

# Project Management and Accounting—Solomon

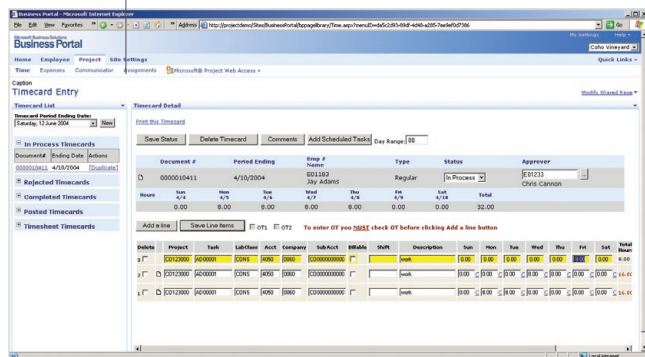
Take control of your labor, project, and travel-related expenses. Accurate, timely cost information gives you the precise information you need to increase your productivity and make better, more effective business decisions.

BENEFITS

## TIME AND EXPENSE FOR PROJECTS

### Enable

employees to remotely record their time from any location. Labor information flows directly from employees and is automatically routed to managers for approval.



### Track project labor and expenses effectively

View and track labor and other expenses with a fully integrated solution that allows you to include labor costs in project profitability calculations. By using Web-based capabilities, employees can record labor, travel, and related expenses anytime, anywhere.

### Set expense approval limits

Improve expense management by establishing maximum expense approval limits.

### Maintain a smooth workflow

Streamline the collection of labor and project expenses with timesheets and expense reports that can be entered remotely or via the Web, fully validated, and available for online project manager approval.

### Improve your view into project costs

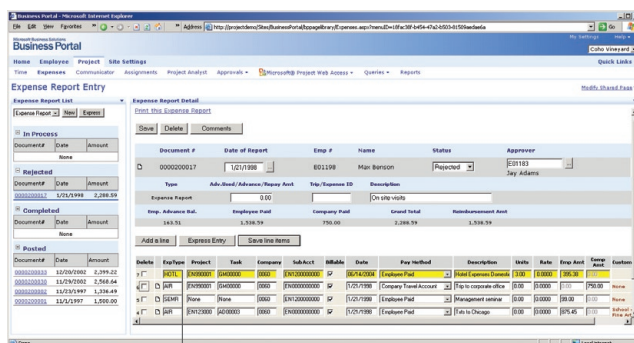
Track labor and employee expenses easily on a project-by-project basis, with a complete overview of labor expenses and commitments that allows full drill-down to details.

### Enhance your productivity

Minimize errors and eliminate re-entry of data with tight integration of information across Microsoft® Business Solutions—Solomon project accounting and financial management modules.

### Reconcile payroll accurately

Reconcile your payroll precisely by automatically integrating your timecards with Microsoft Solomon financial management modules.



### Capture

travel and other employee-related project expenses for prompt payment and reimbursement processing.

AVAILABLE WITH:

- SOLOMON
- SOLOMON STANDARD

## TIME AND EXPENSE FOR PROJECTS

### FEATURES AND FUNCTIONALITY

<b>Intuitive User Interface</b>	Empower employees with timecards and expense reports that are intuitive and easy to use directly from their Web browser.
<b>Online Timecard Reporting</b>	Enable employees to record their time on a daily basis using electronic timecards. Labor information flows directly from employees to the project and accounting tools, and is fully validated at the time of entry to prevent time entry errors such as charges to incorrect or closed projects or tasks.
<b>Online Expense Reporting and Validation</b>	Help ensure that travel and other employee-related project expenses are properly recorded in a timely manner through the convenience of online reporting. Online travel and expense collection minimizes paperwork, shortens the approval process, and provides managers with a clear view of expenses.
<b>Online Timecard and Expense</b>	Display timecards and expense reports that are pending the logged on user's approval under "My Approvals", and enable the user to forward the document to another approver.
<b>Maximum Expense Approval Limit</b>	Set maximum expense approval limits for managers.
<b>Timecard Management</b>	Streamline your timecard processing with automatic tracking of timecards to see which employees have timecards missing, in process, completed but not approved, or approved and posted.
<b>Automated Pay Rates</b>	Set your timecards to automatically calculate certified payroll, prevailing wages, workers' compensation, and union pay rates for construction.
<b>Flexible Labor Classifications</b>	Accommodate government, construction, and other complex project and billing requirements with flexible labor costing methods and labor classifications. Labor can also be costed and manually adjusted at the point of entry by using Web Project Time.
<b>Complete Integration</b>	Save time and help ensure that your data is accurate by sharing information across Microsoft Solomon modules, including payroll, distribution, and field service management, to provide single-point data entry.
<b>Timecard/Expense Report Auditing</b>	Capture and store a complete audit trail of all changes to timecards and expense reports, including change reasons, using the optional audit utility.