

Fully integrated project management module - all functions combined in one system

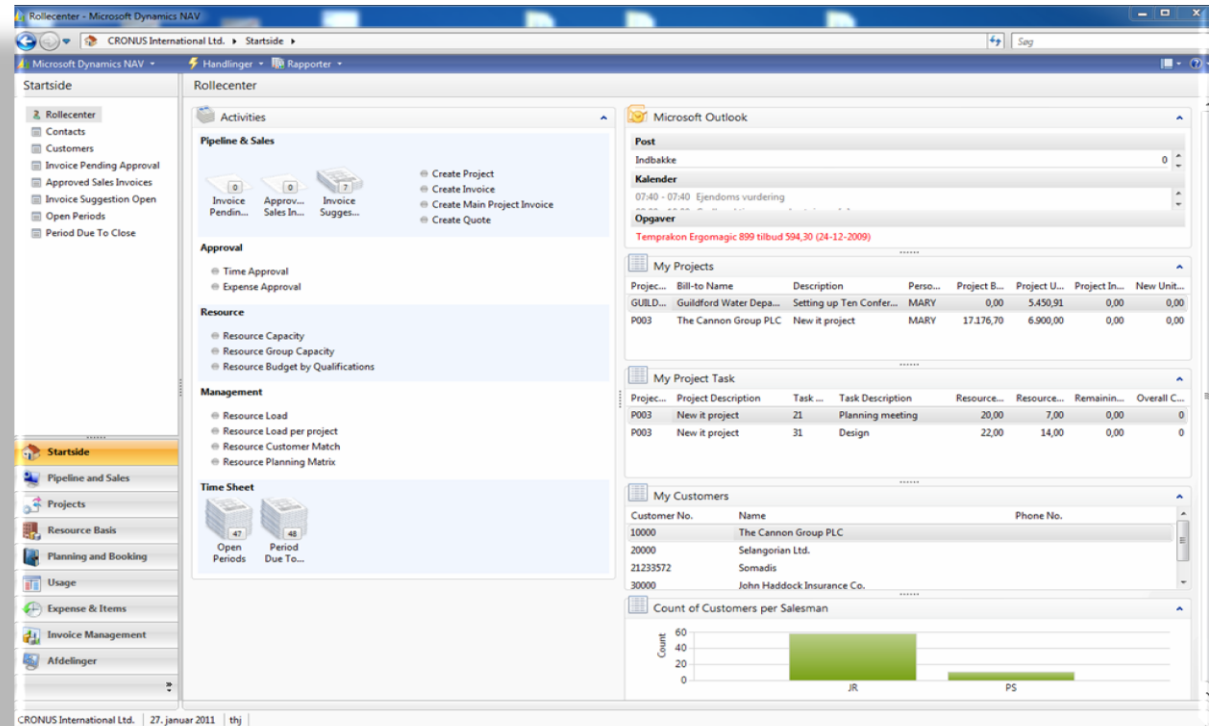
Project Management from TopSolutions is certified by Microsoft for Microsoft Dynamics NAV 2009 at all levels.

This ensures high quality and is designed for spending as much of the resources time on projects and as little time as possible on manual control.

The correct project information combined with information from the rest of Microsoft Dynamics NAV provides a flexible and functional system for effective management of projects, activities and resources both in terms of economy and as a project flow.

Project Management is available for both the Classic version of Microsoft Dynamics NAV 2009 and the role-based version, where you work using roles with pre-defined functionality.

The solution addresses a wide range of companies within the professional services industry.



Project Creation and Project Plan

The built-in wizard gives quick and easy creation of projects with the correct information. Administrative tasks are reduced to a minimum with the automation and standardization of project creation, and the use of project templates for various types of projects makes budgeting, execution and follow-up on projects a breeze.

In the project plan, the user may monitor multiple levels of activities related to the same project. The project plan provides a quick overview of the project's economics, allowing you to act at the forefront and avoid project out of control.

The project plan shows budget held up against the consumption of respective resources, products and cost, spread over the project's various phases. Payment schedule, remaining hours, total budget, percentage shown consumption of budget, etc. are just some of the columns you can see in the project plan.

Expand	Project Task ...	Project Task ...	Description	Rela...	Payment Budget ...	Total Budget Cost	Total Usage Cost
1	Begin-Total	10	Project begin	Nej		12.145,00	5.117,00
1	Begin-Total	11	Presale begin	Nej		660,00	440,00
2	Posting	12	Meeting with customer	Nej		440,00	
2	Posting	13	Quote	Nej		220,00	440,00
2	End-Total	19	Presale end	Nej		660,00	440,00
1	Begin-Total	20	Planning begin	Nej		3.368,20	1.130,00
2	Posting	21	Planning meeting	Nej		2.150,50	770,00
2	Posting	22	MS Project view	Nej		165,00	
2	Posting	23	Budget setup	Nej		1.052,70	360,00
2	End-Total	29	Planning end	Nej		3.368,20	1.130,00
1	Begin-Total	30	Development begin	Nej		7.291,80	3.107,00
2	Posting	31	Design	Nej		5.906,80	1.540,00
2	Posting	32	Development	Nej			330,00
2	Posting	33	Test	Nej		1.385,00	1.237,00
2	Posting	34	Supplier	Nej			

Budgeting

A realistic budget is essential for achieving profitable projects. Once a project is started up, enter a budget to get an overview of how the economic side of the project will look like in relation to resources, items and costs.

The new budget journal gives the user a complete overview of economy, time, resource and costs. Create multiple versions of the budget on the project to constantly compare the necessary changes in the project.

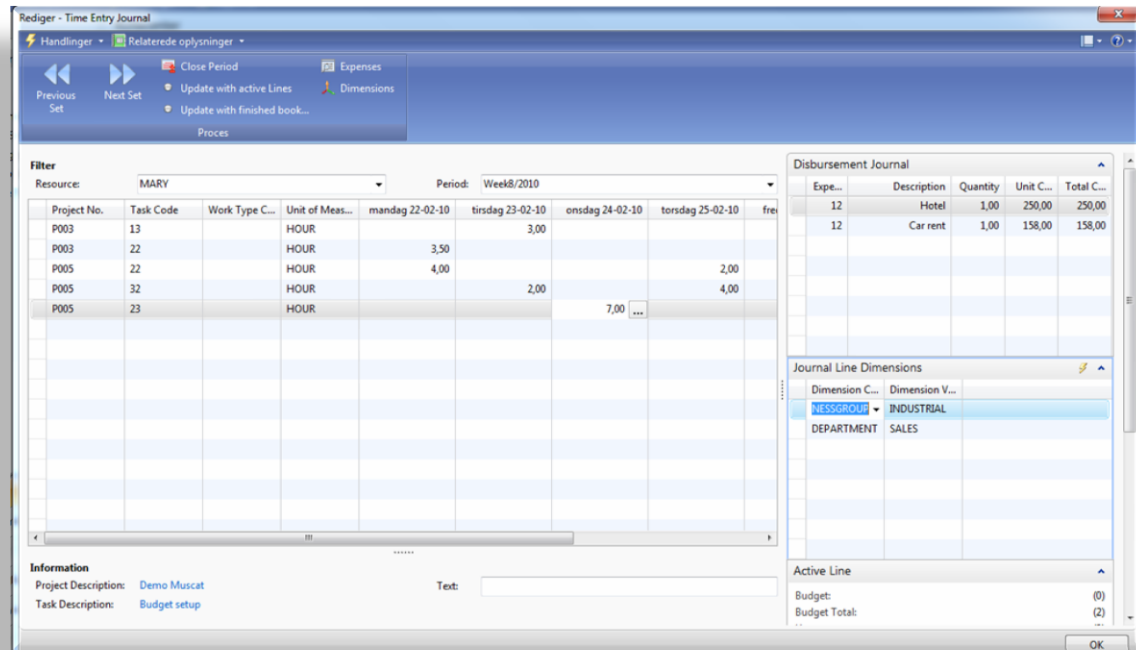
The user-friendly budget journal has InfoPaths on both the project and chosen resources and shows dynamic momentum in budgeting, and the ratios are always fully updated and available throughout the process.

The budget feature makes it easier for the user to edit through the reuse of data and simple functions to add, delete or modify already entered budget data. The user can export the entered budget to Excel for editing and subsequently import the budget to the budget journal again. Revision of budgets is a simple and easy task. Budgets can be retrieved partially or completely for a project. All or part of the budget can be removed or edited, new budget entries can easily be added in a single workflow.

Allocation/Outlook integration

The overview of resource capacity and allocation is essential for every project manager. It is therefore important that the project manager easily and quickly can obtain an overview of the resource capacity, resource budget and resource allocation. Project Management contains integration to Microsoft Outlook, where the project manager can create calendar bookings in the resource's calendar directly from Microsoft Dynamics NAV.

In a newly created calendar appointment in Microsoft Outlook you add project and activity number by linking directly from the NAV database. If required, add a description of the task. A calendar-booking may be completed and transferred to the resource time entry in Microsoft Dynamics NAV and possibly form the basis of time sheet.



Time and expense registration

Time registration is an important process in many companies. Time registration contributes to an accurate picture of how the resources are spent.

Time registration from TopSolutions is an advanced, yet a simple tool that covers the entire organization's requirements and fit all types of businesses.

Quick and accurate recording of employee hours is a necessity for many companies in order to constantly adjust the project.

Hours can be registered on all projects and activities and are the basis for rapid and accurate billing of customers. Consequently the company does not lose earnings because of poor record keeping.

Each employee has his own individual time registration sheet with projects and activities. Time registration can be set for daily, weekly or monthly input. Employees may enter travel costs and other expenses directly related to time registrations. The registration contains a description text, optional currency and an indication of whether the expense must be billed further on.

Time and expense registration can be made directly in Microsoft Dynamics NAV or through Microsoft Internet Explorer. If you have access to a browser, information is entered regardless of time and place. The system also handles overtime, weekend pay, flex, vacation and illness.

Approval

The system can be set to different types of approval - project manager or line manager. Registrations are displayed in a user friendly image with various filter options, and you can quickly correct and approve each employee's hours and expenses. The project manager may edit the entered lines. Approval can be completed directly in Microsoft Dynamics NAV or through the Internet.

Purchase for the Project

Project Management supports the purchase of external services for projects and procurement of

items directly to the project outside the stock - perhaps for delivery at a second location. Create a purchase order and view your order immediately on the project. When the items are received or consumed, they become part of the consumption of the project.

Payment Plan

In fixed price projects a contract value is typically agreed with the customer. In Project Management a payment plan is established with the individual payments that can be triggered by overdue date, milestone completed or completed activity.

Webinterface

Project Management Web allows you to perform many tasks from Microsoft Dynamics NAV via a web browser. Project Management Web is developed on the principle that both time registration and management of projects should be as simple and easy as possible. For employees, who in everyday life only need to register time on projects and do not necessarily need the whole system, Project Management Web is a good alternative. Since registration is completed via an Internet browser which most people are accustomed to using, you will quickly be able to implement an effective and accessible time registration in the company.

Enter hours by clicking on the specific day.

Info Customer	P.No.	Description	Unit of Measure	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total	
The Cannon	P001	Report	Hour			2.00					2.00	
The Cannon	P001	Planning the	Hour		4.00						4.00	
The Cannon	P001	Carry Out	Hour	7.00		4.00					11.00	
The Cannon	P002	Workshop	Hour		3.00		7.00				10.00	
The Cannon	P002	Project	Hour			2.00					2.00	
Total number of hours				7.00	7.00	8.00	7.00	0.00	0.00	0.00	29.00	
Flex Balance				-38.00	Norm time	7.50	7.50	7.00	0.00	0.00	37.00	
Vacation Balance				0.00	Difference	-0.50	-0.50	0.50	-0.50	-7.00	0.00	-8.00

Buttons: Save, Get Budget Lines, Close Period



Invoicing

Having all the information available on the project, invoicing is an automated process without additional entries. Project Management from TopSolutions creates even the invoices on the projects from the registered billable consumption.

You decide the level of detail on the invoice layout depending on each client's requirements. It is possible to define which consumption you want to invoice, postpone entries for later invoicing, change in value of the sales, group entries, and indicate specific text to the customer.

This means quick and easy invoicing, which can be done as often as you wish and thus help to improve the company's cash flow.

Project follow-up

Project Management from TopSolutions provides you with a complete picture of the economy on a project at any time. The detailed project plan and built-in drill-down functionality, makes it possible to follow the project development and identify which activities you need to watch but also to see the progress on the project.

Key Performance Indicators

With the built-in ratio to calculate the customer rate, earning rate and efficiency rate, the company can ensure optimum use of employees.

Each employee has a forecast, which is held against the realized; consequently you can always see the rates.

The employee can see his rate in several places and thus help to influence them in the right direction.

Customer rate and earning rate contain information about the percentage of client hours and hours billed in relation to the budget. Efficiency rate tells about the consumption of the resource in relation to budget, individually or in relation to the project's total consumption and budget.

WIP

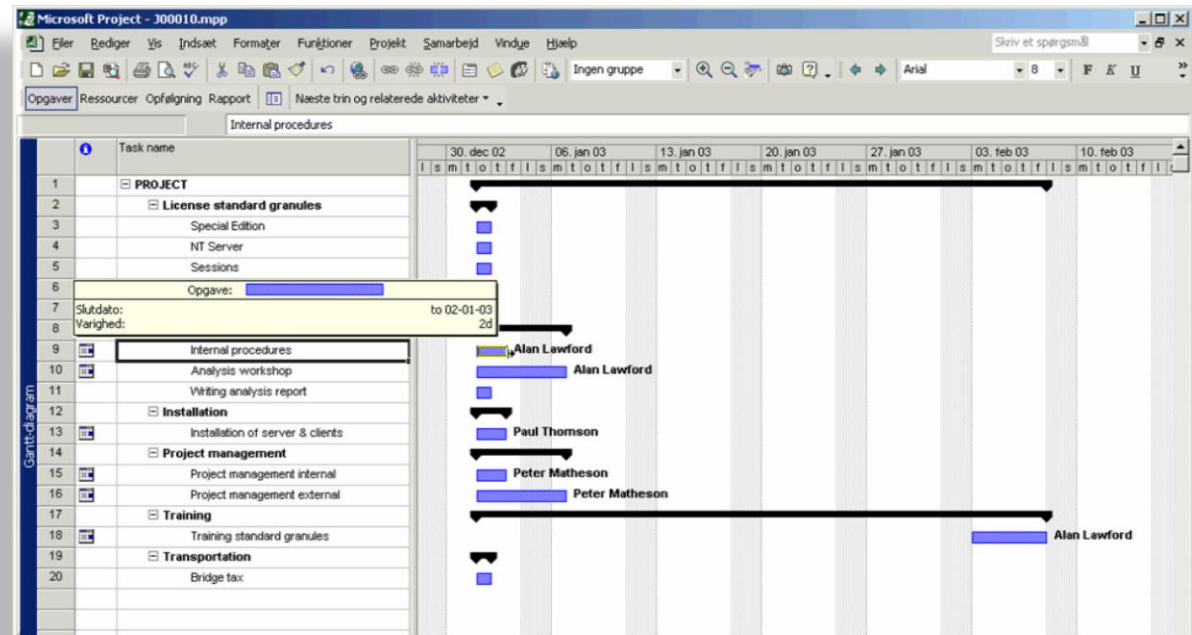
With Project Management the company can incorporate the work in progress in order to form a true and fair picture of its financial situation - especially when dealing with projects that extend over time.

With the new bookkeeping "view" the user obtains an easy and simple overview of which accounts work in progress involves. Furthermore the user can see the economic impact shown in debit and credit of the respective financial accounts when changing the viewing.

Project Management includes various advanced work in progress methods, so the company can activate according to the budget or spending on the types of resources, items and expenses, with or without the completion percentage and using the cost or the price. This can be combined with completion percentage and activation of work in progress from a contract.

MS Project

Some project managers would like to see resource budget in a Gantt view. This can be achieved through integration to MS Project. It is possible to transfer the resource budget from Microsoft Dynamics NAV to MS Project to correct, move or change the resource budgets and then



update the Microsoft Dynamics NAV with the changes from MS Project.

With the Gantt view the project manager gets a graphic overview of the budgeted resources from Microsoft Dynamics NAV.

Income Analysis

Income Analysis is a powerful tool to forecast the budgeted revenue. The data of the projects can be chosen based on filters, which may be saved in

order to make it possible to reuse the income analysis.

Main Project

Projects may be joined in a main project e.g. for a department. The underlying project data appears in one or more lines. Doing so gives a quick overview of many projects. It is also possible to invoice directly from the main project.