Microsoft® Business Solutions–Great Plains®

Project Time & Expense
for Microsoft Business Portal

Microsoft Business Solutions

The ability to capture and recover project costs such as billable labor and project related expenses in a timely and accurate way is critical for project-oriented businesses. Project Time & Expense for Microsoft® Business Solutions Business Portal provides project team members and managers with a way to effectively capture, review and approve project time and expense data on the Web, enabling prompt, accurate customer invoicing and efficient reimbursement for out-of-pocket employee expenses.

EASILY ENTER AND APPROVE PROJECT-RELATED EXPENSES through Microsoft Business Portal Project Time & Expense.

THE TIME ENTRY PAGE can show various time periods (i.e., weekly, monthly) to accommodate differing project timelines.

B E N E F I T S

Online review and approval capabilities
Reduce paperwork and increase efficiency with central, Web-based access to time and expense reports.

Precise control over time and expenses
Give project managers the ability to closely monitor time and expense entries.

Shorten cash collection cycles
Collect and process expense information more quickly and efficiently, so you can include those expenses in the customer billing cycle earlier and improve cash flow.

Improve customer invoice accuracy
Centralize and organize the collection and management of time and expense reporting. Automatic integration of these records with your billing system can increase the value of invoices as a record of project progress.

Increase efficiency throughout your business
Enable employees to enter their own records on site or back at the office, and allow managers to quickly review and approve records. Integration with Project Accounting eliminates the need to re-enter data and cuts down on the amount of paperwork your accounting department has to file.

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FEATURES OVERVIEW

Expense Reporting	• View open, approved, and paid expense reports from a single page. • Attach new expense reports to projects, and use defaults to enter information such as billing type, expense type, and payment method. • Enter reimbursable and non-reimbursable expenses on the same expense report. • Quickly determine if you have a returned report that needs to be amended and resubmitted, as reports are color-coded by status.
Timesheets	• Enter hours worked and attach each entry to a specific project. • The time entry page can show various time periods (i.e., weekly, monthly) to accommodate differing project timelines. • View a hierarchical arrangement of projects and tasks, simplifying time entry and providing more space to show the days within the time period being used. • Add billing notes to include on the customer's invoice for further detail.
Review and Approval	• Approve or reject expense reports and timecards via Web-browser. • Receive e-mail alerts when timecards or expense reports have been submitted for approval. • Assign multiple approvers to review timecards and expense reports, and assign a hierarchy of approvers to ensure all required approvers sign off.
Delivered through Microsoft Business Portal	• A single network log-in is all that is needed to access all Microsoft Business Portal processes, including Project Time & Expense, requisition entry, paycheck review, and others. There's no need to remember multiple passwords to manage employee information. • Built on Microsoft Windows® SharePoint™ Services, Microsoft Business Portal enables you to easily add document libraries for project-related forms, templates, and procedural documents, as well as make all time and expense information easily available to employees.