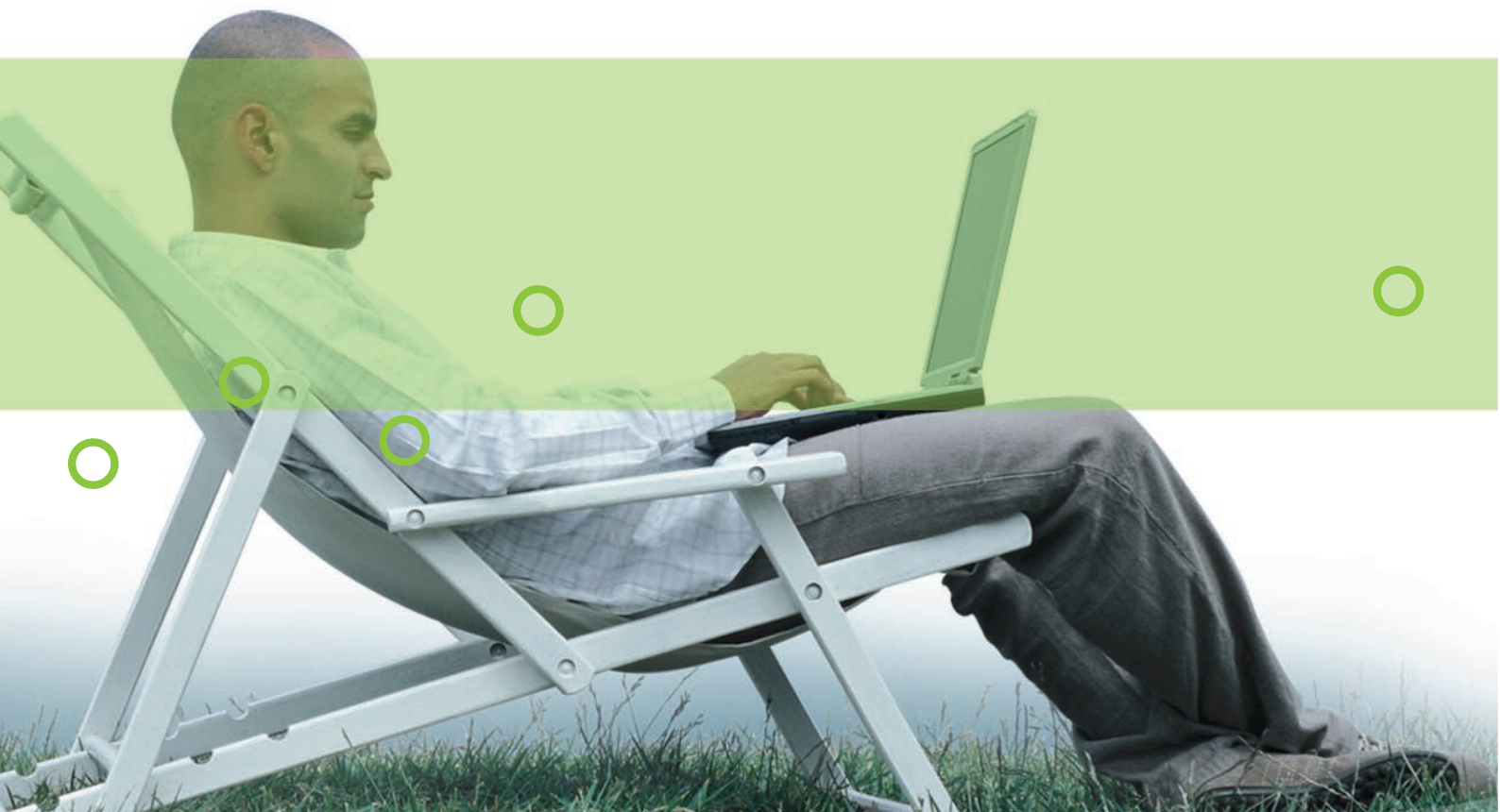


Simplifies  
**Project Time and Cost recording,**  
management and billing

Intergrates with **Accpac ERP** ledgers

Features Microsoft Outlook and Accpac CRM integration



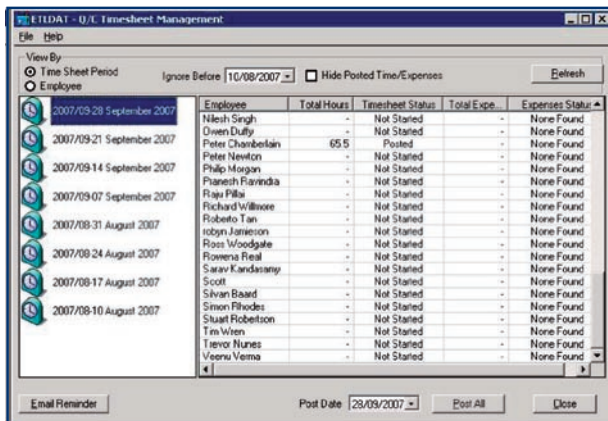
# Accpac ERP for Time Billing

## QuickCost – Timesheet Manager

Timesheet Manager allows managers to check whether a user's timesheet has been entered and posts the timesheets for billing once they have been approved.

### KEY BENEFITS

- Quickly check staff submitted hours.
- Send an email reminder to staff who haven't submitted their timesheets.
- Post timesheets to create financial transactions for billing.



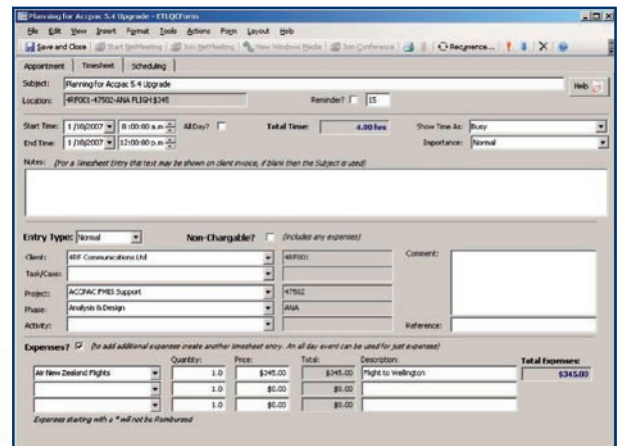
View By	Employee	Total Hours	Timesheet Status	Total Expe.	Expense Status
Time Sheet Period					
Ignore Before	10/08/2007				
Hide Posted Time/Expenses					
Refresh					
2007/09/29 September 2007	Nilesh Singh	-	Not Started	-	None Found
2007/09/21 September 2007	Owen Dully	-	Not Started	-	None Found
	Peter Chamberlain	65.5	Posted	-	None Found
2007/09/14 September 2007	Peter Newton	-	Not Started	-	None Found
	Philp Morgan	-	Not Started	-	None Found
	Pranesh Ravindia	-	Not Started	-	None Found
2007/09/07 September 2007	Raju Pillai	-	Not Started	-	None Found
	Richard Willmore	-	Not Started	-	None Found
2007/08/31 August 2007	Roberto Tan	-	Not Started	-	None Found
	Idryn Jattieson	-	Not Started	-	None Found
	Ross Woodgate	-	Not Started	-	None Found
2007/08/24 August 2007	Rowena Real	-	Not Started	-	None Found
	Sarav Kandasamy	-	Not Started	-	None Found
2007/08/17 August 2007	Scott	-	Not Started	-	None Found
	Shvan Beard	-	Not Started	-	None Found
	Simon Pihodes	-	Not Started	-	None Found
2007/08/10 August 2007	Stuart Robertson	-	Not Started	-	None Found
	Tim Wren	-	Not Started	-	None Found
	Tevor Nunes	-	Not Started	-	None Found
	Vineta Verma	-	Not Started	-	None Found

## QuickCost – Timesheet For Outlook

Timesheet for Outlook provides timesheet integration with Outlook, allowing users to enter their time and expenses directly from their Outlook calendar. Provides all the same functionality as the QuickCost Timesheet as well as:

### KEY BENEFITS

- Integrates into the Outlook Calendar extending an appointment.
- Easily track and record time for Project meetings.
- Supports offline mode with Outlook, allowing coding of time and expenses while outside the office.



Appointment: Timesheet Scheduling

Subject: Planning for Accpac 5.4 Upgrade

Location: #R001-47502-4NA-RL9H1E04E

Reminder: 15

Start Time: 1/10/2007 8:00:00 a.m. All Day? Total Time: 4.00 hrs Show Time As: Busy

End Time: 1/10/2007 12:00:00 p.m. Importance: Normal

Notes: (For a timesheet entry that may be shown on client invoice, if blank then the Subject is used)

Entry Type: Normal Non-Chargeable? (Excludes any expenses)

Client: 488 Communications Ltd #R001 Comment:

Task/Case: ACCPAC PMS Support #7502

Phase: Analysis & Design #NA Reference:

Activity:

Expenses? (For additional expenses create another timesheet entry. An all day event can be used for just expenses)

Item	Quantity	Price	Total	Description	Total Expenses
AN New Zealand Flights	1.0	\$345.00	\$345.00	Flights to Wellington	\$345.00
	1.0	\$0.00	\$0.00		
	1.0	\$0.00	\$0.00		

Expenses starting with a \* will not be reimbursed



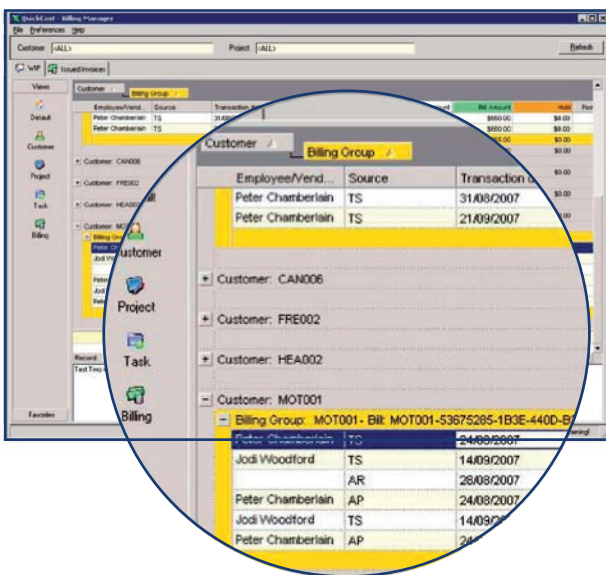
# Accpac ERP for Time Billing

## QuickCost – Billing Manager

Billing Manager allows project managers and financial staff to manage the billing of projects to clients.

### KEY BENEFITS

- Quickly filter data to just the company and/or project you are working with.
- Customise viewing of data by groupings and visible columns.
- Create multiple invoices per customer.
- Create summary invoices, hiding unnecessary detail.
- View details of previously issued invoices, including write-off, write-on details.
- Supports service level recurring billing through Accpac ERP.
- Manage non-productive and non-chargeable time.
- Write-Off / Write-On amounts line by line or for a group of lines.
- Supports provisions for reporting on time and expenses that are likely to be written off.

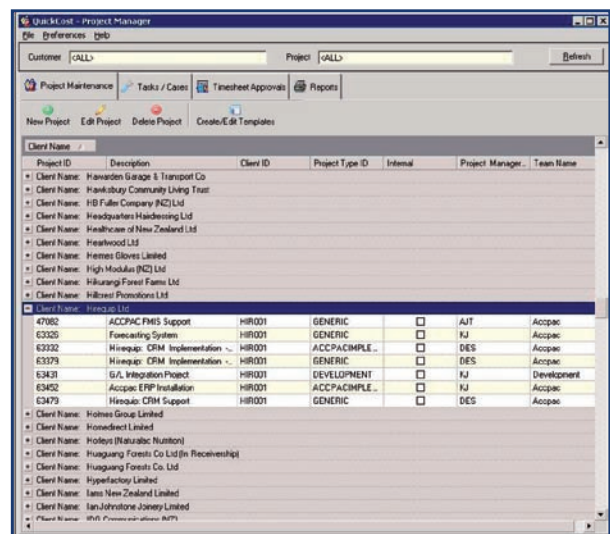


## QuickCost – Project Manager

Project Manager is used to setup Projects, Phases and Tasks. It also allows managers to validate and approve time and expenses entered by staff against projects.

### KEY BENEFITS

- Quickly filter data to just the Company and/or Project you are working with.
- Customise viewing of data by groupings and visible columns.
- Setup templates of Phase/Activities for common projects (e.g. Accpac Support)
- Create internal and external (billable) Projects.
- View details of previously issued invoices, including write-off, write-on details.
- Charge time for projects by employee rates or a fixed Project Rate.
- Edit, approve, unapprove employee time and expenses.
- Run reports, including custom Crystal Reports.
- With Accpac CRM integration, QuickCost projects are available in CRM and cases can be created against these, that are then available for staff to enter time and expenses against.



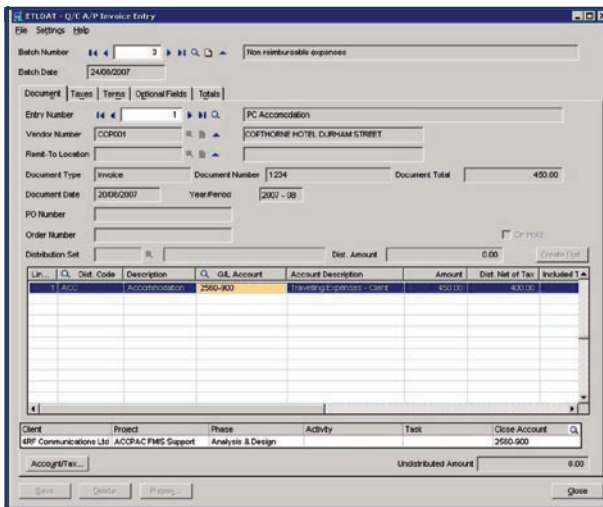
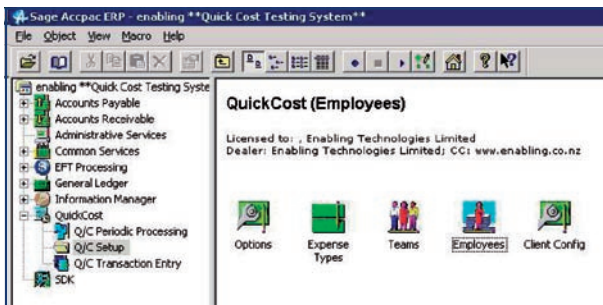
# Accpac ERP for Time Billing

## QuickCost – Accpac ERP Integration

QuickCost installs as a standard module into Accpac ERP. These modules allow the configuration of QuickCost and the linking of Accounts Payable and Accounts Receivable to QuickCost Projects.

### KEY BENEFITS

- Setup teams, employees and expense types, including reimbursable expenses to employees or other vendors.
- Configure General Ledger integration by team, allowing divisional accounting and reporting.
- Allows Accounts Payable amounts to be coded to a QuickCost Project for assigning and billing to clients.
- Allows the creation of summary invoices for clients in Accounts Receivable; project costs can then be assigned to these invoices in the Quick Cost – Billing Manager.

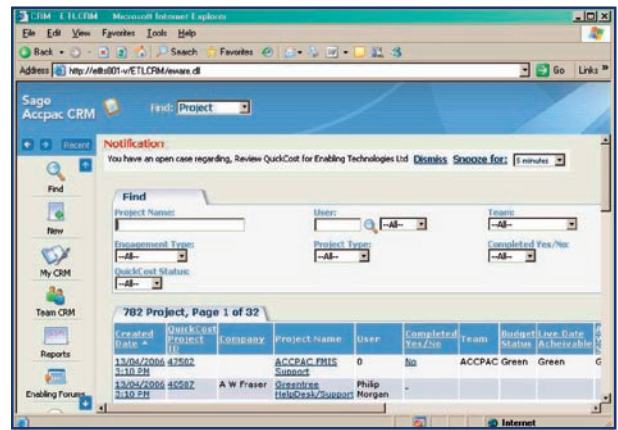


## QuickCost – Accpac CRM Integration

QuickCost integrates with Accpac CRM, allowing the management of QuickCost Projects and creation and assignment of cases for Projects.

### KEY BENEFITS

- View and track details of QuickCost Projects from CRM.
- Create cases that staff can then record time and expenses against.
- Run QuickCost reports directly from CRM.



# Accpac ERP for Time Billing

## What is QuickCost?

QuickCost is a time billing management system that allows you to take control of your Projects by providing detailed time and work in progress reports based on tasks and activities.

An Accpac ERP module, QuickCost is fully integrated to Accpac General Ledger, Accounts Payable and Accounts Receivable. In addition QuickCost integrates with and expands the functionality of the powerful Accpac CRM product to provide project information and link timesheet entries directly to cases in Accpac CRM itself.

With timesheet options that include Microsoft Outlook and web based solutions, QuickCost works the way you want it to. Written using the Accpac SDK, QuickCost is a flexible solution to your time billing requirements in Accpac ERP.

## QuickCost consists of the following components:

- QuickCost – Timesheets
- QuickCost – Timesheet Manager
- QuickCost – Project Manager
- QuickCost – Billing Manager
- QuickCost – Accpac Modules
- QuickCost – Accpac CRM Integration

## Softline ACCPAC

Softline Technology Park  
102 Western Services Road  
Gallo Manor  
Ext 6  
Johannesburg  
2191

Tel: +27 11 304 2000  
Fax: +27 11 304 2030  
E-mail: [strategicsales@accpac.co.za](mailto:strategicsales@accpac.co.za)  
[www.accpac.co.za](http://www.accpac.co.za)