

Product Profile: Time@Work for SunSystems



Time@work is designed to operate in a multi-location and (optionally) multi-language environment. Its strong multi-currency and multi company credentials will enable Time@work to integrate all aspects of your business processes and deliver the benefits of complete control



Time@work is a Professional Services Automation solution which is designed to provide service organisations such as HCL with the tools, information and processes necessary to run their business successfully and profitably.

Time@work is designed as a scaleable and modular solution which will evolve with the needs of any industry.

Time@work is designed as a multi-currency and multi-company compliant application and includes a suite of modules which can be implemented individually or as part of an overall solution.

Time@work modules

- ▶ Time recording
- ▶ Expense management
- ▶ Billing
- ▶ Budgeting
- ▶ Forecasting
- ▶ Resource planning
- ▶ Microsoft project interface
- ▶ Management reporting

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Time@work key benefits

In proposing this solution, we believe that Time@work is ideally placed to meet the current and future needs of your organisation and will provide a highly functional, scaleable and integrated solution without any requirement for modifications to standard functionality. In particular we would highlight the following as reasons why we believe you should choose Time@work.

Proven Pedigree – Time@work has improved the productivity and profitability of organisations throughout the UK, Ireland, Europe and Asia. Since 2002 Time@work has established itself as the leading mid-market PSA solution for users of SunSystems.

SunSystems Integration – Time@work was designed by the largest SunSystems provider in Europe and is installed extensively in organisations using SunSystems

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Financials. Time@work seamlessly integrates with SunSystems including extensive support for the T-Code and A-Code structures.

Exceptional Reporting – One of Time@work 's core strengths is the power and flexibility of its reporting engine. In addition, Time@work is fully supported by the *Vision Product Suite* and thus offers a unified reporting toolset which will greatly improve the availability of management information to groups, business units, project owners and finance.

Deep & Flexible Analysis – Time@work uses a similar analysis approach to that adopted by the SunSystems T-Code and A-Code model. Time@work has further extended this analysis capability to 60 codes which will offer complete compatibility with their current job coding structure and analysis but allow extensive additions and enhancements to this.

Improved Business Process – Time@work will eliminate the data duplication, manual intervention and time lags inherent in the current system. We believe that these benefits are at the core of our solution.

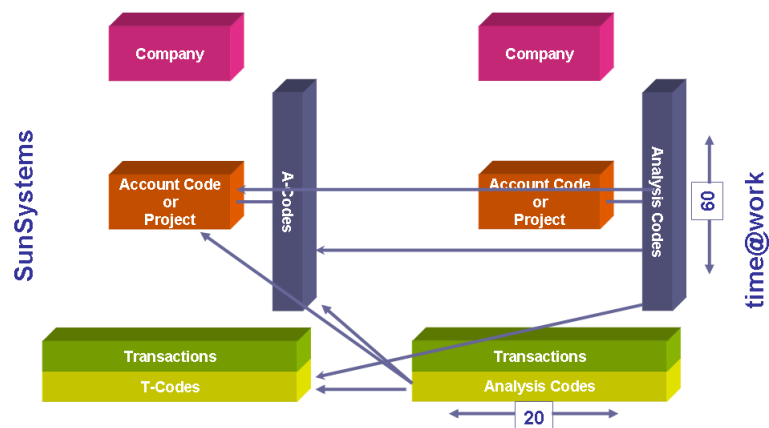
Data Access

Time@work will enable employees to access a single unified timesheet and expense system which will contain accurate and up-to-date information and reports on current jobs.

Timesheet data can be entered into the system from any geographic location and can be controlled so that employees can only enter data against jobs on which they are authorised to work.

SunSystems Integration

Time@work has a seamless and robust interface to SunSystems and thus the current process of using Vision and manually re-keying data will be eliminated. This will significantly reduce time involved in moving data between both systems and should greatly improve data accuracy.

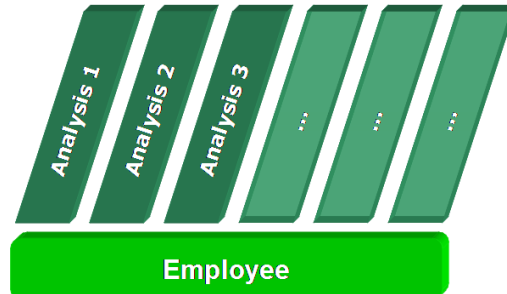


In addition businesses should achieve a significant improvement in the speed of their billing cycle and subsequent cash collection as a result of the automation process.

Time@work has improved the productivity and profitability of organisations throughout the UK, Ireland, Europe and Asia

Data Analysis

The current analysis structures which exist can be catered for and expanded upon within Time@work. For example, levels of analysis such as position, discipline, staff type, group and business unit can all be replicated within Time@work and a further 15 such analysis dimensions can be added.



Combined Expense Forms

Time@work will enable engineers and consultants to enter their expense data at the same time as timesheet data and, where necessary, capture that expense data against a specific job. Decisions about the status of an expense (for example whether it is to be recharged, marked up etc) can either be made by the engineer at the time of expense submission, or handled automatically based on the expense type or rules established on the client or project record.

Invoicing

Invoices are created automatically from the system and all necessary accounting entries, WIP adjustments and cross charging will automatically be handled by the system. Time@work will also ensure that the correct accounting entries are made in SunSystems to reflect credit notes raised, discounts given and any write-offs.

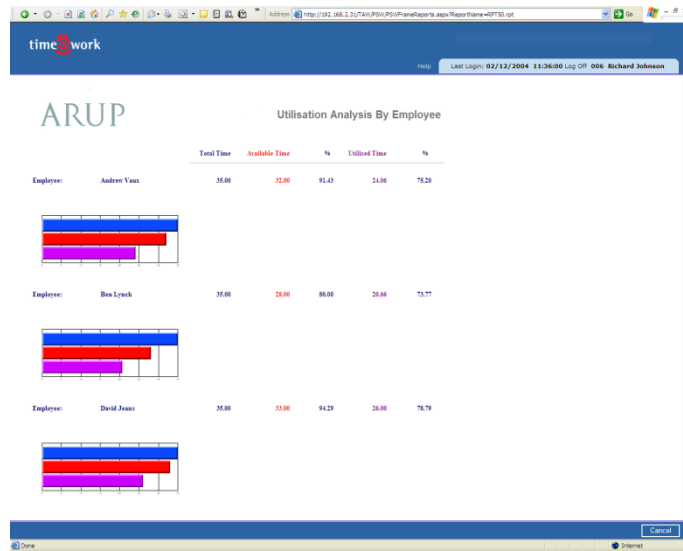
Reporting

The strength of the Time@work reporting solution enables users to receive detailed and sophisticated management information in a timely and accurate manner. This reporting sophistication is possible due to:

- ▶ The rich analytical and multi dimensional structure of the Time@work solution
- ▶ The open .NET based XML architecture
- ▶ The range of supported reporting tools which can be used to access that information

Time@work can publish graphical, transactional and summary level reports in a variety of formats

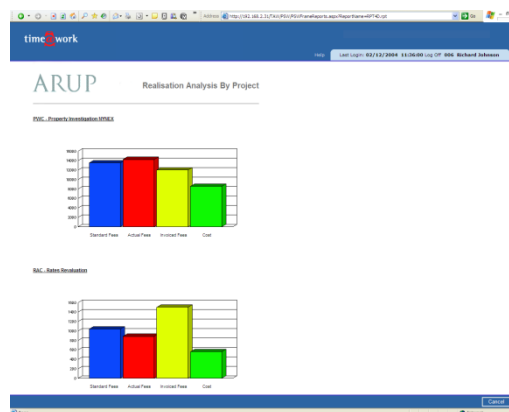
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Time@work and Vision enable data to be presented in an appropriate format - at an appropriate level of detail - to suit the required audience. For example Group Managers might be able to view real time data relating to the overall Group whereas Business Unit Managers or Project Owners might only be permitted to view data relating to their individual operations.

Typical reports which might be produced by Time@work include:

- ▶ Reports to enquire on time, expenses, work in progress, discounts and invoices relating to a client, job or business unit.
- ▶ Irrespective of whether job revenues are based on time and materials, fixed price, periodic, or combinations of these, can run reports to show which activities, tasks, jobs, clients, or locations, are achieving the greatest profitability.
- ▶ Reports showing exactly which engineers or locations are achieving the highest utilisation, realising the most revenue and getting closest to the fee rates planned.





Need More Information?

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Expense Recording / Reimbursement

- ▶ Simple expense entry system
- ▶ Standard expense codes set up to map to SunSystems codes
- ▶ Mark up of expenses by job/client etc
- ▶ Export facility to payroll or SunSystems for payment

Time@work includes a comprehensive expense management solution which can optionally be deployed as a standalone module for those employees who are not required to enter timesheet data.

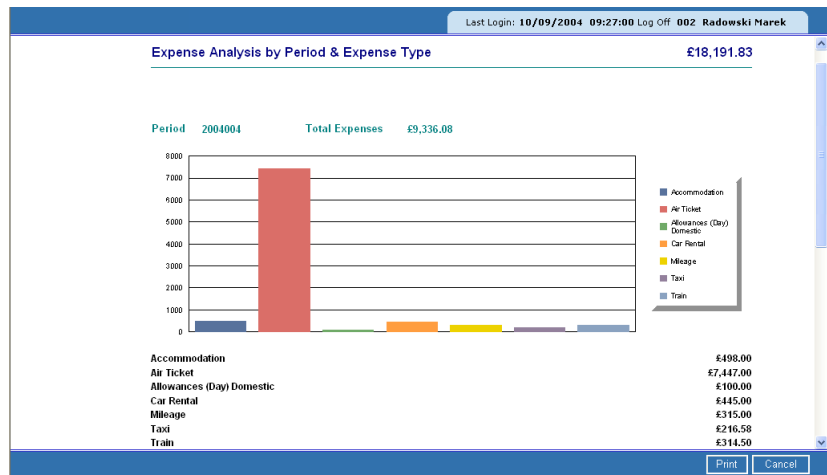
The expense management module is easy to use and accommodates multi currency, credit cards, advances, lump sum accruals, receipts and explanations for any entries likely to cause issue.

Using workflow rules, expenses are quickly routed to managers for authorisation and the system applies numerous checks and guides to eliminate errors at entry.

Employees are emailed with the progress of their claim so they always know when payment is expected.

Management can look at expenses by person, department, project, client or any other level of analysis. Reports can show year to date and month comparisons with multiple levels of analysis.

Once approved, expense claims are posted directly into the finance system without any re-keying, recoding or manual intervention.



For more information on SunSystems products, services and business solutions call our product advisory team on +44 (0)20 7648 2000