

# M4 Systems

## Advanced Time and Expense Management

### Brochure

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## Introduction

M4's Advanced Time and Expense Management is a browser based Silverlight application for time record, time tracking and time billing software. It improves time management and offers comprehensive control of the expenses.

Advanced Time and Expense Management is a flexible, web based solution which assists organisations in controlling costs and reducing man time spent on time and expense procedures.

M4's Advanced Time and Expense Management is fully integrated with Microsoft Dynamics GP and AX. It is a highly flexible solution which can handle unlimited combinations of: companies, locations, departments, roles and currencies.

Developed in Microsoft Silverlight, the user interface is extremely attractive and intuitive for users - resulting in minimal training requirements and high efficiency.

Advanced workflow and security automates and controls the process of approving and submitting employee or contractor time and expense details.

Time and expense data can be seamlessly posted to Dynamics GP or AX Projects or directly to the GL.

Advanced Time and Expense Management also has a simple project management option into which budgets and billing rates may be entered with an option to create SOP invoices - thus bypassing the complications involved with Project Accounting module billing.

**Advanced Time and Expense Management allows organisations using Microsoft Dynamics GP and AX to:**

### Streamline Time and Expense Processes

- Employees are able to submit, review and audit time and expense submissions electronically using a web browser, removing the need for traditional spreadsheets and paper trails
- Time and expense submissions are entered against pre-defined cost centers and mapped directly to the Dynamics GP or AX GL accounts or Projects, removing the need to re-key data and reducing errors
- Employee details including cost centre, time rates and VAT codes are pre-defined reducing the time to complete submissions and resistance from staff

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## Control, Manage and Reduce Costs

- Automated email based approval processes allow organisations to control costs and submit accurate reports on time
- A browser based solution, Advanced Time and Expense Management is deployed over the internet, and can thus be securely accessed from multiple locations thus improving efficiency convenience and reducing the burden on IT resource
- Auditable, business specific processes can be defined ensuring submissions are compliant with regulations

## Improve Business Insight

- Centrally located reports including time and expense by project or vendor usage allow managers to analyse data and review trends
- Fully integrated with Microsoft Dynamics GP and AX GL and Project, accurate information can be accessed securely across the organisation

## Key Features

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- High availability and compatibility with all systems and internet browsers
- Uncluttered web interface, easy to implement and use
- Advanced security features based on created Organizations, OU and Roles
- Time codes implemented for various types – regular, non-regular, non-chargeable and variable
- Full multi-currency functionality with custom period currency support
- Flexible creating of multiple calendars based on user-definable working days, non-working days, fiscal periods, shut down periods and public holidays
- Management approval process with a single click for all timesheets and expenses based on previously defined approving abilities for designated users and roles they are performing
- Automated notifications for employees and managers of pending approvals or rejected items
- Creation of unlimited number of well defined projects as well as organizing projects by priorities
- Powerful and automated reporting and e-mail alerts and notifications
- Adjustable system settings for best fit according to organisation's policies by customizing user permissions for accessing, manipulation and viewing certain features
- Detailed and vast timesheet and expenses tracking based on built-in and customizable features for growing business demands
- Timesheet and Expense Entry, Approval and workflow before posting to GP

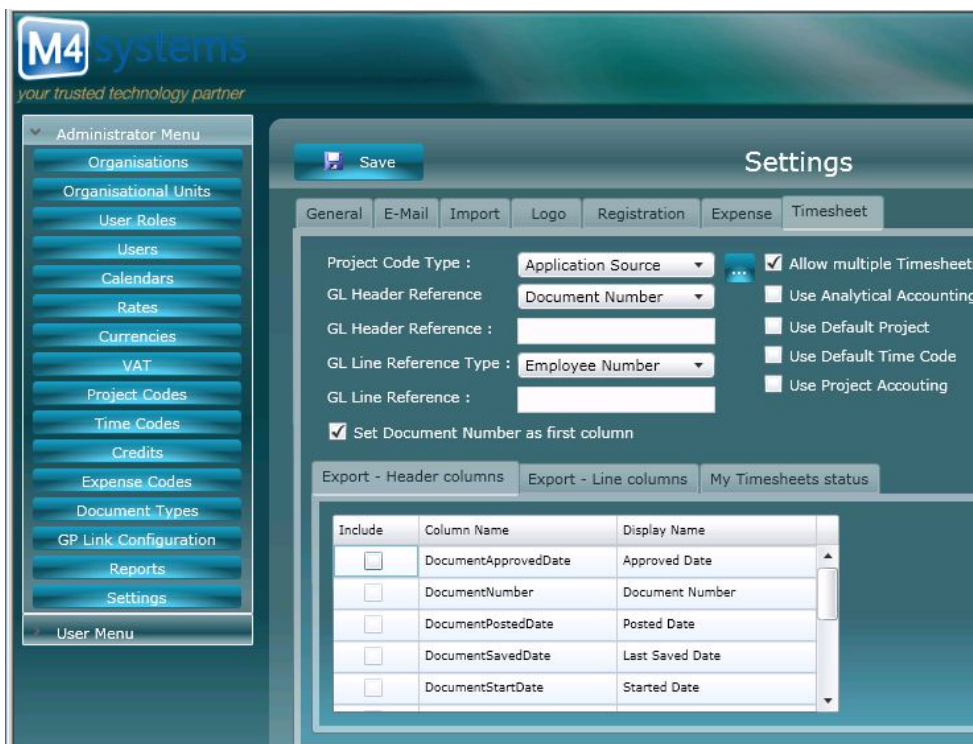
## Benefits

- Expense and time tracking available from anywhere with an internet connection
- Faster invoicing based upon real time and expense data
- Paperwork reduction leading to instant, significant and measurable cost reduction
- Easy to use timesheets and expenses with access to real-time information
- Significant increase in profits by elevating the level of online employee timesheets aiding in foreseeing project time and budget violations
- Billing cycles decreased by receiving account receivables in a faster manner
- Advanced tracking of billable and non-billable timesheets and expenses
- Rich project tracking feature aiding in containing costs and budgets in projected framework
- Future reference estimates of time expenses by tracking the time spent for each task by each employee
- Major increase in employee productivity by making time tracking faster and easier

## Settings - (Figure 1)

Powerful Administration Menu on the left, various settings aiding in creating user defined timesheets and expenses.

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(Figure 1)

## Document Types (Figure 2)

Various document types can be created through this feature, based on timesheet or expense. Depending on business needs, custom created document types can elevate the process of creating/submitting/approval and posting to Dynamics GP.

**Document Type Details**

Doc Type Name: Expenses    Type: Expense     Is Mileage Expense Type

Doc No Prefix: Ex\_    Doc Type Period: Weekly

Doc No Start: 3    Zero Rated VAT: VAT ZERO

GL Batch No Prefix: Ex\_    Expense VAT: CT VAT

Payment Account: 000-1120-00

Use Functional Currency Only

Org Unit    User Roles    Project Codes    Expense Codes    Labels    GL Constraints

Default Sorting
  Custom Sorting

Name
CT Pro
Default Expense Project
Default Project
Expense Project
Pr
TestProject

(Figure 2)

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## Approving Expense (Figure 3)

Approved expense document is waiting to be sent to Dynamics GP. Line items show different projects, functional currencies and amounts for designated user. Attachments can be added to line items and GL accounts can be checked against expense lines.

**Expense Details**

Document Number: exp\_15    Document Status: Approved    Employee Amount: 2680.00

From Date: 21/02/2011    Comment:    Employee VAT Amount: 399.15

To Date: 27/02/2011    Employee Net Amount: 2280.85

Batch Number: exp 20110221

Date	User	Project	Recharge	Expense	Currency	Exchange Rate	Or. Curr.	VAT	Comment	Amount	VAT Amou	N
21/02/2011	Admin	Default Project	<input checked="" type="checkbox"/>	Ex_def	EUR	1.0000	1200.00	UKVAT	*****	1200.00	178.72	
21/02/2011	Admin	Default Expense Pro	<input type="checkbox"/>	Ex_def	EUR	1.0000	1480.00	UKVAT	*****	1480.00	220.43	

(Figure 3)

## History Timesheet (Figure 4)

Figure 4 shows timesheet successfully posted and can be found filtered by Batch number inside Dynamics GP.

Project Code	Project	Project Custom 1	Time Code	14 Mon Total: 4.00	15 Tue Total: 2.00	16 Wed Total: 8.00	17 Thu Total: 7.00	18 Fri Total: 5.00	C
WO-0000007	ORDST2237	MARTINI	Standard	4.00	2.00	8.00	7.00	5.00	

(Figure 4)

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## Testimonials

“A note to say THANK YOU for the fabulous timesheet solution recently implemented by M4. This month we are well ahead of budget on recharge to capital all courtesy of this superb tool”

**Head of Business Systems,**  
South East Water