What to expect from your

PROJECT MANAGEMENT TIME & COST SOFTWARE

Life's too short to be wasting time on a system that's not delivering

> **Abtrac**®

Time Management & Invoicing Software

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YOU'VE GROWN YOUR BUSINESS...

AND NOW YOU ARE LOOKING FOR A PROJECT MANAGEMENT SOFTWARE PACKAGE THAT ENABLES YOU TO DO MORE.

So beyond the cool graphics and seductive gizmos you don't use anyway, we have identified 7 things to expect in your project management software.

1 INVOICING

Invoicing can be the bane of your life if you have to fiddle and twiddle and process 'adjustments' just to obtain the figures you want on your invoice. Even then, too many offices produce their invoices from a 3rd party tool, usually Excel, because their time and cost system cannot do it. Invoicing doesn't have to be that hard.

You shouldn't destroy your true time and disbursements data by adjusting WIP to balance your invoices. You want a system that retains two independent ledgers, one for time and disbursements and one for invoices. That way the write-on or off is always visible.

In a project based office you also need invoices out on time and accurate, and with the professional format you want, be they charge up, retainer, progress claims, percentage claims, lump sum, hourly rate or whatever. **A decent system** will save you hours. And you'll go to bed knowing that you have the info to respond to any invoicing query from anyone.

2 VARIABLE CHARGE RATES

Increasingly you're having to cut deals with specific clients to retain them or to get them as a client in the first place. Your time and cost system should have a range of rates you can maintain, by employee, by client, by job, by activity, down to one employee on one job stage and more, so data is captured correctly and thus correctly portrayed in reports and on invoicing.

3 REPORTING

Reports themselves need to cover a range of options from the office management perspective, the project perspective and of course by employee, showing productivity, profitability and more. You need a system that ticks all the proverbial boxes based on what you currently need and at the same time it needs to spark additional areas you can dig into to, taking your business to the next level.

Actual vs Budget By Stage

For All Offices

Client Name	Project Code	Project Fee	WIP Value Fee Contribution	Estimated Hours	Actual Hours	Variance	Estimated Value	Actual Value	Variance	% Fee Consumed	Progress Assessment
Dressings Howe Pty Ltd	0403	$381,890.00									
Client Code 25568	Description/Site 213 Epping Road North Ryde. Retail Warehouse Refurbishment										
-- No Stage Group --											
Concept Development			$59,180.02	323	405	(82)	$60,000	$72,423	-$12,423	121%	
Documents to DA			$24,171.62	150	252	(102)	$60,001	$47,392	$12,609	79%	
Construction Drawings			$0.00	23	6	17	$22,880	$960	$21,920	4%	
Tenders and Quotes			$0.00	89	3	86	$9,225	$518	$8,707	6%	
Project Management			$0.00	100	0	100	$16,050	$0	$16,050	0%	
VO 01 Entry Lobby			$0.00	35	0	35	$6,000	$0	$6,000	0%	
VO 02 Additional Work			$0.00	0	0	0	$6,789	$0	$6,789	0%	
Invoiced amount with no WIP			$2,034.55						-$2,035	0%	
Total for Project 0403			**$85,386.20**	**720**	**666**	**54**	**$180,945**	**$121,292**	**$57,618**	**67%**	

4 DISBURSEMENTS

And of course while disbursements are incidental to the revenue from fees, they are still important. They need to show in reports and you need the ability to query or invoice them however you want to. You also need your system to capture disbursements as easily as possible, if possible importing them en-masse from an external source.

Fees and Costs by Employee and Project

For Worked Between 01 June and 30 June and invoiced as at print date.

For All Offices

Project		Total Units	Total Work Value	Units Billed	Work Value Billed	Fees Earned	Write on (Off)	Employee Cost*	Employee Margin*
Edward O'Leary									
0012	Curruth-Curruthers New House Crowes Nest	3.00	390.00	0.00	0.00	0.00	0.00	330.00	-330.00
0403	DHL-213 Epping Road North Ryde. Retail Warehouse Refurbishment	47.75	7,640.00	0.00	0.00	0.00	0.00	5,730.00	-5,730.00
05-404	ACME-New Office Haymarket	1.00	250.00	0.00	0.00	0.00	0.00	110.00	-110.00
07 323DH	DHL-Three Level Vehicle Enclosure	15.00	3,000.00	0.00	0.00	0.00	0.00	1,650.00	-1,650.00
09001	DHL-Media Profile and Communications Support	7.03	1,652.05	7.03	1,652.05	2,598.92	946.87	773.30	1,825.62
08107	DHL-Shelly Beach Terrace Apartments	1.00	280.00	0.00	0.00	0.00	0.00	120.00	-120.00
14-1019	DHL-WQA Audit swe	2.00	470.00	0.00	0.00	0.00	0.00	220.00	-220.00
16-0211	DHL-WQA Audit	51.07	14,299.60	48.00	13,440.00	15,239.19	1,799.18	6,353.75	8,885.43
3044	DHL-Oxford Street Paddington Urban Development	4.50	810.00	0.00	0.00	0.00	0.00	495.00	-495.00
3049	DHL-6 Block Subdivision 280 Victoria Road	2.00	550.00	0.00	0.00	0.00	0.00	220.00	-220.00
z01001	DHL-Equipment Testing for 2013 Certification	1.75	437.50	0.00	0.00	0.00	0.00	192.50	-192.50
Total For Edward O'Leary		**136.10**	**29,779.15**	**55.03**	**15,092.05**	**17,838.10**	**2,746.05**	**16,194.55**	**1,643.55**

5 PLANNING AND MANAGEMENT

Take it to the next level with a system that supports a business culture planning and managing jobs and people.

No job nor person should run over budget without raising awareness amongst others who need to know. You want a package that will let you plan time and schedules as far ahead as you need, so jobs and stages, employee schedules and everything else that's happening next week and next month is as easily managed as what happened last week and last month.

6 SUPPORT

When you get stuck you want support. You need someone who knows what they're talking about whether you telephone or email. You don't want someone who will fudge their way through a response to your query or worse, put you crook. Check that support is managed by people who know their product and who provide answers ASAP. For a simple query, you shouldn't have to wait 3 days or more. And you shouldn't have to rely on 'locals' who often know less about your system than you do.

7 ACCOUNTING PACKAGE INTEGRATION

The revenue in your business comes from the applied time and expertise of the productive and administrative team in the office. Your time and cost system can help immensely support the combined effort in so many ways. Here's a fact. By the time the information hits the accounting system, it's history. However your time and cost system should integrate with your accounting system on as many touch points as possible. This will add further savings of time, reducing re-keying and the inevitable error checking required if the two systems are not talking to each other.

WHAT EXACTLY IS ABTRAC?

Abtrac is the complete project planning and management package for professional service firms.

With jobs and stages, employees, forecasting and scheduling, timesheets, disbursements, and of course invoicing. And it integrates seamlessly with all popular accounting packages.

Abtrac helps maintain some simple 'best-business' practices by helping manage jobs and projects, staffing, and getting invoices out the door on time in a format to suit your professional image and your clients' requirements.

Click here to get
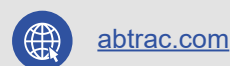**started today for free**

A BIT ABOUT THE CEO

Edward O'Leary

Co-Founding director and CEO of Abtrac
Time Management and Invoicing Software

As a recognised authority on the management of professional services firms, Edward has a well-rounded appreciation of IT, business management processes and controls, and of course, business software knowledge. Edward couples this with his depth of knowledge on how businesses can make money more efficiently.

Edward is formerly from the international accounting firm EY.

He co-founded Abtrac in 1990 and remains principal architect of the Abtrac software suite, driving its ongoing development and direction.

in LinkedIn

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A better way to manage your business