



Overview & Objective – The purpose of this O M & U is to provide guidance on OpenAir Project Setup. Project Setup must be completed prior to creating any bookings.

Note: As presented, these procedures do not necessarily fit the business rules/requirements of every company using OpenAir. In addition, certain terminology presented provides only a sampling of possible names that could be applied.

Initial Navigation – To navigate to the OpenAir Project Setup Screen (from the Accounting Console):

1. Go to the Applications dropdown (upper right hand corner)
2. Select the Professional Services Automation (PSA) Module
3. Go to the Activities dropdown (upper left hand corner)
4. Select the Activity “Projects”
5. Access the “New Entries” dropdown (upper right hand corner)
6. Select “Project”

ENTERING PROJECT DEMOGRAPHICS – This procedure outlines how to begin the setup of a project:

1. The form “New Project” should appear...from here the following information is required:
 - **Project Name** – A name should not exceed 25 characters (the name as it would appear on invoice)
 - **Client*** – A client name must be selected from drop-down (client setup is performed in Intacct*)
 - **Project Owner** – The project owner is *usually* the time and expense approver
 - **Project Stage** – Generally this should be set to “In Progress”
 - **Start Date** – The first day hours/expenses will be recorded against the project
 - **Budget** – The hour and dollar budgets should be supplied by the project manager(s)
 - **Cost Center** – Enter a Cost Center that corresponds to the equivalent Department or Vertical
 - **Billing Code** – Leave this field blank
 - **Time Types Allowed in Time Entry** – Select “Billable” ONLY
 - **Invoice Notes** – Enter “Client Name / Client Project / Month Year / Billing Arrangement”
 - **Notes** – Enter “Client Name / Client Project / Month Year / Billing Arrangement”
 - The following check-boxes should be marked:
 - Active Project
 - Notify Project Owner When A Change In Ownership Is Made
 - **Project Approvers** – The following project approvers should also be supplied:
 - Project Timesheets
 - Project Expense Reports
 - Project Expense Authorizations
 - **Note:** Approvers listed above are *only* the Project Approver not the final approver
 - **Project Code** – A Project Code is **mandatory**; it is supplied by the client or the project name
 - **Commissionable** – If the Project is commissionable, mark the check-box and enter the commission recipients, type, and percentages. Fields are enabled to allow for three layers of commissions.
- ⇒ Click “Save.” This completes procedures for entering project demographics and allows creation of project tasks.

▪ **Additional Notes:**

***Client Setup** – Clients must be setup in Intacct prior to being available in OpenAir.

****Filter Sets** – Once project setup is complete a Filter Set will appear at the bottom of the New Project screen. **Do not** set this filter set. The filter set icon should remain as “Create.”

CREATING TASKS – This procedure outlines how to create **Tasks** for use with a project (these instructions are a continuance of the Entering Project Demographics instructions from above). In this example the objective is to create three generic Tasks for association with a project:

- Development
- Testing
- Implementation

...In order to complete the setup of these three basic Tasks proceed as follows:

- I. Once the New Project Form is saved...
 - II. Click on the <<Edit Tasks/Phases>> sub-tab
 - III. Access the “New Entries” dropdown (upper right hand corner)
 - IV. Select “Task”
 - V. The form “New Task” should appear...from here the following information is required (entry of the *Development Task* is outlined here, but each of the three Tasks should be set-up accordingly):
 - **Task ID** – The Task ID should be “1”
 - **Task Name** – The Task name should be “Development”
 - **Priority** – The priority of the development Task should be “1”
 - **Part of Phase** – Part of the phase should be “none”
 - **Planned Hours** – An estimate of the planned hours should be input
 - **Percent Complete** – 0% percent should be assigned (as Task commences)
 - **Start Date** – The first day hours/expenses will be recorded against the project
 - **Assignments** – If individual team members are assigned to Task they are listed here (not mandatory)
 - **Notes** – Enter any notes that are relevant to the Task
 - **Predecessors** – If predecessor Tasks exist they should be entered in the “Predecessor” filter
 - **Splits** – If splits exist they should be entered in the start/end date fields of the “Splits” filter
 - **Repeat** – If repeats of the Task exist they should be entered in the “Repeat” filter
 - **Closed Task** – If the Task has been closed mark the check-box “Closed Tasks”
 - **Service for Timesheets** – A corresponding Service Type must be selected for the Task. The Service Type is based on vertical (departmental) and work performed attributes.
 - **Non-Billable Task** – If the Task is non-billable then mark the check-box “Non-Billable Task”
 - **Task Code** – A Task Code is *mandatory*; it is supplied by the client or the project name
- ⇒ Click “Save.” This completes procedures for creating the **Development** Task. These procedures should be repeated to complete the **Testing** and **Implementation** Tasks

▪ **Additional Notes:**

***Copying Tasks** – Tasks *can* be copied from existing Projects to a new Project.

CREATING BILLING RULES – This procedure outlines how to create billing rules (both Time Billing Rules and Expense Item Billing Rules). In order to setup billing rules proceed as follows:

- I. Once the Tasks are created ...
- II. Click on the <<Billing>> sub-tab
- III. Access the “New Entries” dropdown (upper right hand corner)
- IV. Select “Time Billing Rule”
- V. The form “Time Billing Rule” should appear...from here the following information is required:
 - **Start Date** – The first day hours will be billed against project
 - **End Date** – This should be left blank (unless a predetermined end date can be assessed)
 - **Get Billing Rates From** – Select “Users”
 - **Override User Rates** – Select **EACH** team member who will be billing against the project and their agreed upon billing rate. **IF** the billing arrangement is fixed-fee an equivalent rate **should** be entered.
 - **Rounding Rules** – Rounding rules can be entered with an equivalent TimeBill created

- **Billing Rule Filters** – The settings for the billing rule filters are important. The purpose of the filters is to exclude items that would otherwise be billed and setting should be as follows:
 - **User** – At the Billing Rule level **all Users** should be added to the filter for possible billing. Other filters in the system will allow or deny user's ability to enter time against projects. Therefore, **NO** changes to the filter set should be made and the User Filter should read **“Create.”**
 - **Service** – The service filter should **include** all Service Types that correspond to the project, **EXCEPT** any “Nonbillable to Client” items. E.G. If the corresponding department to a project was “Hospitality” then all Service Types of type “Hospitality” should be included **except** “HSP – Nonbillable to Client.”
 - **Time Type** – The time type filter should be set to **“Billable”** time only
 - **Task** – At the Billing Rule level **all Tasks** should be added to the filter for possible billing (same logic as suggested in “Users”). Therefore, **NO** changes to the filter set should be made and the Task Filter should read **Create**.
- **Rule Cap** – The use of caps can be complicated as a cap can apply to a billing period (E.G. a month) or for the life of the project. If caps are set then time entries that exceed the cap amount will not be converted to **time bills** and will remain as unbilled time. Reports that show “Time Sheet All hours” will show all hours recorded against a project regardless if a cap exists and time entered against a project exceeds that amount. Reports that show “Timesheet Billed Hours” will show a discounted amount of hours if total dollars for the project exceeds the cap. Additional check-boxes for billing caps include:
 - **Adjust Time Entries to Fit Under the Cap** – This feature is used primarily for rounding and should be selected to get to the exact dollar amount of a cap.
 - **Do Not Bill Time Entries That Exceed The Cap** – This feature is used for hard caps –those that are imposed for an absolute amount of billing rather than instances where multiple billing rules apply. In other words, if a \$ amount is entered in the “Cap \$” field and the check-box was marked no time bills would be created above the cap amount regardless of subsequent time billing rules.
- **Name** – The time billing rule should be recorded as “Time Billing Rule 1”
- **Billing Rule Position** – For purposes here issues about multiple billing rules are avoided and therefore the billing rule position for now should read “First Billing Rule.”
- **TimeBill Description** – This field overrides time entry descriptions and should be left blank
- **Service** – Since service types are associated with each time entry a standard or default service type should not be entered. Therefore, this field should be left as “Select.”
- **Notes** – Any additional notes required for documenting the time billing rule should be entered
- **Exclude Time From Archived Timesheets** – This check-box should be marked
- **Active Billing Rule** – This check-box should be marked unless there’s a replacing rule

⇒ Click “Save.” This completes consideration of creating a time billing rule.

...to create an Expense Billing Rule follow the same directions as above except for the following:

- I. From the form “Expense Billing Rule” the following information should be supplied:
 - **Markup / Markdown** – Input a \$ amount or % markup that applies (**if a mark-up is allowed**).
 - **Billing Rule Filters** – The purpose of the filters is to exclude items that would otherwise be billed and setting should be as follows:
 - **User** – All **Users** should be added to the filter. Therefore, **NO** changes to the filter set should be made and the User Filter should read **Create**.
 - **Expense Item** – The expense item filter should be set to **“Billable”** items only
 - **Name** – The time billing rule should be recorded as “Expense Billing Rule 1”
 - **Exclude Non-Reimbursable Receipts** – This check-box should be left unmarked
 - **Exclude Non-Billable Receipts** – This check-box should be marked
 - **Active Billing Rule** – This check-box should be marked unless there’s a replacing rule

⇒ Click “Save.” This completes consideration of creating an expense billing rule.

PROJECT SETUP (ADVANCED)

Once Projects have been created (see simple instructions for “Creating Projects”) additional details can be considered, including the planned or budgeted hours/dollars.

DEFINING PLANNED OR BUDGETED HOURS/DOLLARS – This procedure outlines how to book hours and dollars for a project.

1. Go to the Professional Services Automation (PSA) Module
2. Go to the Activities dropdown (upper left hand corner)
3. Select the Activity “Projects”
4. Click on any of the listed Projects

...once in a specific Projects page (see above for navigation) the following Sub-tabs are available (Note: Only TWO of <<Sub-Tabs>> are covered here:

- **<<Edit Project>>** – Provides a generic approach to budgeting time and dollars for a Project. The following input should be supplied...
 - Start date for the Project
 - Budget (hours) for the Project
 - Budget (dollars) for the Project
 - **<<Edit Tasks/Phases>>** – Provides a more specific approach to budgeting hours, as well as start and end dates to a project by specifying those amounts in terms of Tasks/Phases. Drilling down on any of the listed Tasks/Phases allows use of the Edit Task/Phase form, including the following:
 - Priority – Provides a ranking to the order the Task/Phase needs to be completed
 - Planned Hours – Provides input for the specific hours required to complete the Task/Phase
 - Percent Complete – Provides an estimate for the %completion for a Task/Phase
 - Start Date – Provides control for the specific start of the Task/Phase (this input is optional)
- ⇒ This completes a review of project demographics and Project Task/Phases

Further Instruction & Use – For further information regarding Project Setup contact your Account Executive or call The NDH Group, Ltd. at 312.461.0505.