Time & Expense

Time & Expense for Microsoft Dynamics™ AX

BENEFITS SUMMARY:

- **Capture, categorize, and annotate time and expenses.**
- **Use a multi-level, workflow-enabled approval of time and expenses.**
- **Apply multiple units of measure for each entry, such as hours, words, pages, and lines.**
- **Define enforceable business rules for both time and expenses.**

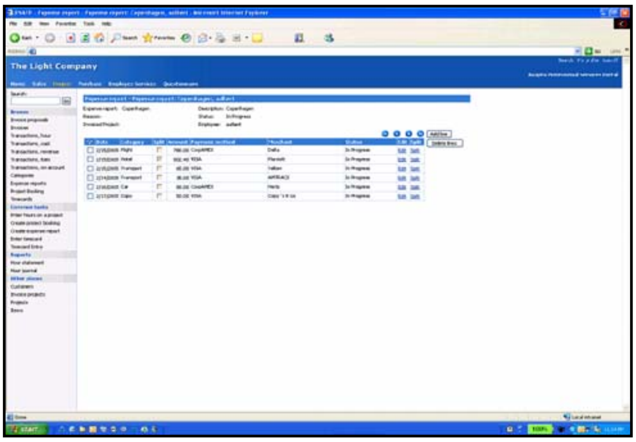
Does your company rely on the timely and accurate collection and billing of employee time and expenses spent on project work? Do you want to achieve greater control over the costs associated with employee travel? If so, then you need Time & Expense for Microsoft Dynamics AX. With Time & Expense for Microsoft Dynamics AX you can better manage company resources and expenditures, enforce company and customer time and expense business rules and automate timesheet and expense report routing and approval processes.

Define business rules for time and expenses to help eliminate confusion and conflict

Establish business rules for time and expenses using Client Profiles, and then apply those rules at the client, project, or task level. Client Profiles can define rules for items such as:

- Reimbursable expenses
- Minimum and maximum time allotment
- Preferred vendors (such as hotels and airlines)
- Minimum and maximum expenses by category (such as airfare, lodging, and meal per-diems)

You can also establish company-wide business rules for the same or different categories. The combination of organizational and client/project business rules help ensure that time and expenses entered comply with the rules of your organization as well as your clients, helping to reduce confusion and conflict.



Capture as much detail as you need for each expense transaction. The intelligent expense capture system prompts the user for transaction details based on the type of expense entered.

Increase accuracy with workflow-enabled multi-level time and expense entry

Capture company-, client-, job-, or task-level time and expenses through a powerful Web-based, workflow-enabled time and expense entry interface. Standard features include document and line item approvals; integration with client and expense reimbursement rules; and automatic downloading of assigned tasks to timecards* and credit card statements to expense reports.

** Professional Services module required for integration with Microsoft Enterprise Project Management (EPM)*

Capture effort in multiple units of measure

Effort is not always measured in terms of time. Sometimes you need to have the ability to capture effort based on different parameters, such as the number of pages translated, the number of reports processed, or units created with or without associated hours. Time & Expense for Microsoft Dynamics AX helps give you that flexibility. You can enforce the collection of one or more units of measure for each project or task on a timesheet.

Capture supporting time and expense data at any level of detail necessary

Time & Expense for Microsoft Dynamics AX incorporates a flexible, configurable work breakdown structure (WBS), so you can help capture billable (and non-billable) hours and expenses at the level of detail you need. You can vary the level at which you capture information from client to client and project to project. Time and expenses can be captured at any of the following levels of the WBS:

- Client (customer)
- Project (and sub-project)
- Task (and sub-task)

You may increase the accuracy and level of detail for your time and expense transactions by capturing additional relevant information related to those items. For example, when entering an expense item for a flight, the system can prompt you for information like airline, flight number, origin, and destination. You define the additional data you need for each expense type. You may even collect notes on tasks and assignments to explain work performed and/or overages.

FEATURES

Flexible time and expense capture and reporting capabilities	Configure work breakdown structures (WBS) at the company, client, product, brand, project, and task levels; establish time and expense capture rules.
Internal and external comments for each entry	Collect task descriptions and notes for a more accurate picture of work performed and include it on invoices. Additionally, you may capture employee comments that can be used for internal auditing and never presented to your clients.
Capture relevant information related to an expense	Capture appropriate information related to expense transactions with configurable expense categories. Set required and optional fields to help ensure compliance with corporate data collection policies.
Web-based, workflow-enabled time and expense entry	Maintain tight control over costs and shorten billing cycle time with automated approval processes for timecards and streamlined processes for cash advances, travel advances, and credit card reconciliation. Set alerts on timecards to indicate when time is not being entered as required or when committed time exceeds budgets.
Personalized user workspaces	Present downloaded credit card and cash advance transactions directly to employee personal workspaces to help accelerate the process of expense report creation and reduce transcription errors. Each user can selectively choose which downloaded expenses and cash advances to include on their expense reports with a few mouse clicks.
Credit card integration	Automatically load charges from corporate credit cards to initiate expense reports.

For more information about Time & Expense for Microsoft Dynamics AX, visit: www.microsoft.com/dynamics/ax.

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