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Time@work
Professional Services Automation

- How well do your budgets reflect reality?
- How much time do your people spend on administration?
- Are you over-servicing your clients?
- How easily can you measure utilisation?
- Can you bill all the time that you've spent?
- How easily can you produce your management reports?
- Do you know what your people are doing?
- Can you match your employees' skills to the projects that need them?
- Do you know which projects are losing you money?
- How much information do you lose in re-keying?
- Have you billed your clients for all rechargeable expenses?
- How much are you paying for inefficient processes?
- Do you keep your clients up-to-date with information on their projects?
- Do you know who are your best clients and your most profi table employees and activities?
- Can you measure your work in progress and its value?

Many services organisations can't answer these questions.

Most can't answer them easily.

Integrated software solutions have been commonplace in manufacturing and distribution for decades. Professional Services Automation brings a comparable level of integration to the Professional Services Organisation.

time@work

time@work provides service organisations with the tools, data and processes needed to run a successful, efficient and profitable business.

- Time and Expense Recording
- Bulling
- Budgeting/Forecasting
- Resource Planning

systems @ work

- Project Management

- Financial Accounting

- Management Reporting

- Customer Integration

Whether you operate in a single country or globally, in one language or in many, in one currency or in multiple currencies, time@work can integrate your processes and bring you the benefit of complete control.

- Multi-company
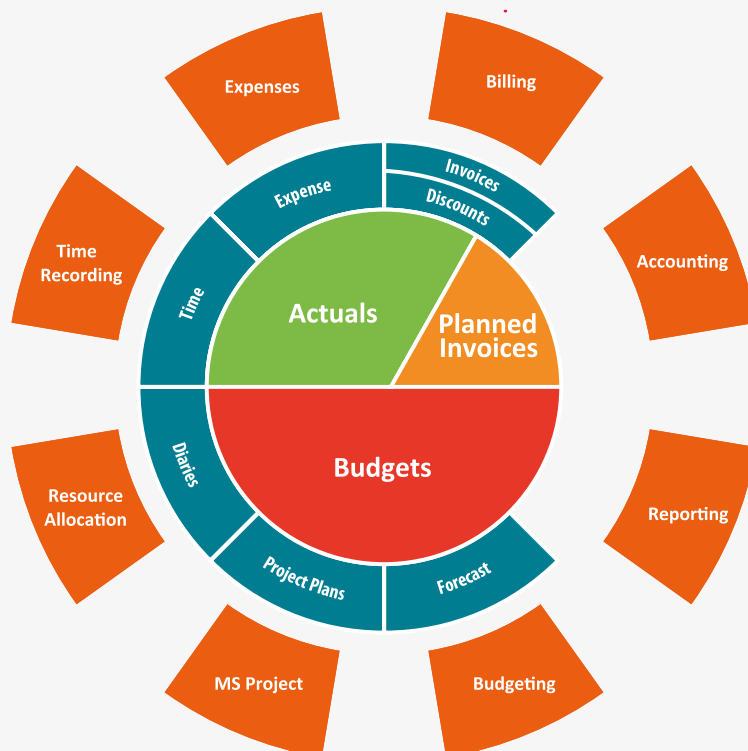
- Multi-currency

- Multi-language

Flexibility

time@work is designed to meet the needs of a wide range of service organisations through flexibility and configurability.

- IT Services (internal and external)

- Consulting

- Engineering

- Legal Practices

- Accounting and other Financial Services

- Advertising

- Public Relations

- Architects

- Construction Project Management

- Charity Disbursement

Technology and Integration

- Microsoft Windows

- MS SQL

- MS Internet Explorer

- XML

- VB6 and VB.NET

- ASP and ASP.NET

- Client Server and Browser

- time@work uses Crystal Decision Crystal Reports for document and report formatting and publishing

- Vision for time@work enables dynamic drill-down into your project data, with integration to Excel and exception-based alerts.

Benefits

Revenue

- time@work enables accurate and expense recording and the precise tracking of work in progress. With time@work you can be sure that you've invoiced all the work that you've done

- time@work enables you to price appropriately for each client, project, activity and employee. Sophisticated pricing algorithms get you the best value for your work

- time@work brings you increased utilisation through the optimal allocation of staff to projects on the basis of skills and roles, regardless of location or the company they work for (Invoice one or two extra days a year for each employee and the system will have paid for itself)

Cash Flow

- time@work makes your billing fast, accurate and comprehensive. Faster and more frequents bills means faster cash

Cost

- Reduce the time it takes to issue your bills

- Cut down on double entry: time@work ensures a single point of entry for your data, whether these are expenses, timesheets or invoices

- Fully flexible transfer of transactions and analysis to your chosen financial system
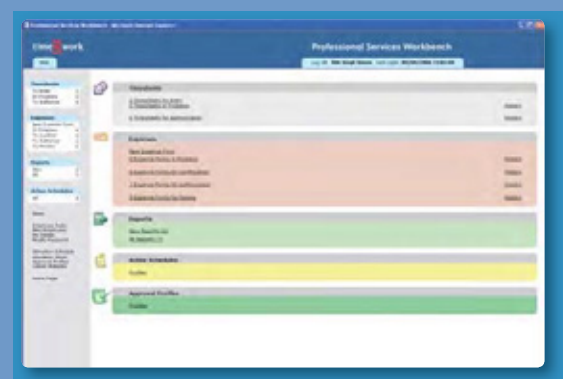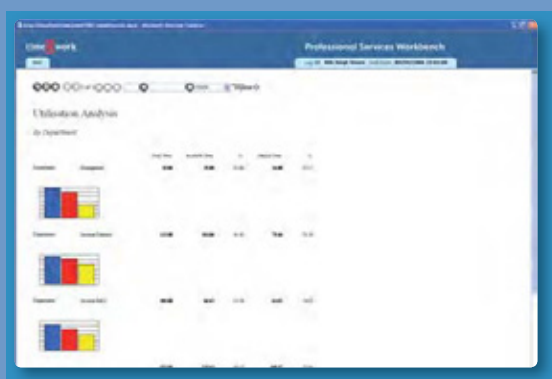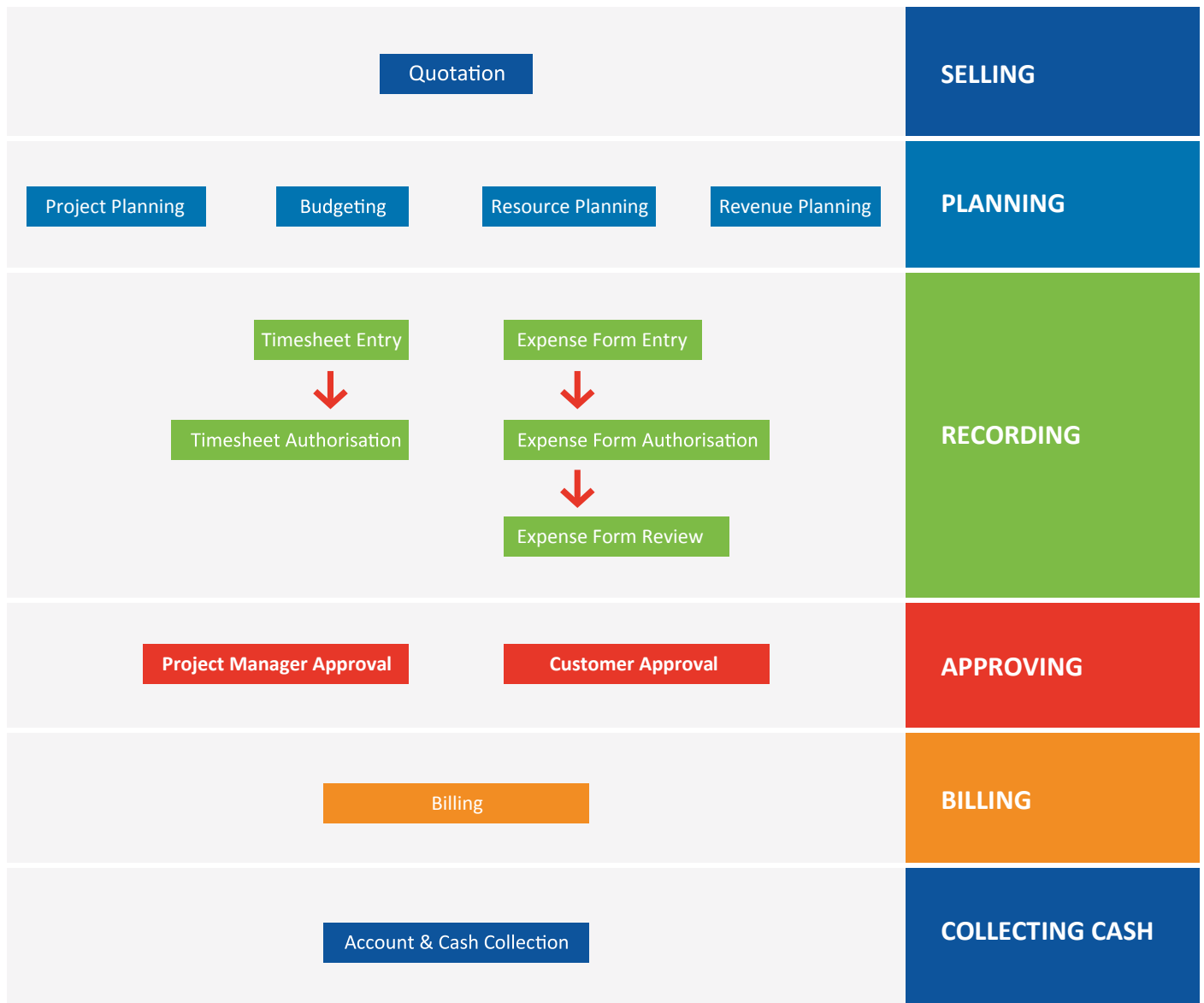
Control

- Know exactly where you're making or losing money. Whether your project revenues are based on time and materials, are fixed price, periodic, or combinations of these, you can find out what activities, tasks, projects, clients, or departments, are bringing you the best return on your time

- Know exactly where you're hitting the highest utilisation, realising the most revenue, and getting closet to the fee rates you've planned. Using time@work you can measure the performance of your company, and set targets and bonuses to motivate your staff

- Slice and dice your business data using time@work's multi-dimensional analysis. Know exactly what your business is doing from all possible points of view

- Use time@work to determine how much of your fixed-price revenue you can recognise using estimated time to completion for a project

- Use time@work to keep track of your long-term forecasts and monitor your company's performance against them

Client & Employee Relationship

- Keep your clients informed using time@work's Customer Services Workbench

- Involve your clients in time and expense approval

- Use time@work's Professional Services Workbench to keep your staff informed of Project allocations and other outstanding tasks

Business Processes

time@work is designed around a set of simple tables which provide the foundation for time and expense capture, billing, planning, budgeting and employee allocation

Quotation	**SELLING**
Project Planning Budgeting Resource Planning Revenue Planning	**PLANNING**
Timesheet Entry → Timesheet Authorisation Expense Form Entry → Expense Form Authorisation → Expense Form Review	**RECORDING**
Project Manager Approval Customer Approval	**APPROVING**
Billing	**BILLING**
Account & Cash Collection	**COLLECTING CASH**

Quotation

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

Planning

- **Project Planning** Develop a Project Plan in MS Project, assigning Tasks to Employees or Roles

- **Revenue Planning** Where revenues are fixed or periodic or triggered by milestones enter planned invoices for a Project

- **Budgeting** Import your MS 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 avaibility, informing them of allocations by email, and updating their time@work and MS Outlook diaries

Recording

- **Time Recording** Record your time against Projects using the browser based time@work Professional Servies Workbench or offline using the time@work Client. Forward timesheets for authorisation by your line manager

- **Recording Expenses** Record out-of-pocket, billed and allocated expenses against Projects using the browser-based time@work Professional Services Workbench, time@work Maintenance or, offiline, using the time@work Client. Forward expense forms for authorisation by your line manager and for review by your accounting staff

Approval

- Approve time and expenses, project by project, through the Professional Services Workbench and

provide this mechanish for your customers through the Customer Services Workbench
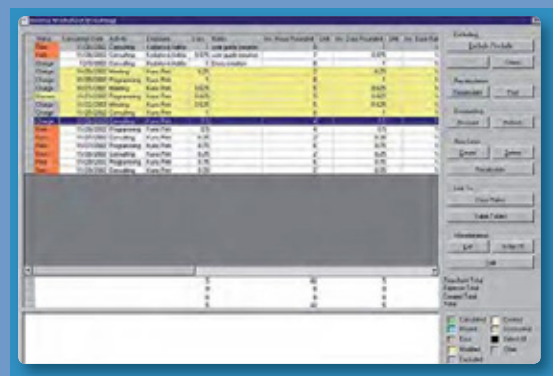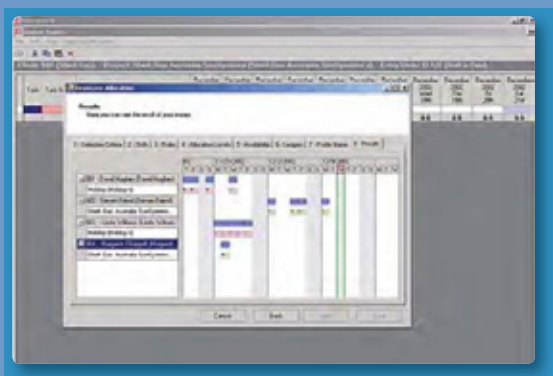
Billing

- Invoice your customers on the basis of work in progress, or alternatively assign work in progress to your planned or periodic invoices or invoices you've already billed upfront

Cash Collection

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

Reporting

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

TRG is a market-leading global professional services firm focused on delivering technical excellence. TRG adds value in a challenging and dynamic market by delivering the right IT solutions that work quietly and brilliantly in the background, freeing our customers up to focus on their core.

For more information about this solution, please contact us at sales@trginternational.com

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