



KPMG

Contractor User Guide

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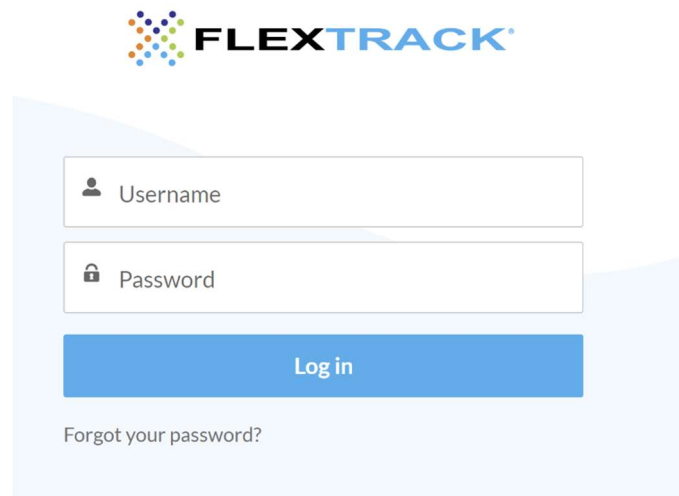


## Introduction

### Accessing Flextrack

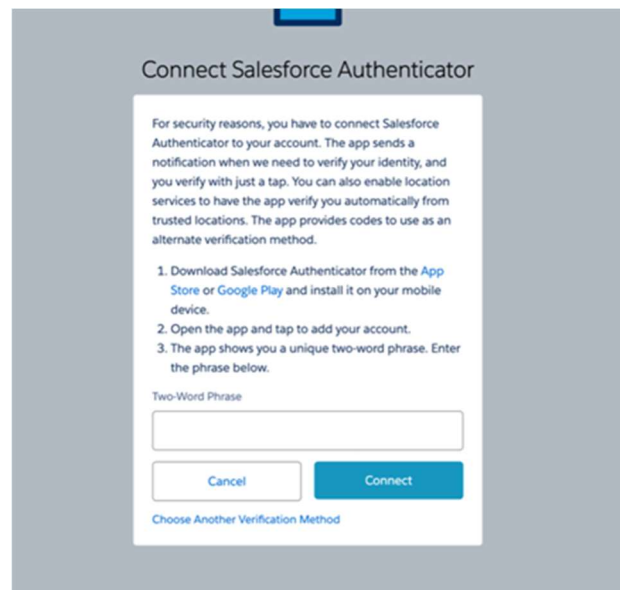
1. Username and passwords are provided to you via email at the time of onboarding. To access the Flextrack VMS, please go to the following URL and enter your username and password:

VMS URL: <https://flextrack-kpmg.my.site.com/contractors/s/login>



The image shows the Flextrack login interface. At the top is the Flextrack logo. Below it is a light blue box containing a login form. The form has two input fields: the first is labeled 'Username' with a person icon, and the second is labeled 'Password' with a lock icon. Below these fields is a blue 'Log in' button. At the bottom of the box is a link that says 'Forgot your password?'.

2. Enter the login credentials provided and click login
  - a. Note: On the first log in to the system, you will be prompted to create a new password
  - b. For your subsequent login you will be prompted to install a Multi-Factor Authentication (MFA) application. This MFA will be required for all logins to the Flextrack VMS.

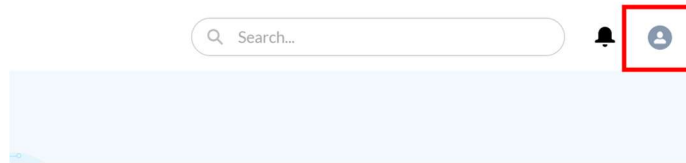


The image shows a screen titled 'Connect Salesforce Authenticator'. It contains instructions for connecting the app: 'For security reasons, you have to connect Salesforce Authenticator to your account. The app sends a notification when we need to verify your identity, and you verify with just a tap. You can also enable location services to have the app verify you automatically from trusted locations. The app provides codes to use as an alternate verification method.' Below the instructions are three numbered steps: 1. Download Salesforce Authenticator from the App Store or Google Play and install it on your mobile device. 2. Open the app and tap to add your account. 3. The app shows you a unique two-word phrase. Enter the phrase below. There is a text input field for the 'Two-Word Phrase'. At the bottom are 'Cancel' and 'Connect' buttons, and a link that says 'Choose Another Verification Method'.




## Updating Profile Settings

1. To change profile settings, click the profile icon in the top right hand corner and select **'My Settings'**



2. On details tab, click **'Edit'** and update contact information as needed

DETAILS
MY SETTINGS



Customer
Edit

Name
Jerry Rice
Manager

Title
Company Name

Email
jr@mail.com
Phone

Address
Mobile

About Me

3. On the My Settings tab, change password and language/locale preferences as needed
  - a. For English, please change Language to "English" and locale to English (Canada)
  - b. For French, please change Language to "French" and locale to French (Canada)

DETAILS
MY SETTINGS

Account
Username
setnaalcot@test.com
Email Address \*
setnaalcot@test.com
Password
Change Password

Location
Language
English
Locale
English (Canada)
Time Zone
(GMT-04:00) Eastern Daylight Time (America/New\_York)

Cancel
Save



## Unit Sheets

### Overview

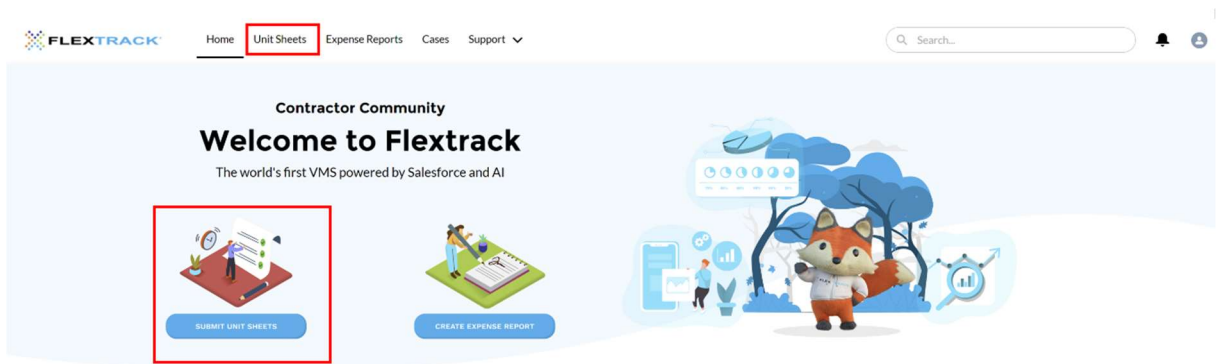
- **Timesheet Frequency:** The KPMG Timesheet cycle is variable based on your payment structure:

Payment Structure	Timesheet Cycle
Hourly	Weekly   Sunday - Saturday
Daily	Weekly   Sunday - Saturday
Monthly	Monthly
Twice Monthly	1 <sup>st</sup> – 15 <sup>th</sup> , 16 <sup>th</sup> to Last Day of the month
Milestone	Weekly   Sunday - Saturday
Fixed Price	Weekly   Sunday - Saturday
Per Word	Weekly   Sunday - Saturday

- All Unit Sheet Approvals are **final**. Once a unit sheet has been approved, it cannot be undone in the VMS.
- Your Hiring Manager will add charge codes for you to enter time against on unit sheets. If there are no charge codes available or the correct charge code is not available to you to select, please contact your Hiring Manager.

### Creating & Submitting Unit Sheet

1. Upon login to the VMS, you will see your home page. From here you are able to navigate to your Unit Sheets by clicking the **“Unit Sheets”** tab at the top of the page, or by clicking **“Submit Unit Sheets”** on the home page.

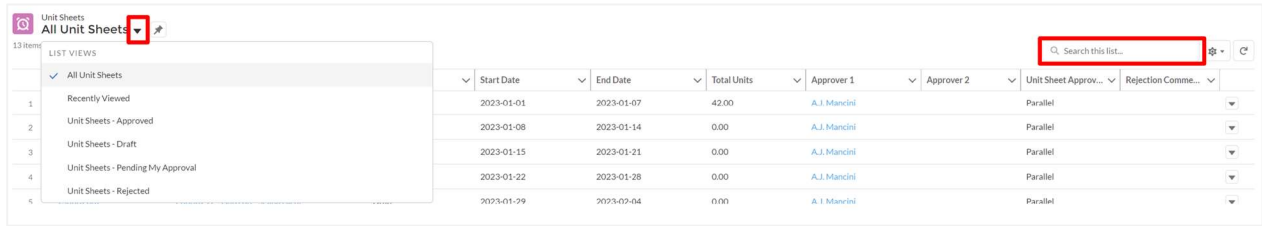


2. Select the blue hyperlink in the sheet # column for the time period for which you wish to submit a unit sheet.

Unit Sheets					
Recently Viewed ▾					
4 items • Updated a few seconds ago					
Sheet #	Status	Start Date	End Date	Total Units	
1 <a href="#">TS0002337</a>	Submitted For Approval	2023-03-05	2023-03-11	16.00	
2 <a href="#">TS0002338</a>	Draft	2023-03-12	2023-03-18	0.00	



**Quick Hint:** To change the list view to see other statuses, select the arrow. The list is also searchable in the search tool box. All columns can be sorted alphabetically or numerically by clicking on the column header and sorting.



Unit Sheets  
All Unit Sheets

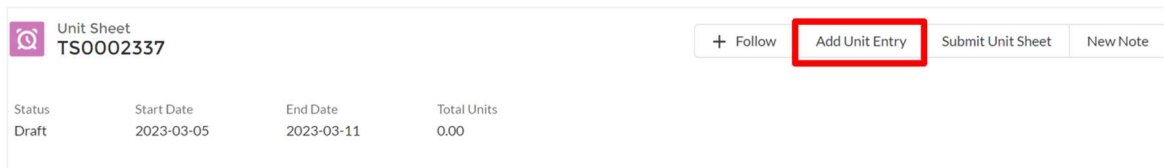
13 items

LIST VIEWS

- ✓ All Unit Sheets
- 1 Recently Viewed
- 2 Unit Sheets - Approved
- 3 Unit Sheets - Draft
- 4 Unit Sheets - Pending My Approval
- 5 Unit Sheets - Rejected

	Start Date	End Date	Total Units	Approver 1	Approver 2	Unit Sheet Approv...	Rejection Comme...
	2023-01-01	2023-01-07	42.00	A.J. Mancini		Parallel	
	2023-01-08	2023-01-14	0.00	A.J. Mancini		Parallel	
	2023-01-15	2023-01-21	0.00	A.J. Mancini		Parallel	
	2023-01-22	2023-01-28	0.00	A.J. Mancini		Parallel	
	2023-01-29	2023-02-04	0.00	A.J. Mancini		Parallel	

3. Click 'Add Unit Entry' in the top right hand corner



Unit Sheet  
TS0002337


+ Follow Add Unit Entry Submit Unit Sheet New Note

Status	Start Date	End Date	Total Units
Draft	2023-03-05	2023-03-11	0.00

4. There are 2 options that can be used to enter unit sheets. Select either option and click 'Next'
- Single entry: allows one entry per day to be entered
  - Multiple entry: allows multiple days to be entered at one time


### Add Unit Entry

What type of Unit Entry do you want to perform?



**Single Entry**

Enter one work period at a time



**Multiple Entries**

Select a date range to enter for an extended period

Next

5. Enter all unit entry details for date, number of units and rate type and select "Next"



### Add Unit Entry

\* Date

Mar 5, 2023

\* Units

8.00

\* Rate Type

Regular

Comments

Previous

Next

6. Select the correct Rate description and Charge Code and click **“Next”**
  - a. Please note, you can only select one charge code per unit entry.

### Add Unit Entry

\* Rate Description

Regular - Hourly - Default

☕ Charge Codes

Code Name	Code Description	Phase Description	Task Description
0000010-70 - E0000107 - A00212	Test AQ aaaaaaaaaaaaaaaa aaaaaaaaaaaaa	Test AQ aaaaaaaaaaaaaaaa aaaaaaaaaaaaa	Test AQ aaaaaaaaaaaaaaaa aaaaaaaaaaaaa
<input type="radio"/> 8556693-35 - Project 1	Test		

Previous

Next

7. Continue adding unit entries as needed. Once you are finished, uncheck the box next to “Create Another Unit Entry” and click **“Next”**.

### Add Unit Entry

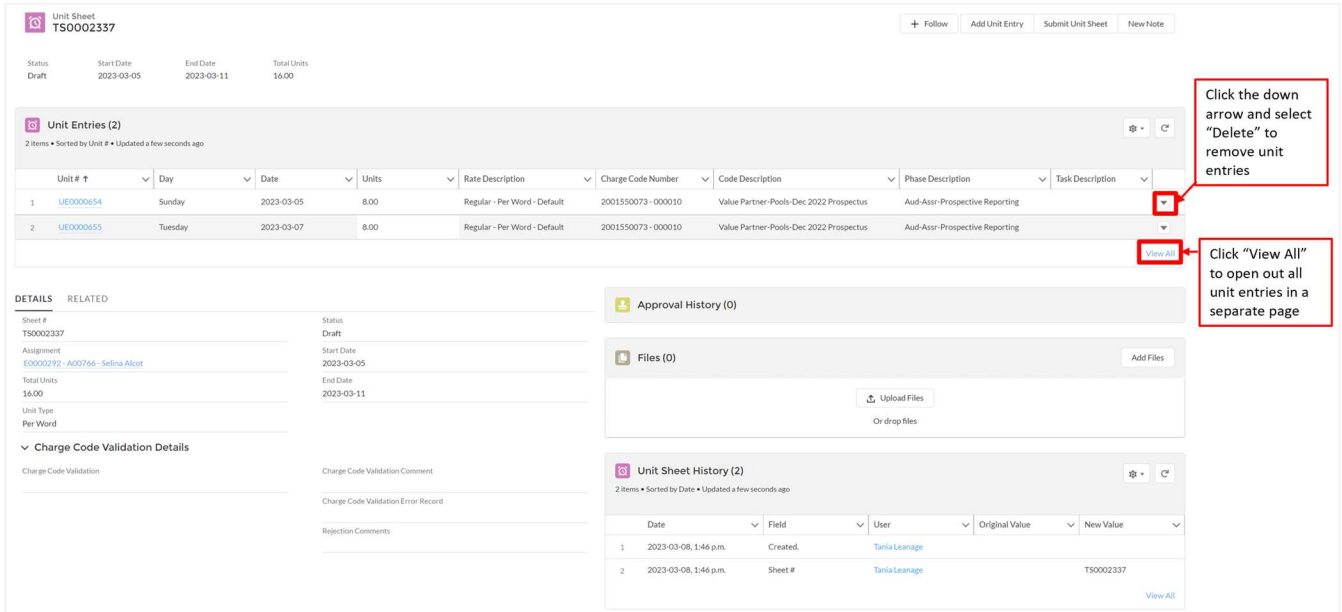
Unit Entry Created

☐ Create Another Unit Entry?

Next



8. A unit sheet will be created containing all unit entries. You can delete unit entries if entered incorrectly or add additional unit entries as required.



Unit Sheet  
TS0002337

Status: Draft | Start Date: 2023-03-05 | End Date: 2023-03-11 | Total Units: 16.00

Unit Entries (2)

Unit #	Day	Date	Units	Rate Description	Charge Code Number	Code Description	Phase Description	Task Description
1	UE0000654	Sunday	2023-03-05	8.00	Regular - Per Word - Default	2001550073 - 000010	Value Partner-Pools-Dec 2022 Prospectus	Aud-Assr-Prospective Reporting
2	UE0000655	Tuesday	2023-03-07	8.00	Regular - Per Word - Default	2001550073 - 000010	Value Partner-Pools-Dec 2022 Prospectus	Aud-Assr-Prospective Reporting

DETAILS RELATED

Sheet # TS0002337  
Assignment: E00000292 - A00766 - Selina Alcot  
Total Units: 16.00  
Unit Type: Per Word

Charge Code Validation Details

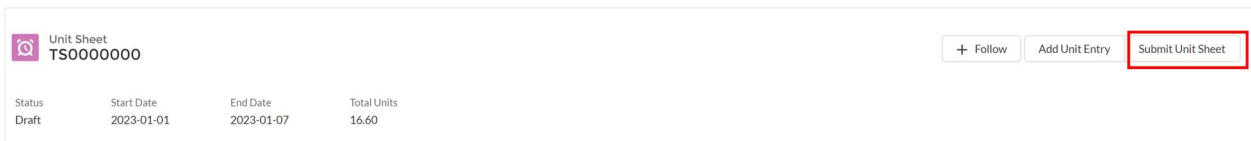
Approval History (0)

Files (0)

Unit Sheet History (2)

Date	Field	User	Original Value	New Value
2023-03-08, 1:46 p.m.	Created	Tania Leavage		
2023-03-08, 1:46 p.m.	Sheet #	Tania Leavage		TS0002337

9. Once satisfied, select **'Submit Unit Sheet'** from top right hand corner of screen.
  - a. **Note:** It is very important that you ensure your unit entries are correct prior to submitting for approval

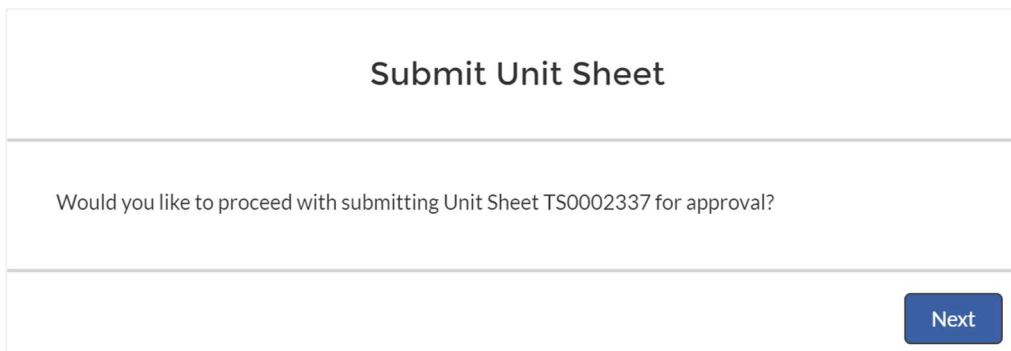


Unit Sheet  
TS0000000

Status: Draft | Start Date: 2023-01-01 | End Date: 2023-01-07 | Total Units: 16.60

Buttons: Follow, Add Unit Entry, **Submit Unit Sheet**

10. A warning message will appear, click **'Next'** to proceed.



**Submit Unit Sheet**

Would you like to proceed with submitting Unit Sheet TS0002337 for approval?


**Next**

11. The unit sheet status will changed to 'Submitted for Approval'. The KPMG approver will review and either approve or reject the unit sheet





- If rejected, please correct and resubmit the unit sheet with the correction required.
- You can see the KPMG approver and current approval status at any time in the Approval History tab on the unit sheet.


**Unit Sheet**  
**TS0002337**
+ Follow

**Status**  
Submitted For Approval

**Start Date**  
2023-03-05

**End Date**  
2023-03-11

**Total Units**  
16.00

**Unit Entries (2)**  
2 Items • Sorted by Unit # • Updated a few seconds ago

Unit # ↑	Day	Date	Units	Rate Description	Charge Code Number	Code Description	Phase Description	Task Description
1	Sunday	2023-03-05	8.00	Regular - Per Word - Default	2001550073 - 000010	Value Partner-Pools-Dec 2022 Prospectus	Aud-Assr-Prospective Reporting	
2	Tuesday	2023-03-07	8.00	Regular - Per Word - Default	2001550073 - 000010	Value Partner-Pools-Dec 2022 Prospectus	Aud-Assr-Prospective Reporting	

**DETAILS**   **RELATED**

**Information**

Sheet #  
TS0002337

Assignment  
[E0000292 - A00766 - Selina Alcot](#)

Total Units  
16.00

Unit Type  
Per Word

Status  
Submitted For Approval

Start Date  
2023-03-05

End Date  
2023-03-11


**Approval History (2)**  
2 Items • Sorted by Is Pending, Date • Updated a few seconds ago

Step Name	Date ↓	Status	Assigned To	Actual Appr...	Comments
1 <a href="#">TS PAR Approval / Appro...</a>	2023-03-30, 11:38 a...	Pending	<a href="#">A.J. Mancini</a>	<a href="#">A.J. Mancini</a>	
2 <a href="#">Approval Request Submit...</a>	2023-03-30, 11:38 a...	Submitted	<a href="#">Selina Alcot</a>	<a href="#">Selina Alcot</a>	

## Recalling Unit Sheet

**Note:** Unit sheets may only be recalled if they are in a submitted for approval status. If your unit sheet has already been approved and needs to be modified, please contact your Supplier for assistance.

- Login to Flextrack and select **'Unit Sheets'** from top navigation bar
- Click the blue hyperlink for the unit sheet in the 'Sheet #' column


**Unit Sheets**  
**All Unit Sheets ▼**

3 items • Sorted by Sheet # • Filtered by All unit sheets • Updated a few seconds ago

⚙️
↺

	Sheet # ↑	Assignment	Status	Sta
1	<a href="#">TS0000000</a>	<a href="#">E0000002 - A00003 - Jerry Rice</a>	Submitted For Approval	20
2	<a href="#">TS0000001</a>	<a href="#">E0000002 - A00003 - Jerry Rice</a>	Draft	20

- Go to the Approval History section and click **'Recall'**



Approval History (2) <span>Recall</span>			
Step Name	Date	Status	Assigned To
<a href="#">TS PAR Approval</a>	2023-01-19, 7:17 p.m.	Pending	<a href="#">hiringmanager2</a> ▼
<a href="#">Approval Request Sub...</a>	2023-01-19, 7:17 p.m.	Submitted	<a href="#">Jerry Rice</a> ▼
<a href="#">View All</a>			

- Enter Comments and click 'Recall'

### Recall Approval Request

Comments

Used incorrect charge code

Cancel Recall

- A success message will appear at the top of the screen. The unit sheet can now be amended and resubmitted for approval.

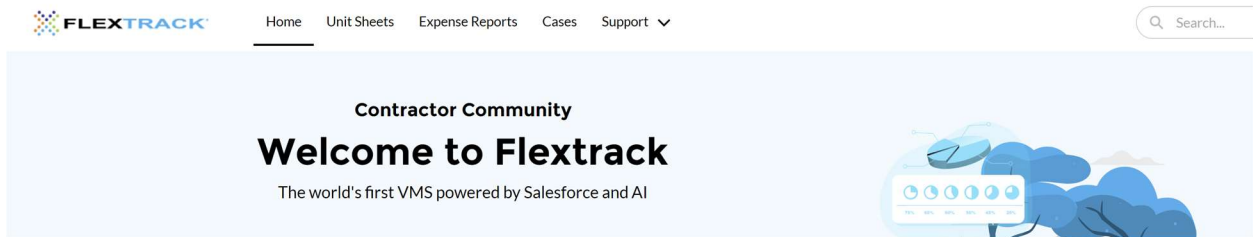
Unit Sheet was recalled.

Unit Sheets > TS0000000
Recall

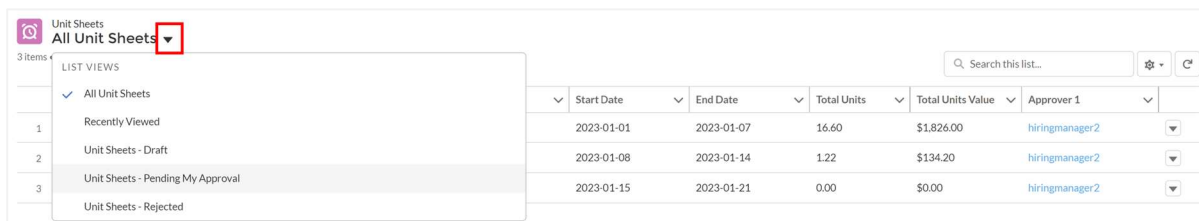


## Accessing all Unit sheets

1. Login to the Flextrack VMS and select 'Unit Sheets' from the top navigation bar

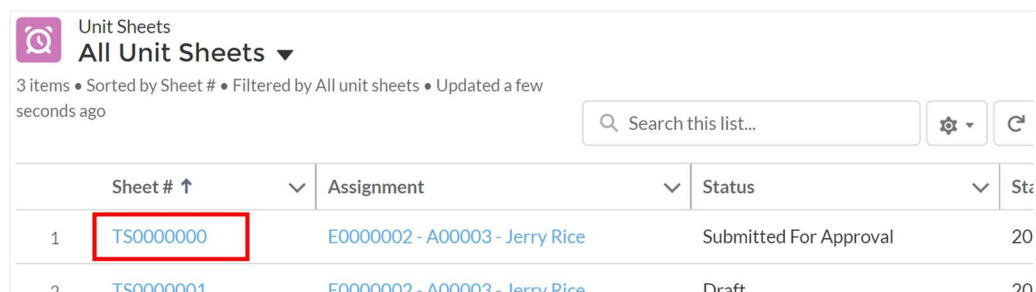


12. The page defaults to show a list of recently view unit sheets. To change the list view, select the arrow. The list is also searchable in the search tool box. All columns can be sorted alphabetically or numerically by clicking on the column header and sorting.



	Start Date	End Date	Total Units	Total Units Value	Approver 1
1	2023-01-01	2023-01-07	16.60	\$1,826.00	hiringmanager2
2	2023-01-08	2023-01-14	1.22	\$134.20	hiringmanager2
3	2023-01-15	2023-01-21	0.00	\$0.00	hiringmanager2

13. Click the blue hyperlink for the unit sheet in the 'Sheet #' column to review detailed information on unit sheet



Sheet # ↑	Assignment	Status
1 <a href="#">TS0000000</a>	E0000002 - A00003 - Jerry Rice	Submitted For Approval
2 <a href="#">TS0000001</a>	E0000002 - A00003 - Jerry Rice	Draft



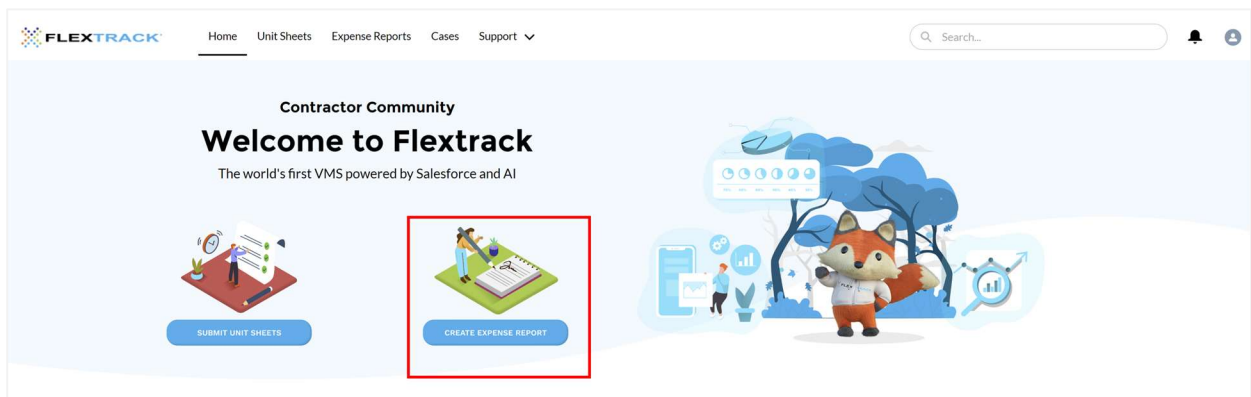
## Expenses

### Overview

- Please ensure to upload supporting documents for expense claims.
- Future expense claims cannot be submitted. Only expenses that were incurred in the past can be entered.
- All Expense Report approvals are **final**. Once an Expense Report has been approved, it cannot be undone in the VMS
- All expense claims must be entered in the currency listed on the expense claim. If you are entering an expense that was incurred in a different currency than the currency listed below, convert the amount owing to the currency listed and enter the converted amount into the Expense Total field. Taxes are only to be entered for expenses incurred in CAD. Otherwise, enter 0.00 for taxes.

### Creating Expense Report

1. Upon login to the VMS, you will see your home page. Select **“Create Expense Report”** on the home page.



2. Select the correct assignment record to record expenses for and click **‘Next’**

### New Expense Report

Create Expense Report for User: **jr@mail.com.test**

Please select the Assignment related to your Expense Report.

\* Assignment Record


E0000002 - A00003 - Jerry Rice

Next



## Creating Expense Claims within an Expense Report

1. From within the expense report, click **'Add Expenses'** in top right hand corner of the expense report



The image shows a header bar for an 'Expense Report' with the ID 'ER000079'. On the right side of the bar, there are three buttons: 'Add Expenses' (which is highlighted with a red rectangular box), 'Submit Expense Report', and 'New Note'.

2. Complete all boxes with expense claim details and click **'Next'**. All fields marked with \* are mandatory.

**Note:**


- **Expense Type:** Select the correct category for expenses
- **Expense Date:** – This is the date when the expense occurred (i.e. the date shown in the supporting documents, if applicable).
- **Country:** Refers to the country in which the expense was incurred
- **State/Province:** Select the Province/State where the expense was incurred. The applicable taxes will depend on the selected Province.
- **Expense Total:** Enter the expense total from the receipt
- **Tip:** Enter any tips/gratuities if applicable
- **Expense Taxes:** Enter the expense taxes from the receipt, if applicable for the expense. All expense claims must be entered in the currency listed on the expense claim. If you are entering an expense that was incurred in a different currency than the currency listed below, convert the amount owing to the currency listed and enter the converted amount into the Expense Total field. Taxes are only to be entered for expenses incurred in CAD. Otherwise, enter 0.00 for taxes.
- **Expense Notes:** Enter any additional comments or justification to the Expense Approver(s), if required.



### Add Expenses

Expense Report

ER000079

* Expense Type	* Expense Total 
Accommodations	200.00
* Expense Date	Tip
Mar 30, 2023	0.00
* Country	* Expense Taxes
Canada	10.00
* State/Province	Currency
British Columbia	CAD

Expense Notes

Hotel for Project X


Next

3. Select charge code and click **'Next'**.
  - a. Selecting 'add another expense' will allow you to continue submitting more expense claims
  - b. Only one charge code can be selected per expense claim



### Add Expenses

Add Another Expense ☐ No

 Charge Codes

Charge Code	Code Description	Phase Description	Task Description
<input checked="" type="radio"/> 8556693-35 - Project 1	Test		
<input type="radio"/> 0000010-70 - E0000107 - A00212	Test AQ aaaaaaaaaaaaaaaa aaaaaaaaaaaaaaaa	Test AQ aaaaaaaaaaaaaaaa aaaaaaaaaaaaaaaa	Test AQ aaaaaaaaaaaaaaaa aaaaaaaaaaaaaaaa

[Previous](#)
[Next](#)

- From the expense report, scroll down the page. You can see your expense claims in the “Expenses” section. Expense claims can be revised or deleted as needed.


Expenses (1)				
Expenses Name	Expense Type	Expense Date	Expense Total	
EXP000065	Accommodations	2023-04-07	\$200.00	<div> <div></div> <div>View All</div> </div>

Click Expense Name to open and make edits

Click the down arrow and select “Delete” to remove expense claim

Click “View All” to open out all expense claims in a separate page

- To attach any supporting documentation or receipts to your claim, scroll down the page to “Files”. You must upload any receipts and/or documentation of approval for KPMG to review for each expense claim.
  - Select **‘Add File’** or **‘Upload Files’** to attach supporting documentation.

 Files (0)
 [Add Files](#)


[Upload Files](#)

Or drop files

- Click **‘Done’** once documents are uploaded successfully




### Upload Files



20210305.Flextrack.MSTBG.1.jpeg

4.2 MB




1 of 1 file uploaded

Done

c. Please clearly identify the name of the file and which expense claim it is for.


**Files (1)**

Add Files




ER000079 - Accomadation Receipt

Mar 30, 2023 • 795KB • png

[View All](#)

6. Click **'Submit Expense Report'** in top right hand corner of page once ready to submit for approvals.



Expense Report

**ER000079**

Add Expenses


Submit Expense Report

New Note

## Recalling Expense Reports

**Note:** Expense reports may only be recalled if they are in a submitted for approval status. If your expense report has already been approved and needs to be modified, please contact your Supplier.

1. Login to Flextrack and click **'Expense Reports'** from top navigation bar
2. Click the blue hyperlink for the expense report in the 'Expense Report Name' column



Expense Reports

**Recently Viewed** ▼

5 items • Updated a few seconds ago

	Expense Report Name ▼	Approver 1 ▼	Assignment ▼	Date of Submission ▼
1	<a href="#">ER000004</a>	<a href="#">hiringmanager2</a>	<a href="#">E0000002 - A00003 - Jerry Rice</a>	
2	<a href="#">ER000003</a>	<a href="#">hiringmanager2</a>	<a href="#">E0000002 - A00003 - Jerry Rice</a>	

3. Scroll down to Approval History and click **'Recall'**





Approval History (2) <span>Recall</span>			
Step Name	Date	Status	Assigned To
<a href="#">TS PAR Approval</a>	2023-01-19, 7:17 p.m.	Pending	<a href="#">hiringmanager2</a> ▼
<a href="#">Approval Request Sub...</a>	2023-01-19, 7:17 p.m.	Submitted	<a href="#">Jerry Rice</a> ▼
<a href="#">View All</a>			

- Enter Comments and click **'Recall'**

Recall Approval Request

Comments

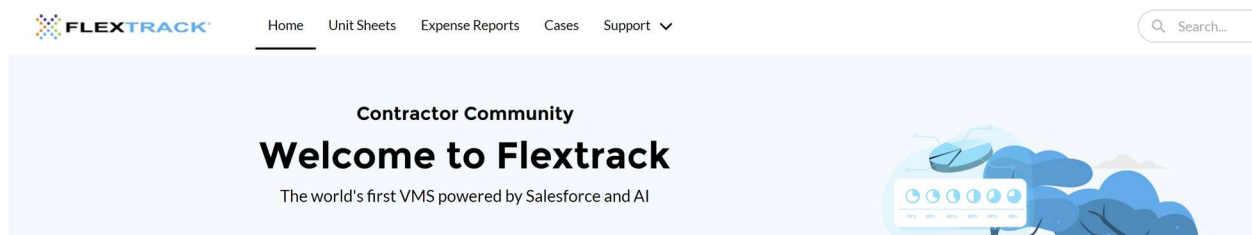
Used incorrect charge code

Cancel Recall

- A success message will appear at the top of the screen. The expense report can now be amended and resubmitted for approval.

## Accessing all Expense Reports and Expense Claims

- Login to the Flextrack VMS and select **'Expense Reports'** from the top navigation bar



- The page defaults to show a list of recently view expense reports. To change the list view, select the arrow. The list is also searchable in the search tool box. All columns can be sorted alphabetically or numerically by clicking on the column header and sorting.



Expense Reports

All Expense Reports ▾

5 Items

LIST VIEWS

✓ All Expense Reports

Expense Reports - Draft

Expense Reports - Pending My Approval

Expense Reports - Rejected

Recently Viewed

Search this list...

⚙️

🔍

	▾	Date of Submission	▾	Number of Expenses	▾	Total Amount	▾	Approver 1	▾
1				7		\$7.00		hiringmanager2	▾
2				0		\$0.00		hiringmanager2	▾
3				2		\$300.00		hiringmanager2	▾
4				0		\$0.00		hiringmanager2	▾
5	ER000004	E0000002 - A00003 - Jerry Rice	Draft	1		\$100.00		hiringmanager2	▾

- Click the blue hyperlink for the expense report in the 'expense report name' column to review all expense claims associated with an expense report and detailed information.

## Support


To access reference guides or for technical support, please click 'Support' in the top navigation bar.



[Home](#)
[Unit Sheets](#)
[Expense Reports](#)
[Cases](#)
[Support ▾](#)

Help Center

Quick Reference Guides



[Home](#)
[Unit Sheets](#)
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[Support ▾](#)

Contact Customer Support

Tell us how we can help.

Subject

Description

📎 Upload File

Submit

