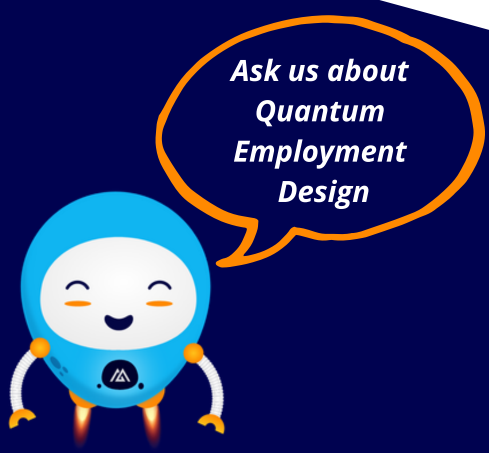
My Digital Timesheets

Manage timesheets and expenses with ease



The MDT Experience

Timesheets and Expenses Approval System

My Digital Timesheets is an invoice, timesheets and expenses approval system, which allows you to invoice Clients and pay Suppliers and Contractors, with all of your information in the one place, it's a simple and efficient way to keep all of your paperwork in once place.

Contractor

Enters their timesheet or invoice to the Contractor portal, including any relevant attachments.

Client

Authorises timesheets or invoices submitted via the Client portal, this step is optional and able to be configured on an assignment basis.

Company approval

Final approval of all timesheets that have been submitted via the portal. Company is also able to import timesheet extracts from other systems, or raise manual timesheets if required.

Sales Invoices

Raise sales invoices, send to Clients, produce Sales Ledger reports.

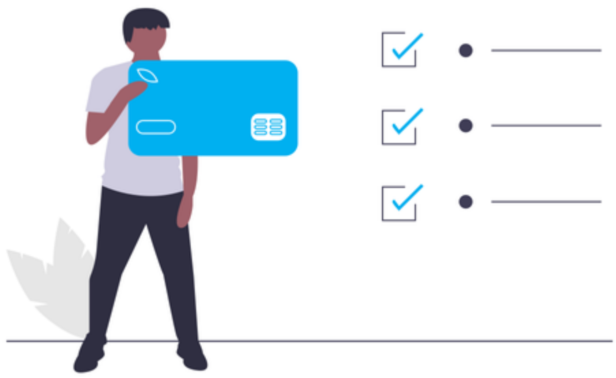
Purchase Invoices

Raise remittances or self bill invoices for Suppliers, send to Suppliers as required, and produce Purchase Ledger reports.

Reports

Run reports for Gross Margin, consultants commissions, including HMRC intermediaries reports.

Pricing



Having a slow month? Your bill will be low too!

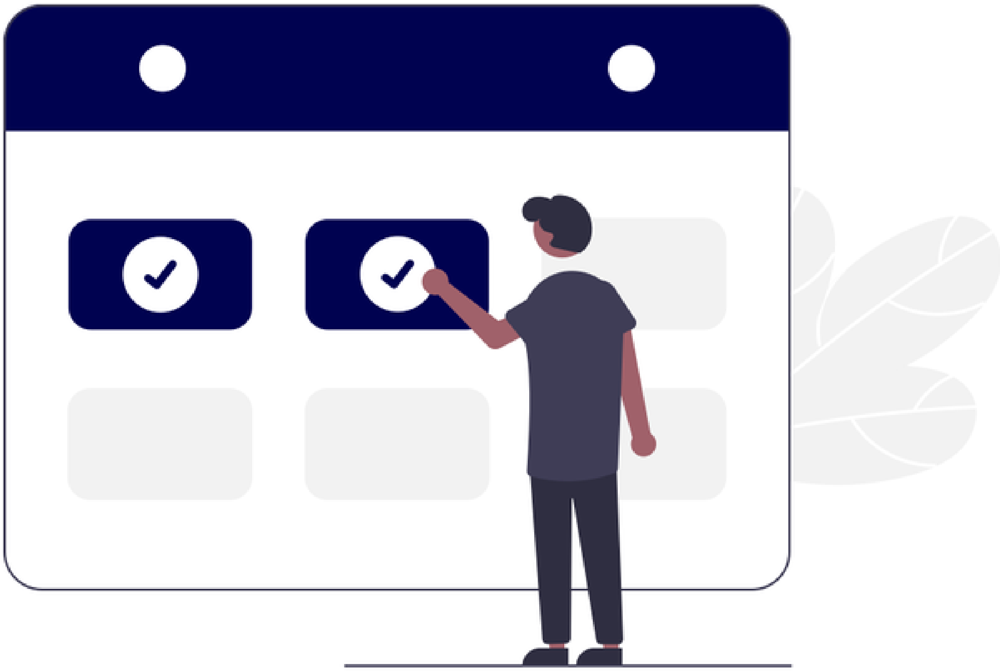
Pay as you go software – £4 per contractor processed, per month.

- No implementation fee
- No ongoing contracts
- No monthly fees - **EVER!**
- First full month usage free
- 1 Day of Training for free
- Access to UK based service desk and online knowledge base

Require data migration?
We can assess your needs and work with you to plan a solution for you.

Require additional training days?
Work with us to determine your training needs, and a price can be negotiated.

Contractor Portal Experience



Company User must add a Contractor to the system, and grant them access to the system, as well as timesheet access.

Company User assigns any Compliance items to the Contractor, and inserts any relevant Assignments for the Contractor which will determine the information that the Contractor needs to provide their details in.

Contractor is invited to the portal via email once the Company User has done this.

Contractor is then able to create their username and password.

Contractor will be able to submit any Compliance items as required.

Contractor is able to submit their timesheet and invoice information as required, following what has been approved in the Assignment. Ability to upload attachments if they have been requested.

Email notifications are sent to the Contractor if they have new items waiting on the portal, informing of any rejections, or if the Company is chasing their submissions.

Easy to use, accessible on any device, online Knowledge Base available with instructions on how to use.

Client Portal Experience

Company User must add a Client User to the system, grant them access to the system, and designate particular Client User's responsible for authorising particular Assignments for the Contractors, Client Users can also submit any Compliance items on behalf of the Client through the portal as required.

Client User is invited to the portal via email once the Company User has done this.

Client User is then able to create their username and password.

Client User will be able to submit any Compliance items as required.

Client User is able to approve or reject their Contractor's timesheet and invoice information as required, following what has been approved in the Assignment and what they know to be accurate. Ability to upload attachments if they have been requested.

Email notifications are sent to the Client User if they have new items waiting on the portal, informing of any rejections, or if the Company is chasing their submissions.

Easy to use, accessible on any device, online Knowledge Base available with instructions on how to use.

Timesheets/Invoices

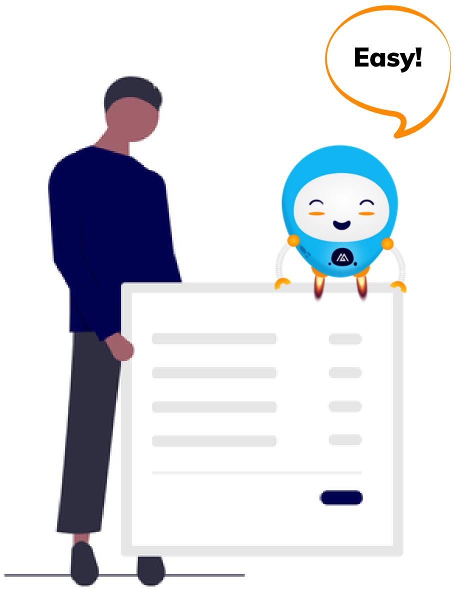
Timesheets and invoices can be submitted directly from the Contractors into the portal to be accepted by the system.

Company Users can also raise timesheets manually if required, this could be due to a Contractor not being able to access the internet, if records are still maintained paper-based, or potentially manually entering expenses to be paid.

Some Client's may have their own clock-in/clock-out system on site, rather than capturing this information twice, if the Client is able to provide a timesheet extract, this can easily be uploaded into My Digital Timesheets, so capture the timesheets that way.

Sales Invoices

Everything is fully customisable for Sales Invoices Client by Client, from how payment terms are managed, comments, how invoices are sent, and how timesheets are grouped for the Client.



Once timesheets are added to batches, and batches are run, they can be bulk emailed to Client's directly from the system

Invoices are in a simple easy to read format, customised with your company logo, and any
emails sent from the system are sent from your company email of choice.

Detailed reports of invoice transactions are available to be run and exported, making it easy to upload into an accounts system, or to provide transaction information to your Accountant. Sales Ledger reports in formats specific to Xero and Sage are available in the system.

Purchase Invoices

Everything is fully customisable for Purchase Invoices Supplier by Supplier, from the decision to make the Purchase Invoice a Remittance or a Self Bill invoice, how Purchase Invoices are grouped, and how they are sent from the system.

Once batches are created and Purchase Invoices are generated, they can be bulk emailed to Supplier's directly from the system. Purchase Invoices are in a simple easy to read format, any emails sent from the system are sent from your email address of choice.

Detailed reports of invoice transactions are available to be run and exported, making it easy to upload into an accounts system, or to provide transaction information to your Accountant. Purchase Ledger reports in formats specific to Xero and Sage are available in the system. Bank files are fully customisable and available to directly upload to your bank to make payments.

Purchase Orders

If you are required to use Purchase Orders for particular Clients, this is able to be made mandatory within the Client record. Purchase Orders can be entered onto My Digital Timesheets and easily linked to corresponding timesheets as required.

There is the ability to monitor the remaining balances of Purchase Orders, allowing you to work effectively within budget.

Audit Trail

Stay compliant, stay accountable!

Every action that happens within the system is recorded, with a visible audit trail allowing you to keep track, and being able to provide any evidence if and when you are required.

Multiple Devices

My Digital Timesheets is a product that is able to be used through multiple devices.

We recommend accessing My Digital Timesheets through Chrome browser for best results, and our display is compatible with PC, Mac, Tablets, or Smartphones. Meaning that you, your Clients, and your Contractors can access My Digital Timesheets anywhere, anytime.

Compliance Module

Easily and efficiently assign and collect any compliance documents from Contractors or Clients.

It is so simple to maintain your library of standard and custom compliance templates and packages within the system.

Issue contracts, gather right to work documentation, collect DBS evidence, request licences, qualifications and other essential documentation all through the online portal, and Client Users and Contractors can upload their compliance items as requested, for Company Users to accept and approve.

Compliance reports allow Company Users to monitor any compliance that has not yet been completed, or any compliance items that are due for renewal.

Accounting System Integrations

Direct integrations are available between My Digital Timesheets and accounting systems, such as; My Digital, Sage, and Xero. If you are using a system and require custom reporting to be created, My Digital Timesheets can help!

CRM System Integrations

Using too much Administration time double-keying information in your CRM and Accounts? Leaving room for user error by double-handling information?

My Digital Timesheets has an import functionality for Contractor and Assignment records, meaning information can be exported from your CRM, or just compiled into an Excel spreadsheet, and imported into My Digital Timesheets creating new Contractor and Assignment records instantly, saving your team time, and ensuring accuracy!

Reporting Suite

Standard reports are available within My Digital Timesheets to meet your needs:

Gross Margin Report – compare Paid/Billed rates and monitor your gross margin

Commission Report – monitor commissions payable to Consultants

Intermediaries Report – submit accurate Intermediaries reporting to the HMRC in the correct format

Timesheet Chaser Report – follow-up timesheets that have not yet been Submitted by Contractors, or not yet authorised by Client's and send reminder emails to follow-up

Worker Volume Report – monitor Contractor's and their timesheets

Compliance Status Report – view Contractor and Client compliance status and chase missing information

Compliance Renewal Report – view Contractor and Client compliance items that are due to be renewed and chase required documentation

Export all of your My Digital Timesheets data with ease, allowing you the ability to manipulate, apply formulas, or pivot your own data. Not great with Excel? My Digital Timesheets has a partnership with a fully customisable extensive reporting suite where your information can be put to use to develop and monitor meaningful KPI's with the ability to monitor outcomes on a dashboard.

Help and Support

Detailed online Knowledge Base is accessible for all MDT users to be able to have 'How To Articles' to assist with any aspect within the system.

Can't find what you need in our Knowledge Base?

My Digital Timesheets customers have unlimited access to an online UK based support desk, where your queries will be responded to within one business day, with the aim to resolve any system issues within excellent timeframes.

Urgent assistance required?
Pick up the phone and give us a call, we are available within business hours to assist you!

Invest in a system to benefit your business!

My Digital has successfully helped other businesses to achieve their bespoke development requirements with the assistance of a Research and Development (R&D) Claim.

My Digital Team have experience Project Managers, Product Managers, Business Analysts, and Product Developers on staff to be able to refine your requirements and produce the end product you require to achieve your business goals. With the assistance of a R&D Claim you can reap the benefits of a Corporate Tax deduction, as well as improve your business processes and efficiencies with a bespoke product.

Contact us to find out more!

tel: 0161 925 6162

email: timesheets@mydigitalaccounts.com

www.mydigitalaccounts.com/timesheets

My Digital Timesheets Partnership Offer

Know a business who may benefit from My Digital Timesheets?

Refer a new customer to My Digital Timesheets and reap the benefits of a revenue share!

Just give us a solid word to your referral, and provide us with a best contact, we can do the rest, while you are rewarded with a kickback.

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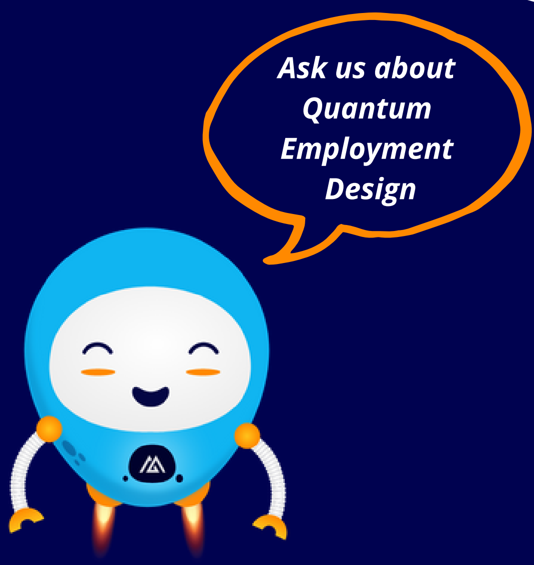

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