



Project Cost Version Upgrade Installation Guide

For:
Microsoft Dynamics™ GP

Version
18.01.01



PROJECT COST BY OLYMPIC SYSTEMS, INC.

Project Cost Upgrade Installation Guide

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Project Cost

by Olympic Systems

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What's New in Project Cost – 16.02.03/18.01.01

New or Improved Windows/Processes

[PC SOP Transaction Split Tool](#)

Project Cost has added a tool that permits the user to split a billing transaction into 2 transactions.

[PC DevExpress Report Integration](#)

Project Cost has introduced a new reporting tool that provides a very robust reporting platform.

This tool is being introduced on the following Project Cost Inquiries with more to follow:

- PC GL Reconciliation window
- PC Project Model window

[PC One-Step-Upgrade – New Upgrade Utility](#)

Project Cost has completed an update to our Upgrade Utilities.

This new tool permits a 'One-Step' upgrade for systems that are moving from v11.01.xx or later.

[PC Web Suite – New Setup Utility](#)

Project Cost has completed an update to our Web Time & Expense Setup Utility.

These new improvements assist the user in completing setup for the PC Web Suite.

New to the utility is an option to assist with replacing logos for the Web Suite logon page.

[PC Web Time & Expense Entry – WCAG – 2.0 Compliance Update](#)

Project Cost has completed an update to our Web Time & Expense module to support WCAG 2.0 User Accessibilities Compliance. Users with disabilities will find our web windows easier to use and understand.

[PC Web Time & Expense Entry – Tabs Highlighted in Red](#)

Project Cost now Highlights in RED the following Tabs when Employee action is needed:

- Submit Tab
- Exceptions Tab
- Statements Tab

[PC Web Time & Expense Entry – Single-Sign-On Process](#)

Project Cost now supports Single-Sign-On (SSO) for logon to our Web Portal. Users that are logged into the company's domain using Active Directory can be configured to authenticate their logon to PC Web suite using their Active Directory credentials.

[PC Import Tools Suite – Added Support for Excel Based Imports](#)

Added support for Importing from Excel work sheets to our Import Tools Suite.

[PC Web Time & Expense Entry – Expense Status Reporting on Submit Tab](#)

Project Cost now provides Expense Status Reporting on submitted expenses. User can monitor the status of expense transactions through the various workflow steps.

Work Flow Step:	Status:
Employee Submits Transactions	Submitted
Manager Rejects Transaction – Returned to Employee	Rejected
Employee Corrects and Re-Submit to Manager	Re-Submitted
Manager Approves Transactions	Approved
Accounting Process Transactions for Payment	Processed
Accounting Pays Transactions	Paid

PC System User Setup Window – Updated to Support Single-Sign-On

With the addition of the Single-Sign-On option we have added the SSO link to the User Setup Window

PC Transaction Audit Window – Updated for Approval Work Flow

Added fields to support Approval Work Flow process to Audit records.

PC Project Historical Overhead Inquiry

The Project Historical Overhead Inquiry window presents Project Profit/Loss Report with Historical Overhead Rates. As Overhead Rates change over time this presentation will reflect the Rates in affect at the time of the transactions were posted.

PC General Ledger Transaction Entry Window – Updated to Improve Ease of Use

Project Cost General Ledger Transaction Entry window now has 3 different data entry views. These views are designed to remove unneeded fields from the window depending on the type of transaction.

View Options Include:

1. Cost Only View
2. Revenues Only View
3. Cost & Revenues View (this is the current form)

PC Scheduled Billings Approval Window – Updated to Improve Performance

Added the same “View Filters” options that are on the Create SOP window to the Scheduled Billings Approval window. This permits the use of the following filter attributes;

- Customer ID
- Territory ID
- Project Type
- Billing Method
- Billing Cycle
- Billing Format
- Project Sort Field 1

Additionally, we improved performance speed in filling this window.

Service Pack Fixes:

Window/Form/Process	Version	Update Notes
Trigger_POP_Receipt_Update...	V16.02.02	Added test to reduce distribution errors on PO Receipts
zSQL_Maintenance window	V16.02.02	Improved window open performance and added event handling for F1 Help processing
Start Up Procedures	V16.02.03	Corrected issue where changing users or companies caused extra buttons to appear on navigation pane shortcuts area.
Trigger_POP_ShipIvcApply_Table.Procedure	V16.02.03	Corrected issue on changed document date
Added Scripts for pcSplit Billing Transactions	V16.02.03	New scripts to support Create SOP Transaction Split
Create SOP Transaction Window	V16.02.03	Updated scripts no to update period number and transaction date so they will remain valid for cost side transaction.
Create SOP Transaction Window	V16.02.03	Updated to control and display Tax Schedule ID's
pcSOPTransaction Entry Window	V16.02.03	Updated to set Cost Qty to zero if cost was zero
pc System User Setup Window	V16.02.03	Updated to only require eMail address if pc System Master has 'Send eMail Alert' selected
pc PM Transactions Entry Window	V16.02.03	Adjusted Department ID as options if Overhead is not being used
pc Create Scheduled Billings	V16.02.02	Improved error checking related to reporting periods not being setup
Scheduled Billings Approval Window	V16.02.03	Corrected issue of user being asked to save on window close when nothing needs saving and then received 'Unexpected error in TV_FillTreeView()'. Also corrected error when restricting by single project and by project sort 1.
PC PM Transaction Entry Window	V16.02.01	Corrected Procedure to correct value for Multi-Currency Transactions in OrigCostAmount field.
PC Transaction Audit Window	V16.02.01	Updated to support new added fields and improve table joins for better performance.
PC Scheduled Billings Approval Window	V16.02.01	Added View Filters and Updated Procedure to improve performance of tree view.
PC Pay Group Setup form	V16.02.01	Updated to fill Year Combo Box in reverse order for better usability Also Corrected Procedure to default process options to Export/None.
PC Project Explorer- Auto-Create & Number	V16.02.01	Corrected problem with Auto Number from Master Project incrementing by 2.
PC SOP Transaction Entry Window	V16.02.01	Set the Orig Doc Number - Cust PO if exists on SOP Form, Updated Account Indexes to remove reference to PC SOP window which is not open when auto assign ins active, Updated Set Default Transaction Fields to set Item Quantity, Updated Save Record to set transaction date which was being left empty.
PC Import Credit Card Transactions Validate	V16.02.02	Adjusted to permit Credit transactions – 'IsCredit' field
Create SOP Zero Dollar Invoice	V16.02.03	Corrected process to allow JE for Zero dollar invoices
SOP Line Update of PC Transaction Date	V16.02.03	Corrected process that updated PC Transaction Date when SOP line was updated – this created a miss match between Payables Doc Date and PC Transaction Date

New or Modified Tables

The following tables are either New or have been updated for v16.02.03/18.01.01:

Physical Table Name	Display Table Name	Data Base	Action
pc00901	pcReports	Company	New
pc00841R	pcProjectModelReport	Company	New
pc00841R	pcProjectModelDetailReport	Company	New
pc39001R	pcGLReconReportDetail	Company	New
pc39000R	pcGLReconReport	Company	New
pc39002R	pcGLReconReportErrors	Company	New
pc39001	pcGLReconciliationDetail	Company	Upgrade
pc39000	pcGLReconciliation	Company	Upgrade

Viable Upgrade Paths

This part of the user guide is intended to provide guidelines for upgrading your Olympic Project Cost system.

Note: **Installations for version prior to v11.01 must be completed in succession.**
 Once tables are at v11.01.xx then this One-Step-Upgrade process can be used.

Change in IIS Roles/Role Services/Role Features

To use the Single Sign On options for Web-Based Time & Expense Entry and Management Approval Tools the following Security Role Service setting must be activated:

Required?	Role/ Role Service
	Security Features
No	Basic Authentication
For Single Sign On	Windows Authentication

Prerequisite Software and Settings

Before you can install the Project Cost software, you must complete the installation of Microsoft Dynamics GP and depending on the options selected; users may also need to install Internet Information Services (IIS) and ASP.NET.

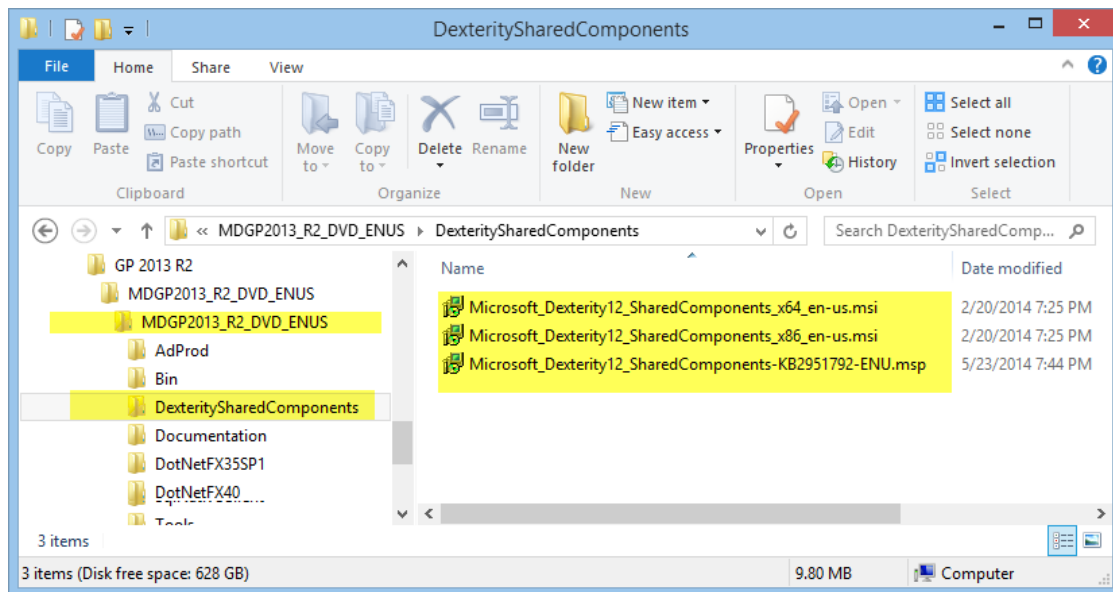
Project Cost is dependent on users having specific features setup in Dynamics GP. Please review the PC Basic Setup Requirements for Project Cost.pdf that is available for download from the Project Cost Partner Site.

Dexterity Shared Components

The Project Cost Web-Based Time & Expense Entry and Management Approval Tools require installation of the Dexterity Shared Components on the server running Internet Information Services (IIS) tools.

Microsoft Dynamics GP installs these Components automatically when the GP client software is installed, however, if the IIS tools are deployed on a separate server (such as a dedicated web server) you must manually install the Dexterity Shared Components.

Dexterity Shared Components are available on the installation software media package. Select the correct MSI for the server's Operating System and follow the install wizard.



Microsoft .NET Framework 4.5.2

The Project Cost Web-Based Time & Expense Entry and Management Approval Tools require installation of Internet Information Services (IIS) tools. This requires the latest update to Microsoft .NET Framework (as of this printing it is Microsoft .NET Framework 4.5.2). Download this from Microsoft's download site. <http://www.microsoft.com/en-us/download/details.aspx?id=42643>

Each version of Windows has different installation and setup procedures – You should work with you IT staff for the best options to be selected for your business operations.

SQL Server Configuration Settings GP for Project Cost

Set SQL Server Network Configuration Settings

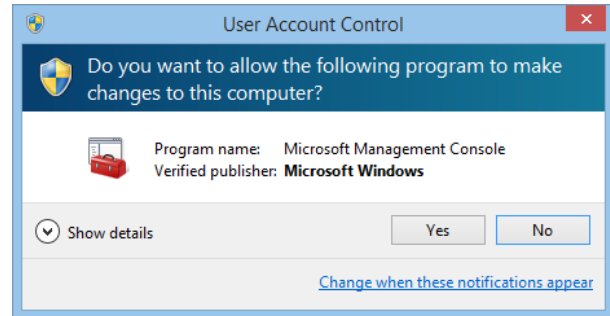
Project Cost requires that the SQL Server Networks Configuration Settings be set to allow TCP/IP connections.

Start the SQL Server Configuration Manager

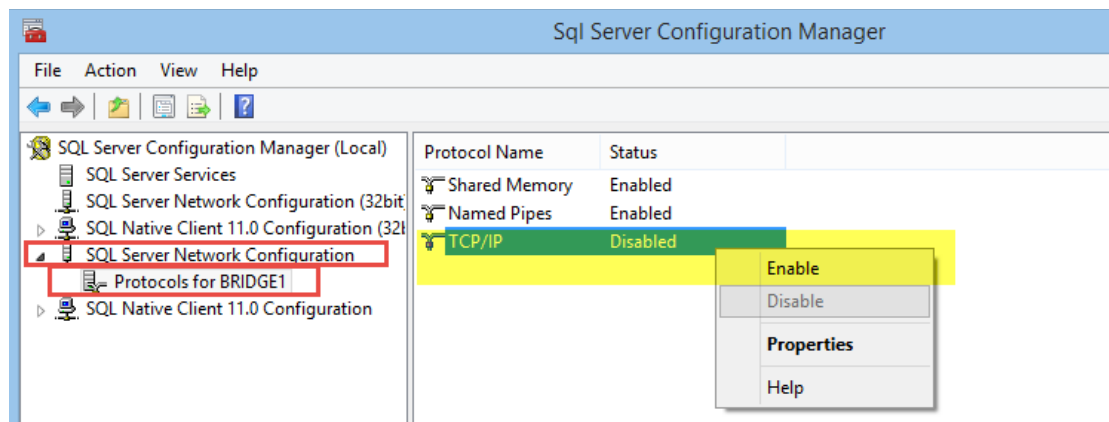
Start >> Programs >> Microsoft SQL Server (version) >> Configuration Tools >> SQL Server Configuration Manager

Right Click on SQL Server Configuration Manager and select Run As Administrator

Depending on your User Account Control settings you may receive a warning message – Click Yes and proceed



In the Sql Server Configuration Manager window – expand SQL Server Network Configuration

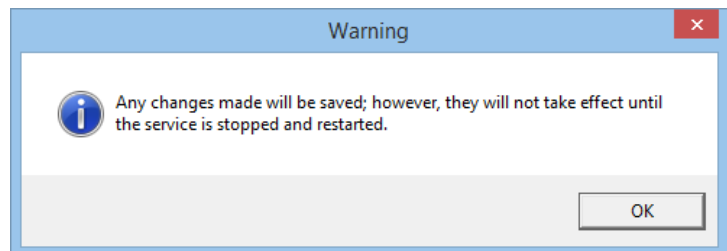


Click on Protocols for [your SQL Server name]

Note: your server may have more than one instance of SQL

Right Click on the Protocol Name: TCP/IP

Select Enable



Restart SQL Server to apply the setting change.

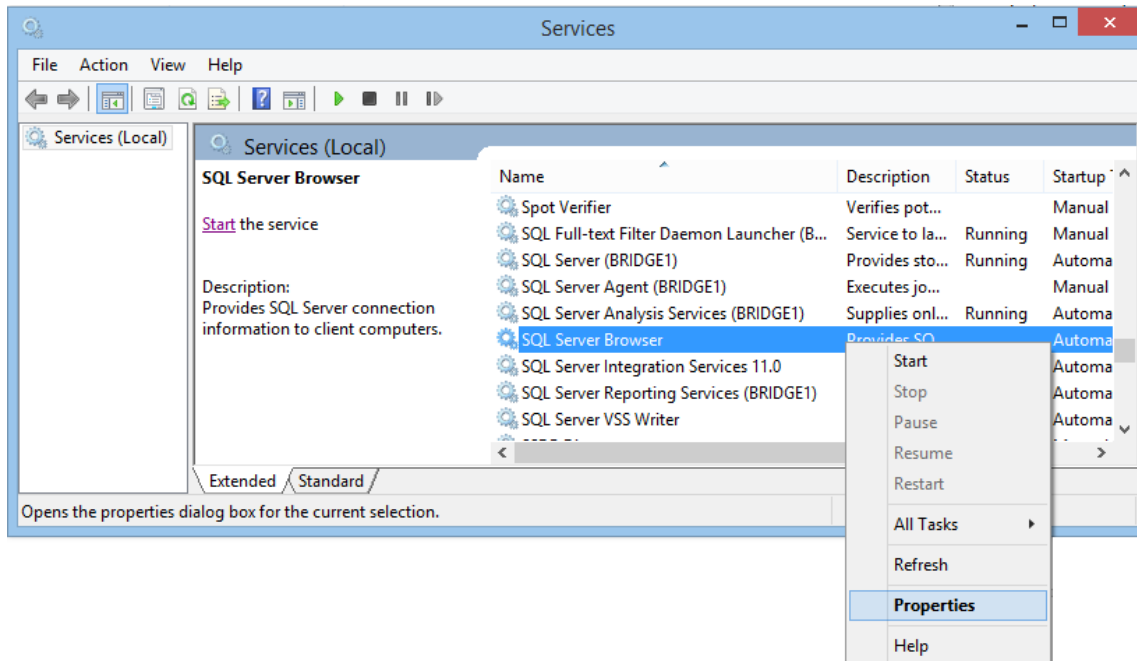
Set SQL Server Browser Service Settings

Project Cost requires that the SQL Server Browser service is running and set to run automatically when using any of our Web based tools.

Start the Services Manager window

Start >> Control Panel >> Administrative Tools >> Services

Scroll down to find the SQL Server Browser service
Right-Click on the Service and select Properties

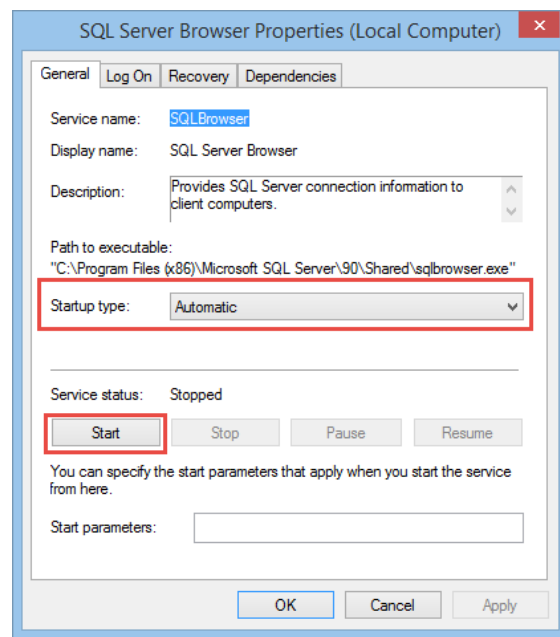


In the SQL Server Browser Properties window

Set the Startup Type to Automatic

Click the Start button

After the service is started Click the Ok button



Set SQL Server Agent Service Settings

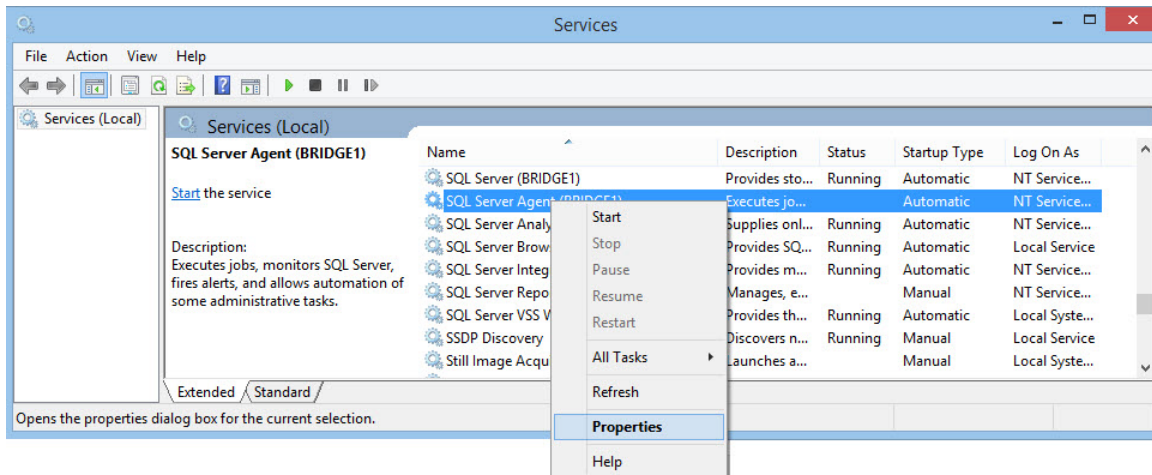
Project Cost requires that the SQL Server Agent service is running and set to run automatically.

Start the Services Manager window

Start >> Control Panel >> Administrative Tools >> Services

Scroll down to find the SQL Server Agent service

Right-Click on the Service and select Properties

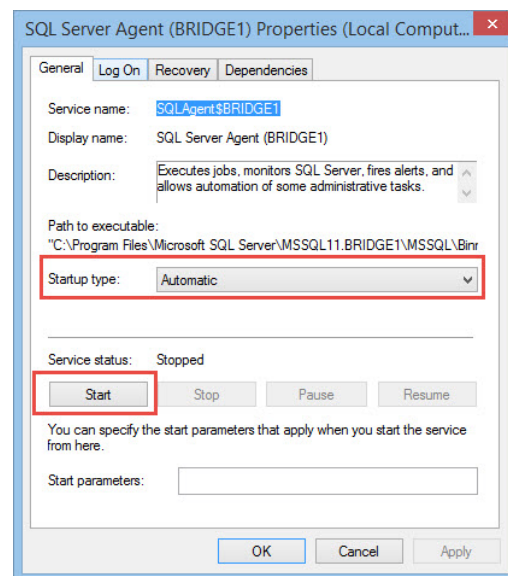


In the SQL Server Agent Properties window

Set the Startup Type to Automatic

Click the Start button

After the service is started Click the Ok button

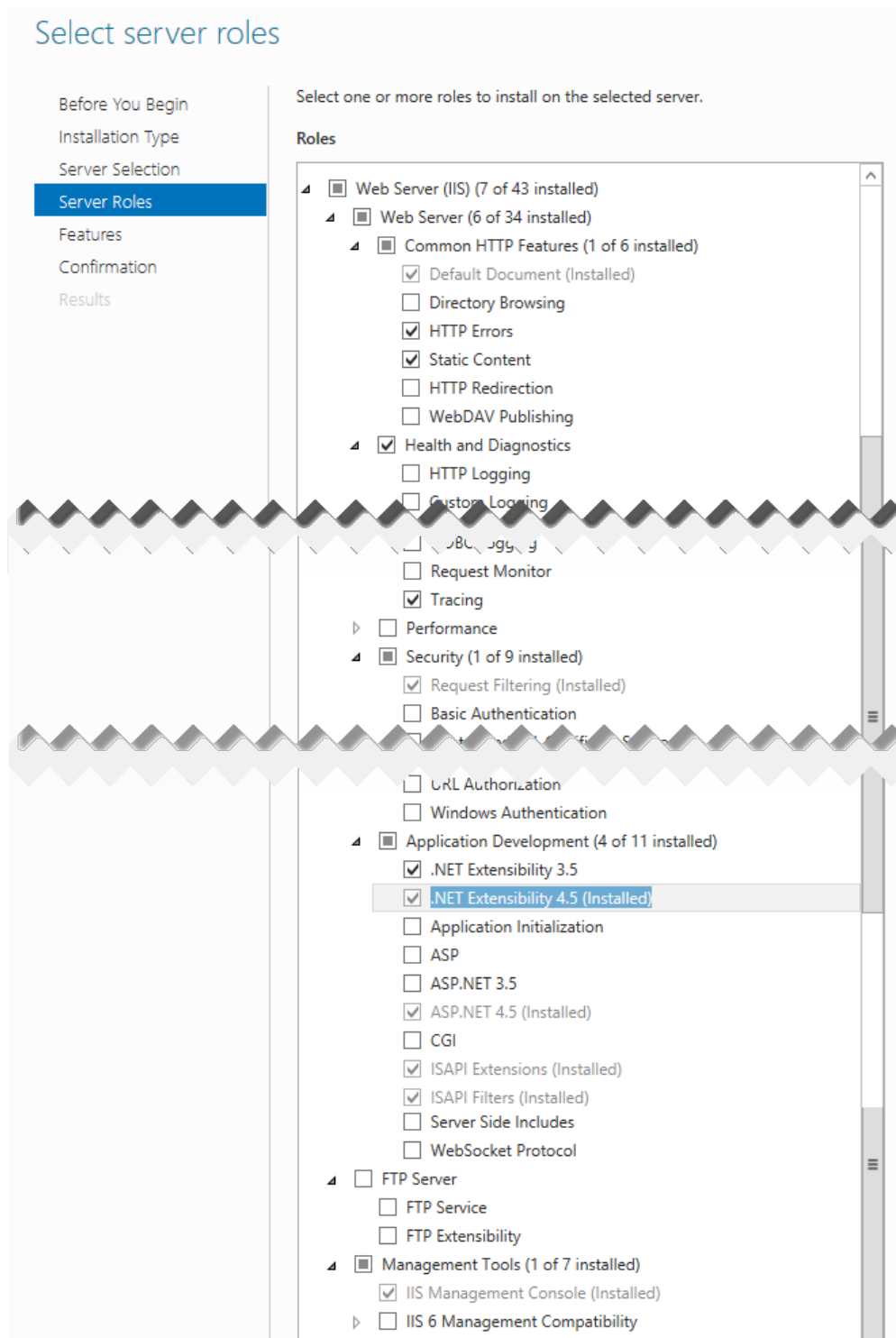


Setup for Internet Information Services (IIS) for Project Cost

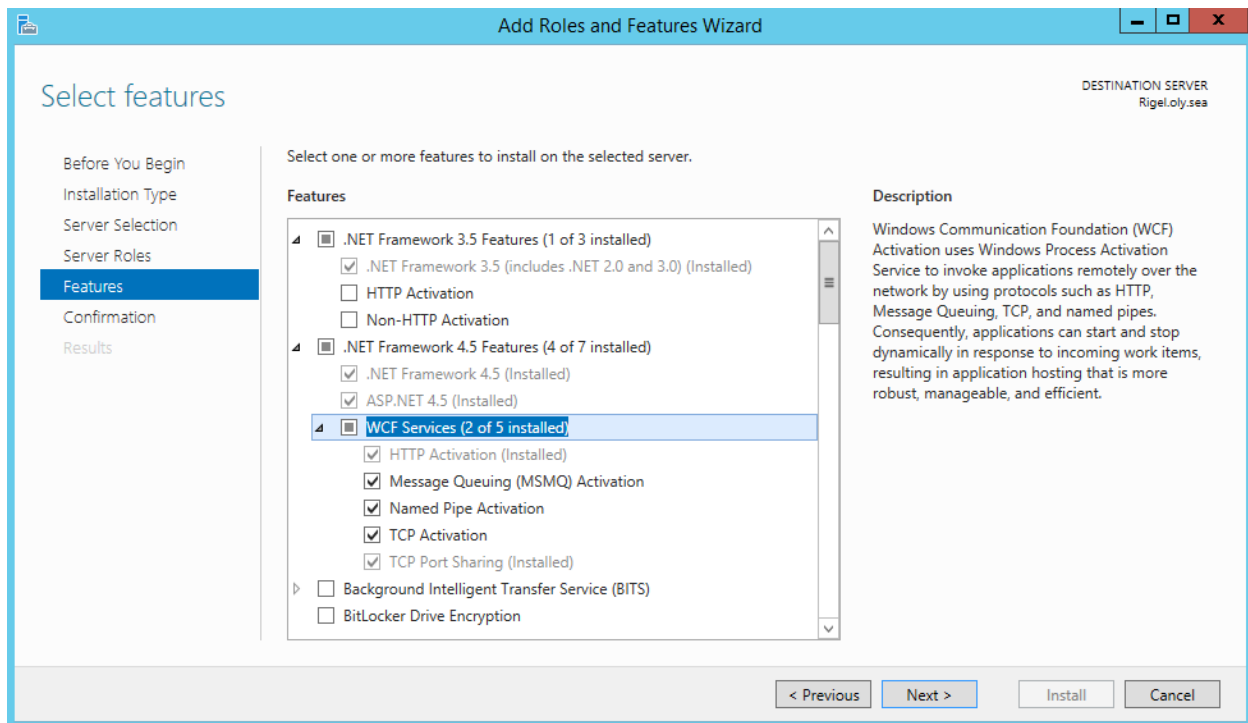
The Project Cost Web-Based Time & Expense Entry and Management Approval Tools require installation of Internet Information Services (IIS) tools. Each version of Windows has different installation and setup procedures – You should work with you IT staff for the best options to be selected for your business operations.

Below are the IIS Roles and Role Services options available to activate in IIS. We have highlighted the options needed by Project Cost. Additional instructions and resources are available to assist in configuration and deployment of IIS for Project Cost - contact your GP partner or our office for assistance.

IIS Roles/Role Services/Role Features



Required?	Role/Role Service
	Web Server (IIS)
	Web Server
	Common HTTP Features
Yes	Default Document
No	Directory Browsing
Yes	HTTP Errors
Yes	Static Content
No	HTTP Redirection
No	WebDAV Publishing
	Health and Diagnostics
No	HTTP Logging
No	Custom Logging
No	Logging Tools
No	ODBC Logging
No	Request Monitor
Yes	Tracing
	Performance Features
No	Static Content Compression
No	Dynamic Content Compression
	Security Features
No	Basic Authentication
For Single Sign On	Windows Authentication
No	Digest Authentication
No	Client Certificate Mapping Authentication
No	IIS Client Certificate Mapping Authentication
No	URL Authorization
Yes	Request Filtering
No	IP Security
	Application Development Features
Yes	.NET Extensibility 3.5
Yes	.NET Extensibility 4.5
No	Application Initialization
Yes	ASP
Yes	ASP.NET 3.5
Yes	ASP.NET 4.5
No	CGI
Yes	ISAPI Extensions
Yes	ISAPI Filters
No	Server-Side Includes
No	WebSocket Protocol
	File Transfer Protocol (FTP) Server
No	FTP Server
	Management Tools
Yes	IIS Management Console



Required?	Features
	.NET Framework 3.5 Features
Yes	.NET Framework 3.5 (includes 2.0 & 3.0)
No	HTTP Activation
No	Non-HTTP Activation
	.NET Framework 4.5 Features
Yes	.NET Framework 4.5
Yes	ASP.NET 4.5
	WCF Services
Yes	HTTP Activation
Yes	Message Queuing Activation
Yes	Named Pip Activation
Yes	TCP Activation
Yes	TCP Port Sharing

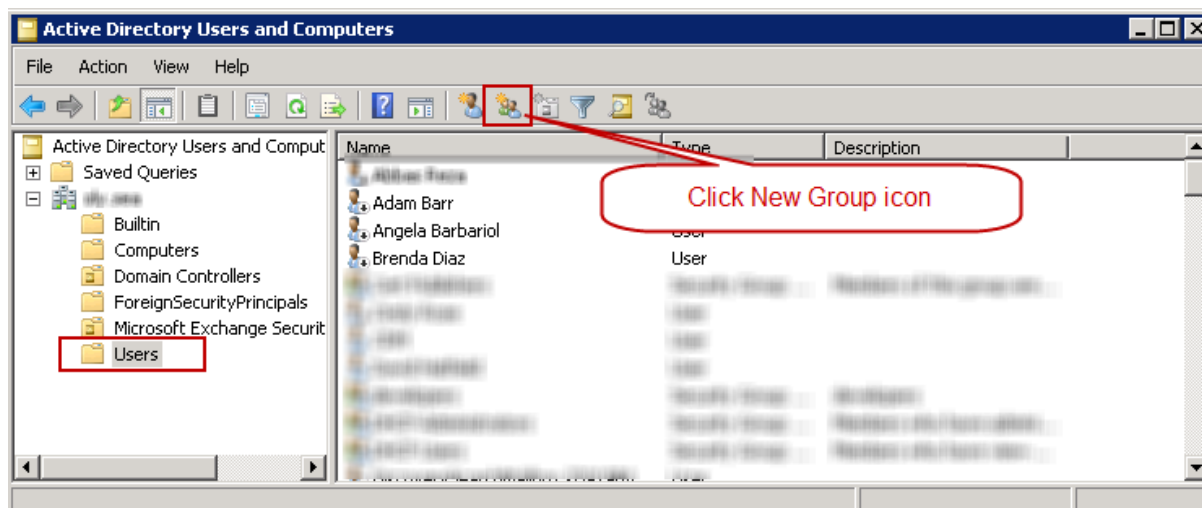
Setup for Active Directory Single-Sign-On Authentication for PC Websuite

The Project Cost Web-Based Time & Expense Entry and Management Approval Tools have 2 methods of Sign-On Authentication – 1) Project Cost Sign-On and 2) Active Directory Single-Sign-On.

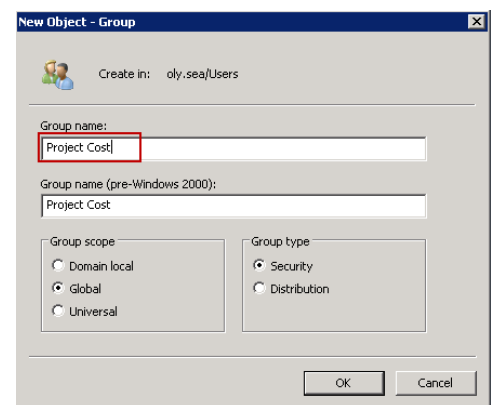
Project Cost Single Sign On uses an Active Directory User Group to filter users for access to Project Cost Websuite. The IT or Network Administrator must setup an Active Directory Security Group with the Users that will be using Project Cost Web Suite.

Add Active Directory Group

1. Click **Start > Programs > Windows Administrative Tools > click Active Directory Users and Computers**.
2. In Active Directory Users and Computers window, expand <domain name>.com
3. In the console tree, right-click the folder in which you want to add a new group.

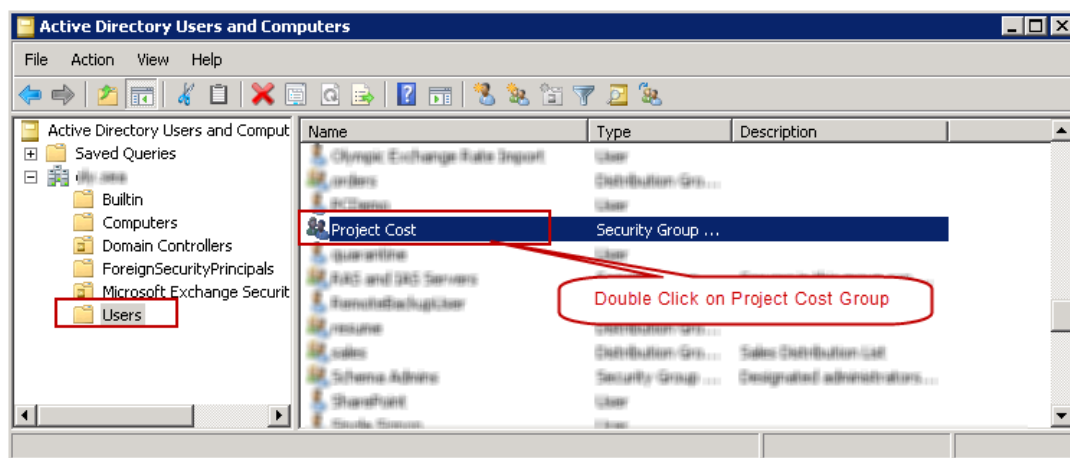


4. Click **New**, and then click **Group**.
5. Type "**Project Cost**" as the name of the new group.
6. In the **New Object - Group** dialog box, do the following:
 1. In **Group scope**, click **Global scope**.
 2. In **Group type**, click **Security**.
7. Click **OK**.

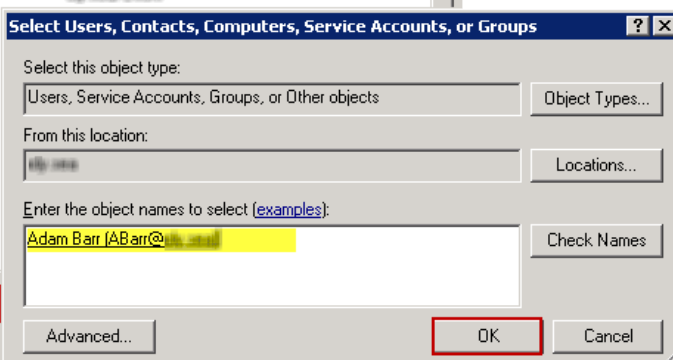
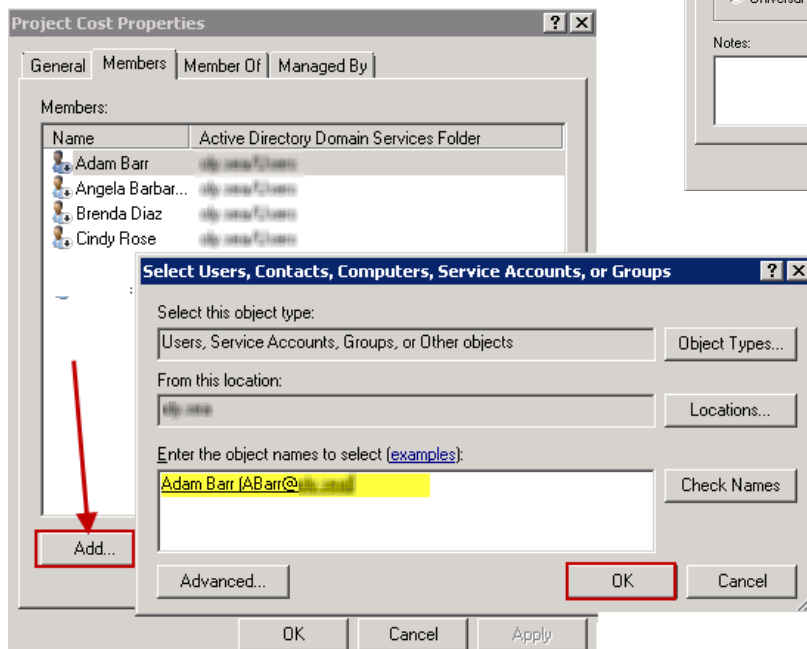
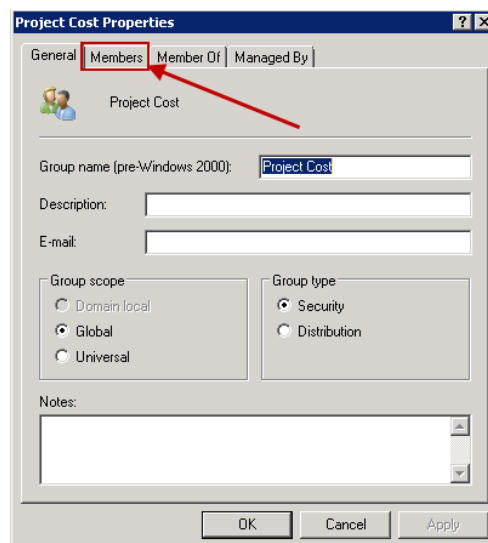


Add Members to Security Group

1. In Active Directory Users and Computers window, expand <domain name>.com



2. In the console tree, click the Users folder.
3. Locate the “Project Cost” security group
4. Double-Click on the “Project Cost” security group
5. Select the Members tab
6. Click Add
7. Add Users as needed
8. Click OK and save settings



Project Cost Upgrade Process

Step 1 – BACK UP YOUR FILES

- Back Up Dynamics Database
- Back Up All Company Databases
- Back Up Dynamics.set file
- Back Up Project Cost Reports Dictionary (PCRPTS.DIC)
- Back Up Project Cost Forms Dictionary (PCFRMS.DIC)
- Create an Export Package of all Project Cost Modified Reports and Forms

Step 2 – Remove All PC Forms and Reports Dictionaries

- Remove All PC Forms and Reports Dictionaries

Extract the Project Cost installation files to a folder on the local client or server disk drive.

Step 3. – Copy Files to the Root Client Directory 2018

- PCMM##kxx.cnk (MM= major version number, #= minor version number & xx = service pack number)
- PC232.chm
- OlympicSystems.ProjectCost.AddIn.dll -- note this file is used for web client deployments
- OlympicSystems.ProjectCost.DexAssembly.dll
- OlympicSystems.ProjectCost.DxReporting.dll

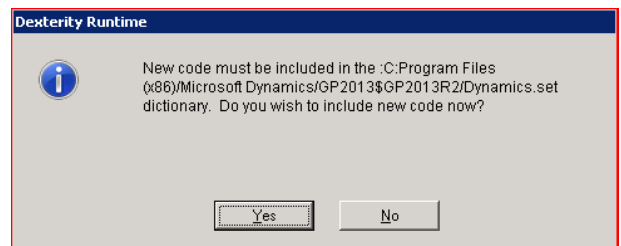
Step 4. – Copy Files to the AddIns Directory

- OlympicSystems.ProjectCost.AddIn.dll

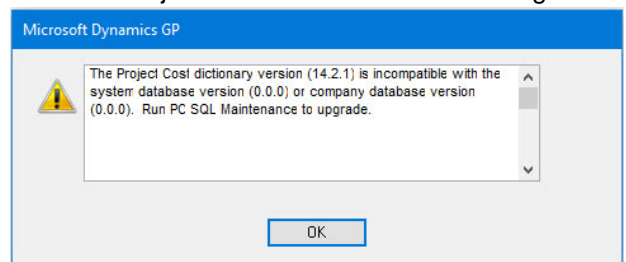
Step 5. – Launch Microsoft Dynamics GP

Note: you should use the "Run As Administrator" option

(Accept the "Add New Code" if prompted)



Users will receive a message indicating that there is a different version of Project Cost installed and reminding them to run PC SQL Maintenance to upgrade the database



Only the 'sa' user will be permitted to continue pass this point. All other users will have the GP Launch process terminated.

Click OK to proceed

Step 6. – Navigate to Project SQL Maintenance Window

Microsoft Dynamics GP >> Tools >> Utilities >> Project Cost >> SQL Maintenance

Note: Click  **Databases** button to select multiple Databases

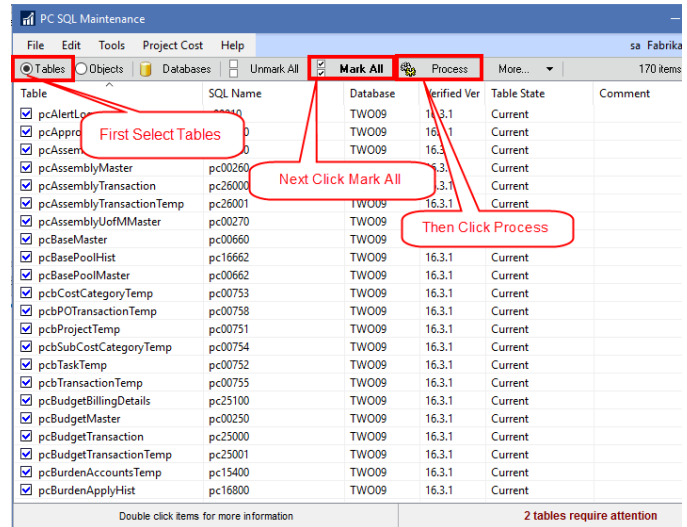
By default the software will select the current company DB and the System Database

Database	Description	Installed	Online
<input checked="" type="checkbox"/> DYN07	(System Database)	n/a	Yes
<input checked="" type="checkbox"/> TWO07	Fabrikam, Inc.	Yes	Yes
<input type="checkbox"/> TWP07	Fabrikam Div 2	No	Yes

a. Select Tables

From the Radio Button option near the top left corner of the SQL Maintenance Window.

- Click the Mark All Button.
- Click the Process Button.



Project Cost will select all the tables and make the needed changes for processing.

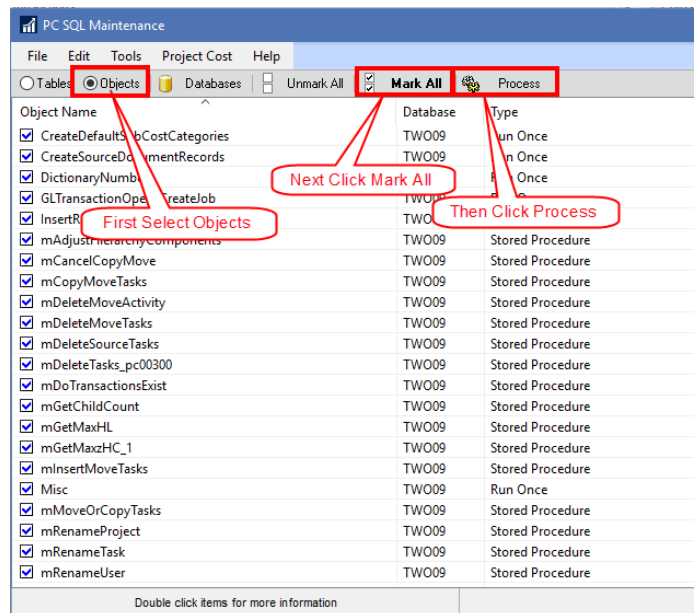
- Click the Back  Button.

Next

b. Select Objects

From Radio Button option near the top left corner of the SQL Maintenance Window.

- Click the Mark All Button.
- Click the Process Button.



Project Cost will make the needed changes for processing.

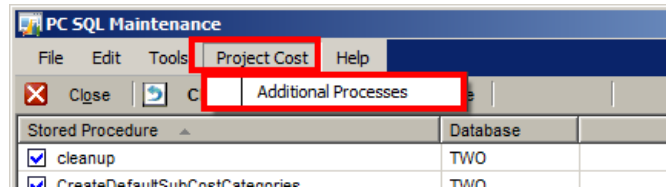
- Click the Back  Button.

Report any other exceptions to our support line for assistance.

Next

c. Initialize Project Cost Security Tasks

- Select Project Cost option on the PC SQL Maintenance window.

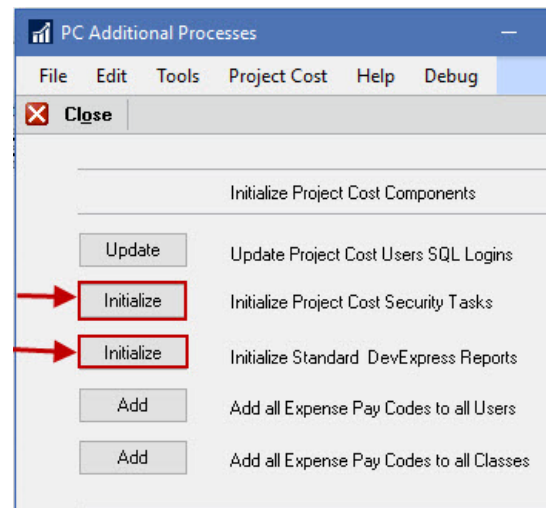


- **Select “Additional Processes”**
- Click the “Initialize Project Cost Security Tasks” button
You will receive message indicating that the operation was successful. – **Click OK**

- Click the “Initialize Standard DevExpress Reports” button

You will receive message indicating that the operation was successful. – **Click OK**

- Close the PC Additional Processes window.
- Close the SQL Maintenance window



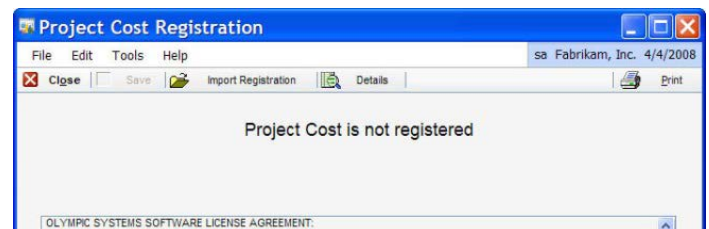
Step 7. – Update registration keys for Project Cost

To register Project Cost navigate to:

Microsoft Dynamics GP >> Utilities >> Project Cost >> Registration

Open the Project Cost Registration window.

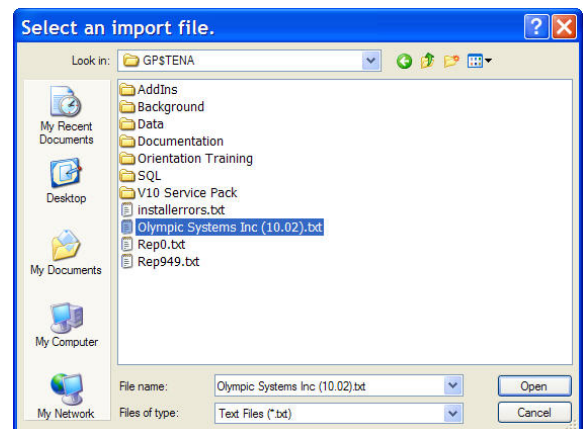
Click on the Import Registration button.



Browse to the root directory for your Microsoft Dynamics GP software.

Select the Registration Key file that was provided when your software was purchased.

Click the Open button.



Please note the “Registration is valid” message.

If the “Registration is not Valid” message is displayed please see [TK00086](#) for additional instructions.

After reading the agreement

Click on the Check Box:

“Licensee Agrees with License Terms”

Click the Save button.

Close this window.



Step 8. – Navigate to Project SQL Maintenance Window

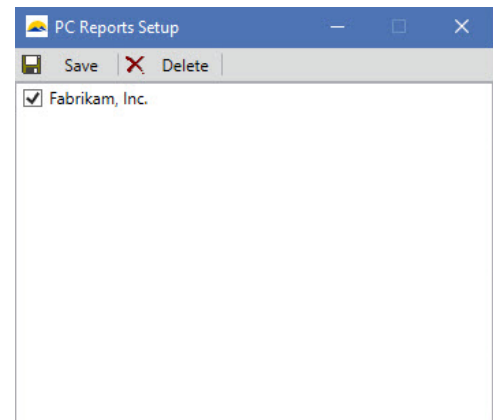
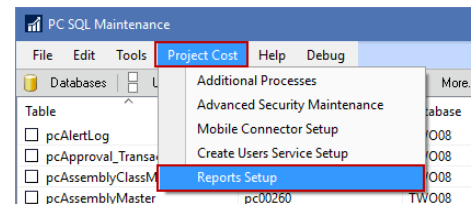
Microsoft Dynamics GP > Tools >> Utilities > Project Cost > SQL Maintenance > Project Cost > Report Setup

Report Setup

- Select Project Cost option on the PC SQL Maintenance window.
- **Select “Reports Setup”**
- Click the check box next to the Company Name as needed

Click Save

- **Now close Microsoft Dynamics GP and then re-launch.**



Note Step 9 & 10 are only required if using any of these options:

PC Advanced: Project Security, Organizational Security or Process Security

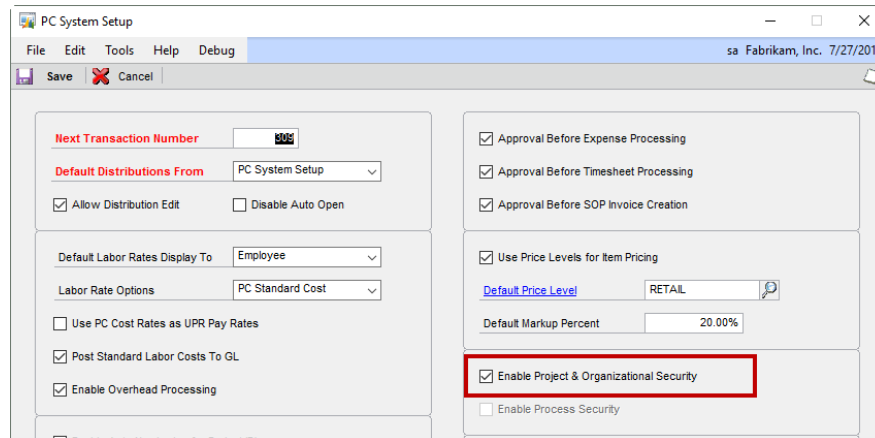
PC T&E Enterprise Module, PC Audit Modules (Project, Task & Transaction Audits)

Step 9. – Enable Project & Organizational Security

Note: If you want to use PC Advanced Project/Organizational or Process Security

Enable the Security setting in the PC System Setup window

Microsoft Dynamics GP >> Tools >> Setup>> Project Cost >> PC System Setup



Then Close and re-launch Great Plains



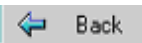
Step 10. – Recreate Stored Procedures for these additional modules

This will load specific stored procedures associated with specific advance modules.

Microsoft Dynamics GP >> Tools >> Utilities >> Project Cost >> SQL Maintenance

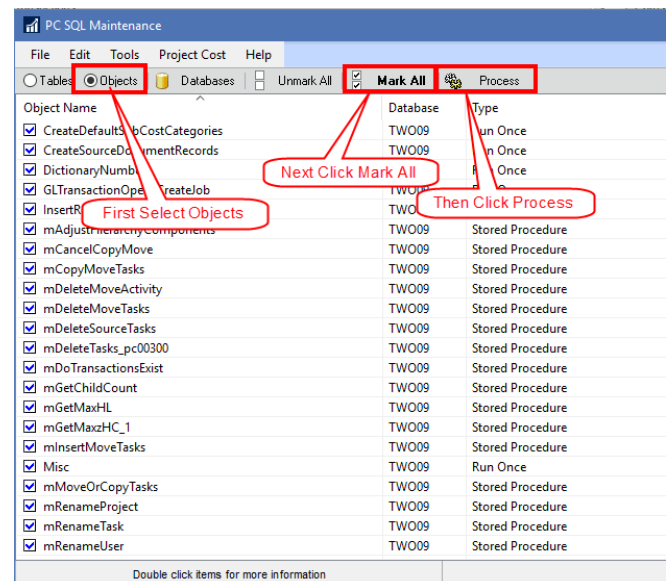
Select Objects

From Radio Button option near the top left corner of the SQL Maintenance Window.

- Click the Mark All  Button.
- Click the Process  Button.
- Click the Back  Button.

Close the SQL Maintenance window

Then Close and re-launch Dynamcis GP



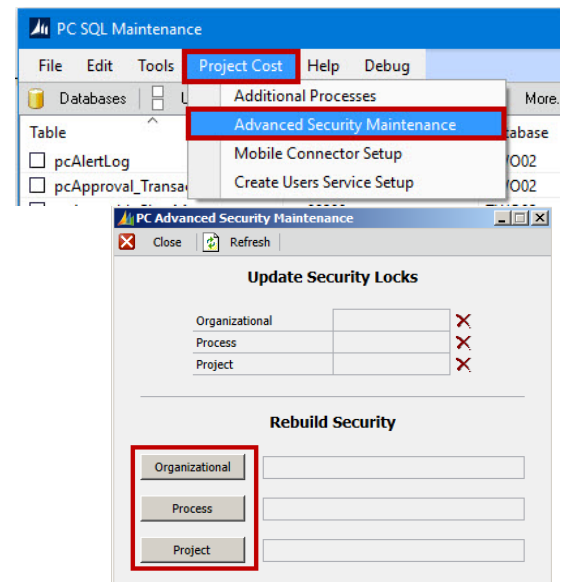
Step 11. – Run the Rebuild Security Process

Microsoft Dynamics GP >> Tools >> Utilities >> Project Cost >> SQL Maintenance >> Project Cost

Next – Select Advanced Security Maintenance Window

- Click the Rebuild Organizational Security button as needed.
- Click the Rebuild Process Security button as needed.
- Click the Rebuild Project Security button as needed.
- Click Close button.

Close and re-launch Microsoft Dynamics GP

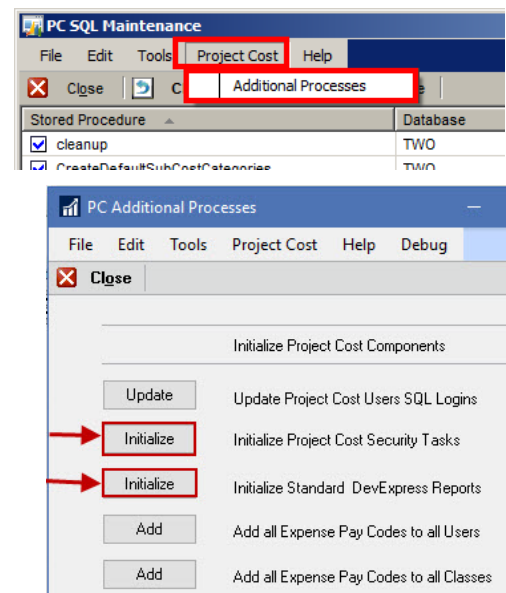


Step 12. – Additional Process Initialize Steps in each Company DB

Microsoft Dynamics GP > Tools > Utilities > Project Cost > SQL Maintenance > Project Cost > Additional Processes

Initialize Project Cost Security & DevExpress Report Tasks

- Select **Project Cost** option on the PC SQL Maintenance window.
- **Select “Additional Processes”**
- Click the “Initialize Project Cost Security Tasks” button
You will receive message indicating that the operation was successful. – **Click OK**
- Click the “Initialize Standard DevExpress Reports” button
You will receive message indicating that the operation was successful. – **Click OK**
- Close the PC Additional Processes window.
- Close the SQL Maintenance window

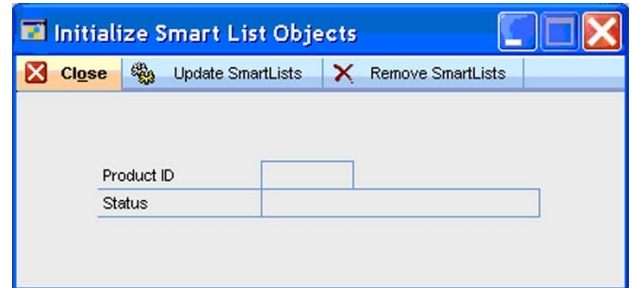


Step 13. – Repeat [Steps 9, 10, 11 & 12](#) for each Company Database as needed.

Close and re-launch Microsoft Dynamics GP

Step 14. – Initialize SmartList

Navigate to: **Microsoft Dynamics GP >> Tools >> Utilities >> Project Cost >> Initialize Smartlist**



Click on the Update Smart List  Update SmartLists button.

Close the Initialize Smart List Objects window after the process is complete.

- **Now close Microsoft Dynamics GP and then re-launch.**

Step 15. - Import any modified reports or forms as needed.

Step 16. – Install each client workstation as needed

This completes the Server Installation of the Project Cost Module

If needed continue to sections for:

- [Workstation Install](#)
- [Update Web Suite Install](#)
- **Create User Service Install – Contact Olympic Systems for Assistance**
- [Mobile Connector Install](#)

Project Cost Client Workstation Install Process

Project Cost is downloaded as a compressed file from www.projectcost.net .

Extract the Project Cost installation files to a folder on the local client or server disk drive.

Step 1. – Copy Files to the Root Client Directory - GP2015/2016

- PCMM##kxx.cnk (*MM*= major version number, *#*= minor version number & *xx* = service pack number)
- PC232.chm
- OlympicSystems.ProjectCost.AddIn.dll -- note this file is used for web client deployments
- OlympicSystems.ProjectCost.DexAssembly.dll
- OlympicSystems.ProjectCost.DxReporting.dll

Step 2. – Copy Files to the AddIns Directory

- OlympicSystems.ProjectCost.AddIn.dll

Step 3. – Launch Microsoft Dynamics GP

(Run as administrator)

This completes the Installation of Project Cost for this workstation

Upgrade Project Cost Web Suite from Prior Version

Copy Project Cost Web Components to the Inetpub Directory

These components are held in the folder **pcwebsuite** that was included in the Download.

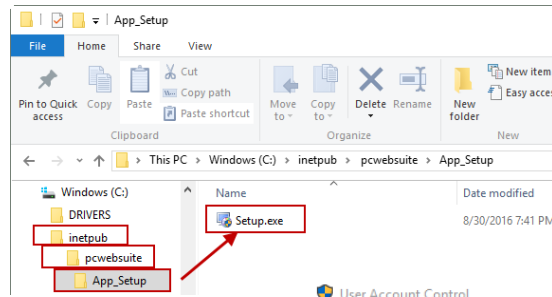
Use Windows Explorer to copy the **pcwebsuite** directory to your **Inetpub**

In this instruction we located this folder at **C:\Inetpub\pcwebsuite**

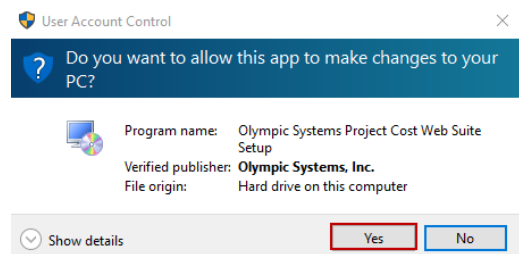
Run the PCWebSuite Setup Application

Using Windows Explore run the Setup.exe located in **C:\Inetpub\pcwebsuite/App_Setup**

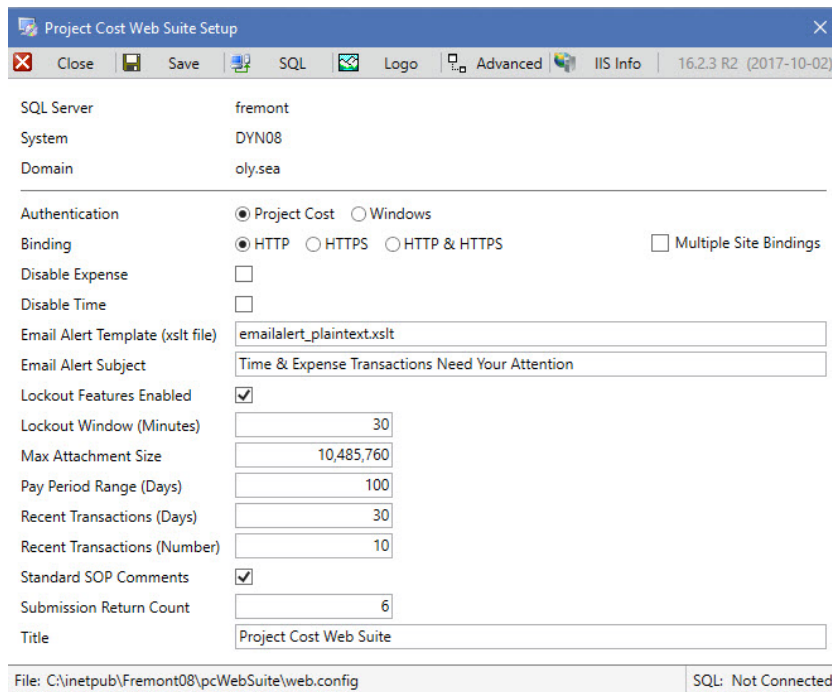
Double-Click on **Setup.exe**



Depending on security permissions you may receive the UAC warning window – Click Yes if you get this window.



The Project Cost Web Suite Setup Utility will open.



Configure the SQL Connection in the PCWebSuite Setup window

Project Cost Web Suite Setup

Close Save SQL Logo Advanced IIS Info 16.2.3 R2 (2017-10-02)

SQL Server fremont
System DYN08
Domain oly.sea

Authentication ☐ Project Cost ☒ Windows
Binding ☒ HTTP ☐ HTTPS ☐ HTTP & HTTPS ☐ Multiple Site Bindings
Disable Expense ☐
Disable Time ☐
Email Alert Template (xslt file) emailalert_plaintext.xslt
Email Alert Subject Time & Expense Transactions Need Your Attention
Lockout Features Enabled ☒
Lockout Window (Minutes) 30
Max Attachment Size 10,485,760
Pay Period Range (Days) 100
Recent Transactions (Days) 30
Recent Transactions (Number) 10
Standard SOP Comments ☒
Submission Return Count 6
Title Project Cost Web Suite

File: C:\inetpub\Fremont08\pcWebSuite\web.config * SQL: Not Connected

Authentication Settings:

Authentication

☐ Project Cost

☒ Windows

Select Project Cost for “Project Cost Sign-On” authentication

Select Windows for “Single-Sign-On” authentication

Note: Windows authentication will default to Project Cost Sign-On if Windows credentials are not available or fail. Windows Authentication is essentially “Both”.

Binding Settings:

Binding

☒ HTTP

☐ HTTPS

☐ HTTP & HTTPS

☐ Multiple Site Bindings

Select HTTP for Non-Secure Bindings Only

Select HTTPS for Secure Bindings Only

Select HTTP & HTTPS for Both Secure & Non-Secure Bindings

Check Multiple Side Bindings as directed by Olympic Support Staff

Default ASPX Title Settings:

Default ASPX Title

Project Cost Web Suite

Users can change the Screen Title for the Logon window

By default we set this value to read "Project Cost Web Suite" however you could put your companies name in as the value.

Disable Expense Setting:

Disable Expense

☐

By Checking this check-box – Project Cost will disable the Expense Tab for **ALL users**.

If you need to disable the Expense Tab for one or a group of users this can be controlled via the **PC Employee Setup window** by de-selecting the “Enable Employee Expense Web Entry”.

Disable Time Setting:

Disable Time

☐

By Checking this check-box – Project Cost will disable the Time Tab for ALL users.

Email Alert Template (xslt file) Setting:

By default this value is set to "emailalert_plaintext.xslt"

Email Alert Subject Setting:

By default this value is set to "Time & Expense Transactions Need Your Attention"

Lockout Features Enabled:

By default this is “Checked on”

This feature will introduce a delay for the User's IP address after the user has made 4 failed logon attempts.

Delay after X number of logon attempts,

4th attempt a delay of 16 seconds is added before the user can attempt the next logon

5th attempt a delay of 32 seconds is added before user can attempt the next logon

6th attempt a delay of 64 seconds is added before user can attempt the next logon

7th attempt a delay of 128 seconds is added before user can attempt the next logon

...And continue until you reach the Lockout Window Minutes limit.

IT Managers can clear the lockout by resetting IIS.

Lockout Window Minutes:

By default this is set to 30 minutes – this is how long information is stored for a user's failed attempts from the last failed attempt.

Max Attachment Size:

By default this is set to 10,485,760.

Pay Period Range (Days):

By default this is set to 100 Days – this is the range of days that transactions can be entered.

Recent Transactions (Days):

By default this is set to 30 days. If set to 0 (zero) no recent transactions will be presented.

Recent Transactions (Number):

By default this is set to 10 transactions. The application will recall the first 10 transactions from week to week.

Standard SOP Comments:

By default this is check on. This will truncate any billing description to 200 characters.

Submission Return Count:

By default this is set to 6.

Configure the SQL Connection in the PCWebSuite Setup window

Click the SQL  SQL Button.

Enter the SQL Server Name:

Enter the User ID:

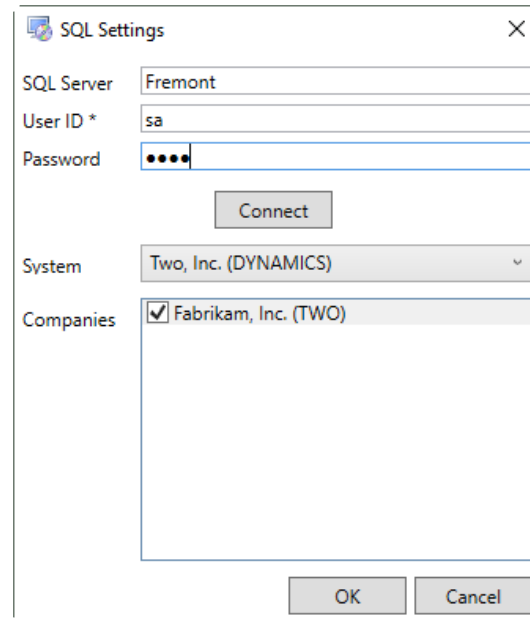
Enter the Password:

Click the Connect  button

Select the System Database:

Select Companies:

Click the OK  button



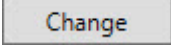
The SQL Settings dialog box contains the following fields and controls:

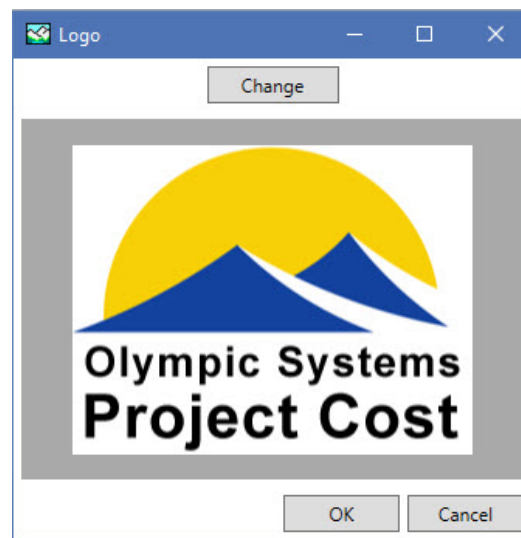
- SQL Server: Text box with "Fremont"
- User ID *: Text box with "sa"
- Password: Password box with four dots
- Connect: Button
- System: Dropdown menu with "Two, Inc. (DYNAMICS)" selected
- Companies: List box with "Fabrikam, Inc. (TWO)" checked
- OK: Button
- Cancel: Button

Configure the Custom Logo for the PCWebSuite Setup window


Click the Logo  Logo Button.

To change the logo from the standard Olympic Systems logo:

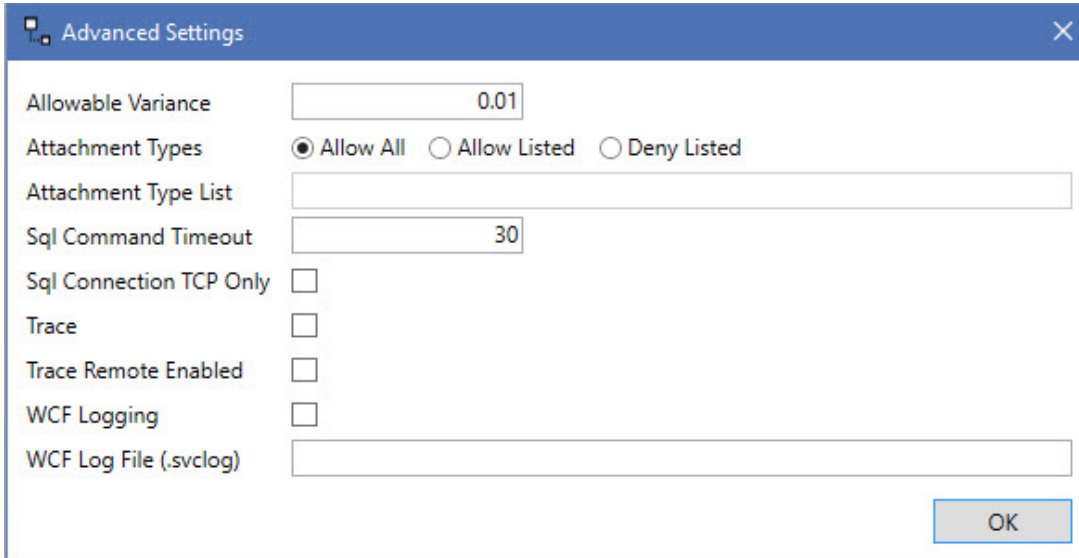
- Click the Change  button
 - Path to the location of the new Logo
- Note this must be a .jpg file format**
- Click Open
 - Click OK button.



Configure the Advanced Settings in the PCWebSuite Setup window

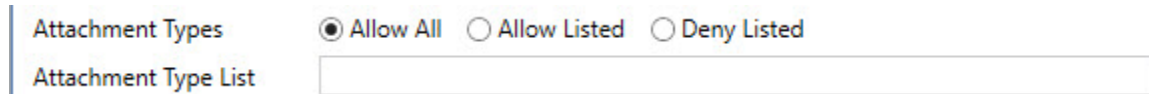
Click the Advanced  **Advanced** Button to open the Advanced Settings window.
Contact Olympic Systems Support team for detailed use of this window

A discussion of attachment types follows.



Attachment Types Settings:

This section permits the user to control what types of attachments may be uploaded to Project Cost.
The goal here is to prevent harmful file types to be loaded into the database



Allow All – will Permit all types of attachments except for the standard blocked types listed below.

Allow Listed – will only permit the types listed in the **Attachment Type List** field.

Enter the type separated by a comma.

Deny Listed – will Deny the types listed in the **Attachment Type List** field as well as types listed in the standard blocked types listed below.

Enter the type separated by a comma.

Standard Blocked Attachment Types:

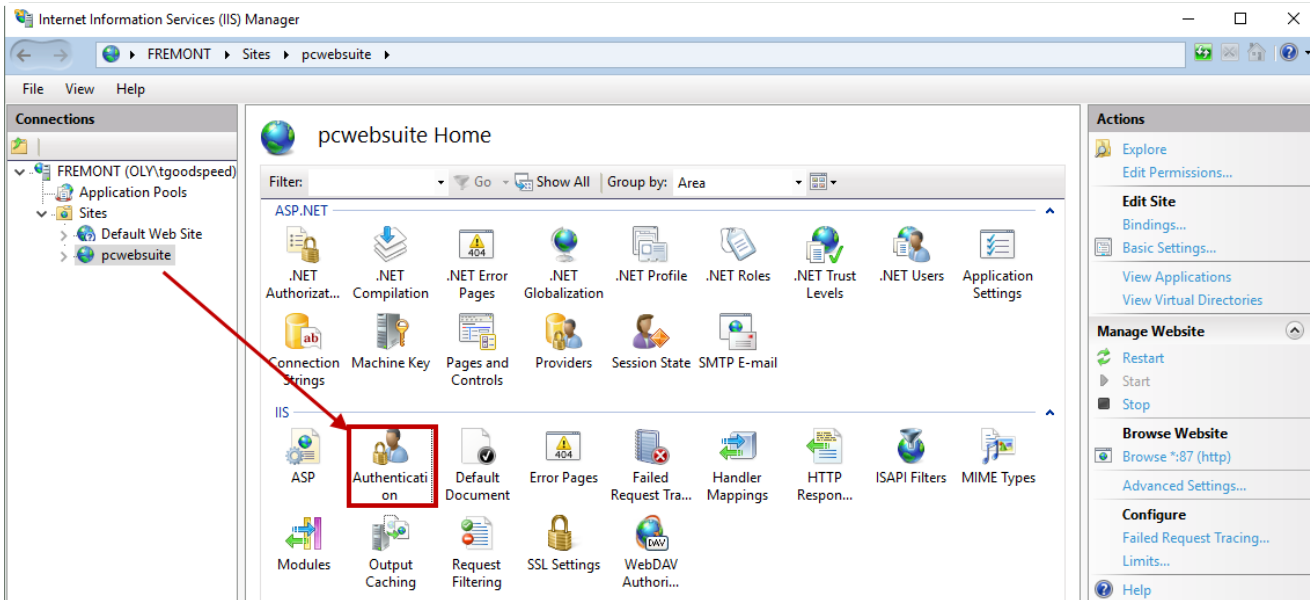
Extension	Description	Extension	Description	Extension	Description
ade	Microsoft Access project extension	ins	Internet Naming Service	obj	Relocatable object code
adp	Microsoft Access project	isp	Internet Communication settings	ocx	Object Linking and Embedding control executable
app	Application file	its	Internet Document Set file	ops	Microsoft Office profile settings file
application	Click-Once application	jar	Java executable	pcd	Photo CD image or Microsoft Visual Test compiled script
asa	ASP declarations file	je	JScript file	pgm	CGI program
ashx	ASP.NET Web handler file.	js	Javascript script file	pif	Shortcut to MS-DOS program
asmx	ASP.NET Web Services source file	jse	JScript Encoded script file	prf	System file
asp	Active Server Pages	ksh	Korn Shell script file	prg	Program source file
aspx	ASP.NET Active Server Pages	lib	Program library common object file format	printer	Printer file
bas	Microsoft Visual Basic class module	lnk	Shortcut	ps1	Windows PowerShell scripts
bat	Batch file	mad	Shortcut	ps1xml	Windows PowerShell scripts
bin	Binary file	maf	Shortcut	ps2	Windows PowerShell scripts
cdx	Compound index	mag	Shortcut	ps2xml	Windows PowerShell scripts
cer	Certificate file	mam	Shortcut	psc1	Windows PowerShell scripts
chm	Compiled HTML Help file	maq	Shortcut	psc2	Windows PowerShell scripts
class	Java class file	mar	Shortcut	pst	Microsoft Outlook personal folder file
cmd	Microsoft Windows NT command script	mas	Microsoft Access stored procedure	reg	Registration entries
com	Microsoft MS-DOS program	mat	Shortcut	rem	ACT! database maintenance file
config	Configuration file	mau	Shortcut	scf	Windows Explorer command file
cpl	Control Panel extension	mav	Shortcut	scr	Screen saver
crt	Security certificate	maw	Shortcut	sct	Script file
csf	Script file	mda	Microsoft Access add-in program	shb	Windows shortcut
dll	Windows dynamic-link library	mdb	Microsoft Access program	shs	Shell Scrap object
drv	Driver file	mde	Microsoft Access MDE database	shtm	HTML file that contains server-side directives
exe	Program	mdt	Microsoft Access data file	shtml	HTML file that contains server-side directives
fxp	Microsoft Visual FoxPro compiled program	mdw	Microsoft Access workgroup	soap	Simple Object Access Protocol file
fon	Font file	mdz	Microsoft Access wizard program	stm	HTML file that contains server-side directives
font	Font file	msc	Microsoft Common Console document	sys	System device driver
gadget	Windows desktop gadget	msh	Microsoft Agent script helper	url	Uniform Resource Locator (Internet shortcut)
hlp	Help file	msh1	Microsoft Agent script helper	vb	Microsoft Visual Basic Scripting Edition file
hta	HTML program	msh1xml	Microsoft Agent script helper	vbe	VBScript Encoded Script file
htr	Script file	msh2	Microsoft Agent script helper	vbs	VBScript file
htw	HTML document	msh2xml	Microsoft Agent script helper	vxd	Virtual device driver
ida	Internet Information Services file	mshxml	Microsoft Agent script helper	ws	Windows Script file
idc	Internet database connector file	msi	Microsoft Windows Installer package	wsc	Windows Script Component
idq	Internet data query file	mst	Windows Installer patch package file	wsf	Windows Script file
inf	AutoRun		Visual Test source files	wsh	Windows Script Host settings file

Configuration of Internet Information Services on Windows

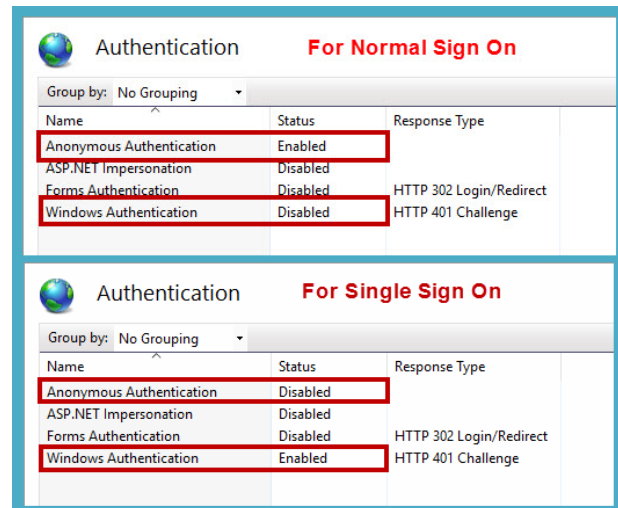
- Navigate to **Control Panel>>System and Security>>Administrative Tools**.
- Double click "Internet Information Services (IIS) Manager".

Configure Web Site Settings

1. In the **Connections Pane** Click on the "►" to expand the **Site** view.
2. Click on the Site - in our example **pcwebsitesuite**.
3. In the **Area Pane** under the **IIS** section Double-Click on **Authentication**.



4. In the **Authentication Pane** Enable or Disable Features as needed.



This completes the update of the Project Cost Web Suite Module

Project Cost Mobile Connector IIS Install Process

Copy Project Cost Mobile Connector components to the Inetpub Directory

1. These components are held in the folder **MobileConnector** that was included in the Download.
2. Use Windows Explorer to copy the **MobileConnector** directory to your **Inetpub**

In this instruction we located this folder at **C:\Inetpub\MobileConnector**

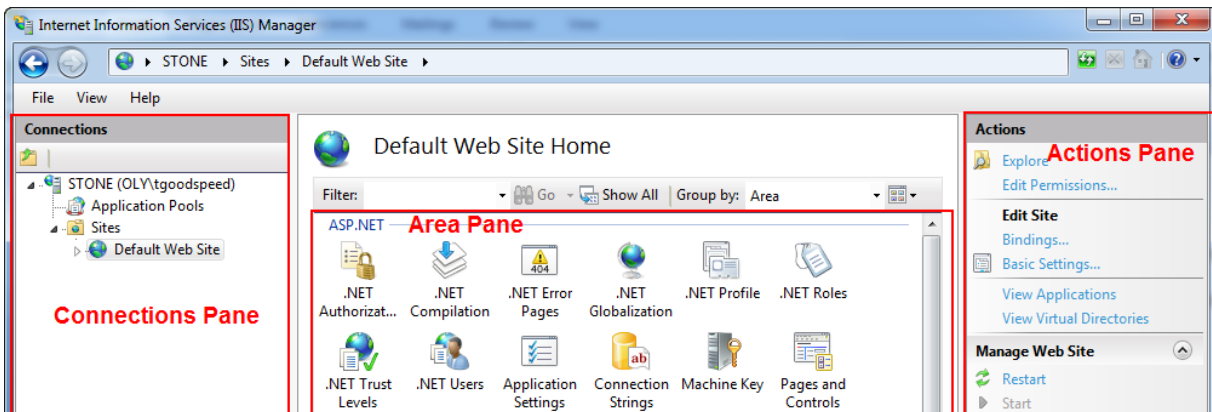
Configuration of Internet Information Services on Windows 7

1. Navigate to the Control Panel.

Note: Based on the operating system the commands may be different for this navigation.

Using Windows 7 – go to **Control Panel>>System and Security>>Administrative Tools**.

2. Double click “**Internet Information Services (IIS) Manager**”.
3. In the Internet Information Services window is divided into 3 primary areas or panes.
 - a. The **Connections Pane** you should see the server's name, Application Pools and Sites.
 - b. The **Area Pane** will list the features that may be configured and will look different based on the item selected in the **Connections Pane**.
 - c. The **Actions Pane** again will look different based on the feature selected in the **Area Pane**.

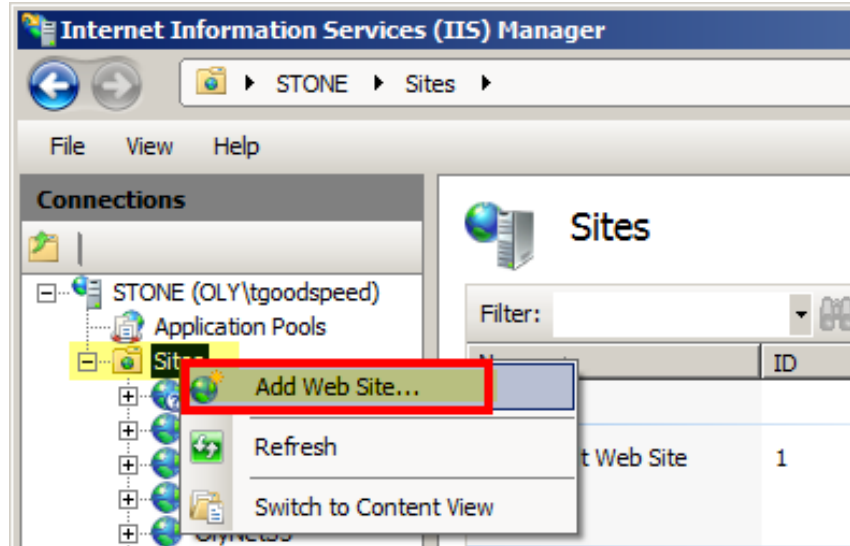


4. In the **Connections Pane** Click on the “►” to expand the **Server** view.
This should expose folders for Application Pools and Sites.

Create New MobileConnector Web Site

In the Connections Pane

1. Click on the "►" to expand the **Sites** view.
2. Right Click on **Sites**
3. Select **Add Web Site**



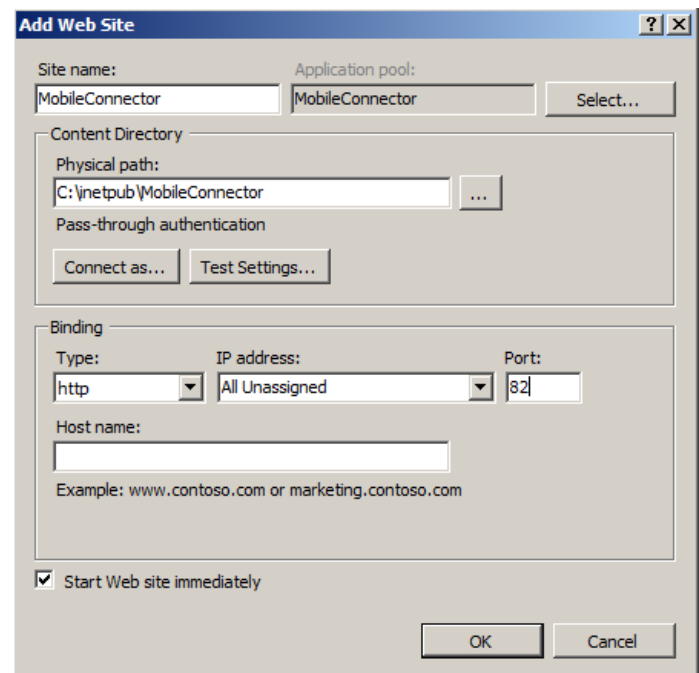
In the Add Web Site window

1. Enter the Site Name: in our example we use **MobileConnector**.

2. Enter the Physical path:
This is the location of the mobile connector components.
In our example we use c:\inetpub\MobileConnector

3. Enter the port number in the Binding area. We use 82 to avoid common conflicts with other IIS tools.

4. Click OK

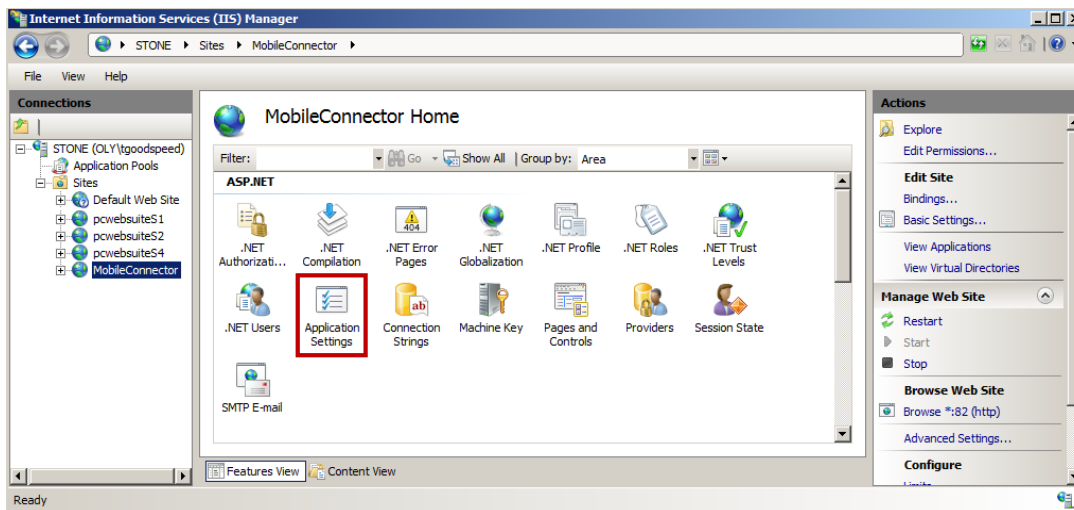


Configure MobileConnector Web Site Settings

In the Connections Pane

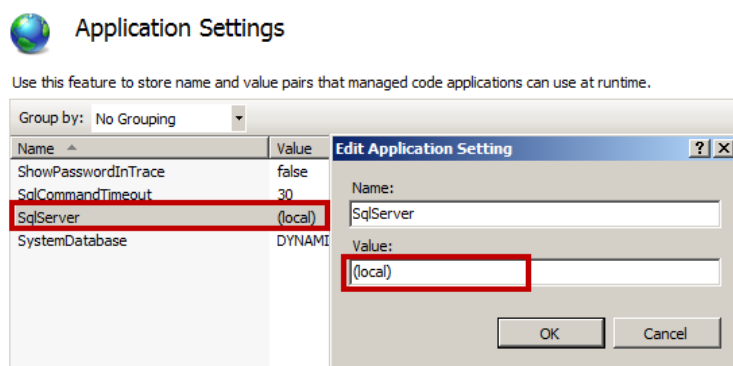
1. Click on the “►” to expand the **Site** view.
2. Click on the Site - in our example **MobileConnector**.
3. In the **Area Pane** under the **ASP.NET** section Double-Click on **Application Settings** icon.

If ASP.NET section is not visible in the Actions Pane See Trouble shooting section.



In the Application Setting Pane

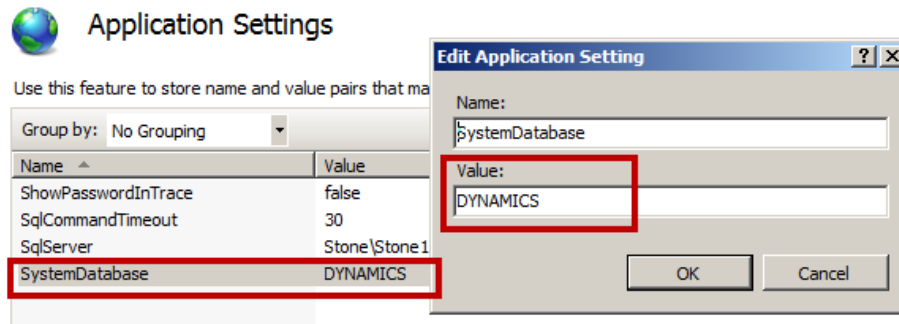
1. Double-Click on **SqlServer** Feature.
2. In the **Edit Application Setting** window



3. Enter the Name and Instance of your Sql Server in the Value field.
4. Click **OK**

In the Application Setting Pane

1. Double-Click on **SystemDatabase** Feature.

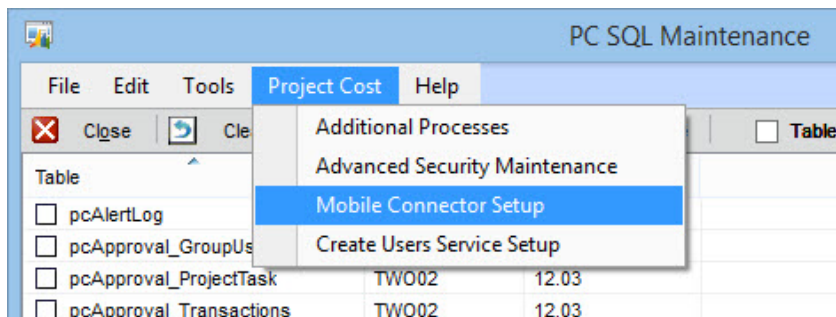


2. In the Edit Application Setting window
Enter the Name of the GP system database.
This is normally DYNAMICS however in v2013 an option to use a Named System Database was added.
3. Click **OK**

Project Cost Mobile Connector Security Setup

Navigate to Project SQL Maintenance Window

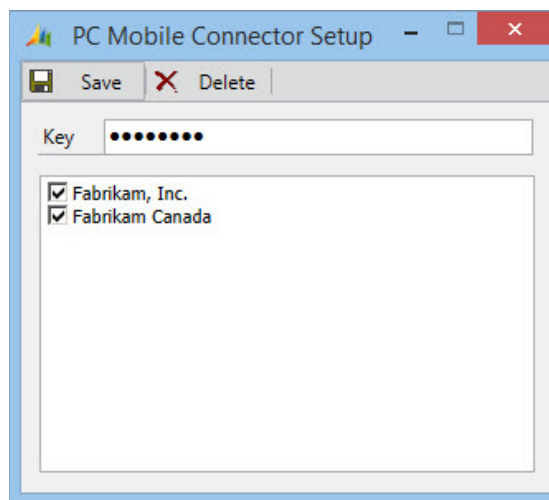
[Microsoft Dynamics GP >> Tools >> Utilities >> Project Cost >> SQL Maintenance](#)



- On the PC SQL Maintenance window Select Project Cost option.
- Select Mobile Connector Setup option

In the PC Mobile Connector Setup Window

- Enter the Mobile Connector Key:
This will be provided when registered.
- Select the Check Box next to the Company database
- Click **Save** button.



Project Cost Mobile Connector Admin Portal

Mobile Connector – Submit Organization Key Request

1. Submit the URL of your Mobile Connector Web Service to MobileConnect@projectcost.net.

The URL format is: <http://yourservername.com:externalport#/ProjectCostService.svc>

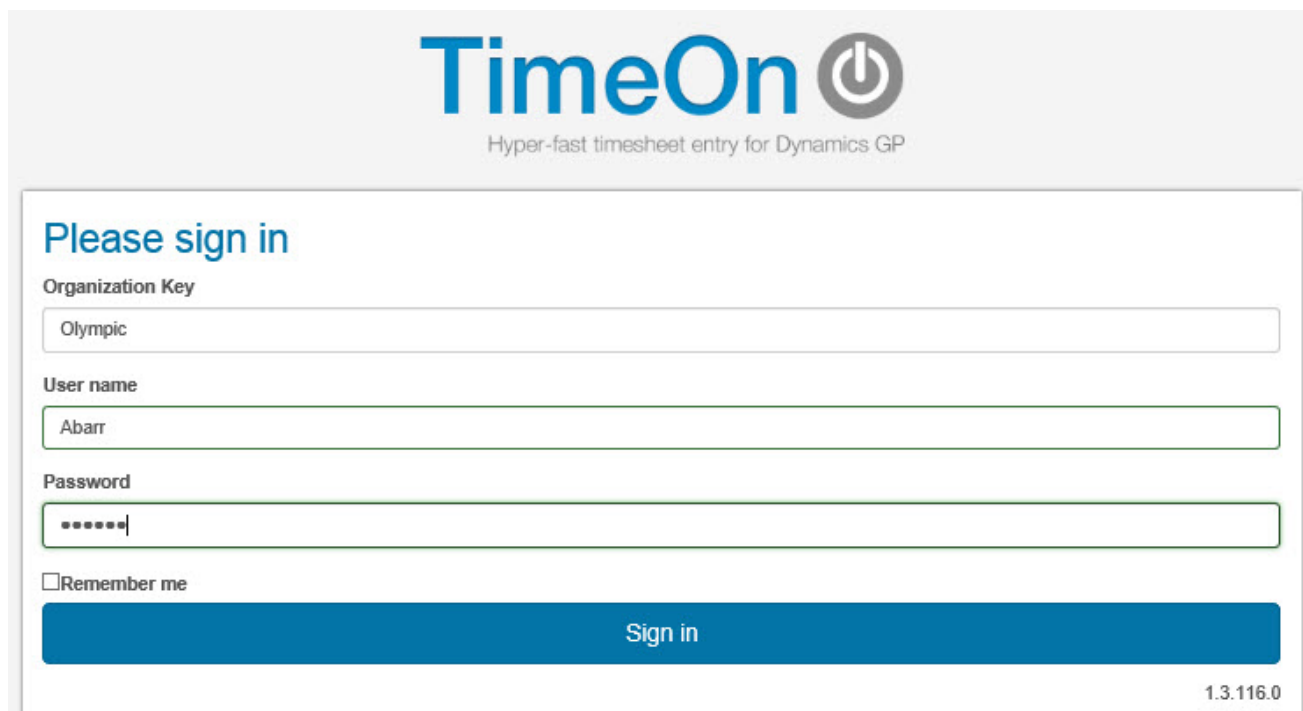
Example: <http://time.projectcost.net:89/ProjectCostService.svc>

Equally, you must specify the Project Cost EmployeeID that shall administer the Mobile Connector portal site. This user can then grant or revoke access to the mobile app, as well as configure certain default settings and mail integration.

2. You will then be provided with an Organization Key

Mobile Connector - Organization Admin Portal Logon

3. Once you have received your Organization Key, navigate to: <http://timeon.apcurium.com:8040>
Enter the Organization Key, username (the EmployeeID you provided in step 1), and the EmployeeID password



TimeOn 
Hyper-fast timesheet entry for Dynamics GP

Please sign in

Organization Key

User name

Password

☐ Remember me

Sign in

1.3.116.0

Mobile Connector - Organization Admin Support Email Default Message

Organization Admin

Key	Name	Project Cost Url
Apcurium	Apcurium Inc.	http://gp.apcurium.local:8086/ProjectCostService.svc

Support Email Content

Attention mobile app support team:
Please see my attached error log.

Save

[Configure exchange](#)
[Configure users](#)
[Back to list of organization](#)

As seen in the above screen, you may specify a default message body for emails support emails sent from users in the event of a problem.

Mobile Connector - Organization Admin MS Exchange Configuration

4. Select Configure exchange in order to specify your organization's MS Exchange Configuration

MS Exchange Configuration

☒ Is Active

Server Url

Save

Test configuration

Test Username

Test Password

Test Domain

Test


[Back to organization settings](#)


5. In the fields provided above, specify your Organization's MS Exchange web service URL.

Your Exchange administrator should provide the URL, and account credentials needed to test it.

6. Select "Back to organization settings", and then "Configure users"

Mobile Connector - Organization Admin Configure User Access


Hyper-fast timesheet entry for Dynamics GP

 Olympic ▾

Edit Users

[Back to organization settings](#)

Number of users 10/25

Id	User Name	Last Seen	Access	Rights
ABarbariol	Angela Barbariol	never	<button>Revoke Access</button>	<button>Give Admin rights</button>
ABarr	Adam Barr	14 hours ago	<button>Revoke Access</button>	<button>Remove Admin rights</button>
ADelaney	Aidan Delaney	never	<button>Revoke Access</button>	<button>Give Admin rights</button>
BDiaz	Brenda Diaz	never	<button>Revoke Access</button>	<button>Remove Admin rights</button>
Ccuneo	Charles Cuneo	never	<button>Revoke Access</button>	<button>Give Admin rights</button>
Crose	Cindy Rose	never	<button>Revoke Access</button>	<button>Give Admin rights</button>
GErickson	Gregory Erickson	never	<button>Revoke Access</button>	<button>Give Admin rights</button>
JChen	John Chen	never	<button>Revoke Access</button>	<button>Give Admin rights</button>
JClayton	Jane Clayton	never	<button>Revoke Access</button>	<button>Give Admin rights</button>
JDoyle	Jenny Doyle	1 weeks ago	<button>Revoke Access</button>	<button>Give Admin rights</button>
LBonifaz	Luis Bonifaz	never	<button>Grant Access</button>	<button>Give Admin rights</button>
NBuchanan	Nancy Buchanan	never	<button>Grant Access</button>	<button>Give Admin rights</button>
PAckerman	Pilar Ackerman	never	<button>Grant Access</button>	<button>Give Admin rights</button>

[Back to organization settings](#)

7. You may now grant access to each of your Olympic Project Cost employees. You may “Give Admin rights” to any user that should access the Mobile Connector Access Portal.

When you Grant Access, a Welcome Email is sent to each user, with instructions to download the mobile app.

Users must first be fully setup in Project Cost. See Project Cost User Guide for instructions on setup.

Mobile Connector - Organization Admin Welcome Email Template

The Welcome Email will be sent to the address on record for each employee in the PC User Setup window.

The email contents are:

Dear <Firstname> <Lastname>,

You've been given access to <Your Company>'s mobile app for Time & Expense. To get started, please download the app from the app store.

Apple (iOS) users: <https://itunes.apple.com/app/id703732379>

Google (Android) users: <https://play.google.com/store/apps/details?id=com.apcurium.TimeOn&hl=en>

Your credentials

Organization is : <Organization Key>

Login username is : <PC EmployeeID>

Password : use your existing Olympic Web Suite password.

If you don't remember your password, please contact your Dynamics GP administrator.

Selected Sections of Project Cost User Guide for New or Updated Features

PC System User Setup Window

Microsoft Dynamics GP >> Tools >> Setup >> Project Cost >> System User Setup

Overview

This window is used to create users, set or reset passwords, set user email address for notification, link an Active Directory or Windows User Account to the PC System User for Single-Sign-On, establish global password reset policy and grant access to company databases for Project Cost Time & Expense entry users.

Creating System Users is a global function in that the User Account is used 'System Wide' and while separate from Microsoft Dynamics GP System Users they perform a similar function. System User ID's are unique identification and security validation for T& E User access.

Operation

Enter **User ID**: This field is not case sensitive.

Enter **User Name**: Used for reporting

Enter **Password**: Enter and Confirm a Password for this user

Confirm Password:

Enter **Email Address**:

Windows User: Lookup
(Active only if using Single-Sign-On option)

Check Box - User must change password at next logon

If selected the user will be prompted to change their password next time they sign on.

Check Box – Send email notice

Only active when Password has been changed – will send the user an email with account details.

Check Box – Select Company Access

This section is used to grant access to specific companies for Time & Expense Entry.

PC Password Control window

PC Password Control

File Edit Tools Help sa Fabrikam, Inc. 9/9/2016

Change Password

☒ Enable Password Change

Users must change password every (days) 0

☐ All Users must change password at next login

Password Strength

☐ Enforce Password Strength

Minimum Length 0

Minimum Numeric Characters 0

Minimum Punctuation Characters 0

☐ Require Both Upper and Lower Case Characters

User Credentials Email Template

Email Subject {0} = User ID {1} = User Name

Time & Expense portal

Email Message {0} = User ID {1} = User Name {2} = Password

Please access the Time & Expense portal to setup your new password.

User ID: {0}

Temporary Password: {2}

OK

Overview

This window has 3 basic functions:

1. Control Change Password Settings.
2. Control Password Strength.
3. To set format of Email message notice of User Account changes

Operation

1. Change Password Controls

Enable Password Control

This control, when enabled, will require users to change their passwords at the set interval of days. Users can reset their own passwords at any time from the T&E portal without prompting.

All users must change password on next logon

This control, when enabled, will require all users to change their passwords at their next logon.

- 2. Password Strength** - This control, when enabled, will set requirements for re-setting user passwords from the Web T&E module. **Please note that this control works only from the Web.**

Check Box – Enforce Password Strength

Minimum Length must be greater than 2

Minimum Numeric Characters

Min Number plus Min Punctuation cannot be greater than Min Length minus 2

Minimum Punctuation Characters-

Check Box - Require Both Upper and Lower Case Characters

3. User Credentials Email Template Settings

This control sets up the email notice template. This email can be sent to the user to notify them when their User Account has changed.

Email Subject Line:

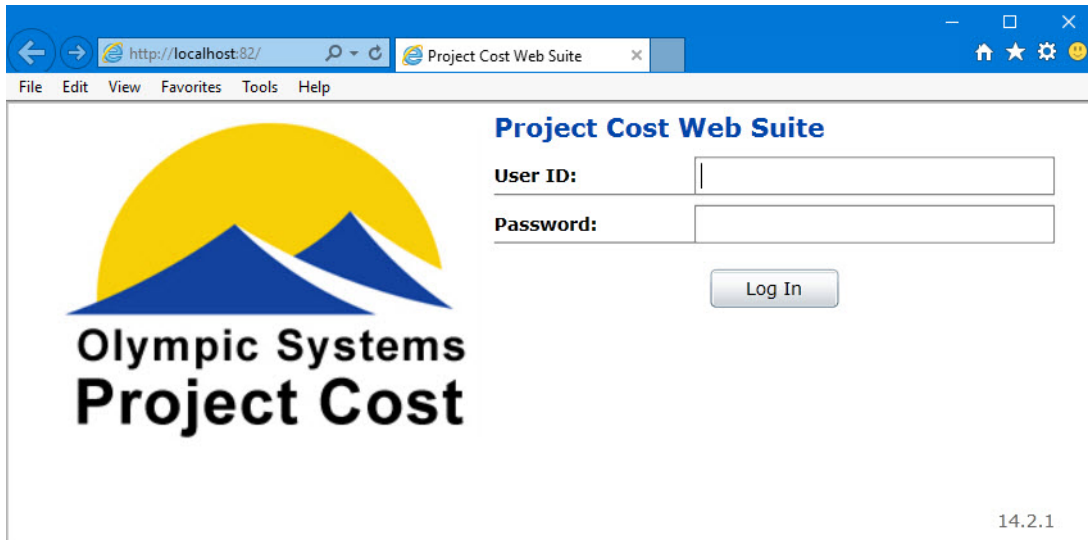
Enter a default subject line - Notice you can use the Parameter {0} to insert UserId and {1} for the User Name

Email Message:

Enter a default Email Message - Notice you can use the Parameter {0} to insert UserId {1} for the User Name and {2} for the Temporary Password

Project Cost Web Suite – Logon Window

[Access this page via your browser](#)



Overview

Olympic Systems Project Cost Web Suite Logon window is used to permit users to securely logon to enter, review, approve or reject Time and Expense entries.

Important! Project Cost Web Suite module requires the use of the Silverlight

Operation:

Launch your web browser and connect to Olympic Project Cost Time & Expense Entry – This procedure may vary from installation to installation. Contact your network administrator or your software vendor for assistance.

New to v12.04/14.02/16.02 is a Single Sign On option where the logon window would be bypassed and validation would be performed via Active Directory Authentication.

Standard Logon Method:

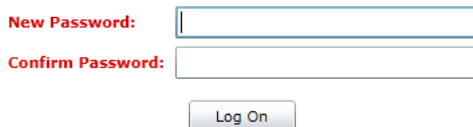
Enter your User ID

Enter your User Password

Next click the Log In button

The user may be required to reset their password upon next logon by the system administrator.

The user will receive prompts to enter a new password:



You must change your password to continue

T&E – Submit Transactions Tab View

Adam Barr

ID Desc/Name Time & Expense Fabrikam, Inc. Options Log Off

Month Week Day Time Expense Submit Exceptions Statements Reports

Submit Refresh All Time Expense Start Date 15 End Date 15 Show Billing Description

Submission	Date	Project	Task	Pay Code	Hours	Expense	Description	Credit Card	Vendor Invc
Unsubmitted [12] [3]						\$691.97	WYNDHAM 800-691-	AmericaCharg	
7/17/2015 10:25 AM [4]	7/15/2015	Aard Mfg ERP	5 Days - Implementat	EXP	2.50				
7/15/2015 10:25 AM [20]	7/20/2015	Aard Mfg ERP	5 Days - Implementat	EXP	5.50				
6/30/2015 10:24 AM [4]	7/20/2015	Astor Suites ERP	Day 2 - General Ledge	EXP	6.00				
2/21/2013 10:24 AM [7]	7/21/2015	Aaron Fitz Install	Terms	EXP	2.00				
12/29/2012 10:23 AM [9]	7/21/2015	Astor Suites ERP	Day 2 - General Ledge	EXP	6.00				
	7/22/2015	Aaron Fitz Install	Terms	EXP	3.00				
	7/22/2015	Astor Suites ERP	Day 2 - General Ledge	EXP	6.00				
	7/23/2015	Aaron Fitz Install	Posting Options	EXP	6.00				
	7/23/2015	Astor Suites ERP	Day 2 - General Ledge	EXP	2.00				
	7/24/2015	Astor Suites ERP	Day 2 - General Ledge	EXP	\$35.00		Parking Fees		
	7/24/2015	Astor Suites ERP	Day 2 - General Ledge	EXP					

Selected Total: Hours 10.00 Expense \$0.00

Overview

Olympic Systems Project Cost Time & Expense – Submit window is used to permit users to select transactions that are ready for the manager's review and approval.

Notice on the Left side is a list of prior submissions.

Each transaction has a Blue Underlined link that will take the user directly to the transaction where the user can review details or make corrections if needed.

New to v 12.04/14.02/16.02 is the Expense Status Reporting – allowing the user to follow the status of expense as they move through Approvals to Payment.

Work Flow Step:	Status:
Employee Submits Transactions	Submitted
Manager Rejects Transaction – Returned to Employee	Rejected
Employee Corrects and Re-Submit to Manager	Re-Submitted
Manager Approves Transactions	Approved
Accounting Process Transactions for Payment	Processed
Accounting Pays Transactions	Paid

Transactions Ready to Submit:

The screenshot shows the 'Project Cost Web Suite' interface. The user is logged in as Adam Barr. The 'Submit' tab is active. The table displays three transactions ready for submission, all dated 9/28/2016, for the project 'Aaron Fitz Install'. The transactions are for 'Fiscal Periods' with pay code 'EXP'. The expenses are \$16.00, \$125.00, and \$225.50. The total expense is \$366.50.

Submission	Date	Project	Task	Pay Code	Hours	Expense	Description	Credit Card	Vendor Invc
Unsubmitted [3]	9/28/2016	Aaron Fitz Install	Fiscal Periods	EXP		\$16.00	Parking at Aaron		
	9/28/2016	Aaron Fitz Install	Fiscal Periods	EXP		\$125.00	Hotel for Aaron		
	9/28/2016	Aaron Fitz Install	Fiscal Periods	EXP		\$225.50	Dinner with Aarc		
Selected Total:						Hours	0.00	Expense	\$366.50

Transactions Submitted

The screenshot shows the 'Project Cost Web Suite' interface. The user is logged in as Adam Barr. The 'Submit' tab is active. The table displays three transactions that have been submitted, all dated 9/28/2016, for the project 'Aaron Fitz Install'. The transactions are for 'Fiscal Periods' with pay code 'EXP'. The expenses are \$16.00, \$125.00, and \$225.50. The total expense is \$366.50.

Submission	Date	Project	Task	Pay Code	Hours	Expense	Description	Credit Card	Status	Vendor Invc	Voucher Nu
Unsubmitted [0]	9/28/2016	Aaron Fitz Install	Fiscal Periods	EXP		\$16.00	Parking at Aaron		Submitted		
9/28/2016 9:29 AM [3]	9/28/2016	Aaron Fitz Install	Fiscal Periods	EXP		\$125.00	Hotel for Aaron		Submitted		
	9/28/2016	Aaron Fitz Install	Fiscal Periods	EXP		\$225.50	Dinner with Aarc		Submitted		
Submission Total:						Hours	0.00	Expense	\$366.50		

Transactions Rejected by Manager

The screenshot shows the 'Project Cost Web Suite' interface. The user is logged in as Adam Barr. The 'Exceptions' tab is active. The table displays three transactions that have been rejected by the manager, all dated 9/28/2016, for the project 'Aaron Fitz Install'. The transactions are for 'Fiscal Periods' with pay code 'EXP'. The expenses are \$16.00, \$125.00, and \$225.50. The total expense is \$366.50.

Submission	Date	Project	Task	Pay Code	Hours	Expense	Description	Credit Card	Status	Vendor Invc	Voucher Nu
Unsubmitted [0]	9/28/2016	Aaron Fitz Install	Fiscal Periods	EXP		\$16.00	Parking at Aaron		Approved		
9/28/2016 8:05 AM [3]	9/28/2016	Aaron Fitz Install	Fiscal Periods	EXP		\$125.00	Hotel for Aaron		Rejected		
	9/28/2016	Aaron Fitz Install	Fiscal Periods	EXP		\$225.50	Dinner with Aarc		Approved		
Submission Total:						Hours	0.00	Expense	\$366.50		

Transaction Resubmitted

The screenshot shows the 'Project Cost Web Suite' interface. The user is logged in as Adam Barr. The 'Submit' tab is active. The table displays three transactions that have been resubmitted, all dated 9/28/2016, for the project 'Aaron Fitz Install'. The transactions are for 'Fiscal Periods' with pay code 'EXP'. The expenses are \$16.00, \$125.00, and \$225.50. The total expense is \$366.50.

Submission	Date	Project	Task	Pay Code	Hours	Expense	Description	Credit Card	Status	Vendor Invc	Voucher Nu
Unsubmitted [0]	9/28/2016	Aaron Fitz Install	Fiscal Periods	EXP		\$16.00	Parking at Aaron Fitz		Approved		
9/28/2016 8:05 AM [3]	9/28/2016	Aaron Fitz Install	Fiscal Periods	EXP		\$125.00	Hotel for Aaron Fitz meeting		Resubmitted		
	9/28/2016	Aaron Fitz Install	Fiscal Periods	EXP		\$225.50	Dinner with Aaron Fitz		Approved		
Submission Total:						Hours	0.00	Expense	\$366.50		

Transactions Approved by Manager

The screenshot shows the 'Project Cost Web Suite' interface. The user is logged in as Adam Barr. The 'Expense' tab is selected, and the 'Submit' button is highlighted. The table displays three transactions for 9/28/2016, all with a status of 'Approved'. The total expense is \$366.50.

Submission	Date	Project	Task	Pay Code	Hours	Expense	Description	Credit Card	Status	Vendor Invoice	Voucher Number
Unsubmitted [0]	9/28/2016	Aaron Fitz Install	Fiscal Periods	EXP		\$16.00	Parking at Aaron Fitz		Approved		
9/28/2016 8:05 AM [3]	9/28/2016	Aaron Fitz Install	Fiscal Periods	EXP		\$125.00	Hotel for Aaron Fitz meeting		Approved		
	9/28/2016	Aaron Fitz Install	Fiscal Periods	EXP		\$225.50	Dinner with Aaron Fitz		Approved		
Submission Total:						Hours	Expense	\$366.50			

Transactions Processed to Accounts Payables

The screenshot shows the 'Project Cost Web Suite' interface. The user is logged in as Adam Barr. The 'Expense' tab is selected, and the 'Submit' button is highlighted. The table displays three transactions for 9/28/2016, all with a status of 'Processed'. The total expense is \$366.50.

Submission	Date	Project	Task	Pay Code	Hours	Expense	Description	Credit Card	Status	Vendor Invoice Number	Voucher Number
Unsubmitted [0]	9/28/2016	Aaron Fitz Install	Fiscal Periods	EXP		\$16.00	Parking at Aaron Fitz		Processed	PCTrx 297	PCPM00001
9/28/2016 8:05 AM [3]	9/28/2016	Aaron Fitz Install	Fiscal Periods	EXP		\$125.00	Hotel for Aaron Fitz meeting		Processed	PCTrx 297	PCPM00001
	9/28/2016	Aaron Fitz Install	Fiscal Periods	EXP		\$225.50	Dinner with Aaron Fitz		Processed	PCTrx 297	PCPM00001
Submission Total:						Hours	Expense	\$366.50			

Transactions Paid

The screenshot shows the 'Project Cost Web Suite' interface. The user is logged in as Adam Barr. The 'Expense' tab is selected, and the 'Submit' button is highlighted. The table displays three transactions for 9/28/2016, all with a status of 'Paid'. The total expense is \$366.50.

Submission	Date	Project	Task	Pay Code	Hours	Expense	Description	Credit Card	Status	Vendor Invoice Number	Voucher Number
Unsubmitted [0]	9/28/2016	Aaron Fitz Install	Fiscal Periods	EXP		\$16.00	Parking at Aaron Fitz		Paid	PCTrx 297	PCPM00001
9/28/2016 8:05 AM [3]	9/28/2016	Aaron Fitz Install	Fiscal Periods	EXP		\$125.00	Hotel for Aaron Fitz meeting		Paid	PCTrx 297	PCPM00001
	9/28/2016	Aaron Fitz Install	Fiscal Periods	EXP		\$225.50	Dinner with Aaron Fitz		Paid	PCTrx 297	PCPM00001
Submission Total:						Hours	Expense	\$366.50			

General Ledger Transactions

Transactions >> Financial>> General

The Project Cost supports these Transaction Types: Standard, Reversing, Recurring, Back-Out & Correcting

The following Transaction Types are supported:

- Standard
- Reversing
- Recurring
- Back-Out
- Correcting

NOTE: Project Cost does not support Back-Out/Correcting journal entries for the following transaction processes:

- Standard Cost Labor Postings
- Periodic Actual Labor Cost Postings
- Burden Processing Postings
- Periodic Work-in-Process Posting
- Periodic Percentage Completion Posting

The screenshot shows the 'Transaction Entry' window. At the top, there's a menu bar with 'File', 'Edit', 'Tools', 'View', 'Additional', and 'Help'. Below the menu bar is a toolbar with icons for 'Save', 'Delete', 'Volid', 'Post', 'Correct', and 'Copy'. The main area contains several input fields: 'Journal Entry' with the value '3451', 'Transaction Type' with 'Standard' selected, 'Transaction Date' with '6/24/2007', 'Source Document' with 'GJ', 'Reference' with 'Project Allocations', and 'Currency ID' with 'Z-US\$'. Below these are fields for 'Co. ID', 'Account', 'Debit', 'Credit', 'Description', 'Distribution Reference', and 'Corresp Co. ID'. The bottom of the window shows a 'Total' of '\$0.00' and a 'Difference' of '\$0.00'. The status is 'Unposted'.

It is also important to note that neither Dynamics GP nor Project Cost support Back-Out / Correcting entries on transactions initiated in the following subsidiary modules:

- Payables Management
- Purchase Order Processing
- Inventory
- Receivables Management
- Sales Order Processing
- Payroll

Please contact our office for assistance or advice on these types of transactions.

Begin a Journal Transaction as normal - see Microsoft Dynamics GP User Guide for detail.
Complete the header information as needed.

As the user Tab's through the Header information the Project Cost transaction window will automatically open.

Project Cost GL Transaction Entry Window

Project	Task	Cost Category	Sub Category	Revenue Account	Revenue Account Desc	Sales Debit	Sales Credit	Cost Debit	Cost Credit
Aaron Fitz Install	Terms	Purchase	None	000 .4000 .00	Project Sales	\$0.00	\$305.00		
25.00	\$12.20			000 .5030 .00	Project Purchases			\$412.50	\$0.00
25.00	\$16.50								
Astor Suites ERP	Create Manufacturer	Purchase	None	000 .4000 .00	Project Sales	\$305.00	\$0.00		
(25.00)	\$12.20			000 .5030 .00	Project Purchases			\$0.00	\$412.50
(25.00)	\$16.50								
		None	None			\$0.00	\$0.00		
0.00	\$0.00							\$0.00	\$0.00
0.00	\$0.00								

Overview: The functionality of this window is designed to permit organizations to make adjusting journal entries which will affect both the General Ledger and the Project Sub-Ledger.

Transactions may be recorded to affect both Cost and Revenues. Cost Categories permitted include: None (implies revenue only transactions), Labor, SubContract, Purchase, Materials.

This window works differently depending on the categories selected – for example for a Labor transaction users may find it desirable to not only record the Debit & Credit value but also other details such as Quantities and Pay Rates. Below we will discuss the field options for each transaction type.

While the details may vary with each transaction type the process is ultimately debits and credits like any traditional journal entry. Notice that we have segregated the debits & credits by revenue (sales) and cost.

All journal entries must balance (debits must equal credits) before Dynamics will allow the journal to post. It is proper that debits and credits balance for revenue and for cost prior to attempting to post a journal – If revenues or cost are out of balance – Project Cost will warn the user.

This window has 3 input Options for ease of use:

1. Cost Only
2. Revenue Only
3. Cost & Revenues (Both)

Cost Only Entry


Revenue Only Entry

Both Cost & Revenue Entry

PC Upgrade Guide v18.01.01.docx


Select a [Project](#): (The Project ID is optional)

The user can type the Project ID if known or lookup the project from a list of active projects.

Type part or all the Project that you are searching for then press Ctrl + L or  — Choose to open a lookup window

Project Cost will take you to the closest matching record.
Scroll up or down to highlight the desired record and either press enter or click select.
The program will insert your selection in the Project field.

Select a [Task](#): (The Task ID is required if a Project ID is used)
The user can type the Task ID if known or lookup the project from a list of active tasks.

Type part or all the Task that you are searching for then press Ctrl + L or  — Choose to open a lookup window

Project Cost will take you to the closest matching record.
Scroll up or down to highlight the desired record and either press enter or click select.
The program will insert your selection in the Task field.

Select a Cost Category. System will default None if not selected.

Select a Sub-Cost Category. (Required Field) System will default None

Enter a Department ID (Optional Field for Labor or Subcontract cost category)

Enter Pay Code (Optional Field for Labor or Subcontract cost category)

Enter Item Number (Optional Field for Material cost category)

Enter Unit of Measure (Optional Field for Material cost category)

Enter Billing Qty (Optional Field)

Enter Unit Price (Optional Field)

Confirm or Enter a Revenue Distribution Account:
Project Cost will default account from the Project settings – the user may override this account as needed.

Enter the Revenue Debit or Credit Amount – Revenue Debits & Credits Must Balance.

Enter Cost Qty (Optional Field)

Enter Unit Cost (Optional Field)

Confirm or Enter a Cost Distribution Account:
Project Cost will default account from the Project settings – the user may override this account as needed.

Enter the Cost Debit or Credit Amount – Cost Debits & Credits Must Balance.

Select  the Option Expansion Button to access Transaction Description and User Defined Option fields.

Transaction Description:



Enter any description desired assist in identifying the purpose of this transaction. Project Cost will default this from the Reference filed. This can be up to 60 characters.

User Defined Options:


Enter information into any of the User Defined Option fields as needed.

Project Cost provides 6 user defined fields – 2 Date fields, 2 Currency and 2 Character.

Select the  **Note Button to access the Transaction Notes window.**

Use the Note window to create, display, or modify notes for this transaction. Notes may be text (up to about 17 pages) and or OLE Objects. If a note is attached , the "page" will appear to have lines of text on it otherwise if no note is attached , the "page" will appear to be blank.

Save:

If the transaction is completely distributed the user can click on the Save button  **Save** and return to the Journal Transaction Entry window.

PC Scheduled Billing Approval Window

Microsoft Dynamics GP >> Tools >> Routines >> Project Cost >> PC Scheduled Billing Approval

PC Scheduled Billing Approval

File Edit Tools Help Debug sa Fabrikam, Inc. 2/27/2017

Save Refresh Process Budget Explorer Status:

View by: ☐ Date ☒ Project

Project ID: ☐ All ☐ Single

Dates: ☐ All ☐ From To

View Filters: Customer ID

Subscription ☐

Renewal Cycle: Semi-Monthly

Current Billing: 3/1/2013

Next Renewal:

Quantity: 0.25

U of M: Each

Unit Price: 75,000.00

Total Amt: 18,750.00

Billing Description: Contract Billing Deposit 25%

Transaction Description: Contract Billing Deposit 25%

Project ID: Aaron Fitz Install

Task ID: Billing

Budget ID: Initial

Overview

The **PC Scheduled Billing Approval** window permits the user to select scheduled billings for invoicing.

View By: This window may be viewed either by Project or by Date.

The user may select to View by Project using the radio button. The system will remember the last View By setting used by the user.

View Filters - transactions can be selected by any one for the following: Customer ID, Territory ID, Project Type, Project Sort 1, Billing Method, Billing Cycle, Billing Format or by Date Range fields.

Expand the Projects or Dates to view each transaction.

Select an item by clicking on the check box to the left of the transaction.

To view the item details click on the transaction. This will populate the right side of the window.

Any field with a white background may be edited.

If a transaction has been selected that is a Recurring or Subscription billing, you will notice details associated with a Renewal Cycle along with the Next Renewal date.

When processed – Project Cost will automatically create the next Scheduled Billing transaction for the Next Renewal date.

Once all the billings have been selected, **Click** on the Process button.

Project Cost will set these transactions to be processed via the Create SOP Transactions window.

Project Cost Import Tools Suite Now Supports Excel Import Files.

Overview

Project Cost Import Tools now supports importing from Excel spread sheets.

The operations are not much different from the prior version processes but this feature does permit users to store other support information in additional sheets within the same file.

Import Types, options include:

Time Transactions
Expense Transactions
Payables Transactions
Sales Transactions
General Ledger Transactions
Budget Transactions
Periodic Labor Cost (CSV/Tab file support only)
Project
Task
Credit Card Statements

The First sheet in the file is the only one that Project Cost looks at when importing from an Excel format

When Excel stores data it only works with 4 data types. This makes the task of controlling the data and formats being imported much easier than with tab or csv files. :

Data Type:	Precision:	Notes:
Strings		Text strings – Flexible length
Dates	8	From 01/01/1900 to 12/31/9999 Will follow the system date format
Numbers	Double	Floating Point Numeric data with a range between 1E-308 to 1E+308
Boolean	2	Logical Value of TRUE or FALSE