Solution User Manual

Microsoft Dynamics 365 Business Central

Table of Contents

1. Purpose & Scope of Document

Solution User Guide of NAVBUILD on Business Central explains the following for,

- Master Details
- QS Team
- Purchase Team
- Projects Team
- Site Team
- Accounts Team

Target audience of this document are,

- NAV Implementation Consultants,
- Microsoft Dynamics NAV Partners and
- End customers

2. Solution Description

NAVBUILD is built on top of Microsoft Dynamics365 Business Central, which includes all key processes of the project execution companies, enabling them to deliver successful and profitable projects. Comprehensive project life cycle starting from Tendering, Budgeting, Planning/Scheduling, and execution till project delivery are concealed within NAVBUILD.

NAVBUILD provides completely automated estimation through Zero Costing Rate Analysis mechanism which will improve productivity in responding to customers. Project site members can use web application to record requisition, material receipt and issue, using measurement book for subcontractor management. Project control during execution is provided by rigorous multi-level approval mechanism and workflow processes.

Customers of NAVBUILD enjoy following benefits,
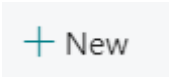
- Improved response time during tendering/bidding activities
- Automated budgeting/estimation process
- Real time visibility on project status through single dashboard
- Schedule and Cost variance analysis readily available
- Multiple quotation comparison from vendor/supplier while material and labour procurement
- Better governance of subcontracted assignments
- User specific dashboards through role tailored client
- Add-on apps such as VMP365 (Vendor collaboration tools) can be work on top of Navbuild

3. Master Records

3.1   How to create new customer?

1. Search for Customer

(Path: Sales/Customers)

2. Click New
3. System will automatically generate Customer no.
4. Provide customer details like,
   a. Address (under General tab)
   b. Address 2 (under General tab)
   c. City (under General tab)
   d. Country (under General tab)
   e. Payment terms (under Payment tab)
   f. Payment Method (under Payment tab)
5. Mandatory fields
   a. Gen. Bus. Posting Group (under General tab)
      i. Domestic
   b. Customer Posting Group (under General tab)
      i. Domestic

__Note:__

It is necessary to mention that without any values in above mentioned mandatory fields system will still allow you create sales invoice and post sales invoice, but __statutory may not get calculated correctly__.

3.2 How to create new vendor?
1. Search for Vendor

(Path: Purchasing/Vendor)
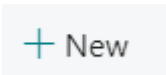
2. Click New
3. System will automatically generate Vendor no.
4. Provide vendor details like,
   a. Address (under General tab)
   b. Address 2 (under General tab)
   c. City (under General tab)
   d. Country (under General tab)
   e. Payment terms (under Payment tab)
   f. Payment Method (under Payment tab)
5. Mandatory fields
   a. Gen. Bus. Posting Group (under General tab)

b. Vendor Posting Group (under General tab)

Note:

1) *It is necessary to mention that without any values in above mentioned mandatory fields system will still allow you create purchase RFQ, purchase Quote, purchase order, GRN, purchase invoice and post purchase invoice, but* **statutory may not get calculated correctly***.*
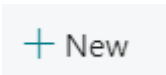
3.3 How to create new contact?

1. Search for Contact

2. Click New
3. System will automatically generate Contact No.
4. Select Type
   a. Company – Select this option if you want to create a new company
   b. Person – Select this option if you want to create a new contact within a company
5. Select Company No.
   a. This option will get enabled only if TYPE is selected as PERSON
6. Company Name
   a. This field will automatically get populated based on COMPANY NO selection
   b. This field will be allowed to enter name of company, if TYPE is selected as COMPANY
7. Provide details for
   a. Name (under General tab)
   b. Address (under General tab)
   c. Address 2 (under General tab)
   a. Post code (under General tab)
   b. City (under General tab)
   c. Country/Region (under General tab)
   d. Phone no. (under General tab)

3.4 How to create new item?

1. Search for Item

(Path: Purchasing/Items)

2. Click New
3. Provide details for
   a. Description
   b. Specification
   c. Base unit of measure
   d. Item Category Code
   e. Product Group Code
   f. Costing method

4. Mandatory fields
   a. Gen. Prod. Posting Group (under Invoice tab)
   b. Inventory Posting Group (under Invoice tab)
   c. Unit Cost (under Invoicing tab)
      i. If Unit cost field in Item master has a value, then this value will be used while preparing Rate Analysis.
      ii. Still at Rate Analysis, system will allow to overwrite the value, but master record remains unchanged.

3.5 How to create new resource?

1. Search for Resources

(Path: Resource Management/Resources)

2. Click New + New
3. Resource No. will get populated automatically
4. Provide details for
   a. Description (under General tab)
   b. Base unit of measure (under General tab)
   c. Long description (under General tab)
   d. Long description 2 (under General tab)
5. Mandatory fields
   a. Gen. Prod. Posting Group (under Invoice tab)

3.6 How to Create Cost Component?

1. Search for Cost Component
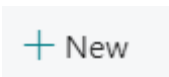
(Path: Formula Builder / Cost Component)

2. Click New + New
3. Code – Enter the Cost component code manually
4. Description – Enter the Cost component description manually
5. Type – Select any of the type which the component should consider its calculation
   a. Item / Item category
   b. Resource / Resource Group
   c. GL Account (Other Expenses)
   d. ALL

3.7 How to define Cost Component Definition (CCD)?

1. Search for Cost Component

(Path: Formula Builder / Cost Component Definition)

2. Click New + New
3. Code – Enter the Cost Component Definition code manually
4. Description –Enter the Cost Component Definition description manually

5. Other fields to be configured and used as below

3.8 How to Create Price Component?

6. Search for Price Component

(Path: Formula Builder / Price Component)

7. Click New + New
8. Code – Enter the Price component code manually
9. Description – Enter the Price component description manually
10. Type – Select any of the type which the component should consider its calculation
    a. Item / Item category
    b. Resource / Resource Group
    c. GL Account (Other Expenses)
    d. ALL
11. Price Component Type – Select the Price component type which needs to be identified and factored with respect to the type such as Margins / Overheads.

3.9 How to define Price Component Definition (PCD)?

6. Search for Price Component Definition

(Path: Formula Builder / Price Component Definition)

7. Click New + New
8. Code – Enter the Price component code manually
9. Description – Enter the PCD manually

MARGIN · Margin

General   Show more

Code · · · · · · · · · · · · · · · MARGIN   Description · · · · · · · · · · · · · · · Margin

Component Details | Manage

	Calculation Order ↑	Component Code	Description	Type	Price Component Type	Calculation Type	Calculation Value	Incl... Base	Base Formula
→	1	G/L ACCOUNT	G/L Account Margin	G/L Account	Margins	Fixed Value	250.00	✓	
	2	ITEM MARGIN	Item Margin	Item	Margins	Percentage	15.00	✓	
	3	RESOURCE M...	Resource Margin	Resource/R...	Margins	Percentage	10.00	✓	

a. Component Code - Select the Component Code from Price Component Master
b. Description – Description will get auto populated
c. Type – It gets auto populated based on the code selection
d. Price Component Type – It gets auto populated
e. Calculation Type – Select the Calc type (Fixed Value / Percentage)
f. Calculation Value – Enter the Value based on its type.
g. Include Base – Enable this field if it requires to calculate from its base cost of the type associated with it.
h. Base Formula – Provide the additional Price components to be included for to derive the Price for the Price Component.

4. QS Team

4.1 Rate Analysis

Rate Analysis may require the different combination of inputs to derive the Estimated / Budgeted Cost. This Rate Analysis helps Project driven companies to factor or filter their industry requirement categorization while setup at the time of Rate Analysis. Accordingly, the categorization can be established or viewed during its Process life cycle. It may be highly categorized as for MEP, Supply & Install, EPC, Etc.,

4.1.1 How to create Rate Analysis?
1. Search for Rate Analysis

(Path: Project Management/Rate Analysis)

2. Click 'NEW'   **+ New**
3. System will automatically generate Rate analysis number.
4. Under GENERAL tab, provide the following information
    a. Description – Rate Analysis technical description must be provided
    b. Base Unit of Measure – base unit of measure of the panel
    c. Qty Per – Enter the value as '1'. Rate analysis must always be prepared for a unit BOQ activity.
    d. Master link – Enable this check box if this RA must be used as a template.
    e. Status

      i. New & Under development – Select this option when Rate analysis is Work-In-Progress

      ii. Certified – Select this option when Rate analysis can be used against an estimation

      iii. Closed – Select this option when Rate analysis cannot be used against an estimation

  f. Rate Analysis Type

      i. Master – Select this option when this Rate Analysis can be used across the Projects (or) can be General RA

      ii. Estimation – Select this option when this Rate Analysis can be used only at the Estimation level

      iii. Budget – Select this option when the Rate Analysis can be used only for setup Budgets.

  g. Project No – Select the Estimation / Project no if the Type as selected 'Estimation (or) Budget.

  h. RA Category – Create and Select the RA Category for Specified group of RA

  i. Currency Code – Select the currency code if the RA is prepared apart from local currency

  j. Approval Status – RA Approval status can be enabled based on the configured workflow for RA. Which could be the Open, Released, Pending Approval, etc.,

  k. Code Definition code (CDC) – Select the cost driver code from the predefined setup of Cost driver Master to calculate the automated cost considerations.

  l. Quantity Rounding Precision – Enter the Quantity Rounding Precision to allow the Quantity decimals for to calculate the minute weight of Quantities at the time of RA definition and to round off the quantities based on the precisions defined this field and across its utilization in the application

  m. Value Rounding Precision – Enter the Amount Rounding Precision to allow the value decimals while consider its amount rounding precision at the time of calculation across the application.

  n. Search Description – It will get automatically populated by system.

  o. Last modified date – It will get automatically populated by system.

  p. Total Amount

      i. It will get automatically populated.

      ii. This field will arrive at the cost of completing an BOQ activity based on its materials and labour combination.

5. Under RATE ANALYSIS SUB FORM, enter the following details,

  a. Type:

      i. Select type as ITEM – to enter materials

      ii. Select type as RESOURCE – to enter Manpower / Machine / Subcontracting activities

      iii. Select type as RESOURCE GROUP – to enter Manpower Group/ Machine Group activities

      iv. GL Account – to enter other expenses (Select from our Chart of Accounts)

      v. Rate Analysis – to enter the RA which are to be the part of Main RA

      vi. Item Category – to enter the Item Category

  b. No. – Search for item/resource based on previous field selection

  c. Description – It will get automatically populated by system

d. Unit of measure - It will get automatically populated by system
e. Variant Code – Select the Variant with respect to the item is selected.
f. No. of quantity – Enter a value
g. Cost definition code (CDC) – it will get automatically populated by the system based on the header Cost definition code selection. In case if it varies the cost definition in each RA Line, then select the appropriate cost definition code to consider for the line.
h. Base Cost – Enter the base amount for the CDC Calculation
i. Unit Cost - It will get automatically populated by system based on CDC defined and with Base cost entered.
j. Total Cost – It will get automatically populated by system. Formula is
   Total Unit Cost = Net Quantity X Unit Cost
k. EPC Category – Select the Category with respect to the RA line type is associated by the industry

Note:

Industry Classification Flag can be enabled under Navbuild setup to display Industry Terminology and Industry ready in-built funcitons

.

Major Industries are :

1. Construction Contracting

2. Interior Fitouts

3. HVAC

4. MEP

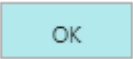*5. Project Manufacturing Companies such as Electrical Automation, Structurals, etc.,*

6. PMC's. etc.,

6. Under RATE ANALYSIS SUB FORM, enter the following details, (Industry specific information has to enable under Jobs set up /Navbuild Configuration -> Enable Physical Dimension and Allow Wastage % .This configuration enables the below mentioned fields in the RA Line.

   a. Length – Enter a value
   b. Breadth – Enter a value
   c. Height – Enter a value
   d. Original quantity - It will get automatically populated by system. Formula is
      Original quantity = Length X Breadth X Height X No. of quantity
   e. Allowed Wastage % - It will get automatically populated by system from Master table. System will allow to overwrite the value.
   f. Wastage Quantity - It will get automatically populated by system. Formula is
      Wastage Quantity = Original Quantity X Allowed Wastage%
   g. Net Quantity - It will get automatically populated by system. Formula is
      Net Quantity = Original Quantity + Wastage Quantity

4.1.2 How to copy Rate Analysis?

1. Search for Rate Analysis

(Path: Project Management/Rate Analysis)
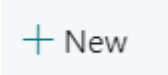
2. Select a Rate analysis which must be copied.

3. Click 'COPY RATE ANALYIS' 📁 Copy Rate Analysis
4. Select Copy Quantity – If required to copy quantity from old RA to new RA.
5. Select Copy Cost – If required to copy unit cost from old RA to new RA.

6. Click 'OK' [OK]

4.2 Estimation

4.2.1 How to define Estimation card?
1. Search for Estimation

(Path: Estimation Management/Estimation)

2. Click 'NEW' [+ New]
3. Under GENERAL tab, enter the following information
   a. No. – System will automatically generate this field
   b. Description – Enter estimation description
   c. Bill to Customer No. – Select the customer name to whom estimation must be prepared
   d. Bill to Address – These details will get automatically populated based on Customer no. selection

e. Person Responsible – Select the QS / Pre sales team to select the resource whom involved with the Estimation from Resource Master

f. Achieve Version – It refers the current Version of Estimate or the latest version of the estimate.

g. Customer Approval – Select the Customer Approval flag enabled if this estimate requires customer Approval before to Publish it.

h. Use System RA – Enable System RA Flag if the estimate is going to prepare without any Detailed RA.

i. Overhead Calculation – Select the Overheads which needs to be factored in various level and calculation

   1. Overall overheads (Overheads of the Projects will be loaded in the consolidated level in the Job task)
   2. Group level Overheads (Basis on the Project Expenses group wise the overheads will be loaded in the Job Task)
   3. Detailed level Overheads (Project Overheads will be loaded as it is in Job task line)

j. Quantity Rounding Precision – It will get loaded automatically based on the Navbuild setup. If any specific rounding precision to be considered for the estimate, User can overwrite as they need in their Estimate Quantity calculation.

k. Value Rounding Precision It will get loaded automatically based on the Navbuild setup. If any specific rounding precision to be considered for the estimate, User can overwrite as they need in their Estimate value calculation

l.

4. Under CUSTOMER BILLING tab, enter the following information
The below said definition should be the combination while define project master.
Scenario – 1.

   a. Billing Type – select 'PROGRESSIVE' option ALWAYS
   b. Project Type – select 'TIME & MATERIAL' option ALWAYS
   c. Material Payment – select 'CONSUMPTION' option ALWAYS
   d. Track Inventory – It must not be enabled.
   e. Price Definition Code (PDC) – Select the PDC from the preconfigured Master to calculate the Estimated Price.
   f. Advances – select 'INVOICE' option ALWAYS

Scenario – 2.

   a. Billing Type – select 'MILESTONE option ALWAYS
   b. Project Type – select 'FIXED BID' option ALWAYS
   c. Material Payment – select 'SITE DELIVERY; option ALWAYS
   d. Track Inventory – It must be enabled only if the company wants the physical inventory tracking even though it has been accounted as consumed by project accounting principle
   e. Price Definition Code (PDC) – Select the PDC from the preconfigured Master to calculate the Estimated Price.
   f. Advance Type – select 'INVOICE' option ALWAYS

5. Under Contingency tab, enter the following information
   a. Contingency % - Enter the Contingency % if company requires any management reserve for future event.

b. Contingency Amount – Enter the LS Amount for Reserve if you don't want it in %.

6. Under POSTING tab, enter the following information
   a. Job Posting Setup – It will be auto populated from Job Posting setup defined at Master level.
   b. WIP Method – It will be auto populated from Job Posting setup.

7. Under Duration tab, enter the following information
   a. Start Date – Enter the tentative Project Start date
   b. End Date – Enter the tentative Project end date

8. Under Foreign Trade tab, enter the following information
   a. Currency Code – Select the Currency code if the estimate prepares in other than local currency
   b. Invoice Currency Code – Select the Invoice currency code which the Invoices to be generated

9. Under OTHER INFORMATION tab, Contains the Estimated Cost and Price information abstract in LCY and FCY based on the various parameters selected.

4.2.2 How to define overheads?

While prepare Estimates there are 2 ways to factor Direct and Indirect Overheads and come up with the complete Estimate.

Scenario 1 : Manage with Cost Component Definition as mentioned in section 3.7.

Outcome : Based on the CCD, the factored overheads will be calculated as per the formula defined and will get added in the RA Unit Cost

(or)

Scenario 2: Define Project detail Overheads as mentioned below

1. Search for Estimation

(Path: Estimation Management/ Estimation / Actions / Estimation Commercials / Project Overheads)

S.No.	Description	Expense Type	Expense Group	Totalling	Unit of Measure	Estimated Quantity	Estimated Time Quantity	Estimated Rate	Estimate
A	Asset	Admin	Begin-Total			0	0	0.00	0.00
1	Depreciation	Admin	Posting		1	10	5	2,000.00	100,000.00
2	Labour charges	Admin	Posting		3	25	8	3,000.00	600,000.00
TOTAL A	Total Asset	Admin	End-Total	10000..40000		35	13	5,000.00	700,000.00

2. Description – Enter the Overhead Description
3. Select the Expenses Type such as 'admin', 'Procurement', 'Finance', etc.,
4. Select the Expenses Group for to identify its hierarchy like 'Posting', 'Begin- Total.'End-Total'. Etc.,
5. Totalling – Enter the totalling
6. UOM- Enter the UOM

7. Estimated Quantity –Enter the Estimated Quantity to be factored
8. Estimated Time Quantity –
9. Estimated Rate -

Outcome – Based on the Overhead calculation mentioned in the Estimation / General tab. The Estimate level, Estimate Group (or) detailed overheads are inserted in Estimation line for Overall Estimated Cost and Price.

4.2.3 How to prepare Estimation Task / BoQ / CBS?
1. Search for Estimation

(Path: Estimation Management/Estimation/Process/Lines)

EST-043 · MOON APARTMENT | WORK DATE: 1/28/2021   ✓ SAVED

Estimation Lines

Estimation Task No.	Description	Line Type	Totaling	RA No.	RA UOM	Use Syst… RA	Default RA G/L Account	Quantity	Price Definit Code
OH0001	Overheads	Begin-Total				☐			
OH0002	Project Overheads	Posting				☑	2340	1	MA
OH9999	Total for Overheads	End-Total				☐			
T1020	PCC 1:5:10 excluding shut...	Posting		C-0002	CFT	☐		2,800	MA
T1021	Column concrete M20 ...	Begin-Total				☐			
T1022	up to GL	Posting				☑	2340	1	MA
T1023	GL to GF roof	Posting				☑	2340	1	MA
T1024	GF roof to FF roof	Posting				☑	2340	1	MA
T1025	FF roof to 2nd Floor roof	Posting				☑	2340	1	MA
T1026	2ndFloor roof to 3rd Floo...	Posting		C-0004	CFT	☐		1,550	CHA
T1027	3rd Floor roof 4th Floor r...	Posting		C-0004	CFT	☐		1,500	CHA

2. Estimation Task No - Enter the Estimate Task /BoQ / CBS line No.
3. Description – Enter the Estimate Task /BoQ / CBS line Description
4. Line Type – Select the line Type such as 'Heading', 'Begin- Total', 'Posting', 'End-Total' based on the hierarchy of Task /BoQ / CBS line
5. RA No – Select the appropriate RA from the list
6. RA UOM – It gets auto populated based on RA No selected
7. Use System RA – Enable this field if there is no detailed / Highlevel RA Master. (This field enables the user to estimate in Highlevel without refer any RA and this can be utilized for any Lumpsum / GL related considerations.
8. Default RA G/L Account – It gets auto populated from the initial setup. In case if the user wants to overwrite the GL accounts in the estimation lines can be done manually.
9. Quantity – Enter the Estimated Quantity for the Task / BoQ / CBS.
10. Price Definition Code – It gets auto populated from the Estimate card PDC field. In case if the user wants to have the different Profit adoption between tasks / BoQ /CBS can be overwritten in lines

4.2.4 How to prepare and view the Estimation Commercials?
1. Search for Estimation

(Path: Estimation Management/Estimation/Process/Commercials)

1. Click 'COMMERCIALS'   Commercials

Process Estimate

2. Click 'PROCESS ESTIMATE'
3. Unit Cost – It gets auto populated from RA master in case RA is attached for the line. If not, Application will allow to enter the Per Unit Cost for 'Use System RA' Enabled lines.
4. Unit Price – It gets auto populated from RA master in case RA is attached for the line. If not, Application will allow to enter the Per Unit Price for 'Use System RA' Enabled

> ***Note:***
>
> *After process estimate is clicked system will arrive at ESTIMATE COST & ESTIMATE PRICE automatically.*
>
> *Estimate cost is calculated based on the cost arrived from rate analysis and the same value is multiplied with the quantity field in estimate lines*
>
> *Estimate cost overheads will also be taken into considerations (if defined).*
>
> *Estimate price calculation depends on 'ESTIMATION COST' definition in Estimate Job card If margin details are left blank, then system by default will consider the margin as ZERO and hence ESTIMATE COST & ESTIMATE PRICE will be same*

4.2.4 How to archive Estimation?

1. Search for Estimation

(Path: Estimation Management/Estimation)

2. Select the Estimation for which archiving is required

3. Click 'LINES' 📋 Lines

4. Click 'CREATE VERSION' 📄 Create Version

Note:

1. *You can find estimation archive list by searching for Estimate Archieve'.*
2. *BOQ lines in Estimate archive will be non-editable ONLY.*

4.2.5 How to convert an Estimate to Job?

1. Search for Estimation

(Path: Estimation Management/Estimation)

2. Select the Estimation for which project must be created

3. Click 'CREATE BASE LINE BUDGET' 🌐 Create Base Line Budget

4. Click 'CREATE JOB' 🏢 Create Job

5. Click 'OK' OK

4.3 Project

4.3.1 How to verify the project?

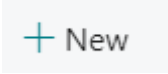1. Search for Job

(Path: Project Management/Jobs)

Click 'NEW' + New

2. Under GENERAL tab, enter the following information
   a. No. – System will automatically generate this field
   b. Description – Enter estimation description
   c. Bill to Customer No. – Select the customer name to whom estimation must be prepared
   d. Bill to Address – These details will get automatically populated based on Customer no. selection
   e. Person Responsible – Select the QS / Presales team resource whom involved with the Estimation from Resource Master
   f. Achieve Version – It refers the current Version of Estimate or the latest version of the estimate.

g. Customer Approval – Select the Customer Approval flag enabled if this estimate requires customer Approval before to Publish it.

h. Use System RA – Enable System RA Flag if the estimate is going to prepare without any Detailed RA.

i. Overhead Calculation – Select the Overheads which needs to be factored in various level and calculation
   1. Overall overheads (Overheads of the Projects will be loaded in the consolidated level in the Job task)
   2. Group level Overheads (Basis on the Project Expenses group wise the overheads will be loaded in the Job Task)
   3. Detailed level Overheads (Project Overheads will be loaded as it is in Job task line)

j. Quantity Rounding Precision – It will get loaded automatically based on the Navbuild setup. If any specific rounding precision to be considered for the estimate, User can overwrite as they need in their Estimate Quantity calculation.

k. Value Rounding Precision It will get loaded automatically based on the Navbuild setup. If any specific rounding precision to be considered for the estimate, User can overwrite as they need in their Estimate value calculation

l.

3. Under CUSTOMER BILLING tab, enter the following information
The below said definition should be the combination while define project master.
Scenario – 1.
   a. Billing Type – select 'PROGRESSIVE' option ALWAYS
   b. Project Type – select 'TIME & MATERIAL' option ALWAYS
   c. Material Payment – select 'CONSUMPTION' option ALWAYS
   d. Track Inventory – It must not be enabled.
   e. Price Definition Code (PDC) – Select the PDC from the preconfigured Master to calculate the Estimated Price.
   f. Advances – select 'INVOICE' option ALWAYS

Scenario – 2.
   g. Billing Type – select 'MILESTONE option ALWAYS
   h. Project Type – select 'FIXED BID' option ALWAYS
   i. Material Payment – select 'SITE DELIVERY; option ALWAYS
   j. Track Inventory – It must be enabled only if the company wants the physical inventory tracking even though it has been accounted as consumed by project accounting principle
   k. Price Definition Code (PDC) – Select the PDC from the preconfigured Master to calculate the Estimated Price.
   l. Advance Type – select 'INVOICE' option ALWAYS

4. Under Contingency tab, enter the following information
   a. Contingency % - Enter the Contingency % if company requires any management reserve for future event.
   b. Contingency Amount – Enter the LS Amount for Reserve if you don't want it in %.

5. Under POSTING tab, enter the following information
    a. Job Posting Setup – It will be auto populated from Job Posting setup defined at Master level.
    b. Status – Verify/select status as 'Quote' from the drop down
    c. WIP Method – It will be auto populated from Job Posting setup.
6. Under Duration tab, enter the following information
    a. Start Date – Enter the tentative Project Start date
    b. End Date – Enter the tentative Project end date
7. Under Foreign Trade tab, enter the following information
    a. Currency Code – Select the Currency code if the estimate prepares in other than local currency
    b. Invoice Currency Code – Select the Invoice currency code which the Invoices to be generated
8. Under OTHER INFORMATION tab, Contains the Estimated Cost and Price information abstractin LCY and FCY based on the various parameters selected.

4.3.2 How to create project location?
1. Search for Locations

2. Click 'NEW' ╋ New

3. Under GENERAL tab, enter the following information
    a. Code – Enter Project code which system has created
    b. Name – Enter the description of the project
    c. Address - Enter complete address details of project
    d. State Code – Enter State code where project is executed
    e. Project No. – Select Project code which system has created
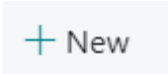   f. Location Type – Select 'PROJECT' from the drop down
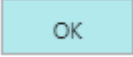
4. Click 'OK' OK

Note:

DONOT create projects without a separate project location, then system will not be able to track project-wise inventory

4.3.3 How to create project sub-contractor location?
1. Search for Locations

(Path: Administration/Application Setup/Warehouse/Inventory/Locations)

2. Click 'NEW' ╋ New

3. Under GENERAL tab, enter the following information

a. Code – Enter Project code which system has created with '-S'
b. Name – Enter the description of the project
c. Address - Enter complete address details of project
d. State Code – Enter State code where project is executed
e. Project No. – Select Project code which system has created
f. Location Type – Select 'SUBCONTRACTOR' from the drop down

4. Click 'OK'   OK

Note:

Subcontractor location for a project is mandatory for site team to issue/return materials for a subcontractor.

Ensure 'subcontractor project location' code is same 'project' code with suffix as '-S' (which must be like **JXXXXX-S**)

4.3.5 How to handle variations during project?

1. Search for Jobs

(Path: Project Management/Jobs)

2. Select the Job for which NT details must be entered

3. Click 'JOB TASK LINES'   Job Task Lines

4. Click 'CREATE VERSION'   Create Version
5. Include BOQ line item description, quantity and attach rate analysis.
6. Click 'INDENT JOB TASK'

7. Click 'PROCESS ESTIMATE'   Process Estimate

Note:

Ensure coding logic followed for NT item as '**1XXXXX**' in Job Task No. and it is recommended to use 'Begin-Total' and 'End-Total' for grouping of NT items

4.4 Customer M-Book

4.4.1 How to enter measurement book?
1. Search for Jobs

(Path: Project Management/Jobs)

2. Select the Job for which measurement book details must be entered

Customer Running Bill

3. Click 'CUSTOMER RUNNING BILL'
4. Enter the following information
    a. BOQ Description – this description will reflect in draft invoice/tax invoice
    b. RA bill no. - Enter running bill number
    c. Posting date – Enter posting date and this will be the date of draft invoice/tax invoice

Customer MBook

5. Click 'CUSTOMER M-BOOK'
6. Enter the following information
    a. Project Task no. – Select the task no. from the drop down
        (*in case of NT measurement book entry, please enter '1' then system will show 'NT' BOQ lines only*)
    b. Area – Provide necessary description if required
    c. Completion % - Enter the BOQ quantity completion %
    d. Length – Enter measurement
    e. Breadth - Enter measurement
    f. Height - Enter measurement
    g. No. of Quantity – Enter measurement

Note:

For measurement book report, select respective running bill *& click measurement book* *, after which click 'CUSTOMER M-BOOK DETAILS'*

Customer M-Book Details

4.4.2 How to create draft invoice?
1. Search for Jobs

(Path: Project Management/Jobs)

2. Select the Job for which draft invoice must be created

Customer Running Bill

3. Click 'CUSTOMER RUNNING BILL'
4. Select a running bill for which draft invoice must be created
5. Based on the measurement entered in M-Book system will automatically calculate the billing value (Please refer to total amount, which will be draft invoice value)

Create Invoice

6. Click 'CREATE INVOICE'   system will create draft invoice

4.5 Sub-contractor M-Book

4.5.1 How to enter measurement book?
1. Search for External Work order

(Path: Resource Management/External Work order)

2. Select the External Work order for which M-Book must be updated

M-Book

3. Click 'M-BOOK'
4. Enter running bill number
5. Enter running bill date
6. Under WORKDONE MILESTONE SUBFORM, enter the following information
    a. Resource No. – Select the resource no. from the drop down
    b. Length – Enter measurement
    c. Breadth - Enter measurement
    d. Height - Enter measurement
    e. No. of Quantity – Enter measurement
    f. Work done quantity - Enter measurement
    g. Completion date – Enter date on which work has been completed

Update M-Book

7. Click 'UPDATE M-BOOK'

4.5.2 How to enter deductions in measurement book?
1. Search for External Work order

(Path: Resource Management/External Work order)

2. Select the External Work order for which deductions must be updated

M-Book

3. Click 'M-BOOK'
4. Select a running bill number for which deductions must be updated
5. Click 'RA BILL DEDUCTIONS'
6. Enter 'QUANTITY' 'or' 'ADDITION DEDUCTION' %
7. Click 'APPLY GRN'
8. Select GRN details from the list, then system will automatically calculate deduction amount
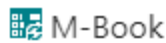

Note:

System requires only final/certified measurement book details. It is not required to enter the uncertified measurements in system.

4.5.3 How to create purchase invoice from measurement book?

1. Search for External Work order

(Path: Resource Management/External Work order)

2. Select the External Work order for which purchase invoice must be created
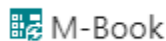
M-Book

3. Click 'M-BOOK'
4. Select a running bill number for which purchase invoice must be created
5. Click 'CREATE PURCHASE INVOICE'
6. System will create purchase invoice for External work order released for a subcontractor

4.5.4 How to post subcontractor consumption from measurement book?

1. Search for External Work order

(Path: Resource Management/External Work order)

2. Select the External Work order for which subcontractor measurement must be booked against a project

M-Book

3. Click 'M-BOOK'
4. Select a running bill number for which subcontractor measurement must be booked against a project

Post

5. Click 'POST'
6. Search for Project journal
7. Select the 'SUB' from batch name

Post

8. Click 'POST'

5. Purchase Team

5.1 General

5.1.1 How to add vendor bank account details?
1. Search for vendor

(Path: Purchasing/Vendor)

2. Select a vendor for whom 'Bank Account details' must be added.
3. Click 'BANK ACCOUNT'   Bank Accounts   (under NAVIGATE tab)
4. Click New + New
5. Under 'GENERAL' tab, enter the following information
   a. Code – Enter as 'B1'
   b. Name – Enter vendor's bank name
   c. Address – Enter vendor's bank address line 1
   d. Address 2 – Enter vendor's bank address line 2
   e. Post code – Enter vendor's bank post code
   f. City – Based on post code selection system will automatically populate city
   g. Country – Based on post code selection system will automatically populate country
6. Under 'TRANSFER' tab, enter the following information
   a. Bank Account No. - Enter vendor's bank account no.

5.2 Purchases

5.2.1 How to release General Purchase Order?
1. Search for Purchase Order

(Path: Purchase/Order Processing/Purchase Order)

2. Click New + New
3. Under 'GENERAL' tab, enter the following information
   a. Order No. – System will automatically populate document number.
   b. Vendor No. – Select a vendor from the drop-down to whom purchase order must released
   c. Address details will automatically be populated by system from customer master.
   d. Order Date – Provide date of purchase order
   e. TC Code – Select a value from the drop-down. Based on this selection system will print in Purchase order document report.
4. Under 'LINES' tab, enter the following information
   a. Type – Select type as ITEM
   b. No. – Search for item from the master list
   c. Description – will be automatically populated based on Item selection
   d. Quantity – Enter the no. of quantity of items to be supplied

e. Unit of Measure –Enter the Unit of Measure of item
f. Unit Price Excl. VAT – Enter the unit base selling price in this field
g. Line Amount Excl. VAT – System will automatically multiple Quantity and Unit Price Excl. VAT and populates a value in this field
h. Line Discount % - Enter the discount %
i. Line Discount Amount – Based on the percentage entered in Line Discount % system will show the exact discounted value in the selling price
j. Repeat steps from 5.a to 5.o for entering another line item
5. Under 'INVOICING' tab, enter the following information
    a. Payment Terms Code – Select the payment terms code from the drop-down
    b. Due Date – System will automatically calculate based on Posting date

---

Note:

Please make sure following fields in Purchase order has correct values

- *Location code – (Under General tab) This field must have location code of branch for which purchase order will be raised*
- *Branch code – (Under General tab) This field must have location code of branch for will purchase order will be raised*
- *Location code – (Under Lines tab) This field must have location code of a **branch** for which purchase order will be raised*

5.2.2 How to release Project related Purchase Order?

1. Search for Purchase Quote

(Path: Material Management/Purchase Quote)

2. Select Consolidated indent in which purchase order must be released
3. Under 'GENERAL' tab, enter the following information,
    a. Vendor No – Select the supplier to whom PO must be released
4. Under 'LINES' tab, enter the following information,
    a. Replenishment Type – Select as 'PURCHASE'
    b. Qty to Create – Enter the quantity for which purchase order must be created
    c. Make Order – Select the lines for which Purchase order must be selected

   📑 Make Order

5. Click 'MAKE ORDER'

Note:

Please make sure following fields in Purchase order has correct values

---

- *Location code – (Under General tab) This field must have location code of branch for which purchase order will be raised*
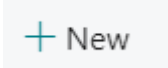- *Project code – (Under General tab) This field must have project code created by system, which will be like 'JXXXX'*
- *Location code – (Under Lines tab) This field must have location code of a **project** for which purchase order will be raised (which will be like 'JXXXX')*

5.2.3 How to release Subcontractor Work Order?

1. Search for Released WO Indent

(Path: Departments/Resource Management/Released WO Indent)

2. Select Indent for which Work order must be released
3. Under 'GENERAL' tab, enter the following information,
   a. Vendor No – Select the supplier to whom Work Order must be released
4. Under 'LINES' tab, enter the following information,
   a. Select WO – Using check box select the lines
5. Click 'CREATE EXTERNAL WORK ORDER'

Note:

Please make sure following fields in Purchase order has correct values

- *Project code – (Under General tab) This field must have project code created by system, which will be like 'JXXXX'*
- *Location code – (Under Lines tab) This field must have location code of a **project** for which purchase order will be raised (which will be like 'JXXXX')*

5.3 Inventory Management

5.3.1 How to release General Transfer Order?
1. Search for Transfer Orders

(Path: Purchasing/Transfer Orders)

2. Click 'NEW'   + New
3. Under 'GENERAL' tab, enter the following information
   a. No – System will automatically populate Transfer order numbers
   b. Transfer from Code – Select a location **from** which materials must be transferred
   c. Transfer to Code – Select a location **to** which materials must be moved.
   d. In-Transit Code – Select 'IN-TRANSIT' from the drop down
4. Under 'TRANSFER LINES' tab, enter the following information
   a. Type – Select type as ITEM
   b. No. – Search for item from the master list

c. Description – will be automatically populated based on Item selection
d. Quantity – Enter the no. of quantity of items to be supplied
e. Unit of Measure –Enter the Unit of Measure of item

5.4 Purchase Quotations

5.4.1 How to create Purchase RFQ?

1. Search for Purchase RFQ

(Path: Material Management/Purchase RFQ)

2. Select Consolidated indent in which purchase RFQ must be released
3. Under 'GENERAL' tab, enter the following information,
    a. Vendor No – Select the supplier to whom RFQ must be released
4. Under 'LINES' tab, enter the following information,
    a. Replenishment Type – Select as 'RFQ'
    b. Qty to Create – Enter the quantity for which purchase RFQ must be created
    c. Create Order – Select the lines for which Purchase RFQ must be selected
5. Click 'CREATE RFQ'

5.4.2 How to create Purchase Quote?

1. Search for Purchase RFQ

(Path: Material Management/Purchase RFQ)

2. Select Purchase RFQ from which Quote must be created
3. Under 'LINES' tab, enter the following information
    a. Direct Unit Cost – Provide the price quote by the supplier
4. Under 'OTHER INFO' tab, enter the following information
    a. Delivery Terms – Provide details if required
    b. Sales Tax Applicable – Provide details if required
    c. Quotation Validity – Provide details if required
    d. Loading Charges – Provide details if required
    e. Unloading Charges – Provide details if required
    f. Others – Provide details if required

   Release
5. Click 'SUBMIT'

   Make Quote
6. Click 'MAKE QUOTE'

5.4.3 How to view Purchase Quote Comparison?

1. Search for Quote Comparison

(Path: Material Management/Quote Comparison)

2. Select consolidated indent against which quotes must be compared
3. Click 'GET SOURCE LINES'

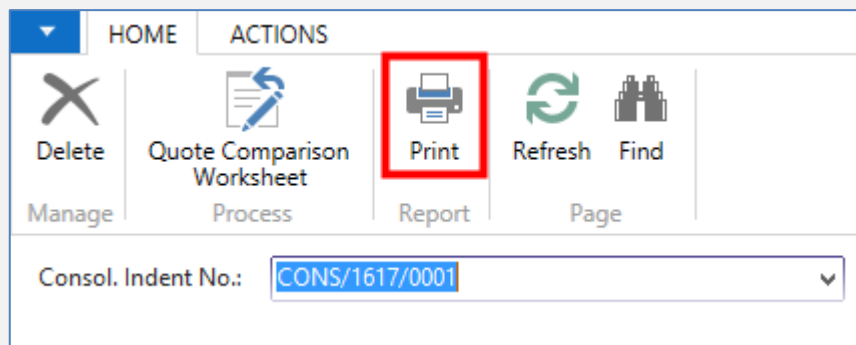4. Select the line for which PO must be released and click 'MAKE ORDER'

Make Quote

Note:

For obtaining purchase quote comparison report,

1. *Search for Quote Comparison*

   (Path: Departments/NAVBUILD/Material Management/Quote Comparison)

2. *Select consolidated indent against which quotes comparison report is required*
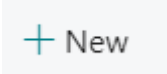3. *Click 'PRINT' (as shown below)*

---

6. Site Team

6.1 Indents
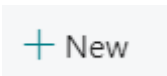
6.1.1 How to raise material indents?

1. Search for Purchase Indent

(Path: Material Management/Purchase Indent)

2. Click New
3. Purchase requisition number will be automatically generated by system
4. Select Project no. from the drop down

5. Click 'GET SOURCE LINES'
6. Enter quantity for which indent must be raised
7. Click 'UPDATE SOURCE LINES'
8. System will automatically populate items which will be required for execution
9. Click 'SEND FOR AUTHROIZATION'

6.1.2 How to raise labour indents?

1. Search for Work Order Indent

(Path: Resource Management/Work Order Indent)

2. Click New
3. Work Order requisition number will be automatically generated by system
4. Select Project no. from the drop down

5. Click 'GET SOURCE LINES'
6. Enter quantity for which indent must be raised
7. Click 'UPDATE SOURCE LINES'
8. System will automatically populate items which will be required for execution
9. Click 'SEND FOR AUTHROIZATION'

6.2 Material Receipt

6.2.1 How to do GRN against a PO?

1. Search for GRN

(Path: Material Management/Purchase Order)

2. Enter the Purchase Order for which GRN must be done
3. Under 'LINES' tab, enter the following details
    a. Location code – This field will have project location/main location
    b. Quantity – This field will display the Purchase Order quantity
    c. Quantity to Receive – Enter quantity to be received through GRN process
    d. Quantity Received – This field will display the material received quantity

4. Click 'POST' Post...
5. Click 'OK'

6.3 Material Issue/Return

6.3.1 How to issue materials for a subcontractor?
1. Search for Subcontractor issue items

(Path: Material Management/Subcontractor issue items)

2. Provide value for following fields,
   a. Posting Date – By default system will take today's date
   b. Document No. – Provide your user name
   c. Project No. – Select Project no. from the drop down
   d. Project Task No. – Select the Project BOQ no. from the drop down
   e. Item No. – Select the item no. from the drop down
   f. From Location – Select '**PROJECT LOCATION**' which will be like '**JXXXX**'
   g. Subcontractor Location – Select 'PROJECT SUNCONTRACTOR LOCATION' which will be like '**JXXXX-S**'
   h. Subcontractor No. – Select the subcontractor code to whom materials are issued

3. Click 'POST' Post...

 Make Order

5. the line for which PO must be released and click 'MAKE ORDER'

6.3.2 How to return materials from a subcontractor?
1. Search for Subcontractor return items

(Path: Material Management/Subcontractor return items)

2. Provide value for following fields,
   a. Posting Date – By default system will take today's date
   b. Document No. – Provide your user name
   c. Project No. – Select Project no. from the drop down
   d. Project Task No. – Select the Project BOQ no. from the drop down

e. Item No. – Select the item no. from the drop down

f. Subcontractor Location – Select 'PROJECT SUNCONTRACTOR LOCATION' which will be like '**JXXXX-S**'

g. To Location – Select '**PROJECT LOCATION**' which will be like '**JXXXX**'

h. Subcontractor No. – Select the subcontractor code from whom materials are returned

3. Click 'POST'   📋 Post…

6.3.3 How to do material return against GRN?

1. Search for Posted Purchase Receipts

(Path: Purchasing/Posted Purchase Receipts)

2. Select the GRN for which material return must be done
3. Under 'LINES' tab,

↩ Undo Receipt

a. Select 'UNDO RECEIPT' under 'FUNCTIONS'

6.3.4 How to ship materials from project to project?

1. Search for Transfer Order

(Path: Purchase/Transfer Orders)

2. Select the Transfer Order for which material must be transferred from '**PROJECT LOCATION**' to '**PROJECT LOCATION**'
3. Click 'POST' and select 'SHIP'

Note:

*Transfer from code – must be selected as one of the '**PROJECT LOCATION**' which will be like '**JXXXX**'*

*Transfer to code – must be selected as one of the '**PROJECT LOCATION**' which will be like '**JXXXX**'*

*In-transit code – must be selected as '**IN-TRANSIT**'*

6.3.11 How to receive materials from project to project?

1. Search for Transfer Order

(Path: Purchase/Transfer Orders)

2. Select the Transfer Order for which material must be transferred from '**PROJECT LOCATION**' to '**PROJECT LOCATION**'

3. Click 'POST' and select 'RECEIVE'

6.4 Material consumption

6.4.1 How to consume materials for a project?

1. Search for Project Journal

(Path: Material Management/Project Journal)

2. Select 'MATERIAL CONSUMPTION' batch by selecting

Batch Name:	MAT

3. Provide value for the following fields,
   a. Line type – Must be left as blank
   b. Posting Date – By default system will take today's date
   c. Document No. – Provide your user name
   d. Job No. – Provide project number for which material consumption must be posted
   e. Job task no. – Provide BOQ no. against which material consumption must be posted
   f. Type - Select type as item
   g. No. – Select the item no. from the drop down
   h. Quantity – Enter the quantity to be consumed
   i. Location – Verify/select the location to be same as project code (which will be like '**JXXXX**')

4. Under 'NAVIGATE' tab, click 'DIMENSIONS' ⚑ Dimensions
   a. Dimension code – Select '**BRANCH**'
   b. Dimension value code – Select 'the '**BRANCH LOCATION**'
   c. Go to next line
   d. Dimension code – Select '**PROJECT**'
   e. Dimension value code – Select 'the '**PROJECT CODE**' for which materials are recorded as consumption

5. Click 'POST' ⬆ Post...

7. Project Team

7.1 Budget

7.1.1 How to verify project budget?

1. Search for Jobs

(Path: Project Management/Jobs)

2. Select the Job for which details must be verified
3. Under 'POSTING' tab, verify/enter the following information
   a. Status – Verify/select status as 'PLANNING' from the drop down
   b. Project code - Verify/select the project code which system has created
4. Under 'OTHER INFORMATION' tab, enter the following information
   a. Project location – Select using the project code from the drop down (ensure project location is created as mentioned in 4.3.2)
5. Under 'CUSTOMER BILLING' tab, verify/enter the following information
   a. Billing type - Verify/select 'PROGRESSIVE' from the drop down
   b. Project type - Verify/select 'FIXED BID' from the drop down
   c. Material Payment - Verify/select 'Consumption' from the drop down
   d. Advance type - Verify/select 'INVOICE' from the drop down

   🖳 Job Task Lines

6. Click 'BOQ'
7. Select a BOQ lines which has BOQ quantity and click 'JOB PLANNING LINES'

   🖳 Job Planning Lines

8. System will show all items and resources required for carrying out the selected BOQ line
9. Repeat the step 8 and step 9 for other BOQ lines

7.1.2 How to amend project budget?

1. Search for Job

(Path: Departments/Jobs)

2. Select the Job for which budget must be prepared

   🖳 Job Task Lines

3. Click 'BOQ'

   📄 Create Version

4. Click 'CREATE VERSION'
5. Identify the Rate Analysis number from BOQ lines
   a. In Rate analysis you can amend the bill of material
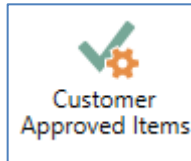
   🖳 Process Estimate

6. Click 'PROCESS ESTIMATE'

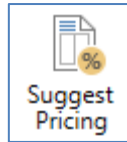### 7.1.3 How to update customer approved items?

1. Search for Job

(Path: Departments/NAVBUILD/Project Management/Job)

2. Select the Job for which customer approved item details must be provided

3. Click 'CUSTOMER APPROVED ITEMS'

4. Click 'SUGGEST PRICING'
5. System will list out all materials required for the project
6. Status – Select one of the following options
   a. Approved
   b. Not Approved
   c. Changed
7. Remarks – Enter remarks/comments if required

7.2 Schedule

7.2.1 How to define project schedule?

1. Search for Job

(Path: Departments/Jobs)

2. Select the Job for which budget must be prepared

3. Click 'BOQ'
4. Provide following information,
   a. Planned start date
   b. Planned end date
   c. Actual start date
   d. Actual end date

7.3 Variation (NT)

7.3.1 How to handle variations (NT) during project?

1. Search for Job

(Path: Project Management/Job)

2. Select the Job for which NT details must be entered

3. Click 'BOQ' 🖼 Job Task Lines

4. Click 'CREATE VERSION' 🗇 Create Version

5. Include NT BOQ line item description, quantity and attach rate analysis.
6. Change order No. – Enter NT reason code (When you enter reason code, then system will automatically uncheck tendered check box)
7. Click 'INDENT JOB TASK'

8. Click 'PROCESS ESTIMATE' 🖼 Process Estimate

7.4 Approval Mechanism

7.4.1 How to approve/reject purchase indent?
1. Search for User task

(Path: Approval Management/User task)

2. Click 'EDIT LIST' 🖼 Edit List
3. Select a document and click either '**APPROVE**' or '**REJECT**'

7.4.2 How to approve/reject work order indent?
1. Search for User task

(Path: Approval Management/User task)

2. Click 'EDIT LIST' 🖼 Edit List
3. Select a document and click either '**APPROVE**' or '**REJECT**'