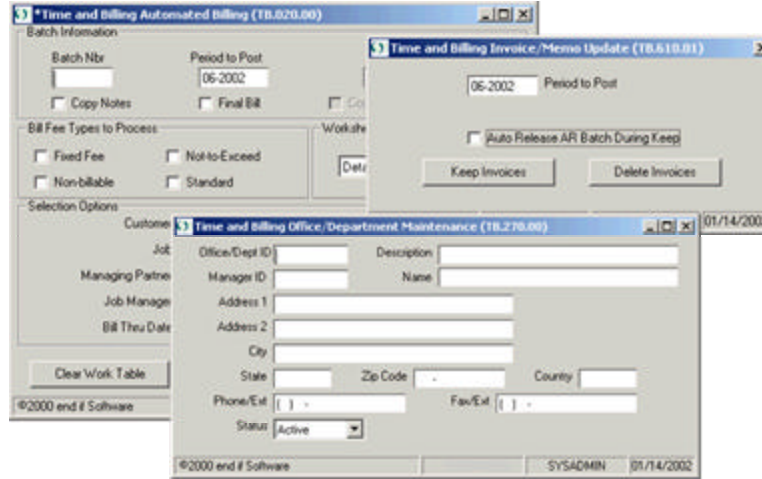




# Time & Billing for Solomon IV 4.5

## Time & Billing



**EIS Time and Billing** is a powerful, full-featured module designed for transparent integration with Microsoft Business Solutions Solomon products. It is the ideal solution for professionals and companies who bill for their services and expenses, (e.g., CPA's, Architects, Engineers, and Professional Consultants) EIS Time and Billing, accumulates time and expenses down to the smallest detail.

**For the medium to large** Temporary and Contract Employment Agencies this product provides a robust tracking tool streamlining the process of time gathering and client billing. Added features include: employee efficiency tracking and payroll-to-billing analysis capabilities.

### Specific Features & Benefits:

- ✓ Seamless integration with Microsoft Business Solutions Solomon accounting. Eliminates duplicate entries by automatically transferring project expenses.
- ✓ Accumulates detailed time and expense information
- ✓ Maintains budget and scheduling by project, cost code, or worker.
- ✓ Provides multiple levels of cost and profitability.
- ✓ Automated billing calculates customer billing by job, type, or worker.
- ✓ Optional Remote Timekeeper allows for 'in-the-field reporting' and import.
- ✓ Powerful report library for 'in-the-field' analysis.

**Remote Timekeeper Add-on** is a robust, stand-alone, single-user system that tracks: time, expenses, appointments, contact, and charge-to-jobs for payroll. Perfect for companies with field consultants, or companies in which many people enter their own time and expenses without accessing the main accounting system. Data is validated against Time and Billing or Microsoft Business Solutions Solomon Project Controller standard edition.

**Customize For Your Business** using EIS Time and Billing's flexibility to define text names for customers and job descriptions using the labels your business normally would use. For example, you may prefer the term 'client vs. customer' or 'project vs. job'. With EIS Time and Billing you customize labels to suit your type of business.

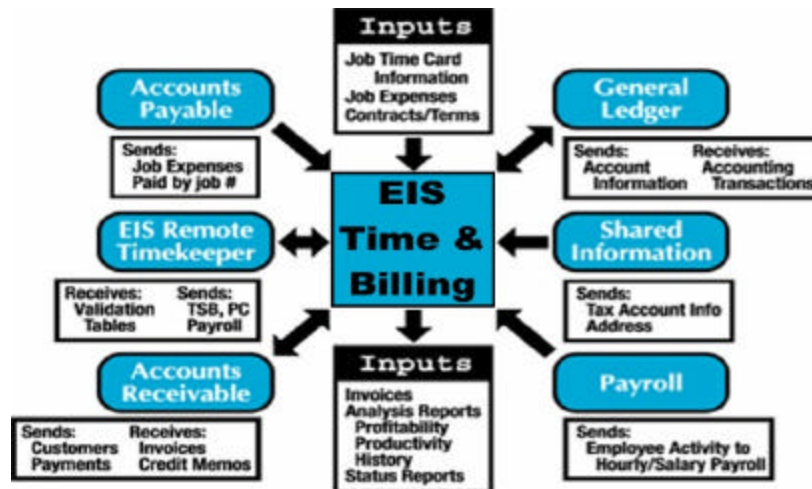
**Setting Up Jobs** using a comprehensive setup system lets you enter job identification and description, customer information, and complete financial information (including job and budget amounts, hours, fees, and status) into the database using the Job Maintenance screen. It provides instant access to historical and database information, and entry of complete billing and management information.



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**Flexibility** to establish up to three cost level codes with flexibility in field **lengths and caption descriptions**. Easily set up office, department, managerial, and worker information with flexibility to structure costing, billing, and status to your particular business.

**Quick and Easy Data Entry and Inquiry for Time and Billing** transactions associated with customer billings are easily fed into the database using the Time and Expense Entry screen. Enter transactions that should be recorded on a customer's job or project, including billable and non-billable time, expense entries, and billing adjustments.

**Remote Operations Are Just As Easy** using the optional remote time and expense entry module called TimeKeeper remotely imports transactions with ease into EIS Time and Billing using the powerful import capabilities built into the program (requires the RTK interface).

**Inquiries, Standard Outputs and Reports.** Make inquiries regarding any job status and associated document through the Job Maintenance and Budget Maintenance screens. Other inquiry screens - such as the Transaction Activity and Transaction Detail screens - are easily accessed through Job History on the main menu. Users have access to a full library of reports to provide detailed analysis of time and expense, profitability, and productivity.

**Possible Values/Inquiry Windows** for when you want to run an inquiry for all allowable in a particular field? No need to open another screen. Simply use your mouse or a keystroke to select a particular field to display an inquiry of the possible values.

**Quick Maintenance Windows** are used throughout EIS products, just as they are in the Microsoft Business Solutions Solomon system. With proper access rights you can create and update master records without leaving the data entry screen.

**Grid or Form View Options** are featured in EIS products and present database information in either grid or form view. This feature speeds up searches and corrections. It is especially useful for reviewing repetitive information (e.g. recurring credit card transactions). Toggle between grid and form views using a function key or a mouse.

**Powerful Batch Processing:** EIS Time and Billing facilitates batch entry of time and expense information. Solomon General Ledger, Accounts Payable, Accounts Receivable, and Payroll modules are automatically updated as applicable, when batch processing is complete. This also occurs when data is imported using the Remote TimeKeeper program.

**Automated Billing Process** then creates transactions and prints invoices. What could be easier? Make billing adjustments at several stages of the billing process, review the Pre-Billing Worksheet, enter any write-ups, write-downs, progress billings and adjustments. With just a few keystrokes you are then ready to prepare the final bill.