected, indicates that any files attached to documents originating in EP should be copied to related AR documents
<b>Copy Notes to AP Documents</b>	A check box that, if selected, indicates that any notes from the documents originating in EP should be copied to related AP documents
<b>Copy Files to AP Documents</b>	A check box that, if selected, indicates that any files attached to documents originating in EP should be copied to related AP documents
<b>Copy Notes to PM Documents</b>	A check box that, if selected, indicates that any notes from the documents originating in EP should be copied to related PM documents
<b>Copy Files to PM Documents</b>	A check box that, if selected, indicates that any files attached to documents originating in EP should be copied to related PM documents
<b>Combine Sales Sub. From</b>	<p>A subaccount mask that defines a rule for choosing segment values for the sales subaccount that will be used on data entry forms in EP. To set up the rule, select a segment, press F3, and choose the source of the segment value, which can be one of the following options:</p> <ul style="list-style-type: none"> <li>• C: Subaccount associated with branch location</li> <li>• E: Subaccount associated with employees</li> <li>• I: Subaccount associated with inventory items</li> <li>• L: Subaccount associated with customer location</li> <li>• P: Subaccount associated with the project</li> <li>• T: Subaccount associated with the project task</li> </ul>
<b>Combine Expense Sub. From</b>	<p>A subaccount mask that defines a rule for choosing segment values for the expense subaccount that will be used on data entry forms in the Time &amp; Expenses module. To set up the rule, select a segment, press F3, and choose the source of the segment value, which can be one of the following options:</p> <ul style="list-style-type: none"> <li>• C: Subaccount associated with company location</li> <li>• E: Subaccount associated with employees</li> <li>• I: Subaccount associated with inventory items</li> <li>• L: Subaccount associated with customer location</li> <li>• P: Subaccount associated with the project</li> </ul>



	<ul style="list-style-type: none"> <li>T: Subaccount associated with the project task</li> </ul> <p>The character designating the chosen option is repeated as many times as there are characters in the segment.</p>
<b>Hold Documents on Entry</b>	A check box that, if selected, indicates that new documents will have the “On Hold” status when they’re saved
<b>Validate Document Totals on Entry</b>	A check box that, if selected, indicates that the totals for a new document should be validated on entry. If the debit total is not equal to the credit total, the document will not be saved.
<b>Require Time On Activity</b>	<p>A check box that, if selected, indicates that the Time field will be required in the Activity dialog.</p> <p>This option triggers the way overtime is calculated. If this option is not activated, overtime is calculated based on the activity type and earning type flag (earning type flag has priority over activity type).</p> <p>The employee overtime cost and the billable overtime are calculated based on the four scenarios detailed above.</p>
<b>Default Time Activity Type</b>	This option specifies the activity type that will be used for creating activities in the Employee Time Activities and Employee Time Cards entry screens.
<b>Min Billable Time</b>	The minimum time that is included in the invoice when running billing for time cards or time activities. For instance, if the value of this setting is 15 minutes and the duration of a time activity is 5 minutes, the system will still bill for 15 minutes.
<b>Regular Hours Earning Type</b>	The earning type associated with regular earning type, used as a default when creating a new activity
<b>Holiday Earning Type</b>	The earning type associated with holidays, used to fill up holidays on time card entry
<b>Vacations Earning Type</b>	The earning type associated with vacations used
<b>Post to Off-Balance Account Group</b>	A check box that indicates whether the transactions originating in the Time & Expenses module should update the balances of an off-balance account group or the balances of GL accounts. If this check box is selected, the transactions do not update the General Ledger.
<b>Off-Balance Account Group</b>	The off-balance account group to which transactions originating in the Time & Expenses module will be posted

<b>Custom Week Configuration</b>	A check box that, if selected, indicates that custom weeks are to be configured within the Custom Week Settings tab
----------------------------------	---

## Hands on: Default Class

1. Open the **Time & Expenses Preferences form** (screen ID EP101000): *Organization > Time & Expenses > Configuration > Setup > Time & Expenses Preferences*
2. In the General Settings tab, populate the fields as follows:

Form Section	Field	Value
General Settings	Expense Claim Numbering Sequence	EPCLAIM
General Settings	Time Card Numbering Sequence	TIMECARD
General Settings	Equipment Time Card Numbering Sequence	EQTIMECARD
General Settings	Expense Claim Approval Map	{blank; to be filled later}
General Settings	Time Card Approval Map	{blank; to be filled later}
General Settings	Equipment Time Card Approval Map	{blank; to be filled later}
General Settings	Keep Transactions for	99
General Settings	Automatically Release AR Documents	{checked}
General Settings	Automatically Release AP Documents	{checked}
General Settings	Automatically Release PM Documents	{checked}
General Settings	Copy Notes to AR Documents	{checked}
General Settings	Copy Files to AR Documents	{checked}
General Settings	Copy Notes to AP Documents	{checked}
General Settings	Copy Files to AP Documents	{checked}
General Settings	Copy Notes to PM Documents	{checked}
General Settings	Copy Files to PM Documents	{checked}
General Settings	Combine Sales Sub. From	EEE-EEE
General Settings	Combine Expense Sub. From	III-III
General Settings	Hold Expense Claims on Entry	{unchecked}
General Settings	Validates Document Totals on Entry	{unchecked}
General Settings	Require Time On Activity	{checked}
General Settings	Default Time Activity Type	W - Work Item
General Settings	Min Billable Time	00:00
General Settings	Regular Hours Earning Type	RG - Regular Hours
General Settings	Holiday Earning Type	HL - Public Holidays
General Settings	Vacations Earning Type	VC
General Settings	Post to Off-Balance Account Group	{unchecked}
General Settings	Off-Balance Account Group	{blank}
General Settings	Custom Week Configuration	{checked}

In the Custom Week Settings tab, insert your client's custom weeks requirement as follows:

Field	Value
Year	2014

Number	Active	Start	End	Full Week
1	{check}	01/01/2014	01/04/2014	{unchecked}

3. Save your changes.
4. Click the Generate Weeks button, and populate the fields in the Generate Weeks pop-up window as follows:

Field	Value
From Date	{accept default}
Till Date	12/31/2014
Cut Off Day One	End of Month
Day One	{blank}
Cut Off Day Two	{blank}
Day Two	{blank}

5. Click the OK button.

## #16: Create Positions

### Learning Objects

*Learn how to create, view, edit, and delete positions available in your client's company.*

### Hands on: Positions

1. Open the **Positions form** (screen ID EP201000): *Organization > Organization Structure > Configure > Positions*
2. Click the "+" button on the toolbar.
3. Create four new positions:

Position ID	Description
JRCONSULT	Junior Consultant
SRCONSULT	Senior Consultant
PMANAGER	Project Manager

Position ID	Description
ADMIN	Administrative

4. Save your changes.

## #17: Create Departments

### Learning Objects

*Learn how to create, view, edit, and delete departments available in your client's company.*

### Hands on: Departments

1. Open the **Departments form** (screen ID EP201500): *Organization > Organization Structure > Configure > Departments*
2. Click the "+" button on the toolbar.
3. Create two new departments:

Department ID	Description	Expense Account	Expense Sub.
ADMIN	Administration	{blank}	000-ADM
CONSULTING	Consulting Department	{blank}	000-OPS

4. Save your changes.

## #18: Define Earning Types

### Learning Objects

*Learn how to create, view, edit, and delete earning types available in your client's company.*

### Hands on: Earning Types

1. Open the **Earning Types form** (screen ID EP102000): *Organization > Time & Expenses > Configuration > Setup > Earning Types*

2. Confirm that all the following earning types are defined as follows, per your client's requirements:

Code	Description	Overtime	Multiplier	Billable	Default Project Code	Default Task
HL	Public Holidays	{unchecked}	1.00	{unchecked}	{blank}	{blank}
OT	Overtime	{checked}	1.50	{checked}	{blank}	{blank}
RG	Regular Hours	{unchecked}	1.00	{checked}	{blank}	{blank}
VL	Vacations	{unchecked}	1.00	{unchecked}	{blank}	{blank}

3. Save your changes.

## Business Scenario: Update 2

Your client has given you a list of his employees, which includes himself, **Michael Scott**, the president of the company and occasional project manager. He is a full-time employee (40 hours/week) who receives a yearly salary of \$166,400. **Pam Beesly**, his administrative assistant, works full-time (40 hours/week) and makes \$40,000 per year. She does not work on any consulting projects; she does only administrative work. **Andy Bernard** is a full-time senior consultant who is paid \$100,000 per year. Finally, there's **Jim Halpert**, a part-time junior consultant paid out at \$40 per hour.

### #19: Create Employee Accounts

#### Learning Objects

*Learn how to create employee accounts, as well as view and edit existing accounts.*

The hands-on exercises below will walk you through the configuration of your client's employees, per his requirements.

#### **Hands on: Create Employees**

1. Open the **Employees form** (screen ID EP203000): *Organization > Organization Structure > Manage > Employees*

- Click the “+” button on the toolbar.
- To complete Michael Scott’s employee record, populate the Employee Summary fields as follows: (When you come to a field not specified in the table below, either populate it as you see fit or leave it as is.)


Form Section	Field	Value
Summary	Employee ID	<NEW>
Summary	Status	Active
Summary	Employee Name	{accept default}

Populate the fields in the Employees form tabs as follows:

Tab	Form Section	Field	Value
General Info	Contact Info	Title	Mr.
General Info	Contact Info	First Name	Michael
General Info	Contact Info	Middle Name	{blank}
General Info	Contact Info	Last Name	Scott
General Info	Contact Info	Email	{insert your email address}*
General Info	Address Info	Country	US
General Info	Employee Settings	Employee Class	SEATTLE
General Info	Employee Settings	Branch	MAIN
General Info	Employee Settings	Position	PRESIDENT
General Info	Employee Settings	Department	ADMIN
General Info	Employee Settings	Calendar	PST
General Info	Employee Settings	Regular Hours Validation	Warning Only
General Info	Employee Settings	Reports to	{blank}
General Info	Employee Settings	Salesperson	{blank}
General Info	Employee Settings	Employee Login	{accept default}
General Info	Employee Settings	Labor Item	PMANAGER
General Info	Employee Settings	Route Emails	{checked}
General Info	Employee Settings	Time Card is Required	{checked}
GL Accounts and Payment Settings	Payment Settings	Payment Method	MCHECK
Employee Cost	Top Grid	Effective Date	01/01/2014
Employee Cost	Top Grid	Type of Employment	Salaried Non-Exempt
Employee Cost	Top Grid	Regular Hours per week	40
Employee Cost	Top Grid	Annual Salary Amount	166400
Employee Cost	Top Grid	Compensation Code	{blank}

\* If no email address is inserted, you won’t be able to create a user account for this employee.

- Accept the default values in all other tabs and fields.
- Save your changes.

 The **GL Accounts and Payment Settings tab** is used to specify the accounts involved in recording the employee's compensation and payments. If you have selected an employee class in the **General Info**

**tab**, these elements will be auto-populated with the values specified for the class. However, it is possible to change any of those preconfigured values.

The **Mailings tab** provides a table with information on mailings for which the employee is defined as a recipient. The employee can be a recipient of emails generated for multiple mailings. Mailings can be configured in such a way that the employee receives emails with electronic versions of documents related to particular vendors or customers, or receives emails related to entire vendor or customer classes.

The **Labor Item Overrides tab** can determine how employee labor is costed. You can assign different prices on labor by defining the relationship between earning types and labor items.

The **Employee Cost tab** provides information on the hourly rates defined for the employee. It consists of the **Default Rates table** and the **Project Rates table** (cost rate).

The **Company Tree Member tab** provides information about workgroups the employee belongs to.

Some of these tabs will be filled as part of the P200 Project Management Configuration training course. For the moment, you will simply accept the default values.

- Using the Employees form, create three additional employees, as detailed in steps 1 through 5 above. Enter the same values, unless specified otherwise in the following table:

Field	Employee 1	Employee 2	Employee 3
Employee	Pam Beesly	Andy Bernard	Jim Halpert
Email	pbeesly@companyxyz.com	abernard@companyxyz.com	jhalpert@companyxyz.com
Position	FIN	SRCONSULT	JRCONSULT
Department	ADMIN	CONSULTING	CONSULTING
Labor Item	{blank}	SRCONSULT	JRCONSULT
Type of Employment	Salaried Non-Exempt	Salaried Non-Exempt	Hourly
Reg Hours per week	40	40	1
Annual Salary Amount	40000	100000	{blank}
Hourly Rate	{blank}	{blank}	40

- Save your changes after each new entry.

## #20: Create User Accounts

### Learning Objects

*Learn how to create internal user logins for your client's employees.*

With the Users form (screen ID SM.20.10.10), you can add users to the system; assign roles to users; edit user information; and delete users.

To get access to the system, users must authenticate themselves by username and password. These users should have roles assigned before they obtain system access. Each role defines a set of access rights to, or permissions to work with, the system entities. Some users are assigned only one role, while others are assigned several roles in accordance with multiple sets of employee responsibilities.

While this course does not review all the fields of the Users form (the topic is covered in greater depth in Acumatica's S300 System Management training course), you will need to understand how to create user accounts in order to earn your Employee Management course certification.

## Hands on: Create User Types

1. Open the **User Types form** (screen ID EP202500): *Configuration > User Security > Manage > User Types*
2. Populate the Summary fields as follows:

Form Section	Field	Value
Summary	User Type	Employee
Summary	Linked Entity	Employee
Summary	Description	Employee

3. Click the "+" button on the Allowed Roles tab toolbar, and populate the fields as follows:

Default	Role Name	Role Description
{checked}	Administrator	System Administrator
{checked}	MAIN Users	MAIN Users

4. Save your changes.

## Hands on: Create User Accounts

1. Open the **Users form** (screen ID SM201010): *Configuration > User Security > Manage > Users*
2. To complete Michael Scott's user credentials, populate the fields as follows:

Form Section	Field	Value
Summary	Username	Scott
Summary	Generate Password	{unchecked}
Summary	Password	acumatica
Summary	Guest Account	{unchecked}
Summary	User Type	Employee
Summary	Contact	Michael Scott
Summary	First Name	{accept default}
Summary	Last Name	{accept default}



Form Section	Field	Value
Summary	Email	{accept default}
Summary	Comment	{blank}
Summary	Status	Active
Summary	Allow Password Recovery	{checked}
Summary	Allow Password Changes	{checked}
Summary	Password Never Expires	{checked}
Summary	Force User to Change Password on Next Login	{unchecked}

3. Accept the default settings in the Roles, Statistics, and IP filter tabs.
4. Save your changes.
5. Create three additional user accounts, as in steps 1 through 4 above:

Username	Contact
Beesly	Pam Beesly
Bernard	Andy Bernard
Halpert	Jim Halpert

6. Save your changes after each new entry.

## #21: Upload Certification for PDF Files

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If necessary, upload certificates to be used by employees. In this case scenario, certificates are not required for the successful configuration of the Employee Management module.

Each user can have a PDF signing certificate. To assign the appropriate certificate to a user, navigate to the user's User Profile form (click on the username login in the upper right-hand corner of your screen, then select "User Profile" in the drop-down menu). In the Personal Settings section of the General Info tab, select the appropriate certificate in the PDF Signing Certificate field.

## #22: Create the Company Tree

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### Learning Objects

*Learn how to create a company tree in order to establish a hierarchy of workgroups in all branches of your client's company. This hierarchy—the order of groups—determines the escalation path of work items such as cases, leads, and timesheets. Items can be escalated from an assigned group to the next level, and eventually to the top. When creating the hierarchy, take into account the organization structure, and consider the following: Does it include multiple branches and actual approval workflows? Does escalation originate in one of the branches and continue to the top of the tree, or does it stop at a workgroup in the same branch?*

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## Hands on: Create the Company Tree

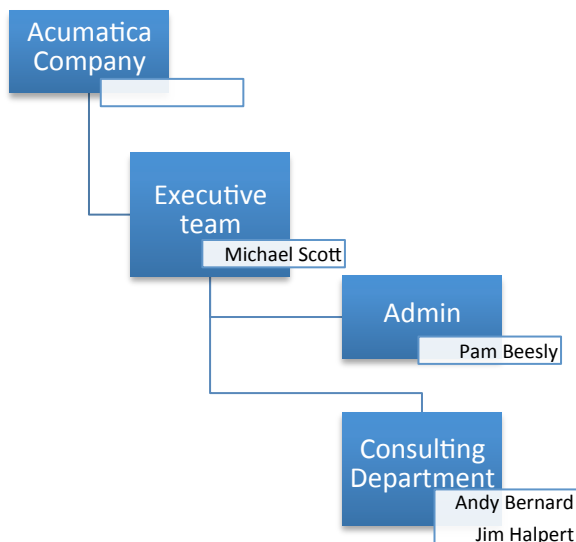
1. Open the **Company Tree form** (screen ID EP204060): *Organization > Organization Structure > Manage > Company Tree*
2. In the List of Groups section, click the “+” button on the toolbar.
3. Populate the fields as follows to complete the List of Groups section:

Description	Wait Time	Bypass Escalation	Use Calendar Time
Executive team	0 d 00 h 00 m	{unchecked}	{unchecked}

4. Save your changes.
5. In the Group Members section, click the “+” button on the toolbar. Populate the fields as follows:

Employee	Employee Name	Position	Department	Wait Time	Owner	Active
100001	Michael Scott	PRESIDENT	ADMIN	0d 00h 00m	{checked}	{checked}

6. Save your changes.
7. Repeat steps 2 through 6 in order to generate the following company tree:



8. Click the Update Tree button to update the Company Tree pane.
9. Save your changes.

## #23: Create Assignment and Approval Maps

### Learning Objects

Learn how to create and edit a set of assignment rules for particular entities—leads, cases, expense claims, timesheets, sales orders, shipments, purchase orders, purchase order receipts, requests, and/or requisitions.

For the selected entity type, you will need to create the following:

- An assignment map, which is a structure representing the workgroups involved in the processing of the entity type.
- Rules (based on properties of the entity type) that facilitate the automatic assignment of entities to specific workgroups and users. For example, you may require an employee expense claim under \$1,000 to be approved by the employee’s manager, and an expense claim over \$1,000 to be approved by the company’s chief financial officer.

### Hands on: Assignment and Approval Map for Time Cards

**Hands-on scenario:** All time cards need to be approved by both the owner of the admin department (in your client’s case, Pam Beesly) and Michael Scott. Double approval is required.

1. Open the **Assignment and Approval Maps form** (screen ID EP205000): *Organization > Organization Structure > Manage > Assignment and Approval Maps*
2. Click the “+” button on the toolbar.
3. Populate the fields as follows to complete an example of a time card approval map. Save your changes after completing each section.

In the Summary section:

Form Section	Field	Value
Summary	Map	<NEW>
Summary	Name	Time Cards Approval
Summary	Entity	Employee Time Cards*

\**Organization > Time & Expenses > Work Area > Enter > Employee Time Cards*

In the Assignment Rules Detail section:

Form Section	Field	Value
Assignment Rules Detail	Seq.	{accept default}
Assignment Rules Detail	Type	Assign
Assignment Rules Detail	Name	First Level Approval - Admin
Assignment Rules Detail	Jump to	{blank}

Form Section	Field	Value
Assignment Rules Detail	Workgroup	Admin
Assignment Rules Detail	Assign to	{blank}
Assignment Rules Detail	Employee Name	{blank}
Assignment Rules Detail	Position	{blank}
Assignment Rules Detail	Department	{blank}
Assignment Rules Detail	Owner Source	{blank}
Assignment Rules Detail	Use Workgroup By Owner	{checked}

In the Rule Type section:

Rule Type	Entity	Field Name	Condition	Field Value
All Conditions are true.	Document	Workgroup ID	Is Null	{blank}
All Conditions are true.	Document	IsHold	Equals	{unchecked}

- Click the “+” button on the toolbar in the Assignment Rules Detail section, and populate the fields as follows:

Form Section	Field	Value
Assignment Rules Detail	Seq.	{accept default}
Assignment Rules Detail	Type	Assign
Assignment Rules Detail	Name	Second Level Approval – President
Assignment Rules Detail	Jump to	{blank}
Assignment Rules Detail	Workgroup	Executive team
Assignment Rules Detail	Assign to	Michael Scott
Assignment Rules Detail	Employee Name	{accept default}
Assignment Rules Detail	Position	{accept default}
Assignment Rules Detail	Department	{accept default}
Assignment Rules Detail	Owner Source	{blank}
Assignment Rules Detail	Use Workgroup By Owner	{unchecked}

Save your changes, then populate the fields in the Rule Type section as follows:

Rule Type	Entity	Field Name	Condition	Field Value
All Conditions are true.	Document	Workgroup ID	Equals	ADMIN

- Save your changes.
- In order to implement the approval map you’ve just created for your client’s time cards, you will need to assign the map to the **Time & Expenses Preferences form** (screen ID EP101000):  
*Organization > Time & Expenses > Configuration > Setup > Time & Expenses Preferences*

In the General Settings tab, populate the Time Card Approval Map field as follows:

Form Section	Field	Value
General Settings	Time Card Approval Map	Time Cards Approval

7. Save your changes.

## ***Hands on: Assignment and Approval Map for Expense Claims***

**Hands-on scenario:** All expense claims need to be approved by the owner of the admin department (in your client’s case, Pam Beesly). If the expense claim is more than \$300, then it needs to be approved by both the owner of the admin department and Michael Scott; double approval is required.

1. Open the **Assignment and Approval Maps form** (screen ID EP205000): *Organization > Organization Structure > Manage > Assignment and Approval Maps*
2. Click the “+” button on the toolbar.
3. Populate the fields as follows to complete an example of an expense claim approval map. Save your changes after completing each section.

In the Summary section:

Form Section	Field	Value
Summary	Map	<NEW>
Summary	Name	Expense Claim Approval
Summary	Entity	Expense Claims*

\**Organization > Time & Expenses > Work Area > Enter > Expense Claims*

In the Assignment Rules Detail section:

Form Section	Field	Value
Assignment Rules Detail	Seq.	{accept default}
Assignment Rules Detail	Type	Assign
Assignment Rules Detail	Name	Approval – Admin
Assignment Rules Detail	Jump to	{blank}
Assignment Rules Detail	Workgroup	Admin
Assignment Rules Detail	Assign to	{blank}
Assignment Rules Detail	Employee Name	{blank}
Assignment Rules Detail	Position	{blank}
Assignment Rules Detail	Department	{blank}
Assignment Rules Detail	Owner Source	{blank}
Assignment Rules Detail	Use Workgroup By Owner	{checked}

In the Rule Type section:

Rule Type	Entity	Field Name	Condition	Field Value
All Conditions are true.	Expense Claim	Approval Workgroup	Is Null	{blank}
All Conditions are true.	Expense Claim	Hold	Equals	{unchecked}

- Click the “+” button on the toolbar in the Assignment Rules Detail section, and populate the fields as follows:

Form Section	Field	Value
Assignment Rules Detail	Seq.	{accept default}
Assignment Rules Detail	Type	Assign
Assignment Rules Detail	Name	Second Level Approval – President (if EC is \$300.00+)
Assignment Rules Detail	Jump to	{blank}
Assignment Rules Detail	Workgroup	Executive team
Assignment Rules Detail	Assign to	Michael Scott
Assignment Rules Detail	Employee Name	{accept default}
Assignment Rules Detail	Position	{accept default}
Assignment Rules Detail	Department	{accept default}
Assignment Rules Detail	Owner Source	{blank}
Assignment Rules Detail	Use Workgroup By Owner	{unchecked}

- Save your changes, then populate the fields in the Rule Type section as follows:

Rule Type	Entity	Field Name	Condition	Field Value
All Conditions are true.	Expense Claim	Approval Workgroup	Equals	ADMIN
All Conditions are true.	Expense Claim	Control Amount	Is Greater Than Or Equal To	300.00

- Save your changes.
- In order to implement this expense claim approval map, you will need to assign the map to the **Time & Expenses Preferences form** (screen ID EP101000): *Organization > Time & Expenses > Configuration > Setup > Time & Expenses Preferences*

In the General Settings tab, populate the Expense Claim Approval Map field as follows:

Form Section	Field	Value
General Settings	Expense Claim Approval Map	Expense Claim Approval

- Save your changes.

## ***Hands on: Approval Map for Equipment Time Cards***

**Hands-on scenario:** Equipment time cards only need to be approved by Pam Beesly.

1. Open the **Assignment and Approval Maps form** (screen ID EP205000): *Organization > Organization Structure > Manage > Assignment and Approval Maps*
2. Click the “+” button on the toolbar.
3. Populate the fields as follows to complete an example of an equipment time card approval map. Save your changes after completing each section.

In the Summary section:

Form Section	Field	Value
Summary	Map	<NEW>
Summary	Name	Equipment Timecard Approval
Summary	Entity	Equipment Time Cards*

\**Organization > Time & Expenses > Work Area > Enter > Equipment Time Cards*

In the Assignment Rules Detail section:

Form Section	Field	Value
Assignment Rules Detail	Seq.	{accept default}
Assignment Rules Detail	Type	Assign
Assignment Rules Detail	Name	All Equipment Timecard approve by Pam
Assignment Rules Detail	Jump to	{blank}
Assignment Rules Detail	Workgroup	Admin
Assignment Rules Detail	Assign to	Pam Beesly
Assignment Rules Detail	Employee Name	{accept default}
Assignment Rules Detail	Position	{accept default}
Assignment Rules Detail	Department	{accept default}
Assignment Rules Detail	Owner Source	{blank}
Assignment Rules Detail	Use Workgroup By Owner	{unchecked}

In the Rule Type section:

Rule Type	Entity	Field Name	Condition	Field Value
All Conditions are true.	Document	Total	Is Not Null	{blank}

4. In order to implement this equipment time card approval map, you will need to assign the map to the **Time & Expenses Preferences form** (screen ID EP101000): *Organization > Time & Expenses > Configuration > Setup > Time & Expenses Preferences*

In the General Settings tab, populate the Equipment Time Card Approval Map field as follows:

Form Section	Field	Value
General Settings	Equipment Time Card Approval Map	Equipment Timecards Approval

5. Save your changes.

## Business Scenario: Update 3

Your client, Michael Scott, is planning to use some equipment on his projects. He currently doesn't keep track of equipment as a fixed asset, but he nonetheless wants his projects to reflect some equipment runtime cost. The runtime rate is configured during the creation of the equipment, but you must first configure a non-stock item to assign to the equipment. This non-stock item determines the GL accounts that will be affected when an equipment time card affects a project.

### #24: Create Equipment

#### Learning Objects

*Learn how to create equipment and edit the rates for using this equipment in projects. Also learn how to view and edit existing accounts that can be used for projects.*

Prior to creating your client's equipment, you must create three non-stock items. (As in the "Non-Stock Items for Labor Rates" hands-on exercise, it is assumed here that you already know how to create non-stock items.)

1. Navigate to the **Non-Stock Items form** (screen ID IN202000), and populate the fields as follows:

Form Section	Field	Value
Summary	Inventory ID	PMRUNRATE
Summary	Item Status	Active
Summary	Description	PM Run Rate
Summary	Product Workgroup	{blank}
Summary	Product Manager	{blank}
General Settings – Item Defaults	Item Class	{blank}
General Settings – Item Defaults	Type	Non-Stock Item
General Settings – Item Defaults	Posting Class	DEFAULT
General Settings – Item Defaults	Is a Kit	{unchecked}
General Settings – Item Defaults	Tax Category	EXEMPT
General Settings – Item Defaults	Default Warehouse	{blank}
General Settings – Item Defaults	Require Receipt	{unchecked}
General Settings – Item Defaults	Require Shipment	{unchecked}
General Settings – Conversions	Base Unit	HOUR
General Settings – Conversions	Sales Unit	HOUR
General Settings – Conversions	Purchase Unit	HOUR
General Settings – Conversion Box 1 <sup>st</sup> Line	From Unit	MINUTE
General Settings – Conversion Box 1 <sup>st</sup> Line	Multiply/Divide	Divide
General Settings – Conversion Box 1 <sup>st</sup> Line	Conversion Factor	60
General Settings – Conversion Box 1 <sup>st</sup> Line	To Unit	HOUR



Form Section	Field	Value
Price/Cost Information	All fields	{accept default}
Vendor Details	All fields	{accept default}
Packaging	All fields	{accept default}
Deferred Revenue	All fields	{accept default}
GL Accounts	Expense Accrual Account	20100
GL Accounts	Expense Accrual Sub.	000-000
GL Accounts	Expense Account	50000
GL Accounts	Expense Sub.	000-OPS
GL Accounts	PO Accrual Account	20100
GL Accounts	PO Accrual Sub.	000-000
GL Accounts	Sales Account	40000
GL Accounts	Sales Sub.	C00-000

- Using the Non-Stock Items form, create two additional non-stock items, as in step 1 above. Enter the same values, unless specified otherwise in the following table:

Inventory ID	Description
PMSETUP	PM Setup Rate
PMSUSPEND	PM Suspend Rate

- Save your changes.

## Hands on: Create Equipment

- Open the **Equipment form** (screen ID EP208000): *Organization > Organization Structure > Manage > Equipment*
- Click the “+” button on the toolbar.
- Populate the fields as follows:

Form Section	Field	Value
Summary	Equipment ID	MACHINE1
Summary	Description	Machine 1
Summary	Status	Active
General Info	Fixed Asset	{blank}
General Info	Run Rate Item	PMRUNRATE
General Info	Setup Rate Item	PMSETUP
General Info	Suspend Rate Item	PMSUSPEND
General Info	Run Rate	200.00
General Info	Setup Rate	0.00
General Info	Suspend Rate	0.00
General Info	Default Account	{blank}
General Info	Default Subaccount	{blank}

7. Accept the default values in the other tabs.
8. Save your changes.

## #25: Create Templates for Notification

### Learning Objects

*Learn how to create and use notification templates with special variables—placeholders where the system will insert the recipient's personalized data when generating an email.*

**i** Prior to creating notification templates, make sure there is at least one email account configured in the system. Navigate to *Configuration > Email > Manage > System Email Accounts* (screen ID SM204002) to verify this. If no email account has been configured, proceed with the following hands-on exercise to configure a system email account. This course will not review how to set up email accounts in depth, as the topic is covered in the S300 System Management training course.

### **Hands on: System Email Accounts**

1. Open the **System Email Accounts form** (screen ID SM204002): *Configuration > Email > Manage > System Email Accounts*
2. Click the “+” button on the toolbar.
3. Create a new email account with the following values:

Form Section	Field	Value
Summary	Email Account ID	<NEW>
Summary	Account Name	ADMIN
Summary	Email Address	{use your personal gmail account}
Summary	Reply Address	{use your personal gmail account}

4. In the Servers tab, populate the fields as follows:

Form Section	Field	Value
Server Information	Incoming Mail Protocol	Pop3
Server Information	Root Folder (on server)	{blank}
Server Information	Incoming Mail Server	{blank}
Server Information	Outgoing Mail Server (SMTP)	smtp.gmail.com
Server Information	Send Mail Delay	0
Logon Information	Username	{use your personal gmail account}

Form Section	Field	Value
Logon Information	Password	{your email account password}

- In the Advanced Settings tab, populate the fields as follows:

Form Section	Field	Value
Security	My outgoing server requires authentication	{unchecked}
Security	Log on using	{unchecked}
Security	Username	{accept default}
Security	Password	{accept default}
Security	My outgoing server validates From field	{checked}
Server Port Numbers	Incoming server port (POP3/IMAP)	995
Server Port Numbers	Incoming server requires encrypted connection (SSL)	{checked}
Server Port Numbers	Outgoing server port (SMTP)	587
Server Port Numbers	Outgoing server encrypted connection	TLS

- Accept all default values in the Incoming Mail Processing and Content tabs.
- Save your changes.
- Click the Test button to test your email account settings. Make sure the process finishes successfully.


The following exercise will walk you through how to make this email account the default “From” account when sending notifications within the system.

- Open the **Email Preferences form** (screen ID SM204001): *Configuration > Email > Configure > Email Preferences*
- Click the magnifying glass in the Default Email Account field and select your email address.
- Save your changes.

The following exercise will walk you through how to schedule the Send and Receive Email process to run every minute.

- Open the **Send and Receive Email form** (screen ID SM507010): *Configuration > Email > Schedule > Send and Receive Email*
- Select “Send/Receive All” from the Action drop-down menu.



- Click the Schedules drop-down menu , and select “Add.”
- Populate the Automation Schedules screen as follows:

Form Section	Field	Value
--------------	-------	-------

Form Section	Field	Value
Summary	Screen ID	Send and Receive Email
Summary	Schedule ID	<NEW>
Summary	Description	Send and Receive Email Schedule
Summary	Action Name	{accept default}
Summary	Active	{checked}
Summary	Execution Limit	{blank}
Summary	No Execution Limit	{checked}
Summary	Starts On	{today's date}
Summary	Expires On	{blank}
Summary	No Expiration Date	{checked}
Dates tab	Schedule Type	Daily
Dates tab	Next Execution Date	{today's date}
Dates tab	Daily section: Every	1 Day(s)
Hours tab	Starts On	{accept default}
Hours tab	Next Execution Time	{accept default}
Hours tab	Stops On	{blank}
Hours tab	Every	00:01 (the schedule will run every 1 minute)
Conditions tab	All fields	{accept default}
Filter Values tab	Active	{checked}
Filter Values tab	Field Name	Action
Filter Values tab	Is Relative	{unchecked}
Filter Values tab	Value	Send All
Filter Values tab	Ignore Error	{unchecked}

16. Save your changes.

## ***Hands on: Templates for Notification***

1. Open the **Notification Templates form** (screen ID SM204003): *Configuration > Email > Manage > Notification Templates*
2. Click the "+" button on the toolbar, and create a new template with the following values:

Form Section	Field	Value
Summary	Notification	InvitationTemplate
Summary	From	ADMIN
Summary	Screen ID	Business Accounts*
Summary	To	((Contacts.EMail)**
Summary	CC	{blank}
Summary	BCC	{blank}
Summary	Subject	Meeting Invite

\**Company Name Here > Organization > Customer Management > Work Area > Manage > Business Accounts*

\*\**Contacts > Email*

3. In the Body section of the email template, paste the following text:

Dear {{FirstName}},

You have been invited to the following meeting:

Name: {{DisplayName}}

Phone: {{Phone1}}

Company: {{FullName}}

Date of Event: {{Date}}

4. Save your changes.
5. In the Status field, select "Published."
6. Save your changes.
7. You will be using this event invitation template in an upcoming hands-on exercise.

## #26: Configure the Event Settings

---

### Learning Objects

*Learn how to configure event settings, and understand the impact of each option.*

---

Now that you have configured a notification template, you can configure the event settings.

### **Hands on: Event Setup**

1. Open the **Event Setup** form (screen ID EP204070): *Configuration > Common Settings > User Settings > Event Setup*
2. Populate the fields as follows:

Field	Value
Only iCalendar Card	{unchecked}
Simple Notification	{unchecked}
Add Contact Information	{unchecked}
Invitation Template	InvitationTemplate
Reschedule Template	InvitationTemplate
Cancel Invitation Template	InvitationTemplate
Search Only in Working Time	{unchecked}
Default Task Filter	{blank}
Default Event Filter	{blank}

3. Save your changes.

## #27: Create Event Status Types

### Learning Objects

Learn how to add, view, edit, and delete statuses to be used for events.

### Hands on: Event Status Types

1. Open the **Event Status Types form** (screen ID EP204050): *Configuration > Common Settings > User Settings > Event Status Types*
2. Click the “+” button on the toolbar to add new status types, if desired.
3. Populate the fields as follows to complete the Event Status Types form:

Description	Color
Busy	Red
Free	{blank}
Out of Office	Violet

4. Save your changes.

## #28: Create Event and Task Categories

### Learning Objects

Learn how to add, view, edit, and delete categories to be used for events, tasks, and past activities.

### Hands on: Event and Task Categories

1. Open the **Event and Task Categories form** (screen ID EP204040): *Configuration > Common Settings > User Settings > Event and Task Categories*
2. Click the “+” button on the toolbar to add new category.
3. Populate the fields as follows:

Description	Color
Red Category	LightPink
Green Category	Lime
Yellow Category	LightYellow
Urgent	DarkRed

4. Save your changes.

## Business Scenario: Update 4

You have completed the all the necessary employee configurations for your client. Your client’s employees can now enter expense claims, time cards, tasks, and events. However, all of those features can’t be used without the additional configuration of the Project Management module. The following hands-on exercises will walk you through several business transaction examples.

### *Managing Tasks and Events*

#### Learning Objects

*Learn how to create new tasks, assign them to other users, and manage your own tasks.*

In the exercises below, you will learn how to create tasks, send calendar event invitations, and manage your assigned tasks and events.

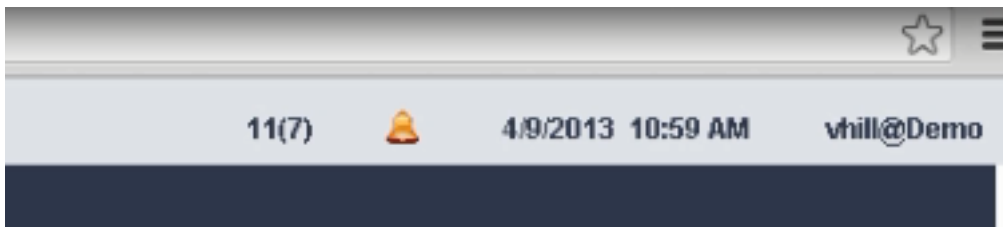
#### **Hands on: Tasks**

1. Log in as Michael Scott.
2. Open the **Tasks form** (screen ID EP404000): *Organization > Communication > Tasks > Tasks*
3. Click the “+” button on the toolbar.
4. Create two tasks, populating the fields in the Task window as follows:

Form Section	Field	Task 1	Task 2
Details	Summary	Review Functional Spec	Call customer for meeting
Details	Start Date	{today’s date}	{today’s date}
Details	Due Date	{today’s date + 7 days}	{tomorrow}
Details	Internal	{unchecked}	{unchecked}
Details	Completion (%)	0%	0%
Details	Workgroup	{blank}	{blank}
Details	Assigned To	Michael Scott	Jim Halpert
Details	Reminder	{checked}	{checked}*
Details	Remind at	{today’s date + 3 days}	{today’s date, 15 minutes from now}
Details	Related Entity	{blank}	{blank}

Form Section	Field	Task 1	Task 2
Details	Project	X	X
Details	Priority	Normal	Normal
Details	Status	Open	Open
Details	Category	Urgent	Red Category
Details	All other fields	{accept default}	{accept default}
Body	Note Body	{blank}	{blank}
Related Activities	All fields	{accept default}	{accept default}
Related Tasks			Task 1 (Review Functional Spec)

\*The system reminders will work only if the “reminders” configuration is enabled in the Web.config file. If a bell icon appears in the upper right-hand corner of your screen, the reminders configuration is enabled:



```

Web.config - Notepad
File Edit Format View Help
<?xml version="1.0" encoding="utf-8"?>
<configuration xmlns="http://schemas.microsoft.com/.NetConfiguration/v2.0">
  <configSections>
    <sectionGroup name="system.web" type="System.Web.Configuration.SystemWebSectionGroup, System.Web, version=2.0.0.0, Culture=neutral, PublicKeyToken=
    <section name="pxaccess" type="PX.Data.PXAccessSection, PX.Data" />
    <section name="pxdatabase" type="PX.Data.PXDatabaseSection, PX.Data" />
    <section name="pxtrace" type="PX.Data.PXTraceSection, PX.Data" />
    <section name="basicAuth" type="PX.Export.Authentication.BasicAuthenticationSection, PX.Export" />
    <section name="formsAuth" type="PX.Export.Authentication.FormsAuthenticationSection, PX.Export" />
    <section name="multiAuth" type="PX.Export.Authentication.AuthenticationManagerSection, PX.Export" />
    <section name="webDAV" type="PX.Export.webDAV.webDAVSection, PX.Export" />
    <section name="activeDirectory" type="PX.Data.Access.ActiveDirectorySection, PX.Data" />
    <section name="attachments" type="PX.Data.EP.DynamicAttachmentSection, PX.Data" />
    <section name="FullTrustAssemblies" type="System.Web.Configuration.FullTrustAssembliesSection, System.Web, version=4.0.0.0, Culture=neutral, Pub
  </sectionGroup>
</configSections>
<connectionStrings>
  <remove name="ProjectX" />
  <add name="ProjectX" providerName="System.Data.SqlClient" connectionString="data source=SRV4;Initial Catalog=PX;User Id=sa; Password=Cust.VT0100"
</connectionStrings>
<appSettings>
  <add key="Version" value="4.00.1293" />
  <add key="Remindervisible" value="true" />
  <add key="ReminderRequestPeriod" value="60" />
  <add key="ReminderActiveMode" value="true" />
  <add key="FilesPath" value="~/Files" />
  <add key="Autoupdate" value="True" />
  <add key="ChartImageHandler" value="Storage=session;Timeout=20;" />
  <add key="AutomationDebug" value="True" />
  <add key="CustomizationTempFilesPath" value="C:\Program Files (x86)\Acumatica ERP\Customization\" />
  <add key="SnapshotsFolder" value="C:\Program Files (x86)\Acumatica ERP\Snapshots\Internal\" />
  <add key="BackupFolder" value="C:\Program Files (x86)\Acumatica ERP\Backup\Sites\" />
</appSettings>
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  <system.web>
    <fullTrustAssemblies></fullTrustAssemblies>
    <activeDirectory enabled="false" path="" user="" password="" />
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    <securityPolicy>
      <trustLevel name="ProjectX" policyFile="web_project_x.config" />
    </securityPolicy>
    <trust level="Full" originUrl="" />
    <pxdatabase defaultProvider="PXSqlDatabaseProvider">
      <providers>
        <remove name="PXSqlDatabaseProvider" />
        <add name="PXSqlDatabaseProvider" type="PX.Data.PXSqlDatabaseProvider, PX.Data" connectionStringName="ProjectX" />
      </providers>
    </pxdatabase>
    <pxaccess defaultProvider="PXDatabaseAccessProvider">
      <providers>
        <remove name="PXDatabaseAccessProvider" />
        <add name="PXDatabaseAccessProvider" type="PX.Data.PXDBFeatureAccessProvider, PX.Data" applicationName="/" sessionLimit="QSGCdmdm1VI1Qwyk52
      </providers>
    </pxaccess>
  </system.web>
</location>

```



## Hands on: Events

1. Open the **Events form** (screen ID EP404100): *Organization > Communication > Tasks > Events*
2. Click the “+” button on the toolbar.
3. Create one event, populating the fields in the Event window as follows:

Form Section	Field	Event 1
Details	Summary	Training 2014!
Details	Location	Seattle
Details	Start Date	8/27/2014 08:00 AM
Details	End Time	8/29/2014 06:00 PM
Details	Category	Green Category
Details	Show As	Busy
Details	Reminder	{checked}
Details	Remind at	4/1/2014 08:00 AM
Details	Priority	Normal
Details	Status	Open
Related Activities tab	All fields	{accept default}
Attendees	{Add two employees}	Pam Beesly, Andy Bernard

4. Save your changes.
5. In the Attendees tab, click the Invite All button. The people invited will receive an email featuring the invitation template you created in the “Templates for Notification” hands-on exercise.
6. Close the Event window.

## The Tasks and Events Panel

In the upper right-hand corner of your screen, immediately to the left of today’s date, you will find two numbers, one in parentheses. This is your **Tasks and Events Panel button**. The first number indicates your total number of current tasks and events, including case tasks and case events. The number in parentheses indicates your total number of new, unread tasks and events.

1. Click on your Tasks and Events Panel button.
2. You have the choice to navigate to either your Tasks screen (by clicking “Tasks”) or your Events screen (by clicking “Events”).

## Create a Notification

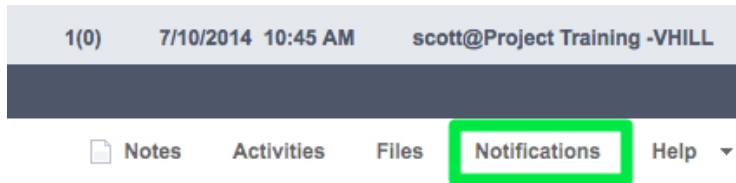
### Learning Objects

Learn how to create a notification based on specific conditions.

The following hands-on exercises will walk you through the creation of a notification for expense claims. Each time the status of an expense claim changes to “Pending Approval,” the system will send a notification to specified recipients indicating that there is a new expense claim pending approval.

### Hands on: Create a Notification

1. Open the **Expense Claims form** (screen ID EP301000): *Organization > Time & Expenses > Work Area > Enter > Expense Claims*
2. Click the Notification button in the top-right corner of the screen.



3. Click “Create New” in the drop-down menu.
4. Create an expense claim notification with the following values:

Form Section	Field	Task 1
Automation Notification Summary	Screen ID	Expense Claims
Automation Notification Summary	Notification ID	<NEW>
Automation Notification Summary	Description	EC Pending Approval
Automation Notification Summary	Active	{checked}
Automation Notification Summary	Public	{unchecked}
Automation Notification Summary	Subject	New Expense Claims Pending Approval
Automation Notification Summary	Data Source	None
Automation Notification Summary	Report ID	{accept default}
Automation Notification Summary	Report Format	{accept default}
Automation Notification Summary	Embedded	{accept default}
Automation Notification Summary	Action Name	{accept default}
Automation Notification Summary	Menu Text	{accept default}

- In the Message tab, paste the following text into the email body:

New Expense Claims Pending Approval. Report Detail:

Reference Number: ((RefNbr))  
 Document Date: ((DocDate))  
 Employee ID: ((EmployeeID))  
 Document Description: ((DocDesc))  
 Document Amount: ((CuryOrigDocAmt))

- Click the “+” button in the Conditions tab to establish the condition of the notification:

Form Section	Field	Value
Conditions	Active	{checked}
Conditions	Field Name	Status
Conditions	Condition	Equals
Conditions	Is Relative	{unchecked}
Conditions	Value	Pending Approval
Conditions	Value 2	{blank}

- Click the “+” button in the Addresses tab to establish the recipient(s) of the email notification:

Form Section	Field	Value
Addresses	Active	{checked}
Addresses	Source	Document
Addresses	Email	Approver->Default Contact->Email
Addresses	Type	To

- Click the “+” button in the Fields tab to establish the field the system needs to monitor for changes:

Form Section	Field	Value
Addresses	Active	{checked}
Addresses	Field Name	Status

- Save your changes.


## ***Schedule a Notification Process***

In order for the notification email you created in the previous hands-on exercise to be sent each time an expense claim status changes to “Pending Approval,” the system must run a process to send the emails. That process can be automated by creating a schedule. The hands-on exercise below will walk you through how to schedule the notification email process.

## Hands on: Schedule a Notification Process

1. Open the **Send Notifications form** (screen ID SM205050): *System > Automation > Schedule > Send Notifications*



2. Click the Schedules button  , and select “Add” in the drop-down menu.
3. Populate the Automation Schedules window as follows:

Form Section	Field	Task 1
Summary	Screen ID	Send Notifications
Summary	Schedule ID	<NEW>
Summary	Description	Send Notification
Summary	Action Name	{accept default}
Summary	Active	{checked}
Summary	Execution Limit	{blank}
Summary	No Execution Limit	{checked}
Summary	Executed	{accept default}
Summary	Starts On	{today's date}
Summary	No Expiration Date	{checked}
Summary	Expires On	{blank}
Summary	Last Executed On	{accept default}

In the Dates tab:

Form Section	Field	Task 1
Dates	Schedule Type	Daily
Dates	Next Execution Date	{today's date}
Dates	Daily – Every	1 Day(s)

In the Hours tab:

Form Section	Field	Task 1
Hours	Starts On	07:00 AM
Hours	Stops On	{blank}
Hours	Every	00:01*
Hours	Next Execution Time	07:00 AM

\*The notification will run every 1 minute.

In the Conditions tab:

Form Section	Field	Task 1
Conditions	Active	{checked}
Conditions	Field Name	Status
Conditions	Condition	Equals
Conditions	Is Relative	{unchecked}
Conditions	Value	Pending
Condition	Value 2	{blank}

In the Filter Values tab, accept all the default fields.

4. Save your changes.

## Hands on: Enter Expense Claims

### Use the Employee Management Features to Enter Expense Claims

In this exercise you will enter an expense claim into the system. Since you have not configured an approval map for expense claims, it will not be necessary to approve the expense claim.



**Before entering an expense claim, you must first configure at least one non-stock item of the “Expense” type. The expense claim system uses that non-stock item to derive the related GL accounts. To proceed with this hands-on exercise, configure the non-stock item detailed below.**



**Prior to configuring the following non-stock item for your expense claim, confirm that the payment method ID “CHECK” is configured for use in the Accounts Payable module. Navigate to *Finance > Cash Management > Configuration > Setup > Payment Methods* to enable the use of this payment method in AP.**

1. Open the **Non-Stock Items form** (screen ID IN202000): *Finance > Accounts Payable > Work Area > Manage > Non-Stock Items*
2. Click the “+” button on the toolbar.
3. Create a new non-stock item for travel expenses:

Form Section	Field	Value
Summary	Inventory ID	LODGING
Summary	Item Status	Active
Summary	Description	Lodging Expenses
Summary	Product Workgroup	{blank}
Summary	Product Manager	{blank}
General Settings – Item Defaults	Item Class	{blank}
General Settings – Item Defaults	Type	Expense
General Settings – Item Defaults	Posting Class	DEFAULT
General Settings – Item Defaults	Is a Kit	{unchecked}
General Settings – Item Defaults	Tax Category	EXEMPT
General Settings – Item Defaults	Default Warehouse	{blank}
General Settings – Item Defaults	Require Receipt	{unchecked}
General Settings – Item Defaults	Require Shipment	{unchecked}
General Settings – Unit of Measure	Base Unit	UNIT

Form Section	Field	Value
General Settings – Conversions	Sales Unit	UNIT
General Settings – Conversions	Purchase Unit	UNIT
General Settings	All other fields	{blank}
Price/Cost Information	All fields	{accept default}
Sales Prices	All fields	{accept default}
Customer Prices	All fields	{accept default}
Vendor Prices	All fields	{accept default}
Vendor Details	All fields	{accept default}
Packaging	All fields	{accept default}
GL Accounts	Expense Accrual Account	20100
GL Accounts	Expense Accrual Sub.	000-000
GL Accounts	Expense Account	63200
GL Accounts	Expense Sub.	000-OPS
GL Accounts	PO Accrual Account	20100
GL Accounts	PO Accrual Sub.	000-000
GL Accounts	Sales Account	40000
GL Accounts	Sales Sub.	C00-000
Attributes	All fields	{accept default}

- Save your changes.
- Using the Non-Stock Items form, create two additional non-stock items, as in step 1 above. Enter the same values, unless specified otherwise in the following table:

Inventory ID	Description	Expense Account
CARRENTAL	Car Rental	63200
CELLPHONE	Cell Phone	63100

**Now you are ready to enter an expense claim:**

- Log in as Andy Bernard.
- Open the **Expense Claims form** (screen ID EP301000): *Organization > Time & Expenses > Work Area > Enter > Expense Claims*
- Create a new expense claim:

Form Section	Field	Value
Document Summary	Reference Nbr.	{accept default}
Document Summary	Status	On Hold
Document Summary	Date	01/06/2014
Document Summary	Description	Misc Travel Expense
Document Summary	Claimed by	Andy Bernard
Document Summary	Location	MAIN

- Navigate to the Expense Claim Details tab, and click the “+” button on the Expense Claim Details tab toolbar.

5. Insert the following information in the Details section:

Form Section	Field	Value
Details	Date	01/07/2013
Details	Ref. Nbr.	123456
Details	Expense ID	LODGING
Details	Quantity	1
Details	UOM	UNIT
Details	Unit Cost	115
Details	Total Amount	{accept default}
Details	Employee Part	0.00
Details	Transaction Description	Lodging Expenses
Details	Billable	{unchecked}
Details	Customer	{blank}
Details	Loc.	{blank}
Details	Project	{blank}
Details	All other fields	{accept default}
Details	Attachment	Attached file: "Lodging Expense Receipt.jpg"

6. In the Expense Claims form, create two additional line items, as in step 1 above. Use the same settings, unless specified otherwise in the following table:

Date	Ref. Nbr.	Expense ID	Quantity	Unit Cost	Attachment
01/07/2014	123456	CARRENTAL	1	138.00	Attached file: "Car Expense Receipt.jpg"
01/07/2014	123456	CELLPHONE	1	79.99	

7. Remove the document from "Hold" status by unchecking the Hold check box. The assigned approver, which in this case is Pam Beesly, should be displayed in the Approval Details tab.

**Next, Pam Beesly needs to approve Andy's expense claim:**

8. Log in as Pam Beesly.
9. Open the **Approvals form** (screen ID EP503010): *Organization > Communication > Tasks > Approvals*
10. Select Andy's expense claim, then click the Approve button in order to approve the expense claim.
11. If you navigate back to the expense claim, you will notice that, under the Approval Details tab, Michael Scott has also been assigned to approve the claim, since the total is greater than \$300.00.

**Now Michael Scott needs to approve the Andy's expense claim:**

12. Log in as Michael Scott.

13. Open the **Approvals form** (screen ID EP503010): *Organization > Communication > Tasks > Approvals*
14. Select Andy's expense claim, then click the Approve button in order to approve the expense claim.

**The expense claim will not affect the General Ledger until it is released. The following steps will walk you through the process of releasing the expense claim.**

15. Stay logged in as Michael Scott.
16. Open the **Release Expense Claims form** (screen ID EP501000): *Organization > Time & Expenses > Processes > Daily > Release Expense Claims*
17. Select Andy's expense claim, then click the Release button in order to release the expense claim.

## ***Hands on: Enter Time Cards***

### **Use the Employee Management Features to Enter Time Cards**

In this exercise, you will enter separate time cards for Andy Bernard and Jim Halpert into the system. You will then log in as the time card approver to approve and release the time cards.

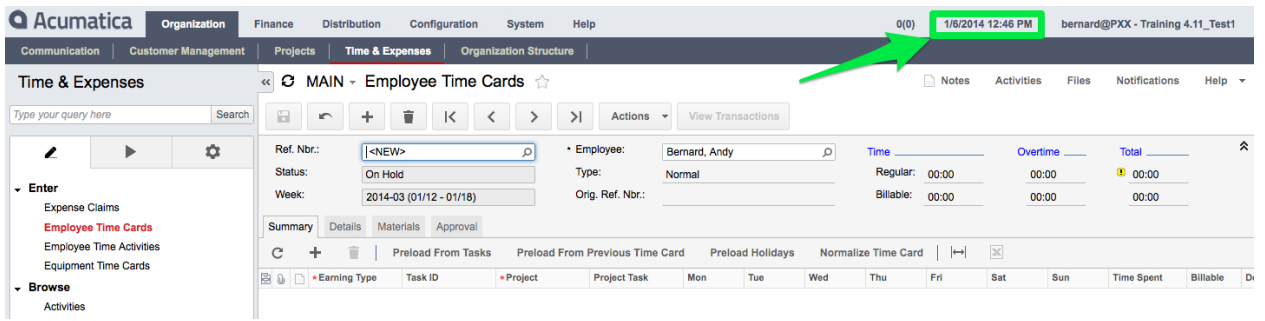


**For the purposes of this training class, you will log in as Andy Bernard to enter his time card, and then you will log in as Jim Halpert to enter his time card. You will then log in as Pam Beesly and Michael Scott to approve and release the two time cards. In real life, those steps are not necessary, since each employee enters his or her own time card.**

**First, you will create Andy's time card:**

1. Log in as Andy Bernard.
2. Open the **Employee Time Cards form** (screen ID EP305000): *Organization > Time & Expenses > Work Area > Enter > Employee Time Cards*
3. Create a new time card, using the values in the table below. In order to be able to enter time in the past, change your system business date to 01/06/2014.





Form Section	Field	Value
Document Summary	Ref. Nbr.	<NEW>
Document Summary	Employee	Bernard, Andy
Document Summary	Status	On Hold
Document Summary	Week	2014-02 (01/05 - 01/11)

4. Navigate to the Summary tab.
5. Click the “+” button on the Summary tab toolbar.
6. Insert the following summary information:

Form Section	Field	Value
Summary tab	Earning Type	RG
Summary tab	Task ID	{blank}
Summary tab	Project	X
Summary tab	Project Task	{blank}
Summary tab	Mon	08:00
Summary tab	Tue	08:00
Summary tab	Wed	08:00
Summary tab	Thu	08:00
Summary tab	Fri	08:00
Summary tab	Sat	00:00
Summary tab	Sun	00:00
Summary tab	Time Spent	40:00
Summary tab	Billable	{unchecked}
Summary tab	Description	{blank}

7. Save your changes.
8. Change the status to “Open.”
9. Save your changes.

**You will now create Jim’s time card:**

10. Log in as Jim Halpert, and change his system business date to 01/06/2014 (you have to repeat this step since you’ve logged in with a new username).
11. Create a time card with the following information:

Form Section	Field	Value
Document Summary	Ref. Nbr.	<NEW>
Document Summary	Employee	Halpert, Jim
Document Summary	Status	On Hold
Document Summary	Week	2014-02 (01/05 - 01/11)

Form Section	Field	Value
Details tab	Date	01/06/2014
Details tab	Earning Type	RG
Details tab	Parent	{blank}
Details tab	Project	X
Details tab	Project Task	{blank}
Details tab	Time Spent	08:00
Details tab	Billable	{unchecked}
Details tab	Billable Time	{blank}
Details tab	Billable OT	{blank}
Details tab	Summary	Jan 6 Time
Details tab	Day	Monday

Second line:

Form Section	Field	Value
Details tab	Date	01/06/2014
Details tab	Earning Type	OT
Details tab	Parent	{blank}
Details tab	Project	X
Details tab	Project Task	{blank}
Details tab	Time Spent	02:00
Details tab	Billable	{unchecked}
Details tab	Billable Time	{blank}
Details tab	Billable OT	{blank}
Details tab	Summary	Jan 6 OT
Details tab	Day	Monday

12. Save your changes.
13. Change the status to "Open."
14. Save your changes.

**Now Pam Beesly needs to execute the first-level approval of the time cards:**

15. Log in as Pam Beesly.
16. Open the **Approvals form** (screen ID EP503010): *Organization > Communication > Tasks > Approvals*
17. Click the Approve All button to approve the pending time cards.

Finally, Michael Scott needs to execute the second-level approval of the time cards, and then release them:

18. Log in as Michael Scott.
19. Open the **Approvals form** (screen ID EP503010): *Organization > Communication > Tasks > Approvals*
20. Click the Approve All button to approve the pending time cards.
21. Open the **Release Timecards form** (screen ID EP503500): *Organization > Time & Expenses > Processes > Daily > Release Time Cards*
22. Click the Release All button to release the time cards.



Since Acumatica does not have a payroll system, and the time cards you created were not related to any projects, they do not have any impact on the General Ledger. Acumatica does not track employee costs that are unrelated to a project in the Project Management module.

## Hands on: Correct a Time Card

You have realized that Jim Halpert’s time card was entered incorrectly. Jim worked 7 hours and no overtime on January 6, and he worked 8 hours on January 7. You must correct his timesheet accordingly.

1. Log in as Jim Halpert.
2. Open the **Employee Time Cards form** (screen ID EP305000): *Organization > Time & Expenses > Work Area > Enter > Employee Time Cards*
3. From the Ref. Nbr. magnifying glass, select the time card you created for Jim in the previous exercise.
4. Click the Action button, and select “Correct” in the drop-down menu.
5. In the Details tab, MODIFY the line items as follows:

Line	Date	Earning Type	Time Spent
1	01/06/2014	RG	Change the 08:00 to 07:00
2	01/06/2014	OT	Change the 02:00 to 00:00

6. While still in the Details tab, click the “+” button and fill the grid as follows:

Form Section	Field	Value
Details tab	Date	01/07/2014

Details tab	Earning Type	RG
Details tab	Parent	{blank}
Details tab	Project	X
Details tab	Project Task	{blank}
Details tab	Time Spent	08:00
Details tab	Billable	{unchecked}
Details tab	Billable Time	{blank}
Details tab	Billable OT	{blank}
Details tab	Summary	Jan 7 Time
Details tab	Day	Tuesday

7. Change the status to “Open.”
8. Save your changes.
9. Execute all the necessary steps to approve and release the corrected time card.



**In order to correct a time card, you need to modify the time card to display the correct value. The system will automatically calculate the delta between the original time card and the correction, and will assign a new reference number to the corrected time card.**

## ***Hands on: Correct an Expense Claim***

You have realized that Andy Bernard’s expense claim was entered with the wrong lodging reference number. You will need to correct the claim.

1. Log in as Andy Bernard.
2. Open the **Expense Claims form** (screen ID EP301000): *Organization > Time & Expenses > Work Area > Enter > Expense Claims*
3. Create a new expense claim with the following values:

Form Section	Field	Value
Document Summary	Reference Nbr.	{accept default}
Document Summary	Status	On Hold
Document Summary	Date	01/06/2014
Document Summary	Description	Expense Claim Correction
Document Summary	Claimed by	Andy Bernard
Document Summary	Location	MAIN

4. Navigate to the Expense Claim Details tab, and click the “+” button on the Expense Claim Details tab toolbar.

5. Insert the same information in the Details section as you did in the “Enter Expense Claims” hands-on exercise, but use a negative quantity instead:

Form Section	Field	Value
Details	Date	01/07/2014
Details	Ref. Nbr.	123456
Details	Expense ID	LODGING
Details	Quantity	-1
Details	UOM	UNIT
Details	Unit Cost	115.00
Details	Total Amount	-115.00
Details	Employee Part	0.00
Details	Transaction Description	Lodging Expenses
Details	Billable	{unchecked}
Details	Customer	{blank}
Details	Location	{blank}
Details	Project	{blank}
Details	All other fields	{accept default}
Details	Attachment	Attached file: “Lodging Expense Receipt.jpg”

6. Insert a second line with the correct information:

Form Section	Field	Value
Details	Date	01/07/2013
Details	Ref. Nbr.	2976396
Details	Expense ID	LODGING
Details	Quantity	1
Details	UOM	UNIT
Details	Unit Cost	115.00
Details	Total Amount	115.00
Details	Employee Part	0.00
Details	Transaction Description	Lodging Expenses
Details	Billable	{unchecked}
Details	Customer	{blank}
Details	Location	{blank}
Details	Project	{blank}
Details	All other fields	{accept default}
Details	Attachment	Attached file: “Lodging Expense Receipt.jpg”

7. Remove the document from “Hold” status by unchecking the Hold check box. The assigned approver, which in this case is Pam Beesly, should be displayed in the Approval Details tab.



**In order to correct expense claims, you need to insert a line item with the same information as the original line item from the previous expense claim, but with a negative quantity. You then insert a new line for the correction. The net amount of the expense claim should equal zero.**



**Expense Claim Correction, Scenario 2:** After approving and releasing Andy's expense claim, you realize that he was not supposed to expense his cell phone bill. In order to correct this mistake, you'll need to create a debit memo in AP and apply it to the AP bill that was generated by Andy's expense claim.