

Assistance Software

Documentation

Assistance PSO – AX connector

Version 2.7

For Windows 2003 / XP / Vista

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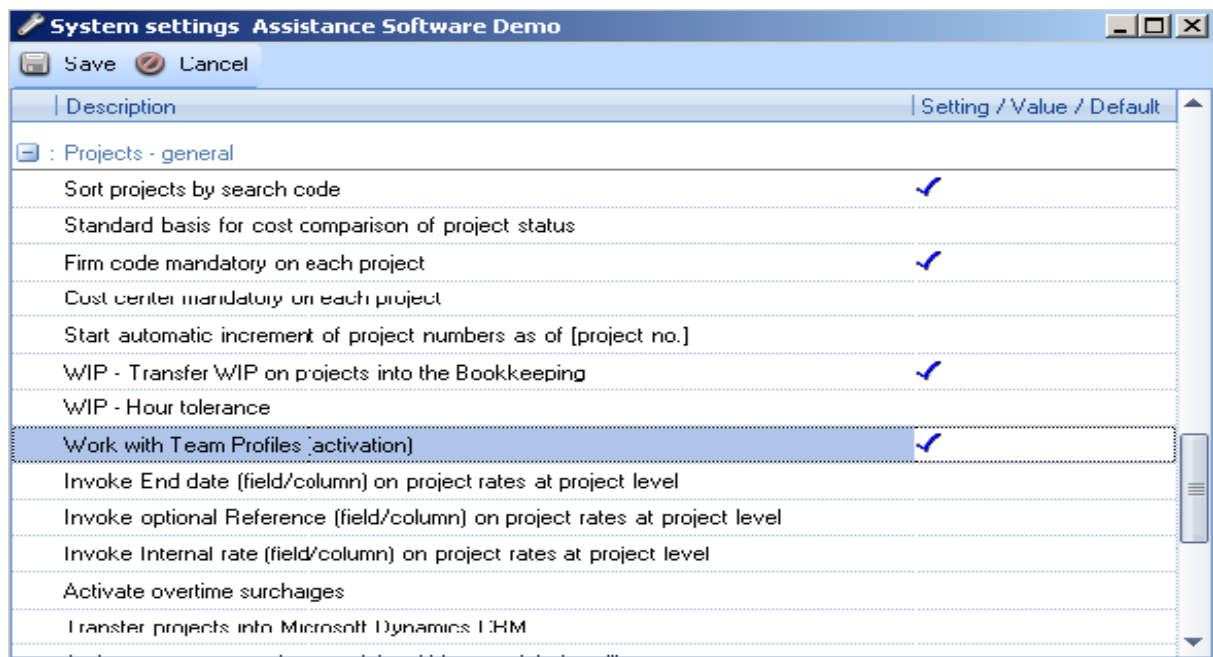
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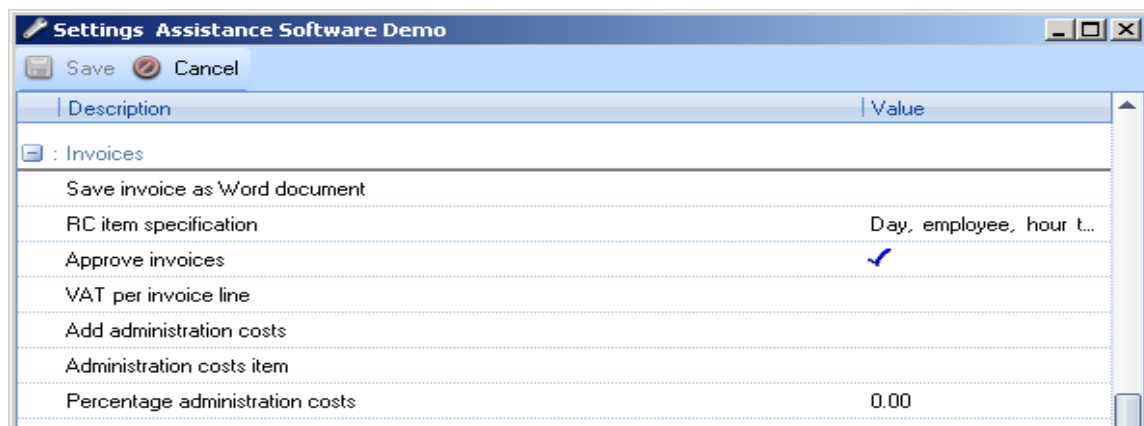
Introduction

This is the manual for the connector between PSO for Microsoft Dynamics and Microsoft Dynamics AX. This connector links the project administration in PSO to the financial administration in AX.

In order to use this link, please mind that it must be activated (checked) in PSO (System administration > System settings > Microsoft AX connector).



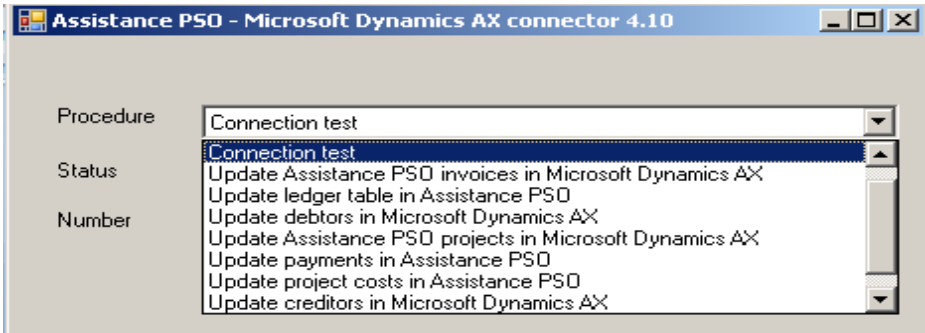
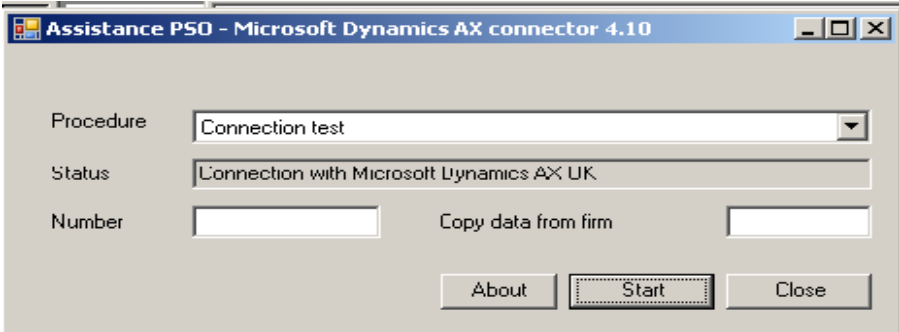
Furthermore, the setting 'Invoice approval' in System settings must also be activated.



Description of the link

The text below details the various parts that are linked between the two applications. This link can be controlled either manually or by means of an automatic service. Please make sure to select one of these methods, as they cannot be used interchangeably.

For manual control of the connection, start up the program. Within the program, you can manually activate the different parts by making a selection under **Procedure**. To test whether the connection is operational, select 'Connection Test' first. The field **Status** shows the status of the activated procedure.



From PSO to AX

Debtors and creditors

Accounts marked debtor or creditor can be transferred from PSO to AX. The account has only to be recorded in PSO once, identified as both debtor and creditor. The account will then appear twice in AX, namely once in the creditors database and once in the debtors database. The following information for debtors and creditors is transferred from PSO to AX:

PSO	AX	Comments
Debtor number / Creditor number	Customer account / Vendor account	Unique number that is generated when an account is marked as a debtor or a creditor
Name	Name	
Prefix and suffix	n/a	
Telephone	Telephone (Contact Info)	
Fax	Fax (Contact Info tab)	
(Postal) address details	Address (Address tab)	If no postal address is specified in the system, this will be the street address
Town	City (Address tab)	
Country	Country/Region (Address tab)	
Postal code	ZIP-postal code (Address tab)	
Bank	n/a	
Bank account no.	Bank account (Payment tab)	
Terms of payment	Terms of payment (Payment tab)	
VAT number	Enterprise number (Setup tab)	

Information that is edited in PSO will be automatically edited in AX. Information that is edited in AX is not also edited automatically in PSO. It is therefore recommended that you edit accounts in PSO only when working with the PSO/AX combination.

Account - details

Account | Notes | Documents | Financial | Microsoft CRM | Microsoft SharePoint | Projects | Invoices

General account data

Search code: AS
 Name: Assistance Software
 Prefix / suffix:
 Dept.:
 Tel / fax no.:
 Ref. codes: Type: <None>, Status: <None>, Contact group: <None>, Private individual: , Contact of:
 Visiting address: Amsterdamsestraatweg 15, ZIP code / place: 1411 AW Naarden, Country: The Netherlands
 Identification: Contact number: 4, Not active: , Deb. - cred. number: 5, Enter / alter: 10 / 1 / 2008
 Postal address:
 Misc.: Internet site: http://www.assistancesoftware.com, E-mail address: sales@assistancesoftware.com
 Contact persons: Add new contact person, Remove contact person, DMU | Contact person | Job | Telephone
 van der Hoeden | CEO | +31 (0) 357503...

PSO account form

Accounts

List

Drag column header here to create groups

Number	Search code	Name	Address	Place	Tel. no.	Fax	Status	Type	Contact of	Assoc. group
4	AS	Assistance Software	Amsterdamsestraatweg...	Naarden	0031 (0)35750...					
5	BEEK	Beek Verhuizers	Middenweg 12	Amsterdam	0031 (0)20723...		CUSTOMER	PUBLIC		
2	MICROSOFT	Microsoft					CUSTOMER	PROVIDER		PARTNER
3	QURIUS	Qurius	Edensweg 12	Veenendaal	0031 (0)44150...		SUPLIER	PROVIDER		PARTNER

Illus. 1 AX Debtors overview

Projects and items

Projects and items recorded in PSO are transferred automatically to AX. This information is created and maintained in Assistance PSO. Only those items that are defined as 'cost items' will be transferred to AX (these are items that only allow for cost entries, not for hour entries). These project details and item details are made available in AX so entries in AX are also recorded at project and item level. The Assistance PSO projects are recorded in the **Dimensions** table in AX. AX has 3 dimensions. Assistance PSO projects are saved in the **first** dimension on a standard basis. Assistance PSO items are saved in the **psosubdimensions** table. This table becomes visible when the project dimension is activated in AX.

The cost items of the project are recorded in a specially generated table. This information is then used in AX to make cost entries. These project costs are transferred as costs to Assistance PSO projects by the connector.

PSO	AX	Comments
Project description	Dimension [1], description	First dimension in AX
Project number	Dimension [1], number	First dimension in AX
Item code	Psosubdimensions, number	PSO table in AX: psosubdimensions. Only for cost items.
Item description	Psosubdimensions, description	

The screenshot shows a software interface with a menu bar (New, Edit, Delete, Save, Cancel, Print, Kopieren project) and a toolbar. Below the menu is a tabbed interface with 'General', 'Details', 'Hours', 'Costs', 'Invoices', 'Documents', 'Notes', 'Contacts', 'Microsoft SharePoint', and 'Status history'. The 'Costs' tab is active, displaying a table with columns: Item, Description, Amount, % done, Invoiced, Remaining, W/P, Acti., RC, Cos., and Cha. The table contains the following data:

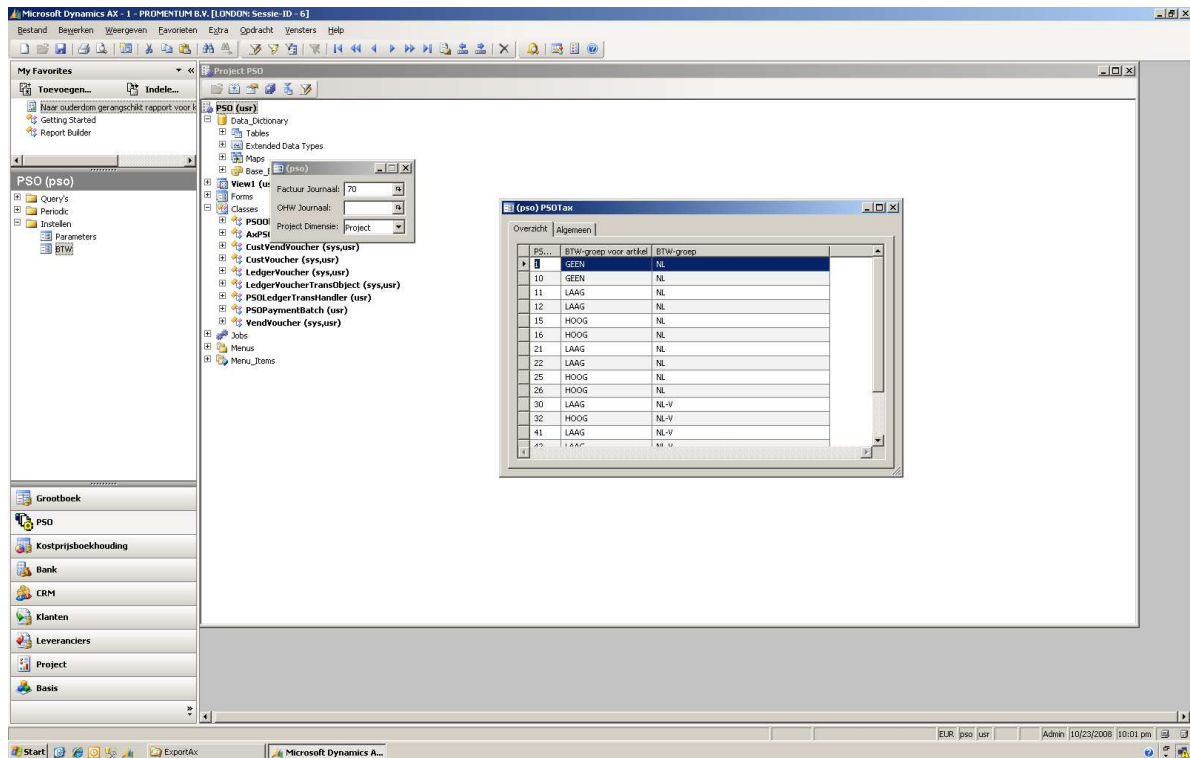
Item	Description	Amount	% done	Invoiced	Remaining	W/P	Acti.	RC	Cos.	Cha.
100.001	Research	6,000.00	0.00	2,000.00	4,000.00	-2,000.00	✓			
100.002	Initiation	3,500.00	0.00	0.00	3,500.00	0.00	✓			
100.003	Deployment	5,000.00	0.00	0.00	5,000.00	0.00	✓			
200.001	Travel Expenses	900.00	0.00	200.00	700.00	-200.00	✓		✓	✓
200.002	Other	2,000.00	0.00	0.00	2,000.00	0.00	✓		✓	✓
		17,400.00		2,200.00	15,200.00	-2,200.00				

Sales invoices

Sales invoices created in PSO are recorded as sales entries in AX. These entries are immediately given the status 'booked' and can no longer be edited in either PSO or AX. For the link to AX, please make sure the option Invoice Approval in Assistance PSO is activated. With this option, invoice lines for approval from Assistance PSO are saved in an intermediate file (Assistance PSO database).

With the procedure **Transfer invoices from Assistance PSO**, all as yet un-transferred invoices are placed in the Microsoft Dynamics AX intermediate table. The program then starts a procedure in Microsoft Dynamics AX that retrieves the unrecorded records from this intermediate table and carries out the actual recording.

Microsoft Dynamics AX uses two different values for determining VAT (VAT group and VAT code). Assistance PSO has only one code for this. There is therefore a **VAT cross reference table** in Microsoft Dynamics AX to ensure invoices are recorded correctly. This table indicates which Assistance PSO VAT code matches the two Microsoft Dynamics AX VAT values. The connection table can be found in the module **PSO > Settings > VAT**.



The above table can be found in the menu module **PSO** in Microsoft Dynamics AX. This same menu allows the user to determine in which journal to record the invoice. It is very important that the user indicate in this journal that the entry is inclusive of VAT. If this box has not been checked, the program will not calculate the right VAT, and the entry will not match the amount on the invoice in Assistance PSO.

PSO	AX	Comments
Invoice number	Invoice number	
Project number	Dimension [1]	
Debtor's number	Customer number	
Invoice line description	Entry line description	
Cost centre	Dimension [2]	
VAT amount	VAT amount	
Amount exclusive of VAT	Amount exclusive of VAT	
Amount inclusive of VAT	Amount inclusive of VAT	
VAT code	Combination of VAT code and VAT group	
Invoice description	Entry description	

Invoice date	Date	
--------------	------	--

From AX to PSO

General ledger accounts

General ledger accounts are created and maintained in AX and will be transferred to PSO. These general ledgers in Assistance PSO are used in the Assistance PSO invoice module and as information for the transferred project costs. The connected general ledger is entered per invoice line. The general ledger maintenance of Microsoft Dynamics AX features a checkbox per general ledger for indicating whether or not it should be synchronised with Assistance PSO.

PSO	AX	Comments
General ledger account no.	General ledger account	
General ledger description	Account name	
Active yes/no	Closed	Entries can be made in PSO.

Project costs

Costs entries made in AX that are set to be charged to a project with corresponding item are transferred to PSO by means of this procedure. They will then be visible on the costs tab in PSO. The project costs in AX can be entered both in the *'standard'* journal and in the *approval journal*.

If the costs must be transferred to Assistance PSO, please make sure to enter the project, the item (PSOPhaseCode) and the PSO amount. These entries, once made in AX, are set to be transferred to Assistance PSO.

PSO	AX	Comments
Project number	Project	
Item number	Item code	
Amount	PSO amount	
Date	Date	
Creditor number	Supplier number	
Description	Description	

Costs										
Lijst										
Drag column header here to create groups										
Date	Project	Item	Item description	Description	Amount	Invoice	Creditor	Invoice	Firm	Entered by
04/16/2009	2008008	200.002	Other	Impl. costs	22.00	<input checked="" type="checkbox"/>		2008005		Van der Hoeden
04/16/2009	2008010	200.001	Travel Expenses	Travel Costs	120.00	<input type="checkbox"/>				Van der Hoeden
04/16/2009	2008006	200.002	Other	Copies of fact sheets	181.50	<input checked="" type="checkbox"/>				Van der Hoeden
04/16/2009	2008009	200.001	Travel Expenses	Hotel costs	106.00	<input checked="" type="checkbox"/>				Van der Hoeden

Costs tab in PSO

Payment of sales invoices

Paying debtors, and hence sales invoices, is done in AX. As the invoice is also present in PSO, the **Update payments** procedure will change the status of the invoices in PSO to 'paid', as well. These will then be visible in various places, including on the Invoices tab in the account file and in the projects file.

Invoice	Description	Date	Excl. VAT	VAT	Incl. VAT	Paid	Outstanding
2008001	Research	09/19/2008	1,000.00	190.00	1,190.00	1,190.00	0.00
2008002	Research	09/20/2008	1,437.50	273.13	1,710.63	1,710.63	0.00
2008004	Test nw bedrijf	10/21/2008	2,200.00	418.00	2,618.00	1,100.00	1,518.00
2008005	Test nw bedrijf	04/16/2009	-2,178.00	-413.82	-2,591.82	0.00	-2,591.82
2008006	Implementation AX 4.0	04/16/2009	5,000.00	950.00	5,950.00	0.00	5,950.00
2008007	Test 3	04/16/2009	4,700.00	893.00	5,593.00	0.00	5,593.00
			12,159.50	2,310.31	14,469.81	4,000.63	10,469.18

Invoice	Acc	Description	Date	Excl. VAT	BTW	Incl. VAT	Paid	Outstanding
2008005		Test nw bedrijf	04/16/2009	-2,178.00	-413.82	-2,591.82	0.00	-2,591.82
2008004	✓	Test nw bedrijf	10/21/2008	2,200.00	418.00	2,618.00	1,100.00	1,518.00
				22.00	4.18	26.18	1,100.00	-1,073.82

Invoices tab in the account file and projects file.

Assistance PSO WIP module

The WIP module in Assistance PSO allows the user to charge costs made under project administration to the financial administration. Activating this module can be done only if the Assistance PSO licence also covers bookkeeping+.

To activate the WIP module, go to System Settings > Projects – general > *WIP – Transfer WIP on projects into the Bookkeeping*. The second WIP setting, *WIP – Hour tolerance* enables the user to charge newly booked hours and costs to the financial administration after a certain period has already been entered.

Description	Value
: Projects - general	
Projects ordered by search code	✓
Standard cost comparison of project status based on:	External rate
Firm code required for each project	✓
Kostenplaats bij ieder project vereist	
Ophogen projectnummer vanaf nummer	
Record WIP projects in the book keeping	✓

Please mind that in addition to the WIP settings in System Settings, the privilege **WIP – Work in Progress module** must also be activated. Activating the privilege **WIP – Work progression** renders an additional view (WIP Work progression) visible. This view makes it easy to enter mutations with respect to the rates, budget amount and percentages. The intended result of the item is shown immediately when this information is changed.

Task: Work in Progress

The task **Work in Progress** can be found under Projects. This is where all functionalities related to WIP take place.

The WIP module has the following functionalities:

Transfer WIP: The hours and costs under project administration are transferred to the financial administration.

Project results (periodic): The results per project are calculated on the basis of the entered selection. This result, adjusted if need be, is then transferred to the financial administration.

Project results (project complete): When a project is complete, the results are calculated and the financial entries made.

Settings: This tab is where you determine the settings for the WIP module. Among other things, this is where you enter the general ledgers on which financial mutations are to be entered.

WIP module tabs

Settings

This tab is where you determine the settings for the WIP module. Among other things, this is where you enter the general ledgers on which financial mutations are to be entered.

The general ledger account for recording hours and cost entries can be entered per company and per department.

Please find a schematic overview of the recording procedure below.

The program checks for every hour and/or cost entry that is to be made whether the firm and department combination for the project can be found in the WIP settings file. If found, the entry will be made according to the set values. If the combination is not found, the system will use the general ledgers as defined for the combination **firm: all and department: all**. The combination **firm: all and department: all** is the general setting for WIP. This setting must be defined at all times. If this combination has not been defined, the system will report this and no entries will be made.

The fields used for WIP are:

Rate of basic postings	This setting is used to determine whether the hours are entered at cost, internal rate or external rate.
Journal	In this field, enter which journal must be used to record all WIP mutations.
Project complete	Project status assigned to the project when the project result is set to end of project.

WIP direct hours	Balance ledger on which the amounts for direct projects are entered (WIP transfer).
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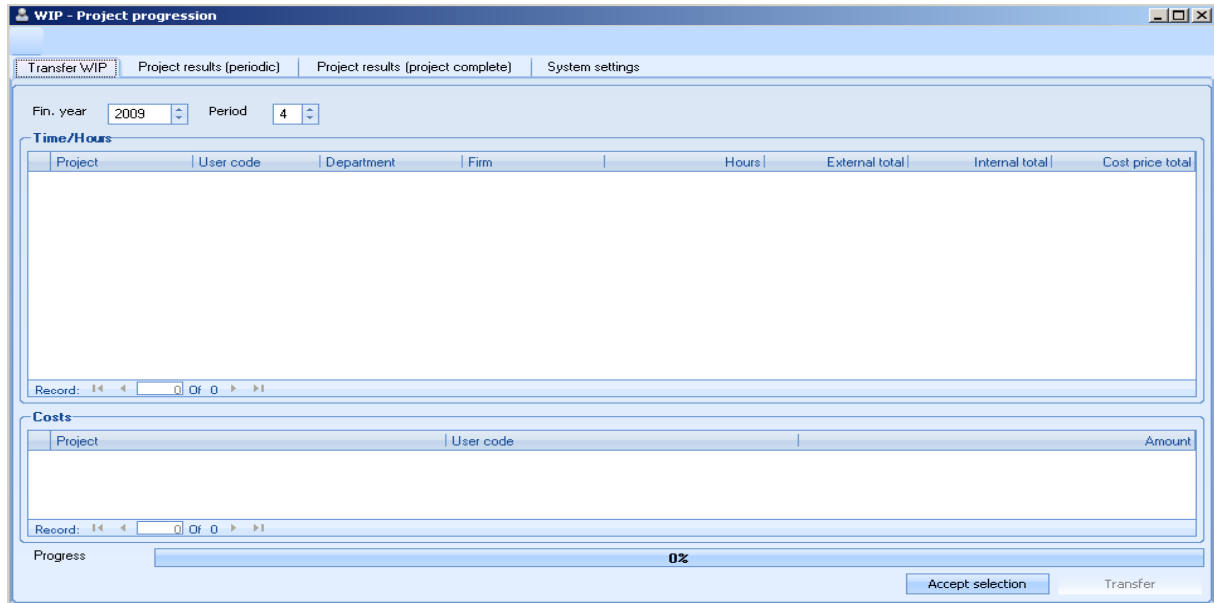
Turnover direct hours	Profit & Loss ledger on which the amounts for direct projects are entered (WIP transfer).
WIP indirect hours	Balance ledger on which the amounts for indirect projects are entered (WIP transfer).
Turnover indirect hours	Profit & Loss ledger on which the amounts for indirect projects are entered (WIP transfer).
Hours result	General ledger on which the cost results are entered (project complete).
WIP invoiced	Standard setting for the general ledger account on which the invoices are entered (used for determining the result). The general ledger account is entered on the invoice on the basis of the standard Assistance PSO settings (project complete).
Result invoiced	General ledger on which the results of the invoiced amounts are entered (project complete).

WIP costs	Balance ledger on which the amounts for direct projects are entered (WIP transfer).
Turnover costs	Profit and Loss ledger on which the amounts for direct projects are entered (WIP transfer).
WIP indirect costs	Balance ledger on which the amounts for indirect projects are entered.
Turnover indirect costs	Profit & Loss ledger on which the amounts for indirect projects are entered (WIP transfer).
Costs result	General ledger on which the hours results are entered (project complete).
WIP invoiced	Standard setting for the general ledger account on which the invoices are entered (used for determining the result). The general ledger account is entered on the invoice on the basis of the standard Assistance PSO settings (project complete).
Result invoiced	General ledger on which the results of the invoiced amounts are entered (project complete).

Provision balance	Balance ledger for the event that a provision is made (WIP periodic results).
Provision Profit & Loss	Profit & Loss ledger for the event that a provision is made (WIP periodic results).
Provision entry	General ledger on which the balance of the balance ledger for provisions is entered (WIP periodic results).
Result balance	Balance ledger for the event that a result is recorded (WIP periodic results).
Result Profit & Loss	Profit & Loss ledger for the event that a result is recorded (WIP periodic results).
Result entry	General ledger on which the balance of the balance ledger for results is entered (WIP periodic results).

Transfer WIP

The hours and costs under project administration are transferred to the financial administration per accounting period.



Once the financial year and period have been selected and the button **Accept Selection** has been clicked, Assistance PSO will display all totals for this period, grouped by *project, employee, department* and *firm*.

The following will be recorded when the **hours** are transferred.

Direct projects

General ledger	Debit	Credit
WIP direct hours (BALANCE)	x	
Turnover direct hours		x

Indirect projects

General ledger	Debit	Credit
WIP indirect hours (BALANCE)	x	
Turnover indirect hours		x

The following will be recorded when the **costs** are transferred from the project administration.

Direct projects

General ledger	Debit	Credit
WIP direct costs (BALANCE)	x	
Turnover direct costs		x

Indirect projects

General ledger	Debit	Credit
WIP indirect costs (BALANCE)	x	

Turnover indirect costs		x
-------------------------	--	---

The project number is recorded for every journal entry. On the debit side, the possible cost centre will be the project cost centre, on the credit side this will be the employee cost centre (department code).

After the hours and costs have been transferred, it will no longer be possible to make hours and cost entries for the selected period. This is, however, possible if the setting **WIP – hour tolerance** has been activated. The system then records all hour entries that are not as yet made.

Project results (periodic)

The results per project are calculated on the basis of the entered selection. This result, adjusted if need be, is then transferred to the financial administration.

If the results for an item cannot be calculated, no periodic entry will be made for this project. If the entry is a negative amount, the general ledgers as defined under **Provision balance** and **Provision Profit & Loss** will be used. If the entry is a positive amount, the general ledgers as defined under **Result balance** and **Result Profit & Loss** will be used.

O	Project	Omschrijving	Projectle...	Hon. afs...	Honorari...	Besteed	% gereed	Cumulatie...	Ber. stand	Voorstelb...	Doorboek...	Ge...	Get...	Bet...	Op...
✓	2007001	Haalbaarheid...	GAU	Regie	227.700,...	15.000,00	0,27	20.845,74	-5.330,89...	-5.351,73...	-5.351,73...				
✓	2007002	Onderzoek b...	GAU	Regie	27.405,00	19.500,00	100,00	10.000,00	7.905,00	-2.095,00	-2.095,00				
✓	2007003	Verbouw dro...	C4	Fixed pri...	150.000,...	0,00	0,00	0,00	0,00	0,00	0,00				
✓	2007004	Aanleg Hanz...		Fixed pri...	0,00	0,00	0,00	0,00	0,00	0,00	0,00				
Σ					405.105,...	34.500,00		30.845,74	-5.322,98...	-5.353,83...	-5.353,83...				

Project results (project complete)

When a project is complete, the results are calculated and the financial entries made. Projects that meet this requirement will display the selection **Project complete** in the **WIP result** field on the project form. Once accepted, all balance ledgers will be balanced in terms of WIP. This amount will then be transferred to the set

balance and profit & loss accounts. After this, the project will be assigned the status as defined on the settings tab. All project items will furthermore be set to inactive.

Recording WIP in AX

All WIP entries made are saved by procedure in a number of intermediate tables. These mutations are then recorded in the set WIP journal by the connector. This journal can be set in Module PSO > Parameters. Recording these entries is done as described above. The connector's procedures regarding WIP are:

Transfer WIP entries: this procedure records the hours and costs entries from the Assistance PSO project administration.

Transfer WIP results: this procedure records the project results when a project is completed.

Transfer WIP periodic results: this records the periodic WIP provisions/results from Assistance PSO in AX.