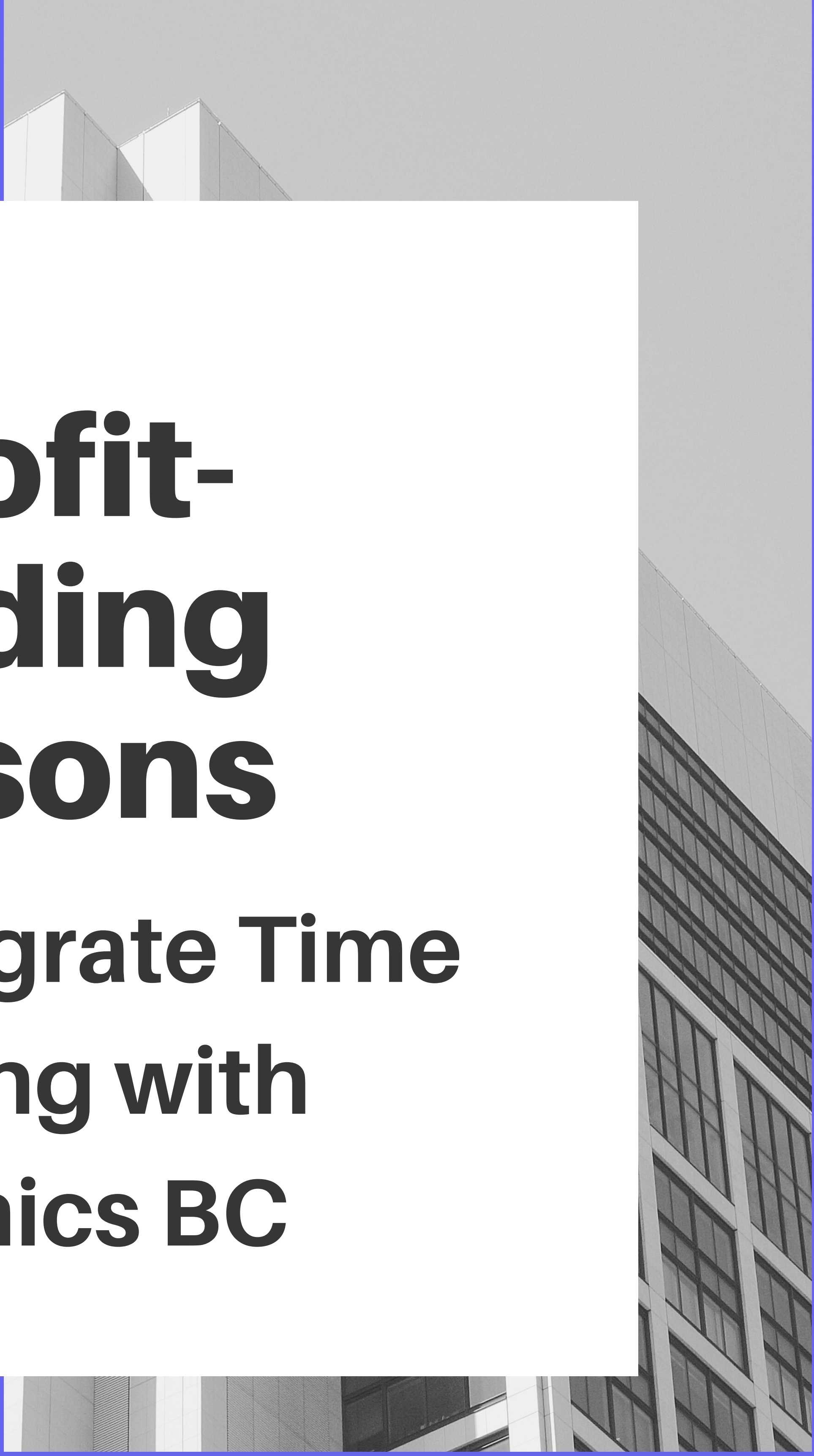

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5 Profit-building Reasons

to Integrate Time Tracking with Dynamics BC

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Summary

Every organization needs to understand and optimize how employees spend their time in order to build profitability. Especially for those using Microsoft Dynamics 365 Business Central, integrating a best-of-breed time tracking solution with their ERP system will ensure easier and more accurate collection of data and provide deeper insights to help drive profits and growth.

Time is money. It may be an age-old saying but the relationship between time and profits is just as relevant today as it was when the phrase was coined (see what we did there). To build profitability, every organization needs to understand and optimize how employees spend their time.

Accurately collecting and tracking time provides the foundation to support data-driven decisions to optimize the allocation, activities, and assignments of your workforce. While Microsoft Dynamics 365 Business Central provides some basic time and expense collection functionality, implementing a robust third-party time tracking solution will promote more accurate and consistent collection of data and provide deeper insights for analysis.

In this report, we'll dig deeper into how ease-of-use, automated approval workflows, mobility, resource management, and compliance can all contribute to your bottom line. Combining intelligent time management with the power of Dynamics Business Central provides unparalleled insight into how your workforce can drive profits now and into the future.

1. Simplify User Experience

Entering time and expenses is the last thing employees want to do. If the systems that they use force keying in the same information over and over, or require looking up codes and customer information, they are more than likely going to procrastinate or avoid getting it done altogether.

How does simplified user experience build profits? With more timely, accurate data reflecting the activities of your employees, your organization can get invoices out faster, improve resource allocation, identify opportunities for productivity gains, and reduce costly errors. And, without the wasted time on manually entering data, employees can spend more time thinking about new ways to build the business.

H**ow can you simplify the user experience?** To simplify the user experience, employees should be able to enter all their time and expenses through one uncomplicated user interface. Instead of remembering and entering codes, employees should be able to just select the day, select a project (including billable and non-billable projects), and enter their time. The software you choose for employee time tracking should also be intelligent and use previous entries to create new timesheet suggestions.

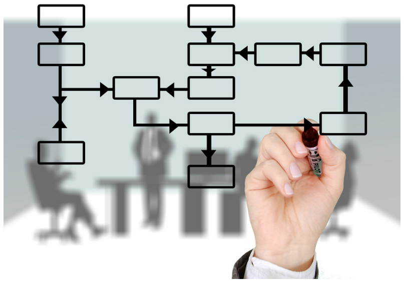
Your timesheet solution should align with your organization's business operations. A robust time tracking solution will be configurable to make time entry align to the way your workers spend their day. In addition, you can simplify your user's experiences by choosing a time tracking system that will:

- Automatically remind employees to submit their timesheets at the end of a period.
- Enable users to upload images of receipts from their desktop or mobile device's photo gallery to submit with expense entries for projects.
- Allow managers to effortlessly enter time for entire work crews and access real-time metrics.

2. Streamline Approvals

Reviewing and approving timesheets and expenses can be a cumbersome process, with endless reminders needed to get the job done. As the second step in making sure that data collection is accurate and timely, approval processes should be automated, simple, and fast.

How do streamlined approvals build profits? When automation and workflows drive timesheet and expense approvals, managers can focus on the meaning behind data collected instead of being mired in confirming the details of submitted hours worked and vacation accruals. With a better understanding of relationships between workforce activities and other key metrics, managers can optimize operations to build profits.



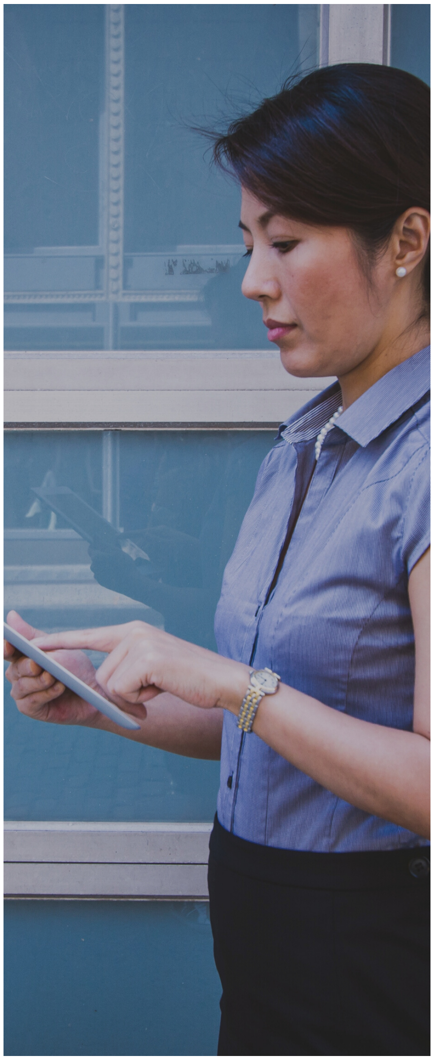
How can you streamline approvals?
With a robust time tracking solution, time and expense data is automatically validated according to the rules set by your organization. You can be sure that paid time off (PTO) accruals are applied correctly for each individual employee and workflows send approval requests to the appropriate managers.

Validation rules should be created based on your organization's specific needs. Those rules will ensure that time and expenses have been entered within the guidelines of customer and internal requirements. With validated codes, managers can quickly review and approve time and expense submissions.

Workflows allow your organization to track leave requests and time off actuals against a calculated bank of PTO accrual balances. Both employees and managers should be able to easily monitor PTO availability and usage.

To keep the approval process moving quickly, your time tracking system should offer workflows that alert approving managers while keeping other people who need to know the status of leave requests in the loop as well. The system should make it easy to build a multi-level approval workflow and automatically generate reminders that keep the process moving. In many organizations, an employee may formally report to one manager but be assigned to a temporary project supervised by another. Both the direct manager and the project manager will want to see the amount of time spent on project-specific tasks.

3. Support Mobile Workforce



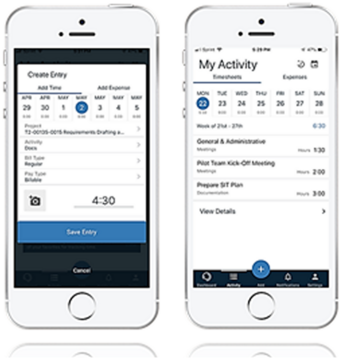
Today, almost every business is a mobile business. Whether your employees are working from home or on the road, they need web-based access to a simple, easy-to-use time and expense entry system. Since Dynamics Business Central does not currently offer a mobile app, a cloud-based time tracking solution will help you deliver easy access for employees.

How does supporting a mobile workforce build profits? A cloud-based time tracking solution that includes a mobile app enables your workforce to quickly enter their time and spend more time working on profitable activities. With real-time data, customer billing can go out faster to accelerate collections and cash flow.

How can you better support your mobile workforce? Web-based timesheet solutions must become the standard for time tracking for companies facing uncertain times. It’s no longer only project teams that are on the road — today every company has people working from home. Those workers need access to their time tracking application from a mobile device.

The mobile app should provide:

- Streamlined time and expense entry that includes easy attachment of images of their receipts.
- Multi-level workflows that simplify viewing, validation, and approval of timesheets.
- Customizable dashboards that include a snapshot of your time and your team's submissions.



4. Optimize Resource Management

Without centralized access to employee time tracking data at the project, department, or task level, managers can't make informed decisions based on a complete picture of workforce data. A dynamic, customizable time tracking system is essential to understand and optimize how your team is working.

How does optimized resource management build profits? Clear visibility into resource allocation helps align work to your labor resources, keeping both customers and employees happier. Eliminating unnecessary overtime costs will reduce payroll costs as well as employee burnout. By balancing your resources more efficiently, you will keep projects (and billing) moving forward and customers satisfied.

How can you optimize resource management? Resource allocation is a continuous balancing act; managers need to determine resource attributes, keep track of availability, and manage assignments while making sure to avoid overbooking or underutilizing employees. With a centralized time tracking and resource management system — particularly one that's configurable to meet your company's specific needs — it's easier to manage employee workloads and get a better perspective on your various teams' project time allocation to maximize resources. Managers can evaluate the work that needs to be done — whether project, production, or task-based — and allocate future resources appropriately.

A tight, two-way integration between your time tracking solution and Dynamics Business Central enables managers to easily utilize analysis tools, combining financial forecasting and resource planning to get the most value out of all your business systems. A complete picture of project and budget status, employee time, and resource availability allows managers to plan ahead and even out work assignments to avoid overtime costs.

Your time and expense tracking solution should offer advanced functionality beyond the context of payroll and accounting. It should enable managers to analyze important workforce data to improve efficiency across projects, departments, and the entire organization.

With centralized resource data tracking, managers can uncover relationships between job roles and skill sets. Lessons can be learned from productive employees who are able to complete more tasks than other employees in a given time period. Employees with special skills can be assigned to the work where they are most needed. Through data analysis, managers can look for the opportunities to restructure project plans and work assignments to meet evolving conditions and capitalize on new opportunities.

5. Ensure Compliance

Compliance with the Defense Contract Audit Agency (DCAA), Health Insurance Portability and Accountability Act (HIPAA), Sarbanes-Oxley (SOX), or the Auditing Standards Board of the American Institute of Certified Public Accountants (AICPA) requires accurate, detailed time and cost accounting to simplify and streamline reporting. A robust time tracking solution that is specifically designed to meet the stringent requirements of an audit will save your organization a significant amount of time and money.

How does ensured compliance build profits? With confidence in the data gathering and reporting strength of your time tracking solution, your team can explore or expand on opportunities to grow in any industry.

How can you ensure compliance? To meet the standards required by regulatory agencies, your time tracking system must have the controls and audit trails necessary to comply. The first step in doing so is to automate data validation rules that ensure employees enter time and expenses within the guidelines of formal policies and compliance requirements.

Data validation rules and workflows should be configured according to the specific requirements of your business or industry — like requiring daily time and expense entry — with automated reminders sent to workers as needed. Time entry options should be limited to allow only those that meet applicable requirements to be submitted, so that managers don’t need to waste time confirming the accuracy of employee timesheets. Workflows should ensure that employees and managers complete submissions and approvals in the required time frames. With all of these processes set up, centralized data from the time and expense tracking system will streamline complex reporting processes.

Conclusion

Implementing a smooth integration between Dynamics Business Central and an advanced enterprise time tracking solution for projects, billing, and payroll will ensure you can make data-driven decisions to maximize the productivity of your workforce. Armed with comprehensive workforce data, you are better equipped to adapt to the constantly evolving business environment we face today. With the combined power of Dynamics Business Central and a customizable time tracking software, you can unleash the full potential of your employees to drive profitability.

About Journyx

Journyx is a premier time tracking software that streamlines the collection and processing of employee timesheets. Thousands of companies worldwide use Journyx to reduce payroll time, grow client billings, and increase project/account profitability.

Learn more about Journyx time tracking and resource management solutions at www.journyx.com.