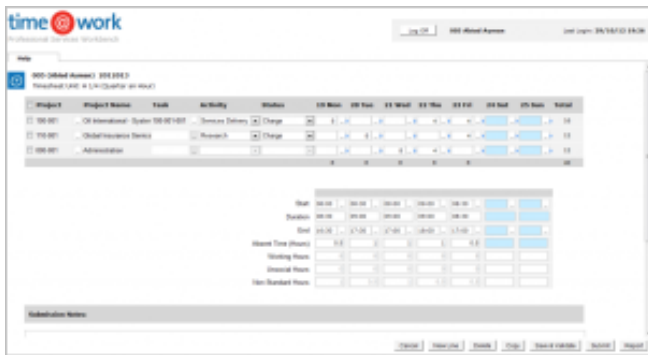


**Time@Work** provides service organisations with the tools, data and processes to run a successful, efficient and profitable business.

- Time & Expense Recording
- Billing
- Budgeting / Forecasting
- Resource Planning
- Project Management
- Management Reporting
- Customer Integration



## Comprehensive Solution

Whether you operate in a single country or in many, in one language or many, in one currency or many, time@work provides you with complete control and up-to-date measures of project profitability, utilisation and efficiency.

## Quotation

- Use time@work to estimate project fees and costs during the sales process

## Planning

- **Project Planning**

Develop a Project Plan in Microsoft Project assigning Tasks to Employees or Roles

- **Revenue Planning**

Where revenues are fixed, periodic or triggered by milestones, enter planned invoices for a Project

- **Budgeting**

Import your Microsoft Project plan and develop a precise budget for your project fees and costs

- **Resource Planning**

Assign Employees to Project Roles on the basis of skills, roles and availability. Inform staff of allocations by email and by updating their time@work and Microsoft Outlook diaries.

## Recording

- **Time Recording**

Record time against Project Roles using the browser-based time@work Professional Services Workbench or offline using the time@work Client. Forward time-sheets for authorisation by a line manager

- **Recording Expenses**

Record out-of-pocket, billed and allocated expenses against Projects. Forward expense forms for authorisation by a line manager or for review by accounting staff

## Approval

- Approve time and expenses, project by project, though the Professional Services Workbench. Provide this mechanism for customers through the Customer Services Workbench

## Billing

- Invoice customers on the basis of work in progress. Alternatively, assign work in progress to planned, periodic invoices or invoices billed up-front

## Cash Collection

- Transfer out-of-pocket and other expenses, invoices, work in progress balances or any other transactions with accounting implications to your chosen finance system

## Reporting

- Uses the time@work internal report generator to inquire on time, expenses, work in progress, discounts and invoices from the time@work Project Ledgers
- Uses Crystal reports to format management reports and publish them to the Professional Services Workbench