FLEXTRACK™

KPMG

Contractor User Guide

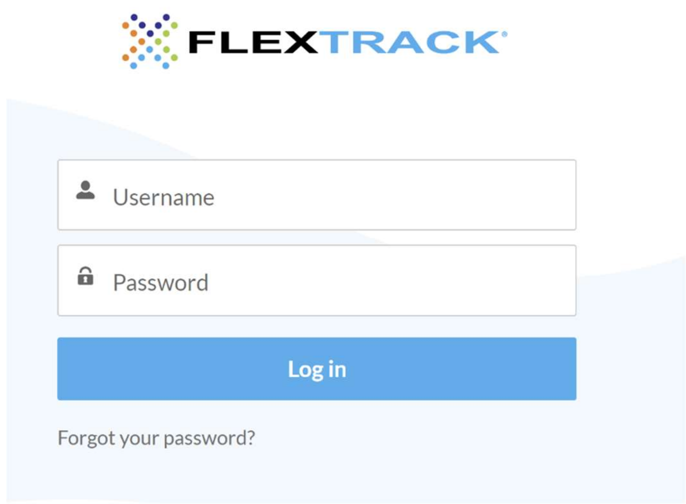
Contents

Introduction

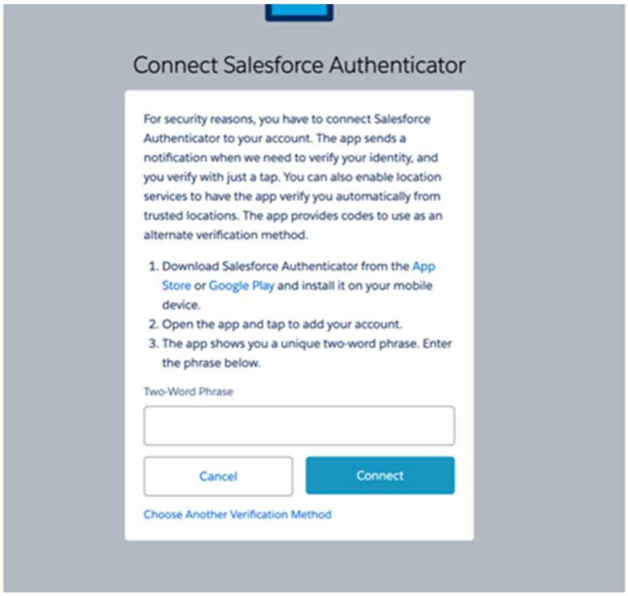
Accessing Flextrack

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

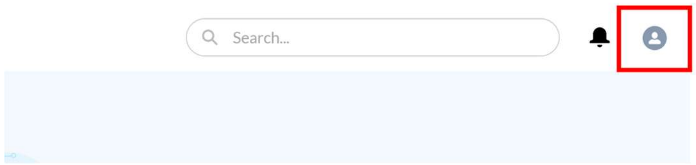


2. Enter the login credentials provided and click login
   a. Note: On the first log in to the system, you will be prompted to create a new password
   b. For your subsequent login you will be prompted to install a Multi-Factor Authentication (MFA) application. This MFA will be required for all logins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

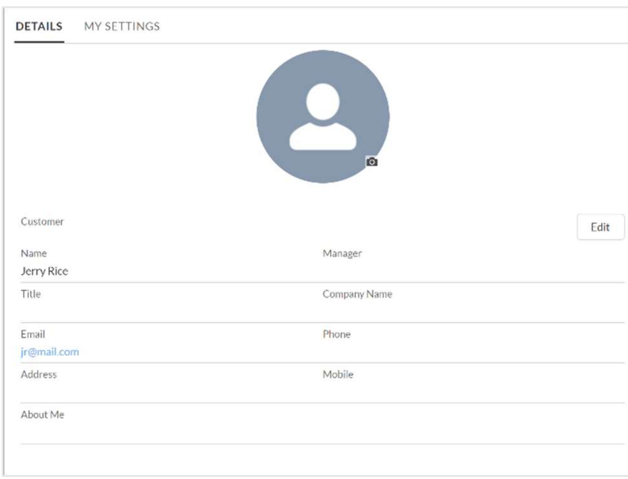


Updating Profile Settings

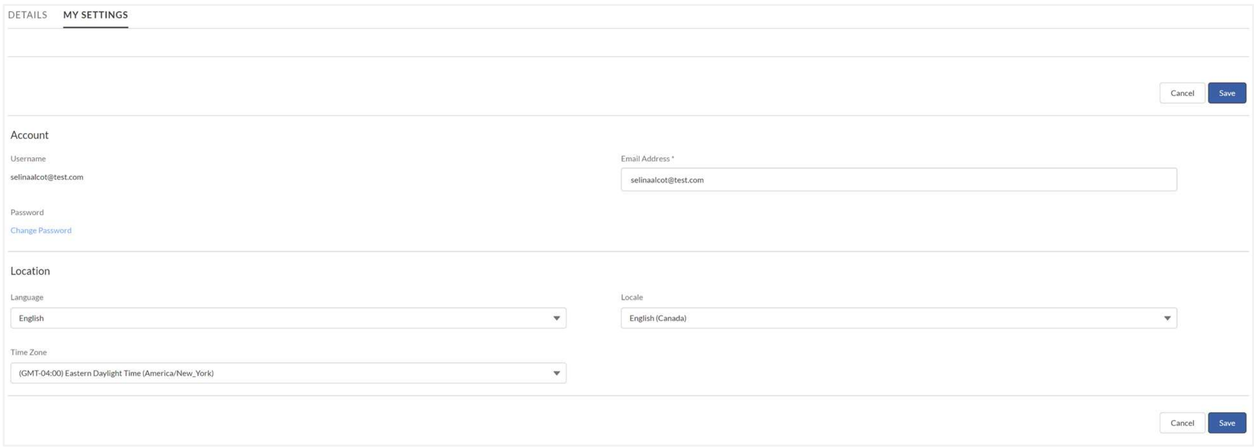
1. To change profile settings, click the profile icon in the top right hand corner and select **'My Settings'**



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



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)



Unit Sheets

Overview

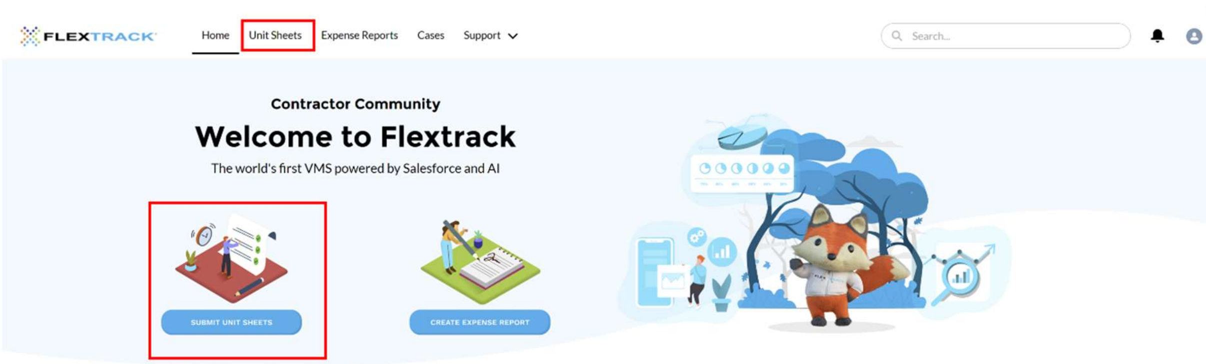
- **Timesheet Frequency:** The KPMG Timesheet cycle is variable based on your payment structure:

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

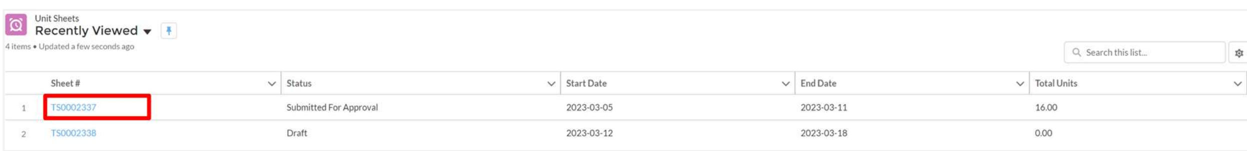
- All Unit Sheet Approvals are **final.** Once a unit sheet has been approved, it cannot be undone in the VMS.
- Your Hiring Manager will add charge codes for you to enter time against on unit sheets. If there are no charge codes available or the correct charge code is not available to you to select,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

Creating & Submitting Unit Sheet

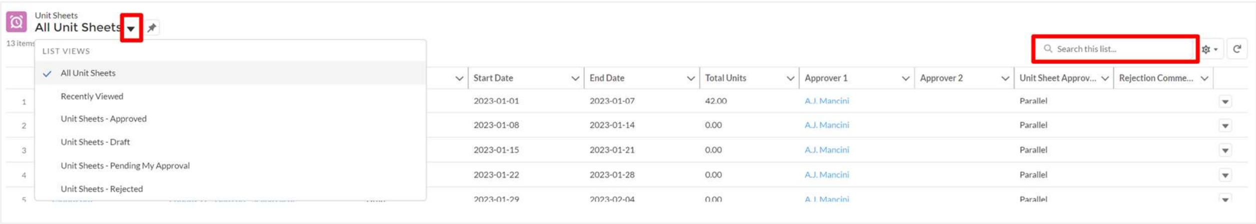
1. Upon login to the VMS, you will see your home page. From here you are able to navigate to your Unit Sheets by clicking the **"Unit Sheets"** tab at the top of the page, or by clicking "**Submit Unit Sheets"** on the home page.



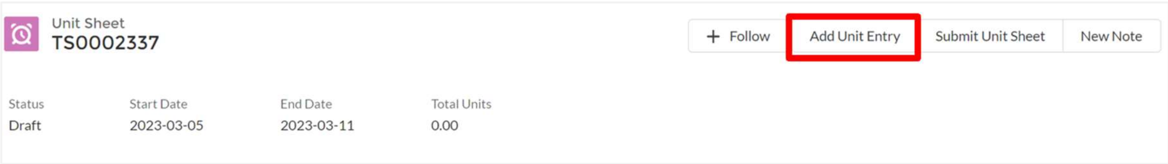
2. Select the blue hyperlink in the sheet # column for the time period for which you wish to submit a unit sheet.



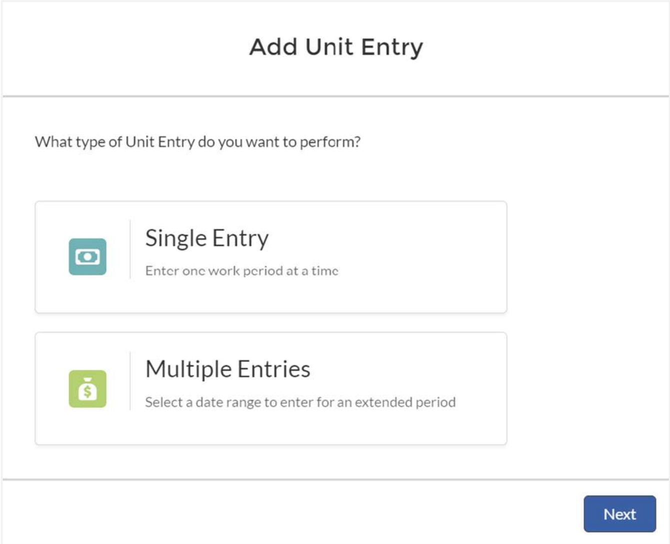
Quick Hint: To change the list view to see other statuses, select the arrow. The list is also searchable in the search tool box. All columns can be sorted alphabetically or numerically by clicking on the column header and sorting.



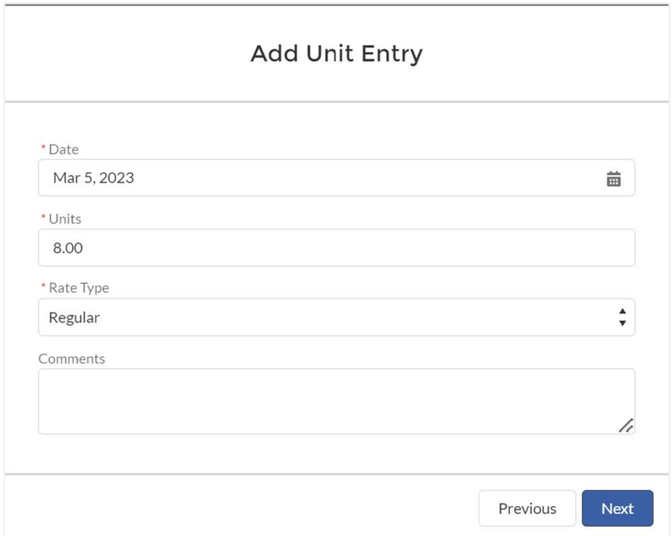
3. Click ‘**Add Unit Entry’** in the top right hand corner



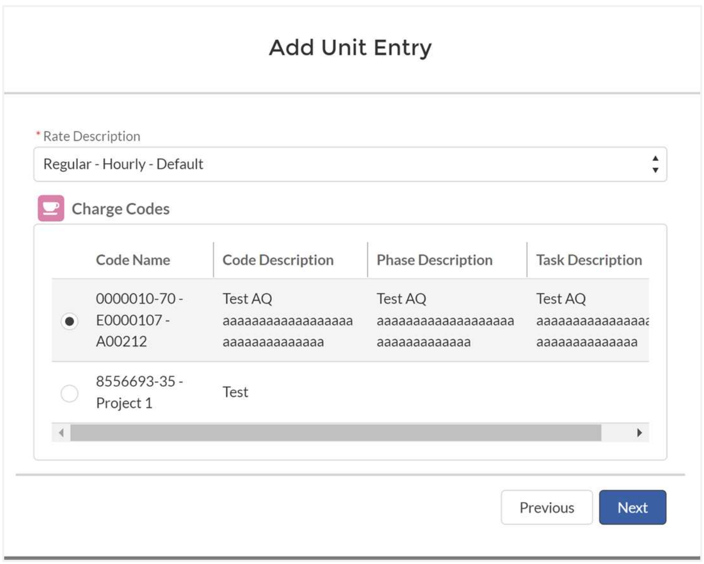
4. There are 2 options that can be used to enter unit sheets. Select either option and click **‘Next’**
   a. Single entry: allows one entry per day to be entered
   b. Multiple entry: allows multiple days to be entered at one time



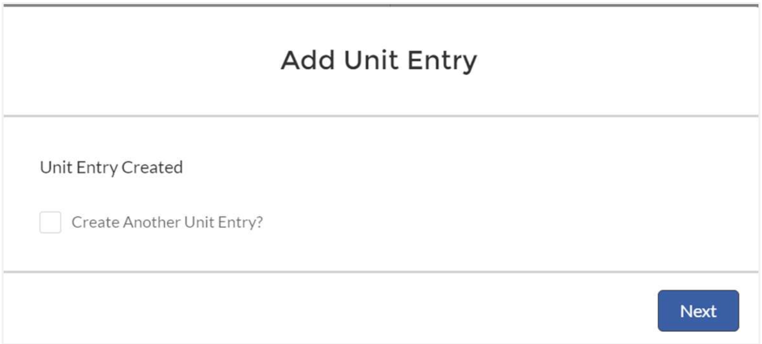
5. Enter all unit entry details for date, number of units and rate type and select **“Next”**



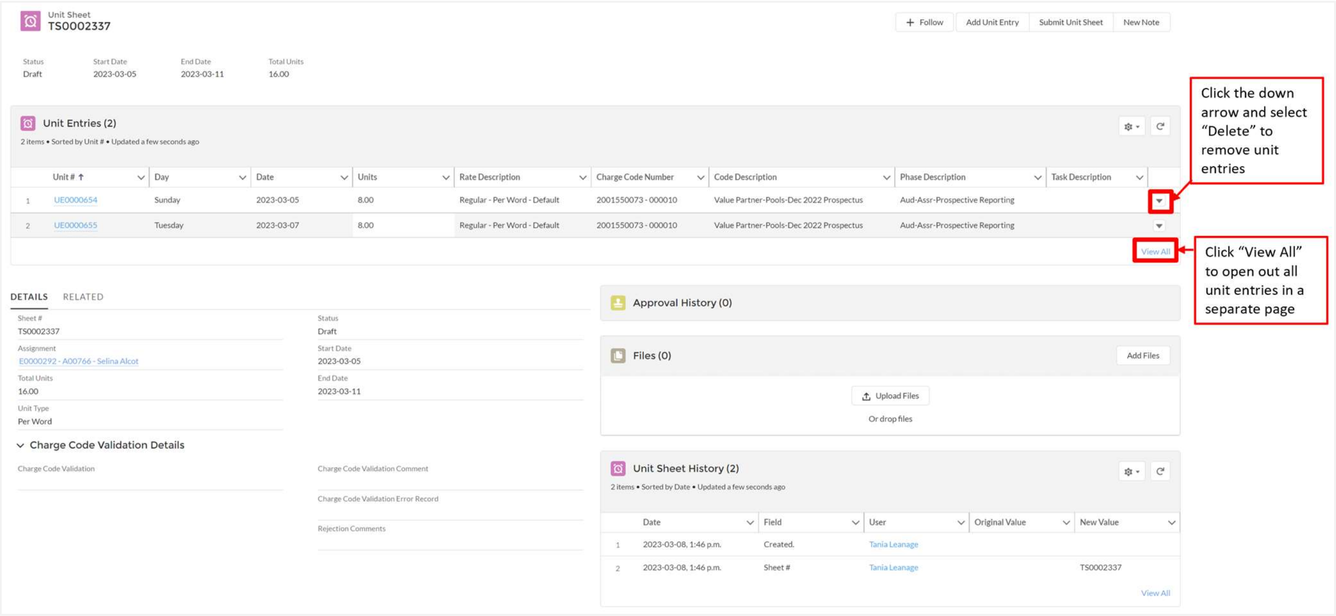
6. Select the correct Rate description and Charge Code and click **"Next"**
    a. Please note, you can only select one charge code per unit entry.



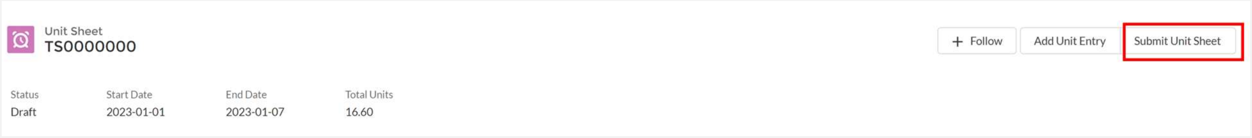
7. Continue adding unit entries as needed. Once you are finished, uncheck the box next to "Create Another Unit Entry" and click **"Next".**



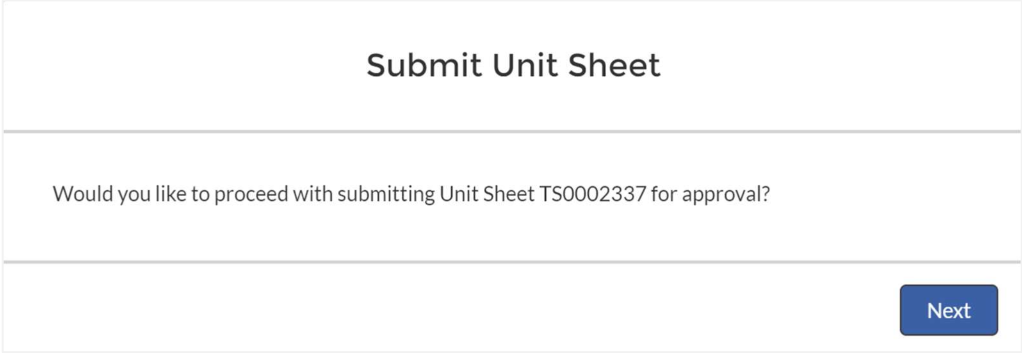
8. A unit sheet will be created containing all unit entries. You can delete unit entries if entered incorrectly or add additional unit entries as required.



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

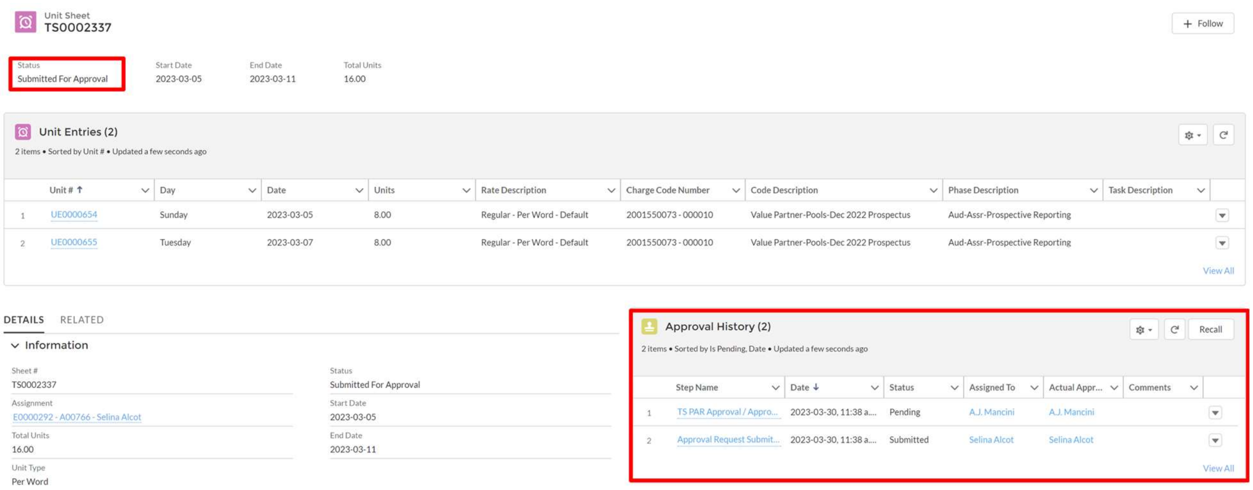


10. A warning message will appear, click '**Next'** to proceed.



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

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

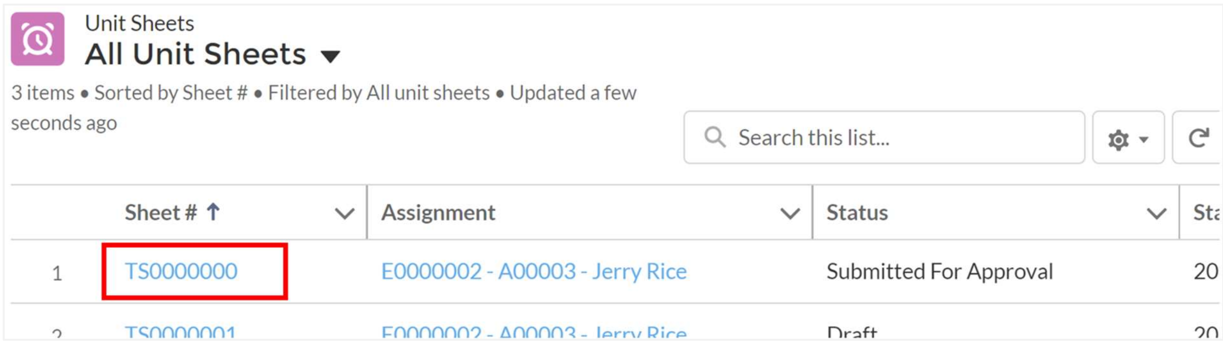


Recalling Unit Sheet

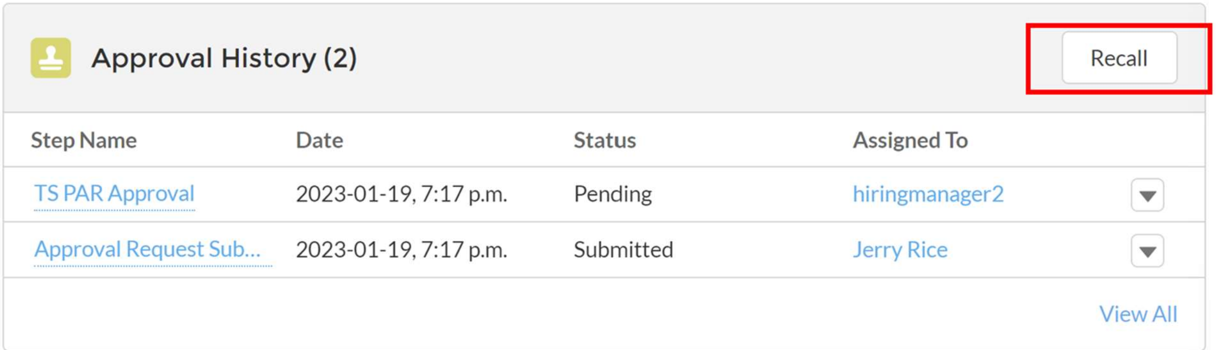
Note: Unit sheets may only be recalled if they are in a submitted for approval status. If your unit sheet has already been approved and needs to be modified, please contact your Supplier for assistance.

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

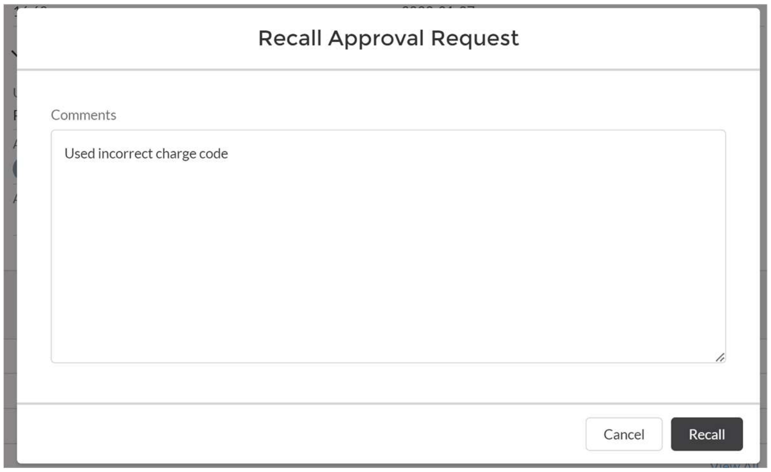
2. Click the blue hyperlink for the unit sheet in the 'Sheet #' column



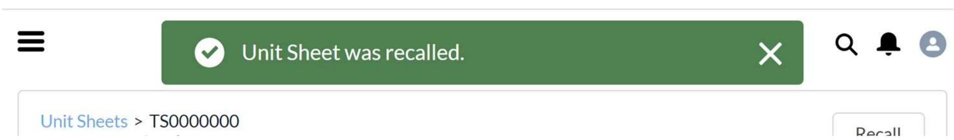
3. Go to the Approval History section and click **'Recall'**



4. Enter Comments and click ‘**Recall’**

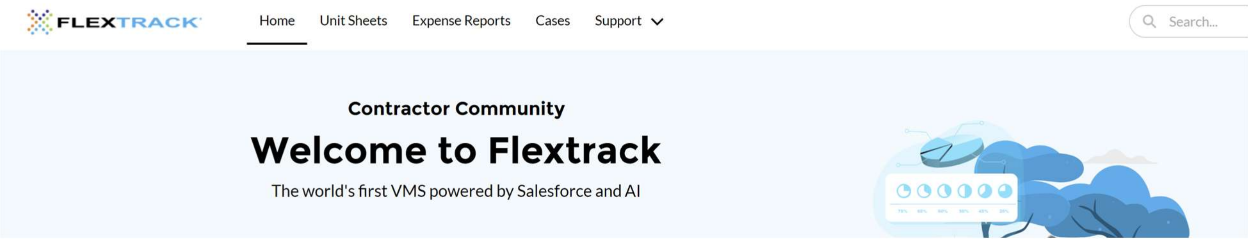


5. A success message will appear at the top of the screen. The unit sheet can now be amended and resubmitted for approval.

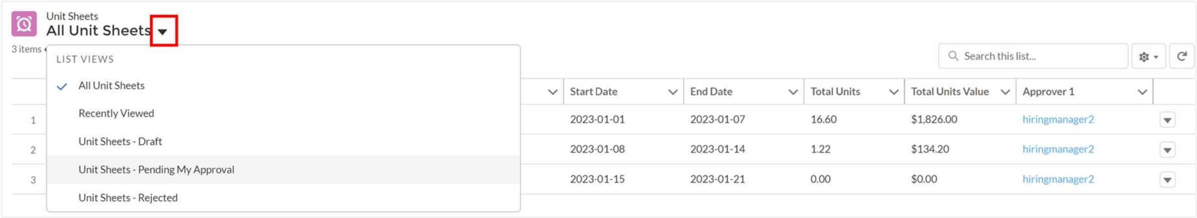


Accessing all Unit sheets

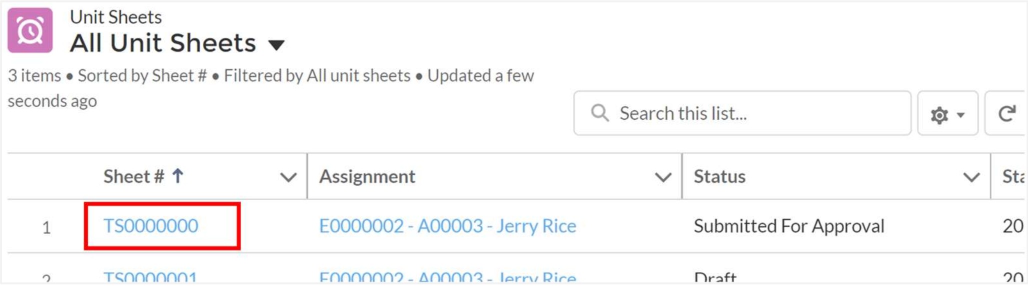
1. Login to the Flextrack VMS and select **'Unit Sheets'** from the top navigation bar



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.



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



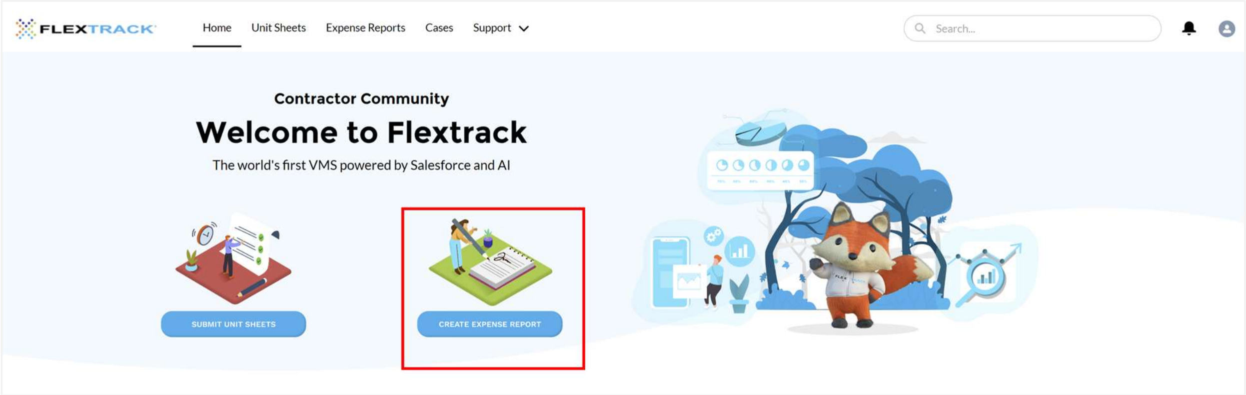
Expenses

Overview

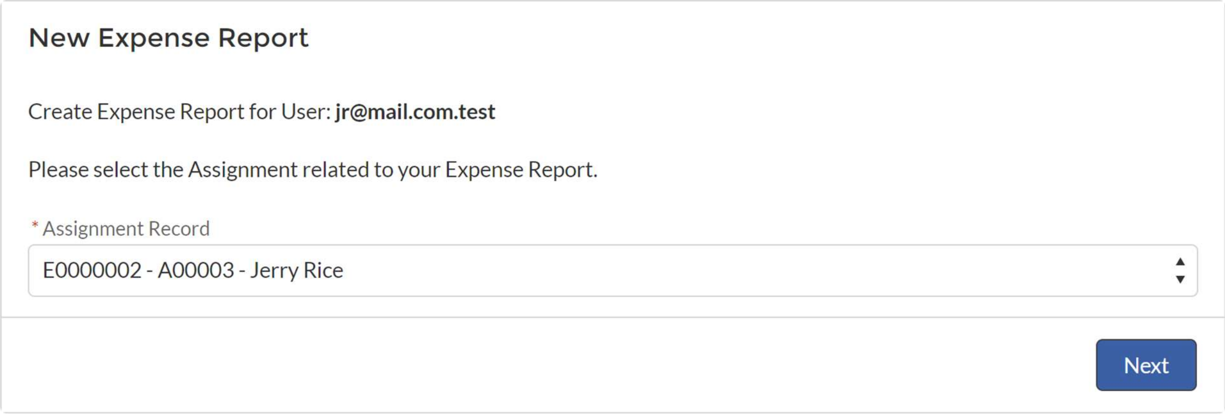
- Please ensure to upload supporting documents for expense claims.
- Future expense claims cannot be submitted. Only expenses that were incurred in the past can be entered.
- All Expense Report approvals are **final.** Once an Expense Report has been approved, it cannot be undone in the VMS
- All expense 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.

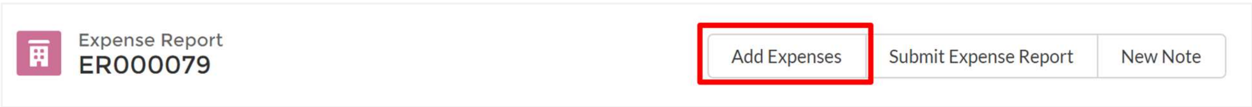


2. Select the correct assignment record to record expenses for and click **'Next'**



Creating Expense Claims within an Expense Report

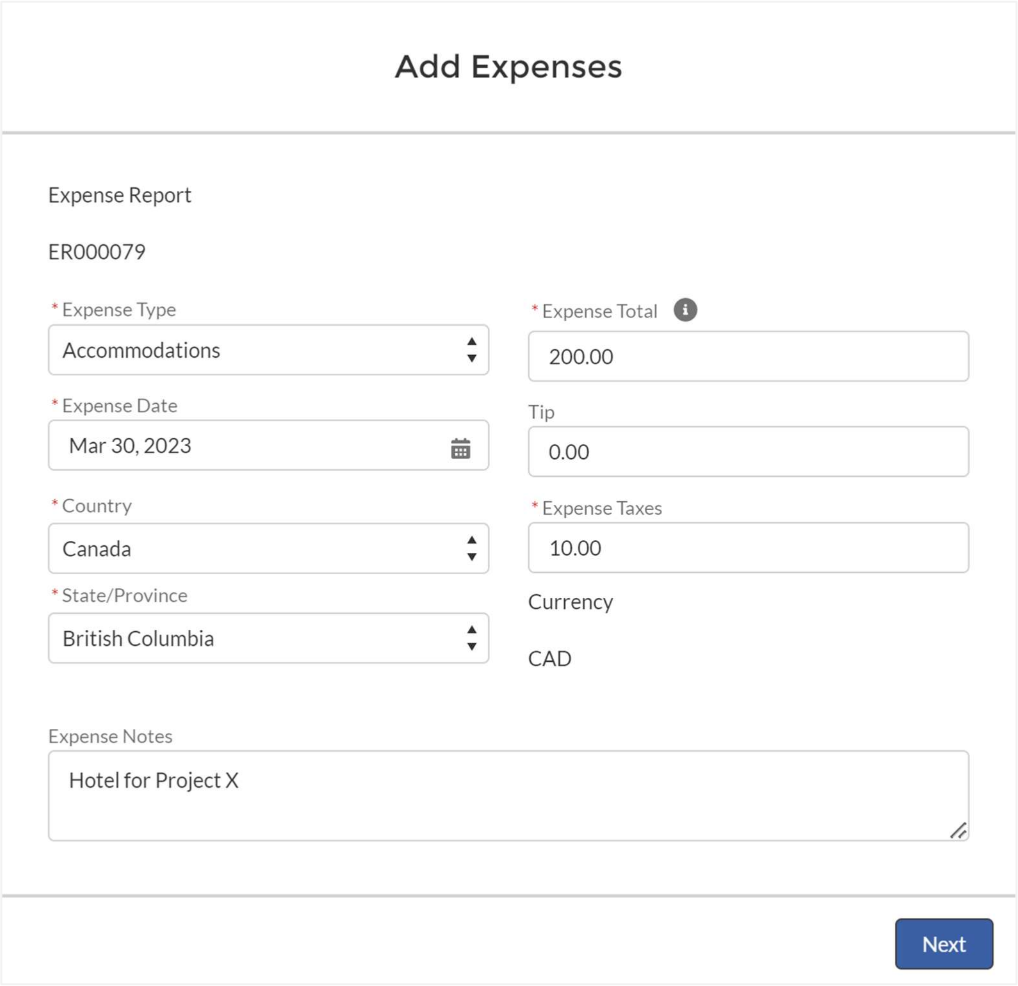
1. From within the expense report, click **'Add Expenses'** in top right hand corner of the expense report



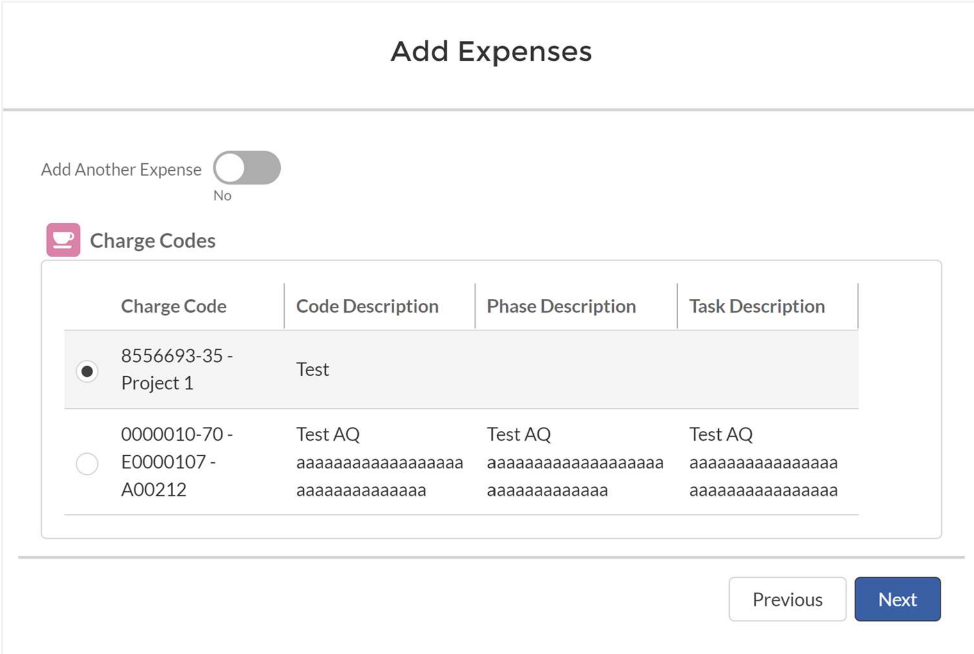
2. Complete all boxes with expense claim details and click **'Next'.** All fields marked with * are mandatory.

   Note:

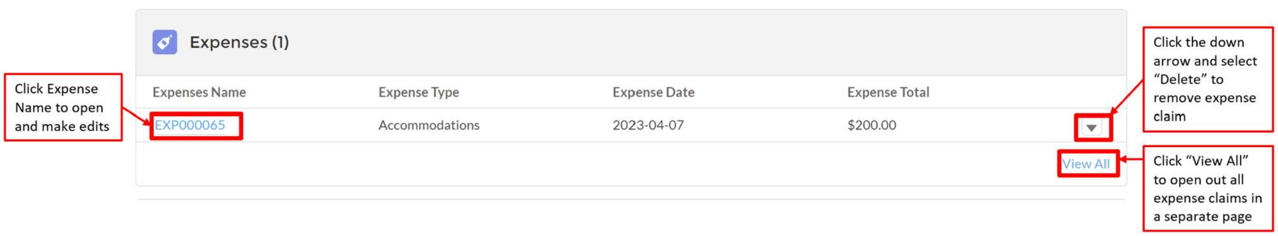
   - **Expense Type:** Select the correct category for expenses
   - **Expense Date**: – This is the date when the expense occurred (i.e. the date shown in the supporting documents, if applicable).
   - **Country**: Refers to the country in which the expense was incurred
   - **State/Province**: Select 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.



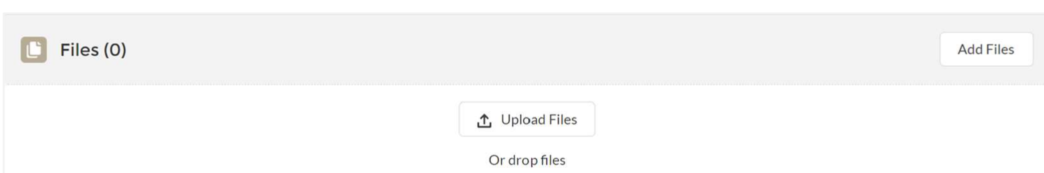
3. Select charge code and click **'Next'.**
   a. Selecting 'add another expense' will allow you to continue submitting more expense claims
   b. Only one charge code can be selected per expense claim



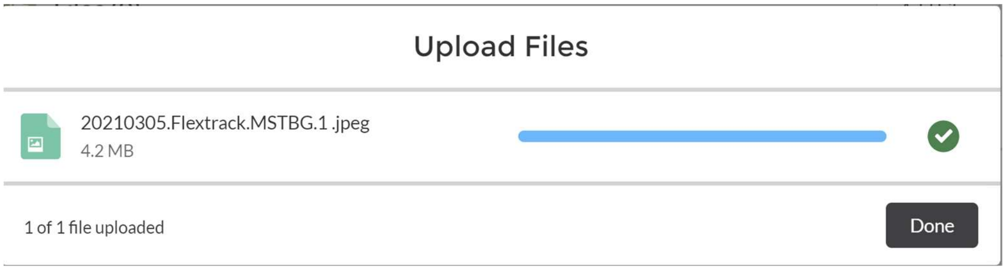
4. From the expense report, scroll down the page. You can see your expense claims in the "Expenses" section. Expense claims can be revised or deleted as needed.



5. 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.
    a. Select **'Add File'** or **'Upload Files'** to attach supporting documentation.

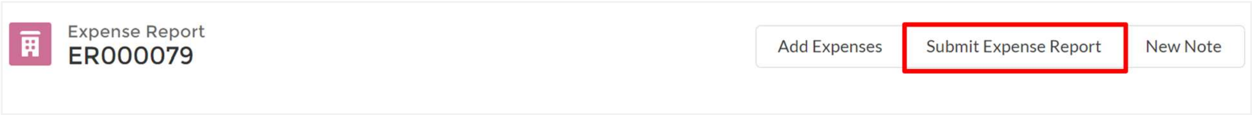


    b. Click **'Done'** once documents are uploaded successfully



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

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

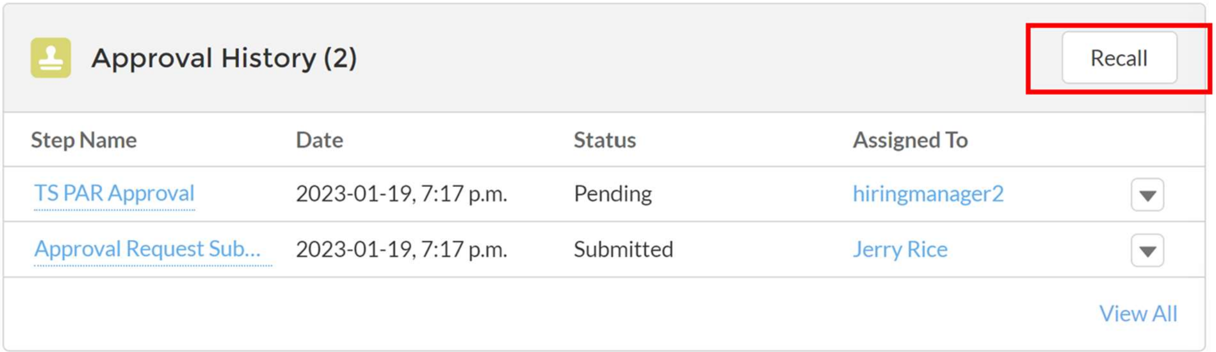


Recalling Expense Reports

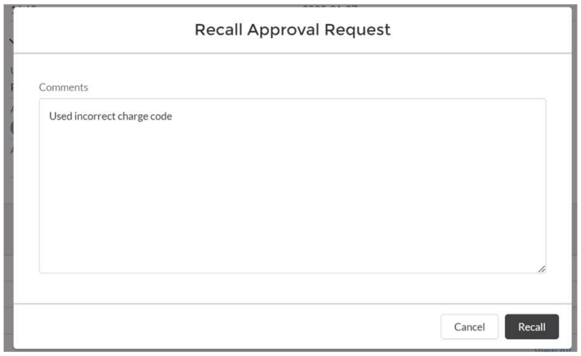
Note: Expense reports may only be recalled if they are in a submitted for approval status. If your expense report has already been approved and needs to be modified, please contact your Supplier.

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

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



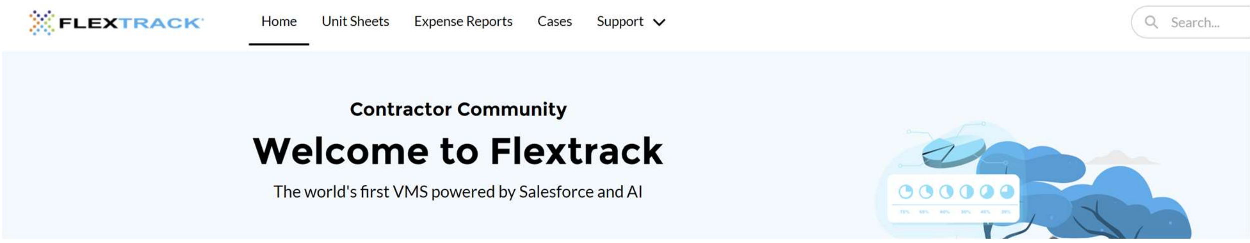
4. Enter Comments and click '**Recall'**



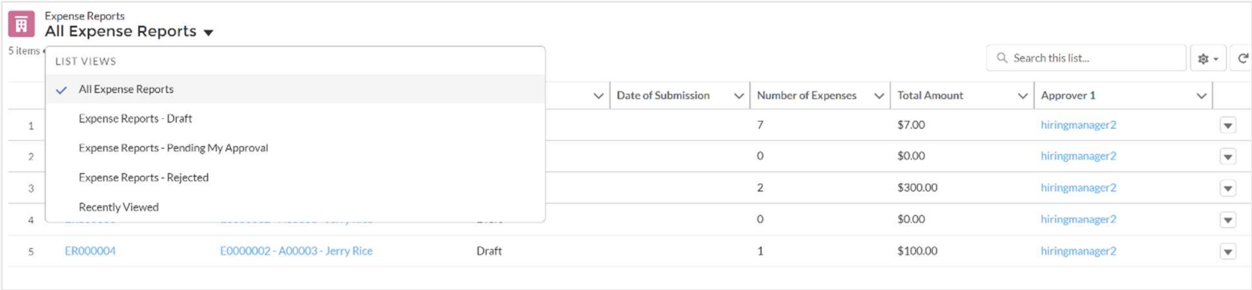
5. A success message will appear at the top of the screen. The expense report can now be amended and resubmitted for approval.

Accessing all Expense Reports and Expense Claims

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



3. 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.



4. 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.