

Time Recording for Accountants

A History of the product

Our **Time Recording** solution was originally developed during **1990** for a firm of Chartered Accountants with **multiple offices** in the South East of England.

It was **design led** by an up and coming junior partner who later went into practice with another accountant. Although now at different practices, both still use our system today, accounting for more than **40** of our users.

A **Fees Ledger** option was added for those requiring integration of **Billing** and **Writing Out** of time and is provided for **free** as part of the package.

Additional features were added in the early nineties with the introduction of **Jobs** and **Fee Time Sheets** when a London based firm became a new client and we able to replace their existing **micro-fiche** archives.

In **1994** a Croydon based firm suggested further enhancements including **Current WIP** and **Efficiency** reporting.

During **2010** we added the **Excel Timesheet Input Add-In** for those wanting to record their time in an easy to use format. Although initially sold as a separate add-on we are now pleased to offer this feature as part of the total package.

One of the **key design elements** of the system was to provide the user with **complete control** over their own data. To that end it has built in **data management** and **ad-hoc reporting** features giving us or the user freedom to add extra options as required.

Where we have identified client ad-hoc options which might be of benefit to others, we have added these to the system. In the past few years such features have included the **Filing Deadlines** and **Corporation Tax Pay Reminder Reports**.

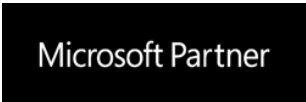
Since it's inception the system has been continually updated and now runs on **Windows 7, 8** and **10** and all **Excel** versions which work on these versions of Windows.

System Costs

The **complete package** is currently available at a **fixed price per annum** for **unlimited use** within a firm.

This **includes** remote support and telephone assistance.

Additional charges may apply for initial configuration, training, bespoke features and on-site visits.



Microsoft Partner



hp Business Partner



2017 Business Partner
Classic
Lenovo



Sophos Silver Partner

Time Recording Options:

- Input
 - Timesheets
 - Disbursements/Expenses
 - Transfers
 - Write-Out/Billing
 - Offices
 - Clients
 - Jobs
 - Staff
 - Client Budgets
 - Staff Budgets
 - Provision Adjustments
 - Staff Charges Out Rates
 - Client Opening Balances
 - Timesheet Import
- Data tables
 - Work Types
 - Detail Types
 - Disbursement Types
 - Departments
 - Staff Categories
 - Staff Grades
 - Qualifications
 - Legal Status
 - Mail Categories
 - Classifications
 - Accounts Packages
 - Banks
 - Solicitors
 - Insurance Brokers
- Postings
 - Timesheet's
 - Disbursements/Expenses
- Period End
 - Timesheet
 - Reporting
 - Yearly
- Enquiries
 - Work In Progress
 - Fee Time Sheets
- Reports
 - Work In Progress Summary
 - Aged Work In Progress
 - Staff Actual v Budget Report
 - Monthly Statistics
 - Timesheet Exception
 - Client Budgets
 - Staff Budgets
 - Bills by Classification Code
 - Inter-Office Staff
 - Inter-Office Clients
 - WIP by Employee
 - Current Work In Progress
 - Client Exception
 - Efficiency
 - Fee Summary
 - Write Out Summary
 - Filing Deadlines Reminder
 - Corporation Tax Pay Reminder
 - Staff Work Type History
 - Clients and Layouts
- Audit Trails
 - Timesheets
 - Disbursements
 - Transfers
 - Write-Out Sheets
 - WIP Postings
 - WIP Write-Outs
- Validation
 - Client History Balances
 - History against WIP
- Utilities
 - Parameters
 - Calendar
 - Directory of files
 - Clean Up
 - Security Levels
 - Client Definable's
- Global
 - Change
 - Delete/Recall
 - Clear Down
 - Synchronise Codes

System wide options:

- File
 - Close
 - Run from Library
 - Library Maintenance
 - View
 - RQBE
 - Modify Layout
 - Page Setup
 - Printer Font
 - Print to Screen Font
 - Save Current Fonts as Defaults
 - Output Files
 - Clean Up
 - Exit
- Help
 - About
 - Information
 - Calculator
 - Calendar/Diary
 - Puzzle
 - Directory of Files
 - Text Editor
 - System Date
 - Change Password
 - User Maintenance
 - Colour Schemes
 - Security Levels
 - Sign In/Off

File - View additional options:

- Dview
 - Report
 - Label
 - Script
 - Command
 - On/Off
 - Misc.
- Utilities
 - Copy To
 - Append
 - Reindex
 - Delete
 - Recall
 - Replace
 - Pack
 - Zap
 - Import
 - Export
 - Maths
 - Sum
 - Average
 - Count
 - Locate
 - Goto
 - Filters
- Index
 - Open
 - Delete
 - Modify
 - New

Fees Ledger options:

- Transaction Buffer Maintenance
 - Post Buffer Contents
 - Ledger Enquiry

 - Allocations Menu
 - Manual
 - Automatic

 - Adjustments Menu
 - Bounced Cheques
 - Doubtful Debts
 - Transfers between Ledgers
 - Correct/Transfer Transaction

 - Invoicing Menu
 - Layout Maintenance
 - Print Invoices/Payment Requests

 - Debt Letters
 - Layout Maintenance
 - Print Debt Letters

 - Statements Menu
 - Layout Maintenance
 - Print Statements

 - Reporting Menu
 - Transaction Buffer
 - Single Ledger Enquiry
 - Credit Balances
 - Debtors below statement limit
 - Aged Debtors
 - Transaction Listing
 - Day-Books
 - VAT Report
 - Audit Trail
 - Period End Report
 - Future Period Transactions
 - Clients and Layouts

 - Period End
 - Client Maintenance
- Utilities Menu
 - Close Allocated Transactions
 - Remove Closed Transactions
 - Parameters
 - VAT Rates
 - EC Country Identifiers
 - Nominal Codes
 - Fee Numbers
 - Payment Request Numbers
 - Zeroise Turnover YTD Figures
 - Clean Up
 - Directory of Files
 - Security Levels

 - Global Menu
 - Change
 - Delete/Recall