Time Billing and Project Management Software

*Built With **Your** Industry Knowledge*

Web Suite 2010

Reference Guide

This is a sample preview of the actual Guide. To purchase the entire Guide, please click www.bqe.com/store.asp.

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Table of Contents

1

Welcome!

Thank you for making Web Suite your time, billing and project management solution.

Web Suite connects you to your office site, allowing you to manage your projects and monitor the slightest details on the progress of work even when you are miles away. Web Suite is a browser-based application that extends its reach from the main office to remote users or satellite offices anywhere via a local server, an intranet or the Internet with real-time update of your company database. Your connection to your office is as spread out as the internet is!

Your feedback – what you like, what you need and want, and what you do not like – helps us plan and prioritize what needs to be added or improved. Please email your comments, suggestions and ideas about Web Suite to **BQ-Ideas@bqe.com.**

Overview

Managers responsible for managing as well as billing projects to clients are all too often the same people who spend time away from the office. Too often, outsource staff and consultants who work at client locations need to hand in a timesheet to a manager every week but are stuck there. Too often, billing decisions wait until the manager returns or another manager or principal looks at past billings to guess at the right amount to bill. You may need to reprint an invoice while at a client's office or view it while waiting for a plane in an airport. *Bottom Line*: late, inaccurate bills; slow cash flow; and sometimes, upset clients.

Using Web Suite, professionals in satellite offices and in the field can access master information, time and expense data and billing records as and when needed via the Internet on their computers, laptops or smart phones. There is no need to interrupt staff at the main office. Web Suite automatically detects if you are accessing company data from a computer or smart phone. It immediately adapts to the smaller form factor, adjusting navigation and data forms to both the smaller screen and the type of device you have. On saving, the data is added to your company database instantly. Web Suite not only makes it easy for you to manage your projects on time, but it also empowers you with access to information whenever you need it to make key decisions.

12

Working with Time and Expenses

Overview

Web Suite's time and expense functionality replaces paper timesheets for field-based employees and mobile professionals, eliminates redundant and manual entry of field data, saves time and expense in the office and reduces time spent by field managers on nonproductive, administrative tasks. Timekeepers choose the time entry screen they prefer: Sheet View, Simple Time Card. In addition, Timer allows you to open as many stopwatches as needed for your multi-tasking staff and manager needs.

Web Suite allows timekeepers to record expenses in Expense Log or Simple Expense Log screen. You can charge all expenses to a project even if they are not billable. Web Suite supports time and expense entry by timekeepers, vendors and/or administrators. Recording time and expenses is quick and easy.

In addition, you can use Web Suite Mobile to enter, edit and manage time and expense via the internet from your cell phone.

In addition to time and expense entry, you can submit time and expenses for approval in Web Suite. Then project managers and others can review and approve these entries. Because all the data is in one place, it is simply a matter of convenience and availability as to which module works for you. Web Suite offers a useful Time & Expense Workflow that shows the status of time and expenses- Submitted, Un-Submitted, Approved, Forwarded, Rejected and Billed!

Web Suite allows you to link files to the time and expense record. It does not store the file in the database but the link to the location. E.g., you may want to attach receipts, scanned files or any document to the record. You can add and save files for the selected record from the Link Files screen by selecting the files.

You can show/hide some of the fields using Global Settings or Preferences screens.

Web Suite can automatically monitor time cards to ensure timely and complete hours from timekeepers.

The Agent application automates the workflow otherwise handled by a manager or assistant (non-billable time). Agent automatically sends an email to whoever recorded insufficient time or is late in sending time entries.

> The Agent workflow automation module is sold separately. *See Agent Workflow Automation chapter for more information*. For pricing and other information, contact BQE Sales at (310) 602-4020 for more information.

Each time record contains all essential information:

*What project was worked on	Billable status
*Who charged the hours	Approval status
*What activity was done	Who approved the time
*When the work was done	Billed status
*Actual hours worked	Custom fields
Hours to bill the client	Overtime
Activity description	Comp time
Memo (extended explanation)	Extra time (Xtra)
When the hours were recorded	User-defined special flags
Bill Rate	Whether the time entry was synchronized with your accounting package
Cost Rate	Whether the time entry is part of a vendor bill
The bill value of the hours	Invoice on which the time was relieved
The cost of the hours	Adjustments to the bill value of the time
Taxes	

Similarly, each expense record contains all essential information:

*Who charged the expense	Billable status
*When the expense occurred	Approval status
*What project incurred the expense	Who approved the expense
*What the expense was	Billed status
Units involved	Paid status
*Unit cost	Paid date
Cost amount	Expense Type
Markup of the cost	Custom fields

Charge amount to the client	Extra expense (Xtra) flag
Reimbursable status	User-defined special flags
Expense description	Whether the expense was synchronized with your accounting package
Memo (extended explanation)	Whether the expense is part of a vendor bill
When the expense was recorded	Invoice on which the expense was billed
Taxes	Adjustments to the bill value of the time

* indicates required data for the time or expense entry. All other data is optional or added and computed automatically.

All time and expense entries are real-time. They are immediately available for review. After approval, they are ready to be billed. In addition, Web Suite includes every record in a report if it meets the filter options you set.

Web Suite maintains a ***perpetual history*** of time and expenses charged to projects or to your company. These records remain in your company database until deleted. Security permissions are necessary for deletion.

Time and Expense Entry

Timely recording of time and expenses is the foundation of effective and successful management of projects in a professional firm. Web Suite supports time and expense entry by employees and vendors (consultants, subcontractors, etc.). Vendors can enter time and expenses directly into Web Suite or send in timesheets and expense reports. Time and expenses can be converted to a vendor bill if desired. In addition, you can 'receive items' – time and expenses – against a purchase order, and Web Suite can create time and expense entries for you. Security permissions determine which time and expense features can be accessed by users.

Recommendations

Hours worked by employees are ***not*** just for payroll purposes. Expenses incurred by employees are ***not*** just for reimbursement purposes.

*BQE Software **strongly** encourages all users to record hours worked no less than once a day* regardless of the contract type or billing arrangement for the project. Time and expense should be recorded whether it is billable to a job or administrative time charged to a firm. Not following a solid policy produces 'fuzzy' time and expenses. You attempt to remember what you worked on that particular day, week or several weeks prior to that day. Often, time is pushed into projects where you presume it will not be noticed or pushed into 'administrative' time.

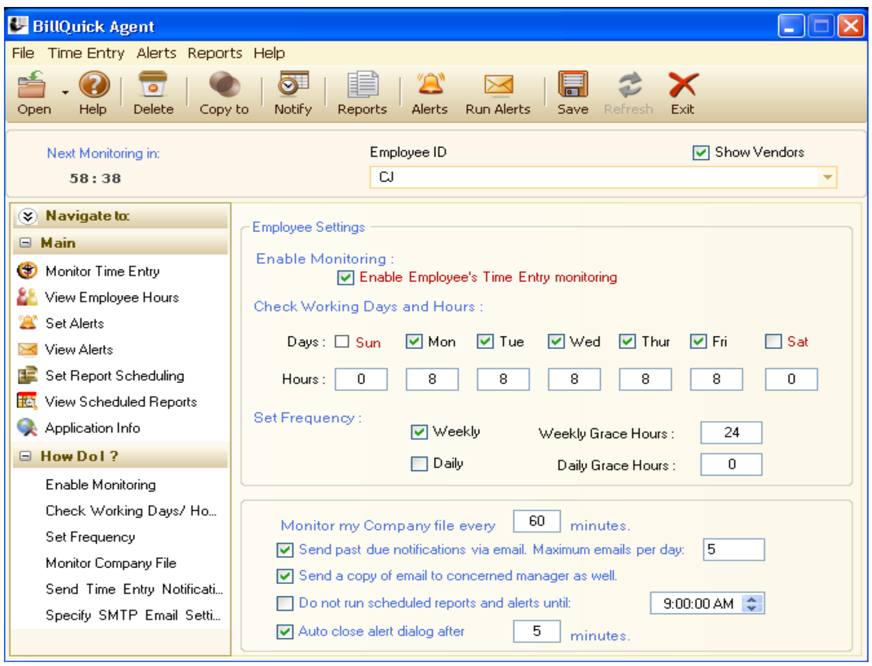
Timely capture of time and expenses flows to:

- Budgets and contract amounts: allowing for complete and accurate comparisons and timely and effective management decisions. This leads to increased profits, less stress (and wasted time) and pressure from 'fighting fires'.
- Project bills: allowing for timely and complete client invoices and faster cash flow
- Management information: providing timely, complete and accurate job costing, budget comparisons, utilization, profitability and other information for project and business management decisions

- *Timer (on-screen stopwatch)* – If you want to track the time spent on any activity or project automatically as you work, *(See the Timer chapter.)*
- *Simple Time Card* – If you work steadily on three, four or five tasks during a day, then use this efficient, quick-to-enter timesheet screen. (*See the Time Entry chapter*.)
- *Sheet View* - If you enter time for others, often needing to mark overtime, comp time or 'extra' time for a project, then use this flexible, customizable spreadsheet-like time entry screen. (*See the Time Entry chapter*.)
- *Web Suite Mobile* – If you have remote offices, staff and managers who work on the road or from remote sites, then use this web-based Web Suite Mobile (a component of Web Suite) on smart phones to capture time and expenses. (*See Web Suite Mobile chapter*.)

In addition, it is recommended that you should use Agent, a workflow automation module for Web Suite, to monitor time entry. For each timekeeper you can set minimum hours per day, and verify compliance with company policy daily. Then if someone is tardy in recording their hours, Web Suite automatically emails them a reminder.

Because you set the workdays and hours for each timekeeper, you can easily manage part-time staff



Intelligence and Adaptability

A typical time entry requires only four fields of data:

- Date – When the task was done
- Project – The job to charge with the hours

- Activity – The task charged to the project
- Hours – Time spent working on the activity (enter hours or Start/Stop time)

Drop-down lists eliminate memorization of codes. Assignment of employees, projects, activities and expenses, as well as optional filters and business rules, can significantly reduce the length of drop-down lists.

Other data that make up a time entry record is automatic or optional, thus reducing effort to the minimum.

Automatic	Optional
Employee ID	Billing Hours (B-Hours)
Description (for the Activity ID)	Memo (carry forward)
Billable Status (for the Activity ID)	Custom Fields (carry forward)
Billing Hours (B-Hours)	Tax 1, 2, 3
Bill Rate	Extra
Cost Rate	Flag 1, 2, 3
Bill Value	Comp Time
Cost Value	Overtime
Overtime (with setup)	
Comp Time (with setup)	
Created On Date	
Client	

Description can be up to 100 characters. It defaults to the description for the activity but can be edited (with appropriate security permissions). However, most companies prefer unlimited length time and expense memos. With memos, you have two options:

- Enter text
- Insert standard text using a Standard Activity Memo (set up for an activity and carried to the memo field automatically)

Web Suite selects bill rates and cost rates automatically. Overtime and Comp Time can be marked manually or you set automatic rules for Web Suite to follow (*See Special Time below*).

Other business rules that reduce effort and save time, during both entry and when checking time and expenses, include:

- Restrict drop-down lists to assigned items (Project Control and Employee Control), thus speeding up entry and improving accuracy.
- Inform timekeepers how many hours were allocated for a task, how much time has been used and how much remains (Allocated Hours). This helps timekeepers self-police themselves and be pro-active. Manager and administrative time is more productive and billable.
- Limit charging of time (and expenses) to budgeted employees or a group you select, thus

improving accuracy and reducing wasted time fixing misapplied entries.

- Handle over-contract situations automatically for Fixed Fee and Hourly Not To Exceed projects (make the time or expense 'non-billable'), thus highlighting an exception situation.
- Lock entries when the contract amount or budget is used up, thus eliminating unprofitable situations or missing an exception situation.

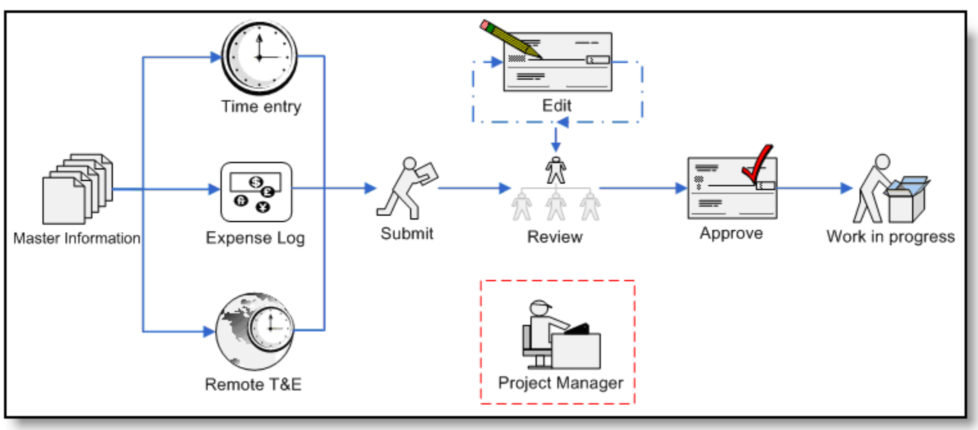
Time and expense entries are perpetual (until you delete them). Thus, you can gain a lot of information by simply reviewing entries on the screen. A report is not required. For example, you can scan the list of entries and instantly check for the 'B' column:

- Billable – Yes
- Non-Billable – No

In addition, you can view a summary of Hours, Units and Charge Amount for expenses. Other columns (when turned on) also contain totals. At-a-glance information and other features save time when you review entries for approval for billing.

As part of the Submit-Approve workflow, who performs a review and accepts entries depends on your company policy. Reviewers see waiting unapproved time and expenses when they check the Workflow navigator. A reviewer can approve or reject an entry.

Time and Expense Entry Process



The above diagram indicates how a timekeeper enters a time or expense record in Web Suite. It illustrates how automatic, intelligent actions going on behind the screens in Web Suite save your time and effort.

The example below assumes the timekeeper enters time on the Sheet View screen and its layout is the default (not changed since installation).

Timekeeper Action	Web Suite Action	More Information
Timekeeper logs into Web Suite.	(1) Validate permission to work with the application. (2) Activate granted security permissions.	*General Tab* in the Employee Information chapter; Security chapter
Timekeeper opens the Sheet View screen	(1) Adjust screen to the last session's settings. (2) Activate global, user and session preferences for the time entry	*Preferences and Settings* below
In the View By: field, choose Employee, then click and select an ID from the drop-down list.	(1) Automatically displays time entries that meet the criteria in the key fields (View By, Employee, etc.)	Time Entry chapter
Click New.	(1) Clears the data entry fields for you to enter data	
Enter date or select from the drop-down calendar. Tab to the next field or click on the next field.	(1) If the year is not entered, Web Suite assumes the same year as the computer's system date. (2) Validate that the date is within the past/future range set in Global Settings-Time screen. (3) After the first entry in a session: Defaults to the last date entered if the field is skipped. (Click ++ to increase by one day or – – to decrease by one day.)	*Preferences and Settings* below and *Time/Exp* in the Settings and Preferences chapter.
Enter a project (jumps to the nearest match in the list), or click to open and select from the list. Tab to the next field or click on the next field.	List all projects except those to which the timekeeper is not assigned via the budget (if the project rule is active), Project Control or Employee Control	Project Information chapter; Project Control chapter
Enter an Activity ID (jumps to the nearest match in the list) or click to open and select from the list. Tab to the next field or click on the next field.	List all activity codes except those not assigned via the budget (if the project rule is active) or via Project Control. After selecting an activity: • Description defaults to the activity's description • Status (Billable/Non-Billable) defaults to the setting for the activity code	*See Rules below.* *See Rules below.*
Enter Hours in decimal format. Tab to the next field or click on the next field.	(1) If the project is marked for 'Lock at Contract Amount' rule, and the Total Amount Spent *[(Hrs x Bill Rate) + non-billable Expense Amount]* is greater than the Contract Amount, the time entry is rejected (contact the project manager). (2) Adjusts Hours: • Insert Minimum Hours from Activity record or from the Service Fee Schedule to B-Hours field (Billing Hours). • If the Smallest Time Increment feature is set to zero, skip rounding. • If set to round only B-Hours to the next time	Project Information chapter *Rules* below; *Preferences and Settings* below

Timekeeper Action	Web Suite Action	More Information
	interval, insert rounded hours into B-Hours and leave Hours (A- or Actual Hours) as-is . . . • If set to round both Hours and B-Hours, round both to the next interval • If the Smallest Time Increment feature is turned off (zero rounding), copy Hours to B-Hours. (3) Calculate the Cost Amount for the time entry: *Hours x Cost Rate*. • If a service fee schedule contains an applicable special cost rate, use it to calculate the cost amount. • If the activity code has an associated cost rate, and the project rule is active, use it to calculate the cost amount. • If neither situation applies, use the default cost rate from the employee profile. • When billed, carry the cost amount to profitability reports. (4) Calculate the Bill Amount for the time entry: *B-Hours x Bill Rate*. • If a service fee schedule contains an applicable special bill rate, use it to calculate the bill amount. • If the activity code has an associated bill rate, and the project rule is active, use it to calculate the bill amount. • If neither situation applies, use the default bill rate from the employee profile. • When billed, use the sum of bill amounts for all entries included in the billing record as the basis for the invoice amount (for Hourly, Hourly Not to Exceed and Percentage contract types only). • Bill Amounts also carry to reports. (5) If item taxes apply, calculates the tax on the time entry using the sum of the Tax 1, 2, 3 rates.	*Rates* below *Rates* below *Computing Taxes* below
Edit Description or add an extended note (memo). Save the memo. Tab to the next field or click on the next field.	The memo or activity description is carried forward to the invoices and reports.	*Memos* Working with Web Suite chapter.
Edit billable status (if having appropriate security permissions). Tab to the next field or click on the next field.	(1) Adjust the billable status: • If the contract type is Overhead or Marketing, mark Status as non-billable. • If the contract is Fixed-type, and the Total Amount Spent *[(Hrs x Bill Rate) + non-billable Expense Amount]* is greater than the Contract Amount, mark Status as non-billable.	*Contract Types* in the Project Information chapter
Tab through the A box or click on the next	(1) Mark approved: • If the project is marked to automatically approve	Project Information chapter

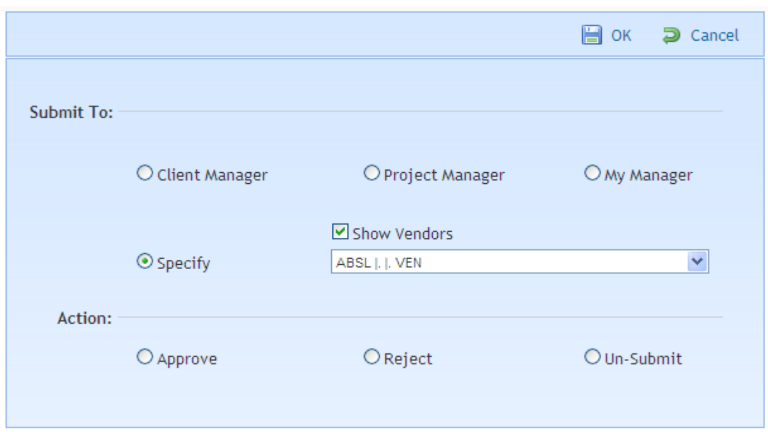
Timekeeper Action	Web Suite Action	More Information
field.	time entries charged to it • If the global setting for auto-approval is turned on • Leave the box unchecked. (Project manager or another user is responsible for approval.) (2) When preparing for billing, include only approved time entries in the billing record.	*Preferences and Settings* below *Approving Time and Expense* below
At the end of the session, highlight recorded entries and click Submit. From the Submit-Approve screen, choose the appropriate option.	(1) After submission, use internal workflow procedures to flow submitted entries to the appropriate person for review.	*Submit-Approve Process* below; *and* Working with Web Suite chapter

Web Suite automatically calculates the employee Cost Rate by multiplying the Pay Rate and the Overhead Multiplier. *See* *Rate Tab* *in the Employee Information chapter*. Alternative cost rates can be defined on a service fee schedule and for an activity code. You can change a cost rate for a time entry on the Sheet View screen if you have appropriate security permissions.

Submit-Approval Process

Approval of time and expense entries is optional. To auto-approve all time and expenses as you enter them, review the Time/Expense options in Global Settings.

Web Suite's built-in approval feature is active when you install it. Sometimes called 'posting' or 'releasing work-in-progress', the submit-approval process involves submitting items for review, reviewing them, and approving them for billing. Only approved entries are included in billing records on the Billing Review and Manual Invoice screen.



A time or expense entry *DOES NOT* need to be approved before it is saved. Web Suite saves entries as you record them.

Depending upon the company policy and practice, timekeepers may submit time, expenses, vendor bills, invoices, purchase orders and PTO requests to a client manager, project manager, employee manager or a specific person. Through the last option, a chain of reviewers can check time and expenses before a

13

Time Entry

Overview

Time tracking is a critical task in any company. Employees and consultants should record billable and non-billable hours for services delivered to clients and your company. Time flows to:

- Project managers for budget comparisons and contract spent
- Billing managers for decisions and invoices
- Owners and other managers for project and business decisions and planning
- Accountants and others for payroll processing

Without timely, accurate and complete time records, you are trying to run your business with one-arm tied behind your back.

Timekeepers can be employees or vendors (e.g., consultants). Security controls the features and information they can access in Web Suite and in all add-on modules.

> Web Suite adapts to your profession and company by allowing you to change the term Time Entry to Time Tracking, Time Sheet and so on. You can also change Employee to Timekeeper, Staff and so on. *See the Custom Labels screen*.

Tools to Capture Time

Hours charged to a billable or overhead project can be recorded in a number of ways:

Simple Time Card	Using a time sheet layout, you can capture time for one or multiple projects. Projects and activities from previous time sheets pre-fill the time sheet (turned off). For simple time capture, you could enter as little as one field of data. The screen displays all days of the week and total hours for the week and each day. It can be customized.
Sheet View	Using a spreadsheet layout, you only enter four fields of data. All other data for a time entry is automatic or optional. Preferences allow you to turn on/off some additional fields, thus enhancing data entry

	and review of billable, non-billable and billed time.
Timer	Making it easy to capture more accurate and complete time in a multi-tasking environment, an unlimited number of stopwatch timers can be opened and run. You can manage all timers while working with any application.

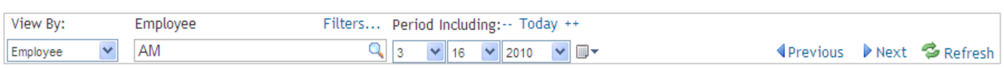
See the *Working with Time and Expenses* *chapter for more information*.

Indicates you can change a field label or mask with the Custom Labels feature. Changes to labels and masks flow to screens, reports and invoices. Web Suite also customizes field labels and masks to your home country. *See* *Custom Labels* *in the Settings and Preferences chapter*.

Simple Time Card

Simple Time Card presents an easy-to-use time sheet. Basic data entry requires you to fill only three fields. Optionally, you can add a memo for a detailed explanation. Totals hours per day and per activity charged to a project display for easy review. If you allocate hours to the timekeeper to complete an activity for a project, the allocated hours, hours used and remaining hours display at the bottom of the screen. This helps keep the timekeeper to stay on target and be proactive when more time is needed.

Key Fields



The key fields at the top of the Simple Time Card screen set the criteria for time records you enter or view. After filling the key fields, click Refresh to apply the criteria to the database. Matching time records of the employee or vendor for the week selected display in the grid.

The following are descriptions for each field in the Key Fields group.

View By	Sets the grid to employee or vendor mode. Click to select one from the drop-down list.
Employee Vendor	ID of the employee or vendor. Enter the ID or click to select one from the list. Only Active status employees and vendors display in the list.
Period Including	Month, day and four-digit year for the desired week. Enter a date or click to select one from the drop-down calendar.
Previous/Next	These two buttons aid in navigating between the previous and next weeks, based on the date selected in the period including field.
Link Files	Click the text link to attach files with the time entry. E.g., you want to link personal time off details to your time entries so that your supervisor can review it later. It does not store the file in the database but the link to the location. *See* *File Linking* *in the Working with Projects chapter for more information*.

Grid Details

Project ID List...	Activity ID List...	Description	Sun 14	Mon 15	Tue 16	Wed 17	Thu 18	Fri 19	Sat 20	Total
05-361:B42	GEN:WEB	Web Services		8	6	7	8	8		37
05-361:B42	GEN:SI	Site Inspection		7	8	8	8	4		35
05-361:B42	GEN:TC	Telephone Call/Conference		6	7	8	9	5		35
05-361:B42	GEN:RL	Report/Letter		6	9	8	7	3		33

The time entry grid consists of rows and columns. Days of the week array across the grid. Under each day, enter the hours worked on an activity for a project. At the left of each row are projects and the activities done. On the right are row totals for the project's activity. At the bottom are total hours for each day.

Simple Time Card displays only core elements: date, project, activity and hours. Web Suite automatically inserts the correct date into the time record based on the Day column under which you enter hours and activity.

The following are descriptions for each field in the Simple Time Card grid.

Project ID R	ID of the project being charged. Click on the text link List to select one from the list of available projects.
Activity ID R	ID of the activity charged to the project. Enter the ID or click on the text link List to select one from the list of available activity codes. Only Active status activity codes display in the list.
Sun . . . Sat RO	Name and date for each day in the week defined by the Period Including date. *Weekend dates display only if you turn on the weekend option from the button panel.*
Hours R	Hours expended in completing the task. When recording hours for a particular project, a timekeeper can: • Enter the total hours at the end of the day for a specific activity after manually totaling starts and stops • Incrementally edit hours during the day • Enter separate rows for each part of the day's work. When adding an entry, Web Suite may adjust B-Hours (Billing Hours—not shown on the Simple Time Card) according to some rules. *For more information, see the* *Working with Time and Expenses* *chapter*.
Total RO	The total hours logged per project or employee on row basis.

Additional Fields

Click Options on the button panel to access the following fields:

Filters On/Off	Check the option to apply the filters to the drop-downs.
Submitted Only	Check the option to view the time records submitted for approval.
Memo on Journal	By default, memos are not copied to the Project Journal. Check the option if you want the memo to appear as a journal note. If you want this option marked for all

Grid Details

The PTO Review grid consists of rows and columns. Each row is a separate PTO request.

Select	☐	Date	EmployeeID	StartDate	EndDate	Hrs	Paid	Unpaid	Comp Time	Status
Select	☑	4/6/2010	nw1	4/6/2010	4/6/2010	8	0	0	0	
Select	☑	4/1/2010	np	4/1/2010	4/1/2010	8	0	0	0	
Select	☑	4/1/2010	AM	4/1/2010	4/1/2010	8	0	0	0	
Select	☑	4/1/2010	ze1	4/1/2010	4/1/2010	8	0	0	0	
1										

The grid displays the following columns:

Select	Click the link to select the PTO request in the grid for editing.
Date	Shows the date when the PTO request was made.
Employee ID	ID of the employee/vendor who is seeking personal time off.
Start Date	The date when the personal time off period will start. The Start Date carries from the PTO Request screen.
End Date	It is the date up to which the timekeeper wants to have his/her personal time off. The End Date is carried forward from the PTO Request screen.
Hrs	Total number of hours that a timekeeper is seeking for personal time off. Hours also get carried forward from the PTO Request screen.
Paid	The number of hours that have been specified by the employee or timekeeper as paid hours.
Unpaid	The number of hours that have been specified by the employee as unpaid or unearned hours.
Comp Time	The number of hours that have been specified by the employee as compensation time.
Status	This column in the grid displays the status of each request: Approved , Submitted or Rejected .

How Do I . . .

Enter Time in Sheet View

Most timekeepers record time for projects and company administrative activities in Time Entry-Sheet View.

To enter time:

1. On the navigation bar, click Time and choose the Sheet View tab.

2. In the key fields above the grid, select 'Employee' from the View By drop-down list. Press Tab to

move to the Employee field and enter or select an ID. Tab through Period (you can enter time for any date). In the 'Period Including' field, enter the date of the first time entry you plan to record.

3. Click Refresh. If entries display, click New to jump to detail view of Sheet View.

4. Enter the Date –month, day and four-digit year—of your first time entry. (You can also click to select a date from the calendar or after the first entry, skip the field and default to the previous date.) Press Tab to move to the Project ID field or click the field with your mouse.

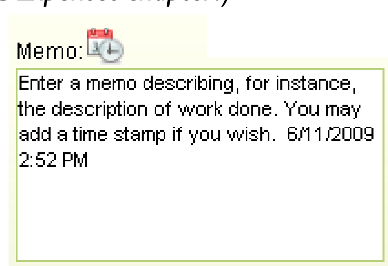
5. Enter the Project ID to be charged with your time. You can also click to select a project from the list. Tab to the Activity field.

6. Enter the Activity ID for the task or service you provided to the client or click to select one from the list. When you press Tab, the text carries from the activity record to the Description field. You are able to edit the description, but hold off for a moment.

7. Press Tab to move to the Description field. As noted above, the text in the Description field carries forward from the activity code record. You can edit the text to make it more specific to the work you did – up to 100 characters. If you need more space, use the Memo (next step). Some standard invoice templates print time entry descriptions or memos. Let's *not* edit the description text.

8. Tab to the Hours field (actual hours spent doing work) and enter the hours (in decimal format) worked on the task. For example, if you worked 48 minutes, enter 0.8.

9. When you press Tab to go to the next field, behind the scenes Web Suite copies Hours to Billing Hours (B-Hrs) and rounds it to the next time increment (defined on Global Settings-Time screen), which is 15 minutes or 0.25 hours. (You can also adjust B-Hrs by various processing rules. *For more information, see* *Rules in the Working with Time and Expenses chapter*.)



10. Now, let's add a memo in the memo box. You can enter as much text as you need in the memo box. You can also add current date/time stamp to the memo by clicking . *See Memos in the Working with Web Suite chapter*.

    Notice that you control how the memo is used in Web Suite. If none of the options are checked, the memo is for internal use only (reports). You can also carry it to detailed invoices or project journal.

11. Now, look at the 'Billable' checkbox. A checkmark indicates that the time entry is Billable. This flag carries from the activity record, but Web Suite may change a billable activity to non-billable if (a) the project being charged with the time is an Overhead or Marketing contract type, or (b) the project contract type is Fixed, Hourly Not to Exceed or Recurring with Cap and the total spent is greater than the project contract amount. You can also modify the status manually (with appropriate security permissions).

12. To save the entry click Save. If you forgot to fill in any of the required fields, a message displays. Click Return to view the grid list of time entries**.**

13. You will see the newly added time entry in the grid.

    'Yes' in the 'M' column indicates that a memo is attached to the time entry. In addition, 'Yes' in the 'A' column indicates the time entry is approved.

14. When done, click Close to exit.

Submit and Approve Time Entries

For a company that follows a submit-review-approval process, Web Suite's built-in workflow makes the process easy and fast.

To submit and approve time entries:

1. On the Sheet View, select the rows by marking the checkbox against the time entries that you want to submit to a particular reviewer. You can select all rows in one go by checking the top most checkbox. All selected rows will be submitted to the same person.

2. With the rows highlighted, click the Submit button.

    On the Simple Time Card, use Submit All to submit entries.

3. On the Submit-Approve screen, select whom to submit the entries. Commonly, non-billable and billable hours charged to a billable project are submitted to Project (manager of the project) or Client (manager of the client). Non-billable items charged to the company's Overhead and Marketing projects would be submitted to a Specific person or My Manager (your direct supervisor). ***Your Web Suite Supervisor will provide submission instructions.*** Click OK.

4. Web Suite automatically routes time entries to the person responsible for reviewing and approving the entries. The next time they log into Web Suite, they will be reminded via the Workflow section of the Home page that they have time entries (and expense entries) waiting to be reviewed.

    Alternatively, a reviewer can use the Reviewer screen to view time and expense entries for multiple projects, clients, etc. *See the Reviewer chapter for more information*.

5. On the Sheet View (or Reviewer) screen, you can check hours, bill rate, memos and other information as needed. If you have appropriate security permissions, you can edit time entries (including bill and cost rates). Also, you can approve entries individually or select some or all of the rows and click Submit to open the Submit-Approve panel. From here, you can choose the desired option.

6. When done, click Close to exit.

16

Web Suite Mobile

Overview

Using Web Suite Mobile, professionals in satellite offices and in the field can enter time and expenses as and when needed via the Internet on their smart phones or web-enabled PDAs. Web Suite automatically detects you are accessing company data from a smart phone. It immediately adapts to the smaller form factor, adjusting navigation and data forms to both the smaller screen and the type of device you have. Web Suite Mobile works on iPhone, Blackberry, Treo and about 75% of the mobile devices in use today. On saving, the items are added to your company database. With the power in the palm of your hand, the moments before a client meeting or waiting for a plane can be utilized to capture time and expenses. In real-time, this is added to your company's database.

Web Suite Mobile links the worker and the enterprise, making employees more productive and businesses more efficient. Mobile professionals require support whenever or wherever they travel. Web Suite Mobile enables handheld device users to enter and upload time and expense information into the main Web Suite database anywhere and anytime. Project managers, principals, staff and admin can immediately produce up-to-date reports and generate bills.

Web Suite Mobile works anywhere you have a communication signal. You can start a Timer on your smart phone when you enter a client's office and turn it off when you leave. You can add a memo to a time entry to explain an issue or add a memo to justify an expense.

Key Features

- Anytime, anywhere access allows you to capture and input time and expenses as they occur, regardless of where the work is done.
- Web Suite Mobile transmission of information to home office keeps time and expense entries up to date and minimizes month-end crunch time.
- Web Suite Mobile based time and expense entry makes staff more efficient by expediting the data entry process in an easy-to-use, browser-based environment.
- Access time/expense information wherever web-enabled mobile devices are available.

Understanding Invoices

What prints on an invoice is entirely your decision. Billing decisions that are part of master information setup and global settings determine what information prints on the invoice. A key decision to make is which invoice format to use with each project contract type (billing arrangement). Other billing setup options represent processing decisions that are automatically made every time you bill. Decisions made when you bill also affect what is included on an invoice and how that information displays.

To make it easier to understand the impact of different decisions, an examination of three sample invoices follows. Explanations point to the source of the information on the invoices.

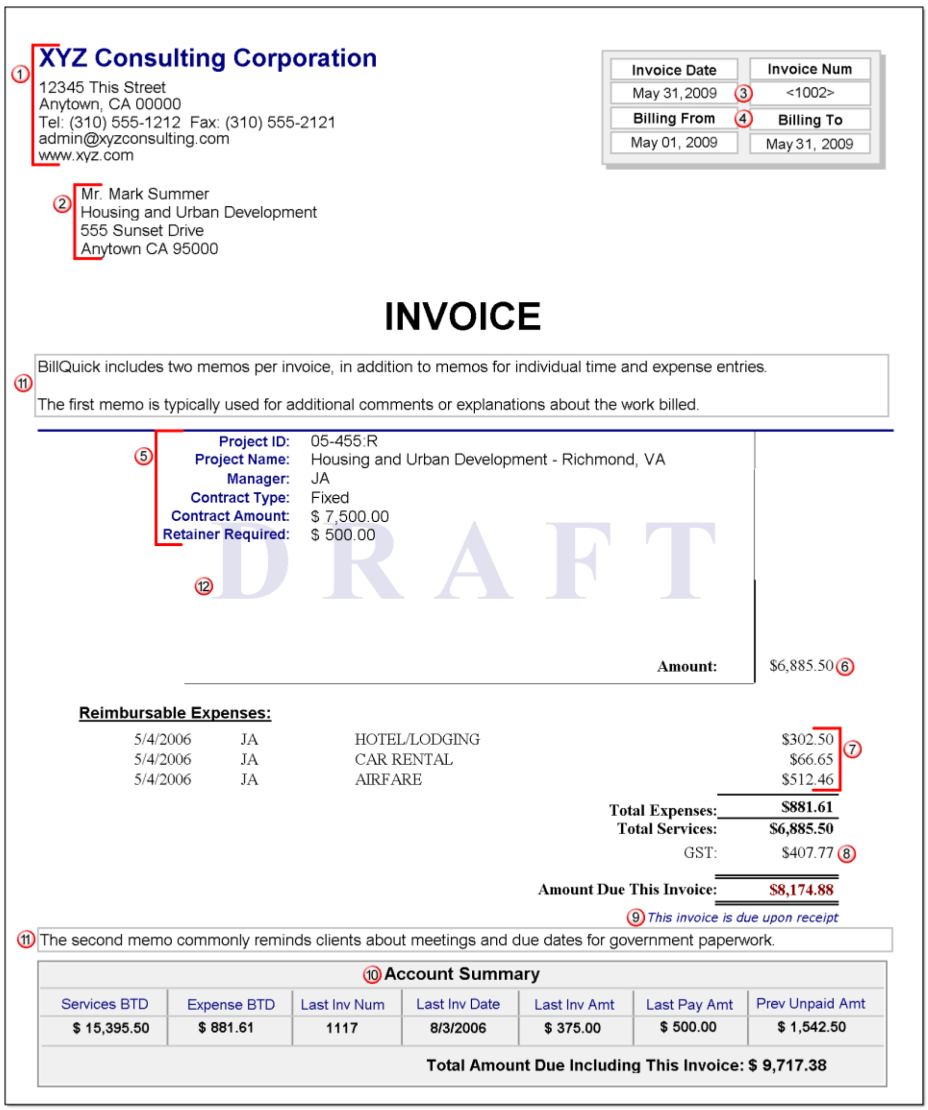
Fixed Fee Invoice

Also called the company's 'single service fee invoice'.

1 Name and address carries from the Company screen. Web Suite encrypts your company name in its license and registration keys. If you want to change the name, contact BQE Sales for new keys.

2 The recipient's name and address carries from (a) the main client contact and client address, or (b) the project contact address. (a) is part of a client profile (b) is part of a Client Contact list and prints only if you mark 'Send Invoice to Contact' in the Project profile.

3 Invoice Date defaults to the system date. Companies usually change the invoice to a future date to allow for printing and mailing. Aging begins on this date.



1 XYZ Consulting Corporation
12345 This Street
Anytown, CA 00000
Tel: (310) 555-1212 Fax: (310) 555-2121
admin@xyzconsulting.com
www.xyz.com

Invoice Date		Invoice Num
May 31,2009	3	<1002>
Billing From	4	Billing To
May 01, 2009		May 31, 2009

2 Mr. Mark Summer
Housing and Urban Development
555 Sunset Drive
Anytown CA 95000

INVOICE

11 BillQuick includes two memos per invoice, in addition to memos for individual time and expense entries.
The first memo is typically used for additional comments or explanations about the work billed.

5
Project ID: 05-455:R
Project Name: Housing and Urban Development - Richmond, VA
Manager: JA
Contract Type: Fixed
Contract Amount: $ 7,500.00
Retainer Required: $ 500.00

12 DRAFT

Amount: $6,885.50 6

Reimbursable Expenses:

5/4/2006	JA	HOTEL/LODGING	$302.50
5/4/2006	JA	CAR RENTAL	$66.65
5/4/2006	JA	AIRFARE	$512.46

7

Total Expenses: $881.61
Total Services: $6,885.50
GST: $407.77 8
Amount Due This Invoice: $8,174.88

9 *This invoice is due upon receipt*

11 The second memo commonly reminds clients about meetings and due dates for government paperwork.

10 Account Summary

Services BTD	Expense BTD	Last Inv Num	Last Inv Date	Last Inv Amt	Last Pay Amt	Prev Unpaid Amt
$ 15,395.50	$ 881.61	1117	8/3/2006	$ 375.00	$ 500.00	$ 1,542.50

Total Amount Due Including This Invoice: $ 9,717.38

Web Suite assigns the next available invoice number when you process the selected billing record in the Billing Review screen. In this case, a draft invoice number prints in angle brackets. The next available invoice number is assigned when you finalize the invoice. You can change the invoice number, if desired, before creating the invoice. This resets the 'Last Invoice Number' in the Global Settings screen of Web Suite.

④ The date range carries from the Billing Review screen. The range determines what unbilled, approved time and expenses (work-in-progress) to include in the billing record. As you can see, the date range covers any period you want.

⑤ From the project profile, note that the contract type is Fixed. The company chose to bill by time (rather than by percent complete or with a billing schedule).

⑥ The Amount (Net Bill on Billing Review) is Service Amount (Billable on Billing Review) *less adjustments* such as applied discounts, applied retainer, etc. Service Amount is the billable value of the approved time entries in the specified date range (see④), including any taxes on individual entries (Tax 1, 2 or 3 on the Activity screen or in the service fee schedule assigned to the project).

⑦ Approved expenses within the date range defined on the Billing Review screen, which includes any taxes on individual entries.

⑧ In this example, GST equals the calculated Main Service Tax (MST) on total labor billed + calculated Main Expense Tax (MET) on total expenses billed. You define MST and MET percentages on the Company screen and as needed, can change the rates in client profiles and project profiles. Web Suite supports multiple tax situations: MST and MET only for total labor/services and expenses on an invoice, Tax 1, 2, 3 only on individual time and expense entries, or both.

⑨ Payment terms for the invoice, defined on the Terms screen and assigned in the client or project profile. Web Suite first looks at the project profile and if Terms is blank, looks at the client profile. If neither profile contains terms, Web Suite prints the default payment term ("This invoice is due upon receipt.").

⑩ Account Summary includes Accounts Receivable (AR) information – past invoices, payments and amount unpaid. Other invoice formats include retainer paid and balance information. Some formats show an AR Aging Summary.

⑪ Web Suite supports two memos per invoice. In most invoice formats, the first appears near the top of the main body and the second after it. The second memo may print within the area marked as ⑫ in some invoice formats. Memos can be of any length.

⑫ Web Suite adds the Draft watermark when you choose 'Draft' option on the Billing Review screen. The watermark disappears when you click Process Inv on the Invoice Review screen. The 'Paid' watermark prints when the invoice finishes processing.