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ETCi for Electronic Time and Expenses Capture

What do the Time and Expenses Capture Modules provide?

- Personalised timesheets per user
 - Tailored listings of available projects
 - Easy to use "spreadsheet type" entry of time
 - Validated job, work stage and activity codes available from online pick lists
 - Time recorded in hours, minutes, decimals or time slots
 - Windows functionality allowing screen minimisation for constant use
 - Off-line timesheet entry for portability
 - Roll forward entries to subsequent weeks
 - Graphical display of time booked
 - Complete group management of time, including missing timesheets and under/over expected hours analysis.
 - Available for use over the Internet and local and wide area networks
 - Synchronisation between the time and expenses modules – secure logins for both modules
 - User defined expense types for analysis
 - Automatic VAT postings for expenses
 - Timesheet and expenses submission for authorisation and update
- User defined terminology and time recording method promote usage
 - Promoting ease of use and security
 - Easy to use formats reduce errors
 - Accuracy is assured
 - To match corporate or personal requirements
 - Timesheets updated "on the go" are more accurate than those completed at the end of the week
 - Local storage of valid job codes allow users to travel and removes reliance on network connectivity
 - Long term projects only need to be selected once and are then available on an ongoing basis
 - For easy enquiry and to promote usage.
 - Group managers receive the information they need to allow them to manage!
 - Access is assured for all users at all times.
 - Once project details are selected, they are available for both time and expenses
 - Entries are standardised and analysis rationalised.
 - Integrated postings ensure VAT accounting is secure and auditable
 - All postings can be subject to authorisation to ensure management control



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Project management, invoicing and cashflow all depend on the efficient submission of timesheets. Experience shows that if individuals own their timesheets, they become more accurate and submission rates increase. ETCi allows staff to record their own time in a Windows based "spreadsheet type" application that will be familiar to users and hence easy to use.

Project details are available from the Progression AEC database, entries are always secure and validated and errors are reduced. All the user needs to enter are the hours worked against controlled project/job information. Timesheet information is simply updated to the central information store as and when required.

Group management is maintained and timesheets may, if required, be authorised locally prior to update to the database. As a result, the flow of information is controlled to ensure swift, accurate centrally held data for project management.

Electronic authorisation routines provide immediate information on missing timesheets and unexpected hours with the ability to amend entries or return the timesheet to the user for amendment. The complete management of timesheets is therefore available (including user defined reporting for the Working Hours Directive) prior to the update to the central system. This removes the need for correction journals and reduces administrative overheads. Accurate on time information allows project managers to manage, invoices to be raised and cash collected on time in line with your business forecasts.

Expenses postings can be made online. Secure logins ensure complete control with costs being updated to Projects for recharging and monitoring against budget as early as possible. Authorisation is integral to ensure legality and accuracy.

