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Overview

The leading Financial and Operational Solution for Professional Services Organisations

What does the Progression AEC Software Suite provide?

Progression AEC provides a business wide operational and financial solution that embraces;

- **Project and Contact Management** Standard and User Defined information store to ensure accurate administration and management
- **Time and Expenses Capture** Cost collection from all locations via paper or Web update
- **Project Accounting** Comprehensive Management Information available in any required format to any location
- **Invoicing** Flexible and trusted routines for Draft and Final Invoices for Time and Materials, Fixed Fee, Percentage Fee, Milestone and Daily Charging
- **Project Budgeting** Baseline plans and re-forecasts to allow managers to maintain margins and deliver projects efficiently
- **Resource Planning** Business Loading information by Discipline, Location, Grade, Person or any other required groupings
- **Financial Suite** A comprehensive Financial Suite with all the benefits of full integration to Project Based operational software
- **Purchasing** Purchase Management and automatic posting of costs to Projects and Financials
- **Web based Project Tools** The Project Managers Toolkit to allow easy access to all required enquiry and maintenance routines
- **Off line Tools** The ability to travel with information means that Managers are always up to date
- **Reporting and Assimilate** To produce the management information you need to whatever level of detail, "sliced" and presented as required, traditionally or graphically
- **Alerting and Event Management** Automated e-mail updates according to user defined business rules

Who Uses Progression AEC Software?

The Progression AEC Software suite has dominated the professional services marketplace for over 20 years. It is the solution of choice for such organisations as:

Amey	Arup	Mouchel	Atkins
Gardiner & Theobald	Broadway Malyan	Scott Wilson	Turner & Townsend
Sheppard Robson	BDP	Ryder	Roads Service Consultancy

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What Benefits will Progression AEC bring to my organisation?

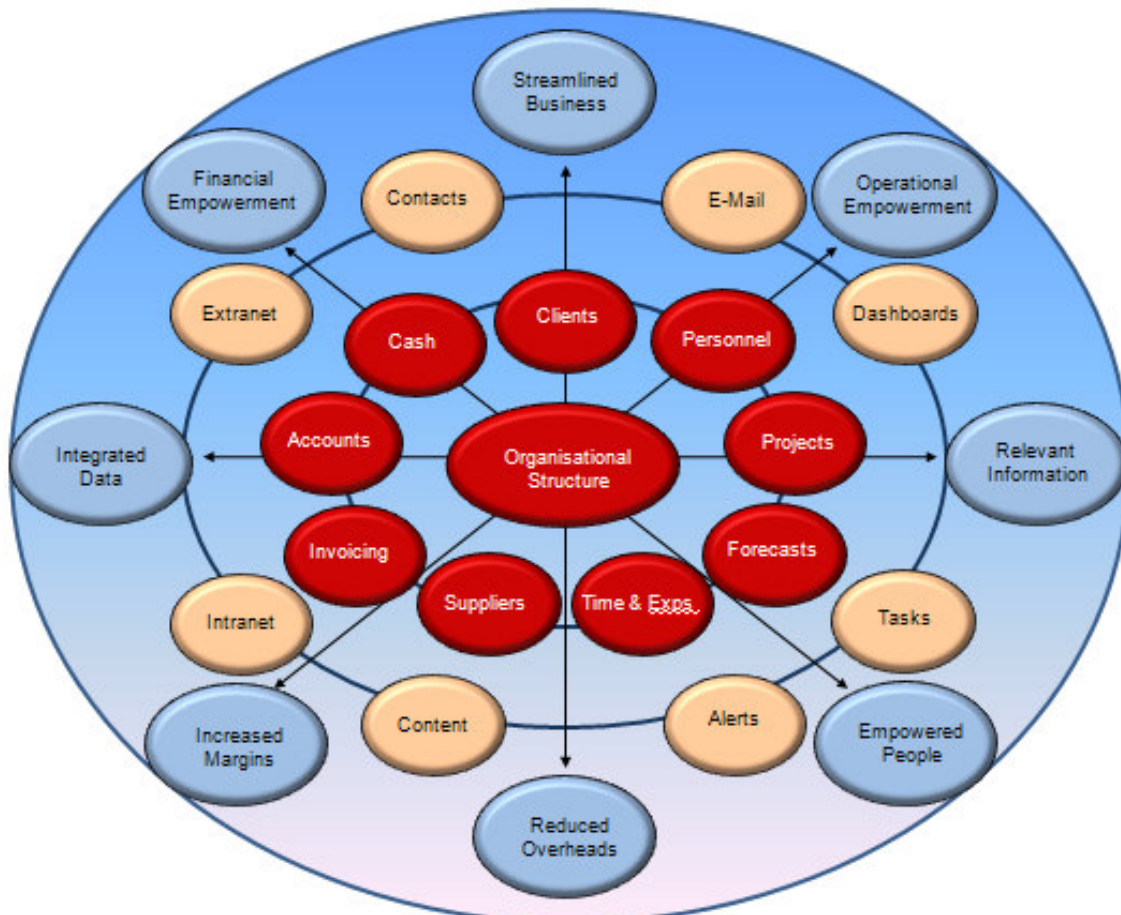
Progression AEC has been developed to enable your Project Managers to make business critical decisions based on project and financial information. It can provide a total management and financial solution that fulfils the requirements of a busy professional organisation, whether it be centred in a single office or spread across several locations.

From the initial entry of personnel information to the production of client invoices and trading accounts, the whole system may be completely integrated. Single postings update several ledgers reducing both duplication errors and time. The modular approach allows the most important areas to be brought on line whilst developing further functionality at a later date.

The introduction of a comprehensive management system will significantly improve time control. This will enable service costs to be monitored more closely and prevent overrun against budgets. Efficiency is maximised.

Progression AEC provides an all-embracing solution to support your business by providing a comprehensive business information system to enable your Project Managers to become Commercial Managers.

The AEC model





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Financials

Progression AEC provides a complete, integrated financial solution for your project based business. The General Ledger has been specifically designed to map onto your operational and financial structures to provide the comprehensive range of required reports alongside comprehensive user defined management reporting.

What do the General, Sales, Purchase Ledgers and Cashbook provide?

- User defined reporting hierarchy with unlimited alternative hierarchies
- User defined coding structures
- Unlimited cost centres and divisions
- Includes all required reporting including profit and loss and balance sheet and overhead recovery analysis
- Consolidation through all user defined reporting levels
- Unlimited companies
- User defined reporting
- Multi currency
- Import of information from spreadsheets for all journal types
- Full validation, balancing and security
- Driven by unlimited user defined periods
- Budgets held by period with variance analysis as standard
- Full transaction and personnel audit
- Straightforward routines for restructuring the chart of accounts
- On screen reports with drill anywhere
- Integrated update from all modules. automated multi sided postings from project ledger
- Secure access by user with read only or posting privileges by centre
- Standard, reversing and recurring journals
- Derived postings from other ledgers
- Unlimited analysis codes available on all postings
- Integrated update between all required ledgers
- Journal and allocation routines to support automatic postings
- Comprehensive sales and purchase account details
- All required reporting including aged debtors and creditors (with user defined ageing), account enquiry with history/turnover and suggested payments listings.
- Part payments, discount driven early payments, payment on account via BACS, cheque or cash
- Invoice registration for authorisation prior to ledger posting
- Unlimited number of bank accounts/petty cash etc
- Bank reconciliation



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A Comprehensive suite of Financial Modules.

Information is accumulated in the General Ledger from all transactions, wherever they are made within the Progression AEC Suite. Furthermore, journals may even be built up in spreadsheet applications and updated to the General Ledger as needed. Automatic or controlled update from other Progression AEC modules therefore ensures that your decision making is fully supported from an informed position. Progression AEC ensures that you use information to manage, you do not need to spend time managing data.

“Project related” purchases may be posted as chargeable or non-chargeable and user defined client recharge rates employed. A single “once only” entry routine will allocate invoices to correct supplier accounts, General Ledger and project codes, saving time and effort, and increasing the accuracy and timeliness of management information.

Trading in different currencies is totally catered for within Progression AEC to enable you to receive invoices and issue payments easily, allow for exchange differences and report appropriately. Where invoices require “approval”, they can be “registered” on receipt, providing full document management prior to updating to the Purchase Ledger.

Cash control is complete and governed by you. A single module for managing all cash transactions provides a single point of reference whilst fully integrating with Sales Ledger, Purchase Ledger, General Ledger, Expenses Ledger and the Project Ledger. In addition to traditional cash book functionality, detailed project analysis of cash received is included as standard.

Client Account details include address and contact information as well as defaults for invoice libraries (invoice format templates), currency code and VAT (or other tax) rate etc. Comprehensive information is available not only for day to day activities but also for complete client/debtor/supplier/creditor control.

On screen account enquiries are integral with drill down to transaction level, balance and ageing information from summary totals, overall and by period. Account enquiries with easy access to summary and detailed information therefore enable efficient credit control and improved cash flow.

On screen information is available at any time on with drill down to transaction level from summary totals. All information is therefore always immediately available on screen as well as in printed format.

Progression AEC embraces every area of financial management. Integration with desktop applications is also complete, combining traditional spreadsheet tools with a central library of information available wherever it is needed and in the required format.



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Project and Contract Management

What does the Progression AEC Project Module provide?

- User defined reporting hierarchy and project groupings with unlimited alternative hierarchies
 - User defined coding structures for projects, jobs, stages and activities
 - Analysis codes and user defined fields
 - Completely integrated with all other modules
 - Time, fee, lump sum and percentage fee work stages
 - Percentage completion on fee based work
 - Timesheet posting
 - Expenses, disbursements, purchases and "extras" routines
 - Overtime recording
 - Personnel productivity
 - Inter divisional analysis
 - Comprehensive reporting including project profit and loss, missing timesheets and project summary
 - Overhead analysis through integration with general ledger
 - Default and tailored charge rates
 - Screen enquiries with drill anywhere functionality
- Map your organisational structure into Progression AEC to ensure correct analysis and ownership
- Up to 4 hierarchical levels within each contract, coded and associated as you need them
- Unlimited combinations of required information
- Single postings will update all required views of the information
- Distinct stage types within a contract ensure correct billing methods and early cash collection
- Driving invoicing and earned value figures
- Collection of labour costs from paper or electronic update (please refer to the ETCi datasheet)
- The project ledger will act as a repository for all cost to give a comprehensive view of projects
- Ensuring that the true costs are known and invoicing is accurate
- Automatic reporting of staff output
- Automatic reporting of "out of centre" costs
- Over 40 standard reports all with multiple runtime options. Direct links to Excel. Report generator included.
- Automatic reporting of costs and overheads to ensure full recovery
- Defined by you on a "set and forget" basis
- Available via the web with user defined groupings and analysis.

The Project Ledger is one of the core modules in Progression AEC. Alongside the General Ledger, it holds and presents project related information in a format familiar to service professionals, leaving the General Ledger to its intended purpose – financial accounting.



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A ledger dedicated to projects removes the need to over complicate and stretch the facilities available in any General Ledger making Progression AEC a true project, contract and service accounting solution.

The Project Ledger is completely integrated to all other modules proving immediate information in a pertinent view. An extremely flexible project structure ensures that Progression AEC may be used for all your work. Below the centre structure, cost and charge information may be built up against your projects, jobs, work stages and activities.

All postings (time, expenses, disbursements, purchases) are made to the Project Ledger whilst automatically and invisibly updating the General Ledger if required. Never before has it been so straightforward to produce project management information and management/financial accounts through the ongoing management of your Project based work.

Summary totals are available at each level of the project and hierarchy structure with full 'drill down' from any level through centres groupings, centres, projects, jobs, stages and activities to individual transaction level and original source documents. Analysis of progress, time and costs and actuals against budget is available at all times in the layout you need. Comprehensive timesheet, expenses and disbursement facilities are included providing personnel management as well as complete Project Accounting.

Progression AEC uses the single entry of information to produce both operational and financial information.

Job	Name Short	Work Done	Costs	Profit/Loss	Est. Total Fees	Est. Total Costs	Est. Total Profit/Loss
54321	Birmingham New Street	12,600.00	8,971.82	3,628.18	12,600.00	9,204.15	3,395.85
54322	Temple Meads Footbridge	15,500.00	11,479.75	4,020.25	15,500.00	12,000.00	3,500.00
54323	Lime Street Embankment	0.00	3,456.16	-3,456.16	1,000.00	900.00	100.00
54324	Severn Tunnel	2,455.60	1,718.95	736.65	0.00	0.00	0.00
54325	Glasgow Central Bridge Works	0.00	264.12	-264.12	0.00	0.00	0.00
54326	M4 Junction 28						
54327	City Airport Belfast						
54328	Blackfriars Bridge						
54329	St Pauls Cathedral						
54330	Fore Street A406 Underpass						
54331	Temple Meads Storm Damad						

Labour Costs For July 1999 (199907)									
Job: 54322 Temple Meads Footbridge									
Work Stage: B Feasibility									
Personnel No	Name	Week No	Week Ending	Hours	Cost Rate	Cost Amount	Daybook Filter		
504	Scully P	199928	11 Jul 1999	14.00	46,514.4	651.21	8		
						186.06	8		
						744.24	13		
						1,208.47	19		
TOTALS						2,789.98			

Job Range Financials								
Job: 54322 Temple Meads Footbridge								
Work Stage	Description	Type	Work Done	Costs	Profit/Loss	Est. Total Fees	Est. Total Costs	Est. Total Profit/Loss
A	Proposal	Lump	2,000.00	1,238.47	761.53	2,000.00	1,500.00	500.00
B	Feasibility	Lump	3,000.00	2,958.78	41.22	3,000.00	2,500.00	500.00
C	Outline Design	Lump	2,500.00	2,416.93	83.07	2,500.00	2,000.00	500.00
D	Detailed Design	Lump	8,000.00	4,865.57	3,134.43	8,000.00	6,000.00	2,000.00
TOTALS			15,500.00	11,479.75	4,020.25	15,500.00	12,000.00	3,500.00



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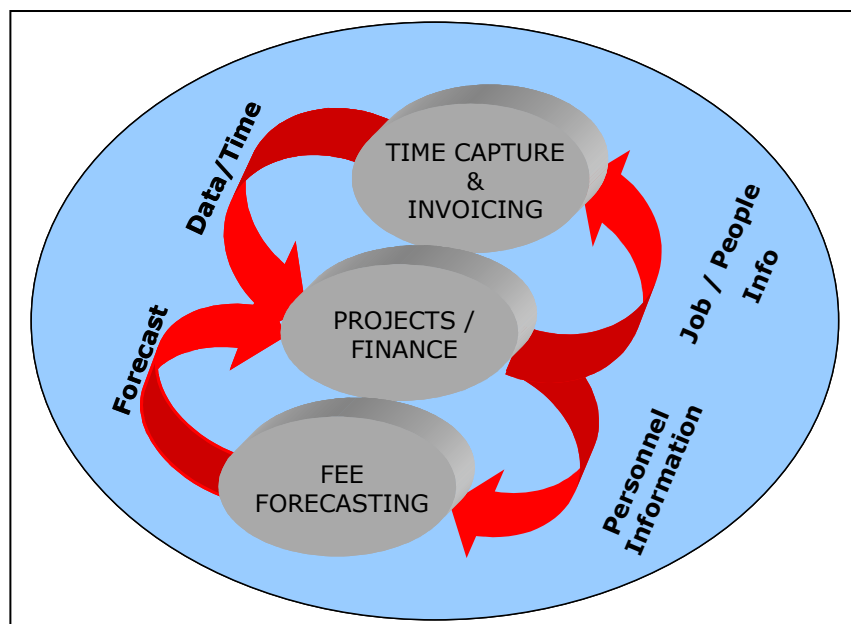
Project management, invoicing and cashflow all depend on the efficient submission of timesheets. Experience shows that if individuals own their timesheets, they become more accurate and submission rates increase. ETCi allows staff to record their own time in a Windows based "spreadsheet type" application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





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Project Invoicing

What does the Progression AEC Invoicing Module provide?

- Fully integrated with Sales, General, Project Ledgers and Cashbook
 - User defined invoice formats
 - Optional user defined backing sheets
 - Multi client invoicing per project
 - Invoices at job or project level – a single invoice for multiple jobs
 - Client agreed billing schedules
 - Automatic selection of all chargeable values with user overrides
 - Re-prints at any time
 - Complete user control of invoice contents and value
 - Comprehensive credit note facilities
 - Assists cash forecasting and cash collection
 - Used centrally by Accounts or remotely by Project Managers
- Postings in the Project Ledger immediately feed Invoicing to allow invoices to be produced at any time
- Complete flexibility of output to allow formats to be tailored automatically on a client by client basis if required
- Invoices can be automatically supported with backing sheets formatted to meet your specific needs
- Invoiced can be split by client if required
- Invoices can be raised for projects or jobs for consolidated or partial billing as required
- Client agreed schedules can be established to allow automatic invoice production on time every time
- Draft invoices provide a comprehensive view of available charges which can be confirmed or amended as needed
- Details are held permanently allowing re-prints and views as required
- Formats, narrative, values; The entire invoicing process is controlled by you

Never before has cash flow been so important. Your business requires support from a solution that will give the flexibility you need to bill clients accurately and effectively, reducing queries and encouraging submission of payments.

Project Invoicing provides fully integrated invoicing using the values built up in the Project Ledger. Both draft fee notes and final invoices may be produced in any required format. The production of invoices may be automated using client agreed billing schedules and invoice formats ensuring that all information is included on time, every time.



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All charges built up in the Project Ledger are immediately available for invoicing, with invoices raised reported back to the Project Manager as standard. The use of client agreed invoicing schedules and flexible invoicing will reduce work in progress and enhance cash flow.

Draft fee notes may be produced in any required format for client or Project Manager confirmation. The final invoice may then be produced, immediately updating the Sales, General and Project Ledgers. Debtor analysis is therefore comprehensive and up to date, balance sheet reporting is accurate and project managers are fully informed. Solid foundations are laid to assist aged debtor analysis and credit control.

Progression AEC may be used to automatically raise client agreed invoices at pre-determined intervals. Cash flow forecasting is therefore improved and cash managed effectively. Automated routines may be used to bill all available time charges etc or agreed amounts may be invoiced on a periodic basis.

Invoice formats are designed at the desktop ensuring that invoice information is presented in a manner agreed with the client. Invoices may be supported with backing sheets to show as much or as little supporting detail as required. Agreement of the draft invoice and the correct presentation of the final bill leaves the client with little room for manoeuvre.

The complete automation of the invoicing process, in a client focused manner, removes errors and ensures effective project and financial management.

DISBURSEMENTS						
Date	Trans type	Quantity	Charge Rate	Total	Narrative	
	Feasibility	Mileage	254	0.4000	£101.60	Andy Evans mileage for job for April
	Feasibility	Mileage	190	0.4000	£76.00	D Barwell mileage for April
						travel costs for April
						travel costs for April
						of double entry for A Millard mileage
						travelling in May
						travel Bristol to Bath
						undry expenses
						undry expenses
						parking expenses April

LUMP SUM WORK			
Workstage/Description	Workstage Fee Amount	Work Done to Date	Invoiced to Date
Proposal	£20,000.00	£20,000.00	£15,000.00
Outline Design	£30,000.00	£30,000.00	£30,000.00
Total Lump Sum Charges			£25,000.00

TIME CHARGED WORK						
Stage	Date	Name	Qty/Hrs	Charge Rate	Selected Work Done	Narrative
Feasibility	04/04/1999	Barwell, D	8	80.0000	£640.00	attending project Kick Off meeting
Feasibility	04/04/1999	Barwell, D	24	80.0000	£1,920.00	site meetings re feasibility study
Feasibility	11/04/1999	Barwell, D	40	80.0000	£3,200.00	Civils feasibility study analysis
						civils feas. study - site meetings etc.
						investigating industrial estate site
						site investigations and analysis
						investigations re old cinema site
						site meetings
						project admin
						project mgmt re feasibility
						meetings re industrial estate acquisition
						site meetings/project admin
						attended site project Kick Off meeting
						site meetings re feasibility
						site work re structural's feas. study
						site investigations
						site tests and analysis

RedSky IT
 Viking House
 Sealstead Lane
 Hemel Hempstead
 UK
 VAT No. 608093462

Invoice To:

Customer:	Highways Authority	Fee Note Number:	000001025
Address:	1, Victoria Street, London SW1 6TH	Invoice Number:	000004000
Contact:	FTAD: John Bowles	S/L Account No.:	HWA 1
		Invoice date:	29/07/2008

Job Number	54300
Job Name	Fore Street A406 Underpass

Fee based charges	£0.00
Lump sum charges	£25,000.00
Time charged work	£44,680.00
Expenses and materials	£464.56
Adjustments agreed	£0.00
Total Goods	£70,148.56
VAT	£12,275.65
Nett Goods	£82,424.21

Payment terms 30 days net on date of invoice. Please make payments to the above address.