



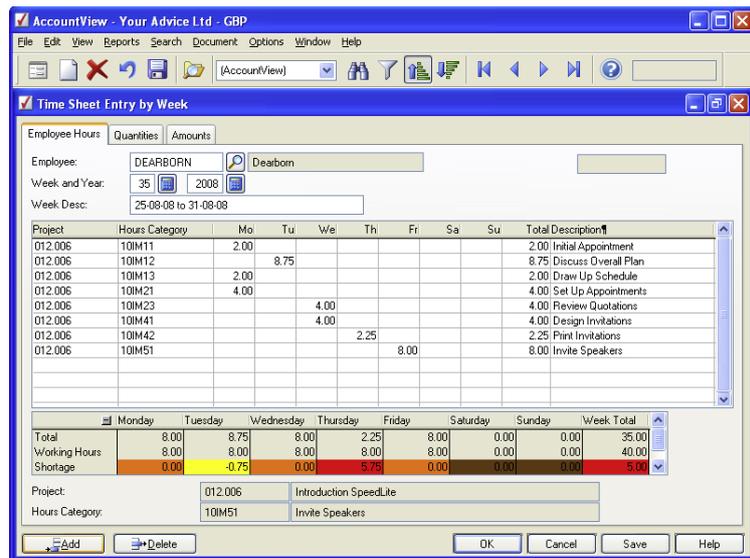
TIME & BILLING I

Had enough of manually inputting your invoices? Would you like to produce highly detailed invoices? Then you need the *Time & Billing I* module.



FOR WHOM?

For everyone who wants to have their time calculated and invoiced automatically.



With the *Time & Billing I* module, your employees can record for themselves their hours worked, quantities (e.g. mileage) and amounts (e.g. expense statements) per week or per line. What is more, you can use the status colours to maintain optimum scrutiny of the completeness of the timesheets. This makes time registration child's play!

* Extension of the *Time Registration* or *Sales Order Processing I* module.

PRACTICALLY-ORIENTED

Create timesheet structures in advance so that you do not lose any time in checking and correcting duplicated time sheet entries for the same week. Ensure that your employees can only view their own timesheet structures. You can also use status colours to check at a glance which timesheets have not yet been completely entered. It is also easy to monitor contractual working hours at multiple levels.

AS MUCH DETAIL AS YOU WANT

Use project billing methods to specify, per project, the level of detail in your invoices. Use the standardised text lines and descriptions to invoice automatically and with flexibility. This makes it easy to create a one-line invoice or a fully-itemised one.

TIME & BILLING I



The screenshot shows the 'Billing Proposal' window in AccountView. It contains two main tables and a summary section at the bottom.

Description	Bill Amt	Inv Amt	Canc Amt	Defer Amt
Introduction SpeedLite				
Draw Up Plan	3,000.00	3,000.00	0.00	0.00
Find Venue	7,000.00	6,750.00	250.00	0.00
Catering	1,000.00	1,000.00	0.00	0.00
Organise Day	1,000.00	1,000.00	0.00	0.00

Project	Empl	Cat Tp	Fin Per	Bill Qty	Inv Qty	Canc Qty	Inv Rate	Defer Qty	Inv Amt	Canc Amt	Defer Amt
012.006	ALDRIDGE	10IM2	12 - 2008	8.00	8.00	0.00	125.00	0.00	1,000.00	0.00	0.00
012.006	BOWMAN	10IM2	10 - 2008	24.00	22.00	-2.00	125.00	0.00	2,750.00	250.00	0.00
012.006	BOWMAN	10IM2	11 - 2008	24.00	24.00	0.00	125.00	0.00	3,000.00	0.00	0.00

Billable Amount:	3,000.00	Billable Quantity:	56.00	Billable Total:	12,000.00
Result Amount:	-250.00	Result Quantity:	-2.00	Result Total:	-250.00
Invoice Amount:	2,750.00	Invoice Quantity:	54.00	Invoice Total:	11,750.00

Have your employees worked more hours this month than you agreed to bill to your customer? With the *Time & Billing I* module, you can easily defer these hours to next month's invoice, or simply cancel them. You can be sure that you always keep your promise to your customer!

FLEXIBLE INVOICING

Take advantage of the flexibility in changing working invoices. Cancel hours or amounts, or defer them to subsequent periods with ease. It is just as easy to change amounts or rates. You can clarify an invoice by including specification in a given line to pre-empt queries from a customer. After a last check, you create the final invoices at the touch of a button, leaving it to AccountView to select the correct layout and post the invoices in your financial accounting system.

CONSTANT INSIGHT

At any time you can request a range of reports about the work in progress, amounts to be billed, specifications or gross margins.

ADVANTAGES

- Registration of hours worked, units (e.g. miles) driven and amounts (e.g. expenses) per week or per line.
- Hide timesheet entries so that employees can only view and enter their own timesheets.
- Easy editing of billing proposals before invoicing; for example, change amounts and defer, deduct or add hours.
- Flexible invoicing on actual cost basis, with level of detail adjustable per project billing method.
- Ten employees available as standard; this number can be expanded without limit.