

Solomon

Project Self-Service Suite

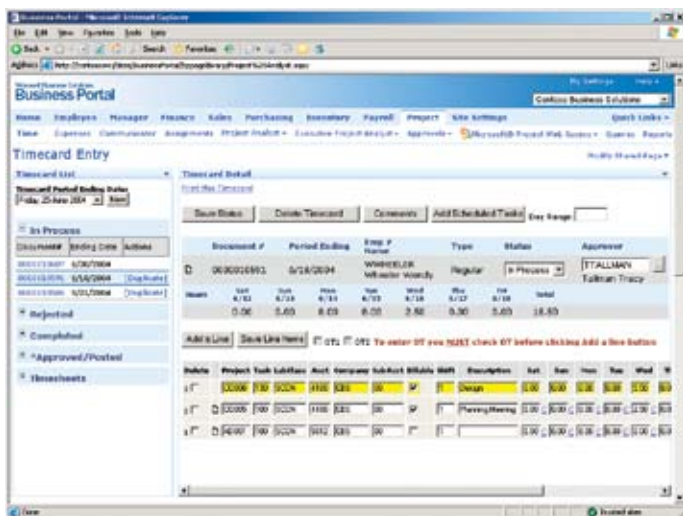
Microsoft
Business
Solutions

EMPOWER EMPLOYEES TO EXECUTE CRITICAL TASKS.

STREAMLINE BUSINESS PROCESSES.

SHARE INFORMATION THROUGHOUT THE ORGANIZATION.

With the self-service functions of Microsoft® Business Solutions Business Portal and **Microsoft Business Solutions–Solomon** you can empower your employees to manage their own critical tasks—like time-and-expense reporting and approvals. By extending this functionality to each user with an Internet browser, your business processes work more efficiently. The customized, role-based access gives your employees the accurate, up-to-date information they need to manage projects and business operations.



Project Timecard Entry

EMPOWER EMPLOYEES TO EXECUTE CRITICAL TASKS

Employees can quickly enter data into **project timecards**, **project expense reports**, and **payroll timecards** through Microsoft Business Portal simply by clicking the appropriate link. They can enter time and expense information at the project and task levels and provide comments for managers or for display on invoices.

The Microsoft Solomon Project Communicator on the Project Center page keeps everyone informed. Use it to receive role-based alerts, notifying employees about items that require their attention. Project Communicator can notify supervisors if timecards need approval. It can also advise project managers about budget overruns or invoices awaiting payment. Keep everyone informed through the Microsoft Business Portal or route messages via e-mail to easily access project messages and stay up-to-date.

SHARE INFORMATION THROUGHOUT THE ORGANIZATION

Microsoft Business Solutions provides three predefined roles for your project self-service needs: **Project Employee**, **Project Manager**, and **Project Executive**. These predefined roles give individuals access to all the information within the Microsoft Business Portal that they need to do their jobs. And the system is so flexible that you can add your own business entities or custom data permissions to serve your unique business needs.

THE PROJECT SELF-SERVICE CAPABILITIES OF MICROSOFT BUSINESS PORTAL MAKE IT EASIER TO:

- Manage information and processes.
- Give employees control over tasks and project information.
- Provide managers with analysis and approval tools to manage projects efficiently.
- Increase control over project-related expenses.
- Reduce the time required to invoice customers for billable activities.

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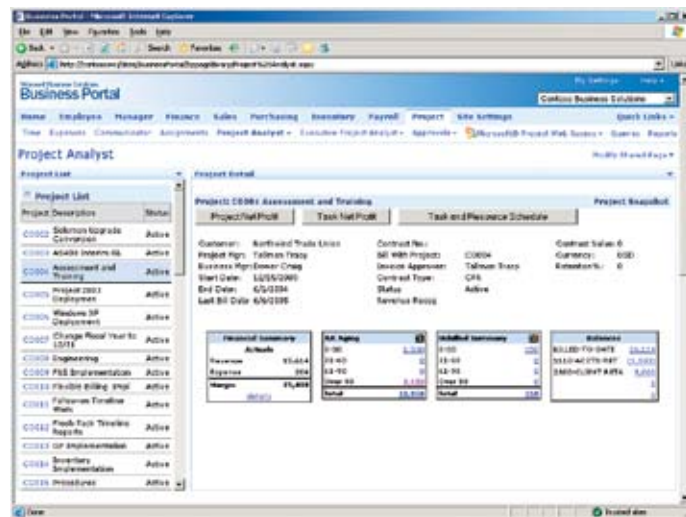
AVAILABLE FEATURES

- Project Timecard Entry
- Project Expense Report Entry
- Project Communicator Alerts
- Task Assignments
- Line Item Approvals
- Executive Line Item Approvals
- Document Approvals
- Project Analyst
- Executive Project Analyst
- Timecard Entry
- Timecard History
- Timecard Approval
- Timecard Approval History
- Advanced Timecard Setup

STREAMLINE BUSINESS PROCESSES

Tasks assigned to employees can be accessed in their online **Assignments List** so your employees can see at a glance the tasks they need to do each day. When employees create their project timecard, they can easily start it from the assignment list.

You can also use **Project Self-Service** to set up an online **approval process** for timecards, expense reports, and invoices. Employees can add comments to explain items, and project managers and supervisors can review the documents without having to print them. Managers can approve at the **line item** level to maintain tight control over project- and task-specific time and expense charges. The quick online approval dramatically reduces delays in assigning billable transactions to invoices and getting them out to customers.



Project Analyst

To analyze financial and operational information in Microsoft Business Portal, use the **Project Analyst** capabilities. Now, managers and analysts can get real-time project and task profitability, details, and invoice aging at the click of a mouse.