

# Project Accounting

## BENEFITS

**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.

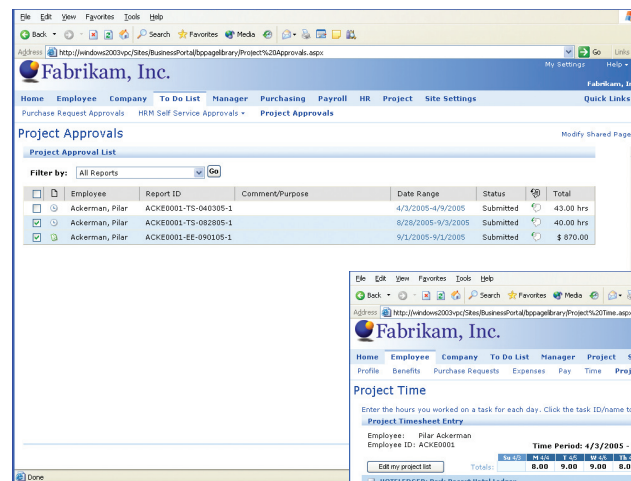
**Shorten cash collection cycles.** Collect and process expense information more quickly and efficiently, so you can include these expenses earlier in the customer billing cycle and improve cash flow.

**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 for recording the progress of a project.

**Increase efficiency throughout your business.** Empower your people to enter their own records on site or at the office, and allow managers to quickly review and approve records. Integration with the Project Accounting module in Microsoft Dynamics GP eliminates the need to re-enter data and cuts down on paperwork.

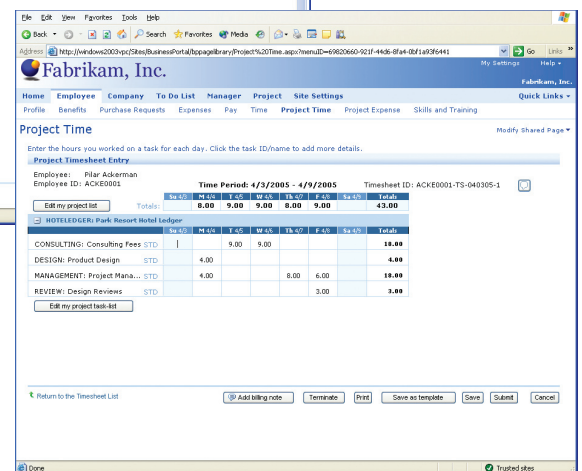
## Project Time and Expense for Business Portal in Microsoft Dynamics GP

Capture and recover project costs such as billable labor and project-related expenses in the timely and accurate way that is critical for project-oriented businesses. Project Time and Expense for Business Portal in Microsoft Dynamics™ GP empowers project team members and managers 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.



Employee	Report ID	Comment/Purpose	Date Range	Status	Total
Ackerman, Pilar	ACEK0001-TS-040305-1		4/3/2005-4/9/2005	Submitted	43.00 hrs
Ackerman, Pilar	ACEK0001-TS-082805-1		8/28/2005-9/3/2005	Submitted	40.00 hrs
Ackerman, Pilar	ACEK0001-EE-090105-1		9/1/2005-9/1/2005	Submitted	\$ 870.00

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



Task	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7	Wk 8	Wk 9	Wk 10	Total
CONSULTING: Consulting Fees STC			9.00	9.00							18.00
DESIGN: Product Design STC	4.00										4.00
MANAGEMENT: Project Mana... STC	4.00				8.00	6.00					18.00
REVIEW: Design Reviews STC						3.00					3.00

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

**FEATURES**

**PROJECT TIME AND EXPENSE FOR BUSINESS PORTAL**

<p><b>Expense Reporting</b></p>	<p>View open, approved, and paid expense reports from a single page.</p> <p>Attach new expense reports to projects, and use defaults to enter information such as billing type, expense type, and payment method.</p> <p>Enter reimbursable and non-reimbursable expenses on the same expense report.</p> <p>Enter expenses in different currencies.</p> <p>Quickly determine if you have a returned report that needs to be amended and resubmitted, with reports that are color-coded by status.</p> <p>Track the date, time, and the user that posts a transaction with a complete audit trail.</p>
<p><b>Timesheets</b></p>	<p>Enter hours worked and attach each entry to a specific project.</p> <p>The Time Entry page can display various time periods (for example, weekly or monthly) to accommodate differing project timelines.</p> <p>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.</p> <p>Add billing notes to include on the customer’s invoice for further detail.</p>
<p><b>Review and Approval</b></p>	<p>Approve or reject expense reports and timecards via a Web-browser.</p> <p>Assign multiple approvers to review timecards and expense reports.</p>
<p><b>Delivered through Business Portal</b></p>	<p>Streamline time and expense entry by enabling employees to file reports anytime from anywhere.</p> <p>Access all Business Portal processes, including all those in Project Time and Expense, as well as requisition entry, paycheck review, and others, with a single network login. There’s no need to remember multiple passwords to manage employee information.</p> <p>Built on Microsoft® Windows® SharePoint™ Services, 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.</p>

For more information about Project Time and Expense for Business Portal in Microsoft Dynamics GP, visit [www.microsoft.com/dynamics/gp](http://www.microsoft.com/dynamics/gp).



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