

Timesheet Xpress



Timesheet Xpress (TX) is a single and multi (networked) user program that will give any organisation the ability to trace time and attendance, performance, productivity, track projects and budgets whilst giving senior management the facts around their levels of business efficiency.

What can Timesheet Xpress offer you?

As CEO, responsibility to offer maximum share holder value with reducing costs and increase profits is a tough order in today's economic climate. Improving business competitiveness is the key to survival. With Timesheet Xpress, reporting on data gives the facts around areas of productivity in the business, those areas which appear to be less than effective can be addresses appropriately ensuring costs are minimised and profits are maximised.

Perhaps consider the role of the Financial Director in the organisation, efficient business processes will help not only this department, but also the Operations / HR Manager who with accurate information on employee performance can achieve optimum staffing costs through effective planning.

The IT Manager can control access to various reporting structures and input offering real time reporting mechanisms to senior management through a standardised system. Even mobile workers can continue to log activities for central synchronisation.

As for End Users (those who are in-putting data), the interface is highly engaging and easy to use, set up required and training is minimal so no time is wasted on "getting up to speed".

So how can these job functions get so much out of one system in Timesheet Xpress?

- Set and Track Project and Client budgets both internal and external
- Manage Billing, Invoicing and expenses
- Identify what is unproductive or unprofitable
- Manage Leave, Flextime, Overtime
- Set reminders and alerts for users
- Simple installation and configuration, secure information retained on your network
- Extensive reporting options pre-configured for quick and easy output in excess of 70 standard reports (customised reports may be made available on request)
- Integration with Microsoft Outlook, Project and Excel
- Business Software integration with Sage Line 50 / Instant Accounts, QuickBooks

Timesheet Xpress is licensed to users based on a one off licence cost and an option on annual support cost which will offer you peace of mind and all new updates along with improvements to the software for the duration of your extended contract. The software can be easily networked and shared by 150+ users on a simple server structure.

Timesheet Xpress is often regarded as a top of the range product for professionals in organisations of all sizes Public, Private or Charitable, in every organisation "time is money". Timesheet Xpress enables you to track time and maximise the overall efficiency of your organisation and resources, through a simple, intuitive and engaging spreadsheet type interface.

Benefits of using Timesheet Xpress ...

The advantages to tracking time and costs are many; it's not just about 'policing' what people do, although it has been shown that staff do become more efficient when time is consciously tracked.

Many clients cite an almost immediate payback on investment as management information on Billing (if appropriate), project budgets, staff leave (including flexi/ over-time, Sickness etc.) is available at the click of a button through the extensive standard reports available. These reports cover areas such as:

- Project Budgeting
- Project Gantt Charts
- Productivity and / or profitability
- Billing Reports (where applicable)
- Time Reports (times spent on particular projects/ tasks etc.)
- Invoicing Reports (where applicable)
- Salary Reports
- Overtime Reports
- Employee Reports
- Reports through links to QuickBooks and Sage for invoices and time/cost allocations.

Who uses Timesheet Xpress ...

Timesheet Xpress is used in many different sectors around the world including (but not limited to) Consultancy, Accounting, Legal, Architecture & Design, Engineering, IT services, Financial Services, Advertising & PR, Charities and many more.

When running Timesheet Xpress Management have options to control User Access, and also observe particular rules in the form of compliance with corporate policy – e.g. submission of outstanding expenses by particular dates, Timesheets completed and Authorised, System up and running (log-on) by a particular time etc.

Controls and Alerts may also be enabled to monitor the ongoing allocation of time and costs to particular projects, managers may be alerted at particular be-configured points when perhaps a % of total expenditure or time is reached, therefore restricting the potential for staff to charge time and costs to it.

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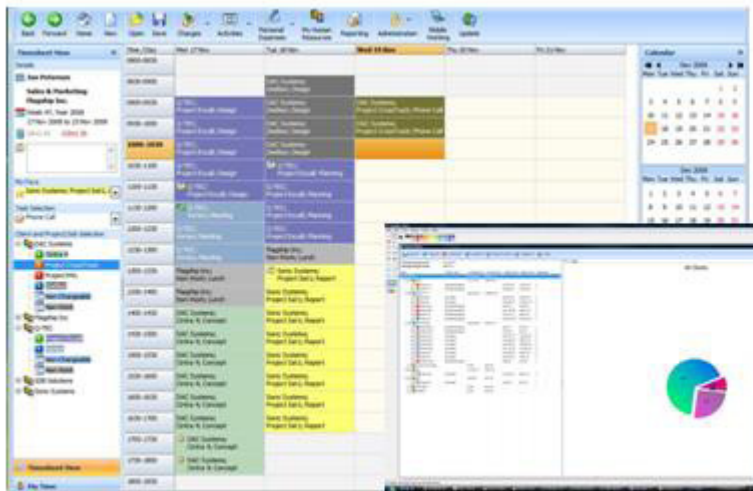


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“We started running reports all the time for projects and this helped us on billings and job costings. The staff found that the software was so easy to use that it helped us get the timesheets on time and they were way more accurate than before...”

Gary Scott, IT Manager Cassidy & Co (Canada)



Management reporting can be done through a simple wizard process – extensive reporting includes summary information on Project by Time, cost both chargeable and non-chargeable; Project Gantt Charts, Productivity and Profitability analysis and many more.

Name	Hours (Proj/PM)	Rate	Revenue	Revenue (%)
DAC Systems	421hrs 30		£130,465.00	30.1 Percent
Circle K	673hrs 30	£40.00	£269,370.00	63.9 Percent
Project M&S	238hrs 30	£45.00	£107,415.00	25.9 Percent
Circle K	37hrs 00		£1,155.00	0.3 Percent
Circle K	4hrs 00		£120.00	0.0 Percent

Additionally Timesheet Xpress will allow users to minimize the risk of “double billing/charging”, streamline expenses submissions and payment. Personal ‘to-do’ and reminders may be set against projects and tasks, whilst timeslot allocations can range (per user) from a matter of a few minutes to hours or even half/full days depending on the level of detail required for reporting purposes. Administrators may also set up auto-locking of the timesheets, this helps keep data security and prevents accidental or deliberate changing of time data.

Timesheet Xpress can offer your organisation a new insight into levels of effectiveness and help to drive up efficiency with data readily available which can report on cost areas. After using Timesheet Xpress /Collect for a number of months, an organisation can easily access information on time and cost to conduct particular activities / projects from the past and identify if it is worthwhile to continue in the future with such activities or streamline processes to make the return more significant.

Timesheet Xpress is available as a standalone solution for an individual user or group of users and may be purchased in multiple Languages (see website for updates and availability). For Remote or Mobile workers, it is possible to link in and synchronise timesheets through a number of options.

Having such information to hand and always up to date, Management information can be put reported more succinctly, and offer reductions in overheads associated with administration and collation of data.

Add-on components

Links to accounting packages ...

1. Mobile working – this is where a timesheet user is ‘disconnected’ from the main network for a number of reasons, perhaps the network infrastructure has ‘failed’ or the users laptop is out of the network range.

Rarely will an organisation just require a time logging and productivity monitoring solution to work in isolation, to this end; we have developed a number of “links” to other common business packages which aid in the areas of productivity and streamlining your business processes.

2. Workers generally onsite who send back ‘job-sheets’ for work completed – this example could be for organisations where manual work is conducted onsite for projects and is recorded for billing – e.g. electrical / mechanical / cleaning contractors. A sister variant of the Timesheet Xpress may be used in this scenario – Timesheet Collect; timesheets may be emailed to a central administrator or alternatively multiple users at a single station (e.g. hot desk) may input their own data by selecting their name from a list.

As part of Timesheet Xpress links are built in for importing tasks and contacts from Microsoft Outlook and Project, with the ability to transfer detailed reports to Microsoft Excel.

Free Trial for 35 days ...
www.TimesheetXpress.com

Linking to various other Accounting packages may also be facilitated though the purchase of an additional “Link Licence”. Invoices raised within Timesheet Xpress may be “pushed” to Sage Line 50 / Instant Accounts or QuickBooks which avoids the need to re-key relevant information, whilst minimising the risk of input error. These simple “Link Licences” help streamline internal processes and keeps billing for clients highly accurate.



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About

Timesheet Xpress...

As the leading application based product for logging and managing project efficiencies in any organisation, Timesheet Xpress is being used by thousands of users in over 40 countries. The software is easily installed on either stand alone or network computers and offers a range of configurations for use in organisations of all sizes from independent consultants relying on accurate tracking of "billable hours" to large corporations who are concerned not only with project management and staff productivity but also with timely management information for the purposes of workforce management and staff optimisation when forecasting and scheduling outputs.

Timesheet Xpress will monitor organisational productivity and performance through time and attendance with quick and easy to use reporting. With accurate and timely information, effective planning and decisions can be confidently made leading to increases in business competitiveness. With links to various applications such as accountancy packages (Sage & QuickBooks), Microsoft Project, Excel, Timesheet Xpress offers a seamless integration into many existing business applications in organisations of all sizes and in many sectors.

Comments from

Timesheet Xpress users...

FROM: LUCY BINDING –
POLICY MATTERS (UK)

"Before purchasing Timesheet Xpress we would use a paper based timesheet system which became so time consuming.

Since using the Timesheet Xpress software we do not understand why we didn't get it sooner.

The time saved, the speedy reporting system and the general ease of use, has definitely changed our company for the better."

FROM: MJ FICK -
PETANQUE (SOUTH AFRICA)

"We've been using it with great success for a number of years now. It simplifies timesheet logging, tracking and billing tremendously... Your support is great and value for money absolutely excellent!"

FROM: C THOMAS -
INDIUM WEB MANAGEMENT (UK)

"Timesheet Xpress has made a fundamental difference to the performance of our business; it is extremely easy to use. It was the first timesheet tool we tried; I have no intentions of trying any other"

FROM: R MOOI -
SAL ACCOUNT (NETHERLANDS)

" Our turnover increased immediately by approximately 10% as every single hour got billed..."

FROM: J TOBIAS -
CY4OR (UK)

"The interface is very simple and straightforward. It's clear and well laid out, it really couldn't be simpler. We use it to track every project we have (approximately 500 each year) with over 20 employees in 2 locations"

