

# Finding the Best Time Tracking Solution to Complement Your Microsoft Dynamics ERP System

8 Key Factors to Consider When Choosing a Time Tracking Solution for Your Business

## Executive Summary

While Microsoft Dynamics ERP offers basic functionality for time tracking, your business can gain a major competitive advantage from utilizing an integrated third-party solution. The right integrated solution will empower your organization to operate more efficiently, accurately, and profitably.

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If your organization uses a Dynamics ERP platform to manage project accounting, payroll, and/or billing, you may also be using its built-in capabilities to track employee time and expenses. While Microsoft Dynamics offers basic functionality for time tracking, your business can gain a major competitive advantage from an integrated third-party solution to collect more detailed, project-oriented time and expense tracking.

Accurate time, expense, and resource tracking data is essential for any type of business that intends to maximize its value and drive growth. Simply put: You need smart data collection and reporting tools to identify challenges and make informed decisions that will produce dramatic improvements in the way your business operates.

So, how do you know which time and expense management solution is right for you? Here are eight key factors to consider on your buyer's journey for a time tracking solution:

## 1. Usability

Is the solution easy to use: intuitive, clean, quick, and consistent across devices?

The modern workforce spends much of its time working remotely or from various different locations, so employees need the ability to track time and expenses from their mobile device and desktop/laptop. You can expect in today's increasingly mobile society that any good time tracking solution has a mobile app that offers a user-friendly interface, intuitive navigation, and the same level of functionality as a desktop system.

## 2. Reliability & Security

Does the software meet your company's standards for data security and integrity?

Choosing a solution that is reliable and secure should be a major consideration, since the activities and expenses that your company tracks will likely include sensitive information that you'll want to safeguard. Look for a solution that ensures a secure and uninterrupted connection, with reliable backup measures in place.

## 3. Integration

How smoothly does it integrate with your ERP and other existing business systems?

If you need time data to automate processes in other critical business systems, such as payroll, project management, and HR, then look for a time and expense tracking component that will seamlessly integrate with your other business systems, provide data validation, and make it easy to automate otherwise error-prone processes. Ask the vendor if they will handle the complete set-up of your time tracking solution and facilitate a custom integration that meets your business needs.

## 4. Reporting

Does the software include a dynamic reporting engine with real-time access to data?

While you may have access to project, billing and payroll reporting in your existing systems, there is a delay in the data that is available while time and expense data is gathered and approved for transfer to these systems. Your time and expense tracking solution should include its own reporting engine with ability to do “spot” reporting on the data as it is entered into the system.

## 5. Compliance

Can the solution help your company comply with regulations?

It is important for companies in need of audit compliance to keep accurate time and cost accounting data in order to meet certain standards put forth by agencies such as the Defense Contract Audit Agency (DCAA), the Health Insurance Portability and Accountability Act (HIPAA), the General Data Protection Regulation, SarbanesOxley (SOX), or the Auditing Standards Board of the American Institute of Certified Public Accountants (AICPA). If you are one of those companies, look for a solution with features that can help you comply with the specific regulatory requirements for your industry.

## 6. Customer Support

Will the vendor provide responsive and effective customer support?

Consider looking into the following: How many cases has the vendor published in its automated helpdesk tool? What is the average response time for support? Can they provide data on the overall satisfaction level of existing customers from a recent support poll? Be wary of vendors that provide a static, outdated FAQ list, or whose “support” staff is part of the sales team.

## 7. Approvals

Does the solution provide a flexible, multi-level workflow process?

In order to ensure that data collection is accurate and timely, your company may require a workflow so that an approver can verify certain types of data. Workflows can also allow you to track leave requests and time off taken against a calculated bank of paid time off (PTO) accrual balances. Your system should make it easy to build a multi-level approval workflow and automatically generate reminders that keep the process moving.

## 8. Resource Management & Planning

Does the solution offer resource management and planning capabilities?

If you need to know what labor resources are available for a given project and plan out how much time must be allocated for each one to ensure resources are not over- or under-used, then you should look for a solution that provides financial forecasting and resource planning for a complete picture of project and budget status, employee time, and availability. A tool that helps you with resource allocation and scheduling, as well as capacity planning, will give you an extra layer of clarity on your projects and project teams.

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### About Journyx, Inc.

Founded in 1996, Journyx offers customers two solutions to reach the highest levels of profitability: Journyx – project, time and expense tracking software – and Journyx PX – resource management software that provides work and financial forecasting for a complete picture of project and budget status, employee time and availability. Journyx has thousands of customers worldwide, including Boehringer Ingelheim, Schlumberger, BP, Honeywell and many others. For more information, visit [www.journyx.com](http://www.journyx.com).