

**2 Days**

## Project Essentials in Microsoft Dynamics AX 2012 R2

This two-day instructor-led course provides applicants with the knowledge and skills to set up the Project management and accounting module of Microsoft Dynamics AX R2. It also shows students how to create project transactions. The course focuses on the basic project functionality available in Microsoft DynamicsAX R2.

### Course Details

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#### Course Outline

**Module 1: Working with Projects** This module provides an overview of the Project management and accounting module in Microsoft Dynamics AX. It describes creating a project, project hierarchies, and activity breakdown structures. It also describes project details, project groups, and project stages. Lessons Overview Project Details Project Group Project Numbering Project Hierarchies Report Sort Fields Work Breakdown Structure Project Copy Wizard Project Stages Lab : 1:1 Create a Project Lab : 1:2 Create a Subproject Lab : 1:3 Set Report Sort Fields Lab : 1:4 Create a Work Breakdown Structure Lab : 1:5 Creating and Renaming Project Stages After completing this module, students will be able to: View the list of projects. Edit project details. Change project group. Specify project ID numbers. Define project hierarchies. Review report sorting fields. Review the work breakdown structure. Use the Project Copy Wizard. Set the project stage.

**Module 2: Understanding Project Types** This module discusses the accounting principles involved with the project types supported in Microsoft Dynamics AX module, Project management and accounting. Lessons Project Types Time and Material Projects Processing a Time and Material Project Time and Material Project Example Fixed-Price Projects Fixed-Price Project Example Internal Projects Cost Project Example Time Projects Investment Projects Project Groups Ledger Principles Lab : 2:1 Run a Basic Time and Material Project Lab : 2:2 Run a Basic Fixed-Price Project Lab : 2:3 Create a Cost Project After completing this module, students will be able to: Name the six project types. Set up time and material projects. Describe a time and material project. Run a time and material project. Describe a fixed-price project. Run a fixed-price project. Describe an internal project. Run a cost project. Describe a time project. Describe an investment project. Describe project groups.

**Module 3: Working with Project Transactions** This module explains how transaction types are managed and processed in the Microsoft Dynamics AX Project management and accounting module. Lessons Transaction Types Categories and Category Groups Project Pricing Line Properties Hour Transactions Hours Journal Expense Transactions Expense Journals Invoice Journals and Invoice Registers Free Text Invoices Item Transactions Item Journals Item Requirements Purchase Orders Purchase Requisitions Production Orders Sales Orders Beginning Balances Review Project Transactions Adjusting Transactions Journal Setup Journal Approval Journal Descriptions Ledger Posting Setup Posting Setup by Project Group or Category Lab : 3:1 Create a New Category Group and Category Lab : 3:2 Set Up Prices for a New Contract Lab : 3:3 Enter an Invoice Journal Lab : 3:4 Create a Project Production Order Lab : 3:5 View Project Transactions Lab : 3:6 Adjust a Posted Transaction After completing this module, students will be able to: List the four project transaction types. Define categories and category groups. Set up cost prices, sales prices, and price groups. Define line properties. Define project hour transactions. Enter project hour transactions. Enter project expense transactions. Enter project expense transactions. Charge an invoice journal and use the invoice register. Create free text invoices. Define project item transactions. Enter project item transactions. Define the item requirements form. Define purchase orders. Define purchase requisitions. Define production orders. Define sales orders. Define and enter beginning balances. Review project transactions. Adjust project transactions. Set up the journals. Set up journal approval. Set up journal texts. Set up ledger posting. Set up posting by project group or category.

**Module 4: Project Timesheets** This module explains how workers (employees and contractors) use project timesheets to enter and approve hours through the Enterprise Portal or the Microsoft Dynamics AX client. Lessons Timesheet Periods Set Up Timesheet-Related Parameters Configuring Timesheet Workflows Set Up Favorites Set Up Delegates Timesheet Creation Timesheet Approval Missing Timesheets Report Lab : 4:1 Create a Timesheet Workflow Lab : 4:2 Create a Timesheet After completing this module, students will be able to: Set up timesheet periods. Set up timesheet-related parameters. Configure timesheet workflows. Set up My favorites. Set up My delegates. Create timesheets. Approve timesheets. Use missing timesheets report.

**Module 5: Project Invoicing** This module describes how Microsoft Dynamics AX uses two methods to invoice based on the type of project. While time and material (T&M) projects use the invoice proposal form to create invoices based on the transactions posted to the project, fixed-price projects use predefined payment amounts that are based on predefined milestones in the project. Lessons Invoicing Setup Project Contracts Billing Requirements for Transactions Invoice Proposals On-Account Invoicing View Posted Invoices Credit Notes Lab : 5:1 Create a New Project Contract Lab : 5:2 Create an Invoice Proposal Lab : 5:3 Create an On-Account Invoice After completing this module, students will be able to: Describe invoicing project concepts. Set up project invoicing. Set up project contracts. Define billing requirements for transactions. Create, adjust, and post invoice proposals. Invoice on-account transactions. View posted invoices. Reverse transactions using credit notes.

**Module 6: Project Budgeting** This module explains the project budgeting functionality within Microsoft Dynamics AX. By comparing budget and actuals, your organization can reallocate money and resources to meet budgetary goals. Lessons Budget Approval Workflow Original Budgets Project Budget Properties Allocate Budgets View Budget Impact View Budget Balances Budget Revisions Committed Costs Carry Forward Budget Amounts

at Year End Lab : 6:1 Manage a Project Budget After completing this module, students will be able to: Create ledger posting groups Review general ledger budgeting and forecasting concepts. Define the budget approval workflow. Create an original budget. Configure project budget properties. Allocate budgets across fiscal periods and years. View budget impact. View budget balances. Review and approve budgets. Manage committed costs. Carry forward budget amounts at year end.

Module 7: Project Inquiries and Reports This module includes inquiries, reports, and statistics forms so you can access information needed to run projects effectively. It also describes the Microsoft Excel and Microsoft Online Analytical Processing (OLAP) integration. Lessons Project Control Excel Integration with Project Control Reports OLAP Integration Lab : 7:1 Using the Hour Utilization Screen After completing this module, students will be able to: Use the project control forms. Use the Microsoft Excel integration. Generate reports on project base data, forecasts, revenue, and transactions. Describe the Microsoft Online Analytical Processing (OLAP) integration.

Module 8: Project Management and Accounting Setup This module provides a reference for the set up of parameters of the Project management and accounting module in Microsoft Dynamics AX. The correct setup is necessary to use this module. Lessons Settings After completing this module, students will be able to: Configure the core project management and accounting functionality. Enter default information that is used by the system if the information is not specified at a lower level (for example project, contract).

## Who Should Attend

This course is intended for people who are on the implementation team, administering or using the Project management and accounting module in Microsoft Dynamics AX R2. This audience typically includes people who are tasked with assessing business needs and those who advise them on the use, configuration and customization of the application. Additionally, people responsible for training or supporting others in Microsoft Dynamics AX can benefit from this course.

## Pre Requisite

Before attending this course, students must have: Basic knowledge of accounting principles. An understanding of how to navigate within Microsoft Dynamics AX. In addition, we recommend, but do not require, that students have completed: Microsoft Dynamics AX Introduction course

## Exams

Microsoft Certified Professional (MCP) []

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